



Clinton County Emergency Management Commission Meeting

Wednesday, October 1, 2025 | 6:15 PM
Clinton County Satellite Office and Zoom Meeting
226 11th St, DeWitt, Iowa

Attendees:

- Board of Supervisors: Supervisor Erin George
- City of Calamus: Councilperson Jake Jensen
- City of Camanche: Councilperson Dave Bowman
- City of Charlotte: Councilperson Kelly Hosette
- City of Clinton: Mayor Scott Maddasion
- City of DeWitt: Councilperson Carole Dunkin
- City of Goose Lake: Mayor Ken Schoon
- City of Grand Mound: Councilperson Joe Beitelspacher
- City of Lost Nation: Mayor Ramon Gilroy
- City of Low Moor: Councilperson Karna Rehr
- City of Welton: Mayor Jon Marlowe
- City of Wheatland: Councilperson Paul Stankee
- Sheriff's Office: Sheriff Bill Greenwalt
- Emergency Management:

Coordinator, Chance Kness
Operations Officer, Andrew Smith

Absent:

City of Andover
City of Delmar
City of Toronto

Media: None

Public: None

Other Attendees:

- Clinton County Medical Examiner (ME) Dr. Peg Wolf
- Clinton County Communications Director Jeff Chapman
- Clinton County HR Director Ally Weller

1. Introductions – The meeting was called to order at 6:17 p.m. by Mayor Maddasion. Roll call attendance was completed.
2. Approval of previous meeting minutes – February 19, 2025 – A motion to approve the previous meeting minutes as presented was made by Supervisor George and seconded by Councilperson Stankee. Motion passed with all ayes.
3. General Public - This is the time that the public can address the Commission. Public comments will be limited to 3 minutes per individual. – No comments from the public.
4. Discussion and Possible Action – Proposal for EMA Staff Restructuring
 - a. Kness and Smith presented a proposal to transition the hourly Plans Officer position, which is currently vacant, to a salaried Deputy Coordinator position. Additionally, it was proposed that the Operations Officer position, currently occupied by Smith, would also transition, in title only, to Deputy Coordinator (no change in salary). The proposed restructuring would provide valuable flexibility by expanding the scope of work the third

member of the department could perform, as well as increased capacity to provide 24/7/365 availability for both EMA and Medical Examiner (ME) support responsibilities while allowing for appropriate work-life balance for all members of the department in order to ensure their continued effectiveness. Under the proposed structure, each Deputy Coordinator would be the primary supervisor for either the ME Transporters or ME Investigators. The proposed restructuring would require minimal additional cost, as the only increases would result from increased salary (calculated to be between \$637.00 and \$14,810.00, based on applicant's experience, above the previous Plans Officer annual income) and additional fuel and cell phone costs, both estimated to be approximately \$50.00 per month.

- i. Discussion of the proposal began with Mayor Schoon inquiring about the cost of an additional response vehicle. Kness stated no additional vehicle purchase would be necessary due to the planned sharing of Duty Officer responsibilities and the availability of a Sheriff's Office response vehicle which Sheriff Greenwalt had previously indicated he would allow to be utilized.
- ii. Mayor Gilroy asked who requests EMA involvement in an incident, which Kness explained would be situation dependent. Mayor Gilroy further asked where EMA needs additional staff to cover responsibilities. Kness clarified that the proposal was not for additional staff, rather to reclassify a position from within the office's stated staffing level of three employees. Kness and Smith explained that, because the workload of the office fluctuates greatly based on many factors and the scope of work performed is so broad, the need to have three employees capable of operating at the same level of proficiency in all regards is necessary.
- iii. HR Director Weller asked when the last time was that an emergency occurred which required all three staff members to be present. Councilperson Jensen offered that the 2020 derecho would be a good example of when the full staff would have been engaged. HR Director Weller presented a scenario in which a death call required both an ME Investigator and an ME Transporter, and one or both of those employees required assistance. She asked how many points of contact with EMA would be required. Smith explained that ME Wolf would answer any medical or investigative questions, and EMA staff would answer any service or coordination questions. HR Director Weller clarified her question by asking if the proposed structure would require ME Investigators or ME Transporters to contact their direct supervisor. Kness explained that they would contact the Duty Officer for any immediate needs, as the separation of supervisor duties between Deputy Coordinators would encompass the more routine responsibilities of scheduling, payroll, and training.
- iv. Communications Director Chapman asked how many staff hours per year EMA devotes to preparedness and training for Clinton County entities. Kness stated he would need time to review a substantial amount of documentation to give a definitive number. Chapman clarified that he asked because he felt that, because the discussion had been focused on response activities, the significant amount of work EMA does in providing planning, training, and additional support had not been highlighted. Kness and Smith acknowledged the considerable work EMA does in partnership with many agencies in Clinton County to train and prepare for disasters and other emergencies.

- v. Medical Examiner Wolf commented on the volume of work EMA conducts in hiring, training, equipping, scheduling, completing payroll and billing, and supporting the various functions of the ME program.
- vi. Councilperson Bowman asked, since the vacancy of the Plans Officer position, how many hours per week Kness and Smith were working. Smith estimated he spends an average of 45 to 55 hours per week in the office, with additional time spent working from home. Kness explained that additional hours have been required to keep up with tasks which had previously been assigned to the Plans Officer, and that additional support from one of the office's part-time Radiological Officers and from CERT volunteers has been required to keep up with certain projects he and Smith have been diverted from. Smith stated prioritization of certain tasks has resulted in other, still valuable work and participation, having to be put off.
- vii. Supervisor George referenced previous meetings of the Executive Committee, and indicated they had not come to any consensus about the possibility of restructuring the department. She went on to say that the County is aware that it will be required to cut budgets next year, and that she does not wish to hire someone now who the County will be forced to cut within a year. She then presented budget numbers which Clinton County Budget Director Nick Manrique and HR Director Weller had calculated which were far higher than those presented by Kness and Smith (a budget increase of between \$3,748.00 and \$43,000.00). Discussion ensued which indicated the highest number presented by Supervisor George showered where an employee would top-out over their career within the established wage band with 40 years of total experience, while the highest amount someone could be hired into the position at could not exceed 20 years of applied experience. It was also discussed that the numbers presented by Kness and Smith matched those presented by Supervisor George when insurance benefits were removed from consideration, indicating the budget increase of transitioning the hourly Plans Officer position to a salaried Deputy Coordinator position had been presented accurately in their proposal, as it would not be an addition above the previously stated staff level of three employees.
- viii. Supervisor George commented that, over the last several years, efforts have been made to remove responsibilities from EMA to reduce the burden on staff. Kness acknowledged that several programs have been reduced or removed from EMA's purview but, though those actions contributed to a 44% reduction in budget, they did not result in a significant decrease in work hours. Supervisor George referenced the hiring of a consultant to assist with Radiological Emergency Preparedness (REP) planning, the shifting of Run Hide Fight training to School Resource Officers in their respective districts, the moving of the drone program to the Sheriff's Office, and cutting planning and training offerings to private organizations as examples of efforts made to provide for better work-life balance for EMA staff. Kness acknowledged those efforts, but explained that over the same period there has been an increase in work hours required due to changes in the ME program (the addition of return transport from autopsy of decedents to Clinton County), REP program responsibilities transitioning from the State to the County, and other areas which resulted in a net increase of work hours.

ix. Mayor Gilroy suggested waiting to hire or make any changes to the structure of the department until next year when there was a better idea of what the budget would allow, or until there was an obvious need for more staffing. Councilperson Bowman stated, given the hazards present in Clinton County, he wished to see a fully staffed and funded EMA. Supervisor George asked if he would still feel that way if the County had to cut a Deputy Sheriff position to fund EMA. Kness asked if a moratorium had been placed on hiring that he was not aware of. HR Director Weller stated there was a requirement for County agencies to come before the Board of Supervisors with any request to fill a vacant position. Kness stated he was seeking that approval from the Commission, as EMA's governing body. Sheriff Greenwalt restated Supervisor George's earlier comment about the Executive Committee's previous meetings with Kness about this issue and acknowledged that they could not provide a decision, choosing instead to have Kness bring the proposal to the full Commission.

b. A motion was made by Mayor Gilroy to not restructure EMA. Mayor Maddasion asked for clarification on the motion. Mayor Gilroy reiterated the motion was to not restructure EMA. Councilperson Bowman suggested the motion should be modified for clarity by voting on the proposed restructuring. Mayor Maddashion allowed the motion to stand as originally stated, and it was seconded by Supervisor George. Motion failed by a vote of 7 to 6 with a roll call vote.

- City of Andover – Absent
- City of Calamus – Yes
- City of Camanche – No
- City of Charlotte – Yes
- City of Clinton – Yes
- City of Delmar – Absent
- City of DeWitt – No
- City of Goose Lake – No
- City of Grand Mound – No
- City of Lost Nation – Yes
- City of Low Moor – No
- City of Toronto – Absent
- City of Welton – No
- City of Wheatland – No
- Board of Supervisors – Yes
- Sheriff's Office – Yes

c. Mayor Maddasion clarified the result of the vote indicated the Commission was in favor of restructuring EMA and asked if there were any other motions for this item. There were none.

5. Discussion and Possible Action – Approval for Deputy Coordinator Job Description

a. A motion was made by Councilperson Bowman to approve the job description presented, which was seconded by Mayor Schoon.

b. A counter motion to take a five-minute recess was made by Sheriff Greenwalt, which was seconded by Mayor Maddashion.

- c. Upon returning from recess, a motion was made by Councilperson Stankee to approve the Deputy Coordinator job description presented, which was seconded by Councilperson Bowman. Motion carried by a vote of 10 to 2 with a roll call vote.
 - City of Andover – Absent
 - City of Calamus – Yes
 - City of Camanche – Yes
 - City of Charlotte – Yes
 - City of Clinton – No
 - City of Delmar – Absent
 - City of DeWitt – Yes
 - City of Goose Lake – Yes
 - City of Grand Mound – Yes
 - City of Lost Nation – Absent
 - City of Low Moor – Yes
 - City of Toronto – Absent
 - City of Welton – Yes
 - City of Wheatland – Yes
 - Board of Supervisors – No
 - Sheriff's Office – Yes
- 6. Discussion and Possible Action – Approval to redesignate the current Operations Officer as Deputy Coordinator.
 - a. A motion to redesignate Smith from Operations Officer to Deputy Coordinator, with no change in compensation, was made by Councilperson Bowman, which was seconded by Councilperson Stankee. Motion carried with vote of 10 to 2 with a roll call vote.
 - City of Andover – Absent
 - City of Calamus – Yes
 - Camanche – Yes
 - City of Charlotte – Yes
 - City of Clinton – No
 - City of Delmar – Absent
 - City of DeWitt – Yes
 - City of Goose Lake – Yes
 - City of Grand Mound – Yes
 - City of Lost Nation – Absent
 - City of Low Moor – Yes
 - City of Toronto – Absent
 - City of Welton – Yes
 - City of Wheatland – Yes
 - Board of Supervisors – No
 - Sheriff's Office – Yes
- 7. Discussion and Possible Action – Approval to post and hire for the open Deputy Coordinator position.

- a. A motion to approve posting the open Deputy Coordinator was made by Councilperson Jensen, which was seconded by Councilperson Beitelspacher. The motion carried with a vote of 9 to 3 with a roll call vote.
 - City of Andover – Absent
 - City of Calamus – Yes
 - City of Camanche – Yes
 - City of Charlotte – Yes
 - City of Clinton – No
 - City of Delmar – Absent
 - City of DeWitt – Yes
 - City of Goose Lake – Yes
 - City of Grand Mound – Yes
 - City of Lost Nation – Absent
 - City of Low Moor – Yes
 - City of Toronto – Absent
 - City of Welton – Yes
 - City of Wheatland – Yes
 - Board of Supervisors – No
 - Sheriff's Office – No
8. Discussion and Possible Action – Approval of updated Plans Officer job description.
 - a. Removed from agenda by Mayor Maddasion due to outcome of previous votes.
9. Discussion and Possible Action - Approval to post and hire for the open Plans Officer position.
 - a. Removed from agenda by Mayor Maddasion due to outcome of previous votes.
10. Discussion – Emergency Management general updates.
 - a. Kness informed the Commission that all ten of the ventilators previously housed by EMA had been reassigned to MercyOne Genesis DeWitt and the Clinton Fire Department.
11. Other Business – None
12. With no other business Councilperson Stankee made a motion to adjourn and Councilperson Hosette seconded. Meeting was adjourned at 8:33 pm.



Chance Kness, Coordinator

1/14/2026

Date



Emergency Management Chairperson

1/14/26

Date