

Emergency Management Commission Meeting

November 19, 2014
DeWitt Satellite Office

Minutes

Present:

Board of Supervisors: Supervisor and EMA chairperson Brian Schmidt
City of Calamus: Mayor Terry Steines
City of Camanche: Mayor Ken Fahlbeck
City of Charlotte: Mayor Peggy Sellnau
City of Clinton: Council Person Tom Determann
City of DeWitt: Mayor Don Thiltgen
City of Lost Nation: Mayor James Schroeder
City of Low Moor: Mayor Tom Goldensoph
City of Welton: Mayor Glen Boswell (arrived at 6:45pm)
Sheriff's Office: Sheriff Rick Lincoln
Clinton County Human Resources Manager: Lynn Tibbetts
Clinton County Communications Manager: Eric Dau
DeWitt Fire Chief: Bob Sandry

Emergency Management:

Coordinator Chance Kness

Absent:

City of Andover
City of Toronto
City of Delmar
City of Goose Lake
City of Grand Mound
City of Wheatland

Press: None

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1. *Introductions* – The meeting was called to order at 6:01 p.m. by Chair Brian Schmidt.
 2. Approval of previous meeting minutes – October 01, 2014 – A motion to approve the previous meeting minutes was made by Mayor Thiltgen and seconded by Mayor Goldensoph. Motion carried.
 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 public was present or made any comments.
 4. *Update on Administrative Assistant Position hiring process* – Lynn Tibbetts Human Resources Director informed the Commission that 50 individuals applied to the position, 12 have completed testing in Microsoft Word, Excel, and typing and were given a preliminary interview. Five have been chosen to have a second interview on December 2nd with the Chair, Vice Chair, Sheriff, Coordinator, and herself.

5. *Discussion and Possible Action— approval of job description and permission to hire replacement for Operations Officer Dan Vosatka.* Mayor Thiltgen reviewed the meeting that was held between the Chair, himself, the Sheriff, and the Coordinator in order to discuss the Operations Officer position moving forward. Mayor Thiltgen stated he was concerned the Medical Examiner duties still need to be covered, that support to the First Response agencies should continue, and there was still a need for the position. The Sheriff reviewed the Job Duties spreadsheet that had been developed by the Coordinator per the Sheriff's request. The spreadsheet shows what duties are required to keep the office running and what items could be cut if the Commission decided not to hire a full time replacement for the position. Mayor Fahlbeck inquired about the availability of funds to cover the replacement Operations Officer's salary. Chance answered that Dan had been paid \$37,822 annually at the end and the recommendation was to increase the starting pay range to \$40,000 to \$45,000 in order to recruit and retain a qualified Operations Officer. Also, that the current budget accounts for both the new Administrative Assistant's pay and the proposed Operations Officer's pay. Chair Schmidt inquired if there were any questions about the Job Description. A motion to approve the Coordinator to move forward with the hiring process for an Operations Officer with the presented Job Description and Salary was made by Mayor Thiltgen and seconded by Mayor Sellnau. Motion passed.
6. *Discussion and possible action - MABAS (Mutual Aid Box Alarm System) Ordinance approving Contract Addendum-* The Commission approved the signing of an Addendum to the MABAS agreement during the October 1st meeting. Since then Chance was notified that MABAS requires the Addendum approval to be in the form of an Ordinance. Chance read the proposed Ordinance number 2014 for the Commission. A motion was made to approve the Chairperson and Coordinator to sign the Ordinance and Addendum by Mayor Thiltgen, and seconded by Mayor Steines. Motion passed.
7. *Discussion and possible action-approval of Alert Iowa Operating Plan and Procedure-* Chance informed the Commission that they are the governing body tasked by the State with approving the planning and operation of the Alert Iowa system within Clinton County. He further stated that the Operating Plan and Procedure he is proposing is mainly a template provided by the State and a portion of the Johnson County procedure. Chance anticipates revision to the plan after Communications and Emergency Management have received training. Chance covered the list of individuals by position title who may issue alerts using the system and who may manage the database according to the plan. Mayor Thiltgen made a motion to approve the Operating Plan and Procedure, Mayor Sellnau seconded, motion passed.
8. *Discussion on proposed Bylaws changes to be voted on in January 2015. (This item was addressed out of sequence due to technology difficulties with other items).* Chair Schmidt and Mayor Thiltgen reviewed the purpose behind the proposed changes which is to add the Sheriff to the group who have routine duties for the oversight of the Coordinator. Currently the bylaws state that the Chair and Vice Chair have those duties. Including the Sheriff has been the practice for the past 7 years and should be reflected in the Bylaws. Bylaw changes require all Commissioners to be notified 30 days in advance of a vote and that a minimum of 12 Commissioners must be present for the vote. This item will be on the January agenda.
9. *Discussion and Possible action- approval for Coordinator to sign the Inspiron WENS user agreement-* Chance informed the Commission that an agreement with the Alert Iowa vendor, Inspiron WENS is required. Chance reviewed the user agreement with the Commission. A

motion to approve the Coordinator signing the agreement was made by Sheriff Lincoln and seconded by Mayor Fahlbeck. Motion passed.

10. *Discussion and Possible action – approval for Coordinator to sign a Memorandum of Understanding with Scott, Jackson, Cedar, and Jones Counties for Inter-County alerting.* Chance informed the Commission that some alerts through WENS/Alert Iowa may necessitate alerting across multiple counties. Chance would like approval to sign agreements with neighboring counties so that Inter-County alerting can be accomplished if necessary. Eric Dau Communications Manager is to be the second contact for Clinton County. A motion was made to approve the Coordinator signing agreements with the identified Counties by Mayor Goldensoph and seconded by Mayor Thiltgen. Motion passed.

11. *Other business-* Meeting dates for January and February were discussed. January 7th at 6:30pm was chosen with an alternate date of January 22nd for severe weather contingency. For the February meeting the 4th was chosen at 6:00pm with a severe weather contingency date of the 25th.

Chance requested permission to attend the Radiological Emergency Preparedness Executive Education Program at the Naval Postgraduate School in Monterey, California from February 23rd-27th, 2015. This course is by invitation only and he may not be invited again. All cost for this course is paid by Homeland Security funds. A motion to approve attendance of the REP course was made by Mayor Fahlbeck and seconded by Mayor Sellnau. Motion passed.

Chance requested permission to attend a Crime Prevention Through Environmental Design course at the Southern Police Institute in March for the cost of \$550 tuition. Concern was voiced about Chance leaving the office for a week so soon after the REP course and with a brand new Operations Officer. The request was tabled until the January Commission meeting.

Mayor Thiltgen called for recognition of Chair Brian Schmidt for his service to Clinton County as his term of service on the Board of Supervisors will end at the end of the year.

With no other business Sheriff Lincoln made a motion to adjourn and it was seconded by Mayor Thiltgen at 7:02pm



Chance Kness, Coordinator

1/7/15
Date



Emergency Management Chairperson

1-7-15
Date