



## Clinton County Emergency Management Commission Meeting

Wednesday, January 7, 2015 | 6:30 PM

Clinton County Satellite Offices – Large Meeting Room  
226 11<sup>th</sup> Street, DeWitt, Iowa

### Attendees:

- Board of Supervisors: Supervisor Shawn Hamerlinck
- City of Calamus: Mayor Terry Steines
- City of Camanche: Mayor Ken Fahlbeck
- City of Charlotte: Mayor Peggy Sellnau
- City of Clinton: Councilperson Grant Wilke
- City of DeWitt: Mayor Don Thiltgen
- City of Grand Mound: Mayor Daniel Behr
- City of Lost Nation: Mayor James Schroeder
- City of Low Moor: Councilperson Derek Hoenig
- City of Welton: Mayor Glen Boswell
- Sheriff's Office: Sheriff Rick Lincoln
  
- Emergency Management:
  - Coordinator Chance Kness
  - Administrative Assistant Amanda Pearson

### Absent:

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

Press: None  
Public: Jan Wilke

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1. *Introductions* – The meeting was called to order at 6:31 p.m. by Mayor Thiltgen. Introductions were made.
  2. Approval of previous meeting minutes – November 19, 2014 – A motion to approve the previous meeting minutes as presented was made by Sheriff Lincoln and seconded by Mayor Steines. Motion passed.
  3. General Public - This is the time that the public can address the Commission. Public comments will be limited to 3 minutes per individual. – One member of the public was present. No comments made.
  4. Coordinator's Update

- a. Ops Officer Hiring Process
    - i. For training purposes, Chance preferred to wait to hire an Ops Officer due to hiring Amanda in December. The job posting for Ops Officer will be in the paper within the next week. The posting will be online and will close February 13.
  - b. WENS/ Alert Iowa
    - i. Required paperwork was submitted after the November meeting. Chance received confirmation from the state in December that paper work was in order and Inspiron/WENS would be in contact with him. After multiple attempts to contact by Chance, he finally heard back from them today. The next step will be a kick off teleconference meeting in the next few days with Chance and Eric Dau.
  - c. General Office Overview – Calendar Year 2014
    - i. All goals were met for the calendar year 2014. Future planning needs will be carried over to 2015.
  - d. Strategic Plan for Calendar Year 2015 & Beyond
    - i. Chance provided an overview of the immediate section and pointed out upcoming ALICE training at Prince of Peace and Winnebago County. Additional projects include Alert Iowa, Operations Officer hiring and new employee orientation.
    - ii. Mayor Thiltgen and Chance provided an overview of the testing and full day of interviews that were part of the hiring process for the Assistant Administrative position.
    - iii. The short term events explained by Chance included new employee training, Individual Municipality Emergency Planning, Clinton County Call Center Drill as well as Debris Management and Animal Shelter planning.
    - iv. Chance encouraged the group to bring additional priorities to his attention as this is just a broad working list.
5. Discussion and Possible action – approval for purchase of used Sheriff's Office vehicle (current fiscal year)
- a. Chance compared three possible actions for an additional Emergency Management vehicle. With the previous Ops Officer, Chance and the Ops Officer wasted a lot of time exchanging out one vehicle between the two of them. The three vehicle options include reimbursement and vehicle rentals to be \$5,560 which is the current process, purchase of a 2010 Sheriff's vehicle to be \$4,235 estimated yearly or a new state bid 2015 Impala to be \$5,049 estimated yearly. Chance pointed out that having more than one vehicle would have benefits including faster response time to a scene for the Ops Officer and both employees being able to respond with equipment if needed.
    - i. Mayor Behr asked if the additional vehicle would be driven to and from work. That was Chance's plan due to the Ops Officer being more likely to be called out during off-office hours than during office hours. Mayor Behr wondered if the Ops Officer would pay for his own costs to and from the office. Currently, Chance does not because he is an emergency responder in a marked vehicle and the vehicle is required for work instead of a benefit as he is always on call. He included that this can be up for discussion by the Commission.
    - ii. Sheriff Lincoln stated that his department drives their Sheriff's vehicles to and from home and are considered on duty from their driveway because they may

respond to calls from that point. Sheriff Lincoln also brought up the County Sanitarian who is not an Emergency Responder and pays a certain amount per day for the use of the vehicle to and from home. The Sheriff was unsure who would make that decision. Sheriff Lincoln also suggested a slight reduction in salary for the Ops Officer based on having a county vehicle was a possibility and where the new employee lives would affect the possible cost to the Commission.

- iii. Mayor Thiltgen stated this concern should be brought up to the County Auditor for taxable issues to be ironed out once an Ops Officer is hired.
  - iv. Mayor Boswell thought the vehicle should be included as a benefit for taxable purposes. Chance also pointed out that the Ops Officer would be on call similar to the Coordinator.
  - v. Supervisor Hamerlinck thought this issue had nothing to do with the Auditor but instead Federal and State taxes. He also brought up that the board (commission) needs to decide exactly when the individual is classified on duty.
  - vi. Chance pointed out there is an Emergency Management vehicle use policy in place as well as a set limit from the Ops Officer's home address to the Courthouse which is 30 minutes.
  - vii. Chance also stated that the County Maintenance Director would not like the vehicle parked in the Courthouse parking lot for snow removal access. He also concluded that giving the Ops Officer their own Emergency Response vehicle would allow them faster response time to a scene.
  - viii. Mayor Fahlbeck brought up the question if both the Ops Officer and Chance would receive the same call. Chance and Mayor Thiltgen explained that they would receive the same call but one or the other could be out of the office or on vacation.
- b. Mayor Thiltgen reminded the commissioners that the purchase of the Sheriff's vehicle was the first part of the question and details can be finalized later.
- i. Council member Wilke brought up the concern of having an additional vehicle stating that before Chance, Emergency Management did not have a vehicle at all.
  - ii. Chance responded with an overview of the vehicle situation from when he first started. When Chance was hired there was no Emergency Management vehicle. At that time he was told he needed to be at the emergency scenes and he felt uncomfortable with an unlabeled vehicle. Having a marked vehicle has allowed him to get up to the scene quicker without stopping and explaining his purpose for being at the scene to perimeter officers. It also provides emergency lighting so the vehicle is not struck from the rear.
    1. By having the vehicle, Chance also has greater visibility in the community.
    2. Another benefit to having a separate Emergency Management vehicle is having it furnished with equipment so it is set up as an Incident Command Post. Chance also concluded that a separate vehicle for him and Ops Officer eliminates the need to pack and unpack emergency response equipment from a personal vehicle each time one of them is called out.

- iii. A motion was made by Mayor Sellnau to approve the purchasing and outfitting of the 2010 Sheriff's vehicle and seconded by Mayor Boswell. Roll Call Vote: Yes- Calamus, Camanche, Charlotte, Clinton, DeWitt, Grand Mound, Lost Nation, Low Moor, Welton, Board of Supervisors, Sheriff's Office; No- None; Absent- Andover, Delmar, Goose Lake, Toronto, Wheatland. Motioned Carried
- c. The second part of the vehicle is the specific requirements and insurance.
  - i. The position is salaried and if the employee was in an accident then the county's insurance would cover it. The current Emergency Management vehicle policy states that the vehicle cannot be used for personal business unless that business is on the employee's route.

#### 6. 2015/2016 Budget (Fiscal Year 2016) Budget Discussion

- a. Funding Recommendations from EMA Grant Sub-Committee
  - i. Chance briefly explained the Grant Applications for FY 2016.
  - ii. Late applications from Sheriff's Reserve & City of Clinton  
Chance reviewed the two late applications.
  - iii. Chance has brought the five applications forward for approval with a total amount for all of them to be \$100,500.

#### Sub Committee Recommendations from 11-06-14 meeting

Name	Project Summary	Amount Requested	Total Project Amount	Amount Funded	Column1
Calamus Fire/City of Calamus	Generator for Fire Station and Pumping Station	\$26,125.00	\$52,250.00	\$26,125.00	As Requested
DeWitt Police Department	Generator relocation and shelter at new facility	\$12,500.00	\$25,000.00	\$12,500.00	As Requested
Low Moor Fire	Grain bin rescue equipment and cut off saw	\$3,000.00	\$4,000.00	\$3,000.00	As Requested
City of Clinton	Sewer and Storm Water Pumping Station Generators	\$45,000.00	\$90,000.00	\$45,000.00	late application to be considered
Sheriff's Reserve	ATV and trailer	\$13,875.00	\$18,500.00	\$13,875.00	late application to be considered
Against the Ropes Inc.	Generator Power for Community Organization/Shelter	\$20,600.00	\$41,200.00	\$0.00	Facility and Plan are not ready
CASWA	Mobile Waste Shredder	\$100,000.00	\$850,000.00	\$0.00	Not Appropriate for EMA Funding
	Totals	\$221,100.00	\$1,080,950.00	\$100,500.00	

- iv. Chance briefly explained where the grant money comes from. This grant started as a levy which was established in 2009 created for the construction of a siren system for areas that either did not have sirens at that point or that were antiquated. Then based on after actions from the 2007 ice storms and power outages, this grant was opened up to provide emergency power to shelters and to critical facilities across the county to reduce vulnerability to those kinds of emergencies. In the last few years, the grant has been opened up to broader emergency preparedness and response purposes that are not funded by other grant processes and that are of universal benefit to the county.
  - v. Supervisor Hamerlinck asked how often this Emergency Management commission works with an individual municipality, such as the City of Clinton Public Works and their storm water project. He also voiced concerns about funding private entities. Chance added that an amendment can be made to the application where only government agencies and entities could apply. Sheriff Lincoln would like the application amendment added to next month's agenda. Supervisor Hamerlinck also would like to have grant qualifications added to next month's agenda.
- b. A motion to approve the grant funding recommendations as presented was made by Councilperson Hoenig and seconded by Mayor Sellnau. Roll Call Vote: Yes- Calamus, Camanche, Charlotte, Clinton, DeWitt, Grand Mound, Lost Nation, Low Moor, Welton, Board of Supervisors, Sheriff's Office; No- None; Absent- Andover, Delmar, Goose Lake, Toronto, Wheatland. Motioned Carried
- b. Appointment of ~~Generator~~ Subcommittee Members
- i. Mayor Behr would like to be removed. All other current members would like to remain. Supervisor Hamerlinck agreed to be on the subcommittee. Volunteers were asked to take Grand Mound's spot and none volunteered. A term is one calendar year.
  - ii. 2015 Members: Charlotte, Welton, Camanche, DeWitt, Board of Supervisors
    - 1. Mayor Boswell made a motion to approve the Subcommittee members, Sheriff Lincoln seconded, motion carried.
- c. General Budget Discussion
- i. Chance gave a general overview of the 2015-2016 budget and asked for constructive feedback for revisions. Documents shown were the budget spreadsheet and a line item explanation with an end result of \$7,351/ 1.44% increase.
    - 1. Councilman Wilke inquired how the experience has been with the Davenport Hazmat contract. Chance pointed out some Hazmat responses and Clinton County could not afford to have their own Hazmat team.
    - 2. Mayor Behr inquired if the \$200,000 would continue for the grant line item or if we should consider lowering it. Chance reminded the Commission that they could lower the amount if they wished.
    - 3. Chance added that the Communications Commission and 911 board are going to be doing a communications study to analyze communications

issues which may determine more towers are needed. These towers would require generator backup.

4. Shawn Hamerlinck inquired about the insurance pool (roll over fund) for Emergency Management. Chance pointed out that as of July 1, 2014 the Emergency Management fund balance was \$285,508 but will most likely increase by July 1, 2015 due to staffing vacancies over the last few months. Emergency management needs to have 25-50% of the working budget in the roll over to carry the agency to the first county disbursement in November/ December each fiscal year.
  5. Supervisor Hamerlinck would like the Emergency Management commission to keep the insurance reserve (roll over fund) higher to be healthier for the county.
  6. The Commission gave indication that the proposed budget was acceptable and should be submitted to the State and published for the public hearing.
  7. The next step of the budget process is to have a public hearing on February 4 at the 6pm meeting.
7. Discussion and Possible action – To go into closed session pursuant to Iowa Code § 21.5(1)(i).  
Coordinator Evaluation
- a. Since the review has already been approved, the commission discussed not going into a closed session and to send them a copy of the Coordinator's evaluation. Since no one is voting during this meeting, Supervisor Hamerlinck thought the evaluation should be distributed to the Commission for review and moved on in February.
  - b. Mayor Sellnau suggested copies be available at February's meeting for members to review and for a vote of acceptance instead of emails being sent to each member due to confidentiality concerns. There was general agreement with Mayor Sellnau.
  - c. The Commission did not enter into closed session and the Coordinator's evaluation was not discussed. The item has been tabled until the February meeting.
8. Election of Officers
- a. Chairperson (Open)
    - ii. Mayor Thiltgen offered to fill the Chair position due to his high level of involvement with the commission over multiple years. A motion to approve Mayor Thiltgen as Chairperson was made by Mayor Boswell and seconded by Mayor Fahlbeck. Motion carried.
  - b. Vice-Chairperson (Current: Don Thiltgen – City of DeWitt)
    - i. Sheriff Lincoln offered to fill the Vice-Chair position due to being close to the Courthouse. A motion to approve Sheriff Lincoln as Vice-Chairperson was made by Mayor Fahlbeck and seconded by Mayor Sellnau. Motion carried.
9. Discussion and Possible action – proposed Bylaw changes to Article IX. Employment Practices (12 aye votes needed)
- a. A minimum of 12 members out of 16 are needed to approve Bylaw changes. With only 11 Commissioners present the item will be discussed again in February.
  - b. Bylaws were briefly discussed.

10. Discussion of Tentative February Meeting Topics (February 4<sup>th</sup> @ 6 p.m. at Satellite Offices – Backup Date February 25<sup>th</sup>)
- a. Public Hearing
  - b. Possible Budget Approval
  - c. Coordinator's evaluation
  - d. Discussion of the grant purpose and qualifications for the application
  - e. Re-visitation of the Bylaw changes with hopes of 12 individuals present at the meeting
  - f. February meeting will be followed by a 911 Board meeting to consolidate meeting travel
11. With no other business Sheriff Lincoln made a motion to adjourn and it was seconded by Mayor Behr at 8:06 pm.

Resources: None

  
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Chance Kness, Coordinator

2/17/15  
Date

  
\_\_\_\_\_  
Emergency Management Chairperson

2-17-15  
Date