



## Clinton County Emergency Management Commission Meeting

Wednesday, February 8, 2017 | 6:00 PM

Clinton County Satellite Offices – Large Meeting Room

226 11<sup>th</sup> Street, DeWitt, Iowa

### Attendees:

- Board of Supervisors: Supervisor Tom Determann
- City of Andover: Councilman Roger Wilke
- City of Camanche: Mayor Trevor Willis
- City of Charlotte: Mayor Peggy Sellnau
- City of Clinton: Mayor Mark Vulich
- City of DeWitt: Mayor Don Thiltgen
- City of Grand Mound: Mayor Kurt Crosthwaite
- City of Lost Nation: Mayor James Schroeder
- City of Low Moor: Councilman Derek Hoenig
- City of Wheatland: Councilman Paul Stankee
- City of Welton: Mayor Glen Boswell
- Sheriff's Office: Sheriff Rick Lincoln
- Communications Manager: Eric Dau
- Emergency Management:
  - Coordinator, Chance Kness
  - Administrative Assistant, Amanda Pearson
  - Technical Specialist-Search & Rescue, Bill Hall
  - Technical Specialist-K9, Lois Hall

### Absent:

City of Calamus  
City of Delmar  
City of Goose Lake  
City of Toronto

Media: None

Public: None

1. *Introductions* – The meeting was called to order at 6:00 p.m. by Mayor Thiltgen. Introductions were made.
2. Approval of previous meeting minutes – January 5, 2017 – A motion to approve the previous meeting minutes as presented was made by Councilman Stankee and seconded by Mayor Boswell. 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 public was present.
4. Introduction of EMA Support Staff – Kness introduced the following EMA volunteers/part-time staff: Burt Simmons (Radiological Officer), Howard Paysen (Asst. Radiological Officer), Bill Hall (Technical Specialist-Search & Rescue), Lois Hall (Technical Specialist-K9). Kness reviewed the EMA organizational chart.
5. Open Public Hearing for Fiscal Year 2018 Emergency Management Agency Budget.
  - a. A motion to go into a public hearing was made by Mayor Sellnau and seconded by Councilman Stankee at 6:11 p.m. Motion carried with all ayes.

- b. Kness stated the only budget change from the January meeting was the decrease of the siren insurance quote of \$1,069. Kness did not receive any questions or comments from the public.
        - c. A motion to close the public hearing was made by Mayor Boswell and seconded by Councilman Hoenig at 6:13 p.m. Motion carried with all ayes.
6. Discussion and Possible action – To approve 2017/2018 Budget (Fiscal Year 2018)
  - a. There were no questions or concerns presented. A motion to approve the FY 2017-2018 budget was made by Councilman Stankee and seconded by Mayor Vulich. Motion carried with all ayes.
7. Amendment Public Hearing for Fiscal Year 2017 Emergency Management Agency/Communications Budget.
  - a. A motion to go into a public hearing was made by Mayor Vulich and seconded by Councilman Stankee at 6:14 p.m. Motion carried with all ayes.
  - b. A budget amendment request was received from Communications because the Communications Commission budget flows through the EMA budget. Dau explained the reason for the amendment was due to the recommendation from the County Auditor to change which account funding for the Assistant Communications Manager's salary comes out of. The Special Account/Alarm Building Fund was what was being used but does not receive revenue. The proper account to use is the regular operating budget and for this year the rollover fund from that budget.
  - c. Sheriff Lincoln specified that this change is not causing a raise in anyone taxes. This money has been rolled over but had not received authorization to spend yet.
  - d. Kness stated the EMA budget amendment was added on due to an insurance reimbursement from a Wheatland siren head that had to be replaced. That money will be coming back into the FY 2017 operating budget.
  - e. Kness did not receive any questions or comments from the public.
  - f. A motion to close the public hearing was made by Sheriff Lincoln and seconded by Mayor Vulich at 6:17 p.m. Motion carried with all ayes.
8. Discussion and Possible action – To approve Budget Amendment for Emergency Management Fiscal Year 2017
  - a. A motion to approve the Budget Amendment for the Emergency Management FY 2017 budget was made by Mayor Sellnau and seconded by Councilman Stankee. Motion carried with all ayes.
9. Discussion – Debris Management and Monitoring pre-bid contracts
  - a. Kness stated the debris management planning process has begun. With this planning, an important part is having pre-bids from debris management and monitoring contractors for potential work if the county has a large disaster and needs assistance. The approved pre-bids would be on hand in case something happens in order to stream line and make a quicker recovery.
  - b. The goal is to have the bids updated every few years to keep them renewed. Emergency Management would put out the request for bids, evaluate and approve the received bids. There would also be a Memorandum of Understanding with the rest of the jurisdictions if they would like to take advantage of those bids in the future. Currently this is just informational and no action is necessary from the Commission.
  - c. Supervisor Determann suggested an update of bids be conducted yearly.
10. Discussion – Mitigation Plan Review
  - a. The public comment period has come to a close for the Hazard Mitigation Plan. In the future the February meeting will be a little longer in order to review the plan which is a

best practice. The annual review will make the five year review easier. Items that will be discussed next February will be what happened during last year, what needs to be updated and what actions were taken. Currently this is just informational and no action is necessary from the Commission.

- b. Mayor Thiltgen agreed an annual review would be best. He asked that as much information as possible be sent out prior to the February meeting to keep the meeting time down to a reasonable hour in length.

11. Other Business - None

12. With no other business Sheriff Lincoln made a motion to adjourn and it was seconded by Mayor Vulich at 6:21 pm. Motion passed with all ayes.

  
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Chance Kness, Coordinator

5/18/17  
Date

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

5/18/17  
Date