



Clinton County Emergency Management Commission Meeting

Wednesday, January 16, 2019 | 6:15 PM

Clinton County Satellite Offices – Large Meeting Room
226 11th Street, DeWitt, Iowa

Attendees:

- Board of Supervisors: Supervisor Dan Srp
- City of Camanche: Mayor Trevor Willis
- City of Clinton: Mayor Mark Vulich
- City of Delmar: Mayor Patty Hardin
- City of DeWitt: Mayor Don Thiltgen
- City of Goose Lake: Mayor Kendall Schoon
- City of Grand Mound: Mayor Kurt Crosthwaite
- City of Lost Nation: Mayor Ramon Gilroy
- City of Low Moor: Councilperson Derek Hoenig
- City of Welton: Mayor Dan Vosatka
- Sheriff's Office: Sheriff Rick Lincoln
- Sheriff's Office: Sgt. Steve Diesch
- City of Clinton Fire Department: Chief Mike Brown
- Regional Wastewater Reclamation: Bob Milroy
- Emergency Management:
 - Coordinator, Chance Kness
 - Operations Officer, Dan Howard
 - Plans Officer, Nancy Burns

Absent:

City of Andover
City of Calamus
City of Charlotte
City of Toronto
City of Wheatland

Media: None

Public: None

1. *Introductions* – The meeting was called to order at 6:18 p.m. by Mayor Thiltgen. Introductions were made.
2. Approval of previous meeting minutes – June 14, 2018 – A motion to approve the previous meeting minutes as presented was made by Mayor Vulich and seconded by Mayor Willis. 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. Possible Action – Approve Coordinator's Calendar Year 2018 Evaluation
 - a. Copies of Kness's evaluations were handed out prior to the meeting for members to review. No discussion occurred. A motion to approve the Coordinator's Calendar Year 2018 Evaluation was made by Mayor Crosthwaite and seconded by Mayor Vulich. Motion passed with all ayes.
5. Coordinator's Update

a. 2018 Annual Report and Services Review

i. Kness briefly explained the 2018 annual report. A highlight for the year included a number of Run, Hide, Fight trainings, a number of Stop the Bleed trainings, various exercises including a Radiological Rehearsal and a FEMA graded Radiological Emergency Preparedness Exercise. The second page outlines the people and things that we manage. The other pages outline the other trainings, exercises and real world events that we have been involved in as well as the Community Outreach events and trainings and events that our CERT volunteers have been involved with. Kness also explained the document showing all of the services and things that we do on a regular basis.

b. Law Enforcement Center Project Update

i. According to Supervisor Srp, there has been a lot of progress on the interior of the building. The project is moving along very well. The project completion date is staying on track to start training in March in the new jail and moving in as early as April. After move in, we will still need to demolish the old Law Center structure and then a parking lot, landscaping, etc. would be completed. The forecast is for everything to be completed by the end of August.

6. Budget Discussion – 2019/2020 Budget (Fiscal Year 2020)

a. Funding Recommendations from EMA Grant Sub-Committee

i. The five applications were briefly explained. Kness gave an explanation that the Committee had met in November 2018 to go over the applications and give their recommendation. The recommendation made to the full Commission was to fund the applications as they requested and then table deciding on using the remaining funds for EMA needs until discussed by the full Commission. There was a discussion on whether the award to the DeWitt Fire Department should be approved since their application was received after the due date. The consensus reached was that since there was funding still available after all other applications were approved, the Commission would approve this request. A request was made to add a note in the application documents explaining that funding for any applications received after the deadline would only be considered if funds were still available. Mayor Vulich made a motion to approve the Grant Sub-Committee’s recommendations to move forward with all five applications in the total of \$168,250.00, Sheriff Lincoln seconded, motion carried with all eyes.

Application Summary FY 2020

Presented to Sub Committee					
Name	Project Summary	Amount Requested	Total Project Amount	Amount recommended for Funding	Amount Funded
City of Camanche	City of Camanche Lift Station Generator	\$ 16,250.00	\$ 32,500.00	\$ 16,250.00	
City of Clinton	City of Clinton-Lift Station Generator	\$ 100,000.00	\$ 250,000.00	\$ 100,000.00	
Clinton Fire Department	Clinton Fire Dept Rope Rescue Equip	\$ 10,000.00	\$ 21,500.00	\$ 10,000.00	
Clinton Co. E-9-1-1 Board	Clinton Co Communications Software	\$ 38,855.00	\$ 77,710.00	\$ 38,855.00	
DeWitt Fire Department	DeWitt Fire Grain Bin Rescue Set	\$ 3,145.00	\$ 9,000.00	\$ 3,145.00	
Totals		\$ 168,250.00	\$ 390,710.00	\$ 168,250.00	\$ -

b. Appointment of Grant Subcommittee Members

i. All current members would like to remain. 2019 Members: Clinton, Charlotte, DeWitt, Low Moor, Welton. A motion to appoint the current members to the

2019 Grant Sub-Committee was made by Mayor Willis and seconded by Mayor Hardin. Motion passed with all ayes.

c. General Budget Discussion

- i. Kness reviewed the budget line item explanation document and the budget excel sheet. The following assumptions were taken into consideration for building the budget. There are several items that will be discussed separately such as EOC funding, the drone program, Operations Officer Salary adjustment and USNG. Not included in the EOC funding proposal is budgeting for supplies for the move such as shelving, signage, garbage cans, etc. Health insurance costs are undetermined at this time because the agreement for the insurance has not yet been decided. The EMA Grant Sub-Committee recommended to fund the EMA Grant at \$200,000.
- ii. The Coordinator has a contract that guarantees a three percent minimum with a satisfactory evaluation. We will discuss the proposal for the Operations Officer Salary Adjustment separately. We have calculated and budgeted for a 2.25 percent increase for the Plans Officer. Also, according to the job description that the Plans Officer was hired under, there is an increase upon successful completion of the Iowa Certified Emergency Management certificate. We expect that completion in November of 2019. Office supplies line item will increase with the needs of the new EOC and reprinting of the county EAP flip books after the move. We will also share part of the cost of a new plotter printer since we use it often. The total expenditure with rollover funds is \$670,854 and the total without rollover funds is \$512,804 which is an increase of \$20,151 in the request from Clinton County taxes for their contribution.
- iii. Question was asked about what we are voting on right now. The explanation was given that we have budgeted the maximum amount for the public hearing, we can then reduce it but we cannot increase it without posting another required publication. Kness explained that the process works by the EM Commission approving the details of the budget. Then, if this budget exceeds the amount that the Board of Supervisors is able to fund, it would then be up to this Commission to decide whether to cut the budget or to find other funding sources for the budget they had approved.
- iv. Supervisor Srp made a motion to move forward with the preliminary budget as presented for FY 2020, Mayor Crosthwaite seconded, motion carried with all ayes.
- v. Each of the following proposals were discussed separately, the EOC equipment Proposal, the Drone Program proposal, The Operations Officer Salary Adjustment Proposal, and the USNG Mapping Proposal. The EOC proposal is in the amount of \$98,240.00 and would be used for equipment needed to make the new EOC functional in terms of communications, audio, visual, and other technology requirements and for our contractor to set up the equipment and make it function as intended. This also includes a 4 year service agreement. The Drone Program Proposal is in the amount of \$35,658.00 and would be used in order to start a County-wide Public Safety Drone Program which includes drones and associated equipment as well as equipment training. The Operations Officer Salary Adjustment Proposal is in the amount of a \$6151.00 salary increase which would be used to bring this salary more in line with the requirements of the job, with the job description and with the necessity of acting as the Coordinator in

the absence of the Coordinator. The USNG Mapping Proposal would be in the amount of \$5000.00 and would be the cost to complete the US National Grid mapping of Clinton County so that we may move forward in mapping this for Communications and then moving it to our first responders to aid in emergency response and finally getting it out to the citizens. The Commission recommended that all proposals stay in the budget and further discussion will then occur in February on the details of each proposal.

7. Election of Officers
 - a. Chairperson (Current: Don Thiltgen – City of DeWitt) and Vice-Chairperson (Current: Rick Lincoln – County Sheriff)
 - i. Mayor Thiltgen asked if a member wanted to nominate someone for either position. The Commission requested to keep the current Chair. Mayor Vulich was nominated for the position of Vice Chair. A motion to approve Mayor Thiltgen as Chairperson was made by Mayor Hardin and seconded by Mayor Vulich. Motion carried with all ayes. A motion to approve Mayor Vulich as Vice-Chairperson was made by Sheriff Lincoln and seconded by Mayor Willis. Motion carried with all ayes.
8. Possible Action – Discussion and possible approval to explore obtaining a separate Tax ID number for Clinton County EMA.
 - a. A motion to approve the Coordinator to explore obtaining a separate Tax ID number for Clinton County EMA was made by Mayor Gilroy and seconded by Mayor Willis. Motion carried with all ayes.
9. Discussion of Tentative February Meeting Topics (February 7th @ 6:15 p.m. at Satellite Offices – Backup Date February 27th)
 - a. Public Hearing
 - b. Possible Budget Approval
 - c. Mitigation Plan Review
 - d. Discussion and Possible Approval of Budget Amendment – EMA and Communications
 - e. Coordinator Contract Renewal
 - f. Other
10. Other Business - None
11. With no other business Sheriff Lincoln made a motion to adjourn and it was seconded by Mayor Hardin at 8:05 pm.



Chance Kness, Coordinator

7 Feb 2019
Date



Emergency Management Chairperson

7 Feb 2019
Date