



Clinton County Emergency Management Commission Meeting

Wednesday, August 09, 2023 | 7:00 PM
Clinton County Satellite Office and Zoom Meeting
226 11th St, DeWitt, Iowa

Attendees:

- Board of Supervisors: Supervisor Jim Irwin
- Board of Supervisors: Supervisor Dan Srp
- City of Calamus: Councilperson Jim Sprague
- City of Charlotte: Councilperson Kelly Hosette
- City of Clinton: Mayor Scott Maddasion
- City of DeWitt: Mayor Steve Hasenmiller
- City of Goose Lake: Mayor Ken Schoon
- City of Grand Mound: Councilperson Matt Beuthien
- City of Lost Nation: Mayor Ramon Gilroy
- City of Low Moor: Councilperson Karna Rehr
- City of Wheatland: Councilperson Paul Stankee
- Sheriff's Office: Sheriff Bill Greenwalt
- Clinton County Medical Examiner: Dr. Mary Malcom
- Emergency Management:
 - Coordinator, Chance Kness
 - Plans Officer, Nancy Burns

Absent:

City of Andover
City of Camanche
City of Delmar
City of Toronto
City of Welton

Media: None
Public: None

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1. Introductions – The meeting was called to order at 7:00 p.m. by Mayor Hasenmiller. Roll call attendance was completed.
 2. Approval of previous meeting minutes – February 15, 2023 – A motion to approve the previous meeting minutes as presented was made by Councilperson Stankee and seconded by Supervisor Irwin. 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. Overview and explanation of meeting topics by the Coordinator – Statement given by Kness – “All of our topics for this evening are intertwined so I feel like an overview and explanation is appropriate to start. None of this information should be new to you.

Over-time due to additional mandates from State or Federal or from other organizations cutting programs, EMA has been forced, asked, or sometimes volunteered to fill gaps. This has been done with the knowledge and support of the Commission at the time.

Through efficiencies, volunteer assistance and limiting participation in some non-required activities such as State and regional groups, we were able to take more on. In 2018 I began notifying the Executive Committee that EMA was beyond our capacity to handle our job duties, on a regular basis.

In 2020 all functions other than disaster response were put on hold except for basic compliance. In many cases basic compliance was even postponed with permission.

In mid 2020 I began asking the Commission for temporary assistance with the disaster workload.

The question from the Commission was “what programs can be cut”. I evaluated programs and duties as they slowly came back in late 2021 and they were rightsized or restructured as needed at that time.

The answer to “what programs can be cut” became clear and for the past few years I have consistently said the Medical Examiner Administration and the Drone Program. I have said this not because we are not good at them or don’t want to do them but because they are not mandated by any rule or law to reside with EMA. These are programs requiring significant time expenditure of about 10 hours per week for the Drone and 20 hours per week for ME. I have also consistently communicated that removing responsibilities from these programs gets us closer to rightsizing the available staff to workload ratio and will not give us extra staffing. In January I brought a plan to the Commission and to the Board of Supervisors to create a part-time lead Medical Examiner Investigator position to help cover schedule openings during the day during the week and to take some of the administrative responsibilities (which have doubled over the last 10 years) in order to free EMA up to do EMA specific work. Other solutions to the Medical Examiner administration work have been discussed. However, the expenditure of time will be similar regardless of which office or agency is maintaining it. If EMA is to continue with ME Administration something needs to change.

I owe the Sheriff thanks for recently offering to take over management of the Drone program and to encourage other entities to participate in the program as it was intended to be. This has the potential to take some pressure off of EMA but the details have not been worked out. EMA will remain a part of the program.

This evening I am hoping the Commission will approve to appeal the County wage study and to postpone possible inclusion in the County wage banding until a more reasonable result is reached. I also need the Commission to approve the hiring process for the Ops Officer position that maintains the current wage structure. “

5. Discussion and Possible action – Review of County Wage Study and decision regarding Commission participation.
 - a. Discussion regarding the County Wage Study ensued including a description of the study by Supervisor Irwin. Kness explained the reasoning behind appealing the wage banding for the EMA department. Discussion continued as to whether the EM Commission should follow the wage study results especially in the case of the current hiring process for the Operations Officer position.
 - b. A motion to not follow the County Wage Study results was made by Mayor Schoon and seconded by Councilperson Stankee. Motion failed by vote of 5 to 4 with roll call vote.
 - City of Andover – Absent
 - City of Calamus - No
 - City of Camanche – Absent

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

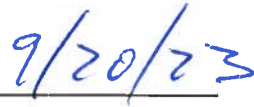
6. Discussion and Possible Action – Approval for Wage Study appeal and appeal funding (dependent upon previous action).
 - a. Kness stated that the cost of the appeals is \$550.00 per each appeal or a total of \$1650.00 to appeal all three.
 - b. A motion by Supervisor Irwin to approve funding the appeals in the amount of \$1650.00 was made by Supervisor Irwin and seconded by Councilperson Stankee. Motion carried with all ayes.
7. Discussion and Possible Action – Approval of updated Ops Officer Job Description and posted wage range.
 - a. Motion made to update the Ops Officer Job Description to include more detail with the wage range being what is listed on the wage study and with the modification to state that the Ops Officer must live within a 30 minute response time or be a resident of Clinton County by Mayor Schoon and seconded by Councilperson Stankee. Motion carries with all ayes.
 - City of Andover – Absent
 - City of Calamus - Yes
 - City of Camanche – Absent
 - City of Charlotte - Absent
 - City of Clinton – Yes
 - 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 – Absent
 - City of Wheatland – Yes
 - Board of Supervisors – Yes
 - Sheriff’s Office – Yes
8. Discussion and Possible Action – Approval of Hiring Process for Operations Officer Position.
 - a. Motion made by Councilperson Stankee to approve the Hiring Process for the Operations Officer Position with the exception of the wage which should be adjusted to

match the results of the wage study and Mayor Schoon seconded. Motion carries with all ayes.

9. Discussion – Awareness of hiring of temporary part-time employee assistance approved by the Executive Committee.
 - a. Kness stated that Dan Howard will be coming back to assist EMA on a very part-time and short-term basis as the Operations Officer.
10. Discussion and Possible Action – Approval of Coordinator and Plans Officer updated job descriptions.
 - a. A motion was made by Supervisor Irwin and seconded by Councilperson Stankee to approve the Coordinator and Plans Officer updated Job Descriptions to include additional detail and living within a 30 minute response time or be a resident of Clinton County. Motion carries with all ayes.
11. Discussion and Possible action – Drone Program changes
 - a. Sheriff Greenwalt explained the history of the drone program and the changes that are going to be taking place. Sheriff’s Office will be taking over the administration of the program with EMA still assisting and our volunteer drone pilots assisting as well.
12. Discussion and Possible Action – Approve Coordinator’s Calendar Year 2022 Evaluation.
 - a. Motion made by Mayor Schoon and seconded by Councilperson Beuthien to approve the Coordinator’s Calendar Year 2022 Evaluation. Motion carried with all ayes.
13. Discussion – Awareness of FY2024 Budget Amendment.
 - a. Kness explained that we will be coming to you in January and February for a Budget Amendment. We have been told by Northeast School District that they are not going to pursue the Water Mitigation Grant. Also the City of Clinton, City of Camanche, and the Sheriff’s Office had issues obtaining generators purchased in the fiscal year. This will be no new money. It will just be a reallocation from last fiscal year to this fiscal year.
14. Discussion of Tentative September Meeting Topics (September 20 at 6:00 PM at the County Satellite Office in DeWitt).
 - a. Discussion and Possible Action for Siren Systems Operations.
 - b. Discussion of Constellation funding.
 - c. Discussion and Possible Action – Approve Resolution 2023-02 – Updated MABAS Master agreement and Approval of signing agreement documents.
15. Other Business
 - a. None.
16. With no other business a motion to adjourn the meeting was made by Councilperson Stankee and seconded by Councilperson Rehr. Motion passed with all ayes. Meeting was adjourned at 9:41 pm.



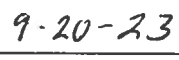
Chance Kness, Coordinator



Date



Emergency Management Chairperson



Date