

## **CEDAR COUNTY EMA COMMISSION**

**January 12, 2012 MINUTES**

**APPROVED** \_\_\_\_\_

Chair Bell called the meeting to order at 7:30 p.m. at the Cedar County Courthouse.

Those present were EMA Commission members and/or appointees and alternates to include Board of Supervisors: Jon Bell and Betty Ellerhoff; Bennett: Orville Randolph; Clarence: Randy Burken and Dan Sander; Durant: Shawn Jepson; Lowden: absent; Mechanicsville: Boyd Stine; Sheriff Warren Wethington; Stanwood: Mike Dauber; Tipton: Curt Woode; and West Branch: absent. Others in attendance were: Tim Malott, Director; Bev Penningroth, Clerk; Gene Hammons, Atalissa; and Sue Hall, Press.

Moved by Dauber seconded by Stine to approve the meeting agenda.

Ayes: All

Moved by Randolph seconded by Burken to approve the minutes of October 13, 2011.

Ayes: All

Receipts and expenditures were reviewed.

Moved by Randolph seconded by Jepson to approve the receipts and expenditures, as presented.

Ayes: All

Old business was discussed.

Director Malott and Jon Bell gave a report on the Duane Arnold Energy Center exercise they participated in on November 9, 2011. They felt it went well.

There will be an exercise on February 29, 2012 concerning a Fair disaster. He encouraged everyone to attend. Malott hopes to improve items from the last exercise.

New business was discussed.

Discussion was held concerning election of officers.

Moved by Randolph seconded by Dauber to appoint Jon Bell as Chair and Warren Wethington as Vice Chair.

Ayes: All

The FY2012-2013 proposed budget was reviewed. Discussion was held. Warren Wethington felt they should follow the scale in place for Tim Malott's salary plus whatever increase is given by the Board of Supervisors. Malott will have completed three years in his position on February 9<sup>th</sup>. The members of the committee for Malott's performance review will be Randy Burken, Orville Randolph and Warren Wethington. They will meet sometime prior to the budget hearing.

Moved by Wethington seconded by Woode to move forward with the proposed FY12-13 budget and to hold the public hearing concerning the budget at 10:00 a.m. on the same day as the County Budget hearing.

Ayes: All

Director Malott gave a report on the workshop he held on January 11<sup>th</sup> concerning writing Essential Support Functions Basic and ESF 5 plans. There is a program entities can use to assist with writing their ESF plans. Essential Support Functions that are due by August of 2012 are ESF 8-Public Health; ESF 12-Energy and ESF 13-Public Safety and Security.

There will be a meeting on January 19, 2012 at 10:00 a.m. concerning the narrow band switchover for law enforcement. Director Malott gave a narrow band update. They will switch over slowly, with the law enforcement operations being first and then fire departments.

The Emergency Management Planning Grant application and first quarter report which was due on March 1, 2012 is on hold. Malott is hoping for guidance on this in a couple weeks.

Director Malott gave a Local Emergency Planning Committee report. Nothing has yet been spent by the committee.

Malott asked for clear guidance on who can shut off an anhydrous tank. He said that per OSHA, a Tech Level Hazardous Material Team member is the only one that can shut off a valve. He felt this puts every Fire Department at risk. A vendor has paid a fine concerning this issue. Dan Sander indicated the vendor is now looking at certifying their own people. Malott also gave a breakdown on the number of individuals with hazardous materials training and training received by the fire departments in the county. He noted if they don't do annual refresher training, the individuals will have to go back through the full operations training.

Malott noted there will be a meeting to discuss the possible disbandment of the Linn County Hazardous Materials Team. Linn County may not fund the team. Malott hopes the team will still be available to Cedar County, so he will be attending the meeting. Brief discussion was held.

Moved by Jepson seconded by Burken to adjourn the meeting at 8:25 p.m.