

## **CEDAR COUNTY EMA COMMISSION**

**January 9, 2014 MINUTES**

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

Chair Bell called the meeting to order at 7:14 p.m. at the Law Enforcement Center.

Those present were EMA Commission members and/or appointees and alternates to include Board of Supervisors: Jon Bell; Bennett: Orville Randolph; Clarence: Jeric Armstrong and Randy Burken; Durant: Dawn Smith and Shawn Jepson; Lowden: Barry Hoffmeier; Mechanicsville: Larry Butler; Sheriff Warren Wethington; Stanwood: absent; Tipton: Zearley; and West Branch: absent. Others in attendance were: Joe Blick, Assistant Atalissa Fire Chief; Tim Malott, Director; and Sue Hall, Press.

Moved by Zearley seconded by Smith to approve the meeting agenda.

Ayes: All

Moved by Zearley seconded by Smith to approve the minutes of October 10, 2013.

Ayes: All

Receipts and expenditures were reviewed. Director Malott noted various expenditures and revenues. Discussion was held. Malott has submitted our name for a drawing for a used command center through the U.S.D.A.

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

Ayes: All

Old business was discussed.

The Director has put the Siren Policy on hold until he knows if the State will be doing a state-wide policy. The Notice of Interest has been submitted and approved for the grant for a Multi-Jurisdictional Hazard Mitigation Plan, and Malott is now working on the application. The amount will be \$64,000. If the application is approved, Malott will prepare an RFP and then a selection will be made. The Plan will have to be complete by December of 2016. Our cost would be \$9,600. There will be one large meeting on the plan and a meeting in each community before their councils. There is \$25/person/hour for in-kind credit for the meetings. Schools will need to participate also. Any jurisdiction that doesn't attend will not be eligible for funding. Nonprofits can participate, but their time doesn't count towards the in-kind contribution. It was agreed that the committee to make the selection of an RFP, along with Malott, will be Leanne Zearley, Dawn Smith and Orville Randolph. Director Malott said EMA needs to join Public Health's newly formed group with Johnson County.

New business was discussed.

Election of officers was held.

Moved by Zearley seconded by Smith to keep the same officers, those nominations being Jon Bell as Chair and Warren Wethington as Vice Chair.

Moved by Burken to make this unanimous and to close the nominations.

Ayes: All

The proposed FY2014-2015 budget was reviewed. Discussion was held. Director Malott made a request to add a half-time employee, which is included in the budget. This person would do data management, surveys and reporting. Malott noted we need to sign a contract with Linn County for \$2,500 to \$3,000 for hazardous material services from Hwy 130 north and a contract will need to be signed with Johnson County for Hwy 130 south and all of Tipton for around \$4,500. Chair Bell said he disagrees with the attorney's interpretation of our responsibility on this.

Moved by Zearley seconded by Hoffmeier to set January 30, 2014 at 8:30 a.m. at the Board of Supervisors' Room at the Courthouse as the time for a public hearing on the FY2014-2015 proposed budget.

Ayes: All

Moved by Zearley seconded by Wethington to approve the proposed FY14-15 budget with the half-time person.

Ayes: All

Training requirements for elected officials was discussed. Malott noted elected officials should take the IS800, IS700 & IS100 training, and if they work in the E.O.C., he recommended that they take IS200. He indicated the Incident Command can spend as much as they want if they don't have a limit in a plan. They would pay until there is a Presidential Declaration. Barry Hoffmeier thought Joey Wennedt is conducting training on the first Tuesday in March. Courses 800, 700 & 100 can be taken on-line. It was suggested that a timeframe of one year be given to newly elected officials to complete these courses. Every August the Director has to report NIMS certification.

Moved by Hoffmeier seconded by Wethington to set a policy that IS100, IS700 & IS800 are required for elected officials and that they are given one year to complete them from the time they take office.

Ayes: All

The Wireless Notification System is up and running. We can schedule classes for the administration coordinator for each group/community. The Emergency Management Planning Grant is getting ready to open up. There is a class on the grant on the web on January 16<sup>th</sup>. It was noted that by July 1<sup>st</sup> the Director should have an annual performance review. Warren Wethington, Orville Randolph and Jon Bell agreed to serve on that review committee and then report back to the Commission. The Local Emergency Planning Committee's next meeting will be January 14<sup>th</sup> at Cedar County. There will be a workshop at 9:00 a.m. to write a grant and then a meeting at 1:00 p.m. Clinton County will be joining us.

Moved by Armstrong seconded by Zearley to approve and sign the hazardous materials contracts with Linn County and Johnson County.

All

Director Malott referenced the five-year plan. We will be working on the five-year training plan with other departments within the County. Malott hopes that some of the communities will join in. Malott said he needs to complete three classes prior to the end of the second quarter. To meet State requirements, he must complete IS003 Radiological Emergency, IS007 Citizen's Guide and IS22 Are You Ready. He will then have 35 hours of CEU's. He will then have remaining 5.a Intro to Haz-Mat, IS393 Intro to Hazard Mitigation and G557 Rapid Needs Assessment Training Requirements.

Time was allowed for open discussion from anyone in attendance. There was none.

Director Malott reviewed a proposed amendment for the FY13-14 budget.

Moved by Hoffmeier seconded by Smith to set April 10, 2014 at 6:20 p.m. as the time for a public hearing on the proposed FY13-14 budget amendment.

Ayes: All

Moved by Randolph seconded by Jepson to adjourn the meeting at 8:08 p.m.