

**Cedar County Emergency Management Commission
1410 Cedar Street
Tipton, IA 52772
(563)886-3355**

Regular Quarterly Meeting

Thursday, April 14, 2022 at 7:00pm

The regular quarterly meeting of the Cedar County Emergency Management Commission was held on April 14, 2022, both in-person and by online forum with the call originating from the Cedar County EMA administrative Offices at 1410 Cedar Street, Tipton, IA 52772. Those attending in-person include: Warren Wethington, Cedar County Sheriff; Jon Bell, Cedar County Board of Supervisors; Jill Cinkovich, Mayor of Lowden; Andrew Oberbreckling, Mayor of Mechanicsville; Joe Sparks, Mayor of Bennett; Roger Laughlin, Mayor of West Branch; Jared Semsch, Durant Fire Chief; Jacob Koch, Mechanicsville Fire Chief; Kevin Stoolman, West Branch Fire Chief; Kevin Rasdon, Bennett Fire Chief; John Hanna, West Branch police Chief; Will Wagner, Mechanicsville Police Chief; Brittany Rogers, Clarence Ambulance Director; Jodi Freet, Director Cedar County EMA/911; Kate Ehlers, Office Coordinator EMA/911; Sue Hall, Press.

Chair Bell called the meeting to order at 7:34pm.

Mayor Sparks/Bennett made a motion to approve the agenda, motion seconded by Mayor Laughlin/West Branch; Motion carried.

Mayor Sparks/Bennett made a motion to approve both the minutes from the January 13, 2022 regular meeting and the February 3, Public Hearing, motion seconded by Mayor Laughlin/West Branch; Motion carried.

Chair Bell yielded the floor to EMA Director Freet to discuss expenditures from the previous quarter. Atypical expenses that included hotel charges for training opportunities that was later reimbursed by HSEMD; Access Systems for copies; Linn County EMA for Hazmat retainer fee. Atypical revenues included hotel reimbursement from HSEMD for training. Discussion was held. Mayor Sparks/Bennett made a motion to approve the expenditures from the previous quarter, motion seconded by Mayor Laughlin/West Branch; Motion carried.

Chair Bell yielded the floor to Director Freet for discussion of old business.

- Freet advised that within the next several weeks (weather permitting), she and Office Coordinator Ehlers hope to take inventory of EMA items that are located in the shop at the Sheriff's office. Freet shared that there are items being stored there that just need to be disposed of due to condition and/or program changes. Discussion was held regarding the snowmobile, wooden backboards and old military style canvas tent systems situations that are experiencing dry rot and lack instructions for set up. It was suggested that older generators be listed for sale at either local auction or virtual platforms. Discussion was held.
- Freet updated the commission regarding EMA's COVID-19 Response. Final acquisition of PPE was completed from the State Node location. Freet feels confident in the acquired

inventory should the need to support responding agencies and/or Long-Term Care facilities arise. The Cedar County Covid-19 response website will be allowed to expire in April due to information being available through other state and government entities; the Board of Supervisors and Public Health have been notified. While the site will go dark, EMA will keep registration of the domain name in the event of future needs. The After-Action Report for EMA's response to the COVID-19 pandemic will be completed in May.

- Freet shared that Unity Point informed that the parking lot project will be postponed again, citing budgetary constraints. The possibility of repairs and patching in certain areas of the parking lot to will be discussed for safety concerns. EMA is moving forward in getting locks installed in the hallway restrooms. As locks will be installed soon, Freet will no longer be looking into replacing the vanities, and will look into more cost-effective measures to update and repair the veneers. Freet advised that she continues to look into different options for door access systems. She also reported the sump pump failed in the basement in early April; a local business has replaced the sump pump. Contact has been made Challis Restoration Services and the Insurance company to submit a claim since the drywall was exposed to water.
- Freet submitted a grant application to the Community Foundation; she is awaiting decision. This grant, if awarded, will be used to purchase the portable Wi-Fi in box type system that can be used for various events and emergencies. Freet shared that the EMPG Federal ARPA funds have been received, however she has not spent those funds as of yet. Lastly, Freet shared that she did request ARPA funds through Cedar County in hopes to purchase a new Mobile Command Center.
- Freet shared that she is still in need of signatures regarding the recently approved By-Laws and will be attending city council meetings to obtain those.
- Freet urged city officials to please reach out, if they have not already, regarding Alertlowa. There are still several cities that are not using the Alertlowa warning system in their towns. Training can be scheduled with EMA as it is required for system access.
- Freet discussed combining the EMA Director and 911 Coordinator position and compensation. Freet updated the job descriptions, and shared that it makes sense to leave the two positions separate due to funding and time requirements for both separate positions even though they are held by one person in Cedar County. Discussion was held regarding compensation for the 911 Coordinator position. It was recommended that Freet send her findings and information to the Cedar County Human Resources Attorney Michael Galloway for review.
- Freet shared a recent outreach opportunity. An area news station was in a Cedar County Community doing a story on outdoor warning sirens. Freet was contacted by that town's Fire Chief to assist with information and the news interview. Freet shared that she assisted with the news story interview and stated that if any community is approached by news stations regarding subjects that involve Emergency management, she is more than happy to assist and help educate the public.

Freet then gave updates regarding planning, training, and exercises.

- ESF 8 (Public Health) and ESF 11 (Agriculture and DNR) were sent for review and are presented for adoption. Freet shared that everyone should have gotten both the current and updated ESF's for review. Discussion was held. Mayor Laughlin/West Branch made a motion to Approve both ESF 8 and ESF 11, motion seconded by Mayor Sparks/Bennett; Motion carried. Freet will forward those newly adopted ESF's to the State and then on to our partnering agencies involved in those plans. Supplemental plans are being drafted, including debris management, sheltering, etc. Freet announced that the annual Hazard Mitigation Plan update was completed.
- Training: The upcoming training schedule was presented for EMA staff. There may be some adjustments due to scheduling conflicts with the upcoming tabletop exercise planned on May 5th at EMA. The Iowa Emergency Management Conference will be the second week in May, Freet has been asked to speak at this conference regarding her experiences during the August 10th, 2020 Derecho. Freet is also requesting approval to have Chair Jon Bell be authorized to sign the training notification for HSEMD in May. Discussion was held. Mayor Sparks/Bennett made a motion to approve Chair Bell as authorizing chair to sign Director Freet's training notification to HSEMD, motion seconded by Mayor Laughlin/West Branch; Motion carried.
- Exercise – On May 5th, 2022, EMA will host a County Tabletop exercise. Information has been sent to city and county officials and departments. This exercise is designed for participants to apply ICS training to a potential real-life situation to be able to gain perspective and knowledge in emergency response activities. Also planned is a tabletop exercise in Durant on June 16, 2022 featuring a railroad Hazmat situation. Freet shared that she did submit the response to COVID-19 as an exercise to HSEMD. That has been approved.

Chair Bell yielded the floor to Director Freet for discussion of new business.

- Freet shared that she has completed the application for the EMPG grant this fiscal year. Since printing of the agenda, the Federal has announced funding opportunities. Freet stated that since the funds were approved, EMA may see the federal EMPG funds this fiscal year.
- There have been changes in the Federal Cost Share amounts for disasters that were declared between January 1st, 2020 thru December 31st, 2021.
- Freet stated that if there are outstanding requests for Public Assistance from the COVID-19 disaster declaration, the federal deadline to submit will be July 1, 2022.
- Freet shared that there is some legislature being introduced at the state that would eliminate the Emergency Management Commission and place Emergency Management under the authority of the County Board of Supervisors. This bill was presented earlier this year; however, it was later pulled after the Iowa Emergency Management Association (IEMA) discussed alternative solutions with the sponsoring legislator. As a result, IEMA has been charged with finding a better solution. Freet believes this legislation was introduced due to a lack of working relationships that other counties may be encountering with their commissions and/or Board of Supervisors. Freet wanted to bring this important information to the attention of the Commission for discussion.

She also stated that the IEMA is discussing possible changes to 29C funding. IEMA is suggesting that counties eliminate the Per Capita fee that is currently being used and going with a straight levy similar to what a school board would use to fund Emergency Management. Freet doesn't feel like that would be in the best solution in our particular county, but wanted to bring forth the subject to gain perspective and opinions from commission members. Discussion was held. Freet then expressed her gratitude to commission members, attending agencies, and the Board of Supervisors for everyone's ability to work together and maintain respectful open lines of communication.

- Freet shared that the Gap Analysis study was sent out recently to applicable city and county officials. This survey is in response to the Commodity Flow study the Local Emergency Planning Committee (LEPC) recently had done in Cedar County. The survey was sent out to emergency response agencies to gain insight into hazardous materials training, hazardous materials equipment use/ownership within county response agencies. The survey is thorough; this information will be critical in assessing preparedness among first response agencies during a hazardous materials emergency.
- Freet is still receiving input regarding the Navigator pipeline, and is referring residents to the Iowa Utility Board. Chair Bell stated he is also receiving resident input regarding the pipeline and shared that Navigator is no longer pursuing this project; however, ADM is now interested in a Carbon Dioxide pipeline with portions running through Cedar County.
- Freet shared that she is hoping to host a kick-off meeting for the VOAD/COAD (Volunteer/Community Organization Active in Disasters) late in May or in early June. Freet is optimistic on establishing additional relationships with the various organizations within the county that can assist in the event of an emergency.
- Freet announced that the WMT Tractorcade will be in Cedar County June 12-15, 2022.
- Freet provided information regarding High Path Avian Influenza and its possible effects on Cedar County. She has received updated guidance on what to do if it is detected in Cedar County and she will send that information out to those applicable.
- Freet discussed that, per state code, after a disaster the initial damage report is required to be completed within 72 hours. After experience with the Derecho and the county wide reports that we received with only two people in the office to complete it, Freet suggests possibly creating Damage Assessment Teams in Cedar County. This would greatly assist this time sensitive project by training either city employees or township trustees in damage assessment. Discussion was held.
- Freet gave update to personnel and office updates. Freet shared upcoming training opportunity schedule. Discussion was held.

Chair Bell yielded the floor to Director Freet for discussion on training.


- ICS training will be held for any employee in need of basic ICS education. Date to be announced.


Chair Bell then opened the floor to any questions or comments from the public or emergency responders. No questions or comments were presented.

Chair Bell announce that the next regular meeting is scheduled for July 14th, 2022 at 7:00pm at 1410 Cedar Street, Tipton, IA 52772.

Mayor Sparks/Bennett made a motion to adjourn the meeting, motion seconded by Police Chief Hanna/West Branch; Motion carried.

Meeting adjourned 8:26pm.


_____ Jon Bell, EMA Commission Chair


_____ Jodi Freet, EMA Director