

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

Regular Quarterly Meeting

Thursday, January 12, 2023 at 7:00pm

The regular quarterly meeting of the Cedar County Emergency Management Commission was held on January 12, 2023, 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 included: Jon Bell, Cedar County Board of Supervisors; Warren Wethington, Cedar County Sheriff; Mike Bixler, Cedar County Board of Supervisors; Joe Sparks, Mayor of Bennett; Jill Cinkovich, Mayor of Lowden; Brian Carney, Mayor of Tipton; Michael Tharp, Stanwood Council; John Hanna, West Branch Police Chief; Jacob Koch, Mechanicsville Fire Chief; Kevin Stoolman, West Branch Fire Chief; Jodi Freet, Director Cedar County EMA/911; Sue Hall, Press. Attending virtually were Andrew Oberbreckling, Mayor of Mechanicsville.

Chair Bell called the meeting to order at 7:15 pm.

Sparks made a motion to approve the agenda; seconded by Wethington. Motion carried.

Sparks made a motion that Bell remain as Chairman of the Emergency Management Commission, and Wethington remain as Vice Chair. Motion seconded by Cinkovich. Motion carried.

Sparks made a motion to approve the minutes from the October 20, 2022 regular meeting; seconded by Cinkovich. Motion carried.

Chair Bell yielded the floor to Freet to discuss expenditures and revenues from the previous quarter. Atypical revenues included the 911 transfer to EMA, receipt of the "timeline-shift" EMPG grant and partial reimbursement for training lodging. Atypical expenditures included travel/training lodging expenses, tablets for the EOC (will be reimbursed with EMPG-ARPA), printing costs for hiring advertisements, IEMA dues, and purchase of the enclosed trailer (also will be reimbursed through EMPG-ARPA grant) Sparks made a motion to approve the expenditures; seconded by Cinkovich. Motion carried.

Freet provided updates on old business:

- Disposal of old EMA property (old generators and snowmobile) has not been completed due to competing priorities. Disposal of these items will still take place.
- Some commodities have been distributed, additional are available.
- A quantity of feminine hygiene items was found in the building and donated to Cedar County Community Services.
- Due to competing priorities, issues in the basement have not been addressed.
- Unity Point has agreed to share the cost of the parking lot replacement during this calendar year. Freet will work to obtain updated quotes.

- Freet discussed upcoming grants. She has been in consultation with the Cedar County Engineer regarding a portable messaging board and will apply to the Community Foundation for ½ of the projected cost. Freet has requested the EMPG-ARPA funds to be reimbursed and is working to close out the grant with HSEMD. Freet did explained that she was unable to purchase generators due to supply chain issues, but will continue to research funding opportunities. Plans are to continue to apply for the Theisen's grant.
- Freet has filed all quarterly reports for the 2022 EMPG grant, NOI for the 2023 EMPG grant was approved on 01/11/2023 and she will be working on the application within the next few weeks. Freet explained that the timeline shift (switching from a Federal Fiscal Year to a State Fiscal year) has been a challenge, and expense/revenue reports will likely reflect these challenges.
- Freet continues in discussion with Cedar County Public Health regarding a much-needed special needs registry. Meetings will be set up with County Privacy Officers to ensure that this registry complies with privacy requirements.
- The telecommunication issues that have been plaguing EMA seem to have been resolved. Freet shared that several daily-use phone lines have been moved to AT&T First Net from US Cellular. This should also provide future cost savings.
- Freet provided an updated on the School Assessments and Security Grants. All school security assessments for Cedar County schools have been completed; only one school entity did not request the assessments. Discussion was held on the assessments, the grant process and the emergency radio grants. She will now help the school districts as needed through the grant process. Freet expressed her thanks to the law enforcement officers both locally and at the Sherriff's Office who assisted with these projects.
- Freet advised that she has purchased a subscription for a paid stock-photo service for EMA social media to help mitigate issues with potential copyright issues.
- Freet reminded all jurisdictions that copies of Succession of Authority Documents need to be provided to EMA.
- Freet discussed Alertlowa: one additional jurisdiction is now messaging. The system was used successfully for a non-weather emergency issue during December 2022. All jurisdictions have the ability to use this emergency alerting service.

Chair Bell yielded the floor to discuss planning, training, exercises and outreach.

- Discussion was held on ESF-11. Freet has contacted all cities for information regarding historical sites and natural resources. She is working on re-writing the ESF.
- ESF-10 (Hazardous Materials) is typically completed through the Region 6 Local Emergency Planning Committee. The bidding process for this ESF has had to be reopened. There is a possibility that Freet will need to write this ESF in 2023, and will work with Fire Departments to gather information needed if this happens.
- Freet reminded the Commission that they have adopted ESF12 (Energy) and ESF14 (Business/Infrastructure) plans. These were submitted to HSEMD shortly after the adoption; HSEMD sent guidance for the plans after their submission. Freet will work with the state for the approvals.
- Freet advised that she plans to dedicate most of the month of March to working on the Economic Recovery Support Function (RSF).

- Freet continues to work on supplemental plans.
- The Annual Update of the Multi-Jurisdiction Hazard Mitigation Plan was held on January 10, 2023, but attendance was low. This annual update is required. Freet will hold the report open one week for updates/information for those jurisdictions that didn't respond to the initial requests.
- Training schedule for Freet was included in the packet. Document was reviewed by the members of the Commission. Freet discussed the FEMA APS certification.
- Freet discussed the exercise schedule for the year. A tabletop exercise was conducted with Public Health in December. A tabletop for an active shooter in March; county-wide tabletop in June based off a previous year's exercise; full scale exercise in June for an active shooter.

Discussion was moved to new business:

- Freet presented the proposed budget for 2023/2024. Freet advised that she budgeted a 4% cost of living adjustment, and discussed a pay band change for the Office Coordinator. Insurance rates have not been received, but a 7% increase was budgeted. Other changes included the LEPC pass through funds that will be routing through the EMA budget due to Freet becoming the grants manager/treasurer for this organization. Changes to revenues include the pass-through funding for the LEPC, and a \$1000 decrease in EMPG funding. Motion was made by Sparks, seconded by Cinkovich to set the budget hearing for February 7, 2023 at 8:20am. This will be held in the small meeting room at the Courthouse. Motion carried.
- A meeting will be held in February 2023 with Wolf Pipeline, Linn County HazMat and the EMAs of Scott, Clinton, Cedar and Linn Counties. Freet advised that she is still receiving a lot of feedback from Cedar County residents and one out of state resident regarding the pipeline. She will also be attending the Board of Supervisors meeting on January 17, 2023 to ask questions of ADM.
- Discussion was held regarding the EMS as a Essential Services study commissioned by the Board of Supervisors. Freet and Wethington are managing the project on the Cedar County side. An overview of the project was shared, and Freet advised that information is being sent to Mayors, Fire Chiefs and Ambulance Directors. A needs assessment/strategic plan is being developed and will be presented to the Board of Supervisors.
- An annual update will commence for updated contact information for all mayors and response entities. It is anticipated that this will begin prior to July 1st annually.
- Freet advised that the Cedar County COAD is still in process, but has been pushed back due to competing priorities and the need to get the new employee trained on this concept. More information to follow, but plans are to start holding meetings in March.
- Freet shared that there has been an issue brought forth regarding images on social media. She will be altering social media policies that will limit the agency's use of general photos on social media. There has been an uptick in copyright infringement demand letters sent by out of state entities; Freet is researching the use of paid stock-photo services. Discussion was held.
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Discussion was moved to Personnel/Office Updates:

- Freet requested a pay band change for the new Office Coordinator. She explained that the position description and pay band had not been updated in over five years. As she has updated the job description, she is requesting a move from pay band 10 to pay band 11. This will bring the EMA Office Coordinator more in line with other County department Office Managers/Coordinators. Freet advised of the projects that she has in mind for the new employee. Motion made by Carney to move this position to Pay Band 11; seconded by Sparks. Motion carried.

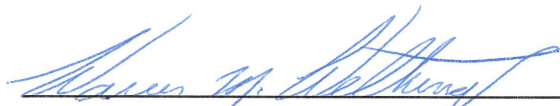
Chair Bell yielded the floor for a discussion on upcoming training. Freet advised she is working to schedule HazMat refresher training; she is hoping for two classes to be held in Cedar County. She will also conduct ICS classroom training by the end of February for those County Employees that need the course. The plan for damage assessment training has been temporarily suspended as HSEMD is revamping the damage assessment process.

Discussion was held regarding informational meetings to be held by Wolf Pipeline regarding the carbon capture pipeline that is proposed to go through Cedar County. This will be held at noon on December 5, 2022 at the Matthews Building.

Chair Bell announced the budget public hearing will be held on February 7, 2023 at 8:20am. The next regular meeting will be held on April 13, 2023 at 7:00pm.

Sparks made the motion to adjourn, seconded by Cinkovich. Meeting adjourned at 8:06pm.

Minutes Approved 04/13/2023



Warren Wethington, Vice-Chair



Jodi Freet, EMA Director