

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

Regular Quarterly Meeting:

Thursday, January 13, 2022, 7:00pm

The regular quarterly meeting of the Cedar County Emergency Management Commission was held on January 13th, 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. Attending virtually was Bryan Carney, Mayor of Tipton. Those attending in-person included: Warren Wethington, Cedar County Sheriff; Jon Bell, Cedar County Board of Supervisors; Jill Cinkovich, Mayor of Lowden; Dustin McAtee, Mayor of Stanwood; Roger Laughlin, Mayor of West Branch; Joseph Sparks, Mayor of Bennett; Andrew Obereckling, Mayor of Mechanicsville; William Wagner, Mechanicsville Police Department; Jacob Koch, Mechanicsville Fire Chief; Kevin Rasdon, Bennett Fire Chief; Logan Cileb, West Branch Fire; Tanya Havlik-Smith, West Branch Fire; Kurt Woode, Tipton Fire Department; Jodi Freet, Director Cedar County EMA/911; Kate Ehlers, Office Coordinator EMA/911; Sue Hall, Press.

Chair Bell called the meeting to order at 7:05pm.

Mayor Sparks/Bennett made a motion to approve the agenda, motion seconded by Mayor McAtee/Stanwood; Motion carried.

In accordance with the by-laws, the annual election of the Emergency Management Commission Chair and Vice Chair was held. Mayor Sparks/Bennett made a motion to re-elect Jon Bell/Board of Supervisors as Chair, and Warren Wethington/Cedar County Sheriff as Vice Chair of the EMA Commission. Motion was seconded by Mayor McAtee/Stanwood; Motion carried.

Mayor McAtee/Stanwood made a motion to approve the minute from the October 21st, 2021 regular meeting, motion seconded by Mayor Sparks/Bennett; Motion carried.

Chair Bell then yielded the floor to EMA Director Freet to discuss expenditures and revenues of the previous quarter. Freet discussed atypical expenditures that took place in November 2021 including hotel and food expenses from attendance at the Homeland Security Conference. A majority of that was reimbursed by the state. In addition, the lighting fixtures in the men and women's restrooms have been replaced. In December payment of annual dues to the Iowa Emergency Management Association (IEMA) were paid. Atypical revenues in November include reimbursement of costs for attending the Homeland Security Conference as well as the proceeds from the sale of the Unimog. In December, the previous year's EMPG funding was received. No questions were presented regarding expenditures or revenues. Mayor Sparks/Bennett made a motion to approve the expenditures, motion seconded by Mayor McAtee/Stanwood; Motion carried.

Chair Bell yielded the floor to Director Freet for discussion of the COAD group. Freet shared that she is looking into establishing and leading a Cedar County COAD group (Community Organization Active in Disaster) that can be activated in the event of disasters to assist in the recovery process. Freet introduced and then yielded the floor to United Way representative Jennifer Comstock to share how United Way can assist and help support EMA when called upon for various needs and disaster recovery. Discussion was held. Mayor McAtee/Stanwood made a motion to approve EMA establishing a Cedar County COAD, motion seconded by Mayor Sparks/Bennett; Motion carried.

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

- Freet announced that Salamander credentialing will be removed off of future meeting agendas. Expressed that if responding agencies are still in need to contact the EMA office for assistance.
- Regarding inventory, Freet shared that she is finding out from other departments that they are finding various EMA items that she was not previously aware of. Because of this it is her goal to create a master inventory list of everything that EMA owns. This will be a large undertaking but the end result of knowing what this agency houses/owns and what is available in the event of a needed response will be beneficial.
- EMA's response to COVID-19 is still ongoing and has seen an increase in activities due to recent rises in COVID cases throughout the county. Freet stated that EMA is still transporting PPE from the NODE location to requesting agencies. Freet also shared that information was recently received from Iowa Homeland Security that there was an allotment of gloves that have been deemed 'adulterated' by the state that were allotted to numerous counties and agencies. Freet stated that information has been sent out to county agencies stating that if they are still in possession of said gloves to contact her.
- Freet advised that she and Unity Point are still waiting for an updated quote for the parking lot repair/update project. The restroom vanities are nearing end of life. The adhesive on the top and front veneer layers is no longer holding. Freet is looking into inexpensive adhesive solutions prior to looking into replacements at this time. Also noted was a recent situation in which the men's restroom had to be closed for a number of hours for extensive cleaning. Due to an increased frequency of issues with the restrooms, Freet is proposing locks being installed on the doors and keys being required to access them. She has discussed this with Unity Point and they are in agreement and support. Discussion was held. Chair Wethington made a motion to install locks and allow key access to restrooms, motion seconded by Mayor McAtee/Stanwood; Motion carried. Freet also shared that while speaking with Unity Point, there is no confirmation that locks on the building have ever been changed at any point. We're also unable to confirm who all really has access to the buildings beyond the recent creation of a key list. She is suggesting that all the locks on building access points be updated. Discussion was held, and Freet agreed to look into different options and report back with findings and quotes.
- Freet then gave updates regarding grants.
 - She will be applying for a grant through the Community Foundation. If awarded this grant will be used to purchase

a portable network system. This single system can be set up in an area after a disaster to help establish internet connectivity where it may have been affected during the disaster. Examples given were widespread cell phone service outages after the August 10th, 202 Derecho. If awarded and purchased there would be a minimal monthly charge added to our wireless carrier's bill for maintenance.

- The EMPG – ARPA was received from Homeland Security. Freet requested funds to go towards an enclosed trailer, a portable conference system, a larger shredder, a lectern, 3 tablets and 2 small generators. This opportunity is 100% funded and there is no requirement for financial match.
- Freet also submitted a request to Cedar County – ARPA. If awarded Freet would like to purchase a new Mobile Command Center. She is still awaiting quotes and due to logistics and overall supply chain delays that are happening worldwide she is estimating that her original request may be lower than what potential quotes will be. She will continue to update as more information comes in.
- Freet also shared that on December 7th, 2021 EMA was awarded \$700 from the Theisen's Community Grant. These funds will be used to purchase a small generator that can be utilized after a disaster for residents to charge cell phones and/or durable medical equipment.
- The update Emergency Management Commission By-Laws were presented for discussion and approval. Additions and/or purposed changes to the current bylaws include the addition to provide an electronic phone option for meeting attendance. Also discussed was that the commissions funding source must be stated within the by-laws so that was added since we are funded on a "per-capita" rate. Mayor Sparks/Bennet made a motion to approve the By-Laws, motion seconded by Mayor McAtee/Stanwood; Motion carried.
- Freet shared that Alertlowa can be used to send out information regarding snow emergencies, water main breaks and etc. There are still numerous cities' not using the Alertlowa system. To be granted access a short training class is required to be given by EMA for city admin log-in access. Freet stated that if your community does not have a log-in and an Alertlowa needs to be sent out, Dispatch, herself or Office Coordinator Kate Ehlers are able to access and send out those alerts on your behalf.
- Freet informed that she has reached out and received communication from other surrounding HazMat agencies for the lower half of Cedar County. She felt it was best to explore all options available to make sure Cedar County was getting the best fit for our needs. Discussion was held. Cedar County will continue contracting with Johnson County for coverage in the lower part of the county for HazMat needs.

- Freet stated that she is still working on an updated job description to submit to the Cedar County HR attorney and Commission for review. This updated job description will combine both the EMA and 911 Director positions since it is historically held by just one person. Freet is hopeful that this will be done by April and stated due to other projects taking precedent this was put to the side for a short time.
- Freet shared that she has been able to pursue additional outreach opportunities within the area. She has met with various Boy Scout groups in the county several times to discuss preparedness and the Weather Radio Program that EMA launched in September 2021. Freet has been invited to take part in some research projects at Iowa State University with graduates. She is also discussing the EMA role with some Arizona State students that are pursuing their Masters Degrees. Freet wanted to share that while it is not a requirement to do these types of outreach; she feels like she can bring a positive representation of the EMA role and Cedar County.

Chair Bell yielded the floor to Director Freet for an updated regarding planning, training and exercises.

- In regards to planning, Freet shared that ESF 10(Hazardous Materials) is currently with the LEPC for review, she is hopeful to have it back before April's regular meeting for review and adoption. Freet also shared that she was made aware of several supplemental support plans that Cedar County does not have. Debris management and sheltering were some examples given of plans that will need to be created for Cedar County. Additionally, the state is now going to require Recovery Support Plans, this is a new requirement and Freet is currently trying to research possible templates if any to assist in the creation of those. Freet stated that her plan moving into next fiscal year is that since she is required to updated 4 plans a year is to have an updated ESF presented for adoption at each regularly scheduled meeting. She is hopeful that this will make the process easier and ease the burden on Commission members when reviewing materials. Further, the annual Hazard Mitigation Plan update is scheduled for February 24, 2022 at 3pm. Requested that if communities have gone through their plans and done any mitigation activities to please communicate those or any changes to her.
- Freet then shared EMA's upcoming training schedule. Freet is currently on track with her continued education and is looking forward to the possibility to attend an Advanced Academy at Emergency Management in 2023. Office Coordinator has completed several virtual training classes and will continue virtual training in various subjects as it pertains to her position.
- Freet announced that there are exercises that are coming up. On May 5th, 2022 we will have a County Tabletop exercise and on June 16th, 2022 we have been requested to host a railroad hazmat tabletop exercise in Durant. All communities are welcome to attend. Freet informed that if any County employees or Community leaders/administrative are interested in ICS training to learn more about responding to different events EMA hosts monthly EOC training on the first Thursday of every month at 8am at the EMA administrative office.

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

- Freet shared the proposed budget for fiscal year 2022-2023. Discussion was held. Freet announced that the Budget hearing is scheduled for February 3rd, 2022 at 6:45pm with a virtual option available for attendance. Freet also shared an opportunity with the Region 6 LEPC that we actively participate with. The current Grants Manager/Treasurer for the LEPC is looking to retire in the near future and with her prior education and experience in finance she was approached and asked if she would be interested in filling the position for this organization. Freet did weigh the pros and cons stepping into this role and feels like Cedar County could benefit from this experience. Discussion was held.
- Freet has applied for the next fiscal year EMPG, however it has not been awarded by the Federal Government as of yet.
- The gap analysis study will be starting through the LEPC. This study is done at no charge to the county and looks at the recent commodity flow study that took place in Cedar County. What this gap analysis study will do is to look at the commodity flow study and Two Rivers Emergency Management will reach out to EMS, Fire and Law agencies throughout Cedar County and make sure they have the resources and necessary training to respond to potential events that may include transported items.
- In Reference to policies, Freet shared an updated procurement policy. This is a new requirement with Homeland Security and minor updates include procurement standards and updates to roles and responsibilities. Discussion was held. Mayor Sparks/Bennett made a motion to approve the updated Procurement Policy, motion second by Sheriff Wethington; Motion carried. Additional policies that are to be updated per the 2 CFR include equipment and property management, allowability of costs and disposable property and inventory.
- Freet also shared information regarding the Navigator pipeline. Our office has received calls and visits to the office, as well as residents making contact when we are out in the public regarding the Carbon Dioxide pipeline. Freet has expressed several concerns regarding this pipeline and has reached out to the company but has not received a response. Director Freet and Chair Bell stated that if any resident would like to comment on this proposed pipeline, they will need to submit their comment/opinion directly to the Iowa Utilities Board for consideration.
- Freet shared personnel/office updates.

Chair Bell yielded the floor to Director Freet to Discuss training.

- Freet shared that there is HazMat training available through the LEPC. A HazMat Operations class is scheduled in Mechanicsville on January 29, 2022 at 8am. She urged all agencies to contact her office or Mechanicsville Fire Department if interested in attending. Also, Freet is in the process of trying to schedule a refresher course. More information will be sent out as it becomes available.

- Freet also announce that on Wednesday January 19, 2022 she will be hosting ICS training for newly elected officials. Freet shared that they will be going through ICS 100/200/700/800 and any and all newly elected or city administrative staff are welcome to attend.

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 announced that the Public Budget hearing for the proposed FY 2022-2023 is scheduled for February 3, 2022 at 6:45pm at 1410 Cedar ST, Tipton, IA 52772. Urged everyone to join either in person or by virtual attendance.

Chair Bell announced that the next regular meeting is scheduled for April 14, 2022 at 7:00pm at 1410 Cedar ST, Tipton, IA 52772.

Mayor Sparks/Bennett made a motion to adjourn the meeting, motion seconded by Mayor McAtee/Stanwood; Motion carried.

Meeting adjourned 7:57pm.