

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

The regular quarterly meeting of the Cedar County Joint Emergency Management Commission was held on January 11, 2024, 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: Warren Wethington, Cedar County Sheriff; Joe Sparks, Mayor of Bennett; Tammi Goerd, Mayor of Tipton; Todd Sawyer, Mayor of Stanwood; Roger Laughlin, Mayor of West Branch; Kevin Stoolman, West Branch Fire Chief; Jared Semsch, Durant Fire Chief; Adam Paidar, Mechanicsville Fire Chief; Dan Sterner, Durant City Council Member; Jodi Freet, Director Cedar County EMA/911; Mindy Beekman, Office Coordinator Cedar County EMA; Sue Hall, Press.

Vice Chair Wethington called the meeting to order at 7:26 pm.

Sterner made a motion to approve the agenda; seconded by Laughlin. Motion carried.

Vice Chair Wethington called for election of Chair/Vice Chair for 2024. Sparks motioned for Chair and Vice Chair to remain as established, with Bell as Chair and Wethington as Vice Chair. Seconded by Laughlin. Motion carried.

Sterner made a motion to approve the minutes from the October 5, 2023 regular meeting; seconded by Laughlin. Motion carried.

Vice Chair Wethington yielded the floor to Freet to discuss expenditures and revenues from the previous quarter. Atypical expenses for October were Pate Asphalt for new parking lot \$67,833; annual maintenance payment to Mainstay for IT at \$1847. Atypical income for October includes an LEPC Reimbursement for \$8,750 and transfer for 911 data management of \$60,000. November atypical expenses include the VISA bill for a flight to DC for NVOAD at \$824.73 and Thomas Heating and Cooling for \$880.00 to fix the boiler. Atypical income for November included reimbursement for half the parking lot at \$33,916.50, proceeds from the generators sold on Purple Wave at \$500.00 and 2023 EMPG of \$24,583.39. In December, IEMA dues of \$225.00 were included in the atypical expenses along with a payment to Advanced Traffic Control for the electronic messaging board (\$5,000 paid from a grant and \$4,800 out of budget). Atypical December income included the sale of the mobile command center for \$3,100 and an LEPC reimbursement of \$5,500. Laughlin made a motion to approve the expenditures; seconded by Sparks. Motion carried.

Freet provided updates on old business:

a. EMA property: 3 - 5KW Generators and the Mobile Command Center have been sold. Mobile messaging sign has been purchased.

b. Building updates:

Freet advised she has begun forming a priority list of building maintenance issues that need to be addressed as in painting, cleaning the carpet and water fountain.

i. Water fountain – does not work.

ii. Battery backup on the sump pump needs to be addressed.

c. Grants:

- i. Freet advised she will be applying for the Community Action Grant again. The scope of this grant (if awarded) would include restarting the weather radio distribution to Cedar County families that have completed a family emergency plan.
- ii. Freet advised that the 2023 Community Foundation Grant has been closed out with the purchase of the sign board.
- iii. Freet advised Cedar County did receive EMPG for 2023.
- iv. Freet advised that she will be applying for the Theisens Grant again with a focus on weather with a request for funding for an automatic weather station.
- d. Special needs registry is still being developed in conjunction with Public Health. Goal is to have this established by the end of the fiscal year.
- e. Freet explained the FEMA National Qualifications Standards (NQS) and advised that the FEMA NQS Policy needs to be adopted in order to receive EMPG. Motion to adopt by Laughlin; Seconded by Sparks. Motion carried.

Vice Chair Wethington yielded the floor to Director Freet to discuss planning, training, exercises and outreach.

a. Planning -

- i. ESF 5, 10 (HAZMAT), Basic are in process.
- ii. ESF 2 and ESF 15 are presented for adoption. Sparks made a motion to approve both emergency support functions; Seconded by Goerd. Motion carried.
- iii. Basic & Housing Recovery Support Functions (RSF) are in process.
- iv. Supplemental plans are still in process.
- v. Hazard Mitigation Plan Annual Update will be held on February 15, 2024 at 2pm

b. Training -

- i. Freet has completed her 24 hours of training for the year. Call for motion by Freet to allow Chair Bell to sign off on the EMA Annual Training Requirement Document for HSEMD. Motion by Laughlin; Seconded by Sterner.
- ii. Freet advised that she has completed her FEMA APS.
- iii. Freet advised that she has been awarded a scholarship to earn the certification of Certified Emergency Manager (CEM). She will begin the application and testing processes.
- iv. Training Schedule was presented.
- v. Freet announced in-person ICS 100, 200, 700, 800 and EMA for Elected Officials training to be on February 3, 8, 10, & 24<sup>th</sup> at the EOC.

c. Exercises

- i. Countywide Cybersecurity Tabletop was completed and accepted as a required exercise by Iowa HSEMD.
- ii. Courthouse would like an active shooter exercise; Durant would like to do a bus accident with reunification, along with an active shooter exercise. Also, Director Freet has been working with some schools on Run, Hide, Fight training.

New Business

- a. Freet discussed proposed 2024/2025 budget. Budget hearing to be set for February 20, 2024 at 8:20am. Motion by Laughlin; Seconded by Sparks. Motion carried.
- b. Budget amendment for 2023/2024 will be addressed before the April meeting at 6:25pm.
- c. NVOAD
  - i. Freet advised that she had attended the NVOAD Fall Member's Meeting and reported on the event.

- ii. Freet advised that she would like to attend the NVOAD Conference will be held May 6-9 in Arizona, pending reimbursement funding from IDHRC. Commission reached consensus that Director Freet may attend.
- d. 29C is still being proposed at the State House. Updates to the change in this legislation include the ability to impose a county-wide levy and changes to the membership of the Emergency Management Commission.
- e. Contact information update sheets will be going out to the municipalities. Any changes to Police Chief, Fire Chief or City officials must be in writing signed by the mayor.
- f. Hazard Mitigation Plan – beginning work on the five-year update. Freet is working on a BRIC grant to cover Cedar County’s expenses for this plan. As part of the grant application, will need all communities to participate.
- g. Freet advised that she would like to apply for the IEMA Conference Scholarship. The national conference will be held in Denver in November and the scholarship would pay for some of her expenses. Consensus to allow Freet to apply for funding.
- h. Outreach
  - i. Cedar County COAD is still being developed
  - ii. Director Freet advised that she has asked to participate in the Kirkwood Job Fair.

Personnel/Office Updates

- a. Freet advised that she has been reappointed as Iowa Flood Mitigation Board Vice Chair position.
- b. Freet advised that she has offered the Cedar County EMS office space for them to operate out of until they have a separate space established. There is a consensus by the commission that is acceptable to charge for space.


Issues from Public or Emergency Responders – none mentioned

Budget Public Hearing will be on February 20, 2024 at 8:20am

The next regular meeting will be April 11, 2024 at 7pm at 1410 Cedar Street, Tipton

Sterner made the motion to adjourn, seconded by Sparks. Motion Carried. Meeting adjourned at 8:15 pm.

Minutes approved April 11, 2024

  
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Jon Bell, Chair

  
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Jodi Freet, EMA Director