

**Cedar County Joint Emergency Management Commission**

**1410 Cedar Street**

**Tipton, IA 52772**

**(563)886-3355**

**Regular Quarterly Meeting**

**Thursday, July 14, 2022 at 7:00pm**

The regular quarterly meeting of the Cedar County Emergency Management Commission was held on July 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 included: Warren Wethington, Cedar County Sheriff; Jon Bell, Cedar County Board of Supervisors; Jill Cinkovich, Mayor of Lowden; Adam Paidar, Mechanicsville Council; Jacob Koch, Mechanicsville Fire Chief; Kevin Stoolman, West Branch Fire Chief; Kevin Rasdon, Bennett Fire Chief; Logan Cilek, West Branch Fire; Jodi Freet, Director Cedar County EMA/911; Sue Hall, Press. Attending virtually were Roger Laughlin, Mayor of West Branch; Jason Roblin, MCM Consulting; Glen Reynolds, RACOM.

Chair Bell called the meeting to order at 7:13pm. Mayor Laughlin joined the call via phone. Quorum was established.

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

Wethington made a motion to approve the minutes from the April 14, 2022 regular meeting; seconded by Paidar. Motion carried.

Chair Bell yielded the floor to Freet to discuss expenditures and revenues from the previous quarter. Freet advised that numbers may change slightly due to the accrual process at the End of the Fiscal Year. Atypical revenues included HSEMD reimbursement for hotel rooms (April - \$179.20) and receipt of the Community Foundation Grant (May - \$3416.00). Atypical expenditures included a buyout of the lease on the copier (May - \$493.20); Cedar County General Fund for ½ Office Coordinator salary/benefits (June - \$25,887.32); USGS for ½ Cedar Bluff Gage (June - \$4453.50); Moeller Tire – replacement of batteries on 30KW (\$570.88) Johnson County Hazmat (June - \$6123.50). Cinkovich made a motion to approve the expenditures; seconded by Wethington. Motion carried.

Freet presented ESF-6 (Mass Care) and ESF-10 (Hazardous Materials) for approval. Wethington made the motion to adopt these plans; Seconded by Paidar. Motion carried.

Laughlin made a motion for the annual adoption of the Cedar County Handbook and HIPPA policies; Seconded by Wethington. Motion carried.

Discussion was held regarding the compensation for Freet for additional duties being performed as 911 Director. After working with Mike Galloway, Cedar County HR Consultant, Freet informed the board that Galloway recommended a \$6,000 annual increase. Bell informed the Commission that

he had a similar conversation with Galloway. Cinkovich made the motion to increase the salary for Freet, seconded by Paidar. Motion carried.  
Laughlin left the meeting.

The remainder of the meeting was largely informational.

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

Inventory continues to be a focus.

- During the past few months, two additional 5KW generators were located. Generators are roughly 40-45 years old and quite sizable. With the generator at Mechanicsville, this makes three older, more cumbersome 5KW generators. Freet also advised that there is a snowmobile that is not being used. There are individuals in the community who have expressed interest in the generators. Freet would like to offer the generators locally through a sealed bid, if no response, list on Purple Wave. Discussion was held. Freet has funding ready to purchase three smaller 5KW generators. The snowmobile would likely go straight to a Purple Wave listing. As this has been discussed in the past, consensus was to move along with this process. Freet advised that it will take some time to finish out this deaccession.
- There are a large number of HazMat suits that are sitting in the Sheriff's Garage. She would like to transfer this property to interested fire departments, HazMat teams, and the medical examiner. EMA will keep a small quantity on hand.
- Discussion was held regarding the MOU with HSEMD for the 6" Trash Pump. The previous MOU was unable to be located and a new MOU was requested from HSEMD. The MOU indicates that Cedar County EMA has all responsibility for the trash pump and holds all risk. After discussions with the Cedar County Engineer, it was discovered that Secondary Roads does use the trash pump. Freet will work with Secondary Roads to ensure that maintenance is performed, and will add the pump to EMA's insurance. Wethington discussed the condition of the pump when he transported it to Washington County for maintenance. Consensus is to proceed as planned, official action to sign the MOU will occur at the next meeting.

The COVID-19 After Action was finalized on June 10, 2022. There are minor amounts of commodities available for disbursement, including cloth gowns and hand sanitizer.

Building updates were discussed.

- Freet advised that the parking lot replacement is at least one year away due to funding issues with Unity Point. Patching is needed in a couple of areas. Bell suggested to contact Kluesner Construction to find a potential date for this activity.
- Locks have been placed on the restrooms. Restrooms will be open for any EMA/911 meetings, but are locked (with key access) at all other times. Vandalism to the restrooms has not occurred since the locks were installed.
- Basement water issue – insurance company is issuing a check, have been unable to reach Challis.

- Freet continues to work on obtaining quotes for a building access system.

Discussion was held on grant activity.

- The grant was received from the Community Foundation for the pop-up network for \$3416.00. The pop-up network has been ordered, however the price did increase approximately \$300 due to supply chain issues. This difference will be paid out of general budget funds.
- EMPG-ARPA funds have been awarded and funds are being spent. Freet has purchased a portable OWL system for teleconferencing, a commercial shredder, and other minor equipment. Still to be purchased are a small, enclosed trailer and smaller generators.
- Cedar County-ARPA. This request for a new mobile command center is on hold. Freet has not been able to find something comparable, yet less expensive, than a previous proposal.
- Theisen's Grant will be opening soon. Freet will apply for funds for automated weather stations for the EMA building and the fire stations.
- EMPG has not been received from last year. EMAs are being told that the funds are coming, but it has not been received yet. This grant is decreasing annually. HSEMD is considering using some of their ARPA funds to 'readjust' the EMPD payment schedule to eliminate the lag in payment from the Federal Government. More information to follow.

Discussion was held on Planning, Training, Exercises, Outreach:

- Freet continues to work on the supplemental plans for Debris Management, Sheltering, etc.
- The five-year plan was reviewed. Changes were made regarding Recovery Support Functions, Storm Watch Renewal, CERT team establishment, a COAD, and goals for Freet to obtain the APS (Advanced Professional Series) Certification from FEMA. Discussion was also held regarding the next update to the Multi-Jurisdiction Hazard Mitigation Plan.
- Freet has completed the code-required training for this Federal Fiscal Year.
- Two exercises were completed and AARs have been completed for FFY 2022. Freet reported on both exercises.
- Freet discussed an enhancement of the Alert Iowa program. Emergency Management will have the ability to resend a message to residents who were under a previous warning as a means of assisting with damage assessment. A policy/process on this will be forthcoming.
- Freet reported that she was a speaker at the Iowa Emergency Management Conference. She advised that she had one-on-one conversations with FEMA Region 7 administrators and how small communities could be better served.
- EMA has started a new social media campaign called "Wednesday Wisdom" to provide the public with insight on how FEMA operates after a disaster.
- Tractorcade went through Cedar County with few issues.
- Cedar County EMA is currently operating at the Cedar County Fair in the Mathews Building. Freet reported that there has been a lot of interest in FEMA Warning Guides and the 911 Activity Books. She will be at the Fair through Sunday.
- Cedar County EMA will be participating in the Cedar County Health Fair on April 5.

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

- Freet advised that the Region 6's LEPC's Gap Analysis Study has been completed. Cedar County's participation was very low. She explained the reasons for the Gap Analysis and the need for participation.
- Freet discussed some changes to the Emergency Management program focus.
  - Weather Focus – One area that seems to need improvement is a focus on the weather. Weather plays a role in a large number of disasters. During the majority of the severe weather in Cedar County, Freet does staff the EOC and monitors radar and NWS Chat. Freet urges fire chiefs to contact her with storm damages.
  - The kick-off meeting for the Cedar County COAD will be held on August 16, 2022 at 3pm. HSEMD will be attending, and 80 agencies have been invited. All are welcome to attend.
- The relationship with Cedar County Public Health is being reestablished and Freet will be working with that agency to establish a special needs registry. This registry will help us determine how to best respond to those individuals in our county with special needs during a disaster.
- Freet discussed the Storm Ready Program. Our full-renewal is due this year, and work on this will be done in September. She is starting to work with the National Weather Service on this plan/renewal.
- Freet discussed the potential for controlled electrical outages during the remainder of this summer. HSEMD has been working with the major electrical carriers to ensure that EMA is notified for these planned events. Freet has reached out to local municipalities to be contacted if an outage is planned.
- Updates were provided on office updates, including upcoming vacations.

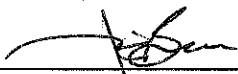
Training updates were discussed.

- ICS Training for Dispatch has been postponed due to the scheduling of the migration to Shared Services.
- Cedar County will be hosting a PIO Course for Elected Officials on October 27, 2022 from 8am to noon. Please visit the HSEMD training website for registration.
- Freet is in the process of scheduling a School Safety Course with the Center for Rural Domestic Preparedness. More details to come.

There were no issues presented from the public or emergency responders.

The next regularly scheduled quarterly meeting of the Emergency Management Commission will be held on October 20, 2022 at 7:00pm.

Meeting adjourned at 7:47pm.

  
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 Jon Bell, Chair

  
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 Jodi Freet, EMA Director