

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

Regular Quarterly Meeting

Thursday, July 13, 2023 at 6:56 pm

The regular quarterly meeting of the Cedar County Emergency Management Commission was held on Thursday, July 13, 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; Joe Sparks, Mayor of Bennett; Jill Cinkovich, Mayor of Lowden; Dustin McAtee, Mayor of Stanwood; Dan Sterner, Durant City Council; Jacob Koch, Mechanicsville Fire Chief; Kevin Stoolman, West Branch Fire Chief; Jared Semsch, Durant Fire Chief; Jodi Freet, Director Cedar County EMA/911; Mindy Beekman, Office Coordinator Cedar County EMA; Sue Hall, Press. Attending virtually were Amy Bishop, Mechanicsville City Council; Jeff Steiert, MCM Consulting; Glen Reynolds, Racom.

Chair Bell called the meeting to order at 6:56 pm.

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

Sparks made a motion to approve the minutes from the April 13, 2023 regular meeting and the minutes from the May 23, 2023 budget public hearing; seconded by Cinkovich. Motion carried.

Chair Bell yielded the floor to Freet to discuss expenditures and revenues from the previous quarter. Atypical expense of \$700 in May, Mike Fogg repaired roof and took down tower from tornado damage. Insurance has reimbursed for the repair. June atypical expenses include purchase of Alert Iowa postcards with QR code to promote registration at the fair; payment was made toward the Cedar County General Fund for a portion of the office coordinator's salary; \$4755 was made in payment as the EMA half of the river gage at Cedar Bluff; \$1600 was for Ash tree removal due to ash borer damage. Also, in June, \$8750 bill for HAZMAT Exercises was paid as a pass through for LEPC as previously discussed. On the revenue side, \$24,701 in EMPG was received, \$9,080 for insurance reimbursement, and reimbursement from Scott County EMA for EMAC request (Davenport Building Collapse). McAtee made a motion to approve the expenditures; seconded by Sparks. Motion carried.

Chair Bell yielded the floor to Freet who introduced Jeff Steiert, MCM Consulting, as an introduction to the mayors and the elected officials present. Phase I of the Cedar County EMS Project is in progress currently to meet with community and get the countywide ambulance on the ballot in November. MCM is looking at the turnover rate of how many times an ambulance has to turn the call over to another crew. They will also be looking at the amount of time it takes to get a crew on an ambulance and out the door. Discussion about heat map progress and moving of EMS during the day, have not yet begun virtual one on ones, meetings with municipalities or public education as of meeting time. There is an option for municipalities to maintain their ambulance

service. The county ambulance would help cover if the municipality is doing transport. Phase II would be setting up the service, staffing, getting the locations established, and setting up dispatch protocol. Sterner expressed concerns regarding need to get message out in a more urgent manner. The referendum in November would make EMS an essential service. The county would still have the option of setting up a service even if the measure does not pass. Steiert emphasized that there are third party billing services currently doing billing that someone in house could be doing that could have a \$30,000 a year savings. Request was made for talking points to be provided to those present. There is not anything scheduled for meetings at the time of this meeting. Freet advised that there are issues in the community with misinformation. Freet to get demographics information to MCM. Bell expressed need to get moving with in person meetings and town halls.

Freet provided updates on old business:

- EMA property: 5KW Generators and snowmobile to be listed on PurpleWave as previously mentioned. Freet discussed the fact that the mobile command trailer had been damaged in the tornadoes in March adding to the previous damage. Trailer is currently full of black mold and the floors are damaged. Motion made by Sparks to dispose of trailer. Cinkovich seconded motion. Motion carried. Freet to try and sell on PurpleWave after stickers are removed.
- Building updates:
 - Parking lot bids were received from three contractors. Pate Asphalt had the lowest bid. Sparks advised need to get three references with any bid. Sterner requested signed letter from Unity Point confirming payment of half of project. Sparks motioned to approve parking lot pending approval from Unity Point. Seconded by Cinkovich. Motion carried pending references and approval.
 - Air Handling – mini splits – suggested by Freet to wait until possible grant written for EOC expansion project in the next few years. Motion to table by Sparks, seconded by Cinkovich. Motion carried.
 - Basement water issue – remove drywall from wall in basement – should be under the expense limit. Freet to look into battery backup for sump pump.
- Grants:
 - Cedar County to change scope of ARPA Grant, no longer looking at mobile command, requested \$5,000 for sign board
 - Have received \$5,000 Community Foundation Grant. Need to get three bids for sign board.
 - Still waiting on EMPG for 2023
- Special needs registry is still being developed in conjunction with Public Health. Need to address how it is to be kept, what types of information will be contained, and also consultation with the Privacy Officers regarding handling of HIPPA information.
- An update on the School Assessments and Security Grants was provided. Freet is providing aid to several schools with the school safety application process.
- Alertlowa postcards are printed up and are being distributed at the Cedar County Fair. There also is a text to enroll number available during fair time.

- Freet has spoken regarding the safety of the carbon pipeline on several different platforms. Freet participated in a conference call with Wolf Pipeline regarding their safety plans and has yet to see a copy of Wolf Pipeline's safety plan. Freet was asked to give testimony at the PHMSA conference held in Des Moines. Freet was recently interviewed by IPR River to River regarding the safety of the pipeline and preparedness of the county
- Freet attended the Central States HazMat Conference
- Freet advised that she is looking at taking a training in Maryland when it becomes available and is looking for guidance from the commission on how to get the course approved. McAtee made a motion to give Bell permission to sign off on Freet's MD Training when it comes up on schedule; Cinkovich seconded. Motion carried.

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

- ESF 11, ESF 10, and Economic RSF were presented for adoption. Motion made by McAtee to adopt; seconded by Sparks. Motion carried.
- Freet will be working on supplemental plans in debris management, sheltering, etc
- Mass fatality plan will need to be updated as a supplemental plan.
- Training schedule for Freet was included in the packet. Beekman has done a lot of training. Director Freet is on track to get the FEMA Advance Professional Series Certification in July. Request for motion for Jon Bell as Chair to sign training letter. Motion made by McAtee; seconded by Sparks. Motion carried.
- Exercises completed were
 1. December 9, 2022 – Public Health/Home Health (Tabletop)
 2. March 22, 2023 – Clarence Active Shooter (Tabletop)
 3. March 29, 2023 – Statewide WebEOC Tornado Drill (Drill)
 4. April 11, 2023 – ESF14 District 6 TTX
- Scheduled Exercises
 1. May 4, 2023 – Countywide (Tabletop) "It's getting, it's getting, it's getting kinda hectic."
 2. June 22, 2023 – Virtual HazMat Tabletop – will be rescheduled
 3. August 6, 2023 @ Clarence HS – Active Shooter (Full Scale/Drill)
- Outreach
 1. Cedar County Fair – handing out coloring books and AlertIowa cards. Freet requests permission to purchase plastic bags.
 2. Tipton 4th of July Parade with Public Health
 3. Hoover Hometown Days with Public Health
 4. Durant Firefighter Fest with Public Health
 5. Social Media Channels – Beekman has expanded outreach to Threads.
 6. McAtee reminded the commission of Stanwood Day, September 16

Discussion was moved to new business:

1. McAtee made a motion to adopt all of the following policies:
 1. Cedar County Employee Handbook and HIPPA Policies
 2. Cedar County Emergency Management Segregation of Duties Policy
 3. Cedar County Emergency Management Procurement Policy

4. Cedar County Emergency Management Conflict of Interest Policy
 5. Cedar County Emergency Management Violations of Federal Law Policy; Sparks seconded. Motion was carried.
- McAtee made a motion to adopt the Outdoor Warning Siren Protocol; Sparks seconded. Motion carried.
 - Cinkovich made a motion to adopt the Open Burning Ban Protocol; Sterner seconded. Motion carried
 1. Proposal of an Open Burning Permit (during burn ban) was made, but died for lack of motion.
 - McAtee mad a motion to adopt Appointed Leadership Change Policy; Sparks seconded. Motion carried
 - Meeting change was already discussed during 911 meeting. Next meeting moved to October 5th.
 - 29C update – the Emergency Management Association is still trying to push changes through. Freet will be voting in the best interest of the County. The State Association is still trying to get the 35 cents per thousand for fund balance as well.
 - Multi-jurisdiction Hazard Mitigation Plan – Freet pointed out that there are fewer Presidential Disasters in the state and so she will be looking at the Plan in the future to apply for a BRIC grant.
 - EMA Annual Assessment – Freet has sent the assessments out to each municipality and will begin to call in August to follow up

Discussion was moved to Personnel/Office Updates:

- Freet advised that the IMAC was received from Scott County for her to be deployed to the building collapse in Davenport to provide onsite support.
- Freet advised that all of the trash pumps were deployed to help with the Mississippi flooding response.
- Freet advised that she will be going on vacation the end of the month. Jones and Scott County will be covering in emergency
- Freet advised that Beekman will be in place six months on the job. Freet and Beekman listed her accomplishments.

Issues from Public or Emergency Responders

No issues presented

The next regular meeting will be held on October 5th, 2023 at 7:00pm.

Sparks made the motion to adjourn, seconded by McAtee. Motion Carried. Meeting adjourned at 8:27pm.



 Jon Bell, Chair



 Jodi Freet, EMA Director