

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

**Regular Quarterly Meeting**

**Thursday, October 20, 2022 at 7:00pm**

The regular quarterly meeting of the Cedar County Joint 911 Service Board was held on October 21, 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; Joe Sparks, Mayor of Bennett; Jill Cinkovich, Mayor of Lowden; Amy Bishop, Mechanicsville Council; Roger Laughlin, City of West Branch; Jacob Koch, Mechanicsville Fire Chief; Kevin Stoolman, West Branch Fire Chief; Jodi Freet, Director Cedar County EMA/911; Sue Hall, Press. Attending virtually were Jason Roblin, MCM Consulting; Glen Reynolds, RACOM.

Chair Bell called the meeting to order at 7:22pm.

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

Sparks made a motion to approve the minutes from the April 14, 2022 regular meeting; seconded Laughlin. Motion carried.

Chair Bell yielded the floor to Freet to discuss expenditures and revenues from the previous quarter. There were no atypical revenues. Atypical expenditures in July included Mainstay Systems (annual IT contract), VISA (for OWL system/shredder – to be reimbursed with HSEMD EMPG ARPA funds), Heartland Insurance (annual premium for tort and equipment/buildings). In September, expenditures included a payment to Access Systems Leasing (annual copier lease payment) and RCN Technologies (wi-fi in a box). Sparks made a motion to approve the expenditures; seconded by Laughlin. 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. Items have been distributed to Cedar Manor and Clarence Ambulance.
- Freet is still working on the MOU/Inventory listing of the trash pump with HSEMD. She plans to have this accomplished by November 15<sup>th</sup>.
- Freet is looking for direction from the board regarding building updates/needs. Basement repairs haven't been completed as there is still a water issue coming from rusted drain pans in the HVAC, quotes are in the packet. Quotes for replacing/patching the parking lot have been placed in the packet, but agreement cannot be obtained from Unity Point regarding the repairs/replacement. Unity Point would like to remove trees/work on landscaping. Discussion was held on obtaining bids regarding split systems, and additional

bids/quotes for HVAC system. Further discussion was held regarding back up batteries on the sump-pump. Board members will look at the unit after the meeting. Freet will work to obtain quotes on split systems. Discussion was held regarding the parking lot and landscaping. There is a small reserve for EMA which may pay for repairs, but not replacement. The consensus of the board is that the priority should be the parking lot; Freet will communicate this with Unity Point and contact the County Attorney regarding the covenant agreement, if needed. She will obtain additional quotes for replacement and repair from other vendors. Freet noted that lawncare/snow removal will be sent out for updated bids in the spring; Bishop suggested contacting local Scouting groups/schools that may want to take on landscaping as a project. Freet will do so.

- Access control/door locks have been temporarily placed on hold.
- Freet discussed upcoming grants. She previously shared the pop-up Wi-Fi network with the Commission; she is planning to apply for Community Foundation Grant in the spring for weather station funding. She advised that she is still working to obtain items from the EMPG-ARPA funding from HSEMD to include tablets, 5Kw generators and a small enclosed trailer. She will apply for the Theisen's grant for an additional weather station for the EMA building. Freet further explained the EMPG time shift project from HSEMD, and the concerns with EMPG funding on the Federal level. All applications and requests have been submitted to HSEMD to request at least half of the previous year's obligated funds.
- Cedar County's Storm Ready renewal has been completed and approved, pending a visit from the National Weather Service on 10/28/2022.
- Freet continues in discussion with Cedar County Public Health regarding a much-needed special needs registry.

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

- Motion made by Laughlin to adopt ESF 12 (Energy) and ESF 14 (Infrastructure) for adoption. Motion seconded by Sparks. Motion carried.
- Discussion was held regarding historical resources section of ESF 11 (Natural and Historic Resources). Freet will be reaching out to the Mayors for information on who to contact in their community regarding significant historical/natural resources.
- Freet continues to work on supplemental plans.
- Training schedule for Freet was included in the packet. Document was reviewed by the members of the Commission.
- Freet discussed the exercise schedule for the year, including a tabletop for 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.
- Outreach was discussed. The CERT team has been put on hold due to staffing and timing requirements. Freet attended the League of Cities Conference in Waterloo to provide information on Emergency Management to Mayors and Councils throughout the state. The Cedar County COAD continues to develop; the next meeting will be January 26<sup>th</sup> after the ISU Consortium meeting.
- Discussion was held regarding encouraging inactive members of the Commission to attend meetings. Freet and Wethington will start attending city council meetings.

Discussion was moved to new business:

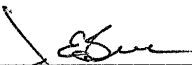
- The Gap Analysis for the Region 6 LEPC has been received and it can be shared with the members of the commission. Freet reiterated that if a town's fire department is not trained for hazmat response, and they do respond, there could be potential OSHA/EPA liability to the City, Commission and the Emergency Manager.
- Freet explained the current school assessment schedule directed by the Governor. She has been participating in these assessments, along with local law enforcement. She anticipates additional support of the school districts through assistance with grant funding and 911 radio allocations.
- The annual update of the Multi-Jurisdiction Hazard Mitigation Plan has been scheduled for January 10, 2023 at 3:00pm. Invitations will be going out.
- Freet has requested Succession of Authority Documents from all jurisdictions. This document just needs to indicate a line of authority. More information will be sent out.
- Freet reminded all cities that AlertIowa can be used for winter weather events (snow emergencies). She encouraged those cities not using AlertIowa to contact the office for training. Discussion was held regarding the use of AlertIowa.
- 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.
- Freet advised that the office has been having telecommunication issues; after completing a cost-benefit analysis, she is working with another vendor to transfer some of the telecommunications services. There is a cost with some of the equipment, but should have room in the current budget for this equipment
- Freet shared the current IEMA legislative priorities including IPERS Protective Status for Emergency Management/911 Dispatch; updates to 29C; Tax Exempt Weekend. She advised that some of these priorities may have an effect on the budget.
- The proposed budget was shared. There are still several items that are subject to change prior to the formal proposal in January. Discussion was held.
- Personnel/Office Updates:
  - Freet shared potential vacation dates
  - Freet advised that she was named to the Board of Directors of the Iowa Disaster Human Resources Council (IDHRC). Freet advised benefits of participation outweigh time commitments. She also provided an update on the IDHRC, who met in Cedar County earlier in the day.
  - Freet advised that Kate Ehlers has left EMA employment for another opportunity. In conjunction with Mike Galloway, Freet has updated the job description for this role and asked for permission to replace this position. Discussion was held. Motion by Sparks, seconded Laughlin to allow for hiring a new employee. Motion carried. Freet will contact the Board of Supervisors regarding hiring for the opening and their funding of ½ of the position. Chair Bell asked about a hiring committee, discussion held.

Chair Bell yielded the floor for a discussion on upcoming training. Freet advised that there is a PIO class that will be held on 10/27/2022; registration is closed as the class is full. There is a request for school safety training—that is still under development. 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 next meeting will be held on January 12, 2023 at 7:00pm.

Sparks made the motion to adjourn, seconded by Laughlin. Meeting adjourned at 8:36pm

  
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Jon Bell, Chair

  
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Jodi Freet, EMA Director