

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

The July 12, 2018 regular quarterly meeting of the Cedar County EMA Commission was held at the Cedar County EMA Administrative Offices at 1410 Cedar Street, Tipton. Those attending included Jon Bell, Cedar County Board of Supervisors and Commission Chair; Warren Wethington, Cedar County Sheriff; Greg Wagner, Mayor of Stanwood; Ashley Hansen, Mayor of Lowden; David Furry, Mayor of Mechanicsville; West Branch Fire Chief Kevin Stoolman; Mechanicsville Fire Assistant Chief Jacob Koch; West Branch Fire Member Josh Warrell; Sue Hall, Press; Tim Malott, Director Cedar County EMA/911; Jodi Freet, Cedar County EMA/911.

Chair Bell called the meeting to order at 7:14pm.

Mayor Wagner/Stanwood made a motion to approve the agenda; motion seconded by Mayor Hansen/Lowden. Motion carried.

Mayor Wagner/Stanwood made a motion to approve the minutes of the April 12, 2018 meeting; motion seconded by Mayor Hansen/Lowden. Motion carried.

Chair Bell yielded the floor to EMA Director Malott to summarize expenditures of the previous quarter. At this time, Malott explained that there was an issue with the building's boiler not having a manual reset switch; he has contacted Thomas Heating and Air to repair. Malott also noted that the repair has been attempted twice, but has not met Iowa Code Standards as of yet. Thomas is now working directly with the State Boiler Inspector to ensure proper completion of the repair. There were no questions regarding the expenditures. Mayor Wagner/Stanwood made the motion to approve the expenditures as presented; motion seconded by Mayor Hansen/Lowden. Motion carried.

Chair Bell yielded the floor to Malott to address old business. Malott addressed the following:

- a. The Emergency Support Functions (ESFs) for 2017-2018 are ESF12-Energy; ESF13-Public Safety and Security; ESF-15 External Affairs; ESF-10 Hazardous Materials. Malott advised that an adoption letter for these ESFs will need to be signed so that these can be sent on to Iowa Homeland Security. Malott also advised that going forward, Iowa Homeland Security and Emergency Management has decided that all counties will work on the same ESFs at the same time, so that all counties will be on

- a uniform, set schedule. Motion made by Mayor Wagner/Stanwood to sign the adoption letter for these ESFs; motion seconded by Mayor Hansen/Lowden. Motion carried.
- b. Malott drew attention to the fact that he addressed the boiler issue earlier in the meeting during the explanation of expenditures.
  - c. Malott reminded the Commission of the new Iowa laws regarding EMAs working with local schools on emergency plans. He reiterated that all school districts had attendance at initial workshops intended to begin the school security discussion in Cedar County.
  - d. Malott advised that plans are in place for two upcoming exercises.
    - i. Cedar County EMA will be partnering with DuPont Pioneer on an exercise in the Clarence area. The exercise will be a full scale and will simulate a detasseling crew being sprayed by a crop duster. The exercise will simulate decontamination and will stop at that point; a future exercise will include evacuation to a medical facility.
    - ii. A communication exercise with the Fire Departments will take place in September as a way to both train on ground frequencies and test the new digital system prior to the October change over.

Chair Bell yielded the floor to Malott to discuss the items of new business. Malott discussed the following:

- a. Storm Ready certificates will be presented to the county jurisdictions as the Cedar County Storm Ready Plan was renewed. Malott explained that this certification can help citizens obtain discounts on insurance. Certificates will be presented after the meeting to those cities in attendance.
- b. Malott discussed the Cedar County Multi-Jurisdiction Hazard Mitigation Plan. Cedar County's plan expires in December 2020; it is approximately a two year process to have these plans updated. Malott's concern is that there is no money available to pay for the updating of this plan as there is no longer grant money available. His concern is that the jurisdictions have not paid for these plans in the past. Malott explained that there are options where counties can join together to get these plans done, or individual municipalities can create their plan. Malott explained that changes may have been made in the past five years, and disasters have occurred. He further explained that part of this process is a statement from each jurisdiction stating that they agree to fund the preparation and completion of this plan. In the past, the County has agreed to fund this preparation and completion, but grant money has been available. After discussion, Malott advised that he will send out requests to vendors who specialize in HMP to provide quotes for service.

- c. Malott shared community outreach efforts with the Board. Outreach has included a visit from the Open Prairie Chapter DAR; Freet will be making an upcoming visit to West Liberty Schools as Muscatine is currently without an Emergency Manager; Cedar County Emergency Management will be present at the Cedar County Fair and will be taking part in the Public Health Fair in August. Malott also advised that a NWS-approved rain gauge has been placed outside of the building; he would like to eventually work with the local schools to place rain gauges in the corners of the county.
- d. Malott advised that the County Engineer's Office would like to borrow the EMA boat to facilitate some tree trimming along the rivers/streams. He advised he will work with West Branch Fire Chief Stoolman to find a time to pick up the boat for the Engineer's Office.

Chair Bell yielded the floor to Malott who discussed both past and future training opportunities. Malott advised that Freet has attended Basic I and II of EMA training, offered through EMI, but is being offered outside of EMI in Iowa as part of a pilot program. He shared that Freet will be attending two more weeks of this training, and asked Freet to provide some insight on the training opportunity. Freet shared that she has gained a good deal of knowledge from the courses, and thankful for the opportunity to attend these courses. Freet shared that the courses have been broad and have been very helpful in preparing for and guiding within a Emergency Management role. Malott advised of future dates of the Emergency Management Academy Training and also advised of the upcoming ISAC Conference. Malott further reminded the board of upcoming TIMS training in Mechanicsville on July 26<sup>th</sup>, 2018 from 6:00pm – 10:00pm. Discussion was held on the importance of this upcoming training.

There were no concerns presented by either Emergency Responders or Cedar County Citizens. Malott advised that the final demolitions have been completed in West Rochester as part of the FEMA buyout grant. He did advise of concerns with the Atalissa Fire Department, with no attendance at the Fire Association Meetings. He also shared that Atalissa has not responded to a call in the last 12 months.

With no further discussion, Mayor Wagner/Stanwood made the motion to adjourn the meeting; the motion was seconded by Mayor Furry/Mechanicsville. Motion carried.

Meeting was adjourned at 7:37pm.

*Minutes approved by the Cedar County EMA Commission 10/11/2018*