

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

The April 11, 2019 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 Warren Wethington, Chair, Cedar County Sheriff; Jon Bell, Cedar County Board of Supervisors; Greg Wagner, Mayor of Stanwood; David Furry, Mayor of Mechanicsville; Jeric Armstrong, Mayor of Clarence; Ashley Hansen, Mayor of Lowden; Brian Carney, Mayor of Tipton; Brenda Johnson, Cedar County Sheriff's Office; Bill Klawiter, Stanwood Fire Chief; Kevin Stoolman, West Branch Fire Chief; Mike Kusick, West Branch Fire Department; Tanya Havlik-Smith, West Branch Fire Department; Brad Ratliff, Tipton Ambulance Service; Sue Hall, Press; Tim Malott, Director Cedar County EMA/911; Jodi Freet, Cedar County EMA/911.

Chair Bell called the meeting to order at 7:47pm.

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 January 10, 2019 regular meeting and the January 29, 2019 budget/public hearing; motion seconded by Mayor Furry/Mechanicsville. Motion carried.

Chair Bell yielded the floor to EMA Director Malott to summarize expenditures of the previous quarter. Malott discussed the expenditures of the last quarter including a few ISAC spring school, vehicle repair and computer replacement and 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. Malott asked for status on the adoption of the Disaster Event Purchasing Policy by each of the jurisdictions. EMA has not received a copy of the adopted policy from any of the cities. An informal survey of the group indicated that Clarence, Lowden, Mechanicsville, Stanwood, and Tipton had discussed the policy at their last council meeting without adoption; West Branch has not yet discussed. Malott reminded the group that the policy allowed a jurisdiction to simply call EMA for needs during a

disaster; without the policy adopted by the towns, someone will need to physically come to EMA to sign a requisition for needed supplies.

- b. The Cedar County Chapter of the Iowa Region 6 LEPC will held on April 18th at 5:30pm at the EMA Building. Malott explained that those county businesses housing reportable chemicals are required by OSHA to be a part of the LEPC; if a business has a spill and is not a member, fines and monitoring increase. Malott advised that Fire Departments and Emergency Responders are welcome to join and come to the meetings.
- c. Malott asked if we should continue a process with an RFP for both the roof and the parking lot. He explained the differences in budgets between EMA and Unity Point, and advised that per the building covenants, all work needs to be agreed upon. Malott then gave an overview of the current quote received for the parking lot; the initial inquiry for the roof has not yet been received. Motion made by Mayor Wagner/Stanwood to go ahead and meet with Unity Point and, if they are amiable, to proceed with the RFP process; Motion seconded by Mayor Carney/Tipton. Motion carried.

Chair Bell yielded the floor to Malott to discuss new business.

- a. The bids for the update to the Multi-Jurisdictional Hazard Mitigation Plan update were opened. Two companies submitted a bid on the update, and the bids were as follows:
 - JEO Consulting Group - \$44,000 for upgrade to the plan with optional \$4000 funding workshop.
 - Two Rivers Emergency Management - \$21,500 for the upgrade to the plan.After discussion among the group, Malott was directed to ensure that the plan meets all standards. As long as the plan is within standards and meets all requirements, Mayor Furry/Mechanicsville made the motion to accept the bid from Two Rivers; motion seconded by Mayor Hansen/Lowden. Motion carried.
- b. Malott reminded the board that the Iowa legislature has required all school districts to have an Emergency Plan in place no later than July 2019 and gave updates for all of the local school districts. All of the school districts are moving along, and all should be able to meet the mandated due date. Malott also advised that each district will be required to test annually from the plan, and they will likely contact local responders for assistance. He also advised that there will be legislation in the next year regarding reunification planning. At this point, it appears that the AEAs would be coordinating the reunification planning; Malott advised that emergency managers statewide are in opposition to this as this is not an are of expertise for the AEAs. He explained that there is a general concern with the potential of children

being reunified with non-custodial parents, and the AEA will likely not have the paperwork needed in such events. Malott asked that area jurisdictions work with their legislators regarding this potential legislation.

- c. Malott advised that the Lower Cedar Watershed has been meeting and wanted to draw attention to the fact that mitigation funding is available through DR4221 due to the Presidential Disaster Declaration for Iowa. He explained that a certain percentage of the declaration is set aside for mitigation funding, and is available to anyone in the state, not just those affected by the flooding. Watersheds are listed as a mid-level priority for funding within this grant. At this time, the Lower Cedar Watershed is not at the point of applying for mitigation funds, they are still working to get their watershed plan in place. Chair Bell advised that he has asked Cedar County Engineer Fangmann, Cedar County Environmental and Zoning LaRue and the cities that are prone to flooding to provide a list of properties/infrastructure that area affected by frequent flooding. This will be used for future grant applications.
- d. Malott shared that EMA has received a new Salamander printer for credentialing responders. The plan is to begin credentialing of responders, and the question for funding of the cards is in questions. He anticipates a nominal charge to cover the ink and supplies needed. Malott explained that EMA will be looking to the department chiefs to sign off on a responder's credentials; this will place the liability for credentials on a department's chief. Discussion was held regarding expiration dates and usage of the responder cards.
- e. Discussion was held regarding salary letters for the next year for both Malott and Freet. Motion was made by Mayor Carney/Tipton for these letters to be signed; motion seconded by Mayor Wagner/Stanwood. Motion carried.
- f. Malott discussed the upcoming "Great River Rumble," which is a kayak/canoe trip down the Cedar River, starting at Cedar Bluff. There are approximately 300 people that will be participating in the event; amateur radio will be used to provide communications for the event. Malott shared additional information about the event, along with the route.

Chair Bell again yielded the floor to Malott to discuss training.

- a. The training newsletter was presented.

There were no concerns presented by either Emergency Responders or Cedar County Citizens.

Malott advised the Commission that he will be on vacation, out of state, from April 22 – April 28.

Chair Bell announced that the next regular meeting will be held on July 11, 2019 at 7:00pm at the EMA Building.

Mayor Hansen/Lowden made the motion to adjourn the meeting; motion seconded by Mayor Wagner/Stanwood. Motion carried.

Meeting adjourned 8:14pm.

Minutes Approved July 11, 2019