

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

Regular Quarterly Meeting:

Thursday, July 9, 2020 7:00pm

The Cedar County EMA Commission meeting was held on July 9, 2020. The meeting was held both in-person with social distancing guidelines in place to help mitigate the spread of COVID-19, and by telephone conference with the call originating from the Cedar County EMA Administrative Offices at 1410 Cedar Street, Tipton, IA 52772. Those attending by teleconference are Andrew Oberbreckling, Mayor of Mechanicsville; Linda Coppess, Stanwood EMS. Those in attendance in-person were: Warren Wethington, Cedar County Sheriff; Jon Bell, Cedar County Board of Supervisors; Bode Koranda, Cedar County Deputy; Kevin Knoche, Cedar County Deputy; Jared Semsch, Durant Fire Chief; Andrew Gruman, Durant Fire; Jill Cinkovich, Mayor of Lowden; Clint Henning, Lowden Fire Chief; Jake Koch, Mechanicsville Fire Chief; Sean Paustian, Tipton Fire Chief; Roger Laughlin, Mayor of West Branch; Kevin Stoolman, West Branch Fire Chief; Jodi Freet, Director, Cedar County EMA/911; Kate Ehlers, Office Coordinator Cedar County EMA/911; Sue Hall, Press.

Chair Bell called the meeting to order at 8:25pm

Mayor Laughlin/West Branch made a motion to approve the agenda; Motion seconded by Sheriff Wethington. Motion carried.

Sheriff Wethington made a motion to approve the minutes for the regular May 14, 2020 EMA Commission meeting; Motion seconded by Mayor Laughlin/West Branch. Motion carried.

Chair Bell yielded the floor to EMA Director Freet for discussion of expenditures during the previous quarter. Director Freet shared atypical expenditures that include the following: April 2020, payout of the previous Directors sick time; June 2020, \$17,000.00 was paid to Cedar County for half of the assistant's annual salary, and our annual copier payment to Access Systems for \$1330. Additional expenditures were repairs to the Mobile Command Center that were necessary following possible storm/hail damage to the roof vents; Payment for the annual Mainstays maintenance contract was made; payment of \$4320 for half of the river Gage located at Cedar Bluff. There were no questions regarding the expenditures. Fire Chief Paustian/Tipton made a motion to approve the expenditures; Motion seconded by Mayor Laughlin/West Branch. Motion Carried.

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

- Director Freet informed that the Salamander Credentialing for Emergency responders is still on hold due to the ongoing response to COVID-19.

- Director Freet received update from O'Rourke Motors on July 2, 2020 that the new EMA vehicle should be delivered at any time. Previous delays were due to manufacturing restrictions from COVID-19.
- Inventory still pending due to COVID-19, Director Freet will be contacting towns to reschedule.
- The 28E for the microwave link between the Law Center and the Courthouse is still pending. Director Freet is in the process of researching different models of similar agreements to assist in this process.
- The 28E agreement for the Cedar County Auditor to have EMA office usage during elections has been completed and sent to the Cedar County Auditor office. Director Freet will follow up with the Cedar County Auditor's office.
- Director Freet received update that the County is roughly five percent behind on the Multi-Jurisdictional Hazard Mitigation Plan due to COVID-19. Cedar County has paid \$11,000.00 to our vendor at Two Rivers Emergency Management for Phase One and Phase Two, and are currently moving onto Phase Three. Once Phase Three is complete then the plan will be forwarded to FEMA.
- Director Freet then gave update regarding EMA's response to the COVID-19 Pandemic.
 - Freet received the application approval for the Disaster Grant NOI, those grant approvals will go to costs associated with the Cedar County COVID-19 Newsletter and website. Additionally, this helped update some technology in the form of a lap-top to be able to take part in necessary teleconference meetings and to assist the Cedar County Board of Supervisors meetings during limited in person access due to COVID-19
 - Director Freet announced that the EMPG-Supplemental Grant has been approved, we are just waiting on a few other things to be completed at the State level, but when it is complete a portion of that grant will be used to update some technology within the EOC. Updates will include a newer desktop and projector.
 - The PPE stockpile allotment for each county announced by Governor Reynolds have been deliver to a location in Linn County. Unfortunately, with schedules EMA has been unable to travel to pick up this allotment but Director Freet is hopeful that in the next coming week, they can accomplish this task. This supply will help in an absolute emergency situation and will come with specific requirements from agencies should they need it. Supplies will include, gowns, procedure masks, hand sanitizer, unfortunately N95 masks will not be issued through this allotment.
 - Director Freet spoke of the atypical response to the COVID-19 Pandemic that EMA has adjusted to. Atypical response(s) including delivering food boxes to towns, creating the Cedar County COVID-19 website and newsletter and well as distributing those newsletters on a bi-weekly schedule.

- Director Freet reviewed Governor Reynolds visit to the EMA Administrative Offices at 1410 Cedar Street, Tipton, IA 52772 on June 22, 2020. This was a very fortunate moment to be able to show Governor Reynolds how not only Cedar County responded to the Pandemic but to show how a smaller County adapted and adjusted to help provide support in ways that are atypical then other disaster responses. EMA was also able to speak about PPE distribution amounts, and how our agency has been able to support Cedar County Public Health through this event.

Chair Bell again yielded floor to EMA Director Freet for discussion of new business.

- Chair Bell spoke about the Adoption of the ESF's that Director Freet sent out in early June 2020 and well and ESF10 that was sent out more recently. Director Freet continued explaining that all of the ESF's presented will need to be adopted so that they can be sent off for final approval. ESF's presented tonight for adoption include: ESF1- Transportation; ESF3-Public Works; ESF7-Logistics and Resource Support; ESF12-Energy; ESF10- Hazardous Materials (being done by LEPC). There were no questions regarding the ESF's. Mayor Laughlin/West Branch made a motion to approve all ESF's presented. Motion seconded by Mayor Cinkovich/Lowden. Motion carried.
- Director Freet informed that the Office of Civil Rights contacted our office regarding purchases made prior to 2018. According to the Office of Civil Rights we were not compliant with their policies. Director Freet stated that these issues have been corrected and that this issue has now been closed.
- Director Freet gave information regarding the AlertIowa system. After other counties experienced issues with the IPAWS alert failing during an event, HSEMD will look for bids on other similar service options. Cedar County has had issues with unclear and confusing messaging being sent out and has seen an increase in residents requesting to be removed from the AlertIowa system. Also, Cedar County has changed and updated the phone number that those AlertIowa messages are sent out on to help minimize traffic to the standard office phone. Director Freet announced that Mechanicsville now has access to this system to be able to send out local government information to residents.
- Director Freet announced that she has been nominated and accepted the position of Vice Chair of the District 6 Emergency Managers. While this position won't affect Cedar County Emergency Management, it is beneficial for Cedar County to have that representation.
- Regarding the building updates, Director Freet gave reference to past sewer issues and how recent issues with patrons of Unity Point Clinic and their use of the hallway restrooms has brought the idea of having locks installed on the restroom doors. As a result, Director Freet will be researching and referencing the building covenant as well and contacting the Unity Point Practice Administrator for further discussion.

- Director Freet then gave information regarding upcoming Grants for which EMA is applying:
 - The Theisen's Grant will assist in acquiring additional outreach and promotional information to use during situations similar to the Cedar County Fair. This will help engage the public of all ages with the preparedness message that EMA promotes without using taxpayer monies.
 - The Walmart Foundation Grant if approved will assist with the purchase of PPE, since the National Stockpile is depleted and the State is unable to provide us with any additional N95 masks. EMA's goal is to use this grant to obtain N95 masks for EMA's stockpile in the event of an emergency. For this grant it is required to have Chair Bell's signature on a letter of authorization for Cedar County Emergency Management to apply. No questions were presented. Mayor Laughlin made a motion to approve authorization to apply; Motion seconded by Sheriff Wethington. Motion carried.
 - Director Freet was contacted by the Community Foundation regarding a Grant from 2016 for the Mobile Command Center that was still open. Director Freet informed that this has since been closed and that EMA is now able to apply for additional grants through the Community Foundation.

- The Review of the Five-Year Plan is still pending due to COVID-19. No changes have been made, but will revisit once response to COVID-19 has slowed.
- Director Freet then gave updates and proposed policy adoptions.
 - The Security Information Policy: More Emergency Management agencies have been getting more requests through the Freedom of Information Acts regarding response to the COVID-19 event. The policy will protect certain and specific information including certain ESF's, that may put us at a disadvantage in the event of a disaster if it were to be disclosed to the public.
 - The Website Links Policy, would prohibit the Cedar County EMA preparedness website from allowing for-profit advertisements to be linked on the websites
 - The Mandatory Disclosures of Violations of Federal laws policy, discusses that if Cedar County EMA is operating under a grant program and anyone knows of any misconduct that includes, but it not limited to, bribery or fraudulent activity. It is to be reported immediately to the Cedar County Emergency Management Director or the Chair of the Emergency Management Commission. This policy is becoming common with Grants applications and is recommended to be a standard policy in counties.
 - The Annual Adoption of Cedar County Employee Handbook and HIPPA Policies; this adoption is standard and completed every year.

There were no questions regarding updates and policies. Mayor Laughlin made a motion to approve all policies presented; Motion seconded by Fire Chief Paustian/Tipton. Motion carried.

- Director Freet announced that both exercise and training requirements have been completed. That was obtained through participation in Web EOC with Homeland Security and well as the tracking process throughout the COVID-19 process to establish an After-Action report.

Chair Bell yielded the floor to Director Freet for discussion on training.

- Director Freet discussed the training newsletter that is typically passed out during Fire Association meeting is on hold due to training delays in response to COVID-19.
- The PIO training course is still available, currently there are only 2 people interested. There is a minimum of 10 people required to hold the class. Class dates and times can be decided once minimum participants have signed up and Homeland Security opens their class registration again.
- Director Freet informed that ICS100 and ICS700 are still currently on hold due to COVID-19.

No questions or issues were brought forth from Public or Emergency Responders.

Chair Bell announced that the next regular meeting of the Cedar County EMA Commission will take place on October 8, 2020 at 7:00pm at 1410 Cedar Street, Tipton, Iowa 52772

Fire Chief Paustian/Tipton made a motion to adjourn the meeting; Mayor Laughlin/West Branch seconded the motion. Motion Carried.

Meeting adjourned at 8:45pm