

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

Regular Quarterly Meeting:

Thursday, January 14, 2021

The Cedar County Joint 911 Service Board meeting was held on January 14, 2021. The meeting was held both in-person and by telephone conference with the call originating from the Cedar County EMA Administrative Offices at 1410 Cedar Street, Tipton, IA 52772, with social distancing guidelines in place to help mitigate the spread of COVID-19. Those attending by teleconference were Linda Coppess, Stanwood Ambulance; Andrew Oberbreckling, Mayor of Mechanicsville; Dustin McAtee, Mayor of Stanwood. Those attending in-person included: Warren Wethington, Cedar County Sheriff; Steve Agne, Cedar County Board of Supervisors; Brenda Johnson, Office Manager with Cedar County Sheriff's office; Kevin Knoche, Cedar County Sheriff's Office; Bode Korranda, Cedar County Sheriff's Office; Jill Cinkovich, Mayor of Lowden; Jake Koch, Mechanicsville Fire Chief; William Wagner, Mechanicsville Police Chief; Mike Anderson, Bennett Fire Chief; Kevin Rasdon, Bennett Fire Department; Roger Laughlin, Mayor of West Branch; John Hanna, West Branch Police Chief; Kevin Stoolman, West Branch Fire Chief; Tanya Havlik-Smith, West Branch Fire; Jodi Freet, Director Cedar County EMA/911; Sue Hall, Press.

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

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

Mayor Cinkovich/Lowden made a motion to approve the minutes from the October 8, 2020 EMA Commission meeting; seconded by Mayor McAtee/Stanwood. Motion carried.

Vice Chair Wethington then yielded the floor to EMA Director Freet to discuss expenditures of the previous quarter. Freet discussed atypical expenditures that included: October - printing costs were increased due to the publication of the Cedar County Disaster Newsletter with an expense of \$1269.45. The agency did pay milage in October and December due to the EMA truck being unavailable – this milage was approximately \$150 for trips to Cedar Rapids to pick up PPE for care facilities in outbreak status from the HSEMD inventory 'node.' A payment was made to Albaugh PHC for \$212 for issues with the air conditioner. Membership in the Iowa Emergency Management Association was renewed in December. Additionally, there were a \$1350.54 claim for a renewal of our firewall software and charges of \$2300.03 from Graybill Communications for the installation of lights, radios and sirens in the EMA truck. There were no questions regarding expenditures. Mayor Cinkovich/Lowden made a motion to approve the expenditures; seconded by Mayor McAtee/Stanwood. Motion carried.

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

- The Salamander Credentialing is still currently on hold due to COVID-19 and response to the August 10, 2020 Derecho. Freet is hoping to get this done within the next six months.
- Freet is still waiting for quotes for marking the EMA truck with the EMA logo.
- Inventory is again still on hold due to COVID-19.
- Freet provided a status on the Multi-Jurisdiction Hazard Mitigation Plan. Freet advised that the plan is with FEMA. It was completed by TwoRivers Emergency Management in December, submitted to HSEMD, but was ultimately rejected by HSEMD. TwoRivers then made the corrections as requested, and the plan was then approved by HSEMD and submitted to FEMA the week of January 4, 2021. FEMA. Freet stated that at this time, we do not have an active plan, but are waiting for the current plan to be approved. Once the plan is approved, Freet will be working with each taxing authority to ensure that the plan is adopted. At this point, without an active plan, current mitigation projects are placed on hold. Once the plan is approved, the projects will come out of the holding status. She has advised the affected jurisdictions of this information. Freet also shared that certain project were excluded from the plan. She shared that as a countywide Emergency Management Commission, the Hazard Mitigation Plan is done for the benefit of the entire County, and not for the benefit of one jurisdiction. She shared that the vendor had contacted her about a county-wide project that was introduced by one jurisdiction, who stated that Freet had approved the project. Freet advised that the proposed project would have cost the entire county and its jurisdictions a good deal of money, and that the proposed project is not in line with current emergency management protocols. She advised that this particular project idea was excluded from the plan as it was not in the best interest of all members. Freet reiterated that this is a collaborative effort, and all jurisdictions will work together and will do what is in the best interest of all. The good news is that the plan is now with FEMA, and we will be waiting on the approval.
- Freet discussed current efforts in the COVID-19 disaster:
 - She did receive the EMPG-S grant through the state for technology updates in the EOC. She is awaiting pricing from Cedar County IT. Freet applied for this grant as it was a way to update technology at a lower cost to the County and the Agency.
 - Cedar County's PPE Stockpile is on-site. This inventory is a last-resort. Freet reiterated that PPE from EMA should be considered a last-resort. As the market is opening, PPE is available for purchase by the local first responders. All agencies need to exhaust all local resources first before contacting EMA for PPE. She can provide PPE for gaps in the supply chain, but must be conservative with the PPE that is in the EMA inventory.
 - Newsletters and SitReps will continue to be produced. Freet will be meeting with the Board of Supervisors for direction on the Newsletters. At this time, EMA is printing and distributing approximately 500 newsletters per month regarding disaster resources; at the peak, approximately 5000 newsletters were printed every two weeks.

- Freet discussed the response to the Derecho disaster.
 - Freet has offered to help jurisdictions on their FEMA public assistance applications. She has been assisting townships and has been assisting the county, as needed.
 - She did share that significant numbers of Cedar County residents have applied for and have been granted assistance under the Individual Assistance Program. If members are aware of residents in their communities still struggling, please share that information with her— funds are still available through application to the Cedar County Long Term Recovery Coalition.
 - If a jurisdiction is still considering mitigation efforts in response to the derecho, Freet will assist your community in submitting applications for mitigation projects.
- Freet then discussed updates to the building:
 - She has spoken with another vendor regarding the air conditioners at the EMA building. The vendor does not believe that they need to be replaced immediately, however, the units are known in the industry for needing to be cleaned and serviced on a regular basis. Freet will be working with a vendor to get this completed in the spring.
 - Replacement of the parking lot is still a project that's in the budget for FY 2021 – 2022. Freet has spoken with Unity Point regarding their budgetary process and the manager of the clinic has asked for this funding to be added to her budget.
- Freet then discussed updates to the budget. Since the initial proposal in October 2020, she has decreased the EMA Expenses for FY 2021 – 2022 by \$4,375.95. This savings was found by recalculating wages and decreasing the amount projected for building repairs and maintenance. EMA Revenues for FY 2021 – 2022 remained the same, but revenues from reserve decreased due to the lower number of expenses. Freet also shared that there was a transposition in the budget numbers published in the paper. She shared that the revenues from Cedar County should be \$31,072, not the \$24,500 as published. Additionally, the revenues from the Federal Governments should be \$24,500, not the \$31,072 as published. She has communicated this information with the Cedar County Auditor. This does not effect the overall figures for the revenues. She reminded all members of the public hearing on Tuesday, January 19, 2021.
- Freet then discussed recent grant allocations and spending:
 - EMA was awarded a grant from Theisen's in the amount of \$500.00. This was awarded as a gift card for the Theisen's stores. She has used this to purchase PPE – particularly gloves -- to replenish the Cedar County stockpile from the shelter trailers. All gloves were removed from the shelter trailers during the early days of COVID to be provided to first responders.

- Freet was able to obtain a grant of \$2500 from Wal-Mart, also for use in replenishing the Cedar County stockpile. She plans to use these funds to purchase masks, primarily N95 masks. She will be waiting for a short time to purchase these due to the current pricing of N95 on the commercial market.
- She is waiting on quotes from Cedar County IT before spending the fund awarded through the EMPG-S grant. This is a 50% match grant to bring technology up to date.
- Freet has spent a good deal of time in the past few months working on the COVID-19 Public Assistance Grants, both for EMA and for the County. EMA did receive \$5175 to reimburse costs spent in responding to COVID-19. This grant was funded 100% by the Federal Government, versus the typical 75% Federal/10% State/15% Local, that has been typical of other public assistance grants.
- Freet will be applying for a Community Foundation Grant. If awarded, Freet would like to use those funds to purchase additional support and hardware for the Salamander credentialing system. This would include licensing, dedicated computers and dedicated scanners.

Vice Chair Wethington again yielded the floor to EMA Director Freet for discussion of new business:

- Freet advised that a Chair and Vice Chair need to be elected for the next calendar year. Supervisor Agne made the motion to keep Chair and Vice Chair the same as previous year; motion seconded by Mayor Laughlin/West Branch. Motion carried. Jon Bell was re-elected Chair of the Emergency Management Commission and Warren Wethington was re-elected Vice-Chair.
- Freet advised that the application for EMPG has been completed, we are still waiting for approval from the state. This is not unusual from any previous year.
- Freet advised the group that Iowa HSEMD Director Joyce Flynn is retiring effective January 21, 2021. It was announced just hours before the start of this meeting that Paul Trombino was appointed as HSEMD Director effective January 22, 2021.
- Freet shared that the Cedar County Chapter of the Region 6 LEPC was disbanded. After much discussion with the members of the Region 6 LEPC, the Cedar County Chapter was not allowed under the bylaws of the parent group. Freet explained the current regional set-up, and shared what the LEPC does. She further shared that the Region 6 LEPC is what pays for our ESF-10 (Hazardous Materials) annual updates, and is currently sponsoring a Commodity Flow Study and is seeking proposals on a Gap Analysis Project. Per her discussions with the group, Freet discovered that by having our own group, we may no longer be eligible for inclusion in projects undertaken by the Region. As this is a huge cost-savings to Cedar County, Freet decided that this disbandment was in the best interest of Cedar County. Individuals who were members of the Cedar County Chapter of

the Region 6 LEPC are still members of the Region 6 LEPC, and are welcome to attend meetings and participate in the Regional group

- Freet advised that there will likely be a budget amendment needed. It is her plan to have the public hearing prior to the April regular quarterly meeting. More details will follow.
- Freet is starting the process for an after-action report relating to the derecho. More details will be forthcoming for a virtual meeting to start this process. These meetings will likely take place in February.
- Freet advised that during the derecho, she received several phone calls from communities asking if they should start sounding their sirens. In her research, she was not able to find a county-wide recommendation/policy. Discussion was held regarding siren activation: Bennett and West Branch stated that they had policies posted. These communities will send Freet copies of their policies, and she will compare. Discussion will occur during the next meeting.
- Freet also advised that the bylaws for EMA need to be updated as well. Copies of the bylaws were distributed. These bylaws have not been updated since 2013. If members have items that they feel need updating, please send those to Freet.
- If your fire department hasn't received their ERG books, please see Freet. She has a good quantity of these left in stock.
- Freet is still working on the ESF updates. The ESFs to be updated this year include: ESF 4 (Firefighting), ESF 9 (Search and Rescue), ESF 10 (Hazardous Materials) and ESF 13 (Public Safety and Security). She did share that she is working to move these to a different format to make the ESFs more user friendly during times of disaster.

Vice Chair Wethington yielded floor to Director Freet for discussion on training.

- The training Newsletter is still currently on hold due to COVID-19.
- PIO training is also on hold due to COVID-19.
- ICS100 and ICS700 in person education is on hold due to COVID-19.

There were no issues presented from the public or from first responders.

Vice Chair Wethington announced that the next meeting of the Cedar County Emergency Management Commission will be the public hearing for the FY 2021 – 2022 budget. This meeting will take place on January 19, 2021 at the Cedar County Courthouse at 8:20am. An option for dialing into the meeting is available. The next regular meeting of the Cedar County Emergency Management Commission will take place on April 8, 2021 at 7:00pm at 1410 Cedar Street, Tipton, IA 52772.

Supervisor Agne made a motion to adjourn the meeting; seconded by Mayor Laughlin/West Branch. Motion Carried. Meeting adjourned at 7:49pm.