

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

Regular Quarterly Meeting:

Thursday, May 14, 2020 7:00pm

The Cedar County EMA Commission meeting, originally scheduled for April 9, 2020, was held on May 14, 2020. The meeting was held by electronic telephone conference with the call originating from the Cedar County EMA Administrative Offices at 1410 Cedar Street, Tipton, IA 52772 with no public access, in an effort to mitigate the spread of COVID-19. Those attending included Warren Wethington, Cedar County Sheriff; Jon Bell, Cedar County Board of Supervisors; Jeric Armstrong, Mayor of Clarence; Derrick Lange, Lowden Fire Chief; Jill Cinkovich, Mayor of Lowden; Joke Koch, Mechanicsville Fire Chief; Roger Laughlin, Mayor of West Branch; Kevin Stoolman, West Branch Fire Chief; Lisa Kepford, Tipton Police Chief; Jodi Freet, Director Cedar County EMA/911; Kate Ehlers, Cedar County EMA/911; Sue Hall, Press

Chair Bell called the meeting to order at 6:53pm

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

Mayor Laughlin/West Branch made a motion to approve the minutes for both the regular January 9th 2020 EMA Commission meeting and the January 28th, 2020 Budget meeting; Motion seconded by Fire Chief Lange/Lowden. Motion carried

Chair Bell yielded the floor to EMA Director Freet to discuss expenditures of the previous quarter. Director Freet detailed the atypical expenditures that included a benefits payout and additional publishing expenditures in regards to the hiring of the office coordinator position. There were no questions regarding the expenditures. Mayor Armstrong/Clarence made the motion to approve the expenditures; Motion seconded by Mayor Laughlin/West Branch. Motion carried.

Chair Bell yielded the floor to EMA Director Freet to discuss old business.

- Director Freet advised no communities have adopted the Disaster Event Purchasing Policy. She explained that in the event of disaster in a community, if resources are needed beyond what EMA is able to obtain through Homeland Security for free, a purchase order will need to be signed by that community's mayor prior to additional resources being ordered. She also reiterated that this process can potentially delay valuable resources to a community in the event of a disaster. Community Mayors can reach out to Director Freet for information on adopting that policy.
- Project Proposal updates: front parking lot will be put on hold due to Unity Point/COVID-19.
- The Salamander Credentialing for emergency responders is unfortunately on hold due to COVID-19. Once recovery efforts are in place, we will once again pursue those for the departments.

- The new EMA vehicle has been delayed due to COVID-19 due to factory/dealership limitations during this time. Director Freet was given a new estimated delivery date of June 8th, 2020 but is subject to change.
- Inventory was not completed by its original timeframe due to the onset of COVID-19 within the community. Director Freet will be contacting and rescheduling with communities and departments and is looking into late summer to complete the inventory.
- Chair Bell discussed the Official Membership designation as the same information within the 911 Joint Service Board meeting on May 14, 2020 at 6:30pm.
- Updates on the microwave link between the law center and courthouse discussion has been held regarding leasing the link to the county for a nominal fee, but the 28E is not currently complete. Director Freet is hoping to work on that within the next couple months.
- The 28E agreement with the Cedar County Auditor and EMA office for usage of the EOC during elections as a polling location is complete, and with the Auditor for approval. They will not be using this location for polling in the 2020 Primary elections due to COVID-19. It is anticipated that this location will be used for the General elections in November.
- EMA has not received any input or requests to review the ESF's for the 2020 review. ESF's included are ESF1-Transportation; ESF3- Public Works; ESF7- Logistics and Resource Support; ESF12-Energy; and ESF10-Hazardous Materials, which is being done by LEPC. The updated ESF's will be sent out no later than the first of June 2020 to public works departments and the county engineer for their input. The finalized ESF's will be sent out by the end of June for approval/adoption at the scheduled July 2020 meeting.

Chair Bell again yielded the floor to Director Freet to discuss new business.

- In response to COVID-19 Director Freet has applied for a Disaster Grant under the public assistance portion which would include any category B expenses to provide any sort of immediate response, or life saving measures, and assistance to help mitigate the spread of COVID-19. These types of services that EMA has provided include creation of website, webinar service, newsletter, publishing as well as local delivery of said newsletter. Director Freet also advised that EMA has purchased face shields that were distributed to first responders and long term care facilities. Based on time and current response efforts, Director Freet projects meeting the minimum threshold that FEMA has set forth in order to receive the 75% reimbursement on applicable expenses from FEMA. Chair Bell stated that he is also communicating from the courthouse any potential expenses the courthouse may plan to have as they look to their re-opening strategy to help protect employees as well as public. Director Freet also found that along with the Disaster Grant, an EMPG Supplemental Grant has come available to help with building a PPE Stockpile in the event of long term effects and/or a possible surge in the fall season. The grant also prioritizes updates to the EOC. Freet is recommending the purchase of laptops so that remote work and improved technology features will help EMA continue their response and supporting activities during this and future events. EMA's response efforts towards COVID-19 are

unlike any other response that Cedar County has ever faced before. The timeframe for this pandemic is unknown and we have adopted the mindset that, “this is a marathon and not a sprint”. EMA is assisting in ways that we have not in the past to other events, such as delivering food boxes provided by Case Management to multiple communities to help families who may be dealing with food insecurities during this time; Distributing PPE to first responders, funeral directors and delivering PPE to Long Term Care Facilities on a weekly basis. Director Freet went on to provide an overview of PPE inventory counts that EMA has both received and distributed to first responders, long term care centers and funeral directors. Also went over the numerous donations of cloth masks that EMA has received from both Cedar County as well as numerous surrounding states to distribute. EMA also assisted in coordination of monetary donations to the County’s Hygiene pantry and also has been sending out weekly Situation reports to community mayors.

- Director Freet explained the possibility of another budget amendment based on the following; the unforeseen benefit payout, select COVID-19 expenses, and the delay of the vehicle to EMA. More detail available by request from Director Freet.
- Chair Bell and EMA Director Freet introduced Kate Ehlers as EMA Office Coordinator.
- The updates to the Multi-Jurisdictional Hazard Mitigation Plan. We have contracted with Two Rivers Company and they are complete with Phase 1 and Phase 2. Two Rivers has expressed difficulty communicating with area school districts due to the closures related to COVID-19. EMA is working with the state to try and establish an advance on our grant for payment towards Phase 1 and Phase 2 and anticipate completion on that request within the next 2 weeks.
- Director Freet announced that we did receive the EMPG award and those documents will be gathered and forwarded to Chair Bell for signatures(s).

Chair Bell shared information on training.

- All training is currently on hold due to COVID-19. EMA will provide updates as they become available.

Chair Bell then opened the floor to both the public and Emergency Responders for any questions or issues for discussion. No questions or issues were voiced.

Chair Bell announced that the next regular meeting of the EMA Commission will be held on July 9th, 2020 at 7:00pm at the EMA office located at 1410 Cedar Street. Tipton, Iowa 52772, unless teleconference is again recommended due to COVID-19 limitations.

Mayor Cinkovich/Lowden made a motion to adjourn the meeting; motion seconded by Mayor Laughlin/West Branch. Motion carried.

Meeting adjourned at 7:15pm.

Minutes Approved July 9, 2020