

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

The October 10, 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; Jeric Armstrong, Mayor of Clarence; Scott Spengler, Mayor of Durant; Roger Laughlin, Mayor of West Branch; Brian Meyer, Clarence Police; Dennis Frisch, Durant Ambulance; Jacob Koch, Mechanicsville Fire; Brad Ratliff, Tipton Ambulance Service; Kevin Stoolman, West Branch Fire Chief; Ben Litscher, Mechanicsville/West Branch Fire; Sue Hall, Press; Tim Malott, Director Cedar County EMA/911; Jodi Freet, Cedar County EMA/911.

Chair Bell called the meeting to order at 8:39pm.

Mayor Spengler/Durant made a motion to approve the agenda; motion seconded by Mayor Armstrong/Clarence. Motion carried.

Mayor Spengler/Durant made a motion to approve the minutes of the July 10, 2019 meeting; motion seconded by Ratliff/Tipton Ambulance. Motion carried.

Chair Bell yielded the floor to EMA Office Coordinator Freet to summarize expenditures of the previous quarter. Freet discussed the expenditures of the last quarter including purchase of office supplies and supplies for the mobile command center. The annual HazMat retainer was paid to Johnson County, along with payment of insurance premiums. In August, EMA paid for the replacement of the roof, and Freet explained that (a) ½ of the cost was received as part of the cost share agreement with UnityPoint, and we did receive reimbursement from Heartland Insurance for an insurance claim on the roof. Freet also advised that September's expenditures included training costs and the payment for the Homeland Security Conference, being held at the end of October. Other noted expenditures included some electrical work and a fixture for the restroom. Freet noted that there were no remarkable issues in EMA revenues for the previous quarter. There were no questions regarding the expenditures. Mayor Spengler/Durant made the motion to approve the expenditures as presented; motion seconded by Mayor Armstrong/Clarence. Motion carried.

Chair Bell yielded the floor to Freet and Malott to address old business.

- a. Malott asked for updates on the adoption of the Disaster Event Purchasing Policy. These do need to get adopted and turned in to EMA.
- b. Malott advised that we are waiting on Unity Point prior to moving ahead with the parking lot. Unity Point is currently working on their budget, and we are hoping to hear back soon.
- c. Freet advised that Salamander credentialing will begin in the next few months and all responders will be need to be signed off by their immediate supervisor. A brief overview of Salamander was given, and it was advised that Mayors in the county will receive these as well. Chief Stoolman/West Branch advised that their credentialing has been completed through Johnson County.
- d. Bids will be obtained for a new EMA vehicle, and will be opened at the January meeting.

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

- a. Freet presented the draft budget for EMA for 2020 – 2021. Freet and Malott advised of the budget amendment needing to be made due to the Multi-Jurisdiction Hazard Mitigation Plan. Freet advised that there is an anticipated withdrawal of \$30,000 from reserve to balance the budget. Malott and Freet discussed expenditures, included the decrease in salary due to a first-year EMA. Other items of note include increases in insurance funding for new personnel, and Malott advised that this is due to his upcoming retirement. Freet addressed other budgetary differences between current and next year. There were no questions regarding the draft budget. Bell advised that the draft budget will again come before the Commission as the proposed budget; a public hearing date will be set at that time. Malott advised those present that if they had questions regarding the budget, they can call the EMA office for assistance.
- b. Chair Bell advised that Malott has chosen to retire in April 2020 and a process will need to be set to start moving forward in the hiring process. Malott asked if the board wanted to establish a hiring committee. Mayor Laughlin asked Chair Bell what the standard process was. Discussion was held about the benefits of a smaller hiring committee, and Malott advised that he was willing to be involved as a non-voting member of the committee. After further discussion, a motion was made by Mayor Armstrong, seconded by Mayor Laughlin to form a hiring committee of Chair Bell, Sheriff Wethington and Mayor Armstrong was established, with Malott serving as a non-voting member. Motion carried.
- c. Malott advised that there is a requirement for NIMS information coming from Iowa Homeland Security and Emergency Management. Each jurisdiction needs to provide information to EMA regarding those trained in ICS 100 and ICS 700. This information

will be compiled by EMA and forwarded to this state and used when jurisdictions request grants from the Federal government. This information will be used to determine NIMS compliancy for all federal grants. This information is also being required from the local school districts as well. Ratliff asked as to what percentage of an entity needs to be NIMS compliant; Malott advised that there is no percentage requirement, but those needing to be compliant include city management, city councils, city leadership, school boards, etc. Malott also clarified that newly elected officials have 12 months to be certified in NIMS.

- d. Malott advised that he is waiting on the final information from FEMA regarding the multi-jurisdiction hazard mitigation plan. Once the final information comes out, additional information will be forthcoming with local jurisdictions.
- e. Jon Bell advised that the next meeting of the Lower Cedar Watershed will be held on October 21, 2019. Bell also shared that the Lower Cedar Watershed was awarded a federal grant for watershed planning.
- f. Malott advised that there will be a LEPC training workshop on November 14<sup>th</sup> in Cedar County. Freet advised that the State of Iowa DNR has changed to a new system; fire departments will now be responsible for obtaining their own Tier II reports and that this information will also be covered in the LEPC training workshop. This will be held at the EMA building on November 14<sup>th</sup>. Freet also advised that the Region 6 LEPC will be meeting on November 12<sup>th</sup> in Jones County; the Cedar County Chapter of the Region 6 LEPC will be meeting on October 24<sup>th</sup> at 6 pm at the EMA building. Freet advised that an effort is being made to ensure that all fire departments and local industry become members of the Cedar County Chapter. Freet also shared that the Region 6 LEPC will hold its March meeting in Cedar County in the EMA building on March 10<sup>th</sup> at 1pm. Any and all are invited to attend.
- g. Chair Bell advised that certificates were being presented to Mayor Wagner/Stanwood, Mayor Hansen/Lowden and Mayor Sutton/Bennett for their service. As they were not in attendance, the certificates will be mailed.

Chair Bell yielded the floor to Freet and Malott for information regarding training.

- a. Freet advised that the training newsletter continues to be provided for the local fire departments.
- b. Freet advised that she would like to get a PIO training course scheduled in Cedar County. At this point, there are only three people wanting the course, a minimum of 15 are needed to schedule.
- c. Freet shared that ICS100 and ICS700 will be held at the EMA building on Saturday, November 16<sup>th</sup>. Malott advised that if individuals are trained in one of

- the courses, they do not need to attend both. ICS700 will be starting at 8:30am and ICS100 will begin roughly 12:30pm. More information will be sent out to the cities.
- d. Freet announced that she and Malott will be attending the Iowa Homeland Security Conference October 30 – November 1, 2019.
  - e. Freet shared that WebEOC training was held with Department Heads on October 3, 2019. She advised that an attempt is being made to ensure that all mayors and department heads have access to WebEOC. Malott advised that anyone who may be working in the EOC is welcome to attend this training.

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

Chair Bell advised that the next meeting of the Cedar County Emergency Management Commission will be held on January 9, 2020 at 7pm at the EMA Building.

Motion to adjourn made by Mayor Spengler/Durant; motion seconded by Mayor Laughlin/West Branch. Motion carried.

Meeting adjourned 9:03pm

Approved January 9, 2020