

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

The regular quarterly meeting of the Cedar County Joint Emergency Management Commission was held on July 18, 2024, both in-person and by online forum with the call originating from the Cedar County EMA Administrative Offices at 1410 Cedar Street, Tipton, IA 52772. Those attending in-person included: Warren Wethington, Cedar County Sheriff; Tammi Goerdts, Mayor of Tipton; Jared Semsch, Durant Fire Chief; Dan Sterner, Durant City Council Member; David Adney, Lowden Fire Department; Matt Shields, Mechanicsville Fire Department; Michael Tharp, Stanwood City Council member; Jodi Freet, Director Cedar County EMA/911; Mindy Beekman, Office Coordinator Cedar County EMA; Sue Hall, Press; Tara Polek, RACOM. Attending virtually was Amy Bishop, Mechanicsville City Council Member.

Vice Chair Wethington called the meeting to order at 7:04 pm.

Goerdts made a motion to approve the agenda; seconded by Tharp. Motion carried.

Bishop made a motion to approve the minutes from the April 11, 2024 regular meeting; seconded by Goerdts. Motion carried.

Bishop made a motion to approve the minutes from the April 11, 2024 Budget Amendment Public Hearing; seconded by Sterner. Motion carried

Vice Chair Wethington yielded the floor to Freet to discuss expenditures and revenues from the previous quarter. Atypical expenses for April were as follows: \$842.37 to Lowden Plumbing for installation of new faucets in bathrooms, \$365.10 to local newspapers for publication expense for the April 11, 2024 Budget Amendment meeting, \$40 for to IA Dept of Inspections for the annual boiler inspection, and \$266.00 to All Star Turf for the Spring Spray. May expenses brought several atypical expenditures: \$232 for Snow/Mowing RFP publication expense to local newspapers, \$349.95 to Brown's for truck wash and detail, and \$5,140.00 to the USGS for the EMA half of the Cedar Bluff River Gage expense. June atypical expenses is the transfer of \$23,201.17 to reimburse Cedar County for half of the EMA office coordinator's salary, \$243.53 in Disaster supplies from Amazon and \$411.00 to Thomas Heating and Air for HVAC repairs. June atypical revenue is the final LEPC payment of \$4,926.00. Motion to approve expenditures by Goerdts; seconded by Tharp. Motion carried.

Freet provided updates on old business:

a. Building updates:

Freet advised that she is addressing items as they come up.

- i. Water fountain – does not work. Keeping on list.
- ii. Battery backup on the sump pump – Keeping on list.
- iii. Freet advised that Mowing and Snow Removal RFP bidding process was completed and that Grasshopper was awarded the bid.
- iv. Freet advised that there was an insurance inspection and that there is a blank in the electrical panel that needs to be filled. Also, there is a need to replace the emergency lighting as two

units are not currently functioning. Goerdts advised that the emergency lighting is possibly a permit required repair and would consult with the City of Tipton Building inspector.

b. Grants:

- i. Freet advised she will be applying for the Community Action Foundation Grant again. The scope of this grant (if awarded) would include the purchase of a Davis Weather Station and also restarting the weather radio distribution to Cedar County families that have completed a family emergency plan. Freet has been checking pricing for Midland radios.
  - ii. Freet advised that the application for Cedar County EMPG 2024 has been submitted. It is being estimated that there will be a 9-10% decrease in award.
  - iii. Freet advised that she will be applying for the Theisen's Grant again with a focus on weather with a request for funding for an automatic weather station or animal focus if possible.
  - iv. Walmart Foundation Grant to be applied for animal rescue to help county resources as kennels are available in the state but take some time to get to the county.
- c. Special needs registry was officially launched at the Cedar County Fair and will be promoted at the Ag Resource Fair. Cedar County EMA along with Cedar County Public Health will be promoting registration.
- d. Freet will be attending the IEMA Conference November 15-21, 2024. IEMA will be reimbursing \$2,000 towards total conference, flight and hotel reservations.
- e. Freet explained the FEMA National Qualifications Standards (NQS). Sterner made a motion to adopt the FEMA NQS Policy; seconded by Goerdts. Motion carried. Vice Chair Wethington has agreed to sign off on skillset approval.
- f. Cedar County EMS – timeframe has been slowed down due to funding.

Vice Chair Wethington yielded the floor to Director Freet to discuss planning, training, exercises and outreach.

a. Planning, Training, Exercises, Outreach -

- i. ESF 10 (HAZMAT) has been presented for adoption. Tharp made a motion to adopt; Goerdts seconded. Motion approved.
- ii. Supplemental plans are still in process. Debris management, sheltering, mass casualty and ingestion plans are being developed. Freet advised that she is building a plan to do one to two a quarter.
- iii. Five Year Multi-Jurisdiction Hazard Mitigation Plan Update- will need to start in fall as it is unable to be updated until BRIC grant is awarded.

b. Training -

- i. Freet advised that she has completed her CEM and is now Internationally Certified as an Emergency Manager.
- ii. Training Schedule was presented in the packet.
- iii. Freet advised that First Thursday ICS trainings will be moved to the Second Thursday of every month. Freet advised that community members will be welcomed into the trainings.

c. Exercises

All FFY 2024 requirements have been completed.

New Business

a. Multiple policies presented for adoption or readoption as follows:

- i. Annual adoption of the Cedar County Employee Handbook and HIPPA Policies
- ii. Readoption of the Cedar County Emergency Management Segregation of Duties Policy
- iii. Readoption of the Cedar County Emergency Management Procurement Policy

- iv. Readoption of the Cedar County Emergency Management Conflict of Interest Policy
  - v. Readoption of the Cedar County Emergency Management Violations of Federal Law Policy
- Bishop made a motion to adopt or readopt all policies; Sterner seconded. Motion carried.

b. Current disaster status –

- i. January 2024 Snow Disaster has been appealed.
- ii. H5N1 – nothing has been reported in Cedar County at this time.
- iii. May 21-24, 2024 Severe Weather –
  - i. Presidential Declaration
  - ii. FEMA Activity
    - 1. Agricultural Resource Fair – 10 – 15 federal agencies will be represented in the Matthews Building at the Cedar County Fairgrounds. \$300 will be paid toward the rental of the Matthews Building out of the EMA Budget.

d. EMA Annual Assessment – All jurisdictions are paid at this time.

e. Technology/Email System – Director Freet advised that there is a need to have Cedar County Emergency Management on its own email system. There is concern about connectivity with the Cedar County Courthouse email system. Mainstays has provided a quote to put Cedar County EMA on its own email address. The consensus of the commission is in favor of a separate email server.

f. Outreach –

- i. Cedar County Fair – over 450 coloring books were distributed along flyers for the Ag Resource Fair.
- ii. Tipton July 4<sup>th</sup> Parade: EMA participated in the parade jointly with Public Health
- iii. Hoover Hometown Days – EMA will be sharing a booth jointly with Public Health.
- iv. EMA will be unable to participate in the Durant Firefighter Fest as there is a date conflict with Hoover Hometown Days.
- v. EMA has been increasing social media presence due to the Ag Resource Fair and the presidential disaster.

g. Personnel/Office Updates

- i. Freet advised of the IEMA Region 7 Conference – August 7-8, 2024. The office will be closed as Mindy will be taking some time off the first part of August as well.

Issues from Public or Emergency Responders – none.

The next regular meeting will be October 3, 2024 at 7pm at 1410 Cedar Street, Tipton

Sterner made the motion to adjourn, seconded by Goerd. Motion Carried. Meeting adjourned at 7:42 pm.

Approved October 3, 2024

Jon Bell, Chair

Jodi Freet, EMA Director