

Kossuth County Emergency Management Commission Meeting Minutes April 26, 2022

The Kossuth County Emergency Management Commission meeting was called to order by Jerry Thompson at 6:03 PM.

A motion to approve Minutes of January 25, 2022, meeting was made by Kevin McPeak with a second from Marilyn Schutz. – motion carried.

A motion to Approve Agenda for EMA April 26, 2022, meeting was made by Donnie Loss with a second from Marilyn Schutz – motion carried.

Old Business

Charissa provided an update on the HSGP Grant. She reports she has submitted grant for the purchase of the Skydio drone & training for 5 users. This will be awarded as Federal & State release funds and review of applications. Unknown when this will be awarded.

HMGP grant was submitted did for a generator for the new building but currently the State of Iowa is not going to award generator purchases.

Charissa provided a building update. The floor is finished, carpet is laid in the training area. There was a 2-wheeled trauma class been held already in the building this past Saturday. Had 52 attendees and received lots of good comments about the building. Hoping to get door installed this week.

Charissa brought the Commission up to date regarding RSF's. Recovery planning will start in 2023 with Kossuth having a TTX in March to develop our plans. This will be facilitated by HSEMD. Charissa will be starting to get items together per TTX checklist.

New Business

Charissa presented the By-Laws and informed the Commission this will not be discussed tonight as currently in the By-Laws the Commission has to have 30 days to review. Charissa stated some language in the by-laws were changed, with proposed changes/additions in red for the Commission to review. By-Laws will be reviewed at the next meeting in July.

Charissa provided the Board Policies/Procedures that the EMPG & other grants are requiring. These policies include Conflict of Interest, Fraud Reporting, Equipment & Property Procedures, and Protected PPI policy which we do not have. Therefore, Charissa did create these policies and is now needing the Commission to approve the policies. She also informed the Board that the policies will need to be review/update/approve every year to be in good standings. Procurement policy motion to approve made by Jerry Thompson with second by Wendy Zielske- motion carried; Equipment & Property procedure policy motion made by Donnie Loss with a second from David Trunkhill- motion carried; Personal Identifiable Information policy motion made by Wendy Zielske with second from Kevin McPeak-Motion carried; Fraud Reporting policy motion made by Donnie Loss with a second from Kevin McPeak- motion carried; Conflict of Interest Policy motion made by Wendy Zielske with a second from Marilyn Schutz- motion carried. All policies were approved.

Charissa presented ESF 6 & 8 to the Commission noting changes or additions she added. ESF-6 the Commission added the following changes to the shelters: **Swea City Methodist 100 w/food ;Titonka**

Good Hope food/elevator, Ramsey Reform Church 220 w/food, Buffalo Creek Activity Center 300 w/food; **Burt** Burt Activity Center 400, Methodist Church – gone for 10 years; **LuVerne** LuVerne Community Center 100 w/food. Motioned made by Kevin McPeak to approve plans with the corrections completed to the plan with a second by David Trunkhill—motion carried.

An update was provided regarding Computer updates. Currently, EMA has 3 laptops and a desktop due to be replaced. Charissa reported she will not be replacing the desktop at this time. She reported the ME office will be replacing the desktop for their use. The 3 laptops Charissa states she would replace with the Sheriff's office Tough books that are being replaced. Which would save \$4575 in laptop purchase. However, Charissa would like to purchase a new Tough Book to replace her current small screen Tough Book which makes it difficult to use in the field. Jerry Thompson stated it is reasonable to make the necessary computer updates for the job. Wendy Zielske made motion to proceed with purchase of computer with a second from Donnie Loss.—motion carried.

Charissa will be attending the U of O conference May 11-13. Conference fees were paid but will be reimbursed. She is cutting cost of lodging by staying with family.

Charissa is requesting a budget amendment for this year as the UTV is in and will need to pay Sportman's Corner. Right now, there is \$12,071.40 EMPG ARPA funds that will be received once UTV is purchased. There is also \$8850 received in donations. Charissa Also applied for grants through KEPT Healthcare Coalition receiving \$17700 in grant dollars. For total of \$38621.40. She will need to do the amendment for \$20,921.40. A motion was made by Kevin McPeak for budget amendment for the \$20,921.40 for the UTV with a second from Marilyn Schutz- Motion carried.

Charissa is also requesting she will need additional \$5000 for salaries to cover expenses that were paid out to Dave during his time on call and to offset my salary that was budgeted under 911. A motion was made by Wendy Zielske with a second by Marilyn Schutz- motion passed.

Will need to set a public hearing date for May. Notice needs to be given at min of 10days prior to hearing no more than 20days. May 10th at 6pm for public Hearing. A motion was made by Wendy Zielske for May 10th at 6pm with a second by Marilyn Schutz- motion carried. A change in Public Hearing meeting was emailed to the Commission due to not meeting the requirements of publish dates. Public Hearing date for May 17th at 6 PM was the requested date change with 8 of 14 approving date change.

MOA-(Memorandum of Agreement) Public Health is requesting a MOA for use of the Kossuth County Emergency Response & Training Complex if they should need the facility for a Public Health Emergency.

Ragbrai will be coming through Algona on McGregor in July. We are expecting the heaviest of the bicyclist from 10am-1pm. Charissa be talking with Verizon regarding cell phone service for the day.

Charissa presented that a trailer will be needed for the UTV that was purchased through grant and fundraising dollars. Right now, the estimated cost the estimated cost is anywhere between \$7000-\$10000. Once the ATV is here & the tracks are installed, we can pinpoint the exact size of the trailer needed. Discussion was had regarding the current trailer for the Pioneer and the Pioneer itself. EMA will keep the Pioneer as it is equipped with the skid, allowing EMS to use as needed. The trailer for the Pioneer will be too small for the UTV. No motion made at this meeting, but the Commission would like bids for a trailer presented at the next meeting.

Kossuth Foundation Grant applied for through KEPT Healthcare Coalition with Deputy Sheriff Radmaker for STB training kit, STB kits & responder bags. Charissa reports all STB items are in and will be working on scheduling training for schools & for the 12 communities. The responder bags will be for Sheriff's Office, Algona PD, and Bancroft Police so all bags are standardized and located in the same area of the squad cars for quicker response. Right now, officers have different bags with different items in them and located in different areas of their vehicles.

Next Meeting Date: July 19, 2022 May 17, 2022 Public Hearing

Motion to adjourn at 7 pm made by Marilyn Schutz with a second by David Trunkhill