

Kossuth County
Emergency Management Commission
219 S. Phillips Street
Algona, IA 50511

The Kossuth County Emergency Management Commission was held, Thursday March 7, 2023 at the Kossuth County Emergency Response & Training Complex.

The meeting was called to Order by Chairman, Rick Murphy, at 6:03 p.m., at which he appointed Roger Fisher to reside over the meeting.

Roll call taken and quorum established. One member attended via Teams.

A motion to Approve Minutes for January 24, 2023, meeting was made by Marilyn Schutz with a second by David LaGue, motion carried. A motion to approve minutes for February 16, 2023 meeting was made by Alan Miller with a second by Marilyn Schutz. Motion carried.

A motion to Approve Agenda for EMA March 7, 2023, meeting was made by David LaGue with a second from Wendy Schutz. Motion carried.

Old Business

Multi-Jurisdictional Hazard Mitigation Plan- Charissa informed the Commission that we were award the \$40,000 from the HMPG grant. NIACOG is around \$27,000, JEO Consulting Group quote did go up from \$40,000 to \$41,940 and Crawford & Associates was \$59,500. I would like to move forward with a consultant as discussed in our January meeting. Motion was made by David LaGue to secure JEO Consulting to complete hazard mitigation plan update with a second from Craig Larson. **Roll call vote -David LaGue -Yes; Alan Miller-Yes; Richard Richter- Yes; Craig Larson-Yes; Josh Waechter-Yes; Tom Johnson-Yes; Marilyn Schutz-Yes; Deb Steven-Yes; Rick Murphy-Yes; Roger Fisher-Yes; Wendy Zielske-Yes. Motion carried.** Charissa will contact JEO to get the process started.

New Business

Emergency lights on the Can-Am -Charissa discussed putting emergency lights on the Can-Am for better identification that it is an emergency vehicle. Currently, the only identification is the orange beacon which is just a safety light and scene lighting. The miscellaneous line item has a balance of \$8274 which would support the light project. Charissa submitted a quote from Main Street Specialties for \$1578.76. Charissa asked the Commission to move forward with the Can-Am light project. A motion was made by Josh Waechter with a Second by Marilyn Schutz to approve purchase of emergency lights for the Can-Am. Motion carried.

Procurement Policy-Charissa provided the Commission with the updated Procurement policy identifying changes made to match requirements of the grants. Specifically, ensuring US made products and not soliciting China based companies. (See language on page 9 & 10) A motion was made by Allan Miller with a second from David LaGue to approve Procurement Policy as written. Motion carried.

Clarification of electronic meetings- Charissa reviewed the electronic meeting rules on the Iowa Public Information Board with the Commission. Charissa informed the Commission it is important to have a quorum present in person to vote and that electronic voting can only be done once a quorum in person has been established.

Uniform allowance policy- (See handout) Commission was presented with a new policy that was a result of Kossuth County outside audit this past week. One of the items that was identified was uniform allowance. The audit agency asked if the Commission had a policy even though it is identified as a

budget line item. Since we do not have a policy in place, the auditor suggested Emergency Management have a uniform policy. A motion was made by Wendy Zielske and a second by Deb Steven to approve Uniform allowance policy. Motion carried.

Approve & Adopt ESF 14- Charissa presented the ESF 14 to the Commission, noting that majority of the plan has been revamped, She explained this ESF will tie into the Recovery plans that will be developed in the next four years. A motion was made by Allan Miller with a second from Deb Steven to approve the ESF-14 updates & adopt the plan. Motion carried.

Residence- Charissa presented to the Commission a request to waive the requirement of living in Kossuth County and to follow the language in the job description. Discussion was had regarding the offer letter and the job description, as well as, other county employees leaving outside the county, other county coordinators living outside the counties they work for, and the fact technology allows us to do more than in previous years. A motion was made by Wendy Zielske with a second by Allan Miller to waive Charissa Mueller's requirement to reside in Kossuth County. Motion carried.

Next meeting will be April 25, 2023 at 6:00 p.m.

Motion to Adjourn was made by Marilyn Schutz with a second by Josh Waechter. Motion carried.

Adjourn at 6:44 p.m.

Respectfully submitted,

Charissa Mueller, Coordinator

****Voting and Quorum.** Every member of the Commission shall be entitled to (1) one vote. A quorum shall be determined to be eight (8) attending voting members. ******