



6301 Kirkwood Blvd SW
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Linn County Emergency Management Commission

MINUTES

Linn County Emergency Management Commission Meeting
 Tuesday, February 18, 2025 6:00 PM – 7:30 PM
 Meeting called to order at 6:02 p.m.

Microsoft Teams

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Meeting ID: 257 698 549 31

Passcode: eG6GG3oz

Dial in by phone

[+1 319-449-0978,661876395#](tel:+13194490978) United States, Cedar Rapids

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Phone conference ID: 661 876 395#

| MEMBER JURISDICTION | Member (Per Code of IA 29c - mayor, supervisor, sheriff) | Designated Alternate (member's representative excluding budget issues) |
|----------------------------|---|---|
| Alburnett | Bethany Sarazin - Virtual | |
| Bertram | | |
| Cedar Rapids | | |
| Center Point | Nathan Schnell - Virtual | |
| Central City | Adam Griggs – In-Person | |
| Coggon | | |
| Ely | Scott Ladwig - Virtual | |
| Fairfax | JoAnn Beer - Virtual | Lynn Miller - Virtual |
| Hiawatha | Steve Dodson – In-Person | |
| Lisbon | | |
| Marion | Gage Miskimen - Virtual | Tom Fagan - Virtual |
| Mt. Vernon | Tom Wieseler - Virtual | |
| Palo | Angie Brekke - Virtual | |
| Prairieburg | Sandra Meyer - Virtual | |
| Robins | Mike Foley - Virtual | |
| Sheriff | Brian Gardner - Virtual | |
| Springville | | |
| Supervisor | Brandy Meisheid – In-Person | |
| Walker | | |
| Walford | Todd Gibbs - Virtual | |

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EMA Staff:

BJ Dvorak
Dawn Nelson
Brad Ransford
Heather Tripp
Karen Kawala
Pete Brisbane

Guests Present:

1. **Roll Call** – Chair – Roll call was taken, and a quorum of elected officials was present. Other non-elected representatives were also in attendance.
2. **Approve Agenda** – Chair – **Motion by Fairfax/Miller second by Mt. Vernon. Motion carried.**
3. **Public Comments** – Agenda Related – None.
4. **Invited Guests/Speakers/Presentations/Awards** – None.
5. **Minutes – Approval Regular Meeting (January 21, 2025) – Motion by Fairfax/Beer second by Supervisor. Motion carried.**
6. **Business (Discussion and action may be taken on any of the following)**

- 6.1. FY-2026 Proposed Budget & FY-2025 Proposed Budget Amendment overview presentation – Coordinator – BJ Dvorak presented a power point presentation (see power point). Items noted:
 - Current staff: BJ Dvorak, Dawn Nelson, Brad Ransford, Heather Tripp, Karen Kawala, Pete Brisbane (Tom Ulrich retired – last day in office was 1/31/2025 & official date 2/28/2025)
 - Challenges next three (3) – five (5) years (Strategic Plan based):
 - Siren system integration – two (2) sirens needing installed
 - FY26 budget guidelines have been followed except for the following:
 - Unavoidable increase to insurance \$1,752
 - Salaries & benefits
 - Non-Bargaining employees 4%
 - Bargaining employees 3%
 - Health Insurance increase 11%
 - Lease increases
 - Robins Rd \$3,180 larger building
 - Robins Rd \$1,200 smaller building
 - Kirkwood Community College \$532 (annual increase 3%)
 - Airport hangar \$100 (Civil Air Patrol)

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- Portable radios & SCBAs submitted for, through HSGP Grant for FY2026
- Purchasing six radios through EMPG Grant
- Fund balance \$569,350 FYE2024
- EMA keeps a 25% reserve fund balance for emergency and disaster related expenditures
- Fund balance projects:
 - Replacement of old laptops \$21,345
 - Siren project (installation of two additional sirens) \$99,800
 - Rental equipment (move from Hiawatha buildings to Hwy 13) \$4,000
 - Lease increases \$2,290
 - Salaries/Benefits \$60,944
 - Payout of Tom Ulrich short term hours
 - New Operations staff member (Pete Brisbine) overlap
 - Bargaining unit (contract negotiations wages higher than budgeted FY25)
 - HazMat physicals \$5,000
 - FY2025 Budget Amendment - Expenditures \$193,379 (published in Gazette)
- FY2026:
 - Revenues and Expenditures \$1,289,467 (published in Gazette)
 - \$39,000 EMPG Grant
 - \$21,810 HSGP Grant
 - \$20,000 HMEP Grant
 - \$48,750 HazMat Retainers
 - \$10,000 Region 6 LEPC/HazMat Training
 - \$5,000 HazMat Spill Response
 - \$1,144,907 requested from Linn County
 - \$1,099,505 EMA
 - \$45,402 HazMat

6.2. Public Hearing for FY2025 EMA Budget Amendment – Chair – **Motion by Ely second by Hiawatha to open public hearing at 6:15 p.m. Motion carried.** Proof of publication has been included in Commission packet. Adds \$193,379 to original certified budget of \$1,267,796 for new expenditure total of \$1,461,175. Alburnett inquired about the security cameras at Hwy 13 and BJ Dvorak said the vendor has installed all cameras and that project has been completed. **Motion by Alburnett second by Ely to close public hearing at 6:17 p.m. Motion carried.**

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6.3. Motion to Adopt the Amendment for the FY2025 EMA Budget – Chair – **Motion by Fairfax/Beer second by Mt. Vernon to approve FY2025 Budget Amendment of \$193,379 for total budget expenditures of \$1,461,175. Motion carried.**

6.4. Public Hearing for Proposed FY2026 EMA Budget – Chair – **Motion by Palo second by Alburnett to open public hearing at 6:18 p.m. Motion carried.** Proof of publication has been included in the Commission packet. Proposed FY2026 Budget for Revenues and Expenditures is \$1,289,467. **Motion by Central City second by Hiawatha to close public hearing at 6:20 p.m. Motion carried.**

6.5. Motion to Adopt the Proposed FY2026 EMA Budget – Chair – **Motion by Palo second by Ely to approve FY2026 Budget of \$1,289,467. Motion carried.**

6.6. Other Commission Related Items Not Listed on Agenda for Discussion – Coordinator/Chair – Brian Gardner noted DAEC is potentially being brought back online by NextEra. There will be an impact on the agency and funding, as well as the warehouses on Hwy 13 and the siren system. There are a lot of unknowns, at this time. Some Linn County officials are meeting with DAEC/NextEra tomorrow. BJ Dvorak and Brian Gardner also have a meeting tomorrow afternoon, with DAEC/NextEra, to see where the process is going. Information will be provided to the Commission, once more is known. Officials with the City of Hiawatha and the City of Palo have already met with DAEC/NextEra. The intention is to have the plant open/operational the end of 2028. DAEC/NextEra has also met, one on one, with the Linn County Board of Supervisors. It was shared that Supervisor Ben Rogers is stepping down.

7. Public Comments (Non-agenda related) – Chair – None.

8. Adjournment – Chair – Meeting declared adjourned by Chair Gardner at 6:27 p.m.

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