

Linn County Emergency Management Commission

MINUTES

**Linn County EMA Commission Meeting
Tue, Jan 18, 2022 6:00 PM - 8:00 PM (CST)**

Meeting called to order at 6:00 p.m.

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MEMBER JURISDICTION	Member (Per Code of IA 29c - mayor, supervisor, sheriff)	Designated Alternate (member's representative excluding budget issues)
Alburnett	Bethany Sarazin	
Bertram	Margy Wilson	
Cedar Rapids	Tiffany O'Donnell	
Center Point		
Central City	Adam Griggs	
Coggon	Travis Beckman	
Ely	Eldy Miller	
Fairfax	Bernie Frieden	Lynn Miller
Hiawatha	Bill Bennett	
Lisbon		
Marion		Deb Krebill
Mt. Vernon	Tom Wiesler	Mike Buser
Palo		
Prairieburg	Ken Marsh	
Robins		
Sheriff	Brian Gardner	
Springville		
Supervisor		
Walker		
Walford	Bill Voss	

EMA Staff:

Steve O'Konek
Dawn Nelson
Tom Ulrich
Brad Ransford
BJ Dvorak

Guests Present:

Leslie Wright
Greg Smith
Doug Shannon
Sarah Coleman
Dan Hoffmann

1. **Roll Call** – Chair – Roll call was taken and a quorum of elected officials was present.
2. **Approve Agenda** – Chair – Item 4.2 was added. Motion by Alburnett second by Ely. Motion carried.
3. **Public Comments** – Agenda Related – None.
4. **Invited Guests/Speakers/Presentations/Awards** –
 - 4.1 Space needs project briefing and update – Chair / Coordinator / Sarah Coleman – Sarah Coleman with Martin Gardner Architects presented their Space Needs Assessment for Linn County Emergency Management Agency. Steve O'Konek stated Sarah Colman presented at the December 13th, 2021 E-Board meeting and reiterated that Kirkwood Community College is interested in acquiring EMA's space at KCC. Future space needs is a part of the EMA Strategic Plan, which is included in the first five (5) years and Kirkwood has approached EMA several times, however, they haven't discussed cost, yet. We need to build for the next 25 – 30 years. The next step is to look at space and a different footprint to make the area that Martin Gardner originally designed, smaller, per the direction of the E-Board meeting in December. EMA needs to look at what is needed and what we can do without. That needs to be put together and then we can move forward with the final result. The area needs shortened up so the space is not so long and less space needed. O'Konek said we can look at a remodel of a current building but haven't talked about that option, yet. Gardner noted all current buildings and equipment setting outside, including equipment housed at DAEC. Kirkwood is willing to give a financial incentive for the relocation but it was reiterated that amount hasn't been disclosed. They are also willing to help us find a new space since they want to reacquire our space. Square footage, including hardened square footage, will be in the final report.
 - 4.2 Collective Clarity presentation – Chair / Coordinator / Leslie Wright – Steve O'Konek stated since August 2020, the Derecho has been looked at and noted Leslie Wright's company did work, post Derecho. Wright spoke and explained their findings, noting challenges, opportunities and recovery strategies. A community resilience project, response to recovery transition and having a disaster on top of a pandemic. A report will be published in the near future. The recommendation of the team is a recovery planning position. The goal is greater resilience and to ensure the vulnerable populations are cared for. O'Konek stated Wright's group feels the next step is to add another staff member at EMA. The title and salary have not been discussed. They believe it fits well with FEMA recovery and would benefit all Linn County communities. Brian Gardner stated they met a few weeks ago and Linn County and Cedar Rapids are in favor of the

position and to site it within EMA. Funding was brought up and it was noted that Stacey Walker thought he could find funding. Consensus with this group is to move forward and the city and county will work together. Tiffany O'Donnell inquired about funding and it was reiterated that Walker would seek funding. Further discussion took place and there was a concurrence to move forward. Gardner directed O'Konek to work with Wright and bring a report back to the commission for authorization from the Emergency Management Commission to move forward. O'Donnell inquired of a Plan B. The need for an after disaster response plan person comes from the Derecho After Action Report Wright's group put together. Wright stated there is no designated person for the transition to recovery phase and O'Konek added we have a lot of organizations that can do this but need to bring it together and coordinate that response. Gardner welcomed the new mayors.

5. Minutes – Approval Regular Meeting (August 31, 2021) – Motion by Mt. Vernon second by Central City. Motion carried.

6. Minutes – Approval E-Board meeting (December 13, 2021) – Motion by Mt. Vernon second by Ely. Motion carried.

7. Business (Discussion and action may be taken on any of the following)

7.1. 2022 - Election of EMA Commission Officers - Chair

7.1.1 Chair – Sheriff Brian Gardner - Current

7.1.2 1st Vice Chair – Mike Buser - Current

7.1.3 2nd Vice Chair –Lynn Miller - Current

7.1.4 Secretary – Bethany Sarazin - Current

7.1.5 Treasurer – Chief Deb Krebill – Current

Motion by Alburnett to retain current slate as noted. Second by Cedar Rapids.
Motion carried.

7.2. FY-2023 Budget overview presentation – Coordinator – Steve O'Konek presented a power point presentation and noted the additional position that Leslie Wright's company is recommending is not included in the power point. O'Konek noted we have spare parts for the sirens. There is a \$181,200 increase due to sirens, which includes a maintenance agreement that is in process with B&R Enterprises. There are wage increases of 3% for non-bargaining unit and 2.25% for bargaining unit staff members. Insurance policy was added for CERT volunteers. O'Konek noted a forklift will be purchased with ARPA Grant funds and there is no match for EMA. Current fund balance is \$636,536. Fund balance carries over year to year and \$50,000 is reserved for emergencies. O'Konek stated fund balance helped during both the COVID-19 and Derecho 2020 federal disasters. We will be receiving 100% reimbursement of COVID approved expenditures back. FY2022 Budget Amendment is \$344,800 of which \$80,600 is COVID-19 related and FEMA reimbursable.

7.3. Motion setting a public hearing date for budget amendment of the FY-2022 budget for 6:00 PM February 15, 2022 – Chair – Motion by Central City second by Walford. Motion carried.

7.4. Motion setting public hearing date for approval of FY- 2023 EMA budget - 6:00 PM
February 15, 2022 – Chair – Motion by Mt. Vernon second by Central City. Motion carried.

8. **Public Comments (Non-agenda related)** – Chair – Brian Gardner stated he received a letter from EMA Coordinator Steve O’Konek. O’Konek is resigning, effective March 4th, 2022. O’Konek will send the resignation letter out to Commission members. He did note he does have some flexibility with that date. A Coordinator selection committee was comprised of Bill Bennett, Tiffany O’Donnell, Eldy Miller, Brian Gardner, Mike Buser and Margy Wilson. Steve O’Konek has reviewed and made changes to the job description, based on what he is doing. Linn County HR will also be involved. Gardner gave a reminder that a quorum of elected officials is required at the February 15th Commission meeting.
9. **Adjournment** – Chair – Commission Chair Brian Gardner declared the meeting adjourned at 7:27 p.m.