

## Linn County Emergency Management Commission

### MINUTES

Linn County Emergency Management Commission Meeting  
Tue, Feb 15, 2022 6:00 PM - 8:00 PM (CST)

Meeting called to order at 6:02 p.m.

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<b>MEMBER JURISDICTION</b>	<b>Member</b> (Per Code of IA 29c - mayor, supervisor, sheriff)	<b>Designated Alternate</b> (member's representative excluding budget issues)
Alburnett	Bethany Sarazin	
Bertram	Margy Wilson	
Cedar Rapids	Tiffany O'Donnell	
Center Point		
Central City	Adam Griggs	
Coggon		
Ely	Dan Whitaker	
Fairfax	Bernie Frieden	Lynn Miller
Hiawatha	Bill Bennett	
Lisbon		
Marion		Deb Krebill
Mt. Vernon	Tom Wiesler	Mike Buser
Palo	Eric Van Kerckhove	
Prairieburg		
Robins	Dick Pilcher	
Sheriff	Brian Gardner	
Springville		
Supervisor	Louis Zumbach	
Walker		
Walford		

**EMA Staff:**

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

**Guests Present:**

Rich Struve  
Greg Smith  
Dan Hoffmann  
Chris Weininger

1. **Roll Call – Quorum of elected officials is required** – Chair – Roll call was taken and a quorum of elected officials was present
2. **Approve Agenda** – Chair – Motion by Palo second by Cedar Rapids. Motion carried.
3. **Public Comments** – Agenda Related – Chair – None.
4. **Invited Guests/Speakers/Presentations/Awards – CERT Team** – Dan Hoffmann and Chris Weininger with the CERT Team briefly spoke. Tom Ulrich noted a donation of CERT items from Toyota Financial and stated the team needs a trailer. Hoffmann noted a push to help EMA. They will train to help open shelters and PODS (points of distribution). The team recently had a CPR class. Ulrich added the CERT Team would setup and help until Red Cross staff could get here. Twenty-one (21) people signed up and background checks are done. Cedar Rapids inquired how many people the team was looking for and Ulrich said probably 30. They are doing a push on social media and handing out flyers. There are Ham Radio operators who are members of the team and there is a requirement for volunteers to be over 18 years old. They will put out an info sheet to the mayors. The team currently has a 71 and 82 year old volunteer, who can do a lot. Steve O’Konek concluded with stating EMA only has five (5) full-time staff members and volunteers can really help EMA and the community.
5. **Minutes – Approval** - Chair
  - 5.1. January 18, 2022 – Regular Meeting – Motion by Central City second by Wiesler. Motion carried.
6. **Business (Discussion and action may be taken on any of the following)**
  - 6.1. Budget Presentation and discussion – Coordinator – Steve O’Konek provided a power point presentation and noted the COVID-19 disaster is ending tonight, per Governor Reynolds, for the State of Iowa. The Siren contract is in place and there will be 146 sirens when fully complete/in place. The bucket truck and van were transferred to EMA, from DAEC. O’Konek noted there is NO match for the EMPG ARPA Grant. EMA fund balance is \$636,536. O’Konek reiterated Governor Reynolds ended the COVID-19 disaster locally, however, it is still an ongoing Federal disaster until April 2022. Expenditures for the warehouse, which was leased due to COVID for PPE support, will come from fund balance and the notice for the amendment was published February 4<sup>th</sup>, 2022, in the Cedar Rapids Gazette legal section.
  - 6.2. Public hearing for FY2022 EMA budget amendment – Chair – Motion by Buser second by Bertram to open the public hearing at 6:30 p.m. Motion carried. Steve O’Konek stated Chevy cancelled the order for one of the new EMA vehicles and we don’t know when we can reorder. We have taken possession of the new forklift. FY2022 Budget Amendment is for \$344,800. Original budget was \$800,791 with an increase to \$1,145,591 after the amendment. Any funds not spent will go back into fund balance. Motion by Mt. Vernon second by Cedar Rapids to close the public hearing at 6:34 p.m. Motion carried.

- 6.3. Motion to adopt the amendment for the FY2022 EMA Budget – Chair – Motion by Ely second by Alburnett. Motion carried.
- 6.4. Public hearing for proposed FY2023 EMA budget – Chair – Motion by Palo second by Buser to open public hearing at 6:35 p.m. Motion carried. We have Proof of Publication showing the Proposed FY2023 Budget was published on February 4<sup>th</sup>, 2022 in the Cedar Rapids Gazette legal section. Beginning Fund Balance of \$297,392 with Revenues of \$968,840 and Expenditures of \$1,002,184 and an ending fund balance of \$264,048. Motion by Cedar Rapids second by Buser to close public hearing at 6:37 p.m. Motion carried.
- 6.5. Motion to adopt the proposed FY2023 EMA Budget – Chair – Motion by Central City second by Bertram. Motion carried. Steve O’Konek thanked Dawn Nelson and BJ Dvorak for their help with the budget.
- 6.6. Motion approving Tom Ulrich as interim coordinator, if needed, between current coordinator’s departure and new coordinator’s arrival. – Brian Gardner stated Steve O’Konek had tendered his resignation effective March 4<sup>th</sup>, 2022, however, Steve is willing to stay on until April 1<sup>st</sup> to help with the new coordinator process. Gardner stated he received the applications today and there were 18 or 19 applicants. In the event the new coordinator is not seated by April 1<sup>st</sup>, Tom Ulrich will reside as Interim Coordinator and he has also been Interim in the past. This gives proper authorization, if need be, to allow Ulrich to serve this position. Ulrich will make the same amount of money as O’Konek, during the interim and then go back to his regular wage. Motion by Buser second by Cedar Rapids. Motion carried. Applications will be given to the selection committee to review. They will then select those to interview and narrow down. Staff will then be included to meet the candidates.
7. **Reports** – None.
8. **Upcoming Events** – None.
9. **Public Comments (Non-agenda related)** – Steve O’Konek noted recent training for elected officials and department heads and encourages staff and agency heads to attend another in the future. Rich Struve extended his congratulations to both Steve O’Konek and Deb Krebill on their upcoming retirements. O’Konek provided a siren process update and noted we have a signed agreement, dated January 4<sup>th</sup>, with the contractor. We need to get the vehicles licensed and striped with EMA logo. It was reiterated this is a county-wide effort. The sirens do have voice capability and is a state of the art siren system. It was noted when current contracts with siren providers expire, let Steve know and EMA will then pick up the maintenance for and add those sirens onto the system. This project will be passed off to Tom Ulrich, due to O’Konek’s departure. O’Konek also conveyed his congratulations to Deb Krebill and then stated we will need a new siren chair and EMC E-board member to replace those positions Krebill holds. April 30<sup>th</sup> will be Krebill’s last day of employment as Fire Chief, with the Marion Fire Department. The next scheduled EMC meeting is April 19<sup>th</sup>. We will put voting for the E-Board Treasurer position and siren chair appointment both on the agenda for the next EMC meeting. The Commission will also need to meet to approve the hiring of a new EMA Coordinator, possibly prior to the April meeting. Spotter training will take place before the next EMC meeting, per Rich Struve. Dan Hoffmann noted the spotter training will be April 2<sup>nd</sup> and also requested table space for CERT, at St. Mark’s Church. This will be put on the EMA website and sent out to the Commission. Fire Chief Deb Krebill thanked Steve O’Konek for everything he’s done and wished him the best. O’Konek stated this was a dream job and thanked everyone.
10. **Adjournment** – Commission Chair Brian Gardner declared the meeting adjourned at 6:55 p.m.