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Linn County Emergency Management Commission

MINUTES

Linn County EMA Commission Meeting
Tue, July 26, 2022 6:00 PM - 8:00 PM (CDT)

Meeting called to order at 6:02 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		
Center Point		
Central City	Adam Griggs	
Coggon		
Ely	Eldy Miller	
Fairfax		Lynn Miller
Hiawatha	Bill Bennett	
Lisbon		
Marion		Jason Hansen
Mt. Vernon	Tom Wieseler	Mike Buser
Palo		
Prairieburg		
Robins	Dick Pilcher	
Sheriff	Brian Gardner	
Springville		
Supervisor	Louis Zumbach	
Walker		
Walford	Bill Voss	

Serving all of Linn County and the Communities of: Alburnett, Bertram, Cedar Rapids, Center Point, Central City, Coggon, Ely, Fairfax, Hiawatha, Lisbon, Marion, Mt. Vernon, Palo, Prairieburg, Robins, Springville, Walker, Walford

EMA Staff:

BJ Dvorak
Dawn Nelson
Tom Ulrich
Brad Ransford
Heather Tripp

Guests Present:

Doug Shannon

1. **Roll Call** – Chair – Roll call was taken and a quorum was present.
2. **Approve Agenda** – Chair – Motion by Ely second by Hiawatha. Motion carried.
3. **Public Comments** – Agenda Related – Chair – None.
4. **Invited Guests/Speakers/Presentations/Awards**
5. **Minutes – Approval** - Chair
 - 5.1. April 4, 2022 – Virtual Meeting – Motion by Tom Wieseler second by Bertram. Motion carried.
6. **Business (Discussion and action may be taken on any of the following)**
 - 6.1. Motion and adoption of 2022 ESF's 6,8,10 & 11 – Quorum required – Chair/Coordinator – BJ Dvorak sent out, previously, for review. Motion by Central City second by Alburnett. Motion carried.
 - 6.2. Warehouse Lease- Coordinator – BJ Dvorak noted the lease is up on October 14, 2022. FEMA has been reimbursing 100% of the lease, through the COVID-19 Federal Disaster. Beginning July 2022, reimbursement will be 90% from FEMA and 10% from the State of Iowa. State staff doesn't currently know when the reimbursement will change or end. The new lease agreement will be \$68,400 year (\$5,700/month). Dawn Nelson spoke and noted the current lease is \$5,216.56/month (\$62,598.72/year). An invoice was received for additional CAM (care and maintenance) of \$4,522.64. However, since there was not verbiage in the original lease agreement nor any of the lease extensions reference paying additional CAM, staff spoke with property management staff and therefore, did not pay the additional end of year CAM. Corridor Management / Woodview Properties is adding new language into the lease extension that will address payment of additional year end CAM. Dvorak listed items housed at the warehouse, to include siren vehicles and equipment. It was asked if EMA could get an accounting of what the CAM includes. Dawn Nelson read the new verbiage, which did state what the CAM included. This e-mail will be forwarded to Commission members. Lengthy discussion took place regarding the warehouse lease and it was noted to convey that they not assess additional CAM for the entire year since it wasn't a part of the lease until October. Margy Wilson asked if the Commission could approve this lease and look for other locations that would be bigger, to include equipment that is housed at all of the EMA locations. Tom Ulrich has been working with Adam Gibb and Scott Olsen and they have been actively looking for appropriate properties. Motion by Supervisor second by Robins to authorize to commit to a figure that won't exceed a certain dollar amount for additional CAM. Tom Ulrich and BJ Dvorak will check around for what reasonable CAM is. Rescind motion???? We do have funds in fund balance for the continuance of the lease. The Commission gave EMA authorization to continue to work on this. It was noted Ely stepped out and there is still a quorum.
 - 6.3. Space Needs Update- Coordinator – BJ Dvorak noted Steve O'Konek worked with Martin Gardner.

There were previously two presentations from Martin Gardner and BJ Dvorak has a hard copy of those documents, which included four cost options with an estimated \$8.2 million being the lower number. EMA staff has been looking for existing space, however, a suitable location has not yet been found, that will work. It was noted EMA has also received electronic documents from Martin Gardner. Tom Ulrich noted Iowa code doesn't allow EMA to own land.

7. Reports –

7.1 Siren Committee Update – Tom/BJ – Tom Ulrich stated the titles have been received for the siren bucket truck and van. There are 16 sirens in Benton County and we have received a quote, from Frontline, for removal and relocation. Cost for five (5) sirens would be \$21, 520. We have requested a new quote for 20 sirens, for removal and location, however, haven't received that, yet. Eight (8) locations have been identified, in Linn County, for relocation. The vendor is interested in buying sirens if we don't take all from Benton County. EMA staff is going to inventory siren equipment and parts that are still housed at DAEC. The siren shop will need moved sooner versus later. We will be working on switching city controllers over to EMA. Seven (7) sirens are still on the power grid and will need to be moved to solar.

7.2 EMA Plans Officer Hiring Update – BJ – BJ Dvorak noted there were 22 applications received and reviewed. The hiring committee interviewed five (5) candidates, virtually, with a sixth dropping out of the interview process. The committee included Bethany Sarazin, Scott Hansen, BJ Dvorak, Tom Ulrich, Dawn Nelson and Brad Ransford. There were then two (2) in-person interviews and a candidate selected. Heather Tripp was hired and began employment yesterday, July 25, 2022. Tripp has a background in 911 in both Iowa and Arizona and a Bachelor's degree in Emergency Management. Tripp also did an internship with LC EMA, post 2020 Derecho where she assisted with plans updates and the 2020 Derecho AAR (After Action Report). She is also a CERT Team member and secretary. Heather said she is very excited to get started.

7.3 Budget Update- FYE2022 & FY2023 – Dawn – Dawn Nelson provided an update on both the FYE2022 and FY2023 budgets.

8. Upcoming Events – None.

9. Public Comments (Non-agenda related) – None.

10. Adjournment – Meeting declared adjourned, by Commission Chair Brian Gardner, at 7:05 p.m.