

**Emergency Management Agency Meeting Minutes**

**October 21, 2013**

Present: Darby McLaren, CCSO; Gaylord Schelling, CC BOS; Ray Zellmer, Wiotia; Steve Livengood, Atlantic; Tom Harris, Anita; Julie Adams, Griswold; Ryan Archibald, Lewis; Randy Baxter, Marne; Mike Kennon, CC EMA.

Absent: Mark Wedemeyer, CC BOS; Dave Brahms, Cumberland

Gaylord Schelling: Meeting called to order at 5:02 PM.

Julie Adams: Motion to approve the agenda.

Darby McLaren: Second.

Carried unanimously.

Julie Adams: Motion to approve minutes of 7-22-2013 EMA meeting.

Steve Livengood: Second.

Carried unanimously.

Steve Livengood: Motion to approve July, August, September expenses.

Julie Adams: Second.

Carried unanimously.

**Old Business**

Mike Kennon revisited requirements of SF413. Emergency Management Agency Board members must be elected officials to vote on financial matters, but there is no requirement that Board members be elected officials.

**New Business**

Kennon reported that there were bills coming due to pay for 800 Mhz Radio EDACS Access. These charges amount to over \$300 annually per radio and we currently have 4 radios. Additionally, many regional partners have already, or plan to discontinue use of this radio system. Kennon recommended that we discontinue use of this radio system and put the savings in a more effective way. There was a consensus among members that EDACS Access be discontinued. Kennon reported that he had recently been contacted by IHSEMD with a proposal to house a large portable generator in the County. This would be a valuable asset to the County, especially since we have many emergency response facilities that currently do not have back-up generators. However, there are some maintenance requirements and Homeland Security retains control of the generator, meaning they could retake possession of this asset whenever they want. Despite that, Kennon recommended that Cass County receive the generator and see if it could be hooked to a facility such as the Atlantic Fire Station or the Cass County Community Center. Kennon said that he had been approached by State Planning officials regarding an application for grant funding to produce the Cass County Multi-Jurisdictional Hazard Mitigation Plan. They said that normal grant fund sources were not available, but they encouraged us to apply for available Federal funds. This source

Respectfully Submitted



would not include the usual 10% State match, making Cass County entities responsible for \$5,000 of the \$50,000 price tag. Kennon consulted with Board Chair, Gaylord Schelling and Darby McLaren before declining this option. The County Hazard Mitigation Plan is not due until 2015, so there was time to wait for another application period. But Kennon was also concerned about why he was solely responsible for making decisions for entities throughout the County. After a brief discussion, it was decided that Kennon should draft a letter to all pertinent entities explaining the Hazard Mitigation Planning process and inviting their participation in the process.

### **Coordinator's Report**

Kennon reported that his office was in need of a new desk top computer. He said that his current computer was dated and had XP Operating System. Poet Bio-refining began construction of an ethanol transfer station near the Atlantic downtown area. When finished, the station will allow semi tanker trucks full of ethanol to transfer their loads derived from a processing facility in Coon Rapids, into railroad cars. This has caused much concern among Atlantic citizens and city officials. Kennon stated that he had attempted to contact Poet officials to request a walk-thru of the facility to answer questions regarding emergency response, but was told to refer to the Atlantic Fire Department, who had supposedly been briefed on all emergency response issues. The Board recommended drafting a letter with Atlantic Fire Chief, Mark McNeess, to insist on a facility tour with appropriate Poet officials. Work continues on the future of the Cass County Communication's Center. There is a consensus that the Center must be moved and this may result in moving the EMA office as well. Finally, Kennon reported that the Sheriff's Department will be going to a P25 Digital Radio System. This will require that EMA buy or reprogram radios in order to access the Sheriff's OPS radio frequency.

No public comments or concerns.

Julie Adams: Motion to adjourn.

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