

Emergency Management Agency Meeting Minutes

April 25, 2016

Present: Gaylord Schelling, CC BOS; Kathy Somers, Atlantic; Ryan Archibald, Lewis; Randy Baxter, Marne; Darby McLaren, CCSO; Tom Harris, Anita; Virginia Coughlin, Cumberland and Mike Kennon, CC EMA.

Absent: Ford Lillard, Wiota; Ryan Askeland, Griswold; Jackson Bissell, Massena

Gaylord Schelling: Meeting called to order at 6:30 PM.

Ryan Archibald: Motion to approve the agenda.

Darby McLaren: Second.

Carried unanimously.

Darby McLaren: Motion to approve minutes of 1-25-2016 EMA Board meeting.

Ryan Archibald: Second.

Carried unanimously.

Ryan Archibald: Motion to approve January, February, March expenses.

Randy Baxter: Second.

Carried unanimously.

Old Business

Cass County Multi-Jurisdictional Hazard Mitigation Plan has been adopted by Cities and schools across the County. The Cass County BOS will be asked to adopt the Plan this week. Kennon stated that he is reviewing the 300+ page document, finding errors and forwarding the information to SWIPCO. Planners have said they will address issues quickly.

Proposed changes to the Cass County EMA Bylaws were introduced at the last EMA Board Meeting on 1-25-2016. Changes to the Bylaws requires at least a 30-day notification period, so adoption of updates may now occur.

New Business

Mike Kennon briefly explained the proposed changes to the Cass County EMA Bylaws. The new Bylaws more clearly define Board membership and changes some Civil Defense era terminology to more modern language that reflects current-day EMA functions.

Tom Harris: Motion to adopt new Cass County EMA Bylaws.

Darby McLaren: Second.

Carried unanimously.

Adoption document was signed by all EMA Board members present.

Respectfully Submitted



Coordinator's Report

Kennon reported on the status of the EMPG performance grant. Quarterly activity reports are up-to-date and we are just waiting for instructions for financial distributions. He has also been working on completing an application to the National Weather Service to become StormReady. This will require having local capabilities to capture weather statistics. Kennon stated that the County had a personal weather station a year ago, but that it had not been set up after the move of the Communications Center. With severe weather season upon us, Kennon stated that there would be a priority set on getting a weather station activated asap.

Kennon then talked about Coalition activities with Cass County Public Health, CCHS and Cass Co EMA. Kennon has attended a series of meetings and exercises throughout this spring. These series of exercises will culminate in a Full-Scale Exercise on May 4th in Des Moines in which Kennon will participate.

CCHS is also now using our local WENS mass notification system for internal staff notifications. They seem to be happy with this new system which replaces a calling tree.

Finally, Kennon said he has been working with CCBOS Chair Gaylord Schelling on Cass County Courthouse Crisis Management. There was a review of the most likely threats to the courthouse and framework of immediate response to each of these threats. Additionally, as part of this initiative, Cass County COOP/COG Continuity Planning was revisited. Updates to the plan have been made and each of the departments in the courthouse have been tasked to create a Departmental COOP Summary to supplement the overall plan.

No public comments or concerns.

Ryan Archibald: Motion to adjourn.

Respectfully Submitted

