

Emergency Management Agency Meeting Minutes

July 26, 2016

Present: Gaylord Schelling, CC BOS; Chris Jimerson, Atlantic; Ryan Archibald, Lewis; Randy Baxter, Marne; Tom Harris, Anita; Virginia Coughlin, Cumberland; Ford Lillard, Wiota; Jackson Bissell, Massena and Mike Kennon, CC EMA.

Absent: Darby McLaren, CCSO; Ryan Askeland, Griswold

Gaylord Schelling: Meeting called to order at 7:09 PM.

Ford Lillard: Motion to approve the agenda.

Ryan Archibald: Second.

Carried unanimously.

Ryan Archibald: Motion to approve minutes of 4-25-2016 EMA Board meeting.

Ford Lillard: Second.

Carried unanimously.

Chris Jimerson: Motion to approve April, May, June expenses.

Ford Lillard: Second.

Carried unanimously.

Old Business

Cass County Multi-Jurisdictional Hazard Mitigation Plan has been adopted by all jurisdictions in the County. The Plan must now be approved by FEMA. SWIPCO may be waiting for that approval before pushing out the final Plan to each jurisdiction.

New Business

Mike Kennon briefly explained the proposed changes to the Cass County Comprehensive Emergency Management Plan. Cass County EMA is required to update portions of the CEMP, adopt those revised sections and submit them to the State. ESF5, ESF6, ESF7 and ESF10 were reviewed this time. Kennon stated that there were minor changes to the Plan other than to add narrative to ESF10 addressing the Ethanol Transfer Station near downtown Atlantic.

Ford Lillard: Motion to adopt reviewed and updated sections (ESF5, ESF6 and ESF7) of the CEMP.

Ryan Archibald: Second.

Carried unanimously.

Ryan Archibald: Motion to adopt updated ESF10 Hazardous Materials Plan.

Tom Harris: Second.

Carried unanimously.

Respectfully Submitted



Kennon stated that new regulations regarding Fair Labor Standards Act (FLSA) will affect the Cass Co EMA Coordinator position. The position has been considered exempt from rules for overtime compensation, but there will be a substantial increase in the income threshold to remain exempt. The current EMA salary is \$46,975 and the threshold will be \$47,500 effective 12-1-2016.

Ryan Archibald: Motion to increase the Cass Co EMA salary to \$47,500 effective 11-1-2016.

Chris Jimerson: Second.
Carried unanimously.

Jackson Bissell asked members to consider moving quarterly EMA meetings to Tuesday evenings. There was general agreement that the meetings should take place when the most members could attend.

Jackson Bissell: Motion to move regular EMA meetings to Tuesdays.
Ryan Archibald: Second.
Carried unanimously.

Coordinator's Report

Kennon reported on the status of the EMPG performance grant. Quarterly activity reports are up-to-date. We have received most of the grant funds and a request for all remaining funds will be made by 7-31-2016.

A weather station was purchased and installed on top of the tower beside the Cass Co Communications Center. This new equipment will give dispatchers and others real time local weather data. It will also help receive StormReady status from NWS. Kennon reported that use of the WENS mass notification system continues to grow steadily. CCMH is using the system for internal messaging. They used it this morning to issue a Trauma Alert for ER personnel. Massena residents were also warned of an armed gunman loose in town on June 30th. There are nearly 1,200 registered electronic device accounts in Cass County, so there is an opportunity to get many more cell phones signed up to the system. Kennon said that he is currently working with 'Healthy Cass County' to promote the mass notification system from somewhere different than the EMA Coordinator.

Kennon has also been distributing Emergency Response Guidebooks (ERGs) to all Emergency Response entities in Cass County. These guidebooks are used by first responders in incidents involving hazardous materials.

Finally, a Cass County Courthouse COOP/COG plan was finalized and adopted recently. The Plan sets up a framework for continuity of government in the event of a catastrophe at the courthouse.

No public comments or concerns.

Ryan Archibald: Motion to adjourn.
Ford Lillard: Second.

Respectfully Submitted

A handwritten signature in black ink, appearing to be 'Neil K', written over a horizontal line.