



Tama County Emergency Management
211 W. State Street Toledo, IA 52342
(641) 484-6261

The Tama County Emergency Management Commission held a meeting on January 12, 2021, that was called to order at 7:00 PM by Vice-Chair Carri Holst (Traer).

Members Present: Sheriff Dennis Kucera, Gordon Fassett (Clutier), Brian Sokol (Toledo), attending via Zoom; Dan Anderson (Board of Supervisor), Trent Wentzien (Lincoln) Todd Apfel (Vining)

Motion by Apfel second by Fassett, second by to approve agenda for EMA Commission meeting

Motion to approve meeting minutes for the EMA Commission meeting from December by Fassett, second by Apfel.

Motion by Sokol second by Sheriff to approve EMA Claims from December.

The Emergency Management Commission Budget Hearing was opened to public Comment; Mindy informed members present that she did not receive any public comments on the published budget. The Budget was published in the local Toledo newspaper with in the 10-20 day required time frame. (Date of publication 1/1/2021) Mindy reviewed the line items in the revenue and expenditures with the members, pointing out any increase or decrease as well as reasons why changes were made. Roll call vote of member was taken; Supervisor; abstained, Sheriff, Clutier, Lincoln, Toledo, Traer, Vining; all Yes votes. Not present; Chelsea, Dysart, Elberon, Garwin, Gladbrook, Montour, Tama. EMA budget hearing was closed by vice chair Holst.

Budget Amendment was brought to the Commission, this amendment is for money that will be spent for Emergency Management Performance Grant Supplemental, and this was previously presented and passed at a meeting in November 2020. The State needed the new format for submission. No public comment was received on this budget amendment it was also published on 1/1/2021.

Old Business;

11 Board appointee for the EMA Commission, this item was tabled from last month. Sheriff Kucera asked where in Code does the appointment come. Mindy informed members present that Vice Chair Holst also asked the same, it falls under Iowa Code 34A.3(1)

Each political subdivision of the state having a public safety agency serving territory within the county and each local emergency management agency as defined in section 29C.2 operating within the area is entitled to voting membership on the joint 911 service board. For the purpose of this section, a township that operates a volunteer fire department providing fire protection services to the township, or a city which provides fire protection services through the operation of a volunteer fire department not financed through city government, shall be considered a political subdivision of the state having a public safety agency serving territory within the county. Each private safety agency operating within the area is entitled to a nonvoting membership on the board.

29C.2 is defined as "Local emergency management agency" means a countywide joint county-municipal public safety agency organized to administer this chapter under the authority of a commission.

After further discussion motion was made by Fassett for Mary Wankowicz, Dysart to be the EMA Commission to represent EMA on the 911 Board, second by Toledo. Vice-Chair Holst will speak to Mary in regards to the seat.

Second reading of the updated EMA Commission bylaws were held. Revisions are as follows;

Article II Membership- verbiage needed to be cleaned up to be clearly defined to show that appointees must be elected officials,

Previous- Mayor of, or his appointed representative of the incorporated cities of:

Updated- Mayor of, or **designated alternate that is an elected official from the same entity**, of the incorporated cities of:

Article IV-Coordinator and Other Employees

Previous-Management Division. All other employees of the Emergency Management agency will be hired under the Merit Employment System. Dispatchers are under the bargaining unit of the Chauffeurs, Teamsters, & Helpers.

Updated-Article IV Coordinator

The coordinator when hired shall meet the qualifications as established by the **Iowa Department of Homeland Security**

Article VI-Membership Participation

Previous- Assisting local operating departments (e.g. fire, police, and public works) with training needs to affectively respond to emergencies.



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Updated- Assisting local operating departments (e.g. fire, police, EMS, and public works) with training needs to affectively respond to emergencies.

Article VIII-Meetings

Previous- The full Commission will meet quarterly for reports from the Executive Board, and the Emergency Management Coordinator.

Updated- The full Commission will meet quarterly, **or as needed**, for reports from the Executive Board, and the Emergency Management Coordinator.

It was verified by the Tama County Auditor Laura Kopsa that the third reading of the by-laws can be waived by a motion. Sheriff Kucera made a motion that the bylaws be accepted with the bylaws as presented, second by Sokol. All ayes. Motion carried.

Discussion was held on the possession of the vacated EMA Commission Chair; Sheriff Kucera volunteered to step into that role, Motion by Sokol, second by Fassett.

Other old business; Mindy let members present know that if their communities needed any assistance with their FEMA process for the Derecho to let her know. No other old business.

New Business;

Mindy let the members present know that the building that housed the 911 radio equipment at the main tower is owned by EMA, she was informed that by Tammy Wise, who takes care of the County Insurance policies, as well as Lyle Brehm who is the County Engineer. Mindy also informed the members present that the building is damaged beyond repair; it will have to be torn down and will be rebuilt per insurance, or as Tammy had stated. Mindy told the members she would provide that building to 911 and the Sheriff since she currently has a building that she houses her trailers in and other items that is located by the old county home. She would also not have the added insurance cost on that building as well, and maintenance up keep. Mindy knows the Sheriff as well as 911 needs storage so that building would be good fit for their needs. She will let Tammy know that once this building is rebuilt it will be turned over to 911 and the Sheriff.

Mindy spoke to the members present in regards to getting the approval for a credit card for Emergency Management. The previous credit card was under 911/EMA that was left with 911 when the two offices split. Motion by Sheriff Kucera second by Fassett for the approval of credit card for the EMA office, with the preapproved spending limit set forth by the county, as well as the current Tama County Credit Card Policy.

In other new business Mindy informed Commission Members that Iowa Homeland Security and Emergency Management had done audit on 13 grants dating back to 2015 all of those 13 grants, including current year, passed the audit and no further action is needed.

Mindy also informed the members that she was invited to be a presenter at the Iowa National Weather, Severe Weather Conference in March 2021 about the August Derecho. The conference will be virtual, so no travel will be required. She has asked each of the communities to provide any storm related details, and photos they may have taken. As well as requested storm damage from the utility companies so that can also be presented in the presentation. Two Meteorologists, one from KGAN Channel 2 and one from the Des Moines National Weather Service both had recommended that she be a presenter. They also asked for a local farmer to speak at the conference, Craig Sash also agreed to present on behalf of Tama County Ag.

Next meeting will be February 9th, 2021 at 7PM or directly following the 911 Service Board Meeting.

Motion for adjournment by Sheriff Kucera, second by Wentzien, meeting adjourned at 7:54 PM

Respectfully Submitted

Mindy Benson, Coordinator



Tama County Emergency Management
 211 W. State Street Toledo, IA 52342
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Tama County Emergency Management Commission Meeting

Tuesday January 12th 2021

7PM

Or Immediately Following the 911 Service Board Meeting

At the Tama County Board of Supervisors Chambers or
 Join Zoom Meeting <https://zoom.us/j/93123064130>
 Meeting ID: 931 2306 4130
 Or by Phone: 1-312-626-6799

Agenda

- Approve regular EMA Commission agenda - *Vining, Clutier*
- Approve December 2020 meeting minutes *Clutier, 2 Vining*
- Approve Claims-December *Toledo, Sheriff*
- **EMA Budget Hearing & Budget Amendment** - *Roll call is on sign in sheet*
- Old Business
- 911 Board Appointee - *Clutier motion Mary W. Dysart Apointee for EMA to 911 2nd Toledo*
- EMA Commission By-Law Reading - *2nd reading, waived 3rd accept bylaws as presented Sheriff*
- EMA Commission Chair Appointment - *Sheriff, Toledo, 2nd Clutier 2nd Toledo Ayes*
- Other Old Business - *Update dericho*
- New Business
- Damaged EMA building at Main Tower - *EMA provide that bldg to 911 & Sheriff who re built*
- Approval of County Credit Card for EMA - *Sheriff, 2nd Clutier*
- Other New Business - *Audit by HSEM on 13 grants dating back to 2015 until current all pass. invited to be presenter @ Severe weather Conference 3/2021*
- Next Meeting date & Time? (monthly meetings/quarterly for 2021?) *will be virtual.*
- Adjournment *2/19/21*
- ↓ Sheriff, Lincoln 7:54 P.*



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The Tama County Emergency Management Commission held a meeting on December 8, 2020, that was called to order at 6:52 PM by Chairmen Kendall Jordan (BOS).

Members Present: Sheriff Dennis Kucera, Trent Wentzien (Lincoln), Charlie Bidwell (Montour), Mary Wankowicz (Dysart), Joe Boll (Toledo) attending via Zoom Carri Holst (Traer) Also present during the meeting was Jeremy Cremeans 911 Director, Billie Van Egmond, Attending via Zoom; Shaun Kennedy.

Motion by Wankowicz second by Sheriff Kucera to approve agenda for EMA Commission meeting, all ayes, and motion carried.

Motion to approve meeting minutes for the EMA Commission meeting from November by Wankowicz, second by Bidwell, all ayes motion carried.

Motion by Wankowicz second by Wentzien to approve EMA Claims from November, all ayes, and motion carried.

Old Business;

Mindy let the members present know that the Hazard Mitigation project should be kicking off sometime right after the first of the year with the Wood Cooperation which is the cog that the State of Iowa has contracted with. The Claim for the Tama County portion has also been paid, in the amount of \$4,493.25.

Due to the departure of the current 911 Board appointee for the EMA Commission there will be a vacancy in that seat; since both offices had previously been joint agency Kendall Jordan was the EMA appointee to the 911 Board for EMA. Blake DeRouchev the State 911 Program Manager stated that across the State the EMA does hold that seat, the State Code States the Emergency Management Agency, Blake said that the State 911 office has that definition open for interpretation as to whom the appointee is, as generally the "agency" is whom is employed by the Commission, and the Commission would be the elected officials. This item was tabled until the January meeting.

No other old business.

New Business;

Mindy advised the commission that since the 911 Board has gone through and updated their by-laws it was also time for the EMA Commission to review and update their by-laws. First update is on page one under section 1 third bullet titled Mayor, there needed to be clarification on that, it previously read "Mayor of, or his appointed representative" under Iowa code the appointed representative must also be an elected official from the same entity. So that will now read "designated alternate that is an elected official from the same entity, of the incorporated cities of. Next update is on page two, under Article IV-Coordinator "State Emergency Management Division" is now referred to as "Iowa Department of Homeland Security". The remainder of the paragraph that pertains to all other employees of Emergency Management as well as Dispatchers will be removed from the paragraph. On page 3, under Article VI, bullet point for "Assisting local operating departments with training needs" EMS should be added to the list of responders. Page 4, Article VII-Meetings, Section 1. Sentence about full commission will meet quarterly for reports from Executive Board and Emergency Management Coordinator. Mindy inquired if that should be updated since the commission has been meeting monthly. The Suggestion was made to include the phrase "or as needed". The second reading of the bylaws will be held at the next commission meeting on January 12th 2021.

Mindy also advised that the yearly budget is discussed in January if the Commission would like we can set the budget hearing for the next meeting, it was also agreed upon that the budget hearing will be at the next commission meeting on January 12th 2021. Other new business, it was also discussed that we will need to be thinking about the vacated board chair position and to bring nominations for that seat to the January meeting. Also mentioned Supervisor Dan Anderson will be the new Board of Supervisor appointment to the Commission.

Next meeting will be January 12th, 2021 at 7PM or directly following the 911 Service Board Meeting.

Motion for adjournment by Bidwell, second by Wankowicz, meeting adjourned at 7:11 PM

Respectfully Submitted

Mindy Benson, Coordinator

December Expenditures-EMA

Vendor	Detail	Amount
Tama County Highway Department	EMA Fuel Tickets Sept & August	\$36.77
ATT Wireless	On Call Cell Phone-	\$85.11
Windstream	Local Service	\$108.94
Alliant	EMA Shed	\$23.00
Iowa Emergency Management Assoc.	Yearly Dues	\$150.00
D's Auto	Oil Change in F250	\$41.65
		<u>\$445.47</u>

Local Government Property Valuation System

REVENUES DETAIL

Fiscal Year July 1, 2021 - June 30, 2022 County Name: TAMA COUNTY County Number: 86

		Actual FYE June 30, 2020	Estimated FYE June 30, 2021	Proposed FYE June 30, 2022
TOTAL BEGINNING FUND BALANCE	1	756,575	333,032	291,099
COUNTY CONTRIBUTION:	2	672,103	685,240	110,733
OTHER REVENUES:				
OTHER INTERGOVERNMENTAL:				
Federal Reimbursement	3			
City	4			
Hazmat Reimbursement	5			
Misc. Reimbursement	6	23,552		
EMPG	7		20,000	20,000
Dispatch Contract-Meskwaki Police Department	8	59,315	65,759	
	9			
	10			
	11			
	12			
	13			
	14			
	15			
Other	16			
	17			
	18			
	19			
	20			
Subtotal Other Intergovernmental Revenues (3-20)	21	82,867	85,759	20,000
CHARGES FOR SERVICES:				
	22			
	23			
	24			
Subtotal Charges for Services (22 - 24)	25	0	0	0
MISCELLANEOUS REVENUES:				
Contributions & Donations from Private Sources:				
	26			
	27			
	28			
	29			
Subtotal Miscellaneous Revenues (26 - 29)	30	0	0	0
TOTAL OTHER REVENUES (21+25+30)	31	82,867	85,759	20,000
TOTAL REVENUES: (2+31)	32	754,970	770,999	130,733
TOTAL RESOURCES: (1+32)	33	1,511,545	1,104,051	421,832



Local Government Property Valuation System

EXPENDITURE DETAIL

Fiscal Year July 1, 2021 - June 30, 2022 County Name: TAMA COUNTY County Number: 86

ADMINISTRATION & OPERATIONS:				Actual FYE June 30, 2020	Estimated FYE June 30, 2021	Proposed FYE June 30, 2022	Other Services & Charges	Actual FYE June 30, 2020	Estimated FYE June 30, 2021	Proposed FYE June 30, 2022	
Personnel Services:											
County	1						Advertising & Legal Notices	33	246	500	250
Administration	2	83,728	103,826	54,972			Postage & Mailing	34	7	100	125
Dispatch	3	412,997	407,758				Employee Mileage & Subsistence	35	655	1,500	800
	4						Telephone	36	2,074	2,200	2,800
FICA	5	36,621	41,702	4,207			Education & Training	37	1,397	1,800	1,000
IPERS	6	43,966	52,374	5,190			Consultant & Legal Fees	38	4,850	4,500	2,500
Health Insurance	7	158,390	162,768	11,739			Utilities	39			1,300
Unemployment Compensation	8	765	1,824	50			Maint. Operating & Const. Equip.	40			
	9						Maint. Office & Data Proc. Equip.	41	420,457	13,500	11,500
	10						Maint. Radio & Related Equip.	42			
Subtotal Personnel Services (1-10)	11	736,467	770,252	76,158				43			
Commodities:								44			
	12							45			
Parts	13						Equipment Insurance	46	1,823	2,500	2,500
Office Supplies	14	0	900	450				47			
Stationary & Forms	15						Dues & Memberships	48	8,884	9,000	9,600
Periodicals & Books	16							49			
Uniforms	17	894	1,200	250				50			
	18						Subtotal Other Services & Charges (33-50)	51	440,393	35,600	32,375
Minor Equipment & Tools	19						TOTAL ADMINISTRATION and OPERATIONS (11+27+32+51)	52	1,177,754	807,952	109,233
	20						Capital Outlays:				
	21						Office Equipment & Furniture	53	739	5,000	1,500
Audio Visual Supplies	22						Radio & Communications Equip.	54			
	23						Audio Visual Equipment	55			
	24							56			
	25							57			
	26							58			
Subtotal Commodities (12-27)	27	894	2,100	700				59			
Human Resource Provider Charges:							TOTAL CAPITAL OUTLAYS (53-59)	60	739	5,000	1,500
	28						TOTAL EXPENDITURES (52+60)	61	1,178,493	812,952	110,733
	29						TOTAL ENDING FUND BALANCE	62	333,052	291,099	311,099
	30						TOTAL REQUIREMENTS (61+62)	63	1,511,545	1,104,051	421,832
	31										
Subtotal (28-31)	32	0	0	0							



1/6/2021

Local Government Property Valuation System

NOTICE OF PUBLIC HEARING — PROPOSED BUDGET Fiscal Year July 1, 2021 - June 30, 2022
Tama County Emergency Management Commission

The Emergency Management Commission of the above-named County will conduct a public hearing on the proposed fiscal year 2021/2022 budget as follows:

Meeting Date: 1/12/2021 Meeting Time: 07:00 PM Meeting Location: 104 W State Street, Toledo Iowa 52342

At the public hearing any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget. This notice represents a summary of the working detail of receipts and expenditures on file with the County Coordinator.

	Actual FYE June 30 , 2020	Estimated FYE June 30 , 2021	Proposed FYE June 30 , 2022	
BEGINNING FUND BALANCE:	1	756,575	333,052	291,099
REVENUES:				
County Contribution	2	672,103	685,240	110,733
Other Revenues	3	82,867	85,759	20,000
Total Revenues (2+3)	4	754,970	770,999	130,733
EXPENDITURES:				
Administration and Operations	5	1,177,754	807,952	109,233
Capital Outlays	6	739	5,000	1,500
Total Expenditures (5+6)	7	1,178,493	812,952	110,733
Total Ending Fund Balance	8	333,052	291,099	311,099

1/6/2021

Local Government Property Valuation System

ADOPTED BUDGET Fiscal Year July 1, 2021 - June 30, 2022

Tama County Emergency Management Commission

File one copy of the Adopted Budget Summary, one copy of the Supplemental Detail, and Proof of Publication with the County Auditor by February 28, 2021. Fiscal Year July 1, 2021 - June 30, 2022

County Name: TAMA COUNTY County Number: 86 Date Budget Adopted : (entered upon proposal)

	Actual FYE June 30 , 2020	Estimated FYE June 30 , 2021	Proposed FYE June 30 , 2022
OPENING FUND BALANCE:	1	756,575	291,099
REVENUES:			
County Contribution	2	672,103	110,733
Other Revenues	3	82,867	20,000
Total Revenues (2+3)	4	754,970	130,733
EXPENDITURES:			
Administration and Operations	5	1,177,754	109,233
Capital Outlays	6	739	1,500
Total Expenditures (5+6)	7	1,178,493	110,733
Total Ending Fund Balance	8	333,052	311,099

The amounts shown on line 7 for the Proposed budget cannot exceed published estimates and represent maximum authorized expenditures.

CERTIFICATION

To the County Auditor and Board of Supervisors of the above named county, in the State of Iowa: At a meeting of the Emergency Management Commission of the above-named County, on the above-named date, the budget for the fiscal year listed above was adopted as summarized above and as contained in the attached supplemental details of revenues and expenditures.

County Coordinator Telephone Number: (641) 484-6261

(Chairperson, EMC, Signature of Certification)

(County Coordinator Signature of Certification)

(County Auditor Signature of Certification)

NOTICE OF PUBLIC HEARING - AMENDMENT OF CURRENT BUDGET

Tama County Emergency Management Commission
Fiscal Year July 1, 2020 - June 30, 2021

The Tama County Emergency Management Commission will conduct a public hearing for the purpose of amending the current budget for fiscal year ending June 30, 2021

Meeting Date/Time: 1/12/2021 07:10 PM

Contact: Mindy Benson, Emergency Manager




Phone: (641) 484-6261

Meeting Location: 104 W State Street Toledo, IA 52342 Tama County Board of Supervisors Chambers

There will be no increase in taxes. Any residents or taxpayers will be heard for or against the proposed amendment at the time and place specified above. A detailed statement of: additional receipts, cash balances on hand at the close of the preceding fiscal year, and proposed disbursements, both past and anticipated, will be available at the hearing.

EXPENDITURES	Total Budget as Certified or Last Amended	Amendment Increase	Total Budget After Current Amendment	Reason
Administration and Operations	807,952	15,764	823,716	Emergency Management Performance Grant-Supplemental
Capital Outlays	5,000	0	5,000	
Total	812,952	15,764	828,716	

	A	B	C	D	E	F
1	EMA sign in sheet	Signature	Y	N	E-MAIL	Telephone #
2	Board of Supervisors					
3	Dan Anderson	<i>Dan Anderson MS</i>			Anderson4supervisor@hughes.net	641-750-2430
4	Sheriff					
5	Dennis Kucera	<i>Dennis Kucera</i>	✓		dkucera@so.tamacounty.org	641-751-8601
6	Chelsea					
7	Primary: Craig Forcht				cforcht@gmail.com	319-551-0132
8	Alternate: Dixie Forcht				dixieforcht@gmail.com	319-551-3066
9	Clutier					
10	Primary: Gordon Fassett	<i>Gordon Fassett</i>	✓		cityofclutier@fctc.coop	319-479-2318
11	Alternate: Gary Pearson				LC4Short@fctc.coop	319-759-6046
12	Dysart					
13	Primary: Tim Glenn				tglenn@eikampinsuranc.com	319-415-3999
14	Alternate: Mary Wankowicz				mpwank@eikampinsuranc.com	319-239-6881
15	Elberon					
16	Primary: Bob Kesl Sr.				elberon_ia@netins.net	641-485-2749
17	Alternate: Scott Pippert				scottpippert@hotmail.com	319-310-8107
18	Garwin					
19	Primary: Leonard Untiedt				garwincity@iowatelecom.net	641-481-1123
20	Alternate: Rick Raymond				rickraymond75@gmail.com	641-751-6968
21	Gladbrook					
22	Primary: Keith Sash				jandk@iowatelecom.net	641-751-8541
23	Alternate: Mark Fink				MFink71@gmail.com	641-750-5506
24	Lincoln					
25	Primary: Trent Wentzien	<i>Trent Wentzien MS</i>			Wentziens119@gmail.com	641-751-5969
26	Alternate: Vance Sebbert					641-430-4068

	A	B	C	D	E	F
27	Montour					
28	Primary: Adam Damman				Allday1988@gmail.com	515-450-1347
29	Alternate: Charlie Bidwell					641-485-3130
30	Tama					
31	Primary: Doug Ray				jdray32@yahoo.com	641-485-0389
32	Alternate: Larry Thomas				10t42747@gmail.com	641-481-0064
33	Toledo					
34	Primary: Brian Sokol				bsokol@banktoledo.com	641-485-0908
35	Alternate: Joe Boll				j.boll@email.com	641-751-4247
36	Traer					
37	Primary: Pete Holden				ensernet@yahoo.com	319-415-5044
38	Alternate: Carri Holst (Vice Chair)				carri.l.holst.nc5t@statfarm.com	319-415-5814
39	Vining					
40	Primary: Steve Rouse				Steve95harley@gmail.com	641-350-6606
41	Alternate: Todd Apfel				tapfel@marshallcountya.gov	641-691-6919