



## Tama County Emergency Management

211 W. State Street Toledo, IA 52342

(641) 484-6261

The Tama County Emergency Management Commission held a meeting on February 9<sup>th</sup>, 2021, that was called to order at 6:01 PM by Sheriff Kucera.

Members present Sheriff Kucera, Gordon Fassett (Clutier), Brian Sokol & Joe Boll (Toledo), and Members attending via Zoom; Board of Supervisor Dan Anderson, Mary Wankowicz (Dysart), Mark Fink (Gladbrook), Carri Holst (Traer), Todd Apfel (Vining)

Sheriff made a motion to add Mindy's job list to new business under approval of Regular EMA Commission Agenda

Approval of January 2020 meeting minute's motion by Sokol second by Holst, all ayes

Approval of Claims from January 2020, Motion by Wankowicz, second by Sokol, all ayes,

No old business

Under New business; Emergency Management Coordinator Mindy Benson's resignation. Mindy submitted her letter of resignation on February 25<sup>th</sup> 2021 informing the Commission that she has been offered and accepted the position as the Emergency Management Director for Black Hawk County. There was a motion to accept Mindy's resignation, all ayes.

Discussion then switched to the topic of what to do with the vacated EMA Coordinators position. Chair Kucera did bring up that Mindy had sent him a list of daily/weekly/monthly/yearly items she has been doing which he also sent to the commission. Some items were specific to things she has been appointed to and those items will continue with her in Black Hawk County. Discussion did include having the current 911 Director, Jeremy Cremeans; take on some of the duties until someone is hired or until a desired time has been established. Wankowicz commented that she also had a conversation with the 911 Director that he stated he has enough on his plate currently that anything added would be too much. The Commission asked Mindy what the top items are that need to be attended daily or weekly. Mindy stated that payment of claims, PPE (Personal Protected Equipment) for Public Health, Long Term Care Facilities, EMS, Fire, Law from the State. As well as the COVIC Vaccination Clinic with Public Health. Assisting the county with the FEMA claim process from the Derecho. Current EMPG (Emergency Management Performance Grant) that is in process. Are the top items that come to mind.

Commission Members did ask Mindy if it was her recommendation that this position stay full time or if there was other avenues this position could be taken. Mindy did stress to the Commission members this position is vital to stay full time. There are other counties that have a part-time coordinator that has a 20 hour or 32 hour a work week they are struggling to fit their daily work week into just that allotted time frame. Especially with recovery from severe weather and COVID, they are putting in much more than that amount of time. One of the Commission Members did state after the year with COVID and the Derecho they would also agree this position needs to stay full time. There was a motion by Sokol second by Fassett to post the Tama County Emergency Management Coordinators position. With that Decision the Salary range was set at \$47,000-\$53,000 based upon experience. 911 Experience is preferred as this person will act as the back up to the 911 Director on occasion. County benefits package of insurance will also be available, and IPERS. Job posting to close on February 26<sup>th</sup> at 4pm. Have interested parties send their cover letter, resume and application to Tammy Wise with Human Resources. Mindy will have this job posting typed up and sent to all Commission members for their approval. After the job posting is approved she will have it posted to all social media sites as well as Iowa Emergency Managers association and any appropriate State sites.



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Commission Members also asked that Mindy send them a list of top priorities to have addressed until a new EMA is hired, ideas of how to get PPE to agencies that it was requested by. As well as check on Jeremy EMA credentials through Iowa Emergency Management association.

Next item on the agenda is the appointment of a 5<sup>th</sup> person to the EMA Executive Committee. Nomination of Brian Sokol by Fassett, second by Holst, all in favor Aye, no opposed. Motion carried.

Next EMA Commission meeting will be March 9<sup>th</sup> at 7pm or directly following the 911 Service Board Meeting. Motion for adjournment by Wankowicz second by Fassett. All ayes. Meeting adjourned at 6:46PM

Next meeting will be February 9<sup>th</sup>, 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



*Darvin Triantafyllidis* ✓  
**Tama County Emergency Management**  
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*online*  
 ✓ Dan Anderson  
 ✓ Mary Wankowicz  
 ✓ Mark Fink  
 ✓ Todd Apfel

**Tama County Emergency Management Commission Meeting**

Tuesday February 9<sup>th</sup> 2021

✓ *Geordan Fassett*

**\*\*\*6PM Please note time change**

~~Or Immediately Following the 911 Service Board Meeting~~

At the Tama County Board of Supervisors Chambers or  
 Join Zoom Meeting <https://zoom.us/j/94370282954>  
 Meeting ID: 943 7028 2954  
 Or by Phone: 1-312-626-6799

*Sheriff motion to Add Mindy's Job List to New Business*

**Agenda** *6:01 PM*

- Approve regular EMA Commission agenda *1/2 Toledo*
- Approve January 2020 meeting minutes *1/2 Toledo 1/2 Traer All Aye*
- Approve Claims-January *1 Dysart 2 Toledo Aye*

Old Business

- Other Old Business - *None*

New Business

- Mindy Benson Resignation *motion to accept All*
- Post of EMA Position *toledo 2 Clutier Aye*
- Appointment of 5<sup>th</sup> person to EMA Executive Committee
- Other New Business

*Salary Range 49K - 53K Based on experience  
 All experience preferred  
 county benefit  
 IPERS  
 close to Tammy*

March 9<sup>th</sup>, 2021 at 7pm or directly following the 911 Service Board  
 Adjournment *1. Dysart 2. Clutier*

*\* Send out my Job Desc - Print Posting email Job list what was sent to Annis  
 \* Mindy Help from BIK Hawk  
 \* Top Priority List FEMA, COVID PPE, COVID Clinic*

*Nomination BSoker Luther Traer Aye*

*\* Need PPE Picked up by Agencies  
 \* Check Jeremy's Certs?  
 \* Tammy help*





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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;

1 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 9<sup>th</sup>, 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

## January Expenditures-EMA

Vendor	Detail	Amount
Tama County Highway Department	EMA Fuel Tickets Sept & August	\$78.75
ATT Wireless	On Call Cell Phone-September & October	
Windstream	Local Service	\$105.97
Keith Sash	EMA meeting Milage	\$17.55
Tama-Grundy Publishing	Budget & Amendment Publishing	\$257.52
Alliant	EMA Shed	\$29.14
	Total	\$488.93





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

	A	B	C	D	E	F
27	<b>Montour</b>					
28	Primary: <b>Adam Damman</b>				Allday1988@gmail.com	515-450-1347
29	Alternate: Charlie Bidwell					641-485-3130
30	<b>Tama</b>					
31	Primary: Doug Ray				jdray32@yahoo.com	641-485-0389
32	Alternate: Larry Thomas				10t42747@gmail.com	641-481-0064
33	<b>Toledo</b>					
34	Primary: Brian Sokol	<i>BS</i>			bsokol@banktoledo.com	641-485-0908
35	Alternate: Joe Boll	<i>Joe Boll MB</i>			j.boll@email.com	641-751-4247
36	<b>Traer</b>					
37	Primary: <b>Pete Holden</b>				ensernet@yahoo.com	319-415-5044
38	Alternate: Carri Holst <small>(Vice Chair, 2020)</small>	<i>Carri Holst</i>			carri.l.holst.nc5t@statefarm.com	319-415-5814
39	<b>Vining</b>					
40	Primary: Steve Rouse				Steve95harley@gmail.com	641-350-6606
41	Alternate: Todd Apfel	<i>Todd Apfel MB</i>			tapfel@marshallcountya.gov	641-691-6919

# **Tama County-Notification to Waterloo Fire Rescue Hazardous Materials Team/Northeast Iowa Response Group Activation Policy**

Approved by the  
Tama County Emergency Management Commission  
Adopted Date \_\_\_\_\_

**Purpose:** To establish common guidelines for activation of notification to the Waterloo Fire Rescue/Northeast Iowa Response Group

**Background:** Using common/consistent guidelines for the notification to the Waterloo Fire Rescue/Northeast Iowa Response Group throughout the various jurisdictions of Tama County minimizes confusion in emergency situations. Establishing common guidelines will also enable communities to partner in an area-wide public and private education campaign regarding hazardous materials handling and the overall emergency notification.

These guidelines are based on training, equipment, and systems in place in Tama County and on the current agreement in place with the Waterloo Fire Rescue/Northeast Iowa Response Group. Hazardous Materials can be in the form of explosive, gas, liquid, solids, organics, toxic materials, radioactive materials, corrosive, and other miscellaneous items.

**Scope:** The Waterloo Fire Rescue Hazardous Materials/Northeast Iowa Response Group represent only one part of a collaboration of the hazardous materials response. Other components will include: Local Fire Departments, Emergency Management, EMS, Law Enforcement, Department of Natural Resources, and Tama County Communication. It may also include: National Weather Service, Community Notification Systems, Towing and Recovery Services, Tama County Secondary Roads Department, Iowa Department of Transportation, Municipal Streets Departments, Private Industries, and various other private partners. The use of outdoor warning sirens maybe a possibility to alert citizens who are outdoors of an imminent hazard and prompt them to seek additional information on the threat (timing, location, and severity).

This document is not intended to relieve, replace, or supersede any authority or responsibility local jurisdictions might have to protect the citizens of their community.

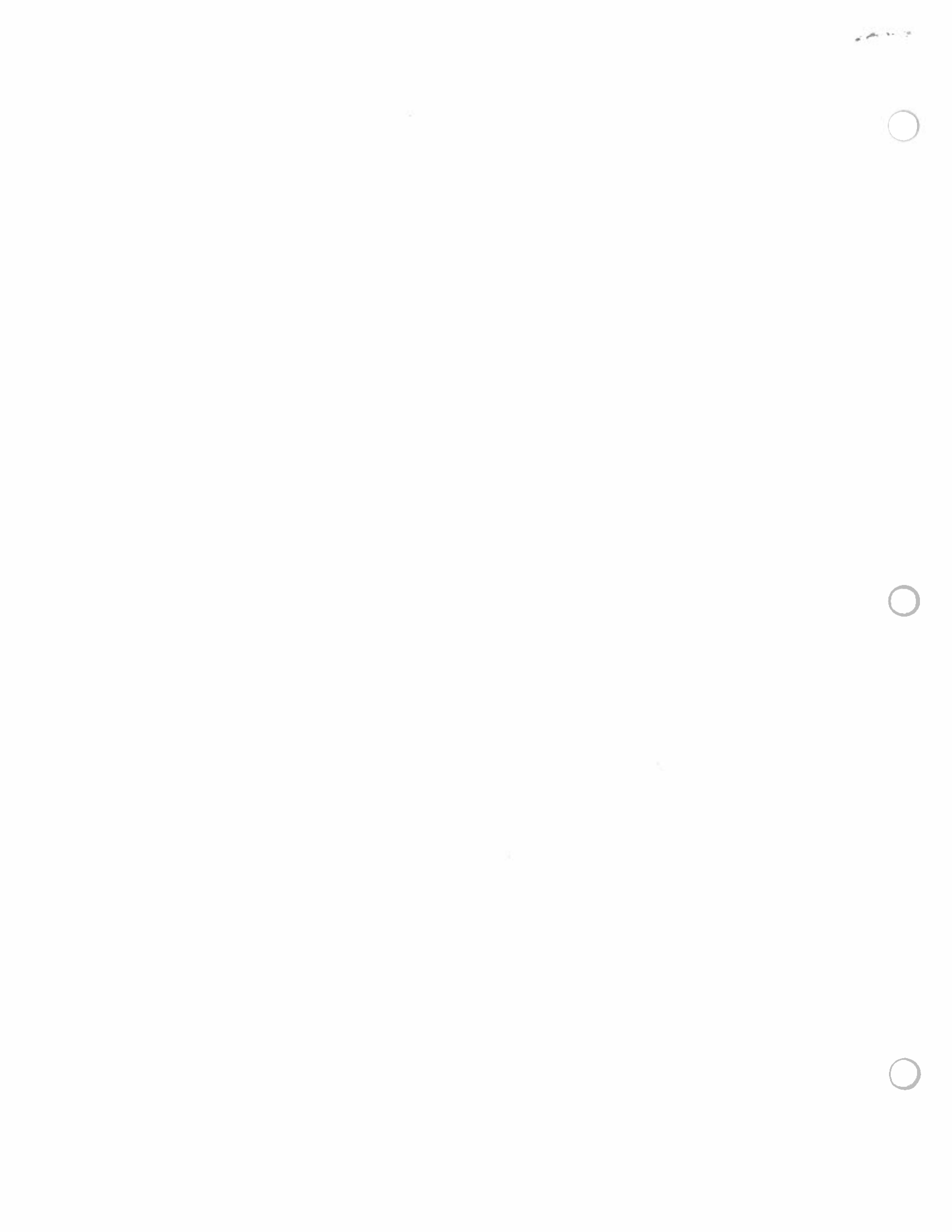
**Activation Conditions:** Dispatch receives a call from any caller advising report of a release or spill of a hazardous material(s) that poses a threat to life, health, or property;

The dispatcher will get the following information;

- Location; residence or business
- Name of Caller
- Where spill has occurred at the location; Inside or Outside
- Immediate dangers? Fire, vapors, explosions, etc.

Dispatcher should keep caller on line if safe to do so, and page the appropriate response fire department, notify on simulcast all cars in area of the incident and all dangers to responding personnel.

- Is any injuries-type, extent, and number of injured?
- Ask if caller knows the chemical and amount/size of leak/spill/release?
- Is release contained? If so how?
- Is there an evacuating occurring from the location?
- How did the incident occur?
- How long ago did was the material released?



**Activation Process:** Tama County Emergency Manager will notify the Waterloo Fire Rescue Hazardous Materials Team/Northeast Iowa Response Group. The EM will notify the Incident Commander when the Hazardous Materials Team has been notified, as well as dispatch so it can be documented in the call for service.

**Activation Duration:** When activated, all responders will remain on scene until released by the Incident Commander.

**All Clear:** There will NOT be an "all clear" signal from the outdoor warning sirens. People in or near the warned area should monitor reliable source such as preferred Tama County alerting software, social media, local radio or local media to know when the hazard threat has dissipated.

**Testing:** The County owned Outdoor warning sirens maybe be tested on the first Monday of each month the earliest convent time for the dispatch center. Communities that own their own sirens are responsible for their own siren testing and schedule.  
If a severe weather watch or warning is in effect for Tama County area prior to the test time, the sirens should not be tested that day.  
Testing schedule should be maintained whenever possible for continuity purposes as well as system reliability. Testing may be suspended during extreme conditions when ice or sub-freezing temperatures could damage the siren system.

**Ownership/Maintenance:** Purchase, installation, ownership, and maintenance of the siren are the responsibility of the local government jurisdiction in which the siren is physically located. Other ownership and maintenance relationships may exist between public or public/private entities but shall be expressly documented and agreed upon by parties involved in the agreement.  
Social Media will be maintained by reliable resources such as Tama County Emergency Management, Tama County 911 Communications, and other Tama County Municipalities.  
Tama County Alerting software is established by the State of Iowa chosen Vendors and is tested on a regular basis by the State as well as the vendor for reliability.

**Related Documents:** Tama County owned sirens include; Tama County Fair Grounds, Gladbrook



## **Tama County-wide Outdoor Warning Siren Activation Policy**

Approved by the  
Tama County Emergency Management Commission

Adopted Date \_\_\_\_\_

- Purpose:** To establish common guidelines for activation of outdoor warning sirens throughout Tama County
- Background:** Confusion hinders public response. Using common/consistent guidelines for the outdoor warning sirens throughout the various jurisdictions of Tama County minimizes confusion in emergency situations. Establishing common guidelines will also enable communities to partner in an area-wide public education campaign regarding sirens and the overall public emergency notification system. These guidelines are based on communication technology and systems available in Tama County and on the current science of severe weather warnings.
- Scope:** The outdoor warning sirens represent only one part of a broader public emergency notification system. Other components might include: NOAA All-Hazards Radio, law enforcement, direct dialing/automated notification systems, and the media. Sirens are used to alert citizens who are outdoors of an imminent hazard and prompt them to seek additional information on the threat (timing, location, and severity).  
This document is not intended to relieve, replace, or supersede any authority or responsibility local jurisdictions might have to protect the citizens of their community.

**Activation Conditions:** Siren activation must occur for the following:

**1) Tornado Warning**

- a. Issued by the National Weather Service **OR**
- b. Tornado or funnel cloud reported by a trained spotter (law enforcement, fire department official, emergency management agency)

**2) Severe Thunderstorms Warning**

- a. Severe Thunder Storm (Warning) Issued by the National Weather Service for a storm with Winds of 70 mph or greater occurring

Warnings are officially issued by the Des Moines National Weather Service (Johnston, Iowa) or known in this document as NWS, and are received at Public Safety Answering Points (PSAP)/911 Communication Center in Tama County. The official warning is received via National Law Enforcement Telecommunications Systems (NLTS).

NWS warnings define the area threatened by the storm and include information about the history and/or potential of the specific storm. In addition, trained spotters such as law enforcement, fire, and emergency management officials may provide real-time reports of an imminent threat approaching or occurring in the community. When a warning includes the specific hazards defined above or when trained spotters report any of these hazardous conditions, sirens should be activated for all jurisdictions in the threatened area. Because of technology

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limitations and the configuration of siren activation systems, there may be areas adjacent to the threatened area, but outside the official warning boundaries that are warned as a precaution. People in or near the warned areas should always seek additional information from reliable sources such as NOAA All-Hazards Radio or the local media.

**Activation Process:** When siren activation is required by National Weather Service via teletype via NLETS warnings and/or Trained Weather Spotters (fire department official, law enforcement, or emergency management), dispatch will send page to those departments in the weather affected requesting siren activation for Tornado warning or Wind Warning. Fire Chief or designee will be in charge of siren activation. If Fire Chief or designee is unable to activate siren in the communities of which the Tama County Communications Center has access of sounding sirens, the Fire Chief or Designee will indicate Tama County Dispatch to do so on their behalf. Dispatch will sound siren at Otter Creek Park when siren activation falls within the warned area, as well as notify the Otter Creek Director.

**Activation Duration:** When activated, the tone should be sounded for 3-5 minutes, re-sounding every 10-15 for the duration of the threat (warning period).

**All Clear:** There will NOT be an "all clear" signal from the outdoor warning sirens. People in or near the warned area should monitor reliable source such as NOAA All-Hazards Radio or local media to know when the hazard threat has dissipated.

**Testing:** The County owned Outdoor warning sirens maybe be tested on the first Monday of each month the earliest convent time for the dispatch center. Communities that own their own sirens are responsible for their own siren testing and schedule.  
If a severe weather watch or warning is in effect for Tama County area prior to the test time, the sirens should not be tested that day.  
Testing schedule should be maintained whenever possible for continuity purposes as well as system reliability. Testing may be suspended during extreme conditions when ice or sub-freezing temperatures could damage the siren system.

**Ownership/Maintenance:** Purchase, installation, ownership, and maintenance of the siren are the responsibility of the local government jurisdiction in which the siren is physically located. Other ownership and maintenance relationships may exist between public or public/private entities but shall be expressly documented and agreed upon by parties involved in the agreement.

**Related Documents:** Tama County owned sirens include; Tama County Fair Grounds, Gladbrook

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