



## Clayton County Emergency Management Commission Minutes January 25, 2022

### **Call meeting to order**

Meeting was called to order at 1900 by Chair Valerie Cromer

### **Roll call of voting members**

Jerry Schroeder (Luana), Fred Schaub (Guttenberg), Dean Courtnage (Strawberry Point), David Hart (Clayton), Nioka Schroeder (Garber), Daniel Torkelson (Farmersburg), Marcus Kahrs (St. Olaf), Randy Henning (Elkader), Brittany Hemmer (Marquette), Valerie Cromer (Chair, Garnavillo), Grant Langhus (Monona), Preston Landt (Monona-Alternate), Austin Greve (Guttenberg-Alternate), Sarah Moser (Secretary)

### **Approval of Agenda**

Motion by Dean Courtnage to approve the agenda, second by Nioka Schroeder, motion carried unanimously.

### **Approval of past meeting minutes**

Motion by Nioka Schroeder to approve the minutes, second by Dan Torkelson, motion carried unanimously.

### **Presentation and Public Comments on Proposed Budget for FY 2023 EMA Budget**

Sarah presented the budget as proposed.

### **Close Public Hearing**

Closed at 1905 by Chair Cromer.

### **Review and approval/revision of FY 2023 budget**

Motion by Jerry Schroeder to approve the budget as presented, which includes salary for the EMA Coordinator Sarah Moser to be increased to \$55,500, second by Fred Schaub, motion carried unanimously.

### **Hazardous Mitigation Plan Update**

All documents and signatures have been collected and submitted. Sarah is waiting for Robyn Reese to compile and print out the copies. Sarah will then distribute them to everyone.



### **Summary of work**

Sarah provided updates on meetings, training and activities since the last meeting.

### **EMPG**

Sarah presented the updates to training requirements (12 formal hours and 12 hours that can be decided by the commission). She will also be working on drafts for updating/creating policies and procedures. Two of the main ones she will focus on are Social Media and Procurement Policy.

### **Procurement Policy**

As stated, the EMA procurement policy needs to be reviewed and updated. Sarah would like to have additional direction listed as to procurements that don't utilize federal funds. She will continue to work on this and present it at the next meeting.

### **Open session/new business**

Discussion on moving the time of the meetings to 6:30 PM since there currently isn't a meeting before ours. Motion by Randy Henning to move the start time of the meetings to 6:30 PM, second by Nioka Schroeder, motion carried unanimously.

### **Close of meeting**

Motion to adjourn by Dean Courtnage, second by Brittany Hemmer, motion carried unanimously.

Meeting adjourned at 1936.

Respectfully submitted,

Sarah Moser