



## Clayton County Emergency Management Commission Minutes July 26, 2022

### **Call meeting to order**

Meeting was called to order at 1832 by Chair Marcus Kahrs.

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

Nic Stelken (Strawberry Point), David Hart (Clayton), Nioka Schroeder (Garber), Marcus Kahrs (St. Olaf), Sheriff Mike Tschirgi (CCSO), Sharon Keehner (BOS), Randy Henning (Elkader) and Sarah Moser (Secretary).

### **Approval of Agenda**

Motion by Nioka Schroeder to approve the agenda, second by Mike Tschirgi, motion carried unanimously.

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

Motion by Mike Tschirgi to approve the minutes, second by Sharon Keehner, motion carried unanimously.

### **Summary of work**

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

### **Social Media Policy**

Sarah presented the updates to final draft of the policy. It was reviewed by County Attorney Zach Hermann to ensure we can have social media accounts as a means to disseminate information. Motion to adopt the policy by Sharon Keehner, second by Nioka Schroeder, motion carried unanimously.

### **Procurement Policy**

The final draft was presented for discussion. Sarah had added the addition of approval process based on spending limits. Motion to adopt by Randy Henning, second by David Hart, motion carried unanimously.

### **Damage Assessment Policy**

Sarah discussed the purpose of the policy is to designate our process for reporting damages after a disaster. Motion to adopt the policy by David Hart, second by Randy Henning, motion carried unanimously.



### **ESF 6**

Updated plan presented. It had been sent out to EMS and Hospitals for review and suggested changes. Motion to approve by Sharon Keehner, second by Randy Henning, motion carried unanimously.

### **ESF 8**

Updated plan presented. Sarah worked on this with local Public Health and other Public Health personnel within the Healthcare Coalition. It was also sent out to EMS and Hospitals for review and suggested changes. Motion to approve by Randy Henning, second by Nioka Schroeder, motion carried unanimously.

### **ESF 10**

Updated plan presented. This plan is completed with the assistance of a contractor through Region 6 LEPC. Sarah went over the benefits of the maps and how the vulnerable facilities within evacuation areas are identified. Motion to approve by Sharon Keehner, second by Randy Henning, motion carried unanimously.

### **Training Letter**

Homeland Security updated yearly training requirements for local EMAs. While 24 hours of training is still required, 12 hours must be Emergency Management Specific and while the additional hours can be whatever training the commission determines appropriate. Sarah completed over 24 hours of training and will submit the training letter and supporting documents to Homeland Security for approval.

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

Sharon Keehner asked if EMA was still interested in a sandbagging machine and suggested we request ARPA money from the BOS to pay for it. She also suggested requesting the additional items needed for assisting with storage in the EMA building. Sarah will work on proposals.

Nioka Schroeder asked about the EMA AED being at the fair next week. Sarah spoke with Jeri Schiffman and will be taking the AED there. Jeri will determine where it will be most useful. They have been informed that should they want to keep the AED, paperwork can be filled out to turn it over to them.

November 22<sup>nd</sup> meeting will be at 6:30 PM at the Clayton County Office Building.



**Close of meeting**

Motion to adjourn by David Hart, second by Randy Henning, motion carried unanimously.

Meeting adjourned at 1913.

Respectfully submitted,

Sarah Moser