



Clayton County Emergency Management Commission Minutes April 26, 2022

Call meeting to order

Meeting was called to order at 1835 by Vice Chair Marcus Kahrs.

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), Josh Pope (Elkader), Brittany Hemmer (Marquette), Sheriff Mike Tschirgi (CCSO), Sharon Keehner (BOS), Dennis Koenig (Postville), and Sarah Moser (Secretary).

Guests- Chris Scott (CCSO) and Mike McGrady (MCM Consulting)

Approval of Agenda

Motion by Sharon Keehner to approve the agenda, second by Dean Courtnage, motion carried unanimously.

Approval of past meeting minutes

Motion by Nioka Schroeder to approve the minutes, second by Fred Schaub, motion carried unanimously.

Chair/Vice-Chair replacement

Motion by Sharon Keehner to have Marcus Kahrs take over as chair person, second by Fred Schaub, motion carried unanimously.

Motion by Nioka Schroeder to have Daniel Torkelson fill the vacant vice-chair position, second by Josh Pope, motion carried unanimously.

Summary of work

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

Hazardous Mitigation Plan Update

Sarah has two plans left to deliver, which will hopefully be done this week.

Social Media Policy

Sarah presented a draft of a social media policy that EMA could review, add suggestions, and improve on. Sharon Keehner suggested having the policy state that this is an



information sharing platform, not a discussion board so the comments will be turned off. Sarah will do some revisions, have the county attorney review it and present it at the next meeting.

Procurement Policy

The current policy was sent out for review. Sarah explained that we need to make our policy more encompassing to include how money that is not related to a federal grant is spent. Discussion on limits Sarah could spend without chair approval, with chair approval, what needs board approval, and how funds are spent during a disaster. Sarah will add the suggestions and present it at the next meeting.

ESF 11

Sarah explained the revisions that were made to the Emergency Support Function to make it more user friendly for all entities. Motion by Sharon Keehner to approve ESF 11, second by Brittany Hemmer, motion carried unanimously.

County ARPA Funds

Sarah stated the BOS has accepted a bid to build a storage building that will be partially used by EMA at the County Office Building location. The BOS asked for input on purchasing a sandbagging machine. Members discussed which cities would and would not use it. Sharon asked that Sarah check on pricing and present it to the BOS. Members discussed the need of a new command trailer and potentially more HESCO barriers. Sarah will check on pricing and present it to the BOS.

EMA AED

EMA has an AED that is kept in Sarah's office that isn't utilized very often. Sarah stated the Clayton County Fairgrounds are looking for another AED to be placed on their grounds. Motion by Sharon Keehner that Sarah can talk to the Fair Board about the AED and make the decision on giving it to them, second by Fred Schaub, motion carried unanimously.

Open session/new business

July 26th meeting will be at 6:30 PM at the Clayton County Office Building.



Close of meeting

Motion to adjourn by Dean Courtnage, second by Fred Schaub, motion carried unanimously.

Meeting adjourned at 1932.

Respectfully submitted,

Sarah Moser