

Emergency Management Agency Meeting Minutes

April 22, 2025

Present: Mark O'Brien, CC BOS (virtual); Steve Green, CC EMA rep; Randy Baxter, Marne; Virginia Coughlin, Cumberland; Simon Jensen, Anita (virtual); John Westering, CCSO; Jim Behrens, Atlantic; Kirt Underwood, Griswold and Mike Kennon, CC EMA.

Absent: Ryan Archibald, Lewis; Jackson Bissell, Massena; and Mitch Boysen, Wiotra

Guests: Bobbi Jo Steffensmeier, CC Dispatch (virtual)

Vice Chair Jim Behrens: Meeting called to order at 6:37 PM.

Steve Green: Motion to approve the agenda.
Randy Baxter: Second.
Carried unanimously.

Steve Green: Motion to approve minutes of 1-28-2025 EMA Board meeting.
Randy Baxter: Second.
Carried unanimously.

Randy Baxter: Motion to approve January, February, March expenses.
Kirt Underwood: Second.
Carried unanimously.

New Business

Kennon presented changes and updates to the county's comprehensive emergency operations plan. The Recovery Support Function (RSF) #4 Infrastructure is newly added to the comprehensive plan. These approved and adopted sections of the overall plan will be submitted to the State for review.

Steve Green: Motion to approve and adopt ESF1 Transportation, ESF3 Public Works, ESF7 Logistics, ESF10 Hazardous Materials as well as RSF4 Infrastructure plans as presented.
Virginia Coughlin: Second.
Carried unanimously.

Old Business

None.

Respectfully Submitted,



Coordinator's Report

Kennon continues to work on EMPG compliance. The fiscal year for EMPG used to end in September, but now it is June. Kennon will fulfill training requirements by attending an IMWCA (Worker's Comp) conference this week and the U of O Conference in May. He will receive credit for exercise for hosting a State facilitated TTX last week and he will attend a Public Health Area 4 TTX in Oakland next month.

Kennon has been working on a grant application for a Mult-Jurisdictional Hazard Mitigation Plan for Cass County due in 2027.

Finally, Kennon is working to wrap up the Rural First-Aid Project by the end of June. Erik Johnson needs to spend remaining reimbursable grant funds. EMA is the pass-through account for this project.

No public comments or concerns.

Steve Green: Motion to adjourn at 6:56 PM.

Kirt Underwood: Second.

Respectfully Submitted

A handwritten signature in black ink, appearing to read "Kirt Underwood", is written over a horizontal line.

Sign-In Sheet

DATE: April 22, 2025

LOCATION: Cass County Courthouse

[illegible]

Cass County Emergency Management Commission

Plan Adoption Document

We hereby certify that the attached/enclosed plans, portions of plans, Emergency Support Functions (ESF) or Recovery Support Functions (RSF) to the county emergency operations plan have been approved and adopted by the members of the county or joint emergency management commission.

Plans or ESFs Adopted:

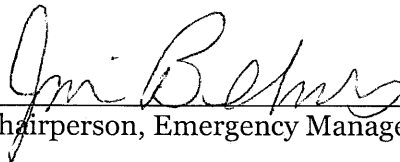
ESF-1 Transportation 4-22-2025

ESF-3 Public Works 4-22-2025

ESF-7 Logistics 4-22-2025

ESF-10 Hazardous Materials 4-22-2025

RSF-3 Recovery Plan 4-22-2025



Chairperson, Emergency Management Commission

4-22-25
Date



Coordinator, Emergency Management Agency

4-22-2025
Date