

**DES MOINES COUNTY**  
**EMERGENCY MANAGEMENT COMMISSION**  
Meeting Minutes, Meeting Number #22-01 FINAL  
Thursday, January 27, 2022

EM Commission Members:

X	Kevin Glendening	Sheriff
X	Chad McCune	Sheriff - Alternate
E	Mayor Jon Billups	Burlington
	Mayor Pro-Tem Lynda Graham-Murray	Burlington - Alternate
X	Mayor Jerry Strause	Danville
	Mayor Pro-Tem Stefanee Heater	Danville – Alternate
E	Council Member Troy Garrison	Mediapolis
X	Firefighter Ray Wilson	Mediapolis – Alternate
	Mayor Eric Gerst	Middletown
	Council Member Orrin Asmus	Middletown – Alternate
	Mayor Ron Teater	West Burlington
	City Administrator Gregg Mandsager	West Burlington-Alternate
X	BOS Member Tom Broeker	Board of Supervisors
	BOS Vice Chair Shane McCampbell	Board of Supervisors

Staff:

X	Shanna Krogmeier	DESCOM Director
X	Gina Hardin	EMA Coordinator

I. Opening Protocol

- A. *Call to Order* at 5:02 PM by Vice Chair Kevin Glendening
- B. *Election of 2022 Officers* – Discussion/Action
  - Chair: Sheriff Glendening move to nominate Tom Broeker as Chair. The motion was seconded by Mayor Strause and the motion carried unanimously.
  - Vice Chair: Supervisor Broeker moved to nominate Kevin Glendening as Vice Chair. The motion was seconded by Mayor Strause and the motion carried unanimously.
- C. *Approval of Agenda* – Discussion/Action  
Motion by Mayor Strause to approve the draft agenda with a “Public Comment” line item added as item III C. The motion was seconded by Sheriff Glendening and the motion carried unanimously.
- D. *Consideration of Minutes from February 21, 2021, Meeting #20-01* – Discussion/Action  
Motion by Sheriff Glendening to approve the minutes. The motion was seconded by Mayor Strause and the motion carried unanimously.

II. Old Business

- A. *Other*: None.

### III. New Business - DESCOM

#### A. *Director's Report* – Discussion/Action

- Director Krogmeier presented information on the history of DESCOM and its funding structure, technology upgrades, staffing, training held and commented that the collective bargaining meeting was held today.

#### B. *2022-2023 Proposed Budget DESCOM* – Discussion/Action

- The current budget proposal was drafted before union contract negotiations were completed (negotiations still in process). Longevity changes are still possible.
- Costs may still change based upon the contract negotiations and adoption of the county handbook (versus having a specific contract).
- Proposal includes a 3% and a 5% salary increase.
- Proposed budget is down slightly from last year as Mary is gone.
- Health care costs will be adjusted (down about 4.5% from last year).
- Discussion was held on adding a new full-time position.
- Supervisor Broeker noted that the AFSCME contract was approved at 3.75% for 2023, 3.25% for 2024, and 3.25% for 2025.
- EM Commission members requested in the future to receive the proposed budget in advance to review along with a comparison of costs of line items in previous years.

#### C. *Public Comment*. Several people stood for public comment.

- Former West Burlington Police Chief Frank Newberry commented about the history, pay of dispatch, and technology changes at dispatch and in departments/cars.
- Jason Webster from the Burlington Police Department noted that DESCOM is extremely busy and needs three dispatchers on duty during busy times of the day.
- Mel Smith from the Burlington Police Department commented on department morale.
- Sheriff Glendening, Supervisor Broeker and Administrator Krogmeier commented and shared observations on today's union negotiations.
- Administrator Krogmeier commented on increase of services provided through advanced technology to emergency responders.
- Mayor Strause noted that all the EM Commission members were not invited to negotiations. Supervisor Broeker stated that all members should be invited. Sheriff Glendening noted that the DESCOM Advisory Board has representatives from each entity and these reps need to share with the Control Board (aka EM Commission) members the Advisory Board activities.

Mayor Strause moved to adopt the budget line with the new employee and approve a 3% increase in the staff salaries and with adjustments to other salary related line items, longevity changes, and health insurance costs. Motion was seconded by Sheriff Glendening and the motion carried unanimously. Director Krogmeier is going to revise the budget with a 4%

salary increase as the max for budget publication purposes. She will send it to the EM Commission members and provide Coordinator Hardin with the revised amount to be included in the EM Commission's budget publication.

IV. New Business - EMA

- A. *County-Wide Warning Siren Project Option* – Discussion/Action  
Coordinator Hardin noted that Iowa Homeland Security and Emergency Management Division (HSEMD) has had success with funding countywide tornado siren projects. HSEMD would like one entity (county) to sponsor the project administratively and collect the match from participating jurisdictions. The amount of the local match is 15% of project. She indicated that she wanted to make the EM Commission aware of this in the event it is something that they would be interested in looking further into. It was noted that a needs assessment should be done and identify where the sirens would need to be placed and how much area would they cover. Burlington, Middletown, possibly West Burlington, and some “larger” populations of the rural area would most likely be the primary target for new sirens. It was decided unless the city of Burlington was interested, the Commission would not proceed with a project.
- B. *Required Policies Needed* – Discussion/Action  
Coordinator Hardin noted that some of the grants (EMPG & HMEP) the EM Commission receives requires the Commission to have certain policies in-place. The Commission has some of the policies already and the County has some. Since the Commission has not officially adopted the County policies, the Commission does not have the policies required for the grants. After discussion, Mayor Strause moved to have the Commission adopt the County policies and look at adopting the county personnel handbook at a later date. The motion was seconded by Sheriff Glendening and the motion carried unanimously.
- C. *County Conservation Building* – Discussion/Action  
Coordinator Hardin noted the current building would/may be empty in early 2024 if Conservation moves their office to Big Hollow and she was asked if the EMA office would like to move into it. It would mean additional utilities for the county since Conservation currently pays these fees. It was noted that the parking lot would need to be redone in the future (possibly made smaller) and that the building is serviced by a sewer/lagoon, and these items may need to be addressed in the future. No action was taken.
- D. *Resolution #2022-01 Naming The Hawkeye As Official Newspaper* – Discussion/Action

Motion by Sheriff Glendening to approve the resolution. The motion was seconded by Mayor Strause. Roll-call vote was taken and carried unanimously.

E. *2021-2022 Proposed Budget Amendment Emergency Management – Discussion/Action*

Hardin is asking for a \$34,530 amendment to the current year budget for three grants the EM Commission has received minus the amount already budgeted for grants. Mayor Strause moved to approve the amendment for publication. The motion was seconded by Sheriff Glendening and carried unanimously.

F. *2022-2023 Proposed Budget Emergency Management – Discussion/Action*

Coordinator Hardin noted that the proposed EM Commission budget does not have any increase in tax asking from the County from the Emergency Management Agency. The salary increase proposed is 3% and it, along with the salary related line items and health insurance, are the only changes from the previous year's budget. Mayor Strause moved to approve the proposed budget for publication with an adjustment to the health insurance line item. The motion was seconded by Sheriff Glendening and the motion carried unanimously.

G. *Other: None.*

IV. Adjournment Procedures

A. *Items for next meeting agenda*

- a. Public Hearing and Consideration of Proposed EMC 2021-2022 Budget Amendment
- b. Public Hearing and Consideration of Proposed EMC 2022-2023 Budget
- c. Employee handbook.

B. *Next meeting date – Thursday, February 24, 2021, 5:00 PM*

C. *Adjourn.*

Motion to adjourn the meeting was made by Mayor Strause. The motion was seconded by Sheriff Glendening. Meeting adjourned at 7:12 PM.

Respectfully submitted,  
Gina Hardin