

**DES MOINES COUNTY
EMERGENCY MANAGEMENT COMMISSION**

Meeting Minutes (Meeting Number #15-01)

Thursday, January 8, 2015

Present:

X	Mayor Hans Trousil, Chair	West Burlington
X	Sheriff Mike Johnstone, Vice Chair	Sheriff
	Mayor Shane McCampbell	Burlington
	Mayor Trent Henkelvig	Danville
X	Councilperson Gina Riherd	Mediapolis
X	Firefighter Ray Wilson	Mediapolis (Alternate Rep)
	Mayor Eric Gerst	Middletown
X	Member Tom Broeker	Board of Supervisors

I. Opening Protocol

- A. *Call to Order* by Chair Trousil at 4:04 PM.
- B. *Election of 2015 Officers.* Sheriff Johnstone moved that the officers remain the same with Mayor Trousil as Chair and Sheriff Johnstone as Vice Chair. It was commented by all that Mayor Trousil provides good leadership to the Commission and Agency. The motion was seconded by Supervisor Broeker and carried unanimously.
- C. *Approval of Agenda.* Sheriff Johnstone moved to approve the agenda. The motion was seconded by Supervisor Broeker and carried unanimously.
- D. *Consideration of Minutes from September 11, 2014, Meeting #14-03.* A motion was made by Sheriff Johnstone to approve the minutes. The motion was seconded by Councilperson Riherd and carried unanimously.

II. Old Business

- A. None.

III. New Business

- A. *Hazard Mitigation Planning Process Update.* The Planning Committee meetings will start the end of this month and will be held for five months. A committee has been identified and the Southeast Iowa Regional Planning Commission is making contact with the individuals to see if they will serve. The goal is to have all of the local grant match come from in-kind services, specifically the hours of attendance for meetings by attendees. The plan is to complete the first draft by the end of May, send it to FEMA in late June/early July, and have agencies approve in August/September.
- B. *Agreements.*
 - a. *Alert Iowa*
 - b. *IPAWS (Integrated Public Alert and Warning System)*
Hardin presented two agreements for consideration, both which involve the ability for us to provide warning systems for the public. Alert Iowa is a

program funded by the State of Iowa which allows us to provide emergency notifications to individuals who have land lines or register their cell phone with the system (a reverse 911 system). IPAWS allows us to send messages through the federal system to all cell phones and other compliant devices within the area whether they are registered with us or not. The goal is to have the systems up and running by September 2015 for National Preparedness Month. Supervisor Broeker moved that Hardin and Johnny Platt, DesCom Director, be the two representatives listed on the applications and to approve both applications. The motion was seconded by Sheriff Johnstone and carried unanimously.

- C. *Integrated Emergency Management Course (IEMC)*. Hardin is applying to have representatives from Des Moines County attend this free course in Emmitsburg, Maryland at FEMA's Emergency Management Institute (EMI) campus. She is in the process of having the Board of Supervisors sign an application letter and obtaining letters of support from other agencies and departments to attach to the application. The application is due next week and it will be approximately March before we know if we are chosen to attend.
- D. *Coordinator Performance Review (10/01/13 to 9/30/14)*. Mayor Trousil presented a written performance review and noted Hardin has done an excellent job once again. Sheriff Johnstone echoed those comments. Supervisor Broeker commented on Hardin being out of town during the flood response in July. Representative Wilson noted the outstanding communication provided by Hardin and the value of her participation in local emergency responder meetings.
- E. *2015-2016 Proposed Budget*. Hardin presented the proposed budget.
 - a. *Income*: She noted that there was a change on the income side versus what was emailed prior to this meeting. The EMPG 2014 came in \$10,384 more than expected at \$35,974, thereby increasing carryover to \$52,113. Hardin only expects to receive one grant next year versus the others received this year.
 - b. *Expenses*: Salary increases of 3% proposed, group insurance increase of 10% (expectation is between 5.5-9.3% increase). Grants (pass-through) received this current year will cause the need for an amendment in the amount of \$47,000. Only other change is a request for new furniture for her Assistant when the office carpet is replaced. Hardin asked if the meals for attendees of the IEMC (\$125 per person for the week) could be added to the budget at \$3,000.

Discussion followed with a motion by Supervisor Broeker to decrease salary increases to 1%. The motion died for lack of a second. A motion was made by Supervisor Broeker to approve a 2% salary increase. The motion was seconded by Sheriff Johnstone and carried unanimously.

A question was raised regarding the Commission's policy on paying for meals while in town and meeting with other local officials. There is no policy and Hardin will draft one for consideration at the February meeting.

A motion was made by Supervisor Broeker to set the public hearing date on the proposed budget, with the changes, noted for Thursday, February 12, 2015 at 4:00 PM. The motion was second by Councilperson Riherd and carried unanimously.

F. *Other.* None.

IV. Adjournment Procedures

A. *Items for next meeting agenda*

- a. Public Hearing and Consideration of Proposed 2015-2016 Budget
- b. Public Hearing and Consideration of Proposed 2014-2015 Budget Amendment
- c. Subsistence Policy Draft

B. *Next meeting date* – February 12, 2015, 4:00 PM

C. *Adjourn.* Motion by Sheriff Johnstone to adjourn the meeting. The motion was seconded by Councilperson Riherd and meeting was adjourned at 4:53 PM.

Respectfully submitted,
Gina M. Hardin, Coordinator