

**DES MOINES COUNTY  
EMERGENCY MANAGEMENT COMMISSION**

Minutes of February 12, 2015  
Meeting Number #15-02

Present:

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

- I. Public Budget Hearing for 2015-2016 Budget – 4:00 PM
- A. *Call to order* by Chair Trousil at 4:13 PM.
  - B. *Public comments.* No public was present and no written comments were received.
  - C. *Close Public Hearing.* A motion was made to close the public hearing by Supervisor Broeker. The motion was seconded by Mayor McCampbell and carried unanimously.
- II. Public Budget Hearing for 2014-2015 Budget Amendment – 4:00 PM
- A. *Call to order* by Chair Trousil at 4:14 PM.
  - B. *Public comments.* No public was present and no written comments were received.
  - C. *Close Public Hearing.* A motion was made to close the public hearing by Supervisor Broeker. The motion was seconded by Mayor McCampbell and carried unanimously.
- III. Opening Protocol
- A. *Call to Order.* The regular meeting was called to order at 4:14 PM by Chair Trousil.
  - B. *Approval of Agenda.* A motion was made by Supervisor Broeker to approve the agenda. The motion was seconded by Mayor McCampbell and carried unanimously.
  - C. *Consideration of Minutes from January 8, 2015, Meeting #15-01.* A motion was made by Supervisor Broeker to approve the minutes. The motion was seconded by Mayor McCampbell and carried unanimously.

IV. Old Business

- A. *Proposed 2015-2016 Budget.* Changes were made from last month's meeting to reduce the salary increase to 2% and adding the \$3,000 for meals for the Integrated Emergency Management Course (IEMC). A motion was made by Supervisor Broeker to approve the proposed budget as published. The motion was seconded by Mayor McCampbell and carried unanimously with Firefighter Wilson as a non-elected official abstaining.
- B. *Proposed 2014-2015 Budget Amendment.* A motion was made by Supervisor Broeker to approve the budget amendment as published. The motion was seconded by Mayor McCampbell and carried unanimously with Firefighter Wilson as a non-elected official abstaining.
- C. *Other.* None

V. New Business

A. *Policies*

- a. *Procurement Policy and Procedure.* The Commission is now required to have a policy that meets the Code of Federal Regulations (CFR), Title 2 Grants and Agreements, Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in order to receive federal grants beginning for grants awarded in 2015 and/or 2016. ([http://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1&rgn=div5#\\_top](http://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1&rgn=div5#_top) ). A motion was made by Supervisor Broeker to approve the draft policy as presented. The motion was seconded by Mayor McCampbell and carried unanimously.
- b. *Travel and Expense Reimbursement/Authorization Policy.* Hardin took five example policies from other EM Commissions and cities to draft this proposed policy. A motion was made by Supervisor Broeker to approve the draft policy as presented. The motion was seconded by Mayor McCampbell and carried unanimously.

B. *Other.* None.

VI. Adjournment Procedures

- A. *Items for next meeting agenda* will be determined as needed.
- B. *Next meeting date* – Will be scheduled as needed.
- C. *Adjourn.* A motion was made by Mayor McCampbell to adjourn the meeting. The motion was seconded by Supervisor Broeker and carried unanimously. Meeting adjourned at 4:23 PM.

Respectfully submitted,  
Gina M. Hardin, Coordinator