

**DES MOINES COUNTY
EMERGENCY MANAGEMENT COMMISSION**

Meeting Minutes #16-04
Thursday, September 22, 2016

Present:

X	Mayor Hans Trousil, Chair	West Burlington
	Sheriff Mike Johnstone, Vice Chair	Sheriff
	Mayor Shane McCampbell	Burlington
	Mayor LeRoy Lippert	Danville
X	Councilperson Jim Spence	Mediapolis
X	Firefighter Ray Wilson	Mediapolis (alternate rep)
	Mayor Doug Coyle	Middletown
X	Member Tom Broeker	Board of Supervisors

I. Opening Protocol

- A. *Call to Order.* Meeting was called to order at 6:06 PM by Chair Trousil.
- B. *Approval of Agenda.* Supervisor Broeker moved to approve the agenda. The motion was seconded by Councilman Spence and the motion carried unanimously.
- C. *Consideration of Minutes from July 28, 2016, Meeting #16-04.* Supervisor Broeker moved to approve the minutes. The motion was seconded by Councilman Spence and the motion carried unanimously.

II. Old Business

- A. *IEMC Lessons Learned/Improvement Action Plan.* Discussion followed on identifying a county Public Information Officer (PIO). Coordinator Hardin will contact Matt Warner to see if he would serve in this role for the Commission. Each city/entity should appoint a PIO for their city/entity. Hardin noted that PIO courses are scheduled to be held in Iowa in the next year or so, along with the courses at Emergency Management Institute (EMI). There was no other discussion on other potential projects.
- B. *Volunteer Coordinator/Administrative Assistant Proposal.* Coordinator Hardin distributed a fact sheet with the proposal. The proposal included duties of the position along with a listing of EMA staff projects. The funding would come from reserve/Emergency Management Performance Grant (EMPG) from the previous year. The goal is to have the person start in January. She was given permission to move forward with advertising this position but to also request the opinion of those Commission members who are not present at this meeting.
- C. *Other.* None.

III. New Business

- A. *New Identification Card/Credential.* The emergency response community is switching from its current accountability card system to the Salamander

credentialing system. It is recommended that all city/county elected officials and employees have these cards issued to their employees. The system has the ability to “track” those on the emergency scene, in the EOC, or at meetings. Councilman Spence asked for additional information/fact sheet that he can share with his city council and Mayor Trousil asked Hardin to attend a city council meeting and discuss.

B. *Other.* None

IV. Adjournment Procedures

A. *Items for next meeting agenda*

- To be determined

B. *Next meeting date* – Will be scheduled as needed.

C. *Adjourn.* Councilman Spence moved to adjourn the meeting. The motion was seconded by Supervisor Broeker and the meeting adjourned at 6:38 PM.

Respectfully submitted,
Gina M. Hardin, Coordinator