

**DES MOINES COUNTY  
EMERGENCY MANAGEMENT COMMISSION**

Meeting Minutes, Meeting Number #19-01

Thursday, January 17, 2019

Commission Members Present:

X	Mayor Hans Trousil (Chair)	West Burlington
X	Sheriff Mike Johnstone (Vice Chair)	Sheriff
X	Mayor Shane McCampbell	Burlington
X	Mayor Jerry Strause	Danville
X	Council member Troy Garrison	Mediapolis
X	Firefighter Ray Wilson	Mediapolis (Alternate Rep)
	Mayor Eric Gerst	Middletown
X	Chair Tom Broeker	Board of Supervisors

I. Opening Protocol

- A. **Call to Order.** The meeting was called to order by Chair Trousil at 5:30 PM. Janet Charbonneau, Assistant Coordinator, was introduced to all the members present.
- B. **Election of 2019 Officers.** The current officers are Hans Trousil, Chair and Mike Johnstone, Vice Chair. Supervisor Broeker moved that the officers remain the same for 2019. The motion was seconded by Mayor McCampbell and carried unanimously.
- C. **Approval of Agenda.** Mayor Strause moved to approve the agenda. The motion was seconded by Supervisor Broeker and carried unanimously.
- D. **Consideration of Minutes from February 8, 2018, Meeting #18-02.** Mayor Strause moved to approve the minutes. The motion was seconded by Councilman Garrison and carried unanimously.

II. Old Business

- A. None.

III. New Business

- A. **Non-Federal Entity Procurement Plan.** Coordinator Hardin had sent out a copy of the plan for Commission members to review. This Plan is a requirement by the Iowa Department of Homeland Security and Emergency Management (HSEMD) since we receive federal grants through them. It is due to be submitted by January 25, 2019. Hardin noted that the draft is based on a plan example provided by the Grant Compliance officer at HSEMD. Sheriff Johnstone moved to approve the Plan. The motion was seconded by Mayor McCampbell and carried unanimously.
- B. **Employee Handbook.** Coordinator Hardin noted that on May 5, 2018 during an Iowa Community Assurance Pool (ICAP) Loss Control Visit, the development of this handbook was recommended. The County does not have an employee handbook that the Commission could adopt. The draft provided

is one is based upon a document created by Chris Lee, Conservation Director and the former County Human Resources (HR) Director. Coordinator Hardin noted that the county currently does not have an HR Director so this has not been reviewed by an HR person. After discussion it was recommended that the draft be sent to ICAP for their review and bring back to the next meeting for the Commission to review.

- C. **2019-2020 Proposed Budget.** Coordinator Hardin noted that no budget amendment for the current year is needed.

In summary the proposed budget includes expenses:

- 2.4% salary increase for all staff.
- Volunteer Coordinator 50 cents/hour step increase.
- Assistant Coordinator increase to 28 hours per week.
- Group insurance estimated 12% increase.
- HMEP Grant award. Since Hardin knew the grant award amount for next year the award amount was included in the proposed budget (we have to pay expenses and submit for reimbursement through HSEMD).

Income:

- The expectation is the EMPG amount will not change (it is an annual congressional appropriation).
- Increase request from county for only the salary increase.
- (Expected) Reserve amount is getting very low at \$11,141.
- The CERTeam is doing fund raisers for future projects and conference attendance.

After discussion Hardin was asked to revise the budget with the Assistant Coordinator hours at 24 per week versus the 28 hours proposed. Discussion was also held on the hazmat contract and if it needs to be renewed.

Sheriff Johnstone moved to publish the proposed budget with the adjustment of the Assistant position to 24 hours per week. The motion was seconded by Mayor Strause and carried unanimously.

IV. Adjournment Procedures

- A. **Items for next meeting agenda**
- a. Employee Handbook
  - b. Public Hearing and Consideration of Proposed 2019-2020 Budget
- B. **Next meeting date** – February 21, 2019, 5:30 PM
- C. **Adjournment.** Mayor Strause moved to adjourn the meeting. The motion was seconded by Councilman Garrison and the meeting adjourned at 6:06 PM.

Respectfully submitted,  
Gina M. Hardin, Coordinator