

**DES MOINES COUNTY
EMERGENCY MANAGEMENT COMMISSION**

Meeting Minutes, Meeting Number #22-02

Thursday, February 24, 2022

EM Commission Members:

X	BOS Member Tom Broeker (EMC Chair)	Board of Supervisors
--	BOS Vice Chair Shane McCampbell	Board of Supervisors
X	Sheriff Kevin Glendening (EMC Vice Chair)	Sheriff
--	Chief Deputy Chad McCune	Sheriff - Alternate
X	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
X	Mayor Ron Teater	West Burlington
--	City Administrator Gregg Mandsager	West Burlington-Alternate

Staff:

X	Shanna Krogmeier	DESCOM Director
X	Gina Hardin	EMA Coordinator

Also present: Matt Trexel, Chief, Burlington Fire Department, and general public.

I. Opening Protocol

- A. *Call to Order.* The meeting was called to order at 5:00 PM by Chair Broeker.
- B. *Approval of Agenda.* Mayor Strause moved to approve the agenda. The motion was seconded by Sheriff Glendening. The motion carried unanimously.
- C. *Consideration of Minutes from January 27, 2022, Meeting #22-01.* Sheriff Glendening moved to approve the minutes. The motion was seconded by Mayor Strause. The motion carried unanimously.

II. Public Budget Amendment Hearing for 2021-2022 Budget – 5:00 PM

- A. *Call to order.* Sheriff Glendening moved to open the public hearing. The motion was seconded by Mayor Strause. The motion carried unanimously. Hardin noted that the amendment was published on 2/10/2022 per her email correspondence with *The Hawk Eye*.
- B. *Public Comment.* None received and none from those present.
- C. *Close Public Hearing.* Sheriff Glendening moved to close the public hearing. The motion was seconded by Mayor Strause. The motion carried unanimously.

- III. Public Budget Hearing for 2022-2023 Budget – 5:00 PM
- A. *Call to order.* Mayor Strause moved to open the public hearing. The motion was seconded by Sheriff Glendening. The motion carried unanimously. Hardin noted that the amendment was published on 2/11/2022 per the proof of publication.
- B. *Public Comment.* None received and none from those present.
- C. *Close Public Hearing.* Sheriff Glendening moved to close the public hearing. The motion was seconded by Mayor Strause. The motion carried unanimously.
- IV. Old Business - DESCOM
- A. *Other:*
- *Radio Outage.* Director Krogmeier commented on a recent radio outage that involved the Burlington Police Department radios, and she was working with Sgt. John Stirn from that department to fix the problem.
 - *Public comment* was held with six people speaking regarding the DESCOM union contract versus the proposed handbook, importance of DESCOM, and the great job that they do in their role of public service.
 - Director Krogmeier was asked to improve the level of communications with all the Commission members.
- V. Old Business - EMA
- A. *Employee Handbook.* Coordinator Hardin noted that she is still reviewing the proposed County Handbook for the required documents/language needed for state issued grants. She is working with Chair Broecker on what is needed.
- B. *Other.* None.
- VI. New Business- DESCOM
- A. *Amended Lease with Southeast Iowa Regional Medical Center (SEIRMC)*
Director Krogmeier noted that the lease was for \$1.00 per year and this agreement is just a name change to the facility (from Great River Health Systems) and will be effective March 1, 2022. She said that almost yearly this agreement has small changes made to it. Mayor Strause moved to give the Commission Chair the authority to sign the lease now and in the future. The motion was seconded by Sheriff Glendening. The motion carried unanimously.
- B. *Other.* None.
- VII. New Business - EMA
- A. *2021-2022 Proposed Budget Amendment.* Mayor Strause moved to approve the budget amendment. The motion was seconded by Sheriff Glendening. The motion carried unanimously.

- B. *2022-2023 Proposed Budget.* Chair Broeker noted that the line item for DESCOM should be reduced by \$1,199.00 amount due to an incorrect amount in the lease agreement line on the proposed budget. Director Krogmeier will make the change and send the updated budget out to the Commission membership tomorrow. Coordinator Hardin will make the change to the state budget forms and have Supervisor Broeker sign the appropriate form. Sheriff Glendening moved to approve the budget with the correction on the lease amount. The motion was seconded by Mayor Strause. The motion carried unanimously.
- C. *Public Comment.* None.
- D. *Other.* None.

VIII. Adjournment Procedures

- A. *Items for next meeting agenda*
 - a. Employee Handbook
 - b. Written Policies for Grants
 - c. DESCOM Union Agreement
- B. *Next meeting date* – To be determined. It was noted that once the DESCOM union agreement is finalized the Commission will need to meet within 10 to 14 calendar days to approve the agreement after the union approves it.
- E. *Adjourn.* Sheriff Glendening moved to adjourn the meeting. The motion was seconded by Mayor Strause. The motion carried unanimously. Meeting adjourned at 5:36 PM.

Respectfully submitted,
Gina Hardin, Coordinator