

**DES MOINES COUNTY
EMERGENCY MANAGEMENT COMMISSION**

Meeting Minutes, Meeting Number #22-03

Thursday, April 7, 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
X	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
X	Council Member Troy Garrison	Mediapolis
E	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: DESCOM Advisory Board members.

I. Opening Protocol

- A. *Call to Order* at 6:00 PM by Chair Broeker.
- B. *Approval of Agenda.* A motion to approve the agenda was made by Mayor Strause. The motion was seconded by Mayor Billups and the motion carried unanimously.
- C. *Consideration of Minutes from February 24, 2022, Meeting #22-02.* A motion was made by Council member Garrison to approve the minutes. The motion was seconded by Mayor Strause and the motion carried unanimously.

II. Old Business - DESCOM

- None.

III. Old Business - EMA

- None.

IV. New Business- DESCOM

- A. *Discussion of DESCOM purchasing policy*

Chair Broeker noted that DESCOM has received some donations of gift cards/checks specifically designated for National Telecommunicators Week, which is next week. There was some concern over the appropriateness of this being given to/done for public employees, how the IRS and other rules apply, and what the State Auditor would report.

Director Krogmeier noted that donations have been solicited for this week by members of DESCOM on his/her own time for several years and that food has also been donated. This year a local company wrote a check to DESCOM for \$1,000. She had planned to use this to purchase items such as logoed water bottles or shirts for the staff under the miscellaneous items in her budget. It was noted that for these items to be non-taxable for the employee, they must have a “public” purpose (i.e., identification purposes for meetings, etc. and worn outside of the office).

It was suggested that when something out of the ordinary like this comes up in the future that Director Krogmeier let the Commission (aka Control Board) members know this is happening.

Sheriff Glendening and the entire Commission noted that they appreciate what Director Krogmeier and her team do. However, budget items are the Commission’s responsibility, and they are just asking for openness on these requests. Director Krogmeier noted that she is getting used to the new process. Chair Broeker directed her to contact Sheriff Glendening or himself specifically with any questions regarding the budget.

B. Other:

- *Budget.*
 - a. Sheriff Glendening noted that there was some concern by the Control Board of a bill that was received by the 911 Board that was not planned for. Better communication between the Director and the Commission/Control, Advisory, and 911 Boards was encouraged.
 - b. Mayor Billups noted that the Commission may need to get purchasing/budget policies in place. Process and expectations have changed since the Commission has taken over the budgeting process.
 - c. Claims – Discussion was held on the need to have an officer of the Commission sign the claims/bills before they are paid (similar to how EMA does it). Sheriff Glendening moved to have all future claims signed by the Commission Chair or Vice Chair (or another Commissioner in his/her absence) prior to submission to the Auditor’s Office for payment. The motion was seconded by Mayor Strause and carried unanimously.
- *Personnel Evaluation.* A motion was made by Sheriff Glendening to ask the DESCOM Advisory Board to complete an evaluation of Director Krogmeier. Council person Garrison seconded the motion and it carried unanimously.

- *Collective Bargaining Meeting.* Director Krogmeier noted that the union will be meeting for negotiations on Monday, April 25, 2022, at 5:00 PM at the West Burlington City Hall. Once the negotiations are complete, the Commission will need to meet to consider/approve the union contract. (If an agreement is reached on April 25th, the Commission will need to approve it by May 5th. However, the union and Commission can agree to extend those time limits).

V. New Business - EMA

- None.

VI. Public Input

- None.

VII. Adjournment Procedures

- A. *Items for next meeting agenda*
 - a. Employee Handbook
 - b. Written Policies for Grants
 - c. DESCOM Contract
- B. *Next meeting date* – To be determined (possibly during the first two weeks of May)
- C. *Adjourn.* Mayor Teater moved to adjourn the meeting. The motion was seconded by Sheriff Glendening and the meeting adjourned at 6:31 PM.

Respectfully submitted,
Gina M. Hardin