

**DES MOINES COUNTY
EMERGENCY MANAGEMENT COMMISSION**

Meeting Minutes, Meeting Number #22-06

Thursday, November 3, 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
	Council Member Stefanee Heater	Danville – Alternate
X	Council Member Troy Garrison	Mediapolis
X	Firefighter Ray Wilson	Mediapolis – Alternate
	Mayor Eric Gerst	Middletown
	Council Member Orrin Asmus	Middletown – Alternate
	Mayor Ron Teater	West Burlington
	City Administrator Gregg Mandsager	West Burlington-Alternate
X	Gina Hardin, Coordinator	EMA
X	Shanna Krogmeier, Director	DESCOM

I. Opening Protocol

- A. *Call to Order.* The meeting was called to order at 5:31 PM by Chair Broeker.
- B. *Approval of Agenda.* Mayor Strause moved approve the agenda. The motion was seconded by Sheriff Glendening and carried unanimously.
- C. *Consideration of Minutes from July 28, 2022, Meeting #22-05.* Council member Garrison moved to approve the minutes. The motion was seconded by Sheriff Glendening and carried unanimously.

II. Old Business - DESCOM

- A. *Other.* None.

III. Old Business - EMA

- A. *Other.* None.

IV. New Business- DESCOM

- A. *Consideration for Adoption of County Personnel Manual (dated 9/27/2022).* Mayor Strause asked about the status of the contract and how it played into the manual. Sheriff Glendening noted that the contract covers some items and takes precedence along with the current internal policies. Supervisor Broeker noted that the county has four contracts, and most have abbreviated contracts with items outside of the handbook.

Mayor Billups noted that he is not in favor of this as a contract and there are Standard Operating Procedures (SOPs) in-place due to DESCOM being formed under a 28E Agreement. He prefers updating operating procedures. Supervisor Broeker noted each county department has different procedures that override the handbook. Mayor Billups noted that this proposed Handbook has not been before the DESCOM Advisory Board. West Burlington Fire Chief Shaun Ryan does not feel that this applies to DESCOM as they are not a county department, and it should be a discussion between the Advisory and Control Boards. He does feel non-county departments can adopt the county manual. Sheriff Glendening and Chief Ryan feel that DESCOM needs policies for spending, travel, donations, etc. Supervisor Broeker reviewed the minutes from April regarding budget policies. Director Krogmeier emailed the DESCOM SOP earlier this afternoon. Supervisor Broeker is concerned about the Director making “policy” decisions. Mayor Billups wants a DESCOM manual. He doesn’t want the line blurred as to what DESCOM is (formed by a 28E and is not a county department). He is suggested that we review the SOP that is in-place. Sheriff Glendening says he is comfortable with the personnel manual. Supervisor Broeker noted that this board (control board) sets policy. Chief Ryan is more comfortable with wording that says “DESCOM” and using the County handbook as a template. Sheriff Glendening suggested sections that conflict with the DESCOM SOP could be pulled out.

A motion was made to not adopt the Des Moines County Handbook by Council Member Garrison. The motion was seconded by Sheriff Glendening and carried unanimously. Director Krogmeier was asked to put together a draft SOP, have the Advisory Board review it, and have an attorney look at it. She also noted that she has a personnel manual that developed but it was not approved, and she will review it also. She was asked to have it ready in the next few months.

B. *Other.* None.

V. New Business - EMA

A. *Consideration for Adoption of County Personnel Manual (dated 9/27/2022).* Chair Broeker noted that the EM Commission has operated differently than the county in the past. He suggested that the Coordinator be paid longevity and pay the same amount for premium for health insurance coverage (7%) as the other county employees. A motion was made to move this item behind item D on the agenda by Chair Broeker. The motion was seconded by Sheriff Glendening and the motion carried unanimously.

B. *Resolution No. 2022-02 – A Resolution Adopting Des Moines County Policies and Noted Additions.* Coordinator Hardin explained that these policies are required for the EM Commission to receive federal grants through the Iowa Department of Homeland Security and Emergency Management. Mayor Strause moved to approve the Resolution 2022-02.

The motion was seconded by Firefighter Wilson, and it carried unanimously.

- C. *Consideration for Adoption of Office Standard Operation Guidelines (SOG)*. Coordinator Hardin explained that this is also a requirement to receive federal grants. She also put it together as a guide to assist anyone who came in to take her place in the event she is unavailable. Mayor Strause moved to approve the SOG. The motion was seconded by Mayor Billups, and the motion carried unanimously. Hardin noted that this will be a living document.
- D. *Budget Considerations for 2022-2023*. Discussion was held on the need to budget for the future retirement of Coordinator Hardin (currently set for March 28, 2024, but her last day in the office will be the middle of February with the balance of time as vacation). She noted that the minimum position qualifications are outlined in Iowa Code Chapter 29C. It was agreed to advertise for the position in July, make an offer the first of October, with a start date of around November 1, 2023 (other departments have used 3-4 months' time frame for the hiring process). She was instructed to budget for the same salary and benefits as she currently receives.

A motion was made by Sheriff Glendening to adopt the Personnel Manual, noting Coordinator Hardin would pay the 7% premium for her health insurance coverage and in exchange she would receive the appropriate amount of longevity effective the beginning of next fiscal year. The current policies and procedures of the Commission will continue to override the handbook. The changes will apply to the new Coordinator. The motion was seconded by Mayor Strause and carried unanimously.

- E. *Other*. None.

VI. Public Input. None.

VII. Adjournment Procedures

- A. *Items for next meeting agenda*
 - a. DESCOM SOP/Personnel Manual
 - b. 2023-2024 Budget Proposal
 - c. 2022-2023 Budget Amendment, if required
- B. *Next meeting date* – To be determined
- C. *Adjourn*. A motion to adjourn the meeting was made by Mayor Strause. The motion was seconded by Firefighter Wilson and meeting was adjourned at 6:35 PM.

Respectfully submitted,
Gina Hardin