

**Warren County Emergency Management Commission
Meeting Minutes**

April 9, 2013 at 17:30 hours
Warren County Board Room

Meeting Called to Order

Commission Chair Sheriff Vos called meeting to order at 17:36 hrs.

Roll Call and Introductions

Spring Hill, Des Moines, Cumming, St Marys', Milo, WC Sheriff, Indianola, Carlisle, New Virginia, Lacona, Warren County Board of Supervisor.

No Public present.

Review Agenda

Commission reviewed Agenda and a motion to approve agenda made by Mayor Bresnan and Seconded by Mayor Ballard Motion passed with a voice vote of all Ayes.

Review March Commission minutes

Commission reviewed previous commission meeting minutes. Motion made by Mayor Bresnan to approve previous commission meeting minutes and seconded the motion by Mayor Hitsman. Motion passed with a voice vote of ayes.

Review Current Commission Budget

Mahala presented the March 2013 Expenditures. Mahala stated that we had to send out the budget publications twice. Troy's computer replacement \$524.00. ICAP Liability Insurance of \$6,302.00 this includes (3) Trailers and the Ford Expedition due in August 2013.

Budget review showed that the budget is on track for 3rd quarter.

We possibly replace office printer in the future. Look into a new printer. Commission may need to put a Lease in the budget for 2015 Budget. Presently the Xerox Printer is working for now.

The Code-Red mass notification bill of \$13,500 will be in the 4th quarter. Invoice is not due till May.

Mahala stated that she would have the invoice processed and sent to Cod-Red by the due date.

No comments or concerns from the Commission on the Budget report.

Old Business

Bylaws

Mahala stated that she still needs to get more of the Mayor signatures on the approval page of the Bylaws document. Ackworth, Bevington Sandyville, and Ackworth are the remaining signatures needed. Chair stated that Mahala needs to finish getting the signatures for the Bylaws Document.

Commission Contact Membership Forms

Mahala stated that she still has a few Commission Membership Forms that need to be returned to the Office. She would work on trying to get the information needed by next meeting.

Commission Web Page

Mahala is still working with the Information Technology (IT) Department on a web link for the Emergency Management Commission. The IT staff has put part of the documents on the website but still no public link to open them. Mahala stated that she has a link the Jeff from IT has sent her. Mahala advised Troy to send the link out to the Commission on Wednesday.

Job Descriptions and Reorganizing the Emergency Management Office.

Sheriff Vos advised that the Office Organization Committee (Sheriff Vos, Mayor Ferin and Chief Seymour) had met a few times and would like to present to the commission a "Job Description" for Emergency Management Coordinator. Sheriff Vos handed out a Job Description Document for the Commission to review. Chief Seymour advised that the E911 Administration Board is doing the same for a E911 Administration Director as well. Chair advised that committee is proposing to make the EMA / E911 Administration Office of 3 people to reduce back to 2. (1) Emergency Management Coordinator and (1) E911 Administration Director. The Commission and the E911 Administration Board would have to create a 28E Agreement between the 2 boards for on call and support during emergencies. Chair asked for any input from the Commission? This document was handed out during the March 2013 meeting for the Commission to review.

Chief TeKippe would like the following reworded or change to:

- Page one the first bullet and the 5th bullets essentially say the same thing combine the 1st and 5th bullet.
- Change of wording on page 2 – Required knowledge, Skills and Abilities, the 6th bullet point down. To change from **Public Speaking Skills** to **"Ability to communicate efficiently with the public"**
- Redundancy of on call for 24hrs and job requires more than 40 hours a week.
- Be available by phone, radio or appropriate means
- Combine all the hour requirements to the Essential Functions section.

Mayor Ballard

- Mayor Ballard would like to see under Special Requirements "Coordinate ON CALL coverage with E911 staff for absences".

Mayor Bresnan would like to go forward and approve the Job Description and to make noted changes or corrections tonight's meeting. Mayor Bresnan made a motion to approve the Emergency Management Job Description with noted changes. Motion seconded by Supervisor Shull. Motion passed with a voice vote of all Ayes.

Emergency Management Coordinator Job Applications

Chair asked for a committee to review job applicants. The committee will consist of Sheriff Vos, Mayor Ferin, and Bresnan. Chair advised that the Job position would be posted at the Annex and Administration Building. Job Application April 15 – April 25. The Application to be turned into Sheriff Vos the chair of the Interview committee. Application interviews will be completed by June 1st. The Official Change of Emergency Management Office Operations to Start July 1, 2013. Motion to approve the Application process made by Mayor Ferin and Seconded by Supervisor Shull. Motion Passed with a voice vote of all Ayes.

Grant update

Hazard Material Education and Planning Grant HMEP

Fire Academy- Timing is not appropriate for the Academy to use for the Hazardous material Operations Class. Chief Seymour will check with Thad White to see if he can set up a class so that we can use the grant funds. Chief Seymour also will discuss in the Warren County Chiefs meeting. Mahala stated that Warren County shares this Grant with Polk County also. If we can't use the funds Polk County will.

Emergency Management Program Grant EMPG

Mahala stated that she has turned in the EMPG Grant Application and the Application has been accepted by the State. Now waiting to the FEDS to release the grant funds so the State can calculate the funds can be awarded to the applicants

In the past Warren County has received \$35,000.

ESF Plans

ESF 5 Emergency Management

ESF 8 Public Health

ESF 11 Agriculture

Waiting for review on the Warren County Web link.

Hard Copies in Book form were on display for the Commission to look over.

New Business

West Communications / Code Red

West Comm. Center would like the Activation Code to activate when needed for the City of Norwalk. After some discussion the Commission advised the West Comm. Could have the activation code as long as EMA is aware of the activation. Doug McCasland stated that when Code Red is activated in Warren County we are notified.

Motion to give West Comm. The activation code for the city of Norwalk by Mayor Ballard and motion seconded by Mayor Hitsman. Motion passed with a voice vote of all Ayes.

Plans

Mitigation and Recovery

Mahala is working on this plan and is awaiting for direction from the State of what format they require. Still some discussion at the State of a Template for mitigation and recovery.

Mass Care

Mahala has started the Mass Care Plan.

Still gathering Data.

Mahala stated that the FEDS are thinking of changing the Format from ESF to a type of Annex format. Changes may come soon.

Exercises

Warren County had met the requirements of Exercised for this year. We are still attending a few other exercises this year.

Communications from the Commission

None

Next Meeting

Tuesday May 14th at 5:30 PM At the Annex Building Conference room.

Adjourn

Motion made by Mayor Bresnan to Adjourn and Seconded by Supervisor Shull Motion passed with a Voice vote of all Ayes.

Meeting adjourned at 18:30 Hrs

Minutes taken by: Deputy EMA Coordinator Troy Bass.