

Warren County Emergency Management Commission
Meeting & Budget Public Hearing Minutes
March 12th 2013 at 18:00 hours
City of Indianola Training Room

Meeting Called to Order

Commission Chair called meeting to order at 18:05 hrs.

Roll Call and Introductions

“See sign in sheet”.

No Public present for the Budget Hearing.

Review Agenda

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

Public Hearing on the Proposed Commission Budget for 2013

A motion to open public hearing for proposed budget at 18:08 hrs. made by Mayor Ferin and the motion was seconded by Supervisor Shull Motion passed with a voice vote of all Ayes.

Mahala has not received emails, phone calls or written response from the public of the concerns from the posted budget. The budget was posted in (3) different newspapers in Warren County prior to this hearing. *“No public present”*.

Motion to close the public Commission Budget Hearing by Supervisor Shull and seconded by Councilman Coleman. Motion passed to close the Public Commission Budget Hearing with voice vote of all Ayes
Public Hearing Closed at 18:15 hrs.

Approve 2014 Commission Budget

A motion made by Supervisor Shull to approve the 2014 Commission Budget. Motion seconded by Mayor Ferin. Motion Passed with a voice vote of all Ayes.

Old Business

Bylaws

Mahala stated that she still needs to get more of the Mayor signatures on the approval page of the Bylaws document.

Commission discussed the possibility to have electronic conferencing. Brent Hinders Attorney present advised that electronic conferencing for budget purposes can only be used in an extreme circumstance. Like a winter storm and couldn't get to meeting to meet a deadline. Otherwise the law states that you must be present at the meeting to do budget business.

Membership Contact information Forms

Mahala stated that there are quite a few Mayors that have not sent back their forms. We need to have the updated contact information as soon as possible.

New Business

Code Red contract renewal

Mahala asked the commission to review and approve the Cod Red Mass Notification Contract. The annual Fee is \$13,500. The money is in the budget. Mahala stated that she wanted the Commission to be informed of the cost. Last year Public Health had invested money towards the annual fee. Councilman Coleman made a motion to pay the annual Code Red Fee of \$13,500. Motion seconded by Supervisor Shull. Motion Passed with a voice vote of all Ayes.

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. The Committee has reviewed other counties comparable to Warren to help decide compensation and job descriptions. Sheriff Vos advised the Commission to review the job description document presented and get back to him of any input before April 1st 2013. The Office Organization Committee will have reorganization implantation document presented for the next Commission Meeting.

Communications from the Commission

Meetings

Mahala asked the commission what day and time would like to hold commission meetings? After some discussion the commission members present advised that Tuesday evenings 5:30 PM would be a preference.

ESF Plans

Mahala stated that we have to review and approve some plans at the next meeting. The State had sent her some new requirements that needed to be added to our plans so there was a delay in getting them to Commission for review.

Next Meeting

Tuesday April 9th at 5:30 PM Place will be determined soon.

Adjourn

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

Meeting adjourned at 19:25 a.m.

Minutes taken by: Deputy EMA Coordinator Troy Bass.