

**Warren County Emergency Management Commission**  
**Meeting & Budget Public Hearing Meeting Minutes**  
February 13<sup>th</sup> 2013 at 07:00 hours  
Warren County Administration Conference Room

**Meeting Opened for Discussion – NO Quorum**

Commission Chair opened the meeting for discussion at 07:20.

**Roll Call and Introductions** See sign in sheet.

No Public present for the Budget Hearing. Mahala has not received emails, phone calls or written response from the public of the concerns from the posted budget.

**Review Agenda**

Agenda was not reviewed due no quorum. Commission present decided to go over the informational items from the agenda.

**Budget Public Hearing Postponed till March 12,2013**

**Old Business**

**Job Descriptions and Reorganizing the Emergency Management Office.**

Mayor Bresnan reported from the Office Organization Committee. Mayor Bresnan reported that they have met a couple of times since the last Commission Meeting. The committee has reviewed County EMA Offices that were pretty close to the size of Warren County. Sheriff Vos reported that the committee also reviewed the salaries, job descriptions and staffing for EMAs of our similar structure. The committee looked at EMA offices 5 counties each direction of Warren. All of the EMA offices reviewed by the committee found that there was one person office. The counties with large cities Like Des Moines, Cedar Rapids, Quad Cities were reviewed and they were the only ones that had more than one person in the EMA office. The committee is going to meet with the E911 Board on February 26<sup>th</sup> to review their findings and report back to the commission meeting in March.

**Coordinator Updates**

**Hazard Material Education/ Planning Grant (HMEP)**

There was some discussion whether the Commission should apply for the HMEP Grant due to the funding and paperwork requirements for it. This grant would be for Hazmat type training. Mahala stated that the grant is an 80/20 and the Commission didn't put it into the budget. Mahala also stated that in the past we had used this money for Hazmat Awareness and Hazmat Operations Classes through the County Fire Academy. The last 2 years we have not applied for the grant since the Fire Academy had not asked for funding. Troy advised that we used to share the grant with Polk County Emergency Management. Mahala asked Commission if she should apply for the grant. The time frame for the applications is due next week. Mayor Ballard motioned for Mahala to apply for the HMEP Grant and Mayor Ferin. Motion passed with a voice vote of all Ayes.

**Emergency Management Program Grant (EMPG)**

Mahala advised that the EMPG application is out and she has applied for the Grant for 2013. We are already in the 2<sup>nd</sup> quarter of the grant and we have been tracking office performance measures (see attached documents) since the first quarter [October 1<sup>st</sup> 2012]. Troy has been working to keep the

required training requirements up to date. So far this Grant year we have one full functional exercise. We will need two more table top or drills to fulfill the training exercise grant requirements. It is unknown what the grant dollars will be awarded for Warren County. She will not know until the grant is awarded. In the past it has been \$35,000.

Mahala advised the Homeland Security Grants for training through the Emergency Management Regions are going to dry up. A lot of the continuing education will have to be on line. Due to decreases in Homeland Security Grant Funds these types of training conferences may be no longer in 2014. We may have to spend more out of our budget for training. Coordinators need 24 hours every 2 years to keep their coordinator certification.

### **Code Red**

Mahala advised that the State is trying to put together a state wide mass notification. No word how that is coming along. Mahala also advised that she was not happy with CodeRed due to the fact of the \$13,000 yearly fee and the system not working totally like it should, there are other vendors that do the same thing and are cheaper. Jeff Dumermuth about who was authorized to activate CodeRed for Warren County. Mahala stated that Emergency Management Staff. Dumermuth stated that Polk County PSAPS are authorized to activate CodeRed. Doug McCasland stated that Warren County has 5 User Licenses and they are: EMA, Sheriff, WC Communications Center and 2 spare. Chief TeKippe wanted to have Communications center (PSAP) if possible. The timing of getting notifications out is essential and have to wait on EMA staff only to activate. Commission Chair asked if Polk County would have a plan that we could look over to update our CodeRed Activation Plan. Commission would like to have Communications trained and to be able to activate CodeRed.

### **ESF 5 and ESF 11 Status**

Mahala stated that she still has not added ESF 5-Emergency Management or ESF 11-AG to the county website. Mahala has not gotten with Julie Harris from IT Department to learn how to add documents to the county website. Chief TeKippe and Mayor Conley stated to send the Commission an electronic copy of ESF5 and ESF11. Commission members present wanted to review the plans before next meeting. Mahala stated that she would get the ESFs out to the Commission members for review.

### **Bylaws**

Mahala stated that she still needs to get more to the Mayor signatures on the approval page of the Bylaws document. Commission chair advised Mahala to personally visit each mayor to get the signature. Mahala stated that she would try to have by the next Commission meeting.

### **28E Agreement with the City of Des Moines (Hazmat)**

Mahala stated that she has not received the break down from the City of Des Moines. Chief TeKippe explained to the Commission on the additional charges due to Marion County pulling out of the 28E Agreement so the shared costs by surrounding counties. This would cost the surrounding counties a annual fee of \$18,800. The original fee of \$13,500. Mayors Conley and Gaer stated that we should talk to Iowa Association of Counties for possible assistance. Mayor Gear asked if there was a State Hazmat Team that could be used. Mahala said that there no state Hazmat Team for strictly Hazmat. The assistance that the State would be is if the incident is from weapons of mass destruction. And that would be turned to Des Moines Hazmat also.

### **Iowa Communities Assurance Pool (ICAP)**

Mahala stated that our insurance is up for renewal. We need to add the bylaws changes and the new commission members. Commission asked who our insurance vendor for ICAP. Mahala advised that

Warren County uses Weinman Insurance Services. Mayor Gaer stated has anybody reviewed our insurance plan. Mayor Gaer advised to send the plan to Jodi who sits on the ICAP Board. Mayor advised Mahala to send insurance info to Chief Dumermuth and he can get documents to Jodi for review and input.

## **Communications from the Commission**

### **Commission meetings**

Mayor Bresnan asked if the Commission should hold the commission meetings in the evening. Mayor Bresnan stated that there are a lot of mayors that work during the day. We should try to hold a meeting in the evenings. We really need to have the mayors here so that the commission can have a quorum. Is there any reason why some of the mayors or delegates to conference call into the commission meeting? Mayor invited the Commission to meet at the council chambers in Indianola City Hall. Mayor Bresnan advised Chief Seymour to set up the a "Go to Meeting" so that if there is more than 2 members calling in the system will accommodate that. And the council chambers can put it on speakers so the commission could hear conversations.

Commission members present set the date for next public budget hearing for March 12<sup>th</sup> at 6PM right before the E911 Board Meeting.

Mahala will get public notice published in due time prior the Commission meeting.

Chair (Sheriff Vos) advised that he would take the Bylaws document to the mayor to have document signed and also the membership form to help communicate the importance of the commission meetings.

### **Next Meeting**

Next meeting will be held in the Council Chambers at the Indianola City Hall This is located at 110 N. 1<sup>st</sup> Street Indianola Wednesday March 12<sup>th</sup> at 6PM. This meeting will be a public hearing of the Commission Budget FY14.

### **Adjourn**

Motion made by Mayor Ballard to Adjourn and Seconded by Mayor Huston. Motion passed with a Voice vote of all Ayes.

Meeting adjourned at 08:05 a.m.

*Minutes taken by Deputy EMA Coordinator Troy Bass.*