

Warren County Emergency Management Commission
Meeting & Budget Workshop Meeting Minutes
January 16th 2013 at 07:00 hours
Warren County Annex Conference Room

Meeting brought to order at 07:00hrs by Sheriff Vos.

Roll Call and Introductions See sign in sheet.

Review Agenda

Commission reviewed the meeting agenda and a motion was made to approve the agenda by Mayor Bresnan and seconded by Mayor Ferin. Motion passed by a voice vote of all Ayes.

Mahala advised that Mayor Becker called and stated the he could not be at commission meeting today due to other commitments.

Previous Meeting Minutes

Commission reviewed the previous meeting minutes from November 21st 2012. There was a spelling and title error on page 3. Larry Hansen not Al and the correct title should be E911 Joint Services Board Chair. Motion by Mayor Ballard to approve previous minutes with changed and seconded by Supervisor Shull. Motion passed with a voice vote of all Ayes.

Expenditures

Commission reviewed the expenditures for July through December 2012 and noted that the Commission would like Mahala to put fuel expenditures in a fuel line item. Reviewed the HazMat Contract costs and Sheriff Vos commented that the cost of HazMat Contract with the City of Des Moines has increased in the last year. Mahala commented that it was due to the insurance cost for Des Moines HazMat to operate. The 28E agreement with the City of Des Moines is a yearly Fee. Mayor Gaer would like to see a breakdown of costs to Warren County. Mahala advised that in the past we have not seen how Des Moines comes up the costs. She will ask Des Moines to give her a break down and will bring it to the next commission meeting in February. *[Note that Des Moines FireChief Te Kippe was not present until later in meeting and Des Moines Mayor not present today]*. Commission reviewed the annual cost of having CodeRed as our mass notification system. Mahala commented that the bill of \$13,500 comes due in April/May time frame. Code Red works but not satisfactory due to the costs of maintaining CodeRed. We had received CodeRed from Iowa Homeland Security Emergency Management Region 1 Grant. Once the Grant was finished the individual counties had to pay to keep the service. State is reviewing a mass notification communication system and we are unsure of when that may happen. There has been talk that this could be a free service. This is unknown at this time. Doug is reviewing other vendors for mass notification systems available and gathering data. One concern is that we don't want to keep changing services and confuse the public. It takes the commitment from the public to sign up for CodeRed if they want their cell phone info added. Otherwise if they have a landline phone the system uses the white pages from the phone book to mass call those numbers.

A Motion made by Mayor Hitsman to accept the Expenditures as presented and seconded by Mayor Ferin. Motion passed with a voice vote of all Ayes.

Membership Forms

Mayor and Alternate forms need to be filled out and returned to Mahala to keep on file. Mahala advised for now we are using the Mayor Contact Information.

Budget Workshop

{Note that there was not General Public Present}

Discussion and Explanation of Budget from Federal Fiscal Years 11-12 and County Fiscal Years of 11 and 12 and how some items may follow calendar year. Mahala went over how the line items in budget some times are added together due to Federal Fiscal Year and County and the ways that the Emergency Performance Grant (EMPG) work. Mahala noted that Health Insurance on page 2 for 2013 should be \$21,000. Mahala asked if Troy was going to use Flex Spending in 2013 and 2014. Troy advised yes that he wanted to use the Flex Spending account.

- Sheriff Vos wanted to make note that Mayor Huston, Attorney Cane, Supervisor Yordi, Attorney Fultz, Mayor Pierce, and Chief Ti Kippe arrived to meeting at 07:20 hrs. Mayor Huston stated that they thought the meeting was to be at the administration building Board Room. The doors were locked. Finally he called Mahala and asked if meeting had changed. She informed him of the location change and to come over to the annex building.

Supervisor Shull noted that on page 4 Code Red should be \$14,000 not \$13,500? Hazmat line item was changed from \$20,000 to \$30,000. This was after brief discussion Mahala stating that this is where we have included the Hazmat cleanup costs. We have been lucky in the past year that the expenses of cleanup have been minable. We have had in the past situations where cleanup costs were not covered by the spiller. Approximately \$15,000 and another for \$1,200 were never recovered. The \$30,000 line item is to cover these types of events. After some discussion will have the county budget director add a line item specifically for Hazmat cleanup and to include the yearly Hazmat Contract Fee. There was no other discussion for the FY2014 budget. Sheriff Vos asked Mahala when could she have the budget forms completed and posted for Public Hearing? Mahala stated that there was not enough time today to get forms to the newspapers by noon. That she could get to them to them by January 27th and we could have our public meeting on the Wednesday February 13th. This will still make the deadline of February 28th to have approved budget to the state.

Old Business

Bylaws updates/Changes

Sheriff Vos asked if the Commission had a chance to review the new Bylaws and the changes made. He also asked if there were any questions for Attorney Fultz? There was none stated. A motion was made by Mayor Ballard to approve Bylaws as presented, seconded by Mayor Ferin. Motioned passed with a voice vote of all Ayes. The signature page was passed around to the Mayors that were present.

Election of Commission Chair and Vice Chair

Mayor Ferin, Mayor Bresnan and Supervisor Shull nominated Sheriff Brian Vos for the Commission Chair. Sheriff Vos accepted the nomination for Commission Chair. No other nominations were made for the Commission Chair. Motion made by Mayor Ferin to Elect Brian Vos as Commission Chair and motion seconded by Supervisor Shull. Motion passed with a voice vote of all Ayes.

Mayor Bresnan nominated Supervisor Doug Shull for Commission Vice Chair. Supervisor Doug Shull accepted the nomination for Commission Vice Chair, No other nominations were made. Motion made by Mayor Bresnan to Elect Supervisor Doug Shull as Vice Commission Chair. Motion seconded by Mayor Huston. Motion passed with a voice vote of all Ayes.

There was a question regarding the 3rd member of the executive board. Attorney Fultz said it shouldn't be the Emergency Management Coordinator in that position. Sheriff Vos advised that they would ask for an Ad Hoc member.

New Business

Compensation

There was a brief discussion of the extra duties Troy did as Acting Coordinator while Mahala was on Administrative Leave. Discussion was with Supervisor Dean Yordi the Vice Chair of the E911 Joint Service Board. Supervisor Yordi explained on how the E911 Joint Services Board came up with the figures for Doug McCasland's compensation. They figured ½ of Mahala's Salary and divided by 5 months of her absence for 2012 and took that figure and split by ½ which comes to \$3,100 to Doug and \$3,100 to Troy.

A motion to pay Troy Bass the compensation for being Acting Emergency Management Coordinator of the sum of \$3,100 made by Mayor Bresnan and seconded by Mayor Ballard. Motion Passed by voice vote of Ayes.

Job Descriptions and Reorganizing the Emergency Management Office.

Commission discussed the reorganizing of the Emergency Management Office. Sheriff Vos wants to review all Job Descriptions and how the office is run. Sheriff advised the Commission look at our surrounding counties and counties the size of Warren County and see how their office is run for a comparison. Chief Seymour commented that the E911 Joint Service Board is in the process of doing the same thing for the 911 Director and Deputy Director positions they have a committee that is reviewing Job Descriptions and Office Operations.

Sheriff asked that a committee take part in reviewing Job Descriptions and Office Operations for Emergency Management. Supervisor Shull commented that we should work with the committee of the E911 Joint Service Board. Sheriff asked for (3) Commission members to be on the committee and to report back to the Commission in 60 days.

Commission Job description and Office Operations Committee members are:

Mayor Ferin, Mayor Bresnan and Sheriff Vos.

Currently Emergency Management personnel and positions are:

Mahala Cox ½ EMA and ½ E911 Director of Both

Doug McCasland is ½ EMA and ½ E911 Deputy Coordinator of Both

Troy Bass is Full time Emergency Management Deputy Coordinator

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 2nd quarter of the grant and we have been tracking office performance measures (see attached documents) since the first quarter [October 1st 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.

Sheriff Vos asked about continuing education and what the costs are. 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. Troy advised that Emergency Management Conference in Okoboji has 16 to 24 hours of continuing education and the governor's conference had 12 to 16 hours. Mahala advised the commission that 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. Commission discussed to request more training dollars to be added to the training and education budget line item. A request was made to make the training line item from \$1,300 to \$2,500. Commission can adjust later in needed.

Sheriff Vos asked Mahala to inform the Commission her status of her return to work from Administrative Leave. Mahala advised that she has had 23 tests or doctor visits, the doctors did identify an issue and are presently dealing with that. Mahala advised that her Doctors have cleared her to return to work with no accommodations or any restrictions. The Chair of the E911 Joint Services Board Chair had her report back to work on January 2nd 2013. Mahala advises that she just wants to move forward.

Planning

Emergency Support Function 5 (ESF) – Emergency Management and Emergency Support Function (11 ESF) - Agriculture

Mahala advised that these (2) ESF s are ready for Commission review. Mahala asked the Commission how they would they like a copy of the ESFs-hard copy, on a disc, or electronically? Chief Ti Kippe asked if she could add them to the Warren County Web site. These plans are public access anyway. Mahala agreed that she could do that. All commission members present acknowledged that they would get the plans off the Warren County Web Site www.co.warren.ia.us for review.

Emergency Support Function 8 (ESF) – Public Health

Troy has been working with Warren County Health Services on this plan. Mahala said that this plan is very complex. It has Environmental Health Plan, Mass Casualty Plan, Mortuary Plan and Health Service Point of Disbursement Plan all with this plan. We should have this done later this summer.

Emergency Support Function 10 – Hazard Materials.

Troy will be working on an annual requirement to update this plan. The Tier II facilities are required to report the High Hazard Chemicals to Department of Natural Resources (DNR) by March and Troy will update the plan and have Commission Review it in July 2013.

Exercise

Simpson Full Scale was held on October 1st 2012. This was a Mass Casualty type exercise working with Indianola Police and Fire, Simpson College Staff, Simpson College Security, Warren County Communications Center and Emergency Management. Troy helped in planning the exercise and participated in the exercise as well.

Other Business for the Commission

None stated at this time

Public Input

None stated at this time

Next Meeting

Next meeting will be held in the Board of Supervisors room at the Warren County Administration Building. This is located at 301 N. Buxton Street Indianola. On Wednesday February 13th at 7AM. 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 08:20 a.m.

Minutes taken by Deputy EMA Coordinator Troy Bass.