

**Warren County Emergency Management Commission**  
**Meeting & Budget Public Hearing Minutes**  
May 14<sup>th</sup> 2013 at 17:30 hours  
Warren County Annex Conference Room

**Meeting Called to Order**

Commission Chair called meeting to order at 17:38 hrs.

**Roll Call and Introductions**

“See sign in sheet”.

No Public present

**Review Agenda**

Commission reviewed Agenda. Mayor Ballard and Ferin stated that the agenda line item for the previous budget and meeting minutes say March. Chair stated that we can table the budget and meeting approval till June 2013 meeting. We can discuss and review but no vote on the two line items.

Motion to approve agenda with the exception of budget and the meeting minutes, due to wrong date (March should be April) for the budget and previous meeting minutes line items. Table the budget and meeting minute’s line items until next meeting.

This motion made by Supervisor Shull and Seconded motion by Mayor Ballard. Motion passed with a voice vote of all Ayes.

**Previous Minutes**

Commission reviewed previous meeting minutes from April 9<sup>th</sup> 2013. Minutes could not be voted on due to wrong date (March) on the previous minutes line item was posted on the Posted agenda. Commission will vote on the April 9<sup>th</sup> 2013 meeting minutes during next Commission meeting.

**Previous Budget**

Commission reviewed Budget from April-May 14, 2013. Budget could not be voted on due to wrong date (March) on the Budget line item was posted on the Posted agenda.

Commission will vote on the April – May 2013 budget during next Commission meeting.

**Old Business**

**Bylaws**

Mahala stated that she still needs to get more of the Mayor signatures on the approval page of the Bylaws document. Chair advised that Bevington Council woman can sign before meeting is adjourned. Mahala stated that she still needed to get signatures from Ackworth, Sandyville and Martensdale. Chair would like to have all the Signatures by next meeting if all possible.

**Membership Contact information Forms**

Mahala stated that there are a few Mayors that have not sent back their forms. We need to have the updated contact information as soon as possible. Bevington Council woman gave Mahala her contact information for Bevington and would work on getting the rest of Bevington info back to us.

### **County Website up date**

The plans are now on the County website for commission can access at their convenience. Mahala stated that we are still waiting on some training how to post documents on the web page. The IT department has been busy.

### **Status of HMEP grant application (Hazard Material Education/Planning)**

Still waiting on grant roll out from the state. No updates at this time.

### **Status of EMPG Grant Application (Emergency Management Program Grant)**

Still waiting on grant roll out from the state. No updates at this time.

### **New Business**

#### **Consider for Approval ESF 5 – Emergency Management**

#### **Consider for Approval ESF 11 – Agriculture, Pets, Animals**

#### **Consider for Approval ESF 8 – Public Health**

Chair asked if the Commission has had a chance to review all (3) Emergency Support Functions? Chief Seymour stated that he had reviewed and sent Troy some corrections. Troy stated that the additions and corrections have been made. Chief TeKippe had seen the documents posted. If the Commission had no further questions. Chief TeKippe motioned to approve the (3) ESFs as presented. Motion seconded by Mayor Ferin. Motion passed with a voice vote of all Ayes.

#### **Preliminary Damage Assessment for Possible Presidential Disaster Declaration – Recovery from Rain/Snow (Estimated: April 17 – May**

Mahala stated that she met with FEMA this morning for the preliminary damage assessment and City of New Virginia and Warren County Roads Dept. Reported damages so far still trying to get to the FEMA threshold to see if we qualify. The Governor has opened Public works and Individual Assistance for Warren County.

#### **Job Application results for Emergency Management Office.**

Chair asked the candidates present if they would like to speak to the Commission before the Application committee gives their report. Mahala stated if this should be a closed session. Chair stated only if any of candidates want a closed session. None of the candidate wanted a closed session.

Mahala stated that she has worked for 14 years for Warren County Emergency Management Commission. She has brought a lot of money into the county through numerous grants. My time here should speak for itself.

Troy Stated the office should look at now and into the future and evaluate what needs to be done. Work with our present partners and future partners to rebuild to make a stronger partnership this will help the Commission and our office be strong and productive. With the Commission support and direction would like to chance to improve this office.

Mahala and Troy asked if we should step out of the meeting so that the Commission can discuss candidates. Chair advised no that this is an open meeting. But if candidate want to step out that's up to the candidate. Mahala chose to step out while the interview committee gave their report.

**Note:** The Conference Room Doors Stay Opened per Attorney Hugh Cane. *"This is an open meeting"*.

### **Job Application Committee Report**

Interview Committee presented their results from the (3) Applicants for the Emergency Management Coordinator position. Sheriff Vos stated at the April 9<sup>th</sup> 2013 Emergency Management Commission meeting the Job Description for the Emergency Management Coordinator was approved. It was determined at that time the application process would be open from April 15, 2013 – April 25, 2013 and the Job Position would be posted at the Warren County Annex Building and the Warren County Administration Building. The applications were to be turned into the Commission Chair (Sheriff Brian Vos) by April 25, 2013 at 16:30 hrs. All Individuals were welcomed to apply for the position. An Interview Committee was approved by the Commission consisting of Sheriff Brian Vos (Commission Chair); Mayor Bresnan of the City of Indianola and Mayor Ferin of the City of St Marys’

At the end of the day on April 25, 2013 there were (3) applications turned in to the Chair of the Emergency Management Commission those applicants were Mahala Cox current Emergency Management Director (Coordinator); Troy Bass current Deputy Emergency Management Director; and Brent Spear Executive Director with the Iowa Department of Public Health.

All three applicants were interviewed by the Commission to review the job applicants. Mahala Cox and Troy Bass were interviewed the morning of May 7, 2013. Brent Spear was interviewed on the morning of May 13, 2013.

All three applicants were asked virtually the same questions: 1. Where do you see the future of the Warren County Emergency Management Office? 2. Give Specific details of the process if an E-5 tornado were to devastate the city of Indianola.

After all three interviews were conducted. The interview committee discussed the interviews. Pursuant to this discussion, the interview committee would make the recommendation to hire Troy Bass as the Emergency Management Coordinator beginning July 1, 2013.

The Emergency Management Coordinator is a position that requires communication and organization skills, Troy best demonstrated during the interview process these skills. Troy has experience in reaching out to people in the community and getting plans accomplished and implemented. Troy has a great knowledge of the people and resource within Warren County. Troy has worked extensively from a Warren County perspective. Troy sees the need for the Emergency Management Office to be portable when the need arises during a disaster or related incident. Troy has a vision of building bridges and working together with people. Troy has a working knowledge of the plans for the cities and what needs to be done to get the plans implemented in the event of a disaster. Troy has the ability to reach out to members of the Warren County community and other counties to provide the necessary resources for Warren County.

Chair asked the Commission for Discussion. Mayor asked about Mahala not demonstrated these qualities in the past. Chair stated that writing grants is only a part of Emergency Management. Mayor Ferin stated that this office needs to move on. There is more to Emergency Management than just four walls. This Office needs to be more portable and support the county and its communities. Supervisor Shull motioned to Hire Troy Bass as the Warren County Emergency Management Coordinator. Mayor seconded the motion. Motion Passed with a voice vote of all Ayes.

Mahala returned after the application committee gave the commission their report.

### **Update for the Coordinator**

Mahala stated that there are new requirements from the state that Emergency Management has to be more involved with Public Health than we have in the Past. Grant requirements to work with Public Health will require more time in planning, training, and exercises. Grant funds being cut every year. There won't be funds available in future to attend the training as we know it today.

ESF 10 is the next ESF that needs approved by the commission. The Local Emergency Planning Committee (LEPC) has to review and approve before the plan can be voted on by the Commission.

### **Communications from the Commission**

Chair stated that Application Committee has been working with a pay package and will bring to the Commission at the next meeting.

Commission set the Next meeting for June 11, 2013 at 5:30pm the place will be determined soon as we can reserve a conference room.

### **Next Meeting**

Tuesday June 11, 2013 at 5:30 PM Place will be determined soon.

### **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 18:46 PM

*Minutes taken by: Deputy EMA Coordinator Troy Bass.*