

**DES MOINES COUNTY
EMERGENCY MANAGEMENT COMMISSION**

Meeting Minutes, Meeting Number #23-01

January 11, 2023

EM Commission Members:

X	BOS Vice Chair Tom Broeker (EMC Chair)	Board of Supervisors
	* BOS Chair Shane McCampbell	Board of Supervisors
X	Sheriff Kevin Glendening (EMC Vice Chair)	Sheriff
X	Chief Deputy Chad McCune	Sheriff - Alternate
X	Mayor Jon Billups	Burlington
	* Mayor Pro-Tem Lynda Graham-Murray	Burlington - Alternate
X	Mayor Jerry Strause	Danville
	* Council Member Stefanee Heater	Danville – Alternate
X	Council Member Troy Garrison	Mediapolis
X	* Firefighter Ray Wilson	Mediapolis – Alternate
	Mayor Eric Gerst	Middletown
	* Council Member Orrin Asmus	Middletown – Alternate
X	Mayor Ron Teater	West Burlington
	* City Administrator Gregg Mandsager	West Burlington-Alternate

* Member not confirmed for 2023

Staff:

X	Gina Hardin, Coordinator	EMA
X	Shanna Krogmeier, Director	DESCOM

I. Opening Protocol

- A. *Call to Order.* The meeting was called to order at 5:16 PM by Chair Broeker.
- B. *Election of 2023 Officers.* Mayor Strause moved that the officers remain the same. The motion was seconded by Mayor Billups and carried unanimously.
- C. *Approval of Agenda.* Mayor Billups moved to approve the agenda. The motion was seconded by Sheriff Glendening and carried unanimously.
- D. *Consideration of Minutes from November 3, 2022, Meeting #22-06.* Sheriff Glendening moved to approve the minutes. The motion was seconded by Mayor Strause and carried unanimously.

II. Old Business

- A. *Other.* None.

III. New Business - DESCOM

- A. *2022-2023 Proposed Budget Presentation DESCOM.* Director Krogmeier noted that the current year budget is currently at 52% of the budgeted amount. The proposed budget was reviewed with a couple of questions raised on individual line items and the amount of the reserve fund balance. Supervisor Broeker suggested passing the budget, for now, to give everyone the opportunity to review the details on the line items and look at the reserve

funding amount (15% is normally the fund balance goal per Supervisor Broeker). It was noted that the budget cannot be increased once published but it can be reduced after the public hearing. A motion was made by Mayor Strause to accept the proposed budget. Mayor Billups seconded the motion and it carried unanimously.

- B. *DESCOM Employee Handbook*. Director Krogmeier stated that the handbook had been sent out to the DESCOM Advisory Board, but it has not been reviewed by an attorney yet. She has made changes requested by the Advisory Board and Chief Deputy McCune said he has reviewed it in-depth and approves of the draft. Mayor Billups moved to approve the handbook pending legal review. Sheriff Glendening seconded the motion and it carried unanimously.
- C. *Fourth Amendment to Lease*. The proposed lease was presented for consideration. It calls for \$1.00 per year be paid to the hospital and would extend the lease for 1 year. A motion was made by Mayor Strause to approve the lease. The motion was seconded by Mayor Teater and carried unanimously.
- D. *Public Comment*. No public present and no input was received.

IV. New Business - EMA

- A. *Resolution #2023-01 Naming The Hawkeye As Official Newspaper*. A motion to approve the resolution was made by Mayor Teater. The motion was seconded by Mayor Strause and carried unanimously.
- B. *2022-2023 Proposed Budget Amendment Emergency Management*. Coordinator Hardin is asking for an amendment in the amount of \$48,394 for the current fiscal year budget due to grants that have been received. A motion to approve the amendment for publication was made by Mayor Teater. The motion was seconded by Mayor Billups and the motion carried unanimously.
- C. *2023-2024 Proposed Budget Emergency Management*. Coordinator Hardin presented the proposed budget noting that the majority of the increase is due to personnel costs including group insurance (including payout for Hardin's retirement), costs for hiring and on-boarding a new Coordinator, and an increase in the ending reserve amount.
- D. *Public Comment*. No public present and no input was received.
- E. *Other*. Supervisor Broeker asked about the Coordinator hiring process and availability of qualified individuals. Hardin suggested that there are some local individuals who may be interested in the position. There are several universities who offer emergency management degrees and Hardin will notify them of the position opening.

IV. Adjournment Procedures

- A. *Items for next meeting agenda*
 - a. Public Hearing and Consideration of Proposed EMC 2022-2023 Budget Amendment
 - b. Public Hearing and Consideration of Proposed EMC 2023-2024 Budget

- B. *Next meeting date* – Budget hearing must be held by 2/28/2023. Meeting was set for Tuesday, February 7, 2023, at 5:00 PM at the Sheriff’s Office.
- C. *Adjourn*. Mayor Strause moved to adjourn the meeting. The motion was seconded by Sheriff Glendening and the meeting was adjourned at 5:53 PM.

Respectfully submitted,
Gina M. Hardin, Coordinator