

**DES MOINES COUNTY  
EMERGENCY MANAGEMENT COMMISSION**

Meeting Minutes, Meeting Number #23-02

Tuesday, February 7, 2023, 5:00 PM

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 Joe Huff	Danville – Alternate
E	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

Staff:

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

I. Opening Protocol

- A. *Call to Order* at 5:01 PM by Chair Broeker.
- B. *Approval of Agenda.* A motion was made by Mayor Strause to approve the agenda. The motion was seconded by Mayor Teater and the motion carried unanimously.
- C. *Consideration of Minutes from January 11, 2023, Meeting #23-01.* A motion was made by Mayor Strause to approve the minutes. The motion was seconded by Mayor Billups and the motion carried unanimously.

II. Public Budget Amendment Hearing for 2022-2023 Budget – 5:00 PM

- A. *Call to order.* A motion was made by Sheriff Glendening to open the public hearing. The motion was seconded by Mayor Strause and the motion carried unanimously.
- B. *Public Comment.* None was received.
- C. *Close Public Hearing.* A motion was made by Sheriff Glendening to close the public hearing. The motion was seconded by Mayor Strause and the motion carried unanimously.

III. Public Budget Hearing for 2023-2024 Budget – 5:00 PM

- A. *Call to order.* A motion was made by Mayor Teater to open the public hearing. The motion was seconded by Mayor Billups and the motion carried unanimously.
  - B. *Public Comment.* None was received.
  - C. *Close Public Hearing.* A motion was made by Mayor Strause to close the public hearing. The motion was seconded by Mayor Billups and the motion carried unanimously.
- III. Old Business – DESCOM
- A. *Other.* None.
- IV. Old Business – EMA
- A. *Other.* None.
- V. New Business - DESCOM
- A. *Other.* None.
  - B. *Public Comment.* None.
- VI. New Business - EMA
- A. *2022-2023 Consideration of Proposed Budget Amendment Emergency Management.* A motion was made by Sheriff Glendening to approve the proposed budget amendment. The motion was seconded by Mayor Teater and the motion carried unanimously.
  - B. *2023-2024 Consideration of Proposed Budget Emergency Management.* Discussion was held on the DESCOM portion of the budget. Chair Broeker commented that the Director should make a concerted effort to put expenses in the correct line items on the budget. Discussion was held on the role and hours of the part-time position, medical insurance costs, and office supplies line item. Director Krogmeier noted that some of the line items are uncertain due to the change of the 28E Agreement. Radio and communication line was reduced but consider changes next year. Sheriff Glendening moved to approve the proposed DESCOM budget with the discussed revisions. The motion was seconded by Mayor Teater, and it carried unanimously. Chair Broeker asked Director Krogmeier to watch the ending fund balance amount.
- The proposed EMA budget was discussed. Chair Broeker noted that some one-time costs are included in the proposed budget. He asked for the budget to be revised to keep the carry-over around \$32,000.
- A motion was made by Sheriff Glendening to approve the proposed budget with the discussed revisions. The motion was seconded by Mayor Strause and the motion carried unanimously.
- C. *New Coordinator Hiring Process.* Discussion was held on the proposed process. It was suggested to advertise for the position widely including universities with emergency management programs and in trade

magazines. The hope, though, is to find a local person to fill position. Make an offer to new person a month to 6 weeks out of start date. Coordinator Hardin's last day in the office will be around February 9, 2024 (last official day is March 28, 2024, with using accrued vacation). It was suggested to have at least one person on the hiring committee be from out of the area (would like a person with a lot of hiring experience and who has also worked with local EMA – Fire Chief or possibly an EMA). She will work with the Sheriff to develop the advertisement. Motion by Mayor Billups to set up a committee similar to when Hardin was hired (Sheriff, Burlington Fire Chief and member of the Board of Supervisors). The motion was seconded by Mayor Strause and the motion carried unanimously. Chair of the committee will be the Sheriff. Tentative hiring timeline:

1-Nov	New person starts/3 months training
w/o 10/02	Drug test and physical completed by candidate
18-Sep	Make offer to selected candidate
w/o 09/04	Interview candidates
w/o 8/21	Review applications, select interviewees
18-Aug	Applications due
w/o 7/24	Ads run for position

- D. *Public Comment.* None.
- E. *Other.* None.

VII. Adjournment Procedures

- A. *Items for next meeting agenda*
  - a. Hiring new Coordinator.
- B. *Next meeting date.* To be determined.
- C. *Adjourn.* A motion was made by Mayor Strause to adjourn the meeting. The motion was seconded by Mayor Teater and the motion carried unanimously.

Respectfully submitted,  
Gina Hardin