

**DES MOINES COUNTY  
EMERGENCY MANAGEMENT COMMISSION**

Meeting Minutes, Meeting Number #23-03

September 27, 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
--	Vacant	Mediapolis
E	Firefighter Ray Wilson	Mediapolis – Alternate
	Mayor Eric Gerst	Middletown
	Council Member Orrin Asmus	Middletown – Alternate
E	Mayor Ron Teater	West Burlington
	City Administrator Gregg Mandsager	West Burlington-Alternate

Staff:

X	Gina Hardin, Coordinator	EMA
	Shanna Krogmeier, Director	DESCOM
X	Shannon Prado, Assistant Coordinator	EMA

Guests: Burlington Fire Chief Matt Trexel and True North Consulting Group consultant Mike Day.

I. Opening Protocol

- A. *Call to Order.* The meeting was called to order by Chair Broeker at 5:07 PM.
- B. *Approval of Agenda.* Sheriff Glendening asked that the agenda be modified to remove the discussion on the dispatch consoles due to the quote has not been received and Mayor Billups asked if the EMA business could be handled first as he had to leave early. A motion was made by Mayor Strause to approve the amended agenda. The motion was seconded by Mayor Billups and carried unanimously.
- C. *Consideration of Minutes from February 7, 2023, Meeting #23-02.* Sheriff Glendening moved to approve the meeting minutes. The motion was seconded by Mayor Strause and the motion carried unanimously.

II. Old Business – DESCOM

- A. *Other:* None

III. Old Business – EMA

- *Other:* None

IV. New Business - DESCOM

- A. *Current emergency radio communications.* A presentation on the draft Public Safety Radio System Assessment report was given by True North Consulting Group consultant Mike Day. He reported that the current county radio system has some age to it (it is at the end of life) and has unique qualities and that the DESCOM consoles are 13 years old. The current consoles are not able to work with any new systems. He noted that our current radio coverage is about 70% and the standard is 90%, that one of our dispatch consoles is not working, and we have a radio tower that is down also.

Sheriff Glendening shared that the 911 Board has about \$1.1 million available to cover the cost of the future radios and help the cities and departments with the initial and future equipment costs.

A question was raised about the vendor repair options for a new system (since we are having trouble with getting the current system repaired). The options were discussed and that there are multiple vendors for the equipment to do the needed repairs.

Four options were presented and reviewed. Sheriff Glendening feels that the LTE (Long-Term Evolution/over the cellular network) radio proposal would work the best of the proposals presented. A migration strategy could be implemented.

The city of Danville has grave concerns about funding this as their city is looking at major costs for their sewer plant.

The draft report will be reviewed with the 911 Board membership tomorrow evening.

- B. ~~*Funding for dispatch consoles*~~—Discussion/Action. Removed.  
C. *Other.* None.  
D. *Public Comment.* None.

V. New Business - EMA

- A. *Presentation of results from hiring committee/recommendation of new EMA Coordinator.* The committee of Sheriff Glendening, Supervisor Broeker, and Chief Trexel felt that they had a good applicant pool of candidates for the position. It was unanimous that they present Shannon Prado's name for consideration based upon her education, experience, and the interview. Mayor Strause moved to offer her the position. Sheriff Glendening seconded the motion and the motion passed unanimously.
- B. *Contract, start date, wage steps for new EMA Coordinator.* Sheriff Glendening suggested a start date of Monday, November 6, 2023. He suggested that the initial salary would be \$57,460 (80% of Coordinator Hardin's current salary). Step increases would follow every six months

with 5% increases (plus cost-of-living increases). Hardin's last day in the office will tentatively be Friday, February 9, 2024, followed by vacation until the end of March. Mayor Strause moved to accept the committee's recommendation to hire Prado, accept the start date, and the step increases. The motion was seconded by Mayor Billups and the motion was carried unanimously.

Discussion was held on the potential 5-year contract with Prado. Sheriff Glendening proposed that a \$35,000 (approximate) repayment penalty for leaving employment with the county be included in the contract, with the penalty being reduced each year by 20%. He explained that essentially this would be the wages paid for training with Hardin and wages after that would be included in the repayment also, if necessary. Glendening figured this amount based upon the wages paid minus the minimum wage, plus FICA, IPERS, and insurance into the \$35,000 amount (this is close to the increase in the budget for the training). This is the same contract as for county law enforcement officers. The contract would include a target date for training requirements. Prado asked for the contract to be in writing. Mayor Billups moved to accept the contract as explained. Mayor Strause seconded the motion and it carried unanimously.

Sheriff Glendening asked if a drug analysis and health exam were needed, and it was agreed by those present that it was not needed. The Commission will vote on the contract when it is available.

Prado questioned why the contract was not the other way around (i.e., pay back less in the beginning and more in the end)? Glendening said it was based upon years of service. Repayment of the Commission's investment. Secondly in the event of an act of God situation, Prado could appeal to the board regarding repayment. In the event of Prado not meeting expectations of the role, this penalty would also apply (this will be included in the contract also). Discussion was also held on the employee performance review process, and this also will be included in the contract.

- C. *Training plan/scheduling for new EMA Coordinator.* Coordinator Hardin is working on a training plan, and she is going to put together "task sheets" for her main duties to be reviewed with Prado. Hardin also noted that the Emergency Management Professional Development (EMPD) course (which is a state required training set of four classes) also has task sheets to go with that training. Sheriff Glendening also suggested that Prado visit other local EMA Coordinators offices and shadow them for a couple of days.
- D. *Other.* None.
- E. *Public Comment.* None.

## VI. Adjournment Procedures

- A. *Items for next meeting agenda*

- a. Funding for dispatch consoles.
- B. *Next meeting date* to be set as needed.
- C. *Adjourn.* Sheriff Glendening moved to adjourn the meeting. Mayor Strause seconded the motion and the meeting adjourned at 6:47 PM.

Respectfully submitted,  
Gina Hardin