

**DES MOINES COUNTY  
EMERGENCY MANAGEMENT COMMISSION**  
Meeting Minutes, Meeting Number #24-02  
Wednesday, February 21, 2024, 5:00 PM

*Roll call:*

x	Chair / BOS Vice Chair (2023) Tom Broeker	Board of Supervisors
	BOS Chair (2023) Shane McCampbell	Board of Supervisors
x	Vice Chair / Kevin Glendening	Sheriff
x	Chad McCune	Sheriff - Alternate
	Mayor Jon Billups	Burlington
	Mayor Pro-Tem Lynda Graham-Murray	Burlington - Alternate
x	Mayor Jerry Strause	Danville
	Council Member Joe Huff	Danville – Alternate
x	Council Member Vollie Rifner	Mediapolis
x	Firefighter Ray Wilson	Mediapolis – Alternate
	Mayor Eric Gerst	Middletown
	Council Member Orrin Asmus	Middletown – Alternate
	Mayor Ron Teater	West Burlington
	City Administrator Gregg Mandsager	West Burlington

*(Need 4 attendees for ½)*

*Staff:*

x	Shannon Prado, Assistant Coordinator	EMA

*Other attendees:*

Jeff Johnson, Angie Paytes
----------------------------

**I. Opening Protocol**

- a. *Call to Order:* The meeting was called to order by Chair Broker at 5:05 PM.
- b. *Approval of Agenda:* Sheriff Glendening motioned to approve the agenda and Mayor Strause seconded the motion. Motion passed.
- c. *Consideration of Minutes from January 10, 2024, meeting #24-01-* Sheriff Kevin Glendening motioned to approve the meeting and Mayor Jerry Strause seconded the motion. Motion passed.

**II. Public Budget Hearing for 2024-2025 Budget- 5:00 PM**

- a. Sheriff Glendening made a motion to open the public hearing, second by Mayor Strause. Motion passed.
- b. Chair Broeker explained that the \$580,000 console purchase will be funded with \$300,000 from the DESCOM fund balance and \$280,000

in additional County funding. Broeker thanked Sheriff Glendening for negotiating a payment schedule that made extended payments thru March of 2025.

The funding method will leave the DESCOM budget unchanged from the budget previously submitted.

The EMA budget will need to reduce the DESCOM pass-thru revenues and expenses by \$300,000 to permit use of fund balance. The DESCOM pass-thru amounts will be reduced from \$1,715,360 to \$1,415,360.

- c. Supervisor Broeker asked for public comment. No one from the public was in attendance and no written comments were received.
- d. Sheriff Glendening made a motion to close the public hearing, second by Mayor Strause. Motion passed.
- e. There was a motion to approve the budget by Sheriff Glendening with second by Mayor Strause. Motion passed.

III. **Old Business**

- a. *None*

IV. **EMA Administration**

- a. **Outdoor Warning Sirens-** Jeff Johnson from EE was there to discuss options for the sirens due to the migration of the county from a UHF System to the ISICS system. He discussed options for siren upgrade that were as follows:
  - i. Upgrade Sirens (equipment only)- ~\$11,000 each or all 15 in the county for \$171,600. This cost does not include the installation. He did, however, say by upgrading the sirens to the new model 10V they are completely maintenance free.
  - ii. Upgrade the Siren Controller (equipment only)- \$5409 each or all 15 in the county for \$81,135. The siren controller would be what needs to be upgraded for operability on the ISICS system. He did say controllers could mirror the migration of the 911 radio project and do 2/3 a year until the UHF System is no longer operational in Des Moines County. He also said these controllers WILL work with the current siren equipment.
- b. **Update to Procurement Policy**
  - i. EMA Coordinator Shannon Prado said that to be in compliance with the FEMA guidelines to be eligible for federal grants- the county needed to update its procurement policy. Sheriff Glendening motioned to approve the amended procurement policy and Mayor Strause seconded. Motion passed.
- c. **Move EMA Office to County Conservation**
  - i. It was discussed that the move to county conservation would be beneficial as far as space for EMA storage as well as for the Sheriff's Department to expand their operations into the current EMA space. Chair Broeker asked about a timeline, and

FINAL

it is all dependent on the timeline for Conservation to move to Starrs Cave.

**d. Contract Details**

- i.** When Shannon Prado was hired it was agreed upon that she would commit at least 5 years to the county otherwise the costs she incurred during the training period with former EMA Coordinator, Gina Hardin, would have to be repaid in full. We discussed the actual figure, and it would be a \$7,614.61 repayment to the county. Motion to that effect by Sheriff Glendening, second by Chair Broeker. Motion passed.
- ii.** We also discussed what had been covered over the last 3 training months, daily reports, hourly reports etc.
- iii.** Chair Broeker also suggested that he had spoken to the County Attorney, Lisa Shaffer, regarding use of one of their vehicles for EMA travel throughout the state. EMA Coordinator agreed to investigate additional insurance needed to use the vehicle.

**V. Adjournment-**

**a. Items for Next Meeting Agenda**

- i.** New EMA Coordinator Review- Per the contract there is to be a review of the new EMA Coordinator 6 months after their appointment. This would make the meeting in May. EMA Coordinator Shannon Prado agreed to poll members for the best available date.
- b.** Motion to adjourn by Sheriff Glendening, second by Council Member Rifner at 5:53 PM. Motion passed