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**DES MOINES COUNTY**  
**EMERGENCY MANAGEMENT COMMISSION**  
Meeting Minutes, Meeting Number #25-01  
Thursday, January 2, 2025, 5:00 PM

*Roll call:*

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

*(Need 4 attendees for ½)*

*Staff:*

X	Shannon Prado, Coordinator	EMA

*Other attendees:*

Nate Toops, Jeesse Logan, Shanna Krogmeier
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- I. **Opening Protocol**
  - a. *Call to Order:* The meeting was called to order by Chair Broker at 5:04 PM.
  - b. *Approval of Agenda*
  - c. *Consideration of Minutes from October 15, 2024:* Motioned by Vice Chair Sheriff Glendening, seconded by Rep. Ray Wilson. *Motion passed.*
- II. **Old Business**
  - a. *None*
- III. **Commission Items** Discussion/Action
  - a. Election of officers
    - i. Motion by Vice Chair Sheriff Glendening and seconded by Rep. Ray Wilson to maintain same officers. *Motioned passed.*
  - b. Hazard Mitigation Plan Update- Due September 2025- BRIC Funding
    - i. BRIC Funding is still on hold, and we discussed the possibility of not receiving the funding. Chair Broeker recommended that

we continue to wait for the funding and if it does not come in time then we take it from my fund balance to pay for the Hazard Mitigation Plan.

IV. **Commission Items**- Discussion/Action

a. FY26 Budget proposal

i. Discussed budget changes from FY 25 to FY 26:

1. Proposed vehicle upgrade from current to a 4x4 with towing capacity to move trailers and equipment as well as moving in severe weather.
2. Proposed a 5% raise for coordinators' salary.
3. Proposed \$4,000 for new office furniture. Vice Chair Sheriff Glendening said that the Sheriff's Department has extra chairs and EMA office can have them. Chair Broeker then motioned to take the \$4,000 budgeted and change it to \$1500 due to this.
4. Chair Broeker would like the ending fund balance to be 15% and will get the county contribution to EMA asap to complete the budget for publication. It was motioned to publish budget with this change by Mayor Jon Billups and seconded by Vice Chair Sheriff Glendening. *Motion passed.*

b. Set public hearing date for EM Budget Approval

- i. **Public hearing date is Wednesday, February 12, 2025, at 5 PM**
- ii. Maintaining The Hawkeye as the official newspaper. Motioned by Mayor Jon Billups and seconded by Vice Chair Sheriff Glendening. *Motion passed.*

c. Public Comment- *No public comment*

V. **DESCOM Administration**- Discussion/Action

a. Consider approval of FY26 Budget

- i. Shanna would like to revisit the language of part time after union negotiations.
- ii. Chair Broeker recommended increasing insurance and would like to see numbers on the budget revised to the nearest whole number for better readability.
- iii. Shanna would like to see her vacation hours match her employees with the same tenure as her.
- iv. Shanna discussed why she removed funding from some line items and added to others- decrease on radio & communications and increase on insurance.
- v. There is an issue with the CAD program for law enforcement with large events- not being notified on time- Vesta Communicator- \$1500 for the first year and then \$765.63 for the following 5 years. She would like to absorb the \$1500 into the budget this year to get this project moving.
- vi. It was motioned by Mayor Jon Billups and seconded by Vice Chair, Sheriff Glendening, to move forward with the discussed changes. *Motion Carried.*

b. Union Negotiations

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- i. Pat would like to do negotiations either the last weekend of January or the first weekend of February.
  - ii. Shanna recommends someone from this board to take over as negotiator as she doesn't feel she should be negotiating against her own staff.
  - iii. Vice Chair, Sheriff Glendening recommends the labor attorney be the contact for negotiations and we should be the contact for the labor attorney to ask questions to.
  - iv. Shanna's biggest issue is with the part-time language and would like to see that changed.
- c. Public Comment

VI. **Adjournment**- Discussion/Action

- a. **Items for Next Meeting Agenda**
- b. **Next Meeting Date: 2/12/2025 at 5:00 PM**
- c. **Adjourn:** 6:00 PM Motioned by Vice Chair Glendening and seconded by Rep. Ray Wilson. *Motion passed.*