

Carroll County Emergency Management Commission Meeting

December 20th, 2007

Carroll County Courthouse, Ground Floor Meeting Room

Roll call was taken and the following individuals were present:

Emergency Management Agency: Derek White

Board Members: Bob Ehlers (Manning), Jeff Cayler (Carroll), Mark Bauer (Templeton), Stan Hoffman (Lidderdale), Ken Haubrich (Glidden), Justin Soyer (Ralston), Glenn Dentlinger (Halbur), Wes Bierl (Arcadia), Chris Maneary (Lanesboro), Chris Young (Breda), Doug Bass (Carroll County Sheriff), and Neil Trobak (Carroll County).

No board representation from Coon Rapids, Dedham or Willey was present.

Visitors Present: None.

- 1) Commencement: Meeting called to order at 7:00 P.M by Chairman Cayler.
- 2) Agenda: Agenda was accepted with one amendment—adding “Approval of Meeting Dates for 2008” between items #11 and #12.
- 3) Minutes of October 18th, 2007 Meeting: Motion to approve made by Dentlinger and seconded by Soyer. All ayes—approved.
- 4) 2007 Strategic Report for Carroll County EMA: White presented the annual report on services and projects undertaken by his agency in 2007. No action taken.
- 5) Performance Review for Coordinator: Since the commission was to review White’s performance as an employee, White requested a closed session under Iowa Code 21.5 (1) (i). Closed session motion was made by Haubrich and seconded by Bauer. All ayes—approved. Closed session was commenced at 7:24 PM. A motion to end closed session was made by Young and seconded by Bierl. All ayes—approved. Closed session ended at 7:49 PM.
- 6) Initial Review of FY2009 Budget and Approval of Funding Request from County: White presented the EM budget for Fiscal Year 2009. Cayler mentioned the commission’s decision the year before to bring the coordinator’s salary up to that of a starting deputy sheriff over three years in increments of 90%, 95% and 100% of where the deputy sheriff salary is each of those years.

Young motioned to approve the coordinator’s salary of \$42,702 for FY2009 and Ehlers seconded. All ayes—approved. White then stated that the budget would then require \$45,734 from the county for funding. Ehlers motioned for the commission to ask the

Carroll County Board of Supervisors for \$45,734 for funding in the FY2009 budget and Soyer seconded. All ayes—approved.

7) Coordinator Report: White stated that because of working on the annual report, he did not have a formal written report for the commission and would provide more information at the February meeting. No action taken.

8) EMPG and Budget Update: White told the board that because of delays in passing the federal budget, the Emergency Management Performance Grant had been delayed for the current federal fiscal year (October 1, 2007-September 30, 2008). White added that it may be necessary to amend the current budget if EMPG funds are delayed. No action taken.

9) Review of Five-Year Exercise Plan: White presented a multi-year plan for various types of exercises drills to be held in Carroll County. No action taken.

10) Approval of Shelter Agreements: White presented for ratification shelter agreements with Sacred Heart School in Templeton, St. Augustine's Catholic Church in Halbur, and Holy Angels Catholic Church in Roselle. Young made a motion to ratify the agreements and Hoffman seconded. All ayes—approved.

11) Review of Insurance and Approval of Resolution for Liaison Authority: White announced to the board that the Iowa Communities Assurance Pool, the insurance agent for the commission, required the commission to pass a resolution approving a primary and secondary liaison when it came to business with the agent. White noted that he had been the liaison and Cayler had been the secondary and recommended that this remain the case. Hoffman motioned to approve the resolution and Haubrich seconded. All ayes—approved.

12) Approval of Meeting Dates for 2008: White presented the following possible 2008 meeting dates to the commission for approval—February 7th, April 17th, July 17th, October 16th, and December 18th—all to start at 7 PM. Bierl motioned to approve the dates and Bauer seconded. All ayes—approved.

13) Update on Discussion of Volunteers/Interns for EMA: White updated the commission on an issue that was presented at the previous commission meeting regarding having interns or volunteers assisting the coordinator with duties. The insurance company representative (Terry Axman with Mid-Iowa Insurance) told White that it was within the liability insurance guidelines for the agency to have interns or volunteers. White added that any interns or volunteers would need to sign liability and worker compensation waivers. No action taken.

14) Other New Business: None.

15) Old Business: None.

16) Approval to Adjourn: Bauer motioned to adjourn and Ehlers seconded. All ayes-- approved. Meeting ended at 8:20 PM.

Respectively submitted,

Derek White
EMA Coordinator