

Franklin County Emergency Management Commission

Meeting Minutes

January 7, 2015
19:00

Type of Meeting: Regular

Meeting Facilitator: Larry Richtsmeier, Chairman

Invitees: Brook Boehmler-Mayor of Hampton, Mike Nolte-Board of Supervisors, Michael Norman-City of Hansell, Nick Wilson-City of Sheffield-ABSENT, Kevin Erickson-City of Coulter, Kent Morton-City of Latimer, Darrel Baxter-City of Alexander, Sean Porter- City of Geneva, Dale Maas-City of Popejoy-ABSENT, Thomas Craighton-EMA Coordinator

- I. Call to order-Call to Order at 1903 by Chair Larry Richtsmeier
- II. Roll call-Quorum Determined
- III. Approval of Agenda-Motion by Mike Nolte seconded by Brook Boehmler to Approve Agenda. Motion passed without dissent.
- IV. Approval of minutes from last meeting-Motion by Kent Morton seconded by Michael Norman to approve minutes of December 4, 2014. Motion passed without dissent
- V. Public Comment Period-no comments
- VI. Technical Advisory Committee Update-Robert Schaefer
- VII. Robert Schaefer updated the group that the Technical Advisory group had met and discussed and had in policy that for most of the personnel issues in Communications there would be a documented verbal warning, written warning, suspension, and then termination for failure to comply. Noting that there are a couple of infractions with Information Systems that by Iowa Administrative rule must be termination without further process for infractions.
- VIII. Old Business-NONE
- IX. New business
 - A. Approval of Claims for EMA-Telecommunications-Motion by Kent Morton seconded by Michael that all claims be paid with the addition of a Language Line bill

that had arrived that did not have claim attached or processed yet. Motion passed without dissent.

- B. 2015-2016 Budget for EMA and Dispatch-Much Discussion about EMA Budget for FY 15-16. Motion by Brook seconded by Mike Nolte to accept EMA budget with Salary and Insurance being left until Board of Supervisors had settled on County Wage and Insurance Increases.

After Discussion on Communications Portion of Budget Brook rescinded motion to pass EMA budget, Michael Norman seconded. Motion to rescind EMA Budget passed without dissent.

All Budget matters were put aside until we got more concrete decision on numbers for Wages and Insurance from Board of Supervisors. Thomas and Jody will continue to work with Michelle in getting the correct numbers in and get these out to the commission As soon as Supervisors give answer on final Wage and Insurance Figures.

- C. Public Hearing for Budget-No Budget approved, will not set until after have a budget.
- D. Posting and hiring for part-time Telecommunicator-Robert Schaefer explained that one part-time person had left and we needed to re-post the position to fill as the applications received previous had passed their effective date.

Motion by Mike Nolte, seconded by Sean Porter. Motion passed without dissent.

- E. Personnel Issues-Mike Nolte brought to the Commission that the Board of Supervisors felt we need a motion and documentation that all Emergency Management Personnel would be following the Franklin County Personnel Policies/Procedures. Motion by Brook Boehmler to have Emergency Management Personnel follow Franklin County Wage and Benefits, and personnel policies. Seconded by Kent Morton, motion passed without dissent.

- F. Larry discussed an issue of Comp time and Overtime for Communications Manager. After much discussion Brook Boehmler moved to pay out the comp time to a level of 40 hours, Mike Nolte seconded. Motion passed without dissent.

Discussion about the Memorandum of Understanding between Franklin County and the City of Hampton had a paragraph that the Telecommunicators were to be allowed 240 hours of comp. time. Brook motioned to rescind motion on Overtime to 40 hour level, Mike Nolte seconded. Motion passed without dissent.

After further discussion Mike Nolte motioned that the Manager would be paid Overtime for any hours over 240 hours. Motion seconded Brook Boehmler, motion passed without dissent.

- X. EMA Coordinator Update-Thomas discussed and educational opportunity for John Maxwell Course, discussion and consensus to not pay for this class.

Discussion regarding sending personnel to a Search Class for Missing persons.
Consensus to not do this at this time.

- XI. Adjournment

DRAFT ONLY-NOT APPROVED by COMMISSION