

Franklin County Emergency Management Commission Formal Meeting Minutes

April 6, 2016

Franklin County Law Enforcement Center-Multi-purpose Room

19:00

Type of Meeting: Regular

Meeting Facilitator: Larry Richtsmeier-Chairman-Absent-Vice-chair Mike Nolte
Facilitated

Invitees: Meghan Freie-City of Hampton, Mike Nolte-Board of Supervisors, Michael Norman-City of Hansell, Nick Wilson-City of Sheffield, Kevin Erickson-City of Coulter, Mark Johansen-City of Latimer-ABSENT, Darrel Baxter-City of Alexander-ABSENT, Sean Porter- City of Geneva-ABSENT, Dale Maas-City of Popejoy-ABSENT, Thomas Craighton-EMA Coordinator, Jody Bardole- Communications Manager

Call to order-at 1902 by Vice Chair, Mike Nolte

Roll call-QUORUM DETERMINED.

Approval of Agenda-Approved with addition of Public Comment period added after Approval of Minutes. Motion by Nick Wilson seconded by Michael Norman, motion passed unanimously.

Approval of minutes from last meeting-March-after much discussion of the Resource Unit Leader item from March, It was not appropriately documented that it had been disallowed due to lack of a motion for approval. This item will be added to the March Minutes to reflect same. Motion to approve March Minutes with that correction made by Meghan Freie seconded by Kevin Erickson motion passed unanimously. It will also be future practice if an item has no discussion it is a NON APPROVED ITEM without further discussion.

Public Comment/open discussion-Meghan asked about formal evaluation of Thomas Craighton's position-This will be added to the May Agenda. Meghan also questioned a requested more follow-up on a fraudulent charge that had formally been dismissed by Credit Card Company and Frist Bank Hampton-Thomas will request Larry Richtsmeier Sheriff and Chief Deputy Linn Larsen to follow-up.

Financials for March

- A. **Approve March Financials**-Motion to approve financial summary for both Communications and Emergency Management by Meghan Freie seconded by Michael Norman motion passed unanimously.
- B. **Approve Adobe PDF-for EMA-Quote from Gabe**-after discussion of budget numbers and what this program was for Nick Wilson moved to approve, Michael Norman seconded motion passed unanimously.
- C. **Approve Hy-Vee food bill-from THRIA and EOC Management**-After Much Discussion Meghan Freie Moved to approve, seconded by Nick Wilson motion passed unanimously. Meghan Freie motioned that there would be no further food provided for any training in Franklin County hosted by Franklin County Emergency Management, seconded by Kevin Erickson motion passed with Nick Wilson voicing NAH. Nick Wilson made a motion that food could be served if PREAPPROVED by Commission, Michael Norman seconded. Motion passed unanimously.

Old Business-none

New business-

Communications Division Update-Jody Bardole-Manager

- A. Telecommunicator interviews form past week
- B. APCO Conference-Child Abduction-Missing Persons Jody and Nancy April 12 in Des Moines

EMA Coordinator Update-

- A. Resource Unit Leader –Polk County Emergency Management Monday through Thursday-After much discussion this class had not been approved by commission at last meeting-NO HOTEL AND NO FOOD costs allowed for this class.
- B. MGT 315 Critical Asset Risk Management-CANCELLED-this class was cancelled due to only 6 persons signed up
- C. March Training-MGT 310-Jurisdictional THIRA-March 30 31-went very well 17 people 9 from county

- D. April-EOC Management-April 19-20 –This class will still be held with no food or beverage except coffee approved.
- E. Debris Management Class Waterloo April 26-28 Black Hawk County EOC- NO Discussion Thomas will CANCEL out of this.
- F. Safety and Disaster Planning scheduled with Bradford Farmers COOP Friday April 8, 2016 0900-1100
- G. Disaster Drill at Harpers Ferry April 9-Thomas will be assisting Allamakee County EMA with This. Motion by Michael Norman seconded by Nick Wilson to approve Thomas to use EMA Credit Card for lodging and food. Motion passed unanimously.
- H. LOCAL PUBLIC HEALTH COALITION Exercise May 4, 2016-This is open for any EOC Staff to sign up to participate.
- I. Full Scale Exercise in Cerro Gordo County- Mason City May 19, 2016- Thomas will be assisting Cerro Gordo EMA
- J. Be in Texas May 11-17, 2016 for a wedding

Adjournment-motion by Michael Norman seconded by Kevin Erickson.

Respectfully submitted by Thomas A. Craighton, EMA Coordinator