

Franklin County Emergency Management Commission Meeting Minutes

May 4, 2016

Franklin County Law Enforcement Center-Multi-purpose Room

19:00

Type of Meeting: Regular

Meeting Facilitator: Vice-chair Mike Nolte

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, Darrel Baxter-City of Alexander, Sean Porter- City of Geneva, Dale Maas-City of Popejoy-ABSENT, Thomas Craighton-EMA Coordinator, Jody Bardole- Communications Manager

Guest: Chief Deputy Larson

Call to order-at 1903 by Mike Nolte Vice Chair

Roll call-quorum established

Approval of Agenda- Motion by Michael Norman to approve agenda with changes of moving credit card fraud issue to after minutes approval, seconded by Darrel Baxter. Motion passed unanimously.

Approval of minutes from last meeting April- motion by Mark Johansen seconded by Sean Porter. Motion passed unanimously.

Follow-up on Credit Card Fraud-Linn Larson Chief Deputy Franklin County Sheriff Office-Linn Larsen presented the final letter form the bank on this and case is closed. No further investigation.

Public Comment/open discussion-none

Emergency Management Financials for April-April Detail and Summary reports were reviewed. Nick Wilson motioned to approve, Mark Johansen seconded. Motion passed unanimously.

Communications Division Update-Jody Bardole-Manager

- A. Approve Communications Division Financials-motion by Michael Norman seconded by Kevin Erickson to approve financials as presented in detail and summary. Motion passed unanimously.
- B. OT/Regular hours scheduling-With new fulltime hire coming on Jody requested a change of the way Overtime pay figured. Going from 8 hours then overtime to 40 hours then overtime. This would allow more flexibility in scheduling. Motion by Michael Norman seconded by Darrel Baxter to approve this change in policy for Telecommunications staff. Motion passed unanimously.
- C. Communications Console Chair-needs replacement approval- This item will come back next month after more discussion with Sheriff Richtsmeier and more detail in type and cost of chair.

Old Business-

- A. Thomas Craighton Formal Job Evaluation-Mike Nolte presented the process of Thomas doing a self-evaluation and the commission members each filling out an evaluation and returning to Mike anonymously. Larry and Mike would compile and results presented at Commission meeting in June.
- B. Job Duties for EMA-This item had short discussion and Mike Nolte and Larry Richtsmeier and Thomas will set down and review multiple counties examples and have draft to present to Commission in June or July.

New business-

- A. Signs for Parks ALERT Iowa—Thomas presented the draft of the signs to go out for Keyword use for ALERT Iowa. Michael Norman motioned to approve approximate\$300.00 expense to get these and have them installed in the parks. Seconded by Darrell Baxter. Motion passed unanimously. It will initially be listed in education and promotional expense account.
- B. Bylaws Revisions-Thomas presented many changes that were compiled from Iowa Code and Administrative Code. Other input was received from other EMA's and their county bylaws. These will be cleaned up with more work completed on section about using Franklin County Handbook and Human Resources for Agency. These will be emailed out and then reviewed again at June Commission meeting.

EMA Coordinator Action items-

- A. Full Scale Exercise at Cerro Gordo County-May 19, 2016-Thomas is participating as a Evaluator controller.
- B. Teach HSEMD ICS 300 Class in Cresco-Hotel, food, and Mileage-June 7 and 8 travel night before, also publish Student handbooks with reimbursement for books from HPP Funds in that Coalition. Discussion about reimbursement of Thomas' expenses. Thomas will be teaching as part of Franklin County EMA through Iowa Homeland Security Emergency Management. This time cannot be reimbursed as the Commission already receives Federal EMPG Grants funds for his position. It is also part of the agreement when Thomas was sent to the Train the Trainer class for teaching this class for Iowa HSEMD. Motion by Nick Wilson seconded by Michael Norman. Motion passed unanimously.
- C. Ethanol Response-TtT in Rochester, MN May 24, 2016 No Lodging no Food expense- Motion by Mark Johansen seconded by Michael Norman to approve Thomas to go to this. He will be bringing this training and knowledge back to the Emergency Response Community in Franklin County and others through Mutual Aid agreements. Motion passed unanimously.
- D. Franklin County Fair- ? involvement July 13-17-Motion by Michael Norman seconded by Nick Wilson to allow Thomas to Collaborate with the Franklin County Fair Board in the Emergency Planning and response during the Franklin County Fair July 13-17, 2016 as in past years. Motion passed unanimously.

Adjournment-Mike Nolte adjourned the meeting at 2050 hours.

Respectfully submitted by Thomas Craighton Coordinator and Secretary