

Franklin County Emergency Management Commission Meeting Minutes

June 1, 2016

Franklin County Law Enforcement Center-Multi-purpose Room

19:00

Type of Meeting: Regular

Meeting Facilitator: Vice-chair Mike Nolte

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

Guest Mike Halsne, Tonya Halsne

Call to order-by Vice Chair Mike Nolte at 1905

Roll call-Completed and Quorum determined.

Approval of Agenda-Request by Mike Nolte to add a Board of Supervisors update at end of Agenda. Motion by Mark seconded by Richard Lukensmeyer. Motion passed unanimously.

Approval of minutes from last meeting April-Motion by Sean Porter seconded by Kevin Erickson to approve May 4, 2016 Minutes as submitted. Motion passed unanimously.

Public Comment/open discussion-Mike Halsne voiced a concern about a medical call dispatched May 18, 2016. Requested that the Commission convene three unbiased members to review this call and all matters related to it. Mike and Tonya both left immediately following voicing this concern.

Mike asked for discussion on this issue and many options were raised. Motion by Sean Porter to move this up to the Franklin County Attorney Office. Seconded by Richard Lukensmeyer. Discussion followed that since this involved several agencies and was extremely important that calls are reviewed for accuracy this was the best option and would ensure complete and unbiased review. Motion passed unanimously.

Emergency Management Financials for April-Financials were not available from Auditors reports, held until June Meeting.

Communications Division Update-Jody Bardole-Manager-Jody updated on the new telecommunicator and that she was learning quickly.

Update on radio issues that were being worked on with HPD and Base radio. Also that the Fire frequency had been struck by lightning and had to be repaired. Jody will also be attending the Region 2 Communications Supervisor meeting in Osage next week.

- A. Approve Communications Division Financials-not available for discussion moved to June agenda

Old Business-

- A. Thomas Craighton Formal Job Evaluation- possible closed session-Mike updated that only two evaluations had been returned and he handed out copies and requested they be filled out and left for him at end of meeting.
- B. Bylaws Revisions-no completed yet will be on June Agenda.
- C. Job Duties for EMA-Thomas handed out a DRAFT of job description for review. Thomas built this from several job Descriptions reviewed from across the Iowa EMA Association. The members will review and bring feedback to June meeting.
- D. Signs for Parks ALERT Iowa-One sign for each park has been received. There is a second order for signs for each park as most of these have two entrances or area for visitors to enter.

New business-

Sign board for Emergency Management-Discussion regarding getting a sign board to use when doing public events. Also on a large banner for using in EOC and during press conference that would include logos for EMA, Sheriff, Hampton PD and Sheffield PD.

Motion by Mark Johansen seconded by Kevin to move forward with this with approval under \$500.00 to be left to Mike Nolte, Sheriff Richtsmeier and Thomas. Motion passed unanimously.

EMA Coordinator Action items-

1. Missed TrT Ethanol in Rochester-didn't get placed on Thomas Calendar and was missed.

2. Attending Tabletop Exercise with Safeguard Iowa Partnership in West Des Moines June 22.-Motion by Sean Porter seconded by Mark Johansen to approve Thomas attending this exercise. Motion passed unanimously.
3. Approval for Leadership and Decision Making workshop in Des Moines June 2, 2016 -\$115.00 includes working lunch-little discussion no motions and will not be attended.
4. Post Active Shooter Unified response-Mason City-June 27-29-after discussion motion by Mark Johansen for Thomas to attend, seconded by Sean Porter. Motion passed unanimously.

Board of Supervisor update-Mike Nolte discussed a program available through Port Authority to assist communities in upgrading infrastructure form Port Authority.
Informational meeting at Board of Supervisors meeting on Monday June 6, 2016 at 0930.

Adjournment-Mike Nolte Adjourned meeting at 2058