



Franklin County Emergency Management Commission Tentative Meeting Agenda

September 7, 2016

Franklin County Law Enforcement Center-Multi-purpose Room

19:00

Type of Meeting: Regular

Meeting Facilitator: Chair-Sheriff Larry Richtsmeier

Invitees: Richard Lukensmeyer-City of Hampton, Mike Nolte-Board of Supervisors, Michael Norman-City of Hansell, Jim Hegarty-City of Sheffield, 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

No guests

Call to order-1900 by Chair Larry Richtsmeier

Roll call-6/11-Ricahrd Lukensmeyer arrived at 1910 making quorum

Approval of Agenda-Approved by Consent

Approval of minutes from last meeting: June, July, August-Mark Johansen moved to approve-Sean Seconded, Consent approval

Public Comment/open discussion-none

Emergency Management Financials: for May, June, July and August-Discussion that the TORT-Liability had been paid without coming to Commission as it was an Annual and had to be paid before meeting time. Sean Porter moved to approve TORT Liability, Mike Nolte Seconded, motion passed unanimously.

August Financial were reviewed-Mark Johansen moved t approve, Kevin Erickson seconded-motion passed unanimously.

Communications Division Update: Jody Bardole-Manager

- A. Approve Communications Division Financials-May, June, July and August-Sean Porter moved to approve, Richard Lukensmeyer seconded to approve. Motion passed unanimously.
- B. Hiring process status-Jody updated on our current staffing and process for hire. One employee was terminated for cause since last meeting.

Old Business-

- A. Thomas Craighton Formal Job Evaluation- possible closed session-Larry Richtsmeier gave overview of the Evaluation process and the highlights of the comments.
- B. Job Description for EMA-Approval-Motion by Richard Lukensmeyer to approve, seconded by Sean Porter-Motion passed unanimously.

New business-

- A. Approve ESF 3, 4, 5 and 10. Need Motion to approve-Thomas had sent these to HSEMD and they have been approved. Copies will be sent to the commission to share with the cities. Motion by Mark Johansen to approve, seconded by Mike Nolte-motion passed unanimously.
- B. Bylaws as approved by County Attorney-Approval-Discussion about a couple of changes that the city of Hampton had discussed. These were discussed specifically about Article IV section 5. The items was clarified by adding Iowa Code Section to this section. Other items discussed, it was found sections had not been number correctly and the cleanup would be completed and this final Bylaws sent out to Cities so they could get City Council Approval or at least acknowledge them. The Bylaws of the Commission do not legally need City Council Approval but the signature of the Official assigned to the Commission. Plan is to have all entities in attendance at October meeting and sign off on the final copy.
- C. Printer for ID/Credentialing county responders and employees for state system-need motion-Discussion of the new badging system for county responders and EOC Staff. Mike moved to approve the Zebra ZXP Series 7 Card Printer for Purchase, seconded by Jim Hegarty-motion passed unanimously.

EMA Coordinator Action items-

- 1. ISAC Legislative Forum-West Des Moines August 24-26-overnight on ISAC in Des Moines August 24 and 25-Thomas attended the Legislative meeting. There are many items for Iowa legislature this year. The EMA Association Priorities will probably not rise to the level of ISAC priorities but were moved to Objectives. The feeling was from the meeting that the big issues for this year would be Mental Health, Clean Water, and E911 again.
- 2. Leadership and Decision Making-10/11/2016 through 10/11/2016-Hy-Vee Hall-Des Moines HSEMD Course/ HLSEMD State Conference October 10-13, 2016-Registration, hotel and meals-need motion-Discussion of the benefits and the training available form this Conference-Sean Porter moved to Approve expenses of this conference, Mark Johannsen Seconded, motion passed unanimously.
- 3. Air Force Rescue Coordination Center, Basic Inland SAR Course (BISC)- Cedar Rapid Fire Station-September 13 and 14 0800-1700 overnight September 12 and 13-need motion- Mark made motion to approve, Sean Porter Seconded-motion passed unanimously.

4. IAEMA Conference in Savannah, GA. October 15-20, 2016, Hotel, Registration, Flight, Meals-need motion-Jim Hegarty motioned to approve, Richard Lukensmeyer seconded-motion passed unanimously.
5. Fire Extinguisher Training for County Employees September 8 and 15
6. Governor's office Sept 15th Proclamation signing for recognition of EMA is State
7. ISAC Legislative meeting September 29 to finalize Legislative Priorities
8. Several DPS-FSTB Courses next two months
9. Leveraging tools for Damage Assessment Cedar Rapids October 16-Travis and Jay attending also expenses???
10. On committee working on updating Emergency Management Professional Development Series for Training in Iowa

Adjournment-Richard Lukensmeyer moved to Adjourn, Sean Porter seconded-meeting adjourned at 2035.