



## **Franklin County Emergency Management Commission Meeting Minutes**

July 5, 2017

Franklin County Law Enforcement Center-Multi-purpose Room

19:00

Type of Meeting: Regular

Meeting Facilitator: Chair-Sheriff Linn Larson

Invitees: Meghan Freie-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, Thomas Schear-City of Alexander, Sean Porter- City of Geneva, Dale Maas-City of Popejoy, Thomas Craighton-EMA Coordinator, Jody Bardole- Communications Manager

**Call to order**-at 7pm by Linn Larson Chair.

**Roll call**-6/11-all present

**Approval of Agenda**-motion by Mark Johansen seconded by Dale Maas to approve agenda as presented. Motion passed unanimously.

**Approval of minutes from last meeting:** June-Motion by Dale Maas seconded by Sean Porter to approve minutes as presented. Motion passed.

**Public Comment/open discussion**-Travis Gerrish GIS for Franklin County presented information about the E911 maps for fire, EMS and law enforcement. HE is attempting to clean up lines and Emergency Service Numbers(ESN) that will affect the E911 computers as technology and accuracy move forward. This issue is a Township Trustee and each landowner that will need to be processed as E911 evolves.

Mike Nolte presented information from complaints brought to Board of Supervisors by Iowa State Patrol officer Andy Hobart at their meeting. 1. Driving complain, 2. Thomas functioning as an MEI and having to separate his hours from EMA and driving EMA vehicle but must go home off the clock and drive personal vehicle.3. Having Homeland Security wording on vehicle with Emergency Management.4. Light on Thomas' personal vehicle which Linn advised that these were permitted lights through the IaDOT process for emergency lighting.4. Personal appearance of Thomas as far as uniform during working. These items are not on agenda but will be placed on agenda for next meeting in August.

**Communications Division Update:** Jody Bardole-Manager-absent



- A. Approve Communications Division Financials- June Much discussion about the comp time employees have and commission need to limit this or eliminate this. Mike Nolte advised the Board of Supervisors are currently working on this in the employee handbook revisions and it will presented to employees in the future. After much discussion motion by Dale Maas seconded by Sean Porter to accept financials as presented.

### **Emergency Management Financials: June-**

Michelle Giddings Franklin County Auditor spoke of budget items and cash balance coming into this fiscal year and that other department in the county hold major capitol items until end of year.

Thomas explained that the EMPG Grant from Iowa Homeland Security Emergency Management has not been released yet. Revenue has not come in and so the cash balance moving into FY 17-18 is not what was budgeted.

Motion by Michael Norman to accept financials as presented seconded by Sean Porter. Motion passed.

### **Old Business-**

1. Approve Invoice for payment on Light Tower-\$12,000-This invoice now has to be paid out of FY17-18 rather than FY 16-17 due to timing and Thomas not get it to Board of Supervisors by June 30. The light tower arrived on Thursday June 29 and invoice came afternoon that day.

There was also much discussion about items approved by Commission for purchase with specific price and piece of equipment can be sent for payment immediately rather than waiting for the next commission meeting for approval of invoice.

It was decided that when the Commission has a very specific piece of equipment and price approved to purchase that motion is acceptable to pay the invoice from.

2. Approve Salamander Print Key for Badging and Credentialing \$500- This software key is to print name badges and credential for Fire, EMS, LE and Emergency staff. The program and the printer have been purchased previously. Thomas got the printer installed and this key a onetime fee of \$250.00 allows printing through this program. Jim Hegarty motioned to purchase of software key for \$250.00, Sean Porter seconded motion passed unanimously.
3. 100kw Generator-vote on purchase \$46,000-\$65,000-This item will not be considered until last quarter of FY17-18 year.



## **New business**

- 1. Bylaws review and approval**-Motion by Mark Johansen to approve the By-laws filed on 12/16/2016 are still current and accepted. Second by Tom Schear, motion passed unanimously.
- 2. Approve Policy and Procedure-Conflict of Interest**-Dale Maas moved to establish the Conflict of Interest policy as presented. Motion passed unanimously.

## **EMA Coordinator Items-**

- A. ISAC Conference August 23-25**-Veteran's Memorial Choice Credit Union Convention Center D. M Registration \$65.00 Quality Inn Hotel –Thomas is registered.
- B. Franklin County Fair**-status and generator use if here. Thomas' role is a support role to fair board and uses it as an exercise for LE, EMS and Fire. It was consensus to use the new light tower generator at the fair.

**Adjournment-** at 2045 Dale Maas moved to adjourn, Tom Schear seconded. Motion passed.