



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

September 6, 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-ABSENT, Jim Hegarty-City of Sheffield-ABSENT, 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

Guests-John Benson, Iowa HSEMD, Dawn Craighton,

### **Call to order-1900 by Chair Linn Larsen**

### **Roll call-6/11**

**Approval of Agenda**-Move to approve by Dale Maas, Second by Thomas Schear. Motion passed.

**Approval of minutes from last meeting:** August-Motion to approve by Mark Johansen, seconded by Sean Porter. Motion passed.

### **Public Comment/open discussion-**

- A. John Benson-Iowa HSEMD-discussed 29c with what coordinator duties are, Budgeting process, Agreements with County and EMA Commission on how partnered for benefits make sure process is in black and white, .911 issues, funding commission budget.

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

- A. Approve Communications Division Financials- August-motion to approve by Meghan Freie seconded by Sean Porter. Motion passed.
- B. Overtime/comp time-Mike Nolte findings-Mike stated overtime comp time- if the manager wants to be paid it can be paid out with Commission approval, now Jody can use comp or use OT. Jody can approve comp time pay out for other dispatch personnel.



**Emergency Management Financials:** August-Motion to approve by Mark Johansen seconded by Thomas Schear. Motion passed.

**Old Business-**

1. FY 2016-2017EMPG awarded- ~\$22,500-The grant was awarded two weeks ago. Agreement is signed. Reports for completion will done after September 30 for End of Federal Fiscal year.
2. Job Description- Resolution for call out list-Discussion about fires, and other items coordinator should be notified for. This will be written into a resolution for next meeting. Job Description there was consensus that Job Description signed in 2016 was still ok.

**New business**

- A. Liability Insurance-ICAP-Do we need more than \$2,000,000auto and officers and excess liability \$1,000,000 –discussion on raising up excess liability. Motion by Dale Maas to leave Liability coverage as it is and has been for 4 years. Thomas Schear Seconded. Motion passed unanimously.
- B. 2017 Iowa HSEMD Conf-Des Moines-\$125.00 plus hotel, food-Motion to approve expenses for Thomas by Meghan Freie, Mark Johansen seconded. Motion passed.
- C. Use of Light Tower-Sean Porter-approval-Event to be held in Geneva for Geneva Market in September-Consensus was yes to do.

**EMA Coordinator Items-**

1. Grain Bin Rescue and High Angle Rescue-All Dept. Sept 9-10
2. ICS 300-400- Cedar Rapids HSEMD-September 12-15
3. Iowa Children and Youth in Disasters-Des Moines-Sept. 22
4. Working with Fire Departments on training and burn at 1918 Grouse Avenue

**Adjournment-Motion to adjourn by dale second by Sean at 2052**

Respectfully submitted by Thomas A. Craighton, EMA Coordinator.

Attested by Linn Larson, Chairman\_\_\_\_\_

Date\_\_\_\_\_