

## Linn County Emergency Management Commission

### MINUTES

Linn County Emergency Management Agency  
Emergency Operations Center  
6301 Kirkwood Blvd SW  
Cedar Rapids, IA

**Tuesday - November 16, 2010**

**6:00 PM**

**Called to Order at 6:04 p.m.**

#### **Representatives Present:**

Dave Yanecek	Fairfax
Paula Gunter	Palo
Ron Hoover	Alburnett
Darren Paustian	Prairieburg
Don Gray	Central City
Ian Cullis	Robins
Rick Heeren	Springville
Terry Jackson	Marion
Chad Ware	Walker
Dar Harmening	Bertram
Bill Grove	Ely
Eric Hoover	Hiawatha
Mike Buser	Mt. Vernon
Brian Gardner	Sheriff
Brandon Siggins	Lisbon

#### **Guests Present:**

Rich Struve  
Bill Mau  
Steve Jones  
Scott Haney  
Lisa Powell  
Gary Jarvis  
Tom Hess

#### **EMA Staff:**

Michael Goldberg  
Dawn Nelson

- 1. Roll Call** – Roll call was taken and a quorum was present.
- 2. Approve Agenda** – Brian Gardner noted we will remove items 7.4 Purchasing/Emergency Procurement and Support Policy (OP-002) and 7.5 Resolution designating portion of fund balance for emergency procurement and support and bring them back at a later date. Motion by Mike Buser and second by Don Gray to accept the agenda with the noted changes. Motion carried.
- 3. Public Comments – Agenda Related** – None.
- 4. Invited Guests/Speakers/Presentations/Awards** – None.

**5. Consent Calendar**

- 5.1. Minutes – 09/21/2010 Commission Meeting. – Motion by Rick Heeren and second by Mike Buser to approve the Consent Calendar items. Motion carried.

**6. Reports**

- 6.1. Director's report – Mike Goldberg noted this has been taken out of the agenda and is separate now. An overview of the report was given (see attach). EMA has taken on the pager maintenance and repair for E-911 and Brad Ransford is handling this. New pagers still go to the Chair of the E-911 Board.
- 6.2. HazMat report - Mike Goldberg noted the new format (see attach). The team received a railcar patch that was donated by ADM.
- 6.3. Executive Committee – Brian Gardner stated the E-Board met last Tuesday, however, there are no minutes included tonight. They discussed items in 7 Business.

**7. Business (discussion and action may be taken on any of the following)**

- 7.1. Business Policy renewal with EMC. Premium is \$26,883 for one year beginning 11/19. Last year's premium \$27, 701.00.  
**Action:** Information only.
- 7.2. Personnel Manual  
**Action:** Approval requested. Draft reviewed with Executive Committee. – Mike Goldberg reported this will bring the Personnel Manual in compliance with the labor agreement. There was a recommendation from Human Resource on a change to the life insurance and this will only affect Dawn. On page 8 there is an extraordinary adoption by the county included. Page 7 under 7b, compensation time was changed to 80 hours from 240 hours. There was a question regarding the extraordinary pay up to four weeks and comp time earned is now only two weeks. The four weeks is only for extraordinary circumstances. Will double check the wording per the Chair. Brian Gardner gave a reminder that the Personnel Policy was updated a few years ago to have more oversight and we don't need as much oversight now and are keeping the policy inline with the labor contract. Motion by Mike Buser and second by Chad Ware to approve the changes as presented. Will make changes on page 7 and page 8 and change the wording to bring it together. Lisa Powell with Human Resources stated there is not a conflict. Motion carried.
- 7.3. Job Classification – Emergency Management Specialist  
**Action:** Approval requested. Draft reviewed with Executive Committee. – Mike Goldberg said this will be deferred to the next meeting. There were previously three job descriptions. There is also a proposal for a 20 mile residency requirement.
- 7.4. Purchasing/Emergency Procurement and Support Policy (OP-002)  
**Action:** Approval requested. Draft reviewed with Executive Committee - Removed.
- 7.5. Resolution designating portion of fund balance for emergency procurement and support.  
**Action:** Approval requested. This resolution is referenced in the Emergency Procurement and Support portion of the Purchasing Policy – Item 7.4. ( Distributed at meeting.) – Removed.

- 7.6. Motion setting New Year's Day 01/01/2011 as "floating" personal holiday.  
**Action:** Approval requested. Would result in a 3-day weekend vs. a second consecutive 4-day weekend. Brings EMA in line with schedule of county departments. Motion by Mike Buser and second by Rick Heeren to set New Year's Day 01/01/2011 as a floating personal holiday. Motion carried.
- 7.7. Request to add two doors to the access control system and amend project spending authorization – Communications and Conference Room doors from EOC. – Mike Goldberg reported he has received a proposal of \$4,200 to add two doors into the access control system. The \$10,500 original approved amount for the existing work is not enough with the additional 50 access buttons needed. There is money in the overall budget for it. The EOC is a community/general use area so that is why there is the request to add these two doors to the access control system. Motion by Don Gray and second by Mike Buser to approve the additional \$4,200 for the two additional doors as requested. Motion carried.
- 7.8. \*Discuss FY2012 Budget – Mike Goldberg discussed the FY2011 budget (see attach) and noted the original IT upgrade was \$30,000. We will take off \$4,200 for the access control system from \$83,913 undesignated amount. Mike also noted the State code submittal of the EMA budget and funding. Brian Gardner said the Board of Supervisors are not funding wages or IPERS increases for FY2012. The budget is due November 29<sup>th</sup> to the County this year. The next Commission E-Board meeting is on November 29<sup>th</sup>. A Hazmat fee was previously mentioned in a Commission meeting and it was asked if we are moving forward with that. Mike Goldberg stated we were not at this time as current hazmat revenues were exceeding the expenditures and there was not a current need.

Motion by Paula Gunter and second by Mike Buser to go into closed session at 6:51 p.m. Roll call vote by name was taken and motion was carried at 6:53 p.m.

**8. Closed Session for collective bargaining purposes pursuant to Chapter 20.17(3), Code of Iowa -**

Out of closed session and resume open session at 7:16 p.m.

Mike Goldberg stated we needed to go back to 7.8 Discuss FY2012 Budget and he asked what amount the Commission wanted to put in for the Confidential & Management personnel. A 2.5% increase will be allowed for. Mike also noted there are a number of combinations of funding available for EMAs. The current funding comes from the county general supplemental funding. A suggestion was made to have the code section changed before we change our funding process. It was noted that Polk County EMA's funding is county and municipal per capita funding combined. Mike Goldberg noted the Iowa Emergency Management Association is working on levy authority. In conclusion, the unreserved funds of \$83,913 will now have approximately \$79,000 remaining and that will be carried forward to next fiscal year.

**9. Travel/Conference Request (Take Action) – None.**

**10. Upcoming Events**

- 10.1. ISAC & IEMA Fall Conference – November 17-19. Coralville
- 10.2. E9-1-1 Executive Board Meeting – This will be in December, per Mike Goldberg.
- 10.3. MRC – joint meeting with Johnson County
- 10.4. December COAD meeting

**11. Scheduled Programs/Presentations – None.**

**12. Public Comment (Non-agenda related) –** Chair Brian Gardner thanked Lisa Powell and Gary Jarvis for their help.

**13. Adjournment –** Motion by Don Gray and second by Dave Yanecek to adjourn at 7:24 p.m. Motion carried.