

Woodbury County Emergency Management Commission

Meeting Minutes

2-4-2015

6:30pm

The Security Institute
Western Iowa Tech College Campus
4647 Stone Avenue
Sioux City, IA

Sheriff Dave Drew called the meeting to order at 6:31pm.

Sheriff Drew read the roll call and announced there would be a sign-in sheet passed around. He welcomed everyone and thanked the Commission Members for coming.

The Commission also passed the By Laws for the Mayors to sign.

Scott Mitchell made a motion to approve the prior meeting minutes and agenda. Bob Scott seconded the motion and all were in favor.

The Commission then reviewed the Proposed FY16 Budget. Sheriff Drew stated that this budget was for Emergency Management solely. Matthew Ung, Gary Brown and himself had, with the permission of the Commission, sat down with Dennis Butler, Woodbury County's Finance/Operations Controller to work on a proposed budget that would be both functional and fiscally responsible.

In addition to proposed budget the Commission discussed with Dennis Butler that the County Board of Supervisors could be asked to allow funds from gaming dollars to use towards a vehicle purchase for the amount of \$22,000.00. Both Matthew Ung and Dennis Butler thought the County Board of Supervisors would be in agreement with that.

The Commission discussed the \$126,000.00 of carry-over funding. They confirmed the carry-over accumulated over the years and were dollars remaining annually after the end of each fiscal year. These are funds that had accumulated over the years from the combined Woodbury County Emergency Management and Emergency Services Departments.

The purposed budget would be to split the funding evenly between Emergency Services and Emergency Management leaving \$63,000.00 for each. This would allow the Commission to hire for the position of Coordinator prior to the start of the FY16 Budget, which begins on July 1, 2015.

Bob Scott stated that representing Sioux City they pay a large amount of the budget and felt that it was not right for the portion Sioux City had paid to just return to the county budget. There was some

clarification on the difference between Starcomm and the Regular Operating Budget. Starcomm Budget is paid by all the Starcomm Members based on population, so there is not carryover of Starcomm funds.

Bob Scott advised the Regular Operating Budget which is currently both Emergency Services and Emergency Management combined; Includes rent for The Security Institute for \$37,000.00 and this budget is normally above the annual operating cost. Gary Brown agreed and clarified that it is described as rent in this budget however, is the operating budget for The Security Institute which includes heating, cooling, general maintenance and janitorial staff. Both Bob Scott and Gary Brown noted they knew the budget was also to cover any major breakdowns in equipment or major facility issues. The budget does fluctuate some from year to year.

It was explained to the Commission that the agreement is between the City of Sioux City, Woodbury County and Western Iowa Tech Community College to each pay a third of the Operating Expenses. Bob Scott stated that some of that carry-over is Sioux City's and shouldn't go back to the County. Dennis Butler was asked if that could be calculated and it would be possible however very difficult because the Emergency Services and Emergency Management budgets were one. Bob Scott acknowledged why this would be difficult and felt it would be more suitable for the carry-over funding to be split $\frac{1}{4}$ stays with Emergency Services and the remainder goes to the Commission. Dennis Butler stated he would approach the board and advise the Commission of their answer.

Gary Brown wanted to caution the board referencing the Homeland Security Grant for the amount of \$39,000.00. This is a grant and it may or may not be available next year or the amount could change. Right now the 10 largest counties are capped at \$39,000.00; also the Homeland Security Funding goes directly to the State of Iowa and the funds are not released sometimes up to 15 plus months after the funding is spent. Currently, it is past the first quarter for 2015 and the applications were just published and due March 13th.

The Commission then addressed the tight time table in hiring for the Coordinator. It was collectively agreed that the Commission wishes to fill the position as soon as possible to allow both Jim Clark and Gary Brown to orientate the new hire to the position. Brown said himself and Jim Clark, Sioux City Fire Department are both working on that information now and are willing to help as long as the Commission wishes for a smooth transition.

The Commission discussed changing the orientation time from 90 days to 60 days to minimize the spending of the budget dollars. Members were in agreement as they feel they will have qualified applicants to choose from. The Commission discussed this would be funded by the portion of the \$126,000.00 that the Commission would receive once Dennis Butler speaks with the County Board.

Dave Amick made the motion that the FY16 Budget be approved and uses \$41,000.00 of the carry-over funds for the FY15 expenses for startup cost and request the Woodbury County Board of Supervisors be asked to purchase a vehicle for \$22,000.00 with gaming fund revenue, pending the County Board's approval. Scott Mitchell seconded the motion all were in favor.

The Commission wanted to know about liability insurance not on the purposed budget. Sheriff Drew asked Woodbury County Human Resource Director Ed Gilliland to address the Commission. Ed advised that Sheriff Drew and other Commission Members asked his department to look at the liability insurance and they did. The option of the Woodbury County adding the commission to the county's policy had very small variance in the cost and the County Board is willing to do this for the Commission.

Sheriff Drew recommended that the Commission consider using Woodbury County Human Resources Department for the hiring process. Including advertising for the position, accepting applications. The Commission agreed.

They discussed that the HR Department would narrow it down to 4 or 5 acceptable & qualified candidates, that information would be provided to the Commission's Executive Board and they would perform the interviews and make their recommendations to the full Commission and the Commission must vote to hire the new Coordinator.

The Commission discussed the timeline.

Dave Amick asked about benefits and Ed Gilliland confirmed that the Coordinator would have benefits and follow the County HR policies referring to IPERS, vacation time, sick time for example. Gary Brown suggested that an MOU be put in place to state the County is providing the benefits and County Policy is what will be followed for the employees under the Commission. Josh Widman Woodbury County Assistant Attorney advised that it is covered in the By Laws however; he will work up a draft MOU for the Commission.

Charlie Thorp made a motion that the Commission allow Woodbury County Human Resources to handling the hiring the coordinator, narrowing the candidates and providing that information to the Executive Committee to interview and then move to the Commission to vote on the new hire. The candidate should be hired by April 1, 2015 and be in the position by May 1, 2015 for 60 days of orientation. And ready for the new position July 1, 2015. Tom Hardie seconded the motion. All were in favor.

The timeline for hiring was reviewed the application deadline will be Friday, March 6th. The Executive Committee will conduct interview the weeks of the 16th & 23rd. The Whole Commission will meet on Wednesday, March 25th to vote to hire for the position.

The Commission discussed the need to publish the budget and that it must be approved no later than February 28th, 2015. Dennis Butler confirmed he would make this a top priority and would speak with the board and have the purposed budget entered into the state website and ready for the Sioux City Journal by the 10th. The Commission would hold the public meeting on February 25th, 2015 at 6:30pm at The Security Institute.

Bob Scott made the motion to have Dennis Butler complete the budget and submit it to the Sioux City Journal Legal Department no later than Feb 10th and hold the public hearing on February 25th at 6:30pm at The Security Institute. Scott Mitchell seconded the motion. All were in favor.

Sheriff Drew asked if there were any concerns or input; there were none.

Sheriff Drew made a motion to adjourn. Bob Scott seconded the motion. All were in favor.