



Woodbury County Emergency Management Commission Meeting

MEETING: THURSDAY, DECEMBER 28, 2023

TIME: 6:30 PM

LOCATION: Woodbury County Emergency Operations Center
The Security Institute
4647 Stone Ave.
Sioux City, IA 51106

ZOOM:

Topic: December 2023 EMC Meeting

Time: Dec 28, 2023 06:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82510662896?pwd=OTkxK1Q1TkQd1JsQ3hwbkIpSjQxUT09>

Meeting ID: 825 1066 2896

Passcode: 376366

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AGENDA

- CALL THE MEETING TO ORDER – MAYOR SCOTT MITCHELL (CHAIR)
- APPROVAL OF AGENDA FOR 28 DECEMBER 2023 MEETING
- APPROVAL OF THE 27 JULY 2023 MEETING MINUTES
- EMERGENCY MANAGEMENT PROGRAM UPDATE
- 2023-2024 BUDGET UPDATE
- PROPOSAL FOR 2025 BUDGET YEAR / BUDGET APPROVAL
- SET PUBLIC MEETING FOR BUDGET ADOPTION
- DISCUSSION ON ANY NEW BUSINESS
- DISCUSSION ON ANY OLD BUSINESS
- PUBLIC CONCERNS AND INPUT
- COMMISSION CONCERNS AND INPUT
- ADJOURNMENT



Woodbury County Emergency Management Commission

Meeting Minutes

07-27-2023 at 6:30 pm

Woodbury County Emergency Services

121 Deer Run Trail

Climbing Hill, IA

Commission Attendees: Anthon, Board of Supervisors, Bronson, Correctionville, Cushing, Hornick, Sergeant Bluff, Sioux City, Sheriff, Sloan

Also present: Emergency Management Coordinator Michael Montino.

Not Present: Danbury, Lawton, Merville, Oto, Pierson, Salix, Smithland

Emergency Management Commission Chair, Scott Mitchell, began the meeting at 06:32 pm.

Motion by the Anthon Mayor, seconded by Sloan Mayor to approve the agenda for July 27, 2023. All in favor.

Motion by the Cushing Mayor, seconded by the Bronson Designee to approve the minutes for January 11, 2023. All in favor.

Emergency Management Commission Chair, Scott Mitchell, requested that the commission vote on Chair and Vice Chair. He explained that he is the current chair, and that Sheriff Chad Sheehan is the Vice Chair. Motion was made to have both Mayor Mitchell and Sheriff Sheehan continue in their roles. Motion was made by the Anthon Mayor, seconded by the Cushing Mayor. All in Favor.

Mr. Mitchell also explained that the Commission must vote on the executive board. He explained that the executive board is made up of the Hornick Mayor, Sheriff, the Sergeant Bluff Mayor, and the Bronson Designee. Motion was made to have the executive board members continue in their current roles. Motion was made by Cushing Mayor, Seconded by Anthon Mayor. All in favor.

Michael began with a brief update on emergency management activities. He advised the Commission of his achievements for year one. These include becoming accredited as Certified Emergency Manager from the International Association of Emergency Managers, bringing in over \$60,000 dollars in grant funds with a possibility of another \$72,000 for the Sheriff's



department, starting an EOC volunteer team, and responding to a number of special events and incidents. Michael was congratulated by the group.

Michael then proceeded to ask for approval of the Emergency Operations Plan and the 2023 updates. He explained that ESFs 10, 11, 12, 14, and Economic RSF were updated. Motion to adopt the plan made by Anthon Mayor, Seconded by Sergeant Bluff Mayor. All in favor. Emergency Management Commission Chair, Scott Mitchell and Emergency Management Coordinator, Mike Montino, signed the resolution to adopt the updated plan.

Mr. Mitchell explained that it is time for emergency management to acquire a new vehicle as the current pick-up is older, beginning to have some issues, and has accumulated over 100,000 miles. Discussion was had as to if there was a preference as to what type of vehicle should be acquired. Michael explained that many departments are moving to Tahoe/Suburbans or Durangos. Michael stated that he wished to explore this route as he carries more soft bags and electronics than using the back of the pickup. Pros and cons are weighed. The Commission indicated that there was no preference. Sioux City Mayor suggested a MRHD grant to help pay for the new vehicle. Sheriff Sheehan volunteered to help Michael with State Bid and applying for the MRHD grant.

Mr. Mitchell moved on to explain that the Commission should move forward with hiring a second position for the department. Mr. Mitchell explained that Michael works a very robust schedule and has plenty of work to keep a full-time person busy. He explained that the intern did not work out. The executive committee discussed that they would work together like during the last hire to help hire the second position. Motion by Cushing Mayor and Second by Correctionville Mayor to hire a second person. All in favor. There was also discussion by Michael as to how expansion might look. He explained a few different staffing models including the ICS model, the Director/Deputy Model and Coordinator/Assistant models. Sioux City Mayor and Sergeant Bluff Mayor suggested looking at working with and merging with other counties in the future to continue to grow.

Last, Mr. Mitchell explained that Michael completed training for Code 3 driving and that the department would adopt Woodbury County Emergency Services' Code 3 Driving Policy.

No public comments were brought to attention.

Mike proceeded to thank the group for their continued support and mentorship.

Motion by Anthon Mayor to adjourn, seconded by the Cushing Mayor. All in favor.

<u>Type of Expenses</u>	<u>Approved FY23</u>	<u>Approved FY24</u>	<u>Proposed FY25</u>	<u>Increase/ Decrease</u>	<u>% Increase/ Decrease</u>
Salary-Coordinator	\$72,012	\$75,449	\$82,499	\$7,050	9.3%
Salary-Assistant at \$25.50/hr	\$23,780	\$23,837	\$35,000	\$11,163	46.8%
FICA	\$7,096	\$7,523	\$9,953	\$2,430	32.3%
IPERS	\$9,043	\$9,373	\$12,621	\$3,248	34.7%
Health Insurance	\$17,581	\$7,656	\$26,339	\$18,683	244.0%
Life Insurance	\$39	\$39	\$77	\$38	96.9%
Dental Insurance	\$353	\$353	\$705	\$352	99.7%
LTD Insurance	\$275	\$275	\$547	\$272	98.8%
Total Salaries & Benefits	\$130,179	\$124,504	\$167,740	\$43,236	34.7%

Office Supplies	\$4,000	\$4,000	\$4,000	\$0	0.0%
Gas	\$3,750	\$3,750	\$3,750	\$0	0.0%
Custodial Supplies	\$500	\$500	\$500	\$0	0.0%
Advertising & Legal Notices	\$400	\$400	\$400	\$0	0.0%
Postage & Mailing	\$400	\$400	\$400	\$0	0.0%
Cell Phone Expense	Montino and Holmes \$1,750	\$2,955	\$2,955	\$0	0.0%
Education & Training	\$4,000	\$4,000	\$4,000	\$0	0.0%
Planning and Exercises	\$1,000	\$8,000	\$1,000	\$7,000	700.0%
Typing & Printing	\$1,500	\$1,500	\$1,500	\$0	0.0%
Motor Vehicle Expense	\$2,000	\$2,000	\$42,000	\$40,000	2000.0%
Mtn. Office & Data Proc. Equip	\$1,500	\$1,500	\$1,500	\$0	0.0%
EOC Phone Service	SA (annual fee) \$1,200	\$673	\$673	\$0	0.0%
Rent	\$44,000	\$44,000	\$44,000	\$0	0.0%
Due & Memberships	\$400	\$475	\$475	\$0	0.0%
Promotional Activities	\$300	\$300	\$300	\$0	0.0%
Uniforms	\$400	\$400	\$800	\$400	100.0%
Support Team	\$0	\$0	\$1,000	\$1,000	NEW
Cable Service	New / Free Analog Cable No Longer Avail. \$0	\$0	\$1,000	\$1,000	NEW
Emergency Fund	\$40,000	\$50,000	\$50,000	\$0	0.0%
Total Operation Costs:	\$107,100	\$124,853	\$160,253	\$35,400	28.4%
Subtotal Proposed	\$237,279	\$249,357	\$327,993	\$78,636	31.5%



Total Proposed Appropriations		\$237,279	\$249,357	\$327,993	\$78,636	31.5%
Revenue Offsets	EMPG Grant	\$39,000	\$39,000	\$39,000	\$39,000	0.0%
	MRHD Impact Match Grant	\$0	\$0	\$30,000	\$30,000	NEW
	Reserves	\$55,000	\$50,000	\$50,000	\$50,000	0.0%
Total Expected Offsets		\$94,000	\$89,000	\$119,000	\$30,000	33.7%
Net Proposed Appropriations		\$143,279	\$160,357	\$208,993	\$48,636	30.3%



Other Grants/Income	BNSF Rail Foundation (Support Team)	\$0	\$0	\$5,000	\$5,000	NEW
	CF Industries Drone Donation	\$0	\$0	\$10,000	\$10,000	NEW
	PHEP (EOC Tech Updates)	\$0	\$32,000	\$10,000	-\$12,000	NEW

FY2025 Salary Proposal

County	Population	Area	Complexity	Present Salary	Degree	Accreditation	Tenure/Experience- (years)
Dallas	108,016	586	Medium	\$86,881.60	Bachelors	Yes	5
Story	99,673	573	Low-Medium	\$87,668.00	Unknown	No	Unknown
Pottawattmie	93,173	954	High (Nukes)	\$91,210.00	Unknown	Yes	11
Black Hawk County	130,274	567	Medium	\$74,300.00	Bachelors	No	2
Average:	107,784	670	Medium	\$85,014.90	Bachelors	N/A	6
Woodbury	105,940	878 sq mi	Medium	\$75,449	Masters	Yes	10 Years

Proposed: \$82,499

**WOODBURY County
Emergency Management Agency**

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December 19, 2023

The Plymouth County Emergency Management Agency has made application through the Iowa Department of Homeland Security and Emergency Management (HSEMD) to the Federal Emergency Management Agency (FEMA) for funding from the Building Resilient Infrastructure and Communities (BRIC) grant program to complete the update/rewrite of the 2020 Regional Hazard Mitigation Plan representing Cherokee, Ida, Monona, Plymouth, and Woodbury Counties. The current regional plan is set to expire July 24, 2025.

Plymouth County EMA received approval on December 9, 2023 for a total project award of \$137,670.00. The federal share shall not exceed \$103,252.50 or 75%. The State of Iowa share shall not exceed \$13,767.00 or 10%. The local (regional) share shall not exceed \$20,650.50 or 15% of costs.

WOODBURY County Emergency Management share shall not exceed \$4,130.10 or 20% of the local (regional) share. Billings shall be invoiced quarterly, payable to the Plymouth County EMA. County invoices shall be equally distributed and proportionate to total quarterly billings as invoiced to Plymouth County by SIMPCO for services rendered.

By this letter, WOODBURY County Emergency Management Agency, declares that it agrees to provide and make available up to \$4,130.10 (four thousand, one hundred thirty dollars and ten cents) to Plymouth County Emergency Management Agency to be used to meet the minimum county requirement for WOODBURY County's portion of the regional hazard mitigation plan rewrite.

EMA Coordinator

EMA Commission Chair