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## Woodbury County Emergency Management Commission

### Meeting Minutes

11-4-2015

6:00pm

The Security Institute

Western Iowa Tech College Campus

4647 Stone Avenue

Sioux City, IA

Commission Attendees: Woodbury County Sheriff (Chairman) Dave Drew, Bronson Mayor Dave Amick, Woodbury County Supervisor Matthew Ung, Mayor Jon Winkel, Sioux City Mayor Bob Scott, Anthon Councilman Jimmy Kelsheimer, Cushing Mayor Gary Merkel, Correctionville Mayor Nathan Heilman, Lawton Mayor Rick Schorg, Pierson Mayor Thomas Hardie, Sloan Mayor Charles Thorpe, Smithland Mayor Pro Tem Dianne McTeer

Also present: Emergency Management Coordinator Michelle Skaff, Asst. Fire Chief Jim Clark, Woodbury County Board Finance and Operations Controller

Not Present: Hornick, Danbury, Merville, Oto, Salix

Sheriff Dave Drew called the meeting to order at 6:15pm

Motion by Mayor Kelsheimer seconded by Mayor Pro Tem McTeer to approve the agenda for November 4, 2015. Carried 12-0.

Chairman Drew called for approval of 06-03-2015 meeting minutes. Carried 12-0.

Chairman Drew explained that in order to comply with IRS Regulations, an employee must meet 4 criteria: The employee must always be on call, the employee must be required by the employer to use the vehicle for commuting, the employer must prohibit personal use (other than commuting) for travel outside of the officer's or firefighter's jurisdiction, and it must be readily apparent, by words or insignia, that the vehicle is a public safety vehicle. The position of EM coordinator does meet all of these criteria. Chairman Drew requested approval of the Commission to



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designate The EM Coordinator's vehicle use as meeting the four IRS criteria. Carried 12-0.

Emergency Management Grant Updates – Coordinator Skaff advised that the FY2015EMPG grant performance period ended 09/30/2015. The final report was due and submitted by 10/30/2015. The reimbursement was received in the amount of \$39,000.00 for the grant, of that amount, the payroll & benefits expended for the Emergency Management Coordinator between May 1- Sept 30, 2015 was a revenue for the Emergency Management Fund and the remainder of the amount required to match the \$39,000.00 was a revenue that went to Emergency Services. Next year, the entire amount will be applied to the Emergency Management budget only. Currently, we are in the process of applying for the FY2016 grant. It is anticipated that the match amount will be \$39,000.00 again, but it has not been announced by the state yet. The grant performance period is Oct 1, 2015- Sept 30, 2016.

October 2015 monthly report review – Coordinator Skaff explained the layout of the monthly report which includes monthly goals, previous monthly goal updates, training updates, grant updates, relevant events and incidents that have occurred.

- Required EMA Coordinator basic training needs to be completed by 2020 and is anticipated to be completed earlier due. Coordinator Skaff is taking a minimum of 1 required class per month
- 20% of the operations plan is reviewed annually (period Oct 1-Sept 30).
  - o The next 20% review of the operations plan will be conducted by forming teams of individual's that are assigned to certain positions of the EOC to discuss, evaluate, and edit the specific emergency support function that is up for review.

EMA Strategic Plan – Coordinator Skaff shared a Strategic Plan that she has created as a draft to share with the Commission. The proposed strategic plan is a one page document that includes the Emergency Management Mission and Vision, goals and objectives. Primary Goals are:

- Maintain a strong connection between hazard identification, risk assessment, disaster preparedness and response.
- Promote Understanding and constant review of the approved plans and procedures
- Promote effective collaboration, cooperation, communication, and best practices regarding emergency management with public officials, public and private sectors, state, local, and federal partners, and the general public.
- Increase public awareness of the importance of disaster planning and preparedness.



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Mayor Winkel suggested that we should not overlook the importance of planning and training for terrorism and make sure to include it in the plan.

FY 2017 Budget Discussion:

#### Operating Costs

Beginning with Operating Costs, budget is proposed to remain the same as last year with the exception of cell phone expense which is proposed to decrease by \$1,250.00 since there is no phone bill associated with the EOC.

Mayor Scott questioned what happens to the excess rent money if the rent is less than budgeted. Dennis Butler advised that anything left over that is not spent would go into the carry over fund and stays in the Emergency Management Fund.

Mayor Winkel and Mayor Scott suggested that the carryover fund amount should be included in order to consider the actual budget needs. Coordinator Skaff advised that it is recommended that about 1/3 of the budget should be held in the carry over funds. These funds are intended to be used in case of emergency to purchase needed supplies at that time. Dennis Butler advised that there was about \$40,000 left in the carryover fund at the start of the FY2016 budget year, so we do have about 1/3 of the budget available there. Coordinator Skaff advised that there will be some overages by the end of the FY since the vehicle expenses for the radio, vehicle, decals, and other needed accessories will be over the budgeted amount.

A discussion of the anticipated rent for TSI followed. Mayor Scott advised that generally, the rent is over budgeted. Coordinator Skaff advised that she has spoken with Western Iowa Tech VP of Finance and Administration Troy Jasman and he suggests that the rent should be budgeted the same as for last year. It was also noted that the last rent was paid out of the EMS fund and has extra expenses due to work that was done around the building related to the building which has shown considerable damage.

Training budget of \$3,000.00 was discussed. Coordinator Skaff advised that she would like to attend the National Emergency Management Academy program in Emmetsburg, MD. The course consists of four 5 day courses in a period of 18 months. Much of these expenses are covered by FEMA, but during Michelle's absence, someone from the Joint Emergency Operations Center Management would need to be available in case of emergency.

Dues and Memberships - Coordinator Skaff advised that it was intended to budget \$500.00 for typing and printing instead of \$246.00. For Dues and memberships – Coordinator Skaff advised that she has only encountered \$150.00 for dues and memberships so far, but \$600.00 was budgeted last year. Since there is no other known dues, Mayor Schorg suggested to make the amount \$246.00 to counter the difference in the typing and printing expense.



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The total operating costs come to \$54,396.00 which is \$1,504.00 less than last year.

#### New Expenses

Next, new proposed expenses were discussed.

The first item is for a Hazmat Exercise. Coordinator Skaff explained that there is a contract that the Woodbury County Board has with Simpco in which they manage the grants for the Regional Local Emergency Planning Committee (LEPC). There are grant funds available to conduct a hazardous materials exercise. Woodbury County did not do one last year and has volunteered to host one this year. The exercise has to be related to a chemical spill involving traffic. The money will be reimbursed by the grant, but does need to be paid in advance. Mayor Scott advised that if this is reimbursed, it will reduce the tax asking by \$3500.00. Dennis Butler was not aware of the reimbursement - Taking this amount into consideration, the tax asking would now be reduced to \$124,429.00 (total proposed budget \$166,929 less \$39,000 EMPG less 3,500.00 Hazmat exercise).

New proposed item – laptop for Coordinator \$650.00. Coordinator Skaff advised that she is currently using a laptop from one of the EOC positions which takes away from the position. It was suggested that the laptop be purchased through WCICC. The budgeted amount is appropriate for the cost thru WCICC. Dennis Butler suggested that since there is an excess in the phone line item this year, a laptop could be purchased now. Coordinator Skaff advised that since there are overages in the vehicle accessories, the phone line item overage will be used in that area.

Next item – 2 conference phones – Coordinator Skaff advised that there was an upgrade to the server by WITCC which was not compatible with the current software in the conference phones. The conference phones are used often in the conference room and one of the training rooms. The audio and microphone features of the conference phones are higher quality and a useful feature that are needed.

Softphone software is the next line item – there are 33 computers in the EOC that have the capability of using the computers as phones. This is a redundancy that was built into the EOC. With the WITCC server upgrade, the old software is not compatible and it will cost \$2,097.00 to upgrade the software. Mayor Winkel advised that he will look into the cost that he might be able to get these items. He is in the process of getting some bids and he will see if there is any commonalities with our needs and let us know.

Next item – new equipment - \$4,000.00 – Coordinator advised that this item is for planning for the future to replace equipment within the EOC. In the past, we have been able to get a good deal from WITCC for used equipment, but they are now using MACs which is not compatible with what our EOC team uses on a daily



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basis and would not be practical for the EOC. Mayor Scott asked if any of the projectors were taken to Climbing Hill. Coordinator Skaff advised that to her knowledge there was no equipment taken from the EOC to Climbing Hill. Mayor Winkel asked how much of the \$4,000.00 would be used in the year. Coordinator Skaff advised that it would be ideal to stagger purchasing new equipment throughout the years so there is not a large quantity of equipment that is all the same age. Mayor Winkel asked if we should cut this amount. Mayor Pro Tem McTeer suggested that it remain at \$4,000.00 due to the cost of computers and equipment. Mayor Scott suggested that these be listed as Capital items that cannot be used for operations. Mayor Winkel agreed that this would make everyone more comfortable. Mayor Scott suggested that all of these new proposed items with the exception of uniform allowance are Capital items, so these have to be used for equipment and not for operations.

Supervisor Ung asked if there is an anticipation of exceeding the budget at any time. Coordinator Skaff advised that she does anticipate that there will be a need to draw from the carryover funds to cover some of the vehicle costs for FY2016. Dennis Butler advised that if there is a need to draw from the carryover funds, a budget amendment needs to be made with the commission's vote. This would be held in Feb or March.

Next item – Uniform (Safety Clothing) \$400.00 – Sheriff Drew advised that this amount is the same as what deputies receive.

Mayor Winkel asked Supervisor Ung if there is any goal in budgeting across the board for the upcoming fiscal year. Supervisor Ung advised that areas of redundancy between EMS and EMA could result in some savings for the County. But the Commission has the authority to levy taxes with or without the County.

#### Personnel

Sheriff Drew stated that last year the Coordinator Salary was \$45,395.00.

Coordinator Skaff explained that she is proposing a \$71,000.00 salary. The proposed salary is based on an analysis of Emergency Management Director pay in similar sized counties. Michelle explained that she did 4 different calculations. The first uses the counties that were proposed by the Woodbury County Deputies for their pay increase. The counties used were Blackhawk, Johnson, Linn, Polk, Pottawattamie, and Scott County (Sioux City PD was used for the deputies, but not applicable for EMA), the average of EMA pay for these counties came to \$83,210.33. The second analysis is what Woodbury County wanted to use as comparable – Blackhawk, Pottawattamie, Dubuque, and Story County. That average came to \$61,050.00. An arbitrator determined that the percent increase should be made by



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using Blackhawk, Johnson, Pottawattamie, Scott, Dubuque, and Story County. This is the group that I used in my determination of the proposed pay – the average comes to \$71,700.00. Finally, I did a comparison of the counties that Woodbury County has used within the last 6 months to determine fair pay for a building services employee. This group included Blackhawk, Johnson, Linn, Polk, Pottawattamie, and Dubuque County. The average EMA pay for these counties is \$76,306.67. Coordinator Skaff explained that the EMA directors of the comparable counties follow the same laws as Woodbury County and have the same governance structure answering to a Commission.

Next, an EMA Comparison was made with the 6 counties chosen as the basis of analysis for the proposed salary. Populations (Woodbury County is the 6<sup>th</sup> largest county in population in Iowa), geographic size (Woodbury County is the 3<sup>rd</sup> largest geographic size in the state), staffing (all of the counties in the analysis have from 1-3 full time assistants with the exception of Scott County which has 1 part time assistant that works 20 hours per week). Also included in the comparison are the salaries of all employees in the counties of analysis and a total personnel pay for all of the staff per county. Finally the longevity of the directors is included which includes 3 agencies with director longevity less than 5 years, 2 from 5-10 years and 1 at 15 years.

Mayor Scott expresses a concern that the comparisons of Story and Johnson are not relevant to include because they are communities with large universities. Sheriff Drew stated that Coordinator Skaff has done a good job and been good to work with. He advised that a pay increase of 46% is a huge jump. Mayor Schorg agreed that it is a huge jump. Supervisor Ung explained that the amount was chosen because they split the jobs. Gary was allowed to keep his salary and agreed to share everything he knows with Michelle during the three years. Gary's pay was not changed, and Gary is happy with his position. Supervisor Ung questioned what the 3 year plan is for the total operation. Mayor Thorpe advised that the increase should not all be done in the first year. Sheriff Drew agrees. He advised that Coordinator Skaff would be worth the proposed amount, but the salary was started out low and to make such a large jump is not feasible.

Mayor Amick expressed a concern about staffing in the EOC. Since only one employee is working in the EOC, if Asst. Fire Chief Clark leaves, there would be a huge gap to fill. Asst. fire Chief Clark advised that he is eligible for retirement and does have applications out. He does not know if the fire department would replace him in the EOC when he leaves. Mayor Amick asked how many hours Asst. Fire Chief Clark puts in at the EOC. Clark advised that he has an office right next to Coordinator Skaff where he does his fire duties and EMA duties as well. He assists in training and exercises with the EOC. Clark advised that there are a lot of things that Coordinator Skaff would like to do, but does not have time to do.



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Mayor McTeer advised that her salary is way too low, she advised that there are staff workers at juvenile detention that do not have near the education that are making more than Coordinator Skaff.

Sheriff Drew asked what would be fair?

Mayor McTeer – at least \$50,000.00

Sheriff Drew - \$50,000.00 + 5%

Councilman Kelsheimer - \$50,000.00 and no more

Mayor Merkel - \$50,000-\$55,000.0

Mayor Amick - \$60,000.00

Mayor Schorg - \$50,000.00

Mayor Thorpe - \$55,000 - \$60,000

Mayor Scott – pass

Mayor Hardie - \$60,000

Mayor Heilman - \$50,000 - \$55,000

Supervisor Ung – no number – but he does think that the number discussed in determining the pay was supposed to be set at \$50,000.00

Mayor Winkel – If we made it \$57,500.00 for 1 year and then \$12,500.00 the next year to bring it to \$70,000

Chairman Drew made a motion for \$55,000.00 salary and all new proposed expenses to be Capital items only. Mayor Schorg seconds the motion.

Carried 9-3.

Public Hearing for FY 2017 set for 12-2-2015 at 6pm at The Security Institute.

New business discussion – none

Old business discussion – none

Pubic concerns and input - none

Commission concerns and input - none

Motion by Mayor Winkel seconded by Mayor Amick to adjourn at 7:55pm. Carried 12-0.

