

Woodbury County Emergency Management Commission

Meeting Minutes

1-7-2015

6:30pm

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

Gary Brown called the meeting to order at 6:30pm.

Dave Amick welcomed those in attendance and they began introductions around the room.

Gary Brown addressed the group and explained that the Woodbury County Emergency Management Commission is determined by the Iowa Code. This commission is a separate legal government body. The members are elected officials of Woodbury County, Woodbury County, Sheriff, and a representative from the Woodbury County, Board of Supervisors which make up the seventeen member commission.

Brown explained that due to changes in the Iowa Code Woodbury County needed create the seventeen member commission. Historically the department was functioning with a three member executive committee which included the Sheriff, a Mayor and a representative from the Board of Supervisors. Brown advised that he has reached out to the State for guidance and examples from that office and other counties that are similar in population and size.

Brown provided a brief history of Woodbury County Emergency Management and Emergency Services. He mentioned that the idea of separation of the two departments has been communicated multiple times and this is the right direction. The workload expected from the Emergency Management side has significantly increased over the years with new state and federal requirements. The Woodbury County Plan has evolved to a County Wide Plan and now includes all the municipalities of Woodbury County. The work of the Emergency Management includes but; but not limited to all plans, contact with the municipalities, trainings, grant programs. While also the Emergency Services Department has shown a 66% increase in the call volumes since 2005.

Brown informed the new commission that the Iowa Code requires the commission to meet two times a year and when voting to approve budgets it must be and elected official.

The commission then looked at the Woodbury County Commission Binders that were provided to each member prior to the meeting. It included a letter to the commission, Designee Form, Meeting Agenda, Draft By Laws, Draft Budgets, Drafts of Job Descriptions, Iowa Codes, Chapter 29C-Emergency Management and Security, Chapter 605-Homeland Security and Emergency Management Department,

Chapter 331.424-Supplemental Levies, Chapter 670.1-Definitions, Chapter 21-Open Meeting Laws, Chapter 22-Public Records Law and Chapter 24-Local Budgets.

Brown clarified the reason there needs to be a commission is; to be compliant with the State for situations that would require a Disaster Declarations for resource and funding assistance.

The County Wide Plan has just been updated and approved at the state. These documents with the commission allow the county to receive funding in the event of a disaster; submit damage assessments for agriculture, apply for public assistance, individual assistance from both the state and federal sources. If the work is not done and approved there would be no funding for disaster events.

The Commission has a deadline of 2/28/2015 for submitting a budget published and approved.

The Draft By Laws were provided. This Draft was provided by Iowa Homeland Security. Brown advised that the County Attorney has looked at this draft. Iowa Code does require By Laws for the commission. Each elected official will take the Draft By Laws to their town's attorney to review prior to them signing.

The discussion moved to the establishment of the commission. Prior to this meeting the Commission Committee was Chair George Boykin of the County Board of Supervisors, Vice Chair Dave Amick, Mayor of Bronson. Jon Winkle made the motion; to nominate Sheriff Dave Drew as Chairperson and Dave Amick as Vice Chair of the Woodbury County Emergency Management Commission. Bob Scott seconded the motion. All members present voted yea. Motion was carried.

Sheriff Dave Drew and Dave Amick accepted the positions and at this time there is no executive committee however; that can change.

Sheriff Dave Drew addressed the members of the committee, accepted the position and discussed information he had gathered in speaking with Plymouth County Sheriff Mike Van Otterloo. Sheriff Drew said this is an opportunity to grow and form a positive group for the county.

Discussions then moved to the budget. Once the members have had approval from their legal counsel and have signed the By Laws then they will be able to approve a budget.

There were questions of what was included on the Draft Budget. The committee discussed different options as to personnel, Emergency Services and other responsibilities of the departments. They also addressed the tight timeline.

Jon Winkel addressed the commission and felt that Emergency Services should be included with Emergency Management and overseen by the Commission rather than the County. There was a question as to the liability that would place on the municipalities.

Jon Winkel asked that with the permission of the commission he will work with Dennis Butler, Finance/Operations Controller for Woodbury County and look at different budgets with multiple options. Brown requested they he also be included in the working sessions of the draft budget options. At this time the members of the commission voiced they should remained focused on the Emergency Management Department and leave the Emergency Services under the Woodbury County Board of Supervisors.

The next meeting will be held at The Security Institute on January 28th, 2015 at 6:30pm.

Sheriff Dave Drew motioned for adjournment, Dave Amick seconded and meeting was adjourned.