

Woodbury County Emergency Management Commission

Meeting Minutes

6-3-2015

6:30pm

Woodbury County Emergency Services Office
Climbing Hill, IA

Sheriff Dave Drew called the meeting to order at 6:34pm.

Sheriff Drew welcomed everyone and thanked the Commission members for coming.

A motion was made to approve the agenda. Matthew Ung brought it to the commission's attention that the "Close the public hearing on FY 14/15 EM budget amendment" item should be moved to follow the "Public hearing – FY 14/15 EM budget amendment" A motion was made to approve this change, seconded and all were in favor to approve the revised agenda.

A motion was made and seconded to approve the prior meeting minutes. All were in favor.

Sheriff Dave Drew introduced Michelle Skaff as the new Emergency Management (EM) Coordinator. Michelle thanked the Commission for choosing her as the Coordinator. She has expressed that she has enjoyed her first month in the position. She advised that Gary Brown and Jim Clark have been great assets in teaching her about the plans, policies, and resources that are essential to the position. Additionally, she has trained with Glenn Sedivy on tower and radio equipment. She advised that much of her training is a supplement to her past experience in addition to new training that complements her experience. She has meet with the Iowa Homeland Security and Emergency Management Division personnel who reinforced teaching about the law and grant requirements that help to fund the office. Michelle welcomed the Commission members to stop by her office or call any time of the day. She looks forward to this career.

Sheriff Drew called for a public hearing for fiscal year 2014/2015 budget amendment to allow a budget for Michelle to use during the May and June 2015 period. Motion was made and seconded. All were in favor.

Sheriff Drew called for the public hearing to be closed. Motion was made and seconded. All were in favor.

Sheriff Drew called for a motion to approve the budget amendment for emergency management fiscal year 2014/2015. Motion was made and seconded. All were in favor.

Sheriff Drew called for a discussion and action on approving EM Coordinator Michelle Skaff as the emergency management grant administrator. Michelle explained that there are two grants that help to

fund the office. The Emergency Management Performance Grant (EMPG grant) covers the \$39,000.00 of personnel funds. The grant that funds this year was originally requested to cover part of Gary's salary, but with the changes in position, Gary has expressed that the grant funding should to be given to the Commission's emergency management budget to cover part of Michelle's salary. Previously, Dawn was the authorized representative with Gary as the coordinator. Documentation needs to be signed by the commission chair to appoint Michelle Skaff, EM Coordinator, as the representative of the EMPG grant and the Commission Chair signature will be sufficient for future EMPG grant years for Michelle to be the authorized representative for the EMPG grant. Motion was made and seconded. All were in favor.

Michelle explained that there is a second grant that funds a portion of the budget; this is the Citizen Corps Grant (CCP) also known as the Community Emergency Response Team (CERT) grant. It funds training and equipment for community teams. It has previously listed Gary and Dawn as the authorized representatives, but since it benefits the Emergency Management Agency, a signature needs to be on file to appoint Michelle Skaff as the authorized representative. Sheriff Drew approved for signature. No motion needed.

Sheriff Drew asked if there is any discussion on new business. No discussion.

Sheriff Drew asked if there is any discussion on old business. No discussion.

Sheriff Drew asked if there are any public concerns or input. No concerns or input.

Sheriff Drew asked if there are any commission concerns or input. No concerns or input.

Sheriff Drew made a motion to adjourn. Motion was seconded. All were in favor.

