



## Woodbury County Emergency Management Commission Meeting

**MEETING:** TUESDAY, FEBRUARY 13, 2024

**TIME:** 6:30 PM

**LOCATION:** WOODBURY COUNTY EMERGENCY SERVICES  
121 DEER RUN TRAIL  
CLIMBING HILL, IA 51015

**VIRTUAL OPTION INFO:**

Join Zoom Meeting  
<https://us02web.zoom.us/j/81397641279?pwd=VvhvOTMzL2kzUFJKTGfHaTF3RGErZz09>

Meeting ID: 813 9764 1279  
Passcode: 355843

One tap mobile  
+13126266799,,81397641279#,,,,\*355843# US (Chicago)  
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### AGENDA

- CALL THE MEETING TO ORDER – MAYOR SCOTT MITCHELL (CHAIR)
- APPROVAL OF AGENDA FOR 13 FEBRUARY 2024 MEETING *Slack*
- APPROVAL OF THE 28 DECEMBER 2023 MEETING MINUTES
- PUBLIC HEARING – FY 25 EMERGENCY MANAGEMENT BUDGET
- CLOSE THE PUBLIC HEARING ON FY 25 EMERGENCY MANAGEMENT BUDGET
- DISCUSSION AND ACTION ON THE ADOPTION OF THE BUDGET FOR EMERGENCY MANAGEMENT FY 25 -
- ELECTION OF EMC EXECUTIVE COMMITTEE MEMBERS
- 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

12-28-2023 at 6:30 pm  
The Security Institute  
4647 Stone Ave.  
Sioux City, IA

Commission Attendees: Sioux City, Merville, Correctionville, Sheriff, Hornick, Sloan, Pierson, Bronson

Also Present: Emergency Management Coordinator Michael Montino, Assistant Coordinator John Holmes

Virtual Attendees: Anthon

Call in: Board of Supervisors, Sergeant Bluff

Not Present: Smithland, Oto, Salix, Lawton and Danbury

Emergency Management Chair, Scott Mitchell, began the meeting at 6:30 pm.

Motion by Supervisors, second by Merville Mayor to approve the agenda for December 28, 2023. All in favor.

Motion by Hoffman, seconded by Copple to approve the minutes for July 27, 2023. All in favor.

Michael Montino provides EMA updates. Introduces John Holmes as new Deputy Assistant Coordinator. EOC undergoing remodel with new paint and new lighting. New 85-inch TV's, new situation room created. Montino says he already budgeted \$7,000 for hazard mitigation plan for this current year, only needs \$4,130.10. Having plan is necessary to get FEMA grant money. Emergency Management Commission Chair says that this vote is not on the agenda, so this item cannot be voted on. However, no member voiced objections to the plan.

Montino discusses the volunteer team of 15, called Emergency Management Support Team. By volunteering the team saved the County \$7,470 since May 2023.

Montino says that the day-to-day duties are being split between himself and Holmes. There are now more opportunities to pursue grants and programs to ensure the safety of the communities and counties at large.

Emergency Management Commission Chair moves on to the 23-24 budget update. Montino says we are not overspending. Biggest change this year is hiring an assistant coordinator. In reserves is \$144,071.46. There was an increase of \$43,236, a 34% increase consistent with the hiring a 2<sup>nd</sup> person.

Montino presents research he did on other EM salaries around Iowa, requests a \$7,000 salary increase. Montino says he believes he has the highest degree out of other County EMA's and has international accreditation with ten years' experience. Commission Chair says that when the last EM left, Woodbury County was on the low end of what the salary was. Chair says that the commission needs to look at longevity and keep what we have, does not want to search for new EM in 4yrs. Montino presents an average of salaries for other counties.

Sioux City Mayor Scott says he is not being critical, but the person takes the job knowing what the salary is. Scott says that the city holds police officers at 3.5%. Scott says he is not entirely opposed of the increase, but says we are never going to catch up. So, at some point you have to say "this is the salary we think is reasonable and then get what the majority increase is for other employees?" Montino says that is a valid point from Mayor Scott. Scott says Montino has done a great job and its no reflection on him.

Sheriff said that the county just voted on 3% increases this year. Sgt. Bluff Mayor shares what Sergeant Bluff recently did for salary increases.

Scott moves 84.5 for this year. Mayor Winkle and Sheriff second motion. Sheriff adds next year 7,8, or 9% increase will not happen. Montino concurs it shouldn't happen. Merville Mayor says he appreciates Montino's transparency as EM.

Commission Chair says motion on the table made by Mayor Scott to give Montino 84.5 increase. All in favor. Motion carries. Commission Chair say budget will change a bit with motion.

Montino brings up the need for new EM pick-up truck. He says Mayor Scott recommended at last meeting going for MRHD grant that opens in February. Confidence is high in getting grant.

Montino says the uniform budget doubled, for jackets with logos. No more free cable, looking at other options. More money for EMST volunteer to keep up radios and equipment. Also discusses possible grant options to pursue.

Motion to approve the budget with changes in salary. Mayor Scott moves the budget as amended. Motion seconded by Bronson Designee. All in favor. Motion carries.

Set end of January meeting and publish budget in paper.

No public comments.

Supervisor Taylor requests new numbers on budget sent. Last official meeting for Merville Mayor.

Montino thanks commission for continued support.

Motion to adjourn by Sheriff Sheehan, second by Anthon. 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	\$85,500	\$10,051	13.3%
Salary-Assistant at \$25.50/hr	\$23,780	\$23,837	\$35,000	\$11,163	46.9%
FICA	\$7,096	\$7,523	\$10,335	\$2,813	37.4%
IPERS	\$9,043	\$9,373	\$13,093	\$3,720	39.7%
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%
<b>Total Salaries &amp; Benefits</b>	<b>\$130,179</b>	<b>\$124,504</b>	<b>\$171,596</b>	<b>\$47,091</b>	<b>37.8%</b>

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	\$1,000	\$1,000	NEW	
<b>Total Operation Costs:</b>	<b>\$67,100</b>	<b>\$74,853</b>	<b>\$110,253</b>	<b>\$35,400</b>	<b>47.3%</b>	
<b>Subtotal Proposed</b>	<b>\$197,279</b>	<b>\$199,357</b>	<b>\$281,849</b>	<b>\$82,491</b>	<b>41.4%</b>	



<b>Total Proposed Appropriations</b>		\$197,279	\$199,357	\$281,849	\$82,491	41.4%
<b>Revenue Offsets</b>	EMPG Grant	\$39,000	\$39,000	\$39,000	\$39,000	0.0%
	MRHD Impact Match Grant	\$0	\$0	\$30,000	\$30,000	NEW
<b>Total Expected Offsets</b>		\$39,000	\$39,000	\$69,000	\$30,000	76.9%
<b>Net Proposed Appropriations</b>		\$158,279	\$160,357	\$212,849	\$52,491	32.7%



<b>Other Grants/Income</b>						
	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

**REVENUES DETAIL**

Fiscal Year July 1, 2024 - June 30, 2025 County Name: **WOODBURY COUNTY** County Number: 97

		Actual FYE June 30 , 2023	Estimated FYE June 30 , 2024	Proposed FYE June 30 , 2025
<b>TOTAL BEGINNING FUND BALANCE</b> (As of July 1, 2022)	1	144,071	128,996	129,995
<b>COUNTY CONTRIBUTION:</b>	2	143,279	160,357	212,849
<b>OTHER REVENUES:</b>				
<b>OTHER INTERGOVERNMENTAL:</b>				
Federal Reimbursement	3	39,000	39,000	39,000
City	4			
Hazmat Reimbursement	5			
Reserve Funds	6			
	7			
	8			
	9			
	10			
	11			
	12			
	13			
	14			
	15			
Other	16			
	17			
	18			
	19			
	20			
Subtotal Other Intergovernmental Revenues (3-20)	21	39,000	39,000	39,000
<b>CHARGES FOR SERVICES:</b>				
	22			
	23			
	24			
Subtotal Charges for Services (22 - 24)	25	0	0	0
<b>MISCELLANEOUS REVENUES:</b>				
Contributions & Donations from Private Sources:				
Magellan Grant	26	0	1,000	0
MRHD Grant	27	0	0	30,000
	28			
	29			
Subtotal Miscellaneous Revenues (26 - 29)	30	0	1,000	30,000
<b>TOTAL OTHER REVENUES (21+25+30)</b>	31	39,000	40,000	69,000
<b>TOTAL REVENUES: (2+31)</b>	32	182,279	200,357	281,849
<b>TOTAL RESOURCES: (1+32)</b>	33	326,350	329,353	411,844

**EXPENDITURE DETAIL**

Fiscal Year July 1, 2024 - June 30, 2025 County Name: WOODBURY COUNTY County Number: 97

<b>ADMINISTRATION &amp; OPERATIONS:</b>		<b>Actual FYE June 30, 2023</b>	<b>Estimated FYE June 30, 2024</b>	<b>Proposed FYE June 30, 2025</b>		<b>Actual FYE June 30, 2023</b>	<b>Estimated FYE June 30, 2024</b>	<b>Proposed FYE June 30, 2025</b>
<b>Personnel Services:</b>					<b>Other Services &amp; Charges</b>			
Salary	1	72,012	75,449	85,500	Advertising & Legal Notices	33	400	400
Assistant EMC	2	23,780	23,837	35,000	Postage & Mailing	34	400	400
	3				Employee Milceage & Subsistence	35		
	4				Telephone	36	2,950	3,628
FICA	5	7,096	7,523	10,335	Education & Training	37	4,000	4,000
IPERS	6	9,043	9,373	13,093	Building Rent	38	44,000	44,000
Health Insurance	7	17,581	7,656	26,339	Uniforms	39	400	400
Life Insurance	8	39	39	77	Maint. Operating & Const. Equip.	40		
Dental Insurance	9	353	353	705	Maint. Office & Data Proc. Equip.	41		
LTD Insurance	10	275	275	547	Maint. Radio & Related Equip	42		
Subtotal Personnel Services (1-10)	11	130,179	124,505	171,596	Maintenance Contracts	43	1,500	1,500
<b>Commodities:</b>					Promotional Activities	44	300	300
Typing and Printing	12	1,500	1,500	1,500	Planning	45	1,000	8,000
Parts	13				Equipment Insurance	46		
	14					47		
Stationary & Forms	15	4,000	4,000	4,000	Dues & Memberships	48	475	475
Periodicals & Books	16					49		
Custodial Supplies	17	500	500	500	Emergency Fund	50		
Gas & Oil	18	3,750	3,750	3,750	Subtotal Other Services & Charges (33-50)	51	55,425	63,103
Minor Equipment & Tools	19				<b>TOTAL ADMINISTRATION and OPERATIONS (11+27+32+51)</b>	52	197,354	199,358
Vehicle Expense	20	2,000	2,000	2,000	<b>Capital Outlays:</b>			
	21				Office Equipment & Furniture	53		
Audio Visual Supplies	22				Radio & Communications Equip.	54		
Cable	23	0	0	1,000	Audio Visual Equipment	55		
Emergency Support Team	24	0	0	1,000	New Vehicle Expense	56	0	0
	25					57		
	26					58		
Subtotal Commodities (12-27)	27	11,750	11,750	13,750		59		
<b>Human Resource Provider Charges:</b>					<b>TOTAL CAPITAL OUTLAYS (53-59)</b>	60	0	0
	28				<b>TOTAL EXPENDITURES (52+60)</b>	61	197,354	199,358
	29				<b>TOTAL ENDING FUND BALANCE</b>	62	128,996	129,995
	30				<b>TOTAL REQUIREMENTS (61+62)</b>	63	326,350	329,353
	31							
Subtotal (28-31)	32	0	0	0				

**NOTICE OF PUBLIC HEARING — PROPOSED BUDGET Fiscal Year July 1, 2024 - June 30, 2025**  
**Woodbury County Emergency Management Commission**

The Emergency Management Commission of the above-named County will conduct a public hearing on the proposed fiscal year 2024/2025 budget as follows:  
 Meeting Date: 2/13/2024 Meeting Time: 06:30 PM Meeting Location: 121 Deer Run Trail Climbing Hill, IA 51015  
 At the public hearing any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget. This notice represents a summary of the supporting detail of receipts and expenditures on file with the County Coordinator.

	Actual FYE June 30 , 2023	Estimated FYE June 30 , 2024	Proposed FYE June 30 , 2025
<b>BEGINNING FUND BALANCE:</b>	1	144,071	128,996
<b>REVENUES:</b>			129,995
County Contribution	2	143,279	160,357
Other Revenues	3	39,000	40,000
Total Revenues (2+3)	4	182,279	200,357
<b>EXPENDITURES:</b>			281,849
Administration and Operations	5	197,354	199,358
Capital Outlays	6	0	0
Total Expenditures (5+6)	7	197,354	199,358
<b>Total Ending Fund Balance</b>	8	128,996	129,995

**ADOPTED BUDGET Fiscal Year July 1, 2024 - June 30, 2025**

**Woodbury County Emergency Management Commission**

**File one copy of the Adopted Budget Summary, one copy of the Supplemental Detail, and Proof of Publication with the County Auditor by February 28, 2024. Fiscal Year July 1, 2024 - June 30, 2025**

**County Name: WOODBURY COUNTY County Number: 97 Date Budget Adopted : (entered upon adoption)**

	Actual FYE June 30 , 2023	Estimated FYE June 30 , 2024	Proposed FYE June 30 , 2025
<b>BEGINNING FUND BALANCE:</b>	144,071	128,996	129,995
<b>REVENUES:</b>			
County Contribution	143,279	160,357	212,849
Other Revenues	39,000	40,000	69,000
Total Revenues (2+3)	182,279	200,357	281,849
<b>EXPENDITURES:</b>			
Administration and Operations	197,354	199,358	241,849
Capital Outlays	0	0	40,000
Total Expenditures (5+6)	197,354	199,358	281,849
<b>Total Ending Fund Balance</b>	<b>128,996</b>	<b>129,995</b>	<b>129,995</b>

The amounts shown on line 7 for the Proposed budget cannot exceed published estimates and represent maximum authorized expenditures.

**CERTIFICATION**

To the County Auditor and Board of Supervisors of the above named county, in the State of Iowa: At a meeting of the Emergency Management Commission of the above-named County, on the above-named date, the budget for the fiscal year listed above was adopted as summarized above and as contained in the attached supplemental details of revenues and expenditures.

**County Coordinator Telephone Number: (712) 560-5944**

\_\_\_\_\_  
(Chairperson, EMC, Signature of Certification)

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(County Coordinator Signature of Certification)

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(County Auditor Signature of Certification)