

Jasper County Emergency Management Commission

Location: Jasper County Law Enforcement Center
2400 Law Center Drive, Newton
Date: December 11, 2012
Time: 6:30 p.m.

Agenda

- Roll call**
- Approval of Agenda**
- Approval of Minutes**
- Coordinator's Update**
 - Changes in Iowa Code
 - EMA Activity / Goals
 - National Guard Armory Project
 - HazMat - Marion County
 - Budget Workshop –Guidelines
- Agenda Items**
 1. Adopt ESF's
 - # 2 Communications
 - #10 Hazardous Materials
 - #13 Law Enforcement
 - #15 Public Information
 2. Adopt By-laws
 3. Change in Administrative Assistant Schedule
- Old Business**
- New Business – Individual Items**
- Adjournment**

Agenda Items – Long Version

Roll Call:

- | | | | | |
|--|---------------------------------------|----------------------------------|---------------------------------|----------------------------------|
| <input type="checkbox"/> Baxter | <input type="checkbox"/> Colfax | <input type="checkbox"/> Sheriff | <input type="checkbox"/> BOS | <input type="checkbox"/> Kellogg |
| <input type="checkbox"/> Lambs Grove | <input type="checkbox"/> Lynnville | <input type="checkbox"/> Mingo | <input type="checkbox"/> Monroe | <input type="checkbox"/> Newton |
| <input type="checkbox"/> Oakland Acres | <input type="checkbox"/> Prairie city | <input type="checkbox"/> Reasnor | <input type="checkbox"/> Sully | <input type="checkbox"/> Valeria |
-

Agenda Approved: Discussion or amended

_____ ayes _____ nays

Minutes Approved: Discussion or corrections

_____ ayes _____ nays

Coordinators update

Changes in Iowa Code

Changes made in Iowa Code Chapter 29C include:

- Changes in language from 'may' to 'shall' in regard to funding
- Adds a 5th option for funding
- Requires elected officials adopt and certify the budget
- Tax statements are to reflect the amount of levy dedicated to Emergency Management

Activity Report

- Commissions Responsibilities
- Review of last year –focus / activity
- Preview of coming year –
 - EOC / 55
 - Commission goals / priorities for FY13-14

Armory

- EMA Office to relocate
- Development of county wide EOC capability

HazMat - Marion County

- Update on talks and status of Jasper / Marion County Partnership

Budget Workshop –Guidelines

Budget development for FY 2013 / 2014 will require input and guidance from the Commission. Discussion will include the status of the current budget, the budget development and adoption process, and review of proposed changes for FYE 2014. The formal budget will be developed based on the direction and consensus of the Commission and submitted for review and approval.

Detailed information regarding significant changes in the budget is provided with the attached budget spreadsheet. Key Changes from FYE 2013.will occur in the following areas:

- Personnel costs
- EOC Project / 55 upgrade
- Reduction of Emergency Management Performance Grant
 - Fiscal Plan - development

Agenda Items

Emergency Support Functions #'s 2, 10, 13, and 15

These Emergency Support Functions were completed and submitted to the State for review. The State has completed the review process and found all the ESF's to be in compliance with applicable state and federal guidelines and regulatory requirements.

Adopt By-laws

The proposed changes in the Commission By-laws are necessary to reflect the changes in Iowa Code Chapter 29C which outlines the duties and responsibilities of the Commission membership.

Change in Administrative Assistant Schedule

Proposed changes to authorize an increase in the administrative assistant position from 1040 hours to 1300 hours annually [20 to 25 hours per week].

Actual hours worked would be flexible and on as needed basis.

Authorized last year – reflected in budget - but not reflected in minutes

Authorization / increase is to establish a ceiling. Actual hours to be on as needed basis.

Old Business

New Business – Individual Items

Items for Next meeting

- **Adopt Budget**
- **Officer Election**

Next Meeting: Date _____

Time _____

Location _____

Meeting Adjourned Time _____