

JASPER COUNTY
Emergency Management Commission

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Telephone:
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Coordinator:
Jim Sparks

Minutes of December 11, 2012 Commission Meeting

The Jasper County Emergency Management Commission met on December 11, 2012 at the Jasper County Sheriff's Office. Those present were Darrell Foreman (Baxter), Dick Reed (Colfax), Scott Keenan (Kellogg), Curt Babbitt (Kellogg), Bill Perrenoud (Lamb Grove), Gary Bartels (Mingo), John Vriezelaar (Monroe), Matthew Mardesen (Monroe), Jarrod Wellik (Newton), Mike Hansen (Newton), Lennie Smith (Oakland Acres), Carl VanDer Kamp (Prairie City), Rex Satterlee (Reasnor), Joel Steenhoek (Reasnor), Mike Vander Molen (Sully), Mike Balmer (Jasper County Sheriff), John Halferty (Jasper County Sheriff Deputy), Dennis Stevenson (Board of Supervisors), Kathy Ellis, EM assistant, and EM Coordinator, Jim Sparks.

The meeting was called to order at 6:36PM by Chairman Mike Balmer. Roll call was taken. Those representatives listed above were present and accounted for.

A motion to approve the agenda was made by Jarrod Wellik and was seconded by Bill Perrenoud. Motion carried.

The January 17, 2012, meeting's minutes were reviewed. A motion to approve the previous meeting's minutes was made by Scott Keenan and was seconded by Lennie Smith. Motion carried.

Coordinators Update:

Jim Sparks expressed his appreciation to Sheriff Balmer for his years of service as chairman for the Commission and to the mayors for attending this meeting.

Changes in Iowa Code

Changes in the language of the Iowa Code Senate File 413 from 'may' to 'shall' in regard to funding. It adds a fifth option for commission funding source of "any other lawful means". Requires elected officials adopt and certify the budget. The tax statements are to reflect the amount of levy dedicated to Emergency Management.

Activity Report

The purpose is to give the Commission a snapshot of where the Emergency Management Agency focuses its time and effort. The reason is for the Commission to know what the EMA is up to. The Commission establishes the

mission and focus of the Agency. Sparks stated the informed opinion from conferences, seminars, and training he has attended is... "We're in a normal cycle with the potential for natural disasters to continue (droughts, hurricanes). Communities need to be prepared to take care of their own!" The types of activities he would like to focus on are:

1. The agency to help each community to prepare an initial plan with policies and procedures to care for their own.
2. Develop Incident Management Capabilities County wide starting with the EOC and truck #55.

Armory

Dennis Stevenson explained how the National Guard approached the County concerning the transfer of the armory building to the County. He briefed the commission on the buildings recent updates (should not need any capital projects in the next 20 years) plus being an asset for the County to utilize for office space and as an EOC Center. Sparks mentioned the building would also be used as backup for Dispatch and have IT capability. If the courthouse is compromised, the County is currently in the process of developing a Continuity of Operation Plan (COOP Plan) to handle these scenarios.

HazMat

Sparks updated the commission on how Marion County approached Jasper County and Newton Fire to join forces. The counties have agreed upon a team approach to hazmat and not to take over Marion County's Hazmat needs. Jarrod Wellik stated the primary benefit for Jasper County is to receive manpower (help and assistance) when needed. The partnership will help each other.

Budget Workshop Guidelines

Sparks reviewed the changes in the current budget and stated the bottom line is still within the budget. Increases in revenue are due to federal grant dollars carried over into the current year due to the federal government not passing a budget on time. He moved onto the FY 13-14 budget and highlighted the following changes:

- Personnel Cost increase of 2.5% for COLA
- Vehicle car allowance increase of \$50 per month
- Projected insurance increase of 10%
- Step increase in salary for the administrative assistant
- Proposed changes of hours for the assistant from 20 to 25 per week on an as needed basis.
- EOC Upgrades for development of the new EOC at the armory and the communications truck #55. Whatever is not used will go into the reserve fund as carry over.

A motion was made by Rex Satterlee and seconded by Mike Vander Molen to formally note in the minutes to authorize Kathy Ellis up to 25 hours per week.

Motion carried.

A question was brought up about the replacement cost of truck #55. The thought is some of the money received from Marion County for the Hazmat agreement would be set aside in the reserve fund for replacement of the vehicle. Stevenson and Sparks both reiterated that the environment is right to share services to become the model before the state requires it by developing mutual aid agreements. Now is the opportunity to lead and develop the models instead of following later.

Perrenoud questioned if it was possible to get a vehicle for the emergency management coordinator. This lead into discussion on the per capita funding and Sparks stated he would like to have a committee develop a long range fiscal plan for the EMA, defining the funding mechanisms before this issue was decided upon.

Sparks asked for and received consensus on the budget as presented. The formal budget will be submitted for review and approval at the Commission Meeting in January 2013.

Agenda Items:

1. Adopt ESF's

- ESF #2 Communications
- ESF #10 Hazardous Materials
- ESF #13 Law Enforcement
- ESF #15 Public Information

A motion to approve ESF #'s 2, 10, 13, and 15: was made by Curt Babbitt and seconded by Keenan. Motion carried.

2. Adopt By-Laws

A motion to adopt the amended by-laws was made by Keenan and seconded by Satterlee. Motion carried.

Old Business: None

New Business:

The Jasper County Multi-Jurisdictional Hazard Mitigation Plan has been amended to include Annex I-Schools which includes all the public community school districts within the county. The Board of Supervisors passed the resolution for this on December 4, 2012.

Next Meeting: Date: Tuesday, January 15, 2013
Time: 6:30PM
Location: Sheriff's Office

Motion to adjourn was made by Carl VanDer Kamp and seconded by Babbitt. Motion carried.

Meeting adjourned at 7:59PM.