

JASPER COUNTY  
Emergency Management Commission

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Coordinator:  
Jim Sparks

**Minutes of May 5, 2022 Commission Meeting**

The Jasper County Emergency Management Commission met on May 5, 2022, at the Jasper County EOC and via ZOOM conferencing. Those present were Bryan DeJong (Baxter) via ZOOM, David Mast (Colfax), Rick Avery (Kellogg), Pat Edwards (Lamb Grove) via ZOOM, Mike Hansen (Newton) via ZOOM, Tami Weishaar (Reasnor) via ZOOM, Brandon Talsma (Board of Supervisors) via ZOOM, Jim Sparks (EMA Coordinator), Josh Harding (EMA Program Coordinator), and Kathy Ellis (EMA Assistant).

The meeting was called to order at 12:00PM by EMA Coordinator, Jim Sparks.

Roll call was taken, and those representatives listed above were present in person or via ZOOM conferencing.

A motion to approve the agenda was made by Rick Avery and was seconded by Bryan DeJong. Motion carried

A motion to approve the January 25, 2022, meeting minutes was made by David Mast and was seconded by Avery. Motion carried

**Agenda Items**

1. **Property Management and Equipment Distribution Policy** A motion to amend the policy was made by Avery and seconded by Mike Hansen. Motion carried
2. **Non-Federal Entity Procurement Policy** A motion to amend the policy was made by Mast and seconded by Tami Weishaar. Motion carried
3. **By-Laws Revision** A motion to amend the By-Laws was made by Avery and seconded by Weishaar. Motion carried
4. **Recovery Support Function** Josh Harding explained there will be seven Recovery Support Functions required following legislative approval. The first Economic RSF required in FY 23, will work with the community and local businesses to address financial opportunities. Harding has requested to work with the State to assist with the developmental process of this function.
5. **Cost of Living Increases for FY 23** Sparks explained the 3.5% personnel increase in the FY 23 budget was a place holder to provide time to evaluate the inflationary numbers and assess other governmental bodies

adopted salary increases. After discussing COLAs with the EM Commission Chair, Sheriff Halferty, Sparks sent out the salary increase recommendations. Recommended where the following increases:

- |                 |    |              |
|-----------------|----|--------------|
| a. Jim Sparks   | 4% | \$78,291     |
| b. Josh Harding | 5% | \$62,101     |
| c. Kathy Ellis  | 5% | \$24.63/hour |

A motion to approve the salary recommendations as presented was made by DeJong and seconded by Mast. Motion carried

**6. Public Hearing – 2022 Emergency Management Budget**

A motion to open the public hearing for the budget amendment was made by Avery and seconded by Mast at 12:12PM. Motion carried

There was no one in attendance from the public. No discussion. Therefore, a motion to close the public hearing was made by Mast and seconded by Avery at 12:13PM. Motion carried

Sparks explained the reason to amend the budget is due to additional expenditures resulting through grant dollars.

A motion to approve the budget amendment was made by Mast and seconded by Avery. Motion carried

**New Business - None**

**Adjournment**

A motion to adjourn was made at 12:16PM by Mast and seconded by DeJong. Motion carried