

**DES MOINES COUNTY
EMERGENCY MANAGEMENT COMMISSION**

January 12, 2017 Meeting Minutes

Meeting Number #17-01

X	Mayor Hans Trousil, Chair	West Burlington
	Sheriff Mike Johnstone, Vice Chair	Sheriff
	Mayor Shane McCampbell	Burlington
X	Mayor LeRoy Lippert	Danville
X	Councilperson Jim Spence	Mediapolis
X	Firefighter Ray Wilson	Mediapolis (alternate rep)
X	Mayor Doug Coyle	Middletown
X	Member Tom Broeker	Board of Supervisors

I. Opening Protocol

- A. *Call to Order.* The meeting was called to order at 6:00 PM by Chair Hans Trousil.
- B. *Election of 2017 Officers.* Supervisor Broeker moved to reinstate the current slate of officers (Mayor Trousil – Chair, Sheriff Johnstone – Vice Chair). The motion was seconded by Firefighter Wilson and carried unanimously.
- C. *Approval of Agenda.* Mayor Coyle moved to approve the agenda with contracts for Assistant Coordinator and Volunteer Coordinator/Administrative Assistant removed. Mayor Lippert seconded the motion and the motion carried unanimously.
- D. *Consideration of Minutes* from September 22, 2016, Meeting #16-04. Supervisor Broeker moved to approve the minutes and Councilman Spence seconded. The motion carried unanimously.

II. Old Business

- A. *Other:*
 - Mayor Lippert commented that the individuals from his city who attended the Integrated Emergency Management Course (IEMC) in June learned a tremendous amount and were glad that they were able to attend.

III. New Business

- A. *Coordinator Performance Review* (10/01/15 to 12/31/16). Mayor Trousil completed a written evaluation of Coordinator Hardin. He stated that all areas reviewed were outstanding or exceptional and that she is doing a wonderful job. Firefighter Wilson commented that from an emergency responder point of view he echoes those comments and that she is well respected through-out the state.
- B. *Contract - Coordinator.* Coordinator Hardin reviewed the changes to the proposed contract. The biggest change was making sure it was in compliance with the Fair Labor Standards Act (FLSA). Mayor Lippert moved to accept

the contract. Councilman Spence seconded the motion and the motion carried unanimously.

- C. *Personnel Action* – Volunteer Coordinator/Administrative Assistant. Coordinator Hardin has hired Angela Moore from West Burlington to fill this position. Ms. Moore started work on Monday, January 9, 2017. Supervisor Broeker moved to approve the appointment. Mayor Coyle seconded the motion and the motion carried unanimously.
- D. *2017-2018 Proposed Budget*. Coordinator Hardin presented the proposed budget. Supervisor Broeker noted that the county is allowing all department heads a 1% increase in their proposed budgets and that county employees are receiving a 2.25% raise. Discussion was also held on the Coordinator contributing monthly towards the health insurance costs. Mayor Coyle moved to approve the proposed budget with changes as follows: a 2.25% increase for the Coordinator, Assistant Coordinator receiving 3 casual days versus a wage increase, and change the line items (computer and the move of Weather Ops to GRMC with DESCOM) to reduce the proposed total increase to approximately \$4,000 versus the original proposal of \$8,015. The motion was seconded by Supervisor Broeker and carried unanimously. Mayor Trousil suggested that replacement costs of computers and equipment should be an annual allocated budget item and funding be placed in reserve for this purpose.
- E. *Pre-Employment Drug Testing Policy*. This policy was developed based upon guidance provided by the County's Human Resource person. Mayor Coyle moved to accept the policy. Supervisor Broeker seconded the motion and it carried unanimously.
- F. *Other*. None.

IV. Adjournment Procedures

- A. *Items for next meeting agenda*
 - a. Public Hearing and Consideration of Proposed 2017-2018 Budget
 - b. Public Hearing and Consideration of Proposed 2016-2017 Budget Amendment
- B. *Next meeting date* – February 09, 2017, 6:00 PM
- C. *Adjourn*. Mayor Coyle moved to adjourn the meeting. Councilman Spence seconded the motion and the meeting adjourned at 7:24 PM.

Respectfully submitted,
Gina M. Hardin