

# Floyd County Emergency Management Commission Meeting

## January 9, 2019 5:00 P.M.

### UNAPPROVED MINUTES

The Floyd County Emergency Management Commission met in the general assembly room of the Floyd County Courthouse with the following attendance: Linda Tjaden, Jeff Crooks, Dean Andrews, Jeff Wright, Trevis O'Connell, Jerry Engelhardt, Randall Hassman, Donna Lunsford and Lezlie Weber.

Tjaden called the meeting to order at 5:00 p.m. and roll call was taken. 8 of the 9 commission members were present.

Item II-Present new Chair/Vise-Chair proposal. Lezlie said that in previous years when the chair of the supervisors changes, that supervisor automatically comes to be chair of the Emergency Management Commission. Lezlie however pointed out that she requested the Board of Supervisors(BOS) to keep the same supervisor on her commission for consecutive years, she has for 3 but understands with the supervisors terms that may be a problem. The BOS agreed to let Linda Tjaden stay on the EM commission for another year as Chairwoman. Lezlie proposed to the Emergency Management commission that Linda not only be accepted as on the commission for another term, but the commission change the by-laws to reflect this longer term from BOS representative. Lezlie explained that she proposed this because it is hard to get rolling on tasks for the commission only to have to restart and explain things to another BOS when it changes each year. The consistency of having one BOS on the commission for purposes of training and forward motion of the program would be highly beneficial. Lezlie stated that she hopes the same BOS can stay on the commission for longer period than just 2 years, she would like to see the same BOS stay on the commission for the duration of her training cycle, which is 5 years, but understands that their terms may cause a problem with that. Chair asked that since we have By-laws on agenda later on, that we table this discussion and move on to the next item.

### Item III- Election of Officers

Motion to appoint Tjaden as Chair was made by Lundsford, seconded by Wright. All Ayes, motion passed, 8-0

Motion to appoint Crooks as Vise-Chair was made by Andrews, seconded by Engelhardt. All Ayes, motion passed, 8-0

Tjaden said that few things needed to be amended on agenda. 1- under item F, the motion to approve or deny the budget needs removed (that is for the next hearing), 2- Under item H, discussion regarding personnel evaluation needs to be added. Tjaden asked for motion to approve the agenda as amended. Motion was made by O'Connell/ seconded by Hassman. All ayes, motion carried. 8-0

Tjaden asked for a motion to approve the minutes from June 27, 2018. Lezlie said she didn't put them in packets sent out. Motion to table this item until next meeting was made by Engelhardt. Seconded by Lundsford. All ayes, motion passed. 8-0

Tjaden asked if there were any public comments. none

Tjaden moved on to item E- Update from EMA- Lezlie said she'd make a quick update. She hopes everyone has seen the letters she sent out. Her plans are to send out letter like this every year. She has to send in end of the year review to state for her EMPG grant, and the lightbulb just clicked this year for her to send this review to all the commission members as well. It basically is a recap of everything she has done in the last fiscal year. Her grant year goes from October to September, so after that review is done, then she will send out letters. Just to touch on the big things in horizon, training is the big thing. Training cycle is 5 year and in 2020 she plans to have a full scale exercise. She wants to have all the communities involved in some way. Lezlie has planning meetings throughout the year to ramp up for this. Some is training, some is planning for the event. The communities do not need to come to Charles City to participate, I would like to see them do something to incorporate their towns and response. She encourages someone to attend those meetings when she has them, consistency for that person who attends, so they can take the information back but see the whole process. Tjaden mentioned that she is having Lezlie reach out to all businesses in the county to make sure they are having the plans they need. Lezlie started her list with Tier II companies. She said she has a quarterly rotation for that, so she will be meeting with them 3 or 4 times a year. Tjaden also brought up the resource list that had been previously discussed. She would like to see Lezlie and the communities working together to produce these lists. Each community always has specific people with specific skills or equipment that can be useful in times of need, getting these contacts before an event can be very useful and proactive. Lezlie gave quick update on CERT. She has a good team started, 17 members certified. And they are currently going around to each community holding public meetings to try to reach out to more and either get more on the team, or just make the rest of the public aware of what CERT is. CERT is having these meetings around the communities to try to get volunteers from each town so in the event there is a disaster she has those first contacts there and ready to go already trained. Thermal camera update. Lezlie reminded everyone that last budget the commission approved to increase line item so she could purchase a thermal camera for the drone. She updated everyone that she has received that. The company was bit behind in ordering, due to moving complications. The 4 certified pilots need to get some training on it, but we will get that done. Tjaden asked where the nearest other thermal is, Lezlie advised the nearest one she knows of is in Decorah. Hassman asked if we can anticipate requests for the drone use. Lezlie said yes, she can be requested from any county in the state. As an EMA there is mutual agreement that she can be requested and the cost is free for first 7 days, after that, the requesting county gets charged. If the drone is requested, this would mean Lezlie would have to go with it. The drone is not to be flown by anyone not certified as FAA pilot. Of the 4 in our county certified, she assumes she has the most flexibility to be able to deploy with the drone if it is requested. Lezlie said other than her daily duties and training, which the last fiscal year she got 85 total continuing education hours, that is the biggest updates.

Andrews asked about the training that Lezlie emailed out. Lezlie let Tjaden expand on that, since she went. Tjaden said she enjoyed it and it was very worth while. She said she thinks its important that if you are elected official, commission or city council. There was broad range of departments there but very worth while and she recommends everyone taking it.

Chair moved on to next item- Item F- Review Fy20 Budget- Set the date and time for FY19 Hearing. Lezlie went into explaining her proposed budget. They went through every item on budget worksheet, the ones changing are proposed 2% increase for wages, which also affects benefits. Wages would rise to \$35,318. FICA would rise to \$2,702, IPERs would rise to \$3,334 and then Ins Contribution actually has a higher rise. Because Lezlie and her spouse are both county employees this is a little different. In the past years, the Sheriff's Department has taken this cost on, and this year the Sheriff and Lezlie agreed to go 50/50 on it. So Lezlie's cost raised to \$9,737. Other line items changed, Parts went down to \$200, River stream gauges went down to \$2,500. Lezlie is asking that Telecommunication services goes up to \$2,850 because this last November the cable and cell phone bills went up to total \$2,805 and she asked for little extra there. Educational/training line item went down to \$1,500, office equipment repair/rental went down to \$100. Other equipment not capitalized was up to \$2,000 because Gloria Carr told Lezlie to separate here approved \$7,000 last budget for thermal camera between 2 line items. This line item went down to \$1,000. Mileage and other travel expenses was asked to be raised to \$600 because this is what Lezlie puts her hotel charges in when she is away for training. Then Lezlie asked that Other (capital) line item stay at \$5,000 because her tough book that she has for her truck is getting bogged down and slow. A new one that she priced last year was over \$3,500 and just wants to be sure she doesn't go over when she purchases new one. Revenue was then discussed, with nothing changing.

FY19 Hearing: set date and time for February 12, at 5 pm following the accessors hearing. Motion was made to approve this date and time by O'Connell and seconded by Lundsford. All ayes, motion passed 8-0

Tjaden moved to the next agenda item, G-Review of the Current FY19 financials.

Lezlie stated she kind of went through as she explained the budget proposal, but if they would look at the back side, she is currently sitting at 51.69% used.

Old business.

- a. By-Laws. Lezlie said that what she was talking about at the beginning was what this is about. She stated that the commission may want to change other things in the by-laws but for now she would like Changing the by-laws from Officers term to state "to serve for a period of two years." Motion to approve was made by Wright, and seconded by O'Connell. All ayes, motion passed 8-0.
- b. Personnel evaluation-Tjaden wanted to discuss personnel evaluations. She thinks it's a good idea and is recommends for all departments to do personnel evaluations on employees. There hasn't been evaluations done on

anyone for while, since 2013. She said that everyone that reports to the BOS that they are being required to do the evaluations. She would like to see everyone fill out evaluation form on Lezlie. The other commission members had concern because Lezlie's job isn't directly supervised by them, or they seldom see the EM in action. O'Connell offered up the Fire Chiefs to do one. Crooks said he'd like to see the mayors take it and have the discussion with the Fire Chiefs, not leaving it completely up to the Fire departments themselves. Tjaden said that she would like to see them done in maybe few months top, and be sent back to one person, Tjaden suggested maybe sending them to Gloria.

#### Commission Comments.

Lezlie asked Tjaden if she could give update on her personal matters in this block. Tjaden advised as long as she was willing to give update. Lezlie wanted to update the commission on her counseling. Lezlie recapped that Andrews had made suggestion that some action be taken on the personal matter that got brought to the commission in previous meeting. She let everyone know that she has started going to counseling. She has had 5 sessions. She informed the commission that the BOS mandated anger management counseling for her, but didn't say how long or where. Lezlie sought out her own counselor and started going. Lezlie decided that not only was he helping her on the mandated issues, he was helping her work through a lot of things. And is still going to counseling. Lezlie also updated the commission on the court. That has not happened yet, and still waiting for it to not get pushed any farther. When that is all settled, Lezlie said she will inform the commission on what was determined.

Motion to adjourn was made by Lunsford/seconded by O'Connell.

Meeting Adjourned

Lezlie Weber

Floyd County Emergency Management