



**Hardin Emergency Management Commission Minutes
May 16th, 2017
Hardin County EOC, 1031 Edgington Ave. Eldora IA**

Supervisor:
Sheriff: Dave McDaniel
Ackley:
Alden:
Buckeye: Gordon Kolterman
Eldora: Bob Jeske
Hubbard: Randy Smuck
Iowa Falls: Ron Kuhfus
New Providence: Lou Schafer

Owasa:
Radcliffe: Brad Fjelland
Steamboat Rock:
Union:
Whitten:
Roxane Warnell, EMC

Guest: Nick Whitmore

Meeting called to order by Chair McDaniel @ 6:20

Motion to approve the Agenda Fjelland, second Kolterman, carried

Motion to approve minutes of February 21, 2017 Shafer, second Kuhfus, carried

Roxane discussed the progress of the Multi-jurisdictional Mitigation Plan update, moving forward the next step is to complete a community survey. The commission will reach out to the community and distribute an on-line survey for input into the plan. Roxane asked the commission what large employers they could suggest to send out individual letters and surveys and ask them to push out to their company internal list serves for response. Roxane also distributed a draft news release for this purpose; the commission approved the draft release for Roxane to use to be distributed. Also need to set the date for our next community mitigation meeting, this meeting will be opened to the public and the jurisdictional members to attend as a group to represent the cities and county. Community Planning meeting to take place on the 3rd Tuesday of July the date of regular commission meeting, venue to be determined.

Training and Exercise

Roxane updated the members on training and exercise activities; she announced that she is in the process of planning a hazardous materials functional exercise with a local business to be held Saturday morning August 19th, 2017. She also stated she was involved in a regional LEPC TT and Full Scale exercise that will be submitted for Hardin County to meet exercise requirements to the State HLSEM on Hazardous Materials. On training Roxane passed out and discussed GTI Active Shooter Interdiction Team training sponsored by HLSEM in several locations in Iowa this summer, it is 3 day training the registration is free and some lodging and meals can be covered. Roxane has been forwarding this information out to her responder's distribution emails. Also announced was an Active Shooter training event for the County employees coming up in June. Nick announced a drill at the jail will be held on June 24th; the jail will be involved but could hear traffic over the radio.

Equipment

Roxane updated the commission on a generator that was installed at the EOC, the equipment was paid by a partnership grant with the Public Health Department, EM budget will pay the installation cost as a match, and generator runs on natural gas and is big enough to support the building.



Waterloo Hazardous Materials member counties received equipment from left over funds to be spent on equipment, 11 hazardous materials over-pack drums were ordered and are in the EOC waiting to coordinate pickup by the local fire departments. Roxane asked the commission to consider keeping the Incident Command Trailer here at the EOC, there is a duplicate setup up in Iowa Falls E-Squad garage, she felt it was good to have one south and one north for response time, also felt that Incident Commanders just forget we have the resource located here in Eldora. Dave said he is trying to combine the E-Squad departments instead of the north-south split, one county E-Squad that covers the county, any decision tabled until we research more fully.

Commission members break to tour the building.

Roxane asked the members to discuss the vision or goal for the use of the EOC building she stated that the Board of Supervisors had been considering moving the Dispatch Center from the Sheriffs Building to the EOC building and has been arranging for vendors to tour the building for design and cost for this project. Roxane has not been involved in this discussion. Nick announced that the project was still being considered but due to lack of funding in this year budget it was put on hold.

Roxane reported to the Commission that since moving her office over here last October there has been no custodial services from the county provided, she has been cleaning both bathrooms, her office and sweeping the floors, vacuuming, and emptying all the trash to the dumpster across the street and purchasing all refillable paper and cleaning products. With no water outlets and mop sinks as far as she knows the floors have not been mopped. Roxane wanted to bring this to the Commissions attention and was hoping BJ would be present to discuss this. She wanted to let members know and to also share that as of July an assistant to Jody Mesch facility manager will be hired and the private contract with Jody for custodial services will be dropped. Roxane hopes this will take care of the custodial services to this building. This discussion was tabled until she can talk to B.J.

Commission discussed what improvements could be done to make the room usable for training and meetings and asked Roxane to gather some quotes on more efficient lighting and acoustic boards for sound echoing, flooring, water supply for buildout of room, also talk to IT for audio visual displays for walls.

Approval of EMC job description; Roxane had sent the current job description to the members prior to the meeting as the county is currently performing a job wage study for each position in the county to revise the system they are using now and asked for current job descriptions. Motion by Schafer to approve the current Emergency Management Coordinator Job Description as presented, second by Kuhfus, all ayes, none opposed carried.

No further business next meeting will be a Mitigation Steering Committee meeting on June 20th, 2017

Kolterman motion to adjourn @ 8:00pm

Respectfully Submitted, Roxane Warnell, Coordinator

Approved 8/15/2017