



Hardin Emergency Management Commission Minutes

June 6, 2018

Hardin County Courthouse, Eldora IA

Supervisor: BJ Hoffman
Sheriff: Dave McDaniel
Ackley:
Alden:
Buckeye:
Eldora: Aaron Budweg
Hubbard: Randy Smuck
Iowa Falls: Wade Harken
New Providence: Terry Beare

Owasa: James Nehring
Radcliffe:
Steamboat Rock:
Union: Cynthia Knight
Whitten: Bill Lott
Roxane Warnell, Coordinator

Guest: Gary Van Den Boom

Call to order @ 6:04 pm

Approval of Agenda; Motion to approve the agenda as proposed by Beare, second by Knight, voice vote taken all ayes, none opposed. Agenda approved

Approval of Minutes from April 24, 2018; Motion to approve the minutes as presented by Smuck, second by Budweg, voice vote taken, all ayes, none opposed. Minutes stand accepted.

Special meeting was set Discussion/Action on the status of the Hardin County Emergency Management Coordinator Position as of June 30, 2018.

McDaniel stated he had sent by email/postal the job description for the part-time coordinator position and asked if there were any questions, concerns with the job description.

Roxane noted it was the same job description that the commission approved in 2017, other than addition of the residency, and one other section that was deleted out. The job description was projected on the screen for the members. Could not find the section referenced, Roxane will check the old job description.

While reviewing James commented under essential duties and responsibilities; {Responds to Hardin County Emergency Operations Center, which may be staffed 24 hours a day during emergency conditions, to support emergency operations.}

Discussion on making it broader than just the EOC, there was discussion on whether a motion was needed on each change, it was decided to make the discussed changes and reproduce as a whole.

Discussion led by Budweg on the section of qualifications specifically the section "Language" to specify specifics. {Language: Ability to read, analyze and interpret data, legal documents or governmental regulations. Ability to prepare reports, general correspondence and lists}.

It was decided to add the word "effectively" before the word read, in this section.

Budweg commented at the last meeting it was discussed to get HR involved in this process, did we get an opinion from HR on this job description?



McDaniel contacted them the day after the last meeting “the letter that was drafted on no letter head, was neither here nor there, certified by me as the chair, the job description they reviewed that and had no qualms. No glaring issues, the residency requirement is not an issue, so just proceed with the job description”

Budweg “Job descriptions change many times, if we are missing something here we meet and add an addendum typically at the bottom of a job description, duties as assigned”

McDaniel asked if any other verbiage changes that need addressed, no comments, Chair asked for a motion to accept the job description with the two discussed changes.

Roxane asked to restate the summary of the motion, Motion to add the word “effectively read” to the language section., under responsibilities change to {responds as needed to support emergency operations, or at the Emergency Operations Center, that may be staffed 24 hours a day during emergencies to support emergency operations }

Knight made this motion to adopt the new job descriptions with changes as summarized by the chair, Nehring second, not discussion. Role Call vote, Supervisor yes, Sheriff yes, Eldora yes, Hubbard yes, Iowa Falls yes, New Providence yes, Owasa yes, Union yes, Whitten yes. Carries.

Stopped here!

Adjourn at 6:44 pm

Respectfully submitted,

Roxane Warnell, Coordinator