

Hardin County Emergency Management Commission Meetings
March 20th, 2018
Hardin County Courthouse, Eldora IA

Supervisor: BJ Hoffman
Sheriff: Dave McDaniel
Ackley:
Alden:
Buckeye:
Eldora:
Hubbard:
Iowa Falls: Wade Harken
New Providence:

Owasa: James Nehring
Radcliffe: Ben Krause
Steamboat Rock:
Union: Cynthia Knight
Whitten: Bill Lott
Emergency Management:
excused, sick.

By-Laws Quorum met:

Call to Order: Chair McDaniel @ 6:56pm

Approval of Agenda: Motion by Lott, 2nd by Knight, voice vote, motion carries

Approval of Minutes February 27th, 2018, Motion by Harken, 2nd by Knight, voice vote, motion passes

Proposed amendment to EM Commission By-Laws (tabled from last meeting standoff). Hoffman; issue with spending carryover on salary and benefits. County Attorney Dunn suggested changing By-Laws so that any carryover goes into a “carryover” line, not to be used for salary and benefits, without action from the board (Commission). Harken made a motion to accept the proposed amendment By-Laws Article 7, with condition that County Attorney, strike “board” and replaces wording with “Commission”, 2nd by Hoffman, no further discussion, voice vote, all ayes, motions passes

Resolution to purchase General Liability & Public Officials Wrongful Acts insurance from ICAP. Item had been previously discussed and approved. McDaniel advised that he signed the paperwork for Marc Andersen today.

Other Business: Job Description, not on the agenda. Copies of proposed Job Description handed out. One change to the job description is a residency requirement as the Emergency Management Coordinator is an essential position. Harken asked if the residency requirement is accepted into the job description if is retroactive, as the current coordinator does not reside in Hardin County. Knight advised that she believed it would take place July 1st 2018, when the half time position goes into effect. McDaniel advised that Human Resources had been consulted and said that the residency requirement could be implemented with notice and a time frame to establish residency.

Hoffman had questions about who the coordinator directly answers to. Knight asked about coverage while Hardin County’s coordinator is on vacation etc. It was explained that McDaniel is notified when the coordinator is going to be gone. Nehring then explained that if an a emergency arose, surrounding

counties EMA will assist as needed. Hoffman brought up that having the entire Commission conduct performance review did not seem very conducive since the majority of the Commission does not deal with the coordinator on a regular basis, and recommended the Chair and Vice Chair conduct the review. Hoffman also believes the job description should have the criteria for taking time off in the sense of who should be notified for an “on-call” EMA. McDaniel advised that the notifications may fall under the By-Laws but did not believe it fell under the scope of the job description. Nehring stated that the By-Laws are in place, as is a job description, but believes we need to write and Standard Operating Procedures (SOP) for the position on how they operate. McDaniel asked Nehring if he would be will to see if there are currently any EMA SOP templates available, Nehring advised he would.

Hoffman brought up the criteria for posting the position when it goes to half time. McDaniel asked if there was an assumption that Roxane was not going to stay on at a half time basis. Hoffman said that he believed Human Resources said that the current EMA would need to reapply. Nehring said that it can vary on if there are fundamental changes to the job description. McDaniel said that if someone hasn't resigned from a position, but is told they need to reapply it can be assumed that they have been terminated. Hoffman advised that he would check with Hardin County Attorney Rick Dunn as well as Human Resources Paul Greufe regarding the legalities. Knight said that if we're changing it to a part-time position, we're not “letting” her go and that it's a different job. McDaniel stated we haven't changed the job, we've changed the hours of the job, the job description isn't going to fundamentally change.

Next Meeting Date: Motion by Hoffman to meet on April 24th at 6:30pm, 2nd by Harken, voice vote, motions passes.

Motion to Adjourn: Motioned by Harken, 2nd by Krause, voice vote, motion passes.

Minutes submitted by Chair Dave McDaniel