



**Hardin County Emergency Management Commission Minutes
September 18th, 2018
Hardin County Courthouse, Eldora IA**

**Supervisor: BJ Hoffman
Sheriff:
Ackley:
Alden:
Buckeye:
Eldora: Aaron Budweg
New Providence: Terry Beare**

**Owasa:
Radcliffe:
Steamboat Rock:
Union: Cynthia Knight
Whitten: Bill Lott
Iowa Falls: Chief Harken
Guest: Bryce Knudsen,
Ryan Sutcliffe**

- 1) Call the meeting to Order by Vice Chair Chief Harken @ 7:25pm**
- 2) Approval of Agenda: Motion by: Beare 2nd by: Budweg; motion passes**
- 3) Approval of Meetings from August 21st, meeting (tabled) no minutes, Motion by Hoffman, 2nd by Budweg, motion passes.**
- 4) Adoption of Emergency Support Functions (ESF's). Request that ESF's be provided for review. Motion to table ESF adoption; Budweg, 2nd by Hoffman. Motion passes.**
- 5) Discussion with possible action on printer/fax/scanner for EMA Office. Micah Cutler IT Director for Hardin County presented information. Current machine is with Hect & Jiminez out of Iowa Falls, purchased Feb 2011, relatively inexpensive machine, \$600.00 per year plus toner and supplies. Past few years, using 1-2 toners per year at \$90.00 per toner. Checked with Premiere, proposed refurbished machine to put it on same cycle as the rest of the county machines. Looked at Xerox WC7225 was the make and model. Would bring that printer in to the same program as the rest of the county, however it would be more expensive as it would be \$99.00 per month, does include toner. Budweg advised that he believed this was**

a decision that should be made by the EMA Coordinator, and didn't feel it was the place of the commission to make that decision. Budweg moved that the item be tabled until a EMA Coordinator is hired. Vice Chair Harken indicated that there was a motion by Budweg with no second, and wanted to know if going with Premiere would still be an option once an EMA Coordinator was hired. Cutler advised that it would, however new prices would need to be obtained. The matter will be discussed further when new EMA Coordinator is hired. No action taken.

- 6) Discuss with possible action on filling the EMA Coordinator position. Vice Chair spoke about the interviewing and that a candidate was going to be recommended however withdrew their name prior to being brought to the commission. Budweg inquired about releasing the names, advised could if went into closed session. Budweg asked if the hiring committee had reconvened and advised that they not as the candidate withdrawal just happened. Budweg asked about a contingency plan, and asked what needed to be discussed.

Budweg asked if there was a second candidate recommendation. Vice Chair spoke about the hiring process, and that point value that was utilized in ranking candidates. Vice Chair advised that he had conversations with the second highest ranking candidate and that said candidate was not interested due to how the EMA Coordinator position was being structured.

Vice Chair said he'd spoken with the Chair about entertaining conversation with another county commission, where that EMA Coordinator had been assisting the Chair. Hoffman advised that he did not believe it was an option as one of that county's County Supervisors reached out to him and said that we (Hardin) came to their EMA and if he's interested he will most likely be given the choice of being either here or there. Hoffman advised that Supervisor Nolte said that they were not willing to share, but welcomed him to apply for any job he wanted. Vice Chair asked how many supervisors they had and Hoffman advised three, and that Nolte had told them it had come up amongst their supervisors. Hoffman was concerned that by sharing he felt it opened us up to litigation.

Budweg advised that he felt we were going to have a complex time filling the position based on benefits, hours etc. It's difficult to find the caliber of individuals to do the job. Budweg brought up having a Hardin County 'agency' that would be willing to take on the responsibilities, and keeping it within the county. Hoffman advised that it has to be an individual that fills the position. Budweg advised that he

believed the position should be posted again and that we cannot continue to go the route we're going.

Knight brought about the amount of certifications that are required and the amount of time it takes to obtain said certifications. Knight asked if there was any flexibility on the certifications and was advised that there was not as they're set by Code. Discussion on the amount of time and that the certifications take. Hoffman mentioned having the Chair approach the Board of Supervisors about additional funding to perhaps make the position more desirable.

Discussion regarding combining multiple positions into one, possibly having an assistant to the actual EMA Coordinator. Vice Chair discussed have the EMA Coordinator also be the 911 Service Board Secretary as well as a Director of both PSAP's in Hardin County, overseeing maintenance agreements, equipment and training, not having anything to do with personnel. Vice Chair advised he was not confident that we would have a viable candidate at 29 hours per week and being on call 24 hours a day 7 days a week. Discussion of contacting Human Resources about creating a "hybrid" position. Knight recommended contacting HR about the feasibility of moving forward with the "hybrid" position if it's an option.

Vice Chair asked about interest in speaking with the three supervisors of an adjoining county to discuss if that is a possibility. Knight advised that she thought the option should be out there.

Budweg discussed the possibility of having Hoffman fill the role as he has the qualifications. Knight brought up the fact that as a supervisor he also allocates monies to the EMA position and that ethically and morally it could be a conflict.

Vice Chair suggest making a motion that the Chair make contact with HR Attorney Mike Galloway and the County Attorney, to discuss potentially creating a position that would encompass EMA Coordinator, 911 Service Board Secretary and Communications Director and see if there are any potential problems that could arise from that created position. Discussed that a motion was not needed to direct the Chair to contact HR.

- 7) Any other business. Hoffman, with the Chairs additional work, he'd like the commission to consider a stipend. As it is above the Chairs normal duties. Hoffman motions a stipend for \$500.00 retroactive to July 1st, until such time the EMA Coordinator position is filled, contingent upon approval of the County Attorney. Seconded by Budweg. Further discussion, Hoffman advised that he believed it is**

important that the County evaluate these essential positions for what they are real time. Motion passes.

8) Next Meeting Date: October 16th, 2018 6:30pm Motion by Hoffman Second by Knight motion passes

9) Adjourn: Motion by Budweg Second by Hoffman Motion passes