

## **Marion County Emergency Management Commission**

Meeting Minutes from December 27, 2012 @ 5 PM

The Marion County Emergency Management Commission was called to order at 5 pm by Chair Goemaat. Roll call was taken with the following members present: City of Knoxville, Marion County Sheriff, City of Pleasantville, City of Melcher Dallas, and City of Harvey. Also in attendance were: Dennis Williams and Kenny Thompson representing Knoxville Township Fire Dept; Chris Camden and Greg Higginbotham representing Knoxville Fire Dept; Todd Caulkins representing Pleasantville Emergency Services; Mark Raymie as Marion County BOS Elect; Steve Woodhouse representing the Knoxville Journal Express; and Dylan Feik representing the City of Knoxville.

On a motion by the City of Knoxville, with a second by the City of Harvey, the agenda for the December 27, 2012 regular session was approved unanimously.

Other business item #1- the Commission members received a draft copy of the Marion County Emergency Management Commission by-laws with suggested edits/corrections by Coordinator Anderson. Anderson explained that some of the changes resulted from the passage of Senate File 413 during the last legislative session. The other edits were simply done to update the Marion County by-laws to reflect updates that other counties in Iowa of similar size have done. The changes were merely a reflection of how the Agency conducts its business in current day. Anderson asked the Commission members for feedback on the entire document, but specifically on page 9 regarding 1) the length of terms that the commission members serve; 2) the number of "required" meetings per year; 3) and the number of members present to constitute a quorum. Anderson explained that he didn't have preferences on items 1 and 2, but thought that leaving the quorum at 4 members (as is current practice) was best in order for the Agency to consistently provide the service expected. Chair Goemaat echoed Anderson's recommendation regarding # 3. The Commission members were urged to provide comments prior to the next Commission meeting on January 29, 2013. The discussion was closed with no further action.

Other business item #2- the Commission members received a draft copy of a 28E agreement pertaining to the forming of a countywide hazardous materials team. Anderson explained the basis and need of the agreement. Anderson, after viewing the document indicated that he had several questions/concerns for potential edits. Anderson indicated that he would be seeking advice from several partners including the insurance carrier, and others with experience in these types of agreements. Considerable discussion took place with regard to which cities would need to sign the agreement and the amount of time required for that to occur. The Commission members were urged to provide comments prior to the next Commission meeting on January 29, 2013. The discussion was closed with no further action.

Other business item #3- the Commission members received a draft copy of a 28E pertaining to the creation of the Jasper/Marion hazmat partnership. Anderson explained the basis and need of the document. Discussion ensued and again Anderson was advised to seek input from the same partners as

was directed in the previous item. The Commission members were urged to provide comments prior to the next Commission meeting on January 29, 2013. The discussion was closed with no further action.

Other business item #4- Anderson explained a draft copy of the Marion County Hazmat Team organizational chart. Anderson explained that based on the geographic location of the prospective team members and the sheer number of members that dividing the county into a west, central and east groups was his suggested way to move forward. The chart indicated a team leader for each of the groups with the remaining members constituting the makeup of each group. Anderson explained that the organizational chart could be changed in the future to reflect changes in the team size. The Commission members were urged to provide comments prior to the next Commission meeting on January 29, 2013. The discussion was closed with no further action.

Other business item #5- the Commission members received a draft copy of a compensation schedule that outlined potential wages/costs for team members involved with annual training requirements as well as a separate compensation schedule for actual hazmat responses. Anderson explained that this document was only a draft and the wages were only the basis of a starting point and any increase or decrease in the wage amounts directly affected the amount of funding required to operate the team. Anderson urged the Commission members to go home and talk with their respective fire departments and provide feedback on what the compensation should be. Anderson explained how the hazmat costs have previously been funded. He also explained why the BOS General Supplemental levy to fund the hazmat expenses. He also provided how he intended to fund the startup costs associated with the costs for the team up until July 1, 2013. Considerable discussion was held regarding the need for physical exams for the team members. Anderson explained a hazmat team application that has been developed and questioned the need and Commissions desire for examinations to be part of the process. Anderson was directed to proceed and gather input from the insurance carrier. The Commission members were urged to provide comments prior to the next Commission meeting on January 29, 2013. The discussion was closed with no further action.

Other business item #6- Anderson explained the need for the Commission to develop a process in conjunction with the Cities/FD's for reimbursing the Cities/FD's for training hours accrued by the hazmat team members. Anderson encouraged the participants to discuss this issue with their respective leaders about how the process is developed. The Commission members were urged to provide comments prior to the next Commission meeting on January 29, 2013. The discussion was closed with no further action.

Other business item #7- Anderson provided some information regarding the purchase of the hazmat team equipment. Anderson suggested that the team be allowed to come together and get trained and let them have input into the equipment that will be purchased. The Commission members were urged to provide comments prior to the next Commission meeting on January 29, 2013. The discussion was closed with no further action.

Other business item #8- Anderson asked for items to be discussed at the next meeting and also if the Commission members desired to have another meeting prior to the scheduled budget hearing/meeting on January 29, 2013 at 7 pm. The members suggested that Anderson had plenty to accomplish prior to

the 29<sup>th</sup>, and that they as well had several items to discuss in their respective locales. Anderson was asked to prepare a budget and send out to the members prior to the next meeting. It was suggested that Anderson convene a meeting of the hazmat team members immediately to discuss the compensation schedule so that an accurate budget proposal can be presented.

Anderson presented Chair Goemaat with a plaque on behalf of the Commission in recognition for his years of service to the Marion County Emergency Management Commission.

On a motion by City of Knoxville, second by City of Harvey, the meeting adjourned at 6:25 PM.

Respectfully submitted,

Jeff Anderson