

Marion County Emergency Management Commission Minutes
Special Meeting
February 4, 2015 at 6:00 pm
Marion County Courthouse

1. Chair Sandholdt called the Marion County Emergency Management Commission meeting to order at 6:02 p.m.

2. Secretary Pettyjohn took a verbal roll call and the following members were in attendance:

City of Bussey	Larry Pinegar
City of Hamilton	Patrick Silvers
City of Harvey	Dennis Seibert
City of Knoxville	Brian Hatch
City of Marysville	Corey Bakalar
City of Melcher Dallas	Terry Fisher
City of Pella	Dan VanderBeek
City of Pleasantville	Bill Moore
City of Swan	Absent
Marion County BOS	Absent
Marion County Sheriff	Jason Sandholdt
<i>Also present</i>	
Knoxville Fire Department	Jim Mitchell
Knoxville Rural Fire Department	Kenny Thompson
Marion County EMA	Jeff Anderson
Marion County Sheriff's Office	Martha Dykstra
Marion County Zoning	Melissa Poffenbarger
Pella Police Department	Robert Bokinsky
Pella PD/E911 Com. Chair	Marcia Slycord
Pleasantville Emergency Services	Jordan VanNess (via phone)
Pleasantville Police Department	Joe Mrstik
Secretary/EMA Assistant	Kim Pettyjohn

3. Approval of the Minutes:

- ❖ On a motion by the City of Pella, and a second by the City of Marysville, the agenda for the special meeting February 4, 2015 was approved unanimously.

4. Public Hearings:

None

5. Resolutions:

None

6. Other Business:

- A. Discussion/Action as necessary pertaining to the E911 Service Board proposal and discussion as to whether the Emergency Management Commission wants to offer counter proposal regarding the E911 Coordinator position.

Chair Sandholdt advised everyone should have 4 documents including the agenda. One that says Marion County E911 Executive Board proposal, one for EMA Assistant full-time proposal, one that has a Consultant Option proposal and one that has the way it has been overseen by E911 board proposal. Chair Sandholdt advised there was still action from the last meeting that needs addressed in regards to the E911 proposal from the Executive Board. Chair Sandholdt advised the topic that was tabled at the last meeting regarding the proposal needed to be brought back and voted on and dependent upon that vote is where we go from there. Missy Poffenbarger advised over the last few weeks, Bill Butrey and Andrew DeHaan brought to attention they work for the Board of Supervisors (BOS), so when we list them as the head in this they would only do that under the direction of the BOS. Bill built the layer of the map points which he connects more with the addressing, which is the part that when she assigns the address she adds the map point. Chair Sandholdt asked if that is in the original document from E911 or is it in all of them? Missy advised it's listed in GIS. Bill described it, he is Marion Counties GIS and he works for the BOS. He built the map layer that can be taken care of by someone else now that it's built, the person who does the addressing. As far as IT it's an unchartered area. As far as John as the administrator always did a lot of the IT work, it's not in Andrew's job description from the BOS, so that's another area that needs discussed. Chair Sandholdt asked if on the E911 proposal are there certain bullet points on a certain page that it's discussed. Missy advised it's under the bullet point stating "Coordinate and maintain accurate local GIS map data". In Bill's opinion he's built the overall layer that can be maintained by someone else. His intentions are with any department within the county that he builds and gets started with the layers and then they would maintain them. There is nowhere else where IT is discussed. Chair Sandholdt advised on the different proposals that Missy is talking about on the E911 GIS Dept/EMA, on the EMA Assistant full-time it would say GIS Dept/EMA Assistant, on Consultant Option it would say GIS Dept, so we'll have to have clarification on any of the 4 proposals from the BOS as to how they want to address the topic. Chair Sandholdt advised that if the E911 proposal is voted to move forward then there is no need for the other 3 options, he advised the proposals are different ideas brought up by different people and he's open to any other ideas. He advised foresees voting on the first one that's been tabled and then if there is motions if someone likes the other proposals they make a motion in regards to discussion or voting upon that and we take action as we go along. City of Pella motions and City of Marysville seconded to take the original proposal off the table for discussion. All were in favor of taking it off the table for discussion. Chair Sandholdt advised the first topic for discussion is for the E911 proposal that was brought forth and tabled at the last meeting was to either accept or not accept the proposal. City of Marysville asked if they had to vote down the first one before getting to the others. Chair Sandholdt confirmed this and advised if it's accepted it moves forward as E911 proposed, if it's not accepted then there would be discussion on the other 3 options or other ideas that may be available. City of Marysville motioned and City of Bussey seconded the motion to turn down the original proposal from the E911 board. A roll call vote was taken with 7 Ayes, 1 Nay and 1 abstention. The City of Harvey questioned why if the vote can be overturned why are they voting? Chair Sandholdt advised the last vote was to table it, this vote is to either accept it or turn it down. Once it's turned down or accepted we go from there and it still goes back to E911 and it's up to them if it's an Aye vote it's a done deal, if it's a Nay they look at the other options. Chair

Sandholdt advised with the original proposal off the table there are 3 other options that have been presented for the commission to review. The Commission took a few minutes to review the presented proposals. Chair Sandholdt made a motion to accept the EMA Assistant full-time proposal and City of Hamilton seconded it. Chair Sandholdt clarified with Secretary Pettyjohn that her current rate of pay of \$12.72 an hour is correct and Pettyjohn confirmed this. It would be the current rate of pay, the 520 hours would be \$6615 annually to bring her up at the 520 hours, the assistant would be responsible for tracking actual hours worked for E911 in regards to the tasks presented earlier on and then would be submitted to both the E911 and EMA boards. E911 sign tech budget would be the same, the Zoning would be the same and the benefit package would be expensed from the E911 budget and the Sheriff's Office for the time being with the amount to be determined by the HR Dept. The reason being that Kim's husband works for the Sheriff's Office and the HR Coordinator would decide how it's split. It states for the time being that if that person is no longer connected with the Sheriff's Office then they would no longer pay the benefits. This proposal would represent a savings of \$50,124 annually to the E911 board. That funding would then be eligible to be used by the E911 board for communications projects. Chair Sandholdt asked if there was any further discussion in regards to the proposal. City of Pleasantville confirmed with EMA Coordinator Anderson that when he took over this job he worked alone and how long Assistant Pettyjohn had been working with him. Anderson advised Pettyjohn started in November 2013. City of Pleasantville asked if she started at 30 hours a week and Anderson confirmed she started at 15 hours a week, but is now at 30. It was then asked how it was jumped up from 15 to 30 hours a week. Anderson advised when John McCoy made it apparent he was going to retire it was clear to him that he needed to expedite Pettyjohn's training on the Emergency Management side so when McCoy retired that training would be basically done. Chair Sandholdt asked if that was voted upon. Anderson advised there was no vote and it was a strategical move on his part. Chief Bokinsky stated the proposal from E911 has been voted down so it will go back saying we don't approve you using our employee in this capacity, but with this proposal we are favorable to you using our other employee in a part-time capacity. Chair Sandholdt advised outside of those normal duties, above and beyond, that would take her too full-time. It's not to replace the duties she's already doing it, it would be above and beyond those. Chief Bokinsky then advised they are a sovereign board that is responsible for this, not the EMA Commission. The only say we have in this is the fact that it's an EMA employee, whether it be Jeff or Kim. Chair Sandholdt advised he did not want Kim leave believing she's automatically full-time because this is just a counter proposal that goes back to E911. She works 30 hours for us now and we would be comfortable with her using that extra 520 hours a year to go full-time, but it's ultimately up to the E911 Council to decide that. They may say it's a great idea and bring her up to full-time or they may say no and they want to do something different, but it's up to that board to decide that and Chair Sandholdt does not see it as the EMA Commission's role to decide that. There should be no assumption it's a done deal because it will be up to the E911 board. With no other discussion a roll call vote was taken with 8 yes's and 1 no to send this proposal back to the E911 board for their consideration and how they want to proceed. Chair Sandholdt advised he saw no need to discuss the Consultant Option or the Way it has been/Overseen by the E911 board Option. There was

no other discussion requested.

- B. Discussion and action as necessary regarding the Emergency Management Executive Board positions.

Chair Sandholdt advised he is stepping down as Chair of this commission. He feels a lot of the discussions they've had in the last six months have dealt more with the fire and rescue side more than the law enforcement side. There were heated discussions in regards to the HazMat Team and what goes with it. Chair Sandholdt advised he had talked to Jordan about this. Jordan is the Vice Chair. Chair Sandholdt believes it would be beneficial to have someone with fire background leading the commission at least for the next year to address this concerns and issues that have been coming up as discussion points. Chair Sandholdt will still be a member of the Commission. Chair Sandholdt was assuming if he stepped down the Vice Chair would step up and the by-laws don't address it. Anderson advised with his past experience with Robert's Laws the Commission would need to replace the chair through a vote. Chair Sandholdt then made a motion that Jordan steps up as the Chair and City of Pleasantville seconded the motion. Anderson advised in respect to the Commission the code says it's the mayor, so in order for Jordan to be the Chair he would have to be appointed by the Mayor. Chair Sandholdt asked Pleasantville Mayor Moore if he was comfortable with this and he confirmed he was. A roll call vote was taken and it was unanimous decision that Jordan is the new Chair of the EMA Commission. It was opened for nominations for Vice Chair. Mayor Moore nominated Pleasantville Chief Mrstik. Anderson advised this can't be done as Pleasantville is already represented. City of Pleasantville nominated Mayor Hatch with a second by Kenny Thompson. Mayor Hatch with City of Knoxville advised his Fire Chief has shown an interest in being involved and with his background in HazMat he would like to see him take this position. Chair Sandholdt advised Mayor Hatch he can respectfully decline the nomination and nominate Chief Mitchell. City of Pella retracted their nomination and City of Knoxville nominated Chief Mitchell with a second by City of Pella. Mayor Hatch advised he would still attend for any budget votes. Sandholdt then advised the Chair has the duty of selecting his Executive Board. Jordan advised he did not want to do it over the phone and the appointments to the Executive Board were tabled until the next meeting.

7. Adjournment:

- ❖ City of Marysville motioned and the City of Pella seconded to adjourn the meeting at approximately 6:40 p.m.

Respectively submitted

Kim Pettyjohn