

Black Hawk County Emergency Management Commission
September 24, 2020
Zoom Meeting Corrected Minutes

Roll Call-Present: via zoom - Black Hawk Co. Sheriff, Board of Supervisors, Cedar Falls, Dunkerton, Gilbertville, Hudson, La Porte City, Raymond, and Waterloo. Guests: Nafissa Egbounye from Public Health and Amanda Fesenmeyer from Human Resources.

Meeting began at 4:05pm

1. Motion to amend and approve the agenda for date change by Dunkerton seconded by Board of Supervisor, motion carried.
2. Motion to approve the Commission Minutes of July 16, 2020 Hudson seconded by Dunkerton, motion carried.

Coordinator Report

Glover stated Dept of Ed ordered adult/pediatric masks for schools EMA is coordinating the distribution - EMA is working with Waterloo Airport on two exercises, a tabletop exercise will take place on October 8, 2020 and this will be followed by a full-scale exercise on October 22, 2020 - Glover arraigned at COVID-19 vaccine planning meeting with our health partners for September 28, 20 via zoom to start planning for vaccine if/when becomes available - EMA ordered a hot spot for the drone team, this will add \$40 to the bill but EMA should be able to absorb the cost - The 2020 EMPG grant is finished on 9/30/20, we have received our \$39,000 reimbursement and it was accrued to FY 2020 - New EMPG grant period begins October 1, 20, or when FEMA notifies the State - Glover is taking vacation day 9/25/20.

Old Business

- A. COVID-19 Ongoing
- B. Drone Update- Tony/Jason stated

New Business

- A. Discussion and possible board action regarding staff/employee issues and matters of employment – The sheriff had the county HR department do an EMA Director Salary survey and sent that out prior to today's meeting. Mayor Wessels also shared a document with the survey numbers as well as square miles and population. Sheriff asked that the commission forecast where they would like to go. Discussion was held on previous employee and proceeding from this point forward.

Lorie stated that she was looking at retiring would like to do this March 31, 2021. Lorie is also amiable to taking on the assistant coordinator role if a new director can be hired and trained before Lorie retires. Tony is aware that budget amendments may have to be done to accommodate these changes not only with the possible severance and bringing on the new director. The earliest we could do this would be November 2020. Lorie stated that they salary should be raised \$10,000 - \$15,000 for the base salary to get a highly qualified certified emergency manager that can focus on Black Hawk County and do an outstanding job. The Commission must value the duties and the person brought into the Manager role. A suggestion was to have a salary range that could be considered based on knowledge and qualifications. Tony also stated that the current salary of the director should be considered the starting point for the new assistant coordinator. La Porte asked how many counties have two EMA employees,

Lorie stated only Buchanan, Story and Johnson have two employees. Others have one and only four have more than two. The commission would like to see job descriptions for the counties that were included in the salary survey and Lorie will obtain those and send them out for review.

General Discussion- Mayor Green also mentioned the zoom meeting with Civil Air Patrol that EMA participated in. He would like to see them be more involved in the county to help with disaster response. Mayor green will ask him to present at the October Commission meeting.

Next meeting: October 29, 2020

Motion to adjourn by Gilbertville, seconded by Board of Supervisors motion carried.

Meeting adjourned at 5:06 pm