

Black Hawk County Emergency Management Commission
December 17, 2020 4:00pm
Zoom Meeting Minutes

Roll Call-Present: via zoom – Black Hawk Co Sheriff, Board of Supervisors, Cedar Falls, Dunkerton, Gilbertville, Hudson, La Porte City, Raymond, and Waterloo.

Meeting began at 4:00pm

1. Motion to approve the agenda by Dunkerton seconded by Cedar Falls, motion carried.
2. Motion to approve the Commission Minutes of November 19, 2020 by Dunkerton, seconded by Raymond, motion carried.

Coordinator Report

Glover stated working on PPE for LTC facilities and it is intense. Glover hopes to take additional time off at the Holidays.

Old Business

- A. **COVID-19 Ongoing** – Glover stated that vaccine was received in the Cedar Valley this week and was distributed to both hospitals and People’s Clinic. The State of Iowa did not get as much vaccine as anticipated. The Governor announced a new shipment of PPE for LTC which HSEMD was not aware of until the announcement was made. EMA must pick up the supplies on Monday 12-21 at the District 6 Node (warehouse). Anticipate the supplies to be 12-14 pallets. The sheriff’s office is assisting with getting a large truck and supplying a deputy to drive the truck. The sheriff stated that they will also help break down the pallets when they arrive. Into separate quantities for each of the 12 facilities to pick up. Glover stated that Unity Point has donated space at United Medical Park for EMA use to distribute the PPE. Both the sheriff and Coordinator have a key to the facility.
- B. **Drone Update**- Dolf stated assisted the Engineers office in flying the Grundy Road resurface project to document progress on the road. No other call outs since the last meeting.
- C. **Discussion EMA candidates and search process** –Tony stated that 14 applications were received. The committed made of Mayor Wessels, Jason Dolf, Linda Laylin and Lorie helped narrow the candidates down to three-four to be interviewed. The remaining candidates have EM degree and three are already IEMA Coordinators. Virtual interviews for three candidates will take place on January 5, 2021 at half hour intervals. The sheriff stated once that is complete, he will invite candidates to the next commission meeting on January 21, 2021 so the commission can ask questions if they want. This meeting will be face to face. LaPorte suggested a question he would like asked and the sheriff stated that we have questions and will add that one. Linda also obtained a scoring sheet we can use when interviewing to capture thoughts. Some discussion was held on background checks which the sheriff’s office will complete.

New Business

- A. **Draft 2022 Budget** – Glover stated that only areas that changes from the last meeting were to add the salary and benefits. Salary for new coordinator was based on middle of the road cost estimate provided by county HR at \$73,000. The assistant coordinator position was left at Glovers current salary. Two family plan insurance was added. Glover stated that under the revenue section \$100,000 was taken out of fund balance which reduced the ask to cities and the county quite low. Mayor Wessels suggested reducing the amount out of fund balance to avoid peaks and valleys in the budget in the coming years. He suggested reducing the amount out of fund balance to \$42,000 and then adding \$58,000 back to the city and county totals. Glover stated this was simple to do and would allow her to get the budget

completed in Department of Management on time and published with the required timelines before the public hearing. It was noted the incoming Coordinator will inherit a healthy fund balance that will also grow from this fiscal year as so many things were cancelled, so no travel and little fuel costs. Mayor Wessels made the motion with the recommendation stated which was seconded by Waterloo, motion carried.

General Discussion- None

Next meeting: **January 21, 2021 at 3:30pm** in person PUBLIC HEARING requires elected official to vote on budget. Candidate interviews will take place after the public hearing.

Motion to adjourn by La Porte City, seconded by Gilbertville motion carried.

Meeting adjourned at 4:44 pm