



## Marshall County Emergency Management Agency

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Kimberly Elder, Coordinator

The Marshall County Emergency Management Commission met December 14, 2023 (Thursday) at 7:22 p.m. at 2369 Jessup Avenue, EOC/Training Room – 3<sup>rd</sup> Floor, Marshalltown Iowa 50158 with 8 members present.

### MINUTES FOR LEMS MEETING:

Call to Order by Chair Salasek at 7:22 p.m. Those present were Kim Elder, EMA; Joe Gaa, Marshalltown; John Lauer, Racom; Joel Phillips, Sheriff; Phil Summers, Gilman; Cynthia Mansager, Melbourne; Nathan O., 911; Tiffany Eibs, 911; Brad Mauseth, LeGrand; Dale and Glenda Thompson, Ferguson; Marie Thomas, Marion Township; Evan Folk, Laurel; Madaleine Welton, Haverhill; Rhonda Braudis, MCCC; Steve Salasek, BOS.

Approval of the Agenda for the December 14, 2023 meeting – motion by Thompson and seconded by Summers to approve the agenda as printed. All in favor, motion carried.

Approval of minutes for November 2023 meeting – Motion by Thompson to approve the minutes with one correction to Dale Thompson’s name spelling, seconded by Mansager. All in favor, motion carried.

Old Business - Siren project update by Elder. She stated that the digipeaters and the siren locations are all marked, and GIS located on coordinates/maps. We are waiting on the delivery of the equipment and hope to start placing poles soon. Salasek mentioned that one of the other vendors has asked for more information on the bidding process and the county has sent it to their lawyer.

New Business - Upcoming classes are CERT Feb 3-4, 2024, a new class for anything that would like to take it; CERT (State) Rodeo Sept 21, 2024 this is Marshall County hosting a statewide event for all CERT in the state; AWR-232 Mass Fatalities Planning and Response for Rural Communities May 4, 2024, Elder encouraged small town participation. Plan updates are done and submitted to the state for review and approval. Elder would like to get them into the backside of the website, but she hasn’t had time to

get into the site to learn that portion of it. She is hoping to get an admin assistant that is tech savvy in the not-so-distant future. Updated this federal fiscal year are ESF 2, 5, 15, 10 and Basic Plan – copies will go out soon to all entities. Elder is still working on the backside of website but just can't find the time to get it done. Discussion on hiring a part-time assistant for admin only portion of the office. EM budget has \$27,000 for the other salaries and that would get someone at \$20 an hour for about 20 hours a week for the year. Elder will be talking to the county auditor/HR department about part time assistant and requirements from budget. There are many additional requirements for EM from State –

Currently 24 hours are required with 12 of those hours training specific to emergency management and 12 hours of training approved by each local EM commission that is identified by them for fulfillment of their EM coordinator's duties. This has been in place for several years for EMPG grant funding and qualification for other grants, etc. New guidelines from National Qualification System (NQS) to begin this October 1, 2023, required hours of training for EMPG grant program at the federal level are documentation of skillsets at the local level. Guidelines are out, worksheets will be coming by end of the year from the state. Elder will work with chair and co-chair to get signed off on these as they become available. Since Elder has been with EM for 19 years it won't be a struggle to get most of the items signed off on, but when someone new is in a position, it will be a lot of work to get them completed.

Budget discussion - Budget copies were shared with the proposed numbers with some changes needed for insurance and MCCC which Rhonda will provide after tonight's meeting. MCCC Levy \$1,899,894 is only a placeholder until firm number from MCCC. Correct number was given to Elder by Braudis at \$2,042,429.99, for the Communications Commission line item, at this meeting. Proposed 5% increase in the voluntary assessments (not a true levy at this point) for county and cities, need to look at increasing more due to funding being low from the federal grant (EMPG) and costs increasing (especially things like the 25% increase in insurance rates). There may be some legislative changes coming for voluntary assessments vs. levy. Elder will keep the commission updates on this as the state legislature revisits it this coming session. Proposed 3.5% increase in salary for coordinator. Line 44 – taking out \$20,000 reserve for emergency fund due to fund balance deficit even with tight budgeting, insurance is a big part of that need. The State may be looking at reducing roll over budget excess for projects, we will know more in the spring. Proposed budget hearing January 4, 2024, with publication from December 21, 2023. Motion by Thompson to publish the proposed budget as presented tonight and to set budget hearing on January 4, 2024, at 6 p.m. with the publication being in 2 newspapers in the county on December 21, 2023. Seconded by Mansager. All in favor and motion carried.

Other Business – Phil said he would be leaving the commission due to not getting the mayor position during elections. Everyone thanked him for serving. Elder will be reaching out to all newly elected officials to attend the meetings.

Public Forum- No public comment.

Adjournment- Motion by Mansager to adjourn. There being no further business to come before the Commission, the meeting is adjourned at 8:07 p.m. Next meeting with budget hearing, January 4, 2024.