

Union County Emergency Management Commission Meeting Minutes

Location: 705 E. Taylor St., Creston, IA 50801

Date: January 15, 2025 *Amended January 31, 2025*

Time: 5:15 PM

Attendance:

Dennis Brown, Chairperson, Union Co BOS

Kristie Nixon, Afton

Roger Cheers, Arispe

Judy Hopkins, Cromwell

Matt Lenhart, Lorimor

Terry Gilbert, Shannon City

Bridget Hoskey, Thayer

Brian Bolton, Union Co Sheriff

Absent: City of Creston Representative

The Union County Emergency Management Commission was called to order at 5:15 PM by Chairperson Dennis Brown at 5:15 P.M.

Approval of the Agenda: A motion was made by Matt Lenhart to approve the agenda. Second by Terry Gilbert. Motion carried by all members present.

Approval of the previous meeting's minutes (December 18, 2024): A motion was made by Terry Gilbert and a second was made by Bridget Hoskey. Motion carried by all members present.

Kristie Nixon joined the meeting at 5:18 P.M. in person

Approval of Claims: The Coordinator advised not all claims were in due to the early date of the meeting and claims would not be processed until next week. However, the claims that were available or set amounts are on the claims sheet. In addition, there was one claim that fulfilled a payment on a contract for maintenance on the HVAC systems at the tower sites. This is a bi-annual payment. A motion was made by Bridget Hoskey to approve the Claims available, second by Terry Gilbert, All present voting Aye.

Old Business:

Adoption of the Iowa Public Information Board (IPIB) Informal Settlement Case #:24FC:0013 : The Settlement Agreement was read into the record of Minutes by Chairperson Dennis Brown. The minutes will also be provided to IPIB. If the minutes cannot be formally approved by the February 7, 2025 deadline, the draft minutes will be utilized.

Informal Settlement

Pursuant to Iowa Code § 17A.10(1), the IPIB presents the following Informal Settlement terms as resolution of this matter and in lieu of a contested case:

The UCEMA will complete the following terms by February 7, 2025. If all terms are not met to the satisfaction of IPIB by February 7, 2025, IPIB will proceed to a contested case proceeding.

1. The UCEMA will agree to the full terms of this Informal Settlement at a public meeting of the UCEMA to be held on January 15, 2025. The full Informal Settlement will be read into the record at the public meeting and

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will be formally approved by the UCEMA. The following statement will be read at the public meeting of the UCEMA and will be included in the minutes: "The UCEMA agrees to the terms of the Informal Settlement and further agrees to fulfill all terms of the Informal Settlement by February 7, 2025. Failure to complete all terms of the Informal Settlement by February 7, 2025, will result in a contested case proceeding before the Iowa Public Information Board." The minutes will be published, at a minimum, on the UCEMA website. The minutes will also be provided to IPIB. If the minutes cannot be formally approved by the February 7, 2025 deadline, the draft minutes will be utilized.

2. The UCEMA will formally acknowledge that a violation of Iowa Code Chapter 21 occurred at a meeting of the UCEMA on January 24, 2024, when a de facto closed session was held. This formal acknowledgement will occur in a public meeting of the UCEMA to be held on January 15, 2025. The full formal acknowledgement will be included in the minutes, which will be published, at a minimum, on the UCEMA website. The minutes will also be provided to IPIB. If the minutes cannot be formally approved by the February 7, 2025 deadline, the draft minutes will be utilized.
3. The UCEMA will develop policies and procedures to ensure compliance with Iowa Code chapters 21 and 22. Policies and procedures will address the following elements: Notice of meetings, setting agendas, minutes, response to public records requests, closed sessions, and maintenance of existing policies. All policies and procedures reviewed and developed for this Informal Settlement will be provided to IPIB and will be formally reviewed and approved in a public meeting of the UCEMA. All policies and procedures will be included in the minutes, which will be published, at a minimum, on the UCEMA website. The minutes will also be provided to IPIB. If the minutes cannot be formally approved by the February 7, 2025 deadline, the draft minutes will be utilized.
4. The UCEMA understands that this Informal Settlement is a recommendation to the IPIB by IPIB staff. The IPIB may reject this Informal Settlement and advance to a contested case proceeding. The IPIB will review the Informal Settlement on January 16, 2025.

THIS INFORMAL SETTLEMENT HAS BEEN REVIEWED AND FORMALLY AGREED TO BY THE UCEMA. IF THE UCEMA REJECTS THIS INFORMAL SETTLEMENT AT THE UCEMA MEETING ON JANUARY 15, 2025, THIS COMPLAINT WILL MOVE TO A CONTESTED CASE PROCEEDING.

THE FOLLOWING INDIVIDUAL IS AUTHORIZED TO SIGN ON BEHALF OF THE UCEMA.

Dennis Brown, UCEMA

Date

A motion was made by Matt Lenhart to approve the Settlement. The second was made by Terry Gilbert. A roll call vote was taken. Terry Gilbert – Aye. Roger Cheers – Aye. Matt Lenhart – Aye. Bridget Hoskey – Aye. Kristie Nixon – Aye. Judy Hopkins – Abstained as she was not on the Commission at the time of the incident which precipitated the Agreement. The Chair voted Aye. The agreement is attached to this document.

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1. **Acknowledgement of the Closed Session:** The acknowledgement of the closed session which took place on January 24, 2024, was read into the record of minutes of this meeting. Bridget Hoskey made a motion to approve the Acknowledgement. The second was made by Roger Cheers. A roll call vote was taken. Terry Gilbert – Aye. Roger Cheers – Aye. Matt Lenhart – Aye. Bridget Hoskey – Aye. Kristie Nixon – Aye. Judy Hopkins – Abstained as she was not on the Commission at the time of the incident which precipitated the Agreement. The Chair voted Aye. The acknowledgement is attached to this document.
2. **Policy 25-001:** A policy of the Union County Emergency Management Agency and its Commission relating to Meeting Notices and Publication. The policy was read into the record of minutes of this meeting. Kristie Nixon made a motion to approve Policy number 25-001. Terry Gilbert second the motion. A roll call vote was taken. Terry Gilbert – Aye. Roger Cheers – Aye. Matt Lenhart – Aye. Bridget Hoskey – Aye. Kristie Nixon – Aye. Judy Hopkins – Aye. Dennis Brown – Aye. This policy is attached to this document.
3. **Policy 25-002:** Union County Emergency Management and its Commission relating to Agenda Development and Posting. The policy was read into the record of minutes of this meeting. A motion was made to approve the policy by Matt Lenhart, second by Kristie Nixon. . A roll call vote was taken. Terry Gilbert – Aye. Roger Cheers – Aye. Matt Lenhart – Aye. Bridget Hoskey – Aye. Kristie Nixon – Aye. Judy Hopkins – Aye. Dennis Brown – Aye. This policy is attached to this document.
4. **Policy 25-003:** A policy relating to Union County Emergency Management Commission Meetings and Minutes of those meetings. The policy was read into the record of minutes of this meeting. A motion was made to approve the policy by Roger Cheers, second by Terry Gilbert. A roll call vote was taken. Terry Gilbert – Aye. Roger Cheers – Aye. Matt Lenhart – Aye. Bridget Hoskey – Aye. Kristie Nixon – Aye. Judy Hopkins – Aye. Dennis Brown – Aye. This policy is attached to this document.
5. **Policy 25-004:** A policy relating to the Request for Public Information and the processing of those requests. The policy was read into the record of minutes of this meeting. A motion was made to approve the policy by Terry Gilbert, second by Bridget Hoskey. A roll call vote was taken. Terry Gilbert – Aye. Roger Cheers – Aye. Matt Lenhart – Aye. Bridget Hoskey – Aye. Kristie Nixon – Aye. Judy Hopkins – Aye. Dennis Brown – Aye. This policy is attached to this document.
6. **Policy 25-005:** A policy relating to the Union County Emergency Management Agency and Commission and Closed Meetings. The policy addresses the proper processes to establish a closed meeting, the reasons for holding a closed meeting, and documentation of a closed meeting. The policy was read into the record of minutes of this meeting. A motion was made to approve the policy by Terry Gilbert, second by Bridget Hoskey. A roll call vote was taken. Terry Gilbert – Aye. Roger Cheers – Aye. Matt Lenhart – Aye. Bridget Hoskey – Aye. Kristie Nixon – Aye. Judy Hopkins – Aye. Dennis Brown – Aye. This policy is attached to this document.
7. **Policy 25-006:** A Policy addressing the use of a Policy Manual and maintaining the manual. . The policy was read into the record of minutes of this meeting. A motion was made to approve the policy by Roger Cheers, second by Matt Lenhart. A roll call vote was taken. Terry Gilbert – Aye. Roger Cheers – Aye. Matt Lenhart – Aye. Bridget Hoskey – Aye. Kristie Nixon – Aye. Judy Hopkins – Aye. Dennis Brown – Aye. This policy is attached to this document.

Sheriff Brian Bolton joined the meeting at 6:00 PM via Zoom.

FY 2025-2026 Budget: The numbers haven't changed since last meeting. I will give you a chance to discuss salary later. I will also provide you with a sheet current budget numbers in the next week so we can be prepared to move forward with budget adjustments and the public hearing next meeting. I must have the budget in by February 28, 2025 to the DOM.

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New Business

Claims Processing and Timing Issues: Sometimes our meetings fall a week before claims are processed, it really isn't a super big deal, however, it is important you know where the money is going. I know your schedules are reliant on the 3rd Wednesday of the month for the Commission Meetings. I'm looking for a solution to getting claims to you so you are at least aware of what is going out and why.

Everyone agreed the 3rd Wednesday looked like the best option to stay with. I will send out notices on both sets of Claims when they are ready to go to the Auditor's Office.

Election of New Chair: Dennis resigned as Chair in October of last year. Then agreed to stay on as chair until the new sheriff came on. He then said he would stay on until March when the Bylaws state we will have a regular election of Commission Officers if the Commission so desired. Matt Lenhart made a motion to keep Dennis as Chairperson until the March meeting. Second by Terry Gilbert . Motion carried unanimously.

A brief report on Coordinators activity was given relating to Organization, Planning, Training, an Exercise.

A motion to adjourn the meeting was made by Matt Lenhart at 6:28 P.M.

Jo Anne Duckworth, Secretary

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Call meeting to order: Dennis Brown at 5:15 P.M.

Approval of Agenda: Motion by Steve Wintermute to approve agenda. Second by Roger Cheers. MCU

Approval of Previous Meeting Minutes: Motion by Roger Cheers to approve minutes, Matt Lenhart, Second. MCU

Approval of Claims: Motion by Matt Lenhart to approve the claims. Second by Steve Wintermute. Roger Cheers, Steve Wintermute, Matt Lenhart, Dennis Brown, voting Aye. Kristie Nixon and Bridget Hoskie abstaining due to no claims packet available on Zoom.

Old Business:

- 1) Preventative Maintenance on HVAC systems at tower site contract.

J & J, Lents Plumbing & Heating, and Orr Plumbing & Heating declined to submit a bid. Warner Plumbing and Heating, said he would, but I had not received any paperwork even though I expressed to him we would be addressing the matter at tonight's meeting. MMC from Des Moines was the only vendor who submitted a valid bid.

The bid was \$5940.00 annually or \$2970.00 semi-annually for all four sites.

Steve Wintermute made a motion to approve MMC's bid and contract. Second by Judy Hopkins. MCU

- 2) IPIB Finalization.

Hearing tomorrow. The Coordinator and HR Agent Paul Greufe will be attending.

- 3) Hazard Mitigation Plan

Expense Type	Amount
ISSB - Credit Card	\$ 806.47
Cell Phone	\$ 91.27
Electronic Engineering	\$ 627.50
Water	\$ 43.94
Electric/Gas Service	\$ 576.80
Witt O'Brien's	\$ 4,512.50
Telephone, Internet	\$ 526.21
Total Expenses- No Payroll	\$7,184.69

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The Hazard Mitigation Plan is ready for adoption by all planning partners. Please take it before your governing bodies and complete it as soon as possible. When that is done and the resolutions are sent in, the plan becomes official.

New Business:

- 1) The Preliminary 2025-2026 budget sheet was passed out. It included an increase of \$16,000 to cover the cost of the maintenance on the equipment contracts related to the Radio Tower sites, i.e.; HVAC, lighting, Generators and other repair and equipment costs. In addition, there were increases for EMA Insurance on Building and Equipment, Health Insurance, and salary.
- 2) Change of Internet provider.

Mediacom has increased greatly over the past 24 months and their service has not been the best of class. Omnitel has run a fiber connection to the building and can provide internet and telephone services for less than half the cost. The Coordinator would like approval to seek changes in the Internet and telephone provider. Roger Cheers motioned to allow changing of the provider for internet and telephone services. Second by Steve Wintermute. MCU

EMA Report – was given detailing organization work, planning work, no training in last month, and exercise planning work.

Adjournment – Motion by Matt Lenhart to adjourn at 5:43 P.M. MCU