

## Union County Emergency Management Commission Meeting Minutes

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

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**Date:** February 5, 2025

**Time:** 5:15 PM

**Attendance:**

Dennis Brown, Chairperson, Union Co BOS

Roger Cheers, Arispe

Matt Lenhart, Lorimor

Kristie Nixon, Afton

Judy Hopkins, Cromwell

Brian Bolton, Union Co Sheriff

**Absent:**

City of Creston Representative

Terry Gilbert, Shannon City

Bridget Hoskey, Thayer

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 Sheriff Brian Bolton. Motion carried by all members present.

**Policy 25-004:** A policy relating to the Request for Public Information and the processing of those requests.

The policy with the amendment was read into the record of minutes of this meeting and is attached to these minutes. A motion was made to approve Policy 25-004 with the amended language by Roger Cheers, second by Judy Hopkins. A roll call vote was taken by Chairperson Brown. Judy Hopkins, Cromwell- Aye. Matt Lenhart, Lorimor – Aye. Sheriff Brian Bolton – Aye, Kristie Nixon, Afton – Aye. Roger Cheers, Arispe – Aye. Dennis Brown, Union Count – Aye. Motion carried unanimously.

**FY 2025-2026 Budget:** The FY 2026 Budget was discussed line item by line item. Each expenditure in the budget was compared to the 2024 and current budget year. After discussing the expenses of the office and reasons for those line items, discussion focused on salary. Roger Cheers made a motion to increase the salary of the Coordinator by 3%. This motion was seconded by Judy Hopkins. The motion was approved by a majority vote, with Dennis Brown abstaining. A motion to adjourn the meeting was made by Kristie Nixon, seconded by Judy Hopkins at 6:00 P.M.

Jo Anne Duckworth, Secretary



## Title: Union County Emergency Management Public Information Record Requests

Policy Number: 25-004

*This policy is set to ensure that meetings of the Union County Emergency Management Commission are in conformity with the Code of Iowa Section 22. This policy covers all Commission Meetings and all Commission Members and all records of which it is the lawful custodian*

It is the policy of the Union County Emergency Management Commission that all Commission Meeting are open meetings, with few exceptions.

- Every person shall have the right to examine and copy a public record and to publish or otherwise disseminate a public record or the information contained in a public record. Unless otherwise provided for by law, the right to examine a public record shall include the right to examine a public record without charge while the public record is in the physical possession of the custodian of the public record. The right to copy a public record shall include the right to make photographs or photographic copies while the public record is in the possession of the custodian of the public record. All rights under this section are in addition to the right to obtain a certified copy of a public record under section 622.46.
- If feasible, the custodian of a public record may provide for the electronic examination and copying of a public record in lieu of requiring in-person examination and copying of a public record.
- Records will not include Personally Identifiable Information of persons, with the exception of name and voting record during the meeting.
- Closed meeting minutes will not be made available as a public record, **except there may be exceptions created by law that dictate the disclosure of closed meeting minutes.**
- Any other records which are specifically exempt in Chapter 22 of the Code of Iowa will be excluded.
- Any records requests in which a question of whether or not it is a public record will be forwarded to the County Attorney for an opinion as to whether it is a public record and if deemed as so, will be processed per Chapter 22. If it is not a public record, an explanation will be given as to why it is not a public record in a reasonable amount of time or as required by the Code of Iowa.

Approved this day of 5th, February 2025.

Signed:  \_\_\_\_\_  
Chairperson, Union County Emergency Management Commission.