

EMERGENCY MANAGEMENT MEETING
MINUTES OF
Tuesday, August 30, 2016

Present were: Fred Clary, Jeanetta Kirkpatrick, Kerry Severson, Darin Gudgeon and Jeanne Rice

Fred called meeting to order.

Kerry made motion, seconded by Jeanetta to approve notification and agenda of meeting - motion carried.

Jeanetta made motion, seconded by Kerry to approve minutes of July 1, 2016 meeting - motion carried.

Review job descriptions:

Went over job descriptions for Director and Administrative Secretary.

Administrative Secretary - most haven't changed much.

Changes - doesn't perform EPCRA or LEPC tasks. Child Alert-33 is no longer a program we have. Most of duties under Emergency Management (EM) when disaster or support role - not on a daily basis.

Minimum training and experience section - must have addition of obtaining required training during the 6-month probationary period or 1 year probation. Have to add time and percentages for each job.

Darin will continue with this job description.

Director's job description is divided between the 3 departments, DEM, LEPC-EPCRA and Ambulance.

Purpose of each position is different - defines the position better.

HAZMAT team includes 4 counties now - used to be 3 counties.

John Heinen has been doing the HMEP trainings and planning.

Minimum training - have itemized required for hiring and then given probation time to acquire training.

Good rough drafts - little more work to be done.

Consider office reorganization:

Possible putting more EMS time to Jeanne's workload and more of Darin's time to DEM. EPCRA duties can be contracted out. There is a movement within the state that the position cannot be a Sheriff's Deputy by WEM. They are doing audits to check on position times performed.

Darin wondering if a part-time position could be hired? Would have to be a much larger area than Richland County to contract this position. The position would cover more than two counties. Darin will check out different options for time management to continue with EMS or DEM split times.

Will need input from joint ambulance sub-committee regarding moving on with EMS or contracting out for billing.

Possible contracting with John Heinen for LEPC - 13% hours and changing Darin's hours to 50% each DEM and EMS.

The sub-committee would have to recommend the above, but it is a good idea for short term basis.

Formulation of Emergency Management and LEPC budgets:

Emergency Management (DEM) budget presented has an increase of \$76.87 in total from last year. \$40,496.75 tax levy.

Local Emergency Planning Committee (LEPC) budget presented has no increase except retirement. \$2,852.15 tax levy.

Kerry made motion, seconded by Jeanetta to go forward with the DEM budget to Finance/Personnel Committee - motion carried.

Jeanetta made motion, seconded by Kerry to go forward with the LEPC budget to Finance/Personnel Committee - motion carried.

HMEP Update:

All counties have completed all tasks assigned and will be submitting fiscal to receive reimbursement

Review of Bills:

Darin went over budget sheets and bills for June and July.
Jeanetta made motion, seconded by Kerry to approve bills for
June and July - motion carried.

Next meeting set Friday, October 21, 2016 at 9:00am.

Jeanetta made motion, seconded by Kerry - meeting adjourned