

Richland County Emergency Management

Committee Meeting Minutes

April 21, 2017 at 9am

Attendance: Fred Clary; Kerry Severson; Jeanetta Kirkpatrick; Paul France, WEM Regional Director; Darin Gudgeon; Amber Burch

1. The meeting was called to order at 9:03a.
2. The agenda was posted and notification was given. Severson made a motion to approve the agenda. Clary seconded. The agenda was approved.
3. Severson made a motion to approve the last meetings minutes, seconded by Clary. Minutes were approved.
4. A. Gudgeon discussed the Plan of Work, which summarizes the work done in the year. He stated there was work done with the off-site plans and strategic plan. The LEPC and EPCRA work is contracted out. He discussed the list of trainings and exercises attended as well as getting the Hazard Mitigation plan updated. He stated that work is still ongoing from the September 2016 flooding, with a CDBG grant being awarded and Hazard Mitigation projects being worked on in Eagle Township. At this time, no money was known to have been received from FEMA yet for the flooding, though Akan may have received some funding.

B. This item was discussed with Item 5 due to their impact upon one another.
5. In order to be eligible to receive reimbursement from the federal government, the director needs to have 20 hours a week. FEMA has been conducting more audits to ensure these guidelines are being met. The director's hours previously were 17.5 hours for Emergency Management and 4.5 hours for LEPC, however LEPC is now contracted out. 20 hours minimum would be needed to be considered full-time. Reallocation was discussed so that the director's hours would be 1/3 ambulance and 2/3 Emergency Management. This would need to be retroactive back to January 4th.

In order to receive the funding from FEMA, it must also be matched by the County. It was estimated that \$28,405 is received, therefore the County's match must be at least \$57,000 in the Emergency Management budget. At this time, there is only \$10,000 over that.

The impact of the director's hour change and therefore salary to the EM budget would be about \$4,000 and add 2.5 hours a week.

Gudgeon proposed in lieu of hiring someone to fill the vacant position, having a part-time employee from a different department work Mondays. Kirkpatrick stated that it fit what the Board was asking for but that it was not going to be easy to accomplish. Clary suggested either increasing the Director pay or contracting another employee to fill the administrative role and

therefore qualify as the extra needed for the FEMA grant. Gudgeon stated it needed to be adjusted either way. After some discussion, a motion was made by Kirkpatrick to change the percentage to 60% of hours to Emergency Management retroactive to January 4th, with 21 hours per week for Emergency Management and thereby 14 hours a week for the Ambulance. Severson seconded. Motion carried.

Math was done and it was seen that with the hour adjustment and the removal of an administrative assistant, the budget was approximately \$51,099. There would need to be an approximate \$5,900 increase to meet the FEMA guidelines. There was discussion to allocate \$6,000 for contracting out work and for repairs to the truck. This would leave the budget at approximately \$57,000, with \$10,085 to meet the budget reduction. The motion was made by Kirkpatrick, seconded by Severson. Motion carried.

6. The next meeting was scheduled for August 4th at 9am.
7. The meeting was adjourned.