

Richland County Emergency Management

Committee Meeting Minutes

March 30, 2018 at 9:00am

Attendance: Fred Clary; Kerry Severson; Jeanetta Kirkpatrick; Darin Gudgeon

1. The meeting was called to order at 9:07am.
2. The agenda was posted and notification was given. The agenda was approved.
3. Kirkpatrick made a motion to approve the last meetings minutes, seconded by Clary. Minutes were approved.
4. The accomplishments of the Plan of Work were discussed. This covered October 1 through May 1. Included in this half of the plan of work were: participation in or leading three tabletop exercises; progress in planning two additional exercises; work with WEM and FEMA for recovery from the flooding in 2016 and 2017; the LEPC meeting which among other things recognized the change in ownership for one site; FEMA's approval of the All County Hazard Mitigation Plan; attendance of both the WEM conference and the Governor's Conference; assistance with strategies for Viola with their grant administration for recent flood events; the office has worked with NHS on CDBG administration to the County and will be closing out December 31, 2018. There was some discussion regarding the townships applying for funds through FEMA, and it was recognized that many of the towns that did not apply stated that they had chosen not to due to the paperwork and time requirements. The grant is entirely filed through an online system, so townships that applied can know the status of their grant at any time simply by logging in. Kirkpatrick mentioned she had been asked by City Clerk Melinda Jones about involvement in an exercise. Gudgeon stated the City is invited to all relevant meetings and exercises and would have to speak with her directly about any specific involvement or training she is looking for. Severson made a motion to authorize the County Board Chair to sign the first half report for the Plan of Work, seconded by Kirkpatrick. Motion approved.
5. Gudgeon presented the position description for a part-time casual position. This position would essentially replace the current position on file that was listed at 17 hours per week, a higher pay grade, and an outdated job description. This position would not be eligible for benefits and the proposed pay rate was chosen based off of the recent County wage study's findings for secretaries of other departments, which was found on the document published and provided to department directors by the County Clerk's office. Clary noted that part-time casual positions were not included in the wage study and that the pay rate would need to fall below the full-time secretarial positions within the County. It was decided that the paygrade be left for the County's Finance and Personnel Committee to determine which specific grade within the suggested range of \$11-\$13 per hour. It could potentially be sent to the company that handled the wage study to determine the best fit for the pay grade but the Finance and Personnel Committee would have to make that recommendation. The suggested hours at 8hr/wk were set based on working the

hours of 8a-5p with an hour for lunch. The weekly hours were changed to 7hr/wk to match the current Courthouse hours. It was recognized that the case could be made for more hours per week, however Gudgeon stated that he recognized the financial limitations at this time. The suggested title was chosen as that is the standard entry level title for such positions among FEMA and WEM. The position would be very comparable to a secretarial position, including reception, filing, documentation, program specific reporting, maintaining contact with representatives such as those from municipalities, WEM, and FEMA, etc. A motion was made by Severson to approve the job description with the amendments listed above and move it to Finance and Personnel at the next available opportunity, Kirkpatrick seconded. Motion carried.

6. This item was deemed irrelevant at this time.
7. Gudgeon updated the committee on the buyout for the previously discussed property in Eagle Township. The homeowner did qualify for CDBG funds and the County would not have to spend any money on acquiring the home, on 0.9 acres. Again, NHS has been assisting in this project, which is now in the appraisal process. Once an offer to purchase is called for to be drafted, it will be provided to the County Attorney's office. The home owner is no longer living in the home, and it is hoped that this buyout will be completed within this year. The appraisal will be for the home as it was prior to flood damage. The Hazard Mitigation program that the home will be bought through does not allow for relocation costs. The Town of Eagle Clerk has been recently informed of the current status of this. The property will need to be turned to green space with minimal maintenance expected; it cannot be developed on. It could potentially be contracted to a neighbor for grazing space, however, the grant does not allow for the property to be owned by another individual again. This is as it stands at this time, though federal codes could change.
8. The next meeting will be scheduled when needed. It was recognized that the next agenda will need to include the election of chair and vice chair of the committee.
9. Severson made a motion to adjourn, seconded by Clary. The meeting adjourned at 10:08am.