

Richland County Emergency Management

Committee Meeting Minutes

March 29, 2019 at 9:00am

Attendance: Kerry Severson; Marty Brewer; Jeanetta Kirkpatrick (via phone); Darin Gudgeon; Victor Vlasak

1. The meeting was called to order at 9:03am.
2. Notification was given and an amended agenda was posted. The agenda was approved.
3. Brewer made a motion to approve the last meetings minutes, seconded by Kirkpatrick. Minutes were approved.
4. The EPCRA Hazardous Materials Equipment and Computer Grant we discussed. Vlasak was able to locate the original grant resolution from 1996. Typically a grant needs County Board approval prior to application for the funding. This grant is applied for every year, with a notification in the spring for the amount the County is eligible for. If a facility has hazardous materials to report, they pay a certain amount of money as part of that reporting process, which is then provided to the counties and tribes in the State. This money is used for technology such as computers, printers, and specialized equipment for hazardous materials response. Because the number of facilities varies year by year, the amount the County is eligible varies as well. The 1996 resolution appears to be the only resolution made regarding this grant and was specific to funds for that grant cycle. Gudgeon stated that he had never presented this or the other two annual grants for a resolution as he was not aware these were in need of that. He stated there have been other grants, which were not regularly received annual grants that had been taken, but he had not seen any documentation from his predecessor to present this particular grant for a resolution. The grant amount is known about prior to the budget year and is reimbursed the following year, so the 2018 funding was received in 2019. There have been issues noted in the Local Emergency Planning Committee account (Fund 49) because there were two checks received that were not recorded in Fund 49. There was also double payment for a laptop purchased in November. There was discussion regarding an ongoing grant resolution, however it was noted that having a resolution specific to each year helps in the budgeting process and with audits at the end of the year. Gudgeon stated that he would ensure all grants coming through his office would be presented for a resolution. He could take the award letter up after August each year now that he knows of the need.
5. Based on discussion from Agenda Item 4, Brewer made a motion to pay the invoice from Vernon County as presented, seconded by Kirkpatrick. Motion carried.
6. Gudgeon informed the committee that the Command Post had been overwintered in the Sheriff's Department Impound lot as no other storage had been located. Despite best efforts to keep the Command Post covered with tarps over the winter, a tarp blew off and one of the two generators was exposed and was damaged due to ice buildup. The need to find storage for the Command Post was discussed. It was also noted that in a previous meeting, the Committee had authorized repairs to be completed by Michael Marshall Carpentry, however the repairs were

never completed. It was noted that a permanent storage location needed to be located to refrain from further damages. It was agreed that building such a structure needed to be included in the 2020 budget as a one-time expense to protect from further repair expenses. For the short-term, conversations will be had with a local business owner and the fairgrounds committee regarding storage until a structure can be provided. As far as the generator repairs, Gudgeon noted that the Command Post has two 2004 8,000 watt generators which would individually cost about \$1,400 to buy new. In the past, there have been instances where the Sheriff's Department had to use one of the generators due to a back-up generator failure disrupting emergency communications systems. Both are also needed at times to be able to adequately supply power for the needs of responders in Command Post operations. It was noted that the Emergency Management budget still has an allotment for the 14 hour/week assistant position, which has not been filled so the budget would be able to cover the expense of the repairs, however it will show that the line item for the Command Post is over-budget. Kirkpatrick made a motion to approve the necessary repairs to the generator, seconded by Brewer. Motion carried.

7. The next meeting will be tentatively scheduled for April 5th to potentially approve a grant for resolution. Gudgeon will let Severson know when he received the information to be able to schedule the meeting appropriately.
8. Brewer made a motion to adjourn, seconded by Kirkpatrick. The meeting adjourned at 9:59am.