

February 16, 2018
EXECUTIVE COMMITTEE
OF THE
EMERGENCY MANAGEMENT AGENCY

The Executive Committee of the Shelby County Emergency Management Agency met in regular session at 7:00 hours in the conference room in the Emergency Management Agency with the following members present: Neil Gross, Shelby County Sheriff, Chairman; Roger Schmitz, Shelby County Supervisor; Lynn Gaskill, City of Irwin; Ron Kroll, City of Shelby; Mike Kolbe, Harlan City Mayor; Roger Bissen, ESA Representative; and Marsha Carter, Secretary. Also present: Bob Seivert, EMA Coordinator; Gene Gettys, and Harlan City Manager; Jason Wickizer. ABSENT: Frank Clark, Harlan Police Chief, Vice Chairman.

Chairman Gross called the meeting to order. A quorum was present.

It was moved by Bissen, seconded by Kroll, to approve the agenda. Motion carried.

It was moved by Schmitz, seconded by Gaskill, to approve the Minutes of January 19, 2018. Motion carried.

Gettys stated some insurance concerns dealing with the Saw Team. Jason Wickizer presented information on the structure/operation of the Team. There were no questions from the Committee.

The Treasurer's Report was submitted and reviewed.

Per policy, Seivert has received email approval for the claims list presented. It was moved by Kolbe, seconded by Bissen, to ratify that approval of the Claims List dated January 31, 2018, and place on file in the EMA Office. Motion carried.

Seivert reported he had received a bill for \$1818 for a maintenance agreement on the Liebert Battery Backup equipment. Since it is part of the County Server System, Seivert had turned the bill over to the County Auditor to be paid out of the I.T. Budget.

Seivert had reported at the last meeting that one of the P25 radios at the tower sites failed because the heater failed. There is some monitoring at two of the sites, and Seivert researched monitoring options. The estimated one-time costs to add/upgrade monitoring for all three sites is less than \$3,000, with annual cost approximately \$400. Kroll suggested Seivert check with Windstream to see if we can tap into Shelby's line on the water tower. It was moved by Gaskill, seconded by Schmitz, to authorize Seivert to continue to research the monitoring options, to talk to Windstream about tapping into the same phone line as Shelby to save costs, and report back at the next meeting. Motion carried.

Seivert will continue to work on the application for the ICAP Safety Grant in the amount of \$1,000.

Schmitz reported that the County Building and Grounds Budget will pay for the flooring in the basement office that had to be replaced due to water damage.

Seivert stated that he is receiving requests for Special Needs Medical Information to be added to the 911 records. The decision had been made earlier this year to remove any medical information from the 911 records due to the fact that it had become impossible to keep current. After discussion, it was decided that any information received will be placed in a file and made available to Dispatch. Seivert will research possible software options that could be updated on line by any family that wants to have medical information available during the 911 call.

Seivert reported that Dispatcher Cable is doing fine.

Seivert stated that he may send Mike Jensen and Jason Wickizer to a FEMA Basic Course in Des Moines. He is going to check on costs.

Seivert reported that he had received an email from Mike Galloway, the County's HR Attorney, stating there was nothing illegal in the Addendum to the Shelby County Employee Handbook. It was moved by Kolbe, seconded by Kroll, to approve the Addendum and to include the email from Galloway when the Addendum is attached to the Shelby County Employee Handbook. Motion carried.

Attached is the Monthly Coordinator's Report.

It was moved by Gaskill, seconded by Schmitz, to approve the travel and training schedule as set out in the Coordinator's Report. Motion carried.

Business From the Floor:

Seivert reported that Webster County filed a complaint with the FCC that Shelby County's radio traffic is interfering with their radios. Seivert will report back on the outcome of that complaint.

Seivert reported that he has made contact with Motorola, and they will assist in determining the proper placement of antennas for the 700 Mhz control station, for which we have paid RACOM.

The next meeting of this Committee is scheduled for March 16, 2018.

There being no further business appearing, the Chairman declared the meeting adjourned.

Respectfully submitted,

Marsha J. Carter
Secretary