

Marion County Emergency Management Commission Minutes  
June 25, 2019 at 6:00 pm  
3014 E. Main St. Knoxville, IA

1. Chair Sandholdt called the Marion County Emergency Management Commission meeting to order at 6:06 p.m.

2. Chair Sandholdt took a verbal roll call and the following members were in attendance:

City of Bussey	Absent
City of Hamilton	Absent
City of Harvey	Dennis Seibert
City of Knoxville	Brian Hatch
City of Marysville	Absent
City of Melcher Dallas	Terry Fisher
City of Pella	Absent
City of Pleasantville	Absent
City of Swan	Absent
Marion County BOS	Mark Raymie
Marion County Sheriff	Jason Sandholdt

Also present

Knoxville Fire Department	Cal Wyman
Marion County EMA/911	Jeff Anderson
Marion County EMA/911	Kim Pettyjohn
Marion County Sheriff's Office	Michelle Kingrey
Pella Community Ambulance	Greg Higginbotham
Pella Fire Department	Doug Van Gorkom
Pella Police Department	Marcia Slycord

3. *Approval of the agenda:* There was a motion by Raymie to approve the regular session 06/25/19 agenda and a second by Fisher. All were in favor.

4. *Approval of consent agendas:* There was a motion by Raymie and a second by Fisher to approve the 04/30/19 meeting minutes. All were in favor. There was a motion by Hatch and a second by Raymie to approve the 10/23/18 meeting minutes. All were in favor.

5. *Approval of By-Laws updates:* Anderson advised in the Rules of Conduct section the officer elections were changed from annually to biennially as it states they hold a two-year term. The second change was in the Employment Practices section, where it states that formal action on appointing, hiring, discipline, termination and annual performance evaluations require a Quorum vote of the Commission. There was a motion to accept the changes by Raymie, with a second by Hatch. All were in favor. Anderson advised he would need to get all Commission members signatures in order to be able to record the by-laws and send them in to the state.

6. *Annual evaluation of EMA Coordinator:* 5:57 Sandholdt advised he and Anderson had a brief discussion before the meeting on this. He wasn't quite sure how to do this, he advised it's a hard deal to get everyone's input, but as the Chairperson he filled out evaluation as how he thought it was and will open discussion using that and take input from the other commission members. Sandholdt stated to explain this proceeding the evaluation is from the BOS in regards to a first step and other things such as job

descriptions, will be developed with HR after July 1<sup>st</sup>. Sandholdt gave his idea of how the form works and how scoring should be in his mind. He advised what each letter rating was and advised the hard part is if Very Good is that an 80 or 88, etc...asking how you balance that. He advised whatever he has decided will be the middle ground and they can advise him if they feel they need to go up or down on the rating. Raymie advised from a BOS standpoint they started the review process because it's never been done in Marion County and he advised they have had legal issues because managers have not done reviews. He advised it's not fair to some of the managers to not know where they stand relative to some of the boards and they need to know how they are performing relative to pay and job satisfaction, etc. He advised the second reason is Marion County has to have a consistent process for all of those departments and Boards that have adopted their HR standards. He advised this is a level setting process and chance to start the process. He advised the BOS has done what Sandholdt stated and they started at the middle of the range and set a baseline for future reviews. Higginbotham made a suggestion they allow "partners" such as fire/EMS giving online input in the future as Jeff is kind of an employee to all of them and feels they should also be able to have a say. Sandholdt advised they will be able to have their say now. Anderson advised they will have to decide how to handle this as he is not a commission member, but is a partner. Sandholdt advised he would have no issue with them sending that information in the future. Raymie agreed he too believes it is a great suggestion for future reviews. There was additional discussion on getting feedback from partners and how it could be beneficial when doing the review. Sandholdt advised the following is how he ranked Anderson in each area and would like the Board to give their feedback as well:

*Quality* – Very Good, 85, Anderson's info presented is always accurate, thorough and neat.

*Productivity* – Good, 85, Sandholdt advised he doesn't know what Anderson does on a day-to-day basis and would like a bi-weekly breakout of his 911 vs EMA responsibilities. Anderson advised he would prefer to do this monthly, but was advised it would be a bi-weekly summary.

*Job knowledge* – Outstanding, 95, Anderson knows what he's doing.

*Reliability* – Very good, 85, Things he is asked to do always get done.

*Attendance* – Very good, 85, Sandholdt advised he again doesn't know for sure what Anderson does on a daily basis.

*Independence* – Very good, 85, Advised he is doing his job and doesn't need someone looking over his shoulder.

*Creativity* – Very good, 85, He thinks outside the box to move things forward.

*Initiative* – Good, Sandholdt advised he doesn't know what Anderson does to reach out to other partners. Hatch advised maybe you just set a base lane on this one and go forward from there. Seibert advised Anderson has really worked with them over the years. Wyman advised being new to the town Anderson was the first person to come to him and introduce him to others and ask what he needed. Higginbotham agreed – The score was moved to Very Good at 85. Raymie advised Anderson is on the Work Comp Board and Safety Committee and has helped get work comp rates to the lowest they have ever been, so that definitely has to go in the initiative category.

*Adherence to policy* – Very good, 85, Anderson is very familiar with 29C and doing what he needs to do

*Interpersonal relationships* – Very good, 85, Anderson has a great relationship with the schools. Higginbotham advised he is great about coming on scenes and offering assistance and resources wherever he can. Wyman agreed.

*Judgement* – Very good, 85, Sandholdt stated Anderson is good about knowing what to

do and has never Raymie gave example of when flood money was available to all counties and Anderson did not take it, as it was not needed here and that is good ethics. Seibert advised hiring Anderson was a good move and he has always made him feel welcome any time he has stopped in to his office.

Sandholdt advised the final score averages out to 85 and is on the good side of things. He advised it's a good starting point. Sandholdt advised Anderson's accomplishments are that he has worked well with the schools and their reunification process.

Higginbotham advised the handling of the MCI at Vermeer should be added. Anderson advised he's humbled that is mentioned, but he feels it was all of them. Sandholdt advised needed areas of improvement would be to provide an updated schedule by email to the Chair, with notice that the schedule is going to change and when Anderson is going to be out of the county. This is along with the bi-weekly summary of his responsibilities. The others advised they did not want or need to know Anderson's schedule. Sandholdt advised he has no recommendations for training as Anderson does what he needs to do. Sandholdt advised the goals/responsibilities are more of the BOS and HR area. Anderson advised he's embracing this and the commission members not knowing what their roles as commissioners are is on him and he looks forward to working on this in the future. Sandholdt advised Anderson is responsible for employees Pettyjohn and Emal and he doesn't feel the Board should evaluate them. All were in agreement with this. Once their evaluations are done Anderson can present them to the Board. Seibert asked Anderson how he feels about evaluation. Anderson advised he thinks it's fair and was just looking forward to the conversation. Sandholdt advised he'd work on the final draft and meet with Anderson to get it signed and turned in.

7. *Discussion with Commission about being a levying authority:* Anderson advised there has been ongoing dialogue at a State level and some BOS that are testing the limit of 29C and how counties run and operate their EMA offices. Despite the fact there are Attorney General opinions out there, they are disregarding those opinions and doing their own thing. Anderson advised this has spawned a conversation and the Iowa EMA Association has asked each of their members to go back to their commissions and have a conversation. Anderson advised there is a section in 29C that talks about the creation of the fund and there are six different ways to fund the EMA operation. He advised right now they are considered a municipality, but are not a tax levying authority. He advised they prepare the budget, they certify the budget then it gets handed to the auditor who then hands it over to the BOS. They are levying authority that actually puts those costs on the tax statement. Anderson advised he doesn't know what the EMA Associations chance of getting that changed in code would be, but they were asked to ask each of their commissions to have a discussion about whether they would have a desire to be a levying authority if there was momentum and a charge to change that. Anderson asked the commission if that is something they would embrace. Raymie stated no and Sandholdt agreed stating he thinks that has to be left to the BOS. Anderson advised that was his general feeling. Raymie asked what would the reason and the financial needs be that this commission would need to become a tax levying authority, what's driving that. Anderson advised it is a couple BOS that are being difficult. He advised he agrees with them and these BOS are snubbing their noses at the AG opinions and doing what they shouldn't be doing. He advised they need to address those BOS and not open a section of code up, as they may not end up with anything they've set out to do. Anderson advised they are doing 2a, which the commission prepares and approves the budget who then hand it to the BOS who are then cutting it by 20-50% for their own reasons. That commission is then hamstrung because they have a budget approved at one thing and are

being expected to operate on something else. So Raymie confirmed those commissions are trying to become their own tax levying authority under 2a. Anderson confirmed. Sandholdt stated he thinks that is a slippery slope that they are going down. Anderson advised if he portrayed this as something, the EMA Association is after, the majority are not as they know if you open a section of code with the legislature, you could end up something completely different and end up with far less than you have now, it's dangerous. Raymie advised with how the legislature is viewing city and county allocations where they are starting to think about limits on what they can do on a budgetary perspective, if as commission exercise 2a, there is going to be push back on that in a big way, where the legal issues could be profound. He advised as a commission he would ask if they feel we are deficient in anyway from a funding perspective in order to provide the services relative to the duties of this commission. Sandholdt advised he does not think so. He has not seen that in his time and he thinks they are a lot better off than many other counties. Raymie asked Anderson if they look at duties of the EMA Board and his office is he missing any dollars in order to perform those duties. Anderson asked he has been able to plan for and plug in appropriately in a timeframe that has worked for them to carry out their projects. Raymie advised this self-answers then. Anderson advised with outside funding they have been able to do what they need to do and he personally is not in favor of it, but he was asked to get a feel from this commission's perspective. It was a unanimous no on becoming a levying authority.

8. *Establish next meeting date:* The next meeting was set for Monday, September 30<sup>th</sup> at 6pm at 3014 E Main St.
9. *Adjournment:* There was a motion by Raymie and a second by Hatch to adjourn the meeting. The meeting was adjourned at 6:56pm.