

**DECEMBER 20, 2018**

The Emergency Management Commission met in a stated meeting at 6:00 PM at Council Bluffs Community Hall, 205 S. Main St., Council Bluffs. The following commissioners and alternates were present:

*Mayor Long – Avoca, Mayor Todd – Carson, Mayor Cumberledge – Carter Lake, Chief James – Council Bluffs, Mayor Shea – Crescent, Mayor Goodsell – Neola, Mayor Miller – Oakland, Supervisor Belt – Pottawattamie County, Supervisor Schultz – Pottawattamie County, Sheriff Danker – Pottawattamie County, Councilman Pingel – Underwood, Mayor Larsen – Walnut, Councilman Tooley – Walnut.*

1. A quorum was determined present. Chief James presiding.
2. A review and discussion was conducted of the presented Continuity of Government Plan. Motion by Pingel, second by Miller, to approve the Pottawattamie County Continuity of Government Plan. UNANIMOUS VOTE. Motion carried.
3. A review and discussion was conducted of the FEMA approved Mitigation Plan. Motion by Shea, second by Todd, to approve the Pottawattamie County Mitigation Plan. UNANIMOUS VOTE. Motion carried.
4. A review and discussion was conducted of the proposed Emergency Operation Center Guidelines. Motion by Belt, second by Miller, to approve the Pottawattamie County Emergency Operations Center Guidelines. UNANIMOUS VOTE. Motion carried.
5. A review and discussion was conducted of the draft Joint Storage Facility Agreement with the City of Council Bluffs. Motion by Shea, second by Pingel, to authorize the Director to execute the agreement. UNANIMOUS VOTE. Motion carried.
6. A review and discussion was conducted of the draft Joint Command Vehicle Agreement with the City of Council Bluffs. Motion by Shea, second by Todd, to authorize the Director to execute the agreement. UNANIMOUS VOTE. Motion carried.
7. A review and discussion was conducted on the draft Emergency Management Commission Procurement Policy. Motion by Belt, second by Miller, to approve the Emergency Management Commission Procurement Policy. UNANIMOUS VOTE. Motion carried.
8. A budget study session of the current 2018-2019 re-estimated budget and proposed 2019-2020 budget. Associated and proposed projects were also discussed as part of the current and proposed budget study session.
  - [a] Presentation of the new Countywide Emergency Operations Center Facility and funding plan was conducted. Motion by Larsen, second by Goodsell, to pursue the renovation project and instructed Director Reed to seek additional project funding and present a new funding plan to be applied to the current fiscal year to the commission for approval as soon as possible in January. UNANIMOUS VOTE. Motion carried.

- [b] Presentation of a new countywide fire and emergency medical services training system was conducted. Motion by Miller, second by Goodsell, to approve and authorize the Director to execute a service agreement with Target Solutions for a countywide fire and emergency medical services training system on a pro-rata base for the remainder of the current fiscal year and implementation of ongoing services in the proposed 2019-2020 budget. UNANIMOUS VOTE. Motion carried.
  - [c] A review and discussion to authorize the acceptance of homeland security pass-through grants for administrative management of Iowa Incident Management Team and Iowa Weapons of Mass Destruction Hazardous Materials Team projects was conducted. Motion by Larsen, second by Goodsell, to authorize the acceptance of the pass-through grants and authorize the Director to administer the programs in partnership with Iowa Homeland Security and Emergency Management. UNANIMOUS VOTE. Motion carried.
  - [d] Discussion regarding setting a public hearing date for the proposed 2019-2020 budget was conducted. Setting a date was tabled pending a January 2019 review of a new EOC project funding plan.
9. Motion by Belt, second by Cumberledge, to adjourn the meeting. UNANIMOUS VOTE. Motion carried. The commission adjourned subject to call at 8:30 PM.