



**Union County Emergency Management Commission  
Meeting Minutes March 22, 2017 at 5:15 PM**

**I. Call to order**

**Ron Riley, Chairperson**, called to order the regular meeting of the **Union County Emergency Management Commission** at **5:17 PM** on **22, 2017** at **208 W. Taylor St., Creston, IA**. **Sign-In:** The following persons were present: Michelle Burger representing the City of Afton; Dave Koets, representing the City of Creston; Duane Adamson, representing the City of Cromwell; Sheriff Rick Piel; and Ron Riley, representing Union County Board of Supervisors. Absent were: Dennis Wimmer representing the City of Arispe; Terry Gilbert, representing the City of Shannon City; Skip Mitchell representing the City of Thayer; The City of Lorimor; and Quorum was determined by sign-in.

**II. Approval of Agenda**

The agenda was presented for approval. Dave Koets made a motion to approve the agenda. Duane Adamson second. All present voting Aye. MC.

**III. Approval of minutes from last meeting**

Motion made by Michelle Burger to approve the minutes of February 15, 2017 regular commission meeting. Second by Dave Koets. All present voting aye. MC

**IV. Claims**

The following claims were presented for approval.

Sheriff Piel made a motion to pay the claims as presented, second by Duane Adamson. All present voting aye. MC.

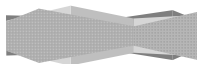
Expense Type	Amount
CC-March	\$54.18
Licensing Fee (trailer)	\$ 21.00
Radio Parts	\$ 231.20
Telephone/Internet	\$ 276.84
Cellphone - March	\$ 96.33
Training/School	\$ 200.00
Rent	\$ 430.00
<b>Total</b>	<b>\$ 1,739.55</b>

**V. Building Acquisition**

The Commission was updated on the status of the building. The Deed to the property has been recorded and the utilities have been switched to Union County Emergency Management Agency. Alliant has been given a date of June 1 as the move out date from the current office. Discussion was also held to amend the current budget at either the May or June meeting to transfer from current fund balance to a single line item for all expenses in prepping building for move.

The Director will be contacting plumbers, electricians, and carpenters to obtain estimates for needed improvements. She asked if she could begin cleaning and painting. Approval was given. A brief discussion was held on what improvements needed to be made:

- \* Painting
- \* Cleaning
- \* Clean out debris
- \* Rebuild wall between Communications Room and Exec. Boardroom.
- \* Work to be done in training/EOC
- \* Possible new office build





- \* Electrical Update
- \* IT Update
- \* Door opener on front door with chime

**VI. EMPG Project Update**

Update on planning, training, exercise and organizational EMPG projects was given. Well ahead of the planning schedule at this point. All other areas are underway.

**VI. Director Report Given**

**VIII. Adjournment:**

Meeting was adjourned at 5:52 P.M. on a motion by Dave Koets. Second by Michelle Burger. Meeting adjourned.

Next meeting date: April 19, 2017

**Minutes submitted by: Jo Anne Duckworth, Coordinator**

