

**Region V LEPC Minutes**  
**May 29, 2019**

Vice Chairperson Scott Forbes called meeting to order at 9:00 am.

**MEMBERS PRESENT:**

**Calhoun County:** Scott Jacobs; Steve O'Connor **Carroll County:** Dean Schettler; Kevin Danner

**Greene County:** Dennis Morlan **Hamilton County:** Jim Piaszynski; Rick Young; Tim Zahn

**Humboldt County:** David Lee **Pocahontas County:** Ed Dewey; Russ Jergens; Jeff Ives

**Sac County:** Ranell Drake **Webster County:** Niki Conrad; Dylan Hagen; Scott Forbes; Austin Hayek; Shawn Kerrick; Kelly Jessen **Wright County:** Rick Rasmussen **City of Fort Dodge:** Dean Hill

**OTHERS PRESENT:** April Aljets; Andy Midtling, Region V Team Leader; Craig Amen, Schnurr & Company.

**Roll Call/Welcome Visitors**

**Agenda Additions or Corrections:**

Motion by David Lee, second by Niki Conrad to approve the agenda. Approved unanimously.

**Minutes:**

Motion by Niki Conrad, second by David Lee to approve the minutes from the February 13, 2019 meeting. Approved unanimously.

**Accounts Payable:**

Motion by Rick Young, second by Ranell Drake to approve the Accounts Payable report in the total amount of \$38,177.97. Approved unanimously.

**Presentation by Schnurr & Co to go over June 30, 2018 Audit Report**

Each county received a copy of the audit report. Craig Amen, with Schnurr & Company, summarized the report given and was there to answer questions. No questions were asked after his presentation.

**Team Report: Midtling.** Included in packets. Additions include:

New Hazmat Truck should be ready by February 2020.

Hazmat Tech class was rescheduled for September 9-20, 2019.

**Old Business:**

1. Contract Renewal between hazmat team and The City of Fort Dodge.

No progress. Since Region V is over-budget with legal expenses, a few members of the Region V Board are going to get together and update the contract before getting legal counsel involved.

Parties include Scott Jacobs, Dean Schettler, Dean Hill, & Steve Hergenreter.

Once a new contract is agreed upon, changes will be brought back to council for approval.

2. Overview of Region V's Emergency Plan.

Plan has been reviewed by Andy Midtling and Dylan Hagen, notes have been taken. Now working on finding a time for them to sit down together and review/update.

**New Business:**

1. Train the Trainer Reimbursement to The City of Fort Dodge.

Asked for recommendation on whether or not to reimburse The City of Fort Dodge for overtime team members accrued while attending the Train the Trainer class.

Board recommended not to reimburse The City of Fort Dodge for the Train the Trainer overtime accrued. Region V has never paid for any of the students to attend that training in the past and do not see fit to pay for it now.

2. April Aljets Maternity Leave – due August 12<sup>th</sup>, possibly gone for 8-10 weeks.  
Asked for recommendation on how to handle administrative duties when April is on maternity leave. August/September Tasks include, but are not limited to:
  - Create & Submit Team Refresher paperwork (Aug 19, 20, & 21).
  - HMEP grant final progress update.
  - Take pictures of Farnhamville Parade (August 17) & upload to Facebook page.
  - 2<sup>nd</sup> Quarter County Contributions to send out on Oct 1<sup>st</sup>.
  - Accounts Payable/Receivable

Board suggested:

- Seeing what The City of Fort Dodge plans on doing.
  - Asking April if she would like to work half days or a couple hours a day before she returns from maternity leave.
  - See if Peg Stickrod (retired Region V Admin Coordinator) would like to come back for a couple weeks.
  - Having April work from home.
3. August Meeting Date.  
Changed to July 17<sup>th</sup>, 2019 to allow for Board Secretary, April Aljets, to prepare and attend before going on maternity leave.

**Public Comment/Additional Comments** – Andy Midtling reminded EMAs to send April Aljets the contact information for the Fire Departments within their county.

**Adjournment:** Motion by Scott Jacobs, second by David Lee to adjourn. Approved unanimously. Meeting adjourned at 9:41 am.

*Respectfully submitted by April Aljets, Response Commission Board Secretary*