

**Region V Hazardous Materials Response Commission Minutes
February 28, 2018**

Chairperson Stan Watne called the meeting to order at 10:10 am.

Roll Call MEMBERS PRESENT: **Calhoun County** – Scott Jacobs –Steve O’Connor- **Carroll County** – Dean Schettler; Sara Anderson- **Greene County** – Dennis Morlan-**Hamilton County**- Dylan Hagen-**Humboldt County** – David Lee- Melody Larson- **Pocahontas County** – Ed Dewey- Russ Jergens **Sac County** – Ranell Drake- **Webster County** – Merrill Leffler- Scott Forbes; **Wright County** – Stan Watne- **Fort Dodge** – Dean Hill **LEPC Chair:** Dennis Morlan; **Team Coordinator** – Andy Midtling **OTHERS PRESENT:** Peg Stickrod, Region V Administrator/Board Secretary; Kevin Danner, Landus Cooperative Steve Hergenreter, Fort Dodge Fire; Tom Ubben, Fort Dodge Fire.

Agenda: Motion by Anderson, second by Lee to approve the agenda. APPROVED.

Minutes: Motion by Hagen, second by Leffler to approve the minutes from the November 29, 2017 meeting as sent. APPROVED.

Accounts Payable: Motion by Drake, second by Lee to approve the Accounts Payable in the total amount of \$25,889.58. APPROVED.

Treasurers Report: After discussion of the report: Motion by Dewey and a second by Lee to approve the Treasurer’s report. APPROVED.

Correspondence: The correspondence was circulated during the LEPC meeting.

Old Business: Report from the Foundation on the Capital Campaign Moved to New Business.

New Business: 1. Election of Chair and Vice Chair: Watne stated that he is stepping down as the Chair due to his pending retirement from the Board of Supervisors Nominations for Chair: Watne nominated Jacobs for chair Motion by Watne and Second by Lee to close nominations and select Scott Jacobs as Chair. APPROVED.

Motion by Watne, second by Lee to nominate Leffler for Vice Chair. APPROVED.

2. Audit Report for approval: Report was received yesterday morning and emailed to Commission members to review. Motion by Lee, second by Hill to approve report and put it on file with the State. APPROVED.

3. Discussion on the need for an attorney. With the changes in personnel and the review of the Region 28E agreement the commission felt there was a need to have an attorney available for assistance. Motion by Leffler and second by Lee to appoint Stu Cochrane as the Region’s attorney. APPROVED

4. Presentation by Hergenreter on the Hazmat team calls.

5. Interview Committee: The committee reported that they had met to discuss Stickrod's position. After discussion it was decided to try the sharing of the position with the Fort Dodge Fire Department. This will be a full time position with the Region paying for half. This position will follow the City of Fort Dodge handbook. It was also requested that the job description be defined to keep the duties of the Region and the Fire Department separate and that the position have in place a probationary period in case it is decided that it needs to become a full time Region position again. An agreement will need to be put in place. It was also recommended that this person keep a log of duties completed each day. The Committee along with the City's HR person will interview the candidates and report back to the Commission who was hired. This person should be in place by May 1st to allow Stickrod time to train this person on the duties of the Region and use her vacation time before she retires.

6. Foundation report: Leffler reported that the Foundation met prior to the LEPC meeting to discuss the upcoming capital campaign. It was decided to design a one or two page flyer to take on visits. A fundraising list will be started with the largest companies in each county and other foundations, casinos and entities that may be potential donors. A tiered program will be set up with goals. Pledge forms will be designed. A 6 month campaign is the goal to reach the decided amount.

Public Comment: Nothing

Adjournment: Motion by Lee, second by Jacobs to adjourn. APPROVED.

Meeting Adjourned at: 11:40 AM.

Respectfully submitted by Peg Stickrod, Administrator, Region V Hazardous Materials Response Commission and Commission Board Secretary/Treasurer