Crawford County, Iowa
Emergency Management Commission
February 5th, 2025
Meeting Minutes

The Crawford County, Iowa Emergency Management Commission met on February 5th, 2025. Due to weather and road conditions, the meeting was held via Zoom.

Those present were Chairman Ty Rosburg (BOS), Sheriff Roger Rasmussen, Mayors Terry Kolln (Buck Grove), Peggy Staley (Charter Oak), Kody Meyer (Dow City), Corey Gaskill (Manilla), Brad Rissen (Ricketts), Beth Winquist (Schleswig), and Coordinator Zach Rasmussen (non-voting).

Members absent were Mayors Jeff Stephens (Arion), Tom Irlbeck (Aspinwall), Jerry Mathies (Deloit), Pam Soseman (Denison), Mike Lickteig (Kiron), Monte Crichton (Vail), Michell Simons (Westside), and Assistant Coordinator Tim Zenk (non-voting).

There were no guests present.

Chairman Rosburg called the meeting to order at 7:12 p.m.

Motion Gaskill, second R. Rasmussen to approve the agenda. All voting members present voted aye. Motion carried.

Motion Staley, second Winquist to approve the January 7th, 2025 meeting minutes. All voting members present voted aye. Motion carried.

Motion Staley, second Gaskill to appoint Coordinator Zach Rasmussen as the Commission Secretary. All voting members present voted aye. Motion carried.

Coordinator Zach Rasmussen presented the FY 2025/2026 budget to the Commission. Coordinator Rasmussen suggested to add one (1) line item for vehicle equipment.

Chairman Rosburg opened the floor for any amendments to the FY 2025/2026 budget. Chairman Rosburg suggested to change the name for the new line item for vehicle equipment to “Special Vehicle Equipment” and to fund said line item at $2,000. All voting members present agreed.

Motion Staley, second Rissen to approve the FY 2025/2026 budget as proposed (including new item line for special vehicle equipment). All voting members present voted aye. Motion carried.

Motion Gaskill, second Staley to approve the public hearing date and time of Tuesday, February 25th at 8:30 a.m. All voting members present voted aye. Motion carried.

Discussion was had about updating the Commission by-laws. Current by-laws are from 1996. Commission members all agreed to have Coordinator Rasmussen begin updating the by-laws and present them to the Commission Executive Committee for review and updates. A vote on the new by-laws will come during the next Commission meeting.

During new business, Coordinator Rasmussen updated the Commission about ongoing projects. Coordinator Rasmussen is meeting with Region 12 Council of Governments (COG) on February 11th about the Hazard Mitigation Plan update that is due in September of this year. Coordinator Rasmussen advised the Commission that the majority of the update has been paid for already.

During new business, Coordinator Rasmussen asked the Commission about obtaining a credit card for purchases. Coordinator Rasmussen explained that the credit card would be utilized for office supplies, training/conference registration, subscriptions and licenses (ex. radars), and other small purchases. Motion by Staley and second by Winquist to approve a credit card for Coordinator Rasmussen with a limit of $2,500. All voting member present voted aye. Motion carried.

During new business, Coordinator Rasmussen presented a generator service contract with Cummins in Omaha. This service contract lists out an annual inspection and full service for all communications towers (Charter Oak, Dow City, Manilla, Vail). Total for the contract is $4,696.88. Coordinator Rasmussen will get the appropriate person to sign the contract.

During new business, Coordinator Rasmussen updated the Commission on the Manilla Police Department Tahoe. The Manilla City Council approved the trading of the 2020 Tahoe (with all equipment) for law enforcement services by the Crawford County Sheriff's Office. Coordinator Rasmussen stated that once the Sheriff's Office takes possession of the Tahoe, an agreement between the Sheriff’s Office and Emergency Management will be signed, which will gift the Tahoe to Emergency Management.

During new business, Coordinator Rasmussen brought up salary increase. Coordinator Rasmussen stated that at initial hire, the agreement was to increase salary at the successful completion of a six (6) month probationary period and the successful completion of the Emergency Management Professional Development (EMPD) courses. Coordinator Rasmussen advised the Commission that the EMPD courses are spread only once a quarter, with the final session being in November. Coordinator Rasmussen asked the Commission if it would be possible to increase pay after the successful completion of a six (6) month probationary period and the successful completion of the first two (2) EMPD sessions. Chairman Rosburg suggested to approve this at the next quarterly meeting along with the new by-laws. Next quarterly meeting will be in the May or June timeframe. All voting members were in agreeance of this plan.

During new business, Coordinator Rasmussen went over remaining purchases / expenses for the FY 2024/2025 budget.

During new business, Coordinator Rasmussen presented the Western Iowa EMS K9 Association to the Commission. This new association is going to provide a certified Search and Rescue (SAR) K9 unit to eight counties (Ida, Woodbury, Cherokee, Buena Vista, Sac, Crawford, Carroll and Monona). This association is all volunteer. The leader of the association met with Coordinator Rasmussen and advised him that they are looking for a host. A host is essentially a central person for agencies to call and request the SAR K9 unit. Coordinator Rasmussen asked the Commission if they would be okay with him being the host. Voting Commission members present did not have any issues or concerns with Coordinator Rasmussen being the host for this program, however, the Commission wants to ensure that if being the host begins to overload Coordinator Rasmussen that he will remove himself as the host. Coordinator Rasmussen agrees to that.

Motion Gaskill, second Rissen to adjourn the meeting at 8:26 p.m. All voting members present voted aye. Motion carried.

Submitted by Coordinator Zach Rasmussen
Crawford County Emergency Management Commission Secretary