



Board Meeting
July 26, 2010
7:30 PM
Bismarck, ND

1. Call to order
2. Approval of Agenda
3. Approval of Minutes
4. Financial Report

Old Business

5. EMPG Allocation – revised formula and EMAP/Workplan status
6. Association Committee Assignments – Committee Chairpersons status

New Business:

7. 2010 NDEMA Conference
 - Training: Ken Jarolimek, Al Reynolds, Terese Rotenberger
 - Vendors: Libby Gravning, Charlie Russell
 - Door Prizes: Jill Pederson, JoAnn Ozbun
 - Registration: Gary Stockert, Libby Gravning, JoAnn Ozbun
 - Overall Conference Logistics: Terese Rotenberger, Rick Hummel
8. EMA Board Positions - 2011
9. EMA Board Policy Manual draft
10. EMA Board Travel Reimbursement Policy (to be developed)
11. Other



Board Meeting Minutes

July 26, 2010

5:00 PM

(meeting time changed from 7:30 pm to 5 pm)

Bismarck, ND

Members Present: Terese Rotenberger, Jill Pedersen, JoAnn Ozburn, Al Reynolds, Charlie Russell, Libby Gravning, Ken Jarolimek, Gary Stockert. Rick Hummel (non-EMA Board member) was also present.

Members absent: None.

1. Meeting Called to Order

2. Approval of Agenda.

Motion, Passed

Charlie Russell motioned to accept the agenda as presented. Second by Libby Gravning. Motion carried unanimously.

3. Approval of Minutes

Motion, Passed

Charlie Russell motioned to accept the April 28, 2010 Board meeting minutes. Second by JoAnn Ozburn. Motion carried unanimously.

4. Financial Report

Motion, Passed

Al Reynolds motioned to accept the Financial report showing an ending balance of \$8,378.72 as of July 26, 2010. Second by Jill Pedersen. Motion carried unanimously.

Discussion: Gary Stockert stated that 8 registrations for the EMA conference have been received / deposited so far, relating to the deposit of \$400.00. It was clarified the payment for the website is semi-annual.

Old Business

5. EMPG Allocations / Workplan (EMAP)

A committee/ focus group met with DES to review the EMPG allocation and workplan template based on EMAP. After reviewing the formula and discussing possible adjustments, the focus group decided the EMPG allocation formula should remain as is– with one minor modification: to allocate more towards “commitment” category and less towards “history” category. It’s

understood the recommendation was carried forward to Greg Wilz. The minor modification in the formula was not made, and stands as is with the same percentages allocated to each category. Al Reynolds stated the focus group felt comfortable that DES has been reviewing and updating the data related to the metrics / formula annually.

The focus group had expressed concerns about the workplan and using EMAP as a template (extensive paperwork, lack of authority to address all components, lack of clear direction, time required on reporting, etc). DES personnel stated that EMAP will continue to be used in the future. It was also clarified that not all components of EMAP need to be included in your workplan. This instruction or guidance was not included when the EMAP workplan template was sent to emergency managers.

6. EMA Committees

Charlie Russell was selected to chair the Publicity, Awards and Citations Committee as follow up to previous EMA Board meeting.

New Business:

7. EMA Conference:

Rick Hummel offered to hire local entertainment and stated the price would be approximately \$250.00 Charlie Russell made a motion to approve the expenditure and have Rick Hummel arrange for the entertainment. Second by Jill Pedersen. **Motion passed** unanimously.

Discussion/assignments made:

It was noted the registration fee for members (\$50) doesn't even cover the cost of meals. For each registration, EMA is losing money. A revision to the registration fee will be considered in the future.

Fred Cowie, presenter, has received down payment, and agreement is in place.

Al Reynolds stated that he has not received a lot of feedback for Best Practices. A possibility may be to allow time for a seminar in which emergency managers share a problem/issue and allow for others to provide potential solutions – or just share how they handle the same issue.

There is a one hour open slot on the agenda. Discussion included allowing more time for NWS and/or more time for DES (Greg Wilz). Discussion included allowing 30 minutes for Vendor presentations.

It was suggested that Greg Wilz review DES initiatives – to obtain EMA approval / support.

Vendors: Libby Gravning has a list of approximately 200 vendors. A letter / info packet will be sent out to vendors in the first week of August.

Door Prizes: No shopping has been done yet. A reminder should be sent out regarding “county pride” – but this should be separate from the Door Prizes. For “county pride” – you bring something to get something.

Logistics:

Rick Hummel will contact Border Patrol to suggest their presentation relate to a capabilities brief and how they can support emergency management in search and rescue efforts.

Rick Hummel will confirm what is provided by city/chamber (folders, name tags, etc).

Gary Stockert will provide names, position, and agency info so name tags can be created (by city / chamber).

Ken Jarolimek will provide a computer for presentations.

Rick Hummel will check on projector. If not available, Ken Jarolimek would be able to provide one.

A volunteer to take pictures during the conference is needed.

Rick Hummel stated the Caterer is lined up – Restaurant is also open.

VFW will do presentation of Colors.

Welcome speaker to be identified by Rick Hummel.

8. EMA Board Positions

Gary Stockert provided input regarding the secretary/treasurer position – including an example of how the position/duties could be altered to distribute the workload more evenly among the EMA Board. There was consensus that duties of many of the board positions is very limited, whereas the duties of the secretary/treasurer are extensive, time consuming, and go beyond what is described in the by-laws. It was also discussed that the board would change practices to share the workload– and at the same time, pursue by-law changes that may be required.

Jill Pedersen made a motion to create a small committee to look at the secretary/treasurer position and make recommendations to the board regarding proposed changes. Persons identified include Gary Stockert, JoAnn Ozbun, and Lori Jones due to experience as secretary/treasurer. Second by Libby Gravning. **Motion passed** unanimously.

9. EMA Board Policy Manual Draft.

Al Reynolds made a motion to approve and accept the policy manual drafted by Gary Stockert, to also include the previous policy decision made regarding reimbursement for mileage for EMA board members. Second by Charlie Russell. **Motion passed** unanimously.

It was noted the policy manual cannot conflict with by-laws, and primarily is a concise collection of decisions made at previous board meetings for quick reference.

10. EMA Board Travel Reimbursement Policy (to be developed)
11. Already developed – and included in policy manual. It was found in older minutes from 2005 (not currently available on the website).
12. Other:
Discussion regarding purchase of shirts for EMA board members and pins.

Al Reynolds **Motioned to Adjourn.** Second by Jill Pedersen. **Motion carried unanimously.**

PREPARED BY:

Gary Stockert
EMA Secretary/Treasurer

APPROVED:

Terese Rotenberger, President
ND Emergency Management Assoc.