

EMERGENCY MANAGEMENT USERS BOARD – SPECIAL MEETING

April 23, 2021 ▪ 9:00am

Pennington County Administration Building | EOC

Board members in attendance: Laura Armstrong, City Council; Chief Jason Culberson, Rapid City Fire Department; Lt. Col. Dale Gadbois, SD National Guard; Chief Don Hedrick, Rapid City Police Department; Gary Sortland, Fire Service Board; Sheriff Kevin Thom, Pennington County Sheriff's
Others in attendance: Dustin Willett, Emergency Management Director; Alexa White, Emergency Management Deputy Director; Pepper Massey; Emergency Management Staff Assistant

- I. MEETING CALL TO ORDER: The meeting was called to order at 9:04am by Chair Jason Culberson.
- II. PUBLIC COMMENTS: Nothing brought forth.
- III. NEW BUSINESS
 - a. Discussion and Recommendation for Disposition of Surplus EM-related CARES Act Reimbursement – Willett reported he has been working with Cindy Mohler, Pennington County Auditor, reconciling City/County reimbursements from CARES Act to ensure both parties are reimbursed equally and appropriately. EM received approximately \$300K from CARES Act to reimburse the City/County each \$150K for the COVID Shelter and EOC Operations. Additionally, the City of Rapid City Finance Office submitted and received approximately \$90K for Dustin Willett's salary through CARES. CARES Act monies have resulted in an unanticipated \$50K budget surplus. This money could be handled in one of two ways – 1. \$25K each to City and County or 2. the entire \$50K placed in Emergency Management's reserves/restricted fund. While Mohler's assistance through the process was invaluable, she requested the EMUB weigh in and provide a recommendation on how they would like to handle the surplus. Willett noted that the portion of the EM Budget supported by the LEMPG federal grant is generally secured funding, but the timing of reimbursements varies. Additionally, the EM Budget supports HLS grant projects that are 100% reimbursable, but money is not set aside to fund these in the budget. The funds in our reserves are used to pay for HLS projects on the front end, and then replaced in the reserves once reimbursement is received. A few years ago, when funds were low in the reserve fund and the LEMPG funds had not yet been received, EM came within a few days of having a cash shortfall. If there was an additional \$50K in reserves, it would cover shortfalls that could result from the federal grant reimbursement process and continue to cover HLS projects that may come up.

Hedrick asked if there were stipulations on processing the \$50K surplus. Willett said not that the Auditor's Office was aware of. Armstrong asked if the City Finance Officer, Pauline Sumption, had provided input yet. Willett stated the Auditor's Office wanted the EMUB to provide their feedback prior to making a request to the City. He also reminded attendees that EM is a City/County department with the end result that the funds would still benefit both agencies. The money in reserves is protected by state statute and must remain in the EM budget and cannot be transferred to the County General Fund. Sortland recommended the surplus be placed in EM reserves because he has witnessed shortfalls due to tight grant reimbursement schedules in the past. Culberson agreed this was an opportunity to make EM reserves more robust.

Motion to recommend moving the Emergency Management \$50,000 surplus to EM Reserves by Sortland, Gadbois second. Motion carried.
- IV. ADJOURNMENT: Meeting adjourned at 9:26am.