



POLK COUNTY EMERGENCY MANAGEMENT AGENCY

A.J. MUMM, COORDINATOR

POLK COUNTY OFFICE BUILDING
111 COURT AVENUE, DES MOINES, IA 50309
PH. (515) 286-2107 FAX (515) 323-5256
EMAIL: ema@co.polk.ia.us
WEB SITE: www.polkcountyia.gov

AGENDA

The Polk County Emergency Management Commission will meet on **Wednesday, March 21, 2007 at 1300 hours** at **Polk County Public Health, 1914 Carpenter Ave., Des Moines, Iowa.**

I. Call to Order at 1105 hrs.

II. Roll Call/Introductions

A. Members

- | | | | |
|------------------------------------|--|--|--|
| <input type="checkbox"/> Alleman | <input type="checkbox"/> Des Moines | <input type="checkbox"/> Pleasant Hill | <input type="checkbox"/> Urbandale |
| <input type="checkbox"/> Altoona | <input type="checkbox"/> Elkhart | <input type="checkbox"/> Polk City | <input type="checkbox"/> West Des Moines |
| <input type="checkbox"/> Ankeny | <input type="checkbox"/> Grimes | <input type="checkbox"/> Polk County BOS | <input type="checkbox"/> Windsor Heights |
| <input type="checkbox"/> Bondurant | <input type="checkbox"/> Johnston | <input type="checkbox"/> Polk County Sheriff | |
| <input type="checkbox"/> Clive | <input type="checkbox"/> Mitchellville | <input type="checkbox"/> Runnells | |

Exec. Committee Members present at 3/14/07 meeting: Phillips, Vorlander, Walters, and Whetstone.

B. Staff – Mumm and Reelitz

C. Guests/Public –

III. Approval of Agenda

Executive Committee Action: Moved by Walters, seconded by Phillips to approve agenda as presented. Motion passed unanimously.

IV. Invited Guests or Speakers - none

V. Approval of Previous Meeting Minutes – February 21, 2007

Executive Committee Action: Moved by Phillips, seconded by Walters to approve minutes from February meeting as distributed. Motion passed unanimously.

VI. Reports

A. Administration and Finance

1. Grants Management – Attachment #1

a. 2005 Homeland Security Grant Program (HSGP)

Region 1 awarded \$1,826,529.73. Decision packets have been submitted to include a regional WMD Assessment. Performance period ends 9/31/07. Regional projects include: mass care sheltering supplementary equipment; WMD/ICS/NIMS training; radiological detection device acquisition; mass fatalities planning; fusion center conference; and missing persons/search and rescue training. 6 month extension awarded to HSEMD. February meeting canceled due to weather. Next meeting scheduled for April 5 at 1300 hrs. at Polk County Communications Center.

Proudly serving the communities of:

Alleman - Altoona - Ankeny - Bondurant - Clive - Des Moines - Elkhart - Grimes - Johnston - Mitchellville
Pleasant Hill - Polk City - Polk County - Runnells - Urbandale - West Des Moines - Windsor Heights

b. 2005 Pre-Disaster Mitigation (PDM) Grant

Application submitted on March 8, 2005. Budget of \$207,612.50 (\$150,579.53 federal share and \$57,032.97 local share) over a three-year performance period was successful. Grant will help bring all Polk County local jurisdictions compliant with Disaster Mitigation Act standards. Community Profile draft expected to be released to jurisdictions for their review in early January.

c. 2005 Metropolitan Medical Response System (MMRS) Grant

Award of \$227,592 Performance period began October 1, 2004 and will end March 31, 2007. City of Des Moines Fire Department EMS working with area hospitals, public health and Emergency Medical Services. Chief Vorlander is the Authorized Representative. Auxiliary power supplies installed at Grandview College and Des Moines EOC. Des Moines is recognized in the 2006 HSGP as a MMRS community and will be granted \$228,000 for projects until March 2008. Meeting will be held on March 21, 2007 to close out the 2005 MMRS grant.

d. 2006 Community Emergency Response Team (CERT)

Award of \$4,295.29. Performance period began October 1, 2006 and will end March 31, 2008. Ankeny CERT has submitted scope of work and budget for funding.

e. 2006 Homeland Security Grant Program (HSGP)

Award of \$778,647. Performance period began October 1, 2006 and will end March 30, 2008. Regional initiatives have been established by the state and include: NIMS; Homeland Security Exercise and Evaluation Program implementation; EOC development and enhancement; emergency planning updates; regional planning; and infrastructure protection planning. Story County signed agreement to act as subgrantee.

f. 2007 Hazardous Materials Emergency Program (HMEP)

Award of \$25,432. Performance period began October 1, 2006 and will end September 30, 2007. This is a 7-county grant to be used for hazardous materials planning, emergency responder training, and to conduct the annual hazmat symposium in Ames. Contracted with EHS Response Group to develop ethanol planning template.

g. 2007 Emergency Management Performance Grant (EMPG)

Award of \$37,832.59. Performance period began October 1, 2006 and will end September 30, 2007. Funding will be used to support personnel costs in the 3rd and 4th quarters of the local fiscal year.

h. 2007 Health Resource Systems Administration (HRSA)

Award of \$6,040. Performance period began July 1, 2006 and will end June 30, 2007. Implementation strategy drafted by Staff and the Polk County EMS Association.

i. 2007 Emergency Medical Services (EMS) Systems Development

Award of \$8,652. Performance period began July 1, 2006 and will end June 30, 2007. There are a series of performance-based components to the funding. Implementation strategy drafted by Staff and the Polk County EMS Association. Approximately \$5,000 in text books (PHTLS, ACLS, and PEP) have been purchased for EMS services to check out from the EMA and approximately \$1,000 in PHTLS instructor registration fees have been covered through this grant.

B. Hazard Identification, Risk Assessment, and Capability Assessment

1. WMD Capability Assessment

Currently implementing the strategy recommended by Tetra Tech and approved by the Commission. See Agenda Item VI.A.1.a. for more information.

2. Hazard Analysis and Risk Assessment

Community Profiles are being developed as part of the PDM local mitigation planning process.

C. Resource Management

1. Resource Management Database

This effort will develop as part of the WMD Capability Assessment and will be supported by the Region 1 Homeland Security Board through the 2005 HSGP. The Commission will need to consider formal adoption and implementation of the NIMS Resource Typing System in the coming months. Resource Typing guidance can be found in FEMA Document 508 Series. Polk County EMA has been asked to sit on an advisory panel with other local and state officials to analyze the merits of a prototype component in WebEOC. Jurisdictions that exist in multiple counties should report resources to the county in which the government headquarters exist (i.e. City Hall) to avoid duplication of reported resources.

D. Planning

1. Part A – Operations

Current state status is compliant. Next update is due to HLSEM by October 1, 2007. Evacuation planning will be required of Iowa's 10 largest cities and each will be granted \$10,000 to complete a plan. Staff suggests that Des Moines and West Des Moines combine their efforts and complete a metro evacuation plan in cooperation with the Metro Emergency Planners and the Des Moines Metropolitan Planning Organization (MPO). Review of draft CEP Base Plan (see Item XI – Programs/Presentations).

2. Part B – Mitigation Strategy

Current state status is compliant. Next update is due November of 2008 or within 180 days of the formal closing of a Presidential disaster incident period.

3. Part C - Recovery

Current state status is compliant. Next update is due October 2008 or within 180 days of the formal closing of a Presidential disaster incident period.

4. Local Pre-Disaster Mitigation (PDM)Plans

See Item VI.A.1.c.

5. Biological Emergencies/Pandemic Planning

Polk County Public Health is the appropriate lead agency. Emergency Management and Public Health will continue to pull in additional stakeholders to address issues that match the comprehensive span of the potential impacts of this risk. The core of the strategy involves four major steps: 1) identification of functions that will need to be initiated before, during, and after a pandemic; 2) identification of agencies and organizations that carry out those functions and invite these stakeholders to become more deeply involved in the planning process; 3) agencies and organizations must critically examine their ability to carry out those functions given potential restraints such as reduced staff levels, use of required but limited PPE, and other resource restrictions (essentially a Continuity of Operations planning exercise); and 4) cross check our dependencies on common solutions and each other to identify common points of failure in implementing such a plan. Meeting held March 15 and included a tabletop exercise and will be continued at the April 19 meeting.

6. Emergency Management Commission Strategic Plan

Poster is being converted into a traditional document form for distribution.

E. Direction, Control, and Coordination

1. National Incident Management System (NIMS)

2006 NIMS Training requirements have been largely satisfied and the 2007 requirements are being distributed from the NIMS Integration Center.

F. Damage Assessment

1. Damage Assessment Team (DAT)

Staff is developing an implementation strategy for presentation to the Commission.

G. Communications and Warning

1. Outdoor Warning Sirens

Polk County Public Works has initiated a status check of approximately 15 sirens in rural Polk County and will bring them into proper working condition. Staff will be working with the jurisdictions to obtain more information regarding maintenance of the entire system. Board of Supervisors' staff has recommended that the townships budget for the ongoing maintenance of the sirens in the unincorporated areas through township tax levees. Staff will be drafting a letter to Township Trustees with input from the Board of Supervisors to be distributed in March. Letter will address responsibilities and liabilities addressed in Iowa Code and Administrative Code.

H. Operations and Procedures

1. Polk County Emergency Operations Center (EOC)

Background: Vorlander sought interest from the Executive Committee in drafting a 28E agreement for a consolidated Emergency Operations Center (EOC) between the Polk County Emergency Management Commission and the City of Des Moines.

Staff Update: Staff is currently researching best practices as well as required and desired capabilities of a functioning EOC. Staff will continue to develop a concept support document under the advice of Commission Members. Other concerns that will be addressed include operational layout options, communications capabilities, and security. Greater consideration will be given to this item following the results of the WMD capability assessment. Commission members should continue to give thought to this concept and be prepared to discuss upon the completion of the capability assessment project. EOC Subcommittee met on March 22. Pros and cons of 4 options were presented by the Coordinator. Coordinator shared the preliminary discussion that he had with Public Health regarding a joint EOC.

Commission Discussion: Coordinator shared with the Commission that he had a conversation with Polk County Public Health Director Terri Henkels regarding the potential for a joint EOC to be developed at the building at 1900 Carpenter. This space is possibly being vacated by Polk County Supplemental Foods and would make a very suitable location for a countywide EOC. Coordinator will keep the Commission informed of further discussion.

Staff Update: Coordinator has met with the Board of Supervisor's Staff, Mike Freilinger, on Thursday, December 14 to discuss space requirements. EMA, Public Health, and the Medical Examiner will be included in a meeting with the architect in early 2007.

I. Training

1. NIMS IS-700 Series

New independent study courses have been released by the FEMA web-based training directorate at <http://www.training.fema.gov/emiweb/IS/crslst.asp>.

- a. IS-701 – Multiagency Coordination System
- b. IS-702 – NIMS Public Information Systems
- c. IS-703 – NIMS Resource Management

J. Exercises

1. Camp Dodge Exercise

Local tabletop exercise tentatively scheduled for March 20 and functional exercise for April 17, 2007 and will be held in the late afternoon or early evening. Steve Noland and Chief Krohse have been meeting to develop exercise objectives.

2. Amber Waves II

State-sponsored tabletop exercise with the Iowa Business Council to evaluate communications between the public and private sectors. Coordinator has been asked to sit on subject-matter-expert panel representing local emergency management. Exercise date has been scheduled for April 26 with after-action reporting meeting on April 27.

3. Integrated Emergency Management Workshop & Exercise

State government is bringing together department directors to attend course that culminates in an exercise the week of May 14, 2007. HSEMD has asked Polk County EMA to participate in exercise design and exercise control to better ensure appropriate local-state coordination.

K. Public Education and Information

1. Hazmat Cost Recovery - Cityview

Cityview is planning a cover story article on the cost recovery program utilized by Polk County and the City of Des Moines Fire Department for hazardous materials program and response billing. Article scheduled to run in the March 22 edition.

2. KCCI Severe Weather Special

KCCI meteorologist Kurtis Gertz asked Coordinator to appear in the taping of their annual severe weather special to air the week of April 2. Taping to be scheduled.

L. Homeland Security

1. Information Sharing

Coordinator continues to distribute relevant information from Department of Homeland Security, Iowa Homeland Security and Emergency Management, the Highway Watch Program, and other credible sources when received by the Agency. Staff is also working with LEIN Region 5 Fusion Center located in the DMPD to foster information sharing relationships among public and private sectors.

VII. Old Business

A. Transportable Radio Cabinet

Background: Radio communications capabilities are currently limited to mobile applications from the agency vehicle. This base communications weakness/lack of capability was identified by staff as well as by the Commission during the SWOT analysis. Staff requested a no obligation quote from Racom to build and install a transportable radio cabinet for the agency office/EOC. Racom has exclusive rights as vendor for Polk County Communications. This will allow radio communications capabilities with all three PSAPs during special events and disaster operations.

Staff Recommendation: Review and approve Racom proposal as provided in Attachment #2 and fund with 2005 HSGP funding from the EOC upgrade package supplemented by approximately \$2,000 from the agency's Supplies budget.

Commission Discussion: Following a staff presentation of the historical transcript from the Board of Supervisor's voting on awarding the Polk County Communications Center communications system bid and a letter confirming award to RACOM, the Commission requested that Steve Holmes be invited to the June meeting to field questions from Commission members. Was suggested that representatives from Des Moines Fire and Police Dispatch and WestCom be invited as well.

Commission Action (May 2006): Moved by Mathis, seconded by Holt to delay action until invited quests answer additional technical questions. Motion passed unanimously.

Commission Action: Moved by Vorlander, seconded by Walters to approve the purchase of the radio cabinet and request that the invoice be detailed to provide a break down for specific charges related to each radio purchase, programming, and installation. Motion passed unanimously.

Discussion: Roe inquired about the purchase of a WestCom radio. Coordinator explained that a WestCom radio would need to be purchased, but it was not part of the RACOM bid. Roe volunteered to get pricing and dimensions of radio that could be added to the cabinet and work with Steve Holmes of RACOM for details needed. Pricing and purchasing information would be passed along to the Coordinator for procurement with potential grant funding.

Commission Action: Moved by Roe, seconded by Holt to authorize the purchase of a mobile radio to be included in the Radio Cabinet as itemized on Illowa Communications Sales Quote dated 12 July 2006. Motion passed unanimously.

Staff Update: This project was a priority of the 2004 HSGP reauthorization application and will be implemented through those funds.

B. Polk County Fire Chiefs TEAMS Job Aids

Background: The Polk County Fire Chiefs have approached the Commission with a request for funding assistance to produce laminated prompting cards to be placed at each dispatch consol and in each piece of fire apparatus in the county. The funding would also go towards the production of a job training video on the TEAMS and its implementation. Discussion also included finding ways for

collaboration with law enforcement on the TEAMS. This project is eligible under 2005 HSGP Region 1 county pass through NIMS implementation funding.

Executive Committee Action: Moved by Whetstone, seconded by Walters to recommend to the Commission approval of funding support in an amount not to exceed \$500 for training tools and job aids to be NIMS compliant. Motion passed unanimously.

Commission Action: Moved by Roe, seconded by Bein to support the funding in an amount not to exceed \$500 for training tools and job aids to be NIMS compliant. Motion passed unanimously.

Commission Discussion: Recommendation will be made to the Polk County Fire Chief's Association to give consideration to all existing PSAPs in Polk County regarding language in job aides.

VIII. New Business

A. Commission Elections for Chairperson and Vice-Chairperson

Background: Commission elections are scheduled to be held in March. The Commission Chairperson has historically appointed a Nomination Committee to bring forward a slate of candidates for Commission Chair and Vice-Chair to be voted on in March.

Nomination Subcommittee Recommendation: The Nomination Subcommittee has reported to Staff that the stated desire of Commission Members is to present the following slate of candidates for the elected offices at the March meeting: Chairperson – Chief Phil Vorlander, Vice-Chairperson – Chief Gary Walters.

B. Intergovernmental Agreement for Sheltering with Kansas City, MO – Attachment #2

Background: A proposal was recently made by the Kansas City, Missouri Office of Emergency Management to the Polk County Emergency Management Commission. Agreement has been shared with the County Attorney's Office as directed by Commission. County Attorney's Office has found no legal justification not to sign the agreement. Commission to hold a media conference with the representatives from Kansas City to sign the agreement in April provided the Commission approves the agreement.

Staff Recommendation: Approve the agreement with the City of Kansas City, Missouri as written and authorize the Chairperson to sign the agreement jointly with the Coordinator as the Commission's Authorized Representative.

Executive Committee Action: Moved by Walters, seconded by Phillips to approve the agreement and authorize the Chairperson and the Coordinator to sign the agreement. Motion passed unanimously.

IX. Other Business

X. Upcoming Events

- A. Executive Committee Meeting – March 14 @ 1100 hrs. – Polk County Communications Ctr.
- B. ISAC Spring School – March 18-20 – Des Moines Marriott
- C. Commission Meeting – March 21 @ 1300 hrs. – Polk County Public Health, 1914 Carpenter
- D. Severe Weather Awareness Week - April 2-6
- E. Statewide Tornado Drill – April 4 @ 1000 hrs.

XI. Programs/Presentations – Discussion of the draft of the Comprehensive Emergency Plan – Base Plan (to be sent via separate email).

XII. Adjourn

Executive Committee Action: Moved by Walters, seconded by Whetstone to adjourn. Motion passed unanimously at 1142 hours.

Attachment

#1

Attachment

#2

**INTERGOVERNMENTAL AGREEMENT
FOR CATASTROPHIC SHELTERING SERVICES**

This Agreement is between the City of Kansas City, Missouri, a municipal corporation, and _____ (hereafter referred to as the "parties"), for the provision of mutual public sheltering services in the event of a catastrophic disaster. The terms "catastrophic disaster", "catastrophic event" and "catastrophic conditions" mean a major disaster of such size and magnitude that the affected local government can no longer provide basic services to its citizens, and that a general evacuation of the area is necessary to preserve public life, health and safety.

INTRODUCTION:

In August of 2005, Hurricane Katrina struck the U.S. Gulf Coast and caused a complete disruption of normal governmental services, and a post-disaster evacuation of much of New Orleans. Due in part to the large number of evacuees, emergency management officials decided to send most evacuees to the City of Houston, where they were temporarily housed.

After these events, the U.S. Congress passed H.R. 2360 which directed the U.S. Department of Homeland Security (DHS) to report on "...the status of catastrophic planning, including mass evacuation planning in all 50 states..." Accordingly, the DHS conducted a review which determined that most jurisdictions lack adequate mechanism to conduct a mass evacuation on the scale of Hurricane Katrina (i.e. catastrophic).

Based on this general finding, the parties evaluated their own emergency operations plans and determined that:

1. The Midwest is unlikely to experience a regional disaster of the type seen in Hurricane Katrina, and the movement of major segments of our respective populations to shelters outside the general vicinity is therefore unlikely.
2. Irrespective of the preceding fact, it is nevertheless prudent to plan for catastrophic events, including a regional mass evacuation, since geographic proximity suggests that a catastrophic evacuation of one party may have a direct impact on the other.
3. That the mechanism for requesting mutual aid in the event of a catastrophic event has already been established, and that the parties wish to work within this mechanism. To wit: Mutual aid is first requested at the local level, then at the state level, and if needed, inter-state resources may be requested by the state through the Emergency Management Assistance Compact.

AGREEMENT FOR MUTUAL PUBLIC SHELTERING SERVICES:

The parties hereby agree to the following:

1. Sheltering operations under this agreement shall only occur under catastrophic conditions.
2. The parties will establish such plans and procedures, as appropriate, to address the evacuation of large numbers of people under catastrophic conditions from one jurisdiction to the other (or others).
3. The transfer of evacuees will take place following reasonable advance notice, and then only with the consent of the receiving party.
4. The parties agree that only basic shelter services will be provided. These consist of accommodations designed to protect evacuees from the elements; a place to rest; and subsistence-level rations of food and water.
5. The parties agree that such shelter operations will be temporary nature. Evacuees will be returned to the source jurisdiction as soon as possible, or if such return cannot be completed within 14 days, both parties will work with state and federal authorities to find intermediate or long term accommodations for the evacuees.
6. The evacuating party will be responsible for the transportation of evacuees to and from the receiving party.
7. The evacuating party agrees to reimburse the reasonable costs incurred by the receiving party in providing basic sheltering services subject to the approval of the evacuating party's city council or governing legislative body.
8. Each party hereto is a governmental entity entering into this Agreement for strictly governmental purposes for the common good of such party's general public

ALTERATIONS AND AMENDMENTS

This Agreement may only be amended by mutual agreement of the parties. Amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

EFFECTIVE PERIOD

This Agreement shall be in force for a period of two years following execution, and may be renewed for annually thereafter.

TERMINATION

Either party may terminate this Agreement by providing 30 days prior written notice to the other party. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

IN WITNESS THEREOF, the parties hereto have executed this agreement on the day and year last specified below. This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

BY: _____
D.A. Christian, Director
Kansas City Office of Emergency Management
Kansas City, Missouri

BY: _____
Name:

APPROVED AS TO FORM:

APPROVED AS TO FORM: