POLK COUNTY EMERGENCY MANAGEMENT AGENCY

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AGENDA

The Polk County Emergency Management Commission will meet on **Wednesday, April 18, 2007** at **1300 hours** at **Polk County Public Health, 1914 Carpenter Ave., Des Moines, Iowa.**

I. Call to Order

II. Roll Call/Introductions

A. Members

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

B. Staff -

C. Guests/Public –

III. Approval of Agenda

IV. Invited Guests or Speakers - none

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

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. April 5th meeting notable actions included: personal radiological monitoring devices discussion was tabled; regional planner's contract was extended; PSAP training offered (Polk County?); ICS 300 and 400 level training offered (Polk County?); David Hudson contracted to facilitate ARC discussions; and regional mass fatalities RFP approved for release.

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. Hazard analysis draft expected to be released to communities for discussion in May. Summer intern returning in May to help further the PDM planning.

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.

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. 30 plastic tubs were purchased to store WMD/Hazmat trailer supplies.

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

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. Summer intern will help document current 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 second draft CEP Base Plan (see Item XI – Programs/Presentations).

2. Part B – Mitigation Strategy

Current state status is compliant. Next update is due September 2007 due to disaster review requirements.

3. Part C - Recovery

Current state status is compliant. Next update is due September 2007 due to disaster review requirements.

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 fore 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. A tabletop exercise and will be continued at the April 19 meeting and will focus on quarantine and isolation ordinance and its implementation.

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. Siren inventory has been completed and a database is being finalized by staff. Will be distributed in May.

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.

Commission Discussion: Chair asked Coordinator to draft a letter to Supervisor Brownell expressing the Commission's support of previous discussion to relocate EMA administrative offices and develop emergency operations center in space vacated by Supplemental Foods.

Staff Update: Staff will be drafting letter to Supervisor Brownell and will be ready for the Chair's signature by April 18th.

I. Training

1. ICS 300 and 400

Homeland Security Region 1 is prepared to offer ICS 300 and ICS 400 courses in Polk County if there is an interest and adequate numbers of attendees. Staff is asking for level of interest from Commission jurisdictions.

J. Exercises

1. Camp Dodge Exercise

Local tabletop exercise held March 20 and functional exercise for April 17, 2007 and will be held at Camp Dodge beginning at 0900 for EOD and at 1300 for fire and EMS. 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.

4. **USPS Bio-Detection System Exercise**

The United States Postal System along with local agencies are conducting an exercise in response to a simulated activation of the bio-detection system installed at the Des Moines Main Post Office. The exercise is being held May 10th. Polk County EMA has been asked to participate as the Logistics Section Chief. Planning meetings and briefings have been held periodically led by the USPS.

K. Public Education and Information

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. Evacuation Planning Request for Proposal (RFP)

Background: Des Moines and West Des Moines have been provided funding to develop evacuation plans for their communities. Staff has worked with both communities on a proposal to collaborate on this project and use the funding to develop a metro-wide evacuation plan. The Agency does not currently have the staffing available in-house to complete this project in the funding performance period (March 2008).

Staff Recommendation: Authorize the development of a non-binding Request for Proposal in order to gage the ability for this project to be outsourced. The RFP would be brought back to the Commission for final approval before being released.

B. Automated Notification System Request for Proposal (RFP)

Background: There is growing interest in establishing an automated notification system that would use telephone and paging technologies to contact individuals, groups, and the public during emergency and non-emergency situations where large numbers of contacts needed to be made. There are several vendors that offer this technology and in order to better evaluate specific systems, their potential applications, and related costs, the Agency is requesting the authority to develop an official non-binding request for proposal to solicit comparable information from providers.

Staff Recommendation: Authorize the development of a non-binding Request for Proposal in order to gage the ability for this project to be pursued. The RFP would be brought back to the Commission for the final approval before being released.

IX. Other Business

X. Upcoming Events

A. Commission Meeting – April 18, 1300 hrs. – 1914 Carpenter Ave.
B. LEPC Meeting – April 24, 0830 hrs. – 6023 NE 14th St.
C. Metro Emergency Planners Meeting – April 25, 1300 hrs. – 800 Walnut at Wells Fargo
D. Region 1 Meeting – May 3, 1300 hrs. – Site TBD
E. Executive Committee Meeting – May 9, 1100 hrs. – 6023 NE 14th St.
F. Commission Meeting – May 16, 1300 hrs. – 1914 Carpenter Ave.

XI. Programs/Presentations – Discussion of the second draft of the Comprehensive Emergency Plan – Base Plan.

XII. Adjourn

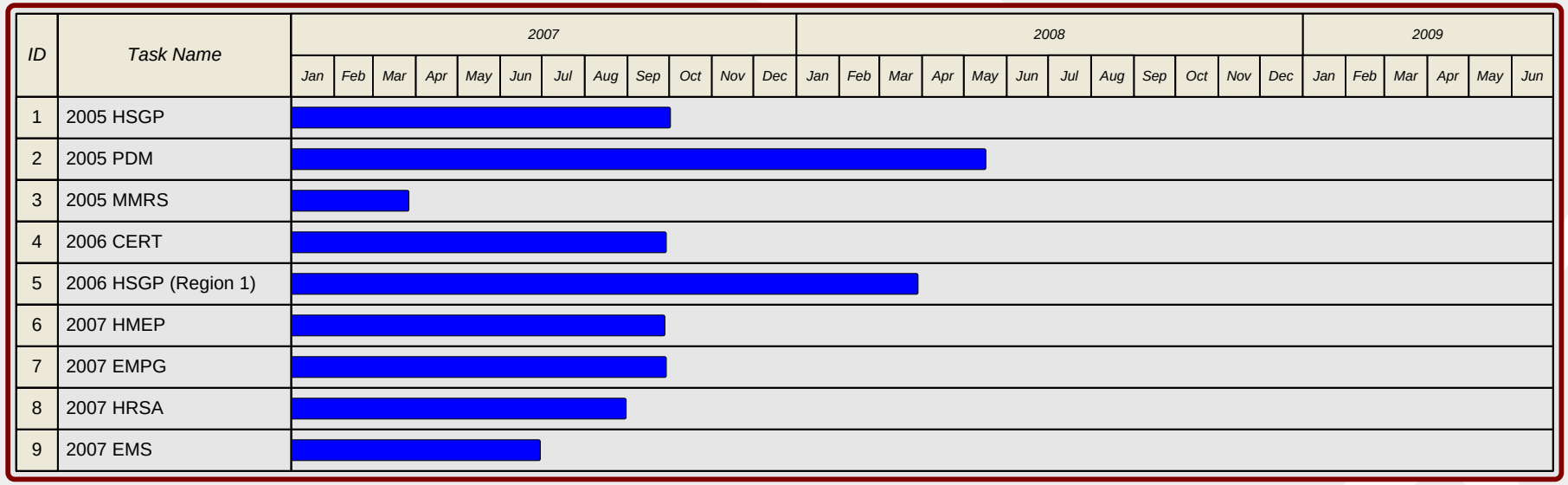
Attachment

#1

Polk County Emergency Management Agency

Attachment #1 – Grants Management

2-19-07



Notes: Grant Details

ID	Grant Name	Award Date	Award Amount	Current Balance		End Date
1	2005 HSGP (Regional)	February 28, 2005	$1,858,878	$1,173,930	(extended)	Sept, 30, 2007
2	2005 PDM	October 5, 2005	$207,612	$204,650		May 12, 2008
3	2005 MMRS	October 1, 2004	$227,592			March 31, 2007
4	2006 CERT	October 1, 2006	$4,295	$4,295		March 31, 2008
5	2006 HSGP (Regional)	October 1, 2006	$778,647	$778,647		March 31, 2008
6	2007 HMEP	October 1, 2006	$25,432	$25,432		September 30, 2007
7	2007 EMPG	October 1, 2006	$33,000 (est.)	$33,000		September 30, 2007
8	2007 HRSA	August 31, 2006	$6,040	$6,040		August 30, 2007
9	2007 EMS Sys. Dev.	July 1, 2006	$8,652	$8,652		June 30, 2007