



# POLK COUNTY EMERGENCY MANAGEMENT AGENCY

A.J. MUMM, COORDINATOR

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## AGENDA

The Polk County Emergency Management Commission will meet on **Wednesday, October 22, 2008 at 1300 hrs** at the **Polk County Communications Cntr, 6023 NE 14<sup>th</sup> Street, Des Moines, IA.**

**I. Call to Order – Executive Committee meeting on 10/08 was called to order at 1100 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            |  |

**Executive Committee Members present on 10/08: Holt, Phillips, Vorlander, Walters, Whetstone**

**B. Staff –**

**C. Guests/Public –**

**III. Approval of Agenda – moved by Walters, seconded by Whetstone to approve agenda as presented.**

**IV. Invited Guests or Speakers – none**

**V. Approval of Previous Meeting Minutes – August 20, 2008 – Moved by Phillips, seconded by Walters to approve minutes as distributed.**

**VI. Reports**

**A. Administration and Finance**

**1. Grants Management**

**a. 2006 Homeland Security Grant Program (HSGP)**

Award of \$778,647. Performance period began October 1, 2006 and will end March 30, 2009. Regional initiatives include: ESF Conversion Planning Assistance, Mass Fatalities Equipment and Exercise; EOC Survey and Equipment; NFPA 1600 training, and Animal Health Emergency Planning/Training/Equip/Exercise.

**b. 2007 Homeland Security Grant Program (HSGP)**

Award of \$339,638. Performance period began October 1, 2007 and will end October 12, 2009.

**c. 2008 Homeland Security Grant Program (HSGP)**

Region 1 and All-Region project applications were submitted on February 14, 2008. NIMS/NRP and Critical Asset Protection portions are guaranteed to the regions. Other projects need to be applied for and are awarded competitively. All-Region projects included

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**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

resource management, EOC standardization, and ESF conversion.

**d. 2006 Metropolitan Medical Response System (MMRS) Grant**

Award of \$228,000 Performance period began October 1, 2006 and will end March 31, 2009. Projects include: particulate monitors, auto injectors, hospital status system, auto notification system, safety vests, AEDs, ARES trailer, shelving, mobile printer, pelican cases, portable public address system, first aid kit, portable radios, pocket guides, and portable lighting.

**e. 2006 Community Emergency Response Team (CERT)**

Award of \$4,295.29. Performance period began October 1, 2006 and ended March 31, 2008. All funds have been expended.

**f. 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. Extension request approved. Plan completion due June 2009. Staff is drafting scope of work for contracted assistance.

**g. 2009 Hazardous Materials Emergency Program (HMEP)**

Awarded \$6,486.49 for training. Performance period began October 1, 2008 and will end September 30, 2009. 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.

**h. 2008 Emergency Management Performance Grant (EMPG)**

Award of \$39,000. Performance period began October 1, 2007 and will end September 30, 2008. Funds to be used for personnel expenses. Current balance is \$9,750.

**i. 2008 Health Resource Systems Administration (HRSA)**

Award of \$1,741. Performance period August 1, 2007 through July 31, 2008. Current balance of \$0.

**j. 2009 Emergency Medical Services (EMS) Systems Development**

Award of \$9,363. Performance period of July 1, 2008 to June 30, 2009. Current balance of \$8,731. Practice airway lab equipment and cases purchased.

**B. Hazard Identification, Risk Assessment, and Capability Assessment**

**1. Hazard Analysis and Risk Assessment**

Being developed as part of the PDM local mitigation planning process.

**C. Resource Management**

**1. Resource Management Database**

Work delayed by flooding operations. Work to resume in late 2008.

**D. Planning**

**1. Part A – Operations**

Current state status is compliant. Update was due to HLSEM by October 1, 2008. Submitted for review by HSEMD.

**2. Part B – Mitigation Strategy**

Current state status is compliant. Recertification required by February 1, 2009.

**3. Part C - Recovery**

Current state status is compliant. Recertification required by February 1, 2009.

**4. Emergency Management Commission Strategic Plan**

EMAP self-assessment conducted May 1, 2008.

**E. Direction, Control, and Coordination**

**1. National Incident Management System (NIMS)**

National Integration Center has just released a draft document for comment. Document can be found at the following site: <http://www.fema.gov/emergency/nims/index.shtml>. NIMS Cast submitted by staff in August 2008.

## F. Damage Assessment

### 1. Damage Assessment Team (DAT)

Staff will begin assembling a Damage Assessment Committee following the Flooding AAR.

## G. Communications and Warning

### 1. Statewide Interoperability MOU

**Background:** State interoperability board is asking each of the regions to sign a MOU in order to receive 20% advance funds to begin the state interoperability plans. Region 1 has asked for assurances and guidance regarding the Region's authority to enter into such agreements. Region has not signed as of September meeting.

**Executive Committee Action:** moved by Phillips, seconded by Whetstone to direct the Coordinator to seek Polk County EM Commission approval before voting to support this at the Region 1 level. Motion passed unanimously.

## H. Operations and Procedures

### 1. Polk County Emergency Operations Center (EOC)

**Background:** Staff will continue to work with Elected Officials and city/county administrators to secure a dedicated EOC facility. Staff to meet with architect in October 2008.

## I. Training

### 1. NFPA 1600

**Background:** Region 1, Polk Co. EMA, and Ankeny FD will host training for private sector emergency management officials on the NFPA 1600 Standard and business continuity planning on October 28-29, 2008 at the Ankeny FD.

## J. Exercises

### 1. Capital City Readiness Exercise

Chief Vorlander, Des Moines Fire Department, has proposed a three part exercise (tabletop, functional and full-scale) that would involve city, county, and state agencies and evaluate unified command as well as activation of local and state specialty teams for a WMD scenario. Coordinator observed exercise in Guam in September 2008 and attended a 3-day exercise design meeting in Colorado Springs in September 2008. Local exercise design committee will complete exercise objective development in October 2008.

### 2. Airport Tabletop Exercise

Des Moines Airport officials hosted a series of tabletop exercise on September 18, 2008. Assistant Coordinator participated.

## 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. Automated Notification System Request for Proposal (RFP)

**Background:** RFP produced eight (8) proposals. Interviews conducted with top 2 respondents on August 13, 2008.

**Executive Committee Action:** Moved by Phillips, seconded by Walters to recommend to the Commission to enter into a 2-year contract with CodeRed. Motion passed unanimously.

**Staff Update:** Contract is being reviewed by HSEMD to meet with MMRS grant guidance. Once reviewed by HSEMD, EMA Staff will present to Commission for approval and execution.

**B. 28E Agreement for Administration of Emergency Management Agency**

**Background:** The term of the initial 28E Agreement funding the administration of the EMA at \$0.25 per capital expires this year. Commission will need to consider renewal of the agreement. County Attorney will visit with City of Des Moines Attorney about a minor change that may not need reconsideration by the City Council. Jurisdictions will be asked to approve new 28E agreement.

**Executive Committee Action:** Moved by Walters, seconded by Phillips to distribute agreement as written to Commission for approval. Motion passed unanimously.

**VIII. New Business**

**IX. Other Business**

**Type IV IMT** – It has been discussed at several recent meetings to establish a local/regional Incident Management Team. EMA can facilitate offering of training and the development of activation, mobilization, and other procedures if supported by multiple disciplines.

**Coordinator Performance Evaluation** has been distributed to Executive Committee Members for completion.

**X. Upcoming Events**

- A. Executive Committee Mtg. – October 8, 1100 hrs. – Polk Co. Comms Center
- B. Polk Co. LEPC Mtg. – October 14, 1400 hrs. – Polk Co. EMA
- C. Commission Mtg. – October 22, 1300 hrs. – Polk Co. Comms Center
- D. Iowa Hazmat Symposium – October 23-24 – Quality Inn, Ames, Iowa
- E. Election Day – November 4, 2008
- F. Region 1 Mtg. – November 6 – Iowa Speedway, Newton, IA
- G. Executive Committee Mtg. – November 12, 1100 hrs. – Polk Co. Comms. Center
- H. ISAC Conference – November 19-21 – Coralville, IA

**XI. Programs/Presentations** – none scheduled

**XII. Adjourn** – moved by Holt, seconded by Whetstone to adjourn. Motion passed unanimously at 1205 hours.