AGENDA

Polk County Emergency Management Commission

Executive Committee

Wed., September 8, 2010
1100 Hours

Polk County Communications Center, 6023 NE 14th Street, Des Moines, Iowa

I. Call to Order –

II. Roll Call and Introductions

A. Members

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

B. Staff –

C. Guests/Public-

III. Approval of Agenda –

IV. Approval of Previous Meeting Minutes – August 18, 2010

V. Reports

A. Administration and Finance

1. **Agency Budget –** Once the grant reimbursement requests are received, the agency will end the 2009/2010 Fiscal Year with an approximate surplus of $40,000.
2. **Staff/Personnel**
   a) **Assistant Coordinator step increase -** reclassification
   b) **Coordinator annual pay increase**
   c) **Program Assistant/911 Administrator position**
3. **Grants Management**
   a) **Metropolitan Medical Response System (MMRS)**
      (1) **2007 Grant Year –** Awarded $258,145; $257,485 expended to date;
      (2) **2008 Grant Year –** Awarded $321,221; $0 Expended to date; Budget plan submitted. Focus: Regional Medical Operations Center. Waiting for FEMA approval.
      (3) **2009 Grant Year -** Awarded $321,221; $0 Expended to date; Grant agreement not yet received from the state.
      (4) **2010 Grant Year** – Award unknown; $0 Expended to date; Investment Justification submitted.

b) **Iowa Type III Incident Management Team (IMT)**

(1) **2007 Grant Year –** Awarded $40,200; $40,197 Expended to date; Focus: trailer, apparel, equipment for team members.

(2) **2008 Grant Year –** Awarded $27,000; $26,850 Expended to date; Focus: equipment, office supplies for deployment, and training for team members.

(3) **2009 Grant Year –** Awarded $40,000; $265 Expended to date; Focus: training, equipment, supplies for team members.

(4) **2010 Grant Year -** Award unknown; $0 Expended to date; Focus: TBD

c) **Emergency Medical System (EMS)**

(1) **2009 Grant Year** – Awarded $9,363; $9,363 expended to date; Focus: training equipment; START kits, mannequins

(2) **2010 Grant Year** – Awarded $10,396; $10,396 expended to date; CEVO ambulance training system, replacement skins for mannequins, rechargeable air pumps, ICS took box.

(3) **2011 Grant Year –** Awarded $7,965; $0 expended to date; Focus: TBD

d) **Emergency Management Performance Grant (EMPG)**

(1) **2010 Grant Year** - Awarded $39,000; $39,000 expended to date; Focus: emergency management organization (daily operations, salaries, etc.)

(2) **2011 Grant Year** - Awarded $0; $0 expended to date; Application submitted to HSEMD; Focus: emergency management organization (daily operations, salaries, etc.)

e) **Hazardous Materials Emergency Planning (HMEP) Grant**

(1) **2009 Grant Year –** Awarded $7,467; $7,267 expended to date; Focus: hazmat awareness and operations level training

(2) **2010 Grant Year –** Awarded $5,250; $5,250 expended to date; Focus: hazmat awareness and operations level training

(3) **2011 Grant Year –** Award unknown; $0 expended to date; Focus: hazmat awareness and operations level training

B. Hazard Identification, Risk and Capability Assessment

1. **Countywide GIS Project –** Contractor request for location information on critical infrastructure is being provided by staff.

C. Resource Management

1. **Resource Typing –** Contact Assistant Coordinator if your jurisdiction's police, fire, and EMS has not completed the resource typing.

D. Planning

1. **Comprehensive Emergency Plan (CEP) –** The following CEP functional annexes were reviewed by staff and are recommended for review, comment, and eventual adoption by the Commission: Emergency Support Function (ESF) #6: Mass Care, Housing, and Human Services; ESF#7: Resource Support; ESF#8: Public Health and Medical Services (includes Mass Casualty Incident plan section developed and submitted by the Central Iowa EMS Directors); and ESF#10 Hazardous Materials.
2. **EMA Strategic Plan –** Moderately compliant. Frequent operational activations hampered additional progress. Substituted ESF annexes based on ease of review. Staff will draft updated strategic plan to cover FY2010/2011 and submit to Executive Committee for review and adoption.

E. Direction, Control, and Coordination – Staff to prepare a survey as directed by the Commission to determine NIMS/ICS training needs and opportunities.

F. Damage Assessment – Lessons learned and best practices from floods of 2010 will be integrated into the CEP during the winter 2010/2011.

G. Communications and Warning

1. **Regional Radio Project –** Vendor interviews to take place September 9, 2010.

H. Operations and Procedures

1. **Countywide Emergency Operations Center (EOC) –** Expected completion October 2010

I. Training –

1. **IMT/EOC Interface Course** to be offered to Iowa Type III IMT in December. There may be opportunities for local officials to participate in this training/exercise course. More information will follow the pre-course assessment in October.

J. Exercises – See "Training" above.

K. Public Education and Information

1. **National Preparedness Month –** Series of media releases on preparing a kit, having a plan (family/business), and staying informed have been distributed. Continuing with campaign to include 9/11 Drill-down promotion and Code Red registration and testing.

L. Homeland Security

1. **MAC Homeland Security Agreement –** Coordinator asked to present 28E Agreement at Board of Supervisor's Board/Staff Discussion. Will be considered for approval in September by Polk County Board of Supervisors. Staff is unaware of other jurisdictional approvals.

VI. Old Business - None

VII. New Business

A. **Polk City Pre-Disaster Mitigation (PDM) Plan Update –** Polk City has updated their portion of the PDM plan to include a ring levee surrounding their sewer lagoon. **Staff Recommendation:** Approve additional Polk City project and adopt the amended plan.

VIII. Other Business

IX. Upcoming Events

A. **Iowa League of Cities Annual Conference –** Sept. 21-24, Coralville, IA
B. **IMT-EOC Interface Pre-Course Assessment –** Oct. 11-15, Des Moines
C. **Executive Committee Mtg. –** Oct. 13, Polk Co. Communications Ctr.
D. **Commission Meeting –** Oct. 20, Polk Co. Communications Ctr.
E. **Iowa Hazmat Symposium –** Oct. 21-22, Ames, IA
F. **Governor's Homeland Security Conf. –** Nov. 2-4, West Des Moines
G. **Executive Committee Mtg. –** Nov. 10, Polk Co. Communications Ctr.
H. **Veteran's Day Holiday –** Nov. 11

X. Programs, Presentations, Invited Guests or Speakers – None Scheduled.

XI. Adjournment –