



AGENDA

Polk County
Emergency
Management
Commission

Full Commission

Wed., October 20, 2010
1300 Hours

Location: To Be Determined

I. **Call to Order – Executive Committee Meeting on 10.12.10 called to order at 1105 hours.**

II. **Roll Call and Introductions**

A. **Members**

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

Executive Committee Members Present on 10.12.10 meeting: Mundt, Krohse, TeKippe, Phillips, Shoemaker (guest)

Executive Committee Discussion: Chief Phillips is being reassigned by the Sheriff to supervise the Polk County Jail effective November 1, 2010. Chief Leesa Shoemaker will become the Sheriff's representative on the Commission. To maintain balance between fire and law enforcement on the Executive Committee, the Chair will be asking Chief Shoemaker to replace Chief Phillips on the Executive Committee.

B. **Staff –**

C. **Guests/Public-**

III. **Approval of Agenda – Executive Committee Action:** Moved by TeKippe, seconded by Mundt to approve the agenda as presented. Motion passed unanimously.

IV. **Approval of Previous Meeting Minutes – August 18, 2010 – Executive Committee Action (9.8.10):** Moved by McDaniel, seconded by Mundt to approve the minutes as distributed. Motion passed unanimously.

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. Budget process for 2011/2012 FY will begin in November with adoption expected in February 2011.

2. **Staff/Personnel**

- a) **Assistant Coordinator step increase –** Staff has begun preparing the documentation for the reclassification process and will present to the Executive Committee in the next 30 days.

b) **Coordinator annual pay increase** – Human Resources currently reviewing the Coordinator’s position classification.

c) **Program Assistant/911 Administrator position** – being drafted by Staff.

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 tool 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)** – Emergency Support Functions 6 (Mass Care), 7 (Resource Support), 8 (Public Health and Medical Services to include the MCI Plan), and 10 (Hazardous Materials) was approved by email vote and submitted to HSEMD.

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

L. Homeland Security

1. **MAC Homeland Security Agreement** – Jurisdictional approvals should have or are currently being considered.

VI. Old Business - None

VII. New Business

- A. **Bondurant Pre-Disaster Mitigation (PDM) Plan Update** – Bondurant has updated their portion of the PDM plan. **Staff Recommendation:** Approve Bondurant update and adopt the amended plan. **Executive Committee Action:** Moved by TeKippe, seconded by Phillips to accept the Bondurant addition to the multijurisdictional hazard mitigation plan and to amend the plan as necessary. Motion passed unanimously.

VIII. Other Business

- A. **Commission Vice Chair Vacancy** – With the reassignment of current Vice-Chair Phillips, a new Vice-Chair will need to be elected from the Commission Membership. **Executive Committee Action:** TeKippe nominated Mundt for Vice-Chair and this was seconded by Phillips. After review of the By-Laws, it was determined that this action must be done by the full Commission. No vote was taken and no withdrawal of the motion was made. The Chair instructed Staff to send out an email asking for nominations for Vice-Chair to be made no later than Tuesday, October 19, 2010 so that this matter can be voted on at the Commission meeting on October 20th.
- B. **Community Emergency Response Teams (CERT)** – Ankeny and Polk City are discussing the combining of CERT resources. The City of Grimes and Johnston are also discussing the formation of a CERT team. Altoona has already filed for CERT designation through the state and federal Citizen Corps programs. **Executive Committee Discussion:** Over the past several years, the CERT funding has decreased due to decreasing federal funding and the addition of other teams in Iowa. A full discussion of how the Commission supports CERTs in the future should occur before funding is distributed among existing or future CERTs.
- C. **Barton Solvents Incident** – Coordinator was subpoenaed as a witness in a suit between a Minnesota truck driver (Plaintiff) and Barton Solvents (Defendant) where the Plaintiff claims that he was injured when he drove through the area during the incident along Interstate 80. Coordinator was deposed on October 11th and the trial is expected to begin November 1st where the Coordinator will likely be called to testify.

IX. Upcoming Events

- A. **Commission Meeting** – Oct. 20, Polk Co. Communications Ctr.
- B. **Iowa Hazmat Symposium** – Oct. 21-22, Ames, IA
- C. **Governor’s Homeland Security Conf.** – Nov. 2-4, West Des Moines

- D. **Executive Committee Mtg.** – Nov. 10, Polk Co. Communications Ctr.
- E. **Veteran’s Day Holiday** – Nov. 11

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

- XI. **Adjournment** – **Executive Committee Action:** Moved by Mundt, seconded by Phillips to adjourn. Motion passed unanimously at 1212 hours.