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# AGENDA

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Polk County  
Emergency  
Management  
Commission

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Executive Committee

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Wed., 20-Apr-2011  
1100 Hours

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Location: Polk County EOC  
1907 Carpenter Ave.  
Des Moines, IA 50314

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**I. Call to Order –**

**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                                  |  |

**B. Staff –**

**C. Guests/Public-**

**III. Approval of Agenda –**

**IV. Approval of Previous Meeting Minutes – February 23, 2011.**

**V. Reports**

**A. Administration and Finance**

**1. Agency Budget –**

- a) Current fiscal year budget report to be generated monthly.
- b) FY 2011 28E agreement funding has not been received from the following member jurisdictions: Bondurant, Mitchellville, West Des Moines, and Windsor Heights.

**2. Staff/Personnel**

- a) **Assistant Coordinator step increase – HR position description and market survey completed.**
- b) **Program Assistant/911 Administrator position – HR position description and market survey completed. Delay due to EMPG status questions created by federal Continuing Resolutions. Projected start date is July 1.**

**3. Grants Management**

**a) Metropolitan Medical Response System (MMRS)**

- (1) **2008 Grant Year –** Awarded \$321,221; \$321,221 Expended to date; waiting on reimbursement. Focus: Regional Medical Operations Center.
- (2) **2009 Grant Year -** Awarded \$321,221; \$0 Expended to date; Focus: Regional Medical Coordination, sustainment of Code Red, FirstWatch, EMSysetms, etc. Work plan submitted, waiting on confirmation from HSEMD.



- c) ESF #6 is being updated by staff in April. Expected to be distributed for broad review in May.
- 2. **EMA Strategic Plan** – 2011 Strategic Plan drafted and included as Attachment #1. Detailed capabilities/organizational assessment to take place in Fall 2011.
- E. **Direction, Control, and Coordination** – Staff continue to conduct NIMS/ICS training as well as EOC training/exercises.
- F. **Damage Assessment** – Lessons learned and best practices from floods of 2010 will be integrated into the CEP during the plan review process. Meetings continue with Metro Waste Authority on debris management.
- G. **Communications and Warning** –
  - 1. **Regional Radio Project** –Letter to make jurisdictions aware of narrow-banding impact on outdoor warning siren activation distributed in December.
  - 2. **Outdoor Warning Sirens** – Activation policy discussed with media during SWAW. No significant conflicts expressed by the public.
- H. **Operations and Procedures** –
  - 1. **Countywide Emergency Operations Center (EOC)** – Funding was available for additional improvements and capability enhancements following construction. This includes: projector and smart board installation in C05; VGA inputs to televisions; conference call microphone installation in C14; remote entry capabilities installed in C03 and C05; microphone installation in C13; and additional wall clock in C11.
  - 2. **RAGBRAI** – Incident Action Planning process continues with jurisdictions along the route as well as potential mutual aid jurisdictions/agencies.
- I. **Training**
  - 1. **Storm Spotter Course** – National Weather Service delivered the annual storm spotter class April 5<sup>th</sup> at 7 pm, Polk County EOC. Approximately 120 people attended.
  - 2. **TEEX EOC Management and Planning Course** – Polk County delivery May 24-26. Registration notice sent April 19<sup>th</sup>.
- J. **Exercises** – **National Disaster Medical System (NDMS)** exercise to take place the week of May 16 with the patient movement portion of the exercise taking place May 19<sup>th</sup>.
- K. **Public Education and Information** – Approximately 6 interviews with the media during SWAW.
- L. **Homeland Security** -

**VI. Old Business –**

- A. 28E Agreement for Administration of Emergency Management Renewal (FY2012-2014)**  
– Renewal resolutions have been received from member jurisdictions with the exception of Mitchellville and West Des Moines.

**VII. New Business**

- A. Commission Officers Elections** – The Commission shall elect each year from its membership, a Chair and Vice-Chair to serve for a period of one (1) year. Officer elections shall be held annually in the month of March. The one (1) year term will begin on the first day of April following the March election.
- B. North Polk School District PDM Plan** – to satisfy the federal requirements for a safe room mitigation project at North Polk High School, the school district needs to be treated as a separate political jurisdiction. The solution will be to amend the countywide plan to include North Polk School District as a jurisdiction in the PDM plan.
- C. Comprehensive Emergency Plan – Emergency Support Function #15: Public Information** – ESF#15 has been reviewed and updated by staff, reviewed and commented by member jurisdictions and affiliated partners, and is submitted to the Commission for adoption. [Attachment #2]

**VIII. Other Business**

**IX. Upcoming Events**

- A. Region 1 meeting** – 5 May 2011 @ 1300 hours, Polk County EOC
- B. HAZUS/Countywide GIS project training** – 9-12 May 2011, Polk County EOC
- C. University of Okoboji EM Conference** – 11-13 May 2011, Okoboji, IA
- D. Executive Committee Meeting** – 11 May 2011, Polk County EOC (postpone/cancel?)
- E. Full Commission Meeting** – 18 May 2011 @ 1300 hours, Polk Co. EOC

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

**XI. Adjournment –**



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# Attachment #1

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## 2011 Strategic Plan – Polk County Emergency Management Agency – Draft 2011.03.15

January	February	March	April	May	June
<ul style="list-style-type: none"> <li>• Executive Committee Meeting</li> <li>• Budget development</li> </ul>	<ul style="list-style-type: none"> <li>• Executive Committee Meeting</li> <li>• Commission Meeting</li> <li>• Approve Budget</li> <li>• Submit EMPG grant application</li> </ul>	<ul style="list-style-type: none"> <li>• ESF#11 Development and Review</li> <li>• MMRS Investment Justification submitted</li> <li>• Participate in NDMS TTX</li> <li>• Attend IEMA and ISAC conferences</li> </ul>	<ul style="list-style-type: none"> <li>• Executive Committee Meeting</li> <li>• Severe Weather Awareness Week</li> <li>• Outdoor Siren Activation Policy Awareness</li> <li>• EOC short course delivery to Polk County Officials</li> <li>• Review and Update ESF6: Mass Care</li> <li>• Submit HMEP grant application</li> </ul>	<ul style="list-style-type: none"> <li>• Executive Committee Meeting</li> <li>• Commission Meeting</li> <li>• EOC Ops and Planning Course</li> <li>• Participate in NDMS Functional Exercise</li> <li>• Review and Update ESF8: Public Health &amp; Medical Services</li> <li>• Attend U of Okoboji Conference</li> </ul>	<ul style="list-style-type: none"> <li>• MMRS Conference</li> <li>• Review and Update ESF10: Hazardous Materials</li> <li>• Complete outdoor warning siren inventory assessment</li> </ul>
July	August	September	October	November	December
<ul style="list-style-type: none"> <li>• EM/E911 Employee Starts</li> <li>• Executive Committee Meeting</li> <li>• Review and Update ESF9: Search &amp; Rescue</li> <li>• Support RAGBRAI event</li> <li>• Deliver EOC Short course</li> </ul>	<ul style="list-style-type: none"> <li>• Executive Committee Meeting</li> <li>• Commission Meeting</li> <li>• Review and Update ESF3: Public Works and Engineering</li> <li>• Support Iowa State Fair event</li> <li>• Support NEMA Conference</li> <li>• Attend and present at IAFC Conference</li> </ul>	<ul style="list-style-type: none"> <li>• Executive Committee Meeting</li> <li>• Deliver National Preparedness Month Campaign</li> <li>• Review and Update ESF2: Communications</li> </ul>	<ul style="list-style-type: none"> <li>• Executive Committee Meeting</li> <li>• Partner with SIP for Prepare Fair 2011</li> <li>• Review and Update ESF1: Transportation</li> <li>• Deliver EM Program Development Course</li> <li>• Support and Attend Iowa Hazmat Symposium</li> </ul>	<ul style="list-style-type: none"> <li>• Executive Committee Meeting</li> <li>• Commission Meeting</li> <li>• Review and Update ESF12: Energy</li> <li>• Attend IEMA and ISAC Conferences</li> <li>• Deliver EOC short course</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare 2011/2012 Budget</li> <li>• Review/update strategic plan</li> <li>• Review and Update ESF5: Emergency Management</li> </ul>

- Continual administration of EMPG and MMRS grants
- Attend regular meetings of partner functions (TMAC, PW, Fire, IEMA, COAD, SIP, Multidisciplinary, Metro ED, CIEMSD, PLEXA, Metro Media Council)
- ICS/NIMS training supported continuously (target 8 courses)
- Standard Operating Procedures developed and updated as identified
- Coordinator and Assistant Coordinator obtain a minimum of 40 hours of continuing education
- Conduct or support 2 Tabletop Exercises
- Utilization of Facebook and Twitter for continuous public education and awareness