



POLK COUNTY EMERGENCY MANAGEMENT AGENCY

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MINUTES

The Polk County Emergency Management Commission met on Wednesday, April 19, 2006 at 1300 hours at the Polk County Communications Center, 6023 NE 14th Street, Des Moines, Iowa.

I. Call to Order at 1300 hours by Chairperson Burns.

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 | |

Members present: Bein, Burns, Cox, Holt, Lent, Mathis, Moody (Alternate), Roe, Vorlander, Walters, and Whetstone

B. Staff – Mumm and Reelitz

C. Public -

III. Approval of Agenda

Commission Action: Moved by Walters, seconded by Roe to approve the agenda as prepared. Motion passed unanimously.

IV. Invited Speaker(s) – none scheduled

V. Approval of Previous Meeting Minutes – March 15, 2006

Commission Action: Moved by Vorlander, seconded by Mathis to approve minutes from the March meeting. Motion passed unanimously.

VI. Reports

A. Administration and Finance

1. Grants Management – Attachment #1

a. 2004 Homeland Security Grant Program (HSGP)

Award amount of \$1,137,132. Approximately \$622,000 obligated for EOD robot and support vehicle. Balance of approximately \$550,000 to be used for conducting and implementing the results of the WMD Assessment. Some equipment and supplies have begun to come in and are being processed and distributed. Considerable effort is being expended by staff to better ensure interoperability with existing equipment. Performance period extended beyond 11/30/05. Self-procurement is not an option according to HLSEM.

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

b. 2005 Homeland Security Grant Program (HSGP)

Region 1 awarded \$1,826,529.73. Decision packets have been submitted to include a regional WMD Assessment. Regional training funds are providing a laptop computer, digital projector, and portable screen to be used for regional and local training. Items will be available to jurisdictions by request through the Agency. MARF Training postponed due to limited enrollment. Performance period ends 3/31/07. Region 1 has contracted with David Hudson to assist in management of the assessment process for local entities and the Region. Staff Update: Next meeting is scheduled for Thursday, May 4 at 1300 hours in Story County.

c. 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. Jurisdictional steering committee kickoff meetings are being held and work continues on schedule. Staff currently updating community profiles and will submit drafts to the jurisdictional steering committees.

d. 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. MMRS Mental Health Plan currently being reviewed by ARC, Polk County EMA and Polk County Public Health. Alternate site tabletop exercise to be conducted on June 14, 2006.

e. 2006 Emergency Medical Services (EMS) Systems Development Grant

Award of \$8,513. Performance period began July 1, 2005 and will end June 30, 2006. \$4,441.54 remains to be used based on an implementation strategy developed by the Polk County EMS Association. EMS training has been identified as priority. District Chief David Keenan, DMFD, or Deputy Chief Frank Prowant, Ankeny FD, are points of contact for training.

f. 2006 Emergency Management Performance Grant (EMPG)

The FY2006 EMPG application is due December 15, 2005. It is expected that HLSEM will not receive the federal EMPG guidance or allocation until late January 2006. Staff attended training on November 28. Award amount is \$32,817.11. This grant will contribute towards personnel expenses and agency equipment needs. 50% local match met by city/county contributions to EMA budget. Grant agreement signed by the Coordinator and the Commission Chair on 3/8/06.

g. 2006 Hazardous Materials Emergency Planning (HMEP) Grant

Awarded \$10,154.05 for training, \$10,873.25 for planning, and \$7,500 for the Iowa Hazmat Symposium. Performance period is from October 1, 2005 through September 30, 2006. Polk County will continue to work with seven of the surrounding county LEPCs to further hazardous materials planning and training. **Staff Update: The Polk County LEPC received a software demo from IDSiGIS on their web-based Tier II reporting management software at the April LEPC meeting. The LEPC is considering this for their planning project in the 2007 grant application.**

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

Community Profiles are being developed as part of the PDM local mitigation planning process.

C. Resource Management

1. Iowa Mutual-Aid Assistance Compact

The Compact supports the process for local communities to request or provide aid to respond to and recovery from local disasters. The agreement addresses issues related to limitation of response, worker's compensation, financial reimbursement, and licenses and permits. Jurisdictions in Polk County that have not signed onto the IMAC include: Alleman and Runnells. Alleman expects to pass the resolution in March 2006. EMA Staff currently collecting contact information for Authorized Representatives and Designated Contacts for each jurisdiction.

2. 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.

D. Planning

1. Part A – Operations

Current state status is compliant. Next update is due to HLSEM by October 1, 2006.

2. Part B – Mitigation Strategy

Current state status is compliant. Next update is due November of 2008 or within 180 days of the formal closing of a Presidential disaster incident period.

3. Part C - Recovery

Current state status is compliant. Next update is due October 2008 or within 180 days of the formal closing of a Presidential disaster incident period.

4. Local Pre-Disaster Mitigation (PDM)Plans

Current status is non-compliant. Grant application was successful with award of \$207,000 and 3-year scope of work. Jurisdictional kickoff meetings are currently being conducted. Sample local resolutions are being distributed in February at the kickoff meetings and all member jurisdictions are required to pass the resolutions to meet planning compliance requirements from HLSEM and FEMA.

5. Biological Emergencies/Pandemic Planning

Emergency Management and Public Health continue to meet on a biweekly basis. Public sector is involving the Iowa Contingency Planners, the Metro Emergency Planners, and Infragard in the planning process. 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. Coordinator has drafted a planning strategy and has submitted it to the Polk County Public Health Director for comments. This strategy includes comments and discussion at the recent multi-jurisdictional and multi-discipline meeting held at PCPH. The core of the strategy involves four 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. Next meeting is April 20th at 1300 hours at 1914 Carpenter in DSM.

6. Emergency Management Commission Strategic Plan

Survey and discussion of internal weaknesses is planned for April as part of the SWOT analysis.

E. Direction, Control, and Coordination

1. National Incident Management System (NIMS)

As a requisite of participation in federal grants, federal, state, and local jurisdiction personnel are required to complete the following training by October 1, 2005: IS-100 – Introduction to Incident Command, IS-200 – Basic Incident Command, and IS-700 – Introduction to NIMS. NIMSCAST baseline information has been submitted to HLSEM. The following communities have not passed local resolutions supporting the National Incident Management System: **Alleman and Runnells**. 2006 NIMS Training requirements have been distributed from the NIMS Integration Center.

2. Claritus Identification Badge System

Staff will begin drafting appropriate use protocols for the computerized identification badge system. Meeting was held December 12 among interested parties. DMFD provided a live demonstration of the system's capabilities. EMA Staff has received training from DMFD personnel and will begin designing templates for jurisdictional use.

F. Damage Assessment

1. Damage Assessment Team (DAT)

Initial Damage Assessment Team introductory meeting was conducted. Curriculum is being collected and developed for team members. Damage Assessment forms have obtained from HLSEM to be integrated into the Damage Assessment Annex to the countywide plan. Staff is developing an implementation strategy for presentation to the Commission at the May meeting.

G. Communications and Warning

1. Severe Weather Awareness Week

Severe Weather Awareness Week has been scheduled for the week of April 3, 2006. Statewide tornado drill scheduled to be conducted on Wednesday, April 5, 2006. Drill schedule emailed to stakeholders on March 6. Storm spotter classes have been scheduled in Polk County on March 28 for amateur radio operators at Northern Warren Fire Station and on April 4 at Pioneer's Auditorium in Johnston for the interested public. Staff will begin reviewing outdoor warning siren inventory and updating as necessary. Siren map update draft will be provided to all jurisdictions for their feedback in late April or early May. Staff is working with Camp Dodge Security to make sure activation protocols are consistent.

2. Code Red Automated Notification System

The Coordinator and the PSAP Directors have been given a demonstration of the Code Red system. It is a computerized notification system that can be used to notify the public or predestinated rosters. Costs are greatly reduced through countywide purchasing. Current discussions among the PSAP Directors and EMA involve ways to structure the purchase in an equitable fashion. The proposal will be presented to the Commission upon completion in early May. Staff is working with Camp Dodge on possible partnership.

H. Operations and Procedures

1. WebEOC

Web-based emergency operations center software has been acquired by HLSEM and initial training has been conducted with emergency management coordinators. HLSEM will be building additional functionality into the software and provide guidance on rolling it out to county EOCs. HLSEM has indicated that it will not support WebEOC beyond the county EOC level. Coordinator will research comparable lower-cost alternatives and report back. Disaster Management Interoperability Services (DMIS) offers a similar product to WebEOC. Commission members are encouraged to review these capabilities at <http://www.dmi-services.org>. Coordinator will research and report back at future meeting.

2. Suspicious Substance Response to Polk County Courthouse

Two separate incidents at the Polk County Courthouse have provided responders and Courthouse employees an opportunity to critique the internal and external responses. An informal after-action session identified the need for an in-service training for Courthouse employees. Captain Phillips of MetroSTAR will lead this effort.

I. Training

1. Independent Study (IS) 547 – Introduction to Continuity of Operations

Five (5) hour web-based course designed for a wide audience can be found at <http://training.fema.gov/emiweb/is/is547.asp>.

2. NIMS IS-700 and ICS-100

- a. Elected Officials NIMS training will be scheduled for spring 2006. Coordinator will talk with the MAC to identify viable options.
- b. Interested jurisdictions/disciplines should contact the Agency to schedule training.
- c. 2006 NIMS training requirements distributed to Commission Members in November.

*Course offered through HLSEM. For more information see www.iowahomelandsecurity.org.

J. Exercises

1. Des Moines International Airport Triennial Airport Exercise

To be held September 9, 2006. Exercise Design Team meeting every two weeks.

2. Des Moines Water Works Exercise

Coordinator has been invited to participate in exercise design meetings with Des Moines Water Works for a contaminated water exercise scheduled for October 20, 2006. Exercise Design Team meeting monthly.

3. Des Moines Hospital Surge Capacity Exercise

Scheduled for June 14, this exercise will evaluate the resources needed to set up alternate sites at Grandview College and Des Moines University using the MOU between the Polk County Emergency Management Commission and the hospitals. MMRS committee is coordinating.

K. Public Education and Information

1. Polk County EMA Web Site

March 27, 2006 unveiling has been postponed due to medical leave of Polk County IT staff member. Updated timeframe is June-August.

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. Consolidated Emergency Operations Center

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.

B. Preliminary Equipment Priority Summary

Background: Under the 2004 Homeland Security Grant Program, the Commission chose to conduct a Weapons of Mass Destruction Capability Assessment with contracted assistance from Tetra Tech EM, Inc. Tetra Tech as submitted a Preliminary Equipment Priority Summary. This summary will help the Commission identify equipment that can be entered into the State of Iowa's HLSEM equipment procurement database. HLSEM has requested information be entered into the database to begin procurement as soon as possible. Even though the performance period ends November 30, 2005, they are asking equipment be submitted for bid by August 19, 2005. Approximately \$550,000 remains for equipment purchases.

Staff Recommendation: Discussion of Preliminary Equipment Priority Summary and direct Staff to approach disciplines and jurisdictions to verify prioritized needs.

Commission Action: Directed the Coordinator to submit the preliminary list to the Commission for feedback after staff has meet with Tetra Tech and coordinated due dates with HLSEM.

Update: Presentation and discussion of *Analysis of Polk County Weapons of Mass Destruction and Terrorism Response Capabilities* delivered by Jeremy Kauffman, Tetra Tech EM, Inc.

Commission Discussion: Members generally felt that the PPE and other equipment presented in the recommendation was appropriate, but that this needed to be integrated with training and exercising to be able to use it correctly. Greater attention from law enforcement, public works, and parks and recreation should be paid to Operations level hazmat training. Commission members generally felt there was a large gap between existing expertise of response personnel and the required/desired expertise in the area of hazardous materials, WMD, and specialized operations. Members felt this should be addressed through training tied to equipment supplies.

Commission Action: Moved by Burns, seconded by Holt to move forward with the strategy presented by Tetra Tech and Staff [PowerPoint presentation sent earlier as separate attachment, contact Staff if you did not receive it] and that equipment list be distributed after staff completed the Phase II review. Motion passed unanimously.

Staff Update: Attachment #2 (October 2005 Agenda) contains the recommended equipment purchases that fulfill the concept proposed and endorsed by the Commission at the September Commission meeting.

Commission Action: Moved by Burns, seconded by Vaughn to authorize Staff to confirm purchase of equipment through the HLSEM database as listed in Attachment #2 (October 2005 Agenda). Motion passed unanimously.

Staff Update: Staff continues to work with HLSEM staff to procure the approved equipment. Issues of interoperability continue to be raised by EMA staff. 54 equipment item types have been ordered to date totaling approximately \$175,000. Of those ordered, 17 item types have been received totaling approximately \$15,000.

C. Timing of Commission Chair and Vice Chair Elections

Background: Because of the sequence of elections the potential exists that a Commission Chair or Vice Chair could not be appointed by their jurisdiction to serve as a Commission Member. Holding Commission elections following the general elections would remove uncertainty of Commission membership.

Executive Committee Action: Moved by Vorlander, seconded by Vaughn to recommend an amendment to the By-Laws calling for Commission elections to be held in March, beginning in 2007. Motion passed unanimously.

Commission Action: Moved by Vorlander, seconded by Walters to recommend to the Chair-Elect that the Commission consider amending the By-Laws to call for annual elections held in March beginning in 2007. Motion passed unanimously.

D. Des Moines Police Department Homeland Security Proposal

Background: Des Moines Police Chief Bill McCarthy has proposed to launch a regional terrorism task force and is seeking suburban, county, and regional support for this effort.

Executive Committee Action: Moved by Vorlander, seconded by Vaughn to recommend to the Commission that they endorse the concept of a quality WMD/Terrorism/All-Hazards law enforcement response capability. Motion passed unanimously.

Commission Action: Moved by Vorlander, seconded by Walters to table the endorsement of the concept until more information is available for decision making. Motion passed unanimously. (January 2006)

Executive Committee Action: Moved by Vorlander, seconded by Walters to recommend to the Commission that they petition the Iowa Homeland Security Region 1 for funding support of the regional terrorism task force. Motion passed unanimously.

Commission Action: Moved by Vorlander, seconded by Walters to table the Executive Committee's recommendation to petition Region 1 for funding support. Motion passed unanimously. (January 2006)

Staff Update: Coordinator has been asked to participate in a subcommittee assembled by the Metro Advisory Council and Chaired by City Manager Carl Metzger. The subcommittee as not received its specific mission as of 3/6/06. Other subcommittee members include area fire chiefs, police chiefs, city managers, and emergency management coordinators.

E. By-law Review Committee

Background: Recent discussions around Commission elections and the establishment of the Executive Committee have led to broader questions of the currency of the by-laws. The Executive Committee has raised the idea of establishing a By-Law Review Committee to evaluate the current by-laws and make recommendations for needed changes to the Chair and Executive Committee.

Staff Recommendation: The Chair should appoint a three person subcommittee, assisted by the Coordinator, to review the by-laws and make recommendations to the Chair and Executive Committee for consideration to be taken to the full Commission for ratification by at least a three-fourths majority.

Executive Committee Discussion: The Chair will be appointing a three-person subcommittee to review the by-laws at the March meeting. The Chair will look for volunteers to serve on this subcommittee. He is especially interested in filling this subcommittee with Members that are currently not on other subcommittees. Discussion to take place at March Commission meeting.

Commission Discussion: Chair appointed three members of the Commission to serve on the By-Law Review Sub-Committee and recommend changes to the Commission. The Sub-Committee appointed was Roe (Chair), Arentsen, and Hansen.

Commission Discussion: Sub-Committee Chair Roe provided an overview of updates and changes to the By-Laws. Question raised as to if the Commission members themselves have the authority to ratify the updated By-Laws or if they had to go back to the Jurisdictions for ratification.

Commission Action: Moved by Vorlander, seconded by Roe to request the Coordinator obtain a declaratory ruling from the Polk County Attorney's Office on the Commission's authority to change the by-laws. Motion passed unanimously.

VIII. New Business

IX. Other Business

A. I-235 Construction Update

Construction progress on I-235 will greatly impact access to downtown. Lane and exit closures should be closely monitored by public safety agencies. The Traffic Management Advisory Committee meets monthly to discuss such issues.

X. Upcoming Events

- A. Commission Meeting – April 19, 1300 hours – Polk County Communications Center
- B. Metro Emergency Planners Quarterly Meeting – April 19, 1300 hours – Ruan II 6th & Locust
- C. MAC Homeland Security Subcommittee – April 26, 0800 hours – Ankeny
- D. Drake Relays – April 27-30 – Drake Stadium, Des Moines
- E. Region 1 Homeland Security – May 4, 1300 hours - TBD
- F. Executive Committee – May 10, 1100 hours – Ankeny Fire Station
- G. Commission Meeting – May 17, 300 hours – Polk County Communications Center
- H. State High School Track Meet – May 18-20 – Drake Stadium, Des Moines
- I. RAGBRAI – July 26, 2006

XI. Programs/Presentations – SWOT Analysis of Strategic Planning Process

General agreement was to adjourn and conduct the SWOT analysis immediately following meeting so that members could excuse themselves or stay for the discussion of internal weaknesses of the Agency. All members decided to stay and the following is a summarized list of identified internal weaknesses.

- Lack of regular participation by several jurisdictions in Commission meetings and activities
- Agency/community lacks recent institutional experience with large-scale disasters
- Resource management tools are crude and incomplete
- Lack of countywide EOC
- Communications interoperability is lagging especially in the area of mobile command unit
- Confusing training standards initiated by state and federal changing mandates
- Lack of standardization between Polk County and adjacent county EMAs
- Lack of resources as incentives to get volunteers and volunteer organizations involved in exercises

- Because of additional homeland security issues, emergency management is getting away from the “basics” of the discipline and we can’t lose focus too much
Other thoughts, ideas, or issues that are thought of should be directed to the Coordinator as this process continues.

XII. Adjourn

Commission Action: Moved by Mathis, seconded by Lent to adjourn at 1350 hours.