



POLK COUNTY EMERGENCY MANAGEMENT AGENCY

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MINUTES

The Polk County Emergency Management Commission met on Wednesday, September 20, 2006 at 1300 hours at the Polk County Public Health Dept., 1914 Carpenter St., Conf. Rm. B, Des Moines, Iowa.

I. Call to Order at 1303 hours

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 | |

Commission Members Present: Arentsen, Burns, Cox, Holt, Mathis, Phillips, Shatava, Vorlander, and Whetstone,

B. Staff - Mumm and Reelitz

C. Public - none

III. Approval of Agenda

Commission Action: Moved by Holt, seconded by Phillips to approve agenda as presented. Motion passed unanimously.

IV. Invited Guest(s)/Speaker(s) – none scheduled

V. Approval of Previous Meeting Minutes – August 16, 2006

Commission Action: Moved by Whetstone, seconded by Phillips to approve minutes of August 16, 2006 meeting as distributed. 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. Approximately \$35,850 in requested equipment and supplies are still outstanding pending bids, backorders, and interoperability.

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. Performance period ends 3/31/07. Regional Board provided feedback on Tetra Tech recommendations and will be investigating several potential projects to include: temporary shelter supplies, apparatus mounted raw radiological detection equipment, large scale incident training for telecommunicators, hiring regional CAPP planner on contract, issuing RFP for regional mass fatalities plan, and the consideration of a proposal for the compilation of a "light" USAR capability in Region 1.

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. Recent meeting have been held in Johnston and are scheduled for West Des Moines, Elkhart, Pleasant Hill, and Urbandale.

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. Auxiliary power supplies installed at Grandview College and Des Moines EOC. Surge capacity exercise has been postponed.

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. Approximately \$2,400 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 Health Resource Systems Administration (HRSA) Grant

Award of \$7,021 (\$4,021 Base + \$1,250 NIMS Compliant MCI Plan + \$1,750 Exercise). Performance period began August 31, 2005 and ends August 30, 2006. \$27.44 remained. Funds were used to purchase triage tags, 2 advanced moulage kits, and a supply of Cipro.

g. 2006 Emergency Management Performance Grant (EMPG)

The FY2006 EMPG application is due December 15, 2005. 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. FFY Q3 reimbursement request of \$15,264.53 was submitted in June. Balance to be requested in September 2006.

h. 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. 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. Training balance is \$1,924.05. Planning balance is \$10,873.25. Purchase request for Tier II management software was denied by USDOT. Coordinator is requesting authorization to proceed with a formal appeal. HLSEM will be investigating the utilization of other funding sources to purchase this program for statewide application.

i. 2006 Community Emergency Response Team (CERT)

Award of \$4,295.29. Funds will be distributed to 45 counties through the Regional Homeland Security Boards.

j. 2007 Emergency Medical Services (EMS) Systems Development Grant

Award of \$8,652. Performance period began July 1, 2006 and will end June 30, 2007. Implementation strategy to be developed by the Polk County EMS Association.

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. Runnells remains the only jurisdiction outstanding but has suggested they will consider the resolution this summer.

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.

3. Intergovernmental Shelter Agreement proposed by Kansas City, MO

A proposal was recently made by the Kansas City, Missouri Office of Emergency Management to the City of Des Moines and the Polk County Emergency Management Commission. This agreement will be distributed to Commission Members for the consideration and request that the Commission discuss this concept in a future meeting as to how the Commission would/could participate in such an agreement.

Executive Committee Action: Moved by Vorlander, seconded by Walters to advance discussions with Kansas City by asking the County Attorney's Office to review the draft agreement. Motion passed unanimously.

Commission Action: Moved by Vorlander, seconded by Holt to uphold the recommendation made by the Executive Committee. Motion passed unanimously.

D. Planning

1. Part A – Operations

Current state status is compliant. Next update is due to HLSEM by October 1, 2006. Staff has submitted ESF#10, MCI Attachment, and Annexes E, F, and K to HLSEM for compliance review. These planning updates will be distributed to Commission Members via email for review and comment. See New Business.

Commission Discussion: Adopted and approved updates (along with existing annexes) will be included on a CD that will be distributed annually to the Commission jurisdictions in November.

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 September 21 at 1914 Carpenter.

6. Emergency Management Commission Strategic Plan

Staff is compiling SWOT analysis materials.

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. 2006 NIMS Training requirements have been distributed from the NIMS Integration Center. All jurisdictions have completed a local NIMS resolution and approximately 3 jurisdictions have completed a statement of compliance.

Staff Update: NIMS statements of compliance were submitted to HLSEM on September 30, 2006 on behalf of local jurisdictions, area hospitals, and Polk County Public Health.

2. Claritus Identification Badge System

EMA Staff has received training from DMFD personnel and has begun 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 been 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.

G. Communications and Warning

1. Outdoor Warning Sirens

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 fall 2006.

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 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. 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.

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. Coordinator will talk with the MAC to identify viable options.
- b. Interested jurisdictions/disciplines should contact the Agency to schedule training.

3. Exercise Design

Two (2) day course November 1-2, 2006. Prerequisite includes FEMA Independent Study 120: An Orientation to Community Disaster Exercises (www.training.fema.gov). Register for this course at <http://hls.extension.iastate.edu/calendar/>.

J. Exercises

1. Des Moines International Airport Triennial Airport Exercise

Held September 9, 2006. Exercise Design Team will consolidate evaluations and develop an improvement action plan during the month of October.

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.

K. Public Education and Information

1. Polk County EMA Web Site

Updated web site went live on August 10, 2006. Address is: <http://www.polkcountyiowa.gov/emergencymanagement/>

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. NIMS Compliance Statements

Background: NIMS compliance letters will be submitted to the jurisdictions asking for their compliance status in August 2006.

Commission Discussion: Coordinator asked for feedback on the recently distributed NIMS Compliancy Declaration form requested by HLSEM. General discussion centered on the fact that although all communities have made significant progress and a good faith effort towards compliance, Commission Members would not recommend signing the form as written without more clarification from HLSEM. Coordinator agreed to express the identified issues with HLSEM and ask for clarification and seek an alternative statement of compliance and progress report.

Commission Action: Moved by Vorlander, seconded by Walters to direct the Coordinator to formulate a communication with HLSEM expressing the displeasure of the Commission regarding the lack of clarity of this self-compliance statement and its intent. Motion passed unanimously.

Staff Update: Burns offered Ankeny's alternative response to the self-compliance declaration which was subsequently passed along to HLSEM by the Coordinator to see if it would meet the intent of the original form and address the issues identified at the August Commission meeting. HLSEM indicated that this indeed would suffice and suggested that as long as the jurisdiction was making a "good faith effort towards compliance" and provided a statement of progress towards each compliance item on the form, this would be accepted by HLSEM as a compliant response to the requested form. Ankeny's example was distributed to all jurisdictions.

Commission Discussion: See Item VI.E.1

B. Metro Advisory Council (MAC) Homeland Security Subcommittee

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. Coordinator reported back to Subcommittee on the work of the Planning/Program/Training workgroup. Recommendations from the Subcommittee are scheduled to be submitted to the MAC in October.

Executive Committee Action: Moved by Vorlander, seconded by Walters to withdraw the tabled motion made in January 2006 to petition Region 1 for funding support and move this item from a business action to a report item only. Motion passed unanimously.

Commission Action: Moved by Vorlander, seconded by Whetstone to take original motion off the table. Motion passed unanimously.

Commission Action: Vorlander withdraws his original motion based on the work of the MAC Subcommittee's work and forthcoming recommendation to the MAC.

C. Transportable Radio Cabinet

Background: Radio communications capabilities are currently limited to mobile applications from the agency vehicle. This base communications weakness/lack of capability was identified by staff as well as by the Commission during the SWOT analysis. Staff requested a no obligation quote from Racom to build and install a transportable radio cabinet for the agency office/EOC. Racom has exclusive rights as vendor for Polk County Communications. This will allow radio communications capabilities with all three PSAPs during special events and disaster operations.

Staff Recommendation: Review and approve Racom proposal as provided in Attachment #2 and fund with 2005 HSGP funding from the EOC upgrade package supplemented by approximately \$2,000 from the agency's Supplies budget.

Commission Discussion: Following a staff presentation of the historical transcript from the Board of Supervisor's voting on awarding the Polk County Communications Center communications system bid and a letter confirming award to RACOM, the Commission requested that Steve Holmes be invited to the June meeting to field questions from Commission members. Was suggested that representatives from Des Moines Fire and Police Dispatch and WestCom be invited as well.

Commission Action (May 2006): Moved by Mathis, seconded by Holt to delay action until invited quests answer additional technical questions. Motion passed unanimously.

Commission Action: Moved by Vorlander, seconded by Walters to approve the purchase of the radio cabinet and request that the invoice be detailed to provide a break down for specific charges related to each radio purchase, programming, and installation. Motion passed unanimously.

Discussion: Roe inquired about the purchase of a WestCom radio. Coordinator explained that a WestCom radio would need to be purchased, but it was not part of the RACOM bid. Roe volunteered to get pricing and dimensions of radio that could be added to the cabinet and work with Steve Holmes of RACOM for details needed. Pricing and purchasing information would be passed along to the Coordinator for procurement with potential grant funding.

Commission Action: Moved by Roe, seconded by Holt to authorize the purchase of a mobile radio to be included in the Radio Cabinet as itemized on Illowa Communications Sales Quote dated 12 July 2006. Motion passed unanimously.

D. Polk County Fire Chiefs TEAMS Job Aids

Background: The Polk County Fire Chiefs have approached the Commission with a request for funding assistance to produce laminated prompting cards to be placed at each dispatch consol and in each piece of fire apparatus in the county. The funding would also go towards the production of a job training video on the TEAMS and its implementation. Discussion also included finding ways for collaboration with law enforcement on the TEAMS. This project is eligible under 2005 HSGP Region 1 county pass through NIMS implementation funding.

Executive Committee Action: Moved by Whetstone, seconded by Walters to recommend to the Commission approval of funding support in an amount not to exceed \$500 for training tools and job aids to be NIMS compliant. Motion passed unanimously.

Commission Action: Moved by Roe, seconded by Bein to support the funding in an amount not to exceed \$500 for training tools and job aids to be NIMS compliant. Motion passed unanimously.

Commission Discussion: Recommendation will be made to the Polk County Fire Chief's Association to give consideration to all existing PSAPs in Polk County regarding language in job aids.

VIII. New Business

A. Planning Updates

Background: Each year the Emergency Management Commission is responsible for reviewing and updating at least 20% of its emergency operations plan. Staff has reviewed and made minor changes to the following portions: ESF #10 – Hazardous Materials; Mass Casualty Incident Plan Attachment to ESF #8 – Public Health and Medial Services; Annex E – Evacuation; Annex F – Fire & EMS; and Annex K – Public Works. Each of these will be sent to Commission Members via email for their review. The Commission must adopt the changes prior to October 1 in order to maintain compliance with Iowa Administrative Code.

Staff Recommendation: Review, provide comment, and adopt the above referenced plan portions prior to October 1, 2006.

Executive Committee Action: Moved by Walters, seconded by Whetstone to approve the updated emergency operations plan subject to amendments recommended by Commission Members. Motion passed unanimously.

Commission Action: Moved by Vorlander, seconded by Whetstone to adopt revised plans and note that they were enhanced but not substantively altered. Motion passed unanimously.

IX. Other Business

A. Emergency Management Commission NIMS Statement of Compliance

Commission Action: Moved by Mathis, seconded by Phillips to approve the NIMS Statement of Compliance/Progress Report as prepared by staff and presented to the Commission. Motion passed unanimously.

X. Upcoming Events

- A. Commission Meeting – September 20, 1300 Hours – Polk County Public Health
 - B. Pandemic Planning Meeting – September 21, 1300 Hours – Polk County Public Health
 - C. Citizens’ Academy – September 26, 1700 Hours – Polk County Comm. Cntr. Conf. Rm
 - D. MAC Homeland Security Subcommittee – September 27, 0800 Hours - Ankeny
 - E. Command Conference – September 30 – Urbandale (See FD Chief Holt)
 - F. Executive Committee – October 11, 1100 Hours – Polk County Comm. Cntr. Conf. Rm.
 - G. Commission Meeting – ~~October 18~~, 1300 Hours – Polk County Public Health
- Schedule conflict with many of the Commission Members on October 18th. Commission meeting will be moved to October 11th at 1300 hours.**

XI. Programs/Presentations – None scheduled

XII. Adjourn

Moved by Holt, seconded by Phillips to adjourn at 1350 hours. Motion passed unanimously.