



POLK COUNTY EMERGENCY MANAGEMENT AGENCY

A.J. MUMM, COORDINATOR

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MINUTES

The Polk County Emergency Management Commission met on Wednesday, December 20, 2006 at 1300 hours at Polk County Public Health, 1914 Carpenter Ave, Des Moines, Iowa.

I. Call to Order at 1300 hrs.

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, Bailey, Burns, Cox, Holt, Krohse, Roe, Vorlander, Walters, and Whetstone

B. Staff – Mumm, Noland, and Reelitz

C. Guests/Public – Tom Milewski, Fire Chief, Windsor Heights

III. Approval of Agenda

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

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

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

Commission Action: Moved by Vorlander, seconded by Roe to approve minutes from the November 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. 2004 Reauthorization application was submitted and early indications provide that Polk County was awarded \$20,000 in reauthorized funding. As previously approved, this will further the establishment and equipping of the Countywide EOC.

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. Light USAR proposal was not approved by the Region 1 Board. This action is consistent with the direction provided by the Polk County Emergency Management Commission. Mumm has been voted as Vice-Chair of the Region. Officers installed beginning in January.

Commission Discussion: Region 1 is researching the purchase and distribution of portable radiation detection devices to meet identified need in Regional WMD Capability Assessment. Devices can be worn on person or mounted in a vehicle cradle. Suggested that staff put together their best estimate at this point and make adjustments in the Polk County distribution based on actual numbers purchased by 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. Community Profile draft expected to be released to jurisdictions for their review in early January.

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 Community Emergency Response Team (CERT)

Award of \$4,295.29. Funds will be distributed to 45 counties through the Regional Homeland Security Boards. To date, the City of Ankeny has been the only community to submit a notice of interest to EMA.

f. 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 drafted by Staff and the Polk County EMS Association to be presented to the Commission in December 2006.

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

All communities in Polk County are now IMAC signatories. Three communities need to submit authorized representative forms (Alleman and Altoona.). Suggested that staff send a media release indicating this preparedness milestone in Polk County.

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. Agreement has been shared with the County Attorney's Office as directed by Commission. Candy Morgan from the Polk County Attorney's Office indicated that she will have her review of the agreement completed in December.

D. Planning

1. Part A – Operations

Current state status is compliant. Next update is due to HLSEM by October 1, 2007. Beginning in 2007, staff will be providing Emergency Support Function (ESF) annex summaries to the Commission for review and comment. Evacuation planning will be required of Iowa's 10 largest cities and each will be granted \$10,000 to complete a plan. Staff suggests that Des Moines and West Des Moines combine their efforts and compete a metro evacuation plan in cooperation with the Metro Emergency Planners and the Des Moines Metropolitan Planning Organization (MPO).

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. Community profile draft to be completed in January and distributed for comment period.

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 December 21 at 1300 hours at 1914 Carpenter.

6. Emergency Management Commission Strategic Plan

Discussion of Concept Poster/Strategic Plan.

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. Statements of compliance/progress reports were submitted to HLSEM on September 29.

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.

G. Communications and Warning

1. Outdoor Warning Sirens

Polk County Public Works has initiated a status check of approximately 15 sirens in rural Polk County and will bring them into proper working condition. Polk County EMA will consider making a budget request for ongoing maintenance based on the outcome of the initial status check and maintenance required.

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.

H. Operations and Procedures

1. WebEOC

Monthly proficiency exercises are conducted with EMA staff on this web-based EOC management tool.

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.

Staff Update: Coordinator is meeting with the Board of Supervisor's Chief of Staff, Mike Freiling, on Thursday, December 14 to discuss space requirements.

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 Series

New independent study courses have been released by the FEMA web-based training directorate at <http://www.training.fema.gov/emiweb/IS/crslist.asp>.

- a. IS-701 – Multiagency Coordination System
- b. IS-702 – NIMS Public Information Systems
- c. IS-703 – NIMS Resource Management

3. Mobile Aircraft Fire Training (MAFT)

November 11-12 (full), 13-17, and 18-19 at the Iowa Air National Guard. Approximately 100 personnel trained through this Regional offering.

J. Exercises

1. Des Moines Water Works Exercise

Exercise held October 20, 2006 with approximately 50 in attendance from over 15 various agencies. After Action Report is currently being drafted by EMA Staff with distribution to participants by mid-November. Assistant Coordinator attended a water utility training offering in Kansas City December 5-6 along with Clive Public Works Director and will integrate material into Improvement Action Plan.

2. CARE '07 Exercise

Military sponsorship of the exercise has been canceled. EMA staff will continue to work with parties involved on a scaled-down version of the exercise to meet local objectives.

Commission Discussion: Local exercise tentatively scheduled for April 17, 2007 and will be held in the late afternoon or early evening. Exercise design help is needed. Krohse asked Burns to attend the January 11, 2007 exercise design meeting along with EMA staff.

K. Public Education and Information

1. Iowa Health Care Association

Coordinator was an invited speaker at the December 6 conference where healthcare facilities, mostly nursing and long-term care facilities, were encouraged to address emergency preparedness as part of their services to the residents.

2. Iowa Supply Managers

Coordinator is an invited panelist at the December 12th meeting of supply chain managers and logistics coordinators. The topic will be Disaster Planning with a Supply Chain Bent. Other panelists include representatives from Iowa Homeland Security and Emergency Management, MidAmerican Energy, and Wellmark Blue Cross and Blue Shield.

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. 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 guests 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.

Staff Update: This project was a priority of the 2004 HSGP reauthorization application and will be implemented through those funds.

B. 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 aides.

VIII. New Business

IX. Other Business

A. Letter of Appreciation

Chief Burns made a proposal to write a letter to retired Chief Deputy Bill Vaughn thanking him for his hard work, dedication, and excellent service to the Polk County Emergency Management Commission.

Executive Committee Action: Moved by Vorlander, seconded by Walters to have the Chair draft letter to Bill Vaughn recognizing him for time and service to the Commission. Motion passed unanimously.

Commission Discussion: Burns read letter aloud to the Commission. Commission thanked Burns for writing the letter and agreed that it should be sent.

B. Nomination Committee will be formed in January 2007 for electing Chair and Vice Chair for 2007-2008 term.

C. Coordinator's annual performance evaluation will be completed by the Executive Committee before the January meeting.

D. Budget proposal will be submitted to the Commission in January for review and consideration for approval in February. Approved budget to be submitted to Iowa Dept. of Management in March.

X. Upcoming Events

A. Commission Meeting – December 20, 1300 Hours - Polk County Public Health 1914 Carpenter Ave.

B. Executive Committee – January 10, 1100 Hours – Polk County Comm. Cntr. Conf. Rm.

C. Commission Meeting – January 17, 1300 Hours - Polk County Public Health 1914 Carpenter Ave.

D. Ag Terror TTT Refresher – January 19-20, 2007 – Tampa, FL (Coordinator in travel status)

XI. Programs/Presentations

XII. Adjourn – **Commission Action:** Moved by Holt, seconded by Bailey to adjourn. Motion passed unanimously at 1350 hrs.