



POLK COUNTY EMERGENCY MANAGEMENT AGENCY

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MINUTES

The Polk County Emergency Management Commission met on Wednesday, January 17, 2007 at 1300 hours at Polk County Public Health, 1914 Carpenter Ave., Conf. Rm. A, 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 | |

Members Present: Arentsen, Burns, Cox, Krohse, Mathis, Milewski, Vorlander, and Walters

B. Staff – Mumm and Reelitz

C. Guests/Public –

III. Approval of Agenda

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

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

V. Approval of Previous Meeting Minutes – December 20, 2006

Commission Action: Moved by Krohse, seconded by Arentsen to approve the minutes from the December meeting as distributed. Motion passed unanimously.

VI. Reports

A. Administration and Finance

1. Grants Management – Attachment #1

a. 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 projects include: mass care sheltering supplementary equipment; WMD/ICS/NIMS training; radiological detection device acquisition; mass fatalities planning; fusion center conference; and missing persons/search and rescue training.

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 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.

c. 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. Auxiliary power supplies installed at Grandview College and Des Moines EOC. Des Moines is recognized in the 2006 HSGP as a MMRS community and will be granted \$228,000 for projects until March 2008.

d. 2006 Community Emergency Response Team (CERT)

Award of \$4,295.29. Performance period began October 1, 2006 and will end March 31, 2008. Ankeny CERT to develop scope of work and budget for funding.

e. 2006 Homeland Security Grant Program (HSGP)

Award of \$778,647. Performance period began October 1, 2006 and will end March 30, 2008. Regional initiatives have been established by the state and include: NIMS; Homeland Security Exercise and Evaluation Program implementation; EOC development and enhancement; emergency planning updates; regional planning; and infrastructure protection planning.

f. 2007 Hazardous Materials Emergency Program (HMEP)

Award of \$25,432. Performance period began October 1, 2006 and will end September 30, 2007. This is a 7-county grant to be used for hazardous materials planning, emergency responder training, and to conduct the annual hazmat symposium in Ames. Polk County LEPC elected Troy Hugen from Helena Industries as Chair and Bob Goldhammer, public representative as Vice-Chair.

g. 2007 Emergency Management Performance Grant (EMPG)

Estimated award of \$33,000. Performance period began October 1, 2006 and will end September 30, 2007. Funding will be used to support personnel costs in the 3rd and 4th quarters of the local fiscal year.

h. 2007 Health Resource Systems Administration (HRSA)

Award of \$6,040. Performance period began July 1, 2006 and will end June 30, 2007. Implementation strategy drafted by Staff and the Polk County EMS Association.

i. 2007 Emergency Medical Services (EMS) Systems Development

Award of \$8,652. Performance period began July 1, 2006 and will end June 30, 2007. There are a series of performance-based components to the funding. Implementation strategy drafted by Staff and 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. 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.

Commission Discussion: West Des Moines raised a question of how communities which cross county boundaries should account for resources in the resource typing system to avoid double-counting or missing the resource altogether. Staff will talk with surrounding counties and report back recommendation to the Commission.

2. 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. 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 complete 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

See Item VI.A.1.c.

5. Biological Emergencies/Pandemic Planning

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. 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. State held a Table Top Exercise TTX at the Ankeny UHL on January 9 focused on potential of school closing federal policy guidance in the event of a pandemic. Collective feedback was that school closings will be a option of last resort based on the multitude of cascading impacts and the fact that closing the schools does noting to limit the spread of the disease. Next meeting is February 22 at 1300 hours at 1914 Carpenter. No meeting in January.

6. Emergency Management Commission Strategic Plan

Discussion of Concept Poster/Strategic Plan.

E. Direction, Control, and Coordination

1. National Incident Management System (NIMS)

2006 NIMS Training requirements have been largely satisfied and the 2007 requirements are being distributed from the NIMS Integration Center. Staff will update the NIMS implementation strategy in February 2007.

F. Damage Assessment

1. Damage Assessment Team (DAT)

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. Staff will be working with the jurisdictions to obtain more information regarding maintenance of the entire system. Board of Supervisors' staff has recommended that the townships budget for the ongoing maintenance of the sirens in the unincorporated areas through township tax levees.

Commission Discussion: Staff will research responsibilities for sirens and liability exposures that may exist. Staff will draft a letter to be sent to Township Trustees that clarifies ownership and maintenance responsibilities.

H. Operations and Procedures

1. Polk County Emergency Operations Center (EOC)

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 has met with the Board of Supervisor's Staff, Mike Freiling, on Thursday, December 14 to discuss space requirements. EMA, Public Health, and the Medical Examiner will be included in a meeting with the architect in early 2007.

I. Training

1. 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/crslst.asp>.

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

J. Exercises

1. Camp Dodge Exercise

Local tabletop exercise tentatively scheduled for March 13 and functional exercise for April 17, 2007 and will be held in the late afternoon or early evening. Chiefs Burns and Krohse are meeting to develop exercise objectives.

2. Amber Waves II

State-sponsored tabletop exercise with the Iowa Business Council to evaluate communications between the public and private sectors. Coordinator has been asked to sit on subject-matter-expert panel representing local emergency management. Exercise date has been scheduled for April 26 with after-action reporting meeting on April 27.

K. Public Education and Information

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. LEIN statewide conference sponsored by Region 1 is being scheduled for March 5, 2007 at Adventureland Inn.

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 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.

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

A. 2007-2008 Budget Proposal – Attachment #2

Background: The 2007-2008 budget has been prepared by staff and is presented in Attachment #2. Staff is seeking comment on the proposed budget in order to present at a public hearing to be conducted in February and considered for adoption in February by the Commission.

Staff Recommendation: Provide comment to staff on the proposed budget; establish the date for the official public hearing; and approve the publishing of the proposed budget and public hearing date, time, and location in the Des Moines Register.

Commission Discussion: Commission Chair recommended evaluating the feasibility to establishing a paid internship position within the agency given the small but available balance in the 2007-2008 budget. Coordinator will evaluate and report back to the Executive Committee with recommendations.

Commission Action: Moved by Vorlander, seconded by Cox to approve the publishing of the budget in the Des Moines Register to meet the budget publishing requirements and set the Public Hearing for February 21, 2007 at 1300 hours to coincide with the Commission's monthly meeting. Motion passed unanimously.

B. Nomination Committee

Background: Commission elections are scheduled to be held in March. The Commission Chairperson has historically appointed a Nomination Committee to bring forward a slate of candidates for Commission Chair and Vice-Chair to be voted on in March. The 2006 Nomination Committee was Chaired by Chief Rick Roe.

Staff Recommendation: Appoint a 3-person committee to seek interested persons for the office of Commission Chair and Commission Vice-Chair to serve the 2007-2008 terms.

Commission Discussion: Chair asked for volunteers to head up a Nomination Committee. Krohse and Milewski stepped forward and will report back to the Commission in February.

IX. Other Business

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

Executive Committee Action: Moved by Walters, seconded by Phillips to go into Executive Session at 1130 hours to discuss the Coordinator's annual performance evaluation. Motion passed unanimously.

Executive Committee Action: Moved by Vorlander, seconded by Walters to close the Executive Session at 1140 hours. Motion passed unanimously.

Executive Committee Discussion: Executive Committee welcomed any comments or questions from the Commission be directed to Chairperson Burns or other Executive Committee Members.

B. Snow Emergency/Natural Disaster Planning

Commission Discussion: Cox shared with the Commission that residents have contacted him regarding preparedness efforts for a snow/ice incident and how the community/metro area would respond. Coordinator responded by referencing IMAC agreements, damage assessment, special needs population planning, urgent contracting ability for generators, heat shelters, relationship with MidAmerican Energy, and neighboring county relationships.

Commission Action: Moved by Vorlander, seconded by Cox to direct Staff to facilitate a meeting with Dallas and Warren Counties and the American Red Cross to resolve planning and facility concerns within the next 60 days. Motion passed unanimously.

X. Upcoming Events

- A. Executive Committee – February 14, 1100 Hours – Polk County Comm. Cntr. Conf. Rm.
- B. Commission Meeting – February 21, 1300 Hours - PC Public Health 1914 Carpenter Ave.
- C. Public Hearing on 2007-2008 Proposed Budget – February 21, 1300 Hours - PC Public Health 1914 Carpenter Ave.

XI. Programs/Presentations – none scheduled

XII. Adjourn

Commission Action: Moved by Mathis, seconded by Milewski to adjourn. Motion passed unanimously at 1416 hours.