



POLK COUNTY EMERGENCY MANAGEMENT AGENCY

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MINUTES

The Polk County Emergency Management Commission met on Wednesday, June 20, 2007 at 1300 hours at Polk County Public Health, 1914 Carpenter Ave., Des Moines, Iowa.

I. Call to Order at 1302 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 Cox, Mathis, Roe, and Vorlander (Holt, Phillips and Walters notified staff of their inability to attend)

B. Staff – Mumm, Reelitz

C. Guests/Public – Sandy Cowie, Safeguard Iowa Partnership

III. Approval of Agenda

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

IV. Invited Guests or Speakers – Ed Beaman, Executive Director, Safeguard Iowa Partnership

Mr. Beaman had resigned several days earlier and Ms. Cowie fulfilled his commitment. Presentation was made from hardcopy slides. If anyone is interested in obtaining a copy, please contact Peggy Reelitz at Polk County EMA and they will be provided.

V. Approval of Previous Meeting Minutes – May 16, 2007

Commission Action: Moved by Cox, seconded by Arentsen to approve the previous meeting minutes 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. Remaining balance as of 5/3/07 was \$769,128. Obligated projects include: Mass Fatalities Planning, Training, ARES Communication Equipment, Radiation Detection Equipment, Sheltering Kits, and ARL/Humane Society Equipment. Projected unobligated remaining balance of \$28,727.

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. Hazard analysis draft expected to be released to communities for discussion in May. Summer intern returning in May to help further the PDM planning.

c. 2006 Metropolitan Medical Response System (MMRS) Grant

Award of \$228,000 Performance period began October 1, 2006 and will end March 31, 2008. City of Des Moines Fire Department EMS working with area hospitals, public health and Emergency Medical Services. City of Des Moines is in discussion with Polk County Public Health to function as sub-grantee.

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 has submitted scope of work and budget for funding. Coordinator to submit reimbursement request to the region for eligible ACERT expenses.

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 proposed by Region 1 and include: ESF Conversion Planning Assistance, Mass Fatalities Equipment and Exercise; EOC Survey and Equipment; and Animal Health Emergency Planning/Training/Equip/Exercise.

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. Current balance of approximately \$10,000. Training needs survey was recently conducted by staff. Guidance workshop to be developed this summer.

g. 2007 Emergency Management Performance Grant (EMPG)

Award of \$37,832.59. Performance period began October 1, 2006 and will end September 30, 2007. Reimbursement request submitted in May for \$18,756. Funding will be used to support personnel costs in the 2nd and 3rd 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 August 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. Approximately \$5,000 in text books (PHTLS, ACLS, and PEP) have been purchased for EMS services to check out from the EMA and approximately \$1,000 in PHTLS instructor registration fees have been covered through this grant. Training mannequins to be purchased in June bringing the available balance to \$0.

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

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. Jurisdictions that exist in multiple counties should report resources to the county in which the government headquarters exist (i.e. City Hall) to avoid duplication of reported resources. Summer intern will help document current resources.

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). Discussion of ESF Introduction document. See Agenda Item XI. Programs/Presentation.

2. Part B – Mitigation Strategy

Current state status is compliant. Next update is due September 2007 due to disaster review requirements.

3. Part C - Recovery

Current state status is compliant. Next update is due September 2007 due to disaster review requirements.

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.

6. Emergency Management Commission Strategic Plan

Poster is being converted into a traditional document form for distribution.

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.

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 levies. Staff will be drafting a letter to Township Trustees with input from the Board of Supervisors to be distributed in June. Letter will address responsibilities and liabilities addressed in Iowa Code and Administrative Code. Siren inventory has been completed and a database is being finalized by staff. Will be distributed in June.

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 Freilinger, 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.

Commission Discussion: Chair asked Coordinator to draft a letter to Supervisor Brownell expressing the Commission's support of previous discussion to relocate EMA administrative offices and develop emergency operations center in space vacated by Supplemental Foods.

Staff Update: Staff will be drafting letter to Supervisor Brownell and will be ready for the Chair's signature by April 18th. Sent April 18th.

Staff Update: Coordinator and Public Health Director met with Interim County Manager on May 8. He was supportive of the concept and recommended that discussion take place with Polk County General Services. Board Discussion meeting to be scheduled to present the concept to the Board of Supervisors.

I. Training

1. ICS 400

June 21-22, 2007. Urbandale Fire Station 42. To register contact Peggy at 286-2107.

2. G-290 Basic Public Information Officer

August 30-31, 2007. Hamilton County Courthouse, Webster City, Iowa. To register contact Terry Johnston at 515-832-9518.

3. ICS 300/400 Train-the-Trainer

June 13-14, 2007, Contact Windsor Heights Fire Department if interested.

J. Exercises

1. National Disaster Medical System (NDMS)

Tabletop exercise planned for June 15 from 1-4 PM at the VA Medical Center. Functional exercise scheduled for July 19-21 at Iowa Air National Guard.

K. Public Education and Information

1. FDIC of Iowa

30 minutes presentation to approximately 100 members of the FDIC in Iowa for their day-long emergency preparedness workshop on June 14

2. Iowa Telecommunications Association

30 minutes presentation to approximately 100 members of the Iowa Telecommunications Association on June 26

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 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.

Executive Committee Discussion: This item has been idle for several months. Communication will go to the Polk County Fire Chief's Association stating that the Commission has removed this item from their Old Business. If additional support is needed in the future they will have to approach the Commission with a new proposal.

Commission Action: Moved by Mathis, seconded by Roe to endorse the Executive Committee's recommendation. Motion passed unanimously.

C. Evacuation Planning Request for Proposal (RFP)

Background: Des Moines and West Des Moines have been provided funding to develop evacuation plans for their communities. Staff has worked with both communities on a proposal to collaborate on this project and use the funding to develop a metro-wide evacuation plan. The Agency does not currently have the staffing available in-house to complete this project in the funding performance period (March 2008).

Staff Recommendation: Authorize the development of a non-binding Request for Proposal in order to gage the ability for this project to be outsourced. The RFP would be brought back to the Commission for final approval before being released.

Commission Action: Moved by Walters to adopt the Staff recommendations, seconded by Holt. Motion passed unanimously.

D. Automated Notification System Request for Proposal (RFP)

Background: There is growing interest in establishing an automated notification system that would use telephone and paging technologies to contact individuals, groups, and the public during emergency and non-emergency situations where large numbers of contacts needed to be made. There are several vendors that offer this technology and in order to better evaluate specific systems, their potential applications, and related costs, the Agency is requesting the authority to develop an official non-binding request for proposal to solicit comparable information from providers.

Staff Recommendation: Authorize the development of a non-binding Request for Proposal in order to gage the ability for this project to be pursued. The RFP would be brought back to the Commission for the final approval before being released.

Commission Action: Moved by Mathis to adopt the Staff recommendations, seconded by Milewski. **Discussion:** Roe pointed out that the CodeRed System has already been implemented at WestCom and that there would be advantages in consistency across Polk County. Coordinator acknowledged this fact and said that those types of issues would definitely be factored into any decisions during the proposal review process. Motion passed unanimously.

VIII. New Business

IX. Other Business

A. Cox commended the City of Des Moines for the coordination of the Hy-Vee Triathlon. Very positive responses were heard throughout the community. Vorlander expressed his appreciation to West Des Moines, Dallas County, Ankeny and Polk City for their assistance.

B. **Executive Committee Action:** Moved by Vorlander, seconded by Walters to suspend the Executive Committee and Commission meetings in July 2007 and reconvene in August. Motion passed unanimously.

Commission Action: Moved by Mathis, seconded by Arentsen to suspend the Executive Committee and Commission meetings in July unless the Chair convenes a special meeting.

X. Upcoming Events

- A. Executive Committee Meeting – June 13, 1100 hrs. – 6023 NE 14th St.
- B. Hy-Vee Triathlon – June 16-17 – Des Moines & West Des Moines
- C. LEPC Meeting – June 19 at 1400 hrs. – Helena Industries, 3525 Vandalia Rd., DSM
- D. Commission Meeting – June 20, 1300 hrs. – 1914 Carpenter Ave.
- E. Governor's Disaster Appreciation Event – June 23 from 1100-1300 hrs. – Terrace Hill
- F. Executive Committee Meeting – July 11, 1100 hrs. – 6023 NE 14th St. (Pending)
- G. Governor's Homeland Security Conference – July 16-18, 2007

- H. Commission Meeting – July 18, 1300 hrs. – 1914 Carpenter Ave. (Pending)
- I. Iowa State Fair – August 9-19 – Iowa State Fairgrounds

XI. Programs/Presentations – Initial Discussion of ESF Introduction – Sent under separate file

Commission Discussion: Commission members encouraged to review and provide comments back to staff on the ESF Introduction draft. Also encouraged to share with colleagues from the respective jurisdictions. Will be placed on the August agenda for adoption.

XII. Adjourn

Commission Action: Moved by Cox, seconded by Roe to adjourn. Motion passed unanimously at 1358 hours.