



POLK COUNTY EMERGENCY MANAGEMENT AGENCY

A.J. MUMM, COORDINATOR

POLK COUNTY OFFICE BUILDING
111 COURT AVENUE, DES MOINES, IA 50309
PH. (515) 286-2107 FAX (515) 323-5256
EMAIL: ema@co.polk.ia.us
WEB SITE: www.polkcountyia.gov

MINUTES

The Polk County Emergency Management Commission met on Wednesday, January. 16, 2008 at 1300 hrs at Polk County Communications Center, 6023 NE 14th St., Des Moines, Iowa.

I. Call to Order –Called to order by Commission Chair Vorlander 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, Cox, Holt, Krohse, Mathis, Mundt, Phillips, Roe, Vorlander, Walters, and Whetstone

B. Staff – Mumm and Reelitz

C. Guests/Public - none

III. Approval of Agenda

Commission Action: Moved by Hold, second by Whetstone to approve agenda as distributed. Motion passed unanimously.

IV. Invited Guests or Speakers – none scheduled

V. Approval of Previous Meeting Minutes – September 19, 2007

Commission Action: Moved by Walters, seconded by Whetstone to approve the minutes of the September 19, 2007 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. All projects have had equipment ordered or completed with the exception of the mass fatalities planning (extension approved). Less than \$5,000 remains (0.27%).

b. 2006 Homeland Security Grant Program (HSGP)

Award of \$778,647. Performance period began October 1, 2006 and will end March 30, 2008. Regional initiatives include: ESF Conversion Planning Assistance, Mass Fatalities Equipment and Exercise; EOC Survey and Equipment; and Animal Health Emergency Planning/Training/Equip/Exercise.

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

c. 2007 Homeland Security Grant Program (HSGP)

Award of \$339,638. Performance period began October 1, 2007 and will end March 30, 2009.

d. 2006 Metropolitan Medical Response System (MMRS) Grant – Attachment #2

Award of \$228,000 Performance period began October 1, 2006 and will end March 31, 2008. Polk County Public Health and Emergency Management working with DMFD to integrate MMRS with Multidisciplinary Team. Team will meet on 1/17/08 to discuss implementation of projects to include: mobile hospital system expansion, 200 Mark I injector replacement, universal fit test system, shelving for CBRNE trailers, continuation of First Watch system, four AEDs for Polk County Administration Building and Midland Building, automated notification system, and CISM train the trainer.

e. 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. HSEMD has approved the submitted budget. EMA Staff will process the reimbursement request submitted by the City of Ankeny.

f. 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. Communities are discussing the final draft of the HARA and brainstorming mitigation measures.

g. 2008 Hazardous Materials Emergency Program (HMEP)

Awarded \$18,101.45 (\$5,650.65 for planning; \$5,450.80 for training; and \$7,000 for Iowa Hazmat Symposium). Performance period began October 1, 2007 and will end September 30, 2008. 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.

h. 2008 Emergency Management Performance Grant (EMPG)

Award of \$33,000. Performance period began October 1, 2007 and will end September 30, 2008. Funds to be used for personnel expenses.

i. 2008 Health Resource Systems Administration (HRSA)

Award not yet received.

j. 2008 Emergency Medical Services (EMS) Systems Development

Award not yet received.

B. Hazard Identification, Risk Assessment, and Capability Assessment

1. Hazard Analysis and Risk Assessment

Being developed as part of the PDM local mitigation planning process.

C. Resource Management

1. Resource Management Database

Staff serving on Resource Registry Committee under the Safeguard Iowa Partnership.

D. Planning

1. Part A – Operations

Current state status is compliant. Next update is due to HLSEM by October 1, 2008.

2. Part B – Mitigation Strategy

Current state status is compliant. Recertification submitted in August 2007.

3. Part C - Recovery

Current state status is compliant. Recertification submitted in August 2007.

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 co-facilitate multidisciplinary committee. Next meeting to be held January, 17, 2008. Team to develop SOP on distribution of quarantine & isolation orders issued.

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)

NIMS Integration Center (NIC) is to be developing a multi-year implementation strategy rather than releasing requirements periodically throughout the year. Strategy will be distributed by EMA once received from the NIC. Still in draft form at the NIC.

F. Damage Assessment

1. Damage Assessment Team (DAT)

Staff is developing an implementation strategy for presentation to the Commission.

G. Communications and Warning

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. 40-hour Hazmat Technician Course

November 26-30, 2007. Indianola, IA. To register contact Indianola FD Chief Brian Seymour.

2. National Shelter System

November 6, 2007. Kansas City, MO. FEMA Region VII. Data system to support shelter ops.

J. Exercises

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.

VII. Old Business

A. 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. RFP has been approved and advertised. Proposals due by November 9, 2007. Four proposals were received (2 from national firms and 2 from local firms). One firm was not invited to interview because of the extremely high cost proposal. Executive Committee and the Coordinator interviewed the other three and the Executive Committee voted to recommend Emergency Preparedness Consulting, LLC for contract. Total project is expected to take 180 days from contract execution. Story County is the contracting authority because they are the fiscal agent of the 2006 HSGP which is paying the cost.

Commission Action: Moved by Walters, seconded by Whetstone to approve the Executive Committee's recommendation. Motion passed unanimously.

B. 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 gauge 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

A. Coordinator's Annual Performance Evaluation

Background: The Coordinator's annual performance is evaluated in September/October. Forms have been emailed to Executive Committee Members.

B. Fiscal Year 2008-2009 Proposed Budget Presentation – Attachment #2

Background: The 2008-2009 proposed budget is presented for discussion by the Commission. The Commission will be asked to approve a budget at the February 20th Commission Meeting where a Public Hearing will be scheduled. Budgets must be submitted to the Iowa Department of Management in March.

Staff Recommendation: Set the date for the Public Hearing on the 2008-2009 Polk County Emergency Management Commission budget for February 20, 2008 at 1:00 PM and direct staff to publish the proposed budget in the Des Moines Register to meet the requirements of public notification.

Commission Discussion: Chair Vorlander and Vice-Chair Walters have a meeting with County Administrator Ron Olson on February 15 to discuss the proposed budget. Requests to increase the 28E assessed amount would be received very negatively.

Commission Action: Moved by Cox, seconded by Mundt to have the Commission Chair draft a letter to Mr. Olson and explain the situation and ask for an earlier meeting in order to meet budget deadlines. Motion passed unanimously.

Commission Action: Moved by Holt, seconded by Krohse to hold a public hearing for the proposed budget on February 20, 2008 at 1300 and direct the Coordinator to publish the hearing in the Des Moines Register. Motion passed unanimously.

IX. Other Business

Krohse advised the Commission that he will be the primary Commission Representative from both Johnston and Grimes.

Vorlander advised the Commission that the City of Des Moines has entered into a Memorandum of Understanding with the State of Iowa to provide statewide capability for WMD as a state specialty team. He reassured that this MOU will not adversely affect local customers.

At the Executive Committee meeting in September, it was recommended that the Commission meeting be held quarterly rather than every month. The recommendation was that meetings be held in January, February (needed because of budget process), May, August, and October. The Executive Committee will continue to meet monthly.

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

X. Upcoming Events

- A. January 21, 2008 - Martin Luther King Jr. Day – Holiday – Polk County Offices Closed
- B. January 25, 2008 – MMRS Regional Meeting – Kansas City, MO
- C. February 7-8, 2008 – NACO Interoperability Academy – Nashville, TN
- D. February 13, 2008 at 1100 hours - Executive Committee Meeting – Polk Co. Comm. Center
- E. February 18, 2008 – Presidents Day – Holiday – Polk County Offices Closed
- F. February 20, 2008 at 1300 hours – Commission Meeting and Public Hearing on 2008-2009 budget – Polk Co. Comm. Center

XI. Programs/Presentations – none scheduled

XII. Adjourn

Commission Action: Moved by Holt, seconded by Mundt to adjourn. Motion passed unanimously at 1424 hours.