



**POLK COUNTY EMERGENCY MANAGEMENT AGENCY**

POLK COUNTY ADMINISTRATION BUILDING  
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**A.J. MUMM, DIRECTOR**

**MINUTES**

The Executive Committee of the Polk County Emergency Management Commission met on **Wednesday, January 13, 2010 at 1100 hrs** at the **Polk County Comm. Center, 6023 NE 14<sup>th</sup> Street, Des Moines, IA.**

**I. Call to Order – 1100 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            |  |

**Executive Committee Members Present:** Krohse, Phillips, TeKippe, and Walters

**B. Staff – Mumm, Reelitz**

**C. Guests/Public - none**

**III. Approval of Agenda – Moved by Krohse, seconded by Phillips to approve agenda as presented. Motion passed unanimously.**

**IV. Invited Guests or Speakers – none scheduled**

**V. Approval of Previous Meeting Minutes – November 11, 2009 – Moved by TeKippe, seconded by Krohse to approve the minutes from November 11, 2009 as distributed. Motion passed unanimously.**

**VI. Reports**

**A. Administration and Finance**

- 1. Grants Management**
- 2. 2010-2011 Fiscal Year Budget– discussed under New Business**

**B. Hazard Identification, Risk Assessment, and Capability Assessment**

- 1. Hazard Analysis and Risk Assessment**

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**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. Resource Management

1. **Resource Management Database** – Assistant Coordinator is working on NIMS Resource Typing project. ESF#4: Firefighting, ESF#13: Public Safety, and ESF#8: Public Health and Medical Services to be completed this calendar year.

## D. Planning

### 1. Part A – Operations

Current state status is compliant. Base Plan distribution for review and comment will be done in February.

### 2. Part B – Mitigation Strategy

Current state status is compliant.

### 3. Part C - Recovery

Current state status is compliant.

### 4. Emergency Management Commission Strategic Plan

Draft strategy exhibit and discussion will take place in February.

### 5. Pre-Disaster Mitigation Plan (PDM)

A few communities still have not adopted. Should be addressed prior to the end of the calendar year. See Old Business.

## E. Direction, Control, and Coordination

1. **National Incident Management System (NIMS)** – no scheduled changes from federal government in 2010

## F. Damage Assessment

### 1. Damage Assessment Team (DAT)

Staff is coordinating with local public works departments on assembling a Damage Assessment Committee as part of a possible Polk County Public Works Association.

## G. Communications and Warning

### 1. Communications Upgrade RFP

The Emergency Management Agency continues to participate in a process along with the Sheriff's Office, WestCom, EMS, Fire, and Law Enforcement disciplines to seek a Request for Proposal to upgrade the Polk County and WestCom communications capabilities.

### 2. Communications Systems SOPs Developed

Standard Operating Procedures have been developed for the following topics: Land Mobile Radios, ARES, Conference Calling System, NOAA NWR Messaging, United Way 211, GETS, Cellular Telephones, and Code Red. These SOPs will be reviewed as part of the ESF#2: Communications review later this year.

## H. Operations and Procedures

### 1. Polk County Emergency Operations Center (EOC)

**Background:** Construction has begun. Updates and photos posted to the Agency Facebook page. <http://tinyurl.com/ya4osdq>

## I. Training

1. **Emergency Management Program Development Course-** Coordinator described a two-day course that is offered to emergency management officials in Iowa to covers statutory and grant related responsibilities. Executive Committee asked if this course could be condensed and offered to elected and appointed officials in Polk County as a leadership develop opportunity. Agency intern has drafted the course and Coordinator will review for deployment to the Commission in early spring 2010.

## J. Exercises

## K. Public Education and Information

## L. Homeland Security

**1. DMPD Homeland Security Bureau** – Metro Advisory Committee has asked Polk County EMA to work with DMPD (Major Murray) to update the 28E agreement that is scheduled to expire in summer 2010 and prepare the involved jurisdictions for adoption of the amended agreement.

**Staff Update:** Review briefing provided by DMPD to the MAC and public safety officials in December. Coordinator updated a draft agreement and provided to MAC as requested in late December 2009. Funding exhibit to be reviewed and distributed by the Metro City/County Manager's Group.

## VII. Old Business

### A. Automated Notification System

**Background:** Contract approved and signed with Code Red to provide automated notification system and service.

**Staff Update:** System installed and SOPs distributed to PSAPs and Public Health. Map accuracy checks have been completed and staff is currently working on populating pre-established call lists.

### B. Hospital Status System

**Background:** Contract approved and signed with EMSsystems to provide real-time status availability of hospital resources to hospitals, EMS, and communications centers.

**Staff Update:** System installed and SOPs distributed to PSAPs, hospitals, and EMS.

### C. PDM Planning – Attachment #3

**Background:** Kickoff meeting, public meetings, and update meeting have been held. Draft portions of the plan have been periodically submitted to state and federal approving authorities for courtesy reviews. Draft plan was distributed to Commission Members in early May for review by jurisdictions.

**Staff Recommendation:** Approve and adopt Countywide Pre-Disaster Mitigation Plan and direct staff to submit the plan for official review by Iowa Homeland Security and Emergency Management and the Federal Emergency Management Agency (Region VII).

**Commission Action (May 2009):** Moved by TeKippe, seconded by Mundt to approve plan and proceed with plan submission to HSEMD and FEMA. Motion passed unanimously.

**Staff Update:** Plan approved by HSEMD and FEMA. Need to discuss with Commission an approach to receive adoption resolutions from all jurisdictions in Polk County. Propose that all jurisdictions adopt the plan by October 14<sup>th</sup>.

**Commission Action:** Moved by Cox, seconded by TeKippe to ask communities to adopt the plan by October 14, 2009. **Discussion:** A web link will be sent to Commission members that will include the ability to download the entire plan. Sample plan adoption resolution provided to communities as well. Motion passed unanimously.

**Staff Update:** All but two local resolutions adopting the plan have been completed. Staff will continue to work with remaining jurisdictions to get 100% approval.

## VIII. New Business

A. **Commission Appointments** – Each year in January the Agency requests member jurisdictions appoint/re-appoint members to the Polk County Emergency Management Commission. Letters of request and appointment forms will be mailed in January.

B. **2010/2011 Proposed Budget- Attachment #1** Proposed budget will be presented and staff available for questions and recommendations.

**Staff Recommendation** – Set public hearing date for the 2010/2011 budget. **Commission asked staff to publish budget as required and set public hearing for February 17<sup>th</sup> as part of action in agenda item VIII.D.**

C. **PDM Authorized Representative Form** – Provides the Coordinator the expressed authority to administer the 2005 PDM grant. This is largely a formality because the grant scope of work is completed.

**Staff Recommendation** – Approve the agreement and direct the Coordinator to submit the forms to HSEMD as requested. **Already approved and completed. No action required.**

D. **Contract Employee Sharing with 911** – The Polk County Sheriff's Office (911 Board supported through the PSAP funding) and Polk County Emergency Management have preliminarily discussed the opportunity to share a contracted employee. Costs for the contract would be split equally between the two agencies. The scope work for the contract would include 50% time and effort to support emergency management activities such as planning, training, exercise support; and 50% support for 911 administration activities such as budget preparation, secretarial support to the 911 Board, planning, training, and equipment procurement/logistics. Funding for this position on the emergency management side would come from Emergency Management Performance Grant funding. Currently projected to be \$39,000 in 2010. Expected total cost of the contract would be \$60,000 (\$30,000 EMA and \$30,000 E911).

**Executive Committee Discussion:** Directed staff to investigate how the county views contracted personnel compared to full time equivalents (FTE).

**Executive Committee Action:** Moved by Phillips to approve staff in moving forward with part-time contract employee and with this included in budget authorizing staff to move forward with developing the RFP for the contract and bring it back to Commission for consideration. Seconded by TeKippe with friendly amendment to establish public hearing on the proposed 2010-2011 budget on February 17<sup>th</sup>. Phillips agreeable to friendly amendment by TeKippe. Motion passed unanimously.

## IX. Other Business

### X. Upcoming Events

- A. Executive Committee Mtg. – February 10<sup>th</sup> at 1100 hrs – Communications Ctr
- B. Commission Mtg. – February 17<sup>th</sup> at 1300 hrs – Communications Ctr
- C. Region 1 Homeland Security Board Mtg. – March 4<sup>th</sup> at 1300 hrs. - TBD

XI. **Programs/Presentations** – none scheduled

XII. **Adjourn** – **Executive Committee Action:** moved by Krohse to adjourn, seconded by TeKippe. Motion passed unanimously at 1236 hours.