



MINUTES

Polk County
Emergency
Management
Commission

Executive Committee

Wed., September 8, 2010
1100 Hours

Polk County
Communications Center,
6023 NE 14th Street, Des
Moines, Iowa

I. Call to Order – by Krohse at 1114 hours

II. Roll Call and Introductions

A. Members

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Alleman | <input type="checkbox"/> Des Moines | <input type="checkbox"/> Pleasant Hill | <input type="checkbox"/> Runnells |
| <input type="checkbox"/> Altoona | <input type="checkbox"/> Elkhart | <input type="checkbox"/> Polk City | <input type="checkbox"/> Urbandale |
| <input checked="" type="checkbox"/> Ankeny | <input checked="" type="checkbox"/> Grimes | <input type="checkbox"/> Polk County BOS | <input type="checkbox"/> West Des Moines |
| <input type="checkbox"/> Bondurant | <input checked="" type="checkbox"/> Johnston | <input type="checkbox"/> Polk County | <input checked="" type="checkbox"/> Windsor Heights |
| <input type="checkbox"/> Clive | <input type="checkbox"/> Mitchellville | Sheriff | |

Members Present: Krohse, McDaniel, and Mundt

B. Staff – Mumm and Reelitz

C. Guests/Public- None

III. Approval of Agenda – **Executive Committee Action:** Moved by Mundt, seconded by McDaniel to approve agenda as presented. Motion passed unanimously.

IV. Approval of Previous Meeting Minutes – August 18, 2010 – **Executive Committee Action:** Moved by McDaniel, seconded by Mundt to approve minutes as distributed. Motion passed unanimously.

V. Reports

A. Administration and Finance

1. **Agency Budget** – Once the grant reimbursement requests are received, the agency will end the 2009/2010 Fiscal Year with an approximate surplus of \$40,000. **Discussion:** budget process for 2011/2012 FY will begin in November with adoption expected in February 2011.

2. **Staff/Personnel**

a) **Assistant Coordinator step increase** – **Discussion:** Reclassification suggested by Executive Committee. Staff will begin this process.

b) **Coordinator annual pay increase** – **Discussion:** Krohse had discussion with Polk County Human Resources where he recommended that the Coordinator be considered a Supervisor/Manager position rather than a Department Head. Coordinator would be eligible to receive a 5% salary increase. **Executive Committee Action:** Motion by Mundt, seconded by McDaniel to increase the Coordinator's salary by 5%. Motion passed unanimously.

c) Program Assistant/911 Administrator position

3. Grants Management

a) Metropolitan Medical Response System (MMRS)

- (1) **2007 Grant Year** – Awarded \$258,145; \$257,485 expended to date;
- (2) **2008 Grant Year** – Awarded \$321,221; \$0 Expended to date; Budget plan submitted. Focus: Regional Medical Operations Center. Waiting for FEMA approval.
- (3) **2009 Grant Year** - Awarded \$321,221; \$0 Expended to date; Grant agreement not yet received from the state.
- (4) **2010 Grant Year** – Award unknown; \$0 Expended to date; Investment Justification submitted.

b) Iowa Type III Incident Management Team (IMT)

- (1) **2007 Grant Year** – Awarded \$40,200; \$40,197 Expended to date; Focus: trailer, apparel, equipment for team members.
- (2) **2008 Grant Year** – Awarded \$27,000; \$26,850 Expended to date; Focus: equipment, office supplies for deployment, and training for team members.
- (3) **2009 Grant Year** – Awarded \$40,000; \$265 Expended to date; Focus: training, equipment, supplies for team members.
- (4) **2010 Grant Year** - Award unknown; \$0 Expended to date; Focus: TBD

c) Emergency Medical System (EMS)

- (1) **2009 Grant Year** – Awarded \$9,363; \$9,363 expended to date; Focus: training equipment; START kits, mannequins
- (2) **2010 Grant Year** – Awarded \$10,396; \$10,396 expended to date; CEVO ambulance training system, replacement skins for mannequins, rechargeable air pumps, ICS tool box.
- (3) **2011 Grant Year** – Awarded \$7,965; \$0 expended to date; Focus: TBD

d) Emergency Management Performance Grant (EMPG)

- (1) **2010 Grant Year** - Awarded \$39,000; \$39,000 expended to date; Focus: emergency management organization (daily operations, salaries, etc.)
- (2) **2011 Grant Year** - Awarded \$0; \$0 expended to date; Application submitted to HSEMD; Focus: emergency management organization (daily operations, salaries, etc.)

e) Hazardous Materials Emergency Planning (HMEP) Grant

- (1) **2009 Grant Year** – Awarded \$7,467; \$7,267 expended to date; Focus: hazmat awareness and operations level training
- (2) **2010 Grant Year** – Awarded \$5,250; \$5,250 expended to date; Focus: hazmat awareness and operations level training

(3) 2011 Grant Year – Award unknown; \$0 expended to date; Focus: hazmat awareness and operations level training

Discussion: Grant funding available for rescue training was discussed. Coordinator shared that it might be an uphill battle because the state's funding of the Iowa Task Force One based in Sioux City and Cedar Rapids. Further discussion should occur on this topic by local responders.

B. Hazard Identification, Risk and Capability Assessment

1. Countywide GIS Project – Contractor request for location information on critical infrastructure is being provided by staff.

C. Resource Management

1. Resource Typing – Contact Assistant Coordinator if your jurisdiction's police, fire, and EMS has not completed the resource typing.

D. Planning

1. Comprehensive Emergency Plan (CEP) – The following CEP functional annexes were reviewed by staff and are recommended for review, comment, and eventual adoption by the Commission: Emergency Support Function (ESF) #6: Mass Care, Housing, and Human Services; ESF#7: Resource Support; ESF#8: Public Health and Medical Services (includes Mass Casualty Incident plan section developed and submitted by the Central Iowa EMS Directors); and ESF#10 Hazardous Materials.

Discussion: Recommended that staff send out annexes for review electronically and call for an electronic approval of the plan updates by Commission members. **Staff Update:** Plan annexes were distributed for approval. Minor recommendations for changes were received. Electronic responses were unanimous to approve the updated annexes.

2. EMA Strategic Plan – Moderately compliant. Frequent operational activations hampered additional progress. Substituted ESF annexes based on ease of review. Staff will draft updated strategic plan to cover FY2010/2011 and submit to Executive Committee for review and adoption.

E. Direction, Control, and Coordination – Staff to prepare a survey as directed by the Commission to determine NIMS/ICS training needs and opportunities.

F. Damage Assessment – Lessons learned and best practices from floods of 2010 will be integrated into the CEP during the winter 2010/2011.

G. Communications and Warning

1. Regional Radio Project – Vendor interviews to take place September 9, 2010.

H. Operations and Procedures

1. Countywide Emergency Operations Center (EOC) – Expected completion October 2010

I. Training –

- 1. IMT/EOC Interface Course** to be offered to Iowa Type III IMT in December. There may be opportunities for local officials to participate in this training/exercise course. More information will follow the pre-course assessment in October.

J. Exercises – See “Training” above.

K. Public Education and Information

- 1. National Preparedness Month –** Series of media releases on preparing a kit, having a plan (family/business), and staying informed have been distributed. Continuing with campaign to include 9/11 Drill-down promotion and Code Red registration and testing.

L. Homeland Security

- 1. MAC Homeland Security Agreement –** Coordinator asked to present 28E Agreement at Board of Supervisor’s Board/Staff Discussion. Will be considered for approval in September by Polk County Board of Supervisors. Staff is unaware of other jurisdictional approvals.

VI. Old Business - None

VII. New Business

- A. Polk City Pre-Disaster Mitigation (PDM) Plan Update –** Polk City has updated their portion of the PDM plan to include a ring levee surrounding their sewer lagoon. **Staff Recommendation:** Approve additional Polk City project and adopt the amended plan.

VIII. Other Business

IX. Upcoming Events

- A. Iowa League of Cities Annual Conference –** Sept. 21-24, Coralville, IA
- B. IMT-EOC Interface Pre-Course Assessment –** Oct. 11-15, Des Moines
- C. Executive Committee Mtg. –** Oct. 13, Polk Co. Communications Ctr. **Discussion: Need to change due to conflicts.**
- D. Commission Meeting –** Oct. 20, Polk Co. Communications Ctr.
- E. Iowa Hazmat Symposium –** Oct. 21-22, Ames, IA
- F. Governor’s Homeland Security Conf. –** Nov. 2-4, West Des Moines
- G. Executive Committee Mtg. –** Nov. 10, Polk Co. Communications Ctr.
- H. Veteran’s Day Holiday –** Nov. 11

X. Programs, Presentations, Invited Guests or Speakers – None Scheduled.

- XI. Adjournment – Executive Committee Action: Moved by McDaniel, seconded by Mundt to adjourn. Motion passed unanimously at 1230 hours.**