



MINUTES

Polk County
Emergency
Management
Commission

Executive Committee

Wed., November 10, 2010
1100 Hours

Location: Polk County
Communications Center,
6023 NE 14th Street
Des Moines, IA

I. Call to Order – 1105 hours

II. Roll Call and Introductions

A. Members

- | | | | |
|------------------------------------|--|---|--|
| <input type="checkbox"/> Alleman | <input checked="" 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 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 checked="" type="checkbox"/> Polk County | <input type="checkbox"/> Windsor Heights |
| <input type="checkbox"/> Clive | <input type="checkbox"/> Mitchellville | <input checked="" type="checkbox"/> Sheriff | |

B. Staff – Mumm and Reelitz

C. Guests/Public-

III. Approval of Agenda – Motion by TeKippe, seconded by Shoemaker to approve agenda as distributed. Motion passed unanimously.

IV. Approval of Previous Meeting Minutes – October 20, 2010. Motion by TeKippe, seconded by Shoemaker to approve minutes of 20 October 2010 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. Budget process for 2011/2012 FY will begin in November with adoption expected in February 2011.

2. Staff/Personnel

a) Assistant Coordinator step increase – Staff has begun preparing the documentation for the reclassification process and will present to the Executive Committee in the next 30 days.

b) Program Assistant/911 Administrator position – being drafted by Staff.

c) Comprehensive Review by Polk County Human Resources – The employees of the EM Agency status in the Polk County employee system remains unclear. Polk County Human Resources has offered to make a comprehensive proposal to the Commission establishing clear position classifications documented in an Agency Employee Handbook. This is expected in the next 60-90 days. Executive Committee Discussion:

Committee wanted to make sure that HR understands the authority of the Commission to establish its own personnel policies. Recommended that staff move forward and work with the HR department with this in mind.

3. Grants Management

a) Metropolitan Medical Response System (MMRS)

(1) **2008 Grant Year** – Awarded \$321,221; \$0 Expended to date; Budget plan submitted. Focus: Regional Medical Operations Center. Waiting for HSEMD to provide a grant agreement for Commission consideration.

(2) **2009 Grant Year** - Awarded \$321,221; \$0 Expended to date; Grant agreement not yet received from the state.

(3) **2010 Grant Year** – Award unknown; \$0 Expended to date; Investment Justification submitted.

b) Iowa Type III Incident Management Team (IMT)

(1) **2009 Grant Year** – Awarded \$40,000; \$265 Expended to date; Focus: training, equipment, supplies for team members.

(2) **2010 Grant Year** - Award unknown; \$0 Expended to date; Focus: TBD

c) Emergency Medical System (EMS)

(1) **2011 Grant Year** – Awarded \$7,965; \$0 expended to date; Focus: TBD

d) Emergency Management Performance Grant (EMPG)

(1) **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) **2011 Grant Year** – Award unknown; \$0 expended to date; Focus: hazmat awareness and operations level training

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)** – comprehensive plan review schedule being developed by Staff. The draft plan calls for complete plan review every 18 months.

2. **EMA Strategic Plan** – 2011 – 2013 Strategic Plan will be developed by Staff and presented to the Executive Committee in January.

- 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 plan review process.
 - G. **Communications and Warning**
 - 1. **Regional Radio Project** – Vendor interviews to take place September 9, 2010. Letter to make jurisdictions aware of narrow-banding impact on outdoor warning siren activation will be distributed in November.
 - H. **Operations and Procedures**
 - 1. **Countywide Emergency Operations Center (EOC)** – Moving date of 11/22 has been established. Office phones will likely be unstaffed or intermittently staffed for a couple days due to the move. Staff will be available by cell phone.
 - 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**
 - L. **Homeland Security**
 - 1. **MAC Homeland Security Agreement** – Jurisdictional approvals should have or are currently being considered.
- VI. **Old Business** –
- A. **Community Emergency Response Teams (CERT)** – Ankeny and Polk City are discussing the combining of CERT resources. The City of Grimes and Johnston are also discussing the formation of a CERT team. Altoona has already filed for CERT designation through the state and federal Citizen Corps programs. **Executive Committee Discussion:** Over the past several years, the CERT funding has decreased due to decreasing federal funding and the addition of other teams in Iowa. A full discussion of how the Commission supports CERTs in the future should occur before funding is distributed among existing or future CERTs. **Commission Discussion:** Mundt shared that rather than establish 2 or 3 teams it would be best to expand the existing Ankeny CERT. Mundt spoke to current Ankeny CERT Coordinator and they were receptive to expanding the team. The negative of establishing more teams is the reduction of funding that the current CERT has been experiencing over the last couple of years. Ankeny is willing to expand and rename the current team to the Polk County CERT. This would reflect the 41 other teams across Iowa that are countywide teams. Commission members

generally agreed that a countywide team is a better way to go than several individual and independent teams. Mundt will schedule a meeting in early December to bring together interested parties. Concerns that were expressed related to questions of common protocols, how the team would be activated, and how they might interact with fire departments, how recruitment takes place, and what is their appropriate scope of services.

VII. New Business

VIII. Other Business

IX. Upcoming Events

- A. Executive Committee Mtg.** – Nov. 10, 1100 hours, Polk Co. Communications Ctr.
- B. Veteran’s Day Holiday** – Nov. 11, offices closed
- C. Iowa State Association of Counties** – Nov. 17-19, Coralville, IA
- D. Agency moving to new facility** – Nov. 22, 1907 Carpenter Ave., Des Moines
- E. Thanksgiving Holiday** – Nov. 25-26, offices closed
- F. Region 1 Homeland Security Board Mtg.** – Dec. 2, 1300 hours, 8055 Mills Civic Pkwy, West Des Moines
- G. IMT Exercise** – Dec. 7-10, Polk County EOC
- H. EM Executive Committee Mtg.** – Dec. 8, 1100 hours, Polk County EOC
- I. EOC Open House** – Dec. 16, 1500-1800 hours, Polk County EOC

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

XI. Adjournment – Moved by TeKippe, seconded by Shoemaker to adjourn. Motion passed unanimously at 1138 hours.