



MINUTES

Polk County
Emergency
Management
Commission

Executive Committee

Thurs., January 20, 2011
1100 Hours

Location: Polk County EOC
1907 Carpenter Ave.
Des Moines, IA 50314

I. Call to Order – at 1104 by Chair Krohse

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

Executive Committee Members present: Mundt, TeKippe, Krohse, Shoemaker, and McDaniel

B. Staff – Mumm, Reelitz and Davis

C. Guests/Public- None

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

A moment of silence was observed in memory of former Windsor Heights Fire Chief, Al Hunter.

IV. Approval of Previous Meeting Minutes – November 10, 2010. **Executive Committee Action:** Motion by TeKippe, seconded by McDaniel to approve November 2010 minutes as distributed. Motion passed unanimously.

V. Reports

A. Administration and Finance

1. **Agency Budget** – Proposed budget will be presented at the meeting followed by discussion.

2. **Staff/Personnel**

a) **Assistant Coordinator step increase** – Staff has begun preparing the documentation for the reclassification process.

b) **Program Assistant/911 Administrator position** – being drafted by Staff, Sheriff's Office, and Polk County Human Resources.

c) **Comprehensive Review by Polk County Human Resources** – Meeting with HR currently being scheduled.

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.) **Executive Committee Discussion:** Iowa HSEMD has issued a Notice of Intended Action to amend Iowa Administrative Code Section 605 that changes the allocation formula for EMPG funds to local applicants. The proposed amendment would make the distribution more equitable by removing the cap on the larger populated counties and Polk County EMA supports this amendment. There will be 6 public hearings held across the state. A hearing in Polk County is scheduled for March 8 at the Polk County EOC and will begin at 7 pm.
- 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** – Update on project requested from leadership team.
- 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 developed by Staff. Attachment #1.
 2. **EMA Strategic Plan** – 2011 – 2013 Strategic Plan will be developed by Staff and presented to the Executive Committee in February.

- 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** –Letter to make jurisdictions aware of narrow-banding impact on outdoor warning siren activation distributed in December.
 - H. **Operations and Procedures**
 - 1. **Countywide Emergency Operations Center (EOC)** – Move completed November 2010. Currently working on phone activation and roll-over plan and incident management software RFP.
 - I. **Training** –
 - 1. **Special Needs Planning Workshop** at Polk County EOC February 8th.
 - J. **Exercises** –
 - 1. **National Disaster Medical System (NDMS)** exercise to take place in mid-May
 - K. **Public Education and Information** –
 - 1. **Woodbury County EOC Lessons Learned** – January 26th, Sioux City, IA
 - 2. **Board of Supervisors newly elected officials workshop** – January 27, WDM
 - 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)** – Several jurisdictions with an interest in Community Emergency Response Teams have discussed collaborative efforts and are working on a shared plan to operate as a single team with jurisdictional divisions. **Executive Committee Discussion:** Budget has been submitted to Region 1. TeKippe shared that Des Moines will not be participating in the CERT at this time.
- VII. **New Business**
- A. **2011/2012 Budget Proposal** - Staff is finalizing the proposed budget and will provide to Executive Committee prior to 20 January 2011 for discussion. Executive Committee is asked to consider February 23rd as the next Commission meeting which would include the budget hearing as required by law. **Executive Committee Discussion:** Budget summary shows a negative balance at the end of FY 2010/2011 and staff explained this is due to pending reimbursements that have been requested but not received. Staff inquired with the Iowa Department of Management to see if there was a way to footnote this but the response was negative. **Executive Committee Action:** Motion by TeKippe, seconded by McDaniel to

move the recommended budget to the full Commission and set the date for the public hearing as February 23, 2011. Motion passed unanimously.

- B. **Commission Meeting and Executive Committee Schedule** – Proposed meeting schedule for 2011 is attached for discussion and approval. **Attachment #2. Executive Committee Action:** Motion by TeKippe, seconded by Mundt to establish the Commission meetings the third Wednesday of February, May, August, and November. Motion passed unanimously.
- C. **Commission Appointment Resolution Letters** – Annually in January, staff sends a request letter to each jurisdiction asking to appoint/reappoint commission representatives for the upcoming year by local resolution. **General agreement among Executive Committee that this should be done.**
- D. **28E Agreement for Administration of Emergency Management Renewal** – The agreement expires at the end of the 2010/2011 fiscal year. Staff is recommending the renewal of the agreement prior to July 2011. The 2011/2012 proposed budget includes revenue expected from the agreement. **Moved to February meeting.**
- E. **Comprehensive Emergency Plan (CEP) Part B and C Recertification** – The Code of Iowa requires the review, update, or recertification of Parts B and C of the local comprehensive emergency plan within 180 days following a Presidential Disaster Declaration. Staff is recommending the recertification of Parts B and C of the Polk County Comprehensive Emergency Plan. **Executive Committee Action:** Motion by TeKippe, seconded by Mundt to recommend to the Commission approval of the recertification of Parts B and C. Motion passed unanimously.
- F. **Iowa Homeland Security Region 1 Appointment of Primary and Alternate Representatives** – Region 1 Homeland Security Board is asking each local emergency management commission to review the appointments of the primary and alternate representatives to provide consistent representation at Region 1 Board meetings. **Moved to February meeting.**
- G. **Local Emergency Planning Committee Representative Appointment** – Staff is requesting a Commission Member representative at the quarterly LEPC meetings. **Moved to February meeting.**

VIII. Other Business

Jon Davis advised the Executive Committee that there is continuing work to update ESF#6: Mass Care. Shelters are being reviewed from an ADA compliance standpoint and updates will be discussed later this year.

IX. Upcoming Events

- A. **Executive Committee Mtg.** – 20 January 2011 @ 1100 hours, Polk Co. EOC

- B. Major Len Murray Retirement Reception – 21 January 2011, 1000-1300 hours, Metro STAR building
 - C. Region VII MMRS Meeting – 28 January 2011, Kansas City, MO
 - D. Executive Committee Mtg. – 9 February 2011 @ 1100 hours, Polk Co. EOC
 - E. President’s Day – 21 February 2011, Office closed for holiday
 - F. Commission Meeting and Budget Hearing – 23 February 2011 @ 1300 hours, Polk Co. EOC
- X. **Programs, Presentations, Invited Guests or Speakers – None Scheduled.**
- XI. **Adjournment – Executive Committee Action: Motion by Mundt, seconded by TeKippe to adjourn. Motion passed unanimously at 1252 hours.**