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# MINUTES

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Polk County  
Emergency  
Management  
Commission

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Executive Committee

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Wed., 20-Apr-2011  
1100 Hours

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

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I. Call to Order – at 1110 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 type="checkbox"/> Ankeny    | <input type="checkbox"/> Grimes        | <input type="checkbox"/> Polk County BOS | <input type="checkbox"/> West Des Moines |
| <input type="checkbox"/> Bondurant | <input type="checkbox"/> Johnston      | <input type="checkbox"/> Polk County     | <input type="checkbox"/> Windsor Heights |
| <input type="checkbox"/> Clive     | <input type="checkbox"/> Mitchellville | <input type="checkbox"/> Sheriff         |  |

**Executive Committee Members Present:** Krohse, McDaniel, TeKippe, and Tunks

B. Staff – Mumm and Reelitz

C. Guests/Public- None

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

IV. Approval of Previous Meeting Minutes – February 23, 2011. **Executive Committee Action:** Motion by TeKippe, seconded by Tunks to approve the February 23, 2011 minutes as distributed. Motion passed unanimously.

V. Reports

A. Administration and Finance

1. Agency Budget –

- a) Current fiscal year budget report to be generated monthly.
- b) FY 2011 28E agreement funding has not been received from the following member jurisdictions: Bondurant, Mitchellville, West Des Moines, and Windsor Heights. **Staff Update:** Funds now received from all jurisdictions for the FY 2011.

2. Staff/Personnel

- a) **Assistant Coordinator step increase** – HR position description and market survey completed.
- b) **Program Assistant/911 Administrator position** – HR position description and market survey completed. Delay due to EMPG status questions created by federal Continuing Resolutions. Projected start date is July 1.

### 3. Grants Management

#### a) Metropolitan Medical Response System (MMRS)

- (1) **2008 Grant Year** – Awarded \$321,221; \$321,221 Expended to date; waiting on reimbursement. Focus: Regional Medical Operations Center.
- (2) **2009 Grant Year** - Awarded \$321,221; \$0 Expended to date; Focus: Regional Medical Coordination, sustainment of Code Red, FirstWatch, EMS systems, etc. Work plan submitted, waiting on confirmation from HSEMD.
- (3) **2010 Grant Year** – Awarded \$317,419; \$0 Expended to date; Investment Justification and application submitted. Waiting on reward letter.
- (4) **2011 Grant Year** – Investment justification submitted and presented to FRAC.

#### b) Iowa Type III Incident Management Team (IMT)

- (1) **2009 Grant Year** – Awarded \$40,000; \$35,142.06 Expended to date; Focus: training, equipment, supplies for team members. Amendment submitted to shift funding from training to equipment.
- (2) **2010 Grant Year** – Awarded \$116,000; \$0 Expended to date; Focus: TBD.
- (3) **2011 Grant Year** - Investment justification submitted and presented to FRAC.

#### c) Emergency Medical System (EMS)

- (1) **2011 Grant Year** – Awarded \$7,965; \$0 expended to date; Focus: Officer in a Bag system (vests and triage tags).

#### d) Emergency Management Performance Grant (EMPG) 2011 Grant Year -

Awarded \$0; \$0 expended to date; Application submitted to HSEMD; Focus: emergency management organization (daily ops, salaries, etc.).

#### e) Hazardous Materials Emergency Planning (HMEP) Grant

- (1) **2011 Grant Year** – Awarded \$4,935; \$150 expended to date; Focus: hazmat awareness and operations level training. Remaining will be expended by July 1, 2011.
- (2) **2012 Grant Year** – Awarded \$7,291 for training; \$5,000 for hazmat symposium; \$16,051 for planning (gap analysis). Pre-application submitted.

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

1. **Countywide GIS Project** – Phase 4 which is data development and quality assurance. Will be working on emergency facilities, high potential loss facilities, transportation and utilities. Status Briefings and Training to take place May 9-12.

**C. Resource Management**

1. **Resource Typing** – Fire/EMS information still needed from Bondurant, Delaware Twp., Mitchellville, and Runnells. Law Enforcement information still needed from Polk City. Please see Jon Davis to get this completed.
2. **Radiological Monitoring Kits** - Still looking for kits to be exchanged from Bondurant and Runnells. Please see Jon Davis to get this completed.

**D. Planning**

1. **Comprehensive Emergency Plan (CEP)** –
  - a) ESF #15 on agenda to be adopted under New Business in May.
  - b) ESF #11 distributed in April for broad review
  - c) ESF #6 is being updated by staff in April. Expected to be distributed for broad review in May.
2. **EMA Strategic Plan** – 2011 Strategic Plan drafted and included as Attachment #1. Detailed capabilities/organizational assessment to take place in Fall 2011.

**E. Direction, Control, and Coordination** – Staff continue to conduct NIMS/ICS training as well as EOC training/exercises.

**F. Damage Assessment** – Lessons learned and best practices from floods of 2010 will be integrated into the CEP during the plan review process. Meetings continue with Metro Waste Authority on debris management.

**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.
2. **Outdoor Warning Sirens** – Activation policy discussed with media during SWAW. No significant conflicts expressed by the public.

**H. Operations and Procedures** –

1. **Countywide Emergency Operations Center (EOC)** – Funding was available for additional improvements and capability enhancements following construction. This includes: projector and smart board installation in C05; VGA inputs to televisions; conference call microphone installation in C14; remote entry capabilities installed in C03 and C05; microphone installation in C13; and additional wall clock in C11.
2. **RAGBRAI** – Incident Action Planning process continues with jurisdictions along the route as well as potential mutual aid jurisdictions/agencies.

- I. **Training**
  - 1. **Storm Spotter Course** – National Weather Service delivered the annual storm spotter class April 5<sup>th</sup> at 7 pm, Polk County EOC. Approximately 120 people attended.
  - 2. **TEEX EOC Management and Planning Course** – Polk County delivery May 24-26. Registration notice sent April 19<sup>th</sup>.
  
- J. **Exercises – National Disaster Medical System (NDMS)** exercise to take place the week of May 16 with the patient movement portion of the exercise taking place May 19<sup>th</sup>.
  
- K. **Public Education and Information** – Approximately 6 interviews with the media during SWAW.
  
- L. **Homeland Security** -
  
- VI. **Old Business** –
  - A. **28E Agreement for Administration of Emergency Management Renewal (FY2012-2014)** – Renewal resolutions have been received from member jurisdictions with the exception of Mitchellville and West Des Moines.
  
- VII. **New Business**
  - A. **Commission Officers Elections** – The Commission shall elect each year from its membership, a Chair and Vice-Chair to serve for a period of one (1) year. Officer elections shall be held annually in the month of March. The one (1) year term will begin on the first day of April following the March election. **Commission Chair Action: Appointment of McDaniel, TeKippe, and Tunks as nominating committee to have slate of candidates to present for the May 18<sup>th</sup> Commission meeting.**
  
  - B. **North Polk School District PDM Plan** – to satisfy the federal requirements for a safe room mitigation project at North Polk High School, the school district needs to be treated as a separate political jurisdiction. The solution will be to amend the countywide plan to include North Polk School District as a jurisdiction in the PDM plan. **Executive Committee Action: Moved by TeKippe, seconded by Tunks to add this item to the May 2011 Commission agenda and recommend approval with the same concerns of precedent-setting as voiced during the discussion of West Des Moines Schools. Motion passed unanimously.**

C. **Comprehensive Emergency Plan – Emergency Support Function #15: Public Information** – ESF#15 has been reviewed and updated by staff, reviewed and commented by member jurisdictions and affiliated partners, and is submitted to the Commission for adoption. [Attachment #2]

VIII. **Other Business**

IX. **Upcoming Events**

- A. **Region 1 meeting** – 5 May 2011 @ 1300 hours, Polk County EOC
- B. **HAZUS/Countywide GIS project training** – 9-12 May 2011, Polk County EOC
- C. **University of Okoboji EM Conference** – 11-13 May 2011, Okoboji, IA
- D. **Executive Committee Meeting** – 11 May 2011, Polk County EOC (postpone/cancel?)  
**Canceled by Chairperson**
- E. **Full Commission Meeting** – 18 May 2011 @ 1300 hours, Polk Co. EOC

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

XI. **Adjournment** – **Executive Committee Action:** Motion by McDaniel, seconded by TeKippe to adjourn. Motion passed unanimously at 1208 hours.