



MINUTES

Polk County
Emergency
Management
Commission

Executive Committee

Wed., 14-September-2011
1100 Hours

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

- I. **Call to Order** – by Vice Chair Mundt at 1104 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 Sheriff | <input type="checkbox"/> Windsor Heights |
| <input type="checkbox"/> Clive | <input type="checkbox"/> Mitchellville | | |
- Members Present:** McDaniel, Mundt, and TeKippe
- B. **Staff** – Mumm and Reelitz
- C. **Guests/Public-** National Communications System: Ms. Heather Kowalski, Deputy Director, Technology and Programs Division, U.S. Dept. of Homeland Security
- III. **Approval of Agenda** – **Executive Committee Action:** Moved by McDaniel, seconded by TeKippe to approve agenda as presented. Motion passed unanimously.
- IV. **Approval of Previous Meeting Minutes** – August 17, 2011 – Full Commission meeting. **Executive Committee Action:** Moved by TeKippe, seconded by McDaniel to approve minutes as distributed. Motion passed unanimously.
- V. **Reports**
- A. **Administration and Finance**
1. **Agency Budget** –
 2. **Staff/Personnel**
 - a) **Program Assistant/911 Administrator position** – Samantha Brear given employment offer; start date of October 3, 2011. Approval via phone calls with Executive Committee. Executive Committee should consider official action to support phone consent. **Executive Committee Action:** Motion by TeKippe, seconded by McDaniel to affirm the telephone approval to make official offer of employment to Samantha Brear. Motion passed unanimously.
 - b) **Director** – 1) Human Resources is asking for the Commission to establish a pay grade for the position and salary; HR is recommending a pay grade 28 which is consistent with other department heads, range is \$82,425-\$108,743, currently at \$97,281; 2) Annual Performance Evaluation should be conducted in September 2011; 3) Based on Performance Evaluation, the Commission may determine a percentage raise between 0-5%. **Executive Committee Action:** Motion by TeKippe, seconded by McDaniel to recommend to the full Commission the

approval of establishing the Director's pay grade at 28 as recommended by Polk County Human Resources. Motion passed unanimously.

3. Grants Management

a) Metropolitan Medical Response System (MMRS)

(1) **2009 Grant Year** - Awarded \$321,221; \$72,499 expended; \$215,921 obligated to date; Focus: Regional Medical Coordination, sustainment of Code Red, FirstWatch, EMSysetms, etc. Grant agreement signed in late June. Performance period expires in March 2012.

(2) **2010 Grant Year** – Awarded \$317,419; \$0 Expended to date; \$93,500 obligated to date. Investment Justification and application submitted. Waiting on reward letter.

(3) **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; \$32,685 Expended to date; Focus: training, equipment, supplies for team members. Amendment submitted to shift funding from training to equipment. Performance period expires in March 2012.

(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; \$7,965 expended to date; Focus: Officer in a Bag system (vests and triage tags).

d) **Emergency Management Performance Grant (EMPG) 2011 Grant Year** - Awarded \$39,000; \$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; \$4,050 expended to date; Focus: hazmat awareness and operations level training. Performance period expires September 30, 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

C. Resource Management

1. **Resource Typing** – Public Works resources are next to be typed. This work will be started in Fall 2011.

D. Planning

1. **Comprehensive Emergency Plan (CEP)** –
2. **EMA Strategic Plan** – 2011 Strategic Plan drafted. 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 –Meetings continue with Metro Waste Authority on debris management.

G. Communications and Warning –

1. **Regional Radio Project** –Effective August 27, Major Scott Locker will focus on narrow banding and interoperability project and daily supervision of Communications will done by John Smith and Lt. Redlinger. **Commission Discussion:** During the transition there will probably be a need to transmit in both narrow and wide bands. Some communities are ready for narrow banding. Polk County will be working with RACOM during this transition.
2. **Outdoor Warning Sirens** – Nothing new to report. **Executive Committee Discussion:** Polk County said they will be prepared to transmit in both wide and narrow-bands beginning on November 1, 2011.

H. Operations and Procedures –

1. **Countywide Emergency Operations Center (EOC)** – Planning P agenda posters being installed.

I. Training

1. **ICS 300 Course** – September 29-30, Ankeny FD HQ. Register through Liz Manion with Region 1, mmanion@storycounty.com.
2. **Emergency Management Program Development** – October 4-5 at either Camp Dodge or Polk County EOC.

J. Exercises –

1. **Airport TTX** – Airport Table Top Exercise to take place September 13, 2011 from 0930-1200 in the Cloud Room at the DSM Airport. Table top exercises will take place each year between the full-scale exercises which occur every three years as required by the FAA.
2. **U.S. ACOE Tabletop Exercises** – Series of tabletop exercises will be conducted by the Army Corps of Engineers on September 21st at the National Guard JFHQ. Polk County EMA has been invited to participate.

3. **LEPC Tabletop Exercise** – Annual TTX with chemical industry and emergency responders at the Polk County EOC on October 11, 2011.

K. Public Education and Information –

1. **Iowa League of Cities annual conference** – invited EMA director to present on internal and external communications priorities for cities before, during, and after disasters. To take place at the annual conference in Des Moines on September 24th.
2. **Sheltering People with Functional Needs** – Deputy Director was asked to present at conferences in Washington DC and Salt Lake City, UT in the coming months on the work being done in Polk County as a practical approach to an important and emerging topic.
3. **Wellmark Blue Cross/Blue Shield Safety Awareness Fair** – October 6, 2011 from 1130-1300 hours for approximately 600 employees.
4. **Safeguard Iowa Partnership Prepare Fair** – October 8, 2011 at Capital Square.

- L. Homeland Security** – Significant events list provided to Brian Lewis, HSEMD, for inclusion in their weekly statewide TIPP Report.

VI. Old Business –

- A. **CERT** – Meeting will be scheduled with the Commission immediately prior to the next full commission meeting on November 16th at 1200 hours.

VII. New Business –

VIII. Other Business –

Executive Committee Discussion – There will likely be several complimentary registrations available for each of the Iowa Hazmat Symposium and the Governor's Homeland Security Conference. These are provided by Region 1 Homeland Security Board. Email notifications were sent in mid-September.

IX. Upcoming Events

- A. **Executive Committee Mtg.** – Sept. 14 – 1100 hrs. – EOC
- B. **Iowa Hazmat Symposium** – Oct. 13-14 – Scheman Bldg., Ames, Iowa
- C. **Executive Committee Mtg.** – Oct. 19 – 1100 hrs. – EOC
- D. **Governor's Homeland Security Conference** – Nov. 1-2 – Sheraton Hotel, WDM
- E. **Executive Committee Mtg.** – Nov. 9 – 1100 - EOC
- F. **Commission Mtg.** – November 16 – 1300 hrs. - EOC

X. **Programs, Presentations, Invited Guests or Speakers – National Communications System**

Heather Kowalski, Deputy Brach Chief, Technologies and Programs Branch – spoke to the Executive Committee on the National Communications System of the U.S. Department of Homeland Security. Ms. Kowalski pointed out the Wireless Priority Service available for a fee from the cell phone industry. She also highlighted the Government Emergency Telecommunications System (GETS) that provides priority to the caller on the telephone switching infrastructure. This is a calling card program with a dial-in number and PIN. A slide presentation was provided and available from Polk County Emergency Management for those interested.

XI. **Adjournment – Consent to adjourn meeting at 1204 hours.**