



MINUTES

Polk County
Emergency
Management
Commission

Full Commission

Wed., 18-Feb-2015
1400 Hours

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

- I. **Call to Order** – at 1400 hours by Chairperson Krohse
- II. **Roll Call and Introductions**
Members (Members with * are members of the Commission’s Executive Committee) -
Attendance List Attached
- | | | | |
|------------------------------------|--|--|---|
| <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* | |
- A. **Staff**– Brear, Davis, Medeiros, and Mumm
- B. **Guests/Public** – None
- III. **Approval of Agenda**– **Commission Action:** Motion by West Des Moines to approve agenda as presented. Seconded by Urbandale. Motion passed unanimously.
- IV. **Approval of Previous Meeting Minutes**– December 2, 2014 - **Commission Action:** Motion by Des Moines to approve minutes as distributed. Seconded by Urbandale. Motion passed unanimously.
- V. **Public Hearing – Proposed 2015/2016 Budget** - **Commission Action:** Chairperson opened public hearing at 1403 hours. Director Mumm provided summary of proposed budget. Public invited to comment. No members of the public present at the meeting and no correspondence received by staff. Chairperson closed public hearing at 1410 hours.
- VI. **New Business and Action Items**
- A. **2015/2016 Budget Adoption** – Consideration of the FY 15/16 budget. Proposed budget was presented to Executive Committee for discussion at their January and February meetings as well as at three separate Commission workshops offered on January 22nd. Proposed budget published in Des Moines Register according to public budget requirements. – Attachment #1. **Commission Action:** Motion by Pleasant Hill to adopt budget as presented. Seconded by West Des Moines. Motion passed unanimously.
- B. **Emergency Support Function #4: Firefighting** – Annex was distributed for review and comment. Comments integrated and presented for adoption. – Attachment #2 - **Commission Action:** Motion by Des Moines to adopt ESF#4. Seconded by Johnston. Motion passed unanimously.

VII. Reports

A. Administration and Finance

1. **Staff/Personnel** –
2. **Commission By-Laws** – Officer Elections to be held in May - **Commission Discussion:** Chair Krohse will appoint a Nominating Committee Chairperson and two other members to recruit candidates for May elections.
3. **Grants Management** –
 - a) **Iowa Type III Incident Management Team (IMT)**
 - (1) **2013 Grant Year** - Awarded \$63,000; \$1,780 Expended to date. Training, travel, exercises, equipment to be identified by IMT. Performance period expires in June 2015.
 - (2) **2014 Grant Year** - Awarded \$85,413; \$0 Expended to date. Training, travel, exercises, equipment to be identified by IMT. Performance period expires in June 2016.
 - b) **WMD Hazmat (HSGP)**
 - (1) **2013 Grant Year** - Awarded \$160,000; \$69,413 Expended to date. Training, travel, exercises, equipment to be funded. Performance period expires in June 2015.
 - (2) **2014 Grant Year** - Awarded \$121,380; \$0 Expended to date. Training, travel, exercises, equipment to be funded. Performance period expires in June 2016.
 - c) **Emergency Medical System (EMS)**
 - (1) **2015 Grant Year** – Awarded \$10,363. \$0 Expended or encumbered. CIEMSD identifying projects.
 - d) **Emergency Management Performance Grant (EMPG)**
 - (1) **2014 Grant Year** – Awarded \$39,000. \$39,000 Expended.
 - e) **Hazardous Materials Emergency Planning (HMEP) Grant**
 - (1) **2015 Grant year** – Awarded \$6,807 for training. \$0 Expended. Awarded \$15,472 for commodity flow study. \$0 Expended.

B. Hazard Identification, Risk and Capability Assessment

1. **Target Capability Assessment** – Resulted in several All-Regions projects that include: EOC Operations and Planning TEEEX Course; Active Shooter Response Planning Guidance/Template; Wide Area Search Training; and U.S. National Grid System Training.
2. **Regional Resiliency Assessment Program (RRAP)** – Preliminary (pre-nomination) conference call occurred with HSEMD, Department of Homeland Security and Argonne National Laboratory regarding finance/banking/insurance sector assessment in Polk County/Metro Area with Safeguard Iowa Partnership. Next step is to meet with DHS Protective Security Advisory and SIP about workload and likelihood of nomination.

C. Resource Management

1. **Resource Typing** – continue to work with DLAN on updated resource typing matrix.

D. Planning

1. Comprehensive Emergency Plan (CEP)

- a) **ESF #5 – Emergency Management:** Rewrite due October 1, 2015
- b) **ESF #7 – Resource Support:** Rewrite due October 1, 2015
- c) **ESF #10 – Hazardous Materials:** Rewrite due October 1, 2015

2. **EMA Strategic Plan** –process being implemented to connect project management to strategic plan. Discussion at weekly staff meetings. Project management tool being developed by staff.
3. **Multi-jurisdictional Hazard Mitigation Plan** – Adoption resolutions completed. Update requests will occur in 2015.
4. **Active Shooter/Killer Guidance** – Polk County EMA participating with other disciplines and statewide associations to develop guidance on planning for, responding to, and recovering from violent incidents.
5. **Law Enforcement ICS Command Boards** – consider planning and discussion-based exercise or workshop focused on establishment and use of ICS and command board tools by law enforcement; possibly winter of 2014/2015

E. Direction, Control, and Coordination –

1. **ICS 402** - EMA will begin planning for a half-day ICS 402 course targeted towards elected and executive officials. Scheduled for 0900-1200 hours March 27th.

F. Damage Assessment –

1. **Damage Assessment Task Force** – Multiphase training program developed that includes: 1) discuss awareness of ESF#3; 2) initial response to wind event and vegetative debris; 3) structural debris; 4) multi-category debris incident such as a flood and dealing with the FEMA public assistance program. Tabletop exercise occurred January 23rd.

G. Communications and Warning

1. **Outdoor Warning Sirens** – Inventory updates and ownership acknowledgement. Review of activation policy indicated no changes needed at this time.
2. **CodeRedNext** – updated software system released. Webinar and on-demand training available through CodeRed.
3. **Statewide Notification System** – Alert Iowa System agreement being pursued as a backup/alternative system. IPAWS training completed by all staff. Application process continues. Commission action requested in May 2015.
4. **911 Service Board** – Budget drafted and adoption consideration upcoming.

H. Operations and Procedures

1. **Ebola Coordination** – Incident Action Plans have been developed, updated, and distributed. Executive Committee sent letter to Iowa Department of Public Health Director requesting consideration of local notification concerns. Response letter received.
– Attachment #3

I. Training –

1. **NFPA 1600** - Staff has begun the request process to access funding to host a NFPA 1600 course. Timing will depend on grant process and will likely be in 2015.
2. **ICS 300/400** – Johnston Public Safety Building February 24-27. Class full and waiting list established.
3. **ICS 402 ICS for elected and executive officials** – March 27
4. **G290 PIO Course** – April 17. Unity Point Hospital – Seats filled; register on waiting list.
5. **TEEX MGT 346 EOC Operations and Planning** – September 22-24

J. Exercises

1. **General Mills TTX** – February 20
2. **71st CST Drill** – March 30 – April 3
3. **National Guard Communications Drill** – April 17
4. **State Specialty Team WMD Full Scale** – April 14-15
5. **Social Media Drill** - April
6. **71st CST 5th Army Evaluation Full Scale** – May 14th
7. **Federal Building Exercise** – TBD
8. **Des Moines Airport Full Scale** – August 8
9. **Vigilant Guard** – January 11-15, 2016

K. Public Education and Information –

1. **Des Moines Rotary Club** – Director invited to present to Des Moines Rotary Club on January 22nd at Wakonda Club.
2. **Master Builders of Iowa** – Craft of Crisis Communications presentation on February 25 at their Winter Conference in Altoona.

L. Homeland Security–

VIII. Old Business–

IX. Open Discussion

- A. **Commission Discussion:** Members should have awareness of legislation related to E911 funding. See HF 199 and SSB 1131 for details.

X. Upcoming Events

- A. **Budget Hearing and Commission Meeting** –February 18th at 1400 hrs. Polk County EOC
- B. **Executive Committee Meeting** – Tues. March 10th at 1100 hrs. Polk County EOC
- C. **Executive Committee Meeting** – Tues. April 7th at 1100 hrs. Polk County EOC
- D. **Executive Committee Meeting** – Tues. May 5th at 1100 hrs. Polk County EOC
- E. **Commission Meeting** –May 20th at 1400 hrs. Polk County EOC

XI. Programs, Presentations, Invited Guests or Speakers – none scheduled

XII. Adjourn - Commission Action: Motion by Clive to adjourn. Seconded by Johnston. Motion passed unanimously at 1443 hours.



1907 Carpenter Avenue
Des Moines, Iowa 50314
515-286-2107

Event: EM Commission Meeting
Date: 18-February-2015
Time: 1400 hours
Location: Polk County EOC - C11

SELECTED OFFICIALS

	Name	Organization	Phone	Email
1	BUD ANDREWS	Urbandale		
2	Kurt Bailes	Polk Co.		
3	Steve Van Dert	Polk Co. BOS		
4	Fred Wharsh	Wm. Ia		
5	Curt Sallenger	Bondurant		
6	LEN MURRAY	PLEASANT HILL		
7	JIM KROUSE	JOHNSTON / GRIMES		
8	Skip Conklin	AKTOONE		
9	DIANA WILLIAMS	W HEIGHTS		
10	Dennis McDaniel	W Heights		
11	John Edwards	CLIVE		
12	JASON MORSE	Polk City		
13	DEAN MCHEE	MITCHELLVILLE		
14	Tim Sandberg	West Des Moines		
15	Tom Armstrong	Grimes		
16	JIM CLACK	ANKENY		
17	David Hindeman	Johnston		
18	Bobby Bentz	Ankeny		
19	Chip Mathis	ELKHART		
20	Chad Rumbaugh	Elkhart msg of Prog-Femp		Chad.Rumbaugh@yahoo.com

02 @ DOT.FLOWA.GOV

Seth Lyon UFS



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	Name	Organization	Phone	Email
1	DAN GRIMM	POLK CO. SHERIFF'S OFFICE	333-0290	dan.grimm@polkcountyiowa.gov
2	FRANK GUNN	CITY OF DES MOINES	283-4944	on file
3	John TeKippe	City of Des Moines	321-9588	on file
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