



AGENDA

Polk County
Emergency
Management
Commission

Full Commission

Wed., 30-May-2012
1300 Hours

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

I. Call to Order –

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 | Sheriff | |

Executive Committee Members present at May 8th meeting: Krohse, Mundt, and TeKippe

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 distributed. Motion passed unanimously.

IV. Approval of Previous Meeting Minutes – Executive Committee Agenda April 11, 2012. Executive Committee Action: Motion by TeKippe, seconded by Mundt to approve agenda as distributed. Motion passed unanimously. Full Commission Agenda from February 22, 2012.

V. Reports

A. Administration and Finance

- 1. Agency Budget – no new items**
- 2. Staff/Personnel – no new items**
- 3. Grants Management**

a) Metropolitan Medical Response System (MMRS)

- (1) 2009 Grant Year -** Awarded \$321,221; \$321,221 expended; Focus: Regional Medical Coordination, sustainment of Code Red, FirstWatch, EMSysetms, etc. Investment justification, work plan, and budget submitted and approved. Revised budget pending approval. Performance period expires in June 2012.
- (2) 2010 Grant Year –** Awarded \$317,419; \$82,042 Expended to date; \$93,500 obligated to date. Investment justification, work plans, and budget submitted and approved. Soliciting proposals from firms with relevant experience to provide a proposed solution in the area of program coordination for the Metropolitan Medical Response System (MMRS) grant and related projects. Request for proposal will be provided in a separate

correspondence. Incident management software purchase is included. Performance period expires March 2013.

- (3) **2011 Grant Year** – Awarded \$281,693; \$0 Expended to date; \$0 obligated to date. Investment justification, work plan, and budget submitted. Budget pending approval. Performance period expires August 2013.
- (4) **2012 Grant Year** – Notice of interest submitted. Application due in June. No longer specifically distributed to MMRS communities as a stand-alone grant.

b) Iowa Type III Incident Management Team (IMT)

- (1) **2009 Grant Year** – Awarded \$40,000; \$40,000 Expended to date; Focus: training, equipment, supplies for team members. Investment justification, work plan, and budget submitted. Revised work plan and budget pending approval. Performance period expires in March 2012.
- (2) **2010 Grant Year** – Awarded \$116,000; \$38,096 Expended to date. Investment justification, work plan, and budget submitted and approved. Performance period expires in March 2013.
- (3) **2011 Grant Year** - Awarded \$100,000; \$0 Expended to date. Investment justification, work plan, and budget submitted. Pending approval. Performance period expires in August 2013.
- (4) **2012 Grant Year** - Notice of interest submitted. Application due in June.

c) Emergency Medical System (EMS)

- (1) **2012 Grant Year** – Awarded \$7,090; \$7,090 expended to date; Focus: EMS training, education materials and supplies. Performance period expires June 30, 2012.

d) Emergency Management Performance Grant (EMPG)

- (1) **2011 Grant Year** - Awarded \$39,000; \$39,000 expended to date; Focus: emergency management organization (daily ops, salaries, etc.).
- (2) **2012 Grant Year** – Application submitted. Expected award is \$39,000.

e) Hazardous Materials Emergency Planning (HMEP) Grant

- (1) **2012 Grant Year** – Awarded \$7,291 for training; \$5,000 for hazmat symposium; \$16,051 for planning (gap analysis).

B. Hazard Identification, Risk and Capability Assessment

- 1. **Target Capability Assessment** – Program Assistant is investigating an evaluation tool for capabilities assessment.

C. Resource Management

- 1. **Resource Typing** – Public Works resources are sporadically being completed.

D. Planning

1. **Comprehensive Emergency Plan (CEP)** – ESF#3: Public Works, ESF#8: Public Health and Medical Services, and ESF #9: Search, Rescue, and Evacuation Annex currently in final draft version and will be distributed for final review and adoption in May. **Executive Committee Action:** Motion by TeKippe, seconded by Mundt to place drafts of ESFs 3, 8, and 9 on the May 30th Commission agenda. Motion passed unanimously.
2. **EMA Strategic Plan** – 2011 Strategic Plan drafted. Detailed capabilities/organizational assessment to take place in Fall 2011.

E. Direction, Control, and Coordination –

1. **G402 Incident Command for Elected Officials** – now available. Staff will evaluate its value as a basis for elected and key appointed officials training. Potentially begin to offer the course locally in early spring 2012. **Executive Committee Discussion:** Recommend by Executive Committee to schedule a brainstorming session among Executive Committee Members to discuss options for training and Elected Officials involvement in Commission matters.

F. Damage Assessment –**G. Communications and Warning –**

1. **Outdoor Warning Sirens** – Siren ownership and maintenance responsibility agreement is recommended to add clarification, reduce duplication of effort, and eliminate gaps. **Executive Committee Discussion:** Recommendation that a letter be sent to Commission Members asking them to acknowledge siren ownership and maintenance for each siren. Based on that response, the “orphan” sirens can be sorted out.

H. Operations and Procedures –

1. **EOC/Incident Mgt. Software** - RFP has been posted. Received four proposals. Staff is detailing the evaluation process and contacting evaluation team members to complete the evaluation process and interviews in January. Interviews took place with bidding vendors on February 6, 7, and 10. Staff will be reconvening the evaluation team to discuss awarding the contract during the week of February 20th. Review team recommends to the Executive Committee to begin contract negotiations with Buffalo Computer Graphics and to bring forward a draft contract/agreement to consider. Executive Committee supports this as the next step. Installation and maintenance agreement reviewed by County Attorney’s Office and Polk County IT Department. Recommendations were agreed to by BCG. Staff is seeking approval of the agreement by the Executive Committee. **Executive Committee Action:** Motion by Mundt, seconded by TeKippe to approve issuance of purchase order and begin installation. Motion passed unanimously.

I. Training –

1. **ALICE (Alert, Lockdown, Inform, Counter, Evacuation) training** being held at Polk County EOC May 15-17. This is the next generation in active shooter response.
2. **ICS 400 – Polk County EOC – May 22-23**
3. **Command and General Staff Position-Specific series of courses** is being developed now by Region 1 but will be held at the Polk County EOC in the coming months.

J. Exercises

1. **Des Moines International Airport –** EMA staff has been requested to assist by the Des Moines Airport Operations Mgr. Core team and steering committees have been formed. Jon Davis has drafted an Exercise Plan to manage the exercise design and execution on August 4th.

K. Public Education and Information –

L. Homeland Security –

1. **Homeland Security Grant Program –** Agency submitted a Notice of Interest for ESF#8 activities. This will match the MMRS activities conducted in previous grant years.

VI. Old Business –

A. Multi-jurisdictional Hazard Mitigation Plan Update - The State of Iowa has Hazard Mitigation Grant Program (HMGP) funds available for developing Multi-jurisdiction Hazard Mitigation Plans. The Disaster Mitigation Act of 2000 (DMA) requires communities to have a FEMA approved local hazard mitigation plan in order to receive HMGP project funds. DMA 2000 also requires that jurisdictions update their FEMA approved local hazard mitigation plans every five years. To remain eligible for future HMGP project funds, jurisdictions in Polk County will need to complete an update to their Local Hazard Mitigation Plan and receive FEMA Approval by **7/14/2014** to remain eligible for HMGP project funds. The next application due date for HMGP planning applications is December 1, 2011. This is a cost share grant program which means that awarded grants will be funded as follows: Federal share is 75%, State of Iowa is 10%, Local share is 15% and in-kind matches do apply.

i. Staff Recommendation: Executive Committee approval to draft and submit an application to Iowa Homeland Security and Emergency Management Division by December 1, 2011.

1. **Executive Committee Action:** Motion by TeKippe, seconded by Mundt to authorize Staff to move forward with application process. Motion passed unanimously.

2. **Update from Chief TeKippe:** Chief TeKippe met with County Administrator David Jones recently. They proposed that Des Moines would cover the previously unfunded liability gap and that anything over the \$200,000 claim would be split evenly between the city and the county. Des Moines is purchasing insurance and merging policies. This cost will be passed along to the other counties that are party to the agreement, but Des Moines will reduce the service costs to the counties by this same amount so that the net difference is \$0. They will continue to work with the other counties to address individual concerns regarding agreement language.
3. **Staff Update:** County Administrator convened a meeting to update the City Managers on May 2. Solicited questions from those impacted. Questions will be consolidated and answered and redistributed to the group.

C. Commission Officer Elections –

- i. **Executive Committee Discussion:** Staff was directed to begin the by-law amendment process to bring the election cycle into agreement with the current meeting schedule.

VII. New Business

- A. The Commission shall elect 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 month.
 - i. **Nominating Committee Action:** Recommend Krohse as candidate for Chair and Mundt as candidate for Vice-Chair and to accept other nominations from the floor at the May 30th meeting where elections will be held during the full Commission meeting.

VIII. Other Business –

- A. **Legislative activities affecting the Commission –** SF 413 and SF 2289 have passed both houses of the 2012 Iowa Legislative Session. These bills have been signed by the Governor.

IX. Upcoming Events

- A. **Commission Mtg.** – May 30 – 1300 – Polk County EOC
- B. **Executive Committee Mtg.** – June 13 – 1100 – Polk County EOC
- C. **Safeguard Iowa Partnership 5th Annual Conference** – June 14th – Des Moines University
- D. **A.L.I.C.E Training** – June 26-28 – Polk County EOC
- E. **Executive Committee Mtg.** – July 11 – 1100 – Polk County EOC
- F. **Airport Full-Scale Exercise** – August 4 – Des Moines International Airport

G. **Executive Committee Mtg.** – August 8 – 1100 – Polk County EOC

H. **Commission Meeting** – August 15 – 1300 – Polk County EOC

X. **Programs, Presentations, Invited Guests or Speakers** – none scheduled.

XI. **Adjournment** -