



MINUTES

Polk County
Emergency
Management
Commission

Full Commission

Wed. 19-Aug-2015
1400 Hours

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

I. **Call to Order** – at 1404 hours by Chairperson Krohse.

II. **Roll Call and Introductions**

Members (Members with * are members of the Commission’s Executive Committee) -

<input type="checkbox"/> Alleman	<input checked="" type="checkbox"/> Des Moines*	<input checked="" type="checkbox"/> Pleasant Hill	<input type="checkbox"/> Runnells
<input checked="" type="checkbox"/> Altoona	<input checked="" type="checkbox"/> Elkhart	<input type="checkbox"/> Polk City	<input checked="" type="checkbox"/> Urbandale*
<input checked="" type="checkbox"/> Ankeny	<input checked="" type="checkbox"/> Grimes*	<input checked="" type="checkbox"/> Polk County BOS	<input checked="" type="checkbox"/> West Des Moines
<input checked="" type="checkbox"/> Bondurant	<input checked="" type="checkbox"/> Johnston*	<input checked="" type="checkbox"/> Polk County	<input checked="" type="checkbox"/> Windsor Heights*
<input checked="" type="checkbox"/> Clive	<input checked="" type="checkbox"/> Mitchellville	<input checked="" type="checkbox"/> Sheriff*	

Members Present: Bailey, Clack, Conkling, Grimm, Holt, Kreuder, Krohse, Leu, Lorenz, Lyon, Mahaffey, Malone, Mathis, McDaniel, Roe, Schneider, Whetstone

A. **Staff**– Davis, Medeiros, Mumm

B. **Guests/Public** – Pastor Keith Hackle Jr. – Philadelphia SDA Church

III. **Approval of Agenda**– **Commission Action:** Motion by Urbandale, seconded by Altoona to approve agenda as presented. Motion passed unanimously.

IV. **Approval of Previous Meeting Minutes**– June 17, 2015 - **Commission Action:** Motion by Windsor Heights, seconded by Sheriff to adopt minutes as distributed. Motion passed unanimously.

V. **Reports**

A. **Administration and Finance**

1. **Staff/Personnel** – Natalie Long and Mabelle King assisted the agency as seasonal employees. Both will be leaving soon as the summer comes to an end.

2. **Budget** –

a) End of FY 2014/2015 fund balance was \$12,626.42. **Staff Update:** Additional reimbursement has been received bringing the ending fund balance to over \$17,000.

b) Uniform allowance policy consideration

3. **Commission By-Laws** – Officers and Executive Committee membership same as previous year.

4. **Grants Management** – updates will be provided

a) **Iowa Type III Incident Management Team (IMT)**

(1) **2013 Grant Year** - Awarded \$63,000; \$60,428 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.

(3) **2015 Grant Year** - Awarded \$76,146; \$0 expended to date. Training, travel, exercises, equipment to be identified by IMT. Performance period expires in June 2017.

b) WMD Hazmat (HSGP)

(1) **2013 Grant Year** - Awarded \$160,000; \$136,900 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.

(3) **2015 Grant Year** - Awarded \$66,244; \$0 expended to date. Training, travel, exercises, equipment to be funded. Performance period expires in June 2017.

c) Emergency Medical System (EMS)

(1) **2015 Grant Year** – Awarded \$12,888. \$8,649 expended or encumbered. CIEMSD identifying projects.

(2) **2016 Grant Year** – Awarded \$11,104 \$0 expended or encumbered. CIEMSD identifying projects.

d) Emergency Management Performance Grant (EMPG)

(1) **2015 Grant Year** – Awarded \$39,000. \$39,000 expended.

e) Hazardous Materials Emergency Planning (HMEP) Grant

(1) **2015 Grant year** – Awarded \$6,807 for training. \$6,576 expended. Awarded \$15,472 for commodity flow study but was returned to state because no suitable project was determined.

(2) **2016 Grant year** – Awarded \$6,500 for training. \$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.

C. Resource Management

1. **Resource Typing** –updated resource typing matrix in DLAN.

D. Planning

1. Comprehensive Emergency Plan (CEP)

- a) **ESF #5 – Emergency Management:** Revised, reviewed, and comments integrated. See New Business for adoption consideration.
 - b) **ESF #7 – Resource Support:** Rewrite due October 1, 2015
 - c) **ESF #10 – Hazardous Materials:** Revised, reviewed, and comments integrated. See New Business for adoption consideration.
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 October 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. Currently reviewing statewide project for local implementation potential. Considering a countywide workshop in September 2015.

E. Direction, Control, and Coordination –

1. **Law Enforcement ICS Command Boards** –planning and discussion-based exercise or workshop focused on establishment and use of ICS and command board tools by law enforcement; considering countywide workshop in November 2015.

F. Damage Assessment –

1. **June/July Storms** – Damage assessment estimates were requested by EMA. State and federal joint damage assessments only performed if estimates indicate approximately \$1.5M in eligible damages. Even small damage amounts contribute towards countywide total to reach county and state per capita requirements for Public Assistance Program.

G. Communications and Warning

1. **Outdoor Warning Sirens** –Any installations or movements should be reported to EMA.
Commission Discussion: Pastor Keith Hackle Jr. of Philadelphia Seventh-day Adventist Church, 1639 Garfield Avenue, Des Moines addressed the Commission in regards to timing of outdoor warning siren tests. Pastor Hackle provided a letter and signed petition with 67 signatures asking for consideration to move the time of the test. While the Commission is sympathetic to the Pastor’s situation, the general sentiment vocalized at the meeting was that the policy and testing timing remain unchanged due to technical complications isolating a single siren or disrupting the public’s historic expectation of the timing. Staff will ask Des Moines dispatch about the technical capabilities of adjusting the timing of the single siren and respond back to Pastor Hackle.

2. **CodeRedNext** – updated software system released. Webinar and on-demand training available through CodeRed.
3. **Statewide Notification System** – Alert Iowa System agreement in place with HSEMD. IPAWS training completed by all staff. Transition plan being developed to move from CodeRed to state’s alerting system during first 6 months of 2016. **Commission Discussion:** Question was raised about importing records of people that signed up for Alert Iowa before the system was activated for Polk County. Suggestion was to import them into Code Red until the transition is complete. Samantha Brear is the point of contact for this process.
4. **911 Service Board** – Samantha Brear appointed by Governor Branstad to the Iowa Statewide Interoperable Communications System Board (ISICSB)

H. Operations and Procedures

1. **EOC Operations Guidebook** – Guidebook is being developed to act as a quick reference guide for EOC personnel and duty officers. Includes EOC basic operations and ESF-specific checklists, agendas, and job aids.

I. Training –

1. **TEEX MGT 346 EOC Operations and Planning** – September 22-24. Registration opens on August 11th. Requesting at least one representative (prefer 2-3) from each jurisdiction to participate. Only 45 seats available. Registration information includes disclaimer that host may decline/cancel registrations to achieve effective balance among jurisdictions and disciplines. **Commission Discussion:** Class is currently full but Director encouraged people to continue to register on the wait list and staff will work with current registrants to adjust attendees so as to accommodate jurisdictional representatives on the wait list.

J. Exercises

1. **Des Moines Airport Full Scale** – August 8. Evaluations are being compiled and a conference with evaluators and controls is scheduled to begin the after-action review process.
2. **Vigilant Guard** – January 11-15, 2016 – Director indicated to National Guard the level of play by Polk County will most likely be limited to EMA staff due to limited relevance of primary objectives. Concerns were expressed by the Director regarding realism and artificialities leading to false assumptions at the local level.

K. Public Education and Information –

1. **National Preparedness Month** – September – National preparedness campaign. Iowa and Polk County will be participating. Focus will be on individual/household emergency plan: “Don’t wait. Communicate.” Will be asking local jurisdictions to participate as well.

L. Homeland Security–

1. **WMD Hazmat** – original MOU with HSEMD is in place; currently considering an updated MOU provided to them by HSEMD; DMFD activated (2 technicians) by HSEMD to assist with avian influenza supervising decontamination of transport apparatus; participated in 2-day exercise hosted in Des Moines; standard decontamination guideline developed to decontaminate SWAT and EOD personnel
2. **WMD Tactical/SWAT** – grant funded restricted to sustainment items; SCBA replaced due to manufacturer’s recommended service life; replaced detection monitors due to discontinued equipment. Training: participated in 2-day exercise hosted in Des Moines; 24 hours training on confined space, high angle rescue, decontamination and hazmat recertification. Additional 16 hours of general training monthly. Metro STAR responded to 59 incidents so far this year (thru 8/6/15).
3. **WMD Explosives Ordinance Disposal** – Equipment: grant funded restricted to sustainment items; bomb suit replaced due to manufacturer’s recommended service life; replaced detection monitors due to discontinued equipment; replaced chemical protection suits for each technician due to expiration of manufacturer’s recommended service life; Training/Exercises: Bomb Techs attended 40 hour IED disablement school; participated in 2-day exercise hosted in Des Moines; 24 hours training on confined space, high angle rescue, decontamination and hazmat recertification. Additional 16 hours of general training monthly.
4. **Info/Intel/Fusion Center** –Communication between EMA, local law enforcement and Iowa Fusion Center as necessary.
5. **Other -**

VI. Old Business–

VII. New Business and Action Items –

- A. **Emergency Support Function (ESF) #5 – Emergency Management**: Plan was distributed earlier this year for review and comment. Comments that were provided have been integrated. Executive Committee recommends adoption. **Commission Action: Motion by Clive, seconded by Urbandale to adopt ESF#5 as amended. Motion passed unanimously.**

B. Emergency Support Function (ESF) #10 – Hazardous Materials: Plan was distributed earlier this year for review and comment. Comments that were provided have been integrated. This annex contains several dozen maps that were not distributed due to file size. The official annex will contain the maps and will be available on DLAN for review by interested parties. Executive Committee recommends adoption. **Commission Action:** Motion by Urbandale, seconded by Windsor Heights to adopt ESF#10 as amended. Motion passed unanimously.

VIII. Open Discussion

IX. Upcoming Meetings

- A. **Commission Meeting** –August 19th at 1400 hrs. Polk County EOC
- B. **Executive Committee Meeting** – September 9th at 1100 hrs. Polk County EOC
- C. **Executive Committee Meeting** – October 14th at 1100 hrs. Polk County EOC
- D. **Executive Committee Meeting** – November 10th at 1100 hrs. Polk County EOC
- E. **Commission Meeting** –November 18th at 1400 hrs. Polk County EOC

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

XI. Adjourn – **Commission Action:** Motion by Urbandale, seconded by Sheriff to adjourn. Motion passed unanimously at 1457 hours.