



MINUTES

Polk County
Emergency
Management
Commission

Full Commission

Wed., 15-August-2012
1300 Hours

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

I. **Call to Order** – called to order at 1300 hours.

II. **Roll Call and Introductions**

A. **Members**

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> Alleman | <input checked="" type="checkbox"/> Des Moines | <input 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 type="checkbox"/> Mitchellville | <input checked="" type="checkbox"/> Sheriff | |

Members Present: Bailey, Cardwell, Conkling, Cox, Cross, Krohse, Mathis, Mundt, TeKippe, Tunks, Venema, Whetstone

B. **Staff** – Mumm

C. **Guests/Public**- Michael Morlan

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

IV. **Approval of Previous Meeting Minutes** – Executive Committee from July 11, 2012. **Commission Action:** Motion by TeKippe, seconded by Conkling to approve minutes as distributed. Motion passed unanimously.

V. **Reports**

A. **Administration and Finance**

1. **Agency Budget** – FY2011/2012 beginning fund balance: \$38,634; ending fund balance: \$80,230. (Grant receivables total \$384,755 expected to cover deficit of \$304,524.)

2. **Staff/Personnel** – Director’s annual performance evaluation. **Commission Action:** Motion by Mundt, seconded by Cross to accept the Director’s evaluation by the Executive Committee as presented and place in Director’s personnel file. Motion passed unanimously.

3. **Grants Management**

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

(1) **2010 Grant Year** – Awarded \$317,419; \$140,835 Expended 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.

- (2) **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.
- (3) **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) **2010 Grant Year** – Awarded \$116,000; \$40,632 Expended to date. Investment justification, work plan, and budget submitted and approved. Performance period expires in March 2013.
- (2) **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.
- (3) **2012 Grant Year** - Notice of interest submitted. Application due in June.

c) Emergency Medical System (EMS)

- (1) **2013 Grant Year** – Pending application revisions from IDPH.

d) Emergency Management Performance Grant (EMPG)

- (1) **2012 Grant Year** – Awarded \$39,000. \$0 expended to date.

e) Hazardous Materials Emergency Planning (HMEP) Grant

- (1) **2012 Grant Year** – Awarded \$5,145 for training, expended \$3,600; \$5,000 for hazmat symposium, expended \$5,000; \$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. Ankeny, Clive, Des Moines, Grimes, Johnston, Polk County, and Urbandale have completed the Public Works Resource Typing request. **Staff Update: West Des Moines and Windsor Heights have also been completed and provided to EMA.**

D. Planning

1. **Comprehensive Emergency Plan (CEP)** – See New Business.
2. **EMA Strategic Plan** – See New Business.
3. **State Fair IAP** – State Fair IAP to be distributed daily for the duration of the fair.

E. Direction, Control, and Coordination –

1. **G402 Incident Command for Elected Officials** –Staff will draft course agenda and content with expected delivery to elected officials and key appointed officials in late November or early December of 2012.

F. Damage Assessment –

1. **Damage Assessment Task Force Plan** – See New Business.

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. A letter was 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. The following jurisdictions have not yet responded: Alleman, Ankeny, Carlisle, Des Moines, Pleasant Hill and Saylor Township. **Commission Discussion:** **Continuous monitoring of the 70 mph criteria should be conducted and updates provided to the Commission to consider any future changes if necessary.**

H. Operations and Procedures –

1. **EOC/Incident Mgt. Software** – Continuing to load contacts and distribution groups. Have already utilized for a few smaller-scale incidents.
2. **Jefferson Apartment Fire Sheltering** – Executed sheltering agreement with Zion Lutheran Church (located at intersection of Beaver and Twana) for 45 cots, 100 blankets, 100 linen kits, and 100 pillows. American Red Cross is providing staffing.
3. **Mitchellville Water Main Break** – Activated Code Red message and made some initial contacts regarding source water provisions during the boil order.

I. Training –

1. **Command and General Staff Position-Specific series of courses** – Ops Section Chief September 18-21, 2012; Logistics Section Chief October 22-26, 2012; Planning Section Chief January 14-17, 2013; and Incident Commander March 25-29, 2013.
2. **Gordon Graham Presentation** – November 1, 2012 at the Bridgeview Center in Ottumwa.
3. **Governor’s Homeland Security Conference** – November 6-7 at Vet’s Convention Center, Des Moines.
4. **Emergency Management Program Development** – December 12-13 at Polk County EOC.

J. Exercises

1. **Des Moines International Airport** – Exercise conducted August 4th. Evaluations requested to be submitted within 2 weeks. **Staff Update:** AAR meeting to be held Thursday, August 23 at 0930 hours at the Polk County EOC. Draft AAR to be distributed following the meeting for review and finalization.
2. **West Des Moines City TTX Exercise** – Chief Cox mentioned that the City of West Des Moines will be conducting a tabletop exercise September 5th and has invited EMA to participate.

K. Public Education and Information – 2nd Annual Prepare Fair held at Merle Hay Mall on August 4th in cooperation with Safeguard Iowa Partnership.

L. Homeland Security –

VI. Old Business –

- A. **Multi-jurisdictional Hazard Mitigation Plan Update** – Grant agreement is currently being reviewed by the Polk County Auditor's Office. Once this review and potential revisions are completed, EMA Staff will present the agreement to the Executive Committee for approval (expected July/August 2012). **Commission Action:** Motion by Cox, seconded by Mundt to approve execution of the grant agreement. Motion passed unanimously.
- B. **Liability Insurance for 28E Agreement between Polk County and City of Des Moines for Hazardous Materials Response** – Polk County has affirmed the 28E agreement for liability insurance. Des Moines Fire Department is waiting for confirmation from Marshall and Warren Counties.
- C. **Cost Structure for 28E Agreement between Polk County and City of Des Moines for Hazardous Materials Response** – Polk County continues to speak with communities regarding the fee structure. **Commission Discussion:** Cox expressed concern about the infrequency of the communication and information from the County in regards to the timing of the budget process. General agreement among the Commission that time is running short to be able to consider any proposals for the next fiscal year.
- D. **By-Law Amendments** – Because of Commission Membership requirement changes in SF 413 and the timing of meetings to conduct officer elections, it was recommended by the Commission that a By-Law amendment process should be initiated. Final draft presented in Attachment #1. **Commission Action:** Motion by Cox, seconded by Mundt to approve the amendments to the by-laws and distribute to the City Clerks with a copy to the Commission members to place on council agendas with the purpose of receiving direction from the

Mayors on who they feel should sign the by-laws on behalf of each jurisdiction. Motion passed unanimously. **Staff Comment:** Staff will provide follow up on this item with each jurisdiction to acquire the signatures for the master signature page.

VII. New Business

- A. **Strategic Plan 2012** – The agency’s strategic plan covering 2012-2016 has been drafted and reviewed by staff. The expectation is that the plan be reviewed and updated annually to maintain a revolving 4-year strategic plan. The plan is organized around Emergency Management Accreditation Program (EMAP) standards with a desire to eventually achieve national accredited status. Staff is asking for the Commission’s review, approval and adoption. See Attachment #2. **Commission Action:** Motion by TeKippe, seconded by Cross to adopt the plan as presented. Motion passed unanimously. Confirmation was provided to the Commission that the plan will be reviewed annually and amended as needed.
- B. **Polk County Conservation Board Mitigation Strategy Amendment** – The Polk County Board of Supervisors have passed a resolution adopting a amendment to the portion of their plan to construct a portion of the proposed Conservation Center at Jester Park to FEMA Safe Room standards. This would serve visitors, staff, campers, and golfers in the area of Jester Park. The Polk County Board of Supervisors and the Conservation Board are asking the Commission to consider adopting this mitigation strategy as part of the Multi-jurisdiction Hazard Mitigation Plan originally adopted in 2009. See Attachment #3. **Commission Action:** Motion by Mathis, seconded by Tunks to approve the amendment as presented. Motion passed unanimously.
- C. **ESF#10: Hazardous Materials Annex** – The Federal Emergency Planning and Community Right-to-Know Act (EPCRA) requires the hazardous materials portion of the Comprehensive Emergency Plan (CEP) to be reviewed and updated annually. Staff has reviewed the plan and found that no significant portions of the plan annex require changes and is requesting the approval of this annex by the Commission. See Attachment #4. **Commission Action:** Motion by TeKippe, seconded by Cox to approve and adopt the annex as presented. Motion passed unanimously.
- D. **ESF#14: Mitigation and Recovery Annex (Damage Assessment Section)** – The damage assessment portion of ESF#14: Mitigation and Recovery Annex has recently been drafted, reviewed by community representatives and is hereby recommended for adoption by the Commission. See Attachment #5. **Commission Action:** Motion by Cross, seconded by TeKippe to approve and adopt the annex as presented. Motion passed unanimously.

VIII. Other Business –

- A. Authorization to pay invoice** – Buffalo Computer Graphics for the Incident Management Software for \$79,025. According to the by-laws, for claims that exceed \$10,000, warrants need to be signed by both the Director and the Chair or Vice-Chair of the Commission. **Executive Committee Action:** Motion by Mundt, seconded by Krum to authorize payment. Motion passed unanimously.
- B. EMPG Agreement - Executive Committee Action:** Motion by Krum, seconded by TeKippe to sign grant agreement. Motion passed unanimously.

IX. Upcoming Events

- A. Executive Committee Meeting** – September 12 – 1100 – Polk County EOC - **propose to cancel**
- B. Executive Committee Meeting** – October 10 – 1100 – Polk County EOC
- C. Executive Committee Meeting** – **proposed to move to November 19** – 1100 – Polk County EOC
- D. Commission Meeting** – November 21 – 1300 – Polk County EOC

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

XI. Adjournment – **Commission Action:** Motion by Cross, seconded by TeKippe to adjourn. Motion passed unanimously at 1401 hours.