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# MINUTES

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Polk County  
Emergency  
Management  
Commission

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Full Commission

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Wed., 21-Aug-2013  
1300 Hours

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

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I. **Call to Order** – by Chairperson Krohse at 1300 hours.

II. **Roll Call and Introductions**

A. **Members**

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

**Members present:** Bailey, Conkling, Cox, Holt, Krohse, Matherly, Mathis, McCarthy, McDaniel, Mundt, Nielsen, Roe, Schneider, Sittig, and TeKippe

B. **Staff** – Mumm, Reelitz, Davis

C. **Guests/Public** – none

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

IV. **Approval of Previous Meeting Minutes** – May 15, 2013 **Commission Action:** Moved by Mundt, seconded by McDaniel to approve the minutes as distributed. Motion passed unanimously.

V. **Reports**

A. **Administration and Finance**

1. **Agency Budget** –

- a) End of fiscal year projections show -\$83,683 on the books but after factoring in eligible reimbursements pending would equal +\$58,645.
- b) Long-term budget discussion. **Commission Discussion:** Staff was directed to develop a multi-year projection for the Executive Committee to make recommendation to Commission in the fall/winter of 2013.

2. **Staff/Personnel** –

- a) Office Specialist – position’s future status - **Commission Discussion:** Reelitz announced her anticipated retirement in March 2014. Director will work with Executive Committee on filling this position.
- b) Director’s Performance Evaluation – September - **Commission Discussion:** Director will provide evaluation tool to Executive Committee for completion in September.
- c) Internship request questionnaire and review process - **Commission Discussion:** Interested candidates for a volunteer position will be asked to complete a

questionnaire, essay questions about interested work areas and objectives they intend to accomplish.

**3. Grants Management** – supplemental information will be presented at the meeting.

**a) Metropolitan Medical Response System (MMRS) / Homeland Security Grant Program (HSGP)**

(1) **2011 Grant Year** – Awarded \$281,693; \$205,498 Expended or encumbered to date. Contract for Coordinator/Planner secured. Performance period expires August 2013. Weekly meetings with contractor have begun.

(2) **2012 Grant Year** – Awarded \$160,000; \$66,600 Expended or encumbered to date. Contract for Coordinator/Planner secured. Performance period expires August 2014.

(3) **2013 Grant Year** – No award received.

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

(1) **2011 Grant Year** - Awarded \$100,000; \$0 Expended to date. Investment justification, work plan, and budget submitted. Pending approval. Performance period expires in September 2013.

(2) **2012 Grant Year** - Awarded \$41,764; \$0 Expended to date. Investment justification, work plan, and budget submitted. Pending approval. Performance period expires in June 2014.

(3) **2013 Grant Year** - Awarded \$63,000; \$0 Expended to date. Investment justification, work plan, and budget pending. Pending approval. Performance period expires in June 2015.

**c) WMD Hazmat (HSGP)**

(1) **2011 Grant Year** – Awarded \$250,000; \$165,325 Expended to date. Finalizing revised work plan with leadership team.

(2) **2012 Grant Year** – Awarded \$36,376; \$0 Expended to date. Finalizing revised work plan with leadership team.

(3) **2013 Grant Year** - Awarded \$160,000; \$0 Expended to date. Investment justification, work plan, and budget pending. Pending approval. Performance period expires in August 2015.

**d) Emergency Medical System (EMS)**

(1) **2014 Grant Year** – Application submitted.

**e) Emergency Management Performance Grant (EMPG)**

(1) **2013 Grant Year** – Awarded \$39,000; \$39,000 Expended to date.

**f) Hazardous Materials Emergency Planning (HMEP) Grant**

(1) **2013 Grant Year** – Awarded \$4,700 for training, expended \$2,736; \$5,000 for hazmat symposium, all of which is encumbered.

**g) Hazard Mitigation Grant Program** – See Item under Planning.

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

**D. Planning**

1. **Comprehensive Emergency Plan (CEP)** –
  - a) **ESF #10:** Hazardous Materials Annex to be considered for adoption (new business)
  - b) **ESF #12:** Energy Annex to be considered for adoption (new business)
2. **EMA Strategic Plan** –beginning process to connect project management to strategic plan. Discussion at weekly staff meetings.
3. **Multi-jurisdictional Hazard Mitigation Plan** – Kickoff meeting completed. Discussion was held with attendees regarding the planning process, in-kind match documentation, and hazard prioritization.

**E. Direction, Control, and Coordination –**

1. **Senior Leaders and Elected Officials Orientation Seminar and ICS 402 Combined Session** – under development by Director. Expected to be completed and delivered each December.

**F. Damage Assessment –**

1. **Damage Assessment Task Force** – presented to Capital Crossroads Public Works committee and will be further explored but it was generally supported. Committee began discussion of other forms of debris and the value of using a comprehensive debris management approach. **Commission Discussion:** Question was asked if this plan would come before the Commission for approval. Staff responded that it would as part of **ESF#3: Public Works and Engineering Annex to the Comprehensive Emergency Plan.**

**G. Communications and Warning –**

1. **Outdoor Warning Sirens** – Any testing of outdoor warning devices should include notification of Polk County EMA. This will help respond to public and media requests as well as proactively notify the public via the media. **Commission Discussion:** Staff shared their appreciation for the advance notice that is occurring prior to testing.
2. **911 Service Board and Polk County Radio Project Updates** –update on the recent and future activities related to E911 and the Polk County Radio Project. **Commission Discussion:** Major Locker, PCSO provided details on the radio project. Phase I nearing

completion, Phase II beginning this fall and will continue to work with WestCom on interoperability.

3. **NWS Storm Ready Pledge of Support** - Polk County has applied for StormReady recertification and the cities and county will need to support the six guidelines needed for recognition.
4. **Code Red** – Uniform use among public safety answering points and training discussion.  
**Commission Discussion:** Staff asked for continued attention to training on the activation of this system among all PSAPs and among all shifts at the PSAPs for more timely and universal application of the notification tool across Polk County.

#### H. Operations and Procedures

1. **RAGBRAI** – Polk County EMA engaged Des Moines, West Des Moines, Polk County and other interested parties to develop an event-specific Incident Action Plan to act as a coordinating plan for the July 23-24 overnight stop in Polk County. After Action comments. **Commission Discussion:** Cox voiced his appreciation to EMA Staff for their efforts in coordinating among all jurisdictions during the preparations for RAGBRAI.
2. **Iowa State Fair** - Polk County EMA invited to facilitate the development of an event-specific Incident Action Plan (IAP) to act as a coordinating plan for the August 8-18 Iowa State Fair. After Action comments.
3. **Duty Officer Schedule** – Staff has begun a weekly duty officer schedule on a revolving three month basis. Single point of contact will be the Polk County Sheriff's Communication Center during non-business hours.

#### I. Training

1. **IAEM Annual Conference** – October 25-30 – Reno, NV
2. **IAEM CEM Exam Preparatory Course** – Director seeking Certified Emergency Manager (CEM) designation.

#### J. Exercises

1. **Magellan Natural Gas Line Pipeline Exercise** –August 20 in Pleasant Hill.
2. **Mass Casualty Incident (MCI) Tabletop Exercises** –Tabletop Exercises have been completed for all three local PSAPs and the area hospital systems. After Action comments.

#### K. Public Education and Information –

#### L. Homeland Security –

**VI. New Business**

- A. **ESF #10: Hazardous Materials** – Federal requirements call for annual review and updates as necessary. This annex has been reviewed. No changes from last year’s edition. Staff recommendation: adoption as presented. See Attachment. **Commission Action: Moved by Cox, seconded by TeKippe to adopt ESF#10 as presented. Motion passed unanimously.**
- B. **ESF #12: Energy** – This is the first edition of this annex. Draft has been widely circulated for review and comments. Comments have been integrated as appropriate. Staff recommendation: adoption as presented. See Attachment. **Commission Action: Moved by Mundt, seconded by Nielsen to adopt ESF#12 as presented. Motion passed unanimously.**

**VII. Old Business –**

**VIII. Other Business –**

**IX. Upcoming Events**

- A. **Commission Meeting** – August 21 at 1300 hrs – Polk County EOC
- B. **Holiday** – Labor Day – September 2 – Offices closed
- C. **Executive Committee Meeting** – September 16 at 1100 hrs – Polk County EOC
- D. **Governor’s Homeland Security Conference** – October 8-9 – Veteran’s Memorial Conf. Ctr
- E. **Executive Committee Meeting** – October 11 at 1100 hrs – Polk County EOC
- F. **Executive Committee Meeting** – November 12 at 1100 hrs – Polk County EOC
- G. **Commission Meeting** – November 20 at 1300 hrs – Polk County EOC

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

**XI. Adjournment** - **Commission Action: Moved by TeKippe, seconded by Mundt to adjourn. Motion passed unanimously at 1413 hours.**