



MINUTES

Polk County
Emergency
Management
Commission

Full Commission

Wed.,19-Feb-2014
1400 Hours

Location: Polk County
EOC1907 Carpenter Ave.
Des Moines, IA 50314

I. Call to Order – at 1400 hours by Chairperson Jim Krohse

II. Roll Call and Introductions

A. 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 type="checkbox"/> Bondurant | <input checked="" type="checkbox"/> Johnston* | <input type="checkbox"/> Polk County | <input checked="" type="checkbox"/> Windsor Heights* |
| <input checked="" type="checkbox"/> Clive | <input checked="" type="checkbox"/> Mitchellville | Sheriff* | |

Members Attended: Skip Conkling (Elected) and Jerry Whetstone – Altoona; Bobbi Bentz (E) – Ankeny; John Edwards (E) and Rick Roe – Clive; Frank Cownie (E) and John TeKippe – Des Moines; Kevin Smith (E) and Chip Mathis – Elkhart; David Lindeman (E), Jim Krohse, Mark Nemmers – Johnston; Jim Krohse – Grimes; Dean McGhee (E) – Mitchellville; Mark Konrad (E) – Pleasant Hill; Steve Van Oort (E) and Kurt Bailey – Polk County Board of Supervisors; Bob Andeweg (E) and Jerry Holt – Urbandale; Steven Gaer (E) and Don Cox – West Des Moines; Diana Willits (E) and Dennis McDaniel – Windsor Heights

B. Staff– Mumm and Reelitz

C. Guests/Public – None

III. Approval of Agenda– Commission Action: Motion by Polk County Board of Supervisors, seconded by Johnston to approve the agenda as presented. Motion passed unanimously.

IV. Approval of Previous Meeting Minutes– Executive Committee Mtg. – February 12, 2014 and Full Commission – November 20, 2013. Commission Action: Motion by Altoona, seconded by Polk County Board of Supervisors to adopt the minutes as distributed. Motion passed unanimously.

V. Public Hearing – Proposed Budget FY 14/15

Public hearing opened at 1403 hours. **Commission Discussion:** Director reported that the proposed budget was legally published on February 7, 2014 and no correspondence was received by the agency, written or otherwise. No members of the general public were present at the hearing. Director was asked to provide a summary of the budget proposal. Director explained that much of the difference was related to significantly decreasing grant funds. Services previously covered by grant funding will have to be stopped or covered by operating funds. The Executive Committee has recommended to the full Commission a renewal of the 28E agreement for funding of the agency with the first year having no increase in the assessment and an increase to \$0.50 per capita in years two and three. This approach would allow operating revenue to cover the priority services previously covered by the grants and slowly build towards a 25% operating

reserve within 10 years. A question was asked about how the agency covered the disaster costs of 2008. The Director replied by saying the Polk County Board of Supervisors covered many of the expenses beyond the agency's budgeted amounts. Discussion was had on the potential of a more gradual phasing in of the increase. Director stated this was possible but would place the agency closer to exhausting the reserves that currently exist and extend the time scheduled to reach the 25% reserve goal. Director provided information obtained from a statewide survey of local emergency management commissions in 2011 indicating that Polk County has the lowest per capita amount in the state and that by moving to \$0.50 per capita would still but Polk County at the bottom compared to other jurisdictions. Question was presented regarding special assessment provisions in the 28E agreement. Current agreement does not allow for special assessments. West Des Moines asked the Commission to consider adding language to allow for special assessments in future agreements. Director was asked to continue working with the Executive Committee and to bring back additional options and discussion with the Commission between February and May. Public hearing closed at 1425 hours.

VI. New Business

- A. **2014/2015 Fiscal Year Budget** – Attachment #1 – **Commission Action:** Motion by Johnston, seconded by Windsor Heights to adopt the budget as published and presented. Motion passed unanimously.

VII. Reports

A. Administration and Finance

1. Staff/Personnel –

- a) Office Specialist – Reelitz announced her anticipated retirement March 28, 2014. Director will work with Executive Committee on filling this position. Position Classification Questionnaires (PCQ) completed and sent to Human Resources for their recommendation. HR recommendation pending.
- b) Program Specialist/E911 Coordinator – Position Classification Questionnaire (PCQ) was completed for this position and was sent to Human Resources for their recommendation. HR recommendation was to change from grade 13 to 17. This change will result in an annual salary change from \$45,919 to \$50,892. Polk County Board of Supervisors approved this recommendation on February 11th.

2. Commission By-Laws

- a) **Officer Elections** – shall be held annually in the fourth quarter of the fiscal year (Apr.-June). The one year term shall begin on the first day of July following the election. Last full Commission meeting of the fourth quarter will be in May. **Commission Discussion:** West Des Moines requested that the Executive Committee members be identified on the agendas so it is clear who they can contact with questions in the future.

b) **Commission Appointments** –Commission appointment letters have been sent

3. **Grants Management** –

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

(1) **2011 Grant Year** – Awarded \$267,609; \$157,176 Expended or encumbered to date. Performance period expires June 2014.MCI Exercises and AARs. SMART Triage purchased for CIEMSD. Web conferencing system and monitor project pending.

(2) **2012 Grant Year** – Awarded \$160,000; \$130,700 Expended or encumbered to date. Performance period expires June 2014. Sustainment of previous projects with approximately \$24,000 unencumbered.

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

(1) **2011 Grant Year** - Awarded \$100,000; \$75,546 Expended to date. Prime mover delivered, resource unit leader course delivered in October, five members attending AHIMT conference in November, and badging system purchased. Performance period expires in December 2013.

(2) **2012 Grant Year** - Awarded \$41,764; \$0 Expended to date. Pending project identification by IMT. Performance period expires in June 2014.

(3) **2013 Grant Year** - Awarded \$63,000; \$0 Expended to date. Investment justification, work plan, and budget pending. Grant period began 10/1/13. Performance period expires in June 2015.

c) **WMD Hazmat (HSGP)**

(1) **2011 Grant Year** – Awarded \$250,000; \$247,054 Expended to date. RAE sensors and GM Tubes have been purchased and received. Cameras and system were purchased for video conference capabilities. Training and backfill also provided.

(2) **2012 Grant Year** – Awarded \$36,376; \$0 Expended to date. Funds will be used for the training, exercise, and backfill being conducted in Davenport.

(3) **2013 Grant Year** - Awarded \$160,000; \$0 Expended to date. Grant period began 10/1/13. Performance period expires in August 2015.

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

(1) **2014 Grant Year** – Awarded \$8,821. \$0 Expended or encumbered. CIEMSD are scheduling training.

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

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

(2) **2014 Grant Year** – Application due 2/28/14.

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

(1) **2013 Grant Year** – Awarded \$4,700 for training, expended \$8,834; \$5,000 for hazmat symposium. Reallocated funds were received and expended on additional training.

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. Statewide capabilities assessment taking place co-sponsored by Iowa Homeland Security and Emergency Management and the Iowa Emergency Management Association. Approximately \$400,000 is allocated statewide for filling gaps identified in assessment phase. Project report out and prioritization meeting occurred Feb. 7th. Priority capabilities include: operational coordination planning (threat hazard identification and risk assessment, situational assessments, incident action planning), search and rescue, and community resiliency.

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 #2: Communications** – Distributed for comment January 7; comments received and incorporated as appropriate. Final draft provided as **Attachment #2. Commission Action: Motion by Urbandale, seconded by Windsor Heights to adopt ESF#2 as presented. Motion passed unanimously.**

b) **ESF #3: Public Works, Engineering, Damage Assessment and Debris Management** – Distribute for comment in April. Consider for adoption in May.

c) **ESF #8: Public Health and Medical Services** – Consider of adoption in August.

d) **ESF #10: Hazardous Materials** – Consider of adoption in August.

2. **EMA Strategic Plan** –process being implemented to connect project management to strategic plan. Discussion at weekly staff meetings.

3. **Multi-jurisdictional Hazard Mitigation Plan** –Kickoff meeting completed. Meeting #2 held on October 17. Meeting #3 held January 9th. Public surveys published and publicized by jurisdictions and school districts. Project is currently on schedule.

E. Direction, Control, and Coordination –

1. **Senior Leaders and Elected Officials Orientation Seminar**– Commission responsibilities and authorizes are discussed as well as program updates and discussion of proposed budget. Occurred January 14 (2:30 pm - 4:30 pm), January 15 (7:30 am - 9:30 am), January 16 (6:00 pm – 8:00 pm) and February 11 (5:00 pm – 7:00 pm).

F. Damage Assessment –

1. **Damage Assessment Task Force** – Developed by Capital Crossroads Public Works committee and further promoted by Public Works Directors Committee. Initial focus on vegetative debris but will be expanded to encompass other categories of debris. Roll out to city councils has begun and will continue in early 2014.

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. PSAPs are encouraged to test sirens systems each month throughout the year and not suspend during winter months unless the conditions are too extreme (cold/ice) and could threaten damage to the siren. Iowa Emergency Management Association (IEMA) will likely support a bill in the 2014 legislative session to include emergency warning systems with the powers and duties that may be assumed by resolution of the county for any township located in the unincorporated area of the county. Statewide siren system standards task force bill proposed in the Iowa legislature. IEMA will ask the task force to be amended to include local emergency management commissions as members of the task force.
2. **911 Service Board** – PSAPs and E911 Coordinator working on Tactical Interoperable Communications Plan (TICP); budget process and financial reporting work in early 2014.
3. **NWS Storm Ready Pledge of Support** – Storm Ready application approved and designation extended to 2016.

H. Operations and Procedures

1. **Year End Report** – Response coordination and/or supported in 2013: winter storms (3); severe weather (4); extreme heat (1); power failures (1); hazmat and unknown substances (2); barricaded subjects (1); structural fires (2); missing persons/drowning (1); missing person/wide area search (1-assisted Webster Co.); provision of personnel to Colorado flash flooding (1). Planned events coordination and/or supported in 2013: RAGBRAI, Iowa State Fair, DSM Smoke Alarm Installation Project, Des Moines marathon, Living History Farms Run, and other road races. No Governor's Proclamations and no Presidential Disaster Declarations in 2013.

I. Training

1. **ICS 300/400 Courses** – February 25-28, Polk County EOC. Course Full.

J. Exercises

1. **Mass Casualty Incident (MCI) Tabletop Exercises** –Multi-disciplinary leadership tabletop exercise and EMS front-line personnel full scale exercises being scheduled for April-May timeframe. This supplements the exercises conducted with PSAPs and

hospitals in 2013. Currently available MMRS Grant funds will be used to implement this project. **Commission Discussion:** Considerable amount of discussion occurring across the Metro Area regarding active shooter planning, training, and exercises. West Des Moines recently held a leadership summit with West Des Moines and surrounding jurisdictions covered by West Des Moines Public and Dowling Catholic as well as Waukee schools. Director shared with the Commission that this was a great beginning and he hoped the discussion would expand even further to have a Metro-wide approach for these potential situations to minimize the confusion by area schools as well as response agencies. Through a series of table-top and functional exercises, the Agency will continue to try to collaborate between cities and the county to facilitate a common understanding to prepare for, respond to, and recover from these types of incidents.

K. Public Education and Information –

L. Homeland Security–

VIII. Old Business–

IX. Other Business/Open Discussion

A. Long-term budget discussion - Staff was directed to develop a multi-year projection for the Executive Committee to make recommendation to Commission in spring 2014. Existing 28E agreement for funding support expires June 30, 2014. Consideration of a phased-in approach will be discussed and a reserve fund budgeting goal of 25% will be proposed in May. **Executive Committee Action 1/8/14:** Motion by McDaniel, seconded by Schneider to recommend to the full Commission a three year agreement that included a status quo of \$0.25 in year one, and assessments of \$0.50 in years two and three. Motion passed unanimously. **Commission Discussion:** Director will continue to work with the Executive Committee to draft a 28E agreement and share that with the cities and the county between February and May. Members of the Executive Committee asked the elected officials to stay engaged in this discussion and to attend the Commission's next meeting in May.

X. Upcoming Events

A. Executive Committee Meeting – March 12 at 1100 hrs. Polk County EOC. Possibly reschedule?

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

XII. Adjournment - Commission Action: Motion by Johnston, seconded by Clive to adjourn. Motion passed unanimously at 1502 hours.