

APPENDIX B: PLANNING PROCESS

The following materials are provided to document the planning process:

<i>B.1 Polk County Hazard Mitigation Planning Committee (HMPC) Members</i>	2
<i>B.2 Hazard Mitigation Plan Initial Meeting Minutes (7/2/2013)</i>	5
<i>B.3 Kick-off Meeting Invite</i>	10
<i>B.4 Kick-Off Meeting Agenda</i>	12
<i>B.5 Kick-Off Meeting Minutes (7/30/2013)</i>	13
<i>B.6 Kick-Off Meeting Sign-In Sheets</i>	22
<i>B.7 Meeting #2 Agenda</i>	24
<i>B.8 Meeting #2 Minutes 10/17/2013)</i>	25
<i>B.9 Meeting #2 Sign-In Sheets</i>	30
<i>B.10 Meeting #3 Agenda</i>	33
<i>B.11 Meeting #3 Minutes (1/9/2014)</i>	34
<i>B.12 Meeting #3 Sign-In Sheets</i>	40
<i>B.13 Public Notice During Drafting Stage—Board of Supervisors Newsletter in Des Moines WaterWorks Mailer</i>	43
<i>B.14 Public Notice During Drafting Stage-Des Moines Register Article</i>	44
<i>B.15 Plan Summary/Questionnaire for Public Comment during Drafting Stage</i>	46
<i>B.16 Announcement for Final Public Comment Period</i>	48
<i>B.17 Additional Stakeholders Invited to Meetings and to Comment on Final Draft</i>	49

B.1 Polk County Hazard Mitigation Planning Committee (HMPC) Members

Jurisdictional Representatives

First Name	Last Name	Title	Department	Jurisdiction/Agency/Organization
Mark	Arentsen	City Administrator	Administration	City of Bondurant
Jeremy	Beker	AQ Engineer	Public Works	Polk County
Chad	Bentzinger	Safety Manager	Safety	Ankeny Schools
Ty	Blarkford	Councilman	City Council	City of Grimes
Mark	Bowersox	Police Chief	Police Department	City of Polk City
Bruce	Braun	Deputy Director	Public Works	City of Des Moines
Donna	Brooks	Major	Sheriff's Department	Polk County
Curtis	Brown	Director	Economic Development Department	City of Urbandale
Brad	Button	Supervisor	Westcom Dispatch Center	Cities of West Des Moines, Clive & Urbandale
Randy	Carroll	Director of Building and Grounds	Building and Grounds	North Polk Schools
Rob	Chiappano	DC of Operations	Fire Department	City of Ankeny
Skip	Conkling	Mayor	City hall	City of Altoona
Pamela	Cooksey	Deputy City Engineer	Engineering	City of Des Moines
Bob	Cox	Captain	Fire Department	City of Des Moines
Don	Cox	Fire Chief	Fire Department	City of West Des Moines
David	Croll	GIS Coordinator	GIS Department	City of Johnston
Dave	Cubit	Director	Public Works	City of Johnston
Sheena	Danzer	City Inspector	Building Codes	City of Windsor Heights
Jon	Davis	Deputy Director	Emergency Management	Polk County
Paul	Dekker	Director	Community Development	City of Urbandale
Phil	Delafield	Community Development Director	Community Development	City of Des Moines
Betty	Devine	Deputy Director	Community, Family, & Youth Services	Polk County
Dave	Disney	Sergeant	Police Department	City of Urbandale
Makai	Echer	Captain	Police Department	City of Ankeny
Aubyn	Giampolo	Dispatch Superintendent	Westcom Dispatch Center	Cities of West Des Moines, Clive & Urbandale
Dan	Grimm	Lieutenant	Sheriff's Department	Polk County
Gary	Haines	Director of Building and Grounds	Building and Grounds	Southeast Polk Schools
Stephanie	Herbold	City Clerk	City Administration	City of Runnells
Jerry	Holt	Fire Chief	Fire Department	City of Urbandale
Kim	Keisler	Assistant Finance Directory	Administration	City of Urbandale
Mark	Konrad	Councilman	City Council	City of Pleasant Hill
Rick	Kozin	Director	Health Department	Polk County
Jim	Krohse	Fire Chief	Fire Department	City of Johnston/City of Grimes
Kathleen	Larson	City Clerk	City Administration	City of Alleman
John	Lees	Superintendent	Administration	Urbandale Schools
John	Lins	Incident Manager		Des Moines Water Works
Richard	Long	Public Works Director	Public Works	City of Alleman

First Name	Last Name	Title	Department	Jurisdiction/Agency/Organization
Barb	Malone	Councilperson	City Council	City of Pleasant Hill
Dan	Mart	Superintendent	Administration	North Polk Schools
Chip	Mathis	Fire Chief	Fire Department	City of Elkhart
Dennis	McDaniel	Police Chief	Police Department	City of Windsor Heights
David	McKay	City Engineer	City Hall	City of Urbandale
Reylon	Meeks	Fire Chief	Fire Department	City of Pleasant Hill
Eric	Melton	Library Director	Public Library	City of Johnston
Paul	Mills	Director	District Support Services	Bondurant-Farrar School District
Kathy	Moline	Clerk of Works	Administration	Dallas Center-Grimes CSD
Paul	Moritz	Assistant Manager	Administration	City of Ankeny
A.J.	Mumm	Director	Emergency Management	Polk County
Rex	Mundt	Fire Chief	Fire Department	City of Ankeny
Deb	Nabity	Assistant City Administrator	Administration	City of Polk City
Terry	Nielsen	Lieutenant	Police Department	City of Urbandale
T.K.	Ouverson	Lieutenant	Police Department	City of West Des Moines
Tom	Patava	District Chief	Fire Department	City of Des Moines
John	Peterson	Assistant Manager	Administration	City of Ankeny
Emily	Price	Public Information Officer	Communications Dept	City of Johnston
Dan	Pritchard	Civil Engineer II	Public Works Department	City of Des Moines
SK	Prophet	Assistant City Manager	Administration	City of Urbandale
Peggy	Reelitz	Office Specialist	Emergency Management	Polk County Emergency Management
Jeff	Robbins	Operations Superintendent	Operations	West Des Moines Schools
Bill	Roberts	Mayor	Cotu Ja;;	City of Mitchellville
Rick	Roe	Chief	Fire Department	City of Clive
Pamela	Rosa	Safety Compliance Specialist	Safety	Des Moines Independent Schools
Teresa	Rotschafer	Finance Director	Administration	City of Johnston
Jim	Sanders	City Administrator	Administration	City of Johnston
Joe	Schaffer	Captain	Police Department	City of Ankeny
John	Schmite	Director	Parks & Recreation Dept.	City of Johnston
Kevin	Schneider	Chief	Sheriff's Department	Polk County
Tim	Sittig	Chief	Police Department	City of Pleasant Hill
George	Smith	Assistant Director	Building and Grounds	Johnston Schools
Matt	Sonnenburg	Deputy Chief	Fire Department	City of West Des Moines
Jim	Spradling	City Manager	Administration	City of Ankeny
Ross	Stafford	Permit & Development Administrator	Community Development	City of Des Moines
Scott	Strait	Councilman	City Council	City of Runnells
Madeline	Sturms	Planner	Planning	City of Pleasant Hill
Mike	Twohey	Fire Chief	Fire Department	City of Mitchellville
Jeanne	Uhl	City Clerk	Administration	City of Elkhart
Jason	VanAusdall	Director	Public Works	City of Windsor Heights
Bill	Vaughn	Chief	Police Department	City of Johnston
Peggy	Vint	Superintendent	Administration	Bondurant-Farrar School District

First Name	Last Name	Title	Department	Jurisdiction/Agency/Organization
Bart	Weller	Director	Public Works	City of Clive
Joel	Westendorf	Chief	Fire Department	Delaware Township Fire Department
Jerry	Whetstone	Fire Chief	Fire Department	City of Altoona
Anna	Whipple	GIS Manager	Information Technology Department	City of Des Moines
David	Wilwerding	Director	Community Development	City of Johnston

Stakeholder Representatives

First Name	Last Name	Title	Department	Agency/Organization
Mathew	Armstrong	Project Engineer	RiskMap	STARR
Troy	Bass	Coordinator	Emergency Management	Warren County Emergency Management
Joe	Chandler	Senior Mitigation Planner	FEMA, Planning	FEMA Region VII
Roger	Elliot	Guard Emergency Situational Awareness Contact	National Guard	Iowa National Guard
Steve	Green	Mitigation Planner	FEMA, Planning	FEMA Region VII
Barry	Halling	Coordinator	Emergency Management	Dallas County Emergency Management
David	Hempen	Continuity Manager		MidAmerican
Tim	Hoskins	Director of Public Works	Public Works	City of Norwalk
Jon	Keeling	Project Manager	RiskMap	STARR
Jerry	Loghry	Assistant Section Manager		EMC Insurance
Mark	McKinley	Facilities Manager	Facilities	On With Life
Matt	Noble	Mitigation Planner	Mitigation	Iowa Homeland Security and Emergency Management Division
Scott	Ralston	Floodplain Mapping Coordinator	Floodplain Management	Iowa Department of Natural Resources
Jeff	Ritzman	Homeland Security Coordinator	Department of Public Safety	Iowa Fusion Center
Cynthia	Rolli	Regional Program Manager	RiskMap	FEMA Region VII
Joe	Solem	Volunteer		American Red Cross
Pat	Stillwell	Administrator	Administration	On With Life
Jessica	Turba	Hazard Mitigation Project Officer	Mitigation	Iowa Homeland Security and Emergency Management Division
John	Wilson	Maintenance Manager	Maintenance	Iowa Department of Transportation

B.2 Hazard Mitigation Plan Initial Meeting Minutes (7/2/2013)



To **A.J. Mumm, Emergency Management Coordinator**
Peggy Reelitz, Office Specialist
From **Susan Belt & Laurie Bestgen, AMEC Mitigation Planners**
Tel / E-mail **785-272-6830 / susan.belt@amec.com and laurie.bestgen@amec.com**
Date **7/3/2013**
Subject **Minutes from Polk County Mitigation Planning Informational Meeting held on 7/2/2013**

This document is a record of attendance and a summary of the topics discussed at the above meeting including the following:

- Planning Process
- Risk Assessment/Format
- Flood Risk Assessment Methodology
- Public Notification Process
- Politically Sensitive Issues
- Contract
- Final Plan Document

The meeting began at 9:00 am and concluded at 12:00 pm.

Attendees

Name	Title
A.J. Mumm	Emergency Management Coordinator
Peggy Reelitz	Office Specialist
AMEC Staff	
Susan Belt	
Laurie Bestgen	

Planning Process

Jurisdictions/Contacts to Invite and Invitations

The jurisdictions that will be invited to participate as formal participants in the Polk County Multi-jurisdictional Hazard Mitigation Plan Update will include the incorporated cities and public school districts in Polk County. AMEC will provide text for invite emails and Polk County will send the email to a distribution list that is maintained. The email will be sent to the point of contact for the Emergency Management Commission and the text will include other suggested participants from each jurisdiction such as floodplain managers, city clerks, planners, etc. for cities and superintendents, facility directors, principals for schools.

Polk County will provide AMEC with a spreadsheet of information on representatives invited for tracking participation requirements throughout the planning process.

Project Schedule and Meeting Dates/Locations

A revised project schedule was provided to Ms. Reelitz for inclusion in the progress report to Iowa Homeland Security and Emergency Management.

Tentative meeting dates and times were established as follows:

Kickoff Meeting – Tuesday, July 30, 2013, 2:00 pm to 4:30 pm and 6:00 pm to 8:30 pm
Meeting #2 – Thursday, October 17, 2013, 2:00 pm to 4:30 pm and 6:00 pm to 8:30 pm
Meeting #3 – Thursday, Jan 9, 2014, 2:00 pm to 4:30 pm and 6:00 pm to 8:30 pm

All meetings will be held at the Polk County Emergency Management Building, in the Emergency Operations Center at 1907 Carpenter in Des Moines, Iowa.

Changes to CRS

AMEC notified Polk County that as of April 2013, the Community Rating System requirements have been revised. Since Des Moines is a Class 7 CRS community, close coordination will need to occur with the Des Moines CRS Coordinator to ensure they are aware of the changes specific to obtaining points for planning efforts. For example, there are specific requirements regarding representation on the planning committee and public outreach efforts that will need to be coordinated by the City of Des Moines if they wish to receive maximum points for all planning related efforts. Ron Stafford is the CRS Coordinator for the City of Des Moines

Risk Assessment

List of Hazards to Include/Naming of Hazards

AMEC provided a spreadsheet comparing the hazards and hazard naming for the 2013 State Plan update and the 2009 Polk County Plan. It was agreed that for purposes of the plan update, the hazards/hazard naming will be consistent with the 2013 State Plan with the following exceptions:

- Severe Winter Storm will be called "Winter Storm",
- Tornado/Windstorm will be separated into two hazards,
- Levee/Dam Failure will be separated into two hazards,
- Structural Fire will be profiled separate from Infrastructure Failure,

-
- Sinkholes and Landslide will be combined,
 - Terrorism will not be included, and
 - Radiological Incident will not be included. However, transportation incidents involving radioactive materials will be covered in Transportation Incident.

The list of hazards to be presented to the planning committee for consideration will include the following:

Animal/Plant/Crop disease
Dam Failure
Drought
Earthquake
Expansive Soils
Extreme Heat
Flash Flooding
Grass/Wildland Fire
HAZMAT Incident
Human Disease
Infrastructure Failure
Levee Failure
River Flooding
Sinkholes/Landslide
Structural Fire
Thunderstorm/Lightning/Hail
Tornado
Transportation Incident
Windstorm
Winter storm

The hazard ranking methodology utilized in the State Hazard Mitigation Plan will be utilized in the Polk County Plan. At the Kick-off, AMEC will present an initial overall county-level hazard ranking for the above hazards for discussion, validation, changes by the committee. The Risk Assessment will include individual jurisdiction-level hazard ranking for the above hazards for review by each jurisdiction.

Metro Areas and Other Jurisdictions Shared with Adjacent Counties

The following cities that are a part of the Des Moines Metro Area that have portions of their city limits in other counties will be invited as official plan participants in the Polk County plan. Therefore, the Risk Assessment will include incorporation of analysis of building exposure/critical facilities of the entire city limits for these jurisdictions:

Clive-parts in Dallas County
Urbandale-parts in Dallas County
West Des Moines-parts in Dallas County & Warren County
Grimes-parts in Dallas County
Des Moines-parts in Warren County
Carlisle-parts in Warren County

The following cities also have portions of their city limits in other counties. The risk assessment will include the portions of these cities up to the county line. However, additionally analysis will not be completed for the portions of these jurisdictions that are not in Polk County. These jurisdictions will be invited to all planning meetings as stakeholders:

Granger-parts in Dallas County
Norwalk-parts in Warren County
Sheldahl-parts in Story County

EMAP Accreditation

Within the next 5 years, Polk County anticipates seeking accreditation through EMAP. With this in mind, AMEC will include consequence analysis language in the risk assessment to ensure consistency with the EMAP requirements. Polk County will provide a copy of their THIRA to AMEC for review.

Use of Previous Plan

AMEC will utilize as much information as possible from the previous plan which has been provided by Polk County in MS Word. AMEC will enhance information provided by conducting additional research on events available from internet sources such as the National Climatic Data Center and FEMA as well as plans, studies, and technical reports and GIS analysis. In addition, AMEC will distribute a Data Collection Guide at the kick-off meeting to obtain additional information from participating jurisdictions.

Flood Risk Assessment Methodology

HAZUS Level I vs. DFIRM/Parcel Data Analysis

With the availability of DFIRM/Parcel Data, this is the preferred approach for the Flood Risk Assessment. However, AMEC will contact the Iowa Flood Center to explore the option of integrating Parcel Data into HAZUS to determine if this type of analysis is possible.

Polk County Emergency Management provided the City of Des Moines GIS contact to AMEC. At this time, Polk County does not have a GIS Coordinator. However, this position should be filled during the plan development. Polk County participates in a Regional GIS Consortium that has compiled available GIS data layers. AMEC will coordinate with the Des Moines GIS contact to obtain the GIS layers that will be useful in development of the Risk Assessment.

Public Notification Process

AMEC will facilitate development of a public survey utilizing Survey Monkey. This survey will be distributed through a variety of mechanisms to capture initial public comment during the drafting stage, including use of Neighborhood Associations

The County will also utilize other public media such as Facebook and Twitter to publicize the plan and availability of survey and final draft document. During the Kickoff meeting, AMEC will ask the participating jurisdictions to identify other outreach tools that can be used to disseminate the SurveyMonkey link.

The County website will be utilized to link to the survey as well as house the draft plan during final public comment.

Politically Sensitive Issues

The group discussed whether or not there were politically sensitive issues in Polk County currently. No significant issues were identified.

Contract

Billing Process

AMEC will provide invoices to Polk County Emergency Management on a monthly basis based on percent of the project completed.

Match Documentation

AMEC provided a copy of the Soft-match documentation form that has been successfully utilized for other Iowa planning projects. Polk County will utilize this form and AMEC will assist with collecting the soft match documentation and will forward the information in the correct format to Polk County for submission to the State. AMEC will provide plan participants with information regarding the need for and process for documenting soft match at the Kickoff Meeting. Additional information will be provided regarding the process needed in order to capture soft match credit for conduct of meetings at the city or school district level.

Final Plan Document

The format of the final plan document was discussed. The previous Polk County Plan and the format generally utilized by AMEC are very similar. The only difference in the structure of the chapters is that in the previous Polk County Plan, the Forward/Executive summary was numbered as Chapter 1. The following format will be used for the overall structure.

Executive Summary
Chapter 1—Planning Process
Chapter 2—Community Profiles and Capabilities
Chapter 3—Risk Assessment
Chapter 4—Mitigation Strategy
Chapter 5—Plan Maintenance
Appendices

AMEC will provide 2 hard copies of the plan, and electronic copies of the plan in MS-Word and .pdf to Polk County at the conclusion of the project.

B.3 Kick-off Meeting Invite

From: dlan@polkcountyowa.gov
Sent: Thursday, July 11, 2013 1:09 PM
To: dlan@polkcountyowa.gov
Subject: Hazard Mitigation Planning Kickoff Meeting

7/11/13

Subject: Polk Countywide Multi-Hazard Mitigation Plan Update

Dear Partner,

As you may know, Polk County has a countywide FEMA approved local Hazard Mitigation Plan. This plan was developed in accordance with the Disaster Mitigation Act of 2000 which requires all local governments and special districts to develop a plan to assess their risks to hazards and identify actions that can be taken in advance to reduce future losses. The law requires Hazard Mitigation Plans to be updated every five years in order for jurisdictions to maintain eligibility for certain FEMA Hazard Mitigation Assistance grants.

The Polk County Hazard Mitigation Plan must be updated by July of 2014. The Polk County Emergency Management Commission received funding to update the current Multi-jurisdictional Hazard Mitigation Plan for Polk County, and all Polk County incorporated cities. Additionally, the planning process now requires all school districts to participate in the planning process in order to be eligible for hazard mitigation funding.

The hazard mitigation planning process is heavily dependent on the participation of representatives from local government agencies and departments, the public, and other stakeholder groups. A Hazard Mitigation Planning Committee will be formed to support this project and will include representatives from the county, cities, school districts, and other local, state, and federal agencies in or that serve Polk County.

It will be essential for your jurisdiction to send at least one individual to the Kickoff Meeting listed below. At this meeting, we will discuss the benefits of developing a hazard mitigation plan, the project schedule, and all of the hazards that affect Polk County, such as tornadoes, wildfire, floods, winter storms, hazardous materials, and more. **Polk County requests your assistance in forwarding this invitation to others in your agency or jurisdiction that can benefit this process. Appropriate persons to be a part of the planning committee include: County/City Clerks, Elected Officials, Public Works Directors, Floodplain Managers, County/City Planners, Economic Development Directors, GIS Staff, School Principals, School Facilities Directors, and School Superintendents.**

The Hazard Mitigation Planning Committee will meet a minimum of three times, beginning with the kickoff meeting listed below. At this meeting, we will discuss the benefits of updating the hazard mitigation plan, the project schedule, and all of the hazards that affect Polk County, such as tornadoes, wildfire, floods, winter storms, and more. For your convenience, we are offering two meeting times to accommodate various schedules. Please pick the meeting time that is most convenient for you.

Polk County Multi-Hazard Mitigation Plan Update Kickoff Meeting

Date: Tuesday, July 30, 2013

Times (choose one): 2:00 pm—4:30 pm OR 6:00 pm—8:30 pm

Place: Polk County Emergency Operations Center (EOC)

Address: 1907 Carpenter Ave., Des Moines

RSVP: Peggy Reelitz at peggy.reelitz@polkcountyiowa.gov or 515-286-2107

Polk County Emergency Management has taken the lead in developing this plan. The Emergency Management Commission has hired a consultant, AMEC Environment & Infrastructure, Inc., to manage the planning project. AMEC will facilitate the planning process, collect the necessary data, and perform other technical services, including preparing the risk assessment and plan document. However, to successfully complete this project and ensure your organization is eligible for FEMA hazard mitigation assistance funding, we need your participation and input.

As part of this planning process, we will review and incorporate appropriate information from existing plans, studies, reports, and technical information. Please bring copies of any of the following documents that your organization has previously prepared. If possible, please provide on CD, flash drive, or email to peggy.reelitz@polkcountyiowa.gov. Paper documents are also acceptable. If your organization has developed other plans, studies, or reports that are not on this list and which may be helpful in describing your ability to minimize risk and mitigate damages from hazards, please provide those as well.

Master Plan

Emergency operations plan

School crisis plan

Growth management ordinance

Floodplain ordinance

Flood insurance study or other engineering study for streams such as watershed plans

Other special purpose ordinance (stormwater, steep slope, wildfire)

Storm water management program

Capital improvements plan

Economic development plan

Please respond with the names and positions of representatives from your jurisdiction that will attend the kickoff meeting by contacting me via telephone at 515-286-2107 or via e-mail at peggy.reelitz@polkcountyiowa.gov. Thank you for your early attention and response to this important project. I look forward to seeing you.

Sincerely,

Peggy Reelitz, Office Specialist
Polk County Emergency Management Agency

Polk County Emergency Management Agency
1907 Carpenter Avenue
Des Moines, IA 50314
515.286.2107

B.4 Kick-Off Meeting Agenda

Polk County
Multi-Jurisdictional Hazard Mitigation Plan Update
Kick-off Planning Meeting

July 30, 2013
2:00 to 4:30 pm OR 6:00 to 8:30 pm
Polk County Emergency Operations Center
Des Moines, Iowa

Agenda

Welcome/Introductions A.J. Mumm, Coordinator
Polk County Emergency Management

Soft Match Time Forms

Hazard Mitigation Planning Purpose

Multi-jurisdictional Approach

Grant Programs Linked to Approved Plan

Public Involvement

Data Collection Guides

Discussion/Prioritization of Hazards

Next Steps in the Planning Process

AMEC Team:

Susan Belt

Project Manager/soft-match documentation

- Work phone (785) 272-6830
- Cell phone (785) 217-7957
- Email: susan.belt@amec.com

Laurie Bestgen

- Phone (816) 637-6378
- Email: laurie.bestgen@amec.com

Kari Valentine

- Phone (816) 436-6351
- Email: kari.valentine@amec.com

SAVE THE DATES:

Meeting #2—Thursday, October 17, 2013, 2:00 to 4:30 pm OR 6:00 to 8:30 pm

Meeting #3—Thursday, January 9, 2014, 2:00 to 4:30 pm OR 6:00 to 8:30 pm



B.5 Kick-Off Meeting Minutes (7/30/2013)

To **Polk County Hazard Mitigation Planning Committee**
Through **A.J. Mumm, Coordinator**
Polk County Emergency Management
From **Susan Belt, Laurie Bestgen & Kari Valentine, AMEC Mitigation Planners**
Tel / E-mail **785-272-6830 / susan.belt@amec.com, laurie.bestgen@amec.com and kari.valentine@amec.com**
Date **8/2/2013**
Subject **Minutes from Polk County Hazard Mitigation Planning Kickoff Meeting held on 7/30/2013**

This document is a record of attendance and a summary of the issues discussed during the above meeting. Topics covered during the meeting included; the soft match time documentation, an introduction to the purpose of hazard mitigation planning, the benefits of a multi-jurisdictional approach, and grant programs linked to an approved plan. The hazard mitigation planning process was reviewed to include requirements for public involvement and the use of data collection guides. The planning committee participated in a discussion of the hazards that have the potential to impact Polk County, including preliminary research conducted by AMEC on each hazard. The probability, magnitude, warning time, and duration of hazards affecting Polk County was also discussed to provide a planning significance ranking. The meeting concluded with a discussion of the next steps in the planning process.

The meeting was held in two sessions to accommodate all participants. The first session was from 2:00 to 4:30 pm and the second session was from 6:00 to 8:30 pm.

Attendees

Name	Title	Department	Jurisdiction / Organization
A.J. Mumm	Director	Emergency Management	Polk County
Peggy Reelitz	Office Specialist	Emergency Management	Polk County
Donna Brooks	Major	Sheriff's Department	Polk County
Betty Devine	Deputy Director	Community, Family, & Youth Services	Polk County
Rick Kozn	Director	Health Department	Polk County
Kevin Schneider	Chief	Sheriff's Department	Polk County
Skip Conkling	Mayor		City of Altoona
Jerry Whetstone	Fire Chief	Fire Department	City of Altoona
Rob Chiappano	DC of Operations	Fire Department	City of Ankeny
Makai Eater	Captain	Police Department	City of Ankeny
Paul Moritz	Assistant Manager	Administration	City of Ankeny
Rex Mundt	Fire Chief	Fire Department	City of Ankeny
Makai Ochon	Captain	Police Department	City of Ankeny
John Peterson	Assistant Manager	Administration	City of Ankeny
Joe Schaffer	Captain	Police Department	City of Ankeny
Jim Spradling	City Manager	Administration	City of Ankeny
Mark Arentsen	City Administrator	Administration	City of Bondurant
Bart Weller	Director	Public Works	City of Clive
Bruce Braun	Director	Public Works	City of Des Moines

Introductions

Mr. Mumm, with Polk County Emergency Management, began the meeting by welcoming and thanking the attendees. He provided a brief history of Hazard Mitigation Planning in Polk County and stressed the importance of participation for the jurisdictions represented. He then introduced Susan Belt with the consulting firm AMEC Environment & Infrastructure, Inc. who was contracted to assist in the development of the Polk County multi-jurisdictional hazard mitigation plan. The attendees then introduced themselves and the jurisdiction they were representing.

Soft Match Time Forms

Ms. Belt informed participants that this plan is being funded by a Hazard Mitigation Grant Program (HMGP) grant from FEMA that is administered by the Iowa Homeland Security and Emergency Management Division. The grant program requires that 25 percent of the funding must be non-federal match. The State of Iowa is contributing 10 percent of the match. The remaining 15 percent of the funding must come from local funds. These local match funds can consist of time that is donated by planning committee members as well as others in each jurisdiction to the planning effort. This donated time is referred to as "Soft Match".

The attendees, also referred to as the Hazard Mitigation Planning Committee (HMPC), were asked to document their time in planning meetings, gathering data, reviewing the plan while in draft form, notifying the public, etc on the Soft Match Time Form. Additionally, time spent by others within the jurisdiction should be recorded as well, such as time spent by a city clerk researching existing plans, studies, reports, and other capabilities or information reviewed or collected by other members of the jurisdiction. Separate forms must be completed for each individual contributing time to this effort.

Ms. Belt discussed specific requirements for documentation of hazard mitigation planning activities that occur in conjunction other jurisdictional meetings such as time during a council meeting, a jurisdictional-information session, Lions Club meeting, etc. For hazard mitigation planning activities held in conjunction with larger meetings, facilitators must first close the other meeting, and open a new meeting just for hazard mitigation planning and ensure meeting times documented for soft match are only for the time spent discussing the hazard mitigation plan. Each hazard mitigation planning meeting must have an agenda, times of meeting, and a sign-in sheet of the attendees and these documents need to be provided to AMEC. Soft Match Time Forms do not need to be completed for attending any of the three planning meetings facilitated by AMEC. Specific questions on soft match should be directed to Ms. Belt.

A copy of the Soft Match Time Form was handed out at the meeting, and has been provided electronically to all meeting participants. The forms are also available electronically on the Polk County Emergency Management website <http://www.polkcountyiowa.gov/emergency-management/about-us/news/hazard-mitigation-planning/>. Please submit forms to Susan Belt via; mail, fax, or scan and attach to an email. Ms. Belt's contact information is on the form and she would appreciate receiving these forms on a monthly basis.

Hazard Mitigation Planning Purpose

Ms. Belt presented information on the purpose of Hazard Mitigation Planning and the Disaster Mitigation Act of 2000. The attendees were reminded this is an update of the Polk County Hazard Mitigation Plan, previously approved in 2009. The current plan expires on July 9, 2014.

Name		Title	Department	Jurisdiction / Organization
Bob	Cox	Captain	Fire Department	City of Des Moines
Phil	Delafield	Community Development Director	Community Development	City of Des Moines
Tom	Patava	District Chief	Fire Department	City of Des Moines
Dan	Pritchard	Civil Engineer II		City of Des Moines
Ross	Stafford	Civil Engineer III		City of Des Moines
Jim	Krohse	Fire Chief	Fire Department	City of Johnston/ City of Grimes
Bill	Roberts	Mayor		City of Mitchellville
Mike	Twohey	Fire Chief	Fire Department	City of Mitchellville
Tim	Hoskins	Director	Public Works	City of Norwalk
Mark	Konrad	Councilman	City Council	City of Pleasant Hill
Reylon	Meeks	Fire Chief	Fire Department	City of Pleasant Hill
Tim	Sittig	Chief	Police Department	City of Pleasant Hill
Mark	Bowerson	Police Chief	Police Department	City of Polk City
Deb	Nabity	Assistant City Administrator	Administration	City of Polk City
Curtis	Brown	Director	Economic Development Department	City of Urbandale
Paul	Dekker	Director	Community Development	City of Urbandale
Dave	Disney	Sergeant	Police Department	City of Urbandale
Jerry	Holt	Fire Chief	Fire Department	City of Urbandale
Kim	Keisler	Assistant Finance Directory	Administration	City of Urbandale
David	McKay	City Engineer		City of Urbandale
Terry	Nielsen	Lieutenant	Police Department	City of Urbandale
SK	Prophet	Assistant City Manager	Administration	City of Urbandale
T.K.	Ouverson	Lieutenant	Police Department	City of West Des Moines
Matt	Sonnenburg	Deputy Chief	Fire Department	City of West Des Moines
Brad	Button	Supervisor	Westcom Dispatch Center	Cities of West Des Moines, Clive & Urbandale
Aubyn	Giampolo	Dispatch Superintendent	Westcom Dispatch Center	Cities of West Des Moines, Clive & Urbandale
Sheena	Danzer	City Inspector	Building Codes	City of Windsor Heights
Dennis	McDaniel	Police Chief	Police Department	City of Windsor Heights
Jason	VanAusdall	Director	Public Works	City of Windsor Heights
George	Smith	Assistant Director	Building and Grounds	Johnston Schools
Jeff	Robbins	Operations Superintendent	Operations	West Des Moines Schools
John	Lins	Incident Manager		Des Moines Water Works
Jeff	Ritzman	Homeland Security Coordinator	Department of Public Safety	Iowa Fusion Center
Barry	Halling	Coordinator	Emergency Management	Dallas County
Troy	Bass	Coordinator	Emergency Management	Warren County
Jeff	Johnson	WCM		National Weather Service
Joe	Sozem	Volunteer		American Red Cross
Jerry	Loghry	Assistant Section Manager		EMC Insurance
David	Hempfen	Continuity manager		MidAmerican

A summary of the 13 Presidential Disaster Declarations including Polk County since 1965 was presented and an overview of the Four-Phases that will be followed during the planning process was discussed.

Multi-Jurisdictional Approach

Ms. Bestgen, with AMEC addressed the benefits for jurisdictions participating in this mitigation plan update including improved coordination and communication among local jurisdictions. Impacts of hazards do not stop at jurisdictional boundaries. This multi-jurisdictional approach allows for a more comprehensive risk assessment and resulting mitigation strategy for the entire planning area. The following 27 jurisdictions have been invited to participate in the Polk County Multi-jurisdictional Hazard Mitigation Plan Update:

Cities	Polk County
Alleman	
Altoona	
Ankeny	
Bondurant	School Districts
Clive	Ankeny, 261
Des Moines	Bondurant-Farrar, 720
Elkhart	Dallas Center-Grimes, 1576
Grimes	Des Moines Independent, 1737
Johnston	Johnston, 3231
Mitchellville	North Polk, 4779
Pleasant Hill	Saydel, 5805
Polk City	Southeast Polk, 6101
Runnells	Urbandale, 6579
Urbandale	West Des Moines, 6957
West Des Moines	
Windsor Heights	

There was a question regarding whether or not public water districts need to be official participants of the plan to be able to apply for grant funds. AMEC and Polk County Emergency Management will consult with Iowa Homeland Security and Emergency Management and FEMA to get an answer to this question.

Benefits of participation also include eligibility for federal hazard mitigation assistance funding programs. Historically, Polk County has received over \$20 million in FEMA Hazard Mitigation Assistance grants from 1994 to 2012.

Ms. Bestgen also described the role of the Hazard Mitigation Planning Committee (HMPC). Each jurisdiction participating in development of the plan must meet the following minimum requirements:

1. Designate a representative to serve on the Polk County Hazard Mitigation Planning Committee, which will meet **three** times during the planning process,
2. Provide data for and assist in the development of the updated risk assessment that describes how various hazards impact your jurisdiction,
3. Provide data to describe current capabilities,
4. Develop/update mitigation actions (at least one) specific to your jurisdiction,
5. Provide comments on plan drafts as requested,

-
6. Inform the public, local officials, and other interested parties about the planning process and provide opportunities for them to comment on the plan, and
 7. Formally adopt the mitigation plan.

Jurisdictions that choose not to participate in development of a FEMA-approved mitigation plan will not be eligible applicants for FEMA Hazard Mitigation Assistance Grants.

In addition to official plan participants, stakeholders will be invited to participate in meetings, review drafts, and provide information to assist in development of the risk assessment and mitigation strategy. These stakeholders include the following:

- Federal agencies
- State agencies
- Academic Institutions
- Business Community
- Adjacent Counties
- Other cities w/ portions city limits in Polk County
 - Carlisle-Warren County
 - Norwalk-Warren County
 - Sheldahl-Boone County/Story County
 - Granger-Dallas County

Planning for Public Involvement

The local hazard mitigation plan requirements state that the public needs to have the opportunity to comment on the plan. The public will be given two opportunities to comment on the plan, once during the drafting stage and another when the plan is complete in the final draft stage.

The meeting attendees discussed methods for notifying the public in the plan. The group discussed methods that are used to effectively engage the public in Polk County. A survey will be created to both provide information about the plan update under development as well as gain input from the public on the hazards they are most concerned about and mitigation strategies that they think will be most effective. The planning committee was asked for methods that they could use to disseminate the survey link. Examples included:

- Social media such as the Emergency Management Facebook and Twitter accounts,
- City, county and school websites,
- Electronic signage utilized in some cities,
- Neighborhood association email distribution lists,
- City email distribution lists,
- City cable channels
- Public libraries
- Living Magazine

Data Collection Process

AMEC provided hard copies of Data Collection Guides and followed-up after the meeting with electronic copies emailed to the attendees. The guides are specific for local units of government and schools.

The Data Collection Guide is designed to collect information on existing capabilities within each jurisdiction to implement mitigation initiatives as well as collect information on previous hazard events. For the hazards that were included in the existing 2009 plan, information is needed for the events that have occurred from 2009 to the present.

Deadline for submittal of the Data Collection Guides to AMEC is August 30, 2013

Introduction to Hazard Identification

Ms. Bestgen presented information about the hazard profiles in the plan and introduced the committee to the elements of probability, magnitude, warning time, and duration to rank the hazards. The table below provides additional information on the elements and rating levels.

Element/Level	Characteristics
Probability	
4 - Highly Likely	Event is probable within the calendar year. Event has up to 1 in 1 year chance of occurring (1/1=100%) History of events is greater than 33% likely per year. Event is "Highly Likely" to occur
3 – Likely	Event is probable within the next three years. Event has up to 1 in 3 years chance of occurring (1/3=33%) History of events is greater than 20% but less than or equal to 33% likely per year Event is "Likely" to occur
2 – Occasional	Event is probable within the next five years. Event has up to 1 in 5 years chance of occurring (1/5=20%) History of events is greater than 10% but less than or equal to 20% likely per year Event could "Possibly" occur
1 – Unlikely	Event is possible within the next 10 years Event has up to 1 in 10 years chance of occurring (1/10=10%) History of events is less than or equal to 10% likely per year Event is "Unlikely" but is possible of occurring
Magnitude / Severity**	
4 - Catastrophic	Multiple deaths Complete shutdown of facilities for 30 or more days More than 50 percent of property is severely damaged
3 – Critical	Injuries and/or illnesses result in permanent disability Complete shutdown of critical facilities for at least two weeks 25–50 percent of property is severely damaged
2 – Limited	Injuries and/or illnesses do not result in permanent disability Complete shutdown of critical facilities for more than one week 10–25 percent of property is severely damaged
1 – Negligible	Injuries and/or illnesses are treatable with first aid Minor quality of life lost Shutdown of critical facilities and services for 24 hours or less Less than 10 percent of property is severely damaged
Warning Time	
4	Less Than 6 Hours
3	6-12 Hours
2	12-24 Hours
1	24+ Hours
Duration	
4	More Than 1 Week
3	Less Than 1 Week
2	Less Than 1 Day
1	Less Than 6 Hours

These elements are used in the Enhanced Iowa State Hazard Mitigation Plan to determine a Final Hazard Assessment Score for each hazard. The score provides a hazard ranking mechanism as well as a planning significance rating, to focus planning efforts on those hazards with the highest scores.

Using the ranking described in the table above, the formula used to determine each hazard's score, which includes weighting factors defined by the State of Iowa's Hazard Mitigation Plan is:

(Probability x .45) + (Magnitude/Severity x .30) + (Warning Time x .15) + (Duration x .10) = Weighted Score

Based on their score, the hazards were separated into three categories of planning significance; High (3.0-4.0), Moderate (2.0-2.9), and Low (1.1-1.9)

Prior to the kick-off meeting Polk County Emergency Management and AMEC reviewed the hazards in the Iowa State Hazard Mitigation Plan and determined the list of 20 hazards that have the potential to impact Polk County that should be included in the Hazard Mitigation Plan. During the kickoff meeting, the ranking elements and rating descriptions were provided as a handout along with the preliminary hazard ranking of the 20 hazards that will be analyzed in the Polk County Multi-jurisdictional Hazard Mitigation Plan Update.

Ms. Bestgen, Ms. Valentine and Ms. Belt presented preliminary research on each hazard. During the meeting, there were some comments on the preliminary scores. The comments are summarized below:

- There was a question regarding whether or not the magnitude referred to the worst-case scenario. Mr. Mumm stated that the 2009 plan used the working definition as the "worst plausible case scenario". This will be carried through in the plan update.
- Flash Flood: It was discussed that this hazard may be rated too low. The magnitude will be changed to a 3 and the warning time will be changed to a 2.
- Levees: Mr. Mumm mentioned the berm that provides some protection for the Pleasant Hill Mobile Home Park. This structure does not provide protection from the 1-percent annual chance flood. But does hold back water to an extent. This may provide a false sense of security to residents behind the structure. It also poses additional risk in that failure could result in flash-flood-like inundation. This information will be added to the risk assessment.
- Wildfire: The # of historic events for wildfire seemed too low to the committee. AMEC will check with DNR and the Fire Marshal's Office to make sure all reported fires are captured in the data.
- There was discussion on the preliminary levels assigned to Warning Time for multiple hazards. In a discussion that occurred after the meeting with the National Weather Service representative, it was discussed that the definition of Warning Time should indicate that this is a "heightened level of awareness" and not the actual Warning that may be issued by the NWS for weather events.
- Thunderstorm and Wind Hazards: The wind speed should be researched for events of 50 knots, not 60 knots.
- Tornado: Most of the tornadoes in Polk County have historically been F0 and F1. The probability will be adjusted to a 3 and the magnitude will be adjusted to a 2. Most of the

damage that occurred as a result of the Grimes F2 tornado was actually caused more by wind than the actual tornado.

- Land Subsidence: Runnels has had a sinkhole develop and a sinkhole occurred on Capital Street about 4 years ago.
- Hazardous Materials: Magnitude will be changed to a 2 due to the 5 fatalities that have occurred in previous events since 1995.
- Infrastructure Failure: water and wastewater treatment will be added to the risk assessment in terms of the types of infrastructure that can fail.
- Structural Fire: Mr. Mumm will provide the fire district map to provide information on Polk County fire districts that provide fire services outside Polk County.
- Human Disease: The committee commented that lost wages should be included in the loss estimates for the planning scenario in the risk assessment.

AMEC also asked the committee to provide any additional written comments on the probability, magnitude, warning time, and duration elements by turning in comments on the provided handout. **Comments are due to AMEC by August 30, 2013.**

The table below provides the revised ranking of the hazards based on comments received during the kickoff meeting. Those elements that have been changed are highlighted in yellow. Bold font indicates hazards that were included in the 2009 plan. If additional comments are received that necessitate additional changes, the planning committee will be notified.

Hazard	Probability	Magnitude	Warning Time	Duration	Weighted Score	Level
River Flooding	4	3	1	4	3.25	High
Winter Storm	4	2	3	3	3.15	High
HAZMAT Incident	4	2	4	1	3.10	High
Structural Fire	4	2	4	1	3.10	High
Transportation Incident	4	2	4	1	3.10	High
Flash Flood	4	3	2	1	3.10	High
Thunderstorm/Lightning/Hail	4	2	2	2	2.90	Moderate
Windstorm	4	2	2	2	2.90	Moderate
Levee Failure	2	3	4	4	2.80	Moderate
Tornado	3	2	3	1	2.50	Moderate
Drought	3	2	1	4	2.50	Moderate
Infrastructure Failure	2	2	4	4	2.50	Moderate
Human Disease	2	3	2	4	2.50	Moderate
Grass/Wildland Fire	4	1	1	1	2.35	Moderate
Dam Failure	1	3	4	4	2.35	Moderate
Extreme Heat	2	2	1	3	1.95	Low
Animal/Plant/Crop Disease	1	2	1	4	1.60	Low
Earthquake	1	1	4	1	1.45	Low
Expansive Soils	2	1	1	1	1.45	Low
Sinkholes/Landslide	1	1	2	1	1.15	Low

Next Steps

Attendees were asked to complete their jurisdiction's Data Collection Guide and to talk with other staff that may be knowledgeable about requested data. Attendees were also reminded to keep track of their time spent conducting research and completing their Data Collection Guides on the Soft Match Documentation Sheet handed out at the meeting and provide back on a monthly basis. The Data Collection Guides and any comments on hazard ranking elements are due back to AMEC by August 30, 2013.

The next meeting of the Hazard Mitigation Planning Committee will be October 17, 2013.

A draft of the risk assessment will be provided prior to this meeting. The meeting will involve a review of the risk assessment results and update of the plan's goals.

B.6 Kick-Off Meeting Sign-In Sheets

POLK COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN UPDATE – KICKOFF MEETING SIGN-IN SHEET

Project: Polk County Hazard Mitigation Plan Update
Meeting Date/Time: July 30, 2013—2:00 to 4:30 pm OR 6:00 – 8:30 pm
Facilitators: Susan Belt, Laurie Bestgen, & Kari Valentine, AMEC
Place/Room: Polk County Emergency Operations Center, 1907 Carpenter, Des Moines, IA

Name	Title	Department/Agency	Email	Phone #	Signature
Peggy Reelitz	Office Specialist	POLK Co. EMA	peggy.reelitz@polkcounty.iowa.gov	515-286-2157	Peggy Reelitz
Jerry Holt	Fire Chief	Urbandale	jholt@urbandale.org	278-3970	Jerry Holt
SK PROPHET	ASST CM	URBANDALE	sprophet@urbandale.org	331-6740	SK Prophet
Rex Munnitt	Fire Chief	City of Ankeny	rmunnitt@ankeny.iowa.gov	515-965-6471	Rex Munnitt
JERRY McGHRY	ASST SEC MGR	ERIC INSURANCE	jerry.d.lough@ericins.com	515-2558	Jerry McGhry
TRAVIS K. OLIVERSON	LEADWORKER	WEST DES MOINES PD	toliver@wdsiowa.gov	319-3317	Travis K. Oliver
Joe Schassa	CAPT	Urbandale	jschassa@urbandale.org	319-5272	Joe Schassa
PIARRE	CAPT.	Ankeny PD	piar@ankeny.org		Piarré
TERRY NIKERIN	LT	UPD	tniker@urbandale.org	331-6545	Terry Nikerin
MARK BOWERSOX	Chief	Falling P.D.	mbowersox@falling.org	515-286-2157	Mark Bowersox
Job Nobility	Asst City Admin	Polk City	cnobility@polkcity.org	515-954-6233	Job Nobility
TIM SIKING	Police Chief	Pleasant Hill	tsiking@pleasanthill.org	515-265-1444	Tim Siking
Tom Patawa	District Chief	DMFD	tpatawa@dmfd.org	283-4242	Tom Patawa

POLK COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN UPDATE – KICKOFF MEETING SIGN-IN SHEET

Project: Polk County Hazard Mitigation Plan Update
Meeting Date/Time: July 30, 2013—2:00 to 4:30 pm OR 6:00 – 8:30 pm
Facilitators: Susan Belt, Laurie Bestgen, & Kari Valentine, AMEC
Place/Room: Polk County Emergency Operations Center, 1907 Carpenter, Des Moines, IA

Name	Title	Department/Agency	Email	Phone #	Signature
Keri Kreiser	Asst Finance Dir	City of Urbandale	kreiser@urbandale.org	515-331-6700	Keri A Kreiser
Jerry Whitman	Fire Chief	Albion	jwhit@albion.iowa.gov	515-967-2216	Jerry Whitman
Mark Konrad	City Council	Pleasant Hill	mkonrad@pleasanthill.org	266-4574	Mark Konrad
MAKAN ECKER	CAPT.	ANKENY PD	MECKER@ANKENYIOWA.GOV	289-5246	Makan Ecker
DAVE DISNEY	SGT	URBANDALE PD	ddisney@urbandale.org	515-331-6811	Dave Disney
Joe Sozen	Vac. Post	ARC	joesozen@arc.org	440-5254	Joe Sozen
Sheena Danzer	City Inspector	Windsor Heights	sdanzer@windsorheights.org	645-6826	Sheena Danzer
Dennis McDaniel	Police Chief	Windsor Heights	dmdaniel@windsorheights.org	515-277-4453	Dennis McDaniel
Shirley Chubb	Mayor	Albion	chubb@albion.iowa.gov	515-238-7728	Shirley Chubb
Paul Dekker	Dir. Comm Dev.	City of Urbandale	pd Dekker@urbandale.org	278-3935	Paul Dekker
TROY BASS	WE EMA Coord	Warren County	tbass@co.warren.iowa.gov	961109	Troy Bass
JEFF KITZMAN	H.S. Coord.	DPS Fusion CTR	kitzman@dps.state.ia.us	208-1039	Jeff Kitzman
WILLIE BROWN	COMM DEV DIR.	CITY of URBANDALE	wbrown@urbandale.org	515-331-6700	Willie Brown

**POLK COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN UPDATE – KICKOFF MEETING
SIGN-IN SHEET**

Project: Polk County Hazard Mitigation Plan Update

Meeting Date/Time: July 30, 2013—2:00 to 4:30 pm OR 6:00 – 8:30 pm

Facilitators: Susan Belt, Laurie Bestgen, & Kari Valentine, AMEC

Place/Room: Polk County Emergency Operations Center, 1907 Carpenter, Des Moines, IA

Name	Title	Department/Agency	Email	Phone #	Signature
Rylon Meeks	Fire Chief	Pleasant Hill PD	meeksra@ihs.org	208-7927 965-6411	Rylon Meeks
Jim Spradling	City Manager	City of Ankeny	jspradling@ankenyjowa.gov	515-222-3327	[Signature]
Aubyn Giampolo	Dispatch Sup.	Western	aubyn.giampolo@westernjowa.gov	515-222-3327	[Signature]
PAUL DELAFIELD	COMM. DEV. DIR.	DES MOINES	pdelafield@desmoinesjowa.gov	515-286-2077	[Signature]
A.J. Mumm	DIRECTOR	POLK Co. EMA	aj.mumm@polkcountyjowa.gov	208-5555	A.J. Mumm
Jim Krause	FIRE CHIEF	Jordan / Grimes	jkrause@cityofjordan.com	515-208-1993	Jim Krause
John Lins	Incident Manager	DMWH	lins@dmwh.com	515-270-4516	John Lins
Jeff Johnson	WCM	NWS	jeff.johnson@nws.gov	222-3327	[Signature]
Brad Butten	Supervisor	Western	Brad.Buttan@WesternJowa.gov	331-6713	Brad Butten
David McKay	City Engineer	Urbandale	d.mckay@urbandale.org		[Signature]

**POLK COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN UPDATE – KICKOFF MEETING
SIGN-IN SHEET**

Project: Polk County Hazard Mitigation Plan Update

Meeting Date/Time: July 30, 2013—2:00 to 4:30 pm OR 6:00 – 8:30 pm

Facilitators: Susan Belt, Laurie Bestgen, & Kari Valentine, AMEC

Place/Room: Polk County Emergency Operations Center, 1907 Carpenter, Des Moines, IA

Name	Title	Department/Agency	Email	Phone #	Signature
Marilyn Deaton	City Administrator	City of Bandera	mdeaton@bandera.tx.us	515-961-2418	Marilyn Deaton
Janne	Deputy Director	POLK Co. CFS	Betty.Delving@PolkCountyIowa.gov		[Signature]
David Hempen	Cont. Manager	MidAmerican	DHempen@midamerican.com	201-2302	David Hempen
Dawn Banks	MASON	P.C.S.O	Dawn.Banks@PolkCountyIowa.gov	323-5455	[Signature]
Bob Cox	Capt.	DMFD	rbcox@dmfd.org	515-253-4091	Bob Cox
Matt Sonnenburg	Dept Chief	WOMED	matt.sonnenburg@wdm-ia.com		Matt Sonnenburg
John Peterson	Asst. Manager	Ankeny	jpeters@ankenyjowa.gov	965-6425	[Signature]
Rick Koenig	Director	Polk County Health	Rick.Koenig@polkhealth.org	216-3528	Rick Koenig

**POLK COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN UPDATE – KICKOFF MEETING
SIGN-IN SHEET**

Project: Polk County Hazard Mitigation Plan Update

Meeting Date/Time: July 30, 2013—2:00 to 4:30 pm OR 6:00 – 8:30 pm

Facilitators: Susan Belt, Laurie Bestgen, & Kari Valentine, AMEC

Place/Room: Polk County Emergency Operations Center, 1907 Carpenter, Des Moines, IA

Name	Title	Department/Agency	Email	Phone #	Signature
Bill Roberts	Mayor	Mitchellville city	bill.roberts@mitchellville.org		Bill Roberts
Mike Twiney	Fire Chief	Mitchellville FD	Rescue@n2wma.com		Mike Twiney

B.7 Meeting #2 Agenda

Polk County
Multi-Jurisdictional Hazard Mitigation Plan Update
Planning Meeting #2

Thursday, October 17, 2013
2:00 - 4:30 pm OR 6:00 - 8:30 pm
Polk County Emergency Operations Center
1907 Carpenter Ave., Des Moines, Iowa

Agenda

Introductions A.J. Mumm, Coordinator
Polk County Emergency Management

Brief Review

Public Survey

Participation Requirements/Status

Plan Update Format

Sample Results of Countywide Risk Assessment

Review/Validate Critical Facilities

Update Mitigation Goals

Discuss Mitigation Actions

Next Steps

AMEC Team:

Susan Belt

Project Manager/soft-match documentation

- Work phone (785) 272-6830
- Cell phone (785) 217-7957
- Fax (785) 272-6878
- Email: susan.belt@amec.com

Laurie Bestgen

- Phone (816) 637-6378
- Fax (785) 272-6878
- Email: laurie.bestgen@amec.com

Kari Valentine

- Phone (816) 436-6351
- Email: kari.valentine@amec.com

Marques Williams

- Phone: (785) 272-6830
- Email: marques.williams@amec.com



B.8 Meeting #2 Minutes 10/17/2013)

To **Polk County Hazard Mitigation Planning Committee**
Through **A.J. Mumm, Coordinator**
Polk County Emergency Management
From **Laurie Bestgen and Kari Valentine AMEC Mitigation Planners**
Tel / E-mail **785-272-6830 / laurie.bestgen@amec.com and kari.valentine@amec.com**
Date **10/22/2013**
Subject **Minutes from Polk County Hazard Mitigation Planning Meeting #2 held on 10/17/2013**

This document is a record of attendance and a summary of the issues discussed during the above meeting, including: a brief review of the purpose of a Hazard Mitigation Plan, the public survey for this effort, participation requirements and the status of each jurisdiction, review/validation of critical facilities to include in the risk assessment, plan update format, sample results of the risk assessment-top 15 hazards, update of mitigation goals, introduction to mitigation actions, and the next steps in this process.

Attendees

Name	Jurisdiction/Agency/Organization
Mark Arentsen	City of Bondurant
Jeremy Beker	Polk County
Chad Bentzinger	Ankeny Schools
Bruce Braun	City of Des Moines
Donna Brooks	Polk County
Randy Carroll	North Polk Schools
Skip Conkling	City of Altoona
Bob Cox	City of Des Moines
Dave Cubit	City of Johnston
Sheena Danzer	City of Windsor Heights
Jon Davis	Polk County
Betty Devine	Polk County
Dave Disney	City of Urbandale
Roger Elliot	GESAG
Dan Grimm	Polk County
Gary Haines	Southeast Polk Schools
Barry Halling	Dallas County Emergency Management
Jerry Holt	City of Urbandale
Rick Kozin	Polk County
Jim Krohse	City of Johnston/City of Grimes
John Lees	Urbandale Schools
Richard Long	City of Alleman
Barb Malone	City of Pleasant Hill
Chip Mathis	City of Elkhart
David McKay	City of Urbandale
Eric Melton	City of Johnston
Kathy Moline	Dallas Center-Grimes CSD
Paul Moritz	City of Ankeny
Rex Mundt	City of Ankeny
Terry Nielsen	City of Urbandale
Matt Noble	Iowa Homeland Security and Emergency Management
T.K. Ouverson	City of West Des Moines

Name		Jurisdiction/Agency/Organization
Tom	Patava	City of Des Moines
John	Peterson	City of Ankeny
Emily	Price	City of Johnston
Dan	Pritchard	City of Des Moines
SK	Prophet	City of Urbandale
Peggy	Reelitz	Polk County Emergency Management
Jeff	Robbins	West Des Moines Schools
Bill	Roberts	City of Mitchellville
Rick	Roe	City of Clive
Cynthia	Rolli	FEMA Region VII
Pamela	Rosa	Des Moines Independent Schools
Teresa	Rotschafer	City of Johnston
Jim	Sanders	City of Johnston
John	Schmite	City of Johnston
Kevin	Schneider	Polk County
Tim	Sittig	City of Pleasant Hill
Joe	Solem	American Red Cross
Ross	Stafford	City of Des Moines
Scott	Strait	City of Runnells
Jessica	Turba	Iowa Homeland Security and Emergency Management
Mike	Twohey	City of Mitchellville
Jeanne	Uhl	City of Elkhart
Jason	VanAusdall	City of Windsor Heights
Bill	Vaughn	City of Johnston
Joel	Westendorf	Delaware Township Fire Department
Anna	Whipple	City of Des Moines
John	Wilson	Iowa Department of Transportation

Introductions

Mr. A.J. Mumm, with Polk County Emergency Management began the meeting by welcoming and thanking the attendees. Kari Valentine and Laurie Bestgen, with AMEC Environment & Infrastructure, Inc., the firm contracted to assist in the development of the Polk County multi-jurisdictional hazard mitigation plan, facilitated the remainder of the presentation, beginning with having the attendees introduce themselves and state the jurisdiction they were representing.

The PowerPoint presentation utilized during the meeting is available, along with other planning materials at the following location: <http://www.polkcountyiowa.gov/emergency-management/about-us/news/hazard-mitigation-planning/>.

Purpose/Public Survey/Participation Status

Ms. Valentine reminded participants that a planning grant from FEMA through the Iowa Homeland Security and Emergency Management is funding the plan update. The planning grant is 75% federal, 10% state and 15% local funds. The local funds can be provided as soft-match. As a result, it is very important for planning committee members to record all time they spend on the plan update effort. Soft Match documentation forms were provided and

participants were reminded to return them to Susan Belt, AMEC Project Manager on a monthly basis.

Ms. Valentine provided a brief summary of the purpose of the Hazard Mitigation Plan and the Disaster Mitigation Act of 2000 that codified the requirement of local governments to adopt a hazard mitigation plan to maintain eligibility for FEMA Hazard Mitigation Assistance Grants. The twelve-step planning process was summarized and participants were informed that at the conclusion of the meeting, the planning committee will have completed at least portions of steps 1-8. Ms. Valentine also provided a status update on the Public Survey that has been disseminated via survey monkey at: <https://www.surveymonkey.com/s/PolkCountyHMP>.

In the next two weeks, Ms. Bestgen will coordinate a press release with A.J. Mumm that will announce the availability of the survey online as well as hard copies in select public locations. The committee decided to make the hard copy surveys available at City Halls and Public Libraries. The committee also discussed having the surveys available at public school building offices. However, after the meeting, concern was expressed about inviting the general public into school buildings. As a result, the school building offices will not be included in the press release as a location for hard copies of the survey. Representatives of jurisdictions were asked to ensure that copies of the survey are made available at the City Halls and Public Libraries after AMEC notifies them of the press release date. Planning Committee representatives were encouraged to continue to publicize the availability of the surveys and to notify AMEC project staff of these efforts so that they can be described in the planning process section of the plan.

Ms. Valentine provided a review of the requirements for jurisdictions to officially participate in the Multi-jurisdictional Hazard Mitigation Plan as well as a table summarizing each jurisdiction's participation to date.

Validation of Critical Facilities

Ms. Valentine and Ms. Bestgen, distributed hard copy inventories of critical and essential facilities for incorporated cities, the unincorporated county, and public school districts for validation and/or correction by each jurisdiction. The inventories were assembled from data provided by the Des Moines GIS Department that was developed by the Des Moines Area Regional GIS Partnership as part of a Hazard Analysis project in 2011. Data on Nursing Homes and Childcare facilities was also added to the inventory from Des Moines Area Regional GIS Partnership data. Planning committee members were instructed to carefully review the lists and make any corrections, deletions, or additions, as necessary and return to Ms. Bestgen by November 22, 2013.

Plan Format/Sample Results of Countywide Risk Assessment

Ms. Bestgen provided the overall format of the plan update document as follows:

- Executive Summary
- Chapter 1—Planning Process
- Chapter 2—Jurisdiction Profiles
- **Chapter 3—Risk Assessment**
- Chapter 4—Mitigation Strategy
- Chapter 5—Plan Maintenance
- Appendices

Several copies of the draft Risk Assessment, Chapter 3 of the plan update document, were passed around in hard copy for meeting participants to review briefly. Additionally, a PDF file has been uploaded to a File Transfer Protocol (FTP) site that has been established by AMEC for this project. Instructions for accessing the FTP site were provided on the back of the meeting agenda (also attached to these minutes). Ms. Bestgen asked that the planning committee, along with other representatives from their jurisdiction review the risk assessment and provide comments and additional data by November 22, 2013. Ms. Bestgen specifically requested that each jurisdiction review the hazard ranking tables at the end of each hazard section to review/validate the ranking of each hazard for their jurisdiction. There are several areas in the draft risk assessment that are highlighted in yellow, indicating information is needed, or revision is needed after further analysis.

Several comments were received after the Kick-off Meeting regarding ranking elements for the overview hazard ranking for the entire planning area. The chart below provides the revised ranking levels for all hazards.

Hazard	Probability	Magnitude	Warning Time	Duration	Weighted Score	Level
River Flooding	4	3	1	4	3.25	High
Winter Storm	4	2	3	3	3.15	High
Flash Flood	4	3 (from 2)	2 (from 1)	1	3.10	High
HAZMAT Incident	4	2 (from 1)	4	1	3.10	High
Structural Fire	4	2	4	1	3.10	High
Transportation Incident	4	2	4	1	3.10	High
Tornado	4	2 (from 3)	3	1	2.95	Moderate
Levee Failure	2	3	4	4	2.80	Moderate
Windstorm	4	1 (from 2)	3 (from 2)	2	2.75	Moderate
Thunderstorm/Lightning/Hail	4	1 (from 2)	3 (from 2)	1 (from 2)	2.65	Moderate
Drought	3	2	1	4	2.50	Moderate
Infrastructure Failure	2	2	4	4	2.50	Moderate
Human Disease	2	3	2	4	2.50	Moderate
Grass/Wildland Fire	4	1	1	1	2.35	Moderate
Dam Failure	1	3	4	4	2.35	Moderate
Extreme Heat	2	2	1	3	1.95	Low
Animal/Plant/Crop Disease	1	2	1	4	1.60	Low
Earthquake	1	1	4	1	1.45	Low
Sinkholes/Landslide	1	1	4 (from 2)	1	1.45	Low
Expansive Soils	2	1	1	1	1.45	Low

Mitigation Actions

The planning committee was provided an introduction to the categories of mitigation actions that might be considered for inclusion in the plan. The final planning meeting, scheduled for January 9, 2014 will continue this discussion and focus on update and development of mitigation actions for the plan. The final planning meeting will include a morning session that will focus on FEMA's RiskMap efforts underway to revise the identification of areas at risk to riverine flood in the county as well as mitigation actions to address riverine flood risk. The afternoon session will focus on mitigation actions to address the other hazards in the plan update

Next Steps

The meeting concluded with a discussion of the remaining steps to complete the planning process as follows:

- **Critical Facilities spreadsheet will be emailed if requested**
- **November 22—Critical Facility Validation/Risk Assessment Comments Due**
- **January 9—Final Meeting**
- **Mid February—Mitigation Actions Due**
- **Early March—Final Draft of Plan Update Document Available to HMPC**
- **Late March—Final Public Comment Period**
- **Early April—Submit Plan to IA HS&EM**
- **May—Submit Plan to FEMA**
- **June—Anticipate FEMA's Approval Pending Adoption**
- **June-July—Jurisdictions Adopt Plan**

The meeting concluded with a reminder to the planning committee to turn in soft match forms to AMEC at least once a month. With the critical facility lists to review and validate and the risk assessment to review, all participating jurisdictions should be spending time on this effort and need to complete a soft match form to document that time.

Attachment: Instructions to access Draft Risk Assessment on FTP site

B.9 Meeting #2 Sign-In Sheets

POLK COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN UPDATE – MEETING #2 SIGN-IN SHEET

Project: Polk County Hazard Mitigation Plan Update	Meeting Date/Time: October 17, 2013—2:00 to 4:30 pm OR 6:00 – 8:30 pm
Facilitators: Laurie Bestgen & Kari Valentine, AMEC	Place/Room: Polk County Emergency Operations Center, 1907 Carpenter, Des Moines, IA

Name	Title	Department/Agency	Email	Phone #	Signature
Richard Long	PUBLIC WORKS DIR	CITY OF ALLEMAN		515/2383158	[Signature]
Bruce Braeen	Dep Pw Dir	City of DSM			[Signature]
Eric Melton	Library Director	City of Johnston		515 278 5233	Eric
Tom Patava	District Chief	City of Des Moines	tspatava@dm.gov	979-3710	Tom
Don Cox	Fire Chief	City of W. Des Moines		222-3400	Don Cox
Beck Kozm	Police Chief	Polk County IA		7163976	[Signature]
Terry Nielsen	LT	UPD		331-6805	T. Nielsen
DAVE DISNEY	Sgt	UPD		331 6811	[Signature]
Paul Moritz	ACM	Ankeny		965-6920	[Signature]
Emily Price	Communications	Johnston		505-0319	Emily
Mat Noble	Mit Planner	IA HSEMD			[Signature]
Sheena Danzer	City Inspector	Windsor Heights		645-6826	Sheena Danzer
Cynthia Rolli	RPML	FEMA Region VII	Cindy.Rolli@fema.gov	872-232-3389	Cynthia

POLK COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN UPDATE – MEETING #2 SIGN-IN SHEET

Project: Polk County Hazard Mitigation Plan Update	Meeting Date/Time: October 17, 2013—2:00 to 4:30 pm OR 6:00 – 8:30 pm
Facilitators: Laurie Bestgen & Kari Valentine, AMEC	Place/Room: Polk County Emergency Operations Center, 1907 Carpenter, Des Moines, IA

Name	Title	Department/Agency	Email	Phone #	Signature
Barb Malone	Councilperson	Pleasant Hill			[Signature]
Jon Davis	DEPUTY DIRECTOR	Polk County EMA	Jon.Davis@polkcountyia.gov	286-207	[Signature]
Tim Sittig	Police Chief	Pleasant Hill	tsittig@pleasanthillia.org	765-1444	Tim Sittig
Patty Dugane	Deputy Director	Polk Co. CFYS		286-3202	[Signature]
SK PROPHET	SK Prophet	URP ANDALE	- ON FILE -		[Signature]
Jeremy Belker	AG Engineer	Polk Co. P.W.	jeremy.belker@polkcountyia.gov	2263	[Signature]
Kathy Maline	Clerk of Works	DCG Schools	kmaline@dcg-grimes.k12-ia.us	515 992 3866	[Signature]
DAN GRIMM	LEUTENANT PERMIT DEVELOPMENT	POLK CO. S.O.	dan.grimm@polkcountyia.gov	515 733-0290	[Signature]
ROSS STAFFORD	ADMINISTRATOR	CITY OF DES MOINES	rstafford@dm.gov	515 283 497	[Signature]
Gray Haines	DIRECTOR OF BUILDINGS	Southeast Polk Schools	Gray.Haines@sepschools.org	515 957-3434	[Signature]
Julia Kobchaf	Finance Director	City of Johnston	trotschaf@cityofjohnston.com	727-7783	[Signature]
Bob Cox	Captain DNFD	DNFD	vjcox@dm.gov	283-4091	[Signature]
John Peterson	Asst. Manager	City of Ankeny	jpeterson@ankenyia.org	965 6425	[Signature]

**POLK COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN UPDATE – MEETING #2
SIGN-IN SHEET**

Project: Polk County Hazard Mitigation Plan Update	Meeting Date/Time: October 17, 2013—2:00 to 4:30 pm OR 6:00 – 8:30 pm
Facilitators: Laurie Bestgen & Karl Valentine, AMEC	Place/Room: Polk County Emergency Operations Center, 1907 Carpenter, Des Moines, IA

Name	Title	Department/Agency	Email	Phone #	Signature
KEVIN SCHNEIDER	CHIEF	Polk County Sheriff		249-9121	[Signature]
JOE SOLOM	PR	ARC		490-5054	[Signature]
John Wilson		DOT		239-1982	[Signature]
Chip Mathis	Chief, Fire	ELKHART			
Chad Bentzinger	Safety Manager	ALSD		949280256	[Signature]
Sybil Heschel	M. Dir.	Windsor HgH		778-2773	[Signature]
JOHN LOSS	SUPERVISOR OF MAINTENANCE	URBANDALE SCHOOLS		515-206-4191	[Signature]
Barry Halling	Coordinator	Dallas Co EMA	dcoema@dwpx.com	202-2095	[Signature]
Jessica Turbin	Hazard Mitigation Project Officer	State of Iowa	jessica.turbin@iowa.gov	515-725-9383	[Signature]
Jerry Holt	Fire Chief	Urbandale	on file	278-2970	[Signature]
JEFF ROBBINS	OPERATIONS	WEST DES MOINES SCHOOLS	robbinsj@wdsms.org	633-4905	[Signature]
Randy Carroll	Director Buildings & Grounds	North Polk CSD	randy.carroll@northpolk.org	984-3400	[Signature]
TRAVIS K. OLIVERSON	LIEUTENANT	West Des Moines PD	TOURNAISE WDM	772-3347	[Signature]

**POLK COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN UPDATE – MEETING #2
SIGN-IN SHEET**

Project: Polk County Hazard Mitigation Plan Update	Meeting Date/Time: October 17, 2013—2:00 to 4:30 pm OR 6:00 – 8:30 pm
Facilitators: Laurie Bestgen & Karl Valentine, AMEC	Place/Room: Polk County Emergency Operations Center, 1907 Carpenter, Des Moines, IA

Name	Title	Department/Agency	Email	Phone #	Signature
Pamela Rosa	Safety Specialist	DM Schools	pamela.rosara@dmnschools.org	515-885-7631	[Signature]
John Schmitz	Parks & Recreation Dir.	City of Johnston	jschmitz@cityofjohnston.com	515-717-8091	[Signature]
Bill Vaughan	Off. of Police	Johnston PD	vaughn@cityofjohnston.com	515-232-2385	[Signature]
David McKey	City Engineer	Urbandale			
DAVE CUBIT	Johnston	Johnston	dcubit@cityofjohnston.com	278-0822	[Signature]
Steph Kuehly	Mayor	Altamona	ckuehly@altamona.com	238-7778	[Signature]
Peggy Reelitz	Office Specialist	PCEMA	peggy.reelitz@polkcounty.iowa.gov		[Signature]
Kirk Munro	Fire Chief	Ankeny	rmunro@ankeny.iowa.gov	515-945-6471	[Signature]
Rick Roe	Fire Chief	Clive	rroe@cityofclive.com	223-1595	[Signature]
Roger Elliott		GESAG	rogerelliott@mcbsi.com	360-7245	[Signature]
Jeanne Uhl	City Clerk	Elkhart	cityofelkhart@hux.com	367-4731	[Signature]

**POLK COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN UPDATE – MEETING #2
SIGN-IN SHEET**

Project: Polk County Hazard Mitigation Plan Update	Meeting Date/Time: October 17, 2013—2:00 to 4:30 pm OR 6:00 – 8:30 pm
Facilitators: Laurie Bestgen & Karl Valentine, AMEC	Place/Room: Polk County Emergency Operations Center, 1907 Carpenter, Des Moines, IA

Name	Title	Department/Agency	Email	Phone #	Signature
Betty Duane Scott Strait	Deputy Director City Council	Polk County Runnells	betty.duane@polkcountyia.gov straitts1@amsn.com CITYCLERK@CITYOFRUNNELLS.COM		Betty Duane Scott Strait
Bill Roberts	Mayor	Mitchellville	bill.roberts@mitchellville.org		Bill Roberts
Mike Tuohy	Fire Chief	Mitchellville	rescue5707@msn.com		Mike Tuohy
Joel Westendorf	CHIEF	DELAWARE TWP FD	jwestendorf@del.net (515) 263-0076		Joel Westendorf

**POLK COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN UPDATE – MEETING #2
SIGN-IN SHEET**

Project: Polk County Hazard Mitigation Plan Update	Meeting Date/Time: October 17, 2013—2:00 to 4:30 pm OR 6:00 – 8:30 pm
Facilitators: Laurie Bestgen & Karl Valentine, AMEC	Place/Room: Polk County Emergency Operations Center, 1907 Carpenter, Des Moines, IA

Name	Title	Department/Agency	Email	Phone #	Signature
Jim Sanders	CITY ADMINISTRATOR	JOHNSON	JSANDERS@CITYOFJOHNSON.COM	(515) 727-7766	Jim Sanders
Donna Bunker	W/ISSN	POLK COUNTY SHERIFF'S OFFICE	Donna.Bunker@polk-county-ia.gov	(515) 323-5455	Donna Bunker
Dan Pritchard	Civil Engineer	Des Moines	dwpritchard@dmgoe.org	(515) 323-8163	Dan Pritchard
Mark Marentzen	CITY ADMINISTRATOR	BONDURANT	marentzen@cityofbondurant.com	515-967-2448	Mark Marentzen
Anna Whipple	GIS Manager	CITY OF DES MOINES	awwhipple@dmgoe.org	515-371-2303 283-4712	Anna Whipple
Jim Krohse	FIRE CHIEF	JOHNSON / GRAMES	JKROHSE@CITYOFJOHNSON.COM	208-5388	Jim Krohse

B.10 Meeting #3 Agenda

Polk County
Multi-Jurisdictional Local Hazard Mitigation Plan Update
Planning Meeting #3

Thursday, January 9, 2014
2:00 - 4:30 pm

Polk County Emergency Operations Center
1907 Carpenter Ave., Des Moines, Iowa

Agenda

Introduction A.J. Mumm, Coordinator
Polk County Emergency Management

Review Purpose/Requirements

Public Survey Hazard Ranking Results

Updating the Mitigation Strategy

- Review Updated Plan Goals
- Develop/Update Actions
- Prioritization of Mitigation Actions
- Documentation to Update/Submit Actions

Hazard Mitigation Assistance Grants

Plan Maintenance

Next Steps

AMEC Team:

Susan Belt

Project Manager/soft-match documentation

- Work phone (785) 272-6830
- Cell phone (785) 217-7957
- Fax (785) 272-6878
- Email: susan.belt@amec.com

Laurie Bestgen-Planner

- Phone (816) 637-6378
- Fax (785) 272-6878
- Email: laurie.bestgen@amec.com

Kari Valentine-Planner

- Phone (816) 436-6351
- Email: kari.valentine@amec.com



B.11 Meeting #3 Minutes (1/9/2014)

To Polk County Hazard Mitigation Planning Committee
Through A.J. Mumm, Coordinator
Polk County Emergency Management
From Laurie Bestgen, AMEC Mitigation Planner
Tel / E-mail 785-272-6830 / laurie.bestgen@amec.com
Date 1/15/2014
Subject Minutes from Polk County Hazard Mitigation Planning Meeting #3 held on 1/9/2014

This document is a record of attendance and a summary of the issues discussed during the above meeting, including a review of the purpose and planning requirements, public survey results, updating the mitigation strategy, hazard mitigation assistance grants, plan maintenance, and the next steps in the planning process.

Attendees

Jurisdiction Representatives

Name	Jurisdiction/Agency/Organization
Mark Arentsen	City of Bondurant
Chad Bentzinger	Ankeny Schools
Ty Blarkford	City of Grimes
Randy Carroll	North Polk Schools
Pamela Cooksey	City of Des Moines
Bob Cox	City of Des Moines
Don Cox	City of West Des Moines
David Croll	City of Johnston
Dave Cubit	City of Johnston
Sheena Danzer	City of Windsor Heights
Paul Dekker	City of Urbandale
Phil Delafield	City of Des Moines
Betty Devine	Polk County
Dan Grimm	Polk County
Jerry Holt	City of Urbandale
Rick Kozin	Polk County
Jim Krohse	City of Johnston/City of Grimes
Richard Long	City of Alleman
Chip Mathis	City of Elkhart
David McKay	City of Urbandale
Eric Melton	City of Johnston
Paul Mills	Bondurant-Farrar School District
Paul Moritz	City of Ankeny
A.J. Mumm	Polk County
Deb Nability	City of Polk City
T.K. Ouverson	City of West Des Moines
Dan Pritchard	City of Des Moines
Peggy Reelitz	Polk County Emergency Management
Jeff Robbins	West Des Moines Schools
Rick Roe	City of Clive
Pamela Rosa	Des Moines Independent Schools
Teresa Rotschafer	City of Johnston
Jim Sanders	City of Johnston
Kevin Schneider	Polk County
Ross Stafford	City of Des Moines

Name		Jurisdiction/Agency/Organization
Madeline	Sturms	City of Pleasant Hill
Jason	Van Ausdall	City of Windsor Heights
Bill	Vaughn	City of Johnston
David	Wilwerding	City of Johnston

Stakeholder Representatives

Name		Agency/Organization
Mathew	Armstrong	STARR
Joe	Chandler	FEMA Region VII
Roger	Elliot	Iowa National Guard
Steve	Green	FEMA Region VII
Tim	Hoskins	City of Norwalk
Jon	Keeling	STARR
Jerry	Loghry	EMC Insurance
Mark	McKinley	On With Life
Matt	Noble	Iowa Homeland Security and Emergency Mgmt. Division
Scott	Ralston	Iowa Department of Natural Resources
Pat	Stillwell	On With Life

Introductions

A.J. Mumm, Polk County Emergency Management Coordinator, began the meeting by welcoming and thanking the attendees. Mr. Mumm then introduced Laurie Bestgen, with the consulting firm, AMEC Environment & Infrastructure, Inc. hired by the County, to facilitate the update of the multi-jurisdictional plan. Ms. Bestgen facilitated the remainder of the meeting.

Review Purpose/Requirements

Ms. Bestgen provided a brief review of the Disaster Mitigation Act of 2000 which requires local governments to adopt a hazard mitigation plan to maintain eligibility for FEMA mitigation funds. Although this is the statutory requirement to be able to apply for FEMA mitigation funds, mitigation planning is useful to communities to help prevent damages from hazards regardless of whether or not they ever apply for FEMA mitigation funds.

The requirements for jurisdictions to officially participate in the multi-jurisdictional plan were discussed. They are:

- **Meeting Participation** —Designate a representative to serve on the Hazard Mitigation Planning Committee, which will meet three times during the planning process,
- **Provide Data/Review Drafts** —Provide data and comment on plan drafts as requested,
- **Mitigation Actions**— Assist in the development of a risk assessment and mitigation actions (at least one) specific to the jurisdiction,
- **Disseminate Information** —Inform the public, local officials, and other interested parties about the planning process and provide opportunity for them to comment on the plan,
- **Document Donated Time** (soft-match forms), and
- **Formally adopt the mitigation plan.**

Ms. Bestgen provided the status of each jurisdiction's participation requirements so far in the process.

Public Survey Results

Ms. Bestgen presented a summary of the public survey results. A total of 456 surveys were completed by the public. The top 3 jurisdictions for completed surveys were the City of Ankeny, the City of Johnston, and the City of Des Moines. According to the survey responses, of the 20 hazards evaluated, the top three in terms of probability of occurrence were Winter Storm, Thunderstorm/Lightning/Hail, and Tornado. The top three hazards in terms of potential magnitude were: Tornado, Winter Storm, and Windstorm.

The hazard ranking methodology utilized by the Iowa State Hazard Mitigation Plan was applied to the public opinions of probability and magnitude to provide a comparison of the public's opinion to that of the Hazard Mitigation Planning committee. The public was not surveyed about the elements of warning time and duration. Therefore, the HMPC scores for those elements were applied to the public ranking to allow for comparison. The table below provides the comparison.

Public Survey Results		Planning Committee Results	
Hazard	Weighted Score	Hazard	Weighted Score
Winter Storm	3.25	River Flooding	3.25
Tornado	3.00	Winter Storm	3.15
Thunderstorm/Lightning/Hail	2.90	Flash Flood	3.10
Windstorm	2.87	HAZMAT Incident	3.10
Transportation Incident	2.72	Structural Fire	3.10
Structural Fire	2.66	Transportation Incident	3.10
Infrastructure Failure	2.64	Tornado	2.95
Human Disease	2.60	Levee Failure	2.80
HAZMAT Incident	2.53	Windstorm	2.75
Extreme Heat	2.52	Thunderstorm/Lightning/Hail	2.65
Drought	2.51	Drought	2.50
Flash Flood	2.26	Infrastructure Failure	2.50
Dam Failure	2.26	Human Disease	2.50
Levee Failure	2.23	Grass/Wildland Fire	2.35
River Flooding	2.18	Dam Failure	2.35
Animal/Plant/Crop Disease	2.03	Extreme Heat	1.95
Sinkholes/Landslide	1.87	Animal/Plant/Crop Disease	1.60
Earthquake	1.74	Earthquake	1.45
Grass/Wildland Fire	1.68	Sinkholes/Landslide	1.45
Expansive Soils	1.48	Expansive Soils	1.45

Additional details of the survey summary results are provided in the PowerPoint Presentation which can be found on the County's Emergency Management Website along with all other meeting materials at:

<http://www.polkcountyiowa.gov/emergency-management/planning/multi-jurisdictional-hazard-mitigation-plan/>

Mitigation Strategy

Ms. Bestgen reviewed the following information related to update of the mitigation strategy:

- Plan Goals
- Key Issues from Risk Assessment
- State Priorities for Hazard Mitigation Assistance Grants
- Public Opinion from Surveys
- FEMA's 6 Categories of Mitigation Actions
- Previous Actions from 2009 Plan

Details of this discussion are included in the meeting Presentation.

Mitigation Actions were defined. Key issues were reviewed for the top 10 hazards identified in the risk assessment. The list of Iowa priorities for use of Hazard Mitigation Assistance Grants was provided. For comparison, the results of the public survey were provided indicating that respondents considered tornado saferooms and minor localized flood reduction projects to be priority considerations, followed by retrofit of electrical utilities Infrastructure.

In addition to discussing the types of projects that are a priority for use of FEMA mitigation funds in Iowa, additional ideas of mitigation actions were discussed to the HMPC.

Meeting participants were reminded that each jurisdiction must submit at least one action for participation in the plan. Communities participating in the National Flood Insurance Program must also have an action addressing continued compliance.

Ms. Bestgen asked participants to consider, 1) the Draft Risk Assessment provided at meeting two, 2) State priorities, and 3) ideas generated from reviewing examples of mitigation actions to brainstorm actions that their jurisdiction might consider submitting to the plan.

Previous Actions

Ms. Bestgen provided a handout listing all actions submitted in the 2009 Hazard Mitigation Plan. As part of the plan update, the status of each of the previous actions must be provided. The following status options should be used in reporting the status of previous actions:

- Completed
- Not Started/Continue in Plan Update
- In Progress/Continue in Plan Update
- Delete

Jurisdictions were asked to report out on the number of actions that their jurisdiction submitted that have since been completed. Based on this informal status update, roughly 25 percent of the actions were reported as either completed or in progress. More formal results will be included in the plan update document.

Ms. Bestgen provided instructions on completing the spreadsheet required for each action that jurisdictions wish to submit to the plan.

For each status choice selected, there are additional columns that need to be checked and/or completed as detailed below.

- **Delete**
For actions that you would like to remove from the mitigation plan's mitigation strategy, please complete column L with the blue heading titled "2013 Action Status Comment", to indicate why the action is no longer applicable.
- **Completed**
For actions that your jurisdiction has completed, please enter information as available in the columns with purple headings (columns M-S). If the information is not available, please enter N/A. You can also enter comments in column L if necessary.
- **Not Started/Continue in Plan Update AND In Progress/Continue in Plan Update**
For these actions, please complete ALL columns with the green headings (Columns T-AD). FEMA will not approve plans that are missing information in any of these categories for actions that will be continued in the plan. You can also enter comments in column L if necessary.

The details that already appear in the spreadsheet came from the previous Hazard Mitigation Plan. So, this information may need to be updated.

You will also need to complete a STAPLEE form that will provide the STAPLEE score to insert in column U.

Adding New Actions

Add new actions to the spreadsheet. The Action ID will be the name of your jurisdiction and the next sequential number. Choose "NEW" in the "2013 Action Status Column". Details in columns A-J and T-AD will need to be completed for all new actions.

The due date for completion and return of the completed spreadsheet with updated status and details for all actions is February 6, 2014.

Prioritization of Actions

For continuing and new actions to be included in the plan, the responsible jurisdiction must complete the STAPLEE Worksheet and record the results in column U in the spreadsheet. The STAPLEE worksheet provides a framework to determine the general effectiveness in accomplishing the goals of life safety and/or reduction or prevention of damage from a hazard event. The completed STAPLEE worksheets do not need to be provided to AMEC. However, jurisdictions were asked to keep the completed worksheets in their project file in case they are needed for reference at a later date.

Hazard Mitigation Assistance Grants and Other Funding Sources

The Hazard Mitigation Plan is a requirement for jurisdictions to be eligible to apply for FEMA's Hazard Mitigation Assistance Grants. Jurisdictions were informed that Iowa's Homeland Security and Emergency Management Division is the State agency responsible for administration of these grants. If they are considering applying for hazard mitigation assistance funding, they were instructed to contact the Deputy State Hazard Mitigation Officer, Dan Schmitz, at 515-725-9369 to obtain additional details regarding the various grant programs, the application process, and current available funds.

Although the Hazard Mitigation Plan is a requirement to be eligible to apply for FEMA's Hazard Mitigation Assistance Grants, jurisdictions were encouraged to make their mitigation strategy comprehensive and include actions that may not be eligible for FEMA funding that will help achieve the mitigation goals. Several other federal and state programs were discussed as other potential funding sources and jurisdictions were directed to a more complete directory included in the Iowa State Hazard Mitigation Plan.

Plan Implementation and Maintenance Strategy

Mrs. Bestgen discussed the requirements for the plan to provide a formal plan maintenance process to ensure that the mitigation plan remains an active and relevant document. After discussion, the following plan maintenance process was agreed to by group consensus:

- The HMPC will meet annually and after disaster events to review/update plan;
- The Polk County Emergency Management Coordinator will organize the meetings,
- Current HMPC members will be invited to participate in the review,
- The Polk County Emergency Management Coordinator will coordinate the update/re-submit to FEMA every 5 years;
- Individual Representatives on the HMPC will ensure their jurisdictions review the Mitigation Plan during the process to update other jurisdictional plans such as Comprehensive Plans, Capital Improvement Plans, and School Emergency Plans;
- After the annual or post-disaster reviews, the Emergency Management Coordinator will forward the Mitigation Strategy with status updates to mayors, city clerks, and school superintendents for consideration in other planning mechanisms; and
- The public will be involved in the plan maintenance process by publication of a Press Release indicating the team has met with a website where the mitigation actions and status updates can be viewed.

Next Steps

- **Feb. 6, 2014—Action Spreadsheets Due**
- **Early March—Final Draft of Plan Update Document Available to HMPC**
- **Late March—Final Public Comment Period**
- **Early April—Submit Plan to IA HS&EM**
- **Late April—Submit Plan to FEMA**
- **June—Anticipate FEMA's Approval Pending Adoption (preliminary approval)**
- **June-July—Jurisdictions Adopt Plan**

B.12 Meeting #3 Sign-In Sheets

POLK COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN UPDATE – MEETING #3 SIGN-IN SHEET

Project: Polk County Hazard Mitigation Plan Update
Facilitator: Laurie Bestgen, AMEC
Meeting Date/Time: January 9, 2014—2:00 to 4:30 pm
Place/Room: Polk County Emergency Operations Center, 1907 Carpenter Ave., Des Moines, IA

Name	Title	Department/Agency	Email	Phone #	Signature
A.J. Munn	1/9/14	Polk Co. EMA	ajmunn@polkcountyia.gov	286-2107	AJMunn
Peggy Reelitz	Office Specialist	Polk Co. EMA	peggy.reelitz@polkcountyia.gov	286-2107	Peggy Reelitz
Joe Chadler	M.H. Planner	FEMA	joec.chadler@fema.dhs.gov		Joe Chadler
Steve Greene	M.H. Planner	BFEMA	Steve.Greene@fema.dhs.gov		Steve Greene
Sheara Danzer	City Inspector	Windsor Heights	sdanzer@windsorheights.org	515-645-0820	Sheara Danzer
Jim Krause	Fire Chief	Johnston/Grimes	On file	On file 515-9846233	Jim Krause
Deb Nabity	Assist City Admin	Polk City	dnabity@polkcity.org		Deb Nabity
MARK MCKINLEY	Facilities Mgr	ON WISLA LIFE	MARKMCKINLEY@ONWISLA.LIFE.ORG		Mark McKinley
Madeline Starms	Planner	Pleasant Hill	mstarms@pleasanthillia.org	515-389-9464	Madeline Starms
John Kon	Director	Polk County	on-file		John Kon
Paul Dekker	Director of Comm. Dev.	Johnston	pddekker@johnstonia.us	331-6721 20113280	Paul Dekker
DAVID WILKINSON	Comm. Dev. Director	Johnston	dwilkinson@ci.johnstonia.us		David Wilkinson

POLK COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN UPDATE – MEETING #3 SIGN-IN SHEET

Project: Polk County Hazard Mitigation Plan Update
Facilitator: Laurie Bestgen, AMEC
Meeting Date/Time: January 9, 2014—2:00 to 4:30 pm
Place/Room: Polk County Emergency Operations Center, 1907 Carpenter Ave., Des Moines, IA

Name	Title	Department/Agency	Email	Phone #	Signature
Susan Cantwell	City of W.H.	Dir.		778-2777	Susan Cantwell
David Coall	City of Johnston	City Coordinator	dcoall@cityofjohnston.com	707-7730	David Coall
Jon Keelby		STAR1			Jon Keelby
Matthias Armstrong		STAR2			Matthias Armstrong
Randy Carroll	Director of Buildings & Grounds SUPERVISOR	North Polk CSD	carroll@northpolk.org	984-3400	Randy Carroll
JEFF ROBBINS	OPERATIONS	WDM SCHOOLS	robbinsj@wdrms.org	515.633.4905	Jeff Robbins
Mat Noble	Mitigation Planner	IA HSEMD			Mat Noble
Joe Chadler	M.H. Planner	FEMA	joec.chadler@fema.dhs.gov		Joe Chadler
Jerome Trotsch	Fire Chief	City of Johnston	trotschj@cityofjohnston.com		Jerome Trotsch
Rick Roe	Fire Chief	Clive			Rick Roe
Scott Ralston	Floodplain Mapping Coordinator	Iowa DNR	scott.ralston@dnr.iowa.gov	515-281-8121	Scott Ralston
Chip Mathis	Fire Chief	ELKHART			Chip Mathis
Paul Mills	Dir. Support SVCS	Boydurant-Farrar CSD	on file	on file 967-7819	Paul Mills

**POLK COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN UPDATE – MEETING #3
SIGN-IN SHEET**

Project: Polk County Hazard Mitigation Plan Update
Facilitator: Laurie Bestgen, AMEC

Meeting Date/Time: January 9, 2014—2:00 to 4:30 pm
Place/Room: Polk County Emergency Operations Center, 1907 Carpenter Ave., Des Moines, IA

Name	Title	Department/Agency	Email	Phone #	Signature
Don Cox	Chief E.M.-Fire	WDM	on file	222-3420	
Kevin Schneider	Chief	Polk County Sheriff	on file	276-3306	
Ric Long	Public Works	ALLEGAN		238-3158	
Roger Elliott	GESPC	Guard	rogerelliott45@gmail.com	360-4245	
Ty Blankford	Grimes City Council	Grimes	on file	681-0403	
JERRY LOWERY	Loss Manager	EMC Ins.	on file	480-7675	
Eric Melton	Library Director	City of Johnston		278-5233	
Clad Bentzen	Safety Manager	ACSO	on file	948 2900335	
Dan Pritchard	Civil Engineer	Des Moines	dan.pritchard@desmoines.gov	323-8162	

**POLK COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN UPDATE – MEETING #3
SIGN-IN SHEET**

Project: Polk County Hazard Mitigation Plan Update
Facilitator: Laurie Bestgen, AMEC

Meeting Date/Time: January 9, 2014—2:00 to 4:30 pm
Place/Room: Polk County Emergency Operations Center, 1907 Carpenter Ave., Des Moines, IA

Name	Title	Department/Agency	Email	Phone #	Signature
Mark Aarseth	City Administrator	City of Boudewant	maarseth@cityofboudewant.com	515-967-2415	
Paul DeLoe	COMMAN DEPT DIV2	DM	pauldeloe@polkcountyia.gov	515-277-6472	
Dan Grimm	LESTENANT	PCSO	dan.grimm@polkcountyia.gov	515-232-5212	

**POLK COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN UPDATE – MEETING #3
SIGN-IN SHEET**

Project: Polk County Hazard Mitigation Plan Update
Facilitator: Laurie Bestgen, AMEC

Meeting Date/Time: January 9, 2014—2:00 to 4:30 pm
Place/Room: Polk County Emergency Operations Center, 1907 Carpenter Ave., Des Moines, IA

Name	Title	Department/Agency	Email	Phone #	Signature
TRAVIS OLIVERSON	CAPTAIN	WEST DES MOINES PD	TOOLIVERSON@wom.iadnet.gov	222-3347	<i>[Signature]</i>
Tim Hostkins	PWD	City of Norwalk	timh@norwalk.iq102.gov	515-252-2040	<i>[Signature]</i>
Bob Cox	DMFD	DMFD	rjcox@dmgov.org	515-283-4091	<i>[Signature]</i>
Bill Vaughn	JPD Chief	JPD	braughn@cityofjohnston.com	515-278-2345	<i>[Signature]</i>
Pam Cooksey	Deputy City Eng	City of Des Moines	pscoksey@dmgov.org	515-283-4747	<i>[Signature]</i>
PAT Stinwill	Administrator	on with Life			<i>[Signature]</i>
Pam Rosa	Safety Specialist	DMPS	pamela.rosa@dmshoals.org	865-7639	<i>[Signature]</i>
Dave CUBIT	PW Director	Johnston	dcubit@cityofjohnston.com	278-0822	<i>[Signature]</i>
PAUL MORITZ	Asst City Manager	Ankeny	pmoritz@ankenyia.gov		<i>[Signature]</i>
Ross Stafford	Permit & Development Administrator	Des Moines	rstafford@dmgov.org	283-4517	<i>[Signature]</i>
David McKee	City Engineer	Urbandale	d.mckee@urbandale.org	311-6713	<i>[Signature]</i>

**POLK COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN UPDATE – MEETING #3
SIGN-IN SHEET**

Project: Polk County Hazard Mitigation Plan Update
Facilitator: Laurie Bestgen, AMEC

Meeting Date/Time: January 9, 2014—2:00 to 4:30 pm
Place/Room: Polk County Emergency Operations Center, 1907 Carpenter Ave., Des Moines, IA

Name	Title	Department/Agency	Email	Phone #	Signature
Jim Stinson	City Administrator	Johnston	jstinson@cityofjohnston.com	(515) 727-7760	<i>[Signature]</i>
Jerry Holt	Fire Chief	Urbandale	jholt@urbandale.org	(515) 278-3970	<i>[Signature]</i>

B.13 Public Notice During Drafting Stage—Board of Supervisors Newsletter in Des Moines WaterWorks Mailer

VOL. 5 NO. 4

DECEMBER 2013/JANUARY 2014

NEW WESTSIDE COMMUNITY CENTER.....1

POLK COUNTY WATER & LAND LEGACY.....2

EMERGENCY MANAGEMENT SEEKS INPUT.....2

RECORDER'S OFFICE REMINDER.....2



POLK COUNTY UPDATE NEWSLETTER



POLK COUNTY PLANNING COMMITTEE SEEKS PUBLIC INPUT

A planning committee comprised of representatives from Polk County, incorporated cities and public school districts is currently updating the comprehensive Polk County Multi-jurisdictional Hazard Mitigation Plan. The Polk County Hazard Mitigation Planning Committee is seeking public input for the plan update. A summary of the plan update effort underway, as well as a questionnaire to capture public opinion and comments, is available online at: <https://www.surveymonkey.com/s/PolkCountyHMP> from Sept. 1 to Dec. 16, 2013. The purpose of this outreach effort is to provide information to the public on the plan that is being updated as well as gain public input.

The plan update will address a comprehensive list of hazards—ranging from tornadoes and flooding to winter weather and hazardous materials incidents—and will assess the likely impacts of these hazards on communities and school districts in Polk County. This effort will also update current strategies and identify additional strategies to reduce the vulnerability of people and property in the participating jurisdictions from the impacts of hazards as well as maintain eligibility for participating jurisdictions for mitigation funding programs administered by the Federal Emergency Management Agency (FEMA).

Polk County Emergency Management has taken the lead in coordinating the update of this plan under the direction of Emergency Management Director, A.J. Mumm. Mr. Mumm has drawn on the expertise of consultants with AMEC Environment & Infrastructure, Inc., a firm that specializes in hazard mitigation and emergency management.

Feedback from the public will be incorporated into the draft plan, which will be available for public review and comment in early 2014. Upon approval by the Iowa Homeland Security and Emergency Management Division and FEMA, the plan will be presented to the Polk County Board of Supervisors, City Councils, and School Boards of each participating jurisdiction for formal adoption. For more info on this project, contact A.J. Mumm, at 515-286-2107 or via aj.mumm@polkcountyiowa.gov.

B.14 Public Notice During Drafting Stage-Des Moines Register Article

County asks public to weigh in on potential threats

Des Moines Register, 12-09-13

Polk County is working closely with city and school officials across the county to update its disaster preparedness plans.

Emergency response personnel are now looking for public input through an online survey.

The goal of the Polk County Hazard Mitigation Plan is to identify potential emergencies — from weather related issues like floods, tornadoes and blizzards to man-made disasters like hazardous materials spills — and propose projects that could reduce the threat they pose.

While people cannot stop a flood or a tornado, Jon Davis, deputy director of the Polk County Emergency Management Agency, said officials can take steps to mitigate hazards and minimize their effects.

“Maybe a project would call for a storm room at a school or bridge work, a levy or pumping stations to help with flooding,” Davis said. “Any number of things can be proposed to address those hazards.”

An update to the plan in 2009 resulted in the construction of safe rooms at Valley High School in West Des Moines and the Bondurant-Farrar school district, reconstruction of Birdland and Central Place levees in Des Moines, and the purchase of properties along Four Mile Creek affected by flash flooding in 2010.

While officials look at the scientific or technical aspect of potential hazards, residents often offer different views, Davis said.

“It’s important to know what threats the public also sees in Polk County, then they’re asked to rank the risk as to how severe it would be if it occurred,” Davis said.

So far, fewer than 100 public surveys have been submitted.

Thomas Patava, district fire chief for Des Moines, said he and fellow officials did not identify any hazards beyond the routine ones experienced regularly in Iowa, such as tornadoes and blizzards.

Altoona Fire Chief Jerry Whetstone said officials there did not have any additional concerns, but did reference mutual aid responses in their input.

Clive Fire Chief Rick Roe said officials in his community have concerns about flash flooding along Walnut Creek and North Walnut Creek.

“Unfortunately, it’s difficult to do anything with that other than as much watershed control as you can. Some people think we should build a big berm on the east side of Clive, but that would flood the city of Windsor Heights and isn’t a viable option,” Roe said.

Urbandale, located along Interstate Highway 35/80, pointed out the potential risk of semitrailers carrying hazardous materials through the community.

Ankeny highlighted flood mitigation.

“We want to make sure we’re set up for that type of mitigation if it happens. That’s one on our radar screen,” Paul Moritz, Ankeny’s assistant city manager, said.

Projects from the last update five years ago that were not completed will be carried over into the new plan, Davis said.

“These will remain in the updated plan. They might not have been finished for a number of reasons — maybe a lack of funding or higher priority items had to be completed first. We also had a couple of severe weather events in the last five years where we had to be in response mode and take care of situations versus mitigation and prevention, which delayed some of our projects,” Davis said.

Once input is gathered, officials will meet in January to finish the plan before submitting it to the **Federal Emergency Management Agency** for review and approval.

Once it is approved and eligible projects are identified by FEMA, city and county officials can begin seeking federal funding.

“Essentially, the planning process and resulting plan are the keys that unlock the door for Polk County and the cities in Polk County to apply for federal funding to implement projects that are identified in the plan,” Davis said.

Polk County Mitigation Plan Update
A planning committee comprised of representatives from Polk County, the incorporated cities and public school districts are currently updating the comprehensive Polk County Multi-jurisdictional Hazard Mitigation Plan. The Polk County Hazard Mitigation Planning Committee is seeking public input for the plan update. A summary of the plan update effort underway, as well as a questionnaire to capture public opinion and comments, is available online at: <https://www.surveymonkey.com/s/PolkCountyHMP>. The purpose of this outreach effort is to provide information to the public on the plan that is being updated as well to gain public input.

B.15 Plan Summary/Questionnaire for Public Comment during Drafting Stage

Online Survey was available at SurveyMonkey.com and hard copies were also distributed.

Public Survey: Polk County Multi-Jurisdictional Hazard Mitigation Plan

The federal government requires all states and local governments to have hazard mitigation plans approved by FEMA that are consistent with the Disaster Mitigation Act of 2000 (DMA 2000). This is required to maintain eligibility for certain types of federal Hazard Mitigation Assistance Grants.

A planning committee comprised of representatives from Polk County, the incorporated cities, and the public school districts is currently developing an update to the comprehensive Polk County Multi-jurisdictional Hazard Mitigation Plan with a strategy to reduce the vulnerability of people and property in the planning area to the impacts of hazards and to remain eligible for mitigation funding programs from FEMA.

One of the key components of a hazard mitigation plan is public input during the planning process. The planning committee will be evaluating information on the hazards that impact each jurisdiction within Polk County. The committee is seeking your input on the hazards that will be evaluated as well as your opinions on the types of activities that should be considered to reduce future impacts. Your comments will be considered by your community's representatives on the planning committee as the plan is developed. Please take a few moments to answer the following questions. Thank you for your participation.

1. Please select your jurisdiction from the list. You may only select one jurisdiction for each survey completed. If you belong to more than one jurisdiction in this list, please complete multiple surveys.

- | | | |
|---|--|---|
| <input type="checkbox"/> Unincorporated Polk County | <input type="checkbox"/> City of Johnston | <input type="checkbox"/> Ankeny School District, 261 |
| <input type="checkbox"/> City of Alleman | <input type="checkbox"/> City of Mitchellville | <input type="checkbox"/> Bondurant-Farrar School District, 720 |
| <input type="checkbox"/> City of Altoona | <input type="checkbox"/> City of Norwalk | <input type="checkbox"/> Dallas Center-Grimes School District, 1576 |
| <input type="checkbox"/> City of Ankeny | <input type="checkbox"/> City of Pleasant Hill | <input type="checkbox"/> Des Moines Independent School District, 1737 |
| <input type="checkbox"/> City of Bondurant | <input type="checkbox"/> City of Polk City | <input type="checkbox"/> Johnston School District, 3231 |
| <input type="checkbox"/> City of Carlisle | <input type="checkbox"/> City of Runnells | <input type="checkbox"/> North Polk School District, 4779 |
| <input type="checkbox"/> City of Clive | <input type="checkbox"/> City of Sheldahl | <input type="checkbox"/> Saydel School District, 5805 |
| <input type="checkbox"/> City of Des Moines | <input type="checkbox"/> City of Urbandale | <input type="checkbox"/> Southeast Polk School District, 6101 |
| <input type="checkbox"/> City of Elkhart | <input type="checkbox"/> City of West Des Moines | <input type="checkbox"/> Urbandale School District, 6579 |
| <input type="checkbox"/> City of Granger | <input type="checkbox"/> City of Windsor Heights | <input type="checkbox"/> West Des Moines School District, 6957 |
| <input type="checkbox"/> City of Grimes | | |

2. The hazards addressed in the Multi-jurisdictional Hazard Mitigation Plan are listed below. Please indicate your opinion on the likelihood for each hazard to impact YOUR JURISDICTION (identified above). **Please rate EACH hazard 1 through 4 as follows:**

1=Unlikely, 2=Occasional, 3=Likely, 4=Highly Likely.

- | | | |
|--|---|--|
| <input type="checkbox"/> Animal/Plant/Crop Disease | <input type="checkbox"/> Grass/Wildland Fire | <input type="checkbox"/> Structural Fire |
| <input type="checkbox"/> Dam Failure | <input type="checkbox"/> HAZMAT Incident | <input type="checkbox"/> Thunderstorm/Lightning/Hail |
| <input type="checkbox"/> Drought | <input type="checkbox"/> Human Disease | <input type="checkbox"/> Tornado |
| <input type="checkbox"/> Earthquake | <input type="checkbox"/> Infrastructure Failure | <input type="checkbox"/> Transportation Incident |
| <input type="checkbox"/> Expansive Soils | <input type="checkbox"/> Levee Failure | <input type="checkbox"/> Windstorm |
| <input type="checkbox"/> Extreme Heat | <input type="checkbox"/> River Flooding | <input type="checkbox"/> Winter Storm |
| <input type="checkbox"/> Flash Flood | <input type="checkbox"/> Sinkholes/Landslide | |

3. The hazards addressed in the Multi-jurisdictional Hazard Mitigation Plan are listed below. Please indicate your opinion on the potential magnitude of each hazard's impact on YOUR JURISDICTION (identified above). Please rate **EACH** hazard 1 through 4 as follows:

1=Negligible, 2=Limited, 3=Critical, 4=Catastrophic

- | | | |
|--|---|--|
| <input type="checkbox"/> Animal/Plant/Crop Disease | <input type="checkbox"/> Grass/Wildland Fire | <input type="checkbox"/> Structural Fire |
| <input type="checkbox"/> Dam Failure | <input type="checkbox"/> HAZMAT Incident | <input type="checkbox"/> Thunderstorm/Lightning/Hail |
| <input type="checkbox"/> Drought | <input type="checkbox"/> Human Disease | <input type="checkbox"/> Tornado |
| <input type="checkbox"/> Earthquake | <input type="checkbox"/> Infrastructure Failure | <input type="checkbox"/> Transportation Incident |
| <input type="checkbox"/> Expansive Soils | <input type="checkbox"/> Levee Failure | <input type="checkbox"/> Windstorm |
| <input type="checkbox"/> Extreme Heat | <input type="checkbox"/> River Flooding | <input type="checkbox"/> Winter Storm |
| <input type="checkbox"/> Flash Flood | <input type="checkbox"/> Sinkholes/Landslide | |

4. FEMA Hazard Mitigation Assistance Grants are administered by the Iowa Homeland Security & Emergency Management Division. Listed below are some types of projects considered.

Please check all those that could benefit your jurisdiction, in your opinion:

- | | |
|--|--|
| <input type="checkbox"/> Flood-prone Property Acquisition & Structure Demolition /Relocation | <input type="checkbox"/> Non-structural Retrofitting of Existing Buildings, and Facilities from wind damage. |
| <input type="checkbox"/> Flood-Prone Structure Elevation | <input type="checkbox"/> New Tornado Safe Room Construction |
| <input type="checkbox"/> Dry Floodproofing of Historical Residential Structures | <input type="checkbox"/> Electrical Utilities Infrastructure Retrofit |
| <input type="checkbox"/> Dry Floodproofing of Non-residential Structures | <input type="checkbox"/> Soil Erosion Stabilization |
| <input type="checkbox"/> Minor Localized Flood Reduction Projects (storm water management or localized flood control projects) | <input type="checkbox"/> Wildfire Mitigation |
| <input type="checkbox"/> Structural Retrofitting of Existing Buildings (adding a tornado safe room) | <input type="checkbox"/> Other (please specify) |
-

5. Please comment on any other issues that the Polk County Hazard Mitigation Planning Committee should consider in developing a strategy to reduce future losses caused by hazard events.

Return / Contact Information: A.J. Mumm, Polk County Emergency Management Coordinator,
aj.mumm@polkcountyia.gov, fax: (515) 323-5256, 1907 Carpenter Ave., Des Moines, IA 50314.

B.16 Announcement for Final Public Comment Period



AFFIDAVIT OF PUBLICATION

COPY OF ADVERTISEMENT

Exhibit "A"

STATE OF IOWA

SS

COUNTY OF POLK

The undersigned, being first duly sworn on oath, states that The Des Moines Register and Tribune Company, a corporation duly organized and existing under the laws of the State of Iowa, which its principal place of business is in Des Moines, Iowa, a daily newspaper of general circulation printed and published in the City of Des Moines, Polk County, Iowa, and that an advertisement, a printed copy of which is attached as Exhibit "A" and made a part of this affidavit, was printed and published in The Des Moines Register on the following dates

3-18-14

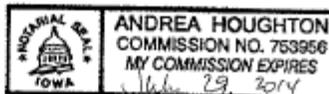
\$29,660

Amy L. Denmark

I certify under penalty of perjury and pursuant to the laws of the State of Iowa that the preceding is true and correct.

[Signature]

Notary Public in and for the State of Iowa



Polk County Multi-jurisdictional Hazard Mitigation Plan Public Comment
The public is encouraged to review and comment on the Polk County Multi-jurisdictional Hazard Mitigation Plan Update before it is finalized. The plan includes an updated strategy to reduce damage and losses caused by hazard events. The final draft of the plan will be available online and in hard-copy at select public locations in Polk County from March 18-21, 2014. The purpose is to provide information to the public on the Multi-jurisdictional Hazard Mitigation Plan Update as well as gain public input. <https://www.polkcountylowa.gov/emergency-management/plan/multi-jurisdictional-hazard-mitigation-plan>
Hard copies are available for review during normal business hours at the Polk County Administration Bldg., Room 309, 111 Court Ave., Des Moines and Polk County Emergency Management Agency, 1907 Carpenter Ave, Des Moines.

B.17 Additional Stakeholders Invited to Meetings and to Comment on Final Draft

First Name	Last Name	Title	Department	Agency/Organization	Stakeholder Type
Jeff	Anderson	Coordinator	Emergency Management	Marion County Emergency Management	Adjacent County
Ray	Anderson	Research Geologist	Geological & Water Survey	Iowa Department of Natural Resources	State Agency
Mathew	Armstrong	Project Engineer	RiskMap	STARR	Private
Troy	Bass	Coordinator	Emergency Management	Warren County Emergency Management	Adjacent County
Todd	Brown	Coordinator	Emergency Management	Madison County Emergency Management	Adjacent County
Bill	Cappuccio	State NFIP Coordinator	Floodplain Management	Iowa Department of Natural Resources	State Agency
Joe	Chandler	Senior Mitigation Planner	FEMA, Planning	FEMA Region VII	Federal Agency
Ryan	Clark	Geologist	Geological & Water Survey	Iowa Department of Natural Resources	State Agency
Kimberly	Elder	Coordinator	Emergency Management	Marshall County Emergency Management	Adjacent County
Roger	Elliot	Guard Emergency Situational Awareness Contact	National Guard	Iowa National Guard	State
Jonathan	Garton	Environmental Engineer Senior	Dam Safety Program	Iowa Department of Natural Resources	State Agency
Steve	Green	Mitigation Planner	FEMA, Planning	FEMA Region VII	Federal Agency
Barry	Halling	Coordinator	Emergency Management	Dallas County Emergency Management	Adjacent County
Jeff	Harestad	Unit Leader	NCAH Safety and Security Unit	USDA Ames	Federal Agency
David	Hempen	Continuity manager		MidAmerican	Business Stakeholder
Tim	Hoskins	Director of Public Works	Public Works	City of Norwalk	City
Jeff	Johnson	Warning Coordination Meteorologist		National Weather Service	Federal Agency
Gail	Kantak	Wildland Fire Supervisor	Forestry	Iowa Department of Natural Resources	State Agency
Jon	Keeling	Project Manager	RiskMap	STARR	Private
Andrew	Leichty	Project Manager		USCOE Rock Island District	Federal Agency
Andy	Lent	City Administrator	Administration	City of Carlisle	City
Lori	Lester	City Clerk	Administration	City of Sheldahl	City
Robert	Libra	State Geologist	Geological & Water Survey	Iowa Department of Natural Resources	State Agency
John	Lins	Incident Manager		Des Moines Water Works	Utility
Jerry	Loghry	Assistant Section Manager		EMC Insurance	Business Stakeholder
Mark	McKinley	Facilities Manager	Facilities	On With Life	Private Non-Profit

First Name	Last Name	Title	Department	Agency/Organization	Stakeholder Type
Keith	Morgan	Coordinator	Emergency Management	Story County Emergency Management	Adjacent County
Dave	Morlan	Coordinator	Emergency Management	Boone County Emergency Management	Adjacent County
Matt	Noble	Mitigation Planner	Mitigation	Iowa Homeland Security and Emergency Management Division	State Agency
Scott	Ralston	Floodplain Mapping Coordinator	Floodplain Management	Iowa Department of Natural Resources	State Agency
Jeff	Ritzman	Homeland Security Coordinator	Department of Public Safety	Iowa Fusion Center	State Agency
Cynthia	Rolli	Regional Program Manager	RiskMap	FEMA Region VII	Federal Agency
Linda	Roose	Mitigation Project Officer, Saferoom Team Lead	Mitigation	Iowa Homeland Security and Emergency Management Division	State Agency
Steve	Russell	Project Manager		USCOE Rock Island District	Federal Agency
Ryan	Schlater	Fire Specialist	Forestry	Iowa Department of Natural Resources	State Agency
Jerry	Skalak	Project Manager		USCOE Rock Island District	Federal Agency
Joe	Solem	Volunteer		American Red Cross	Private Non-Profit
Jim	Sparks	Coordinator, Jasper County Emergency Management	Jasper County Emergency Management	Jasper County EM	Adjacent County
Sara	Steussy	Research Support Coordinator, Iowa Flood Center	Iowa Flood Center	University of Iowa	Academic
Pat	Stillwell	Administrator	Administration	On With Life	Private Non-Profit
Jarrod	Sturtz	Fire Chief	Fire Department	City of Granger	City
Jessica	Turba	Hazard Mitigation Project Officer	Mitigation	Iowa Homeland Security and Emergency Management Division	State Agency
John	Wilson			Iowa Department of Transportation	State Agency
Nathan	Young	Associate Director, Iowa Flood Center	Iowa Flood Center	University of Iowa	Academic
Jeff	Zogg	Senior Hydrologist		NWS	Federal Agency