



POLK COUNTY EMERGENCY MANAGEMENT AGENCY

A.J. MUMM, COORDINATOR

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AGENDA

The Polk County Emergency Management Commission will meet on **Wednesday, February 21, 2007 at 1300 hours** at **Polk County Public Health, 1914 Carpenter Ave., Des Moines, Iowa.**

I. Call to Order at 1105 hrs.

II. Roll Call/Introductions

A. Members

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

Executive Committee Members present at Feb. 14 meeting: Burns, Vorlander, and Walters.

B. Staff – Mumm and Reelitz

C. Guests/Public –

III. Approval of Agenda

Executive Committee Action: Moved by Walters, seconded by Vorlander to approve agenda as presented. Motion passed unanimously.

IV. Public Hearing on Proposed 2007-2008 Budget

V. Approval of Previous Meeting Minutes – January 17, 2007

Executive Committee Action: Moved by Vorlander, seconded by Walters to approve the minutes of the January 17 meeting as distributed. Motion passed unanimously.

VI. Reports

A. Administration and Finance

1. Grants Management – Attachment #1

a. 2005 Homeland Security Grant Program (HSGP)

Region 1 awarded \$1,826,529.73. Decision packets have been submitted to include a regional WMD Assessment. Performance period ends 9/31/07. Regional projects include: mass care sheltering supplementary equipment; WMD/ICS/NIMS training; radiological detection device acquisition; mass fatalities planning; fusion center conference; and missing persons/search and rescue training. 6 month extension awarded to HSEMD.

Proudly serving the communities of:

Alleman - Altoona - Ankeny - Bondurant - Clive - Des Moines - Elkhart - Grimes - Johnston - Mitchellville
Pleasant Hill - Polk City - Polk County - Runnells - Urbandale - West Des Moines - Windsor Heights

b. 2005 Pre-Disaster Mitigation (PDM) Grant

Application submitted on March 8, 2005. Budget of \$207,612.50 (\$150,579.53 federal share and \$57,032.97 local share) over a three-year performance period was successful. Grant will help bring all Polk County local jurisdictions compliant with Disaster Mitigation Act standards. Community Profile draft expected to be released to jurisdictions for their review in early January.

c. 2005 Metropolitan Medical Response System (MMRS) Grant

Award of \$227,592 Performance period began October 1, 2004 and will end March 31, 2007. City of Des Moines Fire Department EMS working with area hospitals, public health and Emergency Medical Services. Chief Vorlander is the Authorized Representative. Auxiliary power supplies installed at Grandview College and Des Moines EOC. Des Moines is recognized in the 2006 HSGP as a MMRS community and will be granted \$228,000 for projects until March 2008.

d. 2006 Community Emergency Response Team (CERT)

Award of \$4,295.29. Performance period began October 1, 2006 and will end March 31, 2008. Ankeny CERT to develop scope of work and budget for funding.

e. 2006 Homeland Security Grant Program (HSGP)

Award of \$778,647. Performance period began October 1, 2006 and will end March 30, 2008. Regional initiatives have been established by the state and include: NIMS; Homeland Security Exercise and Evaluation Program implementation; EOC development and enhancement; emergency planning updates; regional planning; and infrastructure protection planning. Story County in negotiations with HSEMD to act as subgrantee.

f. 2007 Hazardous Materials Emergency Program (HMEP)

Award of \$25,432. Performance period began October 1, 2006 and will end September 30, 2007. This is a 7-county grant to be used for hazardous materials planning, emergency responder training, and to conduct the annual hazmat symposium in Ames. Contracted with EHS Response Group to develop ethanol planning template.

g. 2007 Emergency Management Performance Grant (EMPG)

Award of \$37,832.59. Performance period began October 1, 2006 and will end September 30, 2007. Funding will be used to support personnel costs in the 3rd and 4th quarters of the local fiscal year.

h. 2007 Health Resource Systems Administration (HRSA)

Award of \$6,040. Performance period began July 1, 2006 and will end June 30, 2007. Implementation strategy drafted by Staff and the Polk County EMS Association.

i. 2007 Emergency Medical Services (EMS) Systems Development

Award of \$8,652. Performance period began July 1, 2006 and will end June 30, 2007. There are a series of performance-based components to the funding. Implementation strategy drafted by Staff and the Polk County EMS Association. Approximately \$5,000 in text books (PHTLS, ACLS, and PEP) have been purchased for EMS services to check out from the EMA and approximately \$1,000 in PHTLS instructor registration fees have been covered through this grant.

B. Hazard Identification, Risk Assessment, and Capability Assessment

1. WMD Capability Assessment

Currently implementing the strategy recommended by Tetra Tech and approved by the Commission. See Agenda Item VI.A.1.a. for more information.

2. Hazard Analysis and Risk Assessment

Community Profiles are being developed as part of the PDM local mitigation planning process.

C. Resource Management

1. Resource Management Database

This effort will develop as part of the WMD Capability Assessment and will be supported by the Region 1 Homeland Security Board through the 2005 HSGP. The Commission will need to consider formal adoption and implementation of the NIMS Resource Typing System in the coming months. Resource Typing guidance can be found in FEMA Document 508 Series. Polk County EMA has been asked to sit on an advisory panel with other local and state officials to analyze the merits of a prototype component in WebEOC. Jurisdictions that exist in multiple counties should report resources to the county in which the government headquarters exist (i.e. City Hall) to avoid duplication of reported resources.

2. Intergovernmental Shelter Agreement proposed by Kansas City, MO

A proposal was recently made by the Kansas City, Missouri Office of Emergency Management to the City of Des Moines and the Polk County Emergency Management Commission. This agreement will be distributed to Commission Members for the consideration and request that the Commission discuss this concept in a future meeting as to how the Commission would/could participate in such an agreement. Agreement has been shared with the County Attorney's Office as directed by Commission. Candy Morgan from the Polk County Attorney's Office provided a report back to staff that the agreement appears satisfactory as written and she sees no reason the Commission could not commit. Staff recommends the Commission review and discuss the agreement in February, vote to sign the agreement in March, and hold a media conference with the representatives from Kansas City to sign the agreement in April.

Executive Committee Action: Moved by Vorlander, seconded by Walters to approve Staff recommendation. Motion passed unanimously.

D. Planning

1. Part A – Operations

Current state status is compliant. Next update is due to HLSEM by October 1, 2007. Evacuation planning will be required of Iowa's 10 largest cities and each will be granted \$10,000 to complete a plan. Staff suggests that Des Moines and West Des Moines combine their efforts and complete a metro evacuation plan in cooperation with the Metro Emergency Planners and the Des Moines Metropolitan Planning Organization (MPO).

2. Part B – Mitigation Strategy

Current state status is compliant. Next update is due November of 2008 or within 180 days of the formal closing of a Presidential disaster incident period.

3. Part C - Recovery

Current state status is compliant. Next update is due October 2008 or within 180 days of the formal closing of a Presidential disaster incident period.

4. Local Pre-Disaster Mitigation (PDM) Plans

See Item VI.A.1.c.

5. Biological Emergencies/Pandemic Planning

Polk County Public Health is the appropriate lead agency. Emergency Management and Public Health will continue to pull in additional stakeholders to address issues that match the comprehensive span of the potential impacts of this risk. The core of the strategy involves four major steps: 1) identification of functions that will need to be initiated before, during, and after a pandemic; 2) identification of agencies and organizations that carry out those functions and invite these stakeholders to become more deeply involved in the planning process; 3) agencies and organizations must critically examine their ability to carry out those functions given potential restraints such as reduced staff levels, use of required but limited PPE, and other resource restrictions (essentially a Continuity of Operations planning exercise); and 4) cross check our dependencies on common solutions and each other to identify common points of failure in implementing such a plan. Next meeting is February 15 at 1300 hours at 1914 Carpenter.

6. Emergency Management Commission Strategic Plan

Poster is being converted into a traditional document form for distribution to Commission Members in March.

E. Direction, Control, and Coordination

1. National Incident Management System (NIMS)

2006 NIMS Training requirements have been largely satisfied and the 2007 requirements are being distributed from the NIMS Integration Center. Staff will update the NIMS implementation strategy in February 2007.

F. Damage Assessment

1. Damage Assessment Team (DAT)

Staff is developing an implementation strategy for presentation to the Commission.

G. Communications and Warning

1. Outdoor Warning Sirens

Polk County Public Works has initiated a status check of approximately 15 sirens in rural Polk County and will bring them into proper working condition. Staff will be working with the jurisdictions to obtain more information regarding maintenance of the entire system. Board of Supervisors' staff has recommended that the townships budget for the ongoing maintenance of the sirens in the unincorporated areas through township tax levees. Staff will be drafting a letter to Township Trustees with input from the Board of Supervisors to be distributed in March. Letter will address responsibilities and liabilities addressed in Iowa Code and Administrative Code.

H. Operations and Procedures

1. Polk County Emergency Operations Center (EOC)

Background: Vorlander sought interest from the Executive Committee in drafting a 28E agreement for a consolidated Emergency Operations Center (EOC) between the Polk County Emergency Management Commission and the City of Des Moines.

Staff Update: Staff is currently researching best practices as well as required and desired capabilities of a functioning EOC. Staff will continue to develop a concept support document under the advice of Commission Members. Other concerns that will be addressed include operational layout options, communications capabilities, and security. Greater consideration will be given to this item following the results of the WMD capability assessment. Commission members should continue to give thought to this concept and be prepared to discuss upon the completion of the capability assessment project. EOC Subcommittee met on March 22. Pros and cons of 4 options were presented by the Coordinator. Coordinator shared the preliminary discussion that he had with Public Health regarding a joint EOC.

Commission Discussion: Coordinator shared with the Commission that he had a conversation with Polk County Public Health Director Terri Henkels regarding the potential for a joint EOC to be developed at the building at 1900 Carpenter. This space is possibly being vacated by Polk County Supplemental Foods and would make a very suitable location for a countywide EOC. Coordinator will keep the Commission informed of further discussion.

Staff Update: Coordinator has met with the Board of Supervisor's Staff, Mike Freiling, on Thursday, December 14 to discuss space requirements. EMA, Public Health, and the Medical Examiner will be included in a meeting with the architect in early 2007.

I. Training

1. NIMS IS-700 Series

New independent study courses have been released by the FEMA web-based training directorate at <http://www.training.fema.gov/emiweb/IS/crslist.asp>.

- a. IS-701 – Multiagency Coordination System
- b. IS-702 – NIMS Public Information Systems
- c. IS-703 – NIMS Resource Management

J. Exercises

1. Camp Dodge Exercise

Local tabletop exercise tentatively scheduled for March 13 and functional exercise for April 17, 2007 and will be held in the late afternoon or early evening. Chiefs Burns and Krohse are meeting to develop exercise objectives.

2. Amber Waves II

State-sponsored tabletop exercise with the Iowa Business Council to evaluate communications between the public and private sectors. Coordinator has been asked to sit on subject-matter-expert panel representing local emergency management. Exercise date has been scheduled for April 26 with after-action reporting meeting on April 27.

3. Integrated Emergency Management Workshop & Exercise

State government is bringing together department directors and agency heads to attend course that culminates in an exercise the week of May 14, 2007. HSEMD has asked Polk County EMA to participate in exercise design and exercise control to better ensure appropriate local-state coordination.

K. Public Education and Information

1. Farmer's Market Conference

Coordinator invited to speak at the Iowa Farmer's Market Conference on February 24 on the topic of safety, community emergency planning integration, and risk management.

L. Homeland Security

1. Information Sharing

Coordinator continues to distribute relevant information from Department of Homeland Security, Iowa Homeland Security and Emergency Management, the Highway Watch Program, and other credible sources when received by the Agency. Staff is also working with LEIN Region 5 Fusion Center located in the DMPD to foster information sharing relationships among public and private sectors. LEIN statewide conference sponsored by Region 1 is being scheduled for March 5, 2007 at Adventureland Inn.

VII. Old Business

A. Transportable Radio Cabinet

Background: Radio communications capabilities are currently limited to mobile applications from the agency vehicle. This base communications weakness/lack of capability was identified by staff as well as by the Commission during the SWOT analysis. Staff requested a no obligation quote from Racom to build and install a transportable radio cabinet for the agency office/EOC. Racom has exclusive rights as vendor for Polk County Communications. This will allow radio communications capabilities with all three PSAPs during special events and disaster operations.

Staff Recommendation: Review and approve Racom proposal as provided in Attachment #2 and fund with 2005 HSGP funding from the EOC upgrade package supplemented by approximately \$2,000 from the agency's Supplies budget.

Commission Discussion: Following a staff presentation of the historical transcript from the Board of Supervisor's voting on awarding the Polk County Communications Center communications system bid and a letter confirming award to RACOM, the Commission requested that Steve Holmes be invited to the June meeting to field questions from Commission members. Was suggested that representatives from Des Moines Fire and Police Dispatch and WestCom be invited as well.

Commission Action (May 2006): Moved by Mathis, seconded by Holt to delay action until invited guests answer additional technical questions. Motion passed unanimously.

Commission Action: Moved by Vorlander, seconded by Walters to approve the purchase of the radio cabinet and request that the invoice be detailed to provide a break down for specific charges related to each radio purchase, programming, and installation. Motion passed unanimously.

Discussion: Roe inquired about the purchase of a WestCom radio. Coordinator explained that a WestCom radio would need to be purchased, but it was not part of the RACOM bid. Roe volunteered to get pricing and dimensions of radio that could be added to the cabinet and work with Steve Holmes of RACOM for details needed. Pricing and purchasing information would be passed along to the Coordinator for procurement with potential grant funding.

Commission Action: Moved by Roe, seconded by Holt to authorize the purchase of a mobile radio to be included in the Radio Cabinet as itemized on Illowa Communications Sales Quote dated 12 July 2006. Motion passed unanimously.

Staff Update: This project was a priority of the 2004 HSGP reauthorization application and will be implemented through those funds.

B. Polk County Fire Chiefs TEAMS Job Aids

Background: The Polk County Fire Chiefs have approached the Commission with a request for funding assistance to produce laminated prompting cards to be placed at each dispatch consol and in each piece of fire apparatus in the county. The funding would also go towards the production of a job training video on the TEAMS and its implementation. Discussion also included finding ways for collaboration with law enforcement on the TEAMS. This project is eligible under 2005 HSGP Region 1 county pass through NIMS implementation funding.

Executive Committee Action: Moved by Whetstone, seconded by Walters to recommend to the Commission approval of funding support in an amount not to exceed \$500 for training tools and job aids to be NIMS compliant. Motion passed unanimously.

Commission Action: Moved by Roe, seconded by Bein to support the funding in an amount not to exceed \$500 for training tools and job aids to be NIMS compliant. Motion passed unanimously.

Commission Discussion: Recommendation will be made to the Polk County Fire Chief's Association to give consideration to all existing PSAPs in Polk County regarding language in job aides.

C. Nomination Committee

Background: Commission elections are scheduled to be held in March. The Commission Chairperson has historically appointed a Nomination Committee to bring forward a slate of candidates for Commission Chair and Vice-Chair to be voted on in March. The 2006 Nomination Committee was Chaired by Chief Rick Roe.

Staff Recommendation: Appoint a 3-person committee to seek interested persons for the office of Commission Chair and Commission Vice-Chair to serve the 2007-2008 terms.

Commission Discussion: Chair asked for volunteers to head up a Nomination Committee. Krohse and Milewski stepped forward and will report back to the Commission in February.

Nomination Subcommittee Recommendation: The Nomination Subcommittee has reported to Staff that the stated desire of Commission Members is to present the following slate of candidates for the elected offices at the March meeting: Chairperson – David Burns, Vice-Chairperson – Phil Vorlander.

VIII. New Business

A. 2007-2008 Budget Proposal – Attachment #2

Background: The 2007-2008 budget has been prepared by staff and is presented in Attachment #2. Budget proposal was published in the February 2, 2007 Des Moines Register. Public hearing scheduled for February 21st at 1300 hrs. No written or oral comments received by staff to date (2/16/07 at 1400 hrs.).

Staff Recommendation: Approve budget as proposed and direct staff to submit budget to the State of Iowa Department of Management as required by law.

Executive Committee Action: Moved by Walters, seconded by Vorlander to approve the 2007-2008 budget as proposed. Motion passed unanimously.

B. EMA Vehicle Bid Approval – Attachment #3

Background: As part of the 2006-2007 budget, the Commission approved the purchase of an agency vehicle. The approved budgeted amount was \$35,000. Working through the Polk County General Services Fleet Manager, staff received a favorable bid from Charles Gabus Ford in the amount of \$25,437.45 for the purchase of a 2007 Ford F150 4x4 XLT CrewCab. The remaining budgeted amount will be used to purchase lights, radios, and decals.

Staff Recommendation: Approve the bid from Gabus Ford and direct Staff to continue to work through the Polk County Fleet Manager to purchase the vehicle.

Executive Committee Action: Moved by Vorlander, seconded by Walters to approve the Gabus bid and move forward with purchase of vehicle. Motion passed unanimously.

C. Red Cross Regional Coordination Sponsorship – Attachment #4

Background: Commission discussion and action at the January meeting directed Staff to facilitate a meeting with Dallas and Warren Counties along with the American Red Cross to resolve planning and facility concerns among all the affiliated agencies and organizations. Through discussion at the Region 1 meetings, Polk County has proposed a facilitated workshop take place to begin to resolve the issues identified. The Region has tentatively agreed to pay for this project as long as Polk County EMA acts as the local sponsor (entity to contract with vendors).

Staff Recommendation: Approve the sponsorship of this project as proposed in Attachment #4 with the understanding that all financial liabilities to be reimbursed by Iowa Homeland Security Region 1 through the 2005 HSGP.

Executive Committee Action: Moved by Vorlander, seconded by Walters to approve the Staff recommendation. Motion passed unanimously.

IX. Other Business

X. Upcoming Events

- A. Commission Meeting – February 21, 1300 Hours - PC Public Health 1914 Carpenter Ave.
- B. Public Hearing on 2007-2008 Proposed Budget – February 21, 1300 Hours - 1914 Carpenter
- C. Region 1 Meeting – March 1, 1300 Hours – Polk County Site TBD
- D. LEIN/Fusion Center Mini-Conference – March 5, 1300 Hours – Adventureland Inn, Altoona
- E. ISAC Spring School – March 18-20 – Des Moines Marriott

XI. Programs/Presentations – none scheduled

XII. Adjourn

Executive Committee Action: Moved by Walters, seconded by Vorlander to adjourn. Motion passed unanimously at 1132 hours.

Attachment

#1

Attachment

#2

NOTICE OF PUBLIC HEARING - PROPOSED BUDGET Fiscal Year July 1, 2007 - June 30, 2008	EMERGENCY MANAGEMENT COMMISSION NAME: Polk County Emergency Management Commission
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The Emergency Management Commission of the above-named County will conduct a public hearing on the proposed fiscal year 2007/2008 budget as follows:

Meeting Date: February 21, 2007	Meeting Time: 1:00 PM	Meeting Location: 1914 Carpenter Ave., Des Moines, IA
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At the public hearing any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget. This notice represents a summary of the supporting detail of receipts and expenditures on file with the County Coordinator. Copies of the supplemental budget detail will be furnished upon request.

County Coordinator Telephone Number: 515-286-2107	County Coordinator Name: A.J. Mumm
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PROPOSED BUDGET SUMMARY

		Actual FYE June 30, 2006	Estimated FYE June 30, 2007	Proposed FYE June 30, 2008
BEGINNING FUND BALANCE:	1	0	12,475	22,182
REVENUES:				
County Contribution	2	56,000	56,000	125,000
Other Revenues	3	1,405,762	484,923	489,690
Total Revenues (2+3)	4	1,461,762	540,923	614,690
EXPENDITURES:				
Administration and Operations	5	1,449,287	496,216	613,108
Capital Outlays	6	0	35,000	0
Total Expenditures (5+6)	7	1,449,287	531,216	613,108
ENDING FUND BALANCE:				
Reserved	8	0	0	0
Unreserved/Designated	9	0	0	0
Unreserved/Undesignated	10	12,475	22,182	23,764
Total Ending Fund Balance (8+9+10)	11	12,475	22,182	23,764

Attachment

#3

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Dealer: F53032

2007 F-150

Page: 1 of 1

Order No: 2222 Priority: C3 Ord FIN: QS039 Order Type: 5B Price Level: 755
Ord PEP: 507A Cust/Flt Name: POLK PO Number:

	RETAIL	DLR INV		RETAIL	DLR INV
W14 F150 4X4 SS CRW	\$32625	\$29533.00	153	FRT LICENSE BKT	NC NC
139" WHEELBASE				SP DLR ACCT ADJ	(1324.00)
G2 RED FIRE CC				SP FLT ACCT CR	(315.00)
M PREM CLOTH			5	U.S. GAL GAS	11.45
E FLINT			B4A	NET INV FLT OPT	NC 7.00
507A PREF EQUIP PKG				PRICED DORA	NC NC
.XLT SERIES				DEST AND DELIV	925 925.00
585 .AM/FM/SINGLE CD			TOTAL	BASE AND OPTIONS	33550 28837.45
64E .17" CHROME CLAD			TOTAL		33550 28837.45
99W 4.6L EFI V8 ENG			*THIS IS NOT AN INVOICE*		
44Q ELEC 4-SPD AUTO					
T7C .P255 OWL A-T					
X26 3.73 REG AXLE		NC			NC
6900# GVWR					
JOB #2 ORDER					

F1=Help

F2=Return to Order

F3/F12=Veh Ord Menu

F4=Submit

F5=Add to Library

S099 - PRESS F4 TO SUBMIT

QC03334

PLU b 0

GOV'T BID

\$ 25,437.45

Attachment

#4

Emergency Management and American Red Cross Coordination Workshop

Proposal: Host a partial day (4.5 hours) facilitated workshop to bring together the emergency management and American Red Cross communities. The purpose would be to understand each other's roles and responsibilities and identify opportunities for collaboration and elimination of wasteful duplication. Participants (30-50) would include emergency management coordinators, regional board members, and ARC leadership. Contractor would research issues with stakeholders, facilitate and present the content of the meeting, compile meeting outcomes, and draft initial strategy document.

Cost Proposal: Not to exceed \$4000. Includes: facility, snacks, meal, contractor services, and deliverables.

***** Draft ***Agenda**

- 1000 hrs. Welcome and Introduction
- 1010 hrs. Purpose and Agenda Presentation
- 1020 hrs. State of Emergency Management
- Federal
 - State
 - Regional
 - Local
- 1050 hrs. State of the American Red Cross
- National
 - Chapter
- 1120 hrs. Pick up Working Lunch
- 1130 hrs. Issue Identification
- A. Planning
 - B. Training
 - C. Exercises
 - D. Equipment/Facilities
 - E. Leadership
 - F. Communication
 - G. Other
- 1230 hrs. Resolution Recommendations and Brainstorming
- A. Planning
 - B. Training
 - C. Exercises
 - D. Equipment/Facilities
 - E. Leadership
 - F. Communication
 - G. Other
- 1330 hrs. Strategy Beginnings and Next Steps
- 1425 hrs. Closing Comments
- 1430 hrs. Adjourn