POLK COUNTY EMERGENCY MANAGEMENT AGENCY

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AGENDA

The Polk County Emergency Management Commission will meet on **Wednesday, August 15, 2007** at **1300 hours** at **Polk County Public Health, 1914 Carpenter Ave., Des Moines, Iowa.**

I. Call to Order

II. Roll Call/Introductions

A. Members

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

Executive Committee Members present at 8/8/07 meeting: Phillips, Vorlander, Walters, and Whetstone

B. Staff

C. Guests/Public

III. Approval of Agenda

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

IV. Invited Guests or Speakers – Terri Henkels, Director, Polk County Public Health. Topic: Isolation and Quarantine Ordinance and distribution of compact disks.

V. Approval of Previous Meeting Minutes – June 20, 2007

Executive Committee Action: Moved by Phillips, seconded by Whetstone to approve June minutes 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. Remaining balance as of 5/3/07 was $769,128. Obligated projects include: Mass Fatalities Planning, Training, ARES Communication Equipment, Radiation Detection Equipment, Sheltering Kits, and ARL/Humane Society Equipment. Projected unobligated remaining balance of $28,727.

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. Hazard analysis draft expected to be released to communities for discussion in May. Summer intern returning in May to help further the PDM planning.

c. 2006 Metropolitan Medical Response System (MMRS) Grant – Attachment #2

Award of $228,000 Performance period began October 1, 2006 and will end March 31, 2008. Attached matrix shows proposed responsibilities for administration of the grant by Des Moines FD, Polk County EMA, and Polk County Public Health.

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 has submitted scope of work and budget for funding. HSEMD has approved the submitted budget. EMA Staff will process the reimbursement request submitted by the City of Ankeny.

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 proposed by Region 1 and include: ESF Conversion Planning Assistance, Mass Fatalities Equipment and Exercise; EOC Survey and Equipment; and Animal Health Emergency Planning/Training/Equip/Exercise. Waiting for HSEMD approval of submitted budget.

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. Current balance of approximately $10,000. Training needs survey was recently conducted by staff. Guidance workshop to be developed this summer.

g. 2007 Emergency Management Performance Grant (EMPG)

Award of $37,832.59. Performance period began October 1, 2006 and will end September 30, 2007. Current balance of $0. All reimbursement requests have been submitted.

h. 2007 Health Resource Systems Administration (HRSA)

Award of $6,040. Performance period began July 1, 2006 and will end August 30, 2007. Current balance of $869.55. Purchases included a trailer hitch, fire extinguisher, CBRNE trailer graphics, mobile scanner, and miscellaneous office supplies for preparedness and disaster support.

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. Training mannequins were purchased in June bringing the available balance to $0.

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

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. 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. Summer intern will help document current resources.

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). Discussion of ESF Introduction document. See item under New Business.

2. Part B – Mitigation Strategy

Current state status is compliant. Next update is due September 2007 due to disaster review requirements.

3. Part C - Recovery

Current state status is compliant. Next update is due September 2007 due to disaster review requirements.

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. Multidisciplinary team has been meeting monthly. Discussion of inbound passenger suspected of having highly contagious disease would be communicated from Airport Operations to 1) 911; 2) ARF; and 3) Polk County EMA. EMA would then confirm with DMFD/EMS and DMPD and then assist Polk County Public Health. This notification plan will be solidified in DSM Airport Ops Plan and shared with related entities. EMA Staff to deliver ICS/EOC interface training at the August 16th meeting.

6. Emergency Management Commission Strategic Plan

Poster is being converted into a traditional document form for distribution.

E. Direction, Control, and Coordination

1. National Incident Management System (NIMS)

NIMS Integration Center (NIC) is to be developing a multi-year implementation strategy rather than releasing requirements periodically throughout the year. Strategy will be distributed by EMA once received from the NIC.

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

Latest communications from Polk County Administration indicate that the Board of Supervisors will be funding the maintenance of all sirens in unincorporated Polk County. EMA will continue to management the inventory for planning purposes. Public Works will management the maintenance contracts.

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 Freilinger, 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.

Commission Discussion: Chair asked Coordinator to draft a letter to Supervisor Brownell expressing the Commission's support of previous discussion to relocate EMA administrative offices and develop emergency operations center in space vacated by Supplemental Foods.

Staff Update: Staff will be drafting letter to Supervisor Brownell and will be ready for the Chair's signature by April 18th. Sent April 18th.

Staff Update: Coordinator and Public Health Director met with Interim County Manager on May 8. He was supportive of the concept and recommended that discussion take place with Polk County General Services. Board Discussion meeting to be scheduled to present the concept to the Board of Supervisors.

I. Training

1. 40-hour Hazmat Technician Course

November 26-30, 2007. Indianola, IA. To register contact Indianola FD Chief Brian Seymour.

2. G-290 Basic Public Information Officer

August 30-31, 2007. Webster City FD, Webster City, Iowa. To register contact Terry Johnston at 515-832-9518.

J. Exercises

1. USDA Food Defense Exercise

September 21, 2007. USDA, HSEMD, Polk County EMA, Polk County Health, and Des Moines Public Schools exercising food program security. More information will be provided once available.

K. Public Education and Information

1. Ethanol Emergency Planning and Training

Training was delivered to approximately 70 individuals from across Central Iowa on August 1 at the FSTB in Ames. Ethanol industry personnel provided input. Media coverage was very positive.

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.

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 quests 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.

C. Evacuation Planning Request for Proposal (RFP)

Background: Des Moines and West Des Moines have been provided funding to develop evacuation plans for their communities. Staff has worked with both communities on a proposal to collaborate on this project and use the funding to develop a metro-wide evacuation plan. The Agency does not currently have the staffing available in-house to complete this project in the funding performance period (March 2008).

Staff Recommendation: Authorize the development of a non-binding Request for Proposal in order to gage the ability for this project to be outsourced. The RFP would be brought back to the Commission for final approval before being released.

Commission Action: Moved by Walters to adopt the Staff recommendations, seconded by Holt. Motion passed unanimously.

D. Automated Notification System Request for Proposal (RFP)

Background: There is growing interest in establishing an automated notification system that would use telephone and paging technologies to contact individuals, groups, and the public during emergency and non-emergency situations where large numbers of contacts needed to be made. There are several vendors that offer this technology and in order to better evaluate specific systems, their potential applications, and related costs, the Agency is requesting the authority to develop an official non-binding request for proposal to solicit comparable information from providers.

Staff Recommendation: Authorize the development of a non-binding Request for Proposal in order to gage the ability for this project to be pursued. The RFP would be brought back to the Commission for the final approval before being released.

Commission Action: Moved by Mathis to adopt the Staff recommendations, seconded by Milewski. **Discussion**: Roe pointed out that the CodeRed System has already been implemented at WestCom and that there would be advantages in consistency across Polk County. Coordinator acknowledged this fact and said that those types of issues would definitely be factored into any decisions during the proposal review process. Motion passed unanimously.

VIII. New Business

A. ESF Introduction – draft sent under separate copy

Background: EMA staff has drafted a document that introduces the ESF concept and core contents of the 15 Emergency Support Functions and complements the Basic Plan. Once approved, the ESF Introduction will be integrated into the Polk County Comprehensive Emergency Plan and submitted to HSEMD for contribution towards compliancy requirements. Previous drafts have been distributed to Commission Members and any comments have been addressed by staff.

Staff Recommendation: Adopt plan as part of Comprehensive Emergency Plan and submit to HSEMD for compliancy review.

Executive Committee Action: Moved by Walters, seconded by Phillips to adopt the ESF Introduction as part of the Comprehensive Emergency Plan and submit to HSEMD. Motion passed unanimously.

B. Storm Ready Community

Background: For the past 6 years, Polk County has been the only Storm Ready jurisdiction in the Des Moines NWS warning area (55 counties in Central Iowa). Storm Ready is a NWS program that accredits jurisdictions for their advanced attention to preparedness and response to severe weather. Every three years the NWS conducts site visits to verify continuance of minimum Storm Ready requirements for communications, warning, and planning. Every six years the NWS requires communities to submit applications for continuance of the program. Individual jurisdiction letters of support will be required from each municipality and Polk County.

Staff Recommendation: Approve the submission of the Storm Ready application and support the continuance of the Storm Ready program in Polk County through the encouragement of submission of jurisdictional letters of support.

Executive Committee Action: Moved by Phillips, seconded by Walters to approve submission of Storm Ready application and encourage letters of support. Motion passed unanimously.

IX. Other Business

X. Upcoming Events

A. Iowa State Fair – August 9-19 – Iowa State Fairgrounds
B. Region 1 meeting – Sept. 6, 1300 hrs. – Grundy Center
C. Executive Committee Meeting – Sept. 12, 1100 hrs. – Communications Center
D. Commission Meeting – Sept. 19, 1300 hrs. – 1914 Carpenter Ave.

XI. Programs/Presentations – none scheduled for August

XII. Adjourn -

Executive Committee Action: Moved by Walters, seconded by Whetstone to adjourn. Motion carried unanimously at 1137 hrs.

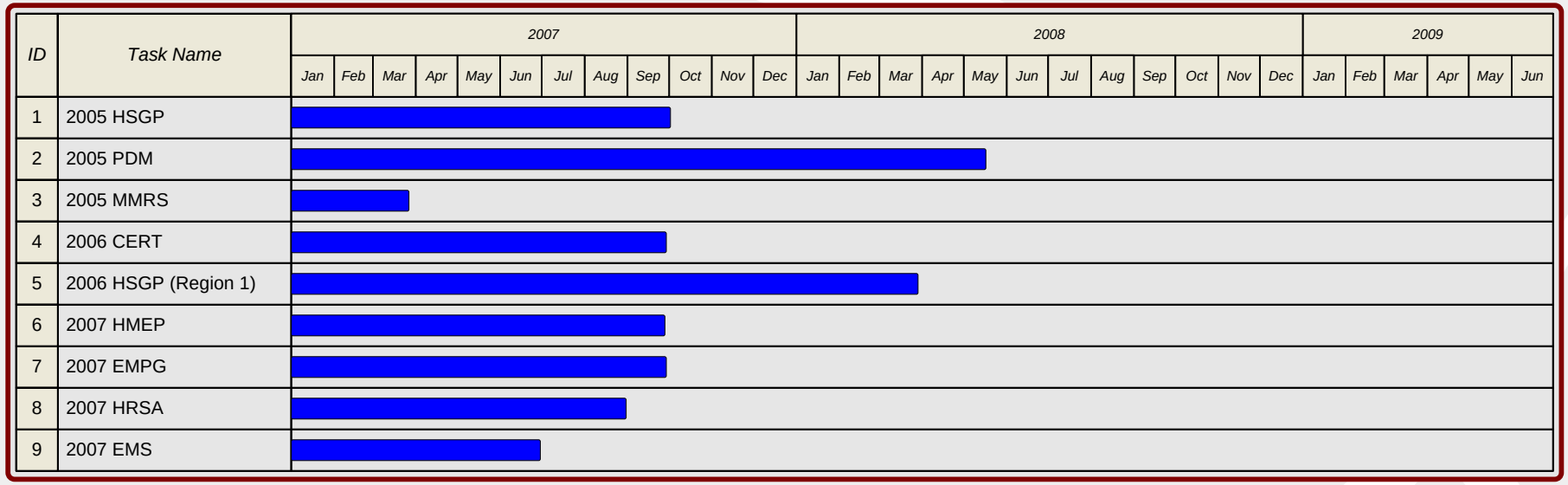
Attachment

#1

Polk County Emergency Management Agency

Attachment #1 – Grants Management

6-11-07



Notes: Grant Details

ID	Grant Name	Award Date	Award Amount	Current Balance		End Date
1	2005 HSGP (Regional)	February 28, 2005	$1,858,878	$769,128	(extended)	Sept, 30, 2007
2	2005 PDM	October 5, 2005	$207,612	$204,650		May 12, 2008
3	2005 MMRS	October 1, 2004	$227,592			March 31, 2007
4	2006 CERT	October 1, 2006	$4,295	$4,295		March 31, 2008
5	2006 HSGP (Regional)	October 1, 2006	$778,647	$778,647		March 31, 2008
6	2007 HMEP	October 1, 2006	$25,432	$10,300		September 30, 2007
7	2007 EMPG	October 1, 2006	$37,832	$19,072		September 30, 2007
8	2007 HRSA	August 31, 2006	$6,040	$6,040		August 30, 2007
9	2007 EMS Sys. Dev.	July 1, 2006	$8,652	$0		June 30, 2007

Attachment

#2

MMRS Responsibilities

	Des Moines Fire	Emergency Management	Public Health
Work with the Multi-Disciplinary Team to identify MMRS priorities			X
Work with ESF 8 Work Group to implement health and medical priorities			X
Work with other ESF Work Groups to implement non health and medical priorities		X	
Secure IA HLSEM "sign off" on proposed purchases		X	
Collect bids on approved purchases	X		
Make all approved purchases	X		
Maintain all financial records	X		
Submit quarterly reports to Feds		X	
Transition conversations with existing MMRS steering committee members			X
Future grant writing	X (with input from EMA and Public Health)		