



POLK COUNTY EMERGENCY MANAGEMENT AGENCY

A.J. MUMM, COORDINATOR

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AGENDA

The Executive Committee of the Polk County Emergency Management Commission will meet on **Wednesday, June 10, 2009 at 1100 hrs** at the **Polk County Comm. Center, 6023 NE 14th Street, Des Moines, IA.**

I. Call to Order

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 | |

B. Staff –

C. Guests/Public -

III. Approval of Agenda –

IV. Invited Guests or Speakers –

V. Approval of Previous Meeting Minutes – May 20, 2009

VI. Reports

A. Administration and Finance

1. Grants Management - Attachment #1 (TBD)
2. Assistant Coordinator Steve Noland

B. Hazard Identification, Risk Assessment, and Capability Assessment

1. Hazard Analysis and Risk Assessment
Being developed as part of the PDM local mitigation planning process.

C. Resource Management

1. Resource Management Database
Work to resume in Summer 2009.
2. Iowa Mutual Aid Compact
Coordinator will be scheduling a meeting with HSEMD to work out administrative rules and procedures.

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

D. Planning

1. Part A – Operations

Current state status is compliant. Comprehensive rewrite of plan and conversion to ESF-based plan is taking place as part of a Region 1 project. Five-phase project with completion date in summer 2010.

2. Part B – Mitigation Strategy

Current state status is compliant.

3. Part C - Recovery

Current state status is compliant.

4. Emergency Management Commission Strategic Plan

EMAP self-assessment conducted May 1, 2008.

5. Pre-Disaster Mitigation Plan (PDM)

See Old Business

E. Direction, Control, and Coordination

1. National Incident Management System (NIMS)

F. Damage Assessment

1. Damage Assessment Team (DAT)

Staff is coordinating with local public works departments on assembling a Damage Assessment Committee as part of a possible Polk County Public Works Association.

G. Communications and Warning

1. Communications Upgrade RFP

The Emergency Management Agency continues to participate in a process along with the Sheriff's Office, WestCom, EMS, Fire, and Law Enforcement disciplines to seek a Request for Proposal to upgrade the Polk County and WestCom communications capabilities.

H. Operations and Procedures

1. Polk County Emergency Operations Center (EOC)

Background: Staff will continue to work with Elected Officials and city/county administrators to secure a dedicated EOC facility. Floorplans have been shared between Polk County General Services, EMA, and the contractor. Coordinator recently met with low voltage engineer regarding A/V needs. General Services to make presentation to County Administrator in June.

I. Training

J. Exercises

1. Capital City Readiness Exercise

Des Moines Fire Department, has proposed a three part exercise (tabletop, functional and full-scale) that would involve city, county, and state agencies and evaluate unified command as well as activation of local and state specialty teams for a WMD scenario. Planning team has finalizing the objectives for each ESF and making arrangements with evaluators. A pre-exercise summary is being developed and will be shared with variety of stakeholders in early June. Executive TTX scheduled for June 24th from 0900-1500 hours at the Des Moines Botanical Center.

K. Public Education and Information

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. Automated Notification System

Background: Contract approved and signed with Code Red to provide automated notification system and service.

Staff Update: EMA Staff have been working with Code Red, Polk County Public Health, and the three PSAPs to identify databases for data uploading. Training with authorized users is scheduled. EMA Staff will work with individual jurisdictions to advertise uploading of unlisted and cell phone numbers in June. Capability scheduled to be available to public safety agencies on or before July 1, 2009. Training and testing will be scheduled with additional users in June and July.

B. Hospital Status System

Background: Contract approved and signed with EMSystems to provide real-time status availability of hospital resources to hospitals, EMS, and communications centers.

Staff Update: EMA staff and representatives from hospitals, EMS, and communications center are currently identifying priority information needs and reporting requirements as well as hardware needs. Capability scheduled to be available on or before July 1, 2009. Training and implementation testing to take place in June and July.

C. PDM Planning

Background: Kickoff meeting, public meetings, and update meeting have been held. Draft portions of the plan have been periodically submitted to state and federal approving authorities for courtesy reviews. Draft plan was distributed to Commission Members in early May for review by jurisdictions.

Staff Recommendation: Approve and adopt Countywide Pre-Disaster Mitigation Plan and direct staff to submit the plan for official review by Iowa Homeland Security and Emergency Management and the Federal Emergency Management Agency (Region VII).

Commission Action (May 2009): Moved by TeKippe, seconded by Mundt to approve plan and proceed with plan submission to HSEMD and FEMA. Motion passed unanimously.

VIII. New Business

IX. Other Business

X. Upcoming Events

- A. Coordinator scheduled vacation May 21-24
- B. Statewide Specialty Teams Briefings – May 28 – Norwalk FD
- C. LEPC Statewide Conference – June 10 - Ames
- D. FRAC meeting – June 10; 1000 hours - Johnston
- E. Executive Committee Meeting – June 10; 1100 hours – Polk County Communications Center
- F. Capital City Exercise – June 18-19 – Des Moines/Polk County
- G. Capital City Leadership Table Top Exercise – June 24 – Des Moines
- H. Coordinator scheduled vacation June 25-July 4
- I. Executive Committee Meeting – July 8; 1100 hours – Polk County Communications Center
- J. NDMS Exercise – July 11 - TBD
- K. Commission Meeting – August 19; 1300 hours – Polk County Communications Center

XI. Programs/Presentations – None scheduled.

XII. Adjourn –