



POLK COUNTY EMERGENCY MANAGEMENT AGENCY

A.J. MUMM, COORDINATOR

POLK COUNTY OFFICE BUILDING
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AGENDA

The Polk County Emergency Management Commission will meet on **Wednesday, August 19, 2009 at 1300 hrs** at the **Polk County Comm. Center, 6023 NE 14th Street, Des Moines, IA.**

I. Call to Order – Executive Committee meeting called to order by Walters at 1110 hours.

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 8/12/09 meeting: Phillips, TeKippe, and Walters

B. Staff –

C. Guests/Public -

III. Approval of Agenda –

IV. Invited Guests or Speakers – Doug Tonnemaker, Pictometry

V. Approval of Previous Meeting Minutes –

Executive Committee Action: Moved by TeKippe, seconded by Phillips to approve minutes of June 26 meeting as distributed. Motion passed unanimously.

VI. Reports

A. Administration and Finance

1. Grants Management

2. Assistant Coordinator Position Posting – Attachment #1

Executive Committee Action: Moved by Phillips, seconded by TeKippe to approve the revised job description of Assistant Coordinator and submit to the Full Commission for approval and to begin the hiring process. Motion passed unanimously.

B. Hazard Identification, Risk Assessment, and Capability Assessment

1. Hazard Analysis and Risk Assessment

Completed with Pre-Disaster Mitigation Plan

C. Resource Management

1. Resource Management Database

Project on hold due to staffing limitations

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

2. Iowa Mutual Aid Compact – Attachment #2

Statute to be reviewed

D. Planning

1. Part A – Operations –Attachment sent under separate copy

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. ESF#10 – Hazardous Materials section reviewed.

Staff Recommendation – Adopt amended ESF #10 and direct staff to submit plan to HSEMD as required by state and federal rules.

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. Polk County submitted an I-Jobs Grant application for reconstruction of the Carpenter Ave. location. Grant amount requested was approximately \$1.8 million. Announcement of successful applications is expected in late August or early September.

I. Training

J. Exercises

1. Capital City Readiness Exercise

Exercise completed in June. Executive tabletop exercise completed on June 24th.

K. Public Education and Information

1. September is National Preparedness Month. Staff is preparing to make several announcements in September to coincide with National Preparedness Month: PDM Plan approval and adoption; Code Red; Hospital Status System; Pictometry; and Twitter.

L. Homeland Security

1. DMPD Homeland Security Bureau – Metro Advisory Committee has asked Polk County EMA to work with DMPD (Major Murray) to update the 28E agreement that is scheduled to expire in summer 2010 and prepare the involved jurisdictions for adoption of the amended agreement.

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 EMSsystems 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 – Attachment #3

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.

Staff Update: Plan approved by HSEMD and FEMA. Need to discuss with Commission an approach to receive adoption resolutions from all jurisdictions in Polk County. Propose that all jurisdictions adopt the plan by October 14th.

VIII. New Business

A. Internship Extension

Background: Olivia Summerlot has staffed the summer internship position since May. The Polk County Board of Supervisors has provided funding for this position until mid-August.

Staff Recommendation: Extend the internship until an Assistant Coordinator is hired (expected in September/October). Funding needed for this extension is available in the current budget because of current Assistant Coordinator vacancy.

Executive Committee Action: Moved by TeKippe, seconded by Phillips to approve the hiring of Olivia Sommerlot as a temporary employee until Assistant Coordinator position is filled. Motion passed unanimously.

IX. Other Business

X. Upcoming Events

- A. Commission Meeting – August 19; 1300 hours – Polk County Communications Center
- B. Region 1 Homeland Security – Sept. 3; 1300 hours – Norwalk Public Safety Bldg.
- C. Executive Committee Mtg. – Sept. 9; 1100 hours – Polk Co Communications Center
- D. Coordinator attending Command and General Staff Training – Week of Sept. 21

XI. Programs/Presentations –Demonstration by Pictometry

XII. Adjourn –

Executive Committee Action: Moved by Phillips, seconded by TeKippe to adjourn. Motion passed unanimously at 1210 hours.

Attachment

#1

CLASS CODE: 571307
PAY GRADE: Excluded 16
FLSA: Exempt

EM – ASSISTANT COORDINATOR

Distinguishing Features of the Class:

Under general supervision of the Emergency Management Coordinator, develops programs and coordinates/ facilitates resources to minimize the impact of emergencies/disasters on people, property, the economy, and the environment; provides training/technical assistance to local agencies for plan development, recovery, and response activities. Reports to the Emergency Management Coordinator under the direction of the Polk County Emergency Management Commission as proscribed by Iowa State Code Chapter 29C.

Illustrative Examples of Work:

1. Works with multiple city/county departments including public works, engineering, law enforcement, building and zoning, and floodplain management to identify natural, man-made and technological hazards; gathers/organizes data from disaster related professionals, government authorities; analyses, interprets, and organizes data to develop integrated, cost effective, and technically feasible plans.
2. Works with political representatives/appointed officials to develop awareness of hazards to respective communities; develops support/obtains approval for identified programs; maintains communications with local governments and first responder agencies throughout the county.
3. Develops/maintains computer mapping/database programs identifying critical/vulnerable facilities and locations such as hospitals, nursing homes, childcare centers, law enforcement and fire stations, railroad right-of ways and chemical facilities, located within the geographical boundaries of Polk County.
4. Promotes appropriate local, state, and federal emergency management training programs to public/private sector individuals; conducts/ arranges training sessions, workshops, and awareness programs for the general public related to the identified hazards/appropriate protective measures; assists in preparation/distribution of publications, brochures, videos; maintains supplies.
5. Develops, coordinates, participates in, and evaluates exercise scenarios/drills for area response organizations to test emergency management plans; coordinates the planning of an integrated response/capability with federal, state, local and private agencies.
6. Makes presentations to various government/community groups including use of charts, graphs, and complex graphics.
7. Coordinates the establishment/maintenance of local/regional mutual aid agreements; promotes partnerships with private sector/non-profit organizations; coordinates volunteer services.
8. Assists the Emergency Management Coordinator with on-scene and Emergency Operations Center activities related to response/ recovery operations in the event of a disaster.
9. Participates on committees and attends classes, seminars, and meetings related to the emergency management program.
10. Prepares technical reports and maintains records/maps.
11. Performs emergency management duties in the absence of the Coordinator.

12. Performs other duties as may be required in support of the emergency management program.

Required Knowledge, Skills, and Abilities:

- Knowledge of emergency preparedness fundamentals including local, state, and federal guidelines.
- Knowledge of the principles/practices of emergency contingency planning.
- Knowledge of hazard identification/risk assessment.
- Knowledge of policy development/implementation, program evaluation, and coalition building.
- Knowledge of statistics/research methodologies.
- Familiarity with the structure/purpose of local, state and federal public safety agencies/ organizations including volunteer/nongovernmental disaster services related agencies.
- Skill in the use of personal computers and word processing /spreadsheet/database software applications including Word, Excel, Power Point, Arc View/CAMEO GIS mapping programs.
- Ability to conduct research, gather/analyze data, observe/evaluate trends, draw logical solutions, and make sound recommendations.
- Ability to develop risk profiles/impact projections.
- Ability to develop, plan, implement, and evaluate emergency drills/exercises.
- Ability to collaborate effectively with a broad scope of agencies.
- Ability to prepare comprehensive technical reports including use of maps, charts, and complex graphics; prepare technically competent, feasible and realistic emergency operational plans/procedures.
- Ability to comprehend, interpret, and apply regulations, procedures, and legislation related to emergency management.
- Ability to make clear/understandable presentations of technical information to governmental agencies/departments, professional organizations, and to the general public.
- Ability to express oneself clearly and concisely in both oral and written communications.
- Ability to use tact, diplomacy, and persuasion to resolve disputes/gain consensus.
- Ability to establish/maintain effective working relationships/rapport, with co-workers, other departments, other governmental agencies, public officials at all levels of government, the private sector, and the general public
- Ability to work non standard hours in order to attend meetings, participate in scheduled activities, and respond to actual emergencies.
- Ability to obtain/maintain a valid Driver's License issued by the State of Iowa

Training and Experience:

- An Associate degree in Emergency Management, Community /Regional Planning, Business Administration, or other related field, and
- Two years experience in public sector emergency management, private sector contingency planning / risk management, military disaster preparedness operations, or related, or
- Any equivalent combination of education and experience that will have provided the required knowledge, skills, and abilities.

Post secondary education in a related field may be substituted for experience on a year for year basis (30 semester credit hours per year).

Certification

- Certification as an emergency manager or contingency planner is preferred.
- Within five years of employment date, the person must complete the following independent study courses as prescribed by the Federal Emergency Management Agency:
 1. Citizens Guide to Disaster Assistance IS-7.
 2. The EOC's Role in Community Preparedness, Response and Recovery Activities IS-275.

3. Emergency Manager: An Orientation to the Position IS-1.
 4. Are You Ready? An In-depth Guide to Citizen Preparedness IS-22.
 5. An Introduction to Hazardous Materials IS-5A.
 6. Introduction to Incident Command System IS-100.
 7. ICS for Single Resources and Initial Action Incidents IS-200.
 8. Radiological Emergency Management IS-3.
 9. Introduction to Hazard Mitigation IS-393A.
 10. Emergency management Program Development.
- Within Five years of employment, the person must complete the professional development series of courses as prescribed by the Federal Emergency Management Agency.
 - Continuing Education Requirement: complete annually a minimum of 24 hours of state-approved emergency management training.

Special Requirements

- Must pass a criminal background check.
- Individual will be required to be available 24 hours a day, seven days a week by telephone, radio, or pager to provide support to emergency management operations; may require extended absences from home.

Adopted:

Attachment

#2

Senate File 441 - Enrolled

PAG LIN

1 1 SENATE FILE 441
 1 2
 1 3 AN ACT
 1 4 RELATING TO LOCAL EMERGENCY MANAGEMENT BY MODIFYING PROVISIONS
 1 5 OF THE STATEWIDE MUTUAL AID COMPACT.
 1 6
 1 7 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:
 1 8
 1 9 Section 1. Section 29C.22, unnumbered paragraph 1, Code
 1 10 2009, is amended to read as follows:
 1 11 This statewide mutual aid compact is entered into with all
 1 12 other emergency management commissions established pursuant to
 1 13 section 29C.9, counties, cities, and other political
 1 14 subdivisions that enter into this compact in substantially the
 1 15 following form:
 1 16 Sec. 2. Section 29C.22, subsection 1, paragraph a, Code
 1 17 2009, is amended to read as follows:
 1 18 a. This compact is made and entered into by and between
 1 19 the participating emergency management commissions established
 1 20 pursuant to section 29C.9, counties, cities, and political
 1 21 subdivisions which enact this compact. For the purposes of
 1 22 this agreement, the term "participating governments" means
 1 23 emergency management commissions, counties, cities, townships,
 1 24 and other political subdivisions of the state which have not,
 1 25 through ordinance or resolution of the governing body, acted
 1 26 to ~~adopt~~ withdraw from this compact. The inclusion of
 1 27 emergency management commissions in the term "participating
 1 28 governments" shall not convey taxing authority or other legal
 1 29 authority to emergency management commissions that is not
 1 30 otherwise granted in this chapter.
 1 31 Sec. 3. Section 29C.22, subsection 3, Code 2009, is
 1 32 amended by adding the following new paragraph:
 1 33 NEW PARAGRAPH. e. For purposes of this subsection,
 1 34 "authorized representative of a participating government"
 1 35 means a mayor or the mayor's designee, a member of the county
 2 1 board of supervisors or a representative of the board, or an
 2 2 emergency management coordinator or the coordinator's
 2 3 designee.
 2 4 Sec. 4. Section 29C.22, subsection 11, paragraph a, Code
 2 5 2009, is amended to read as follows:
 2 6 a. This compact shall become operative ~~immediately upon~~
 2 7 ~~its adoption by ordinance or resolution by the governing~~
 2 8 ~~bodies of any two political subdivisions July 1, 2009.~~
 2 9 ~~Thereafter, this compact shall become effective as to any~~
 2 10 ~~other political subdivision upon its adoption by ordinance or~~
 2 11 ~~resolution of the governing body of the political subdivision.~~
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 2 15 JOHN P. KIBBIE
 2 16 President of the Senate
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PATRICK J. MURPHY
Speaker of the House

I hereby certify that this bill originated in the Senate and
is known as Senate File 441, Eighty-third General Assembly.

MICHAEL E. MARSHALL
Secretary of the Senate

Approved _____, 2009

CHESTER J. CULVER
Governor

Attachment

#3

RESOLUTION OF ADOPTION

[insert jurisdiction], Polk County, Iowa Multi-Jurisdictional Hazard Mitigation Plan

WHEREAS [insert jurisdiction] is vulnerable to damages from natural hazard events which pose a threat to public health and safety and could result in property loss and economic hardship;

WHEREAS a Multi-Jurisdictional Hazard Mitigation Plan (the Plan) has been developed through the work of the Polk County Emergency Management Commission, the Polk Emergency Management Agency, the [insert jurisdiction] Steering Committee, and interested parties within [insert jurisdiction];

WHEREAS the Plan recommends hazard mitigation actions that will protect people and property affected by natural hazards that face [insert jurisdiction], that will reduce future public, private, community and personal costs of disaster response and recovery; and that will reinforce [insert jurisdiction]'s leadership in emergency preparedness efforts;

WHEREAS the Disaster Mitigation Act of 2000 (P.L. 106-390) (DMA 2000) and associated Federal regulations published under 44 CFR Part 201 require [insert jurisdiction] to formally adopt a Hazard Mitigation Plan subject to the approval of the Federal Emergency Management Agency to be eligible for federal funds for hazard mitigation projects and activities;

WHEREAS public meetings were held to receive comment on the Plan as required by DMA 2000;

NOW THEREFORE BE IT RESOLVED by the [insert name of governing body] of [insert jurisdiction] that:

1. The Plan is hereby adopted as an official plan of [insert jurisdiction].
2. The [insert jurisdiction] officials identified in the Mitigation Action Plan (Section 5) are hereby directed to implement the recommended actions assigned to them. These officials will report quarterly on their activities, accomplishments, and progress to the [insert name of governing body], the [insert jurisdiction name(s) of additional departments or organizations (if any)], and the appropriate municipal representative on the Polk County Emergency Management Commission.
3. The [insert jurisdiction] local Steering Committee will provide annual progress reports on the status of implementation of the Plan to the [insert name of governing body]. This report shall be submitted to the [insert name of governing body] by [insert date] of each year.
4. The [insert jurisdiction] local Steering Committee, in coordination with the Polk County Emergency Management Commission, will undertake periodic updates of the Plan as indicated in the Plan Maintenance Program (Section 6), but no less frequently than every five years.

NOW THEREFORE, BE IT RESOLVED by [insert name of governing body] that [insert jurisdiction] adopts the **Polk County, Iowa Multi-Jurisdictional Hazard Mitigation Plan**, dated [insert date of adopted Plan] as this jurisdiction's Hazard Mitigation Plan, and resolves to execute the actions in the Plan.

ADOPTED this [insert date] at the meeting of the [insert name of governing body].

[[insert title of elected official]]

(Clerk)