



# POLK COUNTY EMERGENCY MANAGEMENT AGENCY

A.J. MUMM, COORDINATOR

POLK COUNTY OFFICE BUILDING  
111 COURT AVENUE, DES MOINES, IA 50309  
PH. (515) 286-2107 FAX (515) 323-5256  
EMAIL: [ema@co.polk.ia.us](mailto:ema@co.polk.ia.us)  
WEB SITE: [www.polkcountyiowa.gov](http://www.polkcountyiowa.gov)

## AGENDA

The Executive Committee of the Polk County Emergency Management Commission will meet on **Wednesday, November 11, 2009** at **1100 hrs** at the **Polk County Comm. Center, 6023 NE 14<sup>th</sup> 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 – none scheduled

### V. Approval of Previous Meeting Minutes – September 9, 2009

### VI. Reports

#### A. Administration and Finance

##### 1. Grants Management

###### a. IMT grant administration

##### 2. Assistant Coordinator Position

##### 3. 2010-2011 Fiscal Year Budget Process

##### 4. Coordinator Performance Evaluation and Salary Step Increase

##### 5. Coordinator Adjunct Instructor Position with TEEX

#### B. Hazard Identification, Risk Assessment, and Capability Assessment

##### 1. Hazard Analysis and Risk Assessment

#### C. Resource Management

##### 1. Resource Management Database

Project on hold due to staffing limitations

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### **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.

### **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)**

A few communities still have not adopted. Should be addressed prior to the end of the calendar year. 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.

**Commission Discussion:** Roe provided an update on the process and discussion of the interoperability committee which included: looking at 97% portable radio coverage, possibly 8 tower sites, and 800 MHz system. No specific cost estimates have been discussed until the cost proposals begin to come in. Cox asked the committee to consider what to do with siren activation currently on VHF as well as pagers.

## **H. Operations and Procedures**

### **1. Polk County Emergency Operations Center (EOC)**

**Background:** Staff continues to work with the Polk County General Services. General Contractor should be on board by 1 December 2009.

## **I. Training**

- 1. Emergency Management Program Development Course**
- 2. NFPA 1600 Course**

## **J. Exercises**

## **K. Public Education and Information**

## **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.**

**Commission Discussion:** Challenges were discussed based on experience of members on the advisory committee that have made recommendations in the past and there has been relatively no action taken on those actions by the DMPD.

## 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 14<sup>th</sup>.

**Commission Action:** Moved by Cox, seconded by TeKippe to ask communities to adopt the plan by October 14, 2009. **Discussion:** A web link will be sent to Commission members that will include the ability to download the entire plan. Sample plan adoption resolution provided to communities as well. Motion passed unanimously.

## VIII. New Business

## IX. Other Business

## X. Upcoming Events

- A. Iowa State Association of Counties – November 18-20 – Iowa City, Iowa
- B. Thanksgiving Holiday – November 26-27 – Office closed
- C. Executive Committee Meeting – December 9 – 1100 hours – Polk County Comm Ctr

## XI. Programs/Presentations – none scheduled

## XII. Adjourn –