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# AGENDA

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Polk County  
Emergency  
Management  
Commission

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Full Commission

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Wed., 17-August-2011  
1300 Hours

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Location: Polk County EOC  
1907 Carpenter Ave.  
Des Moines, IA 50314

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- I. Call to Order** – Executive Committee called to order at 1105 hrs. on 10-Aug-2011.
- II. Roll Call and Introductions**
- A. Members**
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|------------------------------------|--|--|--|
| <input type="checkbox"/> Alleman   | <input type="checkbox"/> Des Moines    | <input type="checkbox"/> Pleasant Hill   | <input type="checkbox"/> Runnells        |
| <input type="checkbox"/> Altoona   | <input type="checkbox"/> Elkhart       | <input type="checkbox"/> Polk City       | <input type="checkbox"/> Urbandale       |
| <input type="checkbox"/> Ankeny    | <input type="checkbox"/> Grimes        | <input type="checkbox"/> Polk County BOS | <input type="checkbox"/> West Des Moines |
| <input type="checkbox"/> Bondurant | <input type="checkbox"/> Johnston      | <input type="checkbox"/> Polk County     | <input type="checkbox"/> Windsor Heights |
| <input type="checkbox"/> Clive     | <input type="checkbox"/> Mitchellville | Sheriff                                  |  |
- Executive Committee Members present:** Krohse, McDaniel, Mundt, Phillips, and TeKippe
- B. Staff – Mumm and Reelitz**
- C. Guests/Public-** John Kinley, candidate for employment
- III. Approval of Agenda – Executive Committee Action:** Motion by Phillips, seconded by TeKippe to approve agenda as presented. Motion passed unanimously.
- IV. Approval of Previous Meeting Minutes – July 13, 2011. Executive Committee Action:** Motion by McDaniel, seconded by Phillips to approve the minutes of the July 13 meeting as distributed. Motion passed unanimously.
- V. Reports**
- A. Administration and Finance**
1. **Agency Budget –**
    - a) Year-end budget balance was \$38,634.35. Outstanding grant receivables are \$28,342.47 which brings the projected fiscal year ending balance to \$66,976.82.
  2. **Staff/Personnel**
    - a) **Program Assistant/911 Administrator position** – 97 applications received. Three finalists offered a second “interview day” in August. Funding comes from \$30,000 of EMPG grant funding for the emergency management side and \$10,000 each from the three PSAPs for a total of \$60,000 to cover salary and benefits.
  3. **Grants Management**
    - a) **Metropolitan Medical Response System (MMRS)**
      - (1) **2009 Grant Year** - Awarded \$321,221; approximately \$160,000 expended to date; Focus: Regional Medical Coordination, sustainment of Code Red, FirstWatch, EMSysetms, etc. Grant agreement signed in late June.
      - (2) **2010 Grant Year** – Awarded \$317,419; \$0 Expended to date; Investment Justification and application submitted. Waiting on reward letter.



is connected to the countywide incident management software solution. It is expected to have a SharePoint or similar document access library that will allow approved accounts to access the latest documents related to the comprehensive emergency plan or other relevant documents.

2. **EMA Strategic Plan** – 2011 Strategic Plan drafted. Detailed capabilities/organizational assessment to take place in Fall 2011.

**E. Direction, Control, and Coordination** – Staff continue to conduct NIMS/ICS training as well as EOC training/exercises.

**F. Damage Assessment** – Lessons learned and best practices from floods of 2010 will be integrated into the CEP during the plan review process. Meetings continue with Metro Waste Authority on debris management.

**G. Communications and Warning** –

1. **Regional Radio Project** –Letter to make jurisdictions aware of narrow-banding impact on outdoor warning siren activation distributed in December 2010. Effective August 27, Major Scott Locker will focus on narrow banding and interoperability project and daily supervision of Communications will done by John Smith and Lt. Redlinger.
2. **Outdoor Warning Sirens** – Activation policy discussed with media during SWAW. No significant conflicts expressed by the public.

**H. Operations and Procedures** –

1. **Countywide Emergency Operations Center (EOC)** – Funding was available for additional improvements and capability enhancements following construction. This includes: projector and smart board installation in C05; VGA inputs to televisions; conference call microphone installation in C14; remote entry capabilities installed in C03 and C05; microphone installation in C13; and additional wall clock in C11.
2. **RAGBRAI** – Incident Action Planning process completed with jurisdictions along the route as well as potential mutual aid jurisdictions/agencies.
3. **2011 Iowa State Fair** –\_Incident Action Planning process continues with response and support stakeholders involved in the Iowa State Fair. Pre-fair IAP meeting held on July 6.

**I. Training**

**J. Exercises** –

1. **Polk County Leadership TTX** – a functional exercise focused on EOC activation and support took place on July 14<sup>th</sup> with department heads and identified key staff from the county's departments.

2. Airport TTX – Airport Table Top Exercise to take place September 13, 2011 from 0930-1200 in the Cloud Room at the DSM Airport. Table top exercises will take place each year between the full-scale exercises which occur every three years as required by the FAA.

**K. Public Education and Information –**

1. **Mass Casualty Incident plan update video** – CIEMS is using grant funding to produce a training video that highlights the purpose and updates of the Mass Casualty Incident Plan. EMA director will provide opening comments. Shooting video in the EOC in August.
2. **Fire Rescue International presentation** – EMA director will join Cedar Fall Fire Chief John Schilling to deliver a presentation on the Barton Solvents Fire (2007) at the 2011 Fire-Rescue International Conference in Atlanta, GA on August 25<sup>th</sup>.
3. **Iowa League of Cities annual conference** – invited EMA director to present on internal and external communications priorities for cities before, during, and after disasters. To take place at the annual conference in Des Moines on September 24<sup>th</sup>.

- L. Homeland Security** – Significant events list provided to Brian Lewis, HSEMD, for inclusion in their weekly statewide TIPP Report.

**VI. Old Business –**

- A. Human Resources Review of Personnel Positions** – Human Resources was asked to review staff positions for consistency, appropriate position titles, market-based salaries, and classification. Human Resources returned a recommendation to do the following: classify the Coordinator as a Department Head and change title to Director; reclassify the Assistant Coordinator to Deputy Director and elevate from grade 16 to a grade 20; and create position of EM Program Specialist at a grade 13. **Commission Action:** Motion by TeKippe, seconded by Roe to approve the recommendations from the Human Resources Department. Motion passed unanimously.

**VII. New Business –**

- A. Comprehensive Emergency Plan (CEP) Updates** – Iowa Administrative Code requires 20% of CEP to be updated each year in addition to the ESF #10: Hazardous Materials Annex to be updated annually. ESF# 15: Public Information was adopted in May. **Staff Request:** Adopt ESFs 6, 10, and 11 to the Polk County CEP. (Attachments).

**VIII. Other Business –**

**IX. Upcoming Events**

- A. **Full Commission Meeting** – August 17 – 1300 hrs. – EOC
- B. **Director Travel to Atlanta for FRI Presentation** – August 24-25
- C. **Region 1 Meeting** – Sept. 1 – 1300 hrs. – Jefferson, IA
- D. **Airport TTX** – Sept. 13 – 0930 hrs. – Cloud Rm, DSM Airport
- E. **Executive Committee Mtg.** – Sept. 14 – 1100 hrs. – EOC
- F. **Commission Mtg.** – November 16 – 1300 hrs. - EOC

**X. Programs, Presentations, Invited Guests or Speakers – none**

**XI. Adjournment – Executive Committee Action** – Motion by McDaniel to adjourn, seconded by Mundt. Motion passed unanimously at 1155 hrs.