



POLK COUNTY EMERGENCY MANAGEMENT AGENCY

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MINUTES

The Polk County Emergency Management Commission met on Wednesday, February 15, 2006 at 1300 hours at the Polk County Communications Center, 6023 NE 14th Street, Des Moines, Iowa.

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 | |

Commission Members Present: Bailey, Burns, Cox, Krohse, Mathis, Roe, Vorlander, Walters, Whetstone

B. Staff – Mumm, Reelitz

C. Public and Guests - None

III. Approval of Agenda

Executive Committee Action: Moved by Walters, seconded by Vorlander to approve the agenda as written. Motion passed unanimously.

Commission Action: Moved by Walters, seconded by Whetstone to approve the agenda. Motion passed unanimously.

IV. Proposed FY 2006/2007 Budget – Attachment #2

A. Public Hearing on Proposed Budget

The Polk County Emergency Management Commission will conduct a public hearing on the proposed fiscal year 2006/2007 budget. Any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget. Notice representing a summary of the supporting detail of receipts and expenditures is on file with the County Coordinator and was published in the February 3, 2006 Des Moines Register. Copies of the supplemental budget detail were available upon request.

Commission Action: Opened Public Hearing on proposed budget. No written or oral correspondence received. Moved by Vorlander, seconded by Walters to close the public hearing. Motion passed unanimously.

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. Consideration of Budget Approval

Background: Proposed FY06/07 budget has been prepared by Staff and presented to the Commission at the January 2006 meeting. Proposed budget and hearing date was published in the Friday, February 3, 2006 Des Moines Register.

Executive Committee Action: Moved by Vorlander, seconded by Walters to recommend adoption of the FY 2006/2007 budget as presented and published. Motion passed unanimously.

Commission Action: Moved by Vorlander, seconded by Walters to adopt FY 2006/2007 budget as presented and published. Motion passed unanimously.

V. Approval of Previous Meeting Minutes – January 18, 2006

Executive Committee Action: Moved by Vorlander, seconded by Walters to approve the minutes from the January 18 meeting as written. Motion passed unanimously.

Commission Action: Moved by Mathis, seconded by Roe to approve the minutes from the January 18 meeting as written. Motion passed unanimously.

VI. Reports

A. Administration and Finance

1. Grants Management – Attachment #1

a. 2004 Homeland Security Grant Program (HSGP)

Award amount of \$1,137,132. Approximately \$622,000 obligated for EOD robot and support vehicle. Balance of approximately \$550,000 to be used for conducting and implementing the results of the WMD Assessment. Some equipment and supplies have begun to come in and are being processed and distributed. Considerable effort is being expended by staff to better ensure interoperability with existing equipment. Performance period extended beyond 11/30/05. Staff will investigate possibility of self-procurement.

b. 2005 Homeland Security Grant Program (HSGP)

Region 1 awarded \$1,826,529.73. Decision packets have been submitted to include a regional WMD Assessment. Regional training funds are providing a laptop computer, digital projector, and portable screen to be used for regional and local training. Items will be available to jurisdictions by request through the Agency. MARF Training postponed due to limited enrollment. Performance period ends 3/31/07. Region 1 has contracting with David Hudson to assist in management of the assessment process for local entities and the Region. Next meeting is scheduled for March 2, 1300 Hours, at the Story County Administration Building in Nevada.

c. 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. Jurisdictional steering committee kickoff meetings are being held and work continues on schedule.

d. 2005 Metropolitan Medical Response System (MMRS) Grant

Award of \$227,592 Performance period began October 1, 2004 and will end March 31, 2007. City of Des Moines Fire Department EMS working with area hospitals, public health and Emergency Medical Services. Chief Vorlander is the Authorized Representative.

e. 2006 Emergency Medical Services (EMS) Systems Development Grant

Award of \$8,513. Performance period began July 1, 2005 and will end June 30, 2006. \$8,260.54 remains to be used based on an implementation strategy developed by the Polk County EMS Association. EMS training has been identified as priority. District Chief David Keenan, DMFD, or Deputy Chief Frank Prowant, Ankeny FD, are points of contact for training.

f. 2006 Emergency Management Performance Grant (EMPG)

The FY2006 EMPG application is due December 15, 2005. It is expected that HLSEM will not receive the federal EMPG guidance or allocation until late January 2006. Staff attended training on November 28. Expected award amount is approximately \$35,000. Application was submitted prior to December 15, 2005 deadline. FFYQ1 Report submitted to HLSEM on January 30, 2006.

g. 2006 Hazardous Materials Emergency Planning (HMEP) Grant

Awarded \$10,154.05 for training, \$10,873.25 for planning, and \$7,500 for the Iowa Hazmat Symposium. Performance period is from October 1, 2005 through September 30, 2006. Polk County will continue to work with seven of the surrounding county LEPCs to further hazardous materials planning and training.

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

Community Profiles are being developed as part of the PDM local mitigation planning process.

C. Resource Management

1. Iowa Mutual-Aid Assistance Compact

The Compact supports the process for local communities to request or provide aid to respond to and recovery from local disasters. The agreement addresses issues related to limitation of response, worker's compensation, financial reimbursement, and licenses and permits. Jurisdictions in Polk County that have not signed onto the IMAC include: Alleman and Runnells. Alleman expects to pass the resolution in March 2006. Runnells has indicated through their City Attorney that they will recommend to the Council that they sign the compact.

2. 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. Polk County EMA has been asked to sit on an advisory panel with other local and state officials to analyze the merits of a prototype component in WebEOC.

3. Explosive Ordinance Disposal (EOD) Capabilities

A demonstration will be scheduled for the Commission in the Spring of 2006. Support vehicle order confirmation was signed jointly by the Coordinator and Major Len Murrery of DMPD. Scheduled construction time is 365 days.

D. Planning

1. Part A – Operations

Current state status is compliant. Next update is due to HLSEM by October 1, 2006.

2. Part B – Mitigation Strategy

Current state status is compliant. Next update is due November of 2008 or within 180 days of the formal closing of a Presidential disaster incident period.

3. Part C - Recovery

Current state status is compliant. Next update is due October 2008 or within 180 days of the formal closing of a Presidential disaster incident period.

4. Local Pre-Disaster Mitigation (PDM)Plans

Current status is non-compliant. Grant application was successful with award of \$207,000 and 3-year scope of work. Jurisdictional kickoff meetings are currently being scheduled. Sample local resolutions are being distributed in February at the kickoff meetings and all member jurisdictions are required to pass the resolutions to meet planning compliance requirements from HLSEM and FEMA.

5. Biological Emergencies/Pandemic Planning

Emergency Management and Public Health continue to meet on a biweekly basis. Public sector is involving the Iowa Contingency Planners, the Metro Emergency Planners, and Infragard in the planning process. Polk County Public Health is the appropriate initial contact and local jurisdictions are encouraged to direct inquiries to Polk County Public Health. 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. Coordinator attended the Pandemic Planning Summit recently at Hotel Ft. Des Moines. Speakers included Governor Vilsack, Secretary Michael Levitt, CDC Director Dr. Julie Louise Gerberding. Informational

packets were distributed and local public meetings are encouraged by the Iowa Legislature on or about February 17. Polk County Public Health will notify EMA of details. EMA staff will further distribute materials via CD-ROM to Commission members and encourage them to share with appropriate local entities. Future meeting minutes on this topic will also be shared with the Commission.

Commission Action: Moved by Vorlander, seconded by Walters to direct the Coordinator to draft a letter for the Chair's signature to the County Attorney asking for expedited action on the quarantine ordinance. Motion passed unanimously.

6. Emergency Management Commission Strategic Plan

No new activity planed this month.

E. Direction, Control, and Coordination

1. National Incident Management System (NIMS)

As a requisite of participation in federal grants, federal, state, and local jurisdiction personnel are required to complete the following training by October 1, 2005: IS-100 – Introduction to Incident Command, IS-200 – Basic Incident Command, and IS-700 – Introduction to NIMS. NIMSCAST baseline information has been submitted to HLSEM. The following communities have not passed local resolutions supporting the National Incident Management System: Alleman, Altoona, and Runnells. 2006 NIMS Training requirements have been distributed from the NIMS Integration Center.

2. Claritus Identification Badge System

Staff will begin drafting appropriate use protocols for the computerized identification badge system. Meeting was held December 12 among interested parties. DMFD provided a live demonstration of the system's capabilities. Staff has distributed minutes of the meeting to meeting participants and will distribute to the entire Commission in January.

F. Damage Assessment

1. Damage Assessment Team (DAT)

Initial Damage Assessment Team introductory meeting was conducted. Curriculum is being collected and developed for team members. Damage Assessment forms have obtained from HLSEM to be integrated into the Damage Assessment Annex to the countywide plan.

G. Communications and Warning

1. Severe Weather Awareness Week

Severe Weather Awareness Week has been scheduled for the week of April 3, 2006. Statewide tornado drill scheduled to be conducted on Wednesday, April 5, 2006. Storm spotter classes have been scheduled in Polk County on March 28 for amateur radio operators at Northern Warren Fire Station and on April 4 at Pioneer's Auditorium in Johnston for the interested public. Staff will begin reviewing outdoor warning siren inventory and updating as necessary.

H. Operations and Procedures

1. WebEOC

Web-based emergency operations center software has been acquired by HLSEM and initial training has been conducted with emergency management coordinators. HLSEM will be building additional functionality into the software and provide guidance on rolling it out to county EOCs. HLSEM has indicated that it will not support WebEOC beyond the county EOC level. Coordinator will research comparable lower-cost alternatives and report back. Disaster Management Interoperability Services (DMIS) offers a similar product to WebEOC. Commission members are encouraged to review these capabilities at <http://www.dmi-services.org>. Coordinator will research and report back at future meeting.

I. Training

1. Independent Study (IS) 547 – Introduction to Continuity of Operations

Five (5) hour web-based course designed for a wide audience can be found at <http://training.fema.gov/emiweb/is/is547.asp>.

2. NIMS IS-700

- a. Elected Officials NIMS training will be scheduled for January/February 2006.
- b. Interested jurisdictions/disciplines should contact the Agency to schedule the awareness training at no cost.
- c. 2006 NIMS training requirements distributed to Commission Members in November.
- d. EMA Staff conducted NIMS training for West Des Moines Public Works on February 7.

*Course offered through HLSEM. For more information see www.iowahomelandsecurity.org.

J. Exercises

1. Des Moines International Airport Triennial Airport Exercise

Triennial Airport Disaster Plan Exercise Design Team will meet January 19, 2006 at DSM Airport.

2. Des Moines Water Works Exercise

Coordinator has been invited to participate in exercise design meetings with Des Moines Water Works for a contaminated water exercise scheduled for October 2006.

Commission Discussion: Coordinator added that a hospital surge capacity exercise is also being considered for June 2006. More information will be shared as it becomes available.

K. Public Education and Information

1. Polk County EMA Web Site

March 27, 2006 at 1030 hours, the Polk County IT Department will hold a public unveiling of the County's web site to include the updated EMA site.

2. Iowa Contingency Planners – Preparedness Panel Member

Coordinator was invited to participate as a panel member at the Iowa Contingency Planners Quarterly meeting and Lunch-and-Learn session. Topic was personnel preparedness planning.

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. Consolidated Emergency Operations Center

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 November 16, 2005 at the Des Moines EOC and minutes have been distributed. Next meeting schedule for March.

B. All Terrain Vehicle (ATV) Search and Rescue Support Team

Background: An active member of the emergency management and disaster recovery community contacted the Coordinator recently about starting up an ATV Team to support local search and rescue efforts. Similar teams exist across the country and may be used as a model to create one in Polk County/Central Iowa. The Coordinator asked for more information on this possibility.

Staff Recommendation: Through the Coordinator, direct the interested party(s) to draft a proposal for the creation of such a team in Polk County/Central Iowa and report back to the

Executive Committee with a feasibility proposal.

Commission Action: Moved by Roe, seconded by Eubank to entertain recommendations for an All Terrain Vehicle Search and Rescue Team. Motion passed unanimously. (July 2005)

C. Preliminary Equipment Priority Summary

Background: Under the 2004 Homeland Security Grant Program, the Commission chose to conduct a Weapons of Mass Destruction Capability Assessment with contracted assistance from Tetra Tech EM, Inc. Tetra Tech as submitted a Preliminary Equipment Priority Summary. This summary will help the Commission identify equipment that can be entered into the State of Iowa's HLSEM equipment procurement database. HLSEM has requested information be entered into the database to begin procurement as soon as possible. Even though the performance period ends November 30, 2005, they are asking equipment be submitted for bid by August 19, 2005. Approximately \$550,000 remains for equipment purchases.

Staff Recommendation: Discussion of Preliminary Equipment Priority Summary and direct Staff to approach disciplines and jurisdictions to verify prioritized needs.

Commission Action: Directed the Coordinator to submit the preliminary list to the Commission for feedback after staff has meet with Tetra Tech and coordinated due dates with HLSEM.

Update: Presentation and discussion of *Analysis of Polk County Weapons of Mass Destruction and Terrorism Response Capabilities* delivered by Jeremy Kauffman, Tetra Tech EM, Inc.

Commission Discussion: Members generally felt that the PPE and other equipment presented in the recommendation was appropriate, but that this needed to be integrated with training and exercising to be able to use it correctly. Greater attention from law enforcement, public works, and parks and recreation should be paid to Operations level hazmat training. Commission members generally felt there was a large gap between existing expertise of response personnel and the required/desired expertise in the area of hazardous materials, WMD, and specialized operations. Members felt this should be addressed through training tied to equipment supplies.

Commission Action: Moved by Burns, seconded by Holt to move forward with the strategy presented by Tetra Tech and Staff [PowerPoint presentation sent earlier as separate attachment, contact Staff if you did not receive it] and that equipment list be distributed after staff completed the Phase II review. Motion passed unanimously.

Staff Update: Attachment #2 (October 2005 Agenda) contains the recommended equipment purchases that fulfill the concept proposed and endorsed by the Commission at the September Commission meeting.

Commission Action: Moved by Burns, seconded by Vaughn to authorize Staff to confirm purchase of equipment through the HLSEM database as listed in Attachment #2 (October 2005 Agenda). Motion passed unanimously.

Staff Update: Staff continues to work with HLSEM staff to procure the approved equipment. Issues of interoperability continue to be raised by EMA staff. 54 equipment item types have been ordered do date totaling approximately \$175,000. Of those ordered, 17 item types have been received totaling approximately \$15,000.

D. Timing of Commission Chair and Vice Chair Elections

Background: Because of the sequence of elections the potential exists that a Commission Chair or Vice Chair could not be appointed by their jurisdiction to serve as a Commission Member. Holding Commission elections following the general elections would remove uncertainty of Commission membership.

Executive Committee Action: Moved by Vorlander, seconded by Vaughn to recommend an amendment to the By-Laws calling for Commission elections to be held in March, beginning in 2007. Motion passed unanimously.

Commission Action: Moved by Vorlander, seconded by Walters to recommend to the Chair-Elect that the Commission consider amending the By-Laws to call for annual elections held in March beginning in 2007. Motion passed unanimously.

Commission Discussion: Commission Chair requested that the By-Law Review Subcommittee be added to the March Executive Committee agenda for discussion.

E. Des Moines Police Department Homeland Security Proposal

Background: Des Moines Police Chief Bill McCarthy has proposed to launch a regional terrorism task force and is seeking suburban, county, and regional support for this effort.

Executive Committee Action: Moved by Vorlander, seconded by Vaughn to recommend to the Commission that they endorse the concept of a quality WMD/Terrorism/All-Hazards law enforcement response capability. Motion passed unanimously.

Commission Action: Moved by Vorlander, seconded by Walters to table the endorsement of the concept until more information is available for decision making. Motion passed unanimously. (January 2006)

Executive Committee Action: Moved by Vorlander, seconded by Walters to recommend to the Commission that they petition the Iowa Homeland Security Region 1 for funding support of the regional terrorism task force. Motion passed unanimously.

Commission Action: Moved by Vorlander, seconded by Walters to table the Executive Committee's recommendation to petition Region 1 for funding support. Motion passed unanimously. (January 2006)

VIII. New Business

IX. Other Business

A. Coordinator's travel to Washington DC for participation in Emergency Services Sector – Sector Specific Plan workgroup was discussed. Meeting to be held February 22. Costs covered by Department of Homeland Security. Commission Chair asked for Commission endorsement of travel approval.

Commission Action: Moved by Roe, seconded by Kroshe to approve travel and participation in workgroup. Motion passed unanimously.

B. Freedom of Information Act request received from Onvia USA. Onvia requested a copy of the winning proposal of the WMD Capability Assessment project and the contract between the Commission and the winning party. Coordinator will fulfill the FOIA request. Survey results were not a part of the request.

X. Upcoming Events

A. Commission Meeting – February 15, 1300 Hours – Polk County Communications Center

B. Region 1 Homeland Security Board – March 2, 1300 Hours – Story County Courthouse

C. Executive Committee Meeting – March 8, 1100 Hours – Ankeny Fire Station

D. Commission Meeting – March 15, 1300 Hours – Polk County Communications Center

E. Local Elected Officials Workshop sponsored by the Iowa League of Cities scheduled for April 8 in West Des Moines. Coordinator has been asked to present the Emergency Management and Homeland Security portion of the program.

XI. Programs/Presentations – none scheduled

XII. Adjourn

Executive Committee Action: Moved by Walters, seconded by Vorlander to adjourn at 1140 hours. Motion passed unanimously.

Commission Action: Moved by Krohse, seconded by Whetstone to adjourn at 1347 hours. Motion passed unanimously.