



# POLK COUNTY EMERGENCY MANAGEMENT AGENCY

A.J. MUMM, COORDINATOR

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## MINUTES

The Polk County Emergency Management Commission met on **Wednesday, August 16, 2006 at 1300 hours** at the **Polk County Public Health Department, 1914 Carpenter Ave, Conf. Rm. B, Des Moines, Iowa.**

**I. Call to Order at 1310 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            |  |

**Members present:** Bailey, Burns, Cox, Holt, Phillips, Roe, Vorlander, Walters, and Whetstone

**B. Staff - Mumm**

**C. Public - None**

**III. Approval of Agenda – Commission Action – Moved by Walters Seconded by Roe to approve the agenda as presented. Motion passed unanimously.**

**IV. Invited Guest(s)/Speaker(s) - none**

**V. Approval of Previous Meeting Minutes – June 21, 2006 – Commission Action: Moved by Phillips, seconded by Cox to approve minutes of June meeting as distributed. 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. Approximately \$146,600 in requested equipment and supplies are still outstanding pending bids and interoperability resolutions. Staff continues to work with HLSEM to get these resolved.

**b. 2005 Homeland Security Grant Program (HSGP) – Attachment #2**

Region 1 awarded \$1,826,529.73. Decision packets have been submitted to include a regional WMD Assessment. Performance period ends 3/31/07. Polk County has submitted a letter to the fiscal agent requesting that the remaining balances of county commission packages be consolidated into one package where funds are available any project eligible under the grant guidance. This amount is approximately \$60,000. A subcommittee is being convened to reconcile commission package balances with Region 1 package balances.

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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

**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. Reimbursement of \$1,576.39 was requested in June.

**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. MMRS Mental Health Plan currently being reviewed by ARC, Polk County EMA and Polk County Public Health. Auxiliary power supplies installed at Grandview College and Des Moines EOC. Surge capacity exercise has been postponed.

**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. Approximately \$2,400 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. Award amount is \$32,817.11. This grant will contribute towards personnel expenses and agency equipment needs. 50% local match met by city/county contributions to EMA budget. FFY Q3 reimbursement request of \$15,264.53 was submitted in June. Balance to be requested in September 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. The Polk County LEPC received a software demo from IDSiGIS on their web-based Tier II reporting management software at the April LEPC meeting. The LEPC is considering this for their planning project in the 2007 grant application. Training balance is \$1,924.05. Planning balance is \$10,873.25. Purchase request for Tier II management software was denied by USDOT. Coordinator is requesting authorization to proceed with a formal appeal.

**Commission Action:** Moved by Vorlander, seconded by Holt to authorize the Coordinator to proceed with a formal appeal using whatever method(s) necessary. Motion passed unanimously.

**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. Runnells remains the only jurisdiction outstanding but has suggested they will consider the resolution this summer.

**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.

## **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 conducted. 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 lead agency. 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 has drafted a planning strategy and has submitted it to the Polk County Public Health Director for comments. This strategy includes comments and discussion at the recent multi-jurisdictional and multi-discipline meeting held at PCPH. The core of the strategy involves four major steps: 1) identification of functions that will need to be initiated before, during, and after a pandemic; 2) identification of agencies and organizations that carry out those functions and invite these stakeholders to become more deeply involved in the planning process; 3) agencies and organizations must critically examine their ability to carry out those functions given potential restraints such as reduced staff levels, use of required but limited PPE, and other resource restrictions (essentially a Continuity of Operations planning exercise); and 4) cross check our dependencies on common solutions and each other to identify common points of failure in implementing such a plan.

### **6. Emergency Management Commission Strategic Plan**

Survey and discussion of external threats is planned for August as part of the SWOT analysis.

## **E. Direction, Control, and Coordination – Attachment #2**

### **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. 2006 NIMS Training requirements have been distributed from the NIMS Integration Center. Runnells has recently passed their local NIMS resolution. NIMS compliance letters will be submitted to the jurisdictions asking for their compliance status in August 2006.

**Commission Discussion:** Coordinator asked for feedback on the recently distributed NIMS Compliancy Declaration form requested by HLSEM. General discussion centered on the fact that although all communities have made significant progress and a good faith effort towards compliance, Commission Members would not recommend signing the form as written without more clarification from HLSEM. Coordinator agreed to express the identified issues with HLSEM and ask for clarification and seek an alternative statement of compliance and progress report.

**Commission Action:** Moved by Vorlander, seconded by Walters to direct the Coordinator to formulate a communication with HLSEM expressing the displeasure of the Commission regarding the lack of clarity of this self-compliance statement and its intent. Motion passed unanimously.

**Staff Update:** Burns offered Ankeny's alternative response to the self-compliance declaration which was subsequently passed along to HLSEM by the Coordinator to see if it would meet the intent of the original form and address the issues identified at the August Commission meeting.

HLSEM indicated that this indeed would suffice and suggested that as long as the jurisdiction was making a “good faith effort towards compliance” and provided a statement of progress towards each compliance item on the form, this would be accepted by HLSEM as a compliant response to the requested form. Ankeny’s example is included as Attachment #2 to these draft minutes.

## **2. Claritus Identification Badge System**

EMA Staff has received training from DMFD personnel and has begun designing templates for jurisdictional use.

## **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. Staff is developing an implementation strategy for presentation to the Commission.

## **G. Communications and Warning**

### **1. Outdoor Warning Sirens**

Staff will begin reviewing outdoor warning siren inventory and updating as necessary. Siren map update draft will be provided to all jurisdictions for their feedback in fall 2006.

### **2. Code Red Automated Notification System**

The Coordinator and the PSAP Directors have been given a demonstration of the Code Red system. It is a computerized notification system that can be used to notify the public or predestinated rosters. Costs are greatly reduced through countywide purchasing. Current discussions among the PSAP Directors and EMA involve ways to structure the purchase in an equitable fashion. The proposal will be presented to the Commission upon completion in May. Staff is working with Camp Dodge on possible partnership.

## **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 and ICS-100**

- a. Elected Officials NIMS training will be scheduled. Coordinator will talk with the MAC to identify viable options.
- b. Interested jurisdictions/disciplines should contact the Agency to schedule training.

## **J. Exercises**

### **1. Des Moines International Airport Triennial Airport Exercise**

To be held September 9, 2006. Exercise Design Team meeting every two weeks.

### **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 20, 2006. Exercise Design Team meeting monthly.

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

### **1. Polk County EMA Web Site**

Updated web site went live on August 10, 2006. Address is:  
<http://www.polkcountyiowa.gov/emergencymanagement/>

## **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. Recent elevation of the threat level related to the aviation industry was shared with Commission members and additional relevant points of contact upon the Coordinator's notification.

## **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 March 22. Pros and cons of 4 options were presented by the Coordinator. Coordinator shared the preliminary discussion that he had with Public Health regarding a joint EOC.

**Commission Discussion:** Coordinator shared with the Commission that he had a conversation with Polk County Public Health Director Terri Henkels regarding the potential for a joint EOC to be developed at the building at 1900 Carpenter. This space is possibly being vacated by Polk County Supplemental Foods and would make a very suitable location for a countywide EOC. Coordinator will keep the Commission informed of further discussion.

### **B. 2004 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. See update in Agenda Item VI.A.1.a.

### **C. 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.

#### **D. Metro Advisory Council (MAC) Homeland Security Subcommittee**

**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)

**Staff Update:** Coordinator has been asked to participate in a subcommittee assembled by the Metro Advisory Council and Chaired by City Manager Carl Metzger. Coordinator reported back to Subcommittee on the work of the Planning/Program/Training workgroup. Recommendations from the Subcommittee are scheduled to be submitted to the MAC in October.

#### **E. By-law Review Committee**

**Background:** Recent discussions around Commission elections and the establishment of the Executive Committee have led to broader questions of the currency of the by-laws. The Executive Committee has raised the idea of establishing a By-Law Review Committee to evaluate the current by-laws and make recommendations for needed changes to the Chair and Executive Committee.

**Staff Recommendation:** The Chair should appoint a three person subcommittee, assisted by the Coordinator, to review the by-laws and make recommendations to the Chair and Executive Committee for consideration to be taken to the full Commission for ratification by at least a three-fourths majority.

**Executive Committee Discussion:** The Chair will be appointing a three-person subcommittee to review the by-laws at the March meeting. The Chair will look for volunteers to serve on this subcommittee. He is especially interested in filling this subcommittee with Members that are currently not on other subcommittees. Discussion to take place at March Commission meeting.

**Commission Discussion:** Chair appointed three members of the Commission to serve on the By-Law Review Sub-Committee and recommend changes to the Commission. The Sub-Committee appointed was Roe (Chair), Arentsen, and Hansen.

**Commission Discussion:** Sub-Committee Chair Roe provided an overview of updates and changes to the By-Laws. Question raised as to if the Commission members themselves have the authority to ratify the updated By-Laws or if they had to go back to the Jurisdictions for ratification.

**Commission Action:** Moved by Vorlander, seconded by Roe to request the Coordinator obtain a declaratory ruling from the Polk County Attorney's Office on the Commission's authority to change the by-laws. Motion passed unanimously.

**Staff Update:** Staff has requested the Attorney's Office provide guidance on ratification procedures.

**Discussion:** Coordinator advised that if the jurisdictions want to officially ratify through a local resolution that would be fine, but this would not be required to adopt the by-laws. The Commission has the authority to do this.

**Commission Action:** Moved by Vorlander, seconded by Holt to approve the amended By-Laws of the Polk County Emergency Management Commission as properly distributed for review and comment. Motion passed unanimously.

## **F. Transportable Radio Cabinet**

**Background:** Radio communications capabilities are currently limited to mobile applications from the agency vehicle. This base communications weakness/lack of capability was identified by staff as well as by the Commission during the SWOT analysis. Staff requested a no obligation quote from Racom to build and install a transportable radio cabinet for the agency office/EOC. Racom has exclusive rights as vendor for Polk County Communications. This will allow radio communications capabilities with all three PSAPs during special events and disaster operations.

**Staff Recommendation:** Review and approve Racom proposal as provided in Attachment #2 and fund with 2005 HSGP funding from the EOC upgrade package supplemented by approximately \$2,000 from the agency's Supplies budget.

**Commission Discussion:** Following a staff presentation of the historical transcript from the Board of Supervisor's voting on awarding the Polk County Communications Center communications system bid and a letter confirming award to RACOM, the Commission requested that Steve Holmes be invited to the June meeting to field questions from Commission members. Was suggested that representatives from Des Moines Fire and Police Dispatch and WestCom be invited as well.

**Commission Action (May 2006):** Moved by Mathis, seconded by Holt to delay action until invited quests answer additional technical questions. Motion passed unanimously.

**Commission Action:** Moved by Vorlander, seconded by Walters to approve the purchase of the radio cabinet and request that the invoice be detailed to provide a break down for specific charges related to each radio purchase, programming, and installation. Motion passed unanimously.

**Discussion:** Roe inquired about the purchase of a WestCom radio. Coordinator explained that a WestCom radio would need to be purchased, but it was not part of the RACOM bid. Roe volunteered to get pricing and dimensions of radio that could be added to the cabinet and work with Steve Holmes of RACOM for details needed. Pricing and purchasing information would be passed along to the Coordinator for procurement with potential grant funding.

**Commission Action:** Moved by Roe, seconded by Holt to authorize the purchase of a mobile radio to be included in the Radio Cabinet as itemized on Illowa Communications Sales Quote dated 12 July 2006. Motion passed unanimously.

## **G. Polk County Fire Chiefs TEAMS Job Aids**

**Background:** The Polk County Fire Chiefs have approached the Commission with a request for funding assistance to produce laminated prompting cards to be placed at each dispatch consol and in each piece of fire apparatus in the county. The funding would also go towards the production of a job training video on the TEAMS and its implementation. Discussion also included finding ways for collaboration with law enforcement on the TEAMS. This project is eligible under 2005 HSGP Region 1 county pass through NIMS implementation funding.

**Executive Committee Action:** Moved by Whetstone, seconded by Walters to recommend to the Commission approval of funding support in an amount not to exceed \$500 for training tools and job aids to be NIMS compliant. Motion passed unanimously.

**Commission Action:** Moved by Roe, seconded by Bein to support the funding in an amount not to exceed \$500 for training tools and job aids to be NIMS compliant. Motion passed unanimously.

## **VIII. New Business**

### **A. Family Preparedness Week**

**Background:** HLSEM has asked Polk County to host a media conference on August 28<sup>th</sup> to kickoff Family Preparedness Week. They have asked for a location at which to hold the event.

**Recommendation:** Host the event in the parking lot of the Polk County Public Health offices and invite any local emergency responders to attend as a backdrop demonstrating the variety of disciplines involved in general family preparedness.

**Executive Committee Discussion:** Executive Committee members agreed with the Coordinator's recommendation.

**Commission Discussion:** General agreement with Staff and Executive Committee action.

## B. LINC Channel Request Letter

**Background:** The Conley Group is in the process of submitting an official letter or request to Chief Bill McCarthy requesting the ability for their participation in the LINC. Mr. Conley has asked for the Polk County Emergency Management Agency's support in his effort to be included on the system.

**Recommendation:** Undetermined at this time. Discussion with the Executive Committee is necessary so as not to establish an undesired precedence.

**Executive Committee Action:** Moved by Vorlander, seconded by Phillips to decline any involvement in a recommendation on Mr. Conley's behalf for participation on the LINC. Motion passed unanimously.

**Commission Action:** Moved by Vorlander, seconded by Phillips to send correspondence to Chief McCarthy regarding the Commission's recommendation to deny private sector participation on the LINC. Motion passed unanimously.

## IX. Other Business

### A. Intergovernmental Shelter Agreement proposed by Kansas City, MO

**Background:** Vorlander asked the Commission to consider a proposal made by the Kansas City, Missouri Office of Emergency Management to the City of Des Moines and the Polk County Emergency Management Commission. This agreement will be distributed to Commission Members for the consideration and request that the Commission discuss this concept in a future meeting as to how the Commission would/could participate in such an agreement. The draft material will be distributed by the Coordinator via email prior to the next meeting.

## X. Upcoming Events

- A. Iowa State Fair – August 10-20 – Iowa State Fairgrounds
- B. Commission Meeting – August 16, 1300 Hours – Polk County Public Health
- C. Multidiscipline Pandemic Planning Meeting – August 17, 1300 Hours – P.C. Public Health
- D. Labor Day Holiday – September 4
- E. Airport Exercise – September 9, 1800 Hours – Des Moines International Airport
- F. Executive Committee Meeting – September 13, 1100 Hours – Polk Co. Communications Ctr.
- G. Commission Meeting – September 20, 1300 Hours – Polk County Public Health

## XI. Programs/Presentations – SWOT Analysis of Strategic Planning Process – External Threats (see discussion items below)

## XII. Adjourn – Moved by Walters, seconded by Cox to adjourn at 1355. Motion passed unanimously.

### Continuation of SWOT Analysis – External Threats discussion

#### Administration:

- Dissolution of the current 28E agreement for the funding of emergency management operations
- Local, state, and federal funding cuts
- Continuation or addition of unfunded mandates
- Statutory limitation on local control

#### Resource Management:

- Property tax rollbacks would not allow local government to finance resources/tools/apparatus to address new or emerging threats/agents

#### Planning:

- Increasing burdens on time of personnel from other mandates or community demands without additional staff

#### Direction, Control, Coordination:

- NIMS requirements increasing

#### Damage Assessment:

- Training limitations by not being able to train on actual damages (simulation isn't as effective)
- Not being able to amass the number of appropriate individuals with the variety of expertise required

#### Operations and Procedures:

- Public disclosure of sensitive operational and tactical procedures (confidentiality codes)

Training:

- Getting too far away from the basics
- Time constraints to train on the basics as well as more advanced topics
- Task saturation

Exercises:

- Volunteer members of response organizations seem unwilling to participate in training and exercises but expect to be trained and ready for the real incidents

Public Education:

- Balance between media's demand for instant information and the obligation to produce accurate information

# Attachment

#1

# Polk County Emergency Management Agency

## Attachment #1 – Grants Management

8-14-06

ID	Task Name	2005												2006												2007												2008				
		Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jan	Feb	Mar	Apr	May						
1	2004 HSGP																																									
2	2005 HSGP	[Blue bar covering Dec 2005 to Mar 2007]																																								
3	2005 PDM	[Blue bar covering Dec 2005 to May 2008]																																								
4	2005 MMRS	[Blue bar covering Dec 2005 to Mar 2007]																																								
5	2006 EMS	[Blue bar covering Dec 2005 to Jul 2006]																																								
6	2006 EMPG	[Blue bar covering Dec 2005 to Sep 2006]																																								
7	2006 HMEP	[Blue bar covering Dec 2005 to Sep 2006]																																								

### Notes: Grant Details

ID	Grant Name	Award Date	Award Amount	Current Balance	End Date
1	2004 HSGP	December 1, 2003	\$1,137,132.00	\$146,000.00	November 30, 2005
2	2005 HSGP (Regional)	February 28, 2005	\$1,858,878.00	\$1,575,103.08	March 31, 2007
3	2005 PDM	October 5, 2005	\$207,612.50	\$207,612.50	May 12, 2008
4	2005 MMRS	October 1, 2004	\$227,592.00	\$227,592.00	March 31, 2007
5	2006 EMS	July 1, 2005	\$8,513.00	\$2,400.00	June 30, 2006
6	2006 EMPG	October 1, 2005	\$32,817.11	\$17,552.58	September 30, 2006
7	2006 HMEP	October 1, 2005	\$28,527.00	\$12,793.30	September 30, 2006

# Attachment

#2

# **National Incident Management System (NIMS)**

## **Statement of Compliance Progress** (as of September 18, 2006)

I certify that The City of Ankeny has taken the following steps towards NIMS compliance implementation in FY 2006 and is continuing to work towards the status of being fully compliant with NIMS.

### **NIMS Compliance Goals and Activity to Date**

- 1) Adopted NIMS at the community level for all government departments and agencies; and has as promoted and encouraged NIMS adoption by associations, utilities, non-governmental organizations (NGOs), and private sector incident management and response organizations.

#### **Completed**

- 2) Incorporated ICS organizational structures, as defined in NIMS, into response plans and will manage all emergency incidents and preplanned events in accordance with ICS. ICS implementation will include the consistent application of Incident Action Planning and Common Communication Plans.

#### **Completed**

- 3) Coordinated and supported emergency incident and event management through development and use of integrated multi-agency coordination systems, i.e. Emergency Operations Centers (EOC's).

#### **Completed**

- 4) Implemented processes, procedures, and /or plans to communicate timely, accurate information to the public during an incident through a Joint Information System and Joint Information Center.

#### **Completed**

- 5) Develop and implement a system to coordinate all federal preparedness funding to implement the NIMS across the community.

#### **Completed**

- 6) Revised and updated plans and SOPs to incorporate NIMS components, principles and policies, to include planning, training, response, exercises, equipment, evaluation, and corrective actions.

#### **Completed**

- 7) Participated in and promoted intrastate and interagency mutual aid agreements, including agreements with the private sector and non-governmental organizations.

**Completed**

- 8) Appropriate personnel have completed IS-700; An Introduction to NIMS.

**The City of Ankeny continues to make a good faith effort to reach compliance in this area. As of this date, 90 city employees of various positions have completed this class. Continued progress in this area is anticipated during the remainder of 2006.**

- 9) Appropriate personnel have completed IS-800 NRP; An Introduction to National Response Plan (NRP).

**The City of Ankeny continues to make a good faith effort to reach compliance in this area. Classes are scheduled to provide this training to city employees in October of 2006.**

- 10) Appropriate personnel have completed ICS 100 and ICS 200 Training; Awareness and Basic Incident Command Training or equivalent.

**The City of Ankeny continues to make a good faith effort to reach compliance in this area. As of this date, 86 city employees of various positions have completed the ICS 100 and 60 employees have completed the ICS 200. Continued progress in this area is anticipated during the remainder of 2006.**

- 11) Incorporated NIMS/ICS into all local and regional training and exercises.

**All future training exercise conducted by the City of Ankeny will be compliant with NIMS.**

- 12) Participated in a NIMS all-hazard exercise program that involved responders from multiple disciplines and multiple jurisdictions.

**The City of Ankeny plans to conduct a series of emergency exercises to test its Emergency Operations Plan. The exercises conducted will be compliant with this objective.**

- 13) Incorporated corrective actions into preparedness and response plans and procedures.

**Completed**

- 14) Inventoried community response assets to conform to homeland security resource typing standards.

**The City of Ankeny needs to design and implement a plan to achieve compliance in this area. The Ankeny Fire Department is involved in an effort through the Polk County Fire Chiefs Association to develop an equipment and apparatus inventory that is compliant with DHS resource typing standards. The City of Ankeny continues to make a good faith effort to reach compliance in this area. Continued progress in this area is anticipated during the remainder of 2006.**

- 15) Ensured that all relevant national standards and guidance to achieve equipment, communication, and data interoperability have been incorporated into acquisition programs, to the extent permissible by law.

**All operating equipment, communications equipment and data processing equipment purchases made by the City of Ankeny will be evaluated to ensure interoperability to the greatest extent possible. Continued progress in this area is anticipated during the remainder of 2006.**

- 16) Applied standardized and consistent terminology, including the establishment of plain English communications standards across public safety sector.

**The Ankeny Fire Department uses only common language in all of its communications. Implementation of common language in law enforcement has been made to the extent suggested by the Secretary for Homeland Security.**

### **Projected Date for Full Compliance with NIMS**

It is anticipated that the City of Ankeny will be fully compliant with NIMS by February 1, 2007. A full compliance report will be filed with the appropriate authority when that status is reached.

\_\_\_\_\_  
Sign

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Mayor of Ankeny

\_\_\_\_\_  
Date