



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
WEB SITE: www.polkcountyia.gov

MINUTES

The Polk County Emergency Management Commission met on Wednesday, February 18, 2009 at 1300 hrs at the Polk County Comm. Center, 6023 NE 14th Street, Des Moines, IA.

I. Call to Order – 1300 hours by Commission Chair Vorlander

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, Cox, Heckman, Holt, Krohse, Mathis, Mundt, Phillips, Roe, Vorlander, and Whetstone

B. Staff – Mumm and Reelitz

C. Guests/Public - Dickerson

III. Approval of Agenda – Commission Action: Motion by Heckman, second by Whetstone to approve the agenda as presented and move to Public Hearing as the first item. Motion passed unanimously at 1305 hours.

IV. Invited Guests or Speakers - Deferred to Item XI.

V. Approval of Previous Meeting Minutes – October 22, 2008 and December 10, 2008

Commission Action: Moved by Krohse, seconded by Mundt to approve previous meetings minutes from October and December. Motion passed unanimously.

VI. Reports

A. Administration and Finance

1. Grants Management

Provided as handout.

B. Hazard Identification, Risk Assessment, and Capability Assessment

1. Hazard Analysis and Risk Assessment

Being developed as part of the PDM local mitigation planning process.

Covered under Item VIII.A.

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. Resource Management

1. Resource Management Database

Work delayed by flooding operations. Work to resume in 2009.

D. Planning

1. Part A – Operations

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.

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 New Business

E. Direction, Control, and Coordination

1. National Incident Management System (NIMS)

National Integration Center has released NIMS Update Draft for comment.

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

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. Architect shared initial drawings with staff in early February. Comments need to be back to architect by February 13.

I. Training

J. Exercises

1. Capital City Readiness Exercise

Chief Vorlander, Des Moines Fire Department, has proposed a three part exercise (tabletop, functional and full-scale) that would involve city, county, and state agencies and evaluate unified command as well as activation of local and state specialty teams for a WMD scenario. Planning team is finalizing the objectives for each ESF and making arrangements for a mayoral/executive seminar sometime in April.

K. Public Education and Information

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. Automated Notification System Request for Proposal (RFP)

Background: RFP produced eight (8) proposals. Interviews conducted with top 2 respondents on August 13, 2008.

Executive Committee Action: Moved by Phillips, seconded by Walters to recommend to the Commission to enter into a 2-year contract with CodeRed. Motion passed unanimously.

Staff Update: Contract reviewed by HSEMD and County Attorney. Code Red will send out a questionnaire to begin to identify data import needs.

Staff Update: Contract signed in April. Training and data uploads are currently taking place. Scheduled to "Go Live" July 1st.

B. 28E Agreement for Administration of Emergency Management Agency

Background: The term of the initial 28E Agreement funding the administration of the EMA at \$0.25 per capital expires this year. Commission will need to consider renewal of the agreement. County Attorney will visit with City of Des Moines Attorney about a minor change that may not need reconsideration by the City Council. Jurisdictions will be asked to approve new 28E agreement.

Executive Committee Action: Moved by Walters, seconded by Phillips to distribute agreement as written to Commission for approval. Motion passed unanimously.

Commission Action: Moved by Mathis, seconded by Walters to approve the 28E agreement as written and presented and send to member jurisdictions for approval by resolution. Motion passed unanimously. Commission agreed that it should be sent to the Commission Members for their presentation to their elected officials.

Staff Update: Agreement distributed to cities and county for approval. Several have been approved and returned. Invoice also sent to jurisdictions for 2008-2009 assessment year. Staff will file agreement with Treasurer and Secretary of State as soon as all signature pages have been returned.

VIII. New Business

A. PDM Planning

Background: Proposals received from four contractors. Individual evaluation of written proposals and interviews with each of the four potential contractors, the Evaluation and Selection Committee recommends the selection of James Lee Witt and Associates (JLWA) as the vendor of choice for this project. This recommendation is based on several factors: JLWA had a very detailed and reasonable cost analysis by project phase, hour, and personnel; they came closest to meeting the intent of the RFP; they adequately addressed a compressed timeline to complete the project; and they were able to provide several examples of similar work of high quality.

Evaluation Committee Recommendation: Select JLWA as the contractor to complete the PDM planning scope of work and begin contract negotiations consistent with the budget and grant guidelines established.

Executive Committee Action: Moved by Phillips, seconded by Walters to approve selection of James Lee Witt and Associates as the contractor of choice to complete the scope of work of the Pre-Disaster Mitigation Planning project.

Commission Action: Moved by Cox, seconded by Mundt to approve JLWA as the contractor for mitigation planning. Motion passed unanimously.

B. 2009-2010 Draft Budget Proposal – Public Hearing

Background: Proposed budget was published in Des Moines Register within the required window of time based on the Executive Committee's action (below).

Executive Committee Action: Moved by Walters, seconded by Whetstone to set the public hearing on proposed budget as submitted by staff on February 18th at 1300 hours. Motion passed unanimously.

Commission Action and Public Hearing - Opened by motion approving the agenda (Item III). Staff presented proposed revenues, proposed expenditures, and was available for questions. No questions from the public. Motion by Cox, seconded by Phillips to close the public hearing at 1310 hours and approve the budget as submitted. Motion passed unanimously.

C. Commission Chair and Vice-Chair Elections

Background: According to the Commission By-Laws, election for Chair and Vice-Chair will take place in March and officers will be seated on April 1.

Staff Recommendation: Chair should establish a nominating committee for the purpose of achieving a slate of candidates for the position of Chair and Vice-Chair for the 2009-2010 term.

Executive Committee Update: Chair will appoint a nominating committee for Chair and Vice-Chair. Once nominating committee is appointed and nominees are received, an electronic ballot will be sent out in March because the next Commission meeting is not scheduled until May.

D. Coordinator’s Participation on Iowa Type III Incident Management Team (IMT) – Attachment 2

Background: The Coordinator has been invited to become a member of the Iowa Type III Incident Management Team.

Executive Committee Action: Moved by Walters, seconded by Phillips to approve participation by the Coordinator in the IMT.

Commission Action: Motion by Krohse, seconded by Bailey to endorse recommendation that the Coordinator participate on the Iowa IMT. Motion passed unanimously.

E. Elected Officials Participation on Commission

Background: Staff is always looking for ways to better inform elected officials of the notable activities of the Commission and the Agency and would like to discuss ideas on how to better inform elected officials. A potential opportunity may exist through the creation of a policy committee that meets annually or biannually.

Staff Recommendation: Discuss methods to better inform elected officials of Commission’s activities.

F. Monthly Briefings with City Councils and Board of Supervisors

Background: Related to Item G above.

IX. Other Business

A. Ron Dickerson – American Red Cross – **Mr. Dickerson reminded the Commission of the services provided by the ARC and was available to field any questions from the Commission. No significant questions or concerns from the Commission were raised.**

X. Upcoming Events

- A. EM Commission Mtg. – February 18 at 1300 hours- Polk County Comm. Center
- B. Region 1 Multidisciplinary Retreat – March 2-3 – Gateway Hotel, Ames
- C. ISAC Spring School – March 4-6 – Marriott Hotel, Des Moines
- D. Region 1 Meeting – March 12 at 1300 hours - Marshalltown
- E. ISAC Affiliate Day at Capital – March 25 – Capital Complex
- F. EM Program Development Course – March 31-April 1 – Camp Dodge

XI. Programs/Presentations – **Staff presented Commission Chair Vorlander with a plaque in appreciation for his time, dedication, and service to the Polk County Emergency Management Commission. Coffee and cake were served.**

XII. Adjourn – **Motion by Phillips, seconded by Holt to adjourn. Motion passed unanimously at 1410 hours.**