



POLK COUNTY EMERGENCY MANAGEMENT AGENCY

A.J. MUMM, COORDINATOR

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MINUTES

The Executive Committee of the Polk County Emergency Management Commission met on **Wednesday, November 11, 2009** at **1100 hrs** at the **Polk County Comm. Center, 6023 NE 14th Street, Des Moines, IA.**

I. Call to Order – 1107 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 checked="" type="checkbox"/> Ankeny | <input checked="" type="checkbox"/> Grimes | <input type="checkbox"/> Polk County BOS | <input checked="" type="checkbox"/> Windsor Heights |
| <input type="checkbox"/> Bondurant | <input checked="" type="checkbox"/> Johnston | <input type="checkbox"/> Polk County Sheriff | |
| <input type="checkbox"/> Clive | <input type="checkbox"/> Mitchellville | <input type="checkbox"/> Runnells | |

Members Present: Krohse, Mundt, and Walters

B. Staff – Mumm and Reelitz

C. Guests/Public – none

III. Approval of Agenda – No additional items, no objections as presented by staff

IV. Invited Guests or Speakers – none scheduled

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

Executive Committee Action: Moved by Mundt, second by Krohse to approve minutes from September meeting. Motion passed unanimously.

VI. Reports

A. Administration and Finance

1. Grants Management

- a. IMT grant administration** – Polk County EMA has been asked to be the sub-grantee for the statewide Incident Management Team and their management of the portion of the State Homeland Security Grant Program. The grant is approximately \$40,000. The IMT would identify equipment needs and Polk County EMA would order and process payments and reimbursements. No objection from the Executive Committee.

2. Assistant Coordinator Position – Jon Davis was offered and accepted the position and will start November 23 with a starting salary of \$52,126.

3. 2010-2011 Fiscal Year Budget Process – Staff will prepare proposed budget in December for presentation to the Executive Committee in January and consideration for adoption by the Commission in February.

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

4. Coordinator Performance Evaluation and Salary Step Increase – Evaluation was due in September. Executive Committee asked for a copy of last year's evaluation and the evaluation tool for review. Executive Committee asked if pay raise that should have been in effect in September could be retroactive. Staff will check into this and apply it if allowable under Human Resource policies. (Staff update: this is allowable and will include on a future paycheck)

5. Coordinator Adjunct Instructor Position with TEEX – Coordinator has been asked to join the staff at Texas A&M University as an adjunct instructor in their Extension Education program (TEEX) teaching Emergency Operations Center courses. Coordinator would take vacation or personal leave so as to avoid any conflict of interest and would teach outside the State of Iowa. Coordinator confirmed that his responsibilities with Polk County would remain a priority during any potential conflicts of interest or time.

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

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-** Coordinator described a two-day course that is offered to emergency management officials in Iowa to covers statutory and grant related responsibilities. Executive Committee asked if this course could be condensed and offered to elected and appointed officials in Polk County as a leadership develop opportunity. Coordinator agreed to begin developing this course for deployment in 2010.
2. **NFPA 1600 Course** – Two previous courses offered in Ankeny and Ames. Third course offered November 17-18.

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.

Executive Committee Discussion: Challenges were discussed based on experience of members on the advisory committee. Members advised the Coordinator that if the questions are not answered soon there would be no time to include the financial commitments in the upcoming fiscal year's budgets. Briefing to be scheduled in early December.

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. Assistant Coordinator will be tasked with implementation and training of this capability in December.

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. Initial on-site training to take place November 16-17 and web-based training to be available as needed by users. They system will go live on January 1, 2010.

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 14th.

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.

Staff Update: All but three local resolutions adopting the plan have been completed. Staff will continue to work with remaining jurisdictions to get 100% approval.

VIII. New Business

IX. Other Business

Emergency Management Intern – Jessica Phillips is working for the Agency as an unpaid intern as part of her program of study at Des Moines University. Her duties include: resource typing and outdoor warning siren inventory as well as web site updates.

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 – No objections to adjourn at 1206 hours.