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# MINUTES

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Polk County  
Emergency  
Management  
Commission

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Full Commission

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Wed., 23-Feb-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 – at 1302 hours.**

**II. Roll Call and Introductions**

**A. Members**

- |   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> Alleman              | <input checked="" type="checkbox"/> Des Moines | <input type="checkbox"/> Pleasant Hill          | <input type="checkbox"/> Runnells                   |
| <input type="checkbox"/> Altoona              | <input checked="" type="checkbox"/> Elkhart    | <input type="checkbox"/> Polk City              | <input checked="" type="checkbox"/> Urbandale       |
| <input checked="" type="checkbox"/> Ankeny    | <input checked="" type="checkbox"/> Grimes     | <input type="checkbox"/> Polk County BOS        | <input checked="" type="checkbox"/> West Des Moines |
| <input checked="" type="checkbox"/> Bondurant | <input checked="" type="checkbox"/> Johnston   | <input checked="" type="checkbox"/> Polk County | <input checked="" type="checkbox"/> Windsor Heights |
| <input checked="" type="checkbox"/> Clive     | <input type="checkbox"/> Mitchellville         | <input checked="" type="checkbox"/> Sheriff     |   |

*Members Present: Arentsen, Cox, Holt, Krohse, Mathis, McDaniel, Mundt, Roe, TeKippe, and Tunks*

**B. Staff – Mumm and Reelitz**

**C. Guests/Public- None Present**

**III. Approval of Agenda – Commission Action: Motion by Holt, seconded by Roe to approve the agenda as presented. Motion passed unanimously.**

**IV. Approval of Previous Meeting Minutes – October 20, 2010. Commission Action: Motion by Roe, seconded by Mundt to approve the minutes from the October 20, 2010 Commission meeting. Motion passed unanimously.**

**V. Public Hearing – Fiscal Year 2011/2012 Proposed Budget – Public Hearing opened at 1304 hours. No members of the public in attendance and no written comments have been received by staff. Public Hearing closed at 1305 hours.**

**VI. Reports**

**A. Administration and Finance**

**1. Agency Budget –** Proposed budget presented to Executive Committee at January meeting. Commission Action to be addressed in New Business.

**2. Staff/Personnel**

- a) **Assistant Coordinator step increase –** Staff has begun preparing the documentation for the reclassification process.
- b) **Program Assistant/911 Administrator position –** draft approved by three PSAP Directors. Director will work with Polk County HR to finalize and advertise.
- c) **Comprehensive Review by Polk County Human Resources –** Being conducted in conjunction with Program Assistant and Assistant Coordinator position discussion with HR.

### 3. Grants Management

#### a) Metropolitan Medical Response System (MMRS)

- (1) **2008 Grant Year** – Awarded \$321,221; \$321,221 Expended to date; waiting on reimbursement. Focus: Regional Medical Operations Center.
- (2) **2009 Grant Year** - Awarded \$321,221; \$0 Expended to date; Focus: Regional Medical Coordination, sustainment of Code Red, FirstWatch, EMSystems, etc. Work plan submitted, waiting on confirmation from HSEMD.
- (3) **2010 Grant Year** – Awarded \$317,419; \$0 Expended to date; Investment Justification submitted.

#### b) Iowa Type III Incident Management Team (IMT)

- (1) **2009 Grant Year** – Awarded \$40,000; \$265 Expended to date; Focus: training, equipment, supplies for team members.
- (2) **2010 Grant Year** – Awarded \$116,000; \$0 Expended to date; Focus: TBD.  
*Commission Discussion: reason for increase from previous year is likely due to high performance during 2008 flood and tornado operations.*

#### c) Emergency Medical System (EMS)

- (1) **2011 Grant Year** – Awarded \$7,965; \$0 expended to date; Focus: TBD

#### d) Emergency Management Performance Grant (EMPG) 2011 Grant Year -

Awarded \$0; \$0 expended to date; Application submitted to HSEMD; Focus: emergency management organization (daily ops, salaries, etc.). Notice of Intended Action has been filed by HSEMD to amend the allocation rule. Public hearing is scheduled for March 7<sup>th</sup> (7 pm @ Polk County EOC). Staff will prepare a background and fact sheet and will encourage Commission Members to comment. *Staff Update: Commission was carbon copied along with State Senators and Legislators that represent Polk County on a letter to General Derek Hill, Administrator, IHSEMD encouraging support and providing justification for proposed rule change.*

#### e) Hazardous Materials Emergency Planning (HMEP) Grant

- (1) **2011 Grant Year** – Awarded \$4,935; \$0 expended to date; Focus: hazmat awareness and operations level training

### B. Hazard Identification, Risk and Capability Assessment

1. **Countywide GIS Project** – Phase 4 which is data development and quality assurance. Will be working on emergency facilities, high potential loss facilities, transportation and utilities. Training to take place in early May. *Commission Discussion: Personnel working on this project were asked to verify identified facilities with the local jurisdictions to avoid duplicate work or overlooked facilities.*

**C. Resource Management**

1. **Resource Typing** – Fire/EMS information still needed from Bondurant, Delaware Twp., Mitchellville, and Runnells. Law Enforcement information still needed from Polk City. Please see Jon Davis to get this completed.
2. **Radiological Monitoring Kits** - Still looking for kits to be exchanged from Bondurant, Delaware Twp., Mitchellville, and Runnells. Please see Jon Davis to get this completed.

**D. Planning**

1. **Comprehensive Emergency Plan (CEP)** – staff currently updating ESF#15: Public Information. Expect to have internal reviews completed by March.
2. **EMA Strategic Plan** – 2011 – 2013 Strategic Plan will be developed by Staff and presented to the Executive Committee in March.

**E. Direction, Control, and Coordination** – Staff to prepare a survey as directed by the Commission to determine NIMS/ICS training needs and opportunities.

**F. Damage Assessment** – Lessons learned and best practices from floods of 2010 will be integrated into the CEP during the plan review process.

**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.
2. **Outdoor Warning Siren Statewide Test** – *Commission Discussion: Statewide test will be Wednesday, April 6<sup>th</sup>. Coordination will take place between NWS, Polk County EOC, and the local PSAPs as well as the jurisdictions regarding siren activation.*

**H. Operations and Procedures - Countywide Emergency Operations Center (EOC)** – Move completed November 2010. Currently working on phone activation and roll-over plan and incident management software RFP.

**I. Training**

1. **Storm Spotter Course** – National Weather Service will be delivering the annual storm spotter class April 5<sup>th</sup> at 7 pm, Polk County EOC.
2. **TEEX EOC Management and Planning Course** – Polk County delivery May 24-26. *Staff Update: Save the Date notice went out to all ESF Partners on March 1<sup>st</sup>. Registration information to go out in Mid-March.*

**J. Exercises** – **National Disaster Medical System (NDMS)** exercise to take place the week of May 16 with the patient movement portion of the exercise taking place May 19<sup>th</sup>.

**K. Public Education and Information –**

**L. Homeland Security -**

**VII. Old Business –**

**A. Community Emergency Response Teams (CERT)** – Several jurisdictions with an interest in Community Emergency Response Teams have discussed collaborative efforts and are working on a shared plan to operate as a single team with jurisdictional divisions. Concept is to have a single countywide CERT with geographic divisions for interested jurisdictions.

## VIII. New Business

- A. 2011/2012 Budget Proposal - Executive Committee Discussion:** Budget summary shows a negative balance at the end of FY 2010/2011 and staff explained this is due to pending reimbursements that have been requested but not received. Staff inquired with the Iowa Department of Management to see if there was a way to footnote this but the response was negative. Iowa Department of Management forms are included in **Attachment #1** along with staff summary sheets. *Commission Action: Moved by Holt, seconded by TeKippe to approve the budget as proposed. Commission Discussion: Staff was encouraged to look into the Offset Program to increase recovery of hazmat expenses. Motion passed unanimously.*
- B. 28E Agreement for Administration of Emergency Management Renewal –** The agreement expires at the end of the 2010/2011 fiscal year. Staff is recommending the renewal of the agreement prior to July 2011. The 2011/2012 proposed budget includes revenue expected from the agreement. **Attachment #2** includes the draft updating the agreement and a sample resolution for jurisdictional consideration. *Commission Action: Motion by Cox, seconded by Roe to approve the distribution of the agreement to the jurisdictions for local action. Motion passed unanimously.*
- C. Comprehensive Emergency Plan (CEP) Part B and C Recertification –** The Code of Iowa requires the review, update, or recertification of Parts B and C of the local comprehensive emergency plan within 180 days following a Presidential Disaster Declaration. Staff is recommending the recertification of Parts B and C of the Polk County Comprehensive Emergency Plan. *Commission Action: Moved by TeKippe, seconded by Holt to recertify Part B and Part C of the Comprehensive Emergency Plan. Motion passed unanimously.*
- D. Iowa Homeland Security Region 1 Appointment of Primary and Alternate Representatives –** Region 1 Homeland Security Board is asking each local emergency management commission to review the appointments of the primary and alternate representatives to provide consistent representation at Region 1 Board meetings. *Commission Action: Moved by Mathis, seconded by Holt to appoint Deputy Director Jon Davis as the alternate representative to the Region 1 Homeland Security Board. Motion passed unanimously.*
- E. Local Emergency Planning Committee Representative Appointment –** LEPC is requesting a Commission Member representative at the quarterly LEPC meetings. *Commission Action: Moved by Roe, seconded by Holt to appoint Chief Rex Mundt to the Polk County Local Emergency Planning Committee (LEPC) as the Commission's representative. Motion passed unanimously.*

- F. West Des Moines Community School District PDM Plan** – to satisfy the federal requirements for a safe room mitigation project at Valley High School, the school district needs to be treated as a separate political jurisdiction. The school and City of West Des Moines have met with Polk County EMA and HSEMD staff. The solution will be to amend the countywide plan to include West Des Moines Community School District as a jurisdiction in the PDM plan.
- i. **Commission Action:** Moved by Mundt, seconded by Cox to approve the amended plan including West Des Moines Community Schools as a participating jurisdiction in the Polk County Multi-disciplinary Pre-Disaster Mitigation Plan. **Discussion:** Concerns were voiced by several members regarding the precedent this sets for other political subdivisions to usurp the authority and autonomy of the Emergency Management Commission and its ability to represent the jurisdictions identified in Iowa Code as being members of the local emergency management commissions. **Call for Question:** Motion passed by majority.*
- IX. Other Business**
- A. RAGBRAI** – *Commission Discussion:* Route goes through northern and eastern Polk County with Altoona being an overnight stop. Staff will be contacting jurisdictions and agencies affected to set up a coordination meeting. *Staff Update:* meeting scheduled for March 9<sup>th</sup> at 0830 hours at the Polk County EOC.
- B. Commission Elections** - *Commission Discussion:* Election of Chair and Vice-Chair will take place in May.
- C. Executive Committee Appointments** - *Chief Allan Tunks, Polk County Sheriff's Office, was asked and accepted a position on the Executive Committee to replace Chief Shoemaker as the Sheriff's appointed representative.*
- X. Upcoming Events**
- A. Commission Meeting and Budget Hearing** – 23 February 2011 @ 1300 hours, Polk Co. EOC
- B. Region 1 Meeting** – 4 March 2011 @ 1300 hours – Marshall Co.
- C. Executive Committee Mtg.** – 9 March 2011 @ 1100 hours – Polk County EOC
- D. Director's Vacation Request** – 28 March – 1 April
- E. Full Commission Meeting** – 18 May 2011 @ 1300 hours, Polk Co. EOC
- XI. Programs, Presentations, Invited Guests or Speakers** – None Scheduled.
- XII. Adjournment** – *Commission Action:* Moved by TeKippe, seconded by McDaniel to adjourn. Motion passed unanimously at 1440 hours.