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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., 18-May-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 – by Phillips at 1300 hours.**

**II. Roll Call and Introductions**

**A. Members**

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

**B. Staff – Davis and Reelitz**

**C. Guests/Public-** David Miller, Witt Associates. Mr. Miller, representing James Lee Witt Associates provided a presentation on contract services offered by JLW. This includes: pre-disaster contracting services available to assist with pre-disaster mitigation plans; purchasing from GSA Schedule 84 allowing expedited procedure to contract with JLW (can check with Iowa HSEMD to see what can be purchased through the state bid/contract that is already in place); and preparedness contracting which includes assistance with policy development and the FEMA Public Assistance program. Mr. Miller offered that the emergency management function at the local level is understaffed on a daily basis and that JLW can bring in subject matter experts on a contract basis to support emergency management function during or following a disaster.

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

**IV. Approval of Previous Meeting Minutes – February 23, 2011. Commission Action:** Motion by Heckman, seconded by Roe to approve the February 23, 2011 minutes as distributed. Motion passed unanimously.

**V. Reports**

**A. Administration and Finance**

**1. Agency Budget –**

- a) Current fiscal year budget report to be generated monthly.
- b) FY 2011 28E agreement funding - Funds now received from all jurisdictions for the FY 2011.

**2. Staff/Personnel**

- a) Assistant Coordinator step increase – HR position description and market survey completed. – See Related Item Under New Business.

- b) **Program Assistant/911 Administrator position** – HR position description and market survey completed. Delay due to EMPG status questions created by federal Continuing Resolutions. Projected start date is July 1. - See Related Item Under New Business.

**3. Grants Management**

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

- (1) **2008 Grant Year** – Awarded \$321,221; \$321,221 Expended to date; waiting on reimbursement for the final \$6,600. 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, EMSsystems, etc. Work plan submitted, waiting on confirmation from HSEMD.
- (3) **2010 Grant Year** – Awarded \$317,419; \$0 Expended to date; Investment Justification and application submitted. Waiting on reward letter.
- (4) **2011 Grant Year** – Investment justification submitted and presented to FRAC.

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

- (1) **2009 Grant Year** – Awarded \$40,000; \$35,142.06 Expended to date; Focus: training, equipment, supplies for team members. Amendment submitted to shift funding from training to equipment.
- (2) **2010 Grant Year** – Awarded \$116,000; \$0 Expended to date; Focus: TBD.
- (3) **2011 Grant Year** - Investment justification submitted and presented to FRAC.

c) **Emergency Medical System (EMS)**

- (1) **2011 Grant Year** – Awarded \$7,965; \$0 expended to date; Focus: Officer in a Bag system (vests and triage tags).

- 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.).

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

- (1) **2011 Grant Year** – Awarded \$4,935; \$150 expended to date; Focus: hazmat awareness and operations level training. Remaining will be expended by July 1, 2011.
- (2) **2012 Grant Year** – Awarded \$7,291 for training; \$5,000 for hazmat symposium; \$16,051 for planning (gap analysis). Pre-application submitted.

**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. Status Briefings and Training to take place May 9-12.

**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. **Staff Update: Runnells now complete.**
2. **Radiological Monitoring Kits** - Still looking for kits to be exchanged from Bondurant and Runnells. Please see Jon Davis to get this completed. **Staff Update: Staff picked up the kit from Runnells. Still need to exchange Bondurant's.**

**D. Planning**

1. **Comprehensive Emergency Plan (CEP)** –
  - a) ESF #15 on agenda to be adopted under New Business.
  - b) ESF #11 distributed in May for broad review
  - c) ESF #6 is being updated by staff in May. Expected to be distributed for broad review in late May.

**Commission Discussion:** In the past the Commission Members have been provided a 3-ring binder with the CEP and Annexes. It is difficult for the Members to now know if they have the most updated version of the plan. It is requested that staff consider going back to the three ring binder concept to distribute updates. It could be done in a .pdf distribution but it needs to start at square one and build from there. Requested that staff consider some options and report back to Commission with solutions.

2. **EMA Strategic Plan** – 2011 Strategic Plan drafted and included as Attachment #1. Detailed capabilities/organizational assessment to take place in Fall 2011.

**E. Direction, Control, and Coordination** – Staff continue to conduct NIMS/ICS training as well as EOC training/exercises. **Staff Update: FEMA no longer allows the instructor to submit exams on behalf of the students. Students are now required to complete the exam on-line for the NIMS 100, 200 and ICS 100 and 200.****F. Damage Assessment** – Lessons learned and best practices from floods of 2010 will be integrated into the CEP during the plan review process. Meetings continue with Metro Waste Authority on debris management.

**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 2010. **Staff Update:** WestCom and Polk County Sheriff's Office continue to discuss ways to collaborate on this project.
2. **Outdoor Warning Sirens** – Activation policy discussed with media during SWAW. No significant conflicts expressed by the public.

**H. Operations and Procedures –**

1. **Countywide Emergency Operations Center (EOC)** – Funding was available for additional improvements and capability enhancements following construction. This includes: projector and smart board installation in C05; VGA inputs to televisions; conference call microphone installation in C14; remote entry capabilities installed in C03 and C05; microphone installation in C13; and additional wall clock in C11. **Staff Update:** EOC upgrades are to be completed in June.
2. **RAGBRAI** – Incident Action Planning process continues with jurisdictions along the route as well as potential mutual aid jurisdictions/agencies.

**I. Training**

1. **Storm Spotter Course** – National Weather Service delivered the annual storm spotter class April 5<sup>th</sup> at 7 pm, Polk County EOC. Approximately 120 people attended.
2. **TEEX EOC Management and Planning Course** – Polk County delivery May 24-26. Registration notice sent April 19<sup>th</sup>.

**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** – Approximately 6 interviews with the media during SWAW.

**L. Homeland Security -**

**VI. Old Business –**

- A. **28E Agreement for Administration of Emergency Management Renewal (FY2012-2014)** – Renewal resolutions have been received from member jurisdictions with the exception of Mitchellville and West Des Moines. **Staff Update:** All resolutions have been received from the jurisdictions. If a signature page was not received then staff will be requesting the document so that the agreement can be filed with the Secretary of State.

**VII. New Business**

- A. **Commission Officers Elections** – The Commission shall elect each year from its membership, a Chair and Vice-Chair to serve for a period of one (1) year. Officer elections shall be held annually in the month of March. The one (1) year term will begin on the first day of April following the March election. **Commission Chair Action:** Appointment of McDaniel, TeKippe, and Tunks as nominating committee to have slate of candidates to present for the May 18<sup>th</sup> Commission meeting. **Update:** Nominating Committee presented the following candidates for Commission Officers: Chairperson – James Krohse; Vice-Chairperson – Rex Mundt. **Commission Action:** Motion by Mathis, seconded by TeKippe to approve the slate of candidates for Commission Chair Krohse and Commission Vice-Chair Mundt. Motion passed unanimously.
- B. **North Polk School District PDM Plan** – To satisfy the federal requirements for a safe room mitigation project at North Polk High School, the school district needs to be treated as a separate political jurisdiction. The solution will be to amend the countywide plan to include North Polk School District as a jurisdiction in the PDM plan. **Executive Committee Action:** Moved by TeKippe, seconded by Tunks to add this item to the May 2011 Commission agenda and recommend approval with the same concerns of precedent-setting as voiced during the discussion of West Des Moines Schools. Motion passed unanimously. **Commission Action:** Motion by Cox, seconded by TeKippe to approve the amendment of the PDM plan to include the North Polk School District as a participating jurisdiction. Motion passed unanimously.
- C. **Comprehensive Emergency Plan – Emergency Support Function #15: Public Information** – ESF#15 has been reviewed and updated by staff, reviewed and commented by member jurisdictions and affiliated partners, and is submitted to the Commission for adoption. [Attachment #2]. **Commission Action:** Motion by Heckman, seconded by Roe to approve the adoption of ESF#15 Public Information as part of the Polk County Comprehensive Emergency Plan (CEP). Motion passed unanimously.

**D. Human Resources Review of Personnel Positions** – Human Resources was asked to review staff positions for consistency, appropriate position titles, market-based salaries, and classification. Human Resources returned a recommendation to do the following: classify the Coordinator as a Department Head and change title to Director; reclassify the Assistant Coordinator to Deputy Director and elevate from grade 16 to a grade 20; and create position of EM Program Specialist at a grade 13. Details of this recommendation are included in Attachment #3. **Staff Recommendation:** Accept HR recommendations and prepare for changes to take effect July 1, 2011. Also, direct staff to begin the advertisement and interview process for the EM Program Specialist position with an expected start date of July 1, 2011. **Commission Action:** Motion by TeKippe, seconded by Roe to approve the recommendations from the Human Resources Department. Motion passed unanimously.

**VIII. Other Business**

**IX. Upcoming Events**

- A. **Full Commission Meeting** – 18 May 2011 @ 1300 hours, Polk Co. EOC
- B. **IMT Deployment** – 15-21 May 2011, Merkel, TX Wildfires

**X. Programs, Presentations, Invited Guests or Speakers** – David Miller, Witt Associates. Presentation on the concept of pre-disaster contracting.

**XI. Adjournment** – **Commission Action:** Motion by TeKippe, seconded by Arentsen to adjourn. Motion passed unanimously at 1355 hours.