



MINUTES

Polk County
Emergency
Management
Commission

Executive Committee

Wed., 13-July-2011
1100 Hours

Location: Polk County EOC
1907 Carpenter Ave.
Des Moines, IA 50314

I. Call to Order – at 1104 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 Sheriff | <input type="checkbox"/> Windsor Heights |
| <input type="checkbox"/> Clive | <input type="checkbox"/> Mitchellville | | |

Executive Committee Members Present: Krohse, McDaniel, Mundt, Phillips, and TeKippe

B. Staff – Mumm and Reelitz

C. Guests/Public- None

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

IV. Approval of Previous Meeting Minutes – May 18, 2011. **Executive Committee Action:** Moved by TeKippe, seconded by Mundt to approve the minutes of the May 18 meeting as distributed. Motion passed unanimously.

V. Reports

A. Administration and Finance

1. Agency Budget –

- a) End of fiscal year summary to be provided by staff at the meeting. **Staff Update:** Year-end budget balance was \$38,634.35. Outstanding grant receivables are \$28,342.47 which brings the projected fiscal year ending balance to \$66,976.82.

2. Staff/Personnel

- a) **Program Assistant/911 Administrator position – 97 applications received.** Applications being reviewed by PSAP directors and EMA director. Goal is to conduct initial interviews with approximately 12-16 applicants the week of July 25th. Secondary interview with approximately 3-5 applicants to take place in early August. Executive Committee invited to participate in secondary interviews along with E911 Board leadership. October 1 start date is targeted. **Staff Update:** Funding comes from \$30,000 of EMPG grant funding for the emergency management side and \$10,000 each from the three PSAPs for a total of \$60,000 to cover salary and benefits.

3. Grants Management

a) Metropolitan Medical Response System (MMRS)

- (1) **2009 Grant Year** - Awarded \$321,221; \$0 Expended to date; Focus: Regional Medical Coordination, sustainment of Code Red, FirstWatch, EMSsystems, etc. Grant agreement signed in late June.
- (2) **2010 Grant Year** – Awarded \$317,419; \$0 Expended to date; Investment Justification and application submitted. Waiting on reward letter.
- (3) **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.

C. Resource Management

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

D. Planning

1. Comprehensive Emergency Plan (CEP) –

- a) ESF #11 distributed in July for stakeholder review
- b) ESF #6 is being updated by staff in July. Expected to be distributed for broad review in late summer.
- c) **Plan distribution strategy** - 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. **Staff Update:** In the short-term, the .pdf versions will be distributed by email. The long-term solution is connected to the countywide incident management software solution. It is expected to have a SharePoint or similar document access library that will allow approved accounts to access the latest documents related to the comprehensive emergency plan or other relevant documents.

2. **EMA Strategic Plan** – 2011 Strategic Plan drafted. 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.

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.
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.

2. **RAGBRAI** – Incident Action Planning process continues with jurisdictions along the route as well as potential mutual aid jurisdictions/agencies.
3. **2011 Iowa State Fair** – Incident Action Planning process continues with response and support stakeholders involved in the Iowa State Fair. Pre-fair IAP meeting held on July 6.

I. Training

- J. Exercises – Polk County Leadership TTX** – a functional exercise focused on EOC activation and support will take place on July 14th with department heads and identified key staff from the county's departments.

K. Public Education and Information –

1. **Mass Casualty Incident plan update video** – CIEMS is using grant funding to produce a training video that highlights the purpose and updates of the Mass Casualty Incident Plan. EMA director will provide opening comments. Shooting video in the EOC in August.
2. **Fire Rescue International presentation** – EMA director will join Cedar Fall Fire Chief John Schilling to deliver a presentation on the Barton Solvents Fire (2007) at the 2011 Fire-Rescue International Conference in Atlanta, GA on August 25th.
3. **Iowa League of Cities annual conference** – invited EMA director to present on internal and external communications priorities for cities before, during, and after disasters. To take place at the annual conference in Des Moines on September 24th.

- L. Homeland Security** – Significant events list provided to Brian Lewis, HSEMD, for inclusion in their weekly statewide TIPP Report.

VI. Old Business –

- A. 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. **Commission Action:** Motion by TeKippe, seconded by Roe to approve the recommendations from the Human Resources Department. Motion passed unanimously.

VII. New Business – No new business

VIII. **Other Business** – No other business.

IX. **Upcoming Events**

- A. **Director Vacation** – July 15-25 (Canada), Deputy Director will be Acting Director
- B. **RAGBRAI** – July 27-28 (Boone to Altoona overnight and then on to Jasper County)
- C. **Pictometry Briefing to MAC** – August 9 – 0730 hrs. - DSM Botanical Center
- D. **Executive Committee Meeting** – August 10 – 1100 hrs. - EOC
- E. **Full Commission Meeting** – August 17 – 1300 hrs. - EOC

X. **Programs, Presentations, Invited Guests or Speakers** – none

XI. **Adjournment** – **Executive Committee Action:** Motion by McDaniel, seconded by TeKippe to adjourn. Motion passed unanimously at 1208 hours.