



MINUTES

Polk County
Emergency
Management
Commission

Full Commission

Wed., 17-August-2011
1300 Hours

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

I. Call to Order – at 1304 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 | |

Members present: Arentsen, Bailey, Cox, Holt, Krohse, Mathis, McDaniel, Mundt, Phillips, Roe, and Whetstone

B. Staff – Davis, Mumm and Reelitz

C. Guests/Public- Samantha Brear, finalist candidate for employment; Major Scott Locker, Polk County Sheriff’s Office.

III. Approval of Agenda – Commission Action: Motion by Roe, seconded by Cox to approve agenda as presented. Motion carried unanimously.

IV. Approval of Previous Meeting Minutes – May 18, 2011. Commission Action: Motion by Mundt, seconded by Phillips to approve the minutes of the May 18 meeting as distributed. Motion passed unanimously.

V. Reports

A. Administration and Finance

1. Agency Budget –

- a) 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. Three finalists offered a second “interview day” in August. 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; approximately \$160,000 expended to date;** Focus: Regional Medical Coordination, sustainment of Code Red, FirstWatch, EMSysetms, 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; \$7,965 expended to date; Focus: Officer in a Bag system (vests and triage tags).
- d) **Emergency Management Performance Grant (EMPG) 2011 Grant Year** - Awarded \$39,000; \$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; \$3,500 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. **Staff Update:** Final project report was received on August 17 by staff and distributed to the Commission by email.

C. Resource Management

- 1. **Resource Typing** – Fire/EMS information still needed from Delaware Twp., and Mitchellville. Law Enforcement information still needed from Polk City. Please see Jon Davis to get this completed. **Staff Update:** Public Works resources will be the next discipline to be typed.

D. Planning

- 1. **Comprehensive Emergency Plan (CEP)** –
 - a) ESF #11 distributed in July for stakeholder review
 - b) ESF #6 distributed in August for stakeholder review

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 –

1. **Polk County Leadership TTX** – a functional exercise focused on EOC activation and support took place on July 14th with department heads and identified key staff from the county's departments.
2. **Airport TTX** – Airport Table Top Exercise to take place September 13, 2011 from 0930-1200 in the Cloud Room at the DSM Airport. Table top exercises will take place each year between the full-scale exercises which occur every three years as required by the FAA.

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 –

- A. Comprehensive Emergency Plan (CEP) Updates** – Iowa Administrative Code requires 20% of CEP to be updated each year in addition to the ESF #10: Hazardous Materials Annex to be updated annually. ESF# 15: Public Information was adopted in May. **Staff Request:** Adopt ESFs 6, 10, and 11 to the Polk County CEP. (Attachments). **Commission Action:** Motion by Roe, seconded by Whetstone to adopt ESFs 6, 10, and 11 as distributed. Motion passed unanimously.

VIII. Other Business –

- A. Deputy Director** will be traveling to Washington DC on September 12th to deliver a presentation on functional needs planning and sheltering.
- B. Safeguard Iowa Partnership** is hosting the 1st Annual Prepare Fair on October 8th at Capital Square. Polk County EMA will be participating along with dozens of other agencies and organizations focused on family preparedness for multiple hazards.
- C. Shelter sites** are being expanded to include area churches. EMA is working directly with churches to conduct accessibility assessments.
- D. Community Emergency Response Team (CERT)** discussion is needed to agree upon the scope of services the Commission supports, direction of the CERT, and long-term funding concerns. Meeting will be scheduled immediately before the next Commission meeting.

IX. Upcoming Events

- A. Full Commission Meeting** – August 17 – 1300 hrs. – EOC
- B. Director Travel to Atlanta for FRI Presentation** – August 24-25
- C. Region 1 Meeting** – Sept. 1 – 1300 hrs. – Jefferson, IA
- D. Airport TTX** – Sept. 13 – 0930 hrs. – Cloud Rm, DSM Airport
- E. Executive Committee Mtg.** – Sept. 14 – 1100 hrs. – EOC
- F. Commission Mtg.** – November 16 – 1300 hrs. - EOC

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

- XI. Adjournment** – **Commission Action:** Motion by Cox, seconded by Holt to adjourn. Motion passed unanimously at 1412 hours.