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# AGENDA

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Polk County  
Emergency  
Management  
Commission

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Full Commission

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Wed.,20-Aug-2014  
1400 Hours

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Location: Polk County  
EOC1907 Carpenter Ave.  
Des Moines, IA 50314

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**I. Call to Order –**

**II. Roll Call and Introductions**

**A. Members** (Members with \* are members of the Commission’s Executive Committee)

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|------------------------------------|--|--|---|
| <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–**

**C. Guests/Public –**

**III. Approval of Agenda– Executive Committee Action:** Motion by TeKippe, second by McDaniel to approve agenda as presented. Motion passed unanimously.

**IV. Approval of Previous Meeting Minutes– Full Commission – May 28, 2014. Executive Committee Action:** Motion by TeKippe, second by Holt to approve the minutes as distributed. Motion passed unanimously.

**V. Reports**

**A. Administration and Finance**

1. **Staff/Personnel** – Director’s Performance Appraisal due in August
2. **Commission By-Laws** –
3. **28E Agreement Adoption Resolutions Pending:**
4. **Grants Management** –

**a) Metropolitan Medical Response System (MMRS) / Homeland Security Grant Program (HSGP)**

(1) **2011 Grant Year** – Awarded \$267,609; \$266,795 Expended or encumbered to date. Performance period expired June 2014. MCI Exercises and AARs. SMART Triage purchased for CIEMSD. Web conferencing system and monitor project pending.

(2) **2012 Grant Year** – Awarded \$160,000; \$160,000 Expended or encumbered to date. Performance period expired June 2014. Sustainment of previous projects.

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

(1) **Updated MOU Pending**

(2) **LODD Incident Action Plan Development**

(3) **2011 Grant Year** - Awarded \$100,000; \$77,495 Expended. Prime mover delivered, resource unit leader course delivered in October, five members

attending AHIMT conference in November, and badging system purchased. Performance period expired in December 2013.

- (4) **2012 Grant Year** - Awarded \$41,764; \$32,650 Expended. Training, travel, exercises, minor equipment purchased. Performance period expired in June 2014.
- (5) **2013 Grant Year** - Awarded \$63,000; \$1,780 Expended to date. Training, travel, exercises, equipment to be identified by IMT. Performance period expires in June 2015.
- (6) **2014 Grant Year** - Awarded \$85,413; \$0 Expended to date. Training, travel, exercises, equipment to be identified by IMT. Performance period expires in June 2016.

**c) WMD Hazmat (HSGP)**

- (1) **2011 Grant Year** – Awarded \$250,000; \$221,000 Expended. RAE sensors and GM Tubes have been purchased and received. Cameras and system were purchased for video conference capabilities. Training and backfill also provided. Performance period expired in June 2014.
- (2) **2012 Grant Year** – Awarded \$36,376; \$35,686 Expended. Funds used for the training, exercise, and backfill being conducted in Davenport. Performance period expired June 2014.
- (3) **2013 Grant Year** - Awarded \$160,000; \$62,000 Expended to date. Training, travel, exercises, equipment to be funded. Performance period expires in June 2015.
- (4) **2014 Grant Year** - Awarded \$121,380; \$0 Expended to date. Training, travel, exercises, equipment to be funded. Performance period expires in June 2016.

**d) Emergency Medical System (EMS)**

- (1) **2014 Grant Year** – Awarded \$8,821. \$0 Expended or encumbered. CIEMSD are scheduling training.

**e) Emergency Management Performance Grant (EMPG)**

- (1) **2013 Grant Year** – Awarded \$39,000; \$39,000 Expended.
- (2) **2014 Grant Year** – Application submitted. Expect \$39,000.

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

- (1) **2013 Grant Year** – Awarded \$4,700 for training, \$5,000 for hazmat symposium; expended \$8,834. Reallocated funds were received and expended on additional training.

- g) 2013 Grant Year** – Awarded \$4,958 for training and \$5,000 for planning (hazmat symposium); expended \$9,123.

- h) Hazard Mitigation Grant Program** – See Item under Planning.

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

1. **Target Capability Assessment** – Resulted in several All-Regions projects that include: EOC Operations and Planning TEEEX Course; Active Shooter Response Planning Guidance/Template; Wide Area Search Training; and U.S. National Grid System Training.

**C. Resource Management**

1. **Resource Typing** – continue to work with DLAN on updated resource typing matrix.

**D. Planning**

1. **Comprehensive Emergency Plan (CEP)** – see New Business
2. **EMA Strategic Plan** –process being implemented to connect project management to strategic plan. Discussion at weekly staff meetings.
3. **Multi-jurisdictional Hazard Mitigation Plan** – Adoption resolutions pending:

**E. Direction, Control, and Coordination –**

**F. Damage Assessment –**

1. **Damage Assessment Task Force** – Multiphase training program being developed that includes: 1) discuss awareness of ESF#3; 2) initial response to wind event and vegetative debris; 3) structural debris; 4) multi-category debris incident such as a flood and dealing with the FEMA public assistance program.

**G. Communications and Warning–**

1. **Outdoor Warning Sirens** – Inventory updates and ownership acknowledgement
2. **CodeRed** – Funding available through Central Iowa Healthcare Coalition (Polk, Dallas, Warren)
3. **Statewide Notification System** – Vendor selected. Contract and SOPs pending.
4. **911 Service Board** –

**H. Operations and Procedures**

**I. Training**

**J. Exercises**

1. **Valley Southwoods Active Shooter** – West Des Moines, August 18
2. **DSM Airport EOC Functional Exercise** – August 19
3. **NDMS Full Scale Exercise** – September 4

**K. Public Education and Information –**

1. **Clear Channel Outdoor** – in-kind donation of dynamic billboard space to include automated warnings (flash floods, tornadoes, severe thunderstorms); 29 billboards in the Metro Area.

**L. Homeland Security–**

**VI. Old Business–**

**VII. New Business and Action Items**

- A. Emergency Support Function (ESF) #8: Public Health and Medical Services – Attachment#1:** Reviewed, revised and updated based on comments received. Staff recommendation: adoption.
- B. Emergency Support Function (ESF) #10: Hazardous Materials – Attachment #2:** Reviewed, revised and updated based on comments received. Staff recommendation: adoption.
- C. Comprehensive Emergency Plan – Base Plan – Attachment #3:** Reviewed by staff and minor revisions made for state and federal compliance. Comprehensive review and revisions expected in 2015. Staff recommendation: adoption.
- D. Emergency Support Function (ESF) #4: Firefighting – Attachment #4:** Reviewed by staff and minor revisions made for state and federal compliance. Comprehensive review and revisions expected in 2015. Staff recommendation: adoption.
- E. Emergency Support Function (ESF) #5: Emergency Management – Attachment #5:** Reviewed by staff and minor revisions made for state and federal compliance. Comprehensive review and revisions expected in 2015. Staff recommendation: adoption.
- F. Emergency Support Function (ESF) #13: Law Enforcement and Security – Attachment #6:** Reviewed by staff and minor revisions made for state and federal compliance. Comprehensive review and revisions expected in 2015. Staff recommendation: adoption.
- G. Emergency Support Function (ESF) #14: Mitigation and Recovery – Attachment #7:** Reviewed by staff and minor revisions made for state and federal compliance. Comprehensive review and revisions expected in 2015. Staff recommendation: adoption.

**Executive Committee Action:** Motion by TeKippe, second by Holt to recommend adoption of plan sections in Items A-G. Motion passed unanimously.

**H. American Red Cross MOU – Attachment #8:** ARC Central Iowa Region has been working with EMA Staff to achieve a MOU between the ARC Region and the Polk County Emergency Management Agency. MOU reflects current and expected roles and responsibilities between the two organizations. Staff recommendation: adoption. **Executive Committee Action:** Motion by Holt, second by McDaniel to approve the MOU. Motion passed unanimously.

**VIII. Open Discussion**

- A. Public Health and Hazmat TTX** – consider discussion based exercise or workshop focused on interface between hazmat and public health related to decontamination, isolation, etc.; possibly winter of 2014/2015 (TeKippe)
- B. Law Enforcement ICS Command Boards** – consider discussion based exercise or workshop focused on establishment and use of ICS and command board tools by law enforcement; possibly winter of 2014/2015 (McDaniel)

**IX. Upcoming Events**

- A. Commission Meeting** – August 20th at 1400 hrs. Polk County EOC.
- B. Executive Committee Meeting** – September 10th at 1100 hrs. Polk County EOC.
- C. Executive Committee Meeting** – October 8th at 1100 hrs. Polk County EOC.
- D. Executive Committee Meeting** – November 12th (request to reschedule) at 1100 hrs. Polk County EOC.
- E. Commission Meeting** – November 19th at 1400 hrs. Polk County EOC.

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

**XI. Adjournment** –