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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.,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** – Called to order by Chair Krohse at 1402 hours.

**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 checked="" type="checkbox"/> Des Moines*   | <input type="checkbox"/> Pleasant Hill              | <input type="checkbox"/> Runnells                    |
| <input checked="" 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 checked="" 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 checked="" type="checkbox"/> Mitchellville | <input checked="" type="checkbox"/> Sheriff*        |  |

**B. Staff**– AJ Mumm, Franny Medeiros, Jon Davis

**C. Guests/Public** – none

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

**IV. Approval of Previous Meeting Minutes**– Full Commission – May 28, 2014. **Commission Action:** Motion by Lindeman, seconded by McGhee to approve 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.  
**Commission Discussion:** There are currently three separate funding opportunities available. A notice of interest form is available at [www.homelandsecurity.iowa.gov](http://www.homelandsecurity.iowa.gov).

- E. Direction, Control, and Coordination** – **Commission Discussion:** An ICS 300 and 400 course is scheduled for October. Possibly another in the winter months if needed. Also, EMA will begin planning for a half-day ICS 402 course targeted towards elected and executive officials to occur in January.

**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**

1. **Training** - **Commission Discussion:** Staff has begun the request process to access funding to host a NFPA 1600 course. Timing will depend on grant process and will likely be in early 2015.

**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 **Commission Discussion:** Backfill and fuel reimbursement available from VA for participating EMS units.

**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– None.**

**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.

**Commission Action:** Motion by Cox, seconded by Lindeman to approve 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 Commission Action:** Motion by Roe, seconded by Schneider to approve 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)
- C. Request by Cox to add discussion in November on the transition of the MICRN from analog to digital and what this might mean for the future of the system.**

**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** – **Commission Action:** Motion by TeKippe, seconded by Lindeman to adjourn. Motion passed unanimously at 1510 hours.



POLK COUNTY

**EMERGENCY  
MANAGEMENT**

1907 Carpenter Avenue

Des Moines, Iowa 50314

Ph. 515.286.2107

[www.polkcountyiowa.gov](http://www.polkcountyiowa.gov)

**Participant Sign-in Sheet**

<b>Event:</b>	Commission Meeting
<b>Date and Time:</b>	August 13, 2014- 1400 hours <b>Aug. 20</b>
<b>Location:</b>	PCEMA - 1907 Carpenter Avenue

	Name	Affiliation	Phone	Email
1	Jim Krohse	JOHNSTON	On File	
2	DAVID LINDEMAN	JOHNSTON	339 2008	
3	JIM CLACK	AWKENY	612 819 1265	
4	Jerry Whetsone	Albion	515-967-2216	on file
5	Don Cox	WDM	222-3430	on file
6	Chip Mathis	ELKHART	248-4237	on file
7	Rick Roe	Clive	223 1595	
8	Scott Lyon	Urbandale	865 8857	
9	Jerry Holt	"	278-3970	on file
10	FILBERT, JEREMY	MITCHELLVILLE	(816) 552-7874	JAF: lbert23@AOL.COM
11	PEAN MCGHEE	MITCHELLVILLE	515-967-9795	ON FILE
12	Kurt Bailey	Polk County PD	515-286-3705	" "
13	KEVIN SCHNEIDER	Polk County Sheriff	280 3306	ON FILE
14	Mark Arentsen	Bondurant	967-2418	marentsen@cityofbondurant.com
15	John TeKippe	Des Moines	on file	on file
16	Annus McDavid	Windsor Heights	on file	on file
17	FRANK MEDICUS	F.M	on file	" "
18	FRANK COWNS	DES MOINES	ON FILE	" "
19	A.J. Mumm	POLK Co EMA	ON FILE	
20	Tow Davis	POLK Co EMA	ON FILE	ON FILE
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