



MINUTES

Polk County
Emergency
Management
Commission

Full Commission

Wed. 20-May-2015
1400 Hours

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

I. **Call to Order** – by Chairperson Krohse at 1400 hours.

II. **Roll Call and Introductions**

Members (Members with * are members of the Commission’s Executive Committee) -

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Alleman | <input checked="" type="checkbox"/> Des Moines* | <input checked="" 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 type="checkbox"/> Windsor Heights* |
| <input checked="" type="checkbox"/> Clive | <input checked="" type="checkbox"/> Mitchellville | <input checked="" type="checkbox"/> Sheriff* | |

Members Present: Andeweg (E), Bailey, Clack, Conkling (E), Cownie (E), Edwards (E), Gaer (E), Holt, Krohse, Lindeman (E), Lorenz (E), Lyon, Mahaffey (E), Mathis, McGhee (E), Murray (E), Roe, Schneider, Sonnenberg, Sullivan (E) (ph.), TeKippe, and Whetstone
(E) = Elected Official and (ph) = attended by teleconference

- A. **Staff**– Brear, Davis, Medeiros, Mumm
- B. **Guests/Public** – None

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

IV. **Approval of Previous Meeting Minutes**– February 18, 2015 **Commission Action:** Motion by Clive, seconded by Altoona to adopt minutes as distributed. Motion passed unanimously.

V. **Public Hearing** – FY2014/2015 Budget Amendment - **Commission Action:** Krohse opened the public hearing at 1403 hours. Director summarized Attachment #1 and solicited questions. No members of the public present and no written correspondence received on this topic. Krohse closed the public hearing at 1406 hours.

VI. **New Business and Action Items**

- A. **FY 2014/2015 Budget Amendment** - Proposed budget amendment to authorize increased spending from \$898,257 to \$925,567 (increase in the amount of \$27,310). Reason: A net increase is primarily due to increased spending of federal grants and costs related to hazardous materials responses. This increased cost of \$41,916 is partially offset by cost savings for salaries/benefits and maintenance agreements of \$14,606. – **Attachment #1 - Commission Action:** Motion by Clive, seconded by Johnston to approve budget amendment as proposed. Motion passed unanimously.

- B. Officer Elections** – Elections are held each spring for the offices of Commission Chairperson and Commission Vice-Chairperson. Terms of the offices begin July 1st and end June 30th of the following year. Chairperson has the responsibility of selecting 3 at large members of the Commission to serve with the Chair and Vice-Chair as the Commission’s Executive Committee. An appointed nominating committee returned with a recommended slate which included Jim Krohse as Chairperson and John TeKippe as Vice-Chairperson. Nominations may also be taken from those present at the meeting. **Commission Action: No additional nominations received from the floor. Motion by Altoona, seconded by Des Moines to accept the slate from the Nominating Committee. Motion passed unanimously.**
- C. Director’s Participation in Iowa Type III Incident Management Team (IMT)** – Commission must consider approval of agreement between Commission and Iowa Homeland Security and Emergency Management Department for the Director’s continued participation in the IMT. Agreement and activation of position task book are required for continued inclusion on IMT’s official roster. – **Attachment #2. - Commission Action: Motion by Johnston, seconded by Clive to approve Director’s continued participation on the IMT. Motion passed unanimously.**

VII. Reports

A. Administration and Finance

1. **Staff/Personnel** –
2. **Budget** – Budget amendment required. See New Business.
3. **Commission By-Laws** – Officer Elections to be held in May. See New Business.
4. **Grants Management** –
 - a) **Iowa Type III Incident Management Team (IMT)**
 - (1) **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.
 - (2) **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.
 - b) **WMD Hazmat (HSGP)**
 - (1) **2013 Grant Year** - Awarded \$160,000; \$69,413 Expended to date. Training, travel, exercises, equipment to be funded. Performance period expires in June 2015.
 - (2) **2014 Grant Year** - Awarded \$121,380; \$0 Expended to date. Training, travel, exercises, equipment to be funded. Performance period expires in June 2016.

c) Emergency Medical System (EMS)

(1) **2015 Grant Year** – Awarded \$10,363. \$0 Expended or encumbered. CIEMSD identifying projects.

d) Emergency Management Performance Grant (EMPG)

(1) **2014 Grant Year** – Awarded \$39,000. \$39,000 Expended.

e) Hazardous Materials Emergency Planning (HMEP) Grant

(1) **2015 Grant year** – Awarded \$6,807 for training. \$0 Expended. Awarded \$15,472 for commodity flow study. \$0 Expended.

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.
2. **Regional Resiliency Assessment Program (RRAP)** – Preliminary (pre-nomination) conference call occurred with HSEMD, Department of Homeland Security and Argonne National Laboratory regarding finance/banking/insurance sector assessment in Polk County/Metro Area with Safeguard Iowa Partnership. Next step is to meet with DHS Protective Security Advisory and SIP about workload and likelihood of nomination.

C. Resource Management

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

D. Planning

1. **Comprehensive Emergency Plan (CEP)**
 - a) **ESF #5 – Emergency Management:** Rewrite due October 1, 2015
 - b) **ESF #7 – Resource Support:** Rewrite due October 1, 2015
 - c) **ESF #10 – Hazardous Materials:** Rewrite due October 1, 2015
2. **EMA Strategic Plan** –process being implemented to connect project management to strategic plan. Discussion at weekly staff meetings. Project management tool being developed by staff.
3. **Multi-jurisdictional Hazard Mitigation Plan** – Adoption resolutions completed. Update requests will occur in 2015.
4. **Active Shooter/Killer Guidance** – Polk County EMA participating with other disciplines and statewide associations to develop guidance on planning for, responding to, and recovering from violent incidents.
5. **Law Enforcement ICS Command Boards** –planning and discussion-based exercise or workshop focused on establishment and use of ICS and command board tools by law enforcement; schedule distributed on 3/31/15.

E. Direction, Control, and Coordination –

1. **ICS 402** - Occurred 0830-1200 hours March 27th. 27 people attended. Certificates and presentation materials emailed on 4/1/15.

F. Damage Assessment –

1. **Damage Assessment Task Force –**

G. Communications and Warning

1. **Outdoor Warning Sirens** – Inventory updates and ownership acknowledgement completed. Review of activation policy indicated no changes needed at this time.
2. **CodeRedNext** – updated software system released. Webinar and on-demand training available through CodeRed.
3. **Statewide Notification System** – Alert Iowa System agreement being pursued as a backup/alternative system. IPAWS training completed by all staff. Application process continues. Application signature by Commission Chairperson required. Commission action may be requested at May meeting. **Commission Action: Motion by Pleasant Hill, seconded by Clive to adopt comprehensive mass notification resolution as distributed. Motion passed unanimously.**
4. **911 Service Board** – verbal update on activities and legislation.

H. Operations and Procedures

1. **Ebola Coordination** – Meeting occurred between Executive Committee, Polk County Public Health and IDPH staff. Clarifications were offered by IDPH. Pending request from Executive Committee to share addresses of concern with responders via computer aided dispatch system. IDPH asked for meeting with PSAPs to occur in June.

I. Training –

1. **NFPA 1600** - April 21-22, 2015 at Polk County EOC.
2. **ICS 300/400** – Working on scheduling with All Regions Group and Instructors.
3. **TEEX MGT 346 EOC Operations and Planning** – September 22-24

J. Exercises

1. **Federal Building Tabletop Exercise** – May 19
2. **Des Moines Airport Full Scale** – August 8
3. **Vigilant Guard** – January 11-15, 2016

K. Public Education and Information –

1. **Broadcast meteorologist comments** – leading to mini-conference between media, National Weather Service and local EMS. Preliminary meeting held on April 23rd. Larger symposium being considered by NWS to occur this fall.

- L. **Homeland Security–**

- VIII. **Old Business–**

- IX. **Open Discussion**

- X. **Upcoming Meetings**
 - A. **Executive Committee Meeting** – June 17th at 1100 hrs. Polk County EOC
 - B. **Executive Committee Meeting** – August 12th at 1100 hrs. Polk County EOC
 - C. **Commission Meeting** –August 19th at 1400 hrs. Polk County EOC
 - D. **Executive Committee Meeting** – September 9th at 1100 hrs. Polk County EOC
 - E. **Executive Committee Meeting** – October 14th at 1100 hrs. Polk County EOC
 - F. **Executive Committee Meeting** – November 10th at 1100 hrs. Polk County EOC
 - G. **Commission Meeting** –November 18th at 1400 hrs. Polk County EOC

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

- XII. **Adjourn** – **Commission Action:** Motion by Urbandale, seconded by Clive to adjourn. Motion passed unanimously at 1443 hours.