



MINUTES

Polk County
Emergency
Management
Commission

Full Commission

Wed., 22-February-2012
1300 Hours

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

I. **Call to Order** – at 1307 hours by Commission Chair Krohse.

II. **Roll Call and Introductions**

A. **Members**

- | | | | |
|---|--|---|---|
| <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 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 type="checkbox"/> Clive | <input type="checkbox"/> Mitchellville | <input checked="" type="checkbox"/> Sheriff | |

Members present: Arentsen, Bailey, Cox, Holt, Krohse, Krum, Matherly, Mundt, Sittig and TeKippe

B. **Staff** – Mumm and Reelitz

C. **Guests/Public**- None

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

IV. **Public Hearing** – Hearing on proposed 2012-2013 Budget. Krohse opened public hearing at 1307 hours. No public present to speak for or against the proposed budget. No correspondence received by staff via mail, email, or other means. Krohse closed public hearing at 1308 hours.

Commission Action: Motion by TeKippe to approve budget as presented. Seconded by Cox. Motion passed unanimously.

V. **Approval of Previous Commission Meeting Minutes** – November 16, 2011 – **Commission Action:** Motion by Mundt to approve minutes as distributed. Seconded by TeKippe. Motion passed unanimously.

VI. **Reports**

A. **Administration and Finance**

1. **Agency Budget** – addressed under new business
2. **Staff/Personnel** – no new items
3. **Grants Management**

a) **Metropolitan Medical Response System (MMRS)**

(1) **2009 Grant Year** - Awarded \$321,221; \$271,309 expended; \$49,912 remains to date; Focus: Regional Medical Coordination, sustainment of Code Red, FirstWatch, EMSsystems, etc. Investment justification, work

plan, and budget submitted and approved. Revised budget pending approval. Performance period expires in March 2012.

(2) **2010 Grant Year** – Awarded \$317,419; \$0 Expended to date; \$93,500 obligated to date. Investment justification, work plans, and budget submitted and approved. Soliciting proposals from firms with relevant experience to provide a proposed solution in the area of program coordination for the Metropolitan Medical Response System (MMRS) grant and related projects. Request for proposal will be provided in a separate correspondence. Incident management software purchase is included. Performance period expires March 2013.

(3) **2011 Grant Year** – Awarded \$281,693; \$0 Expended to date; \$0 obligated to date. Investment justification, work plan, and budget submitted. Budget pending approval. Performance period expires August 2013.

b) Iowa Type III Incident Management Team (IMT)

(1) **2009 Grant Year** – Awarded \$40,000; \$38,184 Expended to date; Focus: training, equipment, supplies for team members. Investment justification, work plan, and budget submitted. Revised work plan and budget pending approval. Performance period expires in March 2012.

(2) **2010 Grant Year** – Awarded \$116,000; \$0 Expended to date. Investment justification, work plan, and budget submitted and approved. Performance period expires in March 2013.

(3) **2011 Grant Year** - Awarded \$100,000; \$0 Expended to date. Investment justification, work plan, and budget submitted. Pending approval. Performance period expires in August 2013.

c) Emergency Medical System (EMS)

(1) **2012 Grant Year** – Awarded \$7,090; \$7,090 expended to date; Focus: EMS training, education materials and supplies. Performance period expires June 30, 2012.

d) Emergency Management Performance Grant (EMPG)

(1) **2011 Grant Year** - Awarded \$39,000; \$39,000 expended to date; Focus: emergency management organization (daily ops, salaries, etc.).

e) Hazardous Materials Emergency Planning (HMEP) Grant

(1) **2012 Grant Year** – Awarded \$7,291 for training; \$5,000 for hazmat symposium; \$16,051 for planning (gap analysis).

B. Hazard Identification, Risk and Capability Assessment

1. Target Capability Assessment – Program Assistant is investigating an evaluation tool for capabilities assessment.

C. Resource Management

1. **Resource Typing** – Public Works resources are next to be typed. This work will be started in Fall 2011 and will be coordinated through Commission Members.

D. Planning

1. **Comprehensive Emergency Plan (CEP)** – ESF#9: Search, Rescue, and Evacuation Annex currently in draft version and will be distributed for review in February. **Staff Update: Mass fatalities plan comment period will close March 1. Plan, field operation guide, and public versions are being developed continuously along with training components.**
2. **EMA Strategic Plan** – 2011 Strategic Plan drafted. Detailed capabilities/organizational assessment to take place in Fall 2011.

E. Direction, Control, and Coordination –

1. **G402 Incident Command for Elected Officials** – now available. Staff will evaluate its value as a basis for elected and key appointed officials training. Potentially begin to offer the course locally in early spring 2012.

F. Damage Assessment –

G. Communications and Warning –

1. **Siren narrow-banding** – Jurisdictional status update. **Commission Discussion: Siren narrow-banding is the responsibility of the individual jurisdictions. Siren narrow-banding is complete in Ankeny, Urbandale, and West Des Moines and approximately 50% complete in Johnston.**

H. Operations and Procedures –

1. **EOC/Incident Mgt. Software** - RFP has been posted. Received four proposals. Staff is detailing the evaluation process and contacting evaluation team members to complete the evaluation process and interviews in January. Interviews took place with bidding vendors on February 6, 7, and 10. Staff will be reconvening the evaluation team to discuss awarding the contract during the week of February 20th.

I. Training –

1. **ICS 300 and 400** being held at Polk County EOC February 21-24.
2. **NFPA 1600** being held at Polk County EOC March 6-7.
3. **NWS Storm Spotter Training** being held at the Polk County EOC at 7 pm on April 3.
4. **ALICE (Alert, Lockdown, Inform, Counter, Evacuation) training** being held at Polk County EOC May 15-17. This is the next generation in active shooter response.

5. **Command and General Staff Position-Specific series of courses** is being developed now by Region 1 but will be held at the Polk County EOC in the coming months.

J. Exercises

1. **Statewide Tornado Drill and Storm Siren Activation** will occur at approximately 10 am on Wednesday, April 4.

K. Public Education and Information –

1. **National Flood Awareness Month** will take place in March. Staff will implement a daily social media campaign focused on flood awareness and preparedness.
2. **Severe Weather Awareness Week** will take place April 2-6. This will include storm spotter training by the National Weather Service at the Polk County EOC on Tuesday evening April 3 and the statewide tornado drill and siren activation testing on Wednesday, April 4.

L. Homeland Security –

VII. Old Business –

A. Multi-jurisdictional Hazard Mitigation Plan Update - The State of Iowa has Hazard Mitigation Grant Program (HMGP) funds available for developing Multi-jurisdiction Hazard Mitigation Plans. The Disaster Mitigation Act of 2000 (DMA) requires communities to have a FEMA approved local hazard mitigation plan in order to receive HMGP project funds. DMA 2000 also requires that jurisdictions update their FEMA approved local hazard mitigation plans every five years. To remain eligible for future HMGP project funds, jurisdictions in Polk County will need to complete an update to their Local Hazard Mitigation Plan and receive FEMA Approval by **7/14/2014** to remain eligible for HMGP project funds. The next application due date for HMGP planning applications is December 1, 2011. This is a cost share grant program which means that awarded grants will be funded as follows: Federal share is 75%, State of Iowa is 10%, Local share is 15% and in-kind matches do apply.

i. Staff Recommendation: Executive Committee approval to draft and submit an application to Iowa Homeland Security and Emergency Management Division by December 1, 2011.

1. Executive Committee Action: Motion by TeKippe, seconded by Mundt to authorize Staff to move forward with application process. Motion passed unanimously.

a. Commission Action: Moved by Roe, seconded by Whetstone to direct Staff to proceed with the application process and submit a Notice of Interest and application. Motion passed unanimously.

- i. **Staff update:** Notice of Interest submitted to HSEMD and will work with EMA to complete the application.
- ii. **Staff update:** meeting on February 17 with Dallas County and HSEMD staff to deconflict shared jurisdictions involvement in mitigation planning activities.

B. 28E Agreement between Polk County and City of Des Moines for Hazardous Materials Response – On July 1, 2011, the City of Des Moines’ self insured retention (SIR) was raised by its Excess Workers Compensation Insurance carrier to \$750,000 per injury. The City has only been able to insure \$550,000 of the SIR. This satisfies the City’s obligation, but has potentially left a \$200,000 unfunded gap for the counties with which the City has agreements with. Des Moines Fire Department and Risk Management hosted an informational meeting on this topic on October 17. Polk County will consider their options regarding the agreement and the solution(s) to the unfunded gap. A follow up meeting between the City of Des Moines and the involved counties has been scheduled for November 14. Staff is seeking advice on its role in these discussions and welcomes discussion among the Executive Committee.

Executive Committee Discussion: Requested that Staff stay engaged in the discussion and report back to the Executive Committee following the November 14th meeting. **Staff Update:** City of Des Moines has agreed to pay 80% of the gap in insurance since approximately 80% of the calls are in the City of Des Moines. This equals approximately \$160,000. The remaining \$40,000 would need to be covered by the counties with which they have agreements with (8 counties total). The agreement is with Polk County and not with the Commission, but the Director will continue to monitor the discussion.

Update from Chief TeKippe: Chief TeKippe met with County Administrator David Jones recently. They **proposed** that Des Moines would cover the previously unfunded liability gap and that anything over the \$200,000 claim would be split evenly between the city and the county. Des Moines is purchasing insurance and merging policies. This cost will be passed along to the other counties that are party to the agreement, but Des Moines will reduce the service costs to the counties by this same amount so that the net difference is \$0. They will continue to work with the other counties to address individual concerns regarding agreement language.

VIII. New Business

A. Metropolitan Medical Response System (MMRS) Coordinator Contract – Staff will soon be soliciting proposals from firms with relevant experience to provide a proposed solution in the area of program coordination for the Metropolitan Medical Response System (MMRS) grant and related projects. A draft version of the Request for Proposal (RFP) will be provided in a separate correspondence in late February.

- B. Johnston Hazard Mitigation Plan Amendment – Attachment #1** - The City of Johnston has requested an amendment to the Polk Countywide Multi-hazard Mitigation Plan. Johnston’s existing items #3 and #4 have been amended and a new item has been added (Item #11). The City of Johnston is requesting the Commission’s approval of these proposed amendments to the countywide mitigation plan. **Commission Action: Motion by Cox to approve the additional and amended projects proposed. Seconded by Holt. Motion passed unanimously.**
- C. 2012/2013 Budget – Attachment #2 and #3** – The proposed FY12/13 budget has been developed by staff and presented to the Executive Committee in both a summary view (Attachment #2) and detailed/line-item view (Attachment #3). The proposed budget has also been presented to the Polk County Board of Supervisors at a Board/Staff Discussion meeting in mid-January. While expenditures are greater than revenue for this proposed fiscal year, reserve funding is adequate to cover this difference. Significant increases in expenses are due to agency liability insurance costs, EOC equipment maintenance agreement, and scheduled compensation/benefits step increases. **See IV above.**
- IX. Other Business**
- A. Rebuilding Des Moines Together** – A request was received by Polk County EMA by a Des Moines resident interning for the program Rebuilding Des Moines Together asking to establish a CERT program in Des Moines. This request was shared with Chief TeKippe. Chief TeKippe discussed an alternative that accomplished the same objective but fit better with the true needs of the community. The suggested program to be initiated by the intern will involve working with Des Moines’ neighborhood associations to encourage people to sign up for Code Red, helping create family emergency plans, and installing smoke detectors in homes of elderly and those with children. All agreed this was a mutually beneficial approach to the intern program.
- X. Upcoming Events**
- A. **Commission Mtg.** – February 22 – 1300 – EOC
 - B. **Region 1 Homeland Security Board** – March 2 – 1300 – Perry
 - C. **Executive Committee Mtg.** – March 14 – 1100 – Polk County EOC
 - D. **Iowa State Association of Counties** – March 15-16 – Marriott Downtown
 - E. **Director Vacation** – April 2-6
 - F. **Executive Committee Mtg.** – April 11 – 1100 – EOC
 - G. **Director Vacation** – April 16-20
 - H. **U of O Emergency Management Conference** – May 9-11 - Okoboji
 - I. **Executive Committee Mtg.** – May 8 – 1100 – EOC
 - J. **Commission Mtg.** – May 16 – 1300 – Polk County EOC

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

XII. **Adjournment** – **Commission Action:** Motion by Cox to adjourn. Seconded by Mundt. Motion passed unanimously at 1403 hours.