MINUTES

Polk County
Emergency
Management
Commission

Full Commission

Wed., 16-November-2011
1300 Hours

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

I. Call to Order – at 1306 hours by Commission Chair Krohse

II. Roll Call and Introductions

A. Members

☐ Alleman	☐ Des Moines	☐ Pleasant Hill	☐ Runnells
☐ Altoona	☐ Elkhart	☐ Polk City	☐ Urbandale
☐ Ankeny	☐ Grimes	☐ Polk County BOS	☐ West Des Moines
☐ Bondurant	☐ Johnston	☐ Polk County Sheriff	☐ Windsor Heights
☐ Clive	☐ Mitchellville		

Members Present: Bailey, Cox, Cross (Alt.), Krohse, Mathis, McDaniel, Mundt, Roe, TeKippe, Tunks, Whetstone

B. Staff – Davis, Mumm and Reelitz

C. Guests/Public- None

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

IV. **Approval of Previous Meeting Minutes –** August 17, 2011 – Full Commission Minutes – **Commission Action:** moved by Tunks, seconded by Bailey to approve the August 17, 2011 Commission minutes as distributed. Motion passed unanimously.

V. Reports

A. Administration and Finance

1. Agency Budget –

a) Staff will begin drafting a proposed budget for initial review at the December and January Executive Committee meetings. Budget proposed for adoption on February 22, 2012.

b) 28E agreement invoices will be mailed to the jurisdictions in early December.

2. Staff/Personnel

a) Program Assistant/911 Administrator position – Samantha and AJ will meet with PSAP directors on November 18th to discuss projects and priorities.

b) Director – 1) Human Resources is asking for the Commission to establish a pay grade for the position and salary; HR is recommending a pay grade 28 which is consistent with other department heads, range is $82,425-$108,743, currently at $97,281; 2) Annual Performance Evaluation should be conducted in September 2011; 3) Based on Performance Evaluation, the Commission may determine a percentage raise between 0-5%. Executive Committee conducted the performance evaluation on the Director in November. Resulted in a score of 2.7

out of 3.0. Full evaluation available upon request. **Commission Action:** Moved by Mathis to accept the recommendation of the Executive Committee to establish the Director's pay grade at 28 and approve a 5% salary increase. **Discussion**: Question of who has the authority to establish pay raises. Staff explained the authority rests with the Commission as a separate entity from the Board of Supervisors. A budget will be drafted for adoption by the Commission and presented to the Board of Supervisors for funding support along with the other political jurisdictions represented on the Commission. Recommendation by TeKippe to use the performance evaluation as the basis for a merit increase of 4.5%. This would reflect the 90% score received on the performance evaluation and justifies the amount of increase compared to the maximum. Mathis withdrew his motion. **Commission Action**: Moved by Mathis to approve the pay grade of the Director at 28. Seconded by Cox. Motion passed unanimously. **Commission Action:** Moved by TeKippe, seconded by Mundt to increase the Director's salary by 4.5%. Motion passed unanimously.

c) **Commission Appointments and Elections –** Commission appointment/re-appointment requests will be distributed in January 2012. Commission elections will occur in April 2012.

3. **Grants Management**

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

(1) **2009 Grant Year -** Awarded $321,221; $292,078 expended; $29,143 remains to date; Focus: Regional Medical Coordination, sustainment of Code Red, FirstWatch, EMSysetms, etc. Grant agreement signed in late June. Performance period expires in March 2012.

(2) **2010 Grant Year** – Awarded $317,419; $0 Expended to date; $93,500 obligated to date. Investment Justification and application submitted. Waiting on reward letter.

(3) **2011 Grant Year –** Awarded $267,609; $0 Expended to date; $0 obligated to date. Investment Justification and application submitted. Waiting on reward letter.

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

(1) **2009 Grant Year –** Awarded $40,000; $37,713 Expended to date; Focus: training, equipment, supplies for team members. Amendment submitted to shift funding from training to equipment. Performance period expires in March 2012.

(2) **2010 Grant Year –** Awarded $116,000; $0 Expended to date; Focus: TBD.

(3) **2011 Grant Year -** Awarded $100,000; $0 Expended to date; Focus: TBD.

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).

(2) **2012 Grant Year –** No award to date.

d) **Emergency Management Performance Grant (EMPG) 2011 Grant Year** - Awarded $39.000; $19,500 expended to date; Focus: emergency management organization (daily ops, salaries, etc.).

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

(1) **2011 Grant Year –** Awarded $4,935; $4,935 expended to date; Focus: hazmat awareness and operations level training. Performance period expires September 30, 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. **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 and Rescue will be distributed in November for review.
2. **EMA Strategic Plan –** 2011 Strategic Plan drafted. Detailed capabilities/organizational assessment to take place in Fall 2011.

E. Direction, Control, and Coordination –

1. **Advanced Incident Command System (ICS-400) Training** – December 5-6, 2011 Ankeny Fire Department. Sponsored by Region 1 Homeland Security.

F. Damage Assessment –Meetings continue with Metro Waste Authority on debris management.

G. Communications and Warning –

1. **Regional Radio Project – Commission Discussion:** topic was scheduled to be on the Board of Supervisors agenda sometime in November.
2. **Outdoor Warning Sirens** –Polk County has ordered the hardware to allow them to begin transmitting in both narrow and wide bands beginning in mid-November.

H. Operations and Procedures –

1. **Countywide Emergency Operations Center (EOC) –** EOC/Incident Mgt. Software RFP has been posted. Proposals due back November 30.

I. Training

1. **ICS 400 Course –** See Item E above.

J. Exercises –

K. Public Education and Information –

1. **Boy Scouts of America Troop –** Emergency preparedness badge presentation. November 14 and 21.

L. Homeland Security –

1. **Significant events list** - provided to Brian Lewis, HSEMD, for inclusion in their weekly statewide TIPP Report.
2. **Occupy Iowa –** current and planned events information monitored by regional fusion office

VI. Old Business –

A. CERT – Meeting will be scheduled with the Commission immediately prior to the next full commission meeting on November 16th at 1200 hours. **Commission Discussion:** Based on the meeting immediately preceding the Commission's meeting, the following was generally agreed upon to be recommendations to the Commission: 1) Ankeny Community Emergency Response Team (ACERT) will continue to be under the direction of the Ankeny Fire Chief; 2) Emergency Management Agency, under the direction of the Emergency Management Commission will continue to receive the funds and process distribution of equipment to the ACERT; 3) ACERT is a resource to the City of Ankeny; and 4) if another jurisdiction would like to request the ACERT's assistance that it be requested through the EMA but would only be deployed if agreed upon by both the requesting and providing parties. **Commission Action:** moved by TeKippe, seconded by McDaniel to approve the recommendations. Motion passed unanimously.

B. 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.

C. **EOC A/V Equipment Service Agreement –**CEC has presented the Commission with an optional service agreement coverage proposal that includes response time coverage, parts and labor, preventative maintenance checks, blocks of labor, and time and materials rates. The proposed agreement is available a la carte and discussion is requested prior to the expiration of the 1 year parts and labor included after final acceptance. **Executive Committee Discussion:** Directed Staff to ask for references for others that have purchased this type of equipment and their experience on what they've used. **Staff Update:** An updated quote that includes only the A/V processing equipment "hub" and not the computers, projectors, televisions, etc. has been requested from CEC. Staff will update the Commission when the quote is received.

D. **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.

E. **Insurance Coverage for Commission** – Previously, the insurance coverage for the emergency management agency was covered by Polk County. Risk management and legal review of this arrangement has indicated that the Emergency Management Commission must be covered under a separate policy. Polk County has agreed to cover the costs of this policy for the remainder of this fiscal year. The Commission will need to budget for insurance coverage in FY12/13. Risk Management will be present to discuss the background, coverage details, and answer questions. Staff is seeking advice on coverage and budget impacts. **Executive Committee Discussion:** Consensus was that the current amount of $1,000,000 each accident, and $2,000,000 general aggregate was not sufficient. Staff directed to contact other EMAs to get a sense of what their coverage is and to see what ICAP might provide. **Staff Update:** Director asked other EMAs in Iowa what they were covering with insurance and generally the amount was in the $1,000,000 to $2,000,000 range. Based on demographics of Polk County, staff will start with $5,000,000 coverage and see how the premium fits into the 2012-2013 budget. This can be reviewed down the road based on budget and risk exposure.

VII. New Business –

A. **Alternate Emergency Operations Center (EOC-A)** – The City of Johnston intends to secure additional grant funding for the City's Public Safety Building. The City is interested in exploring the opportunity of entering into an agreement with the Polk County Emergency Management Commission to have this facility act as an alternate/backup Emergency Operations Center (EOC-A) to the Primary EOC located at 1907 Carpenter Ave. The City will be working to draft a Memorandum Of Understanding (MOU) to facilitate this relationship if it is agreeable to the Commission. The City would like confirmation that this relationship might be agreeable in order to proceed with the drafting of the MOU. **Executive Committee Discussion:** the Executive Committee and staff agree that this should be explored further and that having a designated EOC-A would be appropriate and recommends to the full Commission to notify the City of Johnston to proceed in drafting the MOU for eventual presentation to the Commission for consideration. **Commission Discussion:** This request has raised the question if it is wise to have MOUs with multiple adequate locations based on the need and location. Staff was directed to issue a request for information to all jurisdictions on the Commission to ask if they have a facility that may be adequate to serve as an alternate EOC. This should be based on some objective criteria of what is needed to be considered an alternative EOC. Commission asked the Director to develop a short survey that can be used to evaluate potential alternative EOCs of which the proposed Johnston facility would be considered for inclusion.

VIII. Other Business –

IX. Upcoming Events

A. **Commission Mtg.** – November 16 – 1300 hrs. – EOC
B. **Iowa State Association of Counties –** November 16-18 – Coralville
C. **Thanksgiving Holiday –** November 24-25 – offices closed
D. **Executive Committee Mtg.** – Dec. 14 – 1100 – EOC
E. **Christmas Holiday –** December 23-26 – offices closed
F. **Executive Committee Mtg.** – Jan. 11 – 1100 – EOC
G. **Executive Committee Mtg.** – Feb. 8 – 1100 – EOC
H. **Director Vacation Requested –** February 13-17
I. **Commission Mtg**. – February 22 – 1300 – EOC

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

XI. **Adjournment – Commission Action:** moved by McDaniel, seconded by Cox to adjourn. Motion passed unanimously at 1428 hours.