



POLK COUNTY EMERGENCY MANAGEMENT AGENCY

A.J. MUMM, COORDINATOR

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MINUTES

The Polk County Emergency Management Commission met on Wednesday, August 19, 2009 at 1300 hrs at the Polk County Comm. Center, 6023 NE 14th Street, Des Moines, IA.

I. Call to Order – 1304 Hours by Vice-Chair Krohse

II. Roll Call/Introductions

A. Members

- | | | | |
|------------------------------------|--|--|--|
| <input type="checkbox"/> Alleman | <input type="checkbox"/> Des Moines | <input type="checkbox"/> Pleasant Hill | <input type="checkbox"/> Urbandale |
| <input type="checkbox"/> Altoona | <input type="checkbox"/> Elkhart | <input type="checkbox"/> Polk City | <input type="checkbox"/> West Des Moines |
| <input type="checkbox"/> Ankeny | <input type="checkbox"/> Grimes | <input type="checkbox"/> Polk County BOS | <input type="checkbox"/> Windsor Heights |
| <input type="checkbox"/> Bondurant | <input type="checkbox"/> Johnston | <input type="checkbox"/> Polk County Sheriff | |
| <input type="checkbox"/> Clive | <input type="checkbox"/> Mitchellville | <input type="checkbox"/> Runnells | |

Members Present: Arentsen, Bailey, Cox, Holt, Krohse, Mathis, Roe, TeKippe

B. Staff – Mumm and Reelitz

C. Guests/Public – Doug Tonnemacher, Pictometry

III. Approval of Agenda –

Commission Action: Moved by Holt, seconded by TeKippe to approve agenda as distributed. Motion passed unanimously.

IV. Invited Guests or Speakers – Doug Tonnemacher, Pictometry

V. Approval of Previous Meeting Minutes –

Commission Action: Moved by TeKippe, seconded by Cox to approve minutes of June 26 meeting as distributed. Motion passed unanimously.

VI. Reports

A. Administration and Finance

1. Grants Management

2. Assistant Coordinator Position Posting – Attachment #1

Commission Action: Moved by Holt, seconded by Mathis to approve the revised job description of Assistant Coordinator and to begin the hiring process.

B. Hazard Identification, Risk Assessment, and Capability Assessment

1. Hazard Analysis and Risk Assessment

Completed with Pre-Disaster Mitigation Plan

Proudly serving the communities of:

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

C. Resource Management

1. Resource Management Database

Project on hold due to staffing limitations

2. Iowa Mutual Aid Compact – Attachment #2

Commission Discussion: Attachment #2 was discussed. Cox mentioned that West Des Moines was contacted by National Fire Chiefs regarding National Mutual Aid. Cox will pass along anything additional he receives to the Commission.

D. Planning

1. Part A – Operations – Attachment sent under separate copy

Current state status is compliant. Comprehensive rewrite of plan and conversion to ESF-based plan is taking place as part of a Region 1 project. Five-phase project with completion date in summer 2010. ESF#10 – Hazardous Materials section reviewed.

Staff Recommendation – Adopt amended ESF #10 and direct staff to submit plan to HSEMD as required by state and federal rules.

Commission Action: Moved by TeKippe, seconded by Holt to adopt ESF#10 to include any grammatical corrections that might be identified by those still reviewing the plan. Motion passed unanimously.

2. Part B – Mitigation Strategy

Current state status is compliant.

3. Part C - Recovery

Current state status is compliant.

4. Emergency Management Commission Strategic Plan

EMAP self-assessment conducted May 1, 2008.

5. Pre-Disaster Mitigation Plan (PDM)

See Old Business

E. Direction, Control, and Coordination

1. National Incident Management System (NIMS)

F. Damage Assessment

1. Damage Assessment Team (DAT)

Staff is coordinating with local public works departments on assembling a Damage Assessment Committee as part of a possible Polk County Public Works Association.

G. Communications and Warning

1. Communications Upgrade RFP

The Emergency Management Agency continues to participate in a process along with the Sheriff's Office, WestCom, EMS, Fire, and Law Enforcement disciplines to seek a Request for Proposal to upgrade the Polk County and WestCom communications capabilities.

Commission Discussion: Roe provided an update on the process and discussion of the interoperability committee which included: looking at 97% portable radio coverage, possibly 8 tower sites, and 800 MHz system. No specific cost estimates have been discussed until the cost proposals begin to come in. Cox asked the committee to consider what to do with siren activation currently on VHF as well as pagers.

H. Operations and Procedures

1. Polk County Emergency Operations Center (EOC)

Background: Staff will continue to work with Elected Officials and city/county administrators to secure a dedicated EOC facility. Floorplans have been shared between Polk County General Services, EMA, and the contractor. Coordinator recently met with low voltage engineer regarding A/V needs. General Services to make presentation to County Administrator in June. Polk County submitted an I-Jobs Grant application for reconstruction of the Carpenter Ave. location. Grant amount requested was approximately \$1.8 million. Announcement of successful applications is expected in late August or early September.

Commission Discussion: Des Moines and Polk County will need to discuss cooperative options between similar projects included in DMFD training center and this application.

I. Training

J. Exercises

1. Capital City Readiness Exercise

Exercise completed in June. Executive tabletop exercise completed on June 24th.

K. Public Education and Information

1. September is National Preparedness Month. Staff is preparing to make several announcements in September to coincide with National Preparedness Month: PDM Plan approval and adoption; Code Red; Hospital Status System; Pictometry; and Twitter.

L. Homeland Security

1. DMPD Homeland Security Bureau – Metro Advisory Committee has asked Polk County EMA to work with DMPD (Major Murray) to update the 28E agreement that is scheduled to expire in summer 2010 and prepare the involved jurisdictions for adoption of the amended agreement.

Commission Discussion: Challenges were discussed based on experience of members on the advisory committee that have made recommendations in the past and there has been relatively no action taken on those actions by the DMPD.

VII. Old Business

A. Automated Notification System

Background: Contract approved and signed with Code Red to provide automated notification system and service.

Staff Update: EMA Staff have been working with Code Red, Polk County Public Health, and the three PSAPs to identify databases for data uploading. Training with authorized users is scheduled. EMA Staff will work with individual jurisdictions to advertise uploading of unlisted and cell phone numbers in June. Capability scheduled to be available to public safety agencies on or before July 1, 2009. Training and testing will be scheduled with additional users in June and July.

B. Hospital Status System

Background: Contract approved and signed with EMSsystems to provide real-time status availability of hospital resources to hospitals, EMS, and communications centers.

Staff Update: EMA staff and representatives from hospitals, EMS, and communications center are currently identifying priority information needs and reporting requirements as well as hardware needs. Capability scheduled to be available on or before July 1, 2009. Training and implementation testing to take place in June and July.

C. PDM Planning – Attachment #3

Background: Kickoff meeting, public meetings, and update meeting have been held. Draft portions of the plan have been periodically submitted to state and federal approving authorities for courtesy reviews. Draft plan was distributed to Commission Members in early May for review by jurisdictions.

Staff Recommendation: Approve and adopt Countywide Pre-Disaster Mitigation Plan and direct staff to submit the plan for official review by Iowa Homeland Security and Emergency Management and the Federal Emergency Management Agency (Region VII).

Commission Action (May 2009): Moved by TeKippe, seconded by Mundt to approve plan and proceed with plan submission to HSEMD and FEMA. Motion passed unanimously.

Staff Update: Plan approved by HSEMD and FEMA. Need to discuss with Commission an approach to receive adoption resolutions from all jurisdictions in Polk County. Propose that all jurisdictions adopt the plan by October 14th.

Commission Action: Moved by Cox, seconded by TeKippe to ask communities to adopt the plan by October 14, 2009. **Discussion:** A web link will be sent to Commission members that will include the ability to download the entire plan. Sample plan adoption resolution provided to communities as well. Motion passed unanimously.

VIII. New Business

A. Internship Extension

Background: Olivia Summerlot has staffed the summer internship position since May. The Polk County Board of Supervisors has provided funding for this position until mid-August.

Staff Recommendation: Extend the internship until an Assistant Coordinator is hired (expected in September/October). Funding needed for this extension is available in the current budget because of current Assistant Coordinator vacancy.

Commission Action: Moved by Mathis, seconded by Holt to approve the hiring of Olivia Sommerlot as a temporary employee until Assistant Coordinator position is filled. Motion passed unanimously.

IX. Other Business

X. Upcoming Events

- A. Commission Meeting – August 19; 1300 hours – Polk County Communications Center
- B. Region 1 Homeland Security – Sept. 3; 1300 hours – Norwalk Public Safety Bldg.
- C. Executive Committee Mtg. – Sept. 9; 1100 hours – Polk Co Communications Center
- D. Coordinator attending Command and General Staff Training – Week of Sept. 21

XI. Programs/Presentations – Doug Tonnemacher provided a demonstration of Pictometry which is an aerial imagery system. Region 1 purchased the system and Doug has extended an invitation to meet with individual jurisdictions to discuss how to use the system to it highest use potential.

XII. Adjourn –

Commission Action: Moved by Holt, seconded by TeKippe to adjourn. Motion passed unanimously at 1437 hours.