



POLK COUNTY EMERGENCY MANAGEMENT AGENCY

A.J. MUMM, COORDINATOR

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MINUTES

The Polk County Emergency Management Commission met on Wednesday, August 20, 2008 at 1300 hrs at the Polk County Communications Center, 6023 NE 14th Street, Des Moines, IA.

I. Call to Order –called to order at 1300 hours

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: Bailey, Holt, Krohse, Mathis, Moody, Mundt, Phillips, Roe, Walters, Whetstone

B. Staff – Mumm and Reelitz

C. Guests/Public –

III. Approval of Agenda

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

IV. Invited Guests or Speakers – none

V. Approval of Previous Meeting Minutes – May 21, 2008

Commission Action: Moved by Phillips, seconded by Mundt to approve minutes as distributed. Motion passed unanimously.

VI. Reports

A. Administration and Finance

1. Grants Management

a. 2006 Homeland Security Grant Program (HSGP)

Award of \$778,647. Performance period began October 1, 2006 and will end March 30, 2009. Regional initiatives include: ESF Conversion Planning Assistance, Mass Fatalities Equipment and Exercise; EOC Survey and Equipment; NFPA 1600 training, and Animal Health Emergency Planning/Training/Equip/Exercise.

b. 2007 Homeland Security Grant Program (HSGP)

Award of \$339,638. Performance period began October 1, 2007 and will end October 12, 2009.

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. 2008 Homeland Security Grant Program (HSGP)

Region 1 and All-Region project applications will be submitted by February 14, 2008. NIMS/NRP and Critical Asset Protection portions are guaranteed to the regions. Other projects need to be applied for and are awarded competitively. All-Region projects included resource management, EOC standardization, and ESF conversion.

d. 2006 Metropolitan Medical Response System (MMRS) Grant

Award of \$228,000 Performance period began October 1, 2006 and will end March 31, 2009. Projects include: particulate monitors, auto injectors, hospital status system, auto notification system, safety vests, AEDs, ARES trailer, shelving, mobile printer, pelican cases, portable public address system, first aid kit, portable radios, pocket guides, and portable lighting. Question was asked if traffic cones would be considered. Coordinator recommended that those types of projects be used to close out the grant if there are funds remaining. Coordinator will put it on the wait list for consideration by the steering committee. Holt advised that Dallas County has a trailer with traffic control devices such as cones and if that resource is needed there is a possibility that county to county mutual aid could be used.

e. 2006 Community Emergency Response Team (CERT)

Award of \$4,295.29. Performance period began October 1, 2006 and will end March 31, 2008. ACERT received Governor's Volunteer Recognition Award.

f. 2005 Pre-Disaster Mitigation (PDM) Grant

Application submitted on March 8, 2005. Budget of \$207,612.50 (\$150,579.53 federal share and \$57,032.97 local share) over a three-year performance period was successful. Grant will help bring all Polk County local jurisdictions compliant with Disaster Mitigation Act standards. Six month extension applied for to integrate recent flooding strategies. Coordinator asked for contacted assistance to finish the plan.

Commission Discussion: Coordinator shared that the grant extension was offered by FEMA and HSEMD for one year to capture after action review issues from the summer flooding.

g. 2008 Hazardous Materials Emergency Program (HMEP)

Awarded \$18,101.45 (\$5,650.65 for planning; \$5,450.80 for training; and \$7,000 for Iowa Hazmat Symposium). Performance period began October 1, 2007 and will end September 30, 2008. This is a 7-county grant to be used for hazardous materials planning, emergency responder training, and to conduct the annual hazmat symposium in Ames. Current balance is \$12,600. All training funds have been expended. Remaining dollars are for the Hazmat Symposium and planning funds.

h. 2008 Emergency Management Performance Grant (EMPG)

Award of \$39,000. Performance period began October 1, 2007 and will end September 30, 2008. Funds to be used for personnel expenses. Current balance is \$9,750. All funds expected to be used by the end of September.

i. 2008 Health Resource Systems Administration (HRSA)

Award of \$1,741. Performance period August 1, 2007 through July 31, 2008. Current balance of \$0.

j. 2008 Emergency Medical Services (EMS) Systems Development

Award of \$9,363. Performance period of July 1, 2007 to June 30, 2008. Current balance of \$0. Practice mannequins, airway lab equipment, and cases purchased.

B. Hazard Identification, Risk Assessment, and Capability Assessment

1. Hazard Analysis and Risk Assessment

Being developed as part of the PDM local mitigation planning process.

C. Resource Management

1. Resource Management Database

Work delayed by flooding operations. Work to resume in July 2008. Resource typing software acquired by EMA staff and will begin visiting with law enforcement, fire, EMS, and public works in fall of 2008.

D. Planning

1. Part A – Operations

Current state status is compliant. Next update is due to HLSEM by October 1, 2008. Coordinator distributed entire plan via email on August 29 and asked that any comments be returned to staff by September 12.

2. Part B – Mitigation Strategy

Current state status is compliant. Recertification required by October 1, 2008.

3. Part C - Recovery

Current state status is compliant. Recertification required by October 1, 2008.

4. Emergency Management Commission Strategic Plan

EMAP self-assessment conducted May 1, 2008.

E. Direction, Control, and Coordination

1. National Incident Management System (NIMS)

National Integration Center has just released a draft document for comment. Document can be found at the following site: <http://www.fema.gov/emergency/nims/index.shtm>. NIMS Cast to be submitted by staff in August.

F. Damage Assessment

1. Damage Assessment Team (DAT)

Staff will begin assembling a Damage Assessment Committee following the Flooding AAR.

G. Communications and Warning

H. Operations and Procedures

1. Countywide Emergency Operations Center (EOC)

Background: Staff will continue to work with Elected Officials and city/county administrators to secure a dedicated EOC facility. Polk County Administrator and General Services Director indicated that an architect would be assigned to this project and will be visiting with EMA and Public Health to understand needs and desires of the Countywide EOC.

I. Training

1. ICS 300

Background: ICS 300 course being offered August 26-27, 2008 at Iowa Air National Guard. Course is full. Contact Region 1 Planner, Liz Manion to get on waiting list.

2. Public Assistance Pilot Program

Background: FEMA is offering a 1 day workshop on September 3, 2008 to discuss the Public Assistance Pilot Program where additional financial reimbursement is provided for communities that participate in the pilot program. Workshop will be held at Camp Dodge.

3. NFPA 1600

Background: Ankeny Fire Department, October 28-29, 2008. Targeted towards the private sector. Normal cost is \$800 but Region 1 grant reduces the cost to \$100/student and includes course, food, snacks, briefcase, and implementation packet CD with full standard and templates.

J. Exercises

1. Capital City Readiness Exercise

Chief Vorlander, Des Moines Fire Department, has proposed a three part exercise (tabletop, functional and full-scale) that would involve city, county, and state agencies and evaluate unified command as well as activation of local and state specialty teams for a WMD scenario. Committee will resume planning on July 24, 2008. State providing minimum of \$25,000 funding to Polk County EMA and supporting local agencies. If additional funding will be required, submit request by September 1 to EMA staff. Coordinator will be traveling to Guam with Iowa National Guard and HSEMD staff to observe Vigilant Guard Exercise.

2. Airport Tabletop Exercise

Des Moines Airport officials will be hosting a series of tabletop exercise on September 18, 2008. Coordinator serves on the exercise planning advisory committee.

K. Public Education and Information

L. Homeland Security

1. Information Sharing

Coordinator continues to distribute relevant information from Department of Homeland Security, Iowa Homeland Security and Emergency Management, the Highway Watch Program, and other credible sources when received by the Agency. Staff is also working with LEIN Region 5 Fusion Center located in the DMPD to foster information sharing relationships among public and private sectors.

VII. Old Business

A. Automated Notification System Request for Proposal (RFP)

Background: RFP produced eight (8) proposals. Interviews conducted with top 2 respondents on August 13, 2008.

Executive Committee Action: Moved by Phillips, seconded by Walters to recommend to the Commission to enter into a 2-year contract with CodeRed. Motion passed unanimously.

Commission Action: Moved by Krohse, seconded by Holt to approve the Executive Committee's recommendation to enter into a 2-year contract with CodeRed and begin contracting process. Motion passed unanimously.

B. 28E Agreement for Administration of Emergency Management Agency

Background: The term of the initial 28E Agreement funding the administration of the EMA at \$0.25 per capital expires this year. Commission will need to consider renewal of the agreement. County Attorney will visit with City of Des Moines Attorney about a minor change that may not need reconsideration by the City Council. Jurisdictions will be asked to approve new 28E agreement.

Executive Committee Action (April 9, 2008): Moved by Whetstone, seconded by Walters to request jurisdictions approve successor 28E agreement provided by County Attorney's Office. Motion passed unanimously.

Executive Committee Action: Moved by Walters, seconded by Holt to ask County Attorney to expedite the review process. Motion passed unanimously.

VIII. New Business

IX. Other Business

Floods of 2008 After Action Review – conducted July 21, 2008. Staff is compiling oral and written comments for draft to be released by September 1, 2008. Polk County will participate in state AAR on August 18, 2008.

Type IV IMT – It has been discussed at several recent meetings to establish a local/regional Incident Management Team. EMA can facilitate offering of training and the development of activation, mobilization, and other procedures if supported by multiple disciplines.

Governor's Rebuild Iowa Advisory Commission Task Force – Coordinator has been selected to serve on the Long-Term Recovery Planning Task Force and asked to brief the RIAC at their meeting in Cedar Falls on August 19.

X. Upcoming Events

- A. Executive Committee Mtg. – August 13, 2008 at 1100 hrs. – Polk Co. Administration Bldg.
- B. Commission Meeting – August 20, 2008 at 1300 hours – Polk County Communications Ctr.
- C. Coordinator Vacation – August 22-26, 2008
- D. Region 1 – September 4, 2008 at 1300 hours – Norwalk Public Safety Building
- E. Executive Committee Mtg. – September 10, 2008 at 1100 hrs. – Polk Co. Communications Ctr
- F. Governor’s Homeland Security Conf. – Sept. 30-Oct 1, 2008 Embassy Suites Downtown

XI. Programs/Presentations – none scheduled

XII. Adjourn

Commission Action: Moved by Holt, seconded by Mathis to adjourn. Motion passed unanimously at 1402 hours.