



MINUTES

Polk County
Emergency
Management
Commission

Full Commission

Wed., 30-May-2012
1300 Hours

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

I. Call to Order – at 1305 hours

II. Roll Call and Introductions

A. Members

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

Members present: Bailey, Cox, Cross, Krohse, Krum, and Mathis

B. Staff – Mumm, Reelitz, and Davis

C. Guests/Public- None

III. Approval of Agenda – **Commission Action:** Motion by Cross, seconded by Mathis to approve agenda as distributed. Motion passed unanimously.

IV. Approval of Previous Meeting Minutes – Full Commission Agenda from February 22, 2012. **Commission Action:** Motion by Cox, seconded by Mathis to approve minutes as distributed. Motion passed unanimously.

V. Reports

A. Administration and Finance

1. Agency Budget – no new items
2. Staff/Personnel – no new items
3. Grants Management

a) Metropolitan Medical Response System (MMRS)

- (1) **2009 Grant Year** - Awarded \$321,221; \$321,221 expended; Focus: Regional Medical Coordination, sustainment of Code Red, FirstWatch, EMSysetms, etc. Investment justification, work plan, and budget submitted and approved. Revised budget pending approval. Performance period expires in June 2012.
- (2) **2010 Grant Year** – Awarded \$317,419; \$82,042 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.
- (4) **2012 Grant Year** – Notice of interest submitted. Application due in June. No longer specifically distributed to MMRS communities as a stand-alone grant.

b) Iowa Type III Incident Management Team (IMT)

- (1) **2009 Grant Year** – Awarded \$40,000; \$40,000 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; \$38,096 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.
- (4) **2012 Grant Year** - Notice of interest submitted. Application due in June.

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.).
- (2) **2012 Grant Year** – Application submitted. Expected award is \$39,000.

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). **Commission Discussion:** **Staff was asked to send out an email clarifying what disciplines will be contacted and expected to complete the training gap assessment survey (completed 6/4/12).**

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 sporadically being completed. **Staff Update:** Ankeny, Clive, Des Moines, Grimes, Johnston, Polk County, and Urbandale have completed the Public Works Resource Typing request.

D. Planning

1. **Comprehensive Emergency Plan (CEP)** – ESF#3: Public Works, ESF#8: Public Health and Medical Services, and ESF #9: Search, Rescue, and Evacuation Annex currently in final draft version and will be distributed for final review and adoption in May. **Commission Action:** Motion by Cox, seconded by Bailey to adopt ESFs 3, 8, and 9. Motion passed unanimously.
2. **EMA Strategic Plan** – 2011 Strategic Plan drafted. Detailed capabilities/organizational assessment to take place in Fall 2011. **Staff Update:** EMA Staff will meet in early July to conduct a strategic planning workshop and will distribute draft to Commission in July or August.

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. **Commission Discussion:** Staff will draft course agenda and content during the summer of 2012 with expected delivery to elected officials and key appointed officials in Fall of 2012.

F. Damage Assessment –

G. Communications and Warning –

1. **Outdoor Warning Sirens** – Siren ownership and maintenance responsibility agreement is recommended to add clarification, reduce duplication of effort, and eliminate gaps. **Commission Discussion:** Recommendation that a letter be sent to Commission Members asking them to acknowledge siren ownership and maintenance for each siren. Based on that response, the “orphan” sirens can be sorted out.

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. Review team recommends to the Executive Committee to begin contract negotiations with Buffalo Computer Graphics and to bring forward a draft contract/agreement to consider.

Executive Committee supports this as the next step. Installation and maintenance agreement reviewed by County Attorney's Office and Polk County IT Department. Recommendations were agreed to by BCG. Staff is seeking approval of the agreement by the Executive Committee. **Commission Discussion: Staff participated in conference call with BCG and Polk County IT staff to discuss logistics of software installation in June.**

I. Training –

1. **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.
2. **ICS 400 – Polk County EOC – May 22-23**
3. **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. **Des Moines International Airport** – EMA staff has been requested to assist by the Des Moines Airport Operations Mgr. Core team and steering committees have been formed. Jon Davis has drafted an Exercise Plan to manage the exercise design and execution on August 4th.

K. Public Education and Information –

L. Homeland Security –

1. **Homeland Security Grant Program** – Agency submitted a Notice of Interest for ESF#8 activities. This will match the MMRS activities conducted in previous grant years.

VI. 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 de-conflict shared jurisdictions involvement in mitigation planning activities.
 - 2. Application Signature, Authorized Representative, and Local Match Resolution** – these documents need approved by the Commission and signed by the Chair to complete the application package.

 - a. Executive Committee Action:** Motion by TeKippe, seconded by Tunks to authorize the Chair to sign the application, authorized representative form, and agree to the local match commitment. Motion passed unanimously.

 - i. Staff update:** Application received and being reviewed as of May 2012.
 - ii. Staff Update:** Notice of Award received for \$75,000 in federal funds and \$10,000 in state funds. Local match requirement is \$15,000 (hard or soft match acceptable).
 - iii. Staff Update:** Mumm and Reelitz met with HSEMD staff on grant agreement execution and management. Polk County Auditor's Office is reviewing the agreement.
- 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.

- i. **Executive Committee Discussion:** Requested that Staff stay engaged in the discussion and report back to the Executive Committee following the November 14th meeting.
 1. **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.
 2. **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.
 3. **Staff Update:** County Administrator convened a meeting to update the City Managers on May 2. Solicited questions from those impacted. Questions will be consolidated and answered and redistributed to the group.
 4. **Commission Discussion:** Recommended by Cox to distinguish the insurance issue from the funding of the agreement by separating these items on future agenda. Commission and staff agreed that the evolution of these items would be clarified by separating the items.

C. Commission Officer Elections –

- i. **Executive Committee Discussion:** Staff was directed to begin the by-law amendment process to bring the election cycle into agreement with the current meeting schedule. **Staff Update:** Drafted amendments will be presented to the Executive Committee in June.

VII. New Business

- A. The Commission shall elect from its membership, a Chair and Vice-Chair to serve for a period of one (1) year. Officer elections shall be held annually in the month of March. The one (1) year term will begin on the first day of April following the March election month.
 - i. **Nominating Committee Action:** Recommend Krohse as candidate for Chair and Mundt as candidate for Vice-Chair and to accept other nominations from the floor at

the May 30th meeting where elections will be held during the full Commission meeting.

- ii. **Commission Action:** Motion by Cox, seconded by Cross to close nominations and vote unanimously to elect the nominated candidates to the offices of Chairperson and Vice-Chairperson. Motion passed unanimously.

VIII. Other Business –

A. **Legislative activities affecting the Commission** – SF 413 and SF 2289 have passed both houses of the 2012 Iowa Legislative Session. These bills have been signed by the Governor.

- i. **Commission Discussion:** Current make-up of the Commission satisfies the state law (SF 413) for all matters except approving or amending the budget. To satisfy the law for budget matters, the Commission recommended that each jurisdiction name the mayor as the Commission member, appoint a council member or board member (by position, not name) as an alternate, and then appoint their “traditional” members as second and third alternates. Commission recommended that staff draft a cover letter that clearly explains this and distribute to jurisdictions in early fall 2012.
- ii. **Commission Discussion:** Regarding SF 2289, this allows the Department of Human Services to enter into a contract/agreement for standing statewide management of the Iowa Individual Assistance Grant Program prior to a disaster. This will hopefully standardize the delivery of the program statewide and expedite the initiation of the program following a Governor’s Proclamation of Disaster.

IX. Upcoming Events

- A. **Commission Mtg.** – May 30 – 1300 – Polk County EOC
- B. **Executive Committee Mtg.** – June 13 – 1100 – Polk County EOC
- C. **Safeguard Iowa Partnership 5th Annual Conference** – June 14th – Des Moines University
- D. **A.L.I.C.E Training** – June 26-28 – Polk County EOC
- E. **Executive Committee Mtg.** – July 11 – 1100 – Polk County EOC
- F. **Airport Full-Scale Exercise** – August 4 – Des Moines International Airport
- G. **Executive Committee Mtg.** – August 8 – 1100 – Polk County EOC
- H. **Commission Meeting** – August 15 – 1300 – Polk County EOC

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

XI. **Adjournment** – **Commission Action:** Motion by Cox, seconded by Cross to adjourn. Motion passed unanimously at 1417 hours.