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# AGENDA

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Polk County  
Emergency  
Management  
Commission

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Full Commission

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Wed., 15-August-2012  
1300 Hours

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

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I. **Call to Order** – Executive Committee called to order on 8 August 2012 at 1107 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 type="checkbox"/> Elkhart       | <input type="checkbox"/> Polk City       | <input type="checkbox"/> Urbandale       |
| <input type="checkbox"/> Ankeny    | <input type="checkbox"/> Grimes        | <input type="checkbox"/> Polk County BOS | <input type="checkbox"/> West Des Moines |
| <input type="checkbox"/> Bondurant | <input type="checkbox"/> Johnston      | <input type="checkbox"/> Polk County     | <input type="checkbox"/> Windsor Heights |
| <input type="checkbox"/> Clive     | <input type="checkbox"/> Mitchellville | Sheriff                                  |  |

**Executive Committee Members present:** Krohse, Krum, Mundt and TeKippe.

B. **Staff** – Mumm and Reelitz

C. **Guests/Public-** none

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

IV. **Approval of Previous Meeting Minutes** – Executive Committee from July 11, 2012. **Executive Committee Action:** Motion by TeKippe, seconded by Mundt to approve minutes as distributed. Motion passed unanimously.

V. **Reports**

A. **Administration and Finance**

1. **Agency Budget** – FY2011/2012 beginning fund balance: \$38,634; ending fund balance: \$80,230. (Grant receivables total \$384,755 expected to cover deficit of \$304,524.)

2. **Staff/Personnel** – Director’s annual performance evaluation.

3. **Grants Management**

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

(1) **2010 Grant Year** – Awarded \$317,419; \$140,835 Expended 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.

(2) **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.

(3) **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) **2010 Grant Year** – Awarded \$116,000; \$40,632 Expended to date. Investment justification, work plan, and budget submitted and approved. Performance period expires in March 2013.

(2) **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.

(3) **2012 Grant Year** - Notice of interest submitted. Application due in June.

**c) Emergency Medical System (EMS)**

(1) **2013 Grant Year** – Pending application revisions from IDPH.

**d) Emergency Management Performance Grant (EMPG)**

(1) **2012 Grant Year** – Awarded \$39,000. \$0 expended to date.

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

(1) **2012 Grant Year** – Awarded \$5,145 for training, expended \$3,600; \$5,000 for hazmat symposium, expended \$5,000; \$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 sporadically being completed. 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)** – See New Business.
2. **EMA Strategic Plan** – See New Business.
3. **State Fair IAP** – State Fair IAP to be distributed daily for the duration of the fair.

**E. Direction, Control, and Coordination –**

1. **G402 Incident Command for Elected Officials** – Staff will draft course agenda and content with expected delivery to elected officials and key appointed officials in late November or early December of 2012.

**F. Damage Assessment –**

1. **Damage Assessment Task Force Plan – See New Business.**

**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. A letter was 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. The following jurisdictions have not yet responded: Alleman, Ankeny, Carlisle, Des Moines, Pleasant Hill and Saylor Township.

**H. Operations and Procedures –**

1. **EOC/Incident Mgt. Software – Continuing to load contacts and distribution groups. Have already utilized for a few smaller-scale incidents.**
2. **Jefferson Apartment Fire Sheltering – Executed sheltering agreement with Zion Lutheran Church (located at intersection of Beaver and Twana) for 45 cots, 100 blankets, 100 linen kits, and 100 pillows. American Red Cross is providing staffing.**
3. **Mitchellville Water Main Break – Activated Code Red message and made some initial contacts regarding source water provisions during the boil order.**

**I. Training –**

1. **Command and General Staff Position-Specific series of courses –** Ops Section Chief September 18-21, 2012; Logistics Section Chief October 22-26, 2012; Planning Section Chief January 14-17, 2013; and Incident Commander March 25-29, 2013.
2. **Gordon Graham Presentation –** November 1, 2012 at the Bridgeview Center in Ottumwa.
3. **Governor’s Homeland Security Conference –** November 6-7 at Vet’s Convention Center, Des Moines.
4. **Emergency Management Program Development –** December 12-13 at Polk County EOC.

**J. Exercises**

1. **Des Moines International Airport – Exercise conducted August 4<sup>th</sup>. Evaluations requested to be submitted within 2 weeks.**

**K. Public Education and Information – 2<sup>nd</sup> Annual Prepare Fair held at Merle Hay Mall on August 4<sup>th</sup> in cooperation with Safeguard Iowa Partnership.**

**L. Homeland Security –**

**VI. Old Business –**

- A. Multi-jurisdictional Hazard Mitigation Plan Update** – Grant agreement is currently being reviewed by the Polk County Auditor’s Office. Once this review and potential revisions are completed, EMA Staff will present the agreement to the Executive Committee for approval (expected July/August 2012). **Executive Committee Action: Motion by Mundt, seconded by TeKippe to place on Commission’s agenda and recommend approval. Motion passed unanimously.**
- B. Liability Insurance for 28E Agreement between Polk County and City of Des Moines for Hazardous Materials Response** – Polk County has affirmed the 28E agreement for liability insurance. Des Moines Fire Department is waiting for confirmation from Marshall and Warren Counties.
- C. Cost Structure for 28E Agreement between Polk County and City of Des Moines for Hazardous Materials Response** – Polk County continues to speak with communities regarding the fee structure.
- D. By-Law Amendments** – Because of Commission Membership requirement changes in SF 413 and the timing of meetings to conduct officer elections, it was recommended by the Commission that a By-Law amendment process should be initiated. Final draft presented in Attachment #1. **Executive Committee Discussion: Recommend presenting to the Commission for adoption and suggestion to the member jurisdictions that they affirm the bylaws by resolution and authorize the Commission Member or Alternate Member to sign.**

**VII. New Business**

- A. Strategic Plan 2012** – The agency’s strategic plan covering 2012-2016 has been drafted and reviewed by staff. The expectation is that the plan be reviewed and updated annually to maintain a revolving 4-year strategic plan. The plan is organized around Emergency Management Accreditation Program (EMAP) standards with a desire to eventually achieve national accredited status. Staff is asking for the Commission’s review, approval and adoption. See Attachment #2. **Executive Committee Action: Motion by Mundt, seconded by TeKippe to place on Commission’s agenda and recommend final review and approval. Motion passed unanimously.**
- B. Polk County Conservation Board Mitigation Strategy Amendment** – The Polk County Board of Supervisors have passed a resolution adopting a amendment to the portion of their plan to construct a portion of the proposed Conservation Center at Jester Park to FEMA Safe Room standards. This would serve visitors, staff, campers, and golfers in the area of Jester

Park. The Polk County Board of Supervisors and the Conservation Board are asking the Commission to consider adopting this mitigation strategy as part of the Multi-jurisdiction Hazard Mitigation Plan originally adopted in 2009. See Attachment #3. **Executive Committee Action:** Motion by TeKippe, seconded by Krum to place on Commission's agenda and recommend approval. Motion passed unanimously.

**C. ESF#10: Hazardous Materials Annex** – The Federal Emergency Planning and Community Right-to-Know Act (EPCRA) requires the hazardous materials portion of the Comprehensive Emergency Plan (CEP) to be reviewed and updated annually. Staff has reviewed the plan and found that no significant portions of the plan annex require changes and is requesting the approval of this annex by the Commission. See Attachment #4. **Executive Committee Action:** Motion by TeKippe, seconded by Mundt to place New Business items C & D on Commission's agenda and recommend adoption. Motion passed unanimously.

**D. ESF#14: Mitigation and Recovery Annex (Damage Assessment Section)** – The damage assessment portion of ESF#14: Mitigation and Recovery Annex has recently been drafted, reviewed by community representatives and is hereby recommended for adoption by the Commission. See Attachment #5. **See item C above.**

#### VIII. Other Business –

**A. Authorization to pay invoice** – Buffalo Computer Graphics for the Incident Management Software for \$79,025. According to the by-laws, for claims that exceed \$10,000, warrants need to be signed by both the Director and the Chair or Vice-Chair of the Commission. **Executive Committee Action:** Motion by Mundt, seconded by Krum to authorize payment. Motion passed unanimously.

**B. EMPG Agreement - Executive Committee Action:** Motion by Krum, seconded by TeKippe to sign grant agreement. Motion passed unanimously.

#### IX. Upcoming Events

- A. **Director Vacation** – August 9-10, Jon Davis Acting Director August 8th (pm) thru 12<sup>th</sup> (pm)
- B. **Commission Meeting** – August 15 – 1300 – Polk County EOC

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

**XI. Adjournment** – **Executive Committee Action:** Motion by TeKippe, seconded by Mundt to adjourn. Motion passed unanimously at 1204 hours.