



---

# MINUTES

---

Polk County  
Emergency  
Management  
Commission

---

Full Commission

---

Wed., 21-November-2012  
1300 Hours

---

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

---

I. **Call to Order** – by Chairperson Krohse at 1300 hours.

II. **Roll Call and Introductions**

A. **Members**

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

**Members Attending:** Arentsen, Bailey, Conkling, Cox, Cross, Holt, Krohse, Roe, TeKippe and Whetstone

B. **Staff** – Mumm, Reelitz and Brear

C. **Guests/Public**- None

III. **Approval of Agenda** – **Commission Action:** Motion by Holt, seconded by Roe to approve the agenda as presented. Motion passed unanimously.

IV. **Approval of Previous Meeting Minutes** –Full Commission minutes of meeting on August 15, 2012. **Commission Action:** Motion by Cross, seconded by TeKippe to approve the minutes as distributed. Motion passed unanimously.

V. **Reports**

A. **Administration and Finance**

1. **Agency Budget** – Preliminary draft budget to be presented in December, draft budget presented in January to Executive Committee, final budget presented for adoption and certification in February.

2. **Staff/Personnel** –

3. **Grants Management**

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

(1) **2011 Grant Year** – Awarded \$281,693; \$205,498 Expended or encumbered to date. Contract for Coordinator/Planner secured. Performance period expires August 2013. Weekly meetings with contractor begun.

(2) **2012 Grant Year** – Awarded \$160,000; \$0 Expended or encumbered to date. Contract for Coordinator/Planner secured. Performance period expires August 2014.

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

(1) **2010 Grant Year** – Awarded \$116,000; \$71,986 Expended or encumbered to date. 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** - Awarded \$41,764; \$0 Expended to date. Investment justification, work plan, and budget submitted. Pending approval. Performance period expires in August 2014.

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

(1) **2013 Grant Year** – Application denied due to lack of information upon second submission. Appeal period has expired. Staff will work with CIEMSD to utilize the MMRS funding for eligible expenses. **Commission Action:** Motion by Roe, seconded by Holt to send a letter of protest to the IDPH regarding the application process. Motion passed unanimously. Roe volunteered to draft the letter for the Commission Chair’s signature.

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

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

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

(1) **2012 Grant Year** – Awarded \$5,145 for training, expended \$5,145; \$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. Altoona, Ankeny, Clive, Des Moines, Elkhart, Grimes, Johnston, Polk County, Urbandale, West Des Moines and Windsor Heights have completed the Public Works Resource Typing request.

**D. Planning**

1. **Comprehensive Emergency Plan (CEP)** – **Staff Discussion:** Communications and Transportation ESFs are being drafted currently and will be distributed for review and comment in the coming weeks.

2. **EMA Strategic Plan** –

**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. **Commission Discussion:** staff recommends three objectives from this orientation session: 1) overview of elected officials’ role as a Commission Member; 2) overview of elected officials’ role as a jurisdictional leader in an emergency or disaster; and 3) proposed budget overview. Session expected to last 2.5 hours. Recommended that all Mayors and Council Members attend from all of the jurisdictions in Polk County. Three separate sessions will be offered. Tuesday, January 22<sup>nd</sup> from 0730-1000 hours; Wednesday, January 23 from 1430-1700 hours; and Thursday, January 24<sup>th</sup> from 1800-2030 hours. A letter will be sent to all the jurisdictions in early December from Chairperson Krohse. They will be asked to RSVP through Peggy Reelitz.

**F. Damage Assessment –**

1. **Damage Assessment Task Force** – **Staff Discussion:** Continue to work with Metro Waste Authority and public works officials on countywide uniform approach. This will hopefully tie into the Capital Crossroads effort that is being undertaken at the same time.

**G. Communications and Warning –**

1. **Outdoor Warning Sirens** – Siren ownership and maintenance as well as location data entered into DLAN. Will continue to complete the missing information by working with individual jurisdictions as needed.

**H. Operations and Procedures –**

1. **EOC/Incident Mgt. Software** –
2. **EOC Site Visit** – Officials from Madison, WI are scheduled to visit December 10 to gain understanding and ideas for EOC design, construction and use
3. **Elliott Apartment Evacuation** – Director briefed the Commission on the recent incident resulting from a water main break near 4<sup>th</sup> and Court Ave. in Des Moines causing the flooding of the basement and utilities of the Elliott Apartments. Approximately 80 units evacuated to hotels. EMA supported Water Works with incident management and coordination of transportation, sheltering, and medical assessments. Other agencies involved included DART, Des Moines Fire and Police Departments, Community Development, and Polk County Health Department.

**I. Training –**

1. **Command and General Staff Position-Specific series of courses** –Operations Section Chief December 3-6, 2012; Planning Section Chief January 14-17, 2013; and Incident Commander March 25-29, 2013.
2. **Emergency Management Program Development** – December 12-13 at Polk County EOC.

**J. Exercises**

1. **NDMS** – Initial concept and objectives meeting held via conference call. EMA will work with staff from VA Hospital and CIEMSD to integrate lessons learned from airport MCI exercise into the NDMS exercise.

**K. Public Education and Information –**

**L. Homeland Security –**

**VI. Old Business –**

- A. **Multi-jurisdictional Hazard Mitigation Plan Update** – Request for Proposal has been published. Proposals due back by December 28<sup>th</sup>. Executive Committee will be invited to participate in evaluation process and to approve eventual contract for services in early January 2013.
- B. **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. **Commission Discussion** (15 August 2012): Cox expressed concern about the infrequency of the communication and information from the County in regards to the timing of the budget process. General agreement among the Commission that time is running short to be able to consider any proposals for the next fiscal year. Polk County Administrator David Jones mailed memos to City Administrators/Managers (copied fire chiefs) in early October inviting discussion on the proposed formula. **Staff update: A meeting is scheduled with cities and the county for Friday, December 7<sup>th</sup> at 0900 at the Polk County EOC.**
- C. **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. **Commission Action:** Motion by Cox, seconded by Mundt to approve the amendments to the by-laws and distribute to the City Clerks with a copy to the Commission members to place on council agendas with the purpose of receiving direction from the Mayors on who they feel should sign the by-laws

on behalf of each jurisdiction. Motion passed unanimously. **Staff Comment:** Staff will provide follow up on this item with each jurisdiction to acquire the signatures for the master signature page.

**VII. New Business**

- A. Establish Executive Committee and Commission meeting dates for 2013. **Commission Discussion:** suggested that we stick with the established 2<sup>nd</sup> Wednesday of each month at 1100 for Executive Committee (cancel July); and third Wednesday of every 3<sup>rd</sup> month (February, May, August, and November) at 1300 hours for Full Commission meetings.

**VIII. Other Business –**

- A. **First Responder Advisory Committee (FRAC)** – Fire Chiefs and other statewide specialty team representatives will be meeting with HSEMD Administrator Schouten on November 29 in Ankeny to discuss grant award formulas and possible reorganizing of the FRAC. (Mundt)
- B. **Miscellaneous** – Chief TeKippe acknowledged that Chief Cross is “doing a good job.” There was general agreement in the room that this is indeed the case.

**IX. Upcoming Events**

- A. **Commission Meeting** – November 21 – 1300 – Polk County EOC
- B. **Thanksgiving Holiday** – November 22-23 – Offices closed
- C. **Capital Crossroads Public Safety Workshop** – November 30 – 0900 – Urbandale Library
- D. **Director Vacation** – December 3-6
- E. **Executive Committee Meeting** – December 10 – 0800 – Polk County EOC
- F. **Christmas Holiday** – December 24-25 – Offices closed
- G. **Director Vacation** – December 26-28
- H. **Executive Committee Meeting** – January 9 – 1100 – Polk County EOC
- I. **Executive Committee Meeting** – February 13 – 1100 – Polk County EOC
- J. **Commission Meeting** – February 20 – 1300 – Polk County EOC

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

**XI. Adjournment** – **Commission Action:** Motion by Cox, seconded by Roe to adjourn. Motion passed unanimously at 1352 hours.