



AGENDA

Polk County
Emergency
Management
Commission

Full Commission

Wed., 20-February-2013
1300 Hours

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

I. Call to Order

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 | |

B. Staff

C. Guests/Public

III. Approval of Agenda

IV. Approval of Previous Meeting Minutes – Commission meeting November 21, 2012.

V. Public Hearing – Proposed 2013/2014 Budget

VI. New Business

A. Consideration of adoption and certification of 2013/2014 Budget – Attachment #1

VII. Reports

A. Administration and Finance

1. **Agency Budget** – See new business.
2. **Staff/Personnel** – Presentation of Iowa Certified Emergency Manager designation to Jon Davis, Deputy Director.
3. **Grants Management**
 - a) **Metropolitan Medical Response System (MMRS) / Homeland Security Grant Program (HSGP)**
 - (1) **2010 Grant Year** – State reallocation application to be submitted by staff for situational awareness infrastructure to support incident management in the EOC. Performance period expires June 30, 2013.
 - (2) **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 have begun.
 - (3) **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 June 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.

d) Emergency Management Performance Grant (EMPG)

- (1) **2012 Grant Year** – Awarded \$39,000. \$39,000 expended to date.
- (2) **2013 Grant Year** – Application submitted this month. Expected allocation to be capped at \$39,000.

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)

- a) **ESF #9: Search and Rescue, Evacuation Section** - currently out for review and comment. Comments due back by March 1, 2013.

2. EMA Strategic Plan –

E. Direction, Control, and Coordination –

1. **Orientation Seminar for Elected Officials** –three objectives for 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. Will follow up with NIMS training matrix to include ICS 402 course for elected and senior officials. Staff will also adapt the original orientation seminar to a condensed version to take approximately 20 minutes and make available to jurisdictions.

F. Damage Assessment –

1. **Damage Assessment Task Force** – presented to Capital Crossroads Public Works committee in January and will be further explored but it was generally supported.

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.
2. **911 Service Board and Polk County Radio Project Updates** –update on the recent and future activities related to E911 and the Polk County Radio Project.

H. Operations and Procedures –

1. **Winter Storm December 2012 and January 2013** –Any feedback is welcomed from jurisdictions.

I. Training –

1. **DMACC Fire Science Class** – to be held at EOC February 19th and will include NIMS and EOC tour.
2. **National Nuclear Security Administration** – Liaison from transportation team will be in Des Moines February 26-28 for a couple presentations and Q&A sessions.
3. **Incident Commander** – Position-specific training at Polk County EOC March 25-29th.
4. **A.L.I.C.E.** –two-day course April 8-9 and again April 29-30.

J. Exercises

1. **USPS Bio-Detection System Exercise** – planning meeting to occur on February 15 with exercise to be conducted May 16th.

K. Public Education and Information –

1. **Severe Weather Awareness Week** – March 25-29 with statewide tornado drill to occur at approximately 1015 hours on Wednesday, March 27th. Encourage schools, communities, public buildings, and business to participate in the drill. Reminders of siren activation policy will take place during the week as well.

- L. **Homeland Security –**

- VIII. **Old Business –**
 - A. **Multi-jurisdictional Hazard Mitigation Plan Update** –Received eight (8) proposals and initial bid opening occurred on January 4, 2013. Executive Committee will be invited to participate in evaluation process and to approve eventual contract for services in early January 2013.

 - B. **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.

- IX. **Other Business –**

- X. **Upcoming Events**
 - A. **Commission Meeting** – February 20 – 1300 – Polk County EOC
 - B. **Iowa State Association of Counties** – Day on the Hill – March 13th
 - C. **Iowa State Association of Counties** – Spring School Conference - March 14-15
 - D. **Storm Spotter Class** – March 26th – DMACC Ankeny Campus
 - E. **National Homeland Security Conference** – June 3-7 – Los Angeles, CA

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

- XII. **Adjournment**



Attachment #1

Beginning Fund Balance	\$38,634	-\$304,525	\$106,744	\$92,935	\$39,522
Revenue	11/12	12/13	13/14	14/15	15/16
Intergovernmental					
Polk County BOS (Director/Office Spec Sal+Ben)		\$212,000	\$217,000	\$228,000	\$244,000
28E Agreement		\$107,552	\$107,552	\$107,552	\$107,552
Intergovernmental Subtotal		\$319,552	\$324,552	\$335,552	\$351,552
Hazmat					
Hazmat (BOS)		\$200,000	\$200,000	\$200,000	\$200,000
Hazmat (Resp Party Reimb)		\$30,000	\$30,000	\$30,000	\$30,000
Hazmat Subtotal		\$230,000	\$230,000	\$230,000	\$230,000
Grants					
EMPG		\$78,000	\$39,000	\$39,000	\$39,000
HMEP		\$33,200	\$5,000	\$5,000	\$5,000
EMS		\$7,090	\$0	\$7,000	\$7,000
HMGP		\$25,000	\$50,000	\$0	\$0
MMRS - 2009		\$321,221	\$0	\$0	\$0
MMRS - 2010		\$317,419	\$0	\$0	\$0
MMRS - 2011		\$281,693	\$0	\$0	\$0
MMRS - 2012		\$0	\$160,000	\$0	\$0
MMRS - 2013		\$0	\$0	\$0	\$0
MMRS - 2014		\$0	\$0	\$0	\$0
IMT - 2009		\$18,737	\$0	\$0	\$0
IMT - 2010		\$116,432	\$0	\$0	\$0
IMT - 2011		\$100,000	\$0	\$0	\$0
IMT - 2012		\$0	\$41,000	\$0	\$0
IMT - 2013		\$0	\$0	\$0	\$0
IMT - 2014		\$0	\$0	\$0	\$0
Grants Subtotal		\$1,298,792	\$295,000	\$51,000	\$51,000
Total Revenue	\$642,993	\$1,848,344	\$849,552	\$616,552	\$632,552
Expenses	11/12	12/13	13/14	14/15	15/16
Personnel	11/12	12/13	13/14	14/15	15/16
Salaries + Benefits		\$351,378	\$362,961	\$384,465	\$400,000
Program Specialist (E911 Service Brd)		-\$30,000	-\$30,000	-\$30,000	-\$30,000
EMPG Contribution		\$0	\$0	\$0	\$0
Personnel Subtotal		\$321,378	\$332,961	\$354,465	\$370,000
Grants		12/13	13/14	14/15	15/16
EMPG		\$0	\$0	\$0	\$0
HMEP		\$30,100	\$5,000	\$5,000	\$5,000
EMS		\$3,640	\$0	\$7,000	\$7,000
HMGP		\$25,000	\$50,000	\$0	\$0
MMRS - 2009		\$95,420	\$0	\$0	\$0
MMRS - 2010		\$225,141	\$0	\$0	\$0
MMRS - 2011		\$281,693	\$0	\$0	\$0
MMRS - 2012		\$0	\$160,000	\$0	\$0
MMRS - 2013		\$0	\$0	\$0	\$0
MMRS - 2014		\$0	\$0	\$0	\$0
IMT - 2009		\$0	\$0	\$0	\$0
IMT - 2010		\$78,203	\$0	\$0	\$0
IMT - 2011		\$100,000	\$0	\$0	\$0
IMT - 2012		\$0	\$41,000	\$0	\$0
IMT - 2013		\$0	\$0	\$0	\$0
IMT - 2014		\$0	\$0	\$0	\$0
Grants Subtotal		\$839,197	\$256,000	\$12,000	\$12,000
Supplies		12/13	13/14	14/15	15/16
Fuel		\$4,400	\$4,700	\$5,000	\$5,300
MV Lub/Parts/Supplies		\$1,000	\$1,000	\$1,000	\$1,000
Office Supplies (outside)		\$2,500	\$2,500	\$2,500	\$2,500
Publications		\$0	\$0	\$0	\$0
Central Stores		\$50	\$50	\$50	\$50
Minor Equipment/hand tools		\$100	\$100	\$100	\$100
Radio/Camera/AV Supplies		\$1,500	\$1,500	\$1,500	\$1,500
Uniform/Wearing apparel		\$500	\$500	\$500	\$500
Misc. Other supplies		\$100	\$100	\$100	\$100
Supplies Subtotal		\$10,150	\$10,450	\$10,750	\$11,050
Services/Charges		12/13	13/14	14/15	15/16
Publications/Legal Notices		\$100	\$100	\$100	\$100
Dues and Membership		\$500	\$500	\$500	\$500
R & M Motor Vehicle		\$1,300	\$200	\$0	\$0
Print Shop Services		\$100	\$100	\$100	\$100
Milage/Misc. Travel		\$500	\$500	\$500	\$500
Training/Education		\$2,000	\$2,000	\$2,000	\$2,000
Postage		\$250	\$250	\$250	\$250
Telephone Service		\$50	\$50	\$50	\$50
Data Lines		\$450	\$450	\$450	\$450
Misc Other Charges		\$1,200	\$0	\$0	\$0
Cellular Services		\$2,900	\$2,900	\$2,900	\$2,900
Internal Telephone		\$10,000	\$10,000	\$10,000	\$10,000
Maintenance Agreements (copies)		\$1,400	\$1,400	\$1,400	\$1,400
Maintenance Agreements (CEC)		\$0	\$0	\$9,000	\$9,000
Maintenance Agreements (DLAN)		\$0	\$0	\$20,000	\$20,000
Meetings		\$100	\$0	\$0	\$0
Insurance		\$15,500	\$15,500	\$15,500	\$15,500
Hazmat		\$230,000	\$230,000	\$230,000	\$230,000
Services Subtotal		\$266,350	\$263,950	\$292,750	\$292,750
Capital Outlays		12/13	13/14	14/15	15/16
Vehicles		\$0	\$0	\$0	\$0
Other		\$0	\$0	\$0	\$0
Capital Subtotal		\$0	\$0	\$0	\$0
Expenses Total	\$986,152	\$1,437,075	\$863,361	\$669,965	\$685,800
Beginning Fund Balance	\$38,634	-\$304,525	\$106,744	\$92,935	\$39,522
Total Revenue	\$642,993	\$1,848,344	\$849,552	\$616,552	\$632,552
Total Expenditures	\$986,152	\$1,437,075	\$863,361	\$669,965	\$685,800
Balance	-\$304,525	\$106,744	\$92,935	\$39,522	-\$13,726