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# MINUTES

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Polk County  
Emergency  
Management  
Commission

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Full Commission

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Wed., 20-February-2013  
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** - called to order by Chair Krohse at 1300 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 | <input type="checkbox"/> Sheriff         |  |

i. **Elected Members** – Andeweg (URB), Armstrong (GRM), Conkling (ALT), Gaer (WDM), Hensley (DSM), Heuertz (PCY), Hockensmith (PCO), Konrad (PH), Lindeman (JSTN), Lorenz (ANK) by phone, Malone (PH), McCoy (CLV), Nolte (ELK) by phone, Roberts (MVL), and Sullivan (WH)

ii. **Appointed Members** – Bailey (PCO), Cox (WDM), Holt (URB), Krohse (JSTN/GRM), Mathis (ELK), McDaniel (WH), Mundt (ANK), Peterman (PCSO), Roe (CLV), Sittig (PH), TeKippe (DSM), and Whetstone (ALT)

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

C. **Guests/Public** – Nielsen (URB), Stein (URB)

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

IV. **Approval of Previous Meeting Minutes** – Commission meeting November 21, 2012. **Commission Action:** Motion by Lindeman, seconded by Hockensmith to approve the minutes as distributed. Motion passed unanimously.

V. **Public Hearing – Proposed 2013/2014 Budget** - **Commission Action:** Motion by Holt, seconded by Lindeman to open public hearing at 1303. Motion passed unanimously. Notice of meeting and proposed budget publicly posted and appeared in official newspaper as required by law. No public present to speak for or against the proposed budget. No correspondence received by staff regarding the budget. Chair closed the public hearing at 1304.

VI. **New Business**

A. **Consideration of adoption and certification of 2013/2014 Budget – Attachment #1**  
**Commission Action:** Motion by Sullivan, seconded by Conkling to approve, adopt and certify the budget as proposed. Motion passed unanimously.

## 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. **Additional staff updates: IDPH expressed in their response letter that they will consider changes to their 2014 application process.**

#### 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.

**Commission Comments:** recommendation to look at USDA grants for rural communities based on Polk City, Runnells, Elkhart, Mitchellville, and Alleman being considered rural communities. Staff will begin inquiry.

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. **Additional staff comments: expected to have this item on the May agenda for adoption.**

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. **Additional staff comments: expanding public knowledge of updated activation policy for straight-line winds in 2009 will continue to be**

a priority of severe weather awareness week. **Commission comments:** suggested by Hockensmith that each community consider including this information in their community newsletters or utility bills to get the word out to residents. Question was asked if public service announcements were possible. Staff replied that to this point the broadcast media had voluntarily picked up many of the stories on this topic and paid spots were not necessary.

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. **Additional staff comments:** Metropolitan Interoperable Communications System (MICS) initially funded by Polk County and City of Des Moines. Going forward, this project will be maintained through funding from all three public safety answering points in the county. Training and exercises planned this calendar year.

#### H. Operations and Procedures –

1. **Winter Storm December 2012 and January 2013** –Any feedback is welcomed from jurisdictions. **Additional staff comments:** during winter storms we try to follow a four-step prioritized strategy; 1) shelter in place; 2) hotels/motels for travelers; 3) warming centers for temporary protection from the elements; 4) shelters for longer-term temporary housing for prolonged power outages or damaged housing. Each jurisdiction encouraged to identify a warming center. TeKippe commented that the warming center should be identified prior to the storm but does not mean that it must be activated and staffed. This can be done only if/when it is needed.

#### 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 25-29<sup>th</sup>.
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 16<sup>th</sup>.

#### 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 27<sup>th</sup>. 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. **Additional staff comments:** those in attendance should sign the by-law master signature page so they can be filed with the Secretary of State’s Office and the County Recorder.
- 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 13<sup>th</sup>
- C. **Iowa State Association of Counties** – Spring School Conference - March 14-15
- D. **Storm Spotter Class** – March 26<sup>th</sup> – 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** - **Commission Action:** Motion by Hockensmith, seconded by Lindeman to adjourn. Motion passed unanimously at 1347 hours.



1907 Carpenter Avenue  
 Des Moines, Iowa 50314  
 Ph. 515.286.2107  
[www.polkcountyiowa.gov](http://www.polkcountyiowa.gov)

### Participant Sign-in Sheet

<b>Event:</b>	Commission Meeting
<b>Date and Time:</b>	February 20, 2013 - <del>1100</del> hours 1300 HRS
<b>Location:</b>	PCEMA - 1907 Carpenter Avenue

	Name	Affiliation	Phone	Email
1	A.J. Mumm	Polk Co EMA	ON FILE	ON FILE
2	Peggy Reelitz	Polk Co EMA		
3	John TeKippe	City of Des Moines	on file	on file
4	Chris Hensley	"	202-9677	Hensley.chris@comcast.net
5	GREG PETERMAN	Polk Co SHERIFF	208-4900	ON FILE
6	Jerry Holt	Urbandale	278-3970	
7	JERRY NIELSEN	URBANDALE PD	331-6805	JNIELSEN@URBANDALE.ORG
8	DAN STEIN	URBANDALE PD	331-6813	DSTEIN@URBANDALE.ORG
9	DAVID LINDEMAN	JOHNSTON	539-2008	david@TheLindeman.com
10	Chip Mathis	ELKHART FD	240-4237	
11	Jerry Whitson	Alhambra FD	967-2210	JWhitson@alhambracolorado.com
12	Rex Munn	Ankeny FD	965-6471	rmunn@ankenyiowa.gov
13	Don Cox	WDM Emer Mgt	222-3430	on file
14	Steven Goral	WDM Mayor	974-5261	goral.steve@riesthly.com
15	Tom Armstrong	Grimes Mayor	686-8615	tarms@grimesiowa.gov
16	Tom Hornum	Polk County	286-3116	
17	GARY M BELVEZ	POLK CITY	490-1087	GARBELVEZ@POLK.CITY.IOWA.GOV
18	Deems McDaniel	Windsor Heights	on file	on file
19	Jerry SULLIVAN	Windsor Heights	274-1685	SULLIVAN.Jerry@PRINCIPAL.COM
20	Skip Conkling	Wintona	238-2718	conkling_s@msd.com
21	Kurt Bailey	Polk County PW	286-3765	on file
22	Bob Andaweg	Urbandale Mayor	283-3106	bandaweg@urbandale.org
23	Jim Krohn	Johnston / Grimes	208-5388	ON FILE
24	Samantha Brewer	Polk Co EMA		on file
25	Mark A. Konrad	Pleasant Hill, city of	262-8368	mkonrad@pleasanthilliowa.org
26	Barb Malone	Pleasant Hill City Council	265-1424	bmalone@pleasanthilliowa.org
27	Tim Sitts	Pleasant Hill Police	265-1444	tsitts@pleasanthilliowa.org
28	Bill Roberts	Mitchellville Mayor	967-2935	bill.roberts@mitcheville.org
	Rick Roe	Clive	223-1595	roe@cityofclive.com
	Michael McCoy	Clive	223-6220	mccoy@cityofclive.com