



AGENDA

Polk County
Emergency
Management
Commission

Full Commission

Wed., 15-May-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 – Rick Kozin, Director, Polk County Health Department

III. Approval of Agenda –

IV. Approval of Previous Meeting Minutes – February 20, 2013.

V. Reports

A. Administration and Finance

1. Agency Budget – End of fiscal year processes have begun

2. Staff/Personnel –

3. Grants Management – supplemental information will be presented at the meeting

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; \$66,600 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; \$116,000 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) **WMD Hazmat (HSGP)**
 - (1) **2011 Grant Year** – Awarded \$250,000; \$0 Expended to date. Finalizing revised work plan with leadership team.
 - (2) **2012 Grant Year** – Awarded \$36,376; \$0 Expended to date. Finalizing revised work plan with leadership team.
- d) **Emergency Medical System (EMS)**
 - (1) **2013 Grant Year** – Application denied.
- e) **Emergency Management Performance Grant (EMPG)**
 - (1) **2013 Grant Year** – Application submitted. Expected allocation to be capped at \$39,000.
- f) **Hazardous Materials Emergency Planning (HMEP) Grant**
 - (1) **2013 Grant Year** – Awarded \$4,700 for training, expended \$1,987; \$5,000 for hazmat symposium, all of which is encumbered.
- g) **Hazard Mitigation Grant Program** – Awarded \$85,000. Cost proposals vary. See Item A under Old Business.

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)** – **Executive Committee Action: Motion by McDaniel, seconded by TeKippe to recommend adoption of ESF# 1 and #9 to the Commission for adoption. Motion passed unanimously.**
 - a) **ESF #9: Search and Rescue, Evacuation Section** – consideration for adoption by Commission. Full version can be found at this link:
<https://dl.dropboxusercontent.com/u/89820002/ESF%20%239.pdf>
 - b) **ESF#1: Transportation** – consideration for adoption by Commission. Full version can be found at this link:
<https://dl.dropboxusercontent.com/u/89820002/ESF%20%231%20-%20Transportation.pdf>

2. **EMA Strategic Plan** – effort to resume fall 2013.

E. Direction, Control, and Coordination –

1. **Orientation Seminar for Elected Officials** – Staff will adapt the original orientation seminar to a condensed version to take approximately 20 minutes and make available to jurisdictions. Still under development.
2. **ICS-402: ICS Overview for Executives/Senior Officials** – Suggested options for delivery were to invite council work sessions to the EOC to have their meeting at the EOC or to offer the course at various jurisdictions council chambers during their normal work sessions.

F. Damage Assessment –

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

G. Communications and Warning –

1. **Outdoor Warning Sirens** – Any testing of outdoor warning devices should include notification of Polk County EMA. This will help respond to public and media requests as well as proactively notify the public via the media.
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. Project delayed due to moving a tower affecting Windsor Heights.
3. **NWS Storm Ready Pledge of Support** - Polk County has applied for StormReady recertification and the cities and county will need to support the six guidelines needed for recognition. This includes city agencies, when operational, forwarding reports of severe weather to the county's 24 hour warning point (WP) and/or Emergency Operations Center (EOC) for relay to the National Weather Service. The city certifies that, at a minimum, any City Hall or school superintendent office within the city limits is equipped with an operational NOAA All-Hazards Weather Radio and pledges to support and publicize any local community preparedness presentations such as weather safety talks and spotter training sessions. Pledge letter templates will be distributed to Commission Members to bring to the Councils and Board of Supervisors for resolution. **Executive Committee Action: Motion by TeKippe, seconded by Schneider to recommend full participation by the Commission. Motion passed unanimously.**

H. Operations and Procedures

1. **Spring/Summer Flood Outlook** – Several area rivers are bank full. Staff continues to monitor hydrologic conditions and will distribute flash reports as necessary.

2. **RAGBRAI** – Polk County EMA has engaged Des Moines, West Des Moines, Polk County and other interested parties to develop an event-specific Incident Action Plan to act as a coordinating plan for the July 23-24 overnight stop in Polk County.
3. **Iowa State Fair** - Polk County EMA been invited to facilitate the development of an event-specific Incident Action Plan (IAP) to act as a coordinating plan for the August 8-18 Iowa State Fair.

I. Training

1. **A.L.I.C.E.** –two-day course June 20-21 at Polk County EOC.
2. **Highway Incident Management** – Iowa DOT, DPS, and Fire Service Training Bureau to present course June 18th. Location TBD.

J. Exercises

1. **USPS Bio-Detection System Exercise** – exercise to be conducted May 16th. Communications interoperability, CBRNE support, joint information, and prophylaxis distribution to be evaluated.
2. **Magellan Natural Gas Line Pipeline Exercise** – Magellan Pipeline approached Polk County EMA to support a tabletop exercise with area response and support entities around a scenario in Altoona near the area where the pipeline crosses Prairie Meadows Racetrack and Casino and Interstate 80. Exercise to take place May 22 in Altoona.
3. **Mass Casualty Incident (MCI) Tabletop Exercises** – The triennial DSM Airport Exercise conducted in August 2012 included an After-Action Report (AAR) and development of an Improvement Action Plan. Tabletop Exercises have been designed and planed for all three local PSAPs and the area hospital systems. The hospital system exercises will be conducted July 9-12.

K. Public Education and Information –

L. Homeland Security –

VI. New Business

VII. Old Business –

- A. Multi-jurisdictional Hazard Mitigation Plan Update** – Interviews were conducted April 4th with seven bidding vendors. The interview panel is recommending the bid be offered to AMEC based on three significant factors: 1) Quality of proposal, interview, scope of work, approach, and personnel compatibility; 2) synchronization and compatibility with neighboring jurisdictions; and 3) cost (\$83,700). Staff recommendation: Seek Commission approval to move forward with proposed bid acceptance and contracting process as well as execution of the resulting contract contingent upon budget and eligible grant award to Polk County. **Executive Committee Action: Motion by TeKippe, seconded by McDaniel to endorse the interview panel’s decision and staff recommendation to the full Commission. Motion passed unanimously.**

VIII. Other Business –

IX. Upcoming Events

- A. **National Homeland Security Conference** – June 3-7 – Los Angeles, CA
- B. **Executive Committee Meeting** – June 12 at 1100 hrs – Polk County EOC
- C. **RAGBRAI** – Overnight stop in Des Moines July 23-24, 2013
- D. **Iowa State Fair** – August 8-18, 2013
- E. **Executive Committee Meeting** – August 14 at 1100 hrs – Polk County EOC
- F. **Commission Meeting** – August 21 at 1300 hrs – Polk County EOC

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

XI. Adjournment -