



AGENDA

Polk County
Emergency
Management
Commission

Full Commission

Wed., 21-Aug-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 | |

Members present:

B. Staff –

C. Guests/Public –

III. Approval of Agenda –

IV. Approval of Previous Meeting Minutes – May 15, 2013

V. Reports

A. Administration and Finance

1. Agency Budget –

- a) End of fiscal year projections show -\$83,683 on the books but after factoring in eligible reimbursements pending would equal +\$58,645.
- b) Long-term budget discussion.

2. Staff/Personnel –

- a) Office Specialist – position’s future status
- b) Director’s Performance Evaluation – September
- c) Internship request questionnaire and review process

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

a) Metropolitan Medical Response System (MMRS) / Homeland Security Grant Program (HSGP)

- (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 have begun.
- (2) **2012 Grant Year** – Awarded \$160,000; \$66,600 Expended or encumbered to date. Contract for Coordinator/Planner secured. Performance period expires August 2014.
- (3) **2013 Grant Year** – No award received.

b) Iowa Type III Incident Management Team (IMT)

- (1) **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.
- (2) **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.
- (3) **2013 Grant Year** - Awarded \$63,000; \$0 Expended to date. Investment justification, work plan, and budget pending. Pending approval. Performance period expires in August 2014.

c) WMD Hazmat (HSGP)

- (1) **2011 Grant Year** – Awarded \$250,000; \$165,325 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.
- (3) **2013 Grant Year** - Awarded \$160,000; \$0 Expended to date. Investment justification, work plan, and budget pending. Pending approval. Performance period expires in August 2014.

d) Emergency Medical System (EMS)

- (1) **2014 Grant Year** – Application submitted.

e) Emergency Management Performance Grant (EMPG)

- (1) **2013 Grant Year** – Awarded \$39,000; \$39,000 Expended to date.

f) Hazardous Materials Emergency Planning (HMEP) Grant

- (1) **2013 Grant Year** – Awarded \$4,700 for training, expended \$2,736; \$5,000 for hazmat symposium, all of which is encumbered.

g) Hazard Mitigation Grant Program – See Item under Planning.

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** – continue to work with DLAN on updated resource typing matrix.

D. Planning

1. Comprehensive Emergency Plan (CEP) –

- a) **ESF #10:** Hazardous Materials Annex to be considered for adoption (new business)
- b) **ESF #12:** Energy Annex to be considered for adoption (new business)

2. **EMA Strategic Plan** –beginning process to connect project management to strategic plan. Discussion at weekly staff meetings.
3. **Multi-jurisdictional Hazard Mitigation Plan** – Kickoff meeting completed. Discussion was held with attendees regarding the planning process, in-kind match documentation, and hazard prioritization.

E. Direction, Control, and Coordination –

1. **Senior Leaders and Elected Officials Orientation Seminar and ICS 402 Combined Session** – under development by Director. Expected to be completed and delivered each December.

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. Committee began discussion of other forms of debris and the value of using a comprehensive debris management approach.

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.
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.
4. **Code Red** – Uniform use among public safety answering points and training discussion.

H. Operations and Procedures

1. **RAGBRAI** – Polk County EMA 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. After Action comments.
2. **Iowa State Fair** - Polk County EMA 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. After Action comments.
3. **Duty Officer Schedule** – Staff has begun a weekly duty officer schedule on a revolving three month basis. Single point of contact will be the Polk County Sheriff's Communication Center during non-business hours.

I. Training

1. **IAEM Annual Conference** – October 25-30 – Reno, NV
2. **IAEM CEM Exam Preparatory Course** – Director seeking Certified Emergency Manager (CEM) designation.

J. Exercises

1. **Magellan Natural Gas Line Pipeline Exercise** –August 20 in Pleasant Hill.
2. **Mass Casualty Incident (MCI) Tabletop Exercises** –Tabletop Exercises have been completed for all three local PSAPs and the area hospital systems. After Action comments.

K. Public Education and Information –

L. Homeland Security –

VI. New Business

- A. **ESF #10: Hazardous Materials** – Federal requirements call for annual review and updates as necessary. This annex has been reviewed. No changes from last year’s edition. Staff recommendation: adoption as presented. See Attachment.
- B. **ESF #12: Energy** – This is the first edition of this annex. Draft has been widely circulated for review and comments. Comments have been integrated as appropriate. Staff recommendation: adoption as presented. See Attachment.

VII. Old Business –

VIII. Other Business –

IX. Upcoming Events

- A. **Commission Meeting** – August 21 at 1300 hrs – Polk County EOC
- B. **Holiday** – Labor Day – September 2 – Offices closed
- C. **Executive Committee Meeting** – September 16 at 1100 hrs – Polk County EOC
- D. **Governor’s Homeland Security Conference** – October 8-9 – Veteran’s Memorial Conf. Ctr
- E. **Executive Committee Meeting** – October 11 at 1100 hrs – Polk County EOC
- F. **Executive Committee Meeting** – November 12 at 1100 hrs – Polk County EOC
- G. **Commission Meeting** – November 20 at 1300 hrs – Polk County EOC

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

XI. Adjournment -