

To **Polk County Hazard Mitigation Planning Committee**
 Through **A.J. Mumm, Coordinator**
Polk County Emergency Management
 From **Susan Belt, Laurie Bestgen & Kari Valentine, AMEC Mitigation Planners**
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 Date **8/2/2013**
 Subject **Minutes from Polk County Hazard Mitigation Planning Kickoff Meeting held on 7/30/2013**

This document is a record of attendance and a summary of the issues discussed during the above meeting. Topics covered during the meeting included; the soft match time documentation, an introduction to the purpose of hazard mitigation planning, the benefits of a multi-jurisdictional approach, and grant programs linked to an approved plan. The hazard mitigation planning process was reviewed to include requirements for public involvement and the use of data collection guides. The planning committee participated in a discussion of the hazards that have the potential to impact Polk County, including preliminary research conducted by AMEC on each hazard. The probability, magnitude, warning time, and duration of hazards affecting Polk County was also discussed to provide a planning significance ranking. The meeting concluded with a discussion of the next steps in the planning process.

The meeting was held in two sessions to accommodate all participants. The first session was from 2:00 to 4:30 pm and the second session was from 6:00 to 8:30 pm.

Attendees

Name		Title	Department	Jurisdiction / Organization
A.J.	Mumm	Director	Emergency Management	Polk County
Peggy	Reelitz	Office Specialist	Emergency Management	Polk County
Donna	Brooks	Major	Sheriff's Department	Polk County
Betty	Devine	Deputy Director	Community, Family, & Youth Services	Polk County
Rick	Kozn	Director	Health Department	Polk County
Kevin	Schneider	Chief	Sheriff's Department	Polk County
Skip	Conkling	Mayor		City of Altoona
Jerry	Whetstone	Fire Chief	Fire Department	City of Altoona
Rob	Chiappano	DC of Operations	Fire Department	City of Ankeny
Makai	Eater	Captain	Police Department	City of Ankeny
Paul	Moritz	Assistant Manager	Administration	City of Ankeny
Rex	Mundt	Fire Chief	Fire Department	City of Ankeny
Makai	Ochon	Captain	Police Department	City of Ankeny
John	Peterson	Assistant Manager	Administration	City of Ankeny
Joe	Schaffer	Captain	Police Department	City of Ankeny
Jim	Spradling	City Manager	Administration	City of Ankeny
Mark	Arentsen	City Administrator	Administration	City of Bondurant
Bart	Weller	Director	Public Works	City of Clive
Bruce	Braun	Director	Public Works	City of Des Moines

Name		Title	Department	Jurisdiction / Organization
Bob	Cox	Captain	Fire Department	City of Des Moines
Phil	Delafield	Community Development Director	Community Development	City of Des Moines
Tom	Patava	District Chief	Fire Department	City of Des Moines
Dan	Pritchard	Civil Engineer II		City of Des Moines
Ross	Stafford	Civil Engineer III		City of Des Moines
Jim	Krohse	Fire Chief	Fire Department	City of Johnston/ City of Grimes
Bill	Roberts	Mayor		City of Mitchellville
Mike	Twohey	Fire Chief	Fire Department	City of Mitchellville
Tim	Hoskins	Director	Public Works	City of Norwalk
Mark	Konrad	Councilman	City Council	City of Pleasant Hill
Reylon	Meeks	Fire Chief	Fire Department	City of Pleasant Hill
Tim	Sittig	Chief	Police Department	City of Pleasant Hill
Mark	Bowerson	Police Chief	Police Department	City of Polk City
Deb	Nabity	Assistant City Administrator	Administration	City of Polk City
Curtis	Brown	Director	Economic Development Department	City of Urbandale
Paul	Dekker	Director	Community Development	City of Urbandale
Dave	Disney	Sergeant	Police Department	City of Urbandale
Jerry	Holt	Fire Chief	Fire Department	City of Urbandale
Kim	Keisler	Assistant Finance Directory	Administration	City of Urbandale
David	McKay	City Engineer		City of Urbandale
Terry	Nielsen	Lieutenant	Police Department	City of Urbandale
SK	Prophet	Assistant City Manager	Administration	City of Urbandale
T.K.	Ouerson	Lieutenant	Police Department	City of West Des Moines
Matt	Sonnenburg	Deputy Chief	Fire Department	City of West Des Moines
Brad	Button	Supervisor	Westcom Dispatch Center	Cities of West Des Moines, Clive & Urbandale
Aubyn	Giampolo	Dispatch Superintendent	Westcom Dispatch Center	Cities of West Des Moines, Clive & Urbandale
Sheena	Danzer	City Inspector	Building Codes	City of Windsor Heights
Dennis	McDaniel	Police Chief	Police Department	City of Windsor Heights
Jason	VanAusdall	Director	Public Works	City of Windsor Heights
George	Smith	Assistant Director	Building and Grounds	Johnston Schools
Jeff	Robbins	Operations Superintendent	Operations	West Des Moines Schools
John	Lins	Incident Manager		Des Moines Water Works
Jeff	Ritzman	Homeland Security Coordinator	Department of Public Safety	Iowa Fusion Center
Barry	Halling	Coordinator	Emergency Management	Dallas County
Troy	Bass	Coordinator	Emergency Management	Warren County
Jeff	Johnson	WCM		National Weather Service
Joe	Sozem	Volunteer		American Red Cross
Jerry	Loghry	Assistant Section Manager		EMC Insurance
David	Hempfen	Continuity manager		MidAmerican

Introductions

Mr. Mumm, with Polk County Emergency Management, began the meeting by welcoming and thanking the attendees. He provided a brief history of Hazard Mitigation Planning in Polk County and stressed the importance of participation for the jurisdictions represented. He then introduced Susan Belt with the consulting firm AMEC Environment & Infrastructure, Inc. who was contracted to assist in the development of the Polk County multi-jurisdictional hazard mitigation plan. The attendees then introduced themselves and the jurisdiction they were representing.

Soft Match Time Forms

Ms. Belt informed participants that this plan is being funded by a Hazard Mitigation Grant Program (HMGP) grant from FEMA that is administered by the Iowa Homeland Security and Emergency Management Division. The grant program requires that 25 percent of the funding must be non-federal match. The State of Iowa is contributing 10 percent of the match. The remaining 15 percent of the funding must come from local funds. These local match funds can consist of time that is donated by planning committee members as well as others in each jurisdiction to the planning effort. This donated time is referred to as "Soft Match".

The attendees, also referred to as the Hazard Mitigation Planning Committee (HMPC) , were asked to document their time in planning meetings, gathering data, reviewing the plan while in draft form, notifying the public, etc on the Soft Match Time Form. Additionally, time spent by others within the jurisdiction should be recorded as well, such as time spent by a city clerk researching existing plans, studies, reports, and other capabilities or information reviewed or collected by other members of the jurisdiction. Separate forms must be completed for each individual contributing time to this effort.

Ms. Belt discussed specific requirements for documentation of hazard mitigation planning activities that occur in conjunction other jurisdictional meetings such as time during a council meeting, a jurisdictional-information session, Lions Club meeting, etc. For hazard mitigation planning activities held in conjunction with larger meetings, facilitators must first close the other meeting, and open a new meeting just for hazard mitigation planning and ensure meeting times documented for soft match are only for the time spent discussing the hazard mitigation plan. Each hazard mitigation planning meeting must have an agenda, times of meeting, and a sign-in sheet of the attendees and these documents need to be provided to AMEC. Soft Match Time Forms do not need to be completed for attending any of the three planning meetings facilitated by AMEC. Specific questions on soft match should be directed to Ms. Belt.

A copy of the Soft Match Time Form was handed out at the meeting, and has been provided electronically to all meeting participants. The forms are also available electronically on the Polk County Emergency Management website <http://www.polkcountyiowa.gov/emergency-management/about-us/news/hazard-mitigation-planning/>. Please submit forms to Susan Belt via; mail, fax, or scan and attach to an email. Ms. Belt's contact information is on the form and she would appreciate receiving these forms on a monthly basis.

Hazard Mitigation Planning Purpose

Ms. Belt presented information on the purpose of Hazard Mitigation Planning and the Disaster Mitigation Act of 2000. The attendees were reminded this is an update of the Polk County Hazard Mitigation Plan, previously approved in 2009. The current plan expires on July 9, 2014.

A summary of the 13 Presidential Disaster Declarations including Polk County since 1965 was presented and an overview of the Four-Phases that will be followed during the planning process was discussed.

Multi-Jurisdictional Approach

Ms. Bestgen, with AMEC addressed the benefits for jurisdictions participating in this mitigation plan update including improved coordination and communication among local jurisdictions. Impacts of hazards do not stop at jurisdictional boundaries. This multi-jurisdictional approach allows for a more comprehensive risk assessment and resulting mitigation strategy for the entire planning area. The following 27 jurisdictions have been invited to participate in the Polk County Multi-jurisdictional Hazard Mitigation Plan Update:

Cities	Polk County
Alleman	
Altoona	
Ankeny	
Bondurant	School Districts
Clive	Ankeny, 261
Des Moines	Bondurant-Farrar, 720
Elkhart	Dallas Center-Grimes, 1576
Grimes	Des Moines Independent, 1737
Johnston	Johnston, 3231
Mitchellville	North Polk, 4779
Pleasant Hill	Saydel, 5805
Polk City	Southeast Polk, 6101
Runnells	Urbandale, 6579
Urbandale	West Des Moines, 6957
West Des Moines	
Windsor Heights	

There was a question regarding whether or not public water districts need to be official participants of the plan to be able to apply for grant funds. AMEC and Polk County Emergency Management will consult with Iowa Homeland Security and Emergency Management and FEMA to get an answer to this question.

Benefits of participation also include eligibility for federal hazard mitigation assistance funding programs. Historically, Polk County has received over \$20 million in FEMA Hazard Mitigation Assistance grants from 1994 to 2012.

Ms. Bestgen also described the role of the Hazard Mitigation Planning Committee (HMPC). Each jurisdiction participating in development of the plan must meet the following minimum requirements:

1. Designate a representative to serve on the Polk County Hazard Mitigation Planning Committee, which will meet **three** times during the planning process,
2. Provide data for and assist in the development of the updated risk assessment that describes how various hazards impact your jurisdiction,
3. Provide data to describe current capabilities,
4. Develop/update mitigation actions (at least one) specific to your jurisdiction,
5. Provide comments on plan drafts as requested,

6. Inform the public, local officials, and other interested parties about the planning process and provide opportunities for them to comment on the plan, and
7. Formally adopt the mitigation plan.

Jurisdictions that choose not to participate in development of a FEMA-approved mitigation plan will not be eligible applicants for FEMA Hazard Mitigation Assistance Grants.

In addition to official plan participants, stakeholders will be invited to participate in meetings, review drafts, and provide information to assist in development of the risk assessment and mitigation strategy. These stakeholders include the following:

- Federal agencies
- State agencies
- Academic Institutions
- Business Community
- Adjacent Counties
- Other cities w/ portions city limits in Polk County
 - Carlisle-Warren County
 - Norwalk-Warren County
 - Sheldahl-Boone County/Story County
 - Granger-Dallas County

Planning for Public Involvement

The local hazard mitigation plan requirements state that the public needs to have the opportunity to comment on the plan. The public will be given two opportunities to comment on the plan, once during the drafting stage and another when the plan is complete in the final draft stage.

The meeting attendees discussed methods for notifying the public in the plan. The group discussed methods that are used to effectively engage the public in Polk County. A survey will be created to both provide information about the plan update under development as well as gain input from the public on the hazards they are most concerned about and mitigation strategies that they think will be most effective. The planning committee was asked for methods that they could use to disseminate the survey link. Examples included:

- Social media such as the Emergency Management Facebook and Twitter accounts,
- City, county and school websites,
- Electronic signage utilized in some cities,
- Neighborhood association email distribution lists,
- City email distribution lists,
- City cable channels
- Public libraries
- Living Magazine

Data Collection Process

AMEC provided hard copies of Data Collection Guides and followed-up after the meeting with electronic copies emailed to the attendees. The guides are specific for local units of government and schools.

The Data Collection Guide is designed to collect information on existing capabilities within each jurisdiction to implement mitigation initiatives as well as collect information on previous hazard events. For the hazards that were included in the existing 2009 plan, information is needed for the events that have occurred from 2009 to the present.

Deadline for submittal of the Data Collection Guides to AMEC is August 30, 2013

Introduction to Hazard Identification

Ms. Bestgen presented information about the hazard profiles in the plan and introduced the committee to the elements of probability, magnitude, warning time, and duration to rank the hazards. The table below provides additional information on the elements and rating levels.

Element/Level	Characteristics
Probability	
4 - Highly Likely	Event is probable within the calendar year. Event has up to 1 in 1 year chance of occurring (1/1=100%) History of events is greater than 33% likely per year. Event is "Highly Likely" to occur
3 – Likely	Event is probable within the next three years. Event has up to 1 in 3 years chance of occurring (1/3=33%) History of events is greater than 20% but less than or equal to 33% likely per year Event is "Likely" to occur
2 – Occasional	Event is probable within the next five years. Event has up to 1 in 5 years chance of occurring (1/5=20%) History of events is greater than 10% but less than or equal to 20% likely per year Event could "Possibly" occur
1 – Unlikely	Event is possible within the next 10 years Event has up to 1 in 10 years chance of occurring (1/10=10%) History of events is less than or equal to 10% likely per year Event is "Unlikely" but is possible of occurring
Magnitude / Severity**	
4 - Catastrophic	Multiple deaths Complete shutdown of facilities for 30 or more days More than 50 percent of property is severely damaged
3 – Critical	Injuries and/or illnesses result in permanent disability Complete shutdown of critical facilities for at least two weeks 25–50 percent of property is severely damaged
2 – Limited	Injuries and/or illnesses do not result in permanent disability Complete shutdown of critical facilities for more than one week 10–25 percent of property is severely damaged
1 – Negligible	Injuries and/or illnesses are treatable with first aid Minor quality of life lost Shutdown of critical facilities and services for 24 hours or less Less than 10 percent of property is severely damaged
Warning Time	
4	Less Than 6 Hours
3	6-12 Hours
2	12-24 Hours
1	24+ Hours
Duration	
4	More Than 1 Week
3	Less Than 1 Week
2	Less Than 1 Day
1	Less Than 6 Hours

These elements are used in the Enhanced Iowa State Hazard Mitigation Plan to determine a Final Hazard Assessment Score for each hazard. The score provides a hazard ranking mechanism as well as a planning significance rating, to focus planning efforts on those hazards with the highest scores.

Using the ranking described in the table above, the formula used to determine each hazard's score, which includes weighting factors defined by the State of Iowa's Hazard Mitigation Plan is:

$$\text{(Probability x .45) + (Magnitude/Severity x .30) + (Warning Time x .15) + (Duration x .10) = Weighted Score}$$

Based on their score, the hazards were separated into three categories of planning significance; High (3.0-4.0), Moderate (2.0-2.9), and Low (1.1-1.9)

Prior to the kick-off meeting Polk County Emergency Management and AMEC reviewed the hazards in the Iowa State Hazard Mitigation Plan and determined the list of 20 hazards that have the potential to impact Polk County that should be included in the Hazard Mitigation Plan. During the kickoff meeting, the ranking elements and rating descriptions were provided as a handout along with the preliminary hazard ranking of the 20 hazards that will be analyzed in the Polk County Multi-jurisdictional Hazard Mitigation Plan Update.

Ms. Bestgen, Ms. Valentine and Ms. Belt presented preliminary research on each hazard. During the meeting, there were some comments on the preliminary scores. The comments are summarized below:

- There was a question regarding whether or not the magnitude referred to the worst-case scenario. Mr. Mumm stated that the 2009 plan used the working definition as the "worst plausible case scenario". This will be carried through in the plan update.
- Flash Flood: It was discussed that this hazard may be rated too low. The magnitude will be changed to a 3 and the warning time will be changed to a 2.
- Levees: Mr. Mumm mentioned the berm that provides some protection for the Pleasant Hill Mobile Home Park. This structure does not provide protection from the 1-percent annual chance flood. But does hold back water to an extent. This may provide a false sense of security to residents behind the structure. It also poses additional risk in that failure could result in flash-flood-like inundation. This information will be added to the risk assessment.
- Wildfire: The # of historic events for wildfire seemed too low to the committee. AMEC will check with DNR and the Fire Marshal's Office to make sure all reported fires are captured in the data.
- There was discussion on the preliminary levels assigned to Warning Time for multiple hazards. In a discussion that occurred after the meeting with the National Weather Service representative, it was discussed that the definition of Warning Time should indicate that this is a "heightened level of awareness" and not the actual Warning that may be issued by the NWS for weather events.
- Thunderstorm and Wind Hazards: The wind speed should be researched for events of 50 knots, not 60 knots.
- Tornado: Most of the tornadoes in Polk County have historically been F0 and F1. The probability will be adjusted to a 3 and the magnitude will be adjusted to a 2. Most of the

damage that occurred as a result of the Grimes F2 tornado was actually caused more by wind than the actual tornado.

- Land Subsidence: Runnels has had a sinkhole develop and a sinkhole occurred on Capital Street about 4 years ago.
- Hazardous Materials: Magnitude will be changed to a 2 due to the 5 fatalities that have occurred in previous events since 1995.
- Infrastructure Failure: water and wastewater treatment will be added to the risk assessment in terms of the types of infrastructure that can fail.
- Structural Fire: Mr. Mumm will provide the fire district map to provide information on Polk County fire districts that provide fire services outside Polk County.
- Human Disease: The committee commented that lost wages should be included in the loss estimates for the planning scenario in the risk assessment.

AMEC also asked the committee to provide any additional written comments on the probability, magnitude, warning time, and duration elements by turning in comments on the provided handout. **Comments are due to AMEC by August 30, 2013.**

The table below provides the revised ranking of the hazards based on comments received during the kickoff meeting. Those elements that have been changed are highlighted in yellow. Bold font indicates hazards that were included in the 2009 plan. If additional comments are received that necessitate additional changes, the planning committee will be notified.

Hazard	Probability	Magnitude	Warning Time	Duration	Weighted Score	Level
River Flooding	4	3	1	4	3.25	High
Winter Storm	4	2	3	3	3.15	High
HAZMAT Incident	4	2	4	1	3.10	High
Structural Fire	4	2	4	1	3.10	High
Transportation Incident	4	2	4	1	3.10	High
Flash Flood	4	3	2	1	3.10	High
Thunderstorm/Lightning/Hail	4	2	2	2	2.90	Moderate
Windstorm	4	2	2	2	2.90	Moderate
Levee Failure	2	3	4	4	2.80	Moderate
Tornado	3	2	3	1	2.50	Moderate
Drought	3	2	1	4	2.50	Moderate
Infrastructure Failure	2	2	4	4	2.50	Moderate
Human Disease	2	3	2	4	2.50	Moderate
Grass/Wildland Fire	4	1	1	1	2.35	Moderate
Dam Failure	1	3	4	4	2.35	Moderate
Extreme Heat	2	2	1	3	1.95	Low
Animal/Plant/Crop Disease	1	2	1	4	1.60	Low
Earthquake	1	1	4	1	1.45	Low
Expansive Soils	2	1	1	1	1.45	Low
Sinkholes/Landslide	1	1	2	1	1.15	Low

Next Steps

Attendees were asked to complete their jurisdiction's Data Collection Guide and to talk with other staff that may be knowledgeable about requested data. Attendees were also reminded to keep track of their time spent conducting research and completing their Data Collection Guides on the Soft Match Documentation Sheet handed out at the meeting and provide back on a monthly basis. The Data Collection Guides and any comments on hazard ranking elements are due back to AMEC by August 30, 2013.

The next meeting of the Hazard Mitigation Planning Committee will be October 17, 2013.

A draft of the risk assessment will be provided prior to this meeting. The meeting will involve a review of the risk assessment results and update of the plan's goals.