

To **Polk County Hazard Mitigation Planning Committee**
 Through **A.J. Mumm, Coordinator**
Polk County Emergency Management
 From **Laurie Bestgen and Kari Valentine AMEC Mitigation Planners**
 Tel / E-mail **785-272-6830 / laurie.bestgen@amec.com and kari.valentine@amec.com**
 Date **10/22/2013**
 Subject **Minutes from Polk County Hazard Mitigation Planning Meeting #2 held on 10/17/2013**

This document is a record of attendance and a summary of the issues discussed during the above meeting, including: a brief review of the purpose of a Hazard Mitigation Plan, the public survey for this effort, participation requirements and the status of each jurisdiction, review/validation of critical facilities to include in the risk assessment, plan update format, sample results of the risk assessment-top 15 hazards, update of mitigation goals, introduction to mitigation actions, and the next steps in this process.

Attendees

Name	Jurisdiction/Agency/Organization
Mark Arentsen	City of Bondurant
Jeremy Beker	Polk County
Chad Bentzinger	Ankeny Schools
Bruce Braun	City of Des Moines
Donna Brooks	Polk County
Randy Carroll	North Polk Schools
Skip Conkling	City of Altoona
Bob Cox	City of Des Moines
Dave Cubit	City of Johnston
Sheena Danzer	City of Windsor Heights
Jon Davis	Polk County
Betty Devine	Polk County
Dave Disney	City of Urbandale
Roger Elliot	GESAG
Dan Grimm	Polk County
Gary Haines	Southeast Polk Schools
Barry Halling	Dallas County Emergency Management
Jerry Holt	City of Urbandale
Rick Kozin	Polk County
Jim Krohse	City of Johnston/City of Grimes
John Lees	Urbandale Schools
Richard Long	City of Alleman
Barb Malone	City of Pleasant Hill
Chip Mathis	City of Elkhart
David McKay	City of Urbandale
Eric Melton	City of Johnston
Kathy Moline	Dallas Center-Grimes CSD
Paul Moritz	City of Ankeny
Rex Mundt	City of Ankeny
Terry Nielsen	City of Urbandale
Matt Noble	Iowa Homeland Security and Emergency Management
T.K. Ouverson	City of West Des Moines

Name		Jurisdiction/Agency/Organization
Tom	Patava	City of Des Moines
John	Peterson	City of Ankeny
Emily	Price	City of Johnston
Dan	Pritchard	City of Des Moines
SK	Prophet	City of Urbandale
Peggy	Reelitz	Polk County Emergency Management
Jeff	Robbins	West Des Moines Schools
Bill	Roberts	City of Mitchellville
Rick	Roe	City of Clive
Cynthia	Rolli	FEMA Region VII
Pamela	Rosa	Des Moines Independent Schools
Teresa	Rotschafer	City of Johnston
Jim	Sanders	City of Johnston
John	Schmite	City of Johnston
Kevin	Schneider	Polk County
Tim	Sittig	City of Pleasant Hill
Joe	Solem	American Red Cross
Ross	Stafford	City of Des Moines
Scott	Strait	City of Runnells
Jessica	Turba	Iowa Homeland Security and Emergency Management
Mike	Twohey	City of Mitchellville
Jeanne	Uhl	City of Elkhart
Jason	VanAusdall	City of Windsor Heights
Bill	Vaughn	City of Johnston
Joel	Westendorf	Delaware Township Fire Department
Anna	Whipple	City of Des Moines
John	Wilson	Iowa Department of Transportation

Introductions

Mr. A.J. Mumm, with Polk County Emergency Management began the meeting by welcoming and thanking the attendees. Kari Valentine and Laurie Bestgen, with AMEC Environment & Infrastructure, Inc., the firm contracted to assist in the development of the Polk County multi-jurisdictional hazard mitigation plan, facilitated the remainder of the presentation, beginning with having the attendees introduce themselves and state the jurisdiction they were representing.

The PowerPoint presentation utilized during the meeting is available, along with other planning materials at the following location: <http://www.polkcountyiowa.gov/emergency-management/about-us/news/hazard-mitigation-planning/>.

Purpose/Public Survey/Participation Status

Ms. Valentine reminded participants that a planning grant from FEMA through the Iowa Homeland Security and Emergency Management is funding the plan update. The planning grant is 75% federal, 10% state and 15% local funds. The local funds can be provided as soft-match. As a result, it is very important for planning committee members to record all time they spend on the plan update effort. Soft Match documentation forms were provided and

participants were reminded to return them to Susan Belt, AMEC Project Manager on a monthly basis.

Ms. Valentine provided a brief summary of the purpose of the Hazard Mitigation Plan and the Disaster Mitigation Act of 2000 that codified the requirement of local governments to adopt a hazard mitigation plan to maintain eligibility for FEMA Hazard Mitigation Assistance Grants. The twelve-step planning process was summarized and participants were informed that at the conclusion of the meeting, the planning committee will have completed at least portions of steps 1-8. Ms. Valentine also provided a status update on the Public Survey that has been disseminated via survey monkey at: <https://www.surveymonkey.com/s/PolkCountyHMP>.

In the next two weeks, Ms. Bestgen will coordinate a press release with A.J. Mumm that will announce the availability of the survey online as well as hard copies in select public locations. The committee decided to make the hard copy surveys available at City Halls and Public Libraries. The committee also discussed having the surveys available at public school building offices. However, after the meeting, concern was expressed about inviting the general public into school buildings. As a result, the school building offices will not be included in the press release as a location for hard copies of the survey. Representatives of jurisdictions were asked to ensure that copies of the survey are made available at the City Halls and Public Libraries after AMEC notifies them of the press release date. Planning Committee representatives were encouraged to continue to publicize the availability of the surveys and to notify AMEC project staff of these efforts so that they can be described in the planning process section of the plan.

Ms. Valentine provided a review of the requirements for jurisdictions to officially participate in the Multi-jurisdictional Hazard Mitigation Plan as well as a table summarizing each jurisdiction's participation to date.

Validation of Critical Facilities

Ms. Valentine and Ms. Bestgen, distributed hard copy inventories of critical and essential facilities for incorporated cities, the unincorporated county, and public school districts for validation and/or correction by each jurisdiction. The inventories were assembled from data provided by the Des Moines GIS Department that was developed by the Des Moines Area Regional GIS Partnership as part of a Hazard Analysis project in 2011. Data on Nursing Homes and Childcare facilities was also added to the inventory from Des Moines Area Regional GIS Partnership data. Planning committee members were instructed to carefully review the lists and make any corrections, deletions, or additions, as necessary and return to Ms. Bestgen by November 22, 2013.

Plan Format/Sample Results of Countywide Risk Assessment

Ms. Bestgen provided the overall format of the plan update document as follows:

- Executive Summary
- Chapter 1—Planning Process
- Chapter 2—Jurisdiction Profiles
- **Chapter 3—Risk Assessment**
- Chapter 4—Mitigation Strategy
- Chapter 5—Plan Maintenance
- Appendices

Several copies of the draft Risk Assessment, Chapter 3 of the plan update document, were passed around in hard copy for meeting participants to review briefly. Additionally, a PDF file has been uploaded to a File Transfer Protocol (FTP) site that has been established by AMEC for this project. Instructions for accessing the FTP site were provided on the back of the meeting agenda (also attached to these minutes). Ms. Bestgen asked that the planning committee, along with other representatives from their jurisdiction review the risk assessment and provide comments and additional data by November 22, 2013. Ms. Bestgen specifically requested that each jurisdiction review the hazard ranking tables at the end of each hazard section to review/validate the ranking of each hazard for their jurisdiction. There are several areas in the draft risk assessment that are highlighted in yellow, indicating information is needed, or revision is needed after further analysis.

Several comments were received after the Kick-off Meeting regarding ranking elements for the overview hazard ranking for the entire planning area. The chart below provides the revised ranking levels for all hazards.

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
Flash Flood	4	3 (from 2)	2 (from 1)	1	3.10	High
HAZMAT Incident	4	2 (from 1)	4	1	3.10	High
Structural Fire	4	2	4	1	3.10	High
Transportation Incident	4	2	4	1	3.10	High
Tornado	4	2 (from 3)	3	1	2.95	Moderate
Levee Failure	2	3	4	4	2.80	Moderate
Windstorm	4	1 (from 2)	3 (from 2)	2	2.75	Moderate
Thunderstorm/Lightning/Hail	4	1 (from 2)	3 (from 2)	1 (from 2)	2.65	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
Sinkholes/Landslide	1	1	4 (from 2)	1	1.45	Low
Expansive Soils	2	1	1	1	1.45	Low

Ms. Bestgen and Ms. Valentine provided an overview of those hazards ranked high and moderate for the overall planning area (15 hazards). The overview presentation provided just some of the details that are included in the full Draft Risk Assessment. All 20 hazards are included in the Draft Risk Assessment. Specific questions/comments discussed during the presentation of the risk assessment are provided below:

- In answer to a question, Ms. Bestgen clarified that the analysis of parcels and buildings in the floodplain was done considering a parcel and buildings on the parcel as “in the floodplain” if any portion of the parcel was in the floodplain.
- There was a comment that the Hazardous Materials Spills reported in the unincorporated county are low. The data likely includes the postal address city name for those facilities in the unincorporated county. This limitation will be clarified in the narrative of the plan.
- A comment was made to consider including the Windstorm hazard with the Thunderstorm/Lightning/Hail hazard. After discussion, consensus was reached to keep Windstorm as a separate hazard to separately profile straight-line winds that are not associated with a thunderstorm.
- There were several comments about the data on light frame structures. Several jurisdictions reported that the numbers of mobile homes in their jurisdictions were not accurate. This data was obtained from the public data set available from the Des Moines Area Regional GIS Partnership. AMEC will check to see if more accurate data is available.
- Pleasant Hill reported that they have a new USACE levee system that should be included in the levee failure hazard discussion.
- A comment was made that land subsidence could be more of an issue in the near future as a result of void space that was previously filled with water that may have dried out during the 2012 drought. The surface above these air pockets could collapse.

Mitigation Goals

Following the discussion of the risk assessment, Ms. Bestgen facilitated a discussion of the mitigation goals. Common categories of mitigation goals were presented as well as the 2013 State Hazard Mitigation Plan goals.

This planning effort is an update to an existing hazard mitigation plan. As a result, the goals from the 2009 Polk County Hazard Mitigation Plan were reviewed. The planning committee decided to that the 2009 goals are still valid, with one clarification. Goal 2 will be revised to incorporate language about lessons learned from disasters and exercises. The goals for the plan update are provided below. The new text for goal #2 is in italics:

1. Protect the public health, safety, and welfare by increasing public awareness of hazards and by encouraging collective and individual responsibility for mitigating hazard risks.
2. Improve capabilities, coordination, and opportunities at municipal and county levels to plan and implement hazard mitigation projects, programs, and activities, *including incorporation of lessons learned from previous events and exercises.*
3. Improve data collection, use, and sharing to reduce the impact of hazards.
4. Protect the most vulnerable populations, buildings, and critical facilities through the implementation of cost-effective and technically feasible mitigation actions.

Mitigation Actions

The planning committee was provided an introduction to the categories of mitigation actions that might be considered for inclusion in the plan. The final planning meeting, scheduled for January 9, 2014 will continue this discussion and focus on update and development of mitigation actions for the plan. The final planning meeting will include a morning session that will focus on FEMA's RiskMap efforts underway to revise the identification of areas at risk to riverine flood in the county as well as mitigation actions to address riverine flood risk. The afternoon session will focus on mitigation actions to address the other hazards in the plan update

Next Steps

The meeting concluded with a discussion of the remaining steps to complete the planning process as follows:

- **Critical Facilities spreadsheet will be emailed if requested**
- **November 22—Critical Facility Validation/Risk Assessment Comments Due**
- **January 9—Final Meeting**
- **Mid February—Mitigation Actions Due**
- **Early March—Final Draft of Plan Update Document Available to HMPC**
- **Late March—Final Public Comment Period**
- **Early April—Submit Plan to IA HS&EM**
- **May—Submit Plan to FEMA**
- **June—Anticipate FEMA's Approval Pending Adoption**
- **June-July—Jurisdictions Adopt Plan**

The meeting concluded with a reminder to the planning committee to turn in soft match forms to AMEC at least once a month. With the critical facility lists to review and validate and the risk assessment to review, all participating jurisdictions should be spending time on this effort and need to complete a soft match form to document that time.

Attachment: Instructions to access Draft Risk Assessment on FTP site