



AGENDA

Polk County
Emergency
Management
Commission

Full Commission

Wed.,20-Nov-2013
1300 Hours

Location: Polk County
EOC1907 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 –

III. Approval of Agenda–

IV. Approval of Previous Meeting Minutes– August 21, 2013

V. Reports

A. Administration and Finance

1. Agency Budget –

- a) **Draft budget** - Discussion in November and December with presentation of proposed budget in January. Budget adoption to occur February 19, 2014.
- b) **Long-term budget discussion** - Staff was directed to develop a multi-year projection for the Executive Committee to make recommendation to Commission in the fall/winter of 2013. Existing 28E agreement for funding support expires June 30, 2014. Consideration of a phased-in will be discussed.
- c) **FY 2013/2014 28E agreement invoices** - To be sent to Commission Members in December.

2. Staff/Personnel –

- a) Office Specialist – position’s future status - Reelitz announced her anticipated retirement in March 2014. Director will work with Executive Committee on filling this position. Director will check with HR to better understand how the position can be posted internally vs. externally.

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

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

- (1) **2011 Grant Year** – Awarded \$267,609; \$139,829 Expended or encumbered to date. Performance period expires June 2014.MCI Exercises and AARs.

SMART Triage purchased for CIEMSD. Web conferencing system and monitor project pending.

(2) **2012 Grant Year** – Awarded \$160,000; \$135,600 Expended or encumbered to date. Performance period expires June 2014. Sustainment of previous projects with approximately \$24,000 unencumbered.

b) Iowa Type III Incident Management Team (IMT)

(1) **2011 Grant Year** - Awarded \$100,000; \$86,148 Expended to date. Prime mover delivered, resource unit leader course delivered in October, five members attending AHIMT conference in November, and badging system purchased. Performance period expires in December 2013.

(2) **2012 Grant Year** - Awarded \$41,764; \$0 Expended to date. Pending project identification by IMT. Performance period expires in June 2014.

(3) **2013 Grant Year** - Awarded \$63,000; \$0 Expended to date. Investment justification, work plan, and budget pending. Grant period began 10/1/13. Performance period expires in June 2015.

c) WMD Hazmat (HSGP)

(1) **2011 Grant Year** – Awarded \$250,000; \$230,495 Expended to date. RAE sensors and GM Tubes have been purchased and received. Cameras and system were purchased for video conference capabilities. Training and backfill also provided.

(2) **2012 Grant Year** – Awarded \$36,376; \$0 Expended to date. Funds will be used for the training, exercise, and backfill being conducted in Davenport.

(3) **2013 Grant Year** - Awarded \$160,000; \$0 Expended to date. Grant period began 10/1/13. Performance period expires in August 2015.

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 \$4,700; \$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. Statewide capabilities assessment taking place co-sponsored by Iowa Homeland Security and Emergency Management and the Iowa Emergency Management Association.

C. Resource Management

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

D. Planning

1. **Comprehensive Emergency Plan (CEP)**–
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. Meeting #2 held on October 17. Public surveys published and publicized by jurisdictions and school districts.

E. Direction, Control, and Coordination –

1. **Senior Leaders and Elected Officials Orientation Seminar**– under development by Director. Program updates and discussion of proposed budget. Expected to be completed and delivered each December. Proposed dates/times are: December 10th (1030-1200); December 11th (1400-1530); and December 12th (1800-1730).

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. Discussion with DMACC support personnel will be occurring soon on how to roll out the strategy and plan with local city/county councils/boards.

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. PSAPs will be encouraged to test sirens systems each month throughout the year (discontinuing the stoppage during winter months).
2. **911 Service Board** – budget amendment approved on November 4th.
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. Renewal application submitted and meeting scheduled with NWS personnel regarding clarification of a response to a single question before they can recommend approval.

H. Operations and Procedures

1. **No Significant Activity to Report**

I. Training

1. **IAEM CEM Exam Preparatory Course** – Director completed the Certified Emergency Manager (CEM) examination October 27th. Results pending. Will continue to assemble application packet.

J. Exercises

1. **Mass Casualty Incident (MCI) Tabletop Exercises** –Tabletop Exercises have been completed for all three local PSAPs and the area hospital systems. After Action comments. Individual AAR meetings scheduled with 7 participating entities.
2. **State Capital Complex Exercise** – Progressive exercise continuation from unknown substance threat during legislative session. Scheduled for December 12th. Support from 71st Civil Support Team.

K. Public Education and Information –

1. **No Significant Activity to Report**

L. Homeland Security–

1. **No Significant Activity to Report**

VI. New Business

A. Establish meeting dates/times for Full Commission meetings in 2014 –

- i. February 19, 2014 @ 1300 hours
- ii. May 21, 2014 @ 1300 hours
- iii. August 20, 2014 @ 1300 hours
- iv. November 19, 2014 @ 1300 hours

VII. Old Business–

VIII. Other Business–

IX. Upcoming Events

- A. **Executive Committee Meeting** – December 11 at 1100 hrs – Polk County EOC (consider moving to alternative date?)
- B. **Elected Officials Orientation Seminar** – December 10th, 11th, and 12th
- C. **Commission Meeting** – February 19th at 1300 hours. Elected Officials attendance required.

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

XI. Adjournment -