

To **Polk County Hazard Mitigation Planning Committee**
 Through **A.J. Mumm, Coordinator**
Polk County Emergency Management
 From **Laurie Bestgen, AMEC Mitigation Planner**
 Tel / E-mail **785-272-6830 / laurie.bestgen@amec.com**
 Date **1/15/2014**
 Subject **Minutes from Polk County Hazard Mitigation Planning Meeting #3 held on 1/9/2014**

This document is a record of attendance and a summary of the issues discussed during the above meeting, including a review of the purpose and planning requirements, public survey results, updating the mitigation strategy, hazard mitigation assistance grants, plan maintenance, and the next steps in the planning process.

Attendees

Jurisdiction Representatives

Name	Jurisdiction/Agency/Organization	
Mark Arentsen	City of Bondurant	
Chad Bentzinger	Ankeny Schools	
Ty Blarkford	City of Grimes	
Randy Carroll	North Polk Schools	
Pamela Cooksey	City of Des Moines	
Bob Cox	City of Des Moines	
Don Cox	City of West Des Moines	
David Croll	City of Johnston	
Dave Cubit	City of Johnston	
Sheena Danzer	City of Windsor Heights	
Paul Dekker	City of Urbandale	
Phil Delafield	City of Des Moines	
Betty Devine	Polk County	
Dan Grimm	Polk County	
Jerry Holt	City of Urbandale	
Rick Kozin	Polk County	
Jim Krohse	City of Johnston/City of Grimes	
Richard Long	City of Alleman	
Chip Mathis	City of Elkhart	
David McKay	City of Urbandale	
Eric Melton	City of Johnston	
Paul Mills	Bondurant-Farrar School District	
Paul Moritz	City of Ankeny	
A.J. Mumm	Polk County	
Deb Nabity	City of Polk City	
T.K. Ouverson	City of West Des Moines	
Dan Pritchard	City of Des Moines	
Peggy Reelitz	Polk County Emergency Management	
Jeff Robbins	West Des Moines Schools	
Rick Roe	City of Clive	
Pamela Rosa	Des Moines Independent Schools	
Teresa Rotschafer	City of Johnston	
Jim Sanders	City of Johnston	
Kevin Schneider	Polk County	
Ross Stafford	City of Des Moines	

Name		Jurisdiction/Agency/Organization
Madeline	Sturms	City of Pleasant Hill
Jason	Van Ausdall	City of Windsor Heights
Bill	Vaughn	City of Johnston
David	Wilwerding	City of Johnston

Stakeholder Representatives

Name		Agency/Organization
Mathew	Armstrong	STARR
Joe	Chandler	FEMA Region VII
Roger	Elliot	Iowa National Guard
Steve	Green	FEMA Region VII
Tim	Hoskins	City of Norwalk
Jon	Keeling	STARR
Jerry	Loghry	EMC Insurance
Mark	McKinley	On With Life
Matt	Noble	Iowa Homeland Security and Emergency Mgmt. Division
Scott	Ralston	Iowa Department of Natural Resources
Pat	Stillwell	On With Life

Introductions

A.J. Mumm, Polk County Emergency Management Coordinator, began the meeting by welcoming and thanking the attendees. Mr. Mumm then introduced Laurie Bestgen, with the consulting firm, AMEC Environment & Infrastructure, Inc. hired by the County, to facilitate the update of the multi-jurisdictional plan. Ms. Bestgen facilitated the remainder of the meeting.

Review Purpose/Requirements

Ms. Bestgen provided a brief review of the Disaster Mitigation Act of 2000 which requires local governments to adopt a hazard mitigation plan to maintain eligibility for FEMA mitigation funds. Although this is the statutory requirement to be able to apply for FEMA mitigation funds, mitigation planning is useful to communities to help prevent damages from hazards regardless of whether or not they ever apply for FEMA mitigation funds.

The requirements for jurisdictions to officially participate in the multi-jurisdictional plan were discussed. They are:

- **Meeting Participation** —Designate a representative to serve on the Hazard Mitigation Planning Committee, which will meet three times during the planning process,
- **Provide Data/Review Drafts** —Provide data and comment on plan drafts as requested,
- **Mitigation Actions**— Assist in the development of a risk assessment and mitigation actions (at least one) specific to the jurisdiction,
- **Disseminate Information** —Inform the public, local officials, and other interested parties about the planning process and provide opportunity for them to comment on the plan,
- **Document Donated Time** (soft-match forms), and
- **Formally adopt the mitigation plan.**

Ms. Bestgen provided the status of each jurisdiction's participation requirements so far in the process.

Public Survey Results

Ms. Bestgen presented a summary of the public survey results. A total of 456 surveys were completed by the public. The top 3 jurisdictions for completed surveys were the City of Ankeny, the City of Johnston, and the City of Des Moines. According to the survey responses, of the 20 hazards evaluated, the top three in terms of probability of occurrence were Winter Storm, Thunderstorm/Lightning/Hail, and Tornado. The top three hazards in terms of potential magnitude were: Tornado, Winter Storm, and Windstorm.

The hazard ranking methodology utilized by the Iowa State Hazard Mitigation Plan was applied to the public opinions of probability and magnitude to provide a comparison of the public's opinion to that of the Hazard Mitigation Planning committee. The public was not surveyed about the elements of warning time and duration. Therefore, the HMPC scores for those elements were applied to the public ranking to allow for comparison. The table below provides the comparison.

Public Survey Results		Planning Committee Results	
Hazard	Weighted Score	Hazard	Weighted Score
Winter Storm	3.25	River Flooding	3.25
Tornado	3.00	Winter Storm	3.15
Thunderstorm/Lightning/Hail	2.90	Flash Flood	3.10
Windstorm	2.87	HAZMAT Incident	3.10
Transportation Incident	2.72	Structural Fire	3.10
Structural Fire	2.66	Transportation Incident	3.10
Infrastructure Failure	2.64	Tornado	2.95
Human Disease	2.60	Levee Failure	2.80
HAZMAT Incident	2.53	Windstorm	2.75
Extreme Heat	2.52	Thunderstorm/Lightning/Hail	2.65
Drought	2.51	Drought	2.50
Flash Flood	2.26	Infrastructure Failure	2.50
Dam Failure	2.26	Human Disease	2.50
Levee Failure	2.23	Grass/Wildland Fire	2.35
River Flooding	2.18	Dam Failure	2.35
Animal/Plant/Crop Disease	2.03	Extreme Heat	1.95
Sinkholes/Landslide	1.87	Animal/Plant/Crop Disease	1.60
Earthquake	1.74	Earthquake	1.45
Grass/Wildland Fire	1.68	Sinkholes/Landslide	1.45
Expansive Soils	1.48	Expansive Soils	1.45

Additional details of the survey summary results are provided in the PowerPoint Presentation which can be found on the County's Emergency Management Website along with all other meeting materials at:

<http://www.polkcountyiowa.gov/emergency-management/planning/multi-jurisdictional-hazard-mitigation-plan/>

Mitigation Strategy

Ms. Bestgen reviewed the following information related to update of the mitigation strategy:

- Plan Goals
- Key Issues from Risk Assessment
- State Priorities for Hazard Mitigation Assistance Grants
- Public Opinion from Surveys
- FEMA's 6 Categories of Mitigation Actions
- Previous Actions from 2009 Plan

Details of this discussion are included in the meeting Presentation.

Mitigation Actions were defined. Key issues were reviewed for the top 10 hazards identified in the risk assessment. The list of Iowa priorities for use of Hazard Mitigation Assistance Grants was provided. For comparison, the results of the public survey were provided indicating that respondents considered tornado saferooms and minor localized flood reduction projects to be priority considerations, followed by retrofit of electrical utilities Infrastructure.

In addition to discussing the types of projects that are a priority for use of FEMA mitigation funds in Iowa, additional ideas of mitigation actions were discussed to the HMPC.

Meeting participants were reminded that each jurisdiction must submit at least one action for participation in the plan. Communities participating in the National Flood Insurance Program must also have an action addressing continued compliance.

Ms. Bestgen asked participants to consider, 1) the Draft Risk Assessment provided at meeting two, 2) State priorities, and 3) ideas generated from reviewing examples of mitigation actions to brainstorm actions that their jurisdiction might consider submitting to the plan.

Previous Actions

Ms. Bestgen provided a handout listing all actions submitted in the 2009 Hazard Mitigation Plan. As part of the plan update, the status of each of the previous actions must be provided. The following status options should be used in reporting the status of previous actions:

- Completed
- Not Started/Continue in Plan Update
- In Progress/Continue in Plan Update
- Delete

Jurisdictions were asked to report out on the number of actions that their jurisdiction submitted that have since been completed. Based on this informal status update, roughly 25 percent of the actions were reported as either completed or in progress. More formal results will be included in the plan update document.

Ms. Bestgen provided instructions on completing the spreadsheet required for each action that jurisdictions wish to submit to the plan.

For each status choice selected, there are additional columns that need to be checked and/or completed as detailed below.

- **Delete**
For actions that you would like to remove from the mitigation plan's mitigation strategy, please complete column L with the blue heading titled "2013 Action Status Comment", to indicate why the action is no longer applicable.
- **Completed**
For actions that your jurisdiction has completed, please enter information as available in the columns with purple headings (columns M-S). If the information is not available, please enter N/A. You can also enter comments in column L if necessary.
- **Not Started/Continue in Plan Update AND In Progress/Continue in Plan Update**
For these actions, please complete ALL columns with the green headings (Columns T-AD). FEMA will not approve plans that are missing information in any of these categories for actions that will be continued in the plan. You can also enter comments in column L if necessary.

The details that already appear in the spreadsheet came from the previous Hazard Mitigation Plan. So, this information may need to be updated.

You will also need to complete a STAPLEE form that will provide the STAPLEE score to insert in column U.

Adding New Actions

Add new actions to the spreadsheet. The Action ID will be the name of your jurisdiction and the next sequential number. Choose "NEW" in the "2013 Action Status Column". Details in columns A-J and T-AD will need to be completed for all new actions.

The due date for completion and return of the completed spreadsheet with updated status and details for all actions is February 6, 2014.

Prioritization of Actions

For continuing and new actions to be included in the plan, the responsible jurisdiction must complete the STAPLEE Worksheet and record the results in column U in the spreadsheet. The STAPLEE worksheet provides a framework to determine the general effectiveness in accomplishing the goals of life safety and/or reduction or prevention of damage from a hazard event. The completed STAPLEE worksheets do not need to be provided to AMEC. However, jurisdictions were asked to keep the completed worksheets in their project file in case they are needed for reference at a later date.

Hazard Mitigation Assistance Grants and Other Funding Sources

The Hazard Mitigation Plan is a requirement for jurisdictions to be eligible to apply for FEMA's Hazard Mitigation Assistance Grants. Jurisdictions were informed that Iowa's Homeland Security and Emergency Management Division is the State agency responsible for administration of these grants. If they are considering applying for hazard mitigation assistance funding, they were instructed to contact the Deputy State Hazard Mitigation Officer, Dan Schmitz, at 515-725-9369 to obtain additional details regarding the various grant programs, the application process, and current available funds.

Although the Hazard Mitigation Plan is a requirement to be eligible to apply for FEMA's Hazard Mitigation Assistance Grants, jurisdictions were encouraged to make their mitigation strategy comprehensive and include actions that may not be eligible for FEMA funding that will help achieve the mitigation goals. Several other federal and state programs were discussed as other potential funding sources and jurisdictions were directed to a more complete directory included in the Iowa State Hazard Mitigation Plan.

Plan Implementation and Maintenance Strategy

Mrs. Bestgen discussed the requirements for the plan to provide a formal plan maintenance process to ensure that the mitigation plan remains an active and relevant document. After discussion, the following plan maintenance process was agreed to by group consensus:

- The HMPC will meet annually and after disaster events to review/update plan;
- The Polk County Emergency Management Coordinator will organize the meetings,
- Current HMPC members will be invited to participate in the review,
- The Polk County Emergency Management Coordinator will coordinate the update/re-submit to FEMA every 5 years;
- Individual Representatives on the HMPC will ensure their jurisdictions review the Mitigation Plan during the process to update other jurisdictional plans such as Comprehensive Plans, Capital Improvement Plans, and School Emergency Plans;
- After the annual or post-disaster reviews, the Emergency Management Coordinator will forward the Mitigation Strategy with status updates to mayors, city clerks, and school superintendents for consideration in other planning mechanisms; and
- The public will be involved in the plan maintenance process by publication of a Press Release indicating the team has met with a website where the mitigation actions and status updates can be viewed.

Next Steps

- **Feb. 6, 2014—Action Spreadsheets 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**
- **Late April—Submit Plan to FEMA**
- **June—Anticipate FEMA's Approval Pending Adoption (preliminary approval)**
- **June-July—Jurisdictions Adopt Plan**