

**Polk County**

# **Emergency Management Commission**



## **Quarterly Commission Meeting**

# **MINUTES**

**May 20, 2026**

Meeting Time: 2:00pm

Location: Polk County EOC, 1907 Carpenter Ave., Des Moines

Zoom Recording: [Link](#)

Minutes Distributed On: May 28, 2026

I. **Call to Order** - at 14:01 hours by Acting Chairperson Schneider

II. **Roll Call and Introductions** - Attendees

A. **Members** - 2026 Appointments (E=Elected, A=Appointed, \*Exec Comm Member)

| E | A | Jurisdiction |
|---|---|--------------|
|   | ✓ | Alleman      |
|   | ✓ | Altoona*     |
| ✓ | ✓ | Ankeny*      |
|   | ✓ | Bondurant    |
| ✓ | ✓ | Clive        |
| ✓ | ✓ | Des Moines   |
| ✓ |   | Elkhart      |
|   |   | Grimes       |
|   |   | Johnston*    |

| E | A | Jurisdiction                    |
|---|---|---------------------------------|
|   |   | Mitchellville                   |
|   |   | Pleasant Hill                   |
| ✓ |   | Polk City                       |
|   |   | Polk County BoS                 |
| ✓ |   | Polk Co Sheriff (Acting Chair)* |
|   |   | Runnells                        |
|   |   | Urbandale                       |
|   | ✓ | West Des Moines                 |
| ✓ |   | Windsor Heights                 |

B. **Staff** - Bios

|   |                  |
|---|------------------|
| ✓ | Geisinger, Dutch |
| ✓ | Kacer, Laura     |
| ✓ | McIntyre, Brett  |
| ✓ | Mumm, A.J.       |

|   |                      |
|---|----------------------|
| ✓ | Nordmeyer, Patty     |
| ✓ | Stufflebeam, Cameron |
| ✓ | Tazzioli, Lynn       |
|   |                      |

C. **Guests and Public** - none present

III. **Approval of Agenda** - **Commission Action:** Motion by Ankeny, seconded by Windsor Heights to approve the agenda as presented and the minutes from the previous meeting as distributed. The motion passed unanimously.

IV. **Approval of Previous Meeting Minutes** - see previous item

A. Full Commission Meeting Minutes - February 18, 2026

V. **Presentations** - None scheduled

VI. **New Business and Action Items**

A. **Election of Officers** - The Commission shall elect each year from its membership, which may include alternate members, a Chair and Vice-Chair to serve for a period of one year. Officer elections shall be held annually in the fourth quarter of the fiscal year (to occur at the May Commission meeting). The one year terms shall begin on the first day of July following the election. **The Executive Committee recommends** the following slate of candidates for the term July 1, 2026 through June 30, 2027:

Chairperson Ogbourne and Vice-Chairperson Schneider. Nominations may still be taken from the floor at the May Commission meeting. **Commission Action:** Nominations were invited from the floor with no additional nominations offered. Motion by Ankeny, seconded by Polk City to close the nominating process and to elect Ogbourne as Chair and Schneider as Vice-Chair. The motion passed unanimously.

- B. Comprehensive Emergency Plan (CEP) Updates and Approvals** - The following sections of the Countywide Comprehensive Emergency Plan were reviewed, amended and are proposed for adoption by the Commission. Updated planning sections undergo an internal and external review and comment period and the results of that process are reflected in the versions presented for adoption. **Executive Committee Action:** Motion by Ankeny, seconded by Altoona to recommend approval of ESF8, ESF11 and ESF11A to the full Commission. No additional discussion. The motion passed unanimously.

1. ESF8 - Public Health and Medical Services: Epidemiological Surveillance
2. ESF11 - Ag., Natural Resources and Pets
3. ESF11A - High Pathogen Avian Influenza Incident-Specific Annex

**Commission Action:** Motion by Ankeny, seconded by Polk City to adopt ESF8, ESF11 and ESF11A as presented. The motion passed unanimously.

- C. 28E Agreement between the Emergency Management Commission and the 911 Service Board (Renewal)** - The Commission, in consideration of the 911 Board providing funds equal to the 911 Coordinator's salary and benefits shall provide the Board with the services of a 911 Coordinator (employed by the Commission) who will provide support services associated with the development, maintenance, and implementation of the Board's 911 Service Plan, adherence to Iowa Code chapter 34A and the State 911 Program Manager's requirements, coordination amongst the three public safety answering points, fiscal agent responsibilities, database management, and public education and promotion. **Executive Committee Action:** Motion by Johnston, seconded by Ankeny to recommend approval/renewal of the 28E agreement. Discussion - the terms of the agreement are unchanged from the previous 3 year term. Salary and benefits adjust according to Polk County HR policies. The motion passed unanimously. **Commission Action:** Motion by Windsor Heights, seconded by Polk City to adopt the renewed agreement of the 28E between Emergency Management Commission and 911 Service Board. The motion passed unanimously.

## VII. Unfinished Business

- A. The Authority** - The Authority Workgroup recognized by the Commission has been asked to draft documents, budget and recommendations to formalize relationships and responsibilities related to regional CAD use in Central Iowa. Recurring meetings have been scheduled for the 3rd Thursday of each month at 2pm. **Executive Committee Discussion:** The Deputy Director provided an update on the lack of

significant progress of the CAD to CAD project. The subcommittees were asked to report out to the Authority at its April 16th meeting. The Executive Committee suggested that a letter from them to the Authority and its subcommittees should be sent to express their concerns and motivate forward movement. The Deputy Director drafted the letter for the Executive Committee's review, edits, signature and delivery to The Authority on April 16th. **Updates:** Operations subcommittee focused on east pilot's call types and standard response packages. Other discussions on time to response vs nearest unit; qualifying agencies; confirmation of communications policy previously approved by the PCFCA. West pilot agencies are invited so they are prepared when the west pilot becomes possible. **No Commission Action.** Staff provided an overview of progress as described above.

## VIII. Legislative Updates

- A. [SF 2472](#) - The recent property tax reform bill passed by the Iowa Legislature places a 3% cap on annual revenue growth for emergency management commission budgets. This applies only to the local property tax portion of the budget. Federal and state grants are not calculated as part of this cap. This is part of a broader effort to cap local government revenue growth, which is set at 2% for most cities and counties.
- B. [HSB 689](#) - An Act relating to budgets of local emergency management agencies and including applicability provisions. Code Section 29C.17(2) specifies the methods and sources for funding a local emergency management agency and provides that such methods and sources are determined by the local emergency management commission. This bill specifies an exception to the commission's authority by providing that if the funding source is a countywide special levy, such levy must be approved by the Board of Supervisors. **Staff Comments:** Passage of this bill significantly infringes on the independent authority of the Commission, especially the autonomy of the city members on the Commission by providing the Board of Supervisors veto authority on the Commission's use of the General Supplemental levy as the funding method. **Updates:** No movements on this bill since the February 24 subcommittee passed it to the House Ways and Means Committee.
- C. [SF 2458](#) (successor to SSB 3008) - An Act relating to public safety answering points, including limitations, property tax allocation, service requirements, management, consolidation, transfer of duties from joint 911 service boards to local emergency management commissions, and reporting requirements, and including transfer and effective date provisions. **Staff Comments:** This bill makes the collaborative work of the Authority working group even more critical as the state legislature is determined to shape shared service models. **Updates:** No movements on this bill since the subcommittee passed it to the Senate Ways and Means Committee.

## IX. Program Reports from Staff - Reports dispensed by staff as follows...

### A. Administration and Finance

#### 1. Personnel

- a) **Director's Position Description** - The Executive Committee recently approved an amendment to the [Director's job description](#). Amendments are

related to the Director's and the Executive Committee's actions related to legislative activities. They have been submitted to Polk County HR Dept with a request to approve at the County-level.

- b) **Summer Employment Program** - The Polk County Board of Supervisors and the Polk County HR Dept have again supported the provision of a summer employee to the EMA. Reid Stevens is expected to begin work on May 26th and work 40 hours/week through mid-August.
  - c) **Performance Evaluations** - available upon request
  - d) **Duty Officer Flex Schedule Proposal** - Director is proposing that duty officers may use up to 4 hours of flex time after each duty officer shift. The flexed time would not be "banked" beyond the pay period. The five assigned duty officers (exempt employees) work approximately 1 week-long shift per month. Partial shifts can be prorated. The director is seeking the Executive Committee's input and support before possible implementation in July.
- Executive Committee Discussion:** Committee members support the concept and have asked for the Director to draft a policy or guidance document to better ensure compliance and consistent application.
- 2. **Bylaws** - [Link](#)
  - 3. **Budget**
    - a) **FY2026** (Current) - [Monthly report as of April 30, 2026](#). Early projections indicate the agency should finish the fiscal year with a positive balance of approximately \$26k (roughly 2% of approved budget). Any unspent funding rolls over within the Commission's budget and will be applied to designated reserves or resources for future fiscal years.
  - 4. **28E Agreement**
    - a) **FY2026** - Final year of current agreement. All invoices have been paid for current FY.
  - 5. **Grants**
    - a) **Emergency Management Performance Grant (EMPG)** - \$39,000 annually
    - b) **State Homeland Security Grant Program (SHSGP)** - Notice of Interest (NOI) were accepted and approved for 2 applications submitted by EMA. They include a counter-drone program scoping grant and a grant to purchase barrier gate system components for the Iowa State Fairgrounds. The video fusion project application was declined by HSEMD.
    - c) **Hazard Mitigation Grants** - monitoring for NOI opportunities
    - d) **Hazardous Materials Planning Grant** - Application submitted January 8, 2026.

## **B. Hazard Identification/Risk/Capability Assessment - [2024-2029 Version](#)**

## **C. Resource Management**

- 1. **Hospitals Alternate Site Agreements** - The area hospitals have had previously signed agreements with Grand View University and Des Moines University for off-site alternate and continuity of critical function locations. These agreements have been recently reviewed and updated with the assistance of the Polk County Attorney's Office. The **Executive Committee** has authorized the

Director to sign these agreements. The [agreement template](#) is provided here for awareness.

2. **Resource Typing** - 2026 update requests to be initiated in May.
3. **EM Resource** - Pilot project underway among Metro Hospitals to enhance data sharing regarding capacities; PSAPs will have access to this as well
4. **Vehicle Barrier Systems** -
  - a) Training with DMPD in April. 6 sessions with around 100 officers.
  - b) Supported Drake Relays with 2 sets
  - c) Supporting Des Moines Downtown Farmers Market
  - d) Requests for 8 special events on the calendar
  - e) Staff will develop training program to include videos to support the training and continue with train-the-trainer efforts

#### D. Planning

1. **Hazard Mitigation Plan** - Compliant 2024-2029. Annual review required. Can be updated as needed. Currently in discussion with Dallas County EMA to consider the viability of doing a multi-county/regional planning effort in 2028.
2. **Comprehensive Emergency Plan**
  - a) See New Business
3. **Recovery Plan** -
  - a) **Disaster Recovery Fund (DRF)** - refreshing MOA and guidelines
  - b) **RSF Housing (2026)**
  - c) **RSF Health and Social Services (2026)**
4. **Strategic Planning** - Staff workshop occurred late December. Deputy Director currently drafting with ongoing comments from staff.
5. **Joint Event Action Planning (JEAP)**
  - a) **Iowa State Fair** - Iowa's America 250 Celebration - August 13-23, 2026
  - b) **Iowa Air Show: Fields of Thunder** - May 8-9, 2027
  - c) **USA Triathlon** - August 2027

#### E. Direction, Control and Coordination

#### F. Damage Assessment

1. **Initial Damage and Impact Assessment** - Updated to integrate the Community Lifelines - survey to be developed and sent to jurisdictions to complete early in the disaster assessment process

#### G. Communications and Warning

1. **911 Service Board Updates**
  - a) **Full Service Board Meeting:** May 20, 2026
  - b) **Governance Structure Considerations** - evaluating a 28E agreement structure for creating and funding regional public safety communications (Iowa Code [29C.9.6](#); [29C.17.4](#) and [34A.3.3-4](#)). Discussion continues but decisive action tabled until SF 2458 status is clearer.
2. **CAD-to-CAD Project**
  - a) **Authority** - see Unfinished Business

- b) **Operations SubCommittee** - meeting weekly on call-type synchronization and testing to enable east and west pilot areas
  - c) **Technical SubCommittee** - meeting weekly for testing
  - d) **Policy and Budget SubCommittee** - draft budget created; recently met on May 4th; no further action at this time
- 3. **PSAP Advisory Committee**
  - a) **Polk County / Alert Iowa** - used regularly for urgent incidents and planned events. 263 additional registrations on the public safety opt-in list in the past month.
- 4. **Metro Interop Committee**
  - a) **Regional Interoperable Communications Plan (RICP)** - on hold pending other priorities
  - b) **Planned Event Comms Plans (ICS 205s)** - See Planning - JEAPs
  - c) **CMED transition to IMED** - VHF to ISICS transition project with PSAPs, hospitals and EMS involved due to MCI communications needs
- 5. **Outdoor Warning Sirens -**
  - a) **Outdoor Warning Sirens** - staff worked with PSAP Directors and interested stakeholders to refine the testing determination process by including specific and objective criteria. Consideration was also given to moving the regular monthly testing day to the first Wednesday of the month at 1100 hours to align with other forms of alert/notification testing such as the NOAA Weather Alert Radio by the NWS. [Draft policy](#) presented for Commission's feedback with expected action to be taken in August 2026. **Executive Committee Action:** Motion by Altoona, seconded by Ankeny to recommend approval of the siren testing criteria and the changes to align with NOAA/NWS testing on the first Wednesday of the month.

## H. Operations and Procedures

- 1. **Responses (2026)** - January - 10; February - 13; March - 8; April - 11; 2026 Total thru April: 42
- 2. **Recent Noteworthy Responses:**
  - a) **St. Luke's Catholic School MCI** - Ankeny FD/PD recently asked the Director to facilitate the local AAR on the mass casualty incident at St. Luke's Catholic School. A broader review to encompass support functions and hospital systems is also planned for May 14th.
  - b) **[Caulder Ave Apt Fire 5/4/26](#)** - assisted the Des Moines Fire Department and residents displaced by an apartment fire. The incident involved approximately 30 apartment units and an estimated 75 residents. Polk County EMA personnel provided assistance at the scene, at a reception center, and through coordination from the Emergency Operations Center.
- 3. **Field Operations Guide (FOG)** - periodic updates as needed
- 4. **Active Threat Work Group (ATWG)** - functional training modules (staging, forward command, comms, MCI) are being development to encourage uniform training across the Metro Area
- 5. **Counter-Drone Capabilities** - emerging need for counter-drone technology. Includes needs related to policy/laws, technology, and training. EMA working with PLEXA small group members on grant applications under SHSGP.

**I. Training**

1. **Recent**
  - a) Warning Coordination - March 19-20, 2026
  - b) Storm Spotter Class - March 26
  - c) Vehicle Barrier Kit Deployment Training - Spring 2026
2. **Upcoming - Training Web Site**
  - a) ICS 191 - ICS/EOC Interface - May 22, 2026
  - b) Active Threat Train The Trainer - June 15, 2026
  - c) ICS 300/400 - Fall 2026
  - d) TEEX MGT 346 EOC Operations and Planning for All-Hazards - Fall 2026
3. **Monthly Lunch and Learn Series**
  - a) JAN - Annual Partnership Mtg January 27 and 28
  - b) FEB - United Way 211
  - c) MAR - Storm Spotter Class - NWS
  - d) APR - Joint Event Action Planning
  - e) MAY - Insurance Gaps After Disaster
  - f) JUNE - Marshall County Legionnaires & Cooling Towers
4. **Other**
  - a) **National Qualifications System (NQS)** - completed
  - b) **Continuing Education Requirements** -
    - (1) agency staff have completed 139.25 hours of training for FY2026
    - (2) 4 of 5 members have completed state minimum 24 hours (due 6/30/26)
  - c) **Comprehensive Training Program** - under development; updated Integrated Preparedness Plan scheduled early 2026
  - d) **Iowa State University National Science Foundation** Grant for developing a first-person online game for first responder and emergency management training. Polk County EMA is providing significant guidance and direction for public safety and emergency management applications.

**J. Exercises**

1. **Recent**
  - a) Multi-Year Training and Exercise Workshop - January 20
  - b) Ankeny PD In-Service TTX - February x5
  - c) Clive Flood TTX - February 10
  - d) Clive Damage Assessment - February 13
  - e) Central Iowa Waterworks Regional Coordination Workshop - Feb 19
  - f) Windsor Heights Flood TTX - March 3
  - g) Iowa State Fair DOC - March 26
  - h) Hospital Water Quality Preparedness Workshop - April 29
  - i) Public Health Service Area 1A Surge Tabletop Exercise - April 30
2. **Upcoming**
  - a) DSM Airport Triennial Full-Scale - April 14, 2027
3. **Other**

**K. Public Education and Outreach**

1. **Recent**
  - a) Annual Partnership Mtgs- January 27 & 28 - 143 attendees
  - b) AHEPA Senior Living Apartment Severe Weather Safety – March 29
  - c) Arbordale Senior Living Apartment Severe Weather Safety – April 17
2. **Upcoming**
  - a) Ankeny Public Safety Picnic - May 14
3. **Regular Attendance by Staff Members**
  - a) Central Iowa EMS Directors (CIEMSD)
  - b) Polk County Fire Chiefs Association (PCFCA)
  - c) Polk County Law Enforcement Executives Association (PLEXA)
  - d) Metro Media Council
  - e) Polk County Public Works and Building Officials

**L. Homeland Security**

1. FEMA Review Council - Released on May 7, 2026, the FEMA Review Council's final report proposes sweeping changes to shift disaster responsibility from federal to state/local levels. Key recommendations include raising disaster declaration thresholds by 50%, replacing reimbursement systems with faster direct payments to states, limiting housing aid to uninhabitable homes, and strengthening the National Flood Insurance Program (NFIP) through private market transitions. Implementation processes and timelines are unknown at this time. [Report Link](#)

**X. Open Discussion - None**

- XI. Public Comments** - members of the public may share their opinions, concerns or questions directly with the Commission - **None**

**XII. Upcoming Meeting Schedule****A. Full Commission** (start time 2:00pm)

- |                                 |                      |
|---------------------------------|----------------------|
| 1. <del>February 18, 2026</del> | 3. August 19, 2026   |
| 2. May 20, 2026                 | 4. November 18, 2026 |

**B. Executive Committee** (start time 7:30am)

- |                                 |                      |
|---------------------------------|----------------------|
| 1. <del>January 13, 2026</del>  | 6. June 9, 2026      |
| 2. <del>February 10, 2026</del> | 7. August 11, 2026   |
| 3. <del>March 17, 2026</del>    | 8. September 8, 2026 |
| 4. <del>April 7, 2026</del>     | 9. November 10, 2026 |
| 5. <del>May 12, 2026</del>      | 10. December 8, 2026 |

- XIII. Adjournment - Commission Action:** Motion by Polk City, seconded by Des Moines to adjourn. The motion passed unanimously at 14:48 hours.