MINUTES

Polk County Emergency Management Commission

Executive Committee

Meeting Date/Time:
TUE 10-DEC-2024
0730 Hours

Location:
Polk County EOC
1907 Carpenter Ave.
Des Moines, Iowa 50314

Distributed on: 10-DEC-24

I. **Call to Order** – by Chairperson TeKippe at 0733 hours.

II. **Roll Call and Introductions** –

A. **Members** (*Member of the Commission's Executive Committee)

☐ Alleman	☐ Des Moines* (C)	☐ Pleasant Hill	☐ Runnells
☐ Altoona*	☐ Elkhart	☐ Polk City	☐ Urbandale
☐ Ankeny (zoom)	☐ Grimes	☐ Polk County BOS	☐ West Des Moines*
☐ Bondurant	☐ Johnston*	☐ Polk County Sheriff* (VC)	☐ Windsor Heights
☐ Clive	☐ Mitchellville		

B. **Staff** – Mumm, Geisinger, Nordmeyer

C. **Guests/Public** – None

III. **Approval of Agenda** – **Executive Committee Action:** Motion by Johnston, seconded by West Des Moines to approve the agenda and the previous meeting minutes. Motion passed unanimously.

IV. **Approval of Previous Meeting Minutes**– Commission Meeting 20-NOV-2024 Draft Minutes See previous item.

V. **Public Comments** – Members of the public may share their opinions, concerns or questions directly with the Commission. – None present

VI. **Programs, Presentations, Invited Guests or Speakers** – None Scheduled

VII. **New Business and Action Items** – None

VIII. **Unfinished Business** –

A. **Intergovernmental Agreement forming the Authority** - The "Authority" has been making steady progress as a "workgroup." Initial discussion was to continue this effort under this status until the Financial Procedures Review was completed. The Authority Workgroup is asking for additional guidance and action so as not to lose any momentum. **Executive Committee Action:** Recommend a presentation and Q&A session by EMA staff and Authority Working Group members at the February 2025 Commission meeting with an expected action to be taken at the May 2025 Commission meeting. No Action Necessary

IX. **Reports and Discussion** – Mumm delivered the report on the following items.

A. **Administration and Finance**

1. **Staff/Personnel:**
   a) **Employee Evaluations Due by end of year:** Kacer, Nordmeyer and Geisinger
   b) **Director's performance evaluation** – Chairperson TeKippe sent email to Executive Committee Members to initiate the annual evaluation on the Director.
2. **Commission By-Laws**
   a) 2025 Appointment notifications will be sent in early January
   b) Discussion regarding timing of appointments. Calendar year vs. Fiscal year.

3. **Budget:**
   a) **FY 2025** (current): Fiscal year report as of 30-NOV-2024
   b) **FY 2026** (proposed): FY 26 Proposed Draft 1.0 **Executive Committee Discussion:** Staff presented the initial draft of the proposed FY26 budget. Questions and suggestions were invited by the staff. No changes were recommended by the Executive Committee. Staff will finalize the draft and present again at the January Executive Committee meeting.

4. **28E Agreement for Funding of Emergency Management Administration** (FY24-FY26)
   a) **Billing –** Invoices for $0.50/capita will be sent to all participating jurisdictions in late December for current fiscal year's assessments.
   b) **Proposed Changes –** Executive Committee has asked the Director to explore the necessity of amending the 28E agreement for the next term to account for inflation and increased costs. Options should be presented to the Executive Committee for consideration prior to entering the final year of the current agreement. **Executive Committee Discussion:** Director presented background data and high-level options (see attached). Guidance provided by the Executive Committee included a phased-in approach with ~$0.10 increase in FY27 and ~$0.05 increases in subsequent years. Director will integrate these recommendations into the draft proposal and present them at the January Executive Committee meeting for on-going discussion.
5. **Grants Management –**
   a) **EMPG –** receive $39,000 annually. Used for personnel expenses.
   b) **Coronavirus Relief Funds (Cares Act Funding) –** CAD to CAD ($4.9M)
   c) **SHSGP 2023 - Iowa Events Center –** Project Complete. Public presentation on hold.
   d) **SHSGP 2024 –** Notice of Funding Opportunity recently distributed to partners

B. **Hazard Identification, Risk and Capability Assessment –**
   1. **Updated HARA –** covered under Mitigation Planning updates.

C. **Resource Management**
   1. **Resource Typing –** 2024 completed. 2025 Updates to begin late winter/early spring.

D. **Planning**
   1. **Comprehensive Emergency Plan (CEP) –** New Schedule for Planning efforts include Resilience/Recovery and CEP. This rotation will more closely mirror State HSEMD efforts.
   2. **EMA Strategic Plan –** Director and Deputy Director currently inventorying programs and projects for prioritization. Lines of business document available by request.
   3. **Multi-jurisdictional Hazard Mitigation Plan –** see new business. Future updates may include multi-county collaboration with Dallas County. Currently exploring funding and cost-sharing options for next scheduled update prior to 2029.
   4. **Active Threat Working Group –** Training and exercises continue in various forms and locations. Functional training segments are being developed for on-going training.
   5. **Planned Special Events –**
      a) **Ironman 70.3** – 8-JUNE-2025
      b) **Capital City Pride Festival** – 6-8-JUNE-2025
      c) **Iowa State Fair** – 7-17-AUG-2025

E. **Direction, Control, and Coordination –**

F. **Damage Assessment** –

G. **Communications and Warning**

1. **911 Service Board Updates –**
   a) **EM Commission Acting as 911 Service Board** – The 911 Service Board Chairperson suggested to the Service Board's Executive Committee that thought should be given to joining EM Commission and Service Board.
   b) **CAD to CAD Project –**
      (1) Authority Working Group – Discussion in Old Business
      (2) Operations Subcommittee – Testing has resumed, Phase II has been initiated with Dallas and Warren Counties.
      (3) Technical Subcommittee – nothing to report
      (4) Policy and Budget Subcommittee – continuing to review requests from Operations subcommittee.
2. **PSAP Advisory Committee –**
   a) **Alert Iowa–**maintaining status. Use for special events continues.
3. **Metro Interoperability Committee –**
   a) Regional Interoperable Communications Plan (RICP)
   b) Large/Regional Events Comms Planning –
4. **Outdoor Warning Sirens –**
   a) **Monthly System Testing** –- "Go/NoGo" coordination prior to monthly test.
   b) **Long-Term Sustainment of Countywide Siren System–** Nothing to report

H. **Operations and Procedures**

1. **EOC Operations Guidebook –** on hold, pending other priorities.
2. **Small-scale sheltering:** Field Operations Guide (FOG) completed
3. **Significant Incidents/Responses**

I. **Training** – see [Polk Co EMA training web site] for more information

1. **Comprehensive Training Program –** is under development and will be working closely with planning to ensure efforts are collaborative
2. **Offerings:**
   a) **TEEX 440 – Enhanced Sports and Special Events Incident Management** - request pending scheduling
   b) **TEEX 315** – Nov 18-19 – Conducting Risk Assessments for Critical Community Assets. - Completed
3. **Lunch and Learn:**
   a) Past Session – 26-NOV-2024 on avoiding scams and fraud
   b) Next Session – 28-JAN-2025 – Partnership Mtg

J. **Exercises –**

1. **Comprehensive Exercise Program** – under development
2. **ATWG –** October 25 – Prairie Meadows. Very successful by all accounts. Official AAR meeting conducted 15-NOV-2024. Draft AAR to be distributed in early December.

K. **Public Education, Outreach and Information –**

1. **Joint Chiefs Meeting** – Scheduled for 13-DEC-2024 (1000-1230 with lunch provided)
2. **Partnership Meetings – S**cheduled for 28-JAN-2025 (1130-1230) and 29-JAN-2025 (0730-0830)

L. **Homeland Security –**

X. **Open Discussion —**

A. **Zoom Meeting offering** - All future meetings of the Commission will have a virtual option with in-person attendance preferred. This is required to comply with state open meeting requirements.

XI. **Upcoming Meetings:**

A. **2024 Full Commission Meetings:** Start Time 2:00 pm

~~February 21~~	~~August 21~~
~~May 15~~	~~November 20~~

B. **2024 Executive Committee Meetings:** Start Time 7:30 am

~~January 9~~	~~March 12~~	~~May 7~~	~~September 10~~
~~February 13~~	~~April 9~~	~~June 11~~	~~November 12~~
		~~August 13~~	December 10

C. **2025 Dates:**

1. **Full Commission** Meetings: February 19, May 21, August 20 and November 19
2. **Executive Committee:** January 7, February 11, March 11, April 8, May 13, June 10, August 12, September 9, November 12 (Wed), December 9

XII. **Adjourn –** with consent at 0822 hours.

28E Agreement for Funding of Emergency Management Administration

Draft Proposal

Presented to Emergency Management Commission’s Executive Committee

10-December-2024

Background

Executive Committee has asked the Director to explore the necessity of amending the 28E agreement for the next term to account for inflation and increased costs.

Note: It was in 2014 the Commission approved moving from $0.25/capita to $0.50/capita.

Options should be presented to the Executive Committee for consideration prior to entering the final year of the current agreement.

Final year of the current agreement will begin on July 1, 2025 and expire on June 30, 2026.

Our Current Experience – By the Numbers

Fiscal Year	FY21 (Actuals)	FY22 (Actuals)	FY23 (Actuals)	FY24 (Actuals)	FY25 (Estimated)	FY26 (Budgeted)
Total 28E Assessment	$230,628	$231,872	$231,872	$246,777	$245,873	$246,777
Total Revenue	$1,012,195	$1,026,579	$932,335	$1,064,935	$1,118,634	$1,190,471
28E as a % of Total Revenue	22.78%	22.59%	24.87%	23.17%	21.98%	20.73%
Total Personnel Costs	$554,350	$680,569	$574,159	$700,393	$773,549	$831,433
28E as a % of Total Personnel Costs	41.60%	34.07%	40.38%	35.23%	31.79%	29.68%

Personnel Cost Details

BOS Funds:
Director
Program Assistant (1)
Resiliency Coordinator
Administrative Assistant

28E with 911 Service Board:
911 Coordinator

28E Agreement:
Deputy Director
Program Assistant (1)
+ Supplies and Services (Minus Hazmat)

	FY21	FY22	FY23	FY24	FY25	FY26	FY27	
Personnel Costs	$554,350	$680,569	$574,159	$700,393	$773,549	$831,433	$844,829	
$ +/- from previous year		126,219	-106,410	126,234	73,156	57,884	13,396	
Percentage		23%	-16%	22%	10%	7%	2%	AVG 8%

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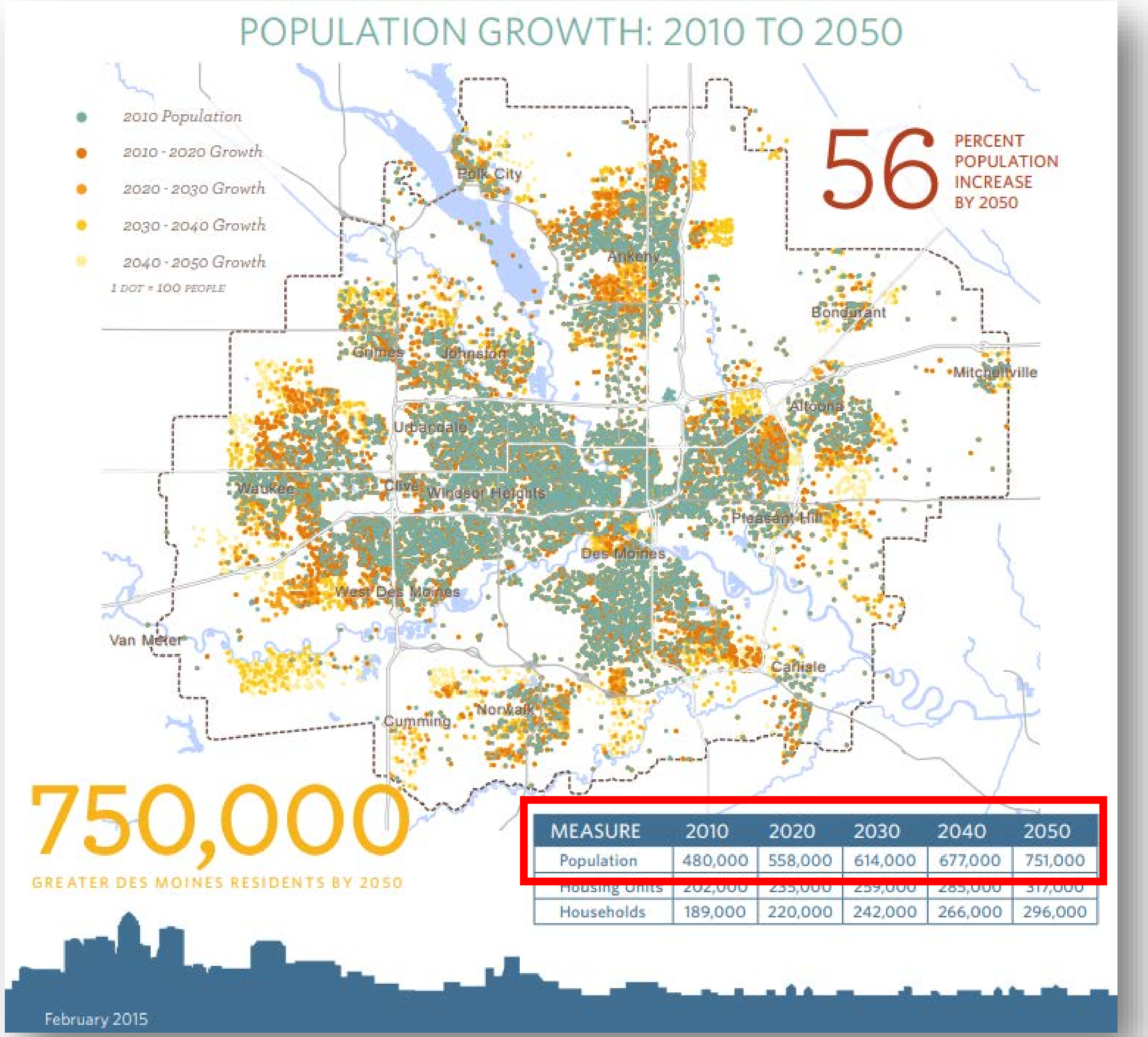
28E as a % of Total Personnel Costs	41.60%	34.07%	40.38%	35.23%	31.79%	29.68%
Beginning Fund Balance	$223,395.71	$432,424.74	$456,273.74	$502,278.74	$495,509.79	$487,734.79
Ending Fund Balance	$432,424.74	$456,273.74	$502,278.74	$495,509.79	$487,734.79	$451,362.79
Net Gain/Loss	$209,029.03	$23,849.00	$46,005.00	($6,768.95)	($7,775.00)	($36,372.00)
Catastrophic Reserve Goal	$200,792	$250,683	$221,583	$267,926	$281,602	$306,711
Actual Reserve vs. Reserve Goal	+ $231,633	+ $205,591	+ $280,696	+ $227,584	+ $206,133	+ $144,652
Reserve Goal Slippage		($26,042)	$75,105	($53,112)	($21,451)	($61,481)

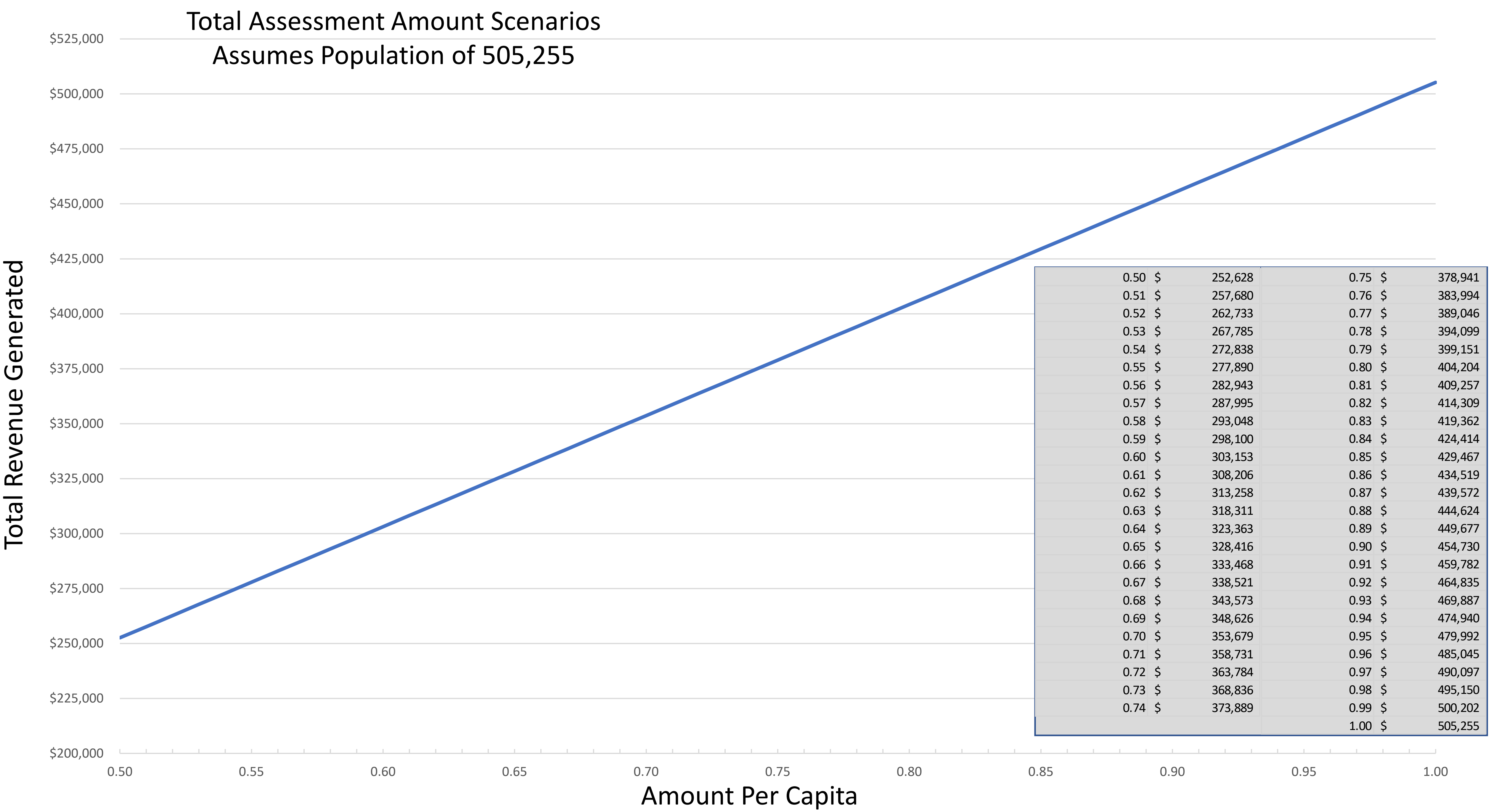
Population Projections

Year	Population	Assessment @ $0.50/capita
2000	492,401	$246,201
2023	505,255	$252,628
2026	518,445	$259,222
2029	531,978	$265,989
2032	545,866	$272,933
2035	560,115	$280,058
2038	574,737	$287,368

2.6% population growth assumed



Des Moines MPO (Feb. 2015)



0.50	$	252,628	0.75	$	378,941
0.51	$	257,680	0.76	$	383,994
0.52	$	262,733	0.77	$	389,046
0.53	$	267,785	0.78	$	394,099
0.54	$	272,838	0.79	$	399,151
0.55	$	277,890	0.80	$	404,204
0.56	$	282,943	0.81	$	409,257
0.57	$	287,995	0.82	$	414,309
0.58	$	293,048	0.83	$	419,362
0.59	$	298,100	0.84	$	424,414
0.60	$	303,153	0.85	$	429,467
0.61	$	308,206	0.86	$	434,519
0.62	$	313,258	0.87	$	439,572
0.63	$	318,311	0.88	$	444,624
0.64	$	323,363	0.89	$	449,677
0.65	$	328,416	0.90	$	454,730
0.66	$	333,468	0.91	$	459,782
0.67	$	338,521	0.92	$	464,835
0.68	$	343,573	0.93	$	469,887
0.69	$	348,626	0.94	$	474,940
0.70	$	353,679	0.95	$	479,992
0.71	$	358,731	0.96	$	485,045
0.72	$	363,784	0.97	$	490,097
0.73	$	368,836	0.98	$	495,150
0.74	$	373,889	0.99	$	500,202
			1.00	$	505,255

Solution: Adjustment in assessment methods and/or amounts to maintain expected service levels and distribute costs equitably.

Goals

Sustainable

Proposal should be **feasible** for local jurisdictions while meeting the expected **service levels** over the next decade.

Predictable

Proposal should provide **reliable projections** that allow local jurisdictions to **forecast** and budget for future years.

Incremental

Proposal should provide a **phased approach** which allow local jurisdictions to **implement gradually**.

Options

Option 1 - Do Nothing; the "*crash landing*" approach

Sustainable: Feasible for local jurisdictions; Unsustainable for EM program (based on current trends, <3 years until below catastrophic reserve goal and <6 years until all reserves are consumed)

Predictable: Absolutely. Predictable failure of EM program at current service levels within 3-6 years.

Incremental: Not applicable

Option 2 - Fix it NOW; aka the "*rip the Band-Aid off*" approach

Sustainable: **Yes** for the EM program; **No** for the local jurisdictions

Predictable: Yes, but all negative.

Incremental: Nope.

Option 3 – Phased Solution

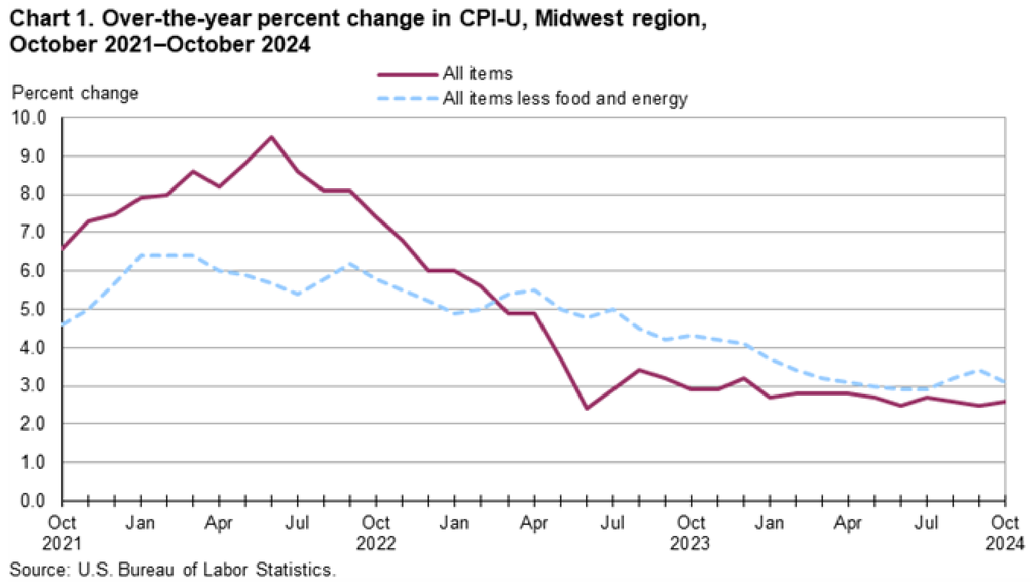
Sustainable: Feasible for local jurisdictions; and supports current service levels

Predictable: Yes, assuming expected service levels remain relatively static

Incremental: Notification period (years 1-2); followed by ramp up period (years 2-6); maintenance period (years 6+)

Feedback: Thoughts on the following?

- Assessment on entire service area vs just Polk County population
- Split county portion vs cities portion
- Index future years assessments on…
    - Populations (current method)
    - Property value
    - Consumer Price Index (CPI)
    - Hybrid/Combination



- Other thoughts or recommendations before next month?