



MINUTES

Polk County
Emergency
Management
Commission

Full Commission

Meeting Date/Time:
WED 20-NOV-2024
1400 Hours

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

Distributed on: 27-NOV-24

- I. Call to Order – at 1400 hours by Chairperson TeKippe
- 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	☐ Windsor Heights
☐ Clive	☐ Mitchellville	☐ Sheriff* (VC)	
 - B. Staff – – Mumm, Geisinger, Nordmeyer, Stufflebeam, Kacer, McIntyre, and Tazzioli
 - C. Guests/Public – None
- III. Approval of Agenda – **Commission Action:** Motion by Polk County Sheriff, seconded by Bondurant, to approve agenda as presented and adopt minutes of the previous meeting as distributed. Motion passed unanimously.
- IV. Approval of Previous Meeting Minutes– Commission Meeting 2024-08-21 [Draft Minutes](#) See previous item
- V. Programs, Presentations, Invited Guests or Speakers – None Scheduled
- VI. New Business and Action Items –
 - A. [Countywide Hazard Mitigation Plan \(2024 Edition\)](#) – FEMA Region VII and the Iowa Homeland Security and Emergency Management Department have approved the most recent update to the Polk Countywide Hazard Mitigation Plan. The approval period for this plan is from October 30, 2024 through October 29, 2029. An approved mitigation plan is one of the conditions for local jurisdictions to apply for and receiving FEMA assistance from several programs (see [FEMA’s approval letter](#) for details). Local jurisdictions are advised to adopt locally by resolution of the Council/Board. EMA Staff will distribute resolution templates upon request. Please submit passed resolutions to Resiliency Coordinator. **Executive Committee Action:** Motion by Polk County Sheriff’s Office, seconded by Altoona to recommend to the Commission adoption of Countywide Hazard Mitigation Plan as presented. **Commission Action:** Motion by Ankeny, seconded by Polk County BOS, to approve and adopt the Countywide Hazard Mitigation Plan as presented. No further discussion. Motion passed unanimously.
 - B. [Emergency Support Function #14: Mitigation and Recovery](#) – ESF#14 is an executive-level summary of two separate, but nested plans within the Polk County Comprehensive Emergency Plan. These include the countywide hazard mitigation plan and the countywide recovery plan (and the related recovery support functional annexes). References and links to those more detailed plans exist within this ESF#14 overview annex. **Executive Committee Action:** Motion by Johnston, seconded by Altoona to recommend to the Commission adoption of ESF#14 as presented. **Commission Action:** Motion by Ankeny, seconded by Pleasant Hill, to approve and adopt ESF #14 as distributed. No further discussion. Motion passed unanimously.

VII. Old 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.

VIII. Reports and Discussion – Mumm dispensed the following report.

A. Administration and Finance

1. **Staff/Personnel:**
 - a) **Employee Evaluations Due by end of year:**
 - (1) Kacer
 - (2) Nordmeyer
 - (3) Geisinger
2. **Commission By-Laws:** no updates
3. **Budget:**
 - a) **FY 2025** (current): [Fiscal year report as of 31-OCT-2024](#)
 - b) **FY 2026:** Initial draft budget completed by staff. Preparing for presentation to Executive Committee in December. No significant deviations from previous multi-year projections. December presentation will include long-term budget recommendations by Director that involve the 28E agreement in future years.
4. **Grants Management –**
 - a) **EMPG** – receive \$39,000 annually. Used for personnel expenses.
 - b) **Coronavirus Relief Funds (Cares Act Funding)** – CAD to CAD (\$4.9M) **Geisinger reported on the CAD to CAD project progress.**
 - c) **SHSGP 2023 - Iowa Events Center** – Project Complete. Public presentation on hold.

B. Hazard Identification, Risk and Capability Assessment –

1. **Updated HARA** – covered under Mitigation Planning updates.

C. Resource Management

1. **Resource Typing** – 2024 completed.

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. Display lines of business document for awareness.
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. Multi-jurisdictional/agency convention October 25th, 2024 at Prairie Meadows. McIntyre reported on the full-scale exercise at Prairie Meadows.
5. **Planned Special Events** –
 - a) **National Guard Best Warrior Competition** – occurred in Johnston, April 6 & May 1-5
 - b) **The Ruckus Concert Festival** – Altoona, June 7-8, 2024
 - c) **Ironman 70.3** – June 9, 2024 – Des Moines and West Des Moines
 - d) **Capital City Pride Festival** – June 7-9, 2024 – Des Moines' East Village
 - e) **National Speech and Debate Competition** – June 16-21, 2024 – Various Sites
 - f) **Iowa State Fair** – August 8-18, 2024 – Des Moines, Iowa State Fairgrounds
 - g) **Knotfest** – September 21, 2024 – Des Moines Water Works Park – Planning efforts are underway for Joint Event Action Plan.
- E. **Direction, Control, and Coordination** – none
- F. **Damage Assessment** –
 1. **January - Winter Snow Storms**
 2. **April 26th Tornado** – Pleasant Hill and Vicinity
 3. **May 21 Tornado** – Johnston to White Oak and Vicinity
 4. **July 15 Tornado** – Urbandale, Windsor Heights and Des Moines
 5. **July 30 Severe Weather** – West Des Moines and Des Moines
- 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

- a) Burn Ban Process Review – discussion/feedback/adjustments needed

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.
3. Lunch and Learn:
 - a) Past Session – September 24, 2024 Reunification and School Response plan with AEA
 - b) Next Session – November 26, 2024 on avoiding scams and fraud

J. Exercises –

1. Comprehensive Exercise Program – under development
2. DSM Airport FSE – August 29 – DSM Airport – Complete
3. ATWG – October 25 – Prairie Meadows. Very successful by all accounts. Official AAR meeting conducted November 15th.

K. Public Education, Outreach and Information –

1. Diocese Schools of Polk County and Surrounding areas – August 22, 2024
2. American Society of Safety Professional – Sept 6, 2024
3. Congregate Care Symposium – November 12, 2024
4. Joint Chiefs Meeting – preliminarily scheduled for December 13th (1000-1230 with lunch provided)
5. Partnership Meetings – preliminarily scheduled for January 28 (1130-1230) and January 29th (0730-0830)

L. Homeland Security –

1. 2024 Elections – regional TTXs were conducted and real-time monitoring was completed through Homeland Security Information Network (HSIN). No known issues locally or in Iowa.

IX. Open Discussion — Chairperson TeKippe recognized Director Mumm for his 20 years of service with the agency and celebrated the significant improvements he has made to the program.

X. 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. Proposal for 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

XI. Adjourn - at 1438 hours by Chairperson TeKippe