



AGENDA

Polk County
Emergency
Management
Commission

Full Commission

Meeting Date/Time:
Wed 17- NOV - 2021
1400 Hours

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

Distributed on: 11-NOV-2021

- I. Call to Order –
- II. Roll Call and Introductions –
 - A. **Members** (*Member of the Commission's Executive Committee. Highlighted = attended)
 - ☐ Alleman ☐ Des Moines* (C) ☐ Pleasant Hill ☐ Runnells
 - ☐ Altoona ☐ Elkhart ☐ Polk City ☐ Urbandale
 - ☐ Ankeny* ☐ Grimes ☐ Polk County BOS ☐ West Des Moines
 - ☐ Bondurant ☐ Johnston* ☐ Polk County ☐ Windsor Heights*
 - ☐ Clive ☐ Mitchellville ☐ Sheriff* (VC)
 - B. Staff–
 - C. Guests/Public –
- III. Approval of Agenda –
- IV. Approval of Previous Meeting Minutes– 18-August-2021 (distributed on 31-Aug)
- V. Programs, Presentations, Invited Guests or Speakers – none scheduled
- VI. New Business and Action Items –
 - A. **FY 21/22 Budget Amendment*** – Polk County EMA is the fiscal agent and recipient of approximately \$4.9 million in grant funding for the purposes of a CAD to CAD solution and professional services seeking a solution in the area of a Common CAD system. This funding opportunity was unknown prior to approval of the current fiscal year's budget. Expenditures related to this grant will exceed the current approved budget's expenditures. Attachment #1. **Executive Committee Action:** Motion by Windsor Heights, seconded by Johnston to recommend to the full Commission approval of the budget amendment as presented. Motion passed unanimously.
***Code of Iowa requires that only members of the Commission that are elected officials be allowed to vote on budget items.**
 - B. **911 Service Board Appointment** – According to Iowa Code 34A.3, each political jurisdiction of the state having a public safety agency serving territory within the county and each local emergency management agency as defined in Section 29C.2 operating within the area is entitled to voting membership on the joint 911 Service board. The Polk County 911 Service Board requests official appointments to this board by official resolution annually. Attachment #2. **Executive Committee Action:** Motion by Johnston, seconded by Ankeny to recommend to the full Commission appointment of the Director as primary member, Deputy Director as alternate member and a Program Assistant as second alternate member. Motion passed unanimously.

- C. **Multi-Jurisdictional Hazard Mitigation Plan Amendments** – The Cities of Alleman and Windsor Heights are seeking to amend their portions of the Polk Countywide Hazard Mitigation Plan. Each are taking actions at the jurisdiction level to amend their portions of the plan. They are seeking the Commission's approval at the countywide level to amend the plan as follows:

- i. **Alleman** – designate the City Hall as a heating/cooling/recharging center for residents and pursue acquisition of an emergency back-up power generator at that location
- ii. **Windsor Heights** – relocate operational and/or critical facilities out of the floodplain and flood resiliency improvements in the Colby Park Neighborhood.
- iii. **Clive** – purchase and implement future building permitting software system

Executive Committee Action: Motion by Johnston, seconded by Ankeny to recommend to the full Commission approval of the Alleman and Windsor Heights amendments as presented. Motion passed unanimously. (Staff note: Clive's amendment request was received after the Executive Committee meeting. Staff recommends approval of the Clive amendment.)

VII. **Old Business –**

VIII. **Reports-**

A. **Administration and Finance**

1. **Staff/Personnel:** *Nothing to report*
2. **Commission By-Laws:** Proposed by-law amendment in February 2022 to include language designating the method(s) of funding the Commission's budget.
3. **Budget:**
 - a) **28E Agreement for Administration of EMA Program** – invoices to be distributed in December
 - b) **Monthly Budget Report** – Attachment #3
4. **Grants Management –**
 - a) **2021 EMPG** – application submitted. Expect to receive \$39,000.
 - b) **2021 EMPG Supplemental** – Notice of Interest Submitted and Approved, anticipating to receive approximately \$30,000
 - c) **Coronavirus Relief Funds (Cares Act Funding)** – approximately \$4.9 Million to be used for CAD to CAD interface between PCSO, DMPD, Westcom and, potentially, Dallas and Warren Counties. Funding will provide software and professional services to examine Common CAD and Common Governance between all PSAPs.

B. **Hazard Identification, Risk and Capability Assessment** – no new reports.

C. **Resource Management**

1. **Resource Typing** – updates to jurisdictions in early 2022
2. **PPE Distribution for COVID** – NODE 1 distribution ongoing.

D. **Planning**

1. **Comprehensive Emergency Plan (CEP)** – Plan review and revision schedule revised; Continuing to work toward public facing CONOPS and tactical Field Operations Guides for ESFs.
2. **EMA Strategic Plan** – will be considered after COVID response subsides

3. **Multi-jurisdictional Hazard Mitigation Plan** – completed and approved by HSEMD and FEMA on July 16, 2019.
 4. **Active Threat Working Group** – No new updates
 5. **Planned Events** – many significant planned events are beginning to re-open
 - a) **Ironman** – June 12, 2022
 - b) **NCAA Basketball 1st/2nd Rounds** – March 2023
- E. **Direction, Control, and Coordination** –
1. **Incident Action Plan Software Tool:** regularly used for incidents and planned events. Jurisdictions wanting access should contact EMA Staff for details.
- F. **Damage Assessment** – no new reports
- G. **Communications and Warning**
1. **911 Service Board Updates** –
 - a) **Fiscal Agent** – Fiscal agency transitioning to 911 Coordinator with EMA supervision. Fiscal policy guide has been widely reviewed and comments still under consideration and revision of most recent draft. Working with Central Accounting to understand current budget ending year estimates in order to prepare FY22/23 budget draft.
 - b) **CAD to CAD Project** – (covered under grant management)
 2. **Metro Interoperability Committee** – after reviewing taskings given upon formation, this group has been refocused on the following three areas:
 - a) **CAD to CAD Interoperability** – Common CAD workgroup (covered under grants)
 - b) **MICS review** – Review of MICS in its current state and reviewing feasibility and viability for future use as defined by new direction given by 911 Service Board.
 - c) **Regional Interoperable Communications Plan (RICP)** committee will re-engage on this topic as defined by new direction of 911 Service Board.
 - d) **Elkhart Tower** – Polk County Sheriff's Office reports that the Elkhart tower addition is currently undergoing final coverage testing and should be fully operating on the system soon.
 3. **Outdoor Warning Sirens** –
 - a) **Monthly System Testing** – Unchanged - "Go/NoGo" indication will be provided to Cameron Stufflebeam and the 911 Coordinator by the PSAP Directors on Thursday prior to the first Saturday of each month.
- H. **Operations and Procedures**
1. **EOC Operations Guidebook** – This remains a priority and will be re-addressed with other competing priorities. Guidebook to be developed to act as a quick reference guide for EOC personnel and duty officers. Includes EOC basic operations and ESF-specific checklists, agendas, and job aids.
 2. **COVID-19** – ongoing operations. Planning Section and Logistics Section demob/transition planning underway.
- I. **Training** –
1. **Comprehensive Training Program** – draft being prepared currently

J. Exercises –

1. **Comprehensive Exercise Program** – draft being prepared currently
2. **LODD Workshop** –

K. Public Education and Information –

1. **2022 Partnership Meetings** - Scheduling Partnership Meetings for January 2022.
2. **Lunch N Learn Sessions** – Monthly Lunch N Learn sessions will resume in early 2022.
Submit topics of interest to DeAnne Sesker.

L. Homeland Security – no new reports**IX. Open Discussion –****X. Upcoming Meetings:**

<u>Full Commission Meetings</u>	<u>Executive Committee Meetings</u>
Nov. 17, 2021 @ 1400 hrs	Nov. 9, 2021 @ 0730 hrs
	Dec. 7, 2021 @ 0730 hrs

Confirm maintaining meeting schedule for 2022 – Full Commission on the 3rd Wednesdays of February, May, August and November at 1400 hours. Executive Committee meetings on 2nd Tuesdays of each month at 0730 hours with the exception of July and October.

XI. Adjourn



Attachment #1

NOTICE OF PUBLIC HEARING - AMENDMENT OF CURRENT BUDGETPolk County Emergency Management Commission
Fiscal Year July 1, 2021 - June 30, 2022

The Polk County Emergency Management Commission will conduct a public hearing for the purpose of amending the current budget for fiscal year ending June 30, 2022

Meeting Date/Time: 11/17/2021 02:00 PM**Contact:** Patty Nordmeyer**Phone:** (515) 286-2107**Meeting Location:** 1907 Carpenter Ave , Des Moines IA 50314

There will be no increase in taxes. Any residents or taxpayers will be heard for or against the proposed amendment at the time and place specified above. A detailed statement of: additional receipts, cash balances on hand at the close of the preceding fiscal year, and proposed disbursements, both past and anticipated, will be available at the hearing.

EXPENDITURES	Total Budget as Certified or Last Amended	Amendment Increase	Total Budget After Current Amendment	Reason
Administration and Operations	1,037,602	4,997,058	6,034,660	Awarded a new Grant
Capital Outlays	0	0	0	
Total	1,037,602	4,997,058	6,034,660	



Attachment #2

Resolution #_____

**Resolution to Appoint a Member and Alternate Member(s) to the
Polk County 911 Service Board**

Whereas, the Polk County Joint 911 Service Board enables the orderly development, installation, and operation of 911 emergency telephone communications systems and other emergency 911 notification devices; and

Whereas, the Polk County Board of Supervisors shall maintain a Joint 911 Service Board; and

Whereas, each political subdivision having a public safety agency serving territory within the county is entitled to voting membership on the Joint 911 Service Board; and

Whereas, the Joint 911 Service Board shall annually submit a listing of members, to include the political subdivision they represent; and

Whereas, the board members shall be the liaison between their jurisdiction and the board.

Now, Therefore, Be It Resolved that _____ (name) be appointed as the primary member; and

Be it Further Resolved that _____ (name) be appointed as an alternate member; and

Be it Further Resolved that _____ (name) be appointed as a secondary alternate member; and

Be It Further Resolved that the Member, Alternate Member or Secondary Alternate Member attend the Board meetings on behalf of _____ (local jurisdiction name).

Chief Elected Official

Attest

Date

Date



Attachment #3

For Budget Fiscal Year 21/22

Fund 00351 - 00351

As of 10/31/2021

Agency 099 NONDEPARTMENTAL/NON-BUDGET

Orgn 1210 EMERGENCY MANAGEMENT (Budget Period: 12)

Object	SubObj	Account Description	Catg.	Total Approp	Amts Committed	MTD Activity	Expended YTD	Expended Remaining	Expnd/Committed YTD	Expended %
71000		SALARIES	01	522,375.00	.00	60,566.81	180,101.95	342,273.05	180,101.95	34.48
71100		EMPLOYEE INSURANCE	01	60,667.00	.00	4,657.27	17,194.70	43,472.30	17,194.70	28.34
71110		IPERS	01	52,447.00	.00	5,717.48	17,001.56	35,445.44	17,001.56	32.42
71120		FICA	01	39,651.00	.00	4,553.12	13,432.45	26,218.55	13,432.45	33.88
71260		DEFERRED COMP MATCH	01	13,837.00	.00	1,162.50	4,650.00	9,187.00	4,650.00	33.61
		PERSONAL SERVICES		688,977.00	.00	76,657.18	232,380.66	456,596.34	232,380.66	33.73
72300		MOTOR VEHICLE FUEL	02	3,500.00	.00	.00	668.88	2,831.12	668.88	19.11
72310		M. V. LUB/PARTS/SUPP	02	1,000.00	.00	.00	215.63	784.37	215.63	21.56
72400		OFFICE SUPPLIES (OUTSIDE)	02	3,000.00	.00	53.88	719.25	2,280.75	719.25	23.97
72500		MINOR EQUIP & HAND TOOLS	02	100.00	.00	.00	360.92	260.92-	360.92	360.92
72550		UNIFORM AND WEARING APPAREL	02	1,500.00	.00	232.34	232.34	1,267.66	232.34	15.49
		SUPPLIES		9,100.00	.00	286.22	2,197.02	6,902.98	2,197.02	24.14
76000		OFF PUBLICATIONS / LGL NOTICES	06	75.00	.00	.00	4.55-	79.55	4.55-	6.07-
76060		PRINT SHOP SERVICES	06	100.00	.00	.00	.00	100.00	.00	.00
76120		POSTAGE	06	50.00	.00	.00	1.97	48.03	1.97	3.94
76130		TELEPHONE	06	1,350.00	.00	84.35	335.04	1,014.96	335.04	24.82
76140		DATA LINES/DATA CARDS	06	50.00	.00	.00	.00	50.00	.00	.00
76170		RADIO SERVICES	06	2,600.00	.00	383.52	958.80	1,641.20	958.80	36.88
76190		CELLULAR TELEPHONES SVC.	06	3,000.00	.00	185.68	743.56	2,256.44	743.56	24.79
76205		INTERNAL TELEPHONE CHRGS	06	7,400.00	.00	.00	1,627.75	5,772.25	1,627.75	22.00
76710		R & M - MOTOR VEHICLES	06	2,100.00	.00	.00	115.61	1,984.39	115.61	5.51
76730		MAINTENANCE AGREEMENTS	06	16,500.00	.00	2,323.27	10,348.59	6,151.41	10,348.59	62.72
76860		LEASE / RENTALS	06	1,600.00	.00	261.51	1,047.96	552.04	1,047.96	65.50
76940		INSURANCE	06	14,000.00	.00	448.00	15,398.00	1,398.00-	15,398.00	109.99
77100		DUES AND MEMBERSHIP	06	700.00	.00	.00	240.00	460.00	240.00	34.29
77120		HAZMAT EXPENSE	06	265,000.00	.00	8,646.98	258,417.45	6,582.55	258,417.45	97.52
77170		TRAVEL/TRNG/EDUC	06	3,000.00	.00	75.00	200.00	2,800.00	200.00	6.67
77190		MISCELLANEOUS OTHER SERVICES	06	400.00	.00	.00	.00	400.00	.00	.00
77330		MEETINGS	06	400.00	.00	.00	.00	400.00	.00	.00
77440		GRANT EXPENSE	06	21,200.00	.00	.00	.00	21,200.00	.00	.00
		OTH SVCS & CHGS		339,525.00	.00	12,408.31	289,430.18	50,094.82	289,430.18	85.25
		EMERGENCY MANAGEMENT		1,037,602.00	.00	89,351.71	524,007.86	513,594.14	524,007.86	50.50
		NONDEPARTMENTAL/NON-BUDGET		1,037,602.00	.00	89,351.71	524,007.86	513,594.14	524,007.86	50.50
		Grand Total(s)		1,037,602.00	.00	89,351.71	524,007.86	513,594.14	524,007.86	50.50