



MINUTES

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: 1-DEC-2021

- I. Call to Order – by Chairperson TeKippe at 1403 hours.
- 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 Sheriff* (VC)	☒ Windsor Heights*
☒ Clive	☒ Mitchellville		
 - B. Staff– Mumm, Geisinger, Nordmeyer, Sesker, Bearden, and Stufflebeam
 - C. Guests/Public – None
- III. Approval of Agenda – **Commission Action:** moved by Clive, seconded by Altoona to approve the agenda as presented and the minutes of the previous meeting as distributed. Motion passed unanimously.
- IV. Approval of Previous Meeting Minutes– 18-August-2021 (distributed on 31-Aug) see Item III.
- 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.
Commission Action: moved by Clive, seconded by Altoona to approve the amendment to the current fiscal year’s budget. Motion passed unanimously via roll call vote.
 - 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. **Commission Action:** Chairperson asked for any questions or concerns on the appointments of Mumm as Primary and Geisinger as Alternate members of the 911 Service Board. No objections raised.

- 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.)

Commission Action: moved by Altoona, seconded by Windsor Heights to approve the amendments to the Mitigation Plan. Motion passed unanimously via roll call vote.

VII. **Old Business –**

VIII. **Reports-** Items briefed by Director Mumm. Additional details or discussion occurred during meeting appear below.

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.
Commission Discussion: Discussion occurred on this topic at the 911 Service Board earlier in the afternoon. 911 Service Board Members raised the question on the value of an independent audit prior to the official transfer of budget responsibilities and fiscal agency from the Polk County Sheriff's Office to the Emergency Management Agency. 911 Service Board Chairperson agreed to look into this possibility and report back to them. No official action was taken because this topic was not listed on the agenda for action on either the Service Board's agenda or the Commission's agenda; however, the Commission Chairperson expressed the prudence of an outside audit prior to transfer as a matter of routine business whenever this type of transfer occurs. No objections were raised.
 - 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 –**

- A. **Annual Partnership Meetings** – Chairperson TeKippe encouraged all Commission Members, elected officials and departmental leadership to attend the annual Partnership Meetings scheduled in January/February. He expressed the value in understanding everyone’s roles, responsibilities and processes necessary for an effective emergency management program.

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

Confirmed 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** - **Commission Action:** moved by Altoona, seconded by Windsor Heights to adjourn. Motion passed unanimously at 1427 hours.

Event:

Date:

Time:

Location:

911 Service Board

11-17-21

12:30

C111



1907 Carpenter Avenue
Des Moines, Iowa 50314
515-286-2107

	Name	Organization	Phone	Email
1	Darin Riney	Vrestrom	on file →	
2	Casey McCurdy	Windsor Heights	"	"
3	Michelle Bischof	DMFD	"	"
4	BRENT LONG	PCSO	"	"
5	Rick Roe	Clive		
6	Daniel Herrstrom	Madrid	"	"
7	Kent Knopf	UPD	"	
8	Jared Osbourne	Altura Fire	"	"
9	Gary Stallman	Altura PD		
10	Tony Chambers	Altura PD		
11	Tim Clark	JGMFD	"	"
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Event:
Date:
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Location:

Emma Commission Meeting
11-17-21
2:00 1400 hrs
EOC C111



1907 Carpenter Avenue
Des Moines, Iowa 50314
515-286-2107

	Name	Organization	Phone	Email
1	Patty Nordmeyer	PCEMA	on file	on file
2	Bill Roberts	Mitchellville Council		
3	David Ness	Des Moines PD	"	"
4	Jim Clark	JG MFD	"	"
5	Dana Wingert	DMPD	" "	" "
6	John TeKippe	DMFD	"	"
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Meeting ID	Topic	Start Time	End Time	User Email	Duration (M	Participants
87143308704	Polk Co Emergency Management Commission Mtg	11/17/2021 13:42	11/17/2021 14:44	AJ.Mumm@polkcount	62	12
Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)	Guest	Recording Consent
A.J. Mumm - Polk Co EMA	aj.mumm@polkcountyowa.gov	11/17/2021 13:42	11/17/2021 14:44	62	No	
Joe Quick	quicjos@gmail.com	11/17/2021 13:52	11/17/2021 13:52	1	Yes	N
Jerry Holt	jholt@urbandale.org	11/17/2021 13:52	11/17/2021 14:27	35	Yes	Y
Dave Burgess	dburgess@windsorheights.org	11/17/2021 13:53	11/17/2021 14:27	34	Yes	Y
Steve Van Oort	steve.vanoort@polkcountyowa.gov	11/17/2021 13:56	11/17/2021 14:27	32	Yes	Y
City of Runnells (Joe Quick)	quicjos@gmail.com	11/17/2021 13:57	11/17/2021 14:30	33	Yes	Y
Robert Andeweg	bandeweg@urbandale.org	11/17/2021 13:59	11/17/2021 14:27	29	Yes	Y
Doug Elrod	delrod@cityofbondurant.com	11/17/2021 13:59	11/17/2021 14:27	29	Yes	Y
James Clack	jclack@ankenyiowa.gov	11/17/2021 13:59	11/17/2021 14:27	28	Yes	Y
Aubyn Giampolo	aubyn.giampolo@wdm.iowa.gov	11/17/2021 13:59	11/17/2021 14:27	28	Yes	Y
John Edwards	jedwards@cityofclive.com	11/17/2021 13:59	11/17/2021 14:44	45	Yes	Y
15159656471		11/17/2021 14:00	11/17/2021 14:27	27	Yes	