



MINUTES

Polk County
Emergency
Management
Commission

Full Commission

Meeting Date/Time:
WED 16-NOV-2022
1400 Hours

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

Distributed on: 17-NOV-22

- I. Call to Order – at 1400 by Acting-Chair McCluskey
- 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 Mumm, Nordmeyer, Geisinger, Stufflebeam, Sesker, Bearden
 - C. Guests/Public None
- III. Approval of Agenda – **Commission Action:** Motion by Johnston, seconded by Grimes to approve the agenda as presented. Motion passed without objection.
- IV. Approval of Previous Meeting Minutes–17-Aug-2022 **Commission Action:** Motion by Bondurant, seconded by Ankeny to approve the previous meeting minutes as distributed. Motion passed without objection.
- V. Programs, Presentations, Invited Guests or Speakers – Chief Clack, Ankeny FD, was presented with a plaque for his upcoming retirement and service on the Commission and Executive Committee.
- VI. New Business and Action Items – None
- VII. Old Business – None
- VIII. Reports and Discussion – Mumm dispensed with the following report to Commission Members
 - A. Administration and Finance
 1. Staff/Personnel:
 - a) Alignment of performance evaluations with personnel anniversary dates occurring over next calendar year
 - b) Polk County HR currently evaluating FTE position request for Resiliency Coordinator. This potential position would satisfy needs identified jointly by BoS, Health Dept and EMA. Proposed duties would include: Long-Term Recovery Planning (40%), Polk County Health Care Coalition/Medical Coordination Center (20%), Comprehensive Emergency Plan Coordination (20%), Mitigation Planning (10%), Response Operations (10%).
 2. Commission By-Laws: none
 3. Budget:
 - a) Monthly Budget Report – Attachment 1

- b) **28E Agreement** for Administration of EMA – current agreement expires at the end of current fiscal year. Staff proposal is to extend current terms for another three years at existing assessment amount. Preparing for February 2023 Commission Action Item.
- c) **28E Agreement** between EM Commission and 911 Service Board – current agreement expires at the end of current fiscal year. Staff proposal is to extend the agreement with amended terms that include costs related to supervisory and administrative costs. Additional amount related to the expanded fiscal agency role, supervision of 911 Coordinator, grant administration and project management oversight. Preparing for February 2023 Commission Action Item.
- 4. **Grants Management –**
 - a) **2022 EMPG** – submitted request to receive 50% of 2022 grant (\$19,500) in October
 - b) **Coronavirus Relief Funds (Cares Act Funding)** – CAD to CAD (\$4.9M) **Deputy Director Geisinger reported to the commission on this subject**
- B. **Hazard Identification, Risk and Capability Assessment – none**
- C. **Resource Management**
 - 1. **Resource Typing** – completed for 2022.
 - 2. **EOC A/V Upgrade Project Surplus Equipment** - All significant and viable equipment has been distributed. Cables and outdated equipment will be disposed. Recipients include: Alleman, Runnells, Elkhart, Ankeny and Polk County BoS.
- D. **Planning**
 - 1. **Comprehensive Emergency Plan (CEP)** – satisfied planning requirements for 2022
 - 2. **EMA Strategic Plan** – none
 - 3. **Multi-jurisdictional Hazard Mitigation Plan** – completed and approved by HSEMD and FEMA on July 16, 2019. RFP distribution expected in early 2023.
 - 4. **Active Threat Working Group** – ConOps refresh and review meeting held 1-March. Training and exercises continue in various forms and locations.
 - 5. **Planned Events –**
 - a) **NCAA Basketball 1st/2nd Rounds** – March 2023
 - b) **Ironman** – June 11, 2023
- E. **Direction, Control, and Coordination** – no new reports
- F. **Damage Assessment** – no new reports
- G. **Communications and Warning** **Bearden and Geisinger reported to the commission members**
 - 1. **911 Service Board Updates –**
 - a) **Fiscal Agent** – Transfer of responsibility from PCSO to EMA is pending audit to certify starting point. Plan for policy adoption and initiation of responsibilities in 2023.
 - b) **CAD to CAD Project** – covered under grant management.
 - 2. **PSAP Advisory Committee –**
 - a) **Code Red > Alert Iowa Transition** – System is live. PSAP Personnel training has/is occurring.
 - 3. **Metro Interoperability Committee –**
 - 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) **Update ATWG ConOps Comms Plan** – Ankeny PD/FD example discussion
- 4. **Outdoor Warning Sirens** –
 - a) **Monthly System Testing** – Unchanged - “Go/NoGo” coordination prior to monthly test
Commission Discussion: Clive, Rick Roe, suggested that thought be given to a potential end date of siren systems in the Metro Area. Given the technology available, the community has access to better information and more quickly. Mumm offered to facilitate the discussion if there is interest from other communities to discuss further.
 - b) **Mitigation Project Notice of Interest (NOI)** – submitted NOI to HSEMD for countywide polygon-based warning system and needed siren hardware upgrades to enable the system. Based on outcome of NOI, a full project application would be the next step.

H. Operations and Procedures

- 1. **EOC Operations Guidebook** – on hold, pending other priorities.
- 2. **Public Assistance Program Cost-Share Adjustment** – HSEMD recently notified Polk County Conservation Board and City of Alleman that because the Federal government shifted the cost-share from 75/25 to 90/10, it had an impact on how the in-kind contributions are allocated. HSEMD is notifying affected communities that they may require re-payment due to this shift. EMA staff is working with and advocating on behalf of local jurisdictions.

I. Training – Sesker reported to the commission on this topic

- 1. **Comprehensive Training Program** – currently preparing draft. Stakeholder survey distributed. Results will help guide upcoming training offerings.
- 2. **Offerings:** (see Polk Co EMA web site for more information)
 - a) **November Lunch and Learn** – November 29, 2022 – Donations Management

J. Exercises –

- 1. **Comprehensive Exercise Program** – currently preparing draft. Stakeholder survey distributed. Results will help guide upcoming exercise offerings.

K. Public Education, Outreach and Information –

- 1. **Iowa Association of County Medical Examiners** – 4-Nov-2022 – Mass Fatalities Planning
- 2. **Iowa EMS Association** – 10-Nov-2022 – Teaming Up with EMA

L. Homeland Security – no new reports

IX. Open Discussion — none

X. Upcoming Meetings:

Full Commission Meetings (2023): Start Time 2:00pm

February 15

May 17

August 16

November 15

Executive Committee Meetings: Start Time 7:30am

December 13, 2022

January 10, 2023

February 7, 2023

March 14, 2023

April 11, 2023

May 9, 2023

June 13, 2023

August 8, 2023

September 12, 2023

November 7, 2023

December 12, 2023

- XI. **Adjourn – Commission Action:** Motion by West Des Moines, seconded by Clive to adjourn. Motion passed without objection at 1441 hours.