



AGENDA

Polk County
Emergency
Management
Commission

Executive Committee

Meeting Date/Time:
TUE 12-NOV-2024
0730 Hours

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

Distributed on: 8-NOV-24

I. Call to Order –

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 –

C. Guests/Public –

III. Approval of Agenda –

IV. Approval of Previous Meeting Minutes– [10-SEP-2024](#) (draft minutes distributed 21-SEP-2024)

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). **Staff Recommendation:** Executive Committee's recommendation of approval to the full Commission.

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. **Staff Recommendation:** Executive Committee's recommendation of approval to the full Commission.

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 so as not to lose any momentum. Staff appreciates open discussion and direction by the Executive Committee before moving forward.

VIII. Reports and Discussion –

A. Administration and Finance

1. Staff/Personnel:
 - a) Employee Evaluations Due:
 - (1) Kacer
 - (2) Nordmeyer
 - (3) Geisinger
2. Commission By-Laws: no updates
3. Budget:
 - a) FY 2025 (current): [Year to date monthly report](#)
 - b) FY 2026: Initial draft 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)
 - 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.
4. Active Threat Working Group – Training and exercises continue in various forms and locations. Multi-jurisdictional/agency convention October 25th, 2024 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. Currently developing Support for Knotfest.
 - 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 will be 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. **Partnership Meetings** – schedule for late January or early February. Significant conflicts?

L. Homeland Security –

1. **2024 Elections** – regional TTXs were conducted and real-time monitoring was completed through HSIN. No known issues locally or in Iowa.

IX. Open Discussion –**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 11, December 9

XI. Adjourn –