



AGENDA

Polk County
Emergency
Management
Commission

Executive Committee

Meeting Date/Time:
TUE 13-AUG-2024
0730 Hours

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

Distributed on: 6-AUG-24

- I. Call to Order – at 0731 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 Sheriff* (VC)	☐ Windsor Heights
☐ Clive	☐ Mitchellville		
 - A. Staff – Mumm, Geisinger, Nordmeyer
 - B. Guests/Public – None
- III. Approval of Agenda – Executive Committee Action: Motion by West Des Moines, seconded by Altoona to approve agenda as presented and minutes from the last meeting as distributed. The motion passed unanimously.
- IV. Approval of Previous Meeting Minutes– 15-MAY-2024 (draft minutes distributed 16-MAY-2024) See the previous item
- V. Programs, Presentations, Invited Guests or Speakers - None
- VI. New Business and Action Items –
 - A. Financial Conflict of Interest Policy – A financial conflict of interest policy and disclosure statement has been drafted to comply with federal and state grant agreements. Staff Recommendation: Adoption by the Commission at the August 21st meeting. – Attachment #1

Motion by Altoona, seconded by Johnston to recommend to the commission the adoption of Financial Conflict of Interest Policy as presented. The motion passed unanimously

ESF 5: Emergency Management – Updates include only minor changes in formatting and cutting down of contextual content. No changes have been made to overall concepts, coordinating structures or operational expectations. Staff Recommendation: Adoption by the Commission at their August 21st meeting. – Attachment #2 Motion by Altoona, seconded by Johnston to recommend to the commission the adoption of ESF #2 as presented. The motion passed unanimously

ESF 9: Search and Rescue - Updates include only minor changes in formatting. No changes have been made to overall concepts, coordinating structures or operational expectations. Staff Recommendation: Adoption by the Commission at their August 21st meeting. – Attachment #3 Motion by Altoona, seconded by Johnston to recommend to the commission the adoption of ESF #9 as presented. The motion passed unanimously

Recovery Plan – Base – This is the initial version of the Polk County Recovery Plan – Base. It establishes the overall concept and describes the purpose, structure, and subordinate recovery support function annexes. – Attachment #5 **Motion by Altoona, seconded by Johnston to recommend to the commission the adoption of Recovery Plan-Base as presented. The motion passed unanimously**

VII. Old Business – None

VIII. Reports and Discussion – **Mumm dispensed with the following reports**

A. Administration and Finance

1. Staff/Personnel:

- a) **911 Coordinator** – Lynn Tazzioli hired. Start date was July 15.
- b) **Director** – Vacation, out of country – August 26-Sept 6 – Germany
- c) **AmeriCorps Intern** – Krithi Singaram – Last day August 9th
- d) **Summer Employee** – Addyson Smith – Last day August 9th

2. Commission By-Laws:

3. Budget:

- a) **End of Year Budget Report for FY2024** - Attachment 4
- b) **28E Agreement for Emergency Management Administration** – current approved agreement of \$0.50 per capita covers FYs 23/24, 24/25, and 25/26.

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** - PCEMA received a HSGP Grant award for \$374K for security equipment for Iowa Events Center. The procurement and installation process is currently underway.
- d) **SHSGP 2024 - Video Fusion System** – The Notice of Interest submitted for a video fusion system was approved by HSEMD along with an invitation for a full application. This project would fuse disparate video feeds into a system accessible by local and state law enforcement. The current application would be considered a proof of concept using Altoona PD and West Des Moines PD as the initial users in years 1 and 2. If proven successful, the project would seek additional funding in years 3+ to expand to all local LE in Polk County and possibly statewide.

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)** – Update schedule currently being evaluated. Covered under new business.
- 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** – Mitigation plan was completed on schedule and submitted to HSEMD and FEMA. FEMA indicated they could not complete the review on time and suggested a request for extension. Extension was granted. Review resulted in a request for additional information on potential funding sources for each mitigation strategy. Contractor currently compiling this information. Planning for adoption in November 2024.
 4. **Active Threat Working Group** – Training and exercises continue in various forms and locations. Multi-jurisdictional/agency convention in October of 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
- 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 tabled
 - (2) Operations Subcommittee
 - (3) Technical Subcommittee
 - (4) Policy and Budget Subcommittee
 2. **PSAP Advisory Committee** –
 - a) **Alert Iowa**—maintaining status.
 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**— discussion deferred to mitigation planning updates.

- H. Operations and Procedures
 - 1. EOC Operations Guidebook – on hold, pending other priorities.
 - 2. Small-scale sheltering: Field Operations Guide (FOG) completed
 - 3. Responses – See damage assessment list
 - I. Training –
 - 1. Comprehensive Training Program – under development
 - 2. Offerings: see Polk Co EMA web site for more information
 - a) TEEX 440 – Enhanced Sports and Special Events Incident Management - request pending scheduling
 - b) ICS 300 – Occurred July 29-31 – full course
 - 3. Lunch and Learn:
 - a) Next Session – October
 - J. Exercises –
 - 1. Comprehensive Exercise Program – under development
 - 2. DSM Airport FSE – August 29 – DSM Airport
 - 3. ATWG – October 25 – Prairie Meadows
 - K. Public Education, Outreach and Information –
 - 1. Disaster Prep Wise – August 6th - EOC
 - 2. National Night Out – August 6th – PCSO
 - 3. Iowa Healthcare Association – August 14th – West Des Moines
 - L. Homeland Security –
- IX. Open Discussion — Chief TeKippe was asking about an email regarding a grant to see if it was legit. AJ assured them it was.
- 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
- XI. Adjourn – Executive Committee Action: Motion by PC Sheriff, seconded by Johnston to adjourn. Motion passed unanimously at 0810 hours.