



MINUTES

Polk County Emergency Management Commission

Full Commission

Meeting Date/Time:
WED 21-AUG-2024
1400 Hours

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

Distributed on: 18-SEPT-24



Virtual Attendance Option

In-Person attendance is preferred. However, if you are otherwise unable to attend, the following virtual option will be available for attendees: [REGISTRATION REQUIRED. CLICK HERE.](#)

- I. Call to Order – at 1401 hours by Chairperson TeKippe
- 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 (zoom)	☐ Grimes	☐ Polk County BOS	☐ West Des Moines*
☐ Bondurant	☐ Johnston*	☐ Polk County	☐ Windsor Heights
☐ Clive	☐ Mitchellville	☐ Sheriff* (VC)	
 - A. Staff – Mumm, Geisinger, Nordmeyer, Stufflebeam, Kacer, McIntyre, and Tazzioli
 - B. Guests/Public – Cole Miller, ICON Water Trails
- III. Approval of Agenda – **Commission Action:** Motion by Bondurant, seconded by Polk County BOS to approve agenda as presented and adopt minutes of previous meeting as distributed. Motion passed unanimously.
- IV. Approval of Previous Meeting Minutes– 15-MAY-2024 (draft minutes distributed 16-MAY-2024) See previous item.
- V. Programs, Presentations, Invited Guests or Speakers – ICON Water Trails Safety – Cole Miller, Regional Coordinator. ICON Water Trails program was presented to the Commission by Cole Miller. Invitation by Cole to make any comments or participate in safety discussions moving forward.
- 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. **Executive Committee Action:** Motion by Altoona, seconded by Johnston to recommend to the Commission the adoption of Financial Conflict of Interest Policy as presented. Motion passed unanimously. – Attachment #1 **Commission Action:** Motion by Pleasant Hill, seconded by Grimes to approve and adopt the Financial Conflict of Interest Policy as presented. No further discussion. Motion passed unanimously.
 - B. 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. **Executive Committee Action:** Motion by Altoona, seconded by Johnston to recommend to the Commission the adoption of ESF #5 as presented. Motion passed unanimously. – Attachment #2. **Commission Action:** Motion by Bondurant, seconded by Ankeny to approve and adopt the ESF 5 as presented. No further discussion. Motion passed unanimously.

- C. **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. **Executive Committee Action:** Motion by Altoona, seconded by Johnston to recommend to the Commission the adoption of ESF #9 as presented. Motion passed unanimously. – Attachment #3. **Commission Action:** Motion West Des Moines, seconded by Polk County BOS to approve and adopt the ESF 9 as presented. Pleasant Hill suggested that the ICON Water Trails project be considered for inclusion in the next update. Motion passed unanimously.
- D. **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. **Executive Committee Action:** Motion by Altoona, seconded by Johnston to recommend to the Commission the adoption of Recovery Plan-Base as presented. Motion passed unanimously. – Attachment #4 **Commission Action:** Motion by Bondurant, seconded by West Des Moines to approve and adopt the Recovery Plan-Base as presented. No further discussion. Motion passed unanimously.
- VII. **Old Business** – None
- VIII. **Reports and Discussion** – Mumm dispensed the following report.
- 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 5
 - 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 – Geisinger reported on the follow CAD to CAD progress.**

- (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 – McIntyre reported on the training and exercise programs.**

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** – September 24

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
4. **Waukee Rotary Club** – August 15th – West Des Moines

L. **Homeland Security –**

IX. **Open Discussion –**

X. Upcoming Meetings:

A. 2024 Full Commission Meetings: Start Time 2:00 pm

February 21	May 15	August 21	November 20
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B. 2024 Executive Committee Meetings: Start Time 7:30 am

January 9	April 9	August 13	December 10
February 13	May 7	September 10	
March 12	June 11	November 12	

XI. Adjourn – **Commission Action:** Motion by Polk County Sheriff, seconded by Polk County Board of Supervisors to adjourn. Motion passed unanimously at 1444 hours.

Full Name	Category	Location Name	Date In	Email	Agency/Organization
Lynn Tazzioli	EM COMM MEETING	Polk County EMA	8/21/2024	lynn.tazzioli@polkcountyiowa.gov	Polk County EMA
A.J. Mumm	EM COMM MEETING	Polk County EMA	8/21/2024	aj.mumm@polkcountyiowa.com	PCEMA
Paula Dierenfeld	EM COMM MEETING	Polk County EMA	8/21/2024	paulasdierenfeld@gmail.com	Johnston
Craig Alan Leu	EM COMM MEETING	Polk County EMA	8/21/2024	craig.leu@wdm.iowa.gov	West Des Moines Fire Department
Cole Miller	EM COMM MEETING	Polk County EMA	8/21/2024	cole@iconwatertrails.com	Icon water trails
Vance Swisher	EM COMM MEETING	Polk County EMA	8/21/2024	yswisher@ankenyiowa.gov	Ankeny Fire Department
Sarah Boese	EM COMM MEETING	Polk County EMA	8/21/2024	sarah.boese@polkcountyiowa.gov	Polk Co Board of Supervisors
Len Murray	EM COMM MEETING	Polk County EMA	8/21/2024	murray1150@hotmail.com	Pleasant Hill, Iowa
Shari Buehler	EM COMM MEETING	Polk County EMA	8/21/2024	cityofallemant@huxcmm.net	City of Alleman
Mike Jones	EM COMM MEETING	Polk County EMA	8/21/2024	mike.jones@windSORheights.org	WindSOR Heights
John Tekippe	EM COMM MEETING	Polk County EMA	8/21/2024	jtekippe@dmg.gov.org	City of Des Moines
Robert Stanton	EM COMM MEETING	Polk County EMA	8/21/2024	robert.stanton@polkcountyiowa.gov	PCSO
Bill Roberts	EM COMM MEETING	Polk County EMA	8/21/2024	bill.roberts@mitthellville.org	Mitthellville city of
Pete Roth	EM COMM MEETING	Polk County EMA	8/21/2024	proth@windSORheights.org	WindSOR Heights Police
James Mease	EM COMM MEETING	Polk County EMA	8/21/2024	jmease@windSORheights.org	WindSOR Heights Fire Department
Jim Clark	EM COMM MEETING	Polk County EMA	8/21/2024	jclark@cityofjohnston.com	JGMFD
Clayton Garcia	EM COMM MEETING	Polk County EMA	8/21/2024		Clive
Udell F Mentola	EM COMM MEETING	Polk County EMA	8/21/2024	udell.mentola@wdm.iowa.gov	Westcom
Aaron Kreuder	EM COMM MEETING	Polk County EMA	8/21/2024	akreuder@cityofbondurant.com	Bondurant Emergency Services
Cameron Stufflebeam	EM COMM MEETING	Polk County EMA	8/21/2024	cameron.stufflebeam@polkcountyiowa.gov	Polk EMA
Laura Kacer	EM COMM MEETING	Polk County EMA	8/21/2024	laura.kacer@polkcountyiowa.gov	Polk County EMA
Brett McIntyre	EM COMM MEETING	Polk County EMA	8/21/2024	brett.mcintyre@polkcountyiowa.gov	Polk County EMA
Patty Nordmeyer	EM COMM MEETING	Polk County EMA	8/21/2024	patty.nordmeyer@polkcountyiowa.gov	PCEM
Dutch Geisinger	EM COMM MEETING	Polk County EMA	8/21/2024	dutch.geisinger@polkcountyiowa.gov	PC EMA
Dave Ness	EM COMM MEETING	Polk County EMA	8/22/2024		Des Moines PD
Mike Caldwell	EM COMM MEETING	Polk County EMA	8/23/2024		Urbandale FD
Darius Potts	EM COMM MEETING	Zoom	8/24/2024		Ankeny PD
Blake Rozendaal	EM COMM MEETING	Zoom	8/25/2024		City Council of Urbandale