AGENDA

Polk County Emergency Management Commission

Full Commission

Meeting Date/Time:
WED 18-AUG-2021
1400 Hours

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

Distributed on:11AUG-2021

I. **Call to Order –**

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–**

C. **Guests/Public –**

III. **Approval of Agenda –**

IV. **Approval of Previous Meeting Minutes–** 19-MAY-2021 (Distributed 25-MAY-2021)

V. **Programs, Presentations, Invited Guests or Speakers –** none scheduled

VI. **New Business and Action Items –**

A. **Comprehensive Emergency Plan (CEP) Annex Updates –** Executive Committee Action: Motion by Johnston, seconded by Ankeny to recommend Commission approval of Items 1-4. Motion passed unanimously. Only minor edits have been made to the following sections of the Comprehensive Emergency Plan (CEP) Annexes:

1. Base Plan
2. ESF 8: Public Health and Medical Services
3. ESF11: Agriculture, Natural Resources & Pets
4. 15: Public Information.

These sections have been distributed for review as email attachments to the Agenda.

B. **Switch from Code Red to Rave Alerts –** Emergency Management Agency staff met with the PSAPs and conducted a follow-up meeting with Des Moines Water Works over the past few weeks. It was determined that switching from Code Red to Rave Alerts would be a step in the right direction for ease of use and no cost. Staff will work with Iowa Homeland Security and Emergency Management on implementation timeline and marketing. EXECUTIVE COMMITTEE RECOMMENDATION: A motion by Winsdor Heights, seconded by Ankeny, was made to recommend the transition to Rave Alerts to the full commission. The recommendation passed unanimously. Windsor Heights asked that the switch happen expeditiously following the approval of the full commission.

VII. **Old Business –**

VIII. **Reports- Administration and Finance**

1. **Staff/Personnel: Nothing to Report**
2. **Commission By-Laws: Nothing to Report**

3. Budget:
   a) **28E Agreement for Administration of EMA Program** – all jurisdictional payments received for current year
   b) **Monthly Budget Report – Attachment #1**
4. Grants Management –
   a) **2020 Hazardous Materials Emergency Preparedness (HMEP)** - commodity flow study contract completed – report pending
   b) **2021 EMPG** – application submitted. Expect to receive $39,000.
   c) **2021 EMPG Supplemental** – application pending, expected to receive approximately $30,000

B. **Hazard Identification, Risk and Capability Assessment** – no new reports.

C. Resource Management
1. **Resource Typing** – requests for updates have been distributed to partners
2. **Unmanned Aerial Vehicle/System** – Discussions initiated with the Polk County Sheriff's Office on the potential of a combined program to leverage efficiencies and pilot pool.

D. Planning
1. **Comprehensive Emergency Plan (CEP)** – Plan review and revision schedule revised; ConOps development underway. Handled under New Business.
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** – Deputy Director sent ConOps and summary to partner organizations with invitation to identify workgroup members. Meeting to be scheduled.
5. **Planned Events** – many significant planned events are beginning to re-open
   a) **Iowa State Fair** – August 12-22, 2021
   b) **EMC Dam to DSM** – August 28, 2021
   c) **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 Policy Guide** – discussions continue among the Polk County Sheriff's Office, Polk County Central Accounting and Polk County EMA regarding centralizing the fiscal management activities for the 911 Service Board and the three local PSAPs. The creating and adoption of a fiscal management guidebook/policy would be central to this effort. Time and effort analysis will be completed based on this proposal and may cause the Commission to request renegotiation of existing 28E between the Commission and the 911 Service Board.

2. Metro Interoperability Committee –

   a) **Common CAD Opportunity** – Interop Committee exploring a common CAD among the three local PSAPs.
   b) **Regional Interoperable Communications Plan (RICP) and Field Operations Guide (FOG) for Communications:** committee will re-engage on this topic now that the radio system installs are mostly complete.

3. Outdoor Warning Sirens –
   a) **Monthly System Testing** - "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 –** 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. Project delayed due to competing priorities.
2. **COVID-19 –** ongoing operations. Vaccine planning occurring with internal planning meetings between PCHD and EMA.

I. Training –
1. Updated Training Opportunities –

J. Exercises –
1. **LODD Workshop –** LODD FOG expected completion and final approval in September
2. **Airport Triennial FSE –** August 28, 2021

K. Public Education and Information –
1. **Joint Information System Dashboard and Smartphone App –** new website implemented. Dashboard concept on hold until time allows.

L. **Homeland Security –** no new reports

IX. Open Discussion –

X. Upcoming Meetings:

Full Commission Meetings	Executive Committee Meetings
Nov. 17, 2021 @ 1400 hrs	Sept. 7, 2021 @ 0730 hrs
	Nov. 9, 2021 @ 0730 hrs
	Dec. 7, 2021 @ 0730 hrs

XI. Adjourn

Attachment #1

Fund 00351 - 00351
Agency 099 NONDEPARTMENTAL/NON-BUDGET
Orgn 1210 EMERGENCY MANAGEMENT (Budget Period: 12)

Object	SubObj	Account Description	Catg.	Total Approp	Amts Committed	MTD Activity	Expended YTD	Expended Remaining	Expnd/Committed YTD	Expended %
71000		SALARIES	01	497,447.00	.00	38,518.41	484,460.18	12,986.82	484,460.18	97.39
71050		SALARY ALLOCATIONS OUT	01	.00	.00	.00	51,618.09-	51,618.09	51,618.09-	*********
71100		EMPLOYEE INSURANCE	01	56,149.00	.00	3,737.38	42,891.30	13,257.70	42,891.30	76.39
71110		IPERS	01	46,959.00	.00	3,636.13	45,303.40	1,655.60	45,303.40	96.47
71120		FICA	01	37,707.00	.00	2,886.92	36,043.87	1,663.13	36,043.87	95.59
71200		BENEFIT ALLOCATIONS OUT	01	.00	.00	.00	15,569.74-	15,569.74	15,569.74-	*********
71260		DEFERRED COMP MATCH	01	13,733.00	.00	1,125.34	12,839.08	893.92	12,839.08	93.49
		PERSONAL SERVICES		651,995.00	.00	49,904.18	554,350.00	97,645.00	554,350.00	85.02
72300		MOTOR VEHICLE FUEL	02	5,300.00	.00	197.66	1,441.55	3,858.45	1,441.55	27.20
72310		M. V. LUB/PARTS/SUPP	02	1,000.00	.00	478.66	9,823.10	8,823.10-	9,823.10	982.31
72400		OFFICE SUPPLIES (OUTSIDE)	02	2,800.00	.00	77.08	1,026.95	1,773.05	1,026.95	36.68
72500		MINOR EQUIP & HAND TOOLS	02	100.00	.00	.00	.00	100.00	.00	.00
72550		UNIFORM AND WEARING APPAREL	02	1,500.00	.00	.00	1,097.25	402.75	1,097.25	73.15
72560		P. C. SOFTWARE	02	400.00	.00	.00	69.99	330.01	69.99	17.50
72570		MISCELLANEOUS OTHER SUPPLIES	02	100.00	.00	.00	.00	100.00	.00	.00
		SUPPLIES		11,200.00	.00	753.40	13,458.84	2,258.84-	13,458.84	120.17
76000		OFF PUBLICATIONS / LGL NOTICES	06	140.00	.00	.00	74.56	65.44	74.56	53.26
76060		PRINT SHOP SERVICES	06	100.00	.00	.00	20.00	80.00	20.00	20.00
76120		POSTAGE	06	200.00	.00	1.97	29.49	170.51	29.49	14.74
76130		TELEPHONE	06	1,500.00	.00	74.99	826.76	673.24	826.76	55.12
76140		DATA LINES/DATA CARDS	06	50.00	.00	.00	.00	50.00	.00	.00
76170		RADIO SERVICES	06	4,000.00	.00	.00	2,109.36	1,890.64	2,109.36	52.73
76190		CELLULAR TELEPHONES SVC.	06	4,000.00	.00	186.08	2,601.65	1,398.35	2,601.65	65.04
76205		INTERNAL TELEPHONE CHRGS	06	7,500.00	.00	1,834.22	7,318.72	181.28	7,318.72	97.58
76700		R & M - SERVICES	06	.00	.00	.00	1,125.00	1,125.00-	1,125.00	********
76710		R & M - MOTOR VEHICLES	06	1,400.00	.00	.74	1,032.68	367.32	1,032.68	73.76
76730		MAINTENANCE AGREEMENTS	06	23,000.00	.00	107.81	10,685.51	12,314.49	10,685.51	46.46
76860		LEASE / RENTALS	06	1,975.00	.00	262.93	2,718.22	743.22-	2,718.22	137.63
76940		INSURANCE	06	17,200.00	.00	.00	12,037.17	5,162.83	12,037.17	69.98
77100		DUES AND MEMBERSHIP	06	700.00	.00	.00	635.00	65.00	635.00	90.71
77120		HAZMAT EXPENSE	06	265,000.00	.00	2,887.10	259,300.84	5,699.16	259,300.84	97.85
77170		TRAVEL/TRNG/EDUC	06	5,000.00	.00	135.00-	1,150.00	3,850.00	1,150.00	23.00
77190		MISCELLANEOUS OTHER SERVICES	06	400.00	.00	.00	21.00	379.00	21.00	5.25
77330		MEETINGS	06	400.00	.00	.00	289.80	110.20	289.80	72.45
77350		MISC OTHER CHARGES	06	.00	.00	.00	56.91	56.91-	56.91	********
77440	84	2020 HMEP	06	.00	.00	.00	932.39	932.39-	932.39	********
77440	87	2020 HMEP (FFY 2021) SP	06	.00	.00	20,000.00	20,000.00	20,000.00-	20,000.00	********

Fund 00351 - 00351
Agency 099 NONDEPARTMENTAL/NON-BUDGET
Orgn 1210 EMERGENCY MANAGEMENT (Budget Period: 12)

Object	SubObj	Account Description	Catg.	Total Approp	Amts Committed	MTD Activity	Expended YTD	Expended Remaining	Expnd/Committed YTD	Expended %
77440	88	2020 HMEP (FFY 2021) TRAINING	06	.00	.00	.00	1,000.00	1,000.00-	1,000.00	********
77486		COVID-19	06	.00	.00	.00	88,610.63-	88,610.63	88,610.63-	*********
		OTH SVCS & CHGS		332,565.00	.00	25,220.84	235,354.43	97,210.57	235,354.43	70.77
		EMERGENCY MANAGEMENT		995,760.00	.00	75,878.42	803,163.27	192,596.73	803,163.27	80.66
		NONDEPARTMENTAL/NON-BUDGET		995,760.00	.00	75,878.42	803,163.27	192,596.73	803,163.27	80.66
		Grand Total(s)		995,760.00	.00	75,878.42	803,163.27	192,596.73	803,163.27	80.66