



AGENDA

Polk County
Emergency
Management
Commission

Full Commission

Meeting Date/Time:
WED 17-AUG-2022
1400 Hours

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

Distributed on: 10-AUG-2022

- 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 ☐ Windsor Heights*
 - ☐ Clive ☐ Mitchellville ☐ Sheriff* (VC)
 - B. **Staff** –
 - C. **Guests/Public** –
- III. Approval of Agenda –
- IV. Approval of Previous Meeting Minutes–18-MAY-2022 (Distributed 19-MAY-22)
- V. Programs, Presentations, Invited Guests or Speakers – none scheduled
- VI. New Business and Action Items –
 - A. **Executive Committee Appointment** – With the upcoming retirement of Chief James Clack from Ankeny, this would create a vacancy of an At-Large Member on the Executive Committee. According to the By-Laws: *"The Chair shall appoint three Commission members, which may include alternate members, to serve as the Commission's Executive Committee along with the Chair and Vice-Chair. The responsibilities of the Executive Committee shall include: 1) Serve as an advisory body to the Commission Chair; and 2) Develop and present the agenda to the Commission at all regular and special meetings."* Chairperson TeKippe will be appointing Chief Chris Scott, West Des Moines PD, as an At-Large Executive Committee Member. **No action required.**
 - B. **Staff Training Plan** – HSEMD requires a baseline training series of courses and 24 hours of annual continuing education. Geisinger, Mumm, Sesker and Stufflebeam have all completed the baseline courses. A draft training plan for the continuing education and a proposed certifying letter is attached. **Executive Committee Action: Moved by Windsor Heights, seconded by Ankeny to recommend approval by the Commission. Motion passed unanimously. Attachment #1**
 - C. **Alert Iowa Agreement** – An agreement between Iowa Homeland Security and Emergency Management Department is required to extend the use agreement from the state's contract to participating counties. This will replace the Code Red system used in the past. 911 Coordinator is meeting with HSEMD, Warren County and Dallas County to finalize the backend technical services. **Executive Committee Action: Moved by Ankeny seconded by Windsor Heights to recommend approval by the Commission. Motion passed unanimously. Attachment #2**

- D. **Emergency Support Function #6: Mass Care, Housing and Human Services** – Updated ESF#6 has been reviewed and revised with the involvement of the Polk County Homeless Coordinating Council with special emphasis on the extreme temperature aspects. **Executive Committee Action: Moved by Polk Co Sheriff, seconded by Ankeny to recommend adoption by the Commission. Motion passed unanimously. Attachment to email (due to file size this is separate from agenda packet)**
- VII. **Old Business** – None
- VIII. **Reports** –
- A. **Administration and Finance**
1. **Staff/Personnel:** Staff would like to recognize and thank our Summer Employee Ben Sloan for his excellent service to the agency as well as Intern Caitlyn Hurley for the outstanding work. Both Ben and Caitlyn demonstrated incredible team effort, were terrific and caring individuals, and will go far in their careers and in life.
 2. **Commission By-Laws:** none
 3. **Budget:** Monthly Budget Report – **Attachment #3**
 4. **Grants Management** –
 - a) **2021 EMPG** – received \$39,000.
 - b) **2021 EMPG Supplemental** –Received \$39,000
 - c) **Coronavirus Relief Funds (Cares Act Funding)** – CAD to CAD (\$4.9M)
- B. **Hazard Identification, Risk and Capability Assessment** –
- C. **Resource Management**
1. **Resource Typing** – completed for 2022.
 2. **EOC A/V Upgrade Project Surplus Equipment** - Director discussed a concept that may be used to distribute decommissioned equipment from the EOC audio/video upgrade project. Surplus items will first be offered to jurisdictions currently serving as an Alternate Countywide EOC, then to Commission jurisdictions countywide, then to other EM Commissions across Iowa. This concept will come back to the Executive Committee for approval at a later date.
- D. **Planning**
1. **Comprehensive Emergency Plan (CEP)** – satisfied planning requirements for 2022
 2. **EMA Strategic Plan** –
 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) **Iowa State Fair** – August 11-21, 2022
 - b) **NCAA Basketball 1st/2nd Rounds** – March 2023
 - c) **Ironman** – June 11, 2023

- E. **Direction, Control, and Coordination** – no new reports
- F. **Damage Assessment** – no new reports
- G. **Communications and Warning**
 - 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** – PSAP Advisory Committee accepted request to continue as primary distribution point. 911 Coordinator is currently working through policy and procedure drafts prior to going live later this year.
 - 3. **Metro Interoperability Committee** – after reviewing tasks given upon formation, this group has been refocused on the following three areas:
 - 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
 - e) **DART** – requested permission to program EMA talk group into radios
 - 4. **Outdoor Warning Sirens** –
 - a) **Monthly System Testing** – Unchanged - “Go/NoGo” coordination prior to monthly test
 - 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** – This remains a priority and will be re-addressed with other competing priorities. 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.
- I. **Training**
 - 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) **July Lunch and Learn** – July 26 – Attendees: 75
- J. **Exercises** –
 - 1. **Comprehensive Exercise Program** – currently preparing draft. Stakeholder survey distributed. Results will help guide upcoming exercise offerings.
 - 2. **LODD Workshop** – locations across Iowa identified and registration has begun. See Dutch Geisinger for additional information.

K. Public Education, Outreach and Information –

1. **National Night Out** – PCSO Invite – Kids Go Kit Relay Race – Aug 2

L. Homeland Security – no new reports

IX. Open Discussion –

X. Upcoming Meetings:	<u>Full Commission Meetings</u>	<u>Executive Committee Meetings</u>
	November 16 at 1400 hours	September 13 at 0730 hours
		November 8 at 0730 hours
		December 13 at 0730 hours

I. Adjourn –



Attachment #1

Polk County Emergency Management Duty Officer Training Program

Federal Fiscal Year 2021-2022

Polk County Emergency Management Agency (PCEMA) places value on ensuring staff are prepared and are trained on current practices, and remain relevant within a very rapidly changing and formalized discipline. This report describes the baseline and emergency management specific training requirements set forth by Iowa Code for emergency management agencies, and PCEMA's plans for and documents completed emergency management specific training for PCEMA staff.

Required Baseline Training

Iowa Code 605-7.4(4) requires each county's EMA staff who utilize Homeland Security Grant Program (HSGP) funding to complete a series of baseline courses (the complete list can be found here: <https://hsemdtraining.iowa.gov/Requirements>). Once the baseline courses are completed, there is not an annual requirement to retake them. All Duty Officers have completed the baseline courses.

Emergency Management Specific Training

An additional required 24 hours of emergency management specific training are considered "electives" and are at the discretion of the county to determine training needs. The 24 hours must be approved by the County Emergency Management Commission and verified once completed.

All of the PCEMA Duty Officers instruct various classes and is a way we continue to build our professional development. However, State Homeland Security and Emergency Management does not allow credit of course completion as an instructor, which PCEMA does on a very frequent basis. PCEMA does not currently have a budget line item for training, which makes us reliant upon the no-cost courses offered through Iowa Homeland Security, FEMA's National Emergency Training Center (online or on campus), other FEMA Consortium partners, or by our own personal investment. While technical skills are important, broadening our "softskills" enhances and complements our technical skills, which are woven into our regularly scheduled staff meetings.

The emergency management specific courses (electives) that have been completed or are planned to be completed by the end of the federal fiscal year are listed in the table included with this document.

FFY 2021-2022 Training Plan

Emergency Management Specific Training (12 HOURS)	Mumm	Geisinger	Sesker	Stufflebeam
G364 Multi-Hazard Emergency Planning for Schools				
MGT346 EOC Operations and Planning for All-Hazards Events			16	16
L0146 Homeland Security Exercise and Evaluation Program				
IS247B - IPAWS for Alert Originators	2	2	2	2
E0237 - Planning Process Theory and Application			40	
IS-366A - Planning for the Needs of Children in Disasters	6	6		
HSEMD Conference		7	10	10
Total EM-Specific Training Completed	8	15	68	28
Commission Approved Training (12 HOURS)				
Lunch and Learns				
February – Win/Win: How to Partner with the Media to Get Your Message Out	1		1	
March – Damage Assessments: No Truth Like Ground Truth	1	1	1	
April – Search and Rescue Dogs	1	1	1	1
May – CISM and Mental Health Programs	1	1		1
June – Special/Planned Event Planning	1	1	1	
July – Active Threat Preparedness	1		1	
*August – Active Threat Preparedness - Recovery	1		1	1
*September – Emergency Sheltering	1	1	1	1
Active Shooter Preparedness - CISA			2	
Storm Spotter	4	4		4
IAEM Conference - Kansas City - July 21	8			
E0238 - Planning Integration and Contemporary Issues			40	
Total Commission Approved Training	20	9	49	8
Total Training Hours	28	24	117	36

**pending completion*



August 17, 2022

TO: HSEMD training team

FROM: Chief John TeKippe, Polk County Emergency Management Commission Chair

RE: 24 hour annual training

As identified under Iowa Administrative Code Chapter 7.4(4)c "Local Emergency Management" said person must complete annually, per federal fiscal year, a minimum of 24 hours of continuing education training.

The Polk County Emergency Management Commission verifies that Polk County Emergency Management staff have completed their 24 hours of continuing education hours from the timeline of October 1, 2021, through September 30, 2022.

Please see the attached spreadsheet for courses completed and/or scheduled, and the associated hours awarded for each staff member.

Sincerely,

Chief John TeKippe

Polk County EM Commission Chairperson



Attachment #2

Alert Iowa User Agreement

This User Agreement (“Agreement”) is between the State of Iowa, Iowa Department of Homeland Security and Emergency Management (“HSEMD”) and _____, the authorized Alert Iowa User (“User”).

Recitals

1. The Alert Iowa messaging system, created and maintained by Rave Mobile Safety, is used to provide timely notification to the public when an emergency situation is happening, or likely to happen, that poses a threat to life and property and requires, or will likely require, the public to take immediate action.
2. During the use of Alert Iowa, User may be exposed to information deemed confidential under Iowa Code chapter 22, including, but not limited to, email addresses, phone numbers and personally identifiable information about individuals and Rave Mobile Safety system components. Additionally, User may be exposed to information, the release or dissemination of which is prohibited by federal or state constitutional or statutory law.
3. The form of this confidential and privileged information includes, but is not limited to: Rave Mobile Safety system, system data, files, records, contract data, analysis, memos, meeting content, and conversations.
4. HSEMD desires to grant User access to Alert Iowa on the condition that User agrees to maintain such information in confidence and agrees not to disseminate such information. User desires to be an authorized user of Alert Iowa, subject to the following terms and conditions.

Terms and Conditions

5. User hereby consents to the following terms and conditions of this Agreement in consideration of HSEMD granting User conditional and limited access to Alert Iowa, User acknowledges that completion of operational plan and procedure that is approved by HSEMD is a necessary prerequisite to accessing and using Alert Iowa.
6. User agrees to only access or attempt to access the Alert Iowa system for which User is granted conditional access authorization. User further agrees to only access system in connection with incidents for which User possesses a professional responsibility.

7. User agrees not to disclose or extract confidential data or system information which could adversely affect the interest of the State of Iowa, HSEMD, the privacy to which individuals are entitled, or Rave Mobile Safety, unless required under Iowa Code Chapter 22 or Federal law.

8. User agrees not to use, release, allow access to, or disseminate any confidential data or system information in any form whatsoever to any person or entity other than to other authorized users without written authorization from HSEMD director, unless required under Iowa Code Chapter 22 or Federal law. NOTE: A User providing services under a contractual relationship or working for a non-governmental entity shall not share confidential information or system data with his or her company/organization or with any other non-governmental individual, corporation, business, or organization without HSEMD written approval.

9. User agrees to protect confidential data and system information in accordance with applicable laws and regulations governing the confidentiality of public records. If User becomes aware of any improper use, extract, release, or disclosure of confidential data or system information, User agrees to advise HSEMD immediately.

10. If User possesses authorization access to Alert Iowa in the course of his or her duties as a contractor or non-governmental personnel, User agrees to provide a copy of this Agreement to his or her employer.

11. User agrees and recognizes that any unauthorized use, release, or dissemination of confidential data or system information or other violation of any term of this Agreement may result in HSEMD's removal of User's authorized Alert Iowa access, in addition to any other remedy available to HSEMD.

Signed:_____

Date:_____



Attachment #3

For Budget Fiscal Year 22/23

Fund 00351 - 00351

As of 7/31/2022

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	555,085.00	.00	42,803.15	42,803.15	512,281.85	42,803.15	7.71
71100		EMPLOYEE INSURANCE	01	56,379.00	.00	4,549.40	4,549.40	51,829.60	4,549.40	8.07
71110		IPERS	01	52,399.00	.00	4,040.62	4,040.62	48,358.38	4,040.62	7.71
71120		FICA	01	52,399.00	.00	3,159.28	3,159.28	49,239.72	3,159.28	6.03
71260		DEFERRED COMP MATCH	01	13,950.00	.00	1,200.00	1,200.00	12,750.00	1,200.00	8.60
		PERSONAL SERVICES		730,212.00	.00	55,752.45	55,752.45	674,459.55	55,752.45	7.64
72300		MOTOR VEHICLE FUEL	02	2,000.00	.00	.00	.00	2,000.00	.00	.00
72310		M. V. LUB/PARTS/SUPP	02	1,000.00	.00	.00	.00	1,000.00	.00	.00
72400		OFFICE SUPPLIES (OUTSIDE)	02	3,000.00	.00	67.10	67.10	2,932.90	67.10	2.24
72550		UNIFORM AND WEARING APPAREL	02	1,500.00	.00	.00	.00	1,500.00	.00	.00
		SUPPLIES		7,500.00	.00	67.10	67.10	7,432.90	67.10	.89
76000		OFF PUBLICATIONS / LGL NOTICES	06	130.00	.00	.00	.00	130.00	.00	.00
76060		PRINT SHOP SERVICES	06	50.00	.00	.00	.00	50.00	.00	.00
76120		POSTAGE	06	35.00	.00	.00	.00	35.00	.00	.00
76130		TELEPHONE	06	1,000.00	.00	74.99	74.99	925.01	74.99	7.50
76170		RADIO SERVICES	06	2,200.00	.00	383.52	383.52	1,816.48	383.52	17.43
76190		CELLULAR TELEPHONES	06	2,800.00	.00	558.32	558.32	2,241.68	558.32	19.94
76205		INTERNAL TELEPHONE CHRGS	06	7,500.00	.00	.00	.00	7,500.00	.00	.00
76700		R & M - SERVICES	06	100.00	.00	.00	.00	100.00	.00	.00
76710		R & M - MOTOR VEHICLES	06	1,575.00	.00	.00	.00	1,575.00	.00	.00
76730		MAINTENANCE AGREEMENTS	06	17,000.00	.00	7,556.68	7,556.68	9,443.32	7,556.68	44.45
76860		LEASE / RENTALS	06	2,800.00	.00	.00	.00	2,800.00	.00	.00
76940		INSURANCE	06	18,000.00	.00	18,470.34	18,470.34	470.34-	18,470.34	102.61
77100		DUES AND MEMBERSHIP	06	700.00	.00	.00	.00	700.00	.00	.00
77120		HAZMAT EXPENSE	06	265,000.00	.00	.00	.00	265,000.00	.00	.00
77170		TRAVEL/TRNG/EDUC	06	5,000.00	.00	306.43	306.43	4,693.57	306.43	6.13
77190		MISCELLANEOUS OTHER SERVICES	06	295.00	.00	.00	.00	295.00	.00	.00
77330		MEETINGS	06	400.00	.00	.00	.00	400.00	.00	.00
77440		GRANT EXPENSE	06	1,200.00	.00	.00	.00	1,200.00	.00	.00
		OTH SVCS & CHGS		325,785.00	.00	27,350.28	27,350.28	298,434.72	27,350.28	8.40
		EMERGENCY MANAGEMENT		1,063,497.00	.00	83,169.83	83,169.83	980,327.17	83,169.83	7.82

Fund 00351 - 00351
Agency 099 NONDEPARTMENTAL/NON-BUDGET
Orgn 1211 EMERGENCY MGMT - CARES ACT (Budget Period: 12)

Object	SubObj	Account Description	Catg.	Total Approp	Amts Committed	MTD Activity	Expended YTD	Expended Remaining	Expnd/Committed YTD	Expended %
		OTH SVCS & CHGS								
		NONDEPARTMENTAL/NON-BUDGET		1,063,497.00	.00	83,169.83	83,169.83	980,327.17	83,169.83	7.82
		Grand Total(s)		1,063,497.00	.00	83,169.83	83,169.83	980,327.17	83,169.83	7.82