



MINUTES

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:28-AUG-2022

- I. Call to Order – at 1400 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*	☒ Grimes	☒ Polk County BOS	☒ West Des Moines
☒ Bondurant	☒ Johnston*	☒ Polk County	☒ Windsor Heights*
☐ Clive	☐ Mitchellville	☒ Sheriff* (VC)	
 - B. Staff – Mumm, Nordmeyer, Sesker
 - C. Guests/Public – none
- III. Approval of Agenda – Commission Action: Motion by Windsor Heights, seconded by Ankeny to approve the agenda as presented and the previous meeting minutes as distributed. The Motion passed unanimously.
- IV. Approval of Previous Meeting Minutes–18-MAY-2022 (Distributed 19-MAY-22) Commission Action: see item III above.
- 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 Commission Action: Motion by Bondurant, seconded by West Des Moines to approve the training plan as submitted. Motion passed unanimously. Chairperson TeKippe to sign the cover letter.

- 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 Commission Action:** Motion by Windsor Heights, seconded by Grimes to approve agreement and authorize Chairperson to sign the agreement. Motion passed unanimously.
- 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)** **Commission Action:** Motion by Grimes, seconded by Ankeny to approve the ESF #6 as presented. Motion passed unanimously
- VII. **Old Business** – None
- VIII. **Reports** – Mumm dispensed with the following report to the commission members.
- 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 Active Threat Preparedness – 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 — **none**

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 – at 1426 by Chairperson TeKippe without objection.**