



MINUTES

Polk County Emergency Management Commission

Full Commission

Meeting Date/Time:
TUE 16-AUG-2023
1400 Hours

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

Virtual Option Available –
See page 2 for registration.

Distributed on: 20-AUG-23

In-person attendance is preferred. If unable to attend in person a virtual option is available by registering here: <https://us06web.zoom.us/meeting/register/tZAsdemrrT8pH9SRNdHo8jKhZ3vqd2kS1w5Y>

- I. **Call to Order – at 1401 by Acting Chairperson Clark**
- 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	☐ Grimes	☐ Polk County BOS	☐ West Des Moines*
☐ Bondurant	☐ Johnston*	☐ Polk County	☐ Windsor Heights
☐ Clive	☐ Mitchellville	☐ Sheriff* (VC)	
 - B. **Staff** Mumm, Geisinger, Nordmeyer, Bearden, Stufflebeam, McIntyre
 - C. **Guests/Public** - Cassie Hentzel and Michele Bischof
- III. **Approval of Agenda – Commission Action:** Motion by Pleasant Hill, seconded by Bondurant to approve the agenda as presented. Motion passed unanimously.
- IV. **Approval of Previous Meeting Minutes– 17-May-2023** (draft minutes distributed 22-May-2023)
Commission Action: Motion by Ankeny, seconded by Johnston to approve the previous meeting minutes as distributed. Motion passed unanimously.
- V. **Programs, Presentations, Invited Guests or Speakers – none scheduled**
- VI. **New Business and Action Items**
 - A. **Consideration for approval Emergency Support Function #2: Communications –** ESF#2 has been reviewed by subject matter experts as well as wider stakeholders. Their comments have been integrated therein and the annex is recommended for adoption. Attachment to email.
Commission Action: Motion by Ankeny seconded by Pleasant Hill to approve the proposed ESF #2 Communications as presented. Motion passed unanimously
 - B. **Consideration for approval Emergency Support Function #10: Hazardous Materials -** ESF#10 has been reviewed by subject matter experts as well as wider stakeholders. Their comments have been integrated therein and the annex is recommended for adoption. Attachment to email. **Commission Action:** Motion by Bondurant seconded by Ankeny to approve the proposed ESF #10 Hazardous Materials as presented. Motion passed unanimously
 - C. **Consideration for approval Emergency Support Function #13: Law Enforcement & Security –** ESF#13 has been reviewed by subject matter experts as well as wider stakeholders. Their comments have been integrated therein and the annex is recommended for adoption. Attachment to email. **Commission Action:** Motion by Johnston seconded by Urbandale to

approve the proposed ESF #13 Law Enforcement & Security as presented. Motion passed unanimously

VII. Old Business –

- A. CAD to CAD Project – Commission oversight of “Authority” – Attachment #1. Executive Committee Action: Approved 4-1 the following motion regarding the Intergovernmental Agreement Forming and Empowering the Central Iowa Public Safety Communications Technology Authority (the IGA): *The EM Commission’s Executive Committee recommends that the Full Emergency Management Commission approve the development of a Central Iowa Public Safety Communications Technology Authority workgroup following the structure and providing the functions outlined in the draft IGA. It is anticipated that the working group will continue progress of the CAD-to-CAD project as well as formulation of future recommendations regarding approval of the IGA, funding solutions, etc., for consideration by the full Commission.* **Commission Action**: Motion by Johnston seconded by Pleasant Hill to approve the recommendation from Executive Committee. Motion passed unanimously.

VIII. Reports and Discussion – Mumm dispensed with the following report to the commission members

A. Administration and Finance

1. Staff/Personnel:

- a) **Resiliency Coordinator** – 24 applications received, 8 initial interviews conducted, 3 finalists selected for second interview, 1 finalist withdrew prior to interview, 2 finalist interviews conducted on 9-August.

2. Commission By-Laws:

3. Budget:

- a) **Monthly Budget Report** – Attachment #2
b) **28E Agreement Local Resolutions** – updated agreement signatures received and filed with Polk County Recorder’s Office.

4. Grants Management –

- a) **EMPG** – received \$39,000 used for personnel expenses.
b) **Coronavirus Relief Funds (Cares Act Funding)** – CAD to CAD (\$4.9M)
c) **Iowa Events Center** - NOI accepted by HSEMD for \$780K application for security equipment submitted by EMA on behalf of Iowa Events Center. Preliminary award notification of \$380K received pending final approval by state and federal authorities.
d) **Mitigation Planning** – Application submitted for countywide hazard mitigation planning grant. Selected contractor. Kickoff meeting being scheduled for September.

B. Hazard Identification, Risk and Capability Assessment –

1. **Updated HARA** - expected to be part of scope of work for Mitigation Planning updates in 2023-2024

C. Resource Management

1. **Resource Typing** – 2023 process considered closed. 2024 process to begin in February 2024.

D. Planning

1. **Comprehensive Emergency Plan (CEP)** – Covered under New Business.
2. **EMA Strategic Plan** – Director and Deputy Director currently inventorying programs and projects for prioritization.
3. **Multi-jurisdictional Hazard Mitigation Plan** – Kickoff meeting scheduled for September. Due date for approved plan is July 2024.
4. **Active Threat Working Group** – Training and exercises continue in various forms and locations. EMA will reconvene a small working group among CIEMSD, PCFCA, PLEXA and Communications organizations to discuss potential next steps.
5. **Planned Events** –
 - a) **RAGBRAI** – July 22-29, 2023; completed. AAR on 4-Aug-2023.
 - b) **Iowa State Fair** – August 10-20, 2023

E. Direction, Control, and Coordination – none**F. Damage Assessment** – none**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. No immediate action expected.
 - b) **Fiscal Agent** – Transfer of responsibility from PCSO to EMA is pending financial procedures review to identify a financial starting point. The plan is for policy adoption and initiation of responsibilities in 2023. Polk County Board of Supervisors signed contract with Forvis for independent financial procedures review.
 - c) **CAD to CAD Project** – Covered under Old Business.
2. **PSAP Advisory Committee** –
 - a) **Alert Iowa**–maintaining status.
3. **Metro Interoperability Committee** –
 - a) **MICS review** – MICS in the process of decommissioning. Michele Bischof recommended language to be changed to "downsizing" and not "decommissioning."
 - b) **Regional Interoperable Communications Plan (RICP)** committee will re-engage on this topic as defined by new direction of 911 Service Board.
 - c) **Update ATWG ConOps Comms Plan**
 - d) **Planned Events Interoperable Communications Planning** – Ironman, RAGBRAI, and Iowa State Fair
4. **Outdoor Warning Sirens** –
 - a) **Monthly System Testing** – Unchanged - "Go/NoGo" coordination prior to monthly test
 - b) **Long-Term Sustainment of Countywide Siren System**– discussion deferred to mitigation planning updates
 - c) **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** – on hold, pending other priorities.

- I. Training –
 - 1. Comprehensive Training Program – under development
 - 2. Offerings: see Polk Co EMA web site for more information
 - 3. Lunch and Learn: plan to resume sessions in September
 - J. Exercises –
 - 1. Comprehensive Exercise Program – under development
 - K. Public Education, Outreach and Information –
 - 1. Unity Point Hospice – August 1, 2023
 - 2. EMC Insurance Conference – October 31, 2023
 - L. Homeland Security – None
- IX. Open Discussion —None
- X. Upcoming Meetings:
- 2023 Full Commission Meetings: Start Time 2:00 pm
- | | |
|------------------------|-------------|
| February 15 | August 16 |
| May 17 | November 15 |
- 2023 Executive Committee Meetings: Start Time 7:30 am
- | | |
|-----------------------|---------------------|
| January 10 | June 13 |
| February 7 | August 8 |
| March 14 | September 12 |
| April 11 | November 7 |
| May 9 | December 12 |
- XI. Adjourn – at 1430 by Acting Chairperson Clark. No objections.

Full Name	Category	Location	Agency/Organization
A.J. Mumm	Full Commission Meeting	EOC	PCEMA
Craig Alan Leu	Full Commission Meeting	EOC	West Des Moines Fire Department
David ness	Full Commission Meeting	EOC	Des Moines Police Department
Ryan Hall	Full Commission Meeting	EOC	West Des Moines Fire Department
Mike Cardwell	Full Commission Meeting	EOC	Urbandale FD
R. Vance Swisher	Full Commission Meeting	EOC	Ankeny Fire Department
Logan Carpenter	Full Commission Meeting	EOC	City of Alleman
Shari Buehler	Full Commission Meeting	EOC	City of Alleman
Brett McIntyre	Full Commission Meeting	EOC	Polk County Emergency Management Agency
Len Murray	Full Commission Meeting	EOC	City of Pleasant Hill
Aaron Kreuder	Full Commission Meeting	EOC	Bondurant Emergency Services
Michele Bischof	Full Commission Meeting	EOC	City of Des Moines Fire
Jim Clark	Full Commission Meeting	EOC	JGMFD
Tracey L Bearden	Full Commission Meeting	EOC	PCEMA
Cameron Stufflebeam	Full Commission Meeting	EOC	PCEMA
Dutch Geisinger	Full Commission Meeting	EOC	Polk county emergency management
Cassi Hentzel	Full Commission Meeting	EOC	Ema
Patty Nordmeyer	Full Commission Meeting	EOC	Polk County EMA
Rick Roe	Full Commission Meeting	Zoom	Clive
Mike Jones	Full Commission Meeting	Zoom	Windsor Heights