



AGENDA

Polk County
Emergency
Management
Commission

Executive Committee

Meeting Date/Time:
TUE 13-AUG-2024
0730 Hours

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

Distributed on: 6-AUG-24

- I. Call to Order –
- 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 (zoom) ☐ 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– 15-MAY-2024 (draft minutes distributed 16-MAY-2024)
- V. Programs, Presentations, Invited Guests or Speakers - None
- 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. **Staff Recommendation:** Adoption by the Commission at the August 21st meeting. – Attachment #1
 - 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. **Staff Recommendation:** Adoption by the Commission at their August 21st meeting. – Attachment #2
 - 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. **Staff Recommendation:** Adoption by the Commission at their August 21st meeting. – Attachment #3
- VII. Old Business – None
- VIII. Reports and Discussion –
 - 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 4
- 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** –
 - (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** –
 - 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** – October
- 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**
- L. **Homeland Security –**
- IX. **Open Discussion –**
- X. **Upcoming Meetings:**
 - A. **2024 Full Commission Meetings: Start Time 2:00 pm**

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

January 9	March 12	May 7	September 10
February 13	April 9	June 11	November 12
		August 13	December 10
- XI. **Adjourn –**