



AGENDA

Polk County
Emergency
Management
Commission

Full Commission

Meeting Date/Time:
WED 19-MAY-2021
1400 Hours

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

Distributed on: 12-MAY-2021

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* | ☐ 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– 17-FEB-2021 (Distributed 23-FEB-2021)

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

VI. New Business and Action Items –

A. Election of Officers (Commission By-Laws, Article IX, Sections 2 and 3)

Officers: The Commission shall elect each year from its membership, which may include alternate members, a Chair and Vice-Chair to serve for a period of one (1) year. Officer elections shall be held annually in the fourth quarter of the fiscal year. The one (1) year term shall begin on the first day of July following the election. If the Chair is unable to serve in his/her capacity, the Vice-Chair shall be first in line of succession followed by Executive Committee members in order of tenure until elections are held according to this section of the by-laws.

Executive Committee: 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.

The **Nominating Committee** (Clark, Clack, and McCluskey) confirmed continuing interest to serve from current Chair (TeKippe) and current Vice-Chair (Schneider) and presents them as the slate of officer candidates for the upcoming fiscal year. Nominations are also invited from the floor.

B. ESF#10 – Hazardous Materials – ESF#10 is required to be reviewed and approved annually according to state and federal regulations. ESF #10 has been reviewed by stakeholders, edits have been made and is presented to the Commission for approval. Edits included administrative updates, reformatting and reorganizing, but no substantive changes from the

previously adopted version. **Executive Committee Recommendation:** Motion by Johnston, seconded by Ankeny to recommend approval and adoption by the Commission as submitted. Motion passed unanimously. **Attachment #1.**

- C. **Consideration of MOU for Disaster Recovery/Resiliency Coordinator** – Discussion underway between Polk County BOS, Polk County EMA, United Way of Central Iowa and the Disaster Recovery Fund (Community Foundation of Greater DSM) to execute a MOU for position sharing to focus 10 hrs/week on Resiliency Building and Disaster Recovery. **Executive Committee Recommendation:** Motion by Windsor Height, seconded by Johnston to approve and execute the MOU as presented. Motion passed unanimously. **Attachment #2.**

VII. **Old Business –**

VIII. **Reports-**

A. **Administration and Finance**

1. **Staff/Personnel:**

- a) Iowa Emergency Management Association – Emergency Management Program of the Year recipient **Attachment #3**

2. **Commission By-Laws:**

3. **Budget:**

- a) **28E Agreement for Administration of EMA Program** – all jurisdictional payments received for current year
b) **Monthly Budget Report** – **Attachment #4**

4. **Grants Management –**

- a) **2020 Hazardous Materials Emergency Preparedness (HMEP)** - commodity flow study contract currently being executed
b) **2021 EMPG** – application submitted. Expect to receive \$39,000.

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.
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) **Dew Tour Des Moines** – May 17-23, 2021
 - b) **Principal Charity Classic** – June 4-6, 2021
 - c) **Ironman** – June 20, 2021 – parallel planning is occurring to develop Event Action Plan and a TTX/Workshop to enhance competencies of those with assignments in the EAP
 - d) **Iowa State Fair** – August 12-22, 2021
 - e) **EMC Dam to DSM** – August 28, 2021
 - f) **NCAA Basketball 1st/2nd Rounds** – March 2023
- E. **Direction, Control, and Coordination** –
 1. **Incident Action Plan Software Tool:** under review by staff
- F. **Damage Assessment** – no new reports
- G. **Communications and Warning**
 1. **911 Service Board Updates** –
 - a) **Service Plan and Strategic Plan Updates** – Strategic Plan on agenda for 4/14; service plan on agenda for 5/19
 - b) **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) **Interop Workshops** – will continue in some shape or form to explore use of regional and subregional talkgroups for exercises, planned events and possibly for regular interoperability purposes.
 - b) **CAD to CAD Interoperability** – Interop Committee exploring a CAD-to-CAD interoperability solution. Committee representatives will present a draft of the proposal to the 911 Service Board and the EM Commission.
 - c) **Tactical Interoperable Communications Plan (TICP) and Field Operations Guide (FOG) for Communications:** meeting on 4/1 resulted in agreement to use Regional and Sub-Regional ISICS talkgroups for all planned events and exercises as a beta test. Discussion centered around the definition of interoperability being inter-agency and inter-jurisdictional. EMA Director encouraged everyone to think beyond PSAP boundaries. General agreement to build FOG around the Unified Concept of Interoperability and use of Regional/Sub-Regional talkgroups.
 3. **Outdoor Warning Sirens** –
 - a) **Monthly System Testing** - Coordination among local PSAPs occurring to align winter testing occurrence. "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 – TBD**
- J. **Exercises –**
 - 1. **LODD Workshop** – phase I completed, phase II in February 2021
 - 2. **IronMan TTX** – pre-event May 2021
 - 3. **Airport Triennial TTX** (date TBD) **and 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:**

<u>Full Commission Meetings</u> Aug. 18, 2021 @ 1400 hrs Nov. 17, 2021 @ 1400 hrs	<u>Executive Committee Meetings</u> June 8, 2021 @ 0730 hrs (pending) Aug. 10, 2021 @ 0730 hrs Sept. 7, 2021 @ 0730 hrs Nov. 9, 2021 @ 0730 hrs Dec. 7, 2021 @ 0730 hrs
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- XI. **Adjourn**



Attachment #1



ESF #10

Hazardous Materials Annex

Comprehensive Emergency Plan

Polk County Emergency
Management Commission

1907 Carpenter Avenue
Des Moines, Iowa 50314

Ph. 515.286.2107
www.polkcountyiowa.gov

May 2021

STATEMENT OF ADOPTION

Emergency Support Function #10: Hazardous Materials Annex is hereby adopted by the Polk County Emergency Management Commission.

Adopted this 19th day of May 2021.

John TeKippe, Chairperson
Polk County Emergency Management Commission

A.J. Mumm, Director
Polk County Emergency Management Agency

LOCAL USERS AND STAKEHOLDERS:

Polk County Emergency Management
Local Jurisdiction Fire Departments
Des Moines Fire Department Hazardous Materials Team
Local Jurisdiction Police Departments
Des Moines Bomb Squad
Polk County Local Emergency Planning Committee (LEPC)
Polk County Health Department Iowa Department of Public Health

STATE USERS AND STAKEHOLDERS:

University of Iowa Hygienic Lab
71st Civil Support Team (CST)
State Fire Marshal's Office
Iowa Department of Public Health Radiological Response Team
Iowa Homeland Security & Emergency Management
Iowa Bomb Squad Task Force
Iowa Weapons of Mass Destruction (WMD) Hazmat Team
Iowa Special Weapons and Tactics (SWAT) Task Force
States Environmental Protection Agency
Iowa Department of Transportation

FEDERAL USERS AND STAKEHOLDERS:

Federal Law Enforcement Agencies Department of Energy
United States Environmental Protection Agency

I. Concept of Operations

Emergency Support Function (ESF) #10: Hazardous Materials, outlines life-sustainment and mitigation efforts for areas impacted by potential or actual emergencies and/or disasters. This plan addresses hazardous materials incidents in fixed facilities, transportation accidents (including pipelines) container failures, and the intentional release of hazardous materials. This plan also encompasses response for Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) incidents which have the ability to create mass casualties as well as a mass disruption of society.

CBRNE Protocols have been developed with Iowa Homeland Security and Emergency Management Agency. The potential threat of an intentional or accidental CBRNE incident requires consideration of; unique resources, needs, population, and geography for an effective response. (NFPA 472)

Expected Outcomes:

- Prevention of Hazardous Materials incidents
- Detection and classification of hazardous materials
- Containment
- Develop and implement mitigation plans
- Clean up following incidents
- Conduct Training and exercises for response agencies
- Decontamination of people and property
- Education and outreach to stakeholders and citizens
- Ensure opportunity for cost recovery following disaster through detail tracking and data collection

II. Scope

This plan addresses hazardous materials incidents in fixed facilities, transportation accidents (including pipelines) involving the release of hazardous materials, failures to securely maintain hazardous materials, and the intentional release of hazardous materials through nefarious acts.

III. Assumptions and Planning Factors

- A. Polk County has multiple high traffic transportation routes and fixed facilities that manufacture, process, or store hazardous materials which present a risk of unintentional release of hazardous materials
- B. The location of fixed facilities which produce, process, or store significant quantities of hazardous chemicals will be known through Tier II reporting procedures and mapping of these facilities will be maintained by Polk County Emergency Management with assistance from the Polk County GIS Analyst, and the Iowa Department of Natural Resources
- C. All public and private agencies involved in the use, storage, and/or transport of hazardous materials substances shall cooperate fully with local governments in preparing for and responding to hazardous materials incidents
- D. The identity of hazardous substances may be initially unknown
- E. The identification of a hazardous materials situation may involve the general public and individuals that have limited or no hazardous materials training which may endanger their health and safety. Initial reports of an incident may not accurately reflect the full extent of the situation. For safety, the worst situation must be assumed and an objective on-scene evaluation and assessment must be made as soon as possible
- F. The amount of warning time available to react to a hazardous material release prior to it creating significant harm to life may be very short
- G. The area impacted by a hazardous materials incident could be very large
- H. Emergency response agencies such as law enforcement, fire departments, and emergency medical providers should be considered as primary responders to a hazardous materials incident
- I. Any response to a hazardous materials incident will need to balance speed of response, safety of responders, and the need to protect life
- J. Emergency response personnel in Polk County shall be trained to the Hazardous Materials Awareness level at a minimum (recommended Hazardous Materials Operations level) and emergency response vehicles shall be equipped with emergency response guidebooks
- K. Emergency response personnel should always assume the material(s) involved are dangerous, even in small quantities and take appropriate protective action
- L. Des Moines area hospitals maintain hospital-based, first receiver decontamination capabilities for purposes of primary or secondary decontamination of victims that may self-present to the hospital Emergency Department individually or arrive through an organized EMS response
- M. The location of fixed facilities which produce, process, or store radiological materials will be maintained by the Iowa Department of Public Health Bureau of Radiological Health
- N. In the event of a radiological incident, the lead agency will be the Iowa Department of Public Health and their radiological response team

- O. Law enforcement, fire, and EMS agencies in Polk County have been provided radiological detection equipment by Polk County Emergency Management and these agencies will be able to assist in the detection and reporting of a radiological event when requested
- P. There are entities within Polk County that could be the target of an intentional terrorist attack utilizing hazardous materials and/or CBRNE agents
- Q. The hazardous materials situation may have been created by criminal or terrorist activity. This may present additional risk to first responders and require them to treat the site as a potential crime scene
- R. The Des Moines Fire Department is the only department in Polk County with a Hazardous Materials Team that has the capability to perform hazardous material response at the Technician Level as defined by Section 1910.120(q)(6)(iii)
- S. Some facilities that manufacture, store, or use hazardous materials may have trained personnel on site that can perform hazardous material response beyond Operations Level as defined by Section 1910.120(q)(6)(iii)
- T. Incidents involving actual or suspected hazardous devices, improvised explosive devices, unexploded ordnance, and explosive materials will be handled by the Des Moines Bomb Squad and/or Bomb Technicians from the Iowa State Fire Marshal's Office
- U. Tasked local and state agencies will keep appropriate records in accordance with state law and agency policy and forward copies to the DNR as requested or required by law

IV. Local Jurisdiction Responsibilities

- Read and have a basic understanding of ESF #10 – Hazardous Materials plan
- Know how to initiate ESF #10 – Hazardous Materials plan
- Have a local procedure to contact Polk County Emergency Management to request activation of the Hazardous Materials plan. Be prepared to answer the following questions as completely as possible
 - o Name of requesting agency
 - o Name of the Incident Commander
 - o Telephone number of the Incident Commander
 - o Type of structure or area being evacuated or shelter-in-place (single or multi-family dwelling)
 - o Site specific hazard information (chemical information, initial protective measures taken or needed to be implemented)
 - o Any other pertinent information

V. Available Resources

Polk County Emergency Management has resources available for hazardous materials response. This list is not exhaustive. Please contact Polk County Emergency Management should other resources be needed.

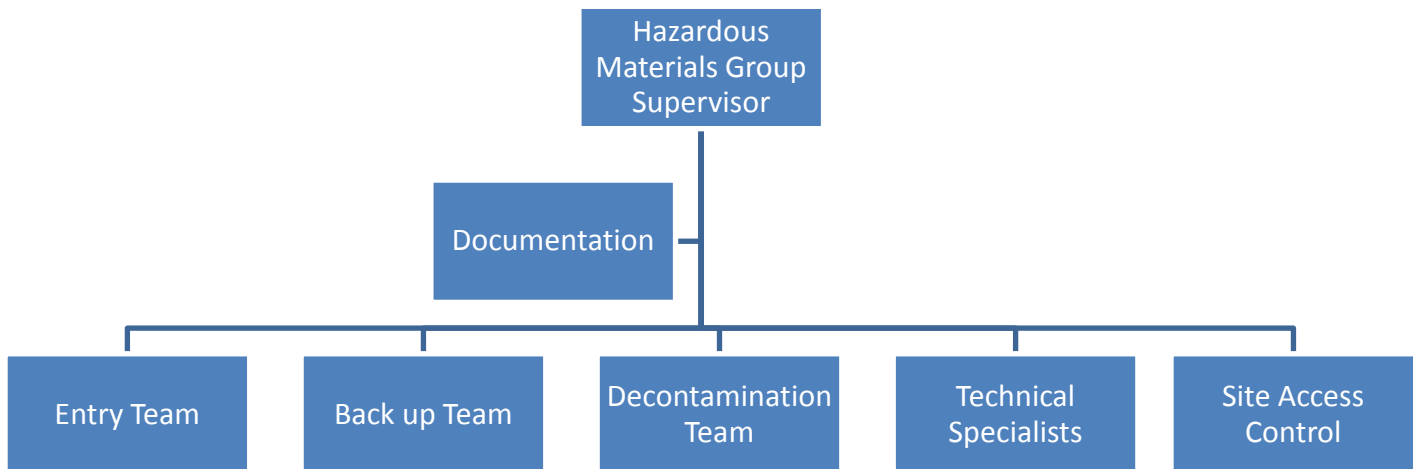
- A. Memorandum of Agreement with Des Moines Fire Department – Hazardous Materials
- B. Additional Resources
 - o CBRN Trailer (mass decontamination support)
 - o Civil Support Team (technical assistance)
 - o CHEMPACK (pre-positioned medical counter-measures for nerve agents)

- o Metro Waste Authority
- o Pipeline and Hazardous Materials Safety Administration 24-hour: (202)740-1978
- o Iowa Department of Transportation Hazardous Materials Specialist: (515)323-4360
- o USEPA Region 7 24-Hour Emergency Reporting Number: (913)281-9901

VI. Organization

The organization of ESF #10 – Hazardous Materials is scalable and can be adjusted based on incident needs, complexity and/or span of control. Outlined below is a fully activated organizational structure for incidents with high complexity.

- A. Hazardous Materials Team Leaders report to the Hazardous Materials Group Supervisor
- B. The Hazardous Materials Group Supervisor reports to the Emergency Services Branch Director
- C. The Emergency Services Branch Director reports to the Operations Section Chief



VII. Operational Overview

The successful implementation of Emergency Support Function (ESF) #10: Hazardous Materials will provide life-sustainment and mitigation to individuals impacted by potential or actual emergencies and/or disasters. Services include:

- Hazardous Materials prevention, training, and exercises.
- Guidance for shelter-in-place, evacuation, and mass decontamination.
- Provision of food, hydration, and personal hygiene items to disaster survivors is referenced in ESF #6 – Mass Care and Human Services.
- Firefighting Support is addressed in ESF #4 – Firefighting.

A. Definition

For the purposes of this plan, hazardous materials (Hazmat) is defined as any material that, because of its quantity, concentration, physical or chemical characteristics, may pose a hazard to human health or the environment. Hazardous materials (Hazmat) include the following categories:

- Explosives (commercial)
- Gases
- Flammable Liquids
- Flammable Solids

- Oxidizers
- Toxic Substances
- Radioactive Materials
- Corrosive Materials
- Miscellaneous Hazardous Materials/Products, Substances, of Organisms
- CBRNE warfare agents
 - o Chemical
 - o Biological
 - o Radiological
 - o Nuclear
 - o Explosive (Improvised Explosive Devices)

B. General

- i. The Polk County Board of Supervisors contracts with the Des Moines Fire Department for the provision of a hazardous materials response capability on behalf of all jurisdictions within the county. The cost associated with the contract maintains the hazardous materials response capability.
- ii. Liability for clean-up and other costs directly related to a hazardous materials response are the responsibility of the person having control over, or answerable for a hazardous substance as detailed in Iowa Administrative Code § 455B.392 “Liability for Cleanup Costs” and Polk County Ordinance Chapter 11 “Payment of Costs Resulting from Hazardous Conditions.”
- iii. The Polk County Emergency Management Agency will be responsible for administrative coordination of emergency response to all hazardous material incidents/accidents with support from any/all of the other Emergency Support Functions that are a part of the Polk County Comprehensive Emergency Plan. All direction and control activities will be in accordance with the Basic Plan and other appropriate annexes.
- iv. Emergency incidents require activation of the Comprehensive Emergency Plan to provide coordination between agencies. This includes agencies within and outside of Polk County.
- v. Support agencies will increase the need for coordination during the emergency. If the local capabilities are over-taxed, support may come from other jurisdictions, state, or federal agencies. The use of tactical resources should be directed from the Incident Command Post (ICP) and supported by the Emergency Operations Center (EOC), depending on the type and seriousness of the incident.

C. Prevention

Meaningful effort and resources should be dedicated to the prevention of unintentional hazardous material releases and those intentional releases which are intended to cause mass destruction and harm. The prevention of a hazardous material incident eliminates potential injury to emergency responders and civilians, business interruption(s), negative economic effects, and adverse environmental impacts. Measures that may be considered to prevent hazardous material incidents include:

- i. Adopt the most current building and fire codes to ensure buildings are appropriately designed to manufacture, store, and use hazardous materials

- ii. Authorities having jurisdiction should complete regular inspections to ensure compliance with adopted building and fire codes
- iii. Implement an employee training program to establish best practices for the handling, storage, and use of chemicals and other hazardous processes
- iv. Maintain an accurate inventory of chemicals and potential hazardous materials; periodically inspecting them for proper containment
- v. Establish and maintain working relationships between businesses, emergency responders, emergency management officials, and other stakeholders and develop emergency operation plans for dealing with hazardous material incident that could occur

D. Training

- i. Emergency response personnel shall receive training pursuant to 29 CFR 1910.120. Training requirements for each emergency service is also mandated by the State of Iowa
- ii. Each Emergency response agency shall maintain training records on emergency personnel
- iii. Each emergency response agency shall ensure that refresher training is attended as required

E. Exercises

Inclusion of methods and schedules for exercising this plan is a requirement of EPCRA

- i. The Polk County LEPC shall be responsible for exercise planning, with assistance and coordination from Polk County Emergency Management Agency
- ii. The Polk County LEPC is responsible for ensuring scheduling, designing, conducting, and evaluating all exercises with assistance and coordination from Polk County Emergency Management Agency
- iii. At a minimum, one (1) tabletop exercise per year will be conducted to evaluate and practice this plan

F. Warning

A hazardous materials incident could require protective measures including shelter-in-place or evacuation. Therefore, a notification and warning capability is established (see ESF #15 – Public Information) to notify the population potentially impacted regarding protective measures such as shelter-in-place or evacuation (see ESF #9 – Search and Rescue). Re-entry into the area will be only after qualified personnel are available to make recommendations based on testing, monitoring, and guidelines explained in ESF #9 – Search and Rescue.

Procedures for notification of persons designated in the emergency plan that a release has occurred is an EPCRA requirement

G. Notification

The jurisdiction's Public Safety Answering Point (PSAP)/911 Center may receive the initial notification of a release of a hazardous material via telephone from the fixed facility,

from a citizen using a phone, a law enforcement officer, or a first responder through radio transmissions. The PSAP will refer to their standard operating guidelines for dispatching appropriate resources as well as coordinating and cooperating with the Incident Commander.

H. Public Notification

Notification of the public that a release has occurred is a requirement of EPCRA and will be coordinated by the Incident Commander utilizing ESF #15 – Public Information.

All possible warning modes should be utilized to notify the affected population as quickly as possible during an incident involving hazardous materials. Whenever possible, the warning should be given on a direct basis. Other methods of notification include:

- Alert Iowa
- CodeRED and other similar products
- Emergency Alert System (EAS)
- Wireless Emergency Alerts (WEA)
- Iowa Department of Transportation Dynamic Message Boards
- United Way 2-1-1
- National Weather Service Alert (NOAA) radios
- postings to applicable governmental websites
- social networking sites
- Amateur Radio networks
- Citizen Band Radio networks
- law enforcement and fire/EMS vehicles, if not already committed to other responsibilities, moving through the affected area utilizing sirens and public address systems can be effective, but personnel intensive.

Consistent messaging about the threat ensures that the public is not presented with conflicting information. Information to be provided to the public includes:

- Why people must evacuate (nature and scope of the event)
- Routes for evacuation for those able to self-evacuate. This should include condition of roads, bridges, freeway overpasses and congestion points
- Assembly point(s) location for mass transportation out of the evacuation zone
- Whether public or private transportation should be used

- What to do if a vehicle breaks down during evacuation
- What people should bring with them
- What people should do or should not do
- How animals, including service animals, will be dealt with

I. Hazardous Analysis Summary

i. Fixed Site

1. Fixed site information is contained in a computer database that is maintained by the Iowa Department of Natural Resources
2. Facility coordinators and the emergency telephone numbers for facilities with Extremely Hazardous Substances (EHS) are identified in the Computer-Aided Management of Emergency Operations (CAMEO) software program.

3. Numerous facilities use chemicals that pose a threat to their own private property and employees. These threats are to be controlled by the facilities concerned and are not addressed in this Emergency Support Function Annex. Most facilities in Polk County have routinely provided Safety Data Sheets (SDS) and Tier 2 forms to the supporting fire departments which are responsible for training the firefighters who would encounter these materials
4. Detection of a release at fixed facilities may be through automated technologies or by human senses. The detection of a release is the responsibility of the fixed facility owners/operators
5. Maps of each facility in Polk County containing Extremely Hazardous Substances (EHS) are included in the appendices of this plan as required by Emergency Planning and Community Right-To-Know Act of 1986 – EPCRA

ii. Transportation Routes

The transportation of hazardous materials within Polk County poses a threat to communities that are located near streets, highways, and/or railroad tracks. Due to their obvious transient nature, the precise location and identification of hazardous materials in advance of an incident cannot be discerned. Thousands of hazardous materials may be transported, most commonly on:

1. Public Thoroughfare (see Surface Transportation Map)

- Highway 141 from I-80/35 North to the Polk County/Dallas County line
- Interstates 80, 35, 80/35, 235
- Highway 65 and 65/69
- Highway 28
- Highway 5
- Highway 6
- Highway 163
- Highway 46 North to Highway 163 and South to Highway 5
- 86th Street in Clive

2. Rail (see Rail Transportation Map)

- Iowa Interstate
- Norfolk and Southern
- Burlington Northern
- Union Pacific

3. Pipelines

- Buckeye Partners, LP
- Kinder Morgan Energy
- MidAmerican Energy
- Northern Natural Gas
- Magellan Pipeline
- Waukeet Municipal Gas
- Oneok NGP
- Flint Hills Resources (formerly Koch Pipeline)

4. Navigable Waterways

- Des Moines River

5. The most potentially hazardous points in the routes are:

- The two points at which I-35/80 and I-235 intersect each other (East and West Mixmaster)
- Highway 46
- I-235 over Union Pacific Yard
- Railroad crossings in the Des Moines Central Business District

J. Personal Protective Measures

i. Evacuation

1. Limited evacuation which demands urgent and immediate action shall be directed and managed by the Incident Commander (See ESF #9 – Evacuation)
2. Evacuations of major scope, which include large populations and extensive relocation and support resources will be coordinated by Polk County Emergency Management Agency (See ESF #9 – Evacuation)
3. When conditions dictate, precautionary measures will be taken to evacuate persons with access and functional needs (See ESF #9 – Evacuation). Inclusion of precautionary evacuations required by EPCRA
4. Coordinated evacuation /reception movement procedures and special contingency planning for primary and alternate evacuation routes are addressed in ESF #1 – Transportation, ESF #3 – Public Works & Engineering, and ESF #9 – Evacuation. Identification of primary and alternate traffic routes is a requirement of EPCRA
5. Hazardous materials emergencies commonly require mutual aid assistance to ensure coordination of evacuation plans in which the release of an extremely hazardous substance places the public at possible risk to exposure in another county, city, or state. Evacuation planning is conducted countywide and coordinated with neighboring jurisdictions to ensure an effective evacuation plan. Coordination with contiguous planning districts for evacuation planning is a requirement of EPCRA

ii. Shelter-in-Place

Sheltering-in-Place is recommended when the projected release does not justify evacuation or when there are risks and threats associated with the movement and evacuation of residents. In many circumstances, effective protection can be found in homes or other facilities.

If sheltering-in-place actions are to be implemented, announcements should be made using measures outlined in ESF #15 – Public Information.

The Incident Commander must decide which actions and recommendations will be implemented. Typical protective actions for shelter-in-place include:

1. Close all doors. Close and lock all windows. Seal gaps under doorways and windows with wet towels or thick tape
2. Set ventilation systems to 100% recirculation. If not possible, turn off system
3. Turn off all heating systems or air conditioners. Some newer heating systems take fresh air from outside the structure to combust fuel. These types of heating systems must be turned off
4. Seal any gaps around window air conditioners, bathroom exhaust fans, range vents, dryer vents
5. Close fireplace dampers
6. Close as many internal doors as possible
7. If explosion is possible, close drapes, curtains and shades over windows. Stay away from windows
8. If you suspect that a gas or vapor has entered the structure you are in, hold a wet cloth over your nose and mouth

iii. Mass Decontamination

The following capabilities exist for the decontamination of large numbers of contaminated persons:

- Local fire departments conducting gross decontamination with the use of fire hoses
- Decontamination tents and equipment provided by the Des Moines Fire Department Hazardous Materials Team
- Decontamination tents and equipment provided in the CBRNE trailer managed by Polk County Emergency Management
- Decontamination tents and equipment provided by Iowa Weapons of Mass Destruction (WMD) Hazmat Teams
- Decontamination trailer and equipment provided by the Des Moines V.A. hospital

Following on-scene gross decontamination, patients will be transported to hospitals following the Multi-Casualty/Patient Incident Plan identified in ESF #8: Public Health & Medical Services.

Any time that decontamination operations are performed, receiving hospitals need to be notified of the following information:

- Type of chemical or hazard exposure
- Decontamination steps taken on scene prior to transport

VIII. Activities, Tasks, and Responsibilities

Most emergency tasks and assignments are covered in various functional annexes of the Polk County Comprehensive Emergency Plan as well as other established policies and procedures under which the governmental units will operate. Because of the unique EPCRA requirements that hazardous materials incidents pose, modification of day-to-day operations, and changes to the normal chain of command may be necessary.

Depending on the seriousness of the hazardous materials incident, governmental agencies in Polk County may have an emergency function in addition to their normal duties. Each agency has the responsibility to develop and maintain its own Standard Operating Guidelines (SOGs).

- Local Emergency Planning Committee (LEPC)

Activities:

The LEPC is designed to provide a forum for emergency management agencies, responders, industry and the public to work together to evaluate, understand and communicate chemical hazards in the community and develop appropriate emergency plans in case of accidental release of these chemicals.

The LEPC membership is appointed by the Iowa Emergency Response Commission (IERC). A list of LEPC members is listed in the appendices of this plan

Tasks:

- Develop and review local hazardous materials plan (ESF #10 – Hazardous Materials)
- Conduct hazard identification and analysis
- Assess local response capabilities
- Coordinate the exercise of ESF #10 – Hazardous Materials to ensure the plan's comprehensiveness
- Hold quarterly meetings to establish short and long range goals mandated by EPCRA Section 303(a)
- Assist in the performance and/or updating of hazard analysis
- Appoint a Community Emergency Coordinator who is charged with responsibility for implementing ESF #10 – Hazardous Materials
- Community Emergency Coordinator

(CEC) Activities:

The Community Emergency Coordinator shall be responsible for implementation of ESF #10 – Hazardous Materials. The CEC for Polk County is the Polk County Emergency Management Director.

Tasks:

Work with the Iowa Department of Homeland Security and Emergency Management, the Iowa Department of Public Health and the Iowa Department of Natural Resources to maintain hazardous materials preparedness programs in Polk County. This include integrating hazardous materials information into the Polk County Comprehensive Emergency Plan

- Fire Departments

Methods and procedures to be followed by fire service personnel in responding to a release of extremely hazardous substance is required by EPCRA. See also ESF #4 – Firefighting.

Activities:

Respond to, investigate, monitor and mitigate actual or suspected hazardous materials incidents within department and individual capabilities/level of training.

Tasks:

- Assume the role of Incident Commander on scene or participate in Unified Command as appropriate
- Implement the Incident Command System (required by EPCRA and by Occupational Safety and Health Administration)
- Determine the severity of the incident and direct response operations regarding:
 - State of incident

- Harmful nature of materials involved
 - Type, conditions, and behavior of the shipping container
 - Conditions (location, time, weather)
 - Spread of hazardous substances after release
 - Potential losses versus control measures available
 - The first unit responding shall:
 - Serve as On-Scene Commander upon arrival
 - Perform initial on-scene assessment
 - Establish an incident command post
 - Take tactical and operational actions regarding fire suppression and other immediate public safety requirements
 - Establish staging areas upwind at highest elevation
 - Coordinate with on-site authorities and the Emergency Operations Center (EOC), if established
 - Decide which public protection actions are appropriate based on the initial phase of the incident
 - Clearly specify objectives and tactics
 - Make decisions based on predicted release, speed, direction and concentration of plume(s)
 - Rescue injured persons/animals
 - Commence evacuation from the exposure area or issue orders to stay indoors
 - Coordinate and implement the necessary resources to neutralize or contain hazardous materials or waste with or without a fire
 - Manage immediate containment requirements if necessary
 - Coordinate the activities of all support agencies at the Incident Command Post; brief medical, law enforcement and other authorities on the hazard evaluation and environmental assessment
 - Provide support staff to the EOC. Request necessary support by type (technical assistance, manpower, equipment, etc.)
 - Provide assistance in search and rescue operations
 - Maintain records of all persons in the exclusion area
 - Provide decontamination of personnel and equipment
- Law Enforcement

Methods and procedures to be followed by law enforcement personnel in responding to a release of extremely hazardous substance is required by EPCRA. See also ESF #13 – Law Enforcement & Security

Activities:

Provide support during hazardous materials incidents to include evidence collection, processing forensic evidence and investigations

Tasks:

- Assume the role of Incident Commander for incidents involving actual or suspected hazardous devices, improvised explosive devices, unexploded ordnances, explosive materials, and during incidents of suspected terrorism
- Participate in Unified Command
- Implement the Incident Command System (required by EPCRA and by Occupational Safety and Health Administration)
- Ensure that law enforcement personnel are thoroughly familiar with emergency response procedures as set forth in ESF #10 – Hazardous Materials
- Establish incident boundaries and access control points in accordance with guidelines established by the Incident Commander
- Provide warning support
- Assist in implementing evacuation orders (see ESF #9 – Search and Rescue)

- Support the EOC, Command Post, and the Incident Commander with communications (see ESF #2 – Communications)
 - Law enforcement communications center telecommunicators shall follow the Comprehensive Emergency Plan
 - Hazardous materials emergencies commonly require mutual aid assistance among law enforcement agencies from surrounding jurisdictions for the coordination of traffic control. Written agreements are in place between law enforcement agencies in Polk County to ensure effective traffic coordination (see ESF #1 – Transportation) Coordination with contiguous planning districts for traffic control is a requirement of EPCRA
- Public Works and Utilities

Methods and procedures to be followed by public works personnel in responding to a release of extremely hazardous substance are required by EPCRA. See also ESF #3 – Public Works & Engineering.

Activities:

Hazardous Materials debris removal and disposal designed to mitigate the threat to the health, safety and welfare of residents and to allow the community to return to normal activities.

Tasks:

- Assist with necessary road closures, detours, and establishment of control zones
 - Ensure coordination with the Iowa Department of Transportation on state road closures
 - Provide technical assistance and resources to support hazardous materials containment activities
 - Water and sewer departments shall be responsible for providing remedial actions when a hazardous material may affect water sources and distribution systems
 - Assist in product analysis as appropriate
 - Coordinate and establish procedures for disposal of hazardous materials
 - Coordinate the posting of contaminated areas
 - Assist fire departments with decontamination efforts
 - Coordinate with utilities and other services essential for basic human needs
 - Assist in the management of hazardous waste debris in accordance with ESF #3 – Public Works & Engineering
 - Hazardous materials emergencies commonly require mutual aid assistance for the purpose of coordinating containment actions in the event of a release that could affect another county, city or state. Written agreements are in place between each organization responsible for containment actions to ensure an effective response. Coordination with contiguous planning districts for containment actions is a requirement of EPCRA.
- Polk County Health Department

Methods and procedures to be followed by health and medical personnel in responding to a release of extremely hazardous substance are required by EPCRA. See also ESF #8 – Public Health and Medical Services. Coordination of health and medical resources with contiguous planning districts is a requirement of EPCRA.

Activities:

Create the conditions for all people to live healthy lives by engaging residents, reducing health disparities, and attending to the needs of the most vulnerable populations.

Tasks:

- Provide analysis of the situation and recommend proper epidemiological and toxicological solutions to deal with public health issues concerning hazardous materials
 - Manage the distribution and use of health resources (personnel, materials, and facilities)
- Materials Resources Management

Activities:

Provide necessary equipment, supplies and resources to support hazardous materials response efforts

Tasks:

- A list of available resources is maintained by the Polk County Emergency Management Agency, including facilities and equipment in the community and at each facility in the community subject to EPCRA
 - Response resources – the availability, position titles, and location of private industry contact individuals, a listing of trained personnel, and equipment available in the area is maintained by Polk County Emergency Management and the LEPC. Identification of emergency equipment and facilities in the community and at Extremely Hazardous Substances (EHS) facilities is a requirement of EPCRA
 - See also ESF #7 – Resource Support
- Fixed Facilities Site

Activities:

Provide for the safety of employees and the general public through the proper use, storage, and disposal of hazardous materials.

Tasks:

- Develop on-site contingency plans. These plans shall include specific responsibilities, including notification of emergency response personnel and security of the hazardous zone and containment when possible
- Provide technical support as requested in development of off-site risk assessments
- Provide planning support for off-site contingency planning.
- Provide a representative to support the Polk County LEPC
- Provide an emergency response liaison to the Emergency Operations Center (EOC)
- Provide a liaison to the Command Post and assist with emergency response missions
- Provide maintenance support and participate in exercises and drills
- Coordinate on-site emergency plans with Polk County Emergency Management
- Support the communications and warning systems that warn the public
- Initiate notification of the Department of Natural Resources, Environmental Protection Division of any release or spill of a hazardous material under the Code of Iowa, by providing information specified on the Hazardous Materials Accident Notification Form
- Initiate written follow-up of a release in accordance with Section 304 of EPCRA
- Minimize the harmful effect of a release and contain the spill as much as possible
- Restore the environment to the extent practical including the cleanup of the released material
- Take steps to secure and protect the area and take other remedial actions until response personnel arrive
- Provide information to fire departments, and LEPC concerning methods employed to determine the occurrence of a release of a hazardous substance

- Answer and return questionnaires for risk and vulnerability surveys
- Cost recovery as “Responsible Party”

- Hazardous Materials Group Supervisor

Activities:

Responsible for the implementation of the assigned portion of the Incident Action Plan relating to Hazardous Materials

Tasks:

- Ensure the development of Control Zones and Access Control Points
 - Ensure the placement of appropriate control lines
 - Evaluate and recommend public protection action options to the Operations Chief or Branch Director (if activated)
 - Ensure that current weather data and future weather predictions are obtained
 - Establish environmental monitoring of the hazard site for contaminants
 - Ensure that a Site Safety and Control Plan (ICS Form 208) is developed and implemented
 - Conduct safety meetings with the Hazardous Materials Group
 - Participate, when requested, in the development of the Incident Action Plan
 - Ensure that recommended safe operational procedures are followed
 - Ensure that the proper Personal Protective Equipment is selected and used
 - Ensure that the appropriate agencies are notified through the Incident Commander
- Documentation

Activities:

Maintain accurate and complete incident files for legal, analytical, and archival purposes

Tasks:

- Establish comprehensive documentation system, including Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) administrative record
 - Maintain effective documentation during demobilization
 - Develop a single, central, comprehensive archive
- Entry Team

Activities:

Carry out actions as directed by the Hazardous Materials Group Supervisor to mitigate the hazardous material release or threatened release

Tasks:

- Collect sample(s) as necessary and contain hazard
 - Perform risk analysis
 - Establish control areas
 - Collect samples of hazardous material for product identification and analysis
 - Conduct environmental monitoring
 - Complete actions to eliminate the hazard (containment, stop flow, neutralize, etc.)
- Back-up Team

Activities:

Dedicated back up for Entry Team while in the Hot Zone

Tasks:

- Perform emergency evacuation of Entry Team if needed
- Decontamination Team

Activities:

Establish decontamination corridor to systematically remove contaminants from personnel, victims, and equipment.

Tasks:

- Establish decontamination line, near incident, but not within potential danger area
- Locate uphill and upwind, if possible
- Ensure a hard surface area
- Verify entrance and exit is clearly marked
- Technical Specialists – Hazardous Materials Reference

Activities:

Provide technical expertise during the development of the Incident Action Plan and other support plans

Tasks:

- Provide ongoing monitoring of local environmental conditions during operations
- Provide an initial and ongoing survey for and identification of the presence of hazardous materials at search and rescue sites
- Implement defensive mitigation practices when directed
- Direct emergency decontamination procedures for any member or victim
- Provide assistance to medical personnel about information regarding chemical exposure and injuries
- Document all relevant information
- Adhere to all safety procedures
- Maintain accountability, maintenance, and minor repairs for all issued equipment
- Perform additional tasks or duties as assigned during a mission
- Ensure Safety Data Sheets (SDS) are provided for all hazardous materials carried or used by the members
- Ensure all specialized equipment is maintained and calibrated according to the manufacturer's specifications
- Site Access Control

Activities:

Establish access control points to protect personnel and citizens from the hazards

Tasks:

- Ensure appropriate action is taken to prevent the spread of contamination
- Organize and supervise assigned personnel to control access to the hazard site

IX. Authorities

The below listed authorities are in no way intended to be exhaustive. Additional authorities may be found in the Base Plan or other Emergency Support Functions.

- A. Public Law 99-499 and 42 USC/Title Chapter 116—Emergency Planning and Community Right-To-Know Act of 1986 – EPCRA

- B. Iowa Code, Title I Sovereignty, Subtitle 12 Emergency Control, Chapter 30 Chemical Emergency—Emergency Response Commission
- C. Iowa Administrative Code Section 605 Iowa Homeland Security and Emergency Management Division, Chapters 100 – 104
- D. Iowa Administrative Code Section 567 Environmental Protection Agency, Chapter 131 Notification of Hazardous Conditions
- E. 40 CFR/ Title – Protection of the Environment, Chapter I- Environmental Protection Agency, Subchapter J – Superfund, Emergency Planning, and Community Right-To-Know Programs
- F. Agreement for the Provision of Hazardous Materials Response Services between the City of Des Moines and Polk County
- G. 29 CFR/Title 29 Labor, Chapter XVII Occupational Safety and Health Administration, Section 1910.120.
- H. Iowa Code, Title VIII Transportation, Subtitle 2 Vehicles, Chapter 321, Motor Vehicles and Law of the Road
- I. Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) Threat Protocol Model, Version 2.0, June 2007
- J. Polk County Ordinance Chapter 11, Payment of Costs Resulting from Hazardous Conditions
- K. Iowa Code Title XI Natural Resources, Chapter 455B Jurisdiction of the Department of Natural Resources
- L. Iowa Code Title IV, Public Health, Subtitle 2 Health Related Activities, Chapter 136C Radiation Machines and Radioactive Material

X. References

- A. Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Threat Protocol Model
- B. National Fire Protection Association (NFPA) 472: Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents

XI. Annex Development and Maintenance

Mandatory review requirements, plan distribution and voluntary review expectations are outlined within the Base Plan. At a minimum this annex will be reviewed and revised annually. Revisions may also occur at any time based on input from primary and support agencies or when corrective actions are identified by an after action report following an incident.



ESF #10

Hazardous Materials Appendix #1

Comprehensive Emergency Plan

Polk County Emergency
Management Commission

1907 Carpenter Avenue
Des Moines, Iowa 50314

Ph. 515.286.2107
www.polkcountyiowa.gov

May 2021



USEPA REGION 7 EMERGENCY RESPONSE OUTREACH PROGRAM

24-Hour Emergency Reporting Number: (913) 281-0991

Federal On-Scene Coordinators

Lenexa, Kansas

Curry, Tim(913) 551-5129
Ferguson, Doug.....(913) 551-7221
Gavlas, Sean.....(913) 551-7952
Gieseke, Andrew(913) 551-7024
Johnson, James(913) 551-7058
Nold, Eric.....(913) 551-7488
Pritchard, Jeff(913) 551-7772
Schademann, Randy.....(913) 551-7331
Schmaedick, Manuel.....(913) 551-7449
Smith, Yvonne.....(913) 551-7795
Stotts, Krystal.....(913) 551-7946

Southeast Kansas

Campbell, Todd.....(913) 551-7115

North Kansas City, Missouri

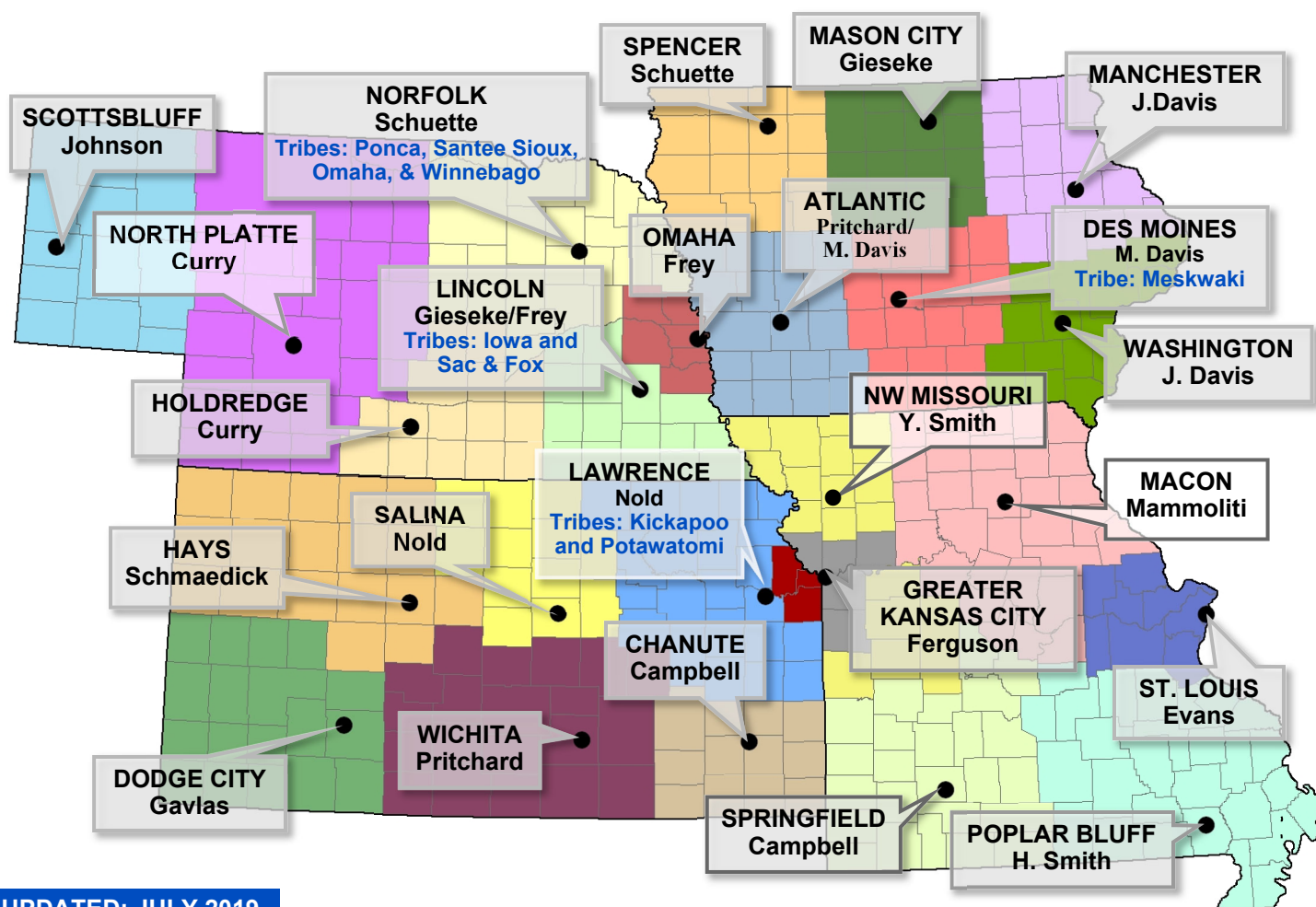
Davis, Joe(913) 551-7909
Davis, Mike(913) 551-7328
Frey, John(913) 551-7994
Schuette, Megan(913) 551-7630

Saint Louis, Missouri

Evans, Jessica(636) 326-4720
Mammoliti, Kirk(636) 326-4726
Smith, Heath(636) 326-4724

Federal On-Scene Coordinators have been assigned outreach areas indicated on the map, with emphases on assisting or participating in these areas at SERC/LEPC meetings, trainings, and exercises. In addition, On-Scene Coordinators work to understand principal threats in a given area and state and local response capabilities, as well as providing areas with an understanding of EPA response capabilities.

The 24-hour Emergency Reporting Number (913) 281-0991 will remain the point of contact for all emergencies.



UPDATED: JULY 2019



Attachment #2

Memorandum of Understanding Between Disaster Recovery Fund Coordination Team (Team) and Polk County (County)

I. Purpose

The purpose of this Memorandum of Understanding (MOU) is to convey the intent and willingness of the Disaster Recovery Fund Coordination Team (Team) and Polk County (County) to partner with the common goal of establishing a long-term recovery structure and plan for our community, including ongoing support for a Long-Term Recovery Group (LTRG). This MOU provides the broad framework for cooperation and outlines an agreement by Polk County to dedicate staffing support to the community effort.

II. Term

This memorandum sets forth responsibilities of each collaborating partner, defining the terms of participation, and will become binding once signed by all parties. The term of this MOU shall be effective upon signature of all DRF Coordination Team representatives and Polk County and shall remain in effect for 18 months from the date in which it is fully executed or until terminated or modified by either party with a minimum of 90 days written notice.

III. Period of Review

This MOU will be officially reviewed on an as needed basis. Amendments may be considered at any time and put in effect by written agreement of the parties. Additionally, the MOU could be renewed upon mutual agreement among all signed parties.

IV. Functional Elements

It is agreed that Polk County will provide the following:

- Dedicated staffing support for a minimum of 18 months, beginning May 1, 2021. A minimum of 10 hours, per week, will be dedicated for this purpose, and provided by Sarah Boese; in times of disaster, this role could have elevated responsibility to serve and support the community.
- Polk County agrees to cover all expenses associated with this position.
- This dedicated, staffing support will be responsible for the following activities:
 - Develop a long-term disaster recovery structure and plan for Central Iowa, that will be integrated into the community's overall disaster preparedness, response, recovery and resiliency frameworks.
 - Establish a coordinating body to serve as a Long-Term Recovery Group (LTRG). The LTRG should be designed to work seamlessly and in partnership with emergency management professionals, local jurisdictions, nonprofit entities, the local funding community, volunteer coordinators and local businesses to develop systems and support networks that will minimize the impact of disaster and increase the community and our most vulnerable neighbors' ability to recover.
 - Establish operational processes, core function areas, funding mechanisms and other critical elements of a long-term disaster recovery structure.
 - Identify and cultivate key partnership that will aid in the execution and sustainability of the long-term disaster recovery plan.
 - Serve as the primary liaison across long-term disaster recovery stakeholders and partners.
 - Coordinate and staff the Team and current as well as future Disaster Recovery Fund grantmaking committees.
 - Provide regular updates/reports to the Team as well as the fund advisors to the Disaster Recovery Fund with the Community Foundation of Greater Des Moines.

It is agreed that the Team will provide the following:

- Guidance and direction on development and planning for the long-term disaster recovery structure and plan.
- Overall support for the activities outlined for the part-time position.

V. **Main Point-of-Contact Information for Staffing**

- o AJ Mumm, CEM, Director
Coordination Team Member, Polk County Emergency Management Agency, and Primary Staffing Support Supervisor
(515) 286-2107
aj.mumm@polkcountyiowa.gov
- o Angie Dethlefs-Trettin
Coordination Team Member & Disaster Recovery Fund Advisor
(515) 244-0340
trettin@desmoinesfoundation.org
- o Renée Miller
Coordination Team Member & Disaster Recovery Fund Advisor
(515) 246-6549
renee.miller@unitedwaydm.org

VI. **General Provisions**

- This MOU and its interpretation shall be governed by Iowa law.
- The MOU shall not be amended or modified in any way except by written instrument executed by Team and Polk County.
- Signatures on this page indicate the parties have read and accept the MOU provisions as stated.
- This MOU may be executed in counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument.
- Each party agrees to indemnify and hold harmless the other from any claims, damages, and costs, including attorney's fees, in connection with any suit brought by a third party against either party for its performance of duties under this MOU.

VII. **Signatures**

All signatories to this MOU agree to the conditions and provisions set forth in this agreement.

Return signed copy to:

Disaster Recovery Fund Coordination Team
Attn : Angie Dethlefs-Trettin
1915 Grand Avenue
Des Moines, Iowa 50309

Polk County Emergency Management Agency Representative
Team member organization, Primary Staffing Support Supervising entity

Date

John Norris, Polk County Administrator

Date



Attachment #3



1907 CARPENTER AVENUE
DES MOINES, IOWA 50314
PH. (515) 286-2107
www.polkcountyiowa.gov

Polk County Emergency Management Commission Recognized as the Iowa Emergency Management Program of the Year

May 5, 2021 – Arnold's Park, Iowa - Established by the Iowa Emergency Management Association, the IEMA Awards Program was created to highlight the tireless work that Emergency Managers do everyday throughout Iowa. During the annual University of Okoboji Emergency Management Conference held May 5-7, 2021, IEMA honored one Emergency Manager of the Year award winner and one Emergency Management Program of the Year award winner. A third award, the *Mitch Nordmeyer Pillar of Community Leadership Award*, was also bestowed.

Emergency Management Program of the Year – Polk County EM Commission

This award recognizes the accomplishments of an Emergency Management Commission in Iowa that has made the greatest advancements in protecting their communities from disasters during the previous calendar year. It recognizes how the collaborative effort of a Commission can develop an integrated culture of preparedness involving individuals, business, and government. Through the efforts of this Commission, the cost of emergency management has been minimized and risk reduction has been maximized. Their actions stand as an exemplary example for other Commissions to follow.

Emergency Manager of the Year – Darrell Knecht, Howard County EMA

This award recognizes the accomplishments of an EM professional and leader whose actions have made the greatest impact in advancing the Emergency Management Profession in Iowa during the previous calendar year. The individual's selfless devotion to emergency management made lasting improvements to preparedness, response, or recovery capabilities both within their community and across Iowa. Their leadership positively influenced the integration of emergency management with other disciplines and across all levels of government. The endeavors of this individual will have long lasting positive impact on emergency management for years to come.

The Mitch Nordmeyer Pillar of Community Leadership Award – Gina Hardin, Des Moines County EMA

Granted on an as-warranted basis following nomination by an IEMA member and subsequent approval by the IEMA Executive and Awards Committees, nominees for this award stand out because of their continual and exceptional professional and/or volunteer achievements in the emergency management community, which are above and beyond their role in a paid position. Their hallmark integrity, dedication, ingenuity, and leadership are undeniable throughout their notable contributions to emergency management at the state and local level. This nominee embodies the spirit of the community and, through their actions and accomplishments, are an inspiration to others.

Proudly serving the communities of:

**Alleman - Altoona - Ankeny - Bondurant - Clive - Des Moines - Elkhart - Grimes - Johnston - Mitchellville
Pleasant Hill - Polk City - Polk County - Runnells - Urbandale - West Des Moines - Windsor Heights**



Attachment #4

Fund 00351 - 00351

As of 4/30/2021

Agency 099 NONDEPARTMENTAL/NON-BUDGET

(Include Deactivated BusUnits)

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	57,664.96	407,463.05	89,983.95	407,463.05	81.91
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	3,737.20	35,416.72	20,732.28	35,416.72	63.08
71110		IPERS	01	46,959.00	.00	5,443.56	38,034.89	8,924.11	38,034.89	81.00
71120		FICA	01	37,707.00	.00	4,351.60	30,273.13	7,433.87	30,273.13	80.29
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	1,072.84	10,640.90	3,092.10	10,640.90	77.48
		PERSONAL SERVICES		651,995.00	.00	72,270.16	454,640.86	197,354.14	454,640.86	69.73
72300		MOTOR VEHICLE FUEL	02	5,300.00	.00	.00	802.88	4,497.12	802.88	15.15
72310		M. V. LUB/PARTS/SUPP	02	1,000.00	.00	.00	6,847.84	5,847.84-	6,847.84	684.78
72400		OFFICE SUPPLIES (OUTSIDE)	02	2,800.00	.00	160.12	949.87	1,850.13	949.87	33.92
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	160.12	9,767.83	1,432.17	9,767.83	87.21
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	.00	26.11	173.89	26.11	13.05
76130		TELEPHONE	06	1,500.00	.00	74.99	751.77	748.23	751.77	50.12
76140		DATA LINES/DATA CARDS	06	50.00	.00	.00	.00	50.00	.00	.00
76170		RADIO SERVICES	06	4,000.00	.00	.00	1,725.84	2,274.16	1,725.84	43.15
76190		CELLULAR TELEPHONES SVC.	06	4,000.00	.00	195.11	2,229.49	1,770.51	2,229.49	55.74
76205		INTERNAL TELEPHONE CHRGS	06	7,500.00	.00	.00	5,484.50	2,015.50	5,484.50	73.13
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	.00	1,031.94	368.06	1,031.94	73.71
76730		MAINTENANCE AGREEMENTS	06	23,000.00	.00	672.82	10,577.70	12,422.30	10,577.70	45.99
76860		LEASE / RENTALS	06	1,975.00	.00	262.93	2,192.36	217.36-	2,192.36	111.01
76940		INSURANCE	06	17,200.00	.00	.00	11,794.17	5,405.83	11,794.17	68.57
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	750.00	252,343.11	12,656.89	252,343.11	95.22
77170		TRAVEL/TRNG/EDUC	06	5,000.00	.00	300.00	300.00	4,700.00	300.00	6.00
77190		MISCELLANEOUS OTHER SERVICES	06	400.00	.00	.00	.00	400.00	.00	.00
77330		MEETINGS	06	400.00	.00	239.80	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	*****
77486		COVID-19	06	.00	.00	.00	511.76	511.76-	511.76	*****

Fund 00351 - 00351
Agency .
Orgn . (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		332,565.00	.00	2,495.65	292,102.41	40,462.59	292,102.41	87.83
		EMERGENCY MANAGEMENT		995,760.00	.00	74,925.93	756,511.10	239,248.90	756,511.10	75.97

Fund 00351 - 00351
Agency 099 NONDEPARTMENTAL/NON-BUDGET
Orgn 1212 HAZARD MITIGATION SERVICES (Budget Period: 12)

Object	SubObj	Account Description	Catg.	Total Approp	Amts Committed	MTD Activity	Expended YTD	Expended Remaining	Expnd/Committed YTD	Expended %
		PERSONAL SERVICES								
		NONDEPARTMENTAL/NON-BUDGET		995,760.00	.00	74,925.93	756,511.10	239,248.90	756,511.10	75.97
		Grand Total(s)		995,760.00	.00	74,925.93	756,511.10	239,248.90	756,511.10	75.97