



MINUTES

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: 25-MAY-2021

- I. Call to Order – **Meeting called to order** at 1401 hrs 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, Geisinger, Nordmeyer, Sesker, Stufflebeam, Bearden
 - C. Guests/Public – Mr. Bermudez
- III. Approval of Agenda – **Commission Action:** Motion by Windsor Heights, seconded by Bondurant to approve the agenda and the previous meeting minutes as presented. Motion passed unanimously.
- IV. Approval of Previous Meeting Minutes– 17-FEB-2021 (Distributed 23-FEB-2021) **Commission Action:** see Item III above.
- 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. **Commission Action:** Chairperson TeKippe asked for any nominations from the floor. There were none. Slate of candidates was approved unanimously by voice vote.
 - 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. Commission Action:** Motion by Clive, seconded by Ankeny to approve the ESF#10 as submitted. Motion passed unanimously.

- 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. Commission Action:** Motion by Windsor Heights, seconded by Johnston to adopt the MOU. 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:**
 - 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 subsidies
 - 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 Mumm discussed that the strategic plan was passed earlier this day by the 911 Service Board.
 - 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. Amended By-laws were approved by 911 Service Board earlier this day. Mumm announced that the fiscal agent for the 911 Service board will likely be moved to the Polk County Emergency Management office on July 1, 2021.

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 — None****X. Upcoming Meetings:****Full Commission Meetings**

Aug. 18, 2021 @ 1400 hrs

Nov. 17, 2021 @ 1400 hrs

Executive Committee Meetings

June 8, 2021 @ 0730 hrs (tentative)

Aug. 10, 2021 @ 0730 hrs

Sept. 7, 2021 @ 0730 hrs

Nov. 9, 2021 @ 0730 hrs

Dec. 7, 2021 @ 0730 hrs

XI. Adjourn **Commission Action:** Motion by West Des Moines, seconded by Polk City to adjourn. Motion passed unanimously at 1430 hours.

Commission Meeting

Event:

Date: 5-19-21

Time: 7400 hrs

Location: EOC



1907 Carpenter Avenue
Des Moines, Iowa 50314
515-286-2107

	Name	Organization	Phone	Email
1	Tim Clark	Johnston-Grimes Fire	515-251-7070	jclark@cityofjohnston.com
2	Patty Nordmeyer	RC EMA	on file	
3	Zip/John	Polk Co Sheriff	on file	
4	Chao McCloskey	Windsor Heights		
5	Rick Roe	CLM		
6	Aaron Keuper	Bondurant		
7	John Takape	Des Moines	on file	on file
8	Ken Manning	PLeasant Hill	515-249-9030	MURRAY LISO @ HORMAN, COM
9	Michael Bernier	WATERLOO	(760) 587-0107	michael.bernier@waterloobernier.com
10	Sarah Boese	Polk County BOS	515-664-7869	
11	Tim Mitchell	Polk City	515-984-6304	Tim.mitchell@polkcityia.com
12	Carla Lee	West Des Moines	on file	on file
13	Ryan Hall	West Des Moines	515-202-7558	ryan.hall@wdm.iowa.gov
14	Bob Butler	DAPD	249-0729	
15	James O'Brian	Ardena PA		
16	Tim Clark	ANKENY		
17	B. Harg	PCSO -	on file	
18	Cameron St. Hebe	PCEMA	"	
19	Deanne Sester	"	"	
20	Tracy Bearden	"	"	

A. S. Munn
Dutch Community

Attendance Via Zoom

Name (Original Name)	Total Duration (Minutes)	Guest
A.J. Mumm - Polk Co EMA	45	No
bcjonesroxy@gmail.com	37	Yes
Darius Potts	34	Yes