



AGENDA

Polk County
Emergency
Management
Commission

Full Commission

Meeting Date/Time:
WED 18-MAY-2022
1400 Hours

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

Distributed on: 10-MAY-2022

- I. Call to Order –
- 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** –
 - C. **Guests/Public** –
- III. Approval of Agenda –
- IV. Approval of Previous Meeting Minutes–16-FEB-2022 (Distributed 17-FEB-22)
- V. Programs, Presentations, Invited Guests or Speakers – none scheduled
- VI. New Business and Action Items –
 - A. **Election of 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 year term shall begin on the first day of July following the election. **Executive Committee Discussion:** Nominating Committee (Clack, Clark, McCluskey) will verify with current Chair and Vice-Chair regarding their interest in continuing to serve in those positions prior to the Commission meeting and will report their findings. Nominations may also be taken from the floor prior to voting by the Commission.
 - B. **Letter to Polk County Payroll regarding COLA** – According to the Commission's By Laws Article X – Employment Practices, Section 3: The salary and benefit structures will parallel those of Polk County. The Board of Supervisors approved a 5% COLA for FY2023. The Commission's approved budget was based on a 4% COLA. The impact of this 1% increase would total \$6,357 for the agency. Director is seeking approval to submit letter to the Polk County Auditor's Office authorizing the application of a 5% COLA for EMA employees. If necessary, a budget amendment could be requested in May 2023. – **Attachment #1. Executive Committee Action:** Motion by Windsor Heights, seconded by Ankeny to recommend authorization of 5% COLA by the full Commission. Motion passed unanimously.
 - C. **ESF#10: Hazardous Materials** – This portion of the Polk County Comprehensive Emergency Plan has been reviewed by stakeholders and updated accordingly. To remain compliant with state and federal planning requirements, staff is recommending the Commission's approval and adoption of ESF#10 as presented. **Attachment to E-Mail. Executive Committee Action:** Motion by Johnston, seconded by Ankeny to recommend adoption of ESF#10 by the full Commission. Motion passed unanimously.

- D. **Countywide Hazard Mitigation Plan Amendment – Urbandale:** The City of Urbandale will be amending their portion of the hazard mitigation plan to address flash flooding in the Merle Hay Mall area. The proposed project will improve storm sewer conveyance volume and allow for additional future storm water improvements upstream. Staff is recommending the Commission approve an amendment to the Countywide Hazard Mitigation Plan incorporating the Urbandale amendment.

VII. Old Business – None

VIII. Reports-

A. Administration and Finance

1. **Staff/Personnel:** none
2. **Commission By-Laws:** all signatures acquired; filed with Polk County Treasurer; will file with Iowa Secretary of State
3. **Budget:** See New Business Item A
 - a) **Monthly Budget Report – Attachment #2**
4. **Grants Management –**
 - a) **2021 EMPG –** received \$39,000.
 - b) **2021 EMPG Supplemental –**Received \$39,000
 - c) **Coronavirus Relief Funds (Cares Act Funding) –** approximately \$4.9 Million to be used for CAD to CAD interface between PCSO, DMPD, Westcom and, Dallas and Warren Counties. Funding will provide hardware, software and professional services to implement CAD to CAD, Common CAD and Common Governance between all local PSAPs. Project on time and on budget. Semi-weekly status reports will begin in March and sent to stakeholders.

B. Hazard Identification, Risk and Capability Assessment –

1. **Des Moines MSA 2022 DHS Risk Assessment Summary Briefing -** Geisinger

C. Resource Management

1. **Resource Typing –** Fire, EMS and LE completed. Currently working with Public Works. Expected completion in mid-May.
2. **PPE Distribution for COVID –** Regional node demobilized. Local requests are still accepted.

D. Planning

1. **Comprehensive Emergency Plan (CEP) –** Multi-year Plan Maintenance Strategy Preview – **Attachment #3**
2. **EMA Strategic Plan –** draft updated Mission Statement discussion – **Attachment #4.**
Executive Committee Action: Motion by Johnston, seconded by Windsor Heights to accept the draft Mission Statement as presented. Motion passed unanimously.
3. **Multi-jurisdictional Hazard Mitigation Plan –** completed and approved by HSEMD and FEMA on July 16, 2019. RFP distribution expected in early 2023.
4. **Active Threat Working Group –** ConOps refresh and review meeting held 1-March. Follow up meeting expected in May.
5. **Planned Events –** many significant planned events are beginning to re-open
 - a) **Ironman –** June 11-12, 2022
 - b) **Iowa State Fair –** August 11-21, 2022
 - c) **NCAA Basketball 1st/2nd Rounds –** March 2023

- E. **Direction, Control, and Coordination** – no new reports
- F. **Damage Assessment** – no new reports
- G. **Communications and Warning**
 - 1. **911 Service Board Updates** –
 - a) **Fiscal Agent** – Transfer of responsibility from PCSO to EMA is pending audit to certify starting point. Plan for policy adoption and initiation of responsibilities in spring 2022.
 - b) **CAD to CAD Project** – covered under grant management
 - 2. **PSAP Advisory Committee** –
 - a) **Code Red > Alert Iowa Transition** – PSAP Advisory Committee accepted request to continue as primary distribution point. 911 Coordinator is currently working through policy and procedure drafts prior to going live later this year.
 - 3. **Metro Interoperability Committee** – after reviewing tasks given upon formation, this group has been refocused on the following three areas:
 - a) **CAD to CAD Interoperability** – Common CAD workgroup (covered under grants)
 - b) **MICS review** – Review of MICS in its current state and reviewing feasibility and viability for future use as defined by new direction given by 911 Service Board.
 - c) **Regional Interoperable Communications Plan (RICP)** committee will re-engage on this topic as defined by new direction of 911 Service Board.
 - d) **Ironman ICS 205 Comms Plan Development** – Occurred May 5
 - e) **Update ATWG ConOps Comms Plan** – no new report
 - 4. **Outdoor Warning Sirens** –
 - a) **Monthly System Testing** – Unchanged - “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.
 - b) **Mitigation Project Notice of Interest (NOI)** – submitted NOI to HSEMD for countywide polygon-based warning system and needed siren hardware upgrades to enable the system. Based on outcome of NOI, a full project application would be the next step.
- H. **Operations and Procedures**
 - 1. **EOC Operations Guidebook** – This remains a priority and will be re-addressed with other competing priorities. Guidebook to be developed to act as a quick reference guide for EOC personnel and duty officers. Includes EOC basic operations and ESF-specific checklists, agendas, and job aids.
- I. **Training**
 - 1. **Comprehensive Training Program** – currently preparing draft. Stakeholder survey distributed. Results will help guide upcoming training offerings.
 - 2. **Offerings:** (see Polk Co EMA web site for more information)
 - a) **HSEEP – April 5-6** – Attendees: 19
 - b) **PIO Basics – April 12-14** - cancelled
 - c) **Tornado Awareness – April 15** – Attendees: 15
 - d) **April Lunch and Learn – Search & Rescue Dogs** – Attendees: 9
 - e) **TEEX EOC Ops and Planning (x2) – April 26-29** – Attendees: 29/23
 - f) **Incident Command System 300 – May 11-12** – Registered: 25
 - g) **May Lunch and Learn – Mental Health Resources – May 23** – Registered: 58

J. Exercises –

1. **Comprehensive Exercise Program** – currently preparing draft. Stakeholder survey distributed. Results will help guide upcoming exercise offerings.
2. **LODD Workshop** – locations across Iowa identified and registration has begun. See Dutch Geisinger for additional information.
3. **On with Life TTX** – Ankeny – May 24
4. **Ironman TTX** – EOC – May 24
5. **Central Iowa Healthcare Coalition Regional Surge** – June 1

K. Public Education, Outreach and Information –

1. **Bondurant Safety Village** – PCSO Invite – Kids Trivia/Jeopardy/Preparedness Steps – May 4
2. **Iowa Barnstormers Responders Night** – vehicles on field and photo montage – May 7
3. **Ankeny FD EMS Week Open House** – 911 health profiles – May 17-18
4. **Grimes disaster response expectations** – command/coordination/resources – May 16

L. Homeland Security – no new reports**IX. Open Discussion –**

- A. EOC A/V Upgrade Project Surplus Equipment** - Director discussed a concept that may be used to distribute decommissioned equipment from the EOC audio/video upgrade project. Surplus items will first be offered to jurisdictions currently serving as an Alternate Countywide EOC, then to Commission jurisdictions countywide, then to other EM Commissions across Iowa. This concept will come back to the Executive Committee for approval at a later date.

X. Upcoming Meetings:

<u>Full Commission Meetings</u>	<u>Executive Committee Meetings</u>
May 18 at 1400 hours	June 14 at 0730 hours
August 17 at 1400 hours	August 9 at 0730 hours
November 16 at 1400 hours	September 13 at 0730 hours
	November 8 at 0730 hours
	December 13 at 0730 hours

XI. Adjourn –



Attachment #1

May 10, 2022



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

Keith Olson
Polk County Auditor's Office
111 Court Avenue
Des Moines, Iowa 50309

RE: COLA Approval

Mr Olson:

The current by laws of the Polk County Emergency Management Commission state that the Commission employees' salary and benefit structures shall parallel those of Polk County and human resource practices of Polk County will be followed.

The Commission's Executive Committee has authorized me to notify you of the Commission's desire to implement a 5% Cost of Living Adjustment (COLA) for all employees of the Emergency Management Agency for this upcoming fiscal year.

Sincerely,

A.J. Mumm, CEM
Director

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 #2

For Budget Fiscal Year 21/22

Fund 00351 - 00351

As of 4/30/2022

Agency 099 NONDEPARTMENTAL/NON-BUDGET

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	522,375.00	.00	60,958.08	443,305.64	79,069.36	443,305.64	84.86
71100		EMPLOYEE INSURANCE	01	60,667.00	.00	4,508.00	44,315.20	16,351.80	44,315.20	73.05
71110		IPERS	01	52,447.00	.00	5,754.42	41,847.88	10,599.12	41,847.88	79.79
71120		FICA	01	39,651.00	.00	4,571.63	33,023.06	6,627.94	33,023.06	83.28
71260		DEFERRED COMP MATCH	01	13,837.00	.00	1,162.50	11,625.00	2,212.00	11,625.00	84.01
		PERSONAL SERVICES		688,977.00	.00	76,954.63	574,116.78	114,860.22	574,116.78	83.33
72300		MOTOR VEHICLE FUEL	02	3,500.00	.00	186.99	1,978.95	1,521.05	1,978.95	56.54
72310		M. V. LUB/PARTS/SUPP	02	1,000.00	.00	563.65	811.96	188.04	811.96	81.20
72400		OFFICE SUPPLIES (OUTSIDE)	02	3,000.00	.00	4.39	1,005.87	1,994.13	1,005.87	33.53
72500		MINOR EQUIP & HAND TOOLS	02	100.00	.00	.00	360.92	260.92-	360.92	360.92
72550		UNIFORM AND WEARING APPAREL	02	1,500.00	.00	.00	750.99	749.01	750.99	50.07
		SUPPLIES		9,100.00	.00	755.03	4,908.69	4,191.31	4,908.69	53.94
76000		OFF PUBLICATIONS / LGL NOTICES	06	75.00	.00	.00	73.84	1.16	73.84	98.45
76060		PRINT SHOP SERVICES	06	100.00	.00	.00	.00	100.00	.00	.00
76120		POSTAGE	06	50.00	.00	.00	35.06	14.94	35.06	70.12
76130		TELEPHONE	06	1,350.00	.00	.00	784.98	565.02	784.98	58.15
76140		DATA LINES/DATA CARDS	06	50.00	.00	.00	.00	50.00	.00	.00
76170		RADIO SERVICES	06	2,600.00	.00	191.76	2,109.36	490.64	2,109.36	81.13
76190		CELLULAR TELEPHONES	06	3,000.00	.00	185.52	1,859.00	1,141.00	1,859.00	61.97
76205		INTERNAL TELEPHONE CHRGS	06	7,400.00	.00	.00	4,883.25	2,516.75	4,883.25	65.99
76700		R & M - SERVICES	06	.00	.00	.00	3,330.96	3,330.96-	3,330.96	*****
76710		R & M - MOTOR VEHICLES	06	2,100.00	.00	671.27	852.85	1,247.15	852.85	40.61
76730		MAINTENANCE AGREEMENTS	06	16,500.00	.00	.00	10,325.42	6,174.58	10,325.42	62.58
76860		LEASE / RENTALS	06	1,600.00	.00	.00	1,793.00	193.00-	1,793.00	112.06
76940		INSURANCE	06	14,000.00	.00	.00	14,996.00	996.00-	14,996.00	107.11
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	375.00	265,407.41	407.41-	265,407.41	100.15
77170		TRAVEL/TRNG/EDUC	06	3,000.00	.00	.00	990.00	2,010.00	990.00	33.00
77190		MISCELLANEOUS OTHER SERVICES	06	400.00	.00	.00	.00	400.00	.00	.00
77330		MEETINGS	06	400.00	.00	.00	640.00	240.00-	640.00	160.00
77350		MISC OTHER CHARGES	06	.00	.00	.00	15.00	15.00-	15.00	*****
77440		GRANT EXPENSE	06	21,200.00	.00	.00	.00	21,200.00	.00	.00
77440	90	2021 HMEP	06	.00	.00	1,200.00	1,200.00	1,200.00-	1,200.00	*****
		OTH SVCS & CHGS		339,525.00	.00	2,623.55	309,931.13	29,593.87	309,931.13	91.28
		EMERGENCY MANAGEMENT		1,037,602.00	.00	80,333.21	888,956.60	148,645.40	888,956.60	85.67

Fund 00351 - 00351
Agency 099 NONDEPARTMENTAL/NON-BUDGET
Orgn 1211 EMERGENCY MGMT - CARES ACT (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								
76470		MISC OTHER PROF/TECH SVCS	06	1,993,435.00	.00	.00	1,993,435.28	.28-	1,993,435.28	100.00
		OTH SVCS & CHGS		1,993,435.00	.00	.00	1,993,435.28	.28-	1,993,435.28	100.00
78315		MINOR IT EQUIPMENT	08	2,241,393.00	.00	.00	2,241,393.00	.00	2,241,393.00	100.00
78360		INFO TECHNOLOGY SOFTWARE	08	676,301.00	.00	.00	676,300.74	.26	676,300.74	100.00
		CAPITAL OUTLAYS		2,917,694.00	.00	.00	2,917,693.74	.26	2,917,693.74	100.00
		EMERGENCY MGMT - CARES ACT		4,911,129.00	.00	.00	4,911,129.02	.02-	4,911,129.02	100.00
		NONDEPARTMENTAL/NON-BUDGET		5,948,731.00	.00	80,333.21	5,800,085.62	148,645.38	5,800,085.62	97.50
		Grand Total(s)		5,948,731.00	.00	80,333.21	5,800,085.62	148,645.38	5,800,085.62	97.50



Attachment #3

		Last Adoption	2022 A	2022 B	2023 A	2023 B	2024 A	2024 B	2025 A	2025 B	2026 A	2026 B	2027 A	2027 B	2028 A	2028 B
Base	Base	8/21		AM						AM						AM
1	Transportation	8/20					CS						CS			
2	Communications	8/17				DG						DG				
3	Public Works & Engineering	8/17				CS						CS				
4	Firefighting	5/18			AM						AM					
5	Emergency Management	8/18		CS						CS						CS
6	Mass Care, Housing & Human Services	5/19		DG						DG						DG
7	Resource Management	8/20					DG						DG			
8	Public Health Base	8/21		DS											DS	
8a	Disaster Mental Health						DS									
8b	Environmental Health													DS		
8c	Epidemiological Surveillance & Investigation						DS									
8d	Fatality Management				DS											
8e	Isolation & Quarantine							DS								
8f	Laboratory Testing											DS				
8g	Mass Prophylaxis										DS					
8h	Medical Supplies Management & Distribution												DS			
8i	Medical Surge					DS										
8j	Responder Health & Safety								DS							
8k	Triage & Prehospital Treatment			DS												DS
9	Search & Rescue	8/19					CS							CS		
10	Hazardous Materials	5/21	CS		CS		CS		CS		CS		CS		CS	
11	Agriculture, Natural Resources & Pets	8/21					DG							DG		
12	Energy	11/19							DG						DG	
13	Law Enforcement & Security	5/16			DG						DG					
14	Recovery Base				ALL	AM										
14a	Cultural & Natural Recovery														ALL	AM
14b	Economic Recovery						ALL	AM								
14c	Health & Social Services Recovery												ALL	AM		
14d	Housing Recovery															
14e	Infrastructure Recovery								ALL	AM		ALL	AM			
15	Public Information	8/21							AM	AM					AM	

Product		Weeks	Month
ConOps = Public Version Drafted		1-5	1/7
Workshop		6-10	2/8
Plan Draft		11-15	3/9
Seminar		16-20	4/10
FOG		21-25	5/11
Buffer		26	6/12

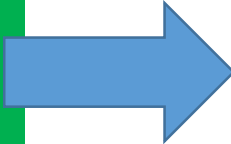


Attachment #4

Strategic Plan Proposed Updates

Existing Mission Statement: Protecting the whole community by coordinating, supporting and integrating activities to prepare for, respond to and recover from all hazards.

Proposed Mission Statement: Helping people and organizations succeed before, during and after any disaster.



Factors for the proposed change:

- Shorter, simple and easier to recall
- Common language... back to the basics
- Still encompasses WHAT we do
- Resilient; endures the test of time
- More inclusive of everyone's role in the organization
- Service-oriented

>>> How we deliver this mission...

- **Lead** – set a positive and caring example
- **Support** – provide a helping hand to those in need
- **Connect** – demonstrate transparency through effective communication and information sharing
- **Unify** – integrate parts, collaborate and organize so that together we are grater than the sum of our individual parts