



MINUTES

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: 19-MAY-2022

- I. Call to Order – at 1400 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, Bearden
 - C. Guests/Public – None
- III. Approval of Agenda – **Commission Action:** Motion by Windsor Heights, seconded by Bondurant to approve the agenda as presented and the previous meeting minutes as distributed. The Motion passed unanimously.
- IV. Approval of Previous Meeting Minutes– 16-FEB-2022 (Distributed 17-FEB-22) **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 – 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. **Commission Action:** Nominating Committee confirmed the current Chair (TeKippe) and Vice-Chair’s (Schneider) willingness to serve another term. Chair asked for any additional nominations from the floor; none received. Motion by Johnston, seconded by Ankeny to elect TeKippe as Chairperson and Schneider as Vice-Chairperson for the 2022-2023 term. Motion passed unanimously.
 - 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. **Commission Action:** Motion by Clive, seconded by Windsor Heights to parallel the Polk County Board of Supervisors approved 5% COLA for upcoming fiscal year. Motion passed unanimously. Chairperson TeKippe directed Mumm to submit letter to Auditor's Office authorizing the 5%.

- 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. **Commission Action:** Motion by West Des Moines, seconded by Bondurant to approve the ESF #10 as presented. 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. **Commission Action:** Motion by Johnston, seconded by Ankeny to approve the amendment of the hazard mitigation plan for Urbandale. 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:** 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>
August 17 at 1400 hours	June 14 at 0730 hours
November 16 at 1400 hours	August 9 at 0730 hours
	September 13 at 0730 hours
	November 8 at 0730 hours
	December 13 at 0730 hours

- I. Adjourn – **Commission Action:** Motion by Johnston, seconded by Grimes to adjourn. Motion passed without objection at 1432 hours.