



AGENDA

Polk County
Emergency
Management
Commission

Executive Committee

Meeting Date/Time:
TUES 7-MAY-2024
0730 Hours

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

Distributed on: 30-APR-24

- I. Call to Order –
- II. Roll Call and Introductions –
 - A. Members (*Member of the Commission’s Executive Committee) Elected Official Attended, Appointed Official 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 Sheriff* (VC)	☐ Windsor Heights
☐ Clive	☐ Mitchellville		
 - B. Staff –
 - C. Guests/Public –
- III. Approval of Agenda –
- IV. Approval of Previous Meeting Minutes– 9-APR-2024 (draft minutes distributed 10-APR-2024)
- V. Programs, Presentations, Invited Guests or Speakers - None
- VI. New Business and Action Items –
 - A. **Quorum amendment:** Based on recent court rulings, compliance with Iowa laws, and alignment with the Polk County 911 Service Board, the following amendment to Article IX, Section 7 of the Commission’s Bylaws is proposed - ...“~~quorum shall consist of a minimum of six voting members in attendance. A minimum of six affirmative votes if the meeting attendance is eleven or less or a majority of the quorum present if the attendance is twelve or higher shall be sufficient to pass all motions, resolutions or other matters proposed.~~” And replaced with... “A quorum exists if a majority of the members of the Commission are present.” The terms of the Commission’s bylaws may be amended by a three-fourths vote of the Commission, at any regular meeting provided that, under the Chair’s authority and at least thirty (30) days prior to the meeting, each individual member shall have received by mail or electronic means a copy of the proposed amendment(s). Proposed amendment was sent to all Commission members electronically on April 10, 2024. **Executive Committee Action:** Motion made by Johnston, seconded by West Des Moines to recommend approval to the full Commission at the May commission meeting. The motion passed unanimously
 - B. **Elections** – Chairperson (TeKippe – DM) and Vice-Chairperson (Schneider – PCSO) both expressed their interest in continuing in their leadership positions. Nominating committee includes Chris Scott (WMD), Jim Clark (Johnston), and Jared Ogbourne (Altoona). Nominations may also be taken from the floor on day of elections.

VII. Old Business –

- A. **Commission Designated as 911 Service Board Fiscal Agent** - 911 Service Board voted unanimously (11/20/23) to request the EM Commission assume responsibility as the fiscal agent for 911 fund. A Fiscal Policy has been drafted and approved by the 911 Service Board's Executive Committee. **Executive Committee Action:** Motion by Johnston, seconded by West Des Moines to recommend acceptance of responsibility for fiscal agent activities for FY 2025 as a trial period and adopt the Fiscal Policy in Attachment #3. Motion passed with 3 in favor and 1 opposed.

Commission Action 2024-02-21: Motion by Clive, seconded by Ankeny to table this item until a workable solution is reached by the Polk County Auditor's Office. Motion to table was agreed upon unanimously.

Executive Committee Discussion: Director and Deputy Director met with Polk County Auditor's Office on March 12th. Meeting was productive and resulted in several minor but clarifying improvements. Currently waiting on Central Accounting's determination of an expenditure account for the Sheriff's Office which is outside of the Service Board's 346 fund.

Staff Update (2024-04-30): Final draft of policy will be presented to Executive Committee at their meeting on 7-May. A copy of the draft document will be distributed to Executive Committee members prior to their meeting.

VIII. Reports and Discussion –

A. Administration and Finance

1. Staff/Personnel:

- a) **Director Visit to Kosovo** – April 19-28, 2024 in support of State Partnership Program. Conduct of WMD/Hazmat Tabletop Exercise.
- b) **Resiliency Coordinator** – 6-month evaluation completed
- c) **Program Assistant (Stufflebeam)** – annual evaluation completed
- d) **Program Assistant (McIntyre)** – first year evaluation in-progress
- e) **911 Coordinator** – submitted resignation. Last day 10-May-2024

2. **Commission By-Laws:** See new business. Action scheduled for April and May.3. **Budget:**

- a) **Monthly Budget Reports** – April report not yet available
- b) **28E Agreement for Emergency Management Administration** – current approved agreement of \$0.50 per capita covers FYs 23/24, 24/25, and 25/26.
- c) **Budget amendment FY 24** – possible action needed in May due to additional reimbursable expenditures for mitigation planning **Executive Committee Action:** Motion by Johnston, seconded by Altoona to approve the publication of proposed budget amendment due to pass-thru grants received totaling \$413,980. The motion passed unanimously. **Staff Update:** Budget amendment is no longer necessary. \$374K grant that initially caused the amendment to be necessary will now pass thru a county budget and not thru the Commission's budget. Remaining expenses are projected to remain below current certified budget.

4. **Grants Management –**

- a) **EMPG** – received \$39,000 used for personnel expenses.
- b) **Coronavirus Relief Funds (Cares Act Funding)** – CAD to CAD (\$4.9M)
- c) **Iowa Events Center** - PCEMA received a HSGP Grant award for \$374K for security equipment for Iowa Events Center. The procurement process is currently underway.

- d) **Mitigation Planning** – Kickoff meeting held in September. Public input meeting held in November. Public survey closed Dec 8th. Contractor currently working on updates to HARA and Community Profile. Hazard identification and risk assessment update meeting scheduled for February 20th. Draft available for public review until early May.
 - e) **Video Fusion System** – The Notice of Interest submitted for a video fusion system was approved by HSEMD along with an invitation for a full application. This project would fuse disparate video feeds into a system accessible by local and state law enforcement. The current application would be considered a proof of concept using Altoona PD and West Des Moines PD as the initial users in years 1 and 2. If proven successful, the project would seek additional funding in years 3+ to expand to all local LE in Polk County and possibly statewide.
- B. Hazard Identification, Risk and Capability Assessment –**
- 1. **Updated HARA** – covered under Mitigation Planning updates. Meeting on February 20th.
- C. Resource Management**
- 1. **Resource Typing** – 2024 process to begin in February 2024.
- D. Planning**
- 1. **Comprehensive Emergency Plan (CEP)** – Update schedule currently being evaluated.
 - a) **Extreme Temperature Planning** – Meeting to establish leader's intent between Des Moines and Polk County elected officials occurred on March 19
 - 2. **EMA Strategic Plan** – Director and Deputy Director currently inventorying programs and projects for prioritization.
 - 3. **Multi-jurisdictional Hazard Mitigation Plan** – Covered under Grants/Mitigation Planning.
 - 4. **Active Threat Working Group** – Training and exercises continue in various forms and locations. Multi-jurisdictional/agency convention in fall of 2024 at Prairie Meadows.
 - 5. **Planned Special Events** –
 - a) **National Guard Best Warrior Competition** – Johnston, State - April 6 & Reg. - May 1-5
 - b) **The Ruckus Concert Festival** – Altoona, June 7-9, 2024
 - c) **Ironman 70.3** – June 9, 2024
 - d) **Capital City Pride Festival** – June 7-9, 2024
 - e) **Iowa State Fair** – August 8-18, 2024
 - f) **Knotfest** – September 21, 2024 – Des Moines Water Works Park
- E. Direction, Control, and Coordination** – none
- F. Damage Assessment** –
- 1. **Winter Snow Storms January 2024** – Presidential Disaster Declaration requested from Governor Reynolds includes Polk County. Request was denied by FEMA.
- G. Communications and Warning**
- 1. **911 Service Board Updates** –
 - a) **EM Commission Acting as 911 Service Board** – The 911 Service Board Chairperson suggested to the Service Board's Executive Committee that thought should be given to joining EM Commission and Service Board.
 - b) **Fiscal Agent** –Tabled. See Item VI.D.
 - c) **CAD to CAD Project** – Covered under Grant Management

2. **PSAP Advisory Committee –**
 - a) **Alert Iowa**—maintaining status.
3. **Metro Interoperability Committee –**
 - a) **MICS review** – MICS significantly downsized but still maintained. No updates.
 - b) **Regional Interoperable Communications Plan (RICP)** committee will re-engage on this topic as defined by new direction of 911 Service Board. PSAP Directors will be evaluating the level of sustainment of the RINO system based on its past utilization and future value.
4. **Outdoor Warning Sirens –**
 - a) **Monthly System Testing** -- “Go/NoGo” coordination prior to monthly test.
 - b) **Long-Term Sustainment of Countywide Siren System**— discussion deferred to mitigation planning updates.
 - c) **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** – on hold, pending other priorities.
2. **Small-scale sheltering:** Field Operations Guide (FOG) completed
3. **April 26 Tornado Response** – Partial activation of EOC. Field liaison provided to Pleasant Hill. Daily activities continue with focus on the following functions: damage assessment, debris management, donations/volunteer management, sheltering, public information, and coordination/support. Governor’s Proclamation issued. Federal declarations are pending but unlikely. SBA declaration is pending.

I. Training –

1. **Comprehensive Training Program** – under development
2. **Offerings:** see Polk Co EMA web site for more information
 - a) **Active Shooter Incident Management** - C3 Pathways – Iowa Events Center – 7-9 May
 - b) **TEEX 440 – Enhanced Sports and Special Events Incident Management** - request pending scheduling
3. **Lunch and Learn:**
 - a) **Next Session** – 28 May from 11:30-12:30

J. Exercises –

1. **Comprehensive Exercise Program** – under development
2. **DSM Airport FSE** – August 29, 2024

K. Public Education, Outreach and Information –

L. Homeland Security –

IX. Open Discussion —

X. Upcoming Meetings:

A. 2024 Full Commission Meetings: Start Time 2:00 pm

~~February 21~~

August 21

May 15

November 20

B. 2024 Executive Committee Meetings: Start Time 7:30 am

~~January 9~~

~~March 12~~

May 7

September 10

~~February 13~~

~~April 9~~

June 11

November 12

August 13

December 10

Note: TeKippe, Clark and Mumm will all be unable to attend June 11 meeting. Consider postponing or cancelling depending upon business to be conducted. Decision to be made in May.

XI. Adjourn –