



AGENDA

Polk County
Emergency
Management
Commission

Executive Committee

Meeting Date/Time:
TUES 9-APR-2024
0730 Hours

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

Distributed on: 4-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 ☐ Windsor Heights
 - ☐ Clive ☐ Mitchellville ☐ Sheriff* (VC)
 - B. Staff –
 - C. Guests/Public –
- III. Approval of Agenda –
- IV. Approval of Previous Meeting Minutes– 12-MAR-2024 (draft minutes distributed 18-MAR-2024)
- V. Programs, Presentations, Invited Guests or Speakers -
- 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). **Staff Recommendation:** Provide notice to Commission members no later than April 12, 2024; provide a recommendation of amendment approval to the full Commission by the Executive Committee; and place this action item on the Commission’s May agenda.
- 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.

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 in process

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

3. Budget:

- a) **Monthly Budget Reports** – Attachment #1
- 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

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.
- 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. After-Action Review (AAR) of the support to Dallas County during the Perry High School shootings will occur at a proper time in the near future. Coordination with Dallas County will occur.
5. **Planned Special Events** –
 - a) **The Ruckus Concert Festival** – Altoona, June 7-9, 2024
 - b) **Ironman 70.3** – June 9, 2024
 - c) **Capital City Pride Festival** – June 7-9, 2024
 - d) **Iowa State Fair** – August 8-18, 2024
 - e) **National Guard Best Warrior Competition** – Johnston, State - April 6 & Reg. - May 1-5

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. Status is pending.

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. Weather Monitoring System: DTN Weather Sentry system purchased through Central Iowa Healthcare Coalition and shared with PCHD now in place. Weather alerts based on custom thresholds established. Duty Officers and extreme temp stakeholders will receive automated daily briefings and alerts.
 - I. Training –
 - 1. Comprehensive Training Program – under development
 - 2. Offerings: see Polk Co EMA web site for more information
 - a) ALERRT Active Attack Integrated Response – intended for LE, Fire and EMS. Prairie Meadows Jockey Quarters – 28-29 March
 - b) Active Shooter Incident Management - C3 Pathways – Iowa Events Center – 7-9 May
 - c) TEEX 440 – Enhanced Sports and Special Events Incident Management - request pending scheduling
 - 3. Lunch and Learn:
 - a) Next Session - 23 April from 11:30-12:30 – topic: NWS Partnerships and Decision Support Tools
 - J. Exercises –
 - 1. Comprehensive Exercise Program – under development
 - 2. DSM Airport FSE – August 29, 2024
 - K. Public Education, Outreach and Information –
 - 1. Congressman Zach Nunn – Visit to Polk County EOC – April 5
 - 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
- XI. Adjourn –



Attachment #1

Fund 00351 - 00351
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	670,666.00	.00	77,069.05	491,716.19	178,949.81	491,716.19	73.32
71050		SALARY ALLOCATIONS OUT	01	.00	.00	.00	31,454.92-	31,454.92	31,454.92-	*****
71100		EMPLOYEE INSURANCE	01	77,949.00	.00	6,555.15	42,369.29	35,579.71	42,369.29	54.36
71110		IPERS	01	63,310.00	.00	7,275.33	46,418.10	16,891.90	46,418.10	73.32
71120		FICA	01	61,983.00	.00	5,711.58	36,533.90	25,449.10	36,533.90	58.94
71260		DEFERRED COMP MATCH	01	16,626.00	.00	2,607.33	13,825.77	2,800.23	13,825.77	83.16
		PERSONAL SERVICES		890,534.00	.00	99,218.44	599,408.33	291,125.67	599,408.33	67.31
72240		CUSTODIAL SUPPLIES	02	.00	.00	.00	17.22	17.22-	17.22	*****
72300		MOTOR VEHICLE FUEL	02	4,500.00	.00	.00	1,914.39	2,585.61	1,914.39	42.54
72310		M. V. LUB/PARTS/SUPP	02	1,500.00	.00	.00	899.12	600.88	899.12	59.94
72400		OFFICE SUPPLIES (OUTSIDE)	02	3,500.00	.00	38.29	591.14	2,908.86	591.14	16.89
72420		IT SUPP / EQUIP	02	.00	.00	38.98	240.81	240.81-	240.81	*****
72460		FURNITURE & OFFICE EQUIP	02	4,000.00	367.90	.00	1,117.80	2,882.20	1,485.70	27.94
72520		RADIO/CAMERA/A.V. SUPPLIES	02	.00	.00	.00	111.24	111.24-	111.24	*****
72550		UNIFORM AND WEARING APPAREL	02	1,800.00	.00	.00	1,053.31	746.69	1,053.31	58.52
72560		P. C. SOFTWARE	02	.00	.00	.00	119.40	119.40-	119.40	*****
72570		MISCELLANEOUS OTHER SUPPLIES	02	.00	.00	.00	315.60	315.60-	315.60	*****
		SUPPLIES		15,300.00	367.90	77.27	6,380.03	8,919.97	6,747.93	41.70
76000		OFF PUBLICATIONS / LGL NOTICES	06	150.00	.00	.00	.00	150.00	.00	.00
76060		PRINT SHOP SERVICES	06	40.00	.00	.00	.00	40.00	.00	.00
76110		MILEAGE/MISC TRAVEL	06	.00	.00	.00	201.50	201.50-	201.50	*****
76120		POSTAGE	06	35.00	.00	.00	16.89	18.11	16.89	48.26
76130		TELEPHONE	06	950.00	.00	.00	674.91	275.09	674.91	71.04
76170		RADIO SERVICES	06	2,300.00	.00	.00	1,725.84	574.16	1,725.84	75.04
76190		CELLULAR TELEPHONES	06	3,500.00	.00	58.94	1,839.83	1,660.17	1,839.83	52.57
76205		INTERNAL TELEPHONE CHRGS	06	7,000.00	.00	.00	.00	7,000.00	.00	.00
76700		R & M - SERVICES	06	1,000.00	.00	.00	.00	1,000.00	.00	.00
76710		R & M - MOTOR VEHICLES	06	1,500.00	.00	.00	551.72	948.28	551.72	36.78
76730		MAINTENANCE AGREEMENTS	06	13,000.00	.00	.00	7,556.67	5,443.33	7,556.67	58.13
76860		LEASE / RENTALS	06	1,200.00	.00	82.98	684.65	515.35	684.65	57.05
76940		INSURANCE	06	23,600.00	.00	.00	21,715.90	1,884.10	21,715.90	92.02
77100		DUES AND MEMBERSHIP	06	900.00	.00	25.00	1,134.00	234.00-	1,134.00	126.00
77120		HAZMAT EXPENSE	06	270,000.00	.00	.00	266,169.76	3,830.24	266,169.76	98.58
77170		TRAVEL/TRNG/EDUC	06	3,000.00	.00	517.54	1,768.80	1,231.20	1,768.80	58.96
77190		MISCELLANEOUS OTHER SERVICES	06	100.00	.00	.00	.00	100.00	.00	.00
77330		MEETINGS	06	800.00	.00	.00	115.66	684.34	115.66	14.46
77350		MISC OTHER CHARGES	06	.00	.00	.00	154.54	154.54-	154.54	*****

Fund 00351 - 00351
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 %
77390		COMPUTER DATA ACCESS & STORAGE	06	.00	.00	2,416.80	2,576.69	2,576.69-	2,576.69	*****
77440	94	2023 HMGP	06	.00	.00	.00	22,281.50	22,281.50-	22,281.50	*****
77455		COMMUNITY RELATIONS	06	.00	.00	.00	1,890.68	1,890.68-	1,890.68	*****
OTH SVCS & CHGS				329,075.00	.00	3,101.26	331,059.54	1,984.54-	331,059.54	100.60
EMERGENCY MANAGEMENT				1,234,909.00	367.90	102,396.97	936,847.90	298,061.10	937,215.80	75.86

(Include Deactivated BusUnits)

3

(Include Deactivated BusUnits)

(Include Deactivated BusUnits)

OTH SVCS & CHGS

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		1,234,909.00	367.90	102,396.97	936,847.90	298,061.10	937,215.80	75.86
		Grand Total(s)		1,234,909.00	367.90	102,396.97	936,847.90	298,061.10	937,215.80	75.86