AGENDA

Polk County
Emergency
Management
Commission

Executive Committee

Meeting Date/Time:
TUE 8-APR-2025
7:30 AM

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

Distributed on: 31-MAR-25

I. Call to Order –

II. Roll Call and Introductions –

A. **Members** (E=Elected Member, A=Appointed Member; *Member of the Commission's Executive Committee)

E	A	Jurisdiction
		Alleman
		Altoona*
		Ankeny
		Bondurant
		Clive
		Des Moines* (Chair)
		Elkhart
		Grimes
		Johnston*

E	A	Jurisdiction
		Mitchellville
		Pleasant Hill
		Polk City
		Polk County Board of Supervisors
		Polk County Sheriff* (Vice-Chair)
		Runnells
		Urbandale
		West Des Moines*
		Windsor Heights

B. **Staff –**

	Geisinger, Dutch – Deputy Director
	Kacer, Laura – Resiliency Coord.
	McIntyre, Brett – Prog. Asst.
	Mumm, A.J. - Director

	Nordmeyer, Patty – Admin. Asst.
	Stufflebeam, Cameron – Prog. Asst.
	Tazzioli, Lynn – 911 Coordinator

C. **Guests/Public –**

III. Approval of Agenda –

IV. **Approval of Previous Meeting Minutes–** Commission Meeting – 11-MAR-2025 Draft Minutes

V. Presentations

A. **NWS Storm Ready Recognition (MAY)** - This presentation by the NWS highlights our community's re-designation as a StormReady community, showcasing our commitment to preparedness and resilience in the face of severe weather. This designation recognizes our advanced warning systems, emergency response planning, public education initiatives, and collaboration with local partners and the NWS.

VI. New Business and Action Items –

A. **Election of EM Commission Officers for FY2026 (MAY) –** According to the Commission's Bylaws, Article IX, Section 2, 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 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. Further, Section 3 directs the Chair to appoint three At-Large members to serve on the Executive Committee along with the Chair and Vice-Chair. **Staff Recommendation**: At the Chair's direction, establish an ad hoc nominating committee to prepare a slate of candidates for the Commission's consideration at the May Commission meeting. **Chairperson's Action**: Appointment of Chief Clark as Chair of the Nominating Committee and requested that he prepare a slate of candidates for elections in May. TeKippe and Schneider both expressed their willingness to continue in their current positions. **Nominating Committee Report:** The recommended slate of candidates for FY 26, to be presented at the May EMA Commission Meeting– Chair: Chief John TeKippe, Vice Chair: Sheriff Kevin Schneider, At-Large: Chief Jared Ogbourne, At-Large: Chief Dennis McDaniel, At-Large: Chief Vance Swisher

B. **Approval of ESFs 3, 7, 8 (partial) and 12 (MAY) –** The following annexes will be reviewed, updated and prepared for approval at the May Commission meeting: ESF#3: Public Works and Engineering, ESF#7: Resource Support, ESF#8-Subsection: Public Health and Medical Services, and ESF#12: Energy. **Staff Recommendation**: Recommend approval of ESFs 3, 7, 8, and 12 to the full Commission. **Executive Committee Action:** Motion by Johnston seconded by Altoona to recommend approval of ESFs 3, 7, 8, and 12. Mumm mentioned that final versions would be available for review in late April. Johnston requested an amendment to his original motion to add the term "pending eventual review." This amended motion was supported and seconded by Altoona as the original seconding member. Amended motion passed unanimously.

VII. Unfinished Business –

A. **Intergovernmental Agreement forming the Authority** – CAD to CAD project Co-Chairs (Deputy Director Geisinger and DMFD Superintendent Michele Bischof) presented a brief progress report and explained the necessity and usefulness of using a 28E agreement to establish governance for the Authority as opposed to the previous Inter-Governmental Agreement (IGA). Questions or concerns were invited. No opposition or objections were voiced. **Commission Action:** Chairperson TeKippe directed staff to draft a 28E agreement for consideration by the Executive Committee and those political subdivisions that would form the Authority in lieu of the current IGA. Direction received without objection. No action necessary

VIII. Reports and Discussion –

A. Administration and Finance

1. Staff/Personnel:
   a) **Employee Evaluations –** Kacer and Nordmeyer completed, Geisinger (pending)
   b) **Director's performance evaluation –** Chairperson TeKippe sent email to Executive Committee Members to initiate the annual evaluation on the Director. Draft evaluation presented to Director. Chairperson and Director will be meeting in the coming weeks to finalize.
2. Commission By-Laws
   a) Discussion regarding timing of appointments. Calendar year vs. Fiscal year.
3. Budget:
   a) **FY 2025** (current): Monthly Expense Report as of 1-MAR-2025
   b) **FY 2026** (approved, certified and submitted): Begins 1-JUL-2025
4. 28E Agreement for Funding of Emergency Management Administration (FY24-FY26)
   a) **Billing –** Invoices for $0.50/capita sent to all participating jurisdictions in early January for current fiscal year's assessments.
   b) **Proposed Changes –** Executive Committee has asked the Director to explore the necessity of amending the 28E agreement for the next term to account for inflation and increased costs. Options should be presented to the Executive Committee for consideration prior to entering the final year of the current agreement. **Executive Committee Discussion (DEC):** Director presented background data and high-level options (see attached). Guidance provided by the Executive Committee included a phased-in approach with ~$0.10 increase in FY27 and ~$0.05 increases in subsequent years. Executive Committee suggestions were made to… 1) more clearly tie the recommended increase to the stated goals; 2) provide jurisdiction-specific data for comparison purposes; 3) move the background data to an attachment or appendix so that the data is available but not distracting; and 4) look at addressing the long-term projections over a 5- or 10-year period. **UPDATE**: Request from Acting County Administrator and the Board of Supervisors - asking the Director, Executive Committee and the Commission to consider restructuring the current 28E agreement to distribute the costs more equitably among all member jurisdictions of the Commission. Director will be seeking input and direction from Executive Committee starting in March 2025. **Executive Committee Discussion:** Suggested that director have a workshop with the city managers for discussion on this matter.
5. Grants Management –
   a) **EMPG –** receive $39,000 annually. Used for personnel expenses.
   b) **EMPG 2025 –** NOI Submitted
   c) **Coronavirus Relief Funds (Cares Act Funding) –** CAD to CAD ($4.9M)
   d) **SHSGP 2023 - Iowa Events Center –** Project Complete. Public presentation on hold.
   e) **SHSGP 2024 –** Notice of Funding Opportunity recently distributed to partners

B. Hazard Identification, Risk and Capability Assessment –

1. Updated HARA – covered under Mitigation Planning updates.

C. Resource Management
1. **Resource Typing –** 2024 completed. 2025 Updates to begin in spring.

D. Planning
1. **Comprehensive Emergency Plan (CEP) –** New Schedule for Planning efforts include Resilience/Recovery and CEP. This rotation will more closely mirror State HSEMD efforts. ESFs coming to the Commission for approval in 2025 will be: ESF10 (FEB), and ESFs 3, 7, 8 (partial) and 12 in MAY.
2. **EMA Strategic Plan –** Director and Deputy Director currently inventorying programs and projects for prioritization. Lines of business document available by request.
3. **Multi-jurisdictional Hazard Mitigation Plan –** see new business. Future updates may include multi-county collaboration with Dallas County. Currently exploring funding and cost-sharing options for next scheduled update prior to 2029. The countywide plan was already adopted by the Commission but jurisdictions should continue to review, adopt and submit documentation to Laura Kacer. It is normal to have amendments be proposed throughout the 5-year term of the plan. Amendments should first be adopted at the jurisdiction level then presented to the Commission with corresponding documentation.
4. **Active Threat Working Group –** Training and exercises continue in various forms and locations. Functional training segments are being developed for on-going training. Communication exercise in March.
5. **Planned Special Events –**
   a) **Ironman 70.3** – 8-JUN-2025
   b) **Capital City Pride Festival** – 6-8-JUN-2025
   c) **National Speech and Debate Tournament** – 15-20-JUN
   d) **National Senior Games** – 24-JUL thru 4-AUG
   e) **Iowa State Fair** – 7-17-AUG-2025

E. **Direction, Control, and Coordination –**

F. **Damage Assessment** – see Item I. – Training below

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) **CAD to CAD Project –**
      (1) Authority Working Group – Discussion in Old Business
      (2) Operations Subcommittee – Testing has resumed, Phase II has been initiated with Dallas and Warren Counties.
      (3) Technical Subcommittee – nothing to report
      (4) Policy and Budget Subcommittee – continuing to review requests from Operations subcommittee.
2. **PSAP Advisory Committee –**
   a) **Alert Iowa–**maintaining status. Use for special events continues.

3. **Metro Interoperability Committee –**
    a) Regional Interoperable Communications Plan (RICP)
    b) Large/Regional Events Comms Planning –
4. **Outdoor Warning Sirens –**
    a) **Monthly System Testing** –- "Go/NoGo" coordination prior to monthly test.
    b) **Long-Term Sustainment of Countywide Siren System–** Nothing to report

H. **Operations and Procedures**
1. **EOC Operations Guidebook –** on hold, pending other priorities.
2. **Extreme Temperature Plan –** threshold changes initiated by CISS will cause review of ESF6, specifically the Extreme Temperature Plan – Deputy Director Geisinger will be convening planning meeting prior to arrival of summer temps
3. **Significant Incidents/Responses**
    a) **Blizzard 5-MAR-2025**

I. **Training –** see Polk Co EMA training web site for more information
1. **Comprehensive Training Program –** is under development and will be working closely with planning to ensure efforts are collaborative
2. **Offerings:**
    a) **TEEX 440 – Enhanced Sports and Special Events Incident Management** - request pending scheduling
3. **Lunch and Learn:**
    a) Last Session – 25-MAR-2025 – Topic: Working with the Private Sector
4. **Damage Assessment Process and Tools –** 7-MAR-2025 – very well attended
5. **National Qualifications System** (NQS)

J. **Exercises –**
1. **Comprehensive Exercise Program** – under development
2. **ATWG Comms Exercise –** Hybrid workshop and TTX hosted at EOC on 4-MAR-2025

K. **Public Education, Outreach and Information Sharing –**
1. **Quad Cities Regional Disaster Conference** – Mass Fatalities Planning – 25-MAR-2025
2. **Straight Talk with Seniors** – 12 Steps to Preparedness – 17-APR-2025
3. **Golden Circle Municipal Officers Association –** EMA Overview – 14-MAY-2025

L. **Homeland Security –**

IX. **Open Discussion —**

X. **Public Comments –** Members of the public may share their opinions, concerns or questions directly with the Commission. -

XI. **Upcoming Meetings:**
A. **Full Commission** Meetings: ~~February 19~~, May 21, August 20 and November 19
B. **Executive Committee:** ~~January 7~~, ~~February 11~~, ~~March 11~~, April 8, May 13, June 10, August 12, September 9, November 12 (Wed), December 9

XII. **Adjourn –**