



MINUTES

Polk County Emergency Management Commission

Executive Committee

Meeting Date/Time:
TUES 12-MAR-2024
0730 Hours

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

Distributed on: 18-MAR-24

- I. Call to Order – at 0731 by Vice-Chairperson Schneider
- 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 – Mumm, Geisinger, Nordmeyer
- C. Guests/Public – None
- III. Approval of Agenda – **Executive Committee Action:** Motion by West Des Moines, seconded by Johnston to approve agenda as presented. The motion passed unanimously.
- IV. Approval of Previous Meeting Minutes– 21-FEB-2024 (draft minutes distributed 23-FEB-2024)
Executive Committee Action: Motion by Johnston, seconded by West Des Moines to approve minutes from the last meeting as distributed. The motion passed unanimously
- 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). **Executive Committee Discussion:** Notice will be provided to Commission members in April with an anticipated action item placed on the Commission’s May agenda. **Executive Committee Discussion:** No action is required at this meeting.
- 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: Meeting with Polk County Auditor's Office scheduled for later that day.

VIII. Reports and Discussion – Mumm dispensed with the following reports

A. Administration and Finance

1. **Staff/Personnel:**
2. **Commission By-Laws:** See new business. Action scheduled for April and May.
3. **Budget:**
 - a) **Monthly Budget Reports** – provided at meeting, report unavailable at time of agenda distribution
 - 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 occurring 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, Dates to be confirmed

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** – Unchanged - "Go/NoGo" coordination prior to monthly test. Reminder of Severe Weather Awareness Week (March 25-29) and Statewide Tornado Drill (March 27) will be sent in early March.
 - 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
- 3. **Lunch and Learn:**
 - a) Next Session - 26 March from 11:30-12:30 – topic: School Safety

J. Exercises –

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

K. Public Education, Outreach and Information –

- 1. **DMACC Job Fair** – 7-MAR

L. Homeland Security –

- IX. **Open Discussion** — **Executive Committee Discussion:** Training is available through TEEX on best practices to plan for and conduct special or planned events. TEEX 440 course will be researched along with other curriculum to better prepare area public safety agencies for the increase in special events. Public expectations are too great to not be intentional about preparing ourselves for these events.

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** – **Executive Committee Action:** Motion by West Des Moines, seconded by Johnston to adjourn. Motion passed unanimously at 0819 hours.