



MINUTES

Polk County
Emergency
Management
Commission

Full Commission

Meeting Date/Time:
WED 21-FEB-2024
1400 Hours

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

Distributed on: 23-FEB-24

- I. Call to Order – at 1402 hours by Chairperson TeKippe
- 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, Bearden, Stufflebeam, Kacer, and McIntyre
 - C. Guests/Public – None
- III. Approval of Agenda – **Commission Action:** Motion by Clive, seconded by Ankeny to approve agenda as presented and adopt minutes of previous meeting as distributed. Motion passed unanimously.
- IV. Approval of Previous Meeting Minutes– 15-NOV-2023 (draft minutes distributed 20-NOV-2023) See previous item.
- V. Programs, Presentations, Invited Guests or Speakers
 - A. Public Hearing: FY 2025 Proposed Budget - The proposed budget and notice of public hearing was published in the Des Moines Register on 7-FEB-2024. Anyone from the public is welcome to speak for or against the proposed budget. – **Attachment #1**
Commission Action: Open Public Hearing on the FY 2025 proposed budget at 1407 hours. Any members of the public were invited to speak on this item. No members of the public present at the meeting. No written comments were received by staff. Motion by Clive, seconded by Windsor Heights to close the public hearing at 1409 hours. Motion passed unanimously.
- VI. New Business and Action Items –
 - A. FY 2025 Budget Adoption – **Attachment #1.** No changes from previous presentations. Presentation to Board of Supervisors occurred January 24th. Proposed budget summary was presented and discussed at the Annual Partnership Meetings (January 23 and 24). Notice of Public Hearing was published in the Des Moines Register on February 7. **Executive Committee Action:** Motion by Johnston, seconded by West Des Moines to recommend approval and adoption by the full Commission on February 21, 2024. Motion passed unanimously.
Commission Action: Motion by Clive, seconded by Pleasant Hill to approve and adopt the FY 2025 budget as presented. No further discussion. Motion passed unanimously.

- B. **911 Service Board Appointments** –The Polk County 911 Service Board requests annual membership appointments. **Executive Committee Action:** Motion by West Des Moines, seconded by Altoona to recommend to the full Commission the reappoint of Director Mumm as the primary member and Deputy Director Geisinger as the alternate member. Motion passed unanimously.
- Commission Action:** Motion by Clive, seconded by Des Moines to reappoint Mumm and Geisinger to 911 Service Board as recommended. No further discussion. Motion passed unanimously.
- C. **ESF #10: Hazardous Materials Annex – Attachment #2.** Federal and state laws require ESF#10 to be reviewed and updated annually. Recent updates have been reviewed and recommended by the Polk County LEPC. Significant reformatting has taken place. **Executive Committee Action:** Motion by Johnston, seconded by Altoona to recommend approval of ESF#10 by the full Commission on February 21, 2024. Motion passed unanimously. **Commission Action:** Motion by Windsor Heights, seconded by Clive to approve and adopt ESF#10 Hazardous Materials Annex as presented. No further discussion. Motion passed unanimously.
- D. **Commission Designated as 911 Service Board Fiscal Agent – Attachment #3.** 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:** 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.
- VII. Old Business –
- VIII. Reports and Discussion –
- A. Administration and Finance
1. Staff/Personnel:
 - a) **Mumm Travel to Kosovo:** The Iowa National Guard, in support of the State Partnership Program with Kosovo, has asked Mumm to support an upcoming WMD Tabletop Exercise in the Republic of Kosovo 20-27 April. Travel expenses (air travel, hotel, per diem) are covered through the Defense Threat Reduction Agency (DTRA)/U.S. Dept of Defense. **Executive Committee Action:** Motion by Johnston, seconded by Altoona to approve Mumm's support of this request as an official representative of the Agency. Motion passed unanimously. No action required by Commission. Providing for awareness.
 2. Commission By-Laws:
 - 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.

3. **Budget:**

- a) **Monthly Budget Reports** – current FY status ending 1/31/24. **Attachment #4**
- b) **FY 24/25 Budget Preparation** – see new business
- c) **28E Agreement for Emergency Management Administration** – current approved agreement of \$0.50 per capita covers FYs 23/24, 24/25, and 25/26.

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. **Executive Committee Action:** Motion by Altoona, seconded by Johnston to authorize the Chair's signature of the application immediately due to impending deadline and ask the Commission to affirm. Motion passed unanimously with West Des Moines abstaining to avoid any perceived conflict of interest.

Commission Action: Motion by Clive, seconded by Ankeny to affirm the Chairperson's signature and to approve moving forward with the project as described. No further discussion. Motion passed unanimously.

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) **ESF#10: Hazardous Materials** – see new business.
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 Events** –
 - a) **The Ruckus Concert Festival** – Altoona, June 7-9, 2024
 - b) **Ironman 70.3** – June 9, 2024
 - c) **Iowa State Fair** – August 8-18, 2024

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) **ICS 300** – 30-31 January. Completed with 37 participants.
 - b) **Special Event Planning Considerations** – Ankeny PD/FD – 1-FEB. Completed with 15 participants.
 - c) **ALERRT Active Attack Integrated Response** – intended for LE, Fire and EMS. Prairie Meadows Jockey Quarters – 28-29 March
 - d) **Active Shooter Incident Management - C3 Pathways** – Iowa Events Center – 7-9 May
3. **Lunch and Learn:**
 - a) Next Session - 27 February from 11:30-12:30 – topic: Crisis Canines of the Midlands

J. Exercises –

1. **Comprehensive Exercise Program** – under development
2. **DSM Airport FSE** – August 22, 2024 (tentative date)

K. Public Education, Outreach and Information –

1. **CIEMSD EMS Conference** – EMS role before and during a complex planned event – 3-FEB – Completed with approximately 75 participants.

L. Homeland Security –

IX. Open Discussion —

- A. **Extreme Temperature Planning** – Request from Des Moines to find a way to continue Extreme Temp Center availability on holidays and weekends when most current centers are closed. Staff is working with Des Moines and Polk County to schedule a meeting to discuss.

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 – Commission Action:** Motion by Clive, seconded by Polk County Board of Supervisors to adjourn. Motion passed unanimously at 1430 hours.

Full Name	Meeting	Email	Agency/Organization
Swiped On Kiosk			
Kevin Schneider	EM Commission	kevin.schneider@polkcountyiowa.gov	PC Sheriffs
Connie Boesen	EM Commission	connieboesen@dmgov.org	Des moines city council
Blake Rozendaal	EM Commission	brozendaal@urbandale.org	Urbandale
Sarah Boese	EM Commission	sarah.boese@polkcountyiowa.gov	Polk Co Board of Supervisors
Mark Holm	EM Commission	mholm@ankenyiowa.gov	Ankeny
Laura Kacer	EM Commission	laura.kacer@pilkcountyiowa.gov	Polk County Emergency Management
Brett McIntyre	EM Commission	brett.mcintyre@polkcountyiowa.gov	Polk EMA
Vance Swisher	EM Commission	vswisher@ankenyiowa.gov	Ankeny Fire Department
John Edwards	EM Commission	jedwards@cityofclive.com	Clive
Mike Jones	EM Commission	mike.jones@windsorheights.org	Windsor Heights
Pete Roth	EM Commission	proth@windsorheights.org	Windsor Heights Police
Bill Roberts	EM Commission	bill.roberts@mitchellville.org	Mitchellville city of
Len Murray	EM Commission	murrayl150@hotmail.com	Pleasant Hill, Iowa
Rob Fouraker	EM Commission	rob4aker@hotmail.com	City of Elkhart
Scott Drey	EM Commission	scott.drey@nutrien.com	Elkhart Fire
Amanda Woods	EM Commission	awoods4alleman@gmail.com	City of Alleman
Shari Buehler	EM Commission	cityofalleman@huxcmm.net	City of Alleman
John TeKippe	EM Commission	jftekippe@dmgov.org	City of Des Moines
Jim Clark	EM Commission	jclark@cityofjohnstom.com	JGMFD
Aaron Kreuder	EM Commission	akreuder@cityofbondurant.com	Bondurant Emergency Services
Tracey L Bearden	EM Commission	tracey.bearden@polkcountyiowa.gov	PCEMA
AJ Mumm	EM Commission	aj.mumm@polkcountyiowa.gov	PCEMA
Zoom Participants			
Jared Ogbourne	EM Commission	jogbourne@altoona-iowa.com	Altoona FD
Steve Van Oort	EM Commission	steve.vanoort@polkcountyiowa.gov	Polk County Board of Supervisors
STEVE KARSJEN	EM Commission	skarsjen@polkcityia.gov	Polk City
Jeremy Boka	EM Commission	jboka@altoona-iowa.com	Altoona City Council
Tiffany Phillips	EM Commission	tkphillips81@gmail.com	Runnells City Council
Craig Leu	EM Commission	wdmfd100@gmail.com	West Des Moines FD
Donald Stanley	EM Commission	donald.stanley@polkcountyiowa.gov	Polk County Attorney's Office
Dan Stein	EM Commission	dtein@urbandale.org	Urbandale PD