MINUTES

Polk County Emergency Management Commission

Full Commission

Meeting Date/Time:
WEB 19-FEB-2025
2:00pm

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

Distributed on: 20-FEB-25

Virtual Attendance Option

In-Person attendance is preferred. However, if you are otherwise unable to attend, the following virtual option will be available for attendees: **REGISTRATION REQUIRED. CLICK HERE.**

I. **Call to Order** – Called to order by Chairperson TeKippe at 1400 hours.

II. **Roll Call and Introductions** – List of all attendees signed in

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

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

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

B. **Staff** –

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

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

C. **Guests/Public** –

III. **Approval of Agenda** – **Commission Action:** Motion by Pleasant Hill, seconded by Clive to approve agenda as presented and minutes of previous meeting as distributed. Motion passed unanimously.

IV. **Approval of Previous Meeting Minutes**– Commission Meeting – 20-NOV-2024 Draft Minutes See previous item.

V. **Public Hearing** – Notice of Public Hearing was published in the Des Moines Register on 3-FEB-25. Any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget. This notice represents a summary of the supporting detail of receipts and expenditures on file with the EMA. **Commission Action:** Opened public hearing at 1403 hours. Invited any members of the public to speak for or against the proposed budget. No public comments made at the meeting or received in writing prior to the public hearing. Motion by Clive to close the public hearing, seconded by Windsor Heights. Motion passed unanimously at 1405 hours.

VI. New Business and Action Items –

A. Proposed FY 2026 Budget – Staff presented the initial draft of the proposed FY26 budget to the Executive Committee in December. Questions and suggestions were invited by the staff. No changes were recommended by the Executive Committee. Director presented a summary of the proposed budget again at the January Executive Committee Meeting, the Board of Supervisors Staff Discussion on January 22nd and at both sessions of the Annual Partnership Meetings (January 28 and 29). No changes required based on all presentations. **Executive Committee Action**: Motion by Altoona, seconded by Johnston to recommend adoption of the budget by the Commission as presented. Motion passed unanimously. **Commission Action:** Motion by Pleasant Hill to approve budget as proposed, seconded by Altoona. Roll call vote of Elected Members present. Motion passed unanimously.

B. Emergency Support Function #10 Hazardous Materials – ESF #10 has a federal and state requirement to be reviewed and adopted annually. The annex has been reviewed by the LEPC and presented for comment to our wider group of partners. Comments received have been considered and integrated. **Executive Committee Action**: Motion by Johnston, seconded by Altoona to recommend adoption of ESF#10 by the Commission as presented. Motion passed unanimously. **Commission Action:** Motion by Clive to approve and adopt ESF#10 as presented, seconded by Grimes. Voice vote. 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.

VIII. Reports and Discussion – Director and Staff dispensed with the following reports.

A. Administration and Finance
1. Staff/Personnel:
   a) **Employee Evaluations** – Kacer and Nordmeyer completed, Geisinger (February)
   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) 2025 Appointment notifications sent in early January
   b) Discussion regarding timing of appointments. Calendar year vs. Fiscal year.
3. **Budget:**
   a) **FY 2025** (current): FY 25 as of 1/31/25
   b) **FY 2026** (proposed): See New Business.
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.
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 late winter/early 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. **Small-scale sheltering:** Field Operations Guide (FOG) completed
3. **Significant Incidents/Responses**

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) Next Session – 25-FEB-2025 – Topic: Statewide CBRNE Protocol
4. **Damage Assessment Process and Tools –** 26 FEB 2025 – Registration information coming
5. **National Qualifications System** (NQS) Updates and Approval Process - Brett

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. **Partnership Meetings** – January 28 and 29 - Combined attendance = 71 (43+28). Recorded presentation and materials will be posted to web site and link shared on Facebook.
2. **Quad Cities Regional Disaster Conference** – Mass Fatalities Planning – 25-MAR-2025
3. **Golden Circle Municipal Officers Association –** EMA Overview – 14-MAY-2025

L. **Homeland Security –**
1. **Polk County Homeland Security Coordinator Appointment** – Director reappointed as Polk County's Homeland Security Coordinator (2025) by Board of Supervisors.

IX. **Open Discussion** — None

X. **Public Comments –** Members of the public may share their opinions, concerns or questions directly with the Commission. - None

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** – **Commission Action:** Chairperson adjourned the meeting without objection at 1438 hours.