



AGENDA

Polk County
Emergency
Management
Commission

Full Commission Mtg.

Meeting Date/Time:
WED 17-FEB-2021
1400 Hours

Location: Zoom

Distributed on: 9-FEB-2021

This open meeting is being held electronically pursuant to Iowa Code section 21.8 due to the current circumstances of the COVID-19 pandemic and physical distancing where an in-person meeting is impossible or impractical for members and for the safety of the public.

You are invited to a Zoom meeting.

When: Feb 17, 2021 02:00 PM Central Time (US and Canada)

Register in advance for this meeting:

<https://zoom.us/join/zoom/register/tYkdOuvqojGNTFsiC0-YXYXVfHy3psNtlo>

After registering, you will receive a confirmation email containing information about joining the meeting.

I. Call to Order –

II. Roll Call and Introductions –

A. Members (*Member of the Commission's Executive Committee)

- | | | | |
|------------------------------------|--|--|---|
| ☐ 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– 18-NOV-2020 (Distributed 19-NOV-2020)

V. Programs, Presentations, Invited Guests or Speakers – Presentation on Proposed Budget FY 2021-22 (Mumm)

VI. Public Hearing – Proposed Budget FY 2021-22 – Any resident or taxpayers may present objections to, or arguments in favor of, any part of the proposed budget. A summary of the budget and notice of this public hearing were published in the Des Moines Register on Saturday, February 6, 2021, as required by law. – Attachment #1.

VII. New Business and Action Items –

A. Proposed budget FY 2021-2022 – Executive Committee Action: Motion by Johnston, seconded by Ankeny to recommend approval of proposed budget to the full Commission. Motion passed unanimously.

VIII. Old Business – None

IX. Reports-

A. Administration and Finance

1. Staff/Personnel:

- a) **Director's Performance Review** – Completed, signed and submitted as of 2-FEB-21
- b) **Staff Performance Reviews** – Completed, signed and filed as of 27-JAN-21
- c) **Alternative Work Locations** – staff work locations rotating for COVID mitigation purposes until further notice

2. **Commission By-Laws:** nothing new to report3. **2021 Partnership Meetings** – Completed – approximately 160 attendees total between all three sessions4. **Budget:**

- a) **28E Agreement** – all jurisdictional payments received for current year

5. **Grants Management** –

- a) **2019 Hazardous Materials Emergency Preparedness (HMEP)**
- b) **2020 EMPG Supplemental Grant** – confirmed to receive \$39,000 from the EMPG Supplemental appropriated in response to COVID-19.
- c) **2021 EMPG** – application submitted. Expect to receive \$39,000.

B. **Hazard Identification, Risk and Capability Assessment** – no new reports.C. **Resource Management**

- 1. **Resource Typing** – no updates
- 2. **Unmanned Aerial Vehicle/System** – Discussions initiated with the Polk County Sheriff's Office on the potential of a combined program to leverage efficiencies and pilot pool.

D. **Planning**

- 1. **Comprehensive Emergency Plan (CEP)** – Plan review and revision schedule revised; ConOps development underway.
- 2. **EMA Strategic Plan** – will be considered after COVID response subsides
- 3. **Multi-jurisdictional Hazard Mitigation Plan** – completed and approved by HSEMD and FEMA on July 16, 2019.
- 4. **Active Threat Working Group** – periodic efforts continue when possible related to incidents, exercises and other meetings with a similar topical connection but will be revitalized in March 2021
- 5. **Planned Events** – most significant planned events have been postponed or cancelled due to COVID-19
 - a) **Principal Charity Classic** – June 4-6, 2021
 - b) **Ironman** – June 20, 2021 – parallel planning is occurring to develop Event Action Plan and a TTX/Workshop to enhance competencies of those with assignments in the EAP
 - c) **Iowa State Fair** – August 12-22, 2021
 - d) **EMC Dam to DSM** – August 28, 2021
 - e) **NCAA Basketball 1st/2nd Rounds** – March 2023

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

- 1. **Incident Action Plan Software Tool:** under review by staff

- F. **Damage Assessment** – no new reports
- G. **Communications and Warning**
 - 1. **911 Service Board Updates** –
 - a) **Service Plan and Strategic Plan Updates** – considered for adoption at 2/27 meeting
 - 2. **Metro Interoperability Committee** –
 - a) **Interop Workshops** – 911 Coordinator and Deputy Director currently facilitating workshops to identify interop solutions for potential scenarios.
 - b) **Public Safety Data Network** – 911 Service Board approved a contract to make available a public safety grade network to provide data connectivity between the three local PSAPs.
 - c) **CAD to CAD Interoperability** – Interop Committee exploring a CAD-to-CAD interoperability solution. Committee representatives will present a draft of the proposal to the 911 Service Board and the EM Commission.
 - 3. **Outdoor Warning Sirens** – Coordination among local PSAPs occurring to align winter testing occurrence. “Go/NoGo” indication will be provided to 911 Coordinator by the PSAP Directors on Thursday prior to the first Saturday of each month.
- H. **Operations and Procedures**
 - 1. **EOC Operations Guidebook** – Guidebook to be developed to act as a quick reference guide for EOC personnel and duty officers. Includes EOC basic operations and ESF-specific checklists, agendas, and job aids. Project delayed due to competing priorities.
 - 2. **COVID-19** – ongoing operations. EOC opened March 9th. Presidential disaster declaration continuing. Vaccine planning has commenced with internal planning meetings between PCHD and EMA.
 - 3. **Extreme Temperature Operations** – overnight sheltering available through CISS, daytime warming centers identified in many public buildings and buildings open to the public such as malls. DART provides free transportation to those seeking these services. Separate sheltering efforts are only necessary if a complicating factor occurs such as widespread or prolonged power outage, apartment fire, etc.
- I. **Training** –
 - 1. **Updated Training Opportunities** – TBD
- J. **Exercises** –
 - 1. **LODD Workshop** – phase I completed, phase II in January 2021
 - 2. **IronMan TTX** – pre-event (possibly with federal assistance) May 2021
 - 3. **Airport Triennial TTX** (date TBD) and **FSE** – August 28, 2021 (pending)
- K. **Public Education and Information** –
 - 1. **Joint Information System Dashboard and Smartphone App** – new website implemented. Dashboard concept on hold until time allows.
 - 2. **Severe Weather Awareness Week** – 2021 activities planned for week of March 22-26, 2021.
- L. **Homeland Security** – no new reports

X. Open Discussion —

XI. Upcoming Meetings:

Full Commission Meetings

Feb. 17, 2021 @ 1400 hrs

May 19, 2021 @ 1400 hrs

Aug. 18, 2021 @ 1400 hrs

Nov. 17, 2021 @ 1400 hrs

Executive Committee Meetings

Jan. 12, 2021 @ 0730 hrs

Feb. 9, 2021 @ 0730 hrs

Mar. 9, 2021 @ 0730 hrs

Apr. 13, 2021 @ 0730 hrs

May 11, 2021 @ 0730 hrs

June 8, 2021 @ 0730 hrs

Aug. 10, 2021 @ 0730 hrs

Sept. 7, 2021 @ 0730 hrs

Nov. 9, 2021 @ 0730 hrs

Dec. 7, 2021 @ 0730 hrs

XII. Adjourn –



Attachment #1

NOTICE OF PUBLIC HEARING --- PROPOSED BUDGET Fiscal Year July 1, 2021 - June 30, 2022
Polk County Emergency Management Commission

The Emergency Management Commission of the above-named County will conduct a public hearing on the proposed fiscal year 2021/2022 budget as follows:

Meeting Date: 2/17/2021 Meeting Time: 02:00 PM Meeting Location: Polk County Emergency Management 1907 Carpenter Ave, Des Moines IA 50314

At the public hearing 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 County Coordinator.

		Actual FYE June 30 , 2020	Estimated FYE June 30 , 2021	Proposed FYE June 30 , 2022
BEGINNING FUND BALANCE:	1	187,357	223,396	213,315
REVENUES:				
County Contribution	2	291,591	311,517	328,434
Other Revenues	3	747,048	674,162	686,063
Total Revenues (2+3)	4	1,038,639	985,679	1,014,497
EXPENDITURES:				
Administration and Operations	5	998,721	995,760	1,037,602
Capital Outlays	6	3,879	0	0
Total Expenditures (5+6)	7	1,002,600	995,760	1,037,602
Total Ending Fund Balance	8	223,396	213,315	190,210

Beginning Fund Balance	\$187,357	\$223,396	\$213,315	\$190,210
Revenue	19/20	20/21	21/22	22/23
	Actual	Est thru 6-30-21	Proposed	Proposed
Intergovernmental				
Polk County BOS (Director/Office Spec Sal+Ben)	\$331,657	\$341,517	\$358,434	\$376,589
E911 28E Agreement 20% contractual agreement	\$19,011	\$0	\$0	\$0
NEW E911 28E Agreement 17% contractual agrmt on expenses	\$0	\$13,590	\$0	\$0
E911 Coordinator 100% reimbursement	\$95,056	\$102,033	\$107,924	\$111,629
28E Agreement	\$223,686	\$222,539	\$222,539	\$222,539
Intergovernmental Subtotal	\$669,410	\$679,679	\$688,897	\$710,757
Hazmat				
Hazmat (BOS)	\$224,934	\$235,000	\$235,000	\$235,000
Hazmat (Resp Party Reimb)	\$24,199	\$30,000	\$30,000	\$30,000
Hazmat Subtotal	\$249,133	\$265,000	\$265,000	\$265,000
Grants				
EMPG	\$39,000	\$39,000	\$39,000	\$39,000
HMEP	\$1,500	\$2,000	\$21,200	\$1,200
State Grants	\$882	\$0	\$0	\$0
FEMA	\$6,663	\$0	\$0	\$0
IMT - 2017	\$15,475	\$0	\$0	\$0
HSGP - Mitigation Plan	\$25,500	\$0	\$0	\$0
WMD Hazmat - 2017	\$9,157	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Grants Subtotal	\$98,177	\$41,000	\$60,200	\$40,200
Misc Contributions & Donations	\$20,000	\$0	\$0	\$0
Overpayments/Refunds	\$1,519	\$0	\$0	\$0
Misc Receipts/Reimbursements	\$400	\$0	\$400	\$400
Total Revenue	\$1,038,639	\$985,679	\$1,014,497	\$1,016,357
Expenses	19/20	20/21	21/22	22/23
Personnel				
Salaries	\$422,562	\$497,447	\$522,375	\$544,370
FICA	\$31,677	\$37,707	\$39,651	\$41,477
IPERS	\$38,431	\$46,959	\$52,447	\$57,921
Health Insurance	\$42,196	\$56,149	\$60,667	\$65,541
Flexible Benefits	\$736	\$0	\$0	\$0
Deferred Comp Match	\$14,879	\$13,733	\$13,837	\$13,903
Personnel Subtotal	\$550,481	\$651,995	\$688,977	\$723,212
Grants				
HMEP	\$0	\$0	\$21,200	\$1,200
WMD Hazmat - 2017	\$5,206	\$0	\$0	\$0
IMT - 2017	\$1,853	\$0	\$0	\$0
HSGP - Mitigation Plan	\$30,000	\$0	\$0	\$0
Grants Subtotal	\$37,059	\$0	\$21,200	\$1,200
Supplies				
Fuel	\$1,576	\$5,300	\$3,500	\$3,500
MV Lub/Parts/Supplies	\$972	\$1,000	\$1,000	\$1,000
Office Supplies (outside)	\$3,376	\$2,800	\$3,000	\$3,000
Furniture and Equip	\$3,879	\$0	\$0	\$0
Minor Equipment/hand tools	\$3,474	\$100	\$100	\$100
Uniform/Wearing apparel	\$1,853	\$1,500	\$1,500	\$1,500
P.C. Software	\$0	\$400	\$0	\$0
Misc. Other supplies	\$262	\$100	\$0	\$0
Supplies Subtotal	\$15,392	\$11,200	\$9,100	\$9,100
Services/Charges				
Publications/Legal Notices	\$54	\$140	\$75	\$75
Print Shop Services	\$68	\$100	\$100	\$100
Mileage/Misc Travel	\$30	\$0	\$0	\$0
Postage	\$28	\$200	\$50	\$50
Telephone Service	\$1,205	\$1,500	\$1,350	\$1,350
Data Lines	\$0	\$50	\$50	\$50
Radio Services	\$3,213	\$4,000	\$2,600	\$3,500
Cellular Services	\$4,072	\$4,000	\$3,000	\$3,000
Internal Telephone	\$8,115	\$7,500	\$7,400	\$7,400
R & M - Services	\$4,065	\$0	\$0	\$0
R & M - Motor Vehicles	\$1,891	\$1,400	\$2,100	\$2,100
Maintenance Agreements (copies, CEC, BCG)	\$13,789	\$23,000	\$16,500	\$16,500
Lease / Rentals	\$2,155	\$1,975	\$1,600	\$1,600
Insurance	\$15,779	\$17,200	\$14,000	\$13,500
Dues and Membership	\$895	\$700	\$700	\$700
Training/Education	\$545	\$5,000	\$3,000	\$3,000
Hazmat	\$249,134	\$265,000	\$265,000	\$265,000
Misc Other Charges	\$0	\$400	\$400	\$400
Meetings	\$429	\$400	\$400	\$400
COVID-19	\$88,611	\$0	\$0	\$0
Services Subtotal	\$394,079	\$332,565	\$318,325	\$318,725
Capital Outlays				
Minor Equipment	\$5,589	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
Capital Subtotal	\$5,589	\$0	\$0	\$0
Total Expenses	\$1,002,600	\$995,760	\$1,037,602	\$1,052,237
Beginning Fund Balance	\$187,357	\$223,396	\$213,315	\$190,210
Total Revenue	\$1,038,639	\$985,679	\$1,014,497	\$1,016,357
Total Expenditures	\$1,002,600	\$995,760	\$1,037,602	\$1,052,237
Balance	\$223,396	\$213,315	\$190,210	\$154,330