



MINUTES

Polk County
Emergency
Management
Commission

Full Commission

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

Location: Zoom

Distributed on: 23-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/tYkdOuvqiojGNTFsiC0-YXYXVfHy3psNtlo>

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

- I. **Call to Order** – at 1402 hours by Chairperson TeKippe
- II. **Roll Call and Introductions** – the highlighted members below announced their presence
 - 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**– Mumm, Nordmeyer, Sesker, Stufflebeam
 - C. **Guests/Public** – None
- III. **Approval of Agenda** – **Commission Action:** Motion by Des Moines, seconded by Urbandale to approve the agenda as presented and to approve the minutes of the November meeting as distributed. Motion passed unanimously by roll call vote.
- IV. **Approval of Previous Meeting Minutes**– 18-NOV-2020 (Distributed 19-NOV-2020) **Commission action** : see item III
- V. **Programs, Presentations, Invited Guests or Speakers** – Presentation on Proposed Budget FY 2021-22. **Commission Discussion:** Mumm presented proposed budget. Slides presented included with minutes.
- 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. **Public Hearing opened** at 1410 hours. No members of the public appeared to make comments in person or via Zoom and no written comments were received. **Public Hearing Closed** at 1411 hours.

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. **Commission Action:** Motion by Windsor Heights, seconded by Pleasant Hill to approve the proposed budget as presented. Motion passed unanimously by roll call vote.

VIII. Old Business – None

IX. Reports- **Commission Action:** Mumm dispensed with the following report to the Commission Members.

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 report

3. 2021 Partnership Meetings – Completed – approximately 160 attendees total between all three sessions

4. 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 the 911 Service Board's 2/17 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.
 - d) **Tactical Interoperable Communications Plan (TICP) and Field Operations Guide (FOG) for Communications:** **Commission Discussion:** Mumm indicated that the Metro Interop Committee was asking for clarification on including daily operability talkgroups or focus solely on the predesignated interop talkgroups. Mumm suggested the inclusion of both operable and interoperable talkgroups to account for incidents that start in a single agency/jurisdiction and then escalate to multi-jurisdictional or regional and require interoperable communications. Mumm asked if anyone disagreed or thought otherwise. There was no opposition to this suggested method.
 - e) **Unified Concept of Interoperability (UCOI):** The UCOI has been presented recently to many area response associations to include the Commission, the 911 Service Board, PLEXA, PCFCA and CIEMSD. Comments and edits to the concept were invited from all stakeholders. The Metro Interop Committee is asking the UCOI to be considered final, remove the draft label and begin implementation. Mumm asked if there was any opposition to removing the draft status and consider final. No opposition was voiced.
 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** — **No items brought forward for discussion.**
- XI. **Upcoming Meetings:**
- | <u>Full Commission Meetings</u> | <u>Executive Committee Meetings</u> |
|---------------------------------|-------------------------------------|
| Feb. 17, 2021 @ 1400 hrs | Jan. 12, 2021 @ 0730 hrs |
| May 19, 2021 @ 1400 hrs | Feb. 9, 2021 @ 0730 hrs |
| Aug. 18, 2021 @ 1400 hrs | Mar. 9 2021 @ 0730 hrs |
| Nov. 17, 2021 @ 1400 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** – **Commission Action:** Motion by Urbandale, seconded by Clive to adjourn. Motion passed without objection at 1432 hours.



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



Proposed Budget

Fiscal Year 2021-2022



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Revenue

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 - Personnel

	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

Expenses - Grants

Grants	19/20	20/21	21/22	22/23
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

Expenses - Supplies

Supplies	19/20	20/21	21/22	22/23
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

Expenses - Services

Services/Charges	19/20	20/21	21/22	22/23
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

Expenses - Capital Outlays

Capital Outlays	19/20	20/21	21/22	22/23
Minor Equipment	\$5,589	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
Capital Subtotal	\$5,589	\$0	\$0	\$0

Summary - Balances

	19/20	20/21	21/22	22/23
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



Questions



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Meeting ID	Start Time	End Time	User Email	Duration (M)	Participants
92932741920	2/17/2021 13:55	2/17/2021 14:32	AJ.Mumm@p	38	23

Name (Original Name)	Join Time	Leave Time	Duration (M)	Guest
Steve Van Oort	2/17/2021 13:55	2/17/2021 14:32	37	Yes
Bill Roberts	2/17/2021 13:55	2/17/2021 14:32	37	Yes
Darius Potts	2/17/2021 13:55	2/17/2021 14:32	37	Yes
Al Pizzano	2/17/2021 13:55	2/17/2021 14:32	37	Yes
Leonard Murray	2/17/2021 13:55	2/17/2021 14:32	37	Yes
John TeKippe	2/17/2021 13:56	2/17/2021 14:32	36	Yes
Matt McCoy	2/17/2021 13:57	2/17/2021 14:32	36	Yes
Bob Andeweg	2/17/2021 13:57	2/17/2021 14:32	35	Yes
Craig Leu	2/17/2021 13:58	2/17/2021 14:32	35	Yes
A.J. Mumm - Polk Co EMA	2/17/2021 13:58	2/17/2021 14:32	34	No
Sarah Boese	2/17/2021 13:58	2/17/2021 14:32	34	Yes
Scott Drey	2/17/2021 13:59	2/17/2021 14:32	33	Yes
15152651444	2/17/2021 13:59	2/17/2021 14:32	33	Yes
Doug Elrod	2/17/2021 13:59	2/17/2021 14:32	33	Yes
Dave Burgess	2/17/2021 14:00	2/17/2021 14:32	33	Yes
Gary Lorenz	2/17/2021 14:01	2/17/2021 14:32	31	Yes
Frank Cownie	2/17/2021 14:01	2/17/2021 14:32	31	Yes
James Clack	2/17/2021 14:01	2/17/2021 14:32	31	Yes
Joe Quick	2/17/2021 14:02	2/17/2021 14:32	30	Yes
15159656471	2/17/2021 14:02	2/17/2021 14:32	30	Yes
Jim Clark	2/17/2021 14:22	2/17/2021 14:32	11	Yes
John Edwards	2/17/2021 13:55	2/17/2021 14:32	38	Yes
Jerry Holt	2/17/2021 13:55	2/17/2021 14:32	37	Yes