



MINUTES

Polk County Emergency Management Commission

Full Commission

Meeting Date/Time:
WED 16-FEB-2022
1400 Hours

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

Zoom Option Available. See p.2

Distributed on: 17-FEB-2022

This meeting was offered as a hybrid meeting. In-person attendance was welcomed. For those unable to attend in person, a virtual option was available.

When: Feb 16, 2022 02:00 PM Central Time (US and Canada)

Register in advance for this meeting:

<https://us06web.zoom.us/join/tZMuf-2tpz0oHNXtA9bA4ii4wFnGXLsOqC4>

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** – attended; elected official attended
- A. **Members** (*Member of the Commission’s Executive Committee. Highlighted = attended)
- | | | | |
|---|---|---|--|
| ☐ <u>Alleman</u> | ☐ <u>Des Moines* (C)</u> | ☐ <u>Pleasant Hill</u> | ☐ <u>Runnells</u> |
| ☐ <u>Altoona</u> | ☐ Elkhart | ☐ Polk City | ☐ <u>Urbandale</u> |
| ☐ <u>Ankeny*</u> | ☐ <u>Grimes</u> | ☐ <u>Polk County BOS</u> | ☐ <u>West Des Moines</u> |
| ☐ <u>Bondurant</u> | ☐ <u>Johnston*</u> | ☐ Polk County | ☐ <u>Windsor Heights*</u> |
| ☐ <u>Clive</u> | ☐ <u>Mitchellville</u> | Sheriff* (VC) | |
- B. **Staff** – Mumm, Nordmeyer, Stufflebeam, Sesker, Bearden
- C. **Guests/Public** – None
- III. **Approval of Agenda** – **Commission Action:** Motion by Clive, seconded by Pleasant Hill to approve the agenda presented and the minutes of the previous minutes as distributed. Motion passed unanimously.
- IV. **Approval of Previous Meeting Minutes**– 17-NOV-2021 (Distributed on 1-DEC-2021) See Commission Action in Item III.
- V. **Programs, Presentations, Invited Guests or Speakers** – none scheduled
- VI. **Open Public Hearing** – Notice of public hearing published in the Des Moines Register on Saturday 5-FEB-2022 along with the proposed budget. The public is welcome to ask questions or make comments for or against the proposed budget. Attachment #1. **Commission Action:** Opened Public Hearing at 1406 hours. No members of the public appeared to make comments in person or via Zoom. No written comments received by staff.
- VII. **Close Public Hearing** - **Commission Action:** Motion by Clive, seconded by Bondurant to close the Public Hearing. Motion passed unanimously at 1407 hours.

VIII. New Business and Action Items –

- A. * **FY23 Proposed Budget**– Proposed budget discussed at previous Executive Committee meetings and presented widely at the Annual Partnership meetings. **Executive Committee Recommendation** – Motion by Ankeny, seconded by Polk County Sheriff’s Office to recommend to the Commission adoption of the FY23 budget as presented. Motion passed unanimously. **Attachment #1**

**Note: According to the Code of Iowa Section 29C.9 – “For any activity relating to section 29C.17, subsection 2, or chapter 24, participation shall only be by a commission member or a designated alternate that is an elected official from the same designated entity.”*

Commission Action: Motion by Clive, seconded by Pleasant Hill to approve the budget as presented. Motion passed unanimously by roll call vote of elected members of the Commission.

- B. **Proposed By-Law Amendments** - Proposed by-law amendment to include language designating the method(s) of funding the Commission’s budget. Proposed By-Laws distributed electronically to all Commission Members on 11-Jan-2022. No questions or comments received by staff at this time. **Executive Committee Recommendation:** Motion by Ankeny, seconded by Johnston to approve the proposed language in Attachment #2 (page 5) and recommend approval to the full Commission. **Attachment #2.** **Commission Action:** Motion by Clive, seconded by Des Moines to approve the bylaw amendments. Motion passed unanimously.

IX. Old Business –

- X. **Reports-** Director Mumm dispensed with the following report to the Commission.

A. Administration and Finance

1. **Staff/Personnel:** Performance evaluations on staff members will be completed by end of February. They will be available to Members upon request. Director’s evaluation process by the Chairperson and Executive Committee may begin at their convenience.
2. **Commission By-Laws:** See New Business
3. **Budget:**
 - a) **28E Agreement for Administration of EMA Program** – invoices distributed in December. Nearly all payments received.
 - b) **Monthly Budget Report** – Attachment #3
4. **Grants Management –**
 - a) **2021 EMPG** – received \$39,000.
 - b) **2021 EMPG Supplemental** –Received \$39,000
 - c) **Coronavirus Relief Funds (Cares Act Funding)** – approximately \$4.9 Million to be used for CAD to CAD interface between PCSO, DMPD, Westcom and, potentially, Dallas and Warren Counties. Funding will provide software and professional services to examine Common CAD and Common Governance between all local PSAPs. Project on time and on budget. Contracted project manager began on 7-FEB-2022. This position will work periodically out of the EMA/EOC offices and will work closely with the CAD-to-CAD group.

- B. **Hazard Identification, Risk and Capability Assessment** – no new reports.
- C. **Resource Management**
 - 1. **Resource Typing** – updates to jurisdictions in early 2022
 - 2. **PPE Distribution for COVID** – Local jurisdictions and NODE 1 distribution ongoing.
- D. **Planning**
 - 1. **Comprehensive Emergency Plan (CEP)** – Plan review and revision schedule revised; Continuing to work toward public facing CONOPS and tactical Field Operations Guides for ESFs.
 - 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** – Deputy Director scheduled a multi-partnership meeting to refresh the ConOps and receive input on future direction. This meeting to occur 1-MAR-2022.
 - 5. **Planned Events** – many significant planned events are beginning to re-open
 - a) **Ironman** – June 11-12, 2022
 - b) **NCAA Basketball 1st/2nd Rounds** – March 2023
- E. **Direction, Control, and Coordination** –
 - 1. **Incident Action Plan Software Tool**: ending contract due to limited use
- F. **Damage Assessment** – no new reports
- G. **Communications and Warning**
 - 1. **911 Service Board Updates** –
 - a) **Fiscal Agent** – Transfer of responsibility from PCSO to EMA is pending audit to certify starting point. Plan for policy adoption and initiation of responsibilities in spring 2022.
 - b) **CAD to CAD Project** – covered under grant management
 - 2. **Metro Interoperability Committee** – after reviewing tasks given upon formation, this group has been refocused on the following three areas:
 - a) **CAD to CAD Interoperability** – Common CAD workgroup (covered under grants)
 - b) **MICS review** – Review of MICS in its current state and reviewing feasibility and viability for future use as defined by new direction given by 911 Service Board.
 - c) **Regional Interoperable Communications Plan (RICP)** committee will re-engage on this topic as defined by new direction of 911 Service Board.
 - 3. **Outdoor Warning Sirens** –
 - a) **Monthly System Testing** – Unchanged - “Go/NoGo” indication will be provided to Cameron Stufflebeam and the 911 Coordinator by the PSAP Directors on Thursday prior to the first Saturday of each month.
- H. **Operations and Procedures**
 - 1. **EOC Operations Guidebook** – This remains a priority and will be re-addressed with other competing priorities. 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.

2. **COVID-19** – ongoing operations. Planning Section and Logistics Section demob/transition completed. PCHD now has lead on both PSC and LSC responsibilities. EMA staff available to fill in and assist as requested by PCHD. **Update:** Governor’s Proclamation to expire 15-FEB-2022. This should have no impact on Presidential Declaration that covers 100% reimbursement of eligible projects. Presidential Declaration expected to continue until April.

I. Training –

1. **Comprehensive Training Program** – currently preparing draft. Stakeholder survey distributed. Results will help guide upcoming training offerings.

J. Exercises –

1. **Comprehensive Exercise Program** – currently preparing draft. Stakeholder survey distributed. Results will help guide upcoming exercise offerings.
2. **LODD Workshop** –

K. Public Education and Information –

1. **2022 Partnership Meetings** – 135 participants. Working to post the recorded version to the agency’s website.
2. **Lunch N Learn Sessions** – Monthly Lunch N Learn sessions resuming in February 2022. Submit topics of interest to DeAnne Sesker. February session related to interactions with the media. Future topics include damage assessment/debris management and search dogs.

L. Homeland Security – no new reports

XI. Open Discussion — No items brought forward for discussion.

XII. Upcoming Meetings:

<u>Full Commission Meetings</u>	<u>Executive Committee Meetings</u>
February 16 at 1400 hours	January 11 at 0730 hours
May 18 at 1400 hours	February 8 at 0730 hours
August 17 at 1400 hours	March 8 at 0730 hours
November 16 at 1400 hours	April 12 at 0730 hours
	May 10 at 0730 hours
	June 14 at 0730 hours
	August 9 at 0730 hours
	September 13 at 0730 hours
	November 8 at 0730 hours
	December 13 at 0730 hours

XIII. Adjourn - Commission Action: Motion by Urbandale, seconded by Altoona to adjourn. Motion passed unanimously at 1426 hours.

Event:

Em Commission Meeting

Date:

2-16-22

Time:

01400 hrs

Location:

EOC - C111



1907 Carpenter Avenue
Des Moines, Iowa 50314
515-286-2107

	Name	Organization	Phone	Email
1	Patty Nordmeyer	PC EMA	on file	on file
2	Gabe McHugh	WINNERS KNIGHTS	on file	on file
3	John TeKippe	Des Moines	on file	on file
4	JAMES CLACK	ARKENY	ON FILE →	
5	Jerry Holt	Unbranded	"	"
6	Scott Lyon	" "	"	"
7	Jim Clark	TOMED	"	"
8	Shari Bueller	City of Alleman	"	"
9	A.J. Mumm			
10				
11				
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17				
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20				

Meeting ID	Topic	Start Time	End Time	User Email	Duration (Minutes)	Participants
87384596261	Polk Co Emergency Mgt Commission	2/16/2022 13:52	2/16/2022 14:26	AJ.Mumm@polkcountyiowa.gov	34	20
Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)	Guest	Recording Consent
A.J. Mumm - Polk Co EMA	aj.mumm@polkcountyiowa.gov	2/16/2022 13:52	2/16/2022 14:26	34	No	Y
Aaron Kreuder	akreuder@cityofbondurant.com	2/16/2022 13:53	2/16/2022 14:25	33	Yes	
Bill Roberts	bill.roberts@mittchellville.org	2/16/2022 13:53	2/16/2022 14:25	33	Yes	Y
John Edwards	jedwards@cityofclive.com	2/16/2022 13:53	2/16/2022 14:25	33	Yes	Y
Len Murray	murrayl150@hotmail.com	2/16/2022 13:53	2/16/2022 14:25	33	Yes	Y
Joe Quick (joe quick)	quicjos@gmail.com	2/16/2022 13:54	2/16/2022 14:25	32	Yes	Y
Steve Van Oort	steve.vanoort@polkcountyiowa.gov	2/16/2022 13:55	2/16/2022 14:11	17	Yes	Y
Rick Roe	rroe@cityofclive.com	2/16/2022 13:55	2/16/2022 14:25	30	Yes	Y
Kevin Schneider	monique.rodriquez@polkcountyiowa.gov	2/16/2022 13:57	2/16/2022 14:26	29	Yes	Y
Craig Leu	craig.leu@wdm.iowa.gov	2/16/2022 13:57	2/16/2022 14:25	29	Yes	Y
Altoona (Tony Chambers)	tchambers@altoonapd.com	2/16/2022 13:57	2/16/2022 14:25	29	Yes	Y
Derrick Spoerry	derrick.spoerry@mittchellville.org	2/16/2022 13:57	2/16/2022 14:03	6	Yes	Y
Doug Elrod (Doug Elrodd)	delrod@cityofbondurant.com	2/16/2022 13:58	2/16/2022 14:25	28	Yes	Y
Russ Trimble	russ.trimble@wdm.iowa.gov	2/16/2022 13:59	2/16/2022 14:25	26	Yes	Y
Frank Cownie	fcownie@dmgov.org	2/16/2022 14:00	2/16/2022 14:00	1	Yes	N
Nick Brockman	nick.brockman@polkcountyiowa.gov	2/16/2022 14:00	2/16/2022 14:25	26	Yes	Y
Frank Cownie	fcownie@dmgov.org	2/16/2022 14:01	2/16/2022 14:25	25	Yes	Y
Robert Andeweg	bandeweg@urbandale.org	2/16/2022 14:01	2/16/2022 14:14	13	Yes	Y
Mike Jones	mike.jones@windsorheights.org	2/16/2022 14:03	2/16/2022 14:24	21	Yes	Y
Jim Evans	jaae64a@gmail.com	2/16/2022 14:07	2/16/2022 14:25	19	Yes	Y
Mike Jones	mike.jones@windsorheights.org	2/16/2022 14:24	2/16/2022 14:25	2	Yes	