



MINUTES

Polk County
Emergency
Management
Commission

Full Commission

Meeting Date/Time:
WED 15-FEB-2023
1400 Hours

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

Distributed on: 17-FEB-23

- I. Call to Order – at 1401 hours by Chairperson TeKippe
- II. Roll Call and Introductions –
 - A. Members (*Member of the Commission’s Executive Committee. Highlighted = attended)
Sign in sheets and Zoom attendance records attached.

☐ 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, Bearden
 - C. Guests/Public None
- III. Approval of Agenda – **Commission Action:** Motion by Des Moines, seconded by Pleasant Hill to approve the agenda as presented and the previous meeting minutes as distributed. The Motion passed unanimously.
- IV. Approval of Previous Meeting Minutes– Occurred 16-NOV-2022 and distributed on 17-NOV-2022)
Commission Action: see item III above.
- V. Programs, Presentations, Invited Guests or Speakers – None scheduled
- VI. Public Hearing – FY 23/24 Proposed Budget – The proposed budget and notice of public hearing was published in the Des Moines Register on 1-FEB-2023. Anyone from the public is welcome to speak for or against the proposed budget. **Commission Action:** Public hearing was opened. Notice of Public Hearing and proposed budget was published according to State Law. Public was invited to speak for or against the proposed budget. No public spoke. No written correspondence was received related to the budget. Public hearing was closed.
- VII. New Business and Action Items –
 - A. FY 2023/24 Proposed Budget – Publication of proposed budget and notice of public hearing occurred in early February. **Executive Committee Action (1/10/23):** Motion by Johnston, seconded by West Des Moines to recommend to the Commission adoption of the FY 23/24 budget as presented. Motion passed unanimously. Attachment #1. **Commission Action:** Motion by Des Moines, seconded by Altoona to approve the proposed budget as presented. Motion passed unanimously.
 - B. 28E Agreement for the Administration of Emergency Management Program - current agreement expires at the end of current fiscal year. Staff recommends extending current terms for another three years at existing assessment amount. If approved by the Commission, the jurisdictions of the Commission will need to approve via resolution before staff can file the updated agreement with the Secretary of State and the Recorder’s Office. A sample local

resolutions can be shared by staff upon request. Attachment #2. **Executive Committee Action (2/7/23):** Motion by Altoona, seconded by Johnston to recommend to the Commission the adoption of the current 28E Agreement as presented. The motion passed unanimously. **Commission Action:** Motion by Clive, seconded by Ankeny to the adoption of the 28E Agreement as presented. Motion passed unanimously.

- C. **28E Agreement between EM Commission and 911 Service Board** – current agreement expires at the end of current fiscal year. Agreement would provide resources from the 911 Service Board to the EM Commission in an amount equal to the annual salary and benefits of the 911 Coordinator. Attachment #3. **Executive Committee Action (2/7/23):** Motion by West Des Moines, seconded by Altoona to recommend to the Commission the adoption of the current 28E Agreement between EM Commission and 911 Service board as presented. The motion passed unanimously. **Commission Action:** Motion by Clive, seconded by Des Moines to adoption of the 28E Agreement between EM Commission and 911 Service Board as presented. Motion passed unanimously.
- D. **Appointments to the 911 Service Board** – Code of Iowa Chapter 34A names emergency management as a member of the local 911 Service Board. Rules require entities to appoint members to the Service Board annually. Staff recommendation is to name the EM Director as the primary and the Deputy Director as the alternate member to the Polk County 911 Service Board. Attachment #4. **Executive Committee Action (2/7/23):** Motion by Johnston, seconded by West Des Moines to recommend the EM Director as the primary and the Deputy Director as the alternate member of the 911 Service board. The motion passed unanimously. **Commission Action:** Motion by Clive, seconded by Des Moines to approve the EM Director as the primary and the Deputy Director as the alternate member of the 911 Service Board. Motion passed unanimously.

VIII. Old Business –

IX. Reports and Discussion – Mumm dispensed with the following report to the commission members

A. Administration and Finance

1. Staff/Personnel:

- a) EM Program Assistant hiring process updates
- b) Resiliency Coordinator recommended by County Administrator to Board of Supervisors. Pending final budget adoption in March. Probable hiring in June for July 1st start date.

2. Commission By-Laws: none

3. Budget:

- a) Monthly Budget Report – Attachment #5.

4. Grants Management –

- a) 2022 EMPG – submitted request to receive 50% of 2022 grant (\$19,500) in October
- b) Coronavirus Relief Funds (Cares Act Funding) – CAD to CAD (\$4.9M)
- c) Iowa Events Center - NOI accepted by HSEMD for \$780K application for security equipment submitted by EMA on behalf of Iowa Events Center
- d) Mitigation Planning – Application submitted for countywide hazard mitigation planning grant. Currently awaiting bids under state contract.

B. Hazard Identification, Risk and Capability Assessment –

1. **Updated HARA** - expected to be part of scope of work for Mitigation Planning updates in 2023-2024

C. Resource Management

1. **Resource Typing** – 2023 updates to begin in early spring 2023

D. Planning

1. **Comprehensive Emergency Plan (CEP)** – satisfied planning requirements for 2022. Working on update schedule for 2023.
2. **EMA Strategic Plan** – Director and Deputy Director currently inventorying programs and projects for 2023 prioritization
3. **Multi-jurisdictional Hazard Mitigation Plan** – grant application submitted. See above.
4. **Active Threat Working Group** – Training and exercises continue in various forms and locations. EMA will reconvene a small working group among CIEMSD, PCFCA, PLEXA and Communications organizations to discuss potential next steps.
5. **Planned Events** –
 - a) **NCAA Basketball 1st/2nd Rounds** – March 2023
 - b) **Ironman** – June 11, 2023
 - c) **RAGBRAI** – July 22-29, 2023; Des Moines overnight stop Wednesday, July 26.
 - d) **Iowa State Fair** – August 10-20, 2023

E. Direction, Control, and Coordination – none**F. Damage Assessment – none****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. No immediate action expected.
 - b) **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 2023. Polk County Board of Supervisors signed contract with Forvis for independent audit. Entities currently providing documentation.
 - c) **CAD to CAD Project** – covered under grant management.
2. **PSAP Advisory Committee** –
 - a) **Code Red > Alert Iowa Transition** – System is live. PSAP Personnel training continues.
3. **Metro Interoperability Committee** –
 - a) **CAD to CAD Interoperability** – Common CAD workgroup (covered under grants)
 - b) **MICS review** – MICS in the process of decommissioning.
 - c) **Regional Interoperable Communications Plan (RICP)** committee will re-engage on this topic as defined by new direction of 911 Service Board.
 - d) **Update ATWG ConOps Comms Plan**
 - e) **Planned Events Interoperable Communications Planning** – NCAA, Ironman, RAGBRAI, and Iowa State Fair

4. Outdoor Warning Sirens –

- a) **Monthly System Testing** – Unchanged - “Go/NoGo” coordination prior to monthly test
- 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.

I. Training –

- 1. **Comprehensive Training Program** – pending hiring of EM Program Assistant
- 2. **Offerings:** (see Polk Co EMA web site for more information)

J. Exercises –

- 1. **Comprehensive Exercise Program** – pending hiring of EM Program Assistant

K. Public Education, Outreach and Information –

- 1. **Annual Partnership Meetings** –Wednesday afternoon (2/8): 56 registered in-person and 43 virtually. Thursday morning (2/9): 17 registered in-person and 21 virtually. Total=137. Recording to be posted to web site.

L. Homeland Security – none**X. Open Discussion — None****XI. Upcoming Meetings:****2023 Full Commission Meetings:** Start Time 2:00 pm

February 15	August 16
May 17	November 15

2023 Executive Committee Meetings: Start Time 7:30 am

January 10	June 13
February 7	August 8
March 14	September 12
April 11	November 7
May 9	December 12

XII. Adjourn – Commission Action: Motion by Ankeny, seconded by Des Moines to adjourn. Motion passed without objection at 1434 hours.

Event: EMA Commission
 Date: 2-15-23
 Time: 1400 hrs
 Location: C111

MUST
 ↓
 CELL PHONE



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

Name		Organization		Phone		Email	
1	Patty Nordmeyer	PCEMA		503-357-0000	on file.		
2	Aaron Kuebler	Bondurant					
3	Jeremy Sieper	Polk City PD					
4	Jim Clark	IGMFD		712-2512029			
5	John Tekop	Des Moines		on file	on file		
6	LEN MURPHY	PEASANT RIV		515-249-9030	MURPHY.LIST@HORNBL.COM		
7	Bill Roberts	mythellville		515-729-4410	Bill.Roberts@mythellville.org		
8	Ryan Hall	WOMFD		515-202-7558	ryan.hall@womfd.iowa.gov		
9	Lyndee	WOM Fire/Emer		on file			
10	Carrie Boser	DSM		515-240-7929			
11	Joe Lath			515-402-2424			
12	EVERY BOA	AAAAA		95530 1613			
13	Joe Rudy	Ankeny		515-639-6007			
14							
15							
16							
17							
18							
19							
20							

Name (Original Name)	User Email	Join Time	Leave Time
A.J. Mumm - Polk Co EMA	aj.mumm@polkcountyiowa.gov	2/15/2023 13:40	2/15/2023 14:39
Karla Hogrefe	khogrefe@polkcityia.gov	2/15/2023 13:47	2/15/2023 14:39
Carmella Jones - Alleman City Council (Carmella Jones)	cityofalleman@huxcomm.net	2/15/2023 13:55	2/15/2023 14:26
Darius Potts	dpotts@ankenyiowa.gov	2/15/2023 13:55	2/15/2023 14:26
Joe quick	josephquick.runnellscc@gmail.com	2/15/2023 13:56	2/15/2023 14:26
Robert Andeweg	bandeweg@urbandale.org	2/15/2023 13:57	2/15/2023 14:26
John Edwards	jedwards@cityofclive.com	2/15/2023 13:57	2/15/2023 14:28
Steve Van Oort	steve.vanoort@polkcountyiowa.gov	2/15/2023 13:57	2/15/2023 14:26
Russ Trimble	russ.trimble@wdm.iowa.gov	2/15/2023 13:57	2/15/2023 14:26
Steve Karsjen	skarsjen@polkcityia.gov	2/15/2023 13:59	2/15/2023 14:26
Mike Jones	mike.jones@windsorheights.org	2/15/2023 13:59	2/15/2023 14:08
james evans - johnston (james evans)	jaae64a@gmail.com	2/15/2023 14:06	2/15/2023 14:26
Doug Elrod	delrod@cityofbondurant.com	2/15/2023 14:06	2/15/2023 14:26