AGENDA

Polk County Emergency Management Commission

Executive Committee

Meeting Date/Time:
TUE 13-FEB-2024
0730 Hours

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

Distributed on: 6-FEB-24

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 Sheriff* (VC)	☐ Windsor Heights
☐ Clive	☐ Mitchellville		

B. Staff –

C. Guests/Public –

III. Approval of Agenda –

IV. **Approval of Previous Meeting Minutes–** 9-JAN-2024 (draft minutes distributed 9-JAN-2024)

V. **Programs, Presentations, Invited Guests or Speakers –** none scheduled

VI. New Business and Action Items –

A. **FY 2025 Budget Adoption – Attachment #1.** No changes from previous presentations. Presentation to Board of Supervisors occurred January 24th. Notice of Public Hearing is expected to be published in the Des Moines Register on February 7. **Staff Recommendation**: Conduct Public Hearing as scheduled and published. Recommend approval and adoption by the full Commission on February 21, 2024.

B. **911 Service Board Appointments** –The Polk County 911 Service Board requests annual membership appointments. **Staff Recommendation:** Reappoint Director A.J. Mumm as the primary member and Deputy Director Dutch Geisinger as the alternate member.

C. **ESF #10: Hazardous Materials Annex – Attachment #2.** Federal and state laws require ESF#10 to be reviewed and updated annually. Recent updates have been reviewed and recommended by the Polk County LEPC. Significant reformatting has taken place. **Staff Recommendation:** Recommend approval of ESF#10 by the full Commission on February 21, 2024.

D. **Commission Designated as 911 Service Board Fiscal Agent – Attachment #3.** 911 Service Board voted unanimously (11/20/23) to request the EM Commission assume responsibility as the fiscal agent for 911 fund. **Staff Recommendation:** Accept responsibility for fiscal agent activities for FY 2025 as a trial period. This would allow better evaluation of workload demands and fiscal policies. Director will continue to keep EM Executive Committee apprised of experiences to inform a decision at conclusion of trial period. This period will also allow both the 911 Service Board and EM Commission to more fully consider the EM Commission potentially acting as the 911 Service Board (see item G.1.a.)

VII. Old Business –

VIII. Reports and Discussion –

A. Administration and Finance

1. Staff/Personnel:
   a) **Mumm Travel to Kosovo:** The Iowa National Guard, in support of the State Partnership Program with Kosovo, has asked Mumm to support an upcoming WMD Tabletop Exercise in Kosovo 20-27 April. Travel expenses (air travel, hotel, per diem) are covered through the Defense Threat Reduction Agency (DTRA)/U.S. Dept of Defense. Email with details has been sent to Executive Committee Members. Mumm is asking for official approval.
2. Commission By-Laws:
   a) **Quorum amendment:** Based on recent court rulings, compliance with Iowa laws, and alignment with the Polk County 911 Service Board, the following amendment to Article IX, Section 7 of the Commission's Bylaws is proposed - …"*~~quorum shall consist of a minimum of six voting members in attendance. A minimum of six affirmative votes if the meeting attendance is eleven or less or a majority of the quorum present if the attendance is twelve or higher shall be sufficient to pass all motions, resolutions or other matters proposed.~~*" And replaced with… "*A quorum exists if a majority of the members of the Commission are present.*" The terms of these bylaws may be amended by a three-fourths vote of the Commission, at any regular meeting provided that, under the Chair's authority and at least thirty (30) days prior to the meeting, each individual member shall have received by mail or electronic means a copy of the proposed amendment(s). Based on the Chair's and Executive Committee's approval, this would be placed on the Commission's May agenda.
3. Budget:
   a) **Monthly Budget Reports** – current FY status ending 1/31/24. **Attachment #4**
   b) **FY 24/25 Budget Preparation –** see new business
   c) **28E Agreement for Emergency Management Administration –** current approved agreement of $0.50 per capita covers FYs 23/24, 24/25, and 25/26.
4. Grants Management –
   a) **EMPG –** received $39,000 used for personnel expenses.
   b) **Coronavirus Relief Funds (Cares Act Funding) –** CAD to CAD ($4.9M)
   c) **Iowa Events Center -** PCEMA received a HSGP Grant award for $374K for security equipment for Iowa Events Center. The procurement process is currently underway.
   d) **Mitigation Planning –** Kickoff meeting held in September. Public input meeting held in November. Public survey closed Dec 8th. Contractor currently working on updates to HARA and Community Profile. Hazard identification and risk assessment update meeting scheduled for February 20th.
   e) **Video Fusion System –** The Notice of Interest submitted for a video fusion system was approved by HSEMD along with an invitation for a full application. This project would fuse disparate video feeds into a system accessible by local and state law enforcement. The current application would be considered a proof of concept using Altoona PD and West Des Moines PD as the initial users in years 1 and 2. If proven successful, the project would seek additional funding in years 3+ to expand to all local LE in Polk County and possibly statewide.

B. Hazard Identification, Risk and Capability Assessment –
   1. **Updated HARA** – covered under Mitigation Planning updates. Meeting on February 20th.

C. Resource Management
   1. **Resource Typing** – 2024 process to begin in February 2024.

D. Planning
   1. **Comprehensive Emergency Plan (CEP)** – Update schedule currently being evaluated.
      a) **ESF#10: Hazardous Materials** – see new business.
   2. **EMA Strategic Plan** – Director and Deputy Director currently inventorying programs and projects for prioritization.
   3. **Multi-jurisdictional Hazard Mitigation Plan** – Covered under Grants/Mitigation Planning.
   4. **Active Threat Working Group** – Training and exercises continue in various forms and locations. Multi-jurisdictional/agency convention in fall of 2024 at Prairie Meadows. After-Action Review (AAR) of the support to Dallas County during the Perry High School shootings will occur at a proper time in the near future. Coordination with Dallas County will occur.
   5. **Planned Events** –
      a) **Ironman 70.3** – June 9, 2024
      b) **Iowa State Fair** – August 8-18, 2024

E. Direction, Control, and Coordination – none

F. Damage Assessment –
   1. **Winter Snow Storms January 2024** -

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 but request may be made in the future.
      b) **Fiscal Agent** – see new business
      c) **CAD to CAD Project** – Covered under Grant Management
   2. **PSAP Advisory Committee** –
      a) **Alert Iowa**–maintaining status.
   3. **Metro Interoperability Committee** –
      a) **MICS review** – MICS significantly downsized but still maintained. No updates.
      b) **Regional Interoperable Communications Plan (RICP)** committee will re-engage on this topic as defined by new direction of 911 Service Board. PSAP Directors will be evaluating the level of sustainment of the RINO system based on its past utilization and future value.
   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.
2. **Small-scale sheltering:** Field Operations Guide (FOG) completed
3. **Weather Monitoring System:** DTN Weather Sentry system purchased through Central Iowa Healthcare Coalition and shared with PCHD now in place. Weather alerts based on custom thresholds established. Duty Officers and extreme temp stakeholders will receive automated daily briefings and alerts.

I. Training –

1. **Comprehensive Training Program –** under development
2. **Offerings:** see Polk Co EMA web site for more information
   a) **ICS 300 –** 30-31 January. Completed with 37 participants.
   b) **Special Event Planning Considerations –** Ankeny PD/FD – 1-FEB. Completed with 15 participants.
   c) **Active Shooter Incident Management -** C3 Pathways – Iowa Events Center – 7-9 May
3. **Lunch and Learn:**
   a) January session will be the **Annual Partnership Meeting**. Completed with 90 participants.

J. Exercises –

1. **Comprehensive Exercise Program** – under development
2. **DSM Airport FSE –** August 22, 2024 (tentative date)

K. Public Education, Outreach and Information –

1. **CIEMSD EMS Conference** – EMS role before and during a complex planned event – 3-FEB – Completed with approximately 75 participants.

L. Homeland Security –

IX. Open Discussion —

X. Upcoming Meetings:

2024 Full Commission Meetings: Start Time 2:00 pm

February 21	August 21
May 15	November 20

2024 Executive Committee Meetings: Start Time 7:30 am

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

XI. Adjourn –

POLK COUNTY
EMERGENCY
MANAGEMENT

Attachment #1

Beginning Fund Balance		$456,274	$502,279	$501,274	$496,007
Revenue		**22/23**	**23/24**	**24/25**	**25/26**
		Actual	Current Approved	Proposed	Proposed
Intergovernmental					
In-Kind Contr (BOS for Dir/OffSpec/PA/RC/Hazmat)		$585,777	$799,050	$798,361	$825,490
28E Agreement /911 Coord			$365,454		
28E Agreement		$231,872		$245,873	$245,873
Intergovernmental Subtotal		**$817,649**	**$1,164,504**	**$1,044,234**	**$1,071,363**
Hazmat					
Hazmat (Resp Party Reimb)		$12,757	$30,000	$35,000	
Hazmat Subtotal		**$12,757**	**$30,000**	**$35,000**	**$35,000**
Grants					
EMPG		$97,500	$39,000		
Grants Subtotal		**$97,500**	**$39,000**	**$39,000**	**$39,000**
Misc Donations		**$50**			
Recoveries on Losses		**$3,979**			
Service Fees		**$0**			
Fixed Assets Sold		**$0**			
Misc Receipts/Reimbursements		**$400**	**$400**	**$400**	**$400**
Total Revenue		**$932,335**	**$1,233,904**	**$1,118,634**	**$1,145,763**
Expenses		**22/23**	**23/24**	**24/25**	**25/26**
Personnel					
Salaries		$529,553	$670,666	$701,274	$730,457
Salary Allocation Out		-$111,985		-$95,839	-$98,713
Benefits Allocations Out				-$27,947	-$29,422
Accrued Leave Payout		$1,308			
FICA		$39,270	$61,983	$53,648	$55,879
IPERS		$49,990	$63,310	$66,199	$68,956
Health Insurance		$51,713	$77,949	$58,706	$64,023
Flexible Benefits		$0			
Deferred Comp Match		$14,310	$16,626	$15,000	$15,000
Personnel Subtotal		**$574,159**	**$890,534**	**$771,041**	**$806,180**
Grants					
Grants Subtotal		**$0**	**$0**	**$0**	**$0**
Supplies					
R & M Supplies	72100	$27			
Fuel	72300	$3,216	$4,500	$4,775	$4,775
MV Lub/Parts/Supplies	72310	$1,764	$1,500	$2,000	$2,000
Office Supplies (outside)	72400	$844	$3,500	$3,500	$3,500
It Supp/Equip	72420	$395		$100	$100
Furniture and Equip	72460	$176	$4,000	$1,000	$1,000
Minor Equipment/hand tools	72500	$128		$100	$100
Radio/Camera/AV Supplies	72520	$143		$200	$200
Uniform/Wearing apparel	72550	$1,191	$1,800	$1,800	$1,800
P.C. Software	72560	$119			
Misc. Other supplies	72570	$54			
Supplies Subtotal		**$8,057**	**$15,300**	**$13,475**	**$13,475**
Services/Charges					
Publications/Legal Notices	76000	$73	$150	$150	$150
Print Shop Services	76060	$60	$40	$40	$40
misc travel					
Postage	76120	$28	$35	$35	$35
Telephone/Internet	76130	$900	$950	$950	$950
Data Lines	76140	$0			
Radio Services	76170	$2,301	$2,300	$2,310	$2,310
Cellular Services	76190	$2,598	$3,500	$3,500	$3,500
Internal Telephone	76205	$10,996	$7,000	$8,000	$8,000
R & M - services	76700	$0	$1,500	$1,000	$1,000
R & M - Motor Vehicles	76710	$1,557	$1,000	$1,500	$1,500
Maintenance Agreements (BCG, copy machine)	76730	$9,357	$13,000	$13,000	$13,000
Lease / Rentals (mediacom)	76860	$983	$1,200	$1,200	$1,200
Insurance	76940	$24,641	$23,600	$26,500	$27,500
Dues and Membership	77100	$639	$900	$900	$900
Hazmat	77120	$246,816	$270,000	$275,000	$275,000
Training/Education	77170	$2,221	$3,000	$4,000	$4,000
Misc Other Charges	77190	$44	$100		
Meetings	77330	$615	$800	$1,000	$1,000
Misc Other Charges	77350	$15			
Computer data & storage	77390	$270		$300	$300
Flood Related Expenses and covid		$0			
Services Subtotal		**$304,114**	**$329,075**	**$339,385**	**$340,385**
Capital Outlays					
Vehicles					
Other					
Capital Subtotal					
Total Expenses		**$886,330**	**$1,234,909**	**$1,123,901**	**$1,160,040**
Beginning Fund Balance		**$456,274**	**$502,279**	**$501,274**	**$496,007**
Total Revenue		$932,335	$1,233,904	$1,118,634	$1,145,763
Total Expenditures		$886,330	$1,234,909	$1,123,901	$1,160,040
Balance		**$502,279**	**$501,274**	**$496,007**	**$481,730**

Attachment #4

Fund 00351 - 00351
Agency 099 NONDEPARTMENTAL/NON-BUDGET
Orgn 1210 EMERGENCY MANAGEMENT (Budget Period: 12)

Object	SubObj	Account Description	Catg.	Total Approp	Amts Committed	MTD Activity	Expended YTD	Expended Remaining	Expnd/Committed YTD	Expended %
71000		SALARIES	01	670,666.00	.00	51,379.38	363,267.77	307,398.23	363,267.77	54.17
71050		SALARY ALLOCATIONS OUT	01	.00	.00	.00	31,454.92-	31,454.92	31,454.92-	*********
71100		EMPLOYEE INSURANCE	01	77,949.00	.00	4,370.10	31,444.04	46,504.96	31,444.04	40.34
71110		IPERS	01	63,310.00	.00	4,850.22	34,292.55	29,017.45	34,292.55	54.17
71120		FICA	01	61,983.00	.00	3,811.17	27,014.64	34,968.36	27,014.64	43.58
71260		DEFERRED COMP MATCH	01	16,626.00	.00	1,645.26	9,480.22	7,145.78	9,480.22	57.02
		PERSONAL SERVICES		890,534.00	.00	66,056.13	434,044.30	456,489.70	434,044.30	48.74
72240		CUSTODIAL SUPPLIES	02	.00	.00	.00	17.22	17.22-	17.22	********
72300		MOTOR VEHICLE FUEL	02	4,500.00	.00	.00	1,494.10	3,005.90	1,494.10	33.20
72310		M. V. LUB/PARTS/SUPP	02	1,500.00	.00	387.00	899.12	600.88	899.12	59.94
72400		OFFICE SUPPLIES (OUTSIDE)	02	3,500.00	.00	36.92	497.06	3,002.94	497.06	14.20
72420		IT SUPP / EQUIP	02	.00	.00	45.56	184.94	184.94-	184.94	********
72460		FURNITURE & OFFICE EQUIP	02	4,000.00	367.90	.00	1,117.80	2,882.20	1,485.70	27.94
72520		RADIO/CAMERA/A.V. SUPPLIES	02	.00	.00	.00	111.24	111.24-	111.24	********
72550		UNIFORM AND WEARING APPAREL	02	1,800.00	.00	.00	1,053.31	746.69	1,053.31	58.52
72560		P. C. SOFTWARE	02	.00	.00	.00	119.40	119.40-	119.40	********
72570		MISCELLANEOUS OTHER SUPPLIES	02	.00	.00	.00	315.60	315.60-	315.60	********
		SUPPLIES		15,300.00	367.90	469.48	5,809.79	9,490.21	6,177.69	37.97
76000		OFF PUBLICATIONS / LGL NOTICES	06	150.00	.00	.00	.00	150.00	.00	.00
76060		PRINT SHOP SERVICES	06	40.00	.00	.00	.00	40.00	.00	.00
76110		MILEAGE/MISC TRAVEL	06	.00	.00	.00	201.50	201.50-	201.50	********
76120		POSTAGE	06	35.00	.00	.00	14.89	20.11	14.89	42.54
76130		TELEPHONE	06	950.00	.00	74.99	524.93	425.07	524.93	55.26
76170		RADIO SERVICES	06	2,300.00	.00	.00	1,342.32	957.68	1,342.32	58.36
76190		CELLULAR TELEPHONES	06	3,500.00	.00	232.15	1,548.74	1,951.26	1,548.74	44.25
76205		INTERNAL TELEPHONE CHRGS	06	7,000.00	.00	.00	.00	7,000.00	.00	.00
76700		R & M - SERVICES	06	1,000.00	.00	.00	.00	1,000.00	.00	.00
76710		R & M - MOTOR VEHICLES	06	1,500.00	.00	.00	551.72	948.28	551.72	36.78
76730		MAINTENANCE AGREEMENTS	06	13,000.00	.00	.00	7,556.67	5,443.33	7,556.67	58.13
76860		LEASE / RENTALS	06	1,200.00	.00	82.98	518.69	681.31	518.69	43.22
76940		INSURANCE	06	23,600.00	.00	.00	21,715.90	1,884.10	21,715.90	92.02
77100		DUES AND MEMBERSHIP	06	900.00	.00	.00	1,109.00	209.00-	1,109.00	123.22
77120		HAZMAT EXPENSE	06	270,000.00	.00	.00	265,794.76	4,205.24	265,794.76	98.44
77170		TRAVEL/TRNG/EDUC	06	3,000.00	.00	353.12	1,251.26	1,748.74	1,251.26	41.71
77190		MISCELLANEOUS OTHER SERVICES	06	100.00	.00	.00	.00	100.00	.00	.00
77330		MEETINGS	06	800.00	.00	.00	115.66	684.34	115.66	14.46
77350		MISC OTHER CHARGES	06	.00	.00	.00	154.54	154.54-	154.54	********

Fund 00351 - 00351
Agency 099 NONDEPARTMENTAL/NON-BUDGET
Orgn 1210 EMERGENCY MANAGEMENT (Budget Period: 12)

Object	SubObj	Account Description	Catg.	Total Approp	Amts Committed	MTD Activity	Expended YTD	Expended Remaining	Expnd/Committed YTD	Expended %
77390		COMPUTER DATA ACCESS & STORAGE	06	.00	.00	.00	9.99	9.99-	9.99	********
77440	94	2023 HMGP	06	.00	.00	.00	11,689.00	11,689.00-	11,689.00	********
77455		COMMUNITY RELATIONS	06	.00	.00	.00	1,890.68	1,890.68-	1,890.68	********
		OTH SVCS & CHGS		329,075.00	.00	743.24	315,990.25	13,084.75	315,990.25	96.02
		EMERGENCY MANAGEMENT		1,234,909.00	367.90	67,268.85	755,844.34	479,064.66	756,212.24	61.21

POLK COUNTY

Appropriation Status Report: Subactivity/Object/Subledger

For Budget Fiscal Year 23/24

As of 1/31/2024

(Include Deactivated BusUnits)

Fund 00351 - 00351

Agency 099 NONDEPARTMENTAL/NON-BUDGET

Orgn 1211 EMERGENCY MGMT - CARES ACT (Budget Period: 12)

Object	SubObj	Account Description	Catg.	Total Approp	Amts Committed	MTD Activity	Expended YTD	Expended Remaining	Expnd/Committed YTD	Expended %
		OTH SVCS & CHGS								

Fund 00351 - 00351
Agency 099 NONDEPARTMENTAL/NON-BUDGET
Orgn 1212 HAZARD MITIGATION SERVICES (Budget Period: 12)

Object	SubObj	Account Description	Catg.	Total Approp	Amts Committed	MTD Activity	Expended YTD	Expended Remaining	Expnd/Committed YTD	Expended %
		PERSONAL SERVICES								
		NONDEPARTMENTAL/NON-BUDGET		1,234,909.00	367.90	67,268.85	755,844.34	479,064.66	756,212.24	61.21
		Grand Total(s)		1,234,909.00	367.90	67,268.85	755,844.34	479,064.66	756,212.24	61.21