



MINUTES

Polk County
Emergency
Management
Commission

Executive Committee

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

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

Distributed on: 14-FEB-24

- I. Call to Order – at 0732 by Chairperson TeKippe
- 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 – Geisinger, Mumm, Nordmeyer
- C. Guests/Public – None
- III. Approval of Agenda – **Executive Committee Action:** Motion by West Des Moines, seconded by Polk County Sheriff to approve agenda as presented and adopt the minutes from the last meeting as distributed. The motion passed unanimously.
- IV. Approval of Previous Meeting Minutes– 15-NOV-2023 (draft minutes distributed 20-NOV-2023)
Completed with previous item.
- V. Programs, Presentations, Invited Guests or Speakers - None
- 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. Proposed budget summary was presented and discussed at the Annual Partnership Meetings (January 23 and 24). Notice of Public Hearing was published in the Des Moines Register on February 7. **Executive Committee Action:** Motion by Johnston, seconded by West Des Moines to recommend approval and adoption by the full Commission on February 21, 2024. Motion passed unanimously.
- B. 911 Service Board Appointments –The Polk County 911 Service Board requests annual membership appointments. **Executive Committee Action:** Motion by West Des Moines, seconded by Altoona to recommend to the full Commission the reappoint of Director Mumm as the primary member and Deputy Director Geisinger as the alternate member. Motion passed unanimously.
- 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. **Executive Committee Action:** Motion by Johnston, seconded by Altoona to recommend approval of ESF#10 by the full Commission on February 21, 2024. Motion passed unanimously.

- 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. A Fiscal Policy has been drafted and approved by the 911 Service Board's Executive Committee. **Executive Committee Action:** Motion by Johnston, seconded by West Des Moines to recommend acceptance of responsibility for fiscal agent activities for FY 2025 as a trial period and adopt the Fiscal Policy in Attachment #3. Motion passed with 3 in favor and 1 opposed.
- VII. **Old Business – None**
- VIII. **Reports and Discussion – Mumm dispensed with the following report.**
- 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 the Republic of 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. **Executive Committee Action:** Motion by Johnston, seconded by Altoona to approve Mumm's support of this request as an official representative of the Agency. Motion passed unanimously. No action required by Commission. Providing for awareness.
 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 the Commission's 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). **Executive Committee Discussion:** Notice will be provided to Commission members in April with an anticipated action item 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. **Executive Committee Action:** Motion by Altoona, seconded by Johnston to authorize the Chair's signature of the application immediately due to impending deadline and ask the Commission to affirm. Motion passed unanimously with West Des Moines abstaining to avoid any perceived conflict of interest.

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** – Presidential Disaster Declaration requested from Governor Reynolds includes Polk County. Status is pending.

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) **ALERRT Active Attack Integrated Response** – intended for LE, Fire and EMS. Prairie Meadows Jockey Quarters – 28-29 March
 - d) **Active Shooter Incident Management - C3 Pathways** – Iowa Events Center – 7-9 May
- 3. **Lunch and Learn:**
 - a) Next Session - 27 February from 11:30-12:30 – topic: Crisis Canines of the Midlands

- 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
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| 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 – **Executive Committee Action:** Motion by West Des Moines, seconded by Johnston to adjourn. Motion passed unanimously at 0848 hours.