Agenda
Executive Committee-911 Service Board
Monday, February 12, 2024
1:30-2:30 pm
PCEMA C14

1907 CARPENTER AVENUE
DES MOINES, IOWA 50314
PH. (515) 286-2107
www.polkcountyiowa.gov

911 Service Board Executive Committee Members

911 Service Board Chair	Robert Brownell-Present
911 Service Board Vice Chair:	Dave Ness-Present
Des Moines PSAP:	Brad Button-Present
Des Moines User:	Michele Bischof -Absent
Polk County Sheriff PSAP:	Nick Brockman-Present
Polk County Sheriff User:	Rob Chiappano-Absent
Westcom PSAP:	Udell Mentola-Present
Westcom User:	Chad McCluskey-Present

Staff:~~AJ Mumm,~~ Dutch Geisinger, Tracey Bearden
Guests:

I. **Chair's Opening Comments-**Meeting called to order at 1330 hours.

II. **Recommendation for Approval to the 911 Service Board**
  a. Requesting approval of the FY 23/24 Budget Amendment- Des Moines PSAP made the motion to recommend to the full 911 Service Board to approve the FY 23/24 budget amendment; Westcom PSAP seconded. The motion passed unanimously.
  b. Requesting approval of the FY 24/25 Budget Des Moines PSAP made the motion to recommend to the full 911 Service Board to approve the FY 24/25 budget; PCSO PSAP seconded. The motion passed unanimously.

III. **Budget and Finance-**
  a. **Approval of Known Expenditures over $10,000 (FY23-24)-** Ancillary documentation available upon request.
    i. Service Board
    ii. Joint Projects
    iii. Des Moines-Total Request: $159,237.92-See Attachment 1a Motion to approve Des Moines' submitted expenditures in their entirety over $10,000 by Des Moines PSAP; Seconded by Westcom User. Motion passed unanimously.
    iv. PCSO-$37,831.82-See Attachment 1b Motion to approve PCSO's submitted expenditures in their entirety over $10,000 by Westcom PSAP; Seconded by Des Moines PSAP. Motion passed unanimously.
    v. Westcom-Total Request: $159,748.00-See Attachment 1c Motion to approve PCSO's submitted expenditures in their entirety over $10,000 by Westcom User; Seconded by Des Moines PSAP. Motion passed unanimously.
  b. **Joint Project Training Funds Approval-** See Attachment 2
  c. **24-25 Approval of Known Expenditures over $10,000-**Ancillary documentation available upon request.
    i. **Service Board-**28E Agreement approximately $31,000 per quarter. Motion to approve 911 Service Board expenditures over $10,000 by the Vice Chair; Seconded by the Westcom PSAP.
    ii. **Joint Projects-** At this time, no expenses are anticipated to go over $10,000 per invoice.

iii. **Des Moines-**See Documentation in Attachment 3a Motion to approve Des Moines updated expenditures over $10,000 in their entirety for FY 24-25 by Des Moines PSAP; Seconded by Westcom user. The motion passed unanimously.
iv. **PCSO-**Will be available at the meeting. Motion to approve PCSO's expenditures over $10,000 in their entirety for FY 24-25 by PCSO PSAP; Seconded by Des Moines PSAP. The motion passed unanimously.
v. **Westcom-**See Attachment 3b Motion to approve Westcom's expenditures over $10,000 in their entirety for FY 24-25 by Vice Chair; Seconded by Des Moines PSAP. The motion passed unanimously.

d. **Funding Request Discussion-**Chief Chiappano and Pulse Point-Not available. Will move the agenda item to the March meeting.
e. **December 2023 Numbers-**See Attachment 4
f. **Fiscal Policy-**See Attachment 5 -The 911 Coordinator highlighted important sections of the fiscal policy in her presentation. See Attachment #1a. Motion to approve the fiscal policy with the following language change: "Sometime during the first quarter of the new fiscal year, the 911 Coordinator will meet with each PSAP to reconcile the fund balances from the previous fiscal year" by Des Moines PSAP; Seconded by PCSO PSAP. The motion passed unanimously. See updated language in attachment 1b.

IV. Committee and Project Updates

a. **CAD Improvement Project**-Hentzel-Working on a draft of a potential common CAD. The Authority is meeting and will be providing committee assignments. Progress working on Unify. As soon as one problem is fixed there is another problem. There needs to be an expectation of how Unify will be used before PSAPs are expected to use it.
~~b.~~ **PSAP Advisory Committee-**Next Meeting ~~2/22/24 3/28/24~~
c. **Metro Interoperability Committee Update**-Bischof -The committee is discussing the Unified Concept of Interoperability. At the next meeting, the committee will discuss in-building penetration and BDAs. They will also continue to discuss the Unified Concept of Interoperability.

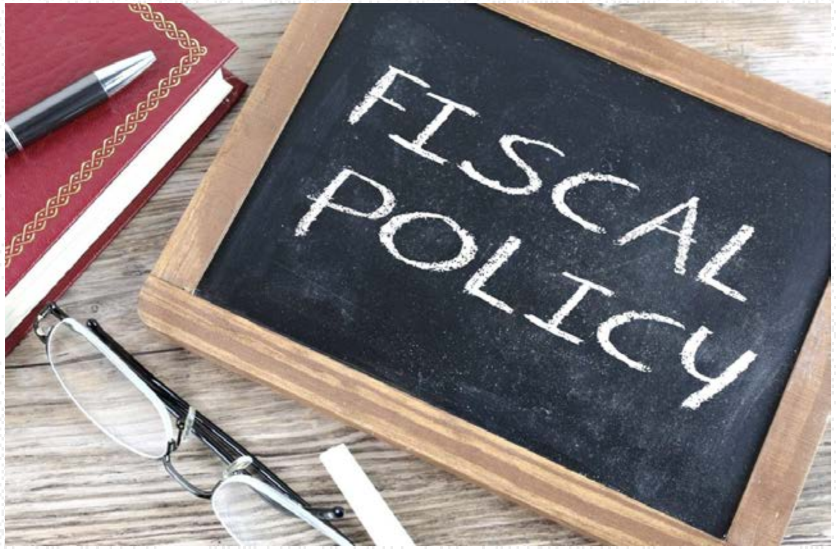
V. Open Discussion Amongst Committee Members

VI. Adjourn-Meeting adjourned at 1412.

Attachment

#1a

POLK COUNTY JOINT 911 SERVICE BOARD FINANCIAL POLICY AND PROCEDURE



Purpose

- Standardization of Practices
- Increase Efficiency
- Transparency
- Accountability
- Alignment with Iowa Code and Iowa Administrative Code
- Address FORVIS Recommendations

Important Highlights

- Formalized Procedures
  - Budgeting Timeline and Process
  - Reimbursement Process
  - Distribution of Funding
- Compliance Provisions
- Usage of Catastrophic Reserve
- Expenditures Exceeding $25,000
- Conflict of Interest Statement

Important Highlights Cont.

Additional Business Units Created

- 1202-911 Service Board
- 1203-Des Moines Police Department PSAP (no change)
- 1204-Polk County Sheriff's Office (no change)
- 1205-Westcom PSAP (no change)
- 1206-Joint Projects
- 1207-Catastrophic Reserve
- 1208-Surcharge Funding

Bylaws Updates

Updated to Align with the Fiscal Policy as well as address areas needing to be updated.

- Article IV- Membership-Section 5
- Article V- Rules of Conduct-Sections 9 and 10
- Article VI-Powers and Duties-Section 2
- Article VII Finance-Sections 4, 6, 7
- Article XII-Conflict of Interest

POLK COUNTY EMERGENCY MANAGEMENT

Attachment

#1b

POLK COUNTY JOINT 911 SERVICE BOARD FINANCIAL POLICY AND PROCEDURE

ADOPTED BY THE 911 SERVICE BOARD

February 2024

TABLE OF CONTENTS

Introduction

GENERAL PURPOSE

1. This policy will establish guidelines for the financial goals and objectives of the Polk County Joint 911 Service Board (911 Service Board) in Polk County Iowa, provide direction for budget development, identify guidance for expenditure approval, and outline the division of revenues to eligible recipients.
2. The goal of the Board shall be to achieve a strong financial condition with the ability to:
   a. Withstand state and local economic impacts affecting 911 Communications
   b. To be able to support projects beneficial to all three Public Safety Answering Points

Section I

FINANCIAL EXECUTIVE SUMMARY

1. **Contracts and Expenditures –** Under Iowa Code 34A, the 911 Service Board is a legal entity. Its members may enter into contracts and make expenditures for services, administration, or planning to carry out purposes of the Polk County Joint 911 Service Board Bylaws (hereinafter referred to as "the Bylaws"). The 911 Service Board may cooperate with, contract with, and accept and expend funds from federal, state, or local associations, public or semi-public corporations, or private individuals and businesses for 911 projects and activities consistent with federal, state, and local law and the Bylaws.
2. **911 Service Fund** –The Polk County 911 Service Board has established a 911 Service Fund with the Polk County Treasurer. Collected surcharge money and any interest thereon shall be deposited into the 911 Service Fund as authorized by Iowa Code 34A. 911 Surcharge money must be kept separate from all other county sources of revenue.
   a. Account 346 has been established in Polk County Central Accounting and is comprised of the following business units:
      i. 1202 – 911 Service Board Expenses
      ii. 1203 – Des Moines Police Department PSAP
      iii. 1204 – Polk County Sheriff's Office PSAP
      iv. 1205 – Westcom PSAP
      v. 1206 – Joint Projects
      vi. 1207 – Catastrophic Reserve
      vii. 1208 – Surcharge Funding

3. **Reserve Funds –** All funds in the 911 Service Fund remaining at the end of the fiscal year shall carry over into the next fiscal year either as reserve funds, encumbered funds, or for general expenditures. The remaining funds must remain within the 911 Service Board 346 Fund and not revert to the general county fund.
    a. **The 911 Service Board Budget Publication** - The 911 Service Board budget must be prepared and adhere to the rules using the Department of Management (DOM) Local Government Budgets online application. The requirements may be found in the Code of Iowa, Chapter 24.
    b. **Audit Provisions –** The 911 Service funds must be subject to examination by the Iowa Department of Homeland Security and Emergency Management at any time during usual business hours.
    c. **Compliance**-All business units must remain in compliance with the fiscal policy. Discrepancies will be reviewed and resolved by the 911 Executive Committee or the 911 Service Board. Processing of packets in question will be suspended until the issue is resolved.

Section II

CONFLICT OF INTEREST

1. The 911 Service Board and its fiscal agent, Polk County Emergency Management, shall comply with the guidelines set forth herein. Any recommended deviation from these policies shall be identified in written documentation (e.g., staff report, resolution, or budget presentation). These policies are intended to be applied in conjunction with requirements outlined in Iowa Code, and Generally Accepted Accounting Principles (GAAP). In the case of any conflict, the provisions of such laws or GAAP will control.
2. Annually on July 1 of each fiscal year, Service Board members and anyone with negotiation or purchasing power of 911 goods or services will receive and be required to sign the Service Board's Conflict of Interest Policy. Please see Attachment A.

Section III

BUDGETING PROCESS/TIMELINE

1. August:
    a. The 911 Coordinator Reviews revenues for the previous fiscal year as well as previous budget expenditures.
    b. The 911 Coordinator sends out a request for joint projects with a due date of September 1st.
4. September-The 911 Coordinator obtains closed books numbers from auditors/central accounting, and prepares budget documents for the Public Safety Answering Points. Forecasts revenues for next fiscal year.
5. **Sometime during the first quarter of the new fiscal year, the 911 Coordinator will meet with each PSAP to reconcile the fund balances from the previous fiscal year.**
6. October- 911 Coordinator provides PSAPs with budgeting documents.
7. November-
    a. Budget workshop is held, and all changes to PSAP budgets must be provided to the 911 Coordinator no later than December 1st.
    b. In submitting a budget to the 911 Coordinator, the PSAP is certifying all reserve funding is assigned as defined by the "911 Service Board FY 2025 Instructions" provided by the Iowa Department of Management and recommended by the State of Iowa 911 Program Manager. *See Definitions.*
8. December-
    a. The 911 Coordinator will combine all budgets by the second week of December and distribute the combined budget to all PSAPs for review.
    b. To ensure accuracy and compliance with the Iowa Code, the combined 911 budget and the 911 Annual PSAP Expenditure Data Collection forms will be reviewed and discussed as a group.
9. January-
    a. Comments and changes to the distributed budget are due no later than two weeks before the January 911 Service Board Executive Committee meeting.
    b. PSAPs *may* receive preapproval up to the certified budget amount for expenditures for an individual object code greater than $25,000. Advance approval requires details of the expenditure to be submitted with the budget submission. *See Estimated Expenses*
10. February-

    a. The budget is published adhering to the Department of Management (DOM) Local Government Budgets online application requirements found in the Code of Iowa, Chapter 24.

Commented [A1]: Change recommended to the full Emergency Management Commission.

b. The 911 Coordinator must publish the Notice of Public Hearing and Proposed Budget in a newspaper published within the county not less than 10 nor more than 20 days before the date of the hearing (See Code of Iowa, Chapter 24).
c. The public hearing for the proposed budget is held on the third Wednesday in February unless the 911 Service Board votes to hold the hearing at an earlier or later meeting date.
d. A quorum of the 911 Service Board must be present both at the public hearing and to adopt the budget. Following the public hearing, the 911 Service Board can adopt expenditures equal to or less than the amount published. Adopted expenditures cannot be greater than the amount published.
e. The approved budget must be certified by the Polk County Auditor and submitted to the Program Manager no later than March 15 of each year.

Section IV

1. ESTIMATED REVENUE
    - a. Types of Revenues
        - i. Surcharge Funding-
            1. Wire-line 911 service surcharge, and
            2. Emergency communication service surcharge (Wireless 911 service surcharge)
                - a. Iowa Homeland Security and Emergency Management year end surcharge surplus payment occurs only if money is left over in their budget after all their bills have been paid at the end of the fiscal year. The amount is determined by dividing the funds equally among the number of PSAPs in the State of Iowa.
        - ii. Interest Income
        - iii. Miscellaneous Revenue
    - b. Revenue Procedures –
        - i. When the 911 Service Board is issued a check the following procedures are followed:
            1. The 911 Coordinator copies the checks
            2. The 911 Coordinator inputs the checks into JD Edwards for the funds to be deposited into the 1208 business unit
            3. Checks are submitted to cash management for deposit.
            4. The copies of the checks and accompanying paperwork are held physically at Polk County Emergency Management for five years.

5. All sources of revenue will be deposited into fund 1208 pending allocation to the following funding areas:
    a. 1202 – 911 Service Board Expenses
    b. 1203 – Des Moines Police Department PSAP
    c. 1204 – Polk County Sheriff's Office PSAP
    d. 1205 – Westcom PSAP
    e. 1206 – Joint Projects
    f. 1207 – Catastrophic Reserve
    g. 1208 – Surcharge Funding
6. Funds identified for use in joint projects beneficial to all PSAPs will be dispersed into the 1206 business unit. Funding necessary to pay expenses for the 911 service board will be disbursed into the 1202 business unit. If catastrophic reserve needs to be collected, then the amount will be transferred to the 1207 business unit. The remaining funding from income sources will be allocated by funding formula to the three PSAPS serving Polk County.
7. The funding formula approved on December 9, 2021 will include the following variables (see attachment C):
    a. Base amount
    b. Population for the PSAP coverage area
    c. 911 Calls received by the PSAP
8. The distribution variables will be weighted and agreed upon by the 911 Service Board. (See attachment C)
9. Funding distributed by a grant to a specific PSAP for a specific project will be passed through without following the distribution process.
10. If the State of Iowa distributes end-of-the-year surplus to the PSAPs, then the amount designated to each will be divided by three and distributed equally to the PSAPs.
11. Revenues received but not expended in any fiscal year will be designated for future projects and will remain in the individual business units as a balance carried forward into the next fiscal year (1202, 1203, 1204, 1205, 1206, and 1207).

c. Revenue Quarterly Distribution of Surcharge Procedures
    i. Surcharge will be distributed as follows:
        1. Quarter 1: July 1-September 30 with distribution to PSAPs, Service Board, Joint Projects, and, if needed, catastrophic reserve, following the closed book date at Central Accounting, on or about October 12th.

2. Quarter 2: October 1-December 31 with distribution to PSAPs, Service Board, Joint Projects, and, if needed, catastrophic reserve, following the closed book date at Central Accounting, on or about January 12th.
3. Quarter 3: January 1-March 31 with distribution to PSAPs, Service Board, Joint Projects, and, if needed, catastrophic reserve, following the closed book date at Central Accounting, on or about April 12th.
4. Quarter 4: April 1-June 30 with distribution to PSAPs, Service Board, Joint Projects, and, if needed, catastrophic reserve, following the closed book date at Central Accounting, on or about July 12th.

2. ESTIMATED EXPENDITURES
   a. All three PSAPs seeking reimbursement using surcharge funding, must pay for expenditures upfront utilizing non-surcharge funding, and submit a reimbursement packet seeking reimbursement.
   b. Only approvable expenditures will be reimbursed. Iowa Code 34A and state guidance provided by the Program Manager or designee will be used to determine whether an expense is approvable
   c. If there is an expenditure exceeding $25,000 that has not been preapproved during the budget adoption process during the fiscal year, then it will need to be approved by the Executive Committee before the reimbursement request may be processed. All requests must be received by the last day of the month before the next 911 Executive Committee meeting.
   d. Exceptions to Approved Budget Spending– The Executive Committee of the 911 Service Board may authorize exceptions to the joint projects approved 911 budget and authorize the use of 911 funding for time-sensitive expenditures without authorization of the full 911 Service Board if:
      i. The cost of the project is $25,000 or less
      ii. The project is supported by all three Public Safety Answering Point Directors and is recorded in the Executive Committee minutes, and
      iii. The 911 Service Board is electronically notified within 24 hours after the approval is made and is provided a full briefing at the next 911 Service Board meeting.
   e. Withdrawals – Withdrawals of money from the 911 Service fund shall be made on warrants drawn by the county auditor, per Iowa code section 331.506, supported by claims and vouchers. Withdrawals that exceed $25,000 shall be signed jointly by the Chairperson and the Vice-Chairperson in advance.

f. Separate 911 Service Fund – Per Iowa Administrative Code, Homeland Security [605], Chapter 10.11(1)b, all surcharge funding must not be commingled with other revenue sources utilized to pay for 911 expenses.
g. Reserve Funds – All funds in the 911 Service Fund remaining at the end of the fiscal year shall carry over into the next fiscal year either as reserve funds, encumbered funds, or for general expenditure. The remaining funds must remain within the 911 Service Board 346 Fund and not revert to the general county fund.
h. Catastrophic Reserve-
    i. The catastrophic reserve is designated for use by the Polk County 911 Service Board in calamitous conditions for uses allowable under law.
    ii. A PSAP may request the use of the catastrophic reserve under the following conditions:
        1. The catastrophic reserve may be requested to be borrowed by a PSAP if a calamitous event leaves a PSAP with the inability to receive and process 911 calls in a timely manner and provide citizens with lifesaving emergency assistance. Examples include but are not limited to malicious incidents, total equipment failure as a result of a natural disaster, and technology system failures.
        2. A PSAP must submit a written request to use funds with the 911 Coordinator describing the incident, the preventative steps taken to minimize such an event, the amount of funds requested, and which repayment plan the PSAP is requesting (see *Repayment Plans*). The 911 Coordinator will provide the request to the Chair and Vice-Chair of the 911 Service Board. The Chair and Vice Chair have 24 hours to request the 911 Coordinator schedule an emergency meeting of the 911 Service Board. The meeting may be virtual.
        3. Repayment Plans-Funds will be taken from the surcharge a PSAP is expected to receive in future fiscal years. Repayment will begin one year from when the requested funds are received. Funds must be repaid within three years of receiving the funds. The PSAP may request a one- or two-year repayment plan.
            a. One-Year Repayment Plan- For four quarters, 25% of the funding borrowed will be taken from the amount of surcharge the PSAP is designated to receive under the agreed-upon funding formula.

    b. Two-Year Repayment Plan-For eight quarters, 12.5% of the funding borrowed will be taken from the amount the PSAP is designated to receive under the agreed-upon funding formula.
    c. The 911 Service Board must approve the usage of the funds and the type of repayment plan by a 2/3 majority.

3. Reimbursement
    a. Business Units shall request reimbursement or pay expenditures with approved object codes. If additional object codes are needed during the fiscal year, the 911 Coordinator and Central Accounting will determine if an additional object code is needed.
    b. A reimbursement packet must contain the following items:
        i. Cover sheet with authorized signature (Attachment B)
        ii. Request for reimbursement template (Attachment D)
        iii. Supporting Documentation
            1. Invoice/Receipt
            2. Proof of Payment must be included with the invoice/receipt (Official bill/invoice, copy of ledger showing payment, copy of check for proof of payment, payroll records, etc.).
            3. The 911 Coordinator or the Polk County Emergency Management Office Specialist are the only entities authorized to process speed vouchers and reimbursement requests for the 911 Service Board, joint projects, and PSAPs. PSAPs are not authorized to process their speed vouchers or complete Journal Entries (JE) in JD Edwards.
    c. Reimbursement Timeline
        i. Reimbursement Packet- The 911 Coordinator must receive the business units' reimbursement packet no later than 30 days after the last day of the reimbursing month barring exigent circumstances.
        ii. Packet Reimbursement- The 911 Coordinator will process the packet no later than 30 days after receipt of the packet barring exigent circumstances. The 911 Coordinator will submit the reimbursement packet to Central Accounting for final approval and payment reimbursement.
        iii. The 911 Service Board will follow and adhere to all Polk County budgeting timelines and will cease processing reimbursements on or before the date provided by Polk County Central Accounting at the end of the fiscal year.

3. BUDGET AMENDMENTS

a. When it is recognized that any of the business units’ expense accounts have a shortfall in their certified budget, a request for budget amendment may be completed and presented to the 911 Service Board.
b. If funds are available and not otherwise encumbered in an individual business unit and expenses are eligible for 911 Surcharge funding, the 911 Service Board may choose to approve the expenditure. The designated 911 Service Board meetings for budget amendment consideration are the November and May full-service board meetings.
c. There are no guaranteed approvals of amendments and every effort should be made to avoid continued spending once shortfalls are identified. If it appears expenditures will exceed the published estimates, then a budget amendment must be effective before additional expenditures are approved (Iowa Code, 24A and Department of Management, 911 Service Board FY 2025 instructions). Entities are ultimately responsible for their over-expenditures. All budget amendments must be completed no later than May 31 of the current fiscal year (see Iowa Code, 24.9b(2)).

Definitions

Assigned Fund Balance-Intended use expressed, but neither restricted or committed. Examples include budget carryover for a specific item and appropriation of existing fund balance for a specific use.

Encumbered Funds-Funds that are committed for a particular liability (project, item, etc.) in the future.

Reserve Funds-an account used to satisfy any unexpected, unbudgeted future costs.

Unassigned Funds-Not constrained in any way.

Attachment A:

Polk County Joint 911 Service Board's Conflict of Interest Statement

The standard of behavior of the Polk County 911 Service Board (Board) Members is all board members and individuals negotiating contracts and/or using surcharge monies to purchase items and/or services must scrupulously avoid conflicts of interest between the interests of the Board on one hand, and personal, professional, and business interests on the other. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest.

I understand that the purposes of this policy are to protect the integrity of the Board's decision-making process, to enable our constituencies to have confidence in our integrity, and to protect the integrity and reputations of volunteers, staff, and board members. Upon appointment, I will make a full, written disclosure of interests, relationships, and holdings that could potentially result in a conflict of interest. This written disclosure will be kept on file and I will update it as appropriate.

In the course of meetings or activities, I will disclose any interests in a transaction or decision where I (including my business or other nonprofit affiliations), my family, and/or my significant other, employer, or close associates will receive a benefit or gain. After disclosure, I understand that I will be asked to leave the room for the discussion and will not be permitted to vote on the question.

I understand that this policy is meant to supplement good judgment, and I will respect its spirit as well as its wording.

Signed: Date:

Attachment B.

Polk County Emergency Management
Attn: Tracey L. Bearden
1907 Carpenter Ave.
Des Moines, IA 50314

Date: November 30, 2023

Ref: October 2023 Reimbursement Request

Miss Bearden,

Please find the Request for Reimbursement packet request for ☐ the City of Des Moines, ☐ the Polk County Sheriff's Office, or ☐Westcom (check one). The expenses incurred are directly related to the receipt and disposition of 911 calls for service. The total reimbursement requested is _____________ for our jurisdiction's expenses and _________ for joint project expenses. If I have both joint and individual expenses, I have attached a separate packet for individual and joint expenditures.

If you have any questions, please contact _______________ at _____________.

_________________________ _________________
Requesting Agency Authorizing Signature Date

_________________________ _________________
PCEMA 911 Coordinator Signature Date

____________________________ _________________
Director/Deputy Director PCEMA Signature Date

Please check all that apply:

Joint and Individual	**Grants**
☐Approved Joint Projects	☐Grant Reimbursement (Attachment B Attached to Packet)
☐Approved Individual Projects	☐GIS Grant Reimbursement (Attach Email demonstrating benchmarks met).

I attached a copy of all invoices ☐
I attached proof of payment (Copy of Ledger and/or Receipts)? ☐
Proof of justification, if needed. ☐

Attachment C

Weighting	**Percentage**
Base	59%
Population	8%
No. of 911 Calls	33%
Total	100%

Attachment D

Polk County Joint 911 Service Board

Request for Wire-line and Emergency Communication Service Surcharge (Wireless) Reimbursement

PSAP Requesting Reimbursement (Drop Down Box)	911 Service Board
Submission Date	
Submitted By	Tracey Bearden
Phone Number	
Agency Claim #	

Item	Vendor and Vendor Address	Amount	Object Code Description	Fund and Business Unit	Object Code	Invoice/Service Dates	Object Code Total
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
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21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
	Total	$				Total	$

Submit Packet Electronically To:

Tracey L. Bearden
Polk County Joint 911 Service Board
Polk County Emergency Management
tracey.bearden@polkcountyiowa.gov
515-286-2107

Polk County Emergency Management Review and Authorization	
911 Coordinator Signature:	Date:
Director Signature:	Date:
Deputy Director Signature (if needed):	Date:
Central Accounting Signature	Date: