



MINUTES

Polk County Emergency Management Commission

Executive Committee

Meeting Date/Time:
TUE 7-JAN-2025
0730 Hours

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

Distributed on: 7-JAN-25

- I. Call to Order – by Chairperson TeKippe at 0731 hours.
- 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 (zoom) | ☐ Grimes | ☐ Polk County BOS | ☒ West Des Moines* |
| ☐ Bondurant | ☐ Johnston* | ☒ Polk County | ☐ Windsor Heights |
| ☐ Clive | ☐ Mitchellville | ☒ Sheriff* (VC) | |
- B. Staff – Mumm and Nordmeyer
- C. Guests/Public – None
- III. Approval of Agenda – **Executive Committee Action:** Motion by West Des Moines, seconded by Polk County Sheriff’s Office to approve agenda as presented and previous minutes as distributed. Motion passed unanimously.
- IV. Approval of Previous Meeting Minutes– Executive Committee Meeting 10-DEC-2024 [Minutes](#) See previous item.
- V. Public Comments – Members of the public may share their opinions, concerns or questions directly with the Commission. – None
- VI. Programs, Presentations, Invited Guests or Speakers – None Scheduled
- VII. New Business and Action Items – None
- VIII. Unfinished Business –
- A. Intergovernmental Agreement forming the Authority - The “Authority” has been making steady progress as a “workgroup.” Initial discussion was to continue this effort under this status until the Financial Procedures Review was completed. The Authority Workgroup is asking for additional guidance and action so as not to lose any momentum. **Executive Committee Action:** Recommend a presentation and Q&A session by EMA staff and Authority Working Group members at the February 2025 Commission meeting with an expected action to be taken at the May 2025 Commission meeting. **No Action Necessary**
- IX. Reports and Discussion – Mumm dispensed with the following reports.
- A. Administration and Finance
1. Staff/Personnel:
- a) Employee Evaluations – Kacer and Nordmeyer completed, Geisinger (January)
- b) Director’s performance evaluation – Chairperson TeKippe sent email to Executive Committee Members to initiate the annual evaluation on the Director.

2. Commission By-Laws
 - a) 2025 Appointment notifications will be sent in early January
 - b) Discussion regarding timing of appointments. Calendar year vs. Fiscal year.
 3. Budget:
 - a) FY 2025 (current): [FY25 as of 12/31/24](#)
 - b) FY 2026 (proposed): [FY 26 Proposed Draft 1.0](#) Staff presented the initial draft of the proposed FY26 budget in December. Questions and suggestions were invited by the staff. No changes were recommended by the Executive Committee. Staff will finalize the draft and brief again at the January Executive Committee meeting. **Director's Comments:** Executive Committee had no additional questions or concerns from previous presentation. Director is scheduled to present a summary of the proposed budget at a Board of Supervisors Staff Discussion on January 22nd.
 4. 28E Agreement for Funding of Emergency Management Administration ([FY24-FY26](#))
 - a) **Billing** – Invoices for \$0.50/capita will be sent to all participating jurisdictions in ~~late December~~ early January for current fiscal year's assessments. (delay on updated population numbers from MIPA).
 - b) **Proposed Changes** – Executive Committee has asked the Director to explore the necessity of amending the 28E agreement for the next term to account for inflation and increased costs. Options should be presented to the Executive Committee for consideration prior to entering the final year of the current agreement. **Executive Committee Discussion (DEC):** Director presented background data and high-level options (see attached). Guidance provided by the Executive Committee included a phased-in approach with ~\$0.10 increase in FY27 and ~\$0.05 increases in subsequent years. Director will integrate these recommendations into the draft proposal and present them at the January Executive Committee meeting for on-going discussion. **Executive Committee Discussion:** Suggestions were made to... 1) more clearly tie the recommended increase to the stated goals; 2) provide jurisdiction-specific data for comparison purposes; 3) move the background data to an attachment or appendix so that the data is available but not distracting; and 4) look at addressing the long-term projections over a 5 or 10 year period.
 5. Grants Management –
 - a) EMPG – receive \$39,000 annually. Used for personnel expenses.
 - b) EMPG 2025 – NOI Submitted
 - c) Coronavirus Relief Funds (Cares Act Funding) – CAD to CAD (\$4.9M)
 - d) SHSGP 2023 - Iowa Events Center – Project Complete. Public presentation on hold.
 - e) SHSGP 2024 – Notice of Funding Opportunity recently distributed to partners
- B. Hazard Identification, Risk and Capability Assessment –
1. Updated HARA – covered under Mitigation Planning updates.
- C. Resource Management
1. Resource Typing – 2024 completed. 2025 Updates to begin late winter/early spring.

D. Planning

1. **Comprehensive Emergency Plan (CEP)** – New Schedule for Planning efforts include Resilience/Recovery and CEP. This rotation will more closely mirror State HSEMD efforts.
Director's Comments: ESFs coming to the Commission for approval will be: ESF10 (FEB), and ESFs 3, 7, 8 (partial) and 12 in MAY.
2. **EMA Strategic Plan** – Director and Deputy Director currently inventorying programs and projects for prioritization. Lines of business document available by request.
3. **Multi-jurisdictional Hazard Mitigation Plan** – see new business. Future updates may include multi-county collaboration with Dallas County. Currently exploring funding and cost-sharing options for next scheduled update prior to 2029. **Director's Comments:** The countywide plan was already adopted by the Commission but jurisdictions should continue to review, adopt and submit documentation to Laura Kacer. It is normal to have amendments be proposed throughout the 5-year term of the plan. Amendments should first be adopted at the jurisdiction level then presented to the Commission with corresponding documentation.
4. **Active Threat Working Group** – Training and exercises continue in various forms and locations. Functional training segments are being developed for on-going training.
5. **Planned Special Events** –
 - a) Ironman 70.3 – 8-JUNE-2025
 - b) Capital City Pride Festival – 6-8-JUNE-2025
 - c) Iowa State Fair – 7-17-AUG-2025

E. Direction, Control, and Coordination –**F. Damage Assessment –****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.
 - b) **CAD to CAD Project** –
 - (1) Authority Working Group – Discussion in Old Business
 - (2) Operations Subcommittee – Testing has resumed, Phase II has been initiated with Dallas and Warren Counties.
 - (3) Technical Subcommittee – nothing to report
 - (4) Policy and Budget Subcommittee – continuing to review requests from Operations subcommittee.
2. **PSAP Advisory Committee** –
 - a) **Alert Iowa**—maintaining status. Use for special events continues.
3. **Metro Interoperability Committee** –
 - a) Regional Interoperable Communications Plan (RICP)
 - b) Large/Regional Events Comms Planning –
4. **Outdoor Warning Sirens** –
 - a) **Monthly System Testing** – “Go/NoGo” coordination prior to monthly test.
 - b) **Long-Term Sustainment of Countywide Siren System**– Nothing to report

- H. Operations and Procedures
 - 1. EOC Operations Guidebook – on hold, pending other priorities.
 - 2. Small-scale sheltering: Field Operations Guide (FOG) completed
 - 3. Significant Incidents/Responses
- I. Training – see [Polk Co EMA training web site](#) for more information
 - 1. Comprehensive Training Program – is under development and will be working closely with planning to ensure efforts are collaborative
 - 2. Offerings:
 - a) TEEX 440 – Enhanced Sports and Special Events Incident Management - request pending scheduling
 - 3. Lunch and Learn:
 - a) Next Session – 28-JAN-2025 – Partnership Mtg
- J. Exercises –
 - 1. Comprehensive Exercise Program – under development
 - 2. ATWG – October 25 – Prairie Meadows. Very successful by all accounts. Official AAR meeting conducted 15-NOV-2024. Draft AAR to be distributed in early December.
- K. Public Education, Outreach and Information –
 - 1. Joint Chiefs Meeting – Completed on 13-DEC-2024. Notes distributed.
 - 2. Partnership Meetings – Scheduled for 28-JAN-2025 (1130-1230) and 29-JAN-2025 (0730-0830)
- L. Homeland Security –
- X. Open Discussion — None
- XI. Upcoming Meetings:
 - A. Full Commission Meetings: February 19, May 21, August 20 and November 19
 - B. Executive Committee: January 7, February 11, March 11, April 8, May 13, June 10, August 12, September 9, November 12 (Wed), December 9
- XII. Adjourn – without objection at 0803 hours.