



POLK COUNTY EMERGENCY MANAGEMENT AGENCY

A.J. MUMM, COORDINATOR

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MINUTES

The Polk County Emergency Management Commission met on Wednesday, Sept. 19, 2007 at 1300 hrs at Polk County Public Health, 1914 Carpenter Ave., Des Moines, Iowa.

I. Call to Order – 1300 Hours

II. Roll Call/Introductions

A. Members

- | | | | |
|------------------------------------|--|--|--|
| <input type="checkbox"/> Alleman | <input type="checkbox"/> Des Moines | <input type="checkbox"/> Pleasant Hill | <input type="checkbox"/> Urbandale |
| <input type="checkbox"/> Altoona | <input type="checkbox"/> Elkhart | <input type="checkbox"/> Polk City | <input type="checkbox"/> West Des Moines |
| <input type="checkbox"/> Ankeny | <input type="checkbox"/> Grimes | <input type="checkbox"/> Polk County BOS | <input type="checkbox"/> Windsor Heights |
| <input type="checkbox"/> Bondurant | <input type="checkbox"/> Johnston | <input type="checkbox"/> Polk County Sheriff | |
| <input type="checkbox"/> Clive | <input type="checkbox"/> Mitchellville | <input type="checkbox"/> Runnells | |

Members present: Arentsen, Bailey, Bob Cox, Don Cox, Vorlander, Walters, and Whetstone

B. Staff – Mumm and Reelitz

C. Guests/Public – none

III. Approval of Agenda

Commission Action: Agenda approved as written.

IV. Invited Guests or Speakers –

V. Approval of Previous Meeting Minutes – August 15, 2007

Commission Action: Moved by Walters, seconded by Whetstone to approve minutes as distributed. Motion carried unanimously.

VI. Reports

A. Administration and Finance

1. Grants Management – Attachment #1

a. 2005 Homeland Security Grant Program (HSGP)

Region 1 awarded \$1,826,529.73. Obligated projects include: Mass Fatalities Planning, Training, ARES Communication Equipment, Radiation Detection Equipment, Sheltering Kits, and ARL/Humane Society Equipment. Projected unobligated remaining balance of \$28,727.

b. 2005 Pre-Disaster Mitigation (PDM) Grant

Application submitted on March 8, 2005. Budget of \$207,612.50 (\$150,579.53 federal share and \$57,032.97 local share) over a three-year performance period was successful. Grant will help bring all Polk County local jurisdictions compliant with Disaster Mitigation Act standards. Hazard analysis draft expected to be released to communities for discussion in May. Summer intern returning in May to help further the PDM planning.

Proudly serving the communities of:

Alleman - Altoona - Ankeny - Bondurant - Clive - Des Moines - Elkhart - Grimes - Johnston - Mitchellville
Pleasant Hill - Polk City - Polk County - Runnells - Urbandale - West Des Moines - Windsor Heights

- c. 2006 Metropolitan Medical Response System (MMRS) Grant – Attachment #2**
Award of \$228,000 Performance period began October 1, 2006 and will end March 31, 2008. Polk County Public Health and Emergency Management working with DMFD to integrate MMRS with Multidisciplinary Team.
- d. 2006 Community Emergency Response Team (CERT)**
Award of \$4,295.29. Performance period began October 1, 2006 and will end March 31, 2008. Ankeny CERT has submitted scope of work and budget for funding. HSEMD has approved the submitted budget. EMA Staff will process the reimbursement request submitted by the City of Ankeny.
- e. 2006 Homeland Security Grant Program (HSGP)**
Award of \$778,647. Performance period began October 1, 2006 and will end March 30, 2008. Regional initiatives have been proposed by Region 1 and include: ESF Conversion Planning Assistance, Mass Fatalities Equipment and Exercise; EOC Survey and Equipment; and Animal Health Emergency Planning/Training/Equip/Exercise. HSEMD has approved submitted budget. See Evacuation Planning item under Old Business.
- f. 2007 Hazardous Materials Emergency Program (HMEP)**
Award of \$25,432. Performance period began October 1, 2006 and will end September 30, 2007. This is a 7-county grant to be used for hazardous materials planning, emergency responder training, and to conduct the annual hazmat symposium in Ames. Current balance of approximately \$10,000. Training needs survey was recently conducted by staff.
- g. 2007 Emergency Management Performance Grant (EMPG)**
Award of \$37,832.59. Performance period began October 1, 2006 and will end September 30, 2007. Current balance of \$0. All reimbursement requests have been submitted.
- h. 2007 Health Resource Systems Administration (HRSA)**
Award of \$6,040. Performance period began July 1, 2006 and will end August 30, 2007. Current balance of \$2. Purchases included a trailer hitch, fire extinguisher, CBRNE trailer graphics, mobile scanner, and miscellaneous office supplies for preparedness and disaster support.
- i. 2007 Emergency Medical Services (EMS) Systems Development**
Award of \$8,652. Performance period began July 1, 2006 and will end June 30, 2007. There are a series of performance-based components to the funding. Implementation strategy drafted by Staff and the Polk County EMS Association. Approximately \$5,000 in text books (PHTLS, ACLS, and PEP) have been purchased for EMS services to check out from the EMA and approximately \$1,000 in PHTLS instructor registration fees have been covered through this grant. Training mannequins were purchased in June bringing the available balance to \$0.

B. Hazard Identification, Risk Assessment, and Capability Assessment

1. WMD Capability Assessment

Currently implementing the strategy recommended by Tetra Tech and approved by the Commission. See Agenda Item VI.A.1.a. for more information.

2. Hazard Analysis and Risk Assessment

Being developed as part of the PDM local mitigation planning process.

C. Resource Management

1. Resource Management Database

This effort will develop as part of the WMD Capability Assessment and will be supported by the Region 1 Homeland Security Board through the 2005 HSGP. The Commission will need to consider formal adoption and implementation of the NIMS Resource Typing System in the coming months. Resource Typing guidance can be found in FEMA Document 508 Series. Jurisdictions that exist in multiple counties should report resources to the county in which the government headquarters exist (i.e. City Hall) to avoid duplication of reported resources. Summer intern will help document current resources. Staff serving on Resource Registry Committee under the Safeguard Iowa Partnership.

D. Planning

1. Part A – Operations

Current state status is compliant. Next update is due to HLSEM by October 1, 2007. Evacuation Planning item under Old Business and approval of ESF#10 and ESF#13 under New Business.

2. Part B – Mitigation Strategy

Current state status is compliant. Recertification submitted in August 2007.

3. Part C - Recovery

Current state status is compliant. Recertification submitted in August 2007.

4. Local Pre-Disaster Mitigation (PDM)Plans

See Item VI.A.1.c.

5. Biological Emergencies/Pandemic Planning

Polk County Public Health is the appropriate lead agency. Emergency Management and Public Health will continue to co-facilitate multidisciplinary committee. Draft pandemic plan sent to Commission in August. Feedback should be sent to Polk County Public Health.

6. Emergency Management Commission Strategic Plan

Poster is being converted into a traditional document form for distribution.

E. Direction, Control, and Coordination

1. National Incident Management System (NIMS)

NIMS Integration Center (NIC) is to be developing a multi-year implementation strategy rather than releasing requirements periodically throughout the year. Strategy will be distributed by EMA once received from the NIC.

F. Damage Assessment

1. Damage Assessment Team (DAT)

Staff is developing an implementation strategy for presentation to the Commission.

G. Communications and Warning

H. Operations and Procedures

1. Polk County Emergency Operations Center (EOC)

Background: Vorlander sought interest from the Executive Committee in drafting a 28E agreement for a consolidated Emergency Operations Center (EOC) between the Polk County Emergency Management Commission and the City of Des Moines.

Staff Update: Staff is currently researching best practices as well as required and desired capabilities of a functioning EOC. Staff will continue to develop a concept support document under the advice of Commission Members. Other concerns that will be addressed include operational layout options, communications capabilities, and security. Greater consideration will be given to this item following the results of the WMD capability assessment. Commission members should continue to give thought to this concept and be prepared to discuss upon the completion of the capability assessment project. EOC Subcommittee met on March 22. Pros and cons of 4 options were presented by the Coordinator. Coordinator shared the preliminary discussion that he had with Public Health regarding a joint EOC.

Commission Discussion: Coordinator shared with the Commission that he had a conversation with Polk County Public Health Director Terri Henkels regarding the potential for a joint EOC to be developed at the building at 1900 Carpenter. This space is possibly being vacated by Polk County Supplemental Foods and would make a very suitable location for a countywide EOC. Coordinator will keep the Commission informed of further discussion.

Staff Update: Coordinator has met with the Board of Supervisor's Staff, Mike Freiling, on Thursday, December 14 to discuss space requirements. EMA, Public Health, and the Medical Examiner will be included in a meeting with the architect in early 2007.

Commission Discussion: Chair asked Coordinator to draft a letter to Supervisor Brownell expressing the Commission's support of previous discussion to relocate EMA administrative offices and develop emergency operations center in space vacated by Supplemental Foods.

Staff Update: Staff will be drafting letter to Supervisor Brownell and will be ready for the Chair's signature by April 18th. Sent April 18th.

Staff Update: Coordinator and Public Health Director met with Interim County Manager on May 8. He was supportive of the concept and recommended that discussion take place with Polk County General Services. Board Discussion meeting to be scheduled to present the concept to the Board of Supervisors.

2. Animal Seizure Support

EMA Staff was asked to support the Polk County Sheriffs Office and the Animal Rescue League on a recent potential animal seizure case. No animals were taken as part of this case, but operational activities were conducted and logistical support was available.

3. American Red Cross Shelter Agreements

ARC volunteer staff will be working with their identified shelters to update shelter agreements across the Central Iowa Chapter Area.

I. Training

1. 40-hour Hazmat Technician Course

November 26-30, 2007. Indianola, IA. To register contact Indianola FD Chief Brian Seymour.

J. Exercises

1. USDA Food Defense Exercise

September 21, 2007. USDA, HSEMD, Polk County EMA, Polk County Health, and Des Moines Public Schools exercising food program security. More information will be provided once available.

K. Public Education and Information

1. CBRNE Trailer Rollout

EMA Staff will be scheduling a media event to announce the rollout of the three (3) CBRNE trailers to the community. All Commission Members will be invited to participate. Staff will coordinate with DMFD and the three hosting jurisdictions to coordinate times and logistics. This will occur in late September as part of National Preparedness Month.

L. Homeland Security

1. Information Sharing

Coordinator continues to distribute relevant information from Department of Homeland Security, Iowa Homeland Security and Emergency Management, the Highway Watch Program, and other credible sources when received by the Agency. Staff is also working with LEIN Region 5 Fusion Center located in the DMPD to foster information sharing relationships among public and private sectors.

VII. Old Business

A. Transportable Radio Cabinet

Staff Update: Cabinet delivered by RACOM in August. All systems operable. Unless there are objections, this item will be considered complete and removed from Old Business.

B. Evacuation Planning Request for Proposal (RFP) – Attachment #2

Background: Des Moines and West Des Moines have been provided funding to develop evacuation plans for their communities. Staff has worked with both communities on a proposal to collaborate on this project and use the funding to develop a metro-wide evacuation plan. The Agency does not currently have the staffing available in-house to complete this project in the funding performance period (March 2008).

Staff Recommendation: Authorize the development of a non-binding Request for Proposal in order to gage the ability for this project to be outsourced. The RFP would be brought back to the Commission for final approval before being released.

Commission Action: Moved by Walters to adopt the Staff recommendations, seconded by

Holt. Motion passed unanimously.

Staff Recommendation: Approve Request for Proposal 2007-001, direct staff to distribute and advertise RFP as appropriate, and move forward with timeline as addressed in the RFP.

Executive Committee Action: Moved by Walters, seconded by Holt to support Staff recommendation. Motion carried unanimously.

Commission Action: Moved by Walters, seconded by Don Cox to approve Staff Recommendation. Motion carried unanimously.

C. Automated Notification System Request for Proposal (RFP)

Background: There is growing interest in establishing an automated notification system that would use telephone and paging technologies to contact individuals, groups, and the public during emergency and non-emergency situations where large numbers of contacts needed to be made. There are several vendors that offer this technology and in order to better evaluate specific systems, their potential applications, and related costs, the Agency is requesting the authority to develop an official non-binding request for proposal to solicit comparable information from providers.

Staff Recommendation: Authorize the development of a non-binding Request for Proposal in order to gauge the ability for this project to be pursued. The RFP would be brought back to the Commission for the final approval before being released.

Commission Action: Moved by Mathis to adopt the Staff recommendations, seconded by Milewski. **Discussion:** Roe pointed out that the CodeRed System has already been implemented at WestCom and that there would be advantages in consistency across Polk County. Coordinator acknowledged this fact and said that those types of issues would definitely be factored into any decisions during the proposal review process. Motion passed unanimously.

VIII. New Business

A. ESF#10: Hazardous Materials – Attachment #3

Background: ESF#10 is required to be reviewed and adopted annually as part of federal and state planning requirements. The only change from the 2006 version is the LEPC membership list.

Staff Recommendation: Adopt ESF#10 as part of Comprehensive Emergency Plan and submit to HSEMD for compliancy review.

B. ESF#13: Law Enforcement and Security – Attachment #4

Background: ESF#13 development was an early product of the Multidisciplinary Team's work. Drafts were distributed to law enforcement agencies in Polk County in late 2006 and feedback was considered for further refinement.

Staff Recommendation: Adopt ESF#13 as part of Comprehensive Emergency Plan and submit to HSEMD for compliancy review.

Executive Committee Action: Moved by Holt, seconded by Phillips to approve staff recommendations for items A and B. Motion passed unanimously.

Commission Action: Moved by Don Cox to adopt ESFs #10 and #13, seconded by Bob Cox. Motion passed unanimously.

IX. Other Business

X. Upcoming Events

- A. Commission Meeting – Sept. 19, 1300 hrs. – 1914 Carpenter Ave.
- B. Multi-hazard Preparedness Symposium – Sept. 27-28 – Hy-Vee Hall/Iowa Events Center
- C. Region 1 Meeting – October 4, 1300 hrs. - Marshalltown
- D. Drive/Walk-Thru Flu Vaccine Clinic – October 6, 1000-1200 hrs. – Walnut St. Bridge, DSM
- E. Executive Committee Meeting- October 10, 1100 hrs.- Polk County Communications Center
- F. Commission Meeting – October 17, 1300 hrs. – 1914 Carpenter Ave.

XI. Programs/Presentations – none scheduled for September

XII. Adjourn

Commission Action: Moved by Whetstone, seconded by Don Cox to adjourn. Motion passed unanimously at 1339 hrs.