

W.9.D.1.

AGENDA COVER MEMORANDUM

TO: Board of County Commissioners

DEPARTMENT: Lane County Sheriff's Office

PRESENTED BY: Judy Simpson

**SUBJECT: IN THE MATTER OF RATIFYING EXECUTION OF
EMERGENCY MANAGEMENT PERFORMANCE
GRANT FY 06 CERTIFICATE IN THE AMOUNT OF
\$194,354.00**

I. MOTION

MOVE THAT THE BOARD OF COUNTY COMMISSIONERS RATIFY THE
EXECUTION OF THE EMERGENCY MANAGEMENT PERFORMANCE GRANT
(EMPG) FY 06 CERTIFICATE

ISSUE/PROBLEM

Should Lane County Board of Commissioners ratify the execution of the EMPG FY 06 Certificate in the amount of \$194,3654.00.

II. DISCUSSION

A. Background

Lane County is a participant in the Federal Emergency Management Agency's Emergency Management Performance Grant Program.

Lane County has received funding for Federal Fiscal Year 2006 in the amount of \$194,354.00.

Revenue received through the EMPG Program funds approximately 50% of the Sheriff's Office Emergency Management Program.

Funding is provided on a monthly reimbursable basis.

Under the EMPG, OEM and Lane County agree to cooperate in the implementation and maintenance of an emergency management program that addresses the potential hazards to the jurisdiction.

In order to qualify for EMPG funding, the certification must be executed. The execution means that Lane County understands the FY 06 Yearly Work Plan and will meet the minimum requirements listed on page 1 of the FY 06 Certificate.

The EMPG FY 06 Certificate required immediate execution because of the requirement to return to OEM for their signature within 48 hours.

B. Analysis

Lane County Emergency Management Program should take advantage of available grant funds.

C. Alternatives/Options

1. Adopt the order to approve ratifying the execution of the EMPG FY 06 Certificate.
2. Do not approve the order.

D. Recommendations

Recommends Board approval of proposed Board Order.

E. Timing

As indicated above.

III. IMPLEMENTATION/FOLLOW-UP

At the end of the fiscal year, Lane County Emergency Manager will provide certification to OEM that the minimum requirements have been met.

IV. ATTACHMENTS

1. Proposed Board Order No. _____.
2. EMPG FY 06 Certificate with attached Yearly Work Plan.

IN THE BOARD OF COUNTY COMMISSIONERS OF Lane County, OREGON

ORDER NO.

**)IN THE MATTER OF RATIFYING EXECUTION
) OF EMERGENCY MANAGEMENT
)PERFORMANCE GRANT FY 06 CERTIFICATE
)IN THE AMOUNT OF \$194,354.00**

THIS MATTER having come before the Board of County Commissioners for ratifying the execution of the Federal Emergency Management Agency's Emergency Management Performance Grant (EMPG) FY 06 Certificate.

WHEREAS, Lane Manual 21.145 requires Board of Commissioner approval for execution of contracts exceeding \$100,000.

WHEREAS, the amount of the Federal FY 06 EMPG Grant is \$194,354.00.

WHEREAS, due to timing, immediate execution of related documents was required.

IT IS HEREBY ORDERED that the Board of County Commissioners ratify the County Administrator's execution of the EMPG Grant FY 06 Certificate in the amount of \$194,354.00 under Lane County Contract Number 223185.

Signed this day of , 2005

Anna Morrison, Chair
Board of Lane County Commissioners

APPROVED AS TO FORM
Date 11/21/05 lane county
J. Heidman
OFFICE OF LEGAL COUNSEL

Emergency Management Performance Grant (EMPG)

FY 06 CERTIFICATE

Oregon Emergency Management (OEM) and Lane County, participating in the Federal Emergency Management Agency's Emergency Management Performance Grant (EMPG) Program, hereby agree to cooperate in the implementation and maintenance of an emergency management program that addresses the potential hazards to the jurisdiction in accordance with the funding requirements of the EMPG program.

Minimal basic requirements for participation in the EMPG program include the following elements numbered 1 through 5. These elements will be supported by specific activities identified in the attached Emergency Management Program FY 06 Yearly Work Plan that is an integral part of this agreement.

1. Coordination and implementation of a local integrated Emergency Management System in accordance with ORS Section 401.
2. Review and update emergency management plans, policies, guidelines, and standard operating procedures.
3. Emergency Operations Plans are to be exercised in accordance with FEMA's State and Local Exercise Requirements.
4. EMPG funded Emergency Management Program staff will attend a minimum of twenty (20) hours of related training during the fiscal year.
5. Consistent with local resources and needs, additional activities will be programmed as deemed necessary and appropriate by the Chief Executive Officer.

ADMINISTRATION

The County will submit reports at least quarterly, which list the accomplishment of activities as identified in the Emergency Management Program FY 06 Yearly Work Plan. If a deviation from the Work Plan occurs, such will be explained in the Activity Narrative Section. Where completion of an activity involves production of a tangible product, e.g., Hazard Analysis, Emergency Guidelines, Training Agenda, etc., a copy of that product will be provided to OEM with the report of the time period in which it was produced or completed.

All funds must be spent and accounted for in accordance with OMB Circular A 87 and A 102. All funds received through the EMPG Program will be provided on a reimbursable basis. All reports and billing submissions must meet the timelines in the OEM Administrative Rules or a reduction in funding may occur. Exceptions will be handled on a case-by-case basis.

The Chief Executive Officer must approve the Emergency Management Program FY 06 Yearly Work Plan and, in the final report of the fiscal year, must certify completion of the minimum requirements for EMPG funding as set forth above.

Failure to complete these minimum requirements may result in elimination of funding for the following year, a demand for the return of funds for the year covered by this agreement, or both.

CERTIFICATION

We, the undersigned, do hereby certify that we understand the Yearly Work Plan and the elements 1 through 5, as previously listed, are the minimum requirements that must be met in order to qualify for EMPG funding for the 2006 Federal Fiscal Year.

At the end of the fiscal year we will provide certification to OEM that the minimum requirements have been met.



Chief Executive Officer



Emergency Program Manager

11-14-05
Date

ACKNOWLEDGMENTS

The Office of Oregon Emergency Management hereby acknowledges the receipt of the Lane County Emergency Management Program Work Plan for Federal Fiscal Year 2006 and assures the pass through of available funds for eligible items and activities in compliance with the Federal Emergency Management Agency's requirements for EMPG funds.

Director
Oregon Emergency Management

Date

ATTACHMENT: Local Emergency Management Program FY 06 Yearly Work Plan

**Oregon Emergency Management
Emergency Management Performance Grant Staffing Pattern - FFY06**

Date: 11-Nov-05

Jurisdiction: Lane County FFY06 Allocation: \$ 194,354.00

Please provide the following information:

1. Positions to be funded (50% Match) by the EMPG Program:

Position Name	Name of Incumbent	EMPG FTE*
Emergency Manager	Linda L. Cook	1
Emergency Mgmt. Coordinator	Mark McKay	1
Extra-Help	Varies	0.5
Mitigation Specialist	TBH	0.5
Domestic Preparedness Specialist	TBH	0.5
Administrative Assistant	TBH	0.5

* - EMPG FTE: The FTE for each position that you will be charging to the EMPG Program. The EMPG Program will reimburse up to 50% of the FTE percentage entered here.

2. Position and name of Emergency Management Director, if not EMPG-funded and listed above:

Position Name	Name of Incumbent
Sheriff	Russell E. Burger

**3. Show how you plan to expend your FFY06 allocation, which appears in the upper right corner of this form.
(Remember these are 1/2 of total budget) Enter the amounts you plan to expend within the following categories:**

Personnel	Travel	Other	Total
123,354	5,000	66,000	194,354.00

E M P G F Y 0 6

**LANE COUNTY
SHERIFF'S OFFICE**

Emergency Management Performance Grant
PROGRAM WORK PLAN

JURISDICTION:

FISCAL YEAR:

FUNCTION: **Training and Education**

QUARTER:

Development and delivery of training and education activities. Included is formal training for emergency management staff at all levels. This includes training and activities that promotes public awareness and educates groups about all phases of emergency management.

Activity #	Description	QTR	Date	Completed
1.	EMPG funded personnel to participate in 20 hours of training per FY 06-09 training plan.	4	Oct	
2.	Participate in Annual EMPG Workshop	4	Sep	
3.	Based on Lane County's needs assessment achieve 50% trained at ICS 200 level. a) identify number of responders b) determine number of responders that have completed ICS 100/200 c) based on number of 1 st responders provide training numbers	4	Sep	

NOTE: Use the following page to record comments, explanations, deferrals and "additional" work accomplished.

ACTIVITY NARRATIVE

FUNCTION: Training and Education

This section should be used for any comments related to activities listed on the yearly work plan, or to comment on "extra" activities not listed on the original work plan, or to provide an explanation on an activity that was not completed and/or deferred to another quarter. You do not need to use a separate "Activity Narrative" page for each quarter. This may serve as a cumulative report.

1st Quarter Comments:

2nd Quarter Comments:

3rd Quarter Comments:

4th Quarter Comments:

Emergency Management Performance Grant
PROGRAM WORK PLAN

JURISDICTION:

FISCAL YEAR:

FUNCTION: **Planning**

QUARTER:

Development of mitigation, preparedness, response, and recovery all hazard plans. Includes hazard analyses and risk assessments. This includes supporting government agencies, volunteer organizations, private sector, and organizations with special needs populations.

Activity #	Description	QTR	Date Completed
1.	Update basic plan of Emergency Operations Plan to be NIMS Compliant by Sept 30, 2006		

NOTE: Use the following page to record comments, explanations, deferrals and "additional" work accomplished.

ACTIVITY NARRATIVE

FUNCTION: Planning

This section should be used for any comments related to activities listed on the yearly work plan, or to comment on "extra" activities not listed on the original work plan, or to provide an explanation on an activity that was not completed and/or deferred to another quarter. You do not need to use a separate "Activity Narrative" page for each quarter. This may serve as a cumulative report.

1st Quarter Comments:

2nd Quarter Comments:

3rd Quarter Comments:

4th Quarter Comments:

Emergency Management Performance Grant
PROGRAM WORK PLAN

JURISDICTION:

FISCAL YEAR:

FUNCTION: **Domestic Preparedness**

QUARTER:

Development of mitigation, preparedness, response, and recovery plans for terrorist incidents. Includes vulnerability assessment (risk, threat, and impact). This includes reviewing, approving, and integrating requirements among all agencies and mutual aid jurisdictions.

Activity #	Description	QTR	Date	Completed
1.	Achieve full NIMS compliance in FY 06	4	Sep	
	a. certify compliance w/ FY 05 minimum NIMS compliance activities	1	Dec	
2.	Develop 2 homeland security EOP annexes based on needs assessment	4	Sep	
	a. choose two hazards by first quarter	1	Dec	
3.	Identify 3 local priorities out of the 36 on the Target Capabilities List	1	Dec	
4.	Based on Needs Assessment, achieve 50% of first responders trained at WMD Awareness level.	4	Sep	

Note: Use the following page to record comments, explanations, deferrals and additional" work accomplished.

ACTIVITY NARRATIVE

FUNCTION: Domestic Preparedness

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1st Quarter Comments:

2nd Quarter Comments:

3rd Quarter Comments:

4th Quarter Comments:

Emergency Management Performance Grant
PROGRAM WORK PLAN

JURISDICTION:

FISCAL YEAR:

FUNCTION: **Hazard Mitigation**

QUARTER:

Hazard mitigation planning are actions taken to eliminate or reduce the risk to human life and property posed by the all hazard environment. Planning is required to determine the most appropriate and cost effective actions from a range of alternatives.

Activity #	Description	QTR	Date Completed
1.	Begin implementation of priority projects, including specific staff and funding needs		
2.	Periodically convene Natural Hazards committee		
3.	Make NHMP accessible on the internet		
4.	Collaborate w/ OEM on potential competitive grants		

NOTE: Use the following page to record comments, explanations, deferrals and "additional" work accomplished.

ACTIVITY NARRATIVE

FUNCTION: Hazard Mitigation

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1st Quarter Comments:

2nd Quarter Comments:

3rd Quarter Comments:

4th Quarter Comments:

Emergency Management Performance Grant
PROGRAM WORK PLAN

JURISDICTION:

FISCAL YEAR:

FUNCTION: **Response and Recovery**

QUARTER:

These could be pre- or post-emergency activities that are designed to enable jurisdictions to respond to and recover from all identified hazards in a jurisdiction.

Activity #	Description	QTR	Date	Completed
1.	Update contact list for potential applicants under the Public Assistance Program.	4	Sep	

NOTE: Use the following page to record comments, explanations, deferrals and "additional" work accomplished.

ACTIVITY NARRATIVE

FUNCTION: Response and Recovery

This section should be used for any comments related to activities listed on the yearly work plan, or to comment on "extra" activities not listed on the original work plan, or to provide an explanation on an activity that was not completed and/or deferred to another quarter. You do not need to use a separate "Activity Narrative" page for each quarter. This may serve as a cumulative report.

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2nd Quarter Comments:

3rd Quarter Comments:

4th Quarter Comments:

Emergency Management Performance Grant
PROGRAM WORK PLAN

JURISDICTION:

FISCAL YEAR:

FUNCTION: **Exercise**

QUARTER:

Provides for the design, conduct, and evaluation of exercises that test the integrated capabilities of organizations to implement emergency operations plans under simulated emergency or disaster conditions.

Activity #	Description	QTR	Date	Completed
1.	Conduct FX or FS exercise using HSEEP doctrine as outlined in FY 06-09 exercise plan	3	Jun	
2.	Document exercises and actual events using EMERS			

NOTE: Use the following page to record comments, explanations, deferrals and "additional" work accomplished.

ACTIVITY NARRATIVE

FUNCTION: Exercise

This section should be used for any comments related to activities listed on the yearly work plan, or to comment on "extra" activities not listed on the original work plan, or to provide an explanation on an activity that was not completed and/or deferred to another quarter. You do not need to use a separate "Activity Narrative" page for each quarter. This may serve as a cumulative report.

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2nd Quarter Comments:

3rd Quarter Comments:

4th Quarter Comments: