ACCEM EXECUTIVE COUNCIL

January 28, 2015 – 12:00 PM
Ada County Courthouse
200 W. Front Street
3rd Floor, Commissioner's Meeting Room

AGENDA

I.   AGENDA ADDITIONS / CHANGES (12:00)

II.   OPEN DISCUSSION / ANNOUNCEMENTS (12:05)

III. ACTION ITEMS (12:10)

     * **A. Approve December 8, 2014 Minutes**   **John Evans, Chair**
         December 8, 2014 Executive Council Minutes attached.

IV.   INFORMATION / DISCUSSION ITEMS (12:15)

     * **A. Overtime & Backfill Policy**   **Doug Hardman**
         Doug will present a draft overtime and backfill policy for consideration and discussion. The draft was developed based on a combination of federal exercise guidance/requirements and previous Executive Council recommendations.

     * **B. Grant Process & Grant Project Ranking**   **Doug Hardman**
         Doug will present an overview of the current three-step grant process utilized to identify and prioritize hazards, identify and prioritize capability gaps and capability targets, and the correlation to the Technical Advisory Group (TAG) and Local Emergency Planning Committee (LEPC) project funding requests. Doug will also present a draft grant project ranking aid for Executive Council consideration and discussion.

     * **C. Roles & Responsibilities**   **Doug Hardman**
         Doug will present an overview of Ada County Department of Emergency Management's overarching roles and responsibilities and those shared emergency preparedness and operational functions which are accomplished through collaboration and team work.

V.   ADJOURNMENT (1:00)

* Enclosure

ACCEM EXECUTIVE COUNCIL MEETING
ADA COUNTY COURTHOUSE
200 WEST FRONT STREET
3RD FLOOR, COMMISSIONERS MEETING ROOM

DECEMBER 8, 2014

SUMMARY MINUTES

MEMBERS ATTENDING: John Evans, Mayor, City of Garden City, **Chair**
Jim Tibbs, Commissioner, Ada County, **Vice Chair**
Joe Stear, Councilman, for Greg Nelson, Mayor, City of
  Kuna
Jim Reynolds, Mayor, City of Eagle
Jan Bennetts, Ada County Prosecutor,
  for Jim Tibbs, Commissioner, Ada County
Tammy De Weerd, Mayor, City of Meridian
Dave Bieter, Mayor, City of Boise

MEMBERS ABSENT: Nathan Mitchell, Mayor, City of Star
Mitch Jaurena, Commissioner, Ada County Highway
  District
Maryanne Jordan, Council Chair, City of Boise

OTHERS ATTENDING: Doug Hardman, Director, Emergency Management
Ben Ealey, Director, Ada County Sheriff Emergency
Communications Bureau
Ron Freeman, Major, Ada County Sheriff
Scott Johnson, Captain, Ada county Sheriff
Larry Maneely, Chief of Staff, Ada County
Ted Argyle, Ada County PA's Office
Harry Eccard, Deputy Director, Ada County Paramedics
Romeo Gervais, Deputy Chief, Boise Fire

CALL TO ORDER
    Chair Evans called the meeting to order at 2:30

I.   AGENDA ADDITIONS/CHANGES
None

II.   OPEN DISCUSSION/ANNOUNCEMENTS
None

III. ACTION ITEMS

A. **Approve September 8, 2014 Meeting Minutes.**
Commissioner Tibbs moved to approve the September 8, 2014 Minutes of the Emergency Management Executive Council meeting. Councilman Joe Stear seconded. Motion passed unanimously.

B. **Approve TAG & LEPC 2013-2015 Homeland Security Grant Funding Requests**
Mayor Bieter moved to approve TAG and LEPC grant project requests. Commissioner Tibbs seconded. Discussion: Mayor de Weerd does not feel comfortable approving requests without additional project justification and prioritization. Vote Yes: Evans, Tibbs, Bennetts, Stear, Reynolds, Bieter. Vote No: de Weerd. Motion passes.

IV. INFORMATION / DISCUSSION ITEMS

A. **Overtime & Backfill Policy Recommendation/Update**
Discussion: No pressing multiagency exercises scheduled at this time. TAG members recommend addressing if and when it becomes an issue in the future.

B. **TAG (Technical Advisory Group) Update**
Discussion: Bylaws have been approved. Representatives and Officers will be established at the next meeting.

Mayor de Weerd requested a Special ACCEM Executive Council meeting be held in late January or early February to address three items:
1. Overtime & Backfill policy/timeline
2. Grant request process and prioritization/ranking criteria
3. Roles & responsibilities

V. ADJOURNMENT
Meeting adjourned at 3:15

Grant Funded Training & Exercise Policy

Ada County receives federal grants through the Idaho Bureau of Homeland Security to use for training and exercise activities. It is the obligation of Ada County to ensure that all jurisdictions receiving exercise funding for the design, development and conduct of training and exercises use these funds in compliance with federal and state requirements. This policy addresses expectations for participants in the Emergency Management Joint Powers Agreement regarding training or exercises funded by federal grants.

Exercise:

- The scenarios used in HSGP-funded exercises must be aligned with priorities and capabilities identified in the Ada County Threat Hazard Identification Risk Assessment (THIRA) and the Multi-year Training and Exercise Plan.

- Exercises must focus on testing core capabilities referenced in the U.S. Department of Homeland Security National Preparedness Goal.

- Exercises should evaluate performance of capabilities against the level of capabilities required.

- Overtime & backfill are allowable only to the extent the payment for such services is in accordance with the policies of the State or unit(s) of local government and has the approval of the State.

    o **Overtime**: Actual wages paid by an employer incurred by participating agencies to personnel involved in exercise activities over and above their normal scheduled work hours. In no case is dual compensation allowable.

    o **Backfill:** Personnel costs of employees who work over and above their normal scheduled work hours, or work week, in order to perform the duties of those temporarily assigned to participate in approved exercise activities outside their core responsibilities.

- To qualify for the use of grant funds for overtime and backfill, an exercise must be large enough in scope and size to exercise multiple activities and warrant involvement from multiple jurisdictions and disciplines.

- The total cost of overtime and backfill may not exceed 10% of the total grant award.

- An agency or department's overtime & backfill requests should be proportional to the size of the jurisdiction(s) in which the agency or department is located.

- Only ACCEM dues-paying member agency or department personnel are eligible for overtime & backfill consideration.

Training:

- Grant funding for training (e.g. state sponsored courses, other Department of Homeland Security approved courses) is allowable only to the extent the payment for such services is in accordance with the policies of the Idaho Bureau of Homeland Security's Training Request & Expense Process dated 11-17-2014.

- Tuition for State and federal sponsored training is generally an allowable expense.

- Grant funds may not be used for overtime/backfill, travel, lodging or per diem associated with training activities.

Ada County Three-step Homeland Security Grant Request Process

1. Identify and prioritize countywide threats and hazards via a Threat/Hazard Identification & Risk Assessment (THIRA) – to be completed by Local Emergency Planning Committee and approved by ACCEM Executive Council. *THIRA completed in December 2013; ACCEM adopted February 2014.*

2. Identify and prioritized Capability Gaps and Core Capability Targets– to be completed by Local Emergency Planning Committee and approved by ACCEM Executive Council. *LEPC Completed January 2014*;

3. Based on the THIRA and prioritized Core Capability Targets, the Local Emergency Planning Committee and Technical Advisory Group shall submit a strategy (projects) to the ACCEM Executive Council which combines enhanced planning, new equipment purchases, innovative training, and realistic exercises to strengthen the local community's emergency prevention and response capabilities. ACCEM Executive Council to approve.

SEE COMPLETED THREE-STEP PROCESS BELOW

1. Threat/Hazard Identification & Risk Assessment
Based on the results of the Ada County THIRA process, the following threats and hazards of concern are the basis for preparedness capability-building decisions for the coming year.

- Extreme Weather
- Flooding
- Wildland Fire/Wildland Urban Interface Fire
- Hazardous Materials Release
- Public Health Emergency/Pandemic
- Terrorism
- Earthquakes

2. The following Core Capabilities and associated targets reflect the County's immediate preparedness goals[1]

Prevention	Protection	Mitigation	Response	Recovery
Interdiction and Disruption	Planning	Planning	Planning	Planning
		Long-Term Vulnerability Reduction	Operational Coordination	Infrastructure Systems
			Operational Communication	
			Public Information and Warning	
			Infrastructure Systems	
			Mass Care	
			Mass Search and Rescue Operations	
			Public Health and Medical Services	
			Fatality Management Services	
			On-Scene Security and Protection	
			Critical Transportation	
			Environmental Response/Health and Safety	
			Situational Assessment	

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[1] Note: Other preparedness needs may become evident as the result of an emerging threat or hazard. The prioritized capabilities do not preclude the resourcing of additional capabilities as needed.

3. Prioritized Strategy/Projects (SAMPLE)

Organization	Grant Project Application	Capability/Mission
American Red Cross	Two-day, multi-jurisdictional disaster response training and exercise workshop	Response/Mass Care Services
	ARC Shelter Update in SW Idaho	Response/Mass Care Services
	Storage totes for 100 pers shelter trailer	Response/Mass Care Services
	100 Vests for volunteers	Response/Mass Care Services
	Complete amateur radio installations	Response/Mass Care Services
Boise Fire	Integrated Mobile Broadband	Response/Operational Coordination
	City Coordination Center/EOP planning and training	Response/Operational Coordination

Grant Project Ranking Aid

Homeland Security Grant Program (HSGP) funding is limited. Federal guidance designates it to sustain current capability levels and/or address potential shortfalls to prevent, protect, mitigate, respond to, and recover from disasters. Grant expenditures are to focus on risk-driven, capabilities-based strategic projects for which other funding (AFG/COPS grants, general fund etc.) is currently not available.

All grant eligible projects must have an Authorized Equipment List (AEL) Number. If there is not an AEL Number noted on the Grant Project Application (GPA), return the GPA to the requestor for review and completion.

All GPAs will be ranked based on the below criteria using a scale of 1-5. 1 = Low/Minimally meets the criteria, 5 = High/ Meets or exceeds the criteria. Use the attached grant project ranking table to record project priority score.

1. Does the project align with the THIRA and build or sustain an identified Core Capability Target?

2. Is this project an enhancement or continuation of a broader capability building effort i.e. planning, training and exercise, or supportive equipment?

3. Is the capability regionally deployable; or is the capability regionally sharable or have a regional impact?

4. How many agencies/jurisdictions or whole community partners will receive a direct benefit from this project?

5. Are other funding sources (i.e. General Fund, Assistance to Fire Grants, COPS Grants, etc.) readily available that historically have paid for this type of project? The more available funding sources the lower the score.

GRANT PROJECT RANKING TABLE

Projects	Costs		Addresses THIRA/Priority Core Capability Gap	Build/Sustain capability - planning, training & exercises	Regionally Deployable, Sharable or Regional Impact	Multijurisdictional whole community benefit	Are there other funding sources available	Total		Rank
Criteria Question Number			1	2	3	4	5			
			1 - 5	1 - 5	1 - 5	1 - 5	1 - 5	Total		Rank
Sample Project 1	$1,000		3	3	3	3	3	15		2
Sample Project 2	$37,500		4	4	4	4	4	20		1

Roles and Responsibilities

White Paper submitted to
Ada City-County Emergency Management
(ACCEM) Executive Council

Background

The Board of Ada County Commissioners is authorized and required by Idaho Code § 46-1009 to maintain a county-wide disaster preparedness agency and, for that purpose, has established the Ada County Department of Emergency Management (ACDEM). This white paper explains the functions of ACDEM in the context of the four phases of emergency management — preparedness, mitigation, response, and recovery — and the importance of cooperation with local jurisdictions to accomplish those functions.

Preparedness

Planning

ACDEM oversees development and maintenance of emergency operations, and other emergency management plans. Local jurisdictions in Ada County participate in Countywide planning efforts, informing plans' content and format to meet jurisdictional needs. Emergency operations plans have been produced through this partnership for Ada County, each of the six cities in Ada County, and the Ada County Highway District. Hazard and incident-specific plans also exist for:

- Evacuations
- Mass Casualty Incidents
- HazMat Response (Federally Required)
- Wildfire Response

- Flood Response
- Joint Information System
- Winter Operations
- Terrorism Response

Training and Exercising

ACDEM develops and maintains a two-year Training and Exercise Plan (TEP) based on the training and exercise needs identified by its partners for building prioritized emergency management capabilities. Ensuring consistency with the Homeland Security Exercise and Evaluation Program (HSEEP), exercise support activities include: concept and objective meeting facilitation; recruiting and training subject matter experts to serve as exercise facilitators/ controllers/evaluators and facilitating after action report (AAR) and improvement planning meetings. Local jurisdictions, departments, agencies, and area partners are expected to involve ACDEM in exercise planning and conduct.

Risk and Capability Assessments

ACDEM completes the countywide *Threat and Hazard Identification and Risk Assessment* based on inputs from all local partners provided through the Local Emergency Planning Committee.

Mitigation

Mitigation planning and activities create a more disaster resistant community by building community partnerships, identifying hazards/vulnerabilities and prioritizing risk reduction actions. ACDEM facilitates, coordinates and supports the Ada County All Hazard Mitigation Plan. This plan addresses seven natural hazards and dam failure. As part of this process, disaster modeling is performed to assess the threat to the community for each hazard. Participation in this plan makes all twenty-two partners directly eligible to apply for and receive federal funding for mitigation projects through the FEMA's Hazard Mitigation Assistance Program. ACDEM is available to assist with the mitigation grant

process and coordinates with the plan participants to develop and pursue mitigation projects that are mutually beneficial to multiple partners across the community.

Response

ACDEM is available to supply coordination, support and information gathering/ dissemination functions as part of the overall response to a major incident within Ada County. These activities are managed through the Ada County Emergency Operations Center (EOC) which is staffed by county, city, district and private partner personnel. Functions performed within the EOC include:

- Disaster Declarations
- Response Coordination
- Logistical Support
- Joint Information Center services

- Warning Coordination
- Situational Awareness
- Resource Prioritization (Policy Group)
- Preparation for Recovery

Recovery

ACDEM will support and assist with the coordination of the post-disaster recovery process. The types of activities that will occur during this process include: coordination with the State EOC, documentation for federal disaster declarations and reimbursements, public information, coordination with volunteer organizations and facilitation of public and private assistance through post-disaster programs.

Emergency Management in Ada County is accomplished through collaboration and shared responsibilities to achieve the preparedness and operational functions listed below.

EMERGENCY MANAGEMENT	LOCAL JURISDICTIONS
Training and Exercising	
Provide needed training opportunities and assist in tracking personnel training and course completion in Statewide learning management system	Ensure emergency management personnel complete training activities and training prerequisites per Federal guidance
Facilitate Homeland Security Exercise and Evaluation Program (HSEEP) compliant exercises.	Involve Ada County Emergency Management in jurisdictional/agency exercise planning and exercise conduct
In support of these efforts:	In support of these efforts:
□ Develop and Maintain Multi-Year Training and Exercise Plans (TEPs). *(Most recent version of TEP completed in December 2014)*	□ Convey training and exercise needs for building prioritized emergency management capabilities
□ Facilitate development of exercise goals, objectives, and capabilities based on federal guidance	□ Establish exercise goals and objectives based on jurisdictional/agency needs
□ Recruit and train agency recommended subject matter experts, to serve as exercise facilitators, controllers, evaluators	□ Provide/recommend staff and or subject matter experts to serve as evaluators
□ Facilitate After Action Report (AAR) and improvement planning meetings	□ Provide input to AAR process. Distribution to be determined by jurisdiction/agency
□ Distribute and or make available countywide, state and national lessons learned as appropriate	□ Distribution of jurisdictional/agency lessons learned will be determined by Jurisdiction/agency
Resource Inventories	
Maintain federally required inventory of specialized resources through State database and facilitate sharing/deployment of specialized resources in countywide disaster	Maintain jurisdictional/agency inventory of specialized resources such as supplies, equipment, facilities and personnel

EMERGENCY MANAGEMENT	LOCAL JURISDICTIONS
Hazard and Risk Assessments	
Based on jurisdictional input, complete countywide (1) Hazard Vulnerability Analysis and (2) Threat and Hazard Identification and Risk Assessment (THIRA) □ *Initial THIRA adopted by ACCEM Executive Council on Feb. 10, 2014* □ *Hazard Vulnerability Analysis completed in 2010*	Identify jurisdictional/agency threats and hazards and contribute to the THIRA process and prioritize jurisdictional preparedness efforts
Planning	

Oversee development and annual maintenance of countywide emergency operations, mitigation, and other emergency management plans:
 	
In support of this effort:
 	
□ Facilitate and coordinate development of jurisdictional/agency emergency operations plans (EOP).
 	
  ✓ **EOP for Ada County, each of the six cities in Ada County, and the Ada County Highway District have been completed**
 	
Additional emergency plans include:
  ✓ **Evacuations**
  ✓ **Mass Casualty Incidents**
  ✓ **HazMat Response (Federally Required)**
  ✓ **Wildfire Response**
  ✓ **Flood Response**
  ✓ **Joint Information System**
  ✓ **Winter Operations**
  ✓ **Terrorism Response**
 	
□ Support and facilitate implementation of jurisdictional/agency emergency plans
 	
□ Support and facilitate jurisdictions/agency exercises, and test the effectiveness of countywide plans
 	
□ Keep the public informed of countywide emergency planning efforts
	Participate in countywide planning efforts to ensure plan content and format meets jurisdictional needs
	
	In support of this effort:
	
	□ Develop and maintain jurisdictional/agency emergency plans
	
	□ Implement jurisdictional/agency emergency plans
	
	□ Conduct jurisdictional/agency exercises to test the effectiveness of emergency plans
	
	□ Keep the public informed of jurisdictional/ agency emergency planning efforts

EMERGENCY MANAGEMENT	LOCAL JURISDICTIONS
Public Outreach and Education	
Identify whole community partners and conduct public outreach/education	Identify whole community partners and conduct public outreach/education
Response	
Prepare and coordinate Disaster Emergency Declarations on jurisdiction's behalf. Provide multi-agency coordination and public information through Emergency Operations Center (EOC) in support of first responders, incident management and City Coordination Centers	Request disaster declarations following major incidents. Communicate response needs and priorities to EOC as well as personnel and resources to support full EOC activations for a Countywide incident.
Recovery	
Support and assist with the coordination of the post-disaster recovery process. In support of this effort: □ Coordination with the State EOC □ Prepare documentation for federal disaster declarations and reimbursements □ Coordinate with volunteer organizations □ Facilitate of public and private assistance through post-disaster programs.	Support and assist with the coordination of the post-disaster recovery process. In support of this effort: □ Coordinate with Ada County EOC □ Provide information needed for state and federal documentation □ Coordinate with volunteer organizations □ Identification of public and private assistance priorities