

EMERGENCY MANAGEMENT EXECUTIVE COUNCIL

March 9, 2015 – 2:30 PM

Ada County Courthouse

200 W. Front Street

3rd Floor, Commissioner's Meeting Room

****AGENDA****

I. AGENDA ADDITIONS / CHANGES (2:30)

II. OPEN DISCUSSION / ANNOUNCEMENTS (2:35)

III. ACTION ITEMS (2:40)

*** A. Approve January 28, 2015 Minutes**

John Evans, Chair

January 28, 2015 Executive Council Minutes attached.

B. Elect Chairperson & Vice Chairperson

Council

The Emergency Management Executive Council Bylaws requires a Chairperson and Vice-Chairperson be elected annually by a majority vote of the council.

*** C. Approve Grant-Funded Overtime & Backfill Policy**

Doug Hardman

The attached overtime and backfill policy was presented at the January 28th Executive Council meeting. The draft policy was developed based on a combination of federal exercise guidance/requirements and previous Executive Council recommendations. After consideration and discussion, the council requested this item be placed on the March agenda for approval. Request the Executive Council formally approve the attached overtime & backfill policy.

*** D. Approve Grant Project Ranking Process**

Doug Hardman

The attached grant project ranking process was presented at the January 28th Executive Council meeting. This three-step grant process is a culmination of Technical Advisory Group (TAG) and Local Emergency Planning Committee (LEPC) recommendations to identify and prioritize hazards, identify and prioritize capability gaps and capability targets, and prioritize expenditure of grant funds. After consideration and discussion, the council requested this item be placed on the March agenda for approval. Request the Executive Council formally approve the grant project ranking process.

E. Approve TAG & LEPC Grant Requests

Doug Hardman

Captain Eugene Smith

New TAG and LEPC grant-funded project requests will be presented to the Executive Council for consideration and approval. Moving forward, it is anticipated that project requests will be submitted to the council on a quarterly basis to ensure a viable pool of eligible projects exists to meet future funding opportunities. Doug and Eugene will provide detail for each project and answer questions. Captain E. Smith is the Boise Police Department Acting Deputy Chief of Operations Bureau and Chairman of the Technical Advisory Group.

IV. Information / Discussion Items (3:45)

A. Training/Exercise Update

Joe Lombardo

Joe will provide an update on emergency management training & exercise activities.

B. Hazard Mitigation/Public Education

Crash Marusich

Crash will give an update on current hazard mitigation projects and public education/outreach.

V. ADJOURNMENT (4:00)

* Attachment

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

JANUARY 28, 2015

****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
Dave Case, Commissioner, Ada County
Tammy de Weerd, Mayor, City of Meridian

MEMBERS ABSENT: Nathan Mitchell, Mayor, City of Star
Paul Woods, Commissioner, Ada County Highway
District
Maryanne Jordan, Council Chair, City of Boise
Dave Bieter, Mayor, City of Boise

OTHERS ATTENDING: Doug Hardman, Director, Emergency Management
Larry Maneely, Chief of Staff, Ada County
Ted Argyle, Ada County PA's Office
Claire Tardiff, Ada County PA's Office
Rebecca Arnold, Commissioner, Ada County Highway
District

CALL TO ORDER

Chair Evans called the meeting to order at 12:00

I. AGENDA ADDITIONS/CHANGES

None

II. OPEN DISCUSSION/ANNOUNCEMENTS

None

III. ACTION ITEMS

A. Approve December 8, 2014 Meeting Minutes.

Mayor de Weerd moved to approve the December 8, 2014 Minutes of the Emergency Management Executive Council meeting. Mayor Reynolds seconded. Commissioner Case abstained (was not at 12/9/14 meeting). Motion passed.

IV. INFORMATION / DISCUSSION ITEMS

A. Draft Overtime & Backfill Policy

Doug presented 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 Prioritization Process

Doug gave 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.

Commissioner Tibbs recommended the two draft policies be added as Action Items to the March Executive Council agenda. Mayor Evans concurred.

C. Roles & Responsibilities

Doug reviewed Ada County Department of Emergency Management's (ACDEM) overarching roles and responsibilities. One point of clarification was that each jurisdiction determines their individual training needs and priorities, while ACDEM's role is to facilitate the training.

V. ADJOURNMENT

Meeting adjourned at 1:00

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.
 - **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.
 - **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.

Homeland Security Grant Prioritization 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. *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.

