Kootenai County, Idaho

Department/Cost Center Narrative
Fiscal Year 2015

Department/Elected Official	OEM / BOCC
Cost Center Title	Office of Emergency Management
Cost Center Organizational Code	10.1.114.2
Contact Person	Sandy Von Behren

1. Description:

Emergency Management is the managerial function charged with creating the framework within which communities reduce vulnerability to hazards and cope with disasters. Emergency Management seeks to promote safer, less vulnerable communities with the capacity to cope with hazards and disasters. The OEM is responsible for effective emergency management, which includes protecting communities by coordinating and integrating all activities necessary to build, sustain, and improve the capability to mitigate against, prepare for, respond to, and recover from threatened or actual natural disasters, acts of terrorism, or other man-made disasters.

The legal requirements that guide OEM's operation can be found in Chapter 10, Title 46, Idaho Preparedness Act of 1975, Section 46-1009: Local and Intergovernmental Disaster Agencies and Services. (1) Each county within the State shall be within the jurisdiction of and served by the Bureau and by a county or intergovernmental agency responsible for disaster preparedness and coordination of response. (2) Each county shall maintain a disaster agency or participate in an intergovernmental disaster agency which, except as otherwise provided under this act, has jurisdiction over and serves the entire county, or shall have a liaison officer appointed by the county commissioners designated to facilitate the cooperation and protection of that subdivision in the work of disaster prevention, preparedness, response and recovery. (3) The chairman of the board of county commissioner of each county in the state shall notify the bureau of the manner in which the county is providing or securing disaster planning and emergency services. The chairman shall identify the person who heads the agency or acts in the capacity of liaison from which the service is obtained, and furnish additional information relating thereto as the bureau requires. (4) Each county and/or intergovernmental agency shall prepare and keep current a local or intergovernmental disasters emergency plan for its area. (5) The county or intergovernmental disaster agency, as the case may be, shall prepare and distribute to all appropriate officials in written form a clear and complete statement of the emergency responsibilities of all local agencies and officials and of the disaster chain of command.

The OEM administers grants in order to comply with the requirements outlined above:

- State Homeland Security Program (SHSP) provides assistance to Kootenai County to support the implementation of state Homeland Security Strategies to address the identified planning, organization, equipment, training, and exercise needs to prevent, protect against, mitigate, respond to, and recover from acts of terrorism and other catastrophic events. This program supports the county in building, sustainment, and delivery of core capabilities essential to achieving the National Preparedness Goal of a secure and resilient Nation.

- Emergency Management Performance Grants (EMPG) provides assistance to Kootenai County in preparing for all hazards, as authorized by the *Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended* (42 U.S.C. 5121 et seq.) This program supports the county in building, sustainment, and delivery of core capabilities essential to achieving the National Preparedness Goal of a secure and resilient Nation.

2. Goal:

Coordinate and integrate activities and programs necessary to build, sustain, and improve the county's capability to mitigate against, prepare for, respond to, and recover from threatened or actual natural disasters, acts of terrorism, or other man-made disasters.

3. Objectives:

- Manage and administer activities and requirements in the State Homeland Security Grant Program and Emergency Management Program Grant
- Build and maintain Emergency Operations Center Readiness
- Continuous training and exercise of OEM's staff and its agency partners and volunteers to meet federal and state mandates specific to preparedness, response and recovery
- Update County's 2009 Threat Assessment Study
- Update and implement County's 2-year Training Plan
- Update and implement County's 2-year Exercise Plan
- Promote disaster preparedness initiatives
- Research long term recovery planning
- Develop and maintain a viable county-wide damage assessment process
- Conduct annual reviews of and/or update the County's Emergency Operations Plan, Multi-Jurisdictional All Hazard Mitigation Plan, Evacuation and Reception Plan, Continuity of Operations Plan and Continuity of Government Plans
- Provide for the management and administration of the LEPC and its Subcommittees: All Hazard Mitigation Committee, WUI Fire Mitigation Task Force, Training and Exercise Committee, and North Idaho Public Information Network

4. Performance Measures:

- Recruit EOC personnel to attain a minimum of three deep in each EOC position
- Develop and conduct a minimum of 2 EOC trainings
- Complete grant investments by end of grant performance period
- Submit federal financial reports on a quarterly basis
- Perform inventory of grant funded resources annually
- Emergency Management Program Grant funded staff will conduct and/or participate in a minimum of three training exercises per year
- Emergency Management Program Grant funded staff will complete all required emergency management program training prior to end of grant performance period
- Update county training and exercise plans semi-annually
- Implement training in accordance with county training plan
- Implement exercises in accordance with Homeland Security Exercise & Evaluation requirements and county exercise plan
- Update Multi-Jurisdictional All Hazard Mitigation Plan by May 2015.
- Conduct County Threat Assessment Study
- Review County Emergency Operations Plan to identify update needs and schedule updates
- Create LEPC meeting agendas, minutes, and notices in accordance with open meeting laws
- Develop county damage assessment teams and provide annual training
- Update county resource database annually
- Conduct a minimum of 8 disaster preparedness presentations and/or public service announcements
- Establish an LEPC sub-committee that will develop a long term recovery plan

5. Program Highlights:

- Inadequate staffing to meet the demands of the office and fulfill local, state and federal mandates.

- The 2015 Emergency Management Program Grant award and the 2013 Homeland Security Grant Program award are required to support these goals and objectives. There is no match for the Homeland Security Grant Program and a 100% match for the Emergency Management Program Grant.

- The 30 hour Full Time Equivalent (FTE) provision of the Affordable Care Act (ACA) is in effect for the FY2015 budget year, which requires Kootenai County to provide health coverage for employees working an average of 30 hours per week, which includes our Clerk.

FY 2015 Budgeted Expenses by Organization Set	
Elected Official **Organization Set**	**Adopted Budget**
Commissioners	
10.1.114.2 - GF.BOCC.OEM.Dept Admin	
Personnel Expenses	189,232
Operating Expenses (B Budget)	10,938
10.1.114.2 - GF.BOCC.OEM.Dept Admin Total	**200,170**

Kootenai County, Idaho

Department/Cost Center Narrative
Fiscal Year 2015

Department/Elected Official	OEM / BOCC
Cost Center Title	2013 SHSP Equipment Investment
Cost Center Organizational Code	10.1.114.4.107
Contact Person	Sandy Von Behren

1. Description:

The State Homeland Security Program (SHSP) provides assistance to Kootenai County to support the implementation of State Homeland Security Strategies to address the identified planning, organization, equipment, training, and exercise needs to prevent, protect against, mitigate, respond to, and recover from acts of terrorism and other catastrophic events.

2. Goal:

Support state priorities and the county in building, sustainment, and delivery of core capabilities essential to achieving the National Preparedness Goal of a secure and resilient Nation.

3. Objectives:

- Enhance critical infrastructure protection
- Control admittance to critical locations and systems, limiting access to authorized individuals to carry out legitimate activities

4. Performance Measures:

- Fortify the County Prosecutor's Office ingress and egress points to mitigate entry by unauthorized and potentially hostile intruders.
- Install camera surveillance system for remotely located radio repeaters to be monitored by 911 Center
- Install external monitoring system for Juvenile Justice Building

5. Program Highlights:

- Inadequate staffing in the OEM Office to effectively manage and administer this grant investment.
- This is 100% grant funded by the State Homeland Security Grant Program, which has already been awarded to the county. The projects listed above were approved by the BOCC during the grant application process.

FY 2015 Budgeted Expenses by Organization Set	
Elected Official **Organization Set**	**Adopted Budget**
Commissioners	
10.1.114.4.107 - GF.BOCC.OEM.Grants.Equipment	
Capital Outlay	37,820
10.1.114.4.107 - GF.BOCC.OEM.Grants.Equipment Total	**37,820**

Kootenai County, Idaho

Department/Cost Center Narrative
Fiscal Year 2015

Department/Elected Official	OEM / BOCC
Cost Center Title	2013 SHSP Training Investment
Cost Center Organizational Code	10.1.114.4.110
Contact Person	Sandy Von Behren

1. Description:

The State Homeland Security Program (SHSP) provides assistance to Kootenai County to support the implementation of State Homeland Security Strategies to address the identified planning, organization, equipment, training, and exercise needs to prevent, protect against, mitigate, respond to, and recover from acts of terrorism and other catastrophic events.

2. Goal:

Support state priorities and the county in building, sustainment, and delivery of core capabilities essential to achieving the National Preparedness Goal of a secure and resilient Nation.

3. Objectives:

Provide training for emergency responders and support personnel to meet federal and state mandates specific to preparedness, response and recovery.

4. Performance Measures:

Provide training outlined in and in accordance with county's 2-year training plan

5. Program Highlights:

- Inadequate staffing in the OEM Office to effectively manage and administer this grant investment.
- This is 100% grant funded by the State Homeland Security Grant Program, which has already been awarded to the county. The project listed above was approved by the BOCC during the grant application process.

FY 2015 Budgeted Expenses by Organization Set	
Elected Official **Organization Set**	**Adopted Budget**
Commissioners	
10.1.114.4.110 - GF.BOCC.OEM.Grants.HSGP Trng Grant	
Operating Expenses (B Budget)	7,055
10.1.114.4.110 - GF.BOCC.OEM.Grants.HSGP Trng Grant Total	**7,055**

Kootenai County, Idaho

Department/Cost Center Narrative
Fiscal Year 2015

Department/Elected Official	OEM / BOCC
Cost Center Title	2013 SHSP M&A Investment
Cost Center Organizational Code	10.1.114.4.111
Contact Person	Sandy Von Behren

1. Description:

The State Homeland Security Program (SHSP) provides assistance to Kootenai County to support the implementation of State Homeland Security Strategies to address the identified planning, organization, equipment, training, and exercise needs to prevent, protect against, mitigate, respond to, and recover from acts of terrorism and other catastrophic events.

2. Goal:

Support state priorities and the county in building, sustainment, and delivery of core capabilities essential to achieving the National Preparedness Goal of a secure and resilient Nation.

3. Objectives:

Provide management and administration of the State Homeland Security Grant Program.

4. Performance Measures:

Manage and administer the State Homeland Security Grant in compliance with all grant requirements.

5. Program Highlights:

- Inadequate staffing in the OEM Office to effectively manage and administer this grant investment.
- This is 100% grant funded by the State Homeland Security Grant Program, which has already been awarded to the county. The projects listed above were approved by the BOCC during the grant application process.

FY 2015 Budgeted Expenses by Organization Set	
Elected Official **Organization Set**	**Adopted Budget**
Commissioners	
10.1.114.4.111 - GF.BOCC.OEM.Grants.HSGP M&A /Personnel /InfoSharing	
Operating Expenses (B Budget)	8,735
10.1.114.4.111 - GF.BOCC.OEM.Grants.HSGP M&A /Personnel /InfoSharing Total	**8,735**

Kootenai County, Idaho

Department/Cost Center Narrative
Fiscal Year 2015

Department/Elected Official	OEM / BOCC
Cost Center Title	2013 SHSP Exercise Investment
Cost Center Organizational Code	10.1.114.4.116
Contact Person	Sandy Von Behren

1. Description:

The State Homeland Security Program (SHSP) provides assistance to Kootenai County to support the implementation of State Homeland Security Strategies to address the identified planning, organization, equipment, training, and exercise needs to prevent, protect against, mitigate, respond to, and recover from acts of terrorism and other catastrophic events.

Legal requirements that guide this investment are in accordance with the 2013 Homeland Security Grant Program Guidance, Presidential Policy Directive 8 (PPD-8), and 44 CFR Part 13 and 2 CFR Part 215. Exercises conducted should be managed and executed in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP).

2. Goal:

Support state priorities and the county in building, sustainment, and delivery of core capabilities essential to achieving the National Preparedness Goal of a secure and resilient Nation.

3. Objectives:

Develop, conduct and evaluate exercises that provide responders and support personnel the opportunity to test operational plans and utilize training received to enhance their response capabilities.

4. Performance Measures:

Implement exercises in accordance with Homeland Security Exercise & Evaluation requirements and county exercise plan.

5. Program Highlights:

- Inadequate staffing in the OEM Office to effectively manage and administer this grant investment.
- This is 100% grant funded by the State Homeland Security Grant Program, which has already been awarded to the county. The project listed above was approved by the BOCC during the grant application process.

FY 2015 Budgeted Expenses by Organization Set	
Elected Official **Organization Set**	**Adopted Budget**
Commissioners	
10.1.114.4.116 - GF.BOCC.OEM.Grants.HSGP Exercise Program	
Operating Expenses (B Budget)	6,257
10.1.114.4.116 - GF.BOCC.OEM.Grants.HSGP Exercise Program Total	**6,257**

Kootenai County, Idaho

Department/Cost Center Narrative
Fiscal Year 2015

Department/Elected Official	OEM / BOCC
Cost Center Title	2013 SHSP Planning Investment
Cost Center Organizational Code	10.1.114.4.119
Contact Person	Sandy Von Behren

1. Description:

The State Homeland Security Program (SHSP) provides assistance to Kootenai County to support the implementation of State Homeland Security Strategies to address the identified planning, organization, equipment, training, and exercise needs to prevent, protect against, mitigate, respond to, and recover from acts of terrorism and other catastrophic events.

2. Goal:

Support state priorities and the county in building, sustainment, and delivery of core capabilities essential to achieving the National Preparedness Goal of a secure and resilient Nation.

3. Objectives:

- Review and/or update emergency and mitigation plans
- Familiarize and train appropriate personnel to plans
- Provide for timely information sharing

4. Performance Measures:

- Update Multi-jurisdictional All Hazard Mitigation Plan by May 2015
- Conduct Plan Orientation Sessions
- Design and Implement the Emergency Management Web Portal

5. Program Highlights:

- Inadequate staffing in the OEM Office to effectively manage and administer this grant investment.
- This is 100% grant funded by the State Homeland Security Grant Program, which has already been awarded to the county. The projects listed above were approved by the BOCC during the grant application process or through grant amendments.

FY 2015 Budgeted Expenses by Organization Set	
Elected Official **Organization Set**	**Adopted Budget**
Commissioners	
10.1.114.4.119 - GF.BOCC.OEM.Grants.HSGP Emergency Planning	
Operating Expenses (B Budget)	47,435
10.1.114.4.119 - GF.BOCC.OEM.Grants.HSGP Emergency Planning Total	**47,435**

Kootenai County, Idaho

Department/Cost Center Narrative
Fiscal Year 2015

Department/Elected Official	OEM / BOCC
Cost Center Title	2013 SHSP Fusion Center Investment
Cost Center Organizational Code	10.1.114.120
Contact Person	Sandy Von Behren

1. Description:

The State Homeland Security Program (SHSP) provides assistance to Kootenai County to support the implementation of State Homeland Security Strategies to address the identified planning, organization, equipment, training, and exercise needs to prevent, protect against, mitigate, respond to, and recover from acts of terrorism and other catastrophic events.

2. Goal:

Support state priorities and the county in building, sustainment, and delivery of core capabilities essential to achieving the National Preparedness Goal of a secure and resilient Nation.

3. Objectives:

Provide for maturation and enhancement of the Idaho State Fusion Center.

4. Performance Measures:

- Kootenai County provides $11,064.99 in financial support to the Idaho State Fusion Center
- Local Fusion Liaison Officers provide a collaborative partnership with the Fusion Center thus providing the hub of information exchange

5. Program Highlights:

- Inadequate staffing in the OEM Office to effectively manage and administer this grant investment.
- This is 100% grant funded by the State Homeland Security Grant Program, which has already been awarded to the county. The project listed above was approved by the BOCC during the grant application process.

FY 2015 Budgeted Expenses by Organization Set	
Elected Official	**Adopted**
Organization Set	**Budget**
Commissioners	
10.1.114.4.120 - GF.BOCC.OEM.Grants.HSGP Fusion Center	
Operating Expenses (B Budget)	11,065
10.1.114.4.120 - GF.BOCC.OEM.Grants.HSGP Fusion Center Total	**11,065**