

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE WYOMING OFFICE OF HOMELAND SECURITY FOR THE EMERGENCY MANGEMENT PLANNING GRANT PROGRAM (EMPG), ON BEHALF OF THE GOVERNING BODY OF LARAMIE COUNTY, WYOMING TO REQUEST FUNDING FOR THE EMERGENCY MANAGEMENT DEPARTMENT IN THE AMOUNT OF \$140,707.00.

FOR THE PURPOSE OF: REQUESTED FUNDS WILL BE USED TO SUPPORT EMERGENCY MANGEMENT OPERATIONS.

WITNESSETH

WHEREAS, the Wyoming Office of Homeland Security receives EMPG funds from the Federal Emergency Management Agency and;

WHEREAS, the Wyoming Office of Homeland Security distributes a portion of these EMPG funds to Wyoming Counties and;

WHEREAS, the Laramie County Board of Commissioners is eligible to apply for and receive EMPG funds and;

WHEREAS, the Governing Body of Laramie County desires to participate in the Wyoming Office of Homeland Security Emergency Management Planning Grant Program (EMPG) by sponsoring this grant application to assist in financing the Emergency Management Department; and

WHEREAS, the Governing Body of Laramie County has been provided with preliminary cost estimates and information on this project; and

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF LARAMIE COUNTY that a grant application in the amount of \$140,707.00 be submitted to the Wyoming Office of Homeland Security for consideration of assistance in funding the Laramie County Emergency Management Department under the EMPG grant program, and that the County provide a 50% match (\$140,707.00) towards all operational items listed in the EMPG budget.

BE IT FURTHER RESOLVED, that Sandra Newland, or her successor in the position of Laramie County Grants Manager, is appointed as agent of the Laramie County Board of Commissioners to execute and submit applications and certifications for these funds and to receive funds and implement the programs funded under this grant.

PASSED, APPROVED AND ADOPTED THIS 1ST DAY OF MAY, 2018.

By: _____

Date: _____

K.N. Buck Holmes, Chairman

ATTEST:

Date: _____

Debra Lee, Laramie County Clerk

Received and Approved as to Form only By:

Date: 4/24/18

Mark Voss, County Attorney

Thank you for submitting a 2018 EMPG Work Plan/Project Application!

Timestamp	4/23/2018 15:05:16
Name of Jurisdiction	Laramie County
Type of Jurisdiction	County
Report Preparer Name and Title	Jeanine West
Email Address	jwest@laramiecounty.com
Telephone Number	307-633-4333
Has your agency completed and submitted a THIRA and SPR? (Due September 1, 2017)	Yes
Does your agency have a formal adoption of NIMS in the form of a resolution on file with WOHS?	Yes
Does your agency have an CPG 101 v.2 compliant Emergency Operations Plan (EOP)?	Yes
Is your most recent EOP on file at WOHS?	Yes
Does your agency have a multi-year Training and Exercise Plan	Yes

(TEP)?	
Is your most recent TEP on file at WOHS?	Yes
Did your agency submit 5 After Action Reviews to WOHS for the 12 month period of October 1, 2016 - September 30, 2017?	Yes
Has your agency submitted a current TIC Plan to WOHS?	Yes
Is your agency actively utilizing Salamander software to track and resource type agency assets?	No
What amount of federal funds was awarded to your agency for FY17 EMPG?	\$133,496.00
What amount of federal funds is being requested by your agency for FY18 EMPG? (50% match required by agency)	\$140,707.00
Provide a detailed	

budget for identified Work Plan activities - Salary	\$124,631.00
Fringe Benefits	\$64,479.00
Travel	0
Training	0
Equipment	0
Exercises	0
Planning	0
Operating expenses	\$92,304.00
Provide a detailed budget narrative justifying the requested	<p>Managers \$58,824.00 Regular Employees \$65,807.00 Health Insurance \$29,109.00 Dental Insurance \$6,839.00 Life Insurance \$403.00 Retirement \$16,581.00 Social Security \$6,974.00 Medicare \$1,631.00 Workers Comp \$2,942.00 R&M HVAC \$20,164.00 Building Rent \$47,000.00 Postage \$200.00 Telephone \$7,200.00 Cell Phone \$4,800.00 Printer Supplies \$350.00 Office Supplies \$4,490.00 Electric-Gas-Propane \$7,600.00 Continuing Education \$500.00</p> <p>Laramie County's budget is not a project based budget, it is a budget based on operation and maintenance costs spread across Laramie County and the City of Cheyenne. It provides emergency management services for all of Laramie County and its citizens.</p> <p>The priorities of the Laramie County Emergency Management program are aligned with the core principals of the National Incident Management System. ICS provides us the priorities of life safety, incident stabilization and property preservation. Based on these goals, and aligned with the core capabilities identified in our THIRA process, we have identified the following priorities for our program: resource typing, public notification, public health and medical services, national disaster recovery framework planning, operational coordination, and fire management and suppression. Each of the following priorities is detailed below and is incorporated into our work plan for the next fiscal year.</p> <p>Resource Typing - Resource typing is defining and categorizing, by capability, the resources requested, deployed and used in incidents. Resource typing definitions are established for a common language and they</p>

<p>funding for the identified Work Plan activities listed in the previous questions (budget).</p>	<p>define resource (equipment, teams, and units) minimum capabilities. NIMS resource typing definitions serve as the common language for the mobilization of resources. Laramie County has identified resource typing as a program priority moving forward.</p> <p>Public Notification - Laramie County has multiple avenues of public notification such as outdoor warning sirens, CodeRed, media outlets, emergency services and amateur radio. This year our focus will be to research ways to enhance our notifications through all outlets currently in place to ensure notification is reached by all residents including those who are deaf/ hard of hearing or disabled.</p> <p>Public Health and Medical Services - A focus of Emergency Management is the continued relationship with Public Health and Medical Services. Public Health is identified as a leading core capability and leading emergency support function in our emergency response plans. Infectious disease response, operational coordination, operational communications and fatalities management are a critical portion of our P.O.E.T.E.</p> <p>National Disaster Recovery Framework Planning - Emergency Support Function 14 has been superseded by the NDRF. Our program will adopt the NDRF format to replace ESF 14. Planning, training and exercise for critical positions will be provided and exercised in this process.</p> <p>Operational Coordination – Identified from multiple real world events, the need for operational coordination across all mission areas has been identified by a coordinated group of first responders. This group will establish and exercise an operational structure and process designed to coordinate response to multi agency events.</p> <p>Fire Management and Suppression – Identified as an additional core capability in compliance with the national preparedness goal, this core capability needs to be added to planning, training, organization, exercises and equipment.</p> <p>All of the activities and goals outlined above will meet our high priority capabilities to provide quality Emergency Management services within Laramie County. It is in addressing the five mission areas of prevention, protection, mitigation, and response and recovery. Requested funding supports our agency's ability to provide these key services in the community.</p>
<p>How many full-time local/tribal emergency management personnel are staffed at your agency?</p>	<p>2</p>
<p>How many part-time local/tribal emergency management personnel are staffed at</p>	<p>1</p>

your agency?	
What is the total number (full-time equivalent) of local/tribal emergency management personnel supported by your EMPG funding?	2 1/2
Have all EMPG funded personnel completed the FEMA Professional Development Series as well as IS-100, 200, 700, 800?	Yes
If you are requesting funding for operating expenses, please provide detailed information including type of expense and contract/lease dates (if applicable).	<p>The Laramie County Emergency Management Agency is requesting funding for operating expenses to include: salaries, benefits, printer & office supplies, HVAC, rent, postage, telephone & cell phone, electricity/gas and continuing education.</p> <p>Salaries and benefits are being requested for two full time positions and part time for a third position. These positions are instrumental to facilitate emergency planning and response in the community. We are requesting funding to support our office operations to include printer and office supplies, telephone, and cellphones. The supplies allow us to provide services to the community to include exercises, planning, mitigation and response. We are also requesting funds to help support the storage of equipment purchased with Homeland Security funding in the past through building rent, security, electricity and gas. All lease related bills are paid on a monthly basis. We have a lease with Messenger through September 2018 and we renew this lease on an annual basis, but pay on a monthly basis. This facility houses our emergency response command unit, mass casualty trailer, CERT trailers, generators, and other emergency response equipment. This facility allows us to respond to emergencies quickly and keeps our equipment in proper working order.</p>
	<p>Each quarter funding will be utilized towards a fully operational staff for the Cheyenne/Laramie County EMA office. Coordination and planning meetings, exercise participation, and response coordination utilize the EMA facilities as a primary location for planning meetings, trainings, exercises, and day to day operations. This year we will also be focusing on bringing our new employee up to speed on all required trainings and certifications.</p> <p>Expenses were reimbursed and budgeted for out of the EMPG 2017 grant through March 2018. We are requesting this budget begin in April 2018 through May 2019. Below please find the breakdown of our quarterly activities.</p> <p>April-June 2018: EMA will be matching 100% of activities during this quarter. We will continue coordinated efforts for events, exercises and planning with multiple agencies and jurisdictions.</p>

**Quarterly
Activity**

July-Sept 2018: We will be matching 100% of activities up to the required amount and then beginning reimbursement requests. We have exercises being conducted to include: Superday, Cheyenne Frontier Days and the Run the Legend Marathon. Training classes will include PIO and JIC.

Oct-Dec 2018: We will begin the process of discussing a full scale multi agency exercise during the 2019 calendar year. Training classes will include ICS 300 & 400.

Jan-March 2019: We are anticipating final grant expenditures to take place during this quarter and we anticipate an early grant closeout. The annual grant inventory audit is scheduled to be completed during this quarter. We will assist the City County Health Department with their annual CDC Review.

April-June 2019: During this quarter we will be completing the next EMPG application and any additional items that may arise.

These quarterly activities are estimated and are subject to change dependent upon community needs, agency needs and events.