

**BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY**

Meeting Date: January 16, 2007

Division: Emergency Services

Bulk Item: Yes X No     

Department: Emergency Management

Staff Contact Person: Jose Tezanos

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**AGENDA ITEM WORDING:** Approval of Modification # 3 to Grant Agreement 06-DS-3W-11-54-01-309 to reinstate and extend thru February 28, 2008, and authorization for the Acting County Administrator to execute any other required documentation in relation to the application process.

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**ITEM BACKGROUND:** The Department of Community Affairs (DCA) and Monroe County Board of County Commissioners entered into an agreement on July 1, 2005 to provide planning, training and exercises under the State Homeland Security Grant Program – Issue 08. This grant was to end August 30, 2006. To allow completion of ICS courses 300 - 400, we requested to extend deadline to December 31, 2007. The MCSB has requested our support to conduct a planning meeting to look at a crisis plan that incorporates the utilization on NIMS multi agency approach, and creation of teacher/staff response flip charts to be posted in every classroom throughout the County.

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**PREVIOUS RELEVANT BOCC ACTION:** At the BOCC meeting on October 19, 2005. The Board granted approval and authorized execution of a Federally-Funded Subgrant Agreement concerning Homeland Security Grant, 06-DS-3W-11-54-01-309, in the amount of \$36,322.00. This document was signed by Mayor Spehar. Subsequently, at the BOCC meeting on March 21, 2007 the Board granted approval to extend deadline to December 31, 2007. The document was signed by Mayor DiGenaro.

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**CONTRACT/AGREEMENT CHANGES:** Deadline extension to February 28, 2008.

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**STAFF RECOMMENDATIONS:** It is appropriate to accept extension of this State of Florida Division of Emergency Management federally funded sub grant agreement.

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**TOTAL COST:** \$36,322.00

**BUDGETED:** Yes      No X

**COST TO COUNTY:** NONE

**SOURCE OF FUNDS:** DHS Grant

**REVENUE PRODUCING:** Yes      No X **AMOUNT PER MONTH**      **Year**     

**APPROVED BY:** County Atty Yes OMB/Purchasing Yes Risk Management Yes

**DOCUMENTATION:** Included X Not Required     

**DISPOSITION:**     

**AGENDA ITEM #**

MONROE COUNTY BOARD OF COUNTY COMMISSIONERS

**CONTRACT SUMMARY**

Contract with: Dept. Comm. Affairs Contract #06 DS-3W-11-54-01-309  
 Effective Date: July 1, 2005  
 Expiration Date: December 31, 2007

Contract Purpose/Description: EXTENDING THROUGH FEBRUARY 28, 2008

This is a Department of Homeland Security grant awarded for planning, training, and exercises. Our request for a 60 days extension to complete MCSB planning was granted by DCA. Your review and approval of grant agreement modification #3 is requested. We will need four (4) original copies be signed by our Mayor.

Contract Manager: Jose Tezanos 305 289-6325  
 (Name) (Ext.) (Department/Stop #)

for BOCC meeting on Jan. 16, 2008 Agenda Deadline: Jan. 2, 2008

**CONTRACT COSTS**

Total Dollar Value of Contract: \$ 36,322.00 Current Year Portion: \$ 25,053.40 ✓  
 Budgeted? Yes  No  Account Codes: GE0620-13520- ✓  
 Grant: \$ 36,322.00  
 County Match: \$ N/A ✓

**ADDITIONAL COSTS**

Estimated Ongoing Costs: \$ None/yr For: \_\_\_\_\_  
 (Not included in dollar value above) (eg. maintenance, utilities, janitorial, salaries, etc.)

**CONTRACT REVIEW**

	Date In	Changes Needed	Reviewer	Date Out
Division Director	<u>1-3-08</u>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<u>[Signature]</u>	<u>1-3-08</u>
Risk Management	<u>12/27/07</u>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<u>M. Lewis</u>	<u>12/27/07</u>
O.M.B./Purchasing	<u>12/27/07</u>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<u>[Signature]</u>	<u>12/31/07</u>
County Attorney	<u>12/20/07</u>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<u>Christine Gilbert-Barrows</u>	<u>12/20/07</u>

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Contract Number: 06-DS-3W-11-54-01-309  
CFDA Number: 97-067

**MODIFICATION #3 TO GRANT AGREEMENT**

This Modification is made and entered into by and between the State of Florida, Department of Community Affairs, ("the Department"), and Monroe County ("the Recipient") to reinstate and to modify the Department's Contract Number 06-DS-3W-11-54-01-309, dated December 21, 2005, ("the agreement").

WHEREAS, the Department and the Recipient have entered into the Agreement, pursuant to which the Department has provided a sub grant of \$36,322 to Recipient; and

WHEREAS, the Agreement expired on December 31, 2007; and

WHEREAS, the Department and the Recipient desire to reinstate the Agreement and to modify the Agreement by extending it.

NOW, THEREFORE, in consideration of the mutual promises of the parties contained herein, the parties agree as follows:

1. The Agreement is hereby reinstated as though it had not expired.
2. Paragraph 3, Period of Agreement, is hereby amended to have an expiration date for the Agreement of February 28, 2008. Final requests for reimbursement should be submitted no later than thirty (30) days after the termination date of the contract. Any requests received after March 31, 2008 may, in the discretion of the Department, not be reimbursed from this Agreement.
3. All provisions not in conflict with this Modification remain in full force and effect, and are to be performed at the level specified in the Agreement.
4. All provisions of the Agreement being modified and any attachments thereto in conflict with this Modification shall be and are hereby changed to conform with this Modification, effective as of the date of the last execution of this Modification by both parties.

IN WITNESS WHEREOF, the parties hereto have executed this document as of the dates set out herein.

**RECIPIENT: MONROE COUNTY**

BY: \_\_\_\_\_

NAME & TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**STATE OF FLORIDA DEPARTMENT OF COMMUNITY AFFAIRS**

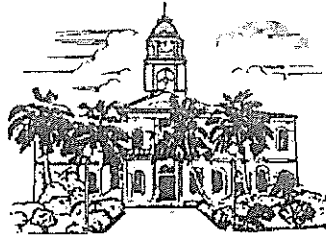
BY: \_\_\_\_\_

NAME & TITLE: W. Craig Fugate, Director of the Division of Emergency Management

DATE: \_\_\_\_\_

MONROE COUNTY ATTORNEY  
APPROVED AS TO FORM:  
*Christine M. Lambert-Barrows*  
CHRISTINE M. LAMBERT-BARROWS  
ASSISTANT COUNTY ATTORNEY  
Date 12/26/07

**Monroe  
County  
Emergency  
Management**



**490 63rd St. Ocean  
Suite 150  
Marathon, FL 33050**

**Ph: 305-289-6018  
Fax: 305-289-6333**

December 6, 2007

Ms. Dianne Smith  
Department of Community Affairs  
Florida Division of Emergency Management  
2555 Shumard Oak Boulevard  
Tallahassee, Florida 32399-2100

Subject: Modification # 3 to Grant Agreement 06-DS-3W-11-54-01-309

Dear Ms. Smith:

The Monroe County School Board has encountered difficulties scheduling their planning meeting due to the availability of the stake-holders and the holidays. As you are aware, this planning effort will be made up of Monroe County School District staff and administrators (members from each job category from principal to custodian), Fire Rescue, Law Enforcement, Emergency Management from both County and Municipalities, and a parent.

Their purpose is to look at a crisis plan that has been updated from the current plan as well as received input from other Florida School Districts. The crisis plan has incorporated the utilization of NIMS multi agency approach. As a result of this planning meeting, the teacher/staff response flipchart that will be provided for every classroom in the County are scheduled to be completed by January 31, 2008.

We are requesting that the expiration date of this grant be extended 60 days or to February 28, 2008 to allow the necessary time to conduct the meeting, to process the vendor invoices, and to provide the State with reimbursement request and close out reports by March 31, 2008.

The Monroe County School District Crisis Planning Meeting Timeline is as follows:

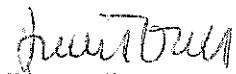
1/7/2008	Planning Meeting
1/31/2008	Flipchart completion
1/31/2008	Completion of Comprehensive Crisis Plan
2/28/2008	Processing of payment to vendors
3/31/2008	Processing of reimbursement request and close out reports

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The Monroe County School District Planning Meeting estimated budget is \$19,798. The balance of this grant or \$5,255.40 is left in the event there are any additional expenses.

Should you have any questions, you may reach Jose Tezanos at (305)289-6325 or [tezanos-jose@monroecounty-fl.gov](mailto:tezanos-jose@monroecounty-fl.gov).

Thank you for your prompt attention to this matter,



Irene Toner, FPED, CPM  
Director  
Monroe County Emergency Management

Jose –

I would like to request that in the interest of time we change our funding from a table top exercise to a planning grant. This planning grant is needed because Monroe County School District (MCSD) needs 1) to better ensure the accuracy of our crisis plans and its alignment to NIMS 2) as well as the make certain that there has been multi-agency collaboration in its creation and 3) that all MCSD staff/teachers and administrations are aware of the plan and understand it.

### **The Issue**

The Monroe County School Health Advisory Council, a state legislated committee which includes stakeholders from schools, law enforcements, emergency services, school board, parents, medical service providers and department of health, were given a survey in the 2006-07 school year. Their ratings on the survey indicated the perception of our Crisis Plan is that it is severely outdated and they many of the school staff/faculty are not even aware of its existence. There is not an overall plan that all stakeholders in the community are part of and the School District is standing in its own isolation.

Our current Crisis Manual is need of revision in large part to changes brought about by Homeland Security and added standards from the National Incident Management System (NIMS). This coupled with the new lessons learned from the school shootings in 2005-06 nationwide specify the need for strong input in the revisions of these plans from law enforcement and other emergency management agencies. MCSD is not as prepared as we should be in relation to responding to incidents of Domestic Terrorism and this revision will address those needs.

Trained experts and evaluators, working alongside local emergency responders as well as representatives of employees from all functions are needed to oversee the rewriting of the plan. It is critical that the school children in the Monroe County School District are protected from danger.

### **The Solution**

Monroe County School District will hold a day long planning meeting on November 30, 2007 in Marathon. The stake-holders included in this planning effort will be Monroe County School District staff and administrators (one from each job category such as principal, teacher, student, bus driver, custodian, office manager and etc), Emergency Management, Fire Rescue and Law Enforcement from both county and varies municipalities and a parent. The purpose will be to look at a crisis plan that has been both updated from the current plan as well as received input from other Florida School Districts that have recently updated their utilizing a multi-agency approach such as Manatee by the Safe School Coordinator. Using that as a prototype the committee will collaborate to create two products:

- A teacher/staff response flipchart that will be provided for every classroom in the county. The charts will be hung near the door and will

give teachers and students pertinent information to respond to crisis situation.

- Comprehensive Crisis Plans for all critical responders and school administrators. This is very necessary as a recent review of each agencies plans indicate that the response expected is not consistent in relation to Domestic Terrorism for example active shooter.
- All principals were will receive training and be certified in ICS 100 for School Principals during school year 2007-08.

### The Budget

Description	Rationale	Cost
Travel to Planning Meeting	Mileage will be reimbursed at school board rate 48.5 cents a mile Estimate is 15 participants (1/2 of the participants who will need to travel) X 100 miles (roundtrip)	\$728
Substitutes/Stipends	Most participants will not require a substitute or a stipend as the cooperating agencies have indicated their support for this effort so it will be minimal	\$400
Per Diem for Lunch	Funding for the participants for a working lunch. If this is not possible than each participants to receive \$13.50 for lunch at 35 people.	\$450
Facilitator	School District Match – Expert Keys to Safer School	n/a
Printing of Flip Charts	The cost of the flip charts will be substantial due to the fact that we will print them in color to make them easy to use and with durable to last several years. The best price will be sought estimated cost 1400 X \$10	\$16,800
Printing of Crisis Plans	The cost of the flip charts will be substantial due to the fact that we will print them in color to make them easy to use and with durable to last several years. 100 X \$16	\$,1600
Materials for ICS course	Principals – copying and folders 15 X \$18	\$270
		\$20,248