

**Lee County Board Of County Commissioners  
Agenda Item Summary**

**Blue Sheet No. 20051679**

**1. ACTION REQUESTED/PURPOSE:** Authorize Chairman to execute Modification #2 to agreement #05-DS-2N-09-46-01-105 with the Department of Community Affairs to extend the agreement to March 31, 2006.

**2. WHAT ACTION ACCOMPLISHES:** Provides additional time for Lee County to conduct homeland security related planning, training and exercise tasks, and to complete certain Emergency Operations Center enhancements.

**3. MANAGEMENT RECOMMENDATION:** Staff requested extension, and therefore recommends approval.

**4. Departmental Category:** 7

**C7C**

**5. Meeting Date:**

**12-13-2005**

**6. Agenda:**

- Consent**
- Administrative Appeals**
- Public Walk-On**

**7. Requirement/Purpose: (specify)**

- Statute**
- Ordinance**
- Admin. Code**
- Other**

**8. Request Initiated:**

**Commissioner** \_\_\_\_\_  
**Department** Public Safety  
**Division** Emergency Management  
**By:** *John D. Wilson*, Director

**9. Background:**

On September 6, 2005, Lee County Board of County Commissioners approved an extension to October 31, 2005 to grant additional time to complete a large-scale mass casualty exercise. Another extension has been requested to complete homeland security related planning, training and exercise tasks due to the busy hurricane season.

Attachment 1—Four Copies of Modification #2 to Grant Agreement

**10. Review for Scheduling:**

| Department Director | Purchasing or Contracts | Human Resources | Other | County Attorney | Budget Services |                 |                 |                 | County Manager/P.W. Director |
|---------------------|-------------------------|-----------------|-------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------------------|
|                     |                         |                 |       |                 | Analyst         | Risk            | Grants          | Mgr.            |                              |
| <i>11-17-05</i>     | <i>11/17/05</i>         |                 |       | <i>11/18/05</i> | <i>11/21/05</i> | <i>11/21/05</i> | <i>11/21/05</i> | <i>11/21/05</i> | <i>11/21/05</i>              |

**11. Commission Action:**

- Approved**
- Deferred**
- Denied**
- Other**

RECEIVED BY  
 COUNTY ADMIN:  
 11-18-05  
 4:35  
 COUNTY ADMIN  
 FORWARDED TO:  
 11-22-05

Rec. by CoAtty  
 Date: 11/18/05  
 Time: 4:20pm  
 Forwarded To:  
*John D. Wilson*

MODIFICATION #2 TO GRANT AGREEMENT

This Modification is made and entered into by and between the State of Florida, Department of Community Affairs, ("the Department"), and **Lee County Board of County Commissioners** ("the Recipient") to reinstate and to modify the Department's Contract Number **05-DS-2N-09-46-01-105**, dated 07/01/04 ("the agreement").

WHEREAS, the Department and the Recipient have entered into the Agreement, pursuant to which the Department has provided a sub grant of **\$312,122** to Recipient; and

WHEREAS, the Agreement expired on October 31, 2005; and

WHEREAS, the Department and the Recipient desire to reinstate the Agreement and to modify the Agreement by extending it and by amending the Scope of Work.

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 March 31, 2006. Final requests for reimbursement should be submitted no later than thirty (30) days after the termination date of the contract. Any requests received after April 30, 2006 may, in the discretion of the Department, not be reimbursed from this Agreement.
3. The Scope of Work, Attachment A to this Agreement, is hereby amended, and the Revised Attachment A, Scope of Work, III. Reporting Requirements to this Modification, which is attached hereto and incorporated herein by reference, is added. This Scope of Work contains the revised reporting periods and requirements.
4. 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.
5. 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: LEE COUNTY BOARD OF COUNTY COMMISSIONERS**

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: \_\_\_\_\_

## **Revised Scope of Work**

Funding is provided to perform eligible activities as identified in the Office for Domestic Preparedness (ODP) Fiscal Year 2004/2005 State Homeland Security Grant Program (SHSGP), consistent with the Department of Homeland Security State Homeland Strategy. Eligible activities are outlined in the Scope of Work for each category below.

### **I. Categories**

#### **7. EMERGENCY OPERATIONS CENTER (EOC) ENHANCEMENTS**

##### **1. Eligible Activities**

- a. Projects to be accomplished with funds provided during the contract period may include, but are not limited to the following:
  - 1) EOC Assessment using the Homeland Security Comprehensive Assessment Model (HLS CAM)
  - 2) Assess the EOC for Security and Operational deficiencies
  - 3) This assessment is to be performed by trained representatives from the Regional Domestic Security Task Force (RDSTF)
- b. Purchase Equipment based on the EOC Assessment
  - 1) For a detailed list of ODP approved physical security equipment, visit <http://floridadisaster.org/DEMprograms.htm>
  - 2) Allowable equipment purchase include, but are not limited to, the following:
    - a) Call Notification Systems
    - b) EOC Software
    - c) Physical Security Equipment
    - d) Video Conferencing Capabilities compatible with the Homeland Security system
    - e) Video Downlink Receivers
  - 3) Items purchased must be consistent with State guidance.

##### **2. Report Project Items**

- a. Completed EOC Assessment
- b. List of equipment purchased including the cost of each item

##### **3. EOC Enhancements Programmatic Point of Contact**

Specific programmatic questions pertaining to the EOC Enhancements portion of this contract should be addressed to:

**Chuck Hagan**  
850-410-1263  
[Charles.hagan@dca.state.fl.us](mailto:Charles.hagan@dca.state.fl.us)

## 6. LOCAL PLANNING

### 1. Eligible Activities

Projects to be accomplished with funds provided during the contract period may include, but are not limited to the following:

#### a. Continuity of Operations (COOP) Planning

Expand the Scope of an existing COOP utilizing the County COOP crosswalk (this document is available for download at <http://floridadisaster.org/DEMprograms.htm>), for example:

- 1) Information Technology, Agencies/Jurisdictions Identified within local CEMP
- 2) Integration of Plans
  - a) National Response Plan (NRP)
  - b) National Incident Management Plan (NIMS)  
\*The adoption of NIMS is required by September 30, 2005, per the most current Department of Homeland Security Guidance.
- 3) Protocols, Procedures to Implement COOP

If the County elects to provide funding from this agreement to other jurisdictions, the County is responsible for reviewing and approving these jurisdictions' COOP(s) using the criteria in the County COOP crosswalk.

#### b. Terrorism Incident Response Annex

Expand the Scope of existing County Terrorism Incident Response Annexes using the criteria in the Terrorism Annex crosswalk (this document is available for download at <http://floridadisaster.org/DEMprograms.htm>), for example:

- 1) National Incident Management System (NIMS)  
\*The adoption of NIMS is required by September 30, 2005, per the most current Department of Homeland Security Guidance.
- 2) National Response Plan (NRP)
- 3) Integration of Documents (Local Standard Operating Procedures and/or Standard Operating Guidelines integrated, updated)

#### c. Integration of Local Plans and Standard Operating Guidelines to Support Regional Planning

- 1) Integrate local domestic security capabilities and enhancements into the Regional Domestic Security Task Force (RDSTF) Planning Process and Mutual Aid
- 2) Consistent with RDSTF Template

#### d. County Comprehensive Emergency Management Plan (CEMP)

Enhance County CEMP to reflect the following, while utilizing the CEMP crosswalk (this document is available for download at <http://floridadisaster.org/DEMprograms.htm>):

- 1) Homeland Security Assumptions and Updates (NIMS, NRP, State CEMP)
- 2) Integration with Municipal, Regional and State Domestic Security Procedures
- 3) Reflect the Enhancement of Local/Regional Capabilities (Equipment, Training, Domestic Security Teams, and Exercises)

e. Conduct Vulnerability Assessments

- 1) Utilizing the Homeland Security Comprehensive Assessment Model (HLS CAM), identify critical infrastructure protection projects
- 2) Identify Capabilities/Shortfalls/Capacity in coordination with the RDSTF

f. Additional Eligible Costs

- 1) Hiring of full or part-time staff or contractors/consultants to assist with any of the above activities (not for the purpose of hiring public safety personnel)
- 2) Conferences to facilitate activities listed above
- 3) Materials required to conduct activities listed above
- 4) Travel/per diem related to above activities

**2. Report Project Items**

Draft plans must be submitted no later than 1 month prior to the contract's end date for the Division of Emergency Management's review and approval (a draft is not necessary for vulnerability assessments). For the CEMP, COOP plans and Terrorism Annexes, a completed crosswalk must be submitted with drafts and final documents.

a. Continuity of Operations (COOP) Planning

- 1) Copy of sub-contract, if applicable
- 2) If the County has contracted with a Municipality, provide a copy of an approval letter for the Municipality COOP plan(s)
- 3) Final Continuity of Operations Plan submitted with completed crosswalk

b. Terrorism Incident Response Annex

Final Terrorism Incident Response Annex submitted with a completed crosswalk

c. County Comprehensive Emergency Management Plan (CEMP)

- 1) Submit a completed crosswalk
- 2) Provide DEM with the CEMP's updated sections

d. Vulnerability Assessments

- 1) List of completed assessment
- 2) Copy of vulnerability report

**3. Planning Programmatic Point of Contact**

Specific programmatic questions pertaining to the Planning portion of this contract should be addressed to:

**Farrah Gosford**  
850-413-9974  
[Farrah.Gosford@dca.state.fl.us](mailto:Farrah.Gosford@dca.state.fl.us)

## **57. LOCAL AND REGIONAL EXERCISES**

### **1. Eligible Activities**

- a. Exercises conducted with ODP grant funds must be managed and executed in accordance with ODP's Homeland Security Exercise and Evaluation Program (HSEEP). These manuals are located online at <http://www.ojp.usdoj.gov/odp/docs/hseep.htm> and at <http://floridadisaster.org/DEMprograms.htm>.
- b. Projects to be accomplished with funds provided during the contract period may include, but are not limited to the following:

#### 1) Types of Exercises

- a) Tabletop Exercises (Multi-Disciplinary)
- b) Functional Exercises (Multi-Disciplinary)
- c) Full Field Exercises (Multi-Disciplinary)
  - Exercise Continuity of Operations (COOP) plan(s)
  - Exercise the National Incident Management System (NIMS) plan
  - Executive Level Exercises
  - Exercise the Integrated Communication and Information Technology
  - Exercise Terrorism Incident Response Annex

#### 2) Additional Eligible Costs

- a) Implementation of the HSEEP
- b) Hiring of full or part-time staff or contractors/consultants to assist with any of the above activities (not for the purpose of hiring public safety personnel).
- c) Conferences to facilitate activities listed above
- d) Supplies/Materials required to conduct activities listed above
- e) Travel/per diem related to above activities
- f) Overtime/Backfill Costs
- g) Other Items – Rental of Space/Locations for exercise planning, exercise signs, badges, etc.

### **2. Report Project Items**

- a. Provide a copy of the sub-contract, if applicable.
- b. Prior to the exercise, provide DEM with exercise plans.
- c. Completed Roster
- d. After Action Reports must be provided to DEM within 30 days following the completion of each exercise conducted.

### **3. Exercise Programmatic Point of Contact**

Specific programmatic questions pertaining to the Exercise portion of this contract should be addressed to:

**Connie Nunn**  
850-413-9877  
[Connie.nunn@dca.state.fl.us](mailto:Connie.nunn@dca.state.fl.us)

## **8. ALL DISCIPLINE TRAINING**

### **1. Eligible Activities**

Training to be accomplished with funds provided during the contract period may include, but are not limited to the following:

#### a. Disciplines Selected for Training

- 1) Law Enforcement
- 2) Fire/Rescue
- 3) Emergency Medical Services (EMS)
- 4) Emergency Management (EM)
- 5) Public Safety Communications (911)
- 6) Private Sector
- 7) Public Works

(Note: Training for specialized teams and health/hospitals is being funded from other sources.)

#### b. Types of Training

- (23) All non-ODP training courses must receive prior approval through the State Administrative Agency (Division of Emergency Management) who will seek concurrence from the Department of Homeland Security. A complete listing of ODP approved courses is located online at <http://www.ojp.usdoj.gov/odp/docs/coursecatalog.pdf>. For more information on training, visit <http://floridadisaster.org/DEMprograms.htm>.

- 1) Positional and Advanced Incident Command System (ICS)
- 2) National Incident Management System (NIMS)
- 3) Field Operations Guide (FOG)
- 4) Train-the-Trainer
- 5) Mutual Aid/Deployment
- 6) All ODP or other Federally Approved Courses
- 7) Protect Critical Infrastructure Initiative (PCII)
- 8) Regional Domestic Security Task Force (RDSTF) Response Procedures
- 9) Homeland Security Community Assessment Model (HLS CAM)
- 10) Homeland Security Exercise and Evaluation Program (HSEEP)
- 11) Continuity of Operations (COOP)

#### c. Additional Eligible Training Costs

- 1) Travel/Per Diem
- 2) Training Materials/Supplies
- 3) Instructor Fees
- 4) Rental of Space/Locations
- 5) Overtime/Backfill

### **2. Report Project Items**

- a. Copy of Agenda
- b. Provide the number of students trained, per component; the course name and level
- c. Course curriculum, if course is not a federally approved course

### **3. Training Programmatic Point of Contact**

Specific programmatic questions pertaining to the Training portion of this contract should be addressed to:

**Rupert Dennis**  
850-413-0261  
[Rupert.Dennis@dca.state.fl.us](mailto:Rupert.Dennis@dca.state.fl.us)

## II. Unauthorized Expenditures

Unauthorized program expenditures are applicable to each selected activity (-ies) and include:

- A. Expenditures for items such as general-use software (word processing, spreadsheet, graphics, etc.)
- B. General-use computers and related equipment
- C. General-use vehicles
- D. Licensing fees
- E. Weapons systems and ammunition
- F. Activities unrelated to the completion and implementation of the State Homeland Security Program (SHSP)
- G. Construction or renovation of facilities
- H. Recurring Costs

## III. Reporting Requirements

Reporting requirements are applicable to each selected activity (-ies)

### A. Programmatic Reporting:

**The Financial History Report/Status Report must be filed on a monthly basis and is due within 15 days after the end of the reporting period for the life of this contract. These reports must be filed whether or not a reimbursement is requested. If a report(s) is delinquent, future financial reimbursements will be withheld until the reporting is current.**

#### **THESE MONTHLY REPORTS MUST INCLUDE:**

- 1. Detailed explanation of activities completed and progress made on project
- 2. Currently anticipated contract completion date
- 3. Detailed accounting of funds expended and encumbered during reporting time period, even if reimbursement is not currently being claimed
- 4. Details on any known or anticipated delays in project's progress

The Close-out Report is due to FDEM no later than 60 days after the contract is either completed or expired.

### 1. Reporting Schedule

| Reporting Period | Report due to DEM no later than |
|------------------|---------------------------------|
| Monthly          | 15 days beyond the month due    |

### 2. Financial History Report/Status Report may be mailed to:

Tina Quick, Contract Manager  
Department of Community Affairs  
Division of Emergency Management  
2555 Shumard Oak Boulevard  
Tallahassee, Florida 32399-2100

### B. Report Project Items – As applicable to selected activity (-ies)