## **CERTIFIED COPY OF ORDER**

STATE OF MISSOURI

ea.

March Session of the January Adjourned

Term. 20 19

**County of Boone** 

In the County Commission of said county, on the

19th

day of

March

20 19

the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby approve the attached grant application from the Boone County Department of Emergency Management Operations for the FY19 Emergency Management Performance Grants (EMPG).

Done this 19th day of March 2019.

ATTEST:

Brianna L. Lennon

Clerk of the County Commission

Daniel K. Atwill

Presiding Commissioner

Fred J. Parry

District I Commissioner

Janet M. Thompson

District II Commissioner

## FY19 MISSOURI EMPG PROGRAM MANUAL EXECUTIVE SUMMARY

#### **Emergency Management Performance Grants (EMPG)**

EMPG is a funding opportunity offered by the State Emergency Management Agency (SEMA). The purpose of the Missouri EMPG Program is to support a comprehensive, all-hazard emergency preparedness system by building and sustaining the core capabilities contained in the National Preparedness Goal.

#### **Eligible Applicants**

The following entities with an emergency management director/coordinator are eligible to apply under this solicitation:

Funding under this program is ultimately used by emergency management organizations at the Local level of government. A Local organization for emergency management is any organization established under RSMo Chapter 44 by any county or by any city, town, or village to perform local emergency management functions, including fire districts.

Applicants must apply for, update, or verify their Data Universal Numbering System (NUDS) Number and Employer ID Number (EIN) and update or verify their System for Award Management (SAM) Registration. Applicants for this award must continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application or plan under consideration by DHS/FEMA.

#### **Baseline Requirements**

There are eight (8) Baseline Requirements for participation in the 2019 Missouri EMPG Program. All EMPG recipients are required to:

- Designate a 24/7 Emergency Operations Center (EOC)
- Maintain a Local Emergency Operations Plan (LEOP)
- Implement the National Incident Management System (NIMS)
- Complete FEMA/SEMA training requirements
- Participate in at least two (2) annual exercises, one of which is operations based
- Maintain an annual Training and Exercise Plan (TEP)
- Register for WebEOC, utilize during incidents, events and trainings
- Participate in Threat and Hazard Identification and Risk Assessment (THIRA) updates

#### **Eligible Costs**

2019 Missouri EMPG costs are limited to the following categories:

- Essential Emergency Management Personnel and Benefits
- Essential Emergency Operations Center Supplies and Operating Expenses
- Essential Emergency Operations Center Equipment
- Essential Emergency Management Travel

#### **Application Process**

SEMA is making the 2019 Missouri EMPG application opportunity available through <u>WebGrants</u>, an on-line internet portal for electronic grants management. First-time users will need to register their organizations and get approval from SEMA prior to beginning the application process. Registration approval within WebGrants is not automatic and is subject to review and must be approved by the EMPG Program Manager. The WebGrants portal is open for registration at <a href="https://dpsgrants.dps.mo.gov">https://dpsgrants.dps.mo.gov</a>. The application period is from February 25 to March 22, 2019 at 4:00 p.m. No late applications will be accepted.

#### **Cost Share or Match**

The Federal share of funds made available under the program shall not exceed 50 percent (50%) of the total budget. 42 U.S.C. § 5196(j). Unless otherwise authorized by law, Federal funds cannot be matched with other Federal funds. SEMA administers EMPG Program cost matching requirements in accordance with 2 CFR 200.306. To meet matching requirements, the subrecipient's contributions must be verifiable, reasonable, allowable, allocable, and necessary under the grant program and must comply with all Federal requirements and regulations.

Match can be hard or in-kind. Hard match is funds provided by the local government for the EMA, while in-kind match is donated goods or services. It should be noted that in-kind match should not replace hard match provided by the city or county for the purposes of running the EMA. In-kind match is used specifically for goods or services that go above and beyond the approved funds. For example, in-kind (or soft-match), can be used for items/projects that could not be funded through budgeted dollars. Items seen so far include purchasing a radio, repeater, computer, copier, etc. that could not be afforded through the approved local budget. In-kind match will be reviewed at time of application and is subject to available funds provided through SEMA for local expenses.

#### **Indirect Costs**

Indirect costs are allowable only if the applicant has an approved indirect cost rate with the cognizant Federal agency. A copy of the approved rate (a fully executed agreement negotiated with the applicant's cognizant Federal agency) is required at the time of application. Indirect costs will be evaluated as part of the application for Federal funds to determine if allowable and reasonable.



#### **Application**

## 99713 - FY19 Emergency Management Performance Grants - Final Application

101358 - Emergency Management Performance Grant
Emergency Management Performance Grants (EMPG) Local

Status:

Submitted

Submitted

Date: 03/15/2019 4:25 PM

Applicant Information

**Primary Contact:** 

Ms.

D

Della First Name Luster Last Name

Job Title:\*

Administrative Coordinator

Email:\*

Name:\*

dluster@boonecountymo.org

Mailing Address:\*

2145 County Drive

Street Address 1:

Street Address 2:

À

Columbia

Missouri State/Province 65202 Postal Code/Zip

Phone:\*

573-554-7907

Ext.

Fax:\*

573-442-3828

Organization Information

Applicant Agency:\*

Boone County, Emergency Management Agency

Organization Type:\*

Government

Federal Tax ID#:\*

436000349

**DUNS #:**\*

073755977

CCR Code:

Valid Until Date

Organization Website:

www.showmeboone.com/OEM

Mailing Address:\*

2145 County Drive

Street Address 1:

Street Address 2:

City\*

Columbia

Missouri State/Province 65202 Postal Code/Zip 0000

County:\*

Boone

Congressional District:\*

04

Phone:\*

573-554-7900

Ext.

Fax:\*

573-442-3828

## **Project Narrative Justification**

Project Title:\*

FY2019 EMPG

Project Type:\*

Develop/enhance homeland security/emergency management organization

and structure

The requested funds will

be used to:\*

Sustainment of Existing Project

Select the primary Core Capability that will be

supported by this proposed project.\*

**Protection Operational Coordination** 

#### **Project Narrative Summary\***

FY2019 Funds will be utilized to ensure resources and staff availability for the emergency operation center deployment on and as needed.

2000 Character Limit

## Staffing Pattern

Position

**TBD** 

Director

Name

Title

Hire Date

Position

Thomas Hurley

**Deputy Director** 

01/19/2016

Name

Title

Hire Date

Position

Della Luster

Administrative Coordinator

01/11/2016

Name

Title

Hire Date

Position

Name

Title

Hire Date

Position			
	Name	Title	Hire Date
Position			
	Name.	Title	Hire Date
Position			
	Name	Title	Hire Date
Position			
	Name	Title	Hire Date

## Baseline Requirement #1- Emergency Operations Center (EOC)

EOC Location*	Boone County ECC			
EOC Street Address:*	2145 County Drive	Columbia	МО	65202
	Street Address	City	State	Zip Code
EOC Phone Number*	573-554-7908	573-268-0996		
	Primary EOC Number	EOC Alternate Phone Num	ber.	
EOC Contact Person*	Thomas Hurley			
Contact Person Address*	2145 County Drive	Columbia	MO	65202
	Street	City	State	Zip Code

## Baseline Requirement #2- Local Emergency Operations Plan (LEOP)

I understand as a minimum requirement my awarded agency must update/review our LEOP every 2 years and maintain SEMA verification documents with identified changes.\*

Yes

Date of Last LEOP update/review?\*

11/20/2018

Have you provided your State Emergency Management Agency (SEMA) Area Coordinator with your agency's LEOP?\*

Yes

## Baseline Requirement #3- National Incident Management System (NIMS)

- 1. Has the jurisdiction formally adopted the National Incident Management System (NIMS) throughout the jurisdiction or organization to prevent, protect against, mitigate, respond to, and recover from incidents?\*
- Yes
- 2. Has the jurisdiction ensured training for the incident personnel incorporates NIMS training that is pertinent to each individuals incident responsibilities in alignment with the NIMS training program?"

Yes

3. Does the jurisdiction develop, maintain, and implement mutual aid agreements (to include agreements with the private sector and nongovernmental organizations)?\*

Yes

4. Does the jurisdiction apply ICS as the standard approach to the on-scene command, control, and coordination of incidents?\*

Yes

5. Does the jurisdiction enable effective and secure communications within and across jurisdictions and organizations?\*

Yes

6. Does the jurisdiction identify and inventory deployable incident resources consistently with national NIMS resource typing definitions and job titles/position qualifications, available through the Resource Typing Library Tool?"

Yes

## Baseline Requirement #4- Training Requirements

1. Have all **EMPG** funded personnel

completed

the minimum required

IS 100, IS 120, IS 200, IS 230, IS 235, IS 240, IS 241, IS 242, IS 244, IS 700, IS 800.

Required completion within 12 months of hire.

FEMA trainings?\*

2. All EMPG funded exercise officers and management personnel involved in

the design

and

L-146 HSEEP, prior to taking the course students must complete IS-120.a. Required completion within 24 months of hire.

evaluation of

exercises have

completed the minimum required SEMA trainings?\*

If answered 'No' on either training requirements questions 1 or 2 above, provide your plan to achieve training compliance in the sections below.

1st Qtr.

planned activities:

250 Character Limit

2nd Qtr. planned

activities:

250 Character Limit

3rd Qtr. planned

activities:

250 Character Limit

4th Qtr. planned

activities

250 Character Limit

## Baseline #5- Exercise Requirements

1. I understand all EMPG Yes funded personnel must participate in no less than two (2) exercises per calendar year with one exercise being Operations based. The Severe Weather Drill and the Great Shake Out Drill will no longer be

considered allowable EMPG exercises for this requirement.\*

#### Baseline Requirement #6- Training and Exercise Plan Workshop

I understand that all EMPG sub-recipients are required to conduct or participate in an annual Training and Exercise Plan Workshop (TEPW).\*

Yes

At a minimum EMPG sub-recipients should maintain a local TEP that addresses the jurisdiction's compliance with EMPG training and exercise requirements.

#### Baseline Requirement #7- WebEOC

I understand that my awarded agency will be required to utilize WebEOC during incidents, events and related WebEOC trainings.\*

Yes

## Baseline Requirement #8- THIRA

Threat and Hazard Identification and Risk Assessments (THIRA)

I understand that all EMPG sub-recipients are required to participate in the development or maintenance of state or regional THIRA at a minimum of at least once every three (3) years.\*

Yes

Participation in THIRA development may include serving as a member of regional working groups, interacting with state or regional THIRA planners, and/or answering THIRA data call queries.

## This Form Completed By:

Della Luster

Admin Coordinator

573-554-7907

Name

Title

Phone

dluster@boonecountymo.org

03/15/2019

E-mail

Date Completed

#### Capitalization Level

Enter your agency's capitalization level. This is the level above which qualifying expenditures are recorded as fixed assets.

Capitalization Level:\*

\$1,000.00

#### Personnel

Line Item Code:	Name:	Position Title:	Position Status:	Employment Status:	Total Annual Salary:	% of Grant Funded Time:	Total Salary Cost:	Federal Amount:	Match Portion Provided:
1003	Della Luster	Administrative: Coordinator	Existing	Full Time	\$37,544.00	100.0	\$37,544.00	\$18,772.00	\$18,772.00
1002	Tom Hurley	Deputy Director	Existing	Full Time	\$67,704.00	100.0	\$67,704.00	\$33,852.00	\$33,852.00
1001	TBD	Director	Existing	Full Time	\$46,106.67	100.0	\$46,106.67	\$23,053.34	\$23,053,33
								\$75,677.34	\$75,677.33

#### Personnel Justification

For each position, provide narrative justification.

If you request a new position or an increase for a current position, please explain why it is being requested. How has the agency paid for this expense in the past?

EMD-Plans, organizes and directs the operations of the EM program with local government, cooridinates the EM program with other programs of the county, supervises all personnel assigned to the program, meeets with local State and FEMA officeals to coordinate the EM program.

Deputy Director- Assists the EMD in carrying out his assigned duties above.

Admin Coordinator-Maintains calendars for OEM and appointments, maintains records for EM related functions, prepares all the grant documents and pays all bills for OEM.

5000 character limit

#### Personnel Benefits

Name:	·		

Line Item Code:			Total Benefits:	Federal Portion:	Match Portion Provided:	
2003	Della Luster	32.83	\$12,327.21	\$6,163.60	\$6,163.61	
2002	Tom Hurley	24.79	\$16,785.80	\$8,392.90	\$8,392.90	
2001	TBD	23.2	\$10,696.26	\$5,348.13	\$5,348.13	
				\$19,904.63	\$19,904.64	

#### Personnel Benefits Justification

If personnel benefits are included in the budget, provide percentage breakdown by position for each fringe benefit.

This includes FICA, health, dental, life insurance, retirement match, and worker's compensation.

5000 Character Limit

## Emergency Operation Center Supplies & Operating Expenses

Line Item Code:	Supply/Operation Type:	ltem Name:	Quantity:	Unit Cost:	Total Supply and Operation Cost:	Federal Portion:	Match Portion Provided:
3001	Contractual (Services, Maintenance, Etc.)	Sìren Maintenance	12.0	\$3,738.00	\$44,856.00	\$22,428.00	\$22,428.00
						\$22,428.00	\$22,428.00

## Supplies Justification

If supplies or operating expenses are included in the budget, provide justification for each expense. Address why the item is necessary for the proposed project, who will use it, and how it will be used.

Siren maintenance paid monthly to ensure our warning sirens function properly.

## Emergency Operation Center Office Equipment

Line Item	ltem	AEL	Qty:	Unit	Total Office	Federal	Match Portion
Code:	Name:	Category		Cost:	Equipment Costs:	Portion:	Provided:
						\$0.00	\$0.00

## **Emergency Operations Center Office Equipment Justification**

If equipment is included in the budget, provide justification for each expense. Address why the item is necessary for the proposed project, who will use it, and how it will be used.

5000 Character Limit

#### Travel

Line Item Code:	Item Name	Category	Explanation of Other Travel:	Total Cost:	Federal Portion	Match Portion Provided:
					\$0.00	\$0.00

#### Travel Justification

If travel is included in the budget, provide justification for each expense. Explain why it is necessary to the success of the proposed project. Include: schedule of travel, duration, location and frequency.

For conferences, identify the location, date(s), and attendee(s) of the conference.

## Total Budget

Personnel	\$75,677.34	\$75,677.33	\$151,354.67
	Federal	Match	Total
Benefits	\$19,904.63 Federal	\$19,904.64 Match	\$39,809.27

Supplies	\$22,428.00	\$22,428.00	\$44,856.00
	Federal	Match	Total
Office Equip	\$0.00	\$0.00	\$0.00
	Federal	Match	Total
Travel	\$0.00	\$0.00	\$0.00
	Federal	Match	Total
Total	\$118,009.97	\$118,009.97	\$236,019.94
	Federal	Match	Total

#### Certification of Local Match

Type of Match:	Source Name	Match Amount
Hard	Boone County	\$118,009.97
		\$118,009.97

## Supplanting

I, as my agency's Authorized Official certify that any funds awarded through the Emergency Management Performance Grant (EMPG) shall be used to supplement existing funds for program activities and will not replace (supplant) non-federal funds that have been appropriated for the purposes and goals of the grant.

Select box to certify

understanding:\*

Yes

Authorized Official Title:\*

**Boone County Commissioner** 

**Authorized Official** 

Name:\*

**Daniel Atwill** 

**Authorized Official Phone** 

#:\*

573-886-4306

Authorized Official

Email:\*

datwill@boonecounty.org

Date Certified:\*

03/15/2019

#### Audit Details

Date last audit completed:

06/26/2018

MM/DD/YYYY\*

Dates covered by last

01/01/2017 - 12/31/2017

audit:

MM/DD/YYYY-MM/DD/YYYY\*

Last audit performed

by:\*

RubinBrown LLP

Phone number of

auditor\*

314-290-3300

Date of next audit:

MM/DD/YYYY\*

06/26/2019

Dates to be covered by

next audit: MM/DD/YYYY-MM/DD/YYYY\*

01/01/2018 - 12/31/2018

Next audit will be performed by:\*

RubenBrown LLP

#### **Audit Certification**

We have exceeded the federal expenditure threshold of \$750,000 in federal funds during agency's last fiscal year. We will have our Single Audit or Program Specific Audit completed and will submit the audit report within nine (9) months after the end of the audited fiscal year.

Threshold Exceeded?\*

Yes

## Certified By:

Della

Luster

Admin Coordinator

Firet Name

Last Name

Title

2145 E. County Drive

Address

Columbia

Missouri

65202-

City

State

Zip Code

573-554-7900 7907

dluster@boonecountymo.org

03/15/2019

Telephone

Ext.

Cell Phone E-mail Address

Date

## Required Attachments

Attachment	Description	File Name	Type	File Size
NIMS Ordinance or Resolution	NIMS Resolution	NIMS Commission Order.pdf	pdf	267 KB
Training and Exercise Plan	MYTEP	2017-2019_MYTEP (002).docx	docx	262 KB
Audit	Single Audit	2017_OMB_Circular_A-133.pdf	pdf	157 KB

## **Certified Application Assurance**

To the best of my knowledge and belief, all data in this application is correct and the document has been duly authorized by the governing body of the agency. As the applicant agency, we attest to and will comply with the requirements of the 2019 Emergency Management Performance Grant.

I have read and am familiar with the following documents:

2019 EMPG Program Manual 2019 EMPG Notice of Funding Opportunity

I have provided copies of these documents to the Authorized Official and Project Director.

Your typed name as the applicant represents your acceptance of the requirements of this application.

Name:\*

Tom Hurley

Job Title:\*

**Deputy Director** 

Date:\*

03/15/2019

#### Other Attachments

File Name	Description	File Size
2019 Benefit Letter for Grant Reimb pdf (1.1 MB)	Benefits	1.1 MB
Blue Valley PO.pdf (691 KB)	Siren Maintenance	691 KB
Wage Calcs.xlsx (14 KB)	Wage Calculations	14 KB

## **CERTIFIED COPY OF ORDER**

STATE OF MISSOURI

March Session of the January Adjourned

Term. 20 19

**County of Boone** 

ea.

In the County Commission of said county, on the

19th

day of

March

20 19

the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby approve the attached Approval of Proposal for Consultant Services with A Civil Group, LLC for Legal Descriptions research and drafting for the Collector's 2019 Delinquent Tax Sale.

The terms of the agreement are stipulated in the attached Proposal for Consultant Services form. It is further ordered the Presiding Commissioner is hereby authorized to sign said Proposal for Consultant Services form.

Done this 19th day of March 2019.

ATTEST:

Branna J. Lennon 197 Brianna L. Lennon

Clerk of the County Commission

Daniel K. Atwill

Presiding Commissioner

Fred I Park

District I Commissioner

Janet M. Thompson

District II Commissioner

#### APPROVAL OF PROPOSAL FOR CONSULTANT SERVICES

Effective the [a] day of [a], 2019 Missouri through its County Commission (he the Consultant referred to below for the service	9, Boone County, Missouri, a political subdivision of the State of rein "Owner") herby approves and authorizes professional services by ces specified herein.
Consultant Name: A Civil Group, LLC	
Project/Work Description: Legal Description	as research and drafting for the Collector's 2019 Delinquent Tax Sale
	ded as requested by the County Collector with research to be billed at entract not to exceed \$4,000.00 without additional, written approval
Consultant shall provide an itemized charge p	tative shall be considered the <b>Boone County Collector of Revenue</b> . ber legal description prepared, in addition to Consultant's monthly said direct cost to the relevant parcel as part of the costs of the
below constitutes a contract for services in acmodifications to the proposal, both of which is Consultant Services Agreement signed by the Boone County Resource Managment Departm Consultant's services and compensation for seapproved modifications to it and shall be subjusted for the current calendar year. In the event of a the General Consultant Services Agreement, consultant Services Agreement shall control unless the proposal a General Consultant Services Agreement that is	it shall be considered the approved proposal; signature by all parties cordance with the above described proposal and any approved shall be in accordance with the terms and conditions of the General Consultant and Owner for the current calendar year on file with the ment, which is hereby incorporated by reference. Performance of ervices shall be in accordance with the approved proposal and any ect to and consistent with the General Consultant Services Agreement any conflict in interpretation between the proposal approved herein and for the inclusion of additional terms in the Consultant's proposal not reement, the terms and conditions of the General Consultant Services approved herein specifically identifies a term or condition of the shall not be applicable or this Approval of Proposal indicates onsultant's proposal not found in the General Consultant Services
A CIVIL GROUP, LLC  By Carrier  Jay Gebhardt, Chief Operating Member  Dated: 3/5/70/9	By Allan Souri Presiding Commissioner Dated: 3 19 19
APPROVED AS TO FORM: County Counselor	ATTEST: Bnanner J. Lennon M. County Clerk
APPROYED:  Collector of Revenue	Certification: I certify that this contract is within the purpose of the appropriation to which it is to be charged and there is an unencumbered balance of such appropriations sufficient to pay the costs arising from this contract.  Auditor  Date    150-7///L

## **CERTIFIED COPY OF ORDER**

STATE OF MISSOURI

March Session of the January Adjourned

Term. 20 19

**County of Boone** 

In the County Commission of said county, on the

19th

day of

March

20 19

the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby thank Dale Robison for his dedicated service and does declare March 15<sup>th</sup>, 2019 as Dale Robi son Day.

Done this 19th day of March 2019.

ATTEST:

Brianna L. Lennon

Clerk of the County Commission

Daniel K. Atwill

Presiding Commissioner

Fred J. Parry

District I Commissioner

Janet M. Thompson

District II Commissioner

# PROCLAMATION HONORING DEPUTY DALE ROBISON ON HIS RETIREMENT

Brianna L. Lennon, County Clerk				
ATTEST:		Janet M. Thompson, District II Commissioner		
		Fred J. Parry, District I Commissioner		
		Daniel K. Atwill, Presiding Commissioner		
IN TESTIM	<b>IONY WHEREOF</b> , this 19th day	y of March, 2019.		
Therefore,	now that Dale is hanging up his badge and gun, we do hereby declare March 15 <sup>th</sup> , 2019 Dale Robison Day and congratulate and thank Dale for his dedicated service.			
Whereas,	Dale, at 43 ½ years, is the longest serving deputy sheriff in Boone County, Missouri history! Let's examine that for a minute: that is approximately 11,310 days and/or 90,480 hours in uniform. During Dale's tenure Boone County has grown by nearly 100,000 residents, with an estimated population of 178,271. The Boone County Sheriff's Department is 198 years old and Dale has been here for nearly one quarter of the agency's entire existence!			
Whereas,	Dale has many stories of humor and historical value. Dale has served under six Sheriffs of Boone County. After Jack Meyer's departure, Milt Harper, who was Boone County Prosecutor at the time, was appointed to serve as Sheriff briefly until Bill Whitehead was appointed to that office. Dale served under Sheriffs Charlie Foster, Ted Boehm and current Sheriff Dwayne Carey. Dale faithfully served them all; and			
Whereas,	the first Sheriff Dale served was Jack Meyer, who on one particular day, asked a young Deputy Robison to help him load some boxes into his vehicle. Dale did so dutifully. Little did Dale know he was actually helping the Sheriff in his escape plan, since shortly after Dale loaded the boxes, Jack climbed out of his office window, got in his vehicle and left, never to return; and			
Whereas,		the old jail located behind the courthouse; four years later, Dale ed a nearly 40-year run serving civil process and responding to county; and		
Whereas,	wheel ruts were covered by paven	st was removed from the front of the courthouse, and the wagon nent, a wiry 22-year-old Dale Robison began his career with the ent on Aug. 18, 1975. Boone County, with a population of a little ald never be the same again; and		