

- Emergency/PHEP Manager Position
- February 5, 2020 Council Meeting
  - Increase PHEP capacity to keep grant funding
  - Council direction not to add FTE
- Current state
- Budget Committee review

# BACKGROUND

## Overview



# OPERATIONAL PICTURE FOR EM

## Located in SO – Office TBD

- Update/implement Summit County Emergency Operations Plan
- Coordinate/spearhead the Summit County employee emergency preparedness program
- Coordinate the utilization of Everbridge mass notification system
- Ensure that the Emergency Operations Center (EOC) is functional
- Manage the Emergency Management Planning Grant (EMPG) with the state
- Manage the Homeland Security Grant (SHSP)
- Identify/seek funding to facilitate emergency preparedness

## Supervised by Lt Alan Siddoway

- Develop/implement a continuity of operations plan (COOP)
- Coordinate with school districts and school resource officers
- Liaise with emergency managers/responders from other jurisdictions, Fire Warden, Public Health Emergency Manager, and the State
- Coordinate/collaborate with community partners and non-governmental organizations (Red Cross, religious organizations, etc.)
- Develop/implement training and exercises for employees/citizens
- Coordinate Community Emergency Response Teams (CERT)
- Respond as appropriate to incidents within Summit County



- Move EM FTE to Health Department for full-time PHEP Coordinator
  
- Create a part-time, time limited position for the EM
  - Not in the County's merit system
  - Not in the Chart of Positions
  - No benefits (if 30 hours or more, must provide health insurance)
  - Up to a three-year appointment
  - Eliminate at any time
  - Part-time due to budget constraints
  
- Part-time, time limited EM paid almost entirely by grant funding

# **STAFF PROPOSAL**

Recommendation



# **BUDGET COMMITTEE**

## **Recommendation**

- Supports separating the PHEP Coordinator and EM into two positions – “essential” positions
- Recommends PHEP position be added to the Chart of Positions but not at the cost of any frozen positions that are currently unfunded
  - Expectation the EM would bring in additional grant funding to relieve County budget
- If it is not the Manager or Council’s desire to increase the total number of the Chart of Positions then the Committee recommends analyzing all the vacant positions and the priorities of the County as a whole





# BUDGET

- 2020 Council approved budget for Emergency Services is \$124,600
  - Salaries (\$66,000), benefits (\$35,000) and operational supplies and expenses (\$23,600)
  - Not currently frozen or reduced by budget amendment
  - Covers part-time position this year, and with grants next year
- Grants from the state and federal governments
  - State Emergency Management Planning Grant (EMPG) (\$41,500)
  - State Homeland Security Program Grant (\$10,000)
  - Homeland Security Hazardous Materials Grant (~\$18,500)
  - Other opportunities (potentially cover most of the program)
- The average pay for a mid-level emergency manager with 5-9 years of experience is around \$70,000



- A full-time, dedicated EM is so critical for the County, Staff recommends hiring despite the freeze
- Current EM resources are tapped out and the fear is the County does not have the capacity required to adequately prepare for and respond to COVID-19 and other emergencies that may occur at the same time
- No current capacity to complete the planning needed to shore up the County's Emergency Preparedness Plan and accomplish other emergency duties and priorities of the Sheriff
- Both the interim EM and now the full-time PHEP coordinator have been working on the COVID-19 emergency more than full-time since March 2020 at the expense of other County needs

# JUSTIFICATION

Lessons Learned From  
COVID-19



# TIMELINE

If Council approves the employee chart of positions amendment at the July 8, 2020 Council meeting, Staff will recruit the EM per the following schedule:

- July 13-24 Post position and accept applications
- July 27-29 Review applications and choose candidates to interview
- August 3 Interview candidates
- August 5 Make offer
- August 24 New EM starts

