

CITY OF WILLARD, MISSOURI

224 W. Jackson Street P.O. Box 187 Willard, MO 65781 417-742-3033 417-742-3080 Fax



MEETING AGENDA AND PACKET

BOARD OF ALDERMEN

Special Meeting

March 24, 2014

7:00 p.m.

Willard City Hall

224 W. Jackson Street

Mayor

Wendell Forshee

Board Members

David Hemphill

Paul Hood

David Roggensees

Cyndi Trapp

Bryan Vincent

**CITY OF WILLARD
BOARD OF ALDERMEN
SPECIAL MEETING
March 24, 2014
7:00 P.M.**

Posted March 20, 2014
Amended March 21, 2014

Notice is hereby given that the City of Willard, Board of Aldermen will conduct a meeting at 7:00 p.m., March 24, 2014 at Willard City Hall, 224 W. Jackson, Willard, Missouri.

The tentative agenda of this meeting includes:

PLEDGE OF ALLEGIANCE
Call the meeting to order

Roll Call

1. **Agenda Amendments/Approval of Agenda**
2. **Approval of Meeting Minutes:**
Approve the minutes of the regular meeting on March 10, 2014
3. **EMPG Grant Discussion/vote for approval presented by Donna Gordon**
Discussion/Vote
4. **A.M. Pyrotechnics Contract Ordinance (1st and 2nd Reading)**
a. Discussion/Vote
5. **New Business**
6. **Old Business**
7. **Adjourn Meeting**

IF YOU HAVE SPECIAL NEEDS, WHICH REQUIRE ACCOMMODATION, PLEASE NOTIFY CITY PERSONNEL AT CITY HALL. ACCOMMODATIONS WILL BE MADE FOR YOUR NEEDS.

REPRESENTATIVES OF THE NEWS MEDIA MAY OBTAIN COPIES OF THIS NOTICE BY CONTACTING:

Dale Duvall, City Clerk

**CITY OF WILLARD
BOARD OF ALDERMEN
REGULAR MEETING
March 10, 2014**

Board present: Alderman Trapp, Alderman Roggensees, Alderman Hemphill, Alderman Vincent, Alderman Hood and Mayor Forshee.

Staff present: City Administrator, J. Everett Mitchell; Director of Development, Randy Brown; Community Services Director, J.C. Loveland; Finance Officer, Carolyn Halverson, Reserve Officer, Bill Lingenfelter and Public Works Utility Maintenance employee, Dustin Long. City Attorney Ken Reynolds was present.

Citizens in attendance: Bradley Mowell, Barbara Forshee, David Lammore, Michael Barr, Melinda O'Quinn, David Helton, Alice Mitchell, Larry Whitman, Fire Chief Gary Wirth, Lucille Murray, and James Hansen of the Cross Country Times.

Pledge of Allegiance

The Pledge of Allegiance was led by Mayor Forshee.

Call to Order

Mayor Forshee called the meeting to order at 7:00 pm.

Roll Call

Alderman Trapp-present, Alderman Hemphill-present, Alderman Vincent-present. Alderman Roggensees-present, Alderman Hood and Mayor Forshee-present.

Agenda Amendments/Approval of Agenda

Motion made by Alderman Trapp and seconded by Alderman Roggensees. The motion carried with a vote of 5-0. Voting aye: Alderman Vincent, Trapp, Roggensees, Hood and Hemphill.

Approve the minutes of the regular meeting on February 10, 2014

Motion made by Alderman Vincent and seconded by Alderman Hemphill to approve the minutes with an amendment to a Nay vote on the Dec. financials by Alderman Hemphill and a motion of 5-1. The motion to approve the minutes carried with a vote of 5-0. Voting aye: Alderman Vincent, Trapp, Roggensees, Hood and Hemphill.

Approve the minutes of the special meeting on February 24, 2014

Motion made by Alderman Hemphill and seconded by Alderman Trapp to approve the minutes with a change to show that Randy Brown was not present. The motion carried with a vote of 5-0. Voting aye: Alderman Vincent, Trapp, Roggensees, Hood and Hemphill.

Citizen Input

No Citizen Input

Financial Report

January 2014 Financial Statements- **Motion** made by Alderman Vincent and seconded by Alderman Hood to approve the statements. The motion carried with a vote of 4-0. Voting aye: Alderman Vincent, McDonald, Trapp, Roggensees, and Hood. Nay: Hemphill

January 2014 Budget Summaries- Informational Only. No vote taken.

February 2014 Outstanding Invoices and Additional Outstanding Invoices

Motion made by Alderman Vincent and seconded by Alderman Hood to approve the payment of the invoices. The motion carried with a vote of 5-0. Voting aye: Alderman Vincent, Trapp, Roggensees, Hood and Hemphill.

Questions for the Department Heads

The Department Heads that were present gave their reports

EMPG Grant Discussion presented by Donna Gordon

Ms. Gordon gave a report to the Board on the EMPG Grant and requested the Board's approval to proceed with the application process. **Motion** made by Alderman Roggensees and seconded by Alderman Vincent to approve the grant application process. The motion carried with a vote of 5-0. Voting aye: Alderman Vincent, Trapp, Roggensees, Hood and Hemphill.

Board discussion of various environmental improvement programs

Alderman Hemphill spoke about rain barrels. Alderman Roggensees spoke about placing LED light in the street lights and the possibility of solar powered lighting at certain locations. There was also discussion of volunteering by CASP workers at the recycling center and possibly picking up trash on street right of ways.

Board discussion of city website improvement options

The City Administrator discussed the need for a change to the website. Staff is researching different options.

New Business Alderman Trapp stated that she would like the water loss report to continue being presented.

Old Business- None

Adjourn meeting

Motion made by Alderman Hemphill and seconded by Alderman Roggensees to adjourn the meeting. The motion carried with a vote of 5-0. Voting aye: Alderman Vincent, Trapp, Roggensees, Hood and Hemphill.

The meeting adjourned at 8:19p.m.

Submitted By City Administrator, J. Everett Mitchell

Dale Duvall, City Clerk

Wendell Forshee, Mayor of Willard

Jeremiah W. (Jay) Nixon
Governor

Jerry Lee
Director of Public Safety



STATE OF MISSOURI

EMERGENCY MANAGEMENT AGENCY

DEPARTMENT OF PUBLIC SAFETY

PO Box 116, Jefferson City, Missouri 65102

Phone: 573/526-9100 Fax: 573/634-7966

E-mail: mosema@sema.dps.mo.gov

Michael Barrett
Director



February 19, 2014

Donna M. Gordon, Director
PO Box 187
Willard, MO 65781

Dear Donna:

We have been notified of your appointment as the Emergency Management Director for the City of Willard. Please accept our sincere congratulations and best wishes.

As the designated emergency management director for your jurisdiction, you have an inherent responsibility to maintain situational awareness during disaster situations. During disaster situations, SEMA conducts daily conference calls with affected, or potentially affected, jurisdictions, utilizes WebEOC for regular reporting uplinks, and maintains 24/7 phone assistance at 573.526.9100. These mechanisms are provided to give you the opportunity to make the State aware of your specific situation and needs. We strongly encourage you to develop contacts and relationships with all of the communities in your area, other emergency management directors, and local volunteer groups.

FEMA has restructured the funding eligibility. Please see the enclosed document for the complete list of exercises and training that are now required to continue to receive funding. If you have concerns regarding the time frame, please contact LeAnn Ringwald at 573.526.9130.

You will be contacted in the near future by Denise Russell, SEMA's regional coordinator for your area, who will be available to answer any questions you may have; advise you of the next scheduled offerings for the training courses; and assist you in any way possible.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Barrett".

Michael Barrett
Director

MB/ts

Enclosure

Cc/Denise Russell

FY2013 REQUIREMENTS FOR EMPG-FUNDED PERSONNEL

I. PROOF OF SUCCESSFUL COMPLETION OF THE FOLLOWING TWELVE (12) FEMA COURSES:

- a) The required courses are FEMA Independent Study courses and may be taken on the Emergency Management Institute (EMI) website <http://training.fema.gov/IS/crslist.asp>.
- b) Proof of completion consists of either 1) an official transcript from FEMA/EMI or the SEMA State Training Officer or 2) FEMA-issued certificates.
- c) Any person who completed the FEMA courses prior to this guidance and has proof of completion is not expected to complete the course more than once.
- d) Contact the SEMA Training Section for clarification concerning acceptance of previous variations or versions of the required courses at 573-526-9121.

Completed {

National Incident Management System (NIMS) Training:

- ✓IS 100 Introduction to the Incident Command System
- ✓IS 200 ICS for Single Resources and Initial Action Incidents
- ✓IS 700 National Incident Management Systems, An Introduction
- ✓IS 800 National Response Framework, An Introduction

FEMA Professional Development Series:

- ✓IS 120a Exercise Design
- ✓IS 230b Fundamentals of Emergency Management
- ✓IS 235b Emergency Planning
- ✓IS 240a Leadership & Influence
- ✓IS 241a Decision Making and Problem Solving
- ✓IS 242a Effective Communication
- ✓IS 244a Developing and Managing Volunteers

SEMA Requirement (to be completed within 2-years of appointment or acceptance into the program):

L 146 Homeland Security Exercise & Evaluation Program Course

II. PARTICIPATE IN 3 EXERCISES IN CALENDAR YEAR 2013.

- a. The SEMA Exercise Section will track participants
- b. If you have any questions concerning participating in exercises, please contact Brandy Halbert at 573.526.9219.

Department of Public Safety
STATE EMERGENCY MANAGEMENT AGENCY

P.O. Box 116
Jefferson City, Missouri 65102

SEMA Circular No. 00.9 (revised)

May 2013

DUTIES OF LOCAL EMERGENCY MANAGEMENT DIRECTORS

The purpose of this circular is to acquaint newly appointed emergency management directors with the scope of their basic responsibilities. For brevity, some details and lesser responsibilities have been omitted.

AUTHORIZATION

- Public Law 93-288, the "Stafford Act," provides for the protection of life and property in the United States. Responsibility is vested jointly in the federal government, the states, and their political subdivisions.
- This act defines emergency management as all those activities and measures designed to:
 1. Minimize the effects upon the civilian population caused, or which would be caused, by a serious natural or technological disaster.
 2. Deal with the immediate emergency conditions, which would be created.
 3. Expedite emergency repairs to, or the emergency restoration of, destroyed or damaged vital utilities and facilities, and long-range recovery of the area.
- Chapter 44, RSMo, authorizes the establishment of emergency management organization as part of government in local political subdivisions of Missouri.
- When a county or municipality establishes an emergency management organization, a director should be appointed by the executive officer of the jurisdiction.

DUTIES OF EMERGENCY MANAGEMENT DIRECTORS

Duties cover four main categories: public information; emergency planning and operations; training and exercising; and administration.

▪ **Public information**

Because emergency management programs cannot function effectively without public support, public information needs to be stressed. The public must be made aware of the ever-present threat of disaster.

Methods of public information dissemination include, but are not limited to, public contact, lectures, videos, round-table discussions, newspaper articles, radio and television programs, and school programs. An active local emergency preparedness advisory council could reinforce PI efforts.

▪ Planning

Planning for emergencies is a never-ending task because plans must be developed, tested, and updated frequently.

Development of local emergency operations plans requires the participation and cooperation of all branches of local government, as well as, private organizations in the jurisdiction.

Local emergency operations plans (LEOP) should address all hazards (natural and technological) that pose a serious threat, and contain provisions for carrying out those common functions associated with emergency operations, i.e., Direction and Control, Communications and Warning, Law Enforcement, Fire and Rescue, Emergency Public Information, Damage Assessment, Resource and Supply, Public Works, Evacuation, In-Place Shelter, Reception and Care, Health and Medical, Hazardous Materials (as required under SARA, Title III,) Terrorism, and Catastrophic Event.

Federal and State guidance is available for the development of local plans such as FEMA's new planning guidance: Developing and Maintaining State, Territorial, Tribal, and Local Government Emergency Plans, Comprehensive Preparedness Guide (CPG) 101, March 2009. The Missouri All-Hazard Emergency Planning Guidance was developed by SEMA and is consistent with FEMA's "Guide for State and Local All-Hazard Emergency Operations Planning." SEMA Planners/Area Coordinators are familiar with SEMA's guidance and are available to assist local jurisdictions with their emergency operations plans, as their schedule permit.

Operations planning is of utmost importance and should outline and state basically what a political subdivision will do in the event of a major natural or technological disaster. The plan should place responsibility for various basic emergency services on those branches of government, which perform a similar or related function under normal conditions. Those having responsibility must then take the necessary steps to develop their portions of the plan to assure immediate and effective operational implementation.

Once a plan has been completed, it should be exercised annually. Any necessary changes to the plan that were discovered from either the exercise or an actual emergency situation should be made and distributed to all holders of the plan.

▪ Training

The director has the responsibility for training. The director should assure that both the director and staff receive sufficient training. Courses in professional growth and development are available through SEMA and FEMA. The director should encourage and recruit representatives of other emergency services agencies to attend SEMA conducted courses. Local emergency service departments should be an integral part of overall emergency management at the local level.

▪ Administration

Several types of federal and state assistance are available to local government for emergency management purposes. The federal government will reimburse up to 50 percent of approved expenditures for emergency management personnel and administrative expenses with Emergency Management Performance Grant (EMPG) funds, if certain criteria are met and funds are available. These criteria include a well organized program for emergency operations.

The Missouri Office of Homeland Security coordinates this program, and will furnish detailed information on inquiry.

MISSOURI
FISCAL YEAR (FY) 2014
EMERGENCY MANAGEMENT PERFORMANCE GRANTS (EMPG)
PROGRAM MANUAL

ISSUED BY

State Emergency Management Agency (SEMA) and Office of Homeland Security (OHS)

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA)

CFDA Number: 97.042

CFDA Title: Emergency Management Performance Grants (EMPG)

AUTHORIZING AUTHORITY FOR PROGRAM

National Flood Insurance Act of 1968 (42 U.S.C. 4001 et seq.); Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.); Earthquake Hazards Reduction Act of 1977 (42 U.S.C. 7701 et seq.); Reorganization Plan No. 3 of 1978 (5 U.S.C. App.); and, Section 662 of the *Post-Katrina Emergency Management Reform Act of 2006* (PKEMRA), Public Law 109-295, as amended, (6 U.S.C. § 762).

APPROPRIATION AUTHORITY FOR PROGRAM

The Department of Homeland Security Appropriations Act, 2014 (Public Law 113-76)

KEY DATES

Application Start Date: 02/14/2014

Application Submission Deadline: 03/31/2014 at 5:00 p.m.

Anticipated Award Date: 08/09/2014

Period of Performance FY 2014 EMPG program:

January 1, 2014 through December 31, 2014

FY14 MISSOURI EMPG PROGRAM MANUAL

EXECUTIVE SUMMARY

Emergency Management Performance Grants (EMPG)

EMPG is a funding opportunity offered by the State Emergency Management Agency (SEMA) with administrative assistance from the Office of Homeland Security (OHS). The purpose of the Missouri EMPG Program is to make grants to assist state and local governments in preparing for all hazards through the development and sustainment of emergency management staff and facilities.

Eligible Applicants

The following entities with a full or part-time emergency management director/coordinator appointed by the chief-elected official are eligible to apply under this solicitation:

- State government, emergency management entity
- County government, emergency management entity
- City/town/village government, emergency management entity
- Fire protection district, emergency management entity

Baseline Requirements

There are nine (9) Baseline Requirements for participation in the 2014 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 three (3) annual exercises
- 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
- Submit quarterly status reports and claims

Eligible Costs

2014 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

The Department of Public Safety (DPS) is making the 2014 Missouri EMPG application opportunity available through WebGrants, an on-line internet portal. First-time users will need to register their organizations and get approval from DPS prior to beginning the application

process. Registration approval within WebGrants is not automatic and is subject to review during normal DPS business hours. The WebGrants portal is open for registration at <https://dpsgrants.dps.mo.gov>. The application period is from February 14 to March 31, 2014 at 5:00 p.m.

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/OHS administers EMPG Program cost matching requirements in accordance with 44 CFR §13.24. To meet matching requirements, the grantee contributions must be reasonable, allowable, allocable, and necessary under the grant program and must comply with all Federal requirements and regulations.

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.

FY14 MISSOURI EMPG PROGRAM MANUAL

I. Funding Opportunity Description

Program Overview and Priorities

The purpose of the EMPG Program is to make grants to assist State and local governments in preparing for all hazards, as authorized by the *Robert T. Stafford Disaster Relief and Emergency Assistance Act* (42 U.S.C. 5121 et seq.). Title VI of the *Stafford Act* authorizes FEMA to make grants for the purpose of providing a system of emergency preparedness for the protection of life and property in the United States from hazards and to vest responsibility for emergency preparedness jointly in the Federal Government, States, and their political subdivisions. The Federal Government, through the EMPG Program, provides necessary direction, coordination, and guidance, and provides necessary assistance, as authorized in this title so that a comprehensive emergency preparedness system exists at all levels for all hazards.

Program Objectives

The 2014 EMPG Program plays an important role in the implementation of the National Preparedness System (NPS) by supporting the building, sustainment, and delivery of core capabilities essential to achieving the National Preparedness Goal (NPG) of a secure and resilient Nation. Delivering core capabilities requires the combined effort of the whole community, rather than the exclusive effort of any single organization or level of government.

The 2014 EMPG Program's allowable costs support efforts to build and sustain core capabilities across the Prevention, Protection, Mitigation, Response, and Recovery mission areas.

Examples of tangible outcomes from the EMPG Program include:

- Building and sustaining core capabilities
- Completion of the Threat and Hazard Identification and Risk Assessment (THIRA) process
- Strengthening governance integration
- Approved emergency plans
- Development and maintenance of multi-year Training and Exercise Plans (TEPs)
- Targeted training and verification of personnel capability
- Whole community approach to security and emergency management

II. Baseline Requirements

In order to meet the established program objectives, the Missouri EMPG Program has established nine (9) baseline requirements for all recipients of 2014 funding.

Baseline Requirement #1: Emergency Operations Center (EOC)

Recipients of 2014 EMPG funding are required to establish and designate a primary Emergency Operation Center (EOC) facility for their jurisdiction. The EOC must have 24/7 availability and the location and point of contact must be identified on the 2014 EMPG application.

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

Recipients of 2014 EMPG funding are required to update/review their Local Emergency Operations Plans (LEOP) annually and maintain verification documents identifying changes with SEMA. Jurisdictions are encouraged to work with their SEMA Area Coordinator to establish LEOP objectives and annual updates/reviews. The date of the jurisdiction's last LEOP update/review and planned quarterly activities to meet this requirement must be identified on the 2014 EMPG application.

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

Recipients of 2014 EMPG funding are required to implement and strive for compliance with the National Incident Management System (NIMS). Jurisdictions must assess their NIMS compliance through ten (10) yes/no questions on the 2014 EMPG application and identify quarterly activities to mitigate any non-compliance.

Emergency management and incident response activities require carefully managed resources (personnel, teams, facilities, equipment and/or supplies) to meet incident needs. Utilization of the standardized resource management concepts such as typing, inventorying, and cataloging promote a strong national mutual aid capability needed to support delivery of core capabilities. Recipients of FY 2014 EMPG funds are required to participate in the statewide Kind & Typing initiative. To include development of a deployable assets list that supports the Kind & Typing initiative.

Baseline Requirement #4: Training Requirements

Recipients of 2014 EMPG funding are required to ensure that all EMPG funded personnel complete the following FEMA training courses within twelve (12) months of hire and record proof of completion, IS 100, IS 120, IS 200, IS 230, IS 235, IS 240, IS 241, IS 242 IS 244, IS 700, IS 800.

Additionally, all EMPG funded exercise officers and management personnel involved in the design and evaluation of exercises must complete L-146 HSEEP within 24 months of hire and record proof of completion. If any required EMPG training has not yet been completed, jurisdictions must identify planned quarterly activity to meet the requirement on the 2014 EMPG application.

Baseline Requirement #5: Exercise Requirements

Recipients of 2014 EMPG funding are required to ensure that all EMPG funded personnel actively participate in three (3) exercises during a twelve month period.

The State requires that all EMPG funded personnel must participate in no less than two (2) discussion-based exercises (seminar, workshop, table-top, game) and one (1) operations-based exercise (drill, functional, full-scale) per calendar year. In keeping with maintaining a progressive exercise program, all EMPG funded personnel are required to participate in a full-

scale exercise a minimum of once every three (3) years. Jurisdictions must identify planned quarterly activity to meet these requirements on the 2014 EMPG application.

Baseline Requirement #6: Training and Exercise Plan Workshop (TEPW)

Recipients of 2014 EMPG funding are required to conduct or participate in an annual Training and Exercise Plan Workshop (TEPW). At a minimum, jurisdictions should maintain a local Training and Exercise Plan (TEP) that addresses compliance with EMPG training and exercise requirements.

Baseline Requirement #7: WebEOC

Recipients of 2014 EMPG funding are required to register for WebEOC and attend related trainings. We strongly encourage the use of WebEOC during incidents, events and related trainings.

Baseline Requirement #8: Threat and Hazard Identification and Risk Assessment (THIRA)

Recipients of 2014 EMPG funding are required to participate in the development and/or maintenance of state or regional Threat and Hazard Identification and Risk Assessments (THIRA). 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.

Baseline Requirement #9: Quarterly Status Report and Claim Submissions

Recipients of 2014 EMPG funding are required to submit status reports and claims at a minimum of quarterly. Reports and claims will be due July 15, October 15 and January 31, 2015.

III. Eligibility Information

Eligibility Criteria

The following entities with a full or part-time emergency management director/coordinator appointed by the chief-elected official are eligible to apply for 2014 EMPG funding:

- State government, emergency management entity
- County government, emergency management entity
- City/town/village government, emergency management entity
- Fire protection district, emergency management entity

IV. Funding Information

Funding Priorities

The Missouri EMPG Program has established four (4) funding priorities for 2014. Eligible funding is limited to costs to support essential emergency management personnel and benefits, essential emergency operations center supplies and operating expenses, essential emergency operations center equipment and essential emergency management travel.

Essential Emergency Management Personnel and Benefits

Missouri EMPG funding is available to support essential emergency management personnel and benefits. Eligible costs include salary, contractual support and fringe benefits. All costs must be itemized and justified in the 2014 EMPG application. Examples of essential emergency management personnel funded positions are:

- Emergency Management Director
- Assistant Emergency Management Director
- Emergency Management Administrative Assistance
- Existing EMPG Funded Positions

Essential Emergency Operations Center Supplies and Operating Expenses

Missouri EMPG funding is available to support essential emergency operations center (EOC) supplies and operating expenses. Eligible costs are limited to those items with a per unit value of less than \$1,000 that directly support the jurisdiction's EOC or EMPG funded positions. The essential emergency operations center supplies category cannot be used to sustain or maintain locations or equipment outside the jurisdiction's EOC or to provide items for non-EMPG positions. All costs must be itemized and justified in the 2014 EMPG application. Examples of essential emergency operations center supplies and operating expenses are:

- EOC Maintenance (copier, computer, generator, etc.)
- General Office Supplies (paper, pens, paper clips, etc.)
- Insurance (vehicle, building, etc.)
- Phone
- Postage
- Registration Fees (professional membership dues, conferences, etc.)
- Rent
- Subscriber Services (internet, satellite, cable, etc.)
- Utilities (electric, water, gas, etc.)
- Vehicle Maintenance (EM vehicles only)
- Other EOC Supplies/Operating Expenses (must be identified)

Essential Emergency Operations Center Equipment

Missouri EMPG funding is available to support essential emergency operations center (EOC) equipment. Eligible costs are limited to those items with a per unit value less than \$2,500 that directly support the jurisdiction's EOC or EMPG funded positions. The essential emergency operations center equipment category cannot be used to sustain or maintain locations or equipment outside the jurisdiction's EOC or to provide items for non-EMPG positions. All costs must be itemized and justified in the 2014 EMPG application. Essential emergency operations center equipment is limited to the following Authorized Equipment List (AEL) categories:

- Information Technology (Category 4)
- Cybersecurity Enhancement Equipment (Category 5)
- Interoperable Communications Equipment (Category 6)

- Detection Equipment (Category 7)
- Power Equipment (Category 10)
- Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Reference Materials (Category 11)
- CBRNE Incident Response Vehicles (Category 12)
- Physical Security Enhancement Equipment (Category 14)
- CBRNE Logistical Support Equipment (Category 19)
- Other Authorized Equipment (Category 21)

Essential Emergency Management Travel

Missouri EMPG funding is available to support essential emergency management travel. Eligible costs are limited to those that directly support EMPG funded personnel. Meal and lodging per diem is limited to state maximum rates and is only allowed when individuals are in twelve (12) hour travel status and traveling more than 50 miles. Travel must be the most direct, practical route. The amount of mileage claimed cannot exceed \$0.37 per mile. All costs must be itemized and justified in the 2014 EMPG application. Examples of essential emergency management travel costs are:

- Fuel
- Lodging
- Mileage
- Per Diem/Meals
- Other (must be identified)

Unallowable Costs as Determined by FEMA

- Expenditures for weapons systems and ammunition
- Costs to support the hiring of sworn public safety officers for the purposes of fulfilling traditional public safety duties or to supplant traditional public safety positions and responsibilities
- Activities and projects unrelated to the completion and implementation of the EMPG Program

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/OHS administers EMPG Program cost matching requirements in accordance with 44 CFR §13.24. To meet matching requirements, the grantee contributions must be reasonable, allowable, allocable, and necessary under the grant program and must comply with all Federal requirements and regulations.

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.

V. Application Review Information and Selection Process

Application Review Information

Submitted applications will undergo a complete administrative review. SEMA/OHS will be responsible for reviewing the 2014 EMPG Statements of Work and Budgets in order to assess their emergency management sustainment and enhancement efforts as well as the linkage to the core capabilities identified in the NPG.

Application Selection Process

All 2014 EMPG Statements of Work and Budgets will require final approval by senior leadership at the Missouri Department of Public Safety (DPS). Funds for recipients who have not submitted their Statement of Work as part of their application will not be released until such Statement of Work is received, reviewed, and approved by senior leadership. Recipients will be notified by their EMPG Grants Specialist should any component of the EMPG Program application require additional information.

VI. Post-Award Guidelines

Notice of Award

Upon approval of an application, the award will be made in the form of a grant. Notification of award approval is made through the WebGrants system through an automatic e-mail to the recipient point of contact listed in the initial application. Once an award has been approved and recorded in the system, a notice is sent to the authorized grant official with directions for accepting award documents. The authorized grant official should carefully read the award package for instructions on administering the grant and to learn more about the terms and conditions associated with responsibilities under Federal awards.

Acceptance of Award

Recipients must accept their grant awards no later than 90 days from the notification of award. The recipient shall notify the awarding agency of its intent to accept and proceed with work under the award, or provide a written notice of intent to decline. Funds will remain on hold until the recipient accepts the award through official correspondence, (e.g., written, electronic signature, signed letter or fax to OHS), and all other conditions of award have been satisfied, or the award is otherwise rescinded. Failure to accept the grant award within the 90 day timeframe may result in a loss of funds.

Administrative and Federal Financial Requirements

Recipients are obligated to submit various financial and programmatic reports as a condition of their award acceptance. Future awards and fund draw-downs may be withheld if these reports are delinquent.

Quarterly Status Reports

EMPG Quarterly Status Reports must be submitted to the EMPG Grants Specialist on a quarterly basis through the WebGrants system. The Quarterly Status Reports must be based on the approved EMPG Statement of Work and are due no later than July 15, October 15, and January 31, 2015.

EMPG recipients are required to report quarterly on progress towards completing activities and projects approved in the Statement of Work as well as progress made towards implementing 2014 EMPG Baseline Requirements.

Monitoring

Recipients will be monitored on an annual and as needed basis by SEMA/OHS staff, both programmatically and financially, to ensure that the activities and project goals, objectives, performance requirements, timelines, milestone completion, budgets, and other related program criteria are being met. Monitoring may be accomplished through either a desk-based review or on-site monitoring visits, or both. Monitoring will involve the review and analysis of the financial, programmatic, performance, compliance and administrative processes, policies, activities, and other attributes of each Federal assistance award and will identify areas where technical assistance, corrective actions and other support may be needed.

Grant Close-Out Process

Within 31 days after the end of the period of performance, or after an amendment has been issued to close out a grant, whichever comes first, recipients must submit a final status report detailing all accomplishments and a qualitative summary of the impact of those accomplishments throughout the period of performance. After these reports have been reviewed and approved by SEMA/OHS, a close-out notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be deobligated, and address the requirement of maintaining the grant records for three years from the date of the close-out. As part of the final report, recipients must submit an inventory report of all tangible equipment acquired using EMPG Program funds.

VII. Contact Information

OHS will manage, administer and conduct application budget review, create the award package, approve, amend and close out awards, as well as conduct cash analysis, financial monitoring, and audit resolution for the EMPG Program. OHS also provides technical assistance to EMPG Program sub-awardees. For more information please contact:

- Brett Hendrix, Grants Program Supervisor: 573-526-9019

- Randy Silvey, EMPG Grants Specialist: 573-751-3401
- Amy Lehman, EMPG Fiscal Specialist: 573-751-0788

WebGrants

The 2014 EMPG Program will utilize WebGrants for applications, awards, claims, adjustments, reporting and close-out. WebGrants is available at <https://dpsgrants.dps.mo.gov>. For more information contact:

- Theresa Stiles, WebGrants Specialist: 573-526-9013

VIII. Other Critical Information

National Preparedness

SEMA/OHS coordinates with local, State, and the federal government as well as the private and nonprofit sectors to facilitate an all-of-nation/whole community, risk driven, and capabilities-based approach to preparedness. This approach is grounded in the identification and assessment of risk through the Threat and Hazard Identification and Risk Assessment (THIRA). Local jurisdictions must maintain and update their THIRAs (as applicable) or participate in the development and update of the State/Regional THIRA, and State Preparedness Report (SPR), annually to ensure that the community's shared understanding of risk evolves to account for changes in the risk landscape, including successful mitigation efforts, emerging threats, hazards, and associated consequences.

National Incident Management System (NIMS) Implementation

Prior to allocation of any Federal preparedness awards in FY 2014, recipients must ensure and maintain adoption and implementation of NIMS. Emergency management and incident response activities require carefully managed resources (personnel, teams, facilities, equipment and/or supplies) to meet incident needs. Utilization of the standardized resource management concepts such as typing, inventorying, and cataloging promote a strong national mutual aid capability needed to support delivery of core capabilities. Additional information on resource management and national Tier I NIMS Resource Types can be found at <http://www.fema.gov/resource-management>.

Environmental Planning and Historic Preservation (EHP) Compliance.

SEMA/OHS is required to consider the effects of its actions on the environment and/or historic properties to ensure that all activities and programs funded by the agency, including grants-funded projects, comply with Federal EHP regulations, laws and Executive Orders as applicable. Recipients proposing projects that have the potential to impact the environment, including but not limited to construction of communication towers, modification or renovation of existing buildings, structures and facilities, or new construction including replacement of facilities, must participate in the FEMA EHP review process. The EHP review process involves the submission of a detailed project description that explains the goals and objectives of the proposed project along with supporting documentation so that FEMA may determine whether the proposed project has the potential to impact environmental resources and/or historic properties. In some

cases, FEMA is also required to consult with other regulatory agencies and the public in order to complete the review process. The EHP review process must be completed before funds are released to carry out the proposed project.

SAFECOM Guidance for Emergency Communications Grant Compliance

Recipients that are using EMPG Program funds to support emergency communications activities should comply with the *FY 2014 SAFECOM Guidance for Emergency Communications Grants*. SAFECOM Guidance is available at <http://www.safecomprogram.gov/grant/Default.aspx>.

Emergency Operation Plan (EOP)

Recipients must update their EOP at least once every year. An evaluation matrix to describe and calculate the percentage towards compliance with CPG 101 v.2 is available at <http://www.fema.gov/national-preparedness/plan>.

IX. How to Apply

Application Instructions

Applications for EMPG funding must be submitted online via the Missouri Department of Public Safety WebGrants system at <https://dpsgrants.dps.mo.gov>. This system will be used from the application phase through the administration and closeout phase for all projects funded through the EMPG Program.

X. Application and Submission Information

Application via WebGrants

All applicants must file their applications using the DPS common electronic "storefront" – <https://dpsgrants.dps.mo.gov>. Eligible recipients must apply for funding through this portal. The program title listed in the CFDA is "Emergency Management Performance Grant Program." The CFDA number is 97.042.

Dun and Bradstreet Data Universal Numbering System (DUNS) Number

The applicant must provide a DUNS number with their application. This number is a required field within <http://dpsgrants.dps.mo.gov>. Organizations should verify that they have a DUNS number, or take the steps necessary to obtain one, as soon as possible. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at (866) 705-5711.

Online Submission

Applications will be processed through the WebGrants portal.

Missouri Department of Public Safety

Application

32590 - FY14 Emergency Management Performance Grants - Final

32789 - 2014 EMPG

Emergency Management Performance Grants (EMPG)

Status: Editing

Submitted Date:

Applicant Information

Primary Contact:

Name:*	Ms. Title	Donna First Name	Gordon Last Name
Job Title:*	Administrative Assistant		
Email:*	police@cityofwillard.org		
Mailing Address:*	PO Box 187		
Street Address 1:	795 E Hughes Rd		
Street Address 2:			
*	Willard City	Missouri State/Province	65781 Postal Code/Zip
Phone:*	417-742-3077		Ext.
Fax:*	417-742-4710		

Organization Information

Applicant Agency:*	Willard Emergency Management Agency, City of		
Organization Type:*	Government		
Federal Tax ID#:*	43-089017		
DUNS #:*	091357616		
CCR Code:	Valid Until Date		
Organization Website:	cityofwillard.com		
Mailing Address:*	PO Box 187		
Street Address 1:			
Street Address 2:			
City*	Willard City	Missouri State/Province	65781 Postal Code/Zip
County:*	Greene		0187 + 4
Congressional District:*	07		
Phone:*	417-742-3033		Ext.
Fax:*	417-742-3080		

Contact Information

Authorized Official

Enter the name and address of the individual who has the authority to legally bind the applicant agency.

· City Government - If the applicant agency is a city, the mayor/ city administrator shall be the Authorized Official.

· County Government - If the applicant agency is a county, the presiding commissioner shall be the Authorized Official.

Authorized Official:*	Mr.	W Everett	Mitchell
	Title	First Name	Last Name
Job Title:*	City Administrator		
Agency:*	City of Willard		
Mailing Address:*	PO Box 187		
Street Address 1:	224 W Jackson		
Street Address 2:			
City/State/Zip*	Willard	Missouri	65781
	City	State	Zip Code
Email:*	ca@cityofwillard.org		
Phone:*	417-742-5304		
	Office	Ext.	Cell
Fax:*	417-742-3080		

Project Director

For EMPG grants the EMD is the Project Director.

Emergency Management Director:*	Mrs.	Donna	Gordon
	Title	First Name	Last Name
Agency:*	City of Willard		
Emergency Management Director Date of Hire:*	01/27/2014		
Mailing Address:*	PO Box 187		
Street Address 1:	795 Hughes		
Street Address 2:			
City/State/Zip*	Willard	Missouri	65781
	City	State	Zip Code
Email:*	police@cityofwillard.org		
Phone:*	417-742-5340		
	Office	Ext.	Cell
Fax*	417-742-4710		

Fiscal Officer

Fiscal Officer:*	Ms.	Carolyn	Halverson
	Title	First Name	Last Name
Job Title:*	Financial Officer		
Agency:*	City of Willard		
Mailing Address:*	PO Box 187		
Street Address 1:	224 W Jackson		
Street Address 2:			
City/State/Zip*	Willard	Missouri	65781
	City	State	Zip Code
Email:*	cfo@cityofwillard.org		
Phone:*	417-742-5301		
	Office	Ext.	Cell

Fax*

417-742-3080

Project Contact Person

Is the Emergency Management Director and the Project Contact Person the same?*

Yes

If the EMD & Project Contact are same it is not necessary to complete the Project Contact information.

Project Contact Person:

Title

First Name

Last Name

Job Title:

Agency:

Mailing Address:

Street Address 1:

Street Address 2:

City/State/Zip

Missouri

City

State

Zip Code

Email:

Phone:

Office

Ext.

Cell

Fax:

Project Narrative Justification

Project Title:	Project Type:	The requested funds will be used to:	Select the primary Core Capability that will be supported by this proposed project.	Select the primary Missouri State Homeland Security Strategy Goal Objective that will be supported by the proposed project.	Project Narrative Summary

Baseline Requirement #1 - Emergency Operations Center (EOC)

EOC Location:	EOC Street Address:	EOC City:	EOC State:	EOC Zip:	EOC Phone Number:	EOC Alternative Phone Number:	EOC Contact Person:	Contact Street Address:	Contact City:	Contact State:	Contact Zip:	Contact Phone Number:	Contact Cell Number:	Contact Email:
Willard City Hall	224 W Jackson	Willard	Missouri	65781	417-742-3033	417-742-3077	Donna Gordon	224 W Jackson	Willard	Missouri	65781-	417-742-3077	417-300-2363	police@cityofwillard.org

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

I understand at minimum requirement my awarded agency must update/review our LEOP annually and maintain SEMA verification document with identified changes.	Date of last LEOP update/review?	Have you provided your State Emergency Management Agency (SEMA) Area Coordinator with your agency's LEOP?	Upload updated LEOP:	1st Quarter Planned Activities: 1/1/2014 - 03/31/2014	2nd Quarter Planned Activities: 4/1/2014 - 06/30/2014	3rd Quarter Planned Activities: 7/1/2014 - 09/30/2014	4th Quarter Planned Activities: 10/1/2014 - 12/31/2014
Yes	08/24/2012	Yes	LEOP Review - Willard 2012.pdf	Participate in EOC workshop	Participate in exercise. Bring appointed officials to NIMS compliance.	Participate in exercise. Attempt to complete L-146 HSEEP	Participate in exercise

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

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	Check box if your agency answered 'No' for any questions 1 - 10?	1st Quarter Planned Activities: 1/1/2014 - 03/31/2014	2nd Quarter Planned Activities: 4/1/2014 - 06/30/2014	3rd Quarter Planned Activities: 7/1/2014 - 9/30/2014	4th Quarter Planned Activities: 10/1/2014 - 12/31/2014	I understand my awarded agency must participate in the statewide Kind & Typing initiative. Including development of a deployable assets list that supports the Kind & Typing Initiative.
Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes						Yes

Baseline Requirement #4 - Training Requirements

1. All EMPG funded personnel have completed the minimum required FEMA trainings?	2. All EMPG funded exercise officers and management personnel involved in the design and evaluation of exercises have completed the minimum required SEMA trainings?	If not all EMPG funded personnel have completed required trainings please explain why not:	Check box if your agency answered 'No' for any questions 1 - 2?	1st Quarter Planned Activities: 1/1/2014 - 3/31/2014	2nd Quarter Planned Activities: 4/1/2014 - 6/30/2014	3rd Quarter Planned Activities: 7/1/2014 - 9/30/2014	4th Quarter Planned Activities: 10/1/2014 - 12/31/2014
Yes	No	L-146 HSEEP - I have not taken this course yet. This course is only offered once every 2 years in Greene County. I will attend this class next year unless I can find it sooner on the SEMA training schedule. I did take the prerequisite IS 120a.	Yes				Attend L-146 HSEEP course

Baseline Requirement #5 - Exercise Requirements

1. I understand all EMPG funded personnel shall participate in no less than two (2) discussion-based and one (1) operations-based exercises per calendar year.	2. I understand that all EMPG funded personnel are required to participate in a full scale exercise at a minimum of once every three (3) years.	1st Quarter Planned Activities: 1/1/2014 - 3/31/2014	2nd Quarter Planned Activities: 4/1/2014 - 6/30/2014	3rd Quarter Planned Activities: 7/1/2014 - 9/30/2014	4th Quarter Planned Activities: 10/1/2014 - 12/31/2014
Yes	Yes	EOC workshop	Exercise	Exercise	Exercise

Baseline Requirement #6 - Training & Exercise Plan Workshops (TEPW)

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

Baseline Requirement #7 - WebEOC

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

Baseline Requirement #8 - THIRA

I understand that all EMPG sub-recipients are required to participate in the development or maintenance of state or regional THIRA.
Yes

Baseline Requirement #9 - Status Reports & Claims

Application Acknowledgement: I understand that my awarded agency will be required to submit quarterly status reports and claims by July 15th, October 15th and January 31st.
Yes

This Form Completed By:

Mrs.	Donna Gordon	417-742-3077	03/14/2014	police@cityofwillard.org
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Personnel

Name:	Position Title:	Position Status:	Employment Status:	Salary per Pay Period:	Number of Pay Periods:	% of Grant Funded Time:	Total Salary Cost:	Federal Share:	Match Share:	Line Item Code:
Donna M Gordon	Emergency Management Director	Existing	Part Time	\$10,000.00	1.0	100.0	\$10,000.00	\$5,000.00	\$5,000.00	
							\$10,000.00	\$5,000.00	\$5,000.00	

Personnel Justification

For each position, provide a separate Emergency Management 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?

Personnel – The position of Emergency Management Director manages and oversees all City Operations relating to Emergency Management regulations according to state and federal regulations and City Ordinances. The City of Willard Office of Emergency Management has been partially funded with the EMPG for approximately the last 10 years or so.

Personnel Benefits

Name:	Enter employees Total Salary:	Indicate the % of total benefits:	Total Benefit Cost:	Federal Share:	Match Share:	Line Item Code:
Donna M Gordon	\$10,000.00	11.65	\$1,165.00	\$582.50	\$582.50	
			\$1,165.00	\$582.50	\$582.50	

Personnel Benefits Justification

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

Benefits: FICA and Medicare-7.65%

Pension/Retirement- 4%

Emergency Operations Center Supplies & Operating Expenses

Supply/Operation Type:	Item Name:	Basis for Cost Estimate:	Quantity:	Unit Cost:	Total Supply and Operation Cost:	Federal Share:	Match Share:	Line Item Code:
General Office Supplies (paper, pens, paper clips, etc.)		Annually	1.0	\$150.00	\$150.00	\$75.00	\$75.00	
Other (Computer, projector, chair, etc.)	AED Electrodes	Annually	4.0	\$40.00	\$160.00	\$80.00	\$80.00	
Subscriber Services (internet, satellite, cable, etc.)	AED Medical Direction contract services	Annually	1.0	\$900.00	\$900.00	\$450.00	\$450.00	
Other (Computer, projector, chair, etc.)	AED replacement batteries	Annually	5.0	\$395.00	\$1,975.00	\$987.50	\$987.50	
Other (Computer, projector, chair, etc.)	Contract with Greene Co OEM	Quarterly	4.0	\$3,996.00	\$15,984.00	\$7,992.00	\$7,992.00	
Phone	Emergency management phone	Monthly	12.0	\$50.00	\$600.00	\$300.00	\$300.00	
EOC Maintenance (copier, computer, generator, etc.)	EOC generator fuel and maintenance	Annually	1.0	\$300.00	\$300.00	\$150.00	\$150.00	
Other (Computer, projector, chair, etc.)	Medical Direction for AED Program	Annually	1.0	\$900.00	\$900.00	\$450.00	\$450.00	
Registration Fees (professional membership dues, conferences, etc.)	Membership dues	Annually	2.0	\$75.00	\$150.00	\$75.00	\$75.00	
Postage	Postage	Annually	1.0	\$100.00	\$100.00	\$50.00	\$50.00	
Registration Fees (professional membership dues, conferences, etc.)	SEMA conference fee	Annually	1.0	\$150.00	\$150.00	\$75.00	\$75.00	
Other (Computer, projector, chair, etc.)	Tablet and accessories	One-Time	1.0	\$900.00	\$900.00	\$450.00	\$450.00	
Subscriber Services (internet, satellite, cable, etc.)	Wireless- "Hot Spot"	Annually	1.0	\$540.00	\$540.00	\$270.00	\$270.00	
					\$22,809.00	\$11,404.50	\$11,404.50	

Emergency Operations Center Supplies & Operating Expenses 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.

General Office Supplies - General basic office supplies needed to perform Emergency Management duties.

Other (AED Electrodes) - The City of Willard Office of Emergency Management took on the City's Automatic External Defibrillator (AED) Program in 2008 as a Mitigation project. Since that time, the AED's have been available 24/7 to all city employees and for use by the public within the City's buildings (i.e., City Hall, Police vehicles, Recreation Center, Pool, Community Building). We have seen the AED's used to help save lives numerous times since we have begun this program. Each time one is used, we must replace the electrodes before the AED is serviceable again.

Other (AED Batteries) - As stated in regards to the AED Electrodes, the City of Willard's AED Program has helped save countless lives within the city of Willard. The batteries for the AED's that we purchased back in 2008 are reaching the end of their life cycle. We must replace these "end of life" batteries with new ones to keep our Program operational. I have spoken with our area hospital's BioLab in regards to life cycle of the AED itself. They stated that there is still plenty of use from our current AED's once we replace the "end of life" batteries.

Other (Contract with Green County OEM), The City of Willard voted to contract out to the Greene County, Missouri Office of Emergency Management for the following services: Coordinate and write all mitigation planning activities to support local role in County Mitigation plan. Coordinate and write jurisdictional EOP. Coordinate and offer all trainings necessary to fulfill NIMS compliance requirements. Coordinate and offer exercises, following HSEEP guidelines to test local plans and personnel. Coordinate and write after action reports for exercises, outlining a corrective action plan to improve lessons learned. Recommend improvements to local emergency management programs, consistent with other best practices in the area. Represent area municipality at relevant county or regional emergency management meetings.

Phone - The State Emergency Management Agency requires that the local EM Director must be able to be contacted 24/7, a phone (cell phone) is a

necessary piece of equipment.

EOC Generator Fuel and Maintenance - The City of Willard currently owns an automatic generator to power our primary EOC. This generator requires regular maintenance and fuel.

Registration/Membership dues: Registration fees for the annual SEMA conference are \$150.00 (Early Bird price). This conference has many great sessions for emergency management professionals to networking and training. MESA membership dues are annual.

Postage - Normal postage used in the course of day-to-day business for the Emergency Management Office. '

Tablet and Accessories: A computing device is necessary to perform the duties of the Emergency Management office. Such a device may be used to create forms, word documents, etc. It will be used to correspond through the use of emails. A computing device has the capabilities of obtaining needed information during times of disaster and during day-to-day business. It can be used to share information with other agencies (as in the use of "DropBox"). A computer networked with our municipalities network is essential to access WebEOC during events.

Subscriber Services (cell phone and wireless "Hot Spot") A cell phone and wireless capabilities are necessary to be able to perform the duties of EM Director and to be able to communicate during times of disaster. Wireless capabilities are desirable for use "out in the field" and when landlines are not available.

Medical Direction and Quality Control for AED Program - As per Missouri RSMo 190.092, "Any person or entity that owns an automated external defibrillator that is for use outside of a health care facility shall have a physician review and approve the clinical protocol for the use of the defibrillator, review and advise regarding the training and skill maintenance of the intended users of the defibrillator and assure proper review of all situations when the defibrillator is used to render emergency care."

Emergency Operations Center Office Equipment

Item Name:	AEL Category:	AEL #	Qty:	Total Office Equipment Costs:	Federal Share:	Match Share:	Line Item Code:
Transfer switch	Power Equipment (Category 10)	10PE-00-PTSW	1.0	\$1,000.00	\$500.00	\$500.00	

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.

Transfer Switch: The Willard Police Department has been designated as the City of Willard's alternate EOC. At this time, we do not have an automatic generator at this location. We own 2 portable generators - (1) 6500W Briggs and Stratton and (1) 5550W Onan. We have also recently signed a mutual aid agreement with the Willard Fire Protection District for the use of their 2 generators (on trailers) to be made available for use to the City of Willard when needed. Our plans are to make such a transition, from AC power to generator power, as easy and painless as possible in a time of disaster. Therefore, we would like to purchase and have installed a transfer switch capable of transferring our power needs to these available generators at our alternate EOC.

Travel

Item Name:	Category:	Explanation of Other Travel	Total Cost	Federal Share:	Match Amount:	Line Item Code:
SEMA Conference	Mileage		\$180.56	\$90.28	\$90.28	
SEMA Conference	Lodging	SEMA Conference	\$432.00	\$216.00	\$216.00	
SEMA Conference Per Diem/Meals	Per Diem/Meals		\$200.00	\$100.00	\$100.00	
Travel to trainings/exercises	Mileage		\$400.00	\$200.00	\$200.00	
			\$1,212.56	\$606.28	\$606.28	

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.

-Travel – Attendance at the SEMA conference for networking and training opportunities. The per diem rate is for lunch and dinner only. Breakfast is provided by the hotel. Mileage is state allowance. Our office will also incur mileage to attend exercises and various trainings.

Total Budget

Personnel	\$5,000.00	\$5,000.00	\$10,000.00
	Federal	Match	Total
Benefits	\$582.50	\$582.50	\$1,165.00
	Federal	Match	Total
Supplies & Operations	\$11,404.50	\$11,404.50	\$22,809.00
	Federal	Match	Total
Office Equipment	\$500.00	\$500.00	\$1,000.00
	Federal	Match	Total
Travel	\$606.28	\$606.28	\$1,212.56
	Federal	Match	Total
TOTAL	\$18,093.28	\$18,093.28	\$36,186.56
	Federal	Match	Budget

Match Total from Budget

Match Funds from Budget \$18,093.28

Certification of Local Match

Type of Match:	Source Name	Quantity:	Unit Cost:	Match Amount
Hard	General Revenue	1	17040.78	\$17,040.78
				\$17,040.78

Audit Certification

We have exceeded the federal expenditure threshold of \$500,000 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?*

No

Federal Fund Schedule

Federal Grantor	Pass-Through Grantor	Program Name:	CFDA Number:	Contract Number:	Expenditures:
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Certified By:

*	Carolyn	Halverson	Chief Financial Officer		
	First Name	Last Name	Title		
*	PO Box 187	Willard	Missouri	65781-	
	Address	City	State	Zip Code	
*	417-742-3033	301	cfo@cityofwillard.org	03/14/2014	
	Telephone	Ext	Cell Phone	E-mail Address	Date

Audit Details

Date last audit completed: 05/13/2013

Dates covered by last audit: 01/01/2012 - 12/31/2012

Last audit performed by: Davis, Lynn, Moots PC

Phone number of auditor: 417-882-0904

Upload feature is available outside of the edit mode. Save information in form and then upload previous audit file.

If Available: Upload Previous Audit

If next audit information known complete remaining questions.

Date of next audit: 03/24/2014

Dates to be covered by next audit: 01/01/2013 - 12/31/2014

Next audit will be performed by: KPM, CPAs, Inc.

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 2014 EMPG grant.

I have read and am familiar with the following documents:

2014 EMPG Solicitation Letter
2014 Missouri EMPG Program Manual
2013 Federal EMPG Funding Opportunity Announcement

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:* Donna Gordon
Job Title:* Emergency Management Director
Date:* 03/24/2014

Other Attachments

Missouri Revised Statutes

Chapter 190 Emergency Services Section 190.092

August 28, 2013

Defibrillators, use authorized when, conditions, notice--good faith immunity from civil liability, when.

190.092. 1. This section shall be known and may be cited as the "Public Access to Automated External Defibrillator Act".

2. A person or entity who acquires an automated external defibrillator shall ensure that:

(1) Expected defibrillator users receive training by the American Red Cross or American Heart Association in cardiopulmonary resuscitation and the use of automated external defibrillators, or an equivalent nationally recognized course in defibrillator use and cardiopulmonary resuscitation;

(2) The defibrillator is maintained and tested according to the manufacturer's operational guidelines;

(3) Any person who renders emergency care or treatment on a person in cardiac arrest by using an automated external defibrillator activates the emergency medical services system as soon as possible; and

(4) Any person or entity that owns an automated external defibrillator that is for use outside of a health care facility shall have a physician review and approve the clinical protocol for the use of the defibrillator, review and advise regarding the training and skill maintenance of the intended users of the defibrillator and assure proper review of all situations when the defibrillator is used to render emergency care.

3. Any person or entity who acquires an automated external defibrillator shall notify the emergency communications district or the ambulance dispatch center of the primary provider of emergency medical services where the automated external defibrillator is to be located.

4. Any person who gratuitously and in good faith renders emergency care by use of or provision of an automated external defibrillator shall not be held liable for any civil damages as a result of such care or treatment, unless the person acts in a willful and wanton or reckless manner in providing the care, advice, or assistance. The person or entity who provides appropriate training to the person using an automated external defibrillator, the person or entity responsible for the site where the automated external defibrillator is located, the person or entity that owns the automated external defibrillator, the person or entity that provided clinical protocol for automated external defibrillator sites or programs, and the licensed physician who reviews and approves the clinical protocol shall likewise not be held liable for civil damages resulting from the use of an automated external defibrillator. Nothing in this section shall affect any claims brought pursuant to chapter 537 or 538.

5. All basic life support ambulances and stretcher vans operated in the state of Missouri shall be equipped with an automated external defibrillator and be staffed by at least one individual trained in the use of an automated external defibrillator.

OZARKS TECHNICAL COMMUNITY COLLEGE

AED Solutions



Site Pricing 1

Option 1: One Company

- This can be one address with only one AED on site or one address with multiple AED's at this one location.

Option 1:

\$500.00 for the first AED on location.

\$100.00 for each additional AED on the same location.

Option 2:

\$200.00 for the first AED on location.

\$100.00 for each additional AED on the same location.

Site Pricing 2

Option 2: One Company with multiple buildings (Campus Style)

- One large campus with multiple buildings with different addresses. (Example: Universities or Mercy/Cox Hospital)

Option 1:

\$500.00 for the first AED on location.

\$100.00 for each additional AED on the same location.

Option 2:

\$200.00 for the first AED on location.

\$100.00 for each additional AED on the same location.

\$300.00 Police Dept
\$200.00 City Hall
\$200.00 Community Building
\$200.00 Rec Center

\$900.00 total
Per year.

Site Pricing 3

Option 3: One Company with more than one location within a 50 mile radius

- Businesses that have more than one location within a 50 mile radius to Springfield, MO. (Example: US Automotive or Price Cutter)

Option 1:

\$500.00 for the first AED on location.

\$200.00 for each additional AED on the same location.

Option 2:

\$200.00 for the first AED on location.

\$100.00 for each additional AED on the same location.

Site Pricing 4

Option 4: One Company with locations outside a 50 mile radius

- Businesses with multiple locations that are outside a 50 mile radius to Springfield. (Example: Bass Pro)

Option 1:

\$500.00 for the first AED on location. **

\$200.00 for each additional AED on the same location. **

Option 2:

\$200.00 for the first AED on location.

\$100.00 for each additional AED on the same location.

*Will charge mileage for all site visits at \$0.55 per mile or charge of flight.

*Will charge \$800.00 for travel expenses if location is outside a 50 mile radius.

First Reading: 03-24-14

Second Reading: 03-24-14

Council Bill No.: 14-03

Ordinance No.: 140324

AN ORDINANCE

ACCEPTING the proposal of A.M. Pyrotechnics to provide a pyrotechnics display for the City of Willard, and authorizing the Mayor to execute all necessary documents, on behalf of the City of Willard, to accept the proposal.

WHEREAS, the City of Willard, Missouri did advertise and seek Proposals from qualified firms for the purpose of providing the Willard Freedom Fest fireworks display for 2014 and,

WHEREAS, the City of Willard has selected A.M. Pyrotechnics to provide said services as itemized in detail in Exhibit A¹ as attached hereto;

NOW THEREFORE, BE IT HEREBY ORDAINED AND RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, GREENE COUNTY, MISSOURI, AS FOLLOWS:

Section 1: That the Mayor, on behalf of the City of Willard, Missouri is hereby authorized to accept the proposal of A.M. Pyrotechnics to provide the services described in Exhibit A.

Section 2: This Ordinance shall be in full force and effect from and after the date of its passage by the Board of Aldermen and approval of the Mayor.

Passed at meeting: _____

MAYOR

ATTEST: _____, City Clerk

Approved as to form: _____, City Attorney

Council Bill No.: 14-03

Ordinance No.: 140324

READ TWO TIMES AND PASSED AT A MEETING OF THE BOARD OF ALDERMEN OF
THE CITY OF WILLARD, MISSOURI ON THE 24th DAY OF March, 2014.

MEMBERS OF THE BOARD OF ALDERMEN:

YES

NO

CYNDI COSBY-TRAPP

DOUG JOHNSON

BRYAN VINCENT

ED SIMMONS

DAVID HEMPHILL

DAVID ROGGENSEES

Exhibit "A"

AGREEMENT FOR MULTI-YEAR FIREWORKS DISPLAYS

THIS AGREEMENT made and entered into this 24th day of March, 2014, by and between A.M. Pyrotechnics, LLC, whose principal place of business is Buffalo, Missouri, sometimes hereinafter referred to as **Provider**; and City of Willard, sometimes hereinafter referred to as **Client**, **WITNESSETH**:

WHEREAS, A.M. Pyrotechnics, LLC has been selected to perform pyrotechnic displays (hereafter "fireworks displays") to be performed and displayed on June 28th, 2014, and dates to be selected for 2015 and 2016 by Client not later than March 1st of the calendar year prior to the year of the display.

WHEREAS, Provider is to perform the fireworks displays in a manner consistent with the highest degree of care with respect to the safety of viewers and improvements located in the area where the fireworks will be set off, and

WHEREAS, Provider will be performing the fireworks displays in exchange for payment in the amount set forth below; there shall be no minimum charge for the 2015 and 2016 fireworks displays.

NOW THEREFORE, the parties hereto agree as follows:

1. Provider's responsibilities with respect to fireworks display: Seller agrees to provide all necessary fireworks, fireworks display materials, and the personnel necessary to perform the fireworks displays. Provider shall take all steps reasonably necessary to safeguard the improvements or other property in the area of the displays other than the issues for which Client is responsible. Provider shall provide qualified pyrotechnicians who will deliver, set up, execute and take down the fireworks displays. The pyrotechnicians shall conduct a search of the grounds after the displays in an effort to locate and dispose of any unexploded fireworks. The scope and extent of such search shall be dependent upon the weather conditions, time of the completion of the display, etc. Provider shall comply with all local, state, and federal guidelines pertaining to the storing and displaying of fireworks, and obtain all necessary permits and shall be responsible for the cost thereof.
2. Client's responsibilities with respect to fireworks displays: Client agrees to (a) provide a sufficient area for the displays, including a minimum spectator set back as determined by Provider, (b) provide protection of the display area to prevent unrestricted access by unauthorized persons by a means it shall determine is adequately designed for that purpose, (c) arrange adequate police or other protection to prevent spectators from entering the display area, administer proper crowd control, parking supervision, etc., and (d) arrange fire protection and emergency medical care availability for the health and safety of spectators and the public.

3. Compensation to Provider: Client shall pay to Provider the amount of \$6000.00 for the display with the option to increase to any amount by notifying Provider at least three weeks before date of display. Client shall pay 50% deposit on or before March 15, and the remaining balance of 50% shall be paid on the night of the display within the year in which the display is provided. There shall be no minimum charge for the 2015 and 2016 displays. Client may raise the budget of the displays at any time.
4. Pre-payment Bonus Option: With any given year Client may choose to utilize our pre-pay bonus option "B" where Client shall receive a bonus of 15% fireworks added to the display in exchange for payment in full on or before March 15th within the year of each display. With any given year Client may choose to utilize our pre-pay bonus option "A" where Client shall receive a bonus of 20% fireworks added to the display in exchange for payment in full on or before January 15th within the year of each display.
5. Multiple Years; Bonus: Client agrees to use Provider for any fireworks displays it may have, or participate in, for the years 2014, 2015, and 2016. In exchange for the multi-year contract, Provider shall provide an additional bonus of 10% in additional fireworks added to each years display. Booking dates are due no latter than October 1st of the year prior to the year in which the display is to be provided. Client may elect not to have a fireworks display for any reason for all years subsequent to the initial year of the contract, and in such event, an additional year shall be added to the contract, but in no event shall this contract extend beyond 2017.
5. Weather, election to postpone/cancel: The parties understand that weather may prevent the performance of the fireworks display. In the event inclement weather is present on the day the display is scheduled to occur, the event may be canceled by mutual agreement by the parties, or by Provider in the event the weather prohibits performance of the show. In such event, Provider shall be prepared to perform the display on the day following the originally scheduled display. In the event the display is rescheduled the next day there shall be no additional charges to client. In the event the display is not rescheduled or rescheduled for any day other than the day following the originally scheduled display, then Client agrees to pay to Provider the total amount of fifteen percent (15%) of the display contract price to cover Provider's setup and preparation expenses relating to the originally scheduled display. In the event the event is rescheduled for any day other than the day following the originally scheduled display, then Client agrees to pay the contract price for a performed display in addition to the fifteen percent setup and preparation fee set forth above for the previously scheduled display. In the event Client has prepaid, then Provider shall refund the difference between any amount paid in excess of 15% of the display contract price within thirty

(30) days. The fireworks display shall not be performed in the event any government body or agency with authority in regard to the fireworks display shall direct, in writing or otherwise, that the display should not occur.

6. Insurance: Provider is required to provide at its expense liability insurance coverage to cover liability associated with the fireworks displays. Such coverage shall name Client as an additional insured.

7. Liability:

a. Performance: Provider shall not be liable for any faulty performance of equipment or products that could not reasonably have been discovered prior to the commencement of the fireworks displays. Provider shall use its best efforts to ensure that the displays will proceed as planned.

b. Harm to third parties or property: Provider shall not be liable for harm to any spectators, third parties, or improvements or property in the vicinity of the fireworks displays except for its negligence, or that of its agents and/or employees. Provider covenants that it will use its best efforts to avoid any such harm and that it will obtain insurance coverage to cover any such harm pursuant to the foregoing section.

c. Indemnification: Provider agrees to indemnify and hold Client harmless for any liability to third parties caused in whole or in part by a failure by Client to perform its obligations hereunder.

8. No partnership or joint venture: The parties agree that Provider is a sub-contractor and that there is no partnership or joint venture between the parties. The manner and means of providing the displays is left to the sole discretion of Provider.

9. Product Performance: The parties understand and agree that there are a certain percentage of pyrotechnic products and/or materials that may be defective and fail to fire as designed. In the event less than three percent (3%) of such products fail to fire as designed, then there shall be no reduction in the price paid to Provider. However, in the event more than three percent (3%) of such products fail to fire as designed, then the prices applicable to the products that failed to fire shall be refunded to Client.

10. Manner of Display: Although Provider shall exercise due diligence in ensuring the displays are fired at a pace and/or tempo that is appropriate and generally accepted, Provider makes no representation as to the length of time of the displays, and Provider shall not be liable in the event the show does not last as long as expected or as long as a prior display.

General Provisions

1. Binding Effect on Representatives and Successors: This Agreement shall be binding upon and inure to the benefit of the representatives, heirs, estates, and successors and assigns to the parties hereto.

2. Entire Agreement: This instrument contains the entire agreement between the parties with respect to the transaction contemplated herein. Each party acknowledges that it is not relying upon any representation made by the other party unless such representation is contained in this Agreement. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same agreement.

3. Assignment: Without the prior written consent of the other party, neither party shall:

A. Assign, transfer, pledge or hypothecate this agreement, the property or any part thereof, or any interest therein;

B. Sublet or lend the property or any part thereof.

4. Attorney's Fees: In the event that any action is filed in relation to this Agreement, the unsuccessful party in the action shall pay to the successful party, in addition to all other sums that either party may be called upon to pay, the reasonable sum for the successful party's attorneys' fees.

5. Modification: Subsequent amendments, modifications, or releases from any provision of this agreement shall be binding only if in writing and signed by all parties.

6. Time of Essence: Time is of the essence of this agreement.

7. Severability: If any provision of this agreement is held invalid by a court of competent jurisdiction, it shall be considered deleted from this agreement, but such invalidity shall not affect the other provisions that can be given effect without the invalid provisions.

8. Authority: Each party signing this Agreement represents that they are fully authorized by the entity for which they are acting in executing this Agreement.

9. Headings: Headings or titles to sections or paragraphs of this agreement are solely for the convenience of the parties and shall have no effect whatsoever on the interpretation of the provisions of this agreement.

10. References to Gender: Reference herein to the masculine singular shall refer to all parties that the context shall require, whether masculine, feminine, or neuter, and whether one or more. If any party or parties herein shall be corporations, all references herein to the heirs of such corporate party shall be construed to refer to the successors thereof.

IN WITNESS WHEREOF, this Agreement has been executed this 24th day of March, 2014.

PROVIDER

CLIENT

A. M. Pyrotechnics, LLC
By, Aaron Mayfield,
Authorized Member

By, _____

Mayor Wendell Forshee

DHKKH File No. 12580-003

