

**SEMINOLE COUNTY GOVERNMENT
AGENDA MEMORANDUM**

SUBJECT: FEMA 2003 Sub-Grant Funding Availability for Community Emergency Response Team (C.E.R.T.)

DEPARTMENT: Public Safety *[Signature]* **DIVISION:** Emergency Management

AUTHORIZED BY: K. M. Roberts **CONTACT:** Joseph H. McCluan *[Signature]* **EXT.** 5131

| | | | | |
|------------------------------------|---|------------------|---|--|
| Agenda Date: <u>8/12/03</u> | Regular <input type="checkbox"/> | Consent x | Work Session <input type="checkbox"/> | Briefing <input type="checkbox"/> |
| | Public Hearing – 1:30 <input type="checkbox"/> | | Public Hearing – 7:00 <input type="checkbox"/> | |

MOTION/RECOMMENDATION:

Authorize staff to submit a grant application to FEMA for Community Emergency Response Team (C.E.R.T.) funding.

BACKGROUND:

The State of Florida Department of Community Affairs has announced the availability of competitive sub-grant funding from the Robert T. Stafford Disaster Relief and Emergency Assistance Act. Funds are available to any regional or local government in the State of Florida. Such funds are to be used for Community Emergency Response Team (CERT) training, start-up teams and expansion of current programs.

Seminole County is requesting grant funds in the amount of \$25,000. There is no match requirement.

| |
|--|
| Reviewed by: <i>[Signature]</i> |
| Co Atty: <i>[Signature]</i> |
| DFS: _____ |
| Other: _____ |
| DCM: <i>[Signature]</i> |
| CM: <i>[Signature]</i> |
| File No. <u>CPSEM01</u> |

APPLICATION

Section I – Questionnaire (maximum 50 points)

1. What type of sub-grant are you applying for? Start up Expansion
2. Is a letter of support from the corresponding County Emergency Management Agency included with this application? Yes No N/A

3. The following are the minimum required items to be provided to all trainees under the CERT grant:

- PPE Equipment

| | |
|--|-------------------------------|
| Hard hat | Protective eyewear |
| ID tag | Simple dust mask or HEPA mask |
| Light stick | Reflective vest |
| Latex or nitrile gloves | Marking caulk or crayon |
| Signal whistle | Bag/backpack |
| Leather or work gloves | |
| Disaster medical care items (gauze, triangles, etc.) | |
- Participant manuals
- Certificates

Will you meet these requirements? Yes No

4. The following are the minimum required items for the CERT Basic Training Course to be taught under this sub-grant:
- Utilization of the Full FEMA/FDEM CERT Basic Training Course – 317 (modules 1-6) and the Terrorism Module 8
 - Utilization of a CERT Train-the-Trainer (TTT) Qualified Individual (FEMA/FDEM graduate of the CERT TTT-417 or 317 Trainer Course) as Program Manager, Course Manager, or Lead Instructor
 - Utilization of Adequate Training Facility

Will you meet these requirements? Yes No

5. The following items cannot be purchased with grant funds:
- Sophisticated radios, ex. 800 mhz or fire frequency
 - Advanced Emergency Care Items
 - Sophisticated First Aid kits
 - Vehicles
 - Response Trailers

Will you meet these requirements? Yes No

6. Tracking and reporting the number of trained CERT volunteers is not only a State of Florida priority, but also a FEMA priority. Do you currently have a database in which to track the number of trained volunteers as well as someone to monitor such a database? X Yes No

7. Please select from the list below any additional items that will be provided to the trainees or used to augment the CERT course. (These items are not mandatory but do demonstrate the applicant's ability to "stretch" the grant funds for maximum program effectiveness).

| | | | |
|---|--|---|---------------------------|
| | Boots or Rubber Shoe Covers | X | Shovels |
| X | Hand Sledgehammer | X | Pry Bars |
| X | Backboard (Inexpensive) | X | Human extrication dummies |
| X | "intra team" radios (2 or 5 watt FMR) (less than \$200 for set of 2) | X | Cribbing Materials |
| X | Fire extinguisher refills | X | Medical item re-supply |
| X | Informational brochures | X | Other: see budget |

8. A) Start Up Programs:

What is the cost per trainee for this grant?

$$\frac{\text{_____}}{\text{(Grant amount request)}} \div \frac{\text{_____}}{\text{(Number of Trainees)}} = \text{_____}$$

B) Expansion Programs:

Note: Expansion programs can spend up to 20% of their grant award on refresher courses.

What is the cost per trainee for this grant?

$$\frac{\$25,000.00 - \$5,000.00}{\text{(Grant amount request - Refresher course amount)}} \div \frac{\text{_____}}{80} = \frac{\$250.00}{\text{_____}}$$

Section II - Proposed Budget (maximum 10 points)

| | Federal Funds | Total |
|--|----------------------|--------------|
| 1. Personnel | | |
| A. Salary and Fringe Benefits (no greater than 5% of the total award for program administration) | \$1,250.00 | |
| B. Contractual Services | 2,476.00 | \$3,726.00 |
| <i>Subtotal</i> | | |
| 2. Travel (no greater than 3% of the total award) | 750.00 | |
| <i>Subtotal</i> | | 750.00 |
| 3. Expenses | | |
| A. PPE Equipment | 15,524.00 | |
| B. Reproduction Costs | 2,500.00 | |
| C. Non-expendable equipment (no greater than 10% of total award)* | 750.00 | |
| D. General Office Supplies | 500.00 | |
| <i>Subtotal</i> | | 19,274.00 |
| 4. Indirect Costs (no greater than 5% of total award) | 1,250.00 | |
| <i>Subtotal</i> | | 1,250.00 |
| Total | | \$25,000.00 |

*Examples of non-expendable equipment include: laptops, LCD projectors, video screens, etc.

Proposed Budget Narrative:

Please provide more detail regarding the line items listed above.

Proposed Budget Narrative

| | | |
|----------------------------|--|-----------|
| 1. Personnel | | |
| a. Sal & Fringe | One staff member for program management | \$1250. |
| b. Contractual Services | 123.8 hours @ \$20.00 per hour for 2 Instructors over 4 classes | \$2476 |
| 2. Travel: | Send new instructors to TTT classes | \$750. |
| 3. Expenses | | |
| a. PPE Equipment | 80kits @ \$55. | \$4400. |
| | 3 sledgehammers | \$45. |
| | 6 shovels | \$60. |
| | 6 pry bars | \$60. |
| | 8 sets of intra team radios | \$1600. |
| | Backboards | \$334. |
| | Refill 100 fire ext. | \$1550. |
| | 2 Human Extraction Dummies | \$2000. |
| | Cribbing Materials | \$1000. |
| | Medical resupply | \$3000. |
| Other | | |
| | LP Fire training pan | \$400. |
| | LP tank refills | \$75. |
| | Moulage Supplies | \$500. |
| | Misc. | \$500. |
| b. Reproduction costs | | \$2500. |
| c. Non Expendables | | \$750. |
| d. General Office Supplies | | \$500. |
| 4. Indirect costs | | |
| 5% of contract | | \$1250. |
| | Total | \$25,000. |

Section III – Program Narrative

The Seminole County Department of Public Safety/Emergency Management Division developed the CERT program in October 1997. As of this date, we have trained approximately 600 people. Through the years we have funded training and some equipment from our own budget and have not requested any grant funding. We managed to provide small items for the trainees such as vests, hard hats and handouts.

1. We have not answered any questions no.
2.
 - a) We are presently recruiting new members from our Homeowner Associations, local church groups, and by word of mouth from our previous class attendees. Our CERT Association members also distribute brochures to the area civic centers, senior centers and local supermarkets. We have also developed a CERT power point presentation which we take to the Homeowner Association meetings as well as churches and other groups that request a presentation. Our Association will be doing a series of presentations over the next several months to encourage more people to become CERT trained.
 - b) October 1 begins our County fiscal year as well as the grant contract period. We will be conducting one class each quarter. The average class size is approximately 30 people. Classes are held one a week for 8 weeks and consist of 2 ½ hours of training. This includes both presentations and hands on training.
 - c) Several years after our classes began we recognized the need to further enhance the training of our current CERT graduates and to keep them interested in the program after graduation from the course. In order to do this we provide additional advanced training and we developed an Association which carried the program to the next level. At this time we have 53 people in the Association. Further training has included amateur radio classes, EM2000 messaging computer system, rumor control and answering phones in the Emergency E911 center. CERT members also participate in our yearly exercise, the airport exercises and the Universal Studio exercise each year.
 - d) Seminole County CERT members have participated in many emergency activations of our Emergency Operations Center. Members assisted with rumor control, volunteers and donations, and food distribution during the 1998 tornado that killed 12 citizens in Seminole County. They have also assisted during activations for several tropical storms and Hurricane Floyd. Seminole County CERT members have also developed an emergency rehab program which serves the Fire Rescue Department

during 2nd alarm or greater fires or hazmat incidents and training activities. These individuals have taken the First Responders class and train with the firefighters to understand their needs. During rehab activities, the CERT rehab members provide beverages and light snacks as well as monitor vital signs. They determine whether a firefighter is capable or not of returning to activity. In the past two years this Association has provided over 2,000 hours to the County.

- e) The Seminole County CERT program has gone unfunded through grants up until this time. Therefore, we will continue to maintain our program at the same quality level as always utilizing county and base grant funds.
3. The normal costs associated with CERT programs will be overtime for instructors, PPE equipment for the trainees and the reproduction of handout materials. Seminole County provides overtime pay for each of our instructors. This normally amounts to between \$4,000 and \$5,000 per year. Our reproduction costs are about \$2,000 with PPE being \$1,000 and that is providing limited equipment (i.e. hard hats and vests).

We also fund the Association's equipment from the Emergency Management budget. As indicated in part 2 of the narrative, this is where our trainees go for additional training. With this Grant we will provide additional equipment to the Association to perform advanced training and equipment to ease assigned tasks to CERT teams during and after an incident has taken place in Seminole County. Any equipment that is purchased will be available for the CERT training classes.