

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

AN ORDINANCE appropriating \$133,200.00 from the fund balance of the 2011 Grant Fund, in acceptance of the Emergency Management Performance Grant awarded by the Missouri State Emergency Management Agency.

ORDINANCE #4364, October 10, 2011

INTRODUCED BY Scott Burnett, County Legislator

WHEREAS, the Missouri State Emergency Management Agency has awarded an Emergency Management Performance grant to the Jackson County Department of Emergency Preparedness in the amount of \$133,200.00; and,

WHEREAS, an appropriation is necessary to place the grant funds in the proper spending accounts; now therefore,

BE IT ORDAINED by the County Legislature of Jackson County, Missouri, that the following appropriation from the fund balance of the 2011 Grant Fund be and hereby is made:

<u>DEPARTMENT/DIVISION</u>	<u>CHARACTER/DESCRIPTION</u>	<u>FROM</u>	<u>TO</u>
Grant Fund			
Emergency Management Perf.			
010-1250	45752 - Increase Revenue	\$133,200	
010-2810	Undesignated Fund Balance		\$133,200
010-2810	Undesignated Fund Balance	\$133,200	
010-1250	55010 - Regular Salaries		\$ 88,407
010-1250	55040 - FICA		\$ 6,763
010-1250	55050 - Pension		\$ 9,857
010-1250	55060 - Insurance		\$ 1,990
010-1250	56140 - Travel		\$ 900
010-1250	57510 - Small Tool		\$ 988
010-1250	57010 - Office Supplies		\$ 1,000
010-1250	56620 - Rent-Buildings		\$ 16,950
010-1250	57110 - Gasoline		\$ 2,500
010-1250	56750 - Education Benefits		\$ 500
010-1250	58150 - Office Furniture & Fixtures		\$ 370
010-1250	58171 - Personal Computers/Access		\$ 500
010-1250	56641 - Copier Rental/Maintenance		\$ 1,250
010-1250	56710 - Dues & Memberships		\$ 75
010-1250	57601 - Computers & Printers		\$ 350
010-1250	56230 - Printing		\$ 300
010-1250	56160 - Meeting Expense		\$ 500

Effective Date: This ordinance shall be effective immediately upon its signature by the County Executive.

APPROVED AS TO FORM:

Bill Snyder
Senior Deputy County Counselor

W. Stephen
County Counselor

I hereby certify that the attached Ordinance, Ordinance #4364, introduced on October 10, 2011, was duly passed on October 10, 2011 by the Jackson County Legislature. The votes thereon were as follows:

Yeas 9

Nays 0

Abstaining 0

Absent 0

This Ordinance is hereby transmitted to the County Executive for his signature.

10.11.11
Date

Mary Jo Spino
Mary Jo Spino, Clerk of Legislature

I hereby approve the attached Ordinance #4364.

10/11/2011
Date

Michael D. Sanders
Michael D. Sanders, County Executive

Funds sufficient for this appropriation are available from the source indicated below.

ACCOUNT NUMBER: 010 2810
ACCOUNT TITLE: Grant Fund
Undesignated Fund Balance
NOT TO EXCEED: \$133,200.00

October 4, 2011
Date

[Signature]
Director of Finance and Purchasing

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

~~RES~~ Ord No.: 4364

Sponsor(s): Scott Burnett

Date: October 10, 2011

<p>SUBJECT</p>	<p>Action Requested <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Ordinance</p> <p>Project/Title: Requesting an ordinance appropriating \$133,200.00 from the undesignated fund balance of the 2011 Grant Fund in acceptance of the Emergency Management Performance Grant (EMPG) awarded to Jackson County Department of Emergency Preparedness by Missouri – State Emergency Management Agency (SEMA).</p>										
<p>BUDGET INFORMATION <i>To be completed By: Requesting Department and Finance</i></p>	<table border="1" data-bbox="324 577 1201 976"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$133,200.00</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td>\$</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td>133,200 \$</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$</td> </tr> <tr> <td>Source of funding (name of fund) and account code number; FROM / TO</td> <td> FROM ACCT 010 Grant Fund 2810 \$133,200.00 TO ACCT 010 Grant Fund: 1250 \$133,200.00 </td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input type="checkbox"/> No budget impact (no fiscal note required) <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: Estimated Use: \$</p> <p>Prior Year Budget (if applicable): Prior Year Actual Amount Spent (if applicable):</p> <p style="text-align: right;"><i>SM 10/3/11</i></p>	Amount authorized by this legislation this fiscal year:	\$133,200.00	Amount previously authorized this fiscal year:	\$	Total amount authorized after this legislative action:	133,200 \$	Amount budgeted for this item * (including transfers):	\$	Source of funding (name of fund) and account code number; FROM / TO	FROM ACCT 010 Grant Fund 2810 \$133,200.00 TO ACCT 010 Grant Fund: 1250 \$133,200.00
Amount authorized by this legislation this fiscal year:	\$133,200.00										
Amount previously authorized this fiscal year:	\$										
Total amount authorized after this legislative action:	133,200 \$										
Amount budgeted for this item * (including transfers):	\$										
Source of funding (name of fund) and account code number; FROM / TO	FROM ACCT 010 Grant Fund 2810 \$133,200.00 TO ACCT 010 Grant Fund: 1250 \$133,200.00										
<p>PRIOR LEGISLATION</p>	<p>Prior ordinances and (date): <u>#3996 June 2, 2008</u> <u>#4084 Feb. 2, 2009</u> <u>#4213 June 14, 2010</u></p> <p>Prior resolutions and (date):</p>										
<p>CONTACT INFORMATION</p>	<p>RLA drafted by (name, title, & phone): Michael Curry / Director of Emergency Preparedness</p>										
<p>REQUEST SUMMARY</p>	<p>RLA drafted by Michael Curry / Director of Emergency Preparedness 881-4625 / 304-4624 Requesting an ordinance appropriating \$133,200.00 from the undesignated Fund Balance of the 2011 Grant Fund in acceptance of the Emergency Management Performance Grant (EMPG) awarded to Jackson County Department of Emergency Preparedness by SEMA. The EMPG Grant was awarded on September 7, 2011, in the amount of \$133,200.00 and is a performance grant that is reviewed and award by quarter. The performance period begins January 1, 2011, and ends December 31, 2011. (CFDA 97.042 EMW-2-11-EP-00004-SO1. The intent of the EMPG award is to assist in funding the Department of Emergency Preparedness / Jackson County. The EMPG award is awarded and renewed on an annual basis.</p> <p>FROM: 010 – Grant Fund: 2810 – Undesignated Fund Balance \$133,200.00</p>										

<i>SMC</i> <i>10/3/11</i>	TO: 010-Grant Fund: 1250 Emergency Management Performance ; 55010 – Regular salary	\$88,407.00
	TO: 010- Grant Fund: 1250 Emergency Management Performance; 55040 – FICA	2,119.00 <i>6,763</i>
	TO: 010-Grant Fund: 1250 Emergency Management Performance; 55050-Pension	6,679.00 <i>9,857</i>
	TO: 010-Grant Fund: 1250 Emergency Management Performance; 56140-Travel	900.00
	TO: 010-Grant Fund: 1250 Emergency Management Performance; 57510-Small Tool	2,500.00 <i>988</i>
	TO: 010-Grant Fund: 1250 Emergency Management Performance; 57101 Office Supplies <i>51010</i>	1,000.00
	TO: 010-Grant Fund: 1250 Emergency Management Performance; 56620-Rent/Buildings	16,950.00
	TO: 010-Grant Fund: 1250 Emergency Management Performance; 57110-Gasoline	2,500.00
	TO: 010-Grant Fund: 1250 Emergency Management Performance; 56790-Other Contract Services	1,400.00 <i>0</i>
	TO: 010-Grant Fund: 1250 Emergency Management Performance; 56750-Education Benefits	500.00
	TO: 010-Grant Fund: 1250 Emergency Management Performance; 58150-Office Furniture	1,370.00 <i>370</i>
	TO: 010-Grant Fund: 1250 Emergency Management Performance; 58171-Computers	500.00
	TO: 010-Grant Fund: 1250 Emergency Management Performance; 56641-Copier rental	1,250.00
	TO: 010-Grant Fund: 1250 Emergency Management Performance; 56710-Dues Membership	75.00
	TO: 010-Grant Fund: 1250 Emergency Management Performance; 56530-Maintenance/Repair	900.00 <i>0</i>
	TO: 010-Grant Fund: 1250 Emergency Management Performance; 57601-Computers and printers	350.00
	TO: 010-Grant Fund: 1250 Emergency Management Performance; 56230-Printing	300.00
	TO: 010-Grant Fund: 1250 Emergency Management Performance; 56160-Meeting Expense	500.00
<i>55060 - Insurance</i>		<i>1,990</i>
CLEARANCE	<input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)	
ATTACHMENTS		
REVIEW	Department Director: <i>[Signature]</i> Finance (Budget Approval): <i>[Signature]</i> <i>If applicable</i> Division Manager: <i>[Signature]</i> County Counselor's Office: <i>[Signature]</i>	Date: <i>9-20-11</i> Date: <i>10/3/11</i> Date: <i>10/3/11</i> Date:

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the _____ Fund in _____.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance # _____
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:
010-2810	<i>Grant Fund</i> <i>Undesignated Fund Balance</i>	<i>\$133,200</i>

SMC
10/3/11

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.

Supplemental Appropriation Request Jackson County, Missouri

Funds sufficient for this transfer and appropriation are available from the source indicated below.

Date: October 3, 2011

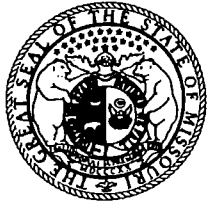
~~Res~~/Ord No. 4364

Department / Division	Character/Description	From	To
Grant Fund - 010			
1250 - Emergency Management Perf	45752 - Increase Revenues	133,200	
2810	Undesignated Fund Balance		133,200
2810	Undesignated Fund Balance	133,200	
1250 - Emergency Management Perf	55010 - Regular Salaries		88,407
1250 - Emergency Management Perf	55040 - FICA		6,763
1250 - Emergency Management Perf	55050 - Pension		9,857
1250 - Emergency Management Perf	55060 - Insurance		1,990
1250 - Emergency Management Perf	56140 - Travel		900
1250 - Emergency Management Perf	57510 - Small Tools/Minor Equip		988
1250 - Emergency Management Perf	57010 - Office Supplies		1,000
1250 - Emergency Management Perf	56620 - Rent-Buildings		16,950
1250 - Emergency Management Perf	57110 - Gasoline		2,500
1250 - Emergency Management Perf	56750 - Education Benefits		500
1250 - Emergency Management Perf	58150 - Office Furniture & Fixtures		370
1250 - Emergency Management Perf	58171 - Personal Computers/Access		500
1250 - Emergency Management Perf	56641 - Copier Rental/Maintenance		1,250
1250 - Emergency Management Perf	56710 - Dues & Memberships		75
1250 - Emergency Management Perf	57601 - Computers & Printers		350
1250 - Emergency Management Perf	56230 - Printing		300
1250 - Emergency Management Perf	56160 - Meeting Expenses		500
		Total	133,200
			133,200


Budgeting

Jeremiah W. (Jay) Nixon
Governor

John M. Britt
Director of Public Safety



STATE OF MISSOURI

EMERGENCY MANAGEMENT AGENCY

Paul D. Parmenter
Director

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

September 7, 2011



Mr. Michael Curry, Director
Jackson County Emergency Management
201 W. Lexington, Ste 201,
Independence, MO 64050

Dear Mr. Curry:

Enclosed is the approval for the FY 2011 (January 1, 2011 through December 31, 2011) Emergency Management Performance Grant (EMPG) award in the amount of \$133,200.00 (federal share). The authorized signature on Page 1 and initials on the lower right hand corner of each page certifies acceptance of this award. You are required to return the original forms back to the Missouri State Emergency Management Agency by Friday, October 7, 2011 prior to reimbursements being made to your jurisdiction.

The CFDA number for the Emergency Management Performance Grant is CFDA 97.042. Missouri's Award Number is EMW-2011-EP-00004-S01.

This award is subject to all administrative and financial requirements as outlined in the FY 2011 EMPG Guidance and Application Kit, Grant Award Special Conditions (see attached), and the DHS FEMA approved application submitted on behalf of SEMA. This includes the timely submission of all financial and programmatic reports.

Thank you for your support and cooperation with this effort. You may email Christy Knipp at Christy.Knipp@sema.dps.mo.gov with questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "Paul D. Parmenter".

Paul D. Parmenter
Director



A Nationally
Accredited
Agency



State Emergency Management Agency
 2302 Militia Drive
 Jefferson City, MO 65101
 Telephone: 573-526-9100

GRANT AWARD

DATE
 September 7, 2011
 Award Number
 EMW-2011-EP-00004-S01
 Amendment No.
 0

GRANTEE NAME Jackson County	ISSUING OFFICE MO State Emergency Management Agency
ADDRESS 201 W. Lexington, Ste 201 Independence, MO 64050	MAILING ADDRESS PO Box 116 Jefferson City, MO 65102

GRANT INFORMATION

FY2011 EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG)

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) No. 97.042	PERFORMANCE PERIOD FROM: 01/01/11	TO: 12/31/11
PRIOR TOTAL AWARD		0.00
AMOUNT AWARDED THIS ACTION		\$133,200.00
CURRENT TOTAL FEDERAL AWARD		\$133,200.00
NON-FEDERAL COMMITMENT		\$133,200.00

CONTACT INFORMATION

ISSUING OFFICE AND ADDRESS		SEMA GRANT SPECIALIST	
NAME MO State Emergency Management Agency		NAME Christy Knipp	
MAILING ADDRESS PO Box 116 Jefferson City, MO 65102		E-MAIL ADDRESS Christy.Knipp@sema.dps.mo.gov	
PHYSICAL ADDRESS 2302 Militia Drive Jefferson City, MO 65101		TELEPHONE 573-526-9117	FAX 573-526-9194

SUMMARY DESCRIPTION OF PROJECT
 The purpose of the FY 2011 EMPG Program is to make grants to states to assist state, local tribal and territorial 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 and the 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 for all hazards.

TYPED NAME AND TITLE OF SEMA OFFICIAL Paul D. Parmenter, Director		TYPED NAME AND TITLE OF GRANTEE AUTHORIZED OFFICIAL	
SIGNATURE OF APPROVING SEMA OFFICIAL 	DATE 09/07/11	SIGNATURE OF GRANTEE AUTHORIZED OFFICIAL	DATE

THIS GRANT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS SET FORTH ON THE ATTACHED SPECIAL CONDITION(S). BY SIGNING THIS GRANT AGREEMENT, THE GRANTEE IS AGREEING TO READ AND COMPLY WITH ALL SPECIAL CONDITIONS.

EMERGENCY MANAGEMENT PERFORMANCE GRANT

ANNUAL CERTIFICATION

AGENCY INFORMATION

AGENCY NAME <u>Jackson Co. Emergency Preparedness</u>	SUBMISSION DATE <u>12/9/2010</u>
ADDRESS <u>201 W. Lexington, Suite 201</u>	PERIOD COVERED <u>01/01/11 - 12/31/11</u>
City/MO/Zip <u>Independence, MO 64050</u>	COUNTY <u>Jackson County</u>
EMD NAME <u>Michael Curry</u>	
EMAIL <u>Mcurry@jacksongov.org</u>	CURRENT POPULATION <u>700,000</u>
PHONE <u>816-304-4624</u>	

FEDERAL FUNDING

Will you meet the six "Basic" Capabilities of the Capability-Based Allocation System? YES-> X NO->

Do you anticipate requesting other Federal funding during this period? YES-> NO-> X

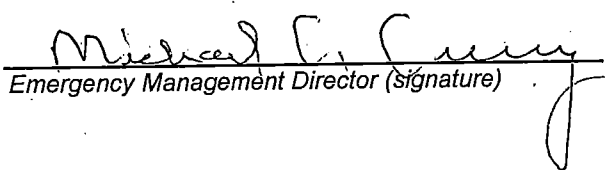
Does your jurisdiction expend more than \$500,000 (total of all Federal funds), per calendar year? YES-> X NO->

(Circular A-133, Audits of State, Local Governments and Non-Profit Organizations)

CERTIFICATIONS

We certify that we will accomplish the projected programs to the best of our ability, will provide the necessary support to accomplish completion and understand and agree that completion of or progress toward said projected programs is a condition for participation in the Emergency Management Performance Grant Program and/or other federally assisted programs.

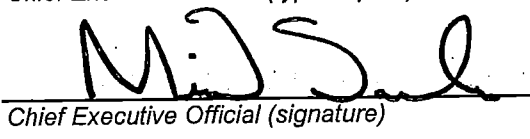
Michael C. Curry
Emergency Management Director (type or print)


Emergency Management Director (signature)

SEMA Director (type or print)

SEMA Director (signature)

Michael Sanders/County Executive
Chief Executive Official (type or print)


Chief Executive Official (signature)

Chief Executive Official (type or print)

Chief Executive Official (signature)

NOTE: Please complete and attach the Annual Statement of Work (SOW), Staffing Pattern, & Budget and obtain the signatures of the Emergency Management Director & Chief Executive Officer(s) for the above certification.

**BUDGET FOR PERSONNEL AND ADMINISTRATIVE EXPENSES
EMPG PROGRAM**

1. Name of Emergency Management Organization	2. Address	3. Fiscal Year FY 2011		
		Subdivision Budget	Federal Share 50%	Remarks
4. Personnel		210,036	105,018	
5. Fringe Benefits		29,597	14,799	
6. Travel		1,500	750	
7. Equipment--Written Justification Required		5,900	2,950	
8. Supplies		2,000	1,000	
9. Construction--Written Justification Required			0	
10. Consultants/Contracts--Written Justification Required			0	
11. All Other Allowable Expenses		26,900	13,450	
12. Total		275,933	137,967	

DIRECTIONS (Please read before completing Form)

- Fill in Emergency Management Agency's name.
- Fill in Emergency Management Agency's address.
- Fill in Fiscal Year.
- Amount budgeted for salaries and wages should match the total of Column 2 of the attached Staffing Pattern.
- Amount budgeted for fringe benefits.
- Amount budgeted for travel.
- Amount budgeted for equipment. Equipment means property having a useful life exceeding one year and a unit cost that equals or exceeds \$5,000. Items must be on the Authorized Equipment List (AEL). Attach a written justification in narrative form with the application.
- Amount budgeted for supplies.
- Amount requested for construction. Attach a written justification in narrative form with the application.
- Amount budgeted for consultants / contracts. Attach a written justification in narrative form with the application.
- Amount budgeted for all other administrative costs.
- Sum each column. Calculate the federal share by dividing each budget category by 2.

INSTRUCT:

List all positions that are involved in the jurisdiction's emergency management organization and that may have emergency-management related costs. Include:
 a) Positions for which you'll claim personnel costs (lines 15 through 23). Also complete a Position Description of each position if not already on file at SEMA.
 b) Positions for which no wages will be claimed but which may incur travel or other emergency management costs (lines 27 through 43).

NAME OF ORGANIZATION		FISCAL YEAR		REMARKS (Name) (6)	
		2011 (01/01/2011 - 12/31/2011)	DATE:		
POSITION TITLE (1)		GROSS ANNUAL SALARY FOR EMERGENCY MANAGEMENT (2)	ANNUAL FRINGE BENEFITS FOR EMERGENCY MANAGEMENT (3)	PERCENTAGE OF TIME IN EMERGENCY MANAGEMENT (4)	DATE HIRED OR VACANCY (Mo/Yr) (5)
Emergency Preparedness Director (MC)		\$ 75,504.00	\$ 15,498.00	100%	2/12/2007
Emergency Program Coordinator (CW)		\$ 124,509.00	\$ 19,485.00	25%	01-18-05
Emergency Program Manager (FS)		\$ 133,619.00	\$ 20,911.37	25%	01-01-07
Administrative Assistant		\$ 50,000.00	\$ 12,005.00	100%	02-01-09
GIS assisatnt		\$ 50,000.00	\$ 12,005.00	25%	02-01-07
CERT Volunteer		0	0	0	07/01/09
TOTAL (Must match Budget line 4&5, Personnel & Benefits)		\$ 433,632.00	\$ 79,904.37		

Positions for which no salary contributions are requested:

STATEMENT OF WORK

FY2011 EMERGENCY MANAGEMENT PERFORMANCE GRANT

AGENCY NAME	SELECT REPORTING PERIOD (X)			
	Jan-Mar 1st qtr	Apr-Jun 2nd qtr	Jul-Sep 3rd qtr	Oct-Dec 4th qtr
Jackson County Emergency Preparedness				

Category	Capability	Verification Documentation	APPLICATION	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec
BASIC CAPABILITIES Note: Required for every EMPG annual cycle							
FEMA Requirement	Compliance with the National Incident Management System (NIMS)	Completion of the NIMSCAST web-based assessment tool during the applicable FY.	X		X		
Administrative Requirement	Submit quarterly financial claims and statement of work to SEMA on time.	Financial Claim Report and Statement of Work.	X	X	X		X
Professional Development	An appointed Emergency Management Director that has attended the SEMA Principles of Emergency Management Course and the Exercise Design & Evaluation Course (either online or formal class).	Appointment letter signed by the jurisdiction's senior elected official and the Course Completion Certificates (Dated prior to, or during, the applicable FY).	completed				
Emergency Management Planning	LEOP Annual Review/Update.	SEMA/Local LEOP Review document and written verification that identified changes were made during the applicable FY.	X	X			
Local Emergency Operations Center	Designated EOC facility with 24/7 availability.	Letter from senior elected official listing address, telephone numbers, fax number, etc and on-site visit.	X				
Exercise	Table Top, functional full-scale, multi-jurisdictional, and/or actual disaster event.	SEMA-approved HSEEP Report.	X	X	X		

STATE-DESIGNATED CAPABILITIES Note: If used, these would be designated by SEMA

n/a	n/a	n/a	n/a	n/a	n/a	n/a
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None in FY2011

APPLICATION	QUARTERLY REPORT; (X) ONLY WHEN TASK COMPLETED			
(X) If Task will be Completed in 2011	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec

Verification Documentation

Capability

JURISDICTION-DESIGNATED CAPABILITIES (Optional Examples) Note: If used, these would be selected by each jurisdiction

Professional Development	EM Certification and/or FEMA Professional Development Series (PDS) entity	Official certification document from awarding entity							
	Higher Education	Transcripts							
	Other FEMA/SEMA Training Courses	Completion Certificate (Dated during applicable FY)	X	X	X				X
Local Emergency Operations Center	Emergency Power On-Site	Letter from senior elected official and on-site visit							
	Redundant Communications Capability	Letter from senior elected official listing type, specifics of capability and on-site visit							
	Alternate EOC Facility Identified	Letter from senior elected official listing address, telephone numbers, fax number, etc and on-site visit.		X					
Emergency Management Planning	Debris Management Plan (FEMA Criteria)	Approval of Plan by SEMA and/or FEMA.	X						
	Identification of Shelter Capacity	Written list of shelters with location, capacity, and management responsibilities identified. Include map with locations of shelters identified.	On going	X	X	X			X
	Critical Facility List	Written list of critical facilities (fire, medical, law enforcement, EOC, etc) with location and type/availability of back-up power identified. Include map with locations of facilities identified.	X		X				
	Review/Update/Expansion of the Debris Management Plan, Shelter Capacity List, or the Critical Facility List	Same documentation as required for the selected capability.	On going	X	X	X			X

Category	Capability	Verification Documentation	APPLICATION (X) If Task will be Completed in 2011	QUARTERLY REPORT; (X) ONLY WHEN TASK COMPLETED			
				Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec
Emergency Management Planning Enhancement	Develop/expand catastrophic plan/annex	SEMA/Local LEOP Review document and written verification that identified changes were made.					
	Develop/expand agri-terrorism plan/annex	SEMA/Local LEOP Review document and written verification that identified changes were made.		X			
	Develop/expand special needs population plans/annex	SEMA/Local LEOP Review document and written verification that identified changes were made.		X			
	Develop/expand plan/annex for pets in disasters.	SEMA/Local LEOP Review document and written verification that identified changes were made.					
	Develop/expand cyber-terrorism plan/annex.	SEMA/Local LEOP Review document and written verification that identified changes were made.			X		
	Develop/expand haz-mat plan/annex (working with MERC)	SEMA/Local LEOP Review document and written verification that identified changes were made.			X		
Senior Official Training	NIMS Courses	Training Certificate (Dated during applicable FY).	X	X	X		X
	Damage Assessment Course.	Training Certificate (Dated during applicable FY).	X				
	Cost Documentation Course	Training Certificate (Dated during applicable FY).					
	Principles of Emergency Management Course	Training Certificate (Dated during applicable FY).	completed				
	Recovery from Disaster: The Local Government Role Course	Training Certificate (Dated during applicable FY).	X	X	X		
Community Preparedness	Storm Ready Designation	NWS Certificate (Dated during applicable FY).	NA				
	Community Emergency Response Team (CERT)		X	X	X		X

Category	Application	Quarterly Report; (X) Only When Task Completed			
		Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec
Capability	Verification Documentation				
	Completed Hazard Mitigation Project (safe rooms, buy-out, etc)				
	SEMA HMGP Verification				
	Develop/enhance Citizen's Corps Program	X	X	X	X
	Develop/enhance Safe-Schools Program	X	X	X	X
	Develop/enhance Community Organizations Active in Disaster (COADs) and/or Long-Term Recovery Committees.	X	X	X	X
Resources and Logistics	Staging Areas	completed			
	Points of Distribution (POD)	on going	X	X	X
	Jurisdiction Resource List--Public/Private	X	X	X	
	Review/Update/Expansion of any of the items listed above	X	X	X	X
Emergency Management Outreach & Collaboration	Attend Regional Homeland Security Oversight Committee (RHSOC) and Local Emergency Preparedness Committee/District (LEPC/LEPD) meetings	X	X	X	X

EMERGENCY MANAGEMENT PERFORMANCE GRANT PROGRAM

POSITION DESCRIPTION

Provide a Position Description for each position to be funded with EMPG funds

NAME OF ORGANIZATION (Name of County or City): Jackson County, Missouri

POSITION TITLE: Director of Emergency Preparedness/Jackson County

DEFINITION:

Directs and coordinates the operation of the County Emergency Preparedness program

DUTIES:

The Director of Emergency Preparedness is a part of the Executive Offices of Jackson County. This office is responsible for preparing and coordinating the various agencies that would respond to emergency situations within Jackson County. The office coordinates both planning and response activities with local jurisdictions, County agencies, the State of Missouri Emergency Management Agency (SEMA) and federal "first responders" (FEMA) to ensure that the lives and property of the citizens of Jackson County are protected. This office is responsible for developing and maintaining the County EOP and operates a functional EOC 24 hours a day, 365 days a year. This office is also responsible for training various County agencies, developing County facility evacuation plans, and working with community service agencies. This office also serves on the Regional Homeland Security Council, the LEPC and MEMC committees and maintains agreements of mutual aid involving surrounding counties in both Missouri and Kansas.