



YAMHILL COUNTY EMERGENCY MANAGEMENT

414 NE Evans Street • McMinnville, OR 97128-4523
(503) 434-7340 • Fax (503) 474-4909 • TTY (800) 735-2900
www.co.yamhill.or.us/emergency-management

DATE: May 5, 2016
TO: County Board of Commissioners and Administration
FROM: Sue Lamb, County Emergency Manager
RE: FY16 EMPG Annual Submittal to Oregon Office of Emergency Management (OEM) to request funding through the Emergency Management Performance Grant (EMPG) program

Included in this packet is the Cover Sheet, Work Plan, and Proposed Budget in compliance with Emergency Management Performance Grant guidelines for the upcoming Federal Fiscal Year 2016.

The formatting is new this year, but the general requirements and work plan elements remain largely the same.

Completing a Mass Fatality Plan Annex to our county EOP was chosen as the primary 'Planning Element' for the upcoming year. This project has been on the 'to do' list for several years and all stakeholders (Emergency Management, Public Health, and the Sheriff's Office) are on board to work together to develop this needed plan annex. As well, the same inter-department group discussed and developed the proposed Multi-Year Training and Exercise Plan.

The proposed Budget is derived directly from the projected Yamhill County Emergency Management (010-040) budget.

If you have any questions, please contact Ken Nygren, Interim Emergency Manager (503) 437-5884 M / or email: nygrenk@co.yamhill.or.us.

All the best,
Sue

Accepted by Yamhill County
Board of Commissioners on
5.12.16 by Board Order
16-182

OREGON OFFICE OF EMERGENCY MANAGEMENT
GRANT COVER SHEET: FY16 EMPG

Agency: Yamhill County
Address: 535 NE 5th St, McMinnville, OR 97128

Federal Funds Requested: \$112,531 (50%)
Matching Funds: \$112,531 (50%)
Total Project Funds: \$225,061 (100%)

Agency Points of Contact:

Program Ken Nygren Title: Interim Emergency Manager
Address: 535 NE 5th St., McMinnville, OR 97128
Phone: 503-434-7340 Email: nygrenk@co.yamhill.or.us

Fiscal Laura Tschabold Title: County Administrator
Address: 535 NE 5th St., McMinnville OR 97128
Phone: 503-434-7501 Email: tschabold@co.yamhill.or.us

Agency Federal Tax Identification Number: 93-600-2318

Agency Data Universal Numbering System (DUNS) Number:
829864326

To obtain a DUNS number for your agency, please go to the D&B website:
<http://fedgov.dnb.com/webform>, or call the DUNS Number request line at 1-866-705-5711.

Completed required registration/annual update in Systems Award Management (SAM):

Date 11-23-2016 LN (Must Initial)

Your DUNS number is a required field to start your SAM registration.

CAGE Number: 5F2Y2 (found within your completed SAM)

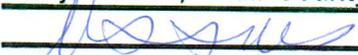
To register in SAM, please go to the SAM website: www.sam.gov/portal/public/SAM/.

My jurisdiction has a property/equipment tracking and monitoring system in place that complies with the requirements set forth in 44CFR Section 13.

Must Initial One: Yes: xxx LN No: _____

An EHP Screening Memo is included for any equipment items included in our budget.
Yes: _____ N/A: xxx LN

Authorized Official for the Agency: Mary Starrett, Chair County Board of Commissioners

Signature of Authorized Official: 

Date Signed: 5-12-16

Accepted by Yamhill County
Board of Commissioners on
5.12.16 by Board Order
116-182

Yamhill County

For Jurisdiction:

Personnel (include both position and name for each individual to be reimbursed with EMPG funds)											
Position Title	Employee Name	Annual Salary	Annual Benefits	Total Cost	EMPG Grant FTE	EMPG Match FTE	Other FTE	Total FTE	Total EMPG Cost (Grant + Match)		
Emergency Manager	TBA	63,914	37,484	101,398	0.50	0.50	0.00	1.00	101,398		
Asst. Emerg. Mgr	Ken Nygren	25,992	6,018	32,010	0.25	0.25	0.00	0.50	32,010		
- Half time at County - Only works on EMPG activities											
Office Specialist Tech	TBA	20,740	14,503	35,243	0.25	0.25	0.00	0.50	35,243		
- Half time on EMPG activities											
Total Personnel		110,646.00	58,005.00	168,651	1.00	1.00	0.00	2.00	168,651		
Services & Supplies											
General Office Supplies (including printing, postage)											
Other Program Supplies - pub ed, rental, flyers, educational materials, training & exercise support, volunteer program support											
Rent (Building Reserve schedule)					3,750			3,750	7,500		
Phone (internal/mobile/data)					3,415			3,415	6,830		
Contractual / Professional Services (Contractor for Plan as needed; Annual CERT W/C Insurance)					2,823			2,823	5,646		
Maintenance Costs (must be with the grant period or pro-rated)-sirens, radios (Assoc memberships/annual ESRI software)					7,750			7,750	15,500		
Travel/Vehicle Expenses/Mileage (motor pool/travel)					417			417	834		
Training/Workshops/Conferences					4,500			4,500	9,000		
					1,500			1,500	3,000		
County Cost Allocations (Administrative Services Allocation) / Indirect Cost Allocation Plan (IT Equipment Schedule)											
Total Services & Supplies					28,205			28,205	56,410		
Equipment											
Limited to approved EMPG AEL - List each item separately											
Total Equipment					0			0	0		

Total Budget	225,061
EMPG Match Funds Requested	\$112,531

Each position/person listed above MUST complete the minimum 20 hours of training, NIMS and PDS courses AND participate in 3 exercises per grant guidance

B.O. 10-182

MULTI-YEAR TRAINING AND EXERCISE PLAN (TEP)

YAMHILL COUNTY

Jurisdiction: _____

Directions: Once you have identified the required quarterly exercises for FY16 and FY17, list any training identified which your jurisdiction may

State Fiscal Year 2016				
SCHEDULE	HAZARD, TYPE & DATE	Leave Blank	Leave Blank	PRIMARY CORE CAPABILITY TO BE TESTED (SELECT ONE)
7/1-9/30/16	TT/Transportation Accident/TBA			Response: Fatality Mgmt Services
10/1-12/31/16	DR/Natural Hazard/Oct 20, 2016			Response: Environmental Response/Health & Safety
1/1-3/31/17	FSE/Natural Hazard/TBA			Response: Fatality Mgmt Services
4/1-6/30/17	TT/Natural Hazard/TBA			Response: Public & Private Services & Resources

State Fiscal Year 2017				
SCHEDULE	HAZARD, TYPE & DATE	Leave Blank	Leave Blank	PRIMARY CORE CAPABILITY TO BE TESTED (SELECT ONE)
7/1-9/30/17	TT/Technological/TBA			Recovery: Economic Recovery
10/1-12/31/17	DR/Natural Hazard/TBA			Response: Operational Communications
1/1-3/31/18	FSE/Natural Hazard/TBA			Response: Environmental Response/Health & Safety
4/1-6/30/18	TT/Technological/TBA			Mitigation: Risk & Disaster Resilience Assessment

EMPG FY16 Requirements At A Glance - Applicant to Complete

Color Coding
Red: Mandatory
Blue: Must select at least one of the 7 Planning categories
Yellow: Optional

EMF #	Activity Name	Required By State or Federal	Applicant has Addressed in Work Plan	Other Comments
4.6.01	EOP to be updated and promulgated, submitted to OEM	Both	x	
4.6.02	Complete THIRA	Federal	Not Applicable	State and UASI Only
4.6.03	NHMP Current and Fema Approved	State	x	
4.6.04	Convene NHMP Committee meeting twice a year	State	x	
4.6.05	Complete OEM's Capability Assessment Tool	State	x	Due November 30, 2016.
4.6.06	Complete NIMS Assessment Tool	State	x	Due November 30, 2016.
4.6.07	Emergency Management/Operations Plan	Both	x	<i>Must Select at Least One</i>
4.6.08	Communications Planning	<i>Optional</i>		<i>Must Select at Least One</i>
4.6.09	Continuity/Administrative Plans (COOP)	<i>Optional</i>		<i>Must Select at Least One</i>
4.6.10	All Nation/Whole Community Engagement Planning	<i>Optional</i>		<i>Must Select at Least One</i>
4.6.10-A	Public Education Outreach Activities Listing	State - Optional	x	
4.6.11	Resource Management	<i>Optional</i>		<i>Must Select at Least One</i>
4.6.12	Evacuation Planning	<i>Optional</i>		<i>Must Select at Least One</i>
4.6.13	Pre-disaster and Post-disaster Recovery Plans	<i>Optional</i>		<i>Must Select at Least One</i>
4.6.14	Federal (and Mutual Aid) Emergency Response Official (FIERO) Credentialing and Validation	<i>Optional</i>		<i>Must Select at Least One</i>
4.13.01	Complete a minimum of 20 hours emergency management related training	State	x	
4.13.02	Complete NIMS training	Federal	x	If completed, then N/A
4.13.03	Complete Professional Development Series (PDS)	Federal	x	If completed, then N/A
4.13.04	Training Conducted Activities List	State - Optional	x	
4.14.01	Develop and conduct quarterly exercises	Federal	x	
4.14.02	Develop and conduct annual full scale exercise	Federal	x	Counts as a quarterly required exercise
4.14.03	Submit EMERS within 30 days, AARs and CA/IPS within 60 days	State	x	
4.14.04	Track and report on status of CA/IP items	Federal	x	Must be submitted quarterly
4.14.05	Amateur Radio Program activities	State - Optional	x	
4.14.06	Participate in a minimum of 3 disaster exercises	Federal	x	

NOTE: On the far right top of each page you will find an explanation of the requirement or other notes from OEM highlighted in this color.

NOTE: FEMA eligible PLANNING activities are also listed on the far right top of each page, highlighted in this color, in the optional Planning activities you need to select from. EMPG funding can only be used on FEMA approved Planning activities.

State of Oregon
 FY2016 EMPG Sub-recipient Work Plan
Yamhill County

Quarter:

XXX	Annual Submission
	First Quarter (Due 10/15/16)
	Second Quarter (due 1/15/17)
	Third Quarter (Due 4/15/17)
	Fourth Quarter (Due 7/15/17)

This Portion only Applicable to:

County/City Review Completed:

Lane County

City of Eugene

Marion County

Polk County

City of Salem

Multnomah County

City of Gresham

City of Portland

Washinton County

City of Beaverton

City of Hillsboro

Quarter:

	Annual Submission
	First Quarter (Due 10/15/16)
	Second Quarter (due 1/15/17)
	Third Quarter (Due 4/15/17)
	Fourth Quarter (Due 7/15/17)

4.6.01 EOP current and promulgated every 2 years

Jurisdiction	1st QTR		2nd QTR		3rd QTR		4th QTR		TOTALS			Old Date of EOP Letter
	Sched	Comp	Sched	Comp	Sched	Comp	Sched	Comp	Sched	Comp	New Date of EOP Letter	
Yamhill County										0	0	6/25/2015

[At a Glance]

Quarter	Projected Activities	Assigned To	Completed Activities
Quarter 1 7/1/16 9/30/16	Identify stakeholders to review EOP. Send EOP to stakeholders for review and updates.	EM - TBA	Completed Activities
Quarter 2 10/1/2016 12/31/16	Revise EOP with comments from stakeholders. Send first draft to stakeholders for review.	EM - TBA	Completed Activities
Quarter 3 1/1/2017 3/31/2017	Update draft with changes. Finalize draft.	EM - TBA	Completed Activities
Quarter 4 4/1/2017 6/30/2017	Schedule meeting with BOC to present. Submit Updated EOP to BOC for signature. Submit EOP and promulgation letter to OEM.	EM - TBA	Completed Activities

4.6.03 NHMP current and FEMA approved

Jurisdiction	1st QTR			2nd QTR			3rd QTR			4th QTR			TOTALS			Date of NHMP valid until 11/4/2019
	Sched	Comp		Sched	Comp		Sched	Comp		Sched	Comp		Sched	Comp		
Yamhill County													0	0	0	

[At a Glance]

Quarter	Projected Activities	Assigned To	Completed Activities
Quarter 1 7/1/16 9/30/16	N/A	N/A	Completed Activities
Quarter 2 10/1/2016 12/31/16	N/A	N/A	Completed Activities
Quarter 3 1/1/2017 3/31/2017	N/A	N/A	Completed Activities
Quarter 4 4/1/2017 6/30/2017	N/A	N/A	Completed Activities

4.6.04 Convene Natural Hazards Committee twice a year															
Jurisdiction	1st QTR			2nd QTR			3rd QTR			4th QTR			TOTALS		
	Sched	Comp		Sched	Comp		Sched	Comp		Sched	Comp		Sched	Comp	
Yamhill County	1			0			1			0			2		0

[At a Glance]

Quarter 1	Projected Activities	Assigned To	Completed Activities
7/1/16 9/30/16	Conduct Natural Hazard Mitigation Planning Mtg	EM - TBA	
Quarter 2	Projected Activities	Assigned To	Completed Activities
10/1/2016 12/31/16	N/A	N/A	
Quarter 3	Projected Activities	Assigned To	Completed Activities
1/1/2017 3/31/2017	Conduct Natural Hazard Mitigation Planning Mtg	EM - TBA	
Quarter 4	Projected Activities	Assigned To	Completed Activities
4/1/2017 6/30/2017			

4.6.05 Capability Assessment Tool

Jurisdiction	1st QTR		2nd QTR		3rd QTR		4th QTR		TOTALS	
	Sched	Comp	Sched	Comp	Sched	Comp	Sched	Comp	Sched	Comp
Yamhill County									0	0
[At a Glance]										

Quarter 1	Projected Activities	Assigned To	Completed Activities
7/1/16 9/30/16	Review changes (if any) in Assessment Questions. Establish timeline to distribute Qs and get input. Distribute Cap Assess Qs to key stakeholders for input.	EM - TBA	
Quarter 2	Projected Activities	Assigned To	Completed Activities
10/1/2016 12/31/16	Collect data from stakeholders. Input data into CAT online program (submit to OEM.	EM - TBA	
Quarter 3	Projected Activities	Assigned To	Completed Activities
1/1/2017 3/31/2017			
Quarter 4	Projected Activities	Assigned To	Completed Activities
4/1/2017 6/30/2017			

4.6.06 NIMS Assessment

		1st QTR			2nd QTR			3rd QTR			4th QTR			TOTALS		
Jurisdiction		Sched	Comp		Sched	Comp	Date Completed									
Yamhill County														0	0	0

[At a Glance]

Quarter	Projected Activities	Assigned To	Completed Activities
Quarter 1 7/1/16 9/30/16	Review & identify Personnel for NIMS tracking. Review NIMS tracking procedures.	Johnson	
Quarter 2 10/1/2016 12/31/16	Verify NIMS status with appropriate personnel. Complete NIMS online assessment (to OEM).	Johnson	
Quarter 3 1/1/2017 3/31/2017			
Quarter 4 4/1/2017 6/30/2017			

4.6.07 Emergency Management/Operations Planning: MASS FATALITY PLAN ANNEX

Jurisdiction	1st QTR		2nd QTR		3rd QTR		4th QTR		TOTALS	
	Sched	Comp	Sched	Comp	Sched	Comp	Sched	Comp	Sched	Comp
Yamhill County									0	0
[At a Glance]										

Quarter	Projected Activities	Assigned To	Completed Activities
Quarter 1 7/1/16 9/30/16	Identify key stakeholders to develop Mass Fatality Plan Annex to EOP. Conduct TTX to assess baseline capabilities/gaps. Conduct Initial Scope Meeting to determine plan objectives. Collect data/input from key stakeholders.	EM - TBA Nygren Johnson	
Quarter 2 10/1/2016 12/31/16	DRAFT MFP and send to stakeholders for review Incorporate edits in to DRAFT. Send to stakeholders for second review. Conduct stakeholder meeting/conf call to discuss Draft Begin design & development of FSE to exercise DRAFT MFP.	EM - TBA Nygren Johnson	
Quarter 3 1/1/2017 3/31/2017	Develop & conduct FSE based on DRAFT plan. Using input/data from FSE AAR, revise DRAFT in to FINAL document.	EM - TBA Nygren Johnson	
Quarter 4 4/1/2017 6/30/2017	Send FINAL Draft to stakeholders for final review. Make final edits if necessary. Have Key Agency (private & public sector) stakeholders sign off on multi-agency plan annex. Submit to OEM no later than 6/30/2017.	EM - TBA Nygren Johnson	

4.13.02 Complete NIMS Training

QTR	EMPG Jurisdiction	Date Completed	Employee Name (Last, First)	Course Code and Title	Course Hours	Training Identified in TEP (Y/N)
	Yamhill County					

Note: Note: If staff has already completed the required NIMS training, list the information here:

Date Completed	Employee Name (Last, First)
TBA	EM - TBA
12/26/2013	NYGREN, Ken
3/31/2011	JOHNSON, Jessica

4.13.03 Complete PDS Training

QTR	EMPG Jurisdiction	Date Completed	Employee Name (Last, First)	Course Code and Title	Course Hours	Training Identified in TEP (Y/N)
	Yamhill County					

Note: Note: If staff has already completed the required PDS training, list the information here:

Date Completed	Employee Name (Last, First)
TBA	EM - TBA
3/21/2014	NYGREN, Ken
12/12/2011	JOHNSON, Jessica