

PS COMMITTEE #3
June 25, 2009

MEMORANDUM

June 23, 2009

TO: Public Safety Committee

FROM: Minna K. Davidson , Legislative Analyst

SUBJECT: Supplemental appropriation to the FY09 Operating Budget
Montgomery County Government
Office of Emergency Management and Homeland Security, \$280,848
Montgomery County Fire and Rescue Service, \$500,000
Montgomery County Police Department, \$500,000
Department of Technology Services, \$155,000
Department of Health and Human Services, \$126,000
FFY2008 Urban Areas Security Initiative/UASI – MD 5% Share, \$1,561,848

The following individuals are expected to attend:

Chris Voss, Director, Office of Emergency Management and Homeland Security

Staff from the other departments that will receive funds will be available to respond to Committee questions.

The requested supplemental appropriation would fund planning, training, and equipment to enhance the County's capability to prevent, respond to, and recover from disasters and emergencies. More specifically, it would fund: in-car cameras for the Police Department; radiation detectors, bomb squad equipment and training, and hazardous materials training for the Montgomery County Fire and Rescue Service; public safety communications system planning for the Department of Technology Services; community and special needs planning, and medical equipment for the Department of Health and Human Services; and worker safety, community, and business planning, and multi-disciplinary training and exercises for the Office of Emergency Management and Homeland Security.

The funding source is the State of Maryland's portion of a federal UASI grant. No County match is required. No new positions will be created with funds from this grant, although some personnel will be hired on a contract basis.

The documentation submitted with the supplemental appropriation request says that the grant will enhance the County's level of preparedness in the event of a disaster, both natural and man made. The Committee Chair scheduled this review to understand in more detail which items and services will be purchased with the grant, how they relate to County and regional priorities for emergency preparedness funding, and how they will enhance the County's preparedness.

To provide background for the Committee review, the Committee Chair requested that Executive staff respond to several questions. The responses are attached on © 5-14. Background on the funding source, priorities, and allocation process is on © 1-2; brief explanations about how the grant-funded items will help the County to attain nine homeland security target capabilities are on © 6-8; and a list of the items to be purchased by each department is on © 9-12.

Discussion Items

1. The Executive staff responses indicate that the County's Homeland Security Directorate determined how the funding from this grant should be used after consulting with State, local, and regional partners, and considering County, municipal, and regional priorities. **Are there overall emergency management and homeland security priorities for the County? If so, what are the general priority areas? How does the County balance its overall priorities with the needs of individual departments? How does the County coordinate its priorities with the priorities of the State and the region, and with the permitted uses of grant funding?**
2. To meet the target capability of Community Preparedness, funds will be allocated for the "Neighborhoods Ready" and "Community Preparedness" programs. The response on © 7 indicates that "Neighborhoods Ready" will use the Community Engagement Model, a national best practice, to enlist the support of and educate individuals, civic associations, faith groups, and others. **Please describe the Community Engagement Model, and explain in more detail the "Neighborhoods Ready" and "Community Preparedness" programs.**
3. This grant will fund Interoperable Communications Planning (\$60,000), CAD Upgrade Transition Planning (\$70,000), and Public Safety Systems Strategic Planning for Modernization (\$25,000). **How are these planning initiatives being coordinated? What will be the next steps after this planning is completed? Will further planning be needed, or will it be possible to move to design and implementation of a county-wide integrated communications system?**
4. This grant will fund two new vehicles and two new trailers for the bomb squad. **Where will the vehicles and trailers be stored? Is the cost for storage, if any, included in the estimated three year maintenance costs for bomb squad equipment (\$12,000 each for years 1 and 2, and \$15,000 for year 3)?**

5. The item, Community/Business Preparedness Planning (\$90,000), will pay for contractual planning services to improve community preparedness programs and materials, coordinate County preparedness information, and update the County's website on emergency preparedness. **To what extent does the County need to develop its own emergency preparedness materials and website? How will the materials and the website be different from resources that are already available from other sources (for example, the "Be Ready, Make a Plan" or Ready.gov websites)?**

6. **How will the projects funded under Worker Safety Planning (\$120,000) relate to the steps that are discussed in the Executive's February 18 memo on workplace emergency preparedness for County employees (© 15-17)?**

This packet contains:

circle #

Executive's transmittal	1
Draft approval resolution	2
Supplemental Appropriation Request Summary	4
Executive staff responses to questions	5
Executive's memo on workplace preparedness, 2/18/09	15
CAO's memo on workplace preparedness, 12/4/08	18
Memo from Andrews and Trachtenberg on Workplace emergency preparedness, 11/6/07	19

Bud, Fin, Dev



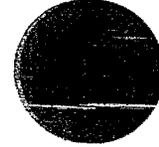
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OFFICE OF THE COUNTY EXECUTIVE
ROCKVILLE, MARYLAND 20850

Isiah Leggett
County Executive

MEMORANDUM



June 1, 2009

2009 JUN -4 PM 3:22

2009 JUN -4 PM 3:22

TO: Phil Andrews, President, County Council

FROM: Isiah Leggett, County Executive 

SUBJECT: Supplemental Appropriation #09-268 to the FY09 Operating Budget
 Montgomery County Government
 Office of Emergency Management and Homeland Security, \$280,848
 Montgomery County Fire and Rescue Service, \$500,000
 Montgomery County Police Department, \$500,000
 Department of Technology Services, \$155,000
 Health and Human Services, \$126,000
 FFY2008 Urban Area Security Initiative/UASI - MD 5% Share, \$1,561,848

I am recommending a supplemental appropriation to the FY09 Operating Budget of the multiple departments listed above in the amount of \$1,561,848 for Federal Fiscal Year 2008 Urban Area Security Initiative – MD 5% Share. This appropriation will fund planning, training, and equipment to enhance the County’s capability to prevent, respond to, and recover from disasters and emergencies.

This increase is needed to enhance the County’s level of preparedness in the event of a disaster, both natural and man made. The Federal Fiscal Year 2008 Urban Area Security Initiative – MD 5% Share will fund planning and assessments of Public Safety Systems, CAD Upgrade/Transition, training and equipment for Fire Rescue Services hazmat and bomb squad responses; video cameras for installation in patrol vehicles, dashboard software; medical supplies and equipment and funding for planning, training and exercises.

I recommend that the County Council approve this supplemental appropriation in the amount of \$1,561,848 and specify the source of funds as Federal Grant Funds.

I appreciate your prompt consideration of this action.

IL:dg

Attachment: Supplemental Appropriation #09-268

- c: Chris Voss, Manager, Office of Emergency Management and Homeland Security
- Fire Chief Richard Bowers, Fire and Rescue Service
- Police Chief J. Thomas Manger, Department of Police
- Joseph F. Beach, Director, Office of Management and Budget
- Steven Emanuel, Director, Department of Technology Services
- Uma S. Ahluwalia, Director, Department of Health and Human Services

Resolution No: _____
 Introduced: _____
 Adopted: _____

COUNTY COUNCIL
 FOR MONTGOMERY COUNTY, MARYLAND

By: Council President at the Request of the County Executive

SUBJECT: Supplemental Appropriation #09-268 to the FY09 Operating Budget
 Montgomery County Government
 Office of Emergency Management and Homeland Security, \$280,848
 Montgomery County Fire and Rescue Service, \$500,000
 Montgomery County Police Department, \$500,000
 Department of Technology Services, \$155,000
 Health and Human Services, \$126,000
 FFY2008 Urban Area Security Initiative/UASI - MD 5% Share, \$1,561,848

Background

1. Section 307 of the Montgomery County Charter provides that any supplemental appropriation shall be recommended by the County Executive who shall specify the source of funds to finance it. The Council shall hold a public hearing on each proposed supplemental appropriation after at least one week's notice. A supplemental appropriation that would comply with, avail the County of, or put into effect a grant or a Federal, State or County law or regulation, or one that is approved after January 1 of any fiscal year, requires an affirmative vote of five Council members. A supplemental appropriation for any other purpose that is approved before January 1 of any fiscal year requires an affirmative vote of six Council members. The Council may, in a single action, approve more than one supplemental appropriation. The Executive may disapprove or reduce a supplemental appropriation, and the Council may reapprove the appropriation, as if it were an item in the annual budget.
2. The County Executive has requested the following FY09 Operating Budget appropriation increases for the following departments:

<u>Department/Office</u>	<u>Personnel Services</u>	<u>Operating Expenses</u>	<u>Capital Outlay</u>	<u>Total</u>	<u>Source of Funds</u>
OEMHS	\$0	\$280,848	\$0	\$280,848	Federal Grant
MCFRS	\$0	\$500,000	\$0	\$500,000	Federal Grant
MCPD	\$0	\$500,000	\$0	\$500,000	Federal Grant
DTS	\$0	\$155,000	\$0	\$155,000	Federal Grant
HHS	\$0	<u>\$126,000</u>	\$0	<u>\$126,000</u>	Federal Grant
TOTAL		\$1,561,848		\$1,561,848	

3. This increase is needed to enhance the County's level of preparedness in the event of a disaster, both natural and man made. The Federal Fiscal Year 2008 Urban Area Security Initiative – MD 5% Share will fund planning and assessments of Public Safety Systems, CAD Upgrade/Transition, training and equipment for Fire Rescue Services to improve and enhance their hazmat and bomb squad responses; video cameras for installation in patrol vehicles, dashboard software; medical supplies and equipment and funding for planning, training and exercises.
4. The County Executive recommends a supplemental appropriation to the FY09 Operating Budget in the amount of \$1,561,848 for the FFY2008 Urban Area Security Initiative/UASI - MD 5% Share and specifies that the source of funds will be Federal Grant Funds
5. Notice of public hearing was given, and a public hearing was held.

Action

The County Council for Montgomery County, Maryland, approves the following action:

A supplemental appropriation to the FY09 Operating Budget of the following Office/Departments of \$1,561,848 is approved as follows:

<u>Department/Office</u>	<u>Personnel Services</u>	<u>Operating Expenses</u>	<u>Capital Outlay</u>	<u>Total</u>	<u>Source of Funds</u>
OEMHS	\$0	\$280,848	\$0	\$280,848	Federal Grant
MCFRS	\$0	\$500,000	\$0	\$500,000	Federal Grant
MCPD	\$0	\$500,000	\$0	\$500,000	Federal Grant
DTS	\$0	\$155,000	\$0	\$155,000	Federal Grant
HHS	\$0	\$126,000	\$0	\$126,000	Federal Grant
TOTAL		\$1,561,848		\$1,561,848	

This is a correct copy of Council action.

Linda M. Lauer, Clerk of the Council

OPERATING BUDGET

SUPPLEMENTAL OR SPECIAL APPROPRIATION REQUEST SUMMARY

1. Please fill in the following table:

Agency	
Office	Office of Emergency Mgmt and Homeland Security
Fund (County Government only)	Federal
Fiscal year	2009
Supplemental or Special	Supplemental
Operating or Capital budget	Operating

2. What is the amount and source of funding?

Source of funding (Please list sources)	Amount
Urban Area Security Initiative (UASI) – MD 5% Share	\$1,561,848
Total request	\$1,561,848

3. Is the request one-time or continuing? If continuing and funded by a grant, what will you do when the grant ends?

One time

4. Please provide a brief description, justification, expected outcomes, and how the outcomes will be measured.

This grant will fund planning and assessments of Public Safety Systems, CAD Upgrade/Transition, training and equipment for Fire Rescue Services to improve and enhance their hazmat and bomb squad responses; video cameras for installation in patrol vehicles, dashboard software; medical supplies and equipment and funding for planning, training and exercises.

5. Please explain why you did not request this during the annual budget process.

The award was received after budget process.

6. For your agency, what is the current fiscal year budget for the relevant fund and what is the latest estimate? (do not fill out if the appropriation is funded entirely by a non-County grant)

Budget for current fiscal year for the relevant fund	
+ Supplemental/special appropriations already approved	
= Revised budget for current fiscal year	
Latest estimate of spending for current year	

7. County Government only: For your department or fund, whichever is applicable, what is the current fiscal year budget and what is the latest estimate? (do not fill out if the appropriation is funded entirely by a non-County grant)

8.

Budget for current fiscal year for the department:	
+ Supplemental/special appropriations already approved	
= Revised budget for current fiscal year	
Latest estimate of spending for current year	

Supplemental Appropriation – FFY2008 UASI: MD 5% Share, \$1,561,848

Questions

- 1. Please explain the funding source. What is the MD 5% share of UASI funding?**

The Urban Area Securities Initiative is a federal program that provides an annual grant to the National Capital Region. The State of Maryland receives a portion of the award every year, which it may use to address its own homeland security priorities and/or to support regional and local needs. The State typically allocates a portion of its award to localities like Montgomery County for homeland security projects. While the funding is provided by the state, its use must comply with the Federal grant requirements.

- 2. What was the process for allocating the funding to local jurisdictions?**

The State allocates funding for local jurisdictions to use to support approved regional priorities. The State chooses to fund these regional priorities based on how well they fit in with the State Homeland Security Strategy and the federal Homeland Security Focus Areas.

- 3. What was the process for determining how the funding would be spent?**

Members of the County's Homeland Security Directorate generated, discussed, and came to consensus on what projects this funding stream should be used for. In their deliberations, Directorate members consulted with state, local, and regional partners. Final decisions were based on County, municipal, and regional priorities and on the availability of funding for proposed projects from other sources and grant opportunities.

- 4. How does the County coordinate its EMHS funding priorities with any requirements or limitations associated with the grant funding?**

Both in its regular meetings and in its deliberations about this particular funding stream, the Homeland Security Directorate works to coordinate projects and match them to specific funding streams, taking into account grant requirements and limitations. To ensure that funds are spent in accordance with grant guidelines, the Office of Emergency Management and Homeland Security and other Departmental grantees work with County administrative staff to ensure that all reporting, expenditure, and other grant requirements are complied with.

5. Would the County consider the items to be purchased under this grant as priorities if grant funding were not available?

Yes.

6. The documentation submitted with the supplemental appropriation request says that the grant will enhance the County's level of preparedness in the event of a disaster, both natural and man made. Please explain more specifically how the grant will enable the County to enhance its preparedness.

The projects supported by this grant will promote all four regional strategic initiatives – Planning and Decision Making, Community Engagement, Prevention and Protection, and Response and Recovery – by helping the County to attain nine (9) homeland security target capabilities as described below:

- **Intelligence and Information Sharing and Dissemination:** The in-car video cameras for the Police Dept will be part of a system that will wirelessly transmit and save information captured by the cameras. Video evidence from these stops can be used to detail the circumstances of the stop, the likeness of the suspect, his/her vehicle, and companions. This information then can be shared with other law enforcement agencies and federal agencies involved in terrorist investigations. This same capability will apply to more typical criminal activities. This is particularly relevant in Montgomery County, where 33 individuals on the Terrorist Watch List were stopped over a two year period.
- **Incident Management:** This wireless video system will be capable of transmitting real time information about crime scenes, hazardous areas, disaster areas, etc, to incident commanders, elected officials, media officers, etc. Having real time video data of these types of scenes can assist incident commanders and elected officials making decisions about resources, tactics, public information, intelligence, etc.
- **Communications:** This grant will support Interoperable Communications planning, Public Safety Systems Modernization planning, and Computer Aided Dispatch (CAD) upgrade planning. These efforts include major communications systems for first responders, CAD and the 800 MHz Radio system, which are core components of public safety communications in the county. The County has already determined that there is a need for modernization, both because existing systems and equipment are approaching the end of their useful life and because of changes in Federal Communications Commission (FCC) mandates (e.g. radio rebanding). Additionally, the public safety communications portfolio has many other support systems that need to be researched to ensure that the most robust solutions are integrated into the recommended platforms for CAD and communications and that the transition

and coordination between existing and new systems is managed appropriately. This planning effort will ensure the public safety communications system's long term stability, compatibility with newer solutions, removal of duplicative components, and interoperability between County and regional systems. Careful planning at this stage will ultimately minimize operating and maintenance costs in the long run, as well as ensuring uninterrupted communications support for the County's public safety services.

- **Chemical, Biological, Radiological, Nuclear, and Explosives (CBRNE) Detection:** The purchase of RAD Radiation Detectors and distribution to Montgomery County Fire Rescue Services (FRS) first responders will improve Montgomery County's ability to detect and alert others to radiological releases early in an incident.
- **Explosive Device Response Operations:** By purchasing equipment and training for the FRS bomb squad, this grant will maintain and enhance the ability of FRS to respond to and mitigate the impact of explosive devices. Specifically, the training will allow the bomb squad to meet the FEMA 508.6 standards for Type-I Bomb Squad response capability, and the ability to respond to multiple incidents simultaneously to counter the emerging threats against Improvised Explosive Device (IED), Vehicle Bourn IED (VBIED), Large Vehicle Bomb (LVB), Person Bourn IED (PBIED) and CBRNE (Chemical Biological Radiological Nuclear and Explosives). The grant funded equipment will enhance the unit's threat detection and mitigation in the County and to support the NCR Regional Response Agreement (Metrotech Group, comprised of seven civilian law enforcement bomb squads, five federal bomb squads and three military EOD units). The equipment will help to maintain the community's safety by ensuring sustainment of countermeasure operations.
- **WMD and Hazardous Materials Response and Decontamination:** Funding for hazmat training and a regional full-scale exercise will allow FRS to maintain and improve the preparedness of its hazmat team and procedures. The training for FRS hazardous materials personnel will provide additional technician-level personnel on each shift, which will ensure a rapid response to a hazardous material incident. Additionally, the Hazmat Incident Commander class will provide enhanced training to hazardous material shift leaders so that they can operate as the Hazmat Group supervisor on major incidents.
- **Community Preparedness:** The "Neighborhoods Ready" and "Community Preparedness" programs will enhance the preparedness of citizens and nongovernmental organizations by providing educational materials, training, and community engagement around issues of preparedness and response. The Neighborhoods Ready Initiative in particular will use the Community Engagement Model, a national best practice, to enlist the support of and educate individuals, civic associations, faith groups, and others.

The Worker Safety Initiative will enhance preparedness of County government and the community by training County employees about they and their families should prepare or respond to an emergency.

- **Mass Prophylaxis:** A portion of the funding for medical surge equipment will be used to purchase refrigerators that are critically needed to store vaccines and other medications, including the shipments of H1N1 vaccine scheduled to be delivered in October. Currently, the County does not have the capacity to store these critically needed supplies.
- **Mass Care:** A portion of the funding for medical surge equipment will be used to purchase medical cots that can be used for individuals with special medical needs in County shelters. This will allow the County to accommodate more of its most vulnerable citizens in emergency shelters.
- **Medical Surge:** Ongoing funding for the County's Alternate Care Facility Initiative, which is carried out in cooperation with hospitals, improves the capacity of the County's health system to provide care for the most vulnerable citizens during an emergency when hospitals and clinics may be overwhelmed. This is particularly critical at a time when the County and the nation face a second wave of the novel H1N1 influenza. Funds will be used both for a Special Needs Planner to conduct planning activities and for medical surge equipment and supplies.
- **Planning:** As described above, many of the focus areas of this project include planning elements that will allow the County to implement its emergency response program in an organized, strategic, and coordinated fashion. Critical to the success of the plans are the trainings and exercises that would also be paid for with this grant – training is critical to implementation of plans and exercises are critical to validation and improvement of plans and response capabilities.

7. Are any County matching funds required for this grant?

No.

8. Does the grant fund any new positions? If so, how would the positions be funded if grant funds are no longer available in the future?

No

9. Please provide a breakout by department of the items to be purchased with the grant funds. For each item, please include a brief description, the quantity to be purchased, and the per unit and total costs.

Department	Item	Unit Cost	Units	Total Cost
Police	Video Camera Package: Includes camera and software to Integrate hardware and in-car computer, manage video files.	\$4,500	45	\$202,500
	In-car Wireless Router: Equipment to allow wireless upload of images from cameras.	\$1,600	50	\$80,000
	Wireless Routers for district stations: Equipment to allow district stations to receive images from cameras.	\$1,600	20	\$32,000
	Server for Video System: Computer hardware and operating system software designated for use in an integrated system allowable under the indicated grant programs. Such systems include detection, communication, cybersecurity, logistical support and Geospatial Information Systems. This item may include networking hardware (routers, wireless access points, etc.), servers, workstations, notebook computers, and peripherals such as printers and plotters procured with an allowable system and necessary for its implementation.	\$13,000	8	\$104,000
	Power Conditioning System: Systems that provide protection against power spikes, surges, and momentary drops so that serviced equipment receives "clean" power.	\$500	8	\$4,000
	Network Software: To support operation of video system.	\$80,000	1	\$80,000
Fire Rescue Services	RAD Radiation Detectors: Pocket sized radiation detectors with extended measuring range, which will allow FRS first responders to be warned early in the event of a radiation release.	\$1,795	100	\$179,500
	Mounting hardware for RAD radiation detectors	\$230	100	\$23,000
	Bomb Squad Transporter: Bomb squad tow response vehicles will enable the adequate deployment and transportation of the Total Containment Vessel (TCV) and Chemical Treatment System (CTS) to incidents occurring in Montgomery County and the National Capital Region	\$75,000	2	\$150,000

Department	Item	Unit Cost	Units	Total Cost
Fire Rescue Services	Overtime/Backfill: To cover the cost of overtime and backfill to send two (2) new bomb squad technician candidates to attend the six-week FBI sponsored Hazardous Device School in Alabama.	\$3,750	2	\$7,500
	Travel Expenses: To cover the cost of hotel, airfare, food, and other travel costs associated with sending two (2) bomb squad technician candidates to the six-week Hazardous Device School in Huntsville, AL.	\$3,750	2	\$7,500
	Bomb Squad Trailers: To purchase two (2) new enclosed trailers to enhance the bomb squad's ability to ensure safe storage and rapid transportability of both conventional explosive and CBRNE countermeasure tools and equipment to incidents occurring in the county and the National Capital Region. The first trailer will be fully outfitted with VBIED, PBIED, and LVB countermeasure systems, to be rapidly deployed when a threat of great magnitude involving a large vehicle bomb could be rapidly negated using the most advanced countermeasure systems. The second trailer will be specifically designated to house all CBRNE countermeasure and remediation systems and spare Personal Protective Equipment (PPE) and other bomb squad mitigation tools and equipment for rapid deployment.	\$10,000	2	\$20,000
	Hazardous Materials Training and Exercise: To send 20 personnel to a 40-hour Hazmat Technician Course that meets National Fire Protection Association (NFPA) standard 472, at a cost of \$40 per hour for backfill and overtime for each trainee. Additionally, to pay to send 10 personnel to a 16 hour Hazmat Incident Command course that meets NFPA standard 1910.120 at a cost of \$50 per hour for backfill and overtime for each trainee. The cost includes \$7250 to pay for instructors and materials for both courses. Additionally, \$5,000 will be used to support the design, after action report, backfill, and consumables for a functional exercise with other National Capital Region jurisdictions, which will test the preparedness and training of Hazmat teams.	\$52,500		\$52,500
	Digital X-Ray Imaging System: To pay for upgrading the bomb squad's existing Polaroid film-based x-ray imaging to digital imaging. This is critical because production of x-ray wet film for the existing system has been discontinued and the film supply is anticipated to be exhausted by the end of 2009.	\$30,000	2	\$60,000

Department	Item	Unit Cost	Units	Total Cost
Department of Technology Services	Interoperable Communications Planning: To purchase consultation and planning services for the interoperable communications component of the County's multi-year public safety communications system modernization effort. As with the other planning line items below, these services will support the next tier of a 3-4 year plan for comprehensively addressing the modernization steps for key systems, including more defined cost estimates as well as details with regard to agency interoperability between the State, County and encompassed municipalities. The budgeted amount is based on quotes requested from qualified contractors.	\$60,000		\$60,000
	CAD Upgrade/Transition Planning: To purchase consultation and planning services for the Computer Aided Dispatch upgrade and transition. The budgeted amount is based on quotes requested from qualified contractors.	\$70,000		\$70,000
	Public Safety Systems Strategic Planning for Modernization: To purchase consultation and planning services for public safety systems strategic planning and modernization. The budgeted amount is based on quotes requested from qualified contractors.	\$25,000		\$25,000
Department of Health and Human Services	Neighborhood Ready Planning: To pay for contractual planning services to develop and implement the Neighborhood Ready Initiative, including development of community engagement plans, training programs, and educational materials.	\$46,000		\$46,000
	Special Needs Emergency Planning: To pay for contractual planning services to develop medical surge plans for individuals with special needs, including the elderly and individuals with disabilities.	\$50,000		\$50,000
	Medical Equipment: To purchase four (4) medical cots at a cost of \$2,500 each, which would increase the County's supply of medical cots to 16, and five (5) pharmaceutical refrigerators at a cost of \$4,000 each. The cots can be used at shelters and/or alternate care sites. The refrigerators are critically needed to store H1N1 vaccines scheduled to be delivered in October.	\$30,000		\$30,000



Department	Item	Unit Cost	Units	Total Cost
Office of Emergency Management and Homeland Security	Worker Safety Planning: Develop and manage a county-wide comprehensive worker safety and emergency preparedness program for County employees. Includes the updating plans, training programs, and handbooks. Provide recommendation on shelter-in-place supplies and funding to print and distribute worker safety training materials.	\$120,000		\$120,000
	Community / Business Preparedness Planning: To pay for contractual planning services to develop and improve community preparedness programs and plans with a focus on “multi-disciplinary” guides and materials, including designing educational materials, promotion of Montgomery county alert system and conducting outreach in the community. This also includes printing and translation of materials in Spanish and in wave file format for the visually impaired. Coordination of county preparedness information and recommendations including development of a website focused on emergency and disaster preparedness for County residents, visitors, and businesses.	\$90,000		\$90,000
	Training and Exercises: To support multi-disciplinary exercises and training to improve and test County plans and preparedness for emergencies including the County Emergency Operations Plan. These exercises and trainings will be multidisciplinary, but will be focused on enhancing the preparedness of first responders	\$70,848		\$70,848

10. If an item is part of a larger purchasing or implementation program, please explain how the item fits into the larger program. (For example, if this grant will fund some, but not all of the video cameras for patrol vehicles, what is the overall plan to purchase video cameras, and how do the cameras from this grant fit in?)

The Police Department is planning to outfit all marked patrol vehicles and unmarked vehicles intended for patrol functions with in car digital video camera systems for the reasons stated above. The total number of vehicles targeted for installation is approximately 800. The purchase of 45 cameras via this grant is a small portion of the total implementation but would account for approximately one third of a police district station personnel allotment. The department is seeking funding through a variety of sources, including the County budget, funding from the recent federal stimulus bill, and other grants. Full implementation will cost between five (5) and eight (8) million dollars. Items such as the server, routers and initial software purchases will be longer term purchases while the cameras will likely have a shorter replacement cycle.

As mentioned above, the funding for Department of Technology Services' public safety communications planning projects is part of a larger, multi-year process of modernizing, transitioning, and integrating public safety communications systems in the County. These funds specifically are being used to develop the Council-mandated plan for public safety communications. The grant-funded projects will provide the next level of detail in support of the timing and funding that will be required for the full scope program. As recommended in 2008 by then-Chair Michael Knapp, these planning efforts are being conducted at the earliest stages of the program to better plan and justify future funding requests on behalf of these efforts.

11. Will the items to be purchased involve ongoing County expense for maintenance or replacement?

There are maintenance costs associated with some of the equipment and systems to be purchased for the Police Department and Fire Rescue Services, but not for the planning and other efforts to be undertaken by the Department of Technology Services, the Department of Health and Human Services, and the Office of Emergency Management and Homeland Security. Any equipment that is broken would cost approximately the same to replace as to purchase new and the cost would have to be born by future County or grant funds if the equipment were to be replaced.

Police Department Equipment: The life of the cameras is expected to be about 6-7 years. They will have to be replaced after their useful life is over. DTS and the Police Department's Technology Division will fund the training and maintenance costs with existing resources.

Fire Rescue Services Equipment: The three year maintenance costs for bomb squad equipment are estimated to be \$12,000 in the first and second years and \$15,000 in the third year. Costs will be born within the department's operating budget.

The maintenance cost for hazmat equipment is limited to the cost of labor and will be done at the SCBA/Meter shop with existing resources and personnel. This portable equipment will be covered against damage or theft under the department's insurance policy.

Department of Health and Human Services: The only maintenance associated with the cots and refrigerators to be purchased is storage and, for the refrigerators, power. These costs can be covered within existing budgets and using existing resources.

12. What is the longevity of the items to be purchased?

Police Department Equipment: The life of the cameras is expected to be about 6-7 years. The other equipment is expected to last indefinitely.

Fire Rescue Services Equipment: The motorized transporter/tow vehicles and transporter/trailers have a standard longevity of five (5) to ten (10) years.

The Digital Imaging systems have a three (3) year longevity as the equipment will be technologically driven and subject to mechanical wear and tear.

Hazmat radiation detectors do not have a shelf life or sensors that expire. The units require yearly calibration that FRS will do in-house at the Meter shop.

Department of Health and Human Services Equipment: The useful lives of the cots and refrigerators are indefinite. No replacement costs are anticipated within the next several years.



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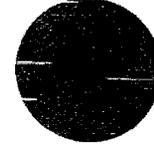
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OFFICE OF THE COUNTY EXECUTIVE
ROCKVILLE, MARYLAND 20850

Isiah Leggett
County Executive

MEMORANDUM

February 18, 2009



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PHOTO COPY

TO: Phil Andrews, Chair, Public Safety Committee
Duchy Trachtenberg, Chair, Management and Fiscal Policy Committee

FROM: Isiah Leggett, County Executive 

SUBJECT: Workplace emergency preparedness for County Government employees

On November 6, 2007, we received a memorandum from you as a follow-up to the November 1, 2007 joint committee meeting with Gordon Aoyagi, Director of the Montgomery County Homeland Security Department regarding workplace emergency preparedness for County Government employees. Since that time we have actively looked into this issue, and a group of employees representing the Office of Emergency Management and Homeland Security (OEMHS), the Police Department, Montgomery County Fire and Rescue Services, and the Department of Health and Human Services led by the Office of Human Resources (Occupational Medical Services) met repeatedly to discuss how the goal of employee emergency preparedness could be best achieved.

In a letter dated December 4, 2008 to all department heads, a process to ensure that all employees have a plan and are provided training and exercises was initiated. The letter requires all departments and offices to participate in a program to ensure that a minimum baseline for preparedness is met throughout County government. Utilizing a "train the trainer" program, OEMHS will train hundreds of department liaisons, representatives and floor wardens who will in turn train and help prepare the remainder of our government employees. This program will also ensure that the "basics" are not overlooked, including fire drills for each of our office buildings.

I share your concern regarding consistency of preparedness information and communication across departments, and I believe this initiative will ensure that any possible gaps are addressed and that departments already well prepared have the opportunity to improve their programs.

The steps that were suggested by the County Council and are being implemented by Executive staff are as follows:

1. Assess the feasibility of providing emergency supplies to County Government worksites to assure that basic necessities for survival are available under any circumstances.

Shelter in Place Supplies will need to be determined by each office or department. Water, NOAA weather radios, flashlights and first aid kits will be considered as potential supplies to have at office locations. Our strategy is to ask all offices to pull together and maintain a Shelter in Place (SIP) kit, as well as provide water for employees supporting essential functions. It is unlikely an event would require a long-term shelter in place situation where water would not be available for greater than six to ten hours; we are not requiring each agency to store water for all employees.

2. Determine whether the County could provide for any other emergency supplies, such as flashlights, that could be shared by employee work groups or sections or facilities.

There are over 200 work locations in the County, some of which are large multi-storied buildings (e.g. Executive Office Building, Council Office Building, 401 Hungerford Drive, Police Headquarters). If we assume a basic supply kit of a first aid kit, flashlight, radio, batteries, water and a communication plan are to be provided for each site – we may have to assume over 400+ work locations, including floors. The cost could be \$50-\$300 per floor depending on the number of employees, and the baseline cost could be \$75,000 – \$125,000. I have asked OEMHS to determine the feasibility of utilizing grant funds to provide departments with SIP Kits, in addition to water for employees supporting essential functions.

3. Develop written policies and/or Frequently Asked Questions that clearly state emergency preparedness expectations for employees and detail any items that employees should provide for their own disaster kits.

An Employee Preparedness guide has been drafted and is in use by several departments within the County. Our letter to all department heads requires that all departments participate in a County-wide initiative to ensure every department has a plan. The basic emergency preparedness information includes information on evacuating a building, fire safety and employee preparedness for any disaster which would include “go kits” and family communication planning.

4. Send all employees a letter from the County Executive stressing the importance of workplace preparedness and providing guidance about what they should do to prepare. Through this new workplace preparedness initiative, each employee will be provided information on the criticality of both workplace safety and family preparedness.

5. Send information and updates on employee preparedness via existing electronic publications and resources, such as *Overtimes* newsletter, and broadcast e-mails.

To improve employee notification, we have not just begun this new initiative, but have instituted several notification systems including our text alert system that allows e-mails, pages and text alerts to be sent to all employees. OEMHS has loaded information for all employees into the system which will allow us to develop a single message that could be sent to every employee.

6. Set up "brown bag" lunches for groups of employees to learn about employee emergency preparedness.

Department liaisons and floor wardens will be trained in preparedness and will in turn use methods and times that work best for them to ensure all department employees meet a minimum standard of training. One method I expect to be utilized by some departments is the brown bag lunch strategy.

7. Request department heads or supervisors devote time in staff meetings to go over basic workplace emergency preparedness and encourage employees to prepare their own workplace disaster kits.

The letter delivered to department heads on December 4th was meant to raise the level of awareness for all senior officials and to ensure these officials understand our commitment to improving safety for all employees. As we continue to move this program forward, we will continue to both educate and promote positive and prudent preparedness actions.

8. Include an employee emergency preparedness component in any Continuity of Operations Planning initiative for County Government.

Employee emergency preparedness planning is a key part of Continuity of Government. Education and management support will help to cement the culture of preparedness. The new initiative intends to improve not just planning, but to ensure training and exercising of that plan is also done on a regular basis.



OFFICES OF THE COUNTY EXECUTIVE

Isiah Leggett
County Executive

Timothy L. Firestine
Chief Administrative Officer

MEMORANDUM

December 4, 2008

TO: Executive Branch Department and Agency Directors

FROM: Timothy L. Firestine 
Chief Administrative Officer

SUBJECT: Emergency Preparedness for County Workers

Montgomery County has, and always will be, committed to the safety and welfare of its employees. In order to continue to improve the constantly evolving area of worker safety, I have asked the Office of Emergency Services and Homeland Security (OEMHS) working with the Department of General Services, the Department of Human Resources, the Department of Health and Human Services and Fire and Rescue Services, to assist all County Departments to develop a countywide employee emergency handbook. The handbook will provide information related to various types of emergencies that may occur as well as training and exercises.

In order to accomplish the above stated objective, I am asking each department to assign a point of contact for this initiative to be responsible for:

1. Identifying employees who will attend Train the Trainer seminars for the purpose of educating other departmental employees;
2. Monitoring the administration of training sessions within departments;
3. Identifying Floor Wardens, both primary and secondary, on each floor and for each government facility within a department;
4. Working with the Fire Department and other agency points of contact to ensure there are at least two fire drills for each facility annually; and
5. Maintain contact with the OEMHS and report on planning, training and exercise activity.

Many departments may already have plans and procedures for their employees as well as training and exercise schedules. These departments must still provide a departmental point of contact. Once the plans and procedures have been approved by OEMHS as meeting or exceeding its established worker safety requirements, the point of contact will be responsible for only item #5 above.

Once your point-of-contact has been determined, please report their contact information to OEMHS. Please provide the name, email and phone for your department's point-of-contact and direct any questions to Sandy Dornsife by December 19, 2008 via email Sandy.Dornsife@montgomerycountymd.gov or phone: 240-773-0071.



MONTGOMERY COUNTY COUNCIL
ROCKVILLE, MARYLAND

MEMORANDUM

November 6, 2007

TO: Isiah Leggett, County Executive

FROM: Phil Andrews, Chair, Public Safety Committee *Phil Andrews*
Duchy Trachtenberg, Chair, Management and Fiscal Policy Committee *Duchy Trachtenberg*

SUBJECT: Workplace emergency preparedness for County Government employees

The Public Safety and Management and Fiscal Policy Committees met on November 1 with Gordon Aoyagi, Director of the Montgomery County Homeland Security Department (MCHSD), to review the County's policies regarding workplace emergency preparedness for County Government employees. We are writing to request your assistance in clarifying the expectations for County employees and strengthening outreach on this matter. We would appreciate it if, within the next few weeks, you would send us your thoughts on employee emergency preparedness along with any plans to address it in the future.

At the joint Committee meeting, Mr. Aoyagi said that MCHSD has given priority to disseminating information to the public and businesses in the community but has relied on County department heads to inform employees about what they should do to prepare for emergencies.

When the Committees asked whether this decentralized approach is the most effective way to provide emergency preparedness guidance to County employees, Mr. Aoyagi said that ideally, an emergency preparedness initiative should include both a centralized component that focuses on County-wide preparedness policies and a de-centralized component that addresses emergency protocols and procedures in specific departments or facilities, but that MCHSD currently does not have the resources to implement an effort of this kind.

We remain concerned that relying on individual departments to provide guidance on employee emergency preparedness may create inconsistent situations in which expectations for employees are communicated differently, and employees in some departments are well prepared while those in other departments are not.

For the long term, it would be desirable to establish clear written policies about workplace preparedness, incorporate workplace preparedness guidance into new employee orientation, require periodic training and refreshers for all employees, and hold annual exercises of policies and procedures for emergency actions such as securing buildings, evacuations, and sheltering in place.

While we realize that it may not be possible to implement all of these elements right away, we believe that certain steps should be taken in the near term to assure a basic level of preparedness and that existing resources could be used more effectively to reach out to employees. In particular, we believe that some or all of the following steps should be taken:

- Assess the feasibility of providing emergency supplies of water at County Government worksites to assure that this basic necessity for survival will be available under any circumstances.
- Determine whether the County could provide any other emergency supplies, for example flashlights, that could be shared by employee workgroups or sections of facilities.
- Develop written policies and/or Frequently Asked Questions that clearly state emergency preparedness expectations for employees, and detail any items that employees should provide for their own disaster kits.
- Send all employees a letter from the County Executive stressing the importance of workplace preparedness and providing guidance about what they should do to prepare.
- Send information and updates on employee preparedness via existing electronic publications and resources, such as the *Overtimes* newsletter, and broadcast e-mails.
- Set up "brown bag" lunches for groups of employees to learn more about employee emergency preparedness.
- Request that department heads or supervisors devote time in staff meetings to go over basic workplace emergency preparedness and encourage employees to prepare their own workplace disaster kits.
- Include an employee emergency preparedness component in any Continuity of Operations Planning initiative for County Government.

We hope that this memo will serve as a starting point for some creative ideas to promote employee preparedness. We look forward to hearing from you soon on this important matter.

c: Councilmembers

Tim Firestine, Chief Administrative Officer

Gordon Aoyagi, Director, Montgomery County Homeland Security Department

Joseph Adler, Director, Office of Human Resources