

CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS

Study Session Worksheet

Presentation Date: February 14, 2012 **Approximate Start Time:** 1:30 pm **Approximate Length:** 30 minutes

Presentation Title: Clackamas County Emergency Operations Plan (EOP)

Department: Emergency Management (CCEM)

Presenters: Dana Robinson and Nancy Bush

Other Invitees: N/A

WHAT ACTION ARE YOU REQUESTING FROM THE BOARD?

Action Requested: The BCC review and promulgate the EOP, which will be signed at the next available business meeting

EXECUTIVE SUMMARY (why and why now):

Background and context – include previous board actions related to this issue: Oregon State Revised Statute 401.305 states that each county "shall" establish an emergency management agency. As a part of that responsibility the County is required to have an EOP that is promulgated every five years. The BCC last promulgated the EOP in 2006, therefore, the EOP is due for review and promulgation. The EOP addresses the focus area of "Keep Our Residents Safe, Healthy and Secure" in the County's Strategic Plan. In addition to review and promulgation of the EOP, the Board has important roles and responsibilities outlined within the plan, including declarations of emergency, authorizing emergency measures and authorizing unbudgeted expenditures.

FINANCIAL IMPLICATIONS (current year and ongoing):

The EOP is a document that provides Emergency Operations Center (EOC) staff with guidance during disasters. The existence of an EOP that is current offers timely information and saves an unknown amount of dollars through a more timely response to stakeholders, partners, and Clackamas County residents. The EOP is tied to the Emergency Management Performance Grant (EMPG) from the Federal Emergency Management Agency (FEMA). The EMPG dollars vary from year to year, however the awards to Clackamas County have historically been between \$200,000 and \$400,000 annually. These dollars provide support for a functional Emergency Management Program, including the EOC, training and education, exercises, and needed equipment and supplies. In order to receive the awards the County must have a current EOP that is promulgated at least every five years and updated every two years. In addition, the County's Hazard Mitigation Plan is built on the EOP. Hazard Mitigation dollars provide resources to the County depending on the disasters and projects that have occurred throughout the year. Historically Hazard Mitigation dollars have ranged from \$0 to \$1,000,000 annually.

LEGAL/POLICY REQUIREMENTS:

A promulgated EOP is required by the Oregon Office of Emergency Management as a part of Oregon Revised Statute 401 and includes authorities stated in County Code 6.03. County legal counsel has reviewed the document and is available to answer any legal questions regarding the EOP.

PUBLIC/GOVERNMENTAL PARTICIPATION:

The EOP outlines relationships during disasters between incorporated cities, other county governments and state and federal officials. These partners and stakeholders were consulted as part of the EOP development process.

OPTIONS:

Option 1: Promulgate the EOP. Pros: The County is more prepared with an updated EOP which provides guidance to county employees who respond to disasters within Clackamas County. With a newly promulgated plan Clackamas County will continue to be eligible for federal grant funds to support the legally mandated emergency management program. Cons: No significant cons are a consideration for promulgating the EOP. A 2008 Homeland Security grant paid for the formatting and printing of the new EOP. The only remaining cost will be for distribution of the plan. These costs are expected to be low because most distribution will be electronic and the document will be placed on the County's website for the general public.

Option 2: Suggest changes to the document for further review to CCEM staff and postpone promulgation.

Option 3: Do not promulgate the EOP. Pros: There are no pros to this option. Dollars and response time will be lost if the document is not promulgated. Cons: Emergency Management must continue to work under the 2006 EOP, which is out-dated and does not reflect current practices; federal funding of \$200,000 - \$400,000 will no longer be awarded to CCEM and dollars will be lost in time expended by staff because an updated EOP is not available to them for disaster response.

RECOMMENDATION:

Staff recommends Option 1 -- Promulgate the EOP. This action will provide the County with an updated EOP, which accurately reflects current practices and provides guidance for staff in the EOC as well as other department directors and the Board during a disaster. Anticipated Problems: After promulgation the EOP must be shared with partners such as cities and special districts. It is challenging to ensure that partners receive the information and share it as needed. If the recommendation is not implemented the county will lose grant funding in the amount of \$200,000 - \$400,000 and will be working under outdated guidelines and precious time will be lost when responding to a disaster in Clackamas County.

ATTACHMENTS:

Clackamas County Emergency Management Plan (December 2011)

SUBMITTED BY:

Please sign or initial per instructions below to indicate this worksheet and any attachments have been reviewed and are ready for Board consideration.

Department Director/Head Approval

County Administrator Approval _____

For information on this issue or copies of attachments, please contact Nancy Bush @ 503-655-8665

Fiscal Impact Form – Instructions

RESOURCES:

Is this item in your current work plan and budget?

YES

NO

START-UP EXPENSES AND STAFFING (if applicable):

This is not a new project / program, the EOP is an established document in Clackamas County. The EOP development was provided by CCEM staff and a contractor hired by the Oregon Office of Emergency Management with 2008 State Homeland Security Program grants funds. Funds to distribute the EOP to partners and stakeholders will come from the Emergency Management general budget and will be minimal and part of day-to-day business and responsibility.

ONGOING OPERATING EXPENSES/SAVINGS AND STAFFING (if applicable):

The Clackamas County EOP will be promulgated again in 2016/17 according to state and federal guidance. Updates to the document are required by EMPG funding every two years. The maintenance of the EOP is a part of CCEM's general business practice. Therefore, funding is provided by CCEM's general fund dollars and if available, may be augmented by grant funds. Estimated funds for the EOP update is \$20,000 if a contractor is used, otherwise CCEM staff will develop and format the updated document.

ANTICIPATED RESULTS:

The desired result is an updated EOP that can be used throughout the County and by partners such as cities, special districts, and fire and law enforcement agencies. Measurement of the document is provided annually in exercises and real events, which measure the effectiveness of the document. Formal reports are submitted to the Oregon Office of Emergency Management and FEMA and include lessons learned and improvements that are to be made to the EOP. This is a formal process and EMPG funding is dependent on the process.

COSTS & BENEFITS:

The benefit regarding cost relates to grant dollars that will be received because of an updated EOP. The EMPG dollars have varied in the past from \$200,000 - \$400,000, which help planning and response to disasters in the County. In addition, if Clackamas County does not have plans that are up to date according to federal guidelines federal mitigation dollars may be denied.

Costs: Ongoing Costs if EOP Not Promulgated							
Item	Hours	Start-up Capital	Other Start-up	Annual Operations	Annual Capital	TOTAL	
Grant Dollars lost if EOP NOT promulgated						\$200,000 - \$400,000 annually	
Hazard Mitigation Dollars Lost if EOP not up to date*						\$670,000*	
Time of county staff expended if a current EOP is not available for reference during a disaster.						Unknown	
Total Start-up Costs						\$0	
Ongoing Annual Costs						\$200,000 - \$400,000 annually plus mitigation and time wasted dollars	
Benefits/Savings: Benefits is EOP is Promulgated							
Item	Hours	Start-up Capital	Other Start-up	Annual Operations	Annual Capital	TOTAL	
Grant dollars gained for promulgated EOP						\$200,000 - \$400,000 annually	
Hazard Mitigation dollar potential up to date EOP*						\$670,000*	
Efficient and timely response by County Emergency Operations Staff during a disaster.						Unknown	
Total Start-up Benefit/Savings							
Ongoing Annual Benefit/Savings						\$200,000 - \$400,000 annually plus mitigation and time saved dollars	

*Mitigation dollars are unpredictable and coincide with disasters and mitigation projects that may result as part of those disasters. As an example, the \$670,000 figure is an estimate of what Clackamas County will receive in the current fiscal year in mitigation funds, for projects such as buy-outs, elevating homes, and repairs to public infrastructure. The figure from year to year can start at \$0 to above \$1,000,000. However, if the Mitigation Plan, which is linked to the EOP, is not up to date those funds may not be available.