



Key West Fire Department  
DIVISION OF EMERGENCY MANAGEMENT & TRAINING  
**EXECUTIVE SUMMARY**

**DATE:** March 27, 2012

**TO:** Jim Scholl, City Manager  
**CC:** David Fraga, Fire Chief  
David Fernandez, Assistant City Manager, Operations  
Mark Finigan, Assistant City Manager, Administration  
Shawn Smith, City Attorney

**FROM:** Craig Marston, Division Chief, Emergency Management and Training *CRM*

**SUBJECT:** Approval of "Second Amendment to Memorandum of Agreement for Participating UASI (Urban Area Security Initiative) Agencies" FY 2008

---

**ACTION STATEMENT:**

The Department of Homeland Security (DHS) through the Office of Grants and Training (OG&T) has provided financial assistance to the State of Florida Division of Emergency Management (FDEM), Bureau of Finance Grants Section. The funding is to support the regional project for planning, recruitment, training, exercising, provision of supplies and equipment, and/or continuation of education. Our local council "The City of Key West Citizen Corps" is recognized in this effort as a registered council.

Florida Division of Emergency Management has indentified the Ft. Lauderdale Urban Area as the through FY 2009 UASI Grant Program. As a "Participating Agency" the City of Key West has been awarded **\$ 35,000** to fund planning, recruitment, training, exercising, provision of supplies and equipment, and / or continuation for the City's Community Emergency Response Team and Citizens Corps.

The State of Florida, Division of Emergency Management has granted a modification of the grant's expiration date from 30 December, 2011 to 29 February, 2012. The grant's final termination date has been extended and modified to 31 August, 2012.

**STRATEGIC PLAN:**

The recently adopted Comprehensive Emergency Management Plan (CEMP) recognizes the value of trained volunteers in mitigation of, preparation for, response to, recovery, and restoration from emergencies and disasters. It recommends responders to be properly prepared for "All-Hazards" such as Tropical Cyclones (hurricanes), flood, severe weather, and assisting government agencies with shelter management.

Comments post Hurricane Wilma indicated the lack of trained, prepared, and equipped residents capable of assisting in the planning, response, recovery, and mitigation of the affects of any emergency affecting our island city.

**CITIZEN BENEFIT:**

Several training sessions have been conducted over the past three years, with approximately twenty-five residents being trained. However, the purchase of training and response equipment has not been budgeted. This MOA will provide a funding source to provide initial and advanced training for volunteer responders and equipment for training, preparation, response, and mitigation.

Offered training will include basic survival skills, use of portable fire extinguishers, how to search for people in a buildings, incident management, first-aid, neighborhood damage assessment, shelter management, and team work. Equipment purchase will be in accordance with "FEMA Preparedness Grants and Authorize Equipment List."

**OPTIONS / ADVANTAGES / DISADVANTAGES:**

- Options
  - Reject the modification;
    - Funding through the annual process has been limited for FY 11 – 12 to be used solely for printing training materials,
    - Will negatively impact continued training and equipment procurement opportunities.
  
  - Accept the modification;
    - Funding will provide for,
      - Individual response equipment cache,
      - Training aids, props and mock-ups.
  
  - Acceptance will allow the City to be awarded future sustainability grants.
- Disadvantage
  - Rejection will place the City in a negative position for future grant applications.
  - The city has been unable to allocate adequately fund equipment procurement.

**FINANCIAL IMPACT:**

This award provides an allocated **\$ 35,000** to be expended and reimbursed pursuant to the terms of this Agreement. Terms of the award will require financial and audit reports in compliance with U.S. General Accounting Office Government Auditing Standards and OMB Circular A-133, requiring Financial Status Reports within forty-five days after the end of each calendar quarter.

**RECOMMENDATIONS:**

Staff recommends approval for this request.

