



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

**DATE:** September 29, 2011

**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 "Memorandum of Agreement for Participating UASI (Urban Area Security Initiative Agencies" FY 2009

**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 identified 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 **\$ 42,000** 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 City of Key West is a member of the South East Regional Domestic Security Task Force – Region 7 (SERDSTF-7) which encompasses Palm Beach, Broward, Miami-Dade, and Monroe Counties. The City has held active status various Working Groups and maintains close relationships with all of the entities mentioned in the agreement. The CITY meets and maintains all criteria necessary to engage as a "Participating Agency."

The City Of Miramar is recognized as the SERDSTF-7 **Sponsoring Agency**" responsible for coordinating the Urban Area Security Initiative (UASI) Grant Program. Miramar will review and process reimbursements forwarding each to the Florida Division of Emergency Management, Domestic Security Unit – Urban Area Security Initiatives. The process is described in Sections VI and VII, pages 6 – 7.

- For the purpose of this agreement, the City of Key West is the "**Participating Agency**" as noted on page 1 and Section VI. E. page 7.

The executed contract agreement (11DS-32-11-16-02-017) is the region's base agreement between the City of Miramar (Sponsoring Agency) and the Florida Division of Emergency Management.

**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 award
    - Funding has been limited for FY 11 – 12 to be used for printing training materials,
    - Negatively impact continued training and equipment procurement opportunities.
  - Accept the award
    - Funding will provide funding 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 **\$ 42,000** 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.

