



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

**DATE:** February 3, 2012

**TO:** Jim Scholl, City Manager

**CC:** David Fernandez, Assistant City Manager  
Mark Finigan, Assistant City Manager  
Shawn Smith, City Attorney

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

**SUBJECT:** Contract Approval Debris Monitoring Services – True North Emergency Management, LLC

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**ACTION STATEMENT:**

The greatest threat to disallow and de-obligate FEMA reimbursement dollars is the inability to properly document approved projects. Documenting the process of eligible debris is a critical element in the City's Hurricane Response and Recovery plan.

During individual meetings with Emergency Response Services contractors last year, each contractor recommended the city consider establishing pre-approved contracts with third party debris monitors. Third party debris monitors are recognized by FEMA as eligible for reimbursement.

**STRATEGIC PLAN:**

Properly monitoring the removal of debris is a critical responsibility of a municipality. During past storm events, debris monitoring was accomplished utilizing city associates. A gap analysis, completed last year indicated a potential lack of available employees to perform this critical function.

**CITIZEN BENEFIT:**

Maintaining contracts with debris management firms ensure that the City has adequate resources to respond to and recover from storm events. Selection of companies with debris management experience helps to ensure good business practices and record keeping, which are in line with FEMA and State guidelines for reimbursement, saving taxpayer's money.

**BACKGROUND:**

The intent of this contract is to maintain a binding relationship with a qualified firm who is capable to reasonably respond and meet the City's recovery and restoration needs after storm events. This ensures compliance with FEMA and Florida Division of Emergency Management; having awarded contracts through a formal bidding process.

The City Commission approved firm; Resolution No. 11-192 (21 June, 2011).

**FINANCIAL IMPACT:**

This item has no current financial impact. In the event of a storm event and the Debris Monitoring Services contract was activated, the City would typically pay 12.5% of the total cost of services.

When the President signs an Emergency Declaration, cost of services would be reimbursed by FEMA at 75% and the state of Florida at 12.5%.

**RECOMMENDATION:**

This is the first submitted contract. Staff recommends approval of the submitted contract.