DAVIE COUNTY, NORTH CAROLINA

Department Fire Marshal/Emergency Management

Division _____

DEPARTMENTAL ACTIVITIES & GOALS

'he Office of Emergency Management provides disaster preparedness, hazard materials information and response to hazards spills, ıatural and man made disasters. Emergency Management also provides fire suppression and investigative support to all twelve fire departments. The office also coordinates local specialized teams IE Haz Mat team, CSR, Swift Water & IMT.

ACTIVITY JUSTIFICATION

Activity:	Number of Employees 1	# of Full-time X # of Part-Time _____	Annual Cost: $ 76,872
Mandated by GS - 166-A & NCGS # 58-79-1	County Cost: $ 60,714		Federal/State Cost: $ 20,625

Each Employee, Job Title, Duties/Responsibilities of Positions in the Activity:

Jerry K Myers	Emergency Management Coordinator	50 %
	Fire Marshal	50 %

The department has two primary responsibilities with in the county's structure. One is Emergency Management Coordinator as defined by General Statue 166-A Second is the duties of the Fire Marshal.
Both these duties are listed below.

Duties

1. Maintains shelter operations both general population and special needs
   - A. Brock Building General Population
   - B. Corner Stone Church General Population
   - C. Cooleemee VFW General Population
   - D. Smith Grove Ruitan General Population
   - E. Davie Senior Center Special Needs
2. Lead agency for Homeland Security Funding est. $15,000 per year
3. Manages $ 63,000 in grants issued by federal and state agencies issued over a two to four year period for Emergency Management Training
4. Coordinates & operates with in the swift water team, confined space team, hazard materials team & disaster assessment teams
5. Provides Incident Command System (ICS) training as mandated by presidential directive # 8
6. Updates and maintains Emergency Operations Plan (EOP)
7. Updates and maintains Hazard Mitigation Plan. This plan has to be updated every five years if not approved by FEMA the county's residents will not be eligible for federal funding in time of disasters
8. Coordinates disaster relief from outside resources both federal and state
9. Coordinates and serves on federally mandated Local Emergency Planning Committee (LEPC)
10. Provides suppression assistance to volunteer fire departments
11. When called upon by either law enforcement or fire departments provide origin and cause to fires originating in the county and municipalities as required by GS 58-79-1 by methods described in NFPA 921 & 1033
12. Perform state mandated fire inspections to educational and commercial structures

13. Provides fire prevention education
14. Provides disaster preparedness education
15. Provides fire department's & rescue squad with administrative support
16. Provides technical assistance to county safety committee
17. Coordinates mandated disaster/exercise drills. Minimum two per year These drills involve all emergency agencies it also includes the school system , Public Health and agencies required to perform preparedness exercises
18. Provide education to 911 communications staff
19. Re-certify all 911 staff and EMS staff personnel
20. Approves all advanced level education for EMS staff and 911 staff as required by NC OEMS standards
21. Provide paramedic level care to the sick and injured
22. Coordinates billing for hazardous materials team
23. Provides information to environmental agencies on hazard releases with in the counties boundaries
24. Provides information on fire investigations and insurance rating information to insurance companies
25. Disseminates hazardous materials release information to all required federally mandated agencies ie EPA DENER OSHA etc

26 Prepares and responds to disasters in the county. As described below

A. Maintains and activates the Emergency Operation Center (EOC) when required
B. Maintains certain contracts used in the event of emergencies ie water etc
C. Produces plans for central distribution sites State mandated
D. Produced & established points of distribution (POD) for providing necessary items in times of disasters as mandated by FEMA IE food, water blankets etc.
E. Produce a plan on how we are going to establish and maintain (POD)
F. Maintains & produces state of emergency declarations needed in times of disasters
G. Assists local elected officials in coordinating relief to there communities.
H. Partnering with humane society to establish pet friendly shelters federally mandated
I. Coordinating with state public assistance personnel post disaster recovery
J. Maintain evacuation plan for nuclear plant (Note Davie is with in 50 mile evacuation from McGuire Nuclear plant)

27. When called upon can function as county Medical Examiner
28. Maintain EM/Fire Marshal equipment supplied by various sources for state wide emergency response

A. Two mobile generators used for supplying power to shelters in times of power loss
B. One Red Cross general population shelter trailer (No cost to the county)
C. One special needs shelter trailer provided by state funds of $15,000
D. Twenty Five VIPER walkies issued to varies emergency agencies $ 62,500 provided through Home Land Security funding
E. Hazardous Materials Team Equipment $ 13,000 provided through Home Land Security Funding
F. Decon/ Rehab Trailer $ 30,000 bought from Home Land Security Funding
G. Surveillance equipment bought though federal grant CEDAP $ 80,000 fully funded
H. Prime mover supplied through homeland secuirty

29. Coordinate Chiefs administrative/training meetings
30. Coordinates Fire & Rescue Assoc. FF of Year Banquet and Christmas Dinner
31. Prepares budget information and tracks spending

Time Spent on the above Duties

1. Shelters are updated in the state recording system and physically checked annually
2. Homeland Security funding is a delivered on a annual basis. There are quarterly meetings that are attended to decide what projects are funded.
3. These types of grants are used to reimburse the county for class taught. There are on average four to six ICS class's taught each year .
4 Both the haz mat team & confined space team train every other month. Disaster assessment teams train annually & the swift water team trains monthly weather permitting.

Below is a break down of team responses on average

A. Haz Mat Team responds to a average of seven responses per year
B. Confined Space team performs atmospheric testing prior to entry for public works
C. Swift Water Team has been placed on state wide stand by on average once per year
D. The disaster assessment team has been activated once per year

5. ICS training is given to all personnel that would operate in a disaster situation given est five times per year
6. The Emergency Operation Plan is updated annually by federal guidelines
7. Hazard Mitigation Plan is updated annually and has to be approved by FEMA every five years
8. Coordinates resources either providing aid to the county or providing mutual aid average twice a year
9. LEPC meets twice a year to review preparedness information
10. Provides suppression assistance to volunteer fire departments. The communications center recorded me being assigned to a average of 200 calls per year
11. On average there are three origin & cause investigations performed each month
12. On average there are two inspections performed each week
13. There is average two public education class taught per month ie fire ext., fire safety etc
14. On average disaster preparedness is educated on a quarterly basis
15. Providing administrative assistance is at least once a week of once a week
16. The safety committee meets every other month
17. A minimum of three drills are performed each year this includes preplanning, actual exercise & compiling after action reports as required by state emergency management. Each exercise must meet Home Land Security guidelines
18. Communications staff receives continuing education every other month
19. Recertifying communications staff occurs once a year
20. Approves teaching plans for EMS & Communications occurs once a year and submitted to the state
21. Providing pre hospital care occurs at a minimum of twice a month
22. Haz Mat billing occurs on average seven times a year
23. Information on environmental studies occurs two to three times a month
24. On average I provide information on insurance related information estimated five times a month
25. Reports are filed with state and federal agencies any time there is a hazardous release as defined by OSHA
26. County preparedness information is performed at least twice a week
27 Medical Examiner coverage is performed on average three times a year
28 Equipment is maintained on a weekly basis
29. The chief's council meets quarterly
30. The awards banquet and Christmas dinner occurs once a year
31. Budget information is compiled once a year. Spending is tracked every week.

Budget Sheet #4A

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DAVIE COUNTY
ANNUAL BUDGET ESTIMATE - SUMMARY OPERATIONAL EXPENSE REQUEST

Department: Emergency Management/Fire Marshal

			Requested		Recommended	
Account No.	Item	Remarks	Local Cost	Non-Local Cost	Local Cost	Non-Local Cost
52510150 510010	SALARIES AND WAGES		$39,522.00	$21,192		
52510150 510040	LONGEVITY		$800.00			
52510150 520050	FICA		$4,645.00			
52510150 520060	GROUP HOSPITAL INSURANCE		$8,400.00			
52510150 520070	RETIREMENT		$4,292.00			
52510150 520120	401K-EMPLOYER SUPPLEMENT		$1,821.00			
52510150 540450	Purchased Services	used for disaster and haz mat reimbursement	13,000			
52510150 530120	Postage		$100			
52510150 540100	Education	mandated training	$1,500			
52510150 530360	Uniforms	unifor shirt & pants Investigation uniforms	$500			
52510150 530320	Office Supplies	Pens paper etc	$500			
52510150 5605880	EM Expense	replace level A suits, batteries monitor sensors	$15,000			
		SCBA service etc				
Totals			$90,030	$21,192		

Budget Sheet #4

DAVIE COUNTY

F.Y. 2014-2015 ANNUAL BUDGET ESTIMATE – SUMMARY CAPITAL OUTLAY REQUEST

:partment Emergency Management/Fire Marshal

Item	Remarks	Account No.	Requested		Recommended	
			Quantity	Cost	Quantity	Cost
EM Equipment	Investigation Equip Haz Mat etc	52510150 581670		$ 4,000		
	Monitor			$ 61,000		
Total				$ 65,000		

Budget Sheet #5

DAVIE COUNTY, NORTH CAROLINA

F.Y. 2014 - 2015

Department EMS

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Division Emergency Managment

CAPITAL OUTLAY DETAIL

Name of Project or Equipment:
Thermo Scientific FirstDefender RMX

Description:
The Thermo Scientific FirstDefender RMX unit is the next generation Raman instrument for rapid, accurate identification of unknown chemicals including explosives, narcotics, toxic industrial chemicals, precursors and more. Designed for flexible use modes, the FirstDefender® RMX device can be used as a handheld instrument with the fixed probe, through an integrated vial mode,

Justification:
The Thermo Scientific FirstDefender RMX will be used for multiple purposes as described below

- Identifying unknown type chemicals that the haz mat team has been called out to identify
- Identifying unknown type substances
- Rule out substances that have been thought to be explosive
- Better sampling of hydrocarbons at the scenes motor vehicle collisions
- Gives the us the capability for testing for accelerates in suspected intentionally set fires

EMPG supplemntal funding can be used to asst in funding this project

Estimated Cost:
$ 61,000.00

Estimated Annual Operation / Maintenance Cost:
General maintenance and upkeep

COUNTY OF DAVIE
BUDGET 2014-2015 FISCAL YEAR

			PRIOR YR ACT JUNE 2013	CURR ACTUAL 2013-2014	REVISED BUDGET 2013-2014	REQUESTED 2014-2015	MANAGER 2014-2015	BOARD 2014-2015
EMERGENCY MANAGEMENT								
42510150	430047	EMERGENCY MANAGEMENT	(83,497.41)	-	(33,825.00)			
42510150	440030	FIRE PREVENTION INSPECTION	-	-	-			
42510150	480001	PERMIT APPLICATION FEE	-	-	-			
42510150	480076	DISASTER SERVICES	(700.00)	-	(13,000.00)			
TOTAL EMERGENCY MANAGEMENT			**(84,197.41)**	-	**(46,825.00)**			

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COUNTY OF DAVIE
BUDGET 2014-2015 FISCAL YEAR

	PRIOR YR ACT JUNE 2013	CURR ACTUAL 2013-2014	REVISED BUDGET 2013-2014	REQUESTED 2014-2015	MANAGER 2014-2015	BOARD 2014-2015
EMERGENCY MANAGEMENT						
52510150 510010 SALARIES AND WAGES	58,249.96	23,854.15	57,250.00	60,714.00		
52510150 510040 LONGEVITY	740.00	770.00	770.00	800.00		
52510150 520050 FICA	4,512.75	1,883.76	4,439.00	4,645.00		
52510150 520060 GROUP HOSPITAL INSURANCE	7,827.09	2,974.00	8,925.00	8,400.00		
52510150 520070 RETIREMENT	3,975.88	1,740.94	4,102.00	4,292.00		
52510150 520110 GROUP LIFE INSURANCE	39.66	16.62	-			
52510150 520120 401K-EMPLOYER SUPPLEMENT	1,717.44	715.60	1,718.00	1,821.00		
52510150 530120 POSTAGE	20.00	-	50.00	50.00		
52510150 530320 OFFICE SUPPLIES	465.08	410.41	500.00	500.00		
52510150 530360 UNIFORMS	385.99	93.00	500.00	500.00		
52510150 540100 EDUCATION & TRAINING	1,563.09	837.69	1,500.00	1,500.00		
52510150 540101 EDUCATION & TRAINING-FIRE INVE	20,185.00	-	-			
52510150 540450 PURCHASED SERVICES	(2,806.78)	931.58	13,000.00	13,000.00		
52510150 560580 EMERGENCY MANAGEMENT EXPENSE	14,806.00	2,827.28	15,000.00	15,000.00		
52510150 580600 EQUIPMENT & FURNITURE	-	-	-			
52510150 580620 COMPUTER HARDWARE	-	-	-			
52510150 581670 EMERGENCY MGMT EQUIPMENT	5,756.31	3,984.93	4,000.00	65,000.00		
TOTAL EMERGENCY MANAGEMENT	**117,437.47**	**41,039.96**	**111,754.00**	**176,222.00**		

COUNTY OF DAVIE
BUDGET 2014-2015 FISCAL YEAR

Org	Emp #	Last Name	First	Job Desc	Service Date	Yrs Srvc Jul 14 - Jun 15	Grade	Hourly	Annual	Request
52510150	115	MYERS	JERRY	EMERG MANAGEMENT COORDINATOR	08/01/1989	25	71		57,823.00	60,714.00
TOTAL FULL TIME									60,714.00	60,714.00
TOTAL PART TIME									-	-
TOTAL									60,714.00	60,714.00
LONGEVITY										
FICA										
HOSPITAL										
RETIREMENT										
401K										

TOTAL AUTHORIZED POSITIONS 1 FULL TIME; PART-TIME AS NEEDED.