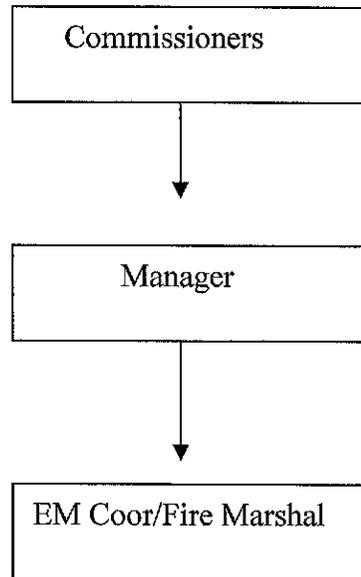


DEPARTMENTAL ACTIVITIES & GOALS

The Office of Emergency Management provides disaster preparedness, hazard materials information and response to hazardous spills, natural and man made disasters. Emergency Management also provides fire suppression and investigative support to all twelve fire departments.

ORGANIZATIONAL STRUCTURE



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: \$ 55,618		Federal/State Cost: \$21,164

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 within the county's structure. One is Emergency Management Coordinator as defined by General Statute 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
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 delivered on an 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 two 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.

CONFERENCE & TRAINING DETAIL

No. Attending	Purpose, Estimated Date & Location	Mode of Travel	Estimated Cost			
			Travel	Fees	Lodging	Total
1	Fire Investigation required education for Certification and updates on current investigative Practices. September of each year Burlington NC	Ground		0		0
1	EM Conference required for EMPG funding October of each year Hickory NC	Ground		\$ 125		\$ 125
2	EM Conference reimbursed through optional EMPG funding which pays \$ 2,263 for each Optional activity that is completed March of each year Sunset Beach NC	Ground				
		Ground		\$ 250	\$ 300	\$ 550

**COUNTY OF DAVIE BUDGET
2013-2014 FISCAL YEAR**

	PRIOR YR ACT JUNE 2012	CURR ACTUAL 2012-2013	CURR REVISED 2012-2013	REQUESTED 2013-2014	MANAGER 2013-2014	BOARD 2013-2014
EMERGENCY MANAGEMENT						
42510150 430047 EMERGENCY MANAGEMENT	-72,025.00	-67,273.43	-41,510.00	33,825.00		
42510150 440030 FIRE PREVENTION INSPECTION	0.00	0.00	0.00			
42510150 480001 PERMIT APPLICATION FEE	0.00	0.00	0.00			
42510150 480076 DISASTER SERVICES	0.00	-700.00	-13,000.00	13,000.00		
TOTAL EMERGENCY MANAGEMENT	-72,025.00	-67,973.43	-54,510.00	46,825.00		

**COUNTY OF DAVIE BUDGET
2013-2014 FISCAL YEAR**

		PRIOR YR ACT	CURR ACTUAL	CURR REVISED	REQUESTED	MANAGER	BOARD
		JUNE 2012	2012-2013	2012-2013	2013-2014	2013-2014	2013-2014
EMERGENCY MANAGEMENT							
52510150	510010	SALARIES AND WAGES	57,182.96	24,854.15	58,250.00	57,250.00	
52510150	510040	LONGEVITY	710.00	740.00	740.00	740.00	
52510150	520050	FICA	4,428.77	1,957.96	4,513.00	4,380.00	
52510150	520060	GROUP HOSPITAL INSURANCE	7,385.61	3,244.91	8,845.00	8,925.00	
52510150	520070	RETIREMENT	4,023.58	1,725.03	4,100.00	3,859.00	
52510150	520110	GROUP LIFE INSURANCE	39.28	16.62	0.00		
52510150	520120	401K-EMPLOYER SUPPLEMENT	1,700.52	715.60	1,732.00	1,718.00	
52510150	530120	POSTAGE	0.00	10.60	100.00	100.00	
52510150	530320	OFFICE SUPPLIES	1,646.86	70.63	500.00	500.00	
52510150	530360	UNIFORMS	375.72	319.40	500.00	500.00	
52510150	540100	EDUCATION & TRAINING	1,504.48	367.77	1,500.00	1,500.00	
52510150	540101	EDUCATION & TRAINING-FIRE INVE	0.00	20,185.00	20,185.00	0.00	
52510150	540450	PURCHASED SERVICES	8,553.10	-2,454.22	13,000.00	13,000.00	
52510150	560580	EMERGENCY MANAGEMENT EXPENSE	13,987.85	110.22	15,000.00	15,000.00	
52510150	580600	EQUIPMENT & FURNITURE	0.00	0.00	0.00		
52510150	580620	COMPUTER HARDWARE	0.00	0.00	0.00		
52510150	581670	EMERGENCY MGMT EQUIPMENT	90,090.70	5,481.88	5,700.00	5,000.00	
TOTAL EMERGENCY MANAGEMENT			191,629.43	57,345.55	134,665.00	112,472.00	

ORG	EMPNO	LNAME	FNAME	JOB_DESC	SDATE	JUL 11-JUN	GRADE	HRATE	ASAL	REQUEST	GRD	MGR	GRD	BOARD	GRD
'52510150__	115	MYERS	JERRY	'EMERG MANAGEMENT COORDINATOR__	8/1/1989	12 22	'71__		57,250						
TOTAL FULL TIME										57,250					
TOTAL PART TIME															
TOTAL										57,250					
LONGEVITY										\$740					
FICA										\$4,380					
HOSPITAL										\$8,925					
RETIREMENT										\$3,859					
401K										\$1,718					
TOTAL AUTHORIZED POSITIONS 1 FULL TIME										\$76,872					