

**CITY OF SAN ANTONIO  
INTERDEPARTMENTAL MEMORANDUM  
FIRE DEPARTMENT**

**CONSENT AGENDA**  
**ITEM NO. 11**

**TO:** Mayor and City Council

**FROM:** Robert Ojeda, Fire Chief

**THROUGH:** Terry M. Brechtel, City Manager

**COPIES:** Christopher Brady, Assistant City Manager; Deputy Chief Rodney Hitzfelder, Emergency Management Coordinator; File

**SUBJECT:** Authorizing the Acceptance of Federal Emergency Management Agency Program Funds

**DATE:** March 18, 2004

**SUMMARY AND RECOMMENDATIONS**

This ordinance authorizes the City Manager to accept grant funds in the amount of \$146,100.00 from the Federal Emergency Management Agency (FEMA), through the Division of Emergency Management of the Texas Department of Public Safety. The Office of Emergency Management, a division of the San Antonio Fire Department annually submits one-half of its administrative and overhead costs for reimbursement, on a quarterly basis retroactively.

Staff recommends approval.

**BACKGROUND INFORMATION**

The Emergency Management Performance Grant (EMPG) program activities for FY 2004 are a continuation of previous fiscal year's EMPG grants that are designed to ensure the hazards which threaten our cities and counties are clearly identified, improve local emergency planning, enhance the emergency management-related skills of local personnel, conduct exercises to test training and validate plans, increase public awareness of the hazards facing the local communities, and to identify and implement vulnerability and risk reduction measures. The Office of Emergency Management has been a recipient of this award for 16 years, first commencing on October 1, 1987.

**POLICY ANALYSIS**

The acceptance of the program funds will reimburse one-half of the eligible Office of Emergency Management expenses up to the \$146,100 grant total for approved administrative staff and administrative overhead costs. The Revised Budget for Fiscal Year 03-04 is \$448,742. The amount received from the EMPG award for last year was approximately \$146,076.

### **FISCAL IMPACT**

There is no match requirement for this grant. The City of San Antonio has applied for and has been allocated \$146,100 for participation in the State and Local Assistance – 50 (SLA-50) for Fiscal Year 2004; terms of the agreement are effective October 1, 2003 through September 30, 2004. Funds are to be received quarterly, and deposited by the Director of Finance. The budget amount above is authorized to be revised administratively to conform to the actual sum collected from the agency.


### **COORDINATION**

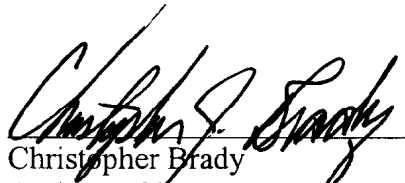
This ordinance has been coordinated with the Office of Management and Budget and Finance departments.

### **SUPPLEMENTAL COMMENTS**

The Ethics Disclosure Form is not required.

  
\_\_\_\_\_  
Robert Ojeda  
Fire Chief

  
\_\_\_\_\_  
Rodney Hinzfelder  
Deputy Chief

  
\_\_\_\_\_  
Christopher Brady  
Assistant City Manager

Approved:

  
\_\_\_\_\_  
Terry M. Brechtel  
City Manager



## GOVERNOR'S DIVISION OF EMERGENCY MANAGEMENT

Office of the Governor

**RICK PERRY**  
Governor

Mailing Address:  
PO Box 4087  
Austin, Texas 78773-0220

Contact Numbers:  
512-424-2138 Duty Hours  
512-424-2277 Non-Duty Hours  
512-424-2444 Fax

Physical Address:  
5805 N. Lamar Blvd.  
Austin, Texas 78752

**JAY KIMBROUGH**  
Director  
Office of Homeland Security

**JACK COLLEY**  
State Coordinator

February 20, 2004

Mr. Michael Miller, EMC  
City Of San Antonio  
115 Auditorium Cir  
San Antonio, TX 78205

Dear Mr. Miller:

This letter is to advise you that your application to participate in the Emergency Management Performance Grant (EMPG) program during Fiscal Year 2004 (FY 04) has been accepted.

- a. The attached Notice of Grant Award specifies the federal EMPG program funding that will be provided during FY 04 and also provides other important information relating to the grant. Please review the Notice and provide a copy to your local financial manager.
- b. The attached FY 04 EMPG Program Application and Statement of Work/Progress Report have been approved for your jurisdiction. As changes to the Statement of Work may have been made in order to meet FY 04 program requirements on the basis of e-mails, facsimiles, and telephone calls since you originally submitted it, you should carefully review the approved Statement of Work. That document outlines your EMPG task requirements for FY 04.
- c. Also attached is a Jurisdiction Preparedness Profile, which is a computer-generated record of your planning accomplishments currently on file with the Division.

As noted in the *Fiscal Year 2004 Local Emergency Management Program Guide*, continued participation in the EMPG program is in part conditioned on the timely submission of progress and financial reports.

- a. Financial Reports. Financial reports are due to the Division 15 days after the close of each quarter of the federal fiscal year. Financial reports for the first quarter, which were due on January 15, should have already been submitted to the Division's Support Services Section. If you have not submitted the report, please do so immediately. Subsequent reports are due on April 15, July 15, and October 15, 2004. These reports should be sent directly to the DEM Support Services Section at the PO box address at the top of this letter.

- b. Progress Reports. Your first semi-annual progress report is due to your Regional Liaison Officer by April 15, 2004. The final progress report is due October 15, 2004. These reports should reflect progress in completing the tasks contained in your Statement of Work.

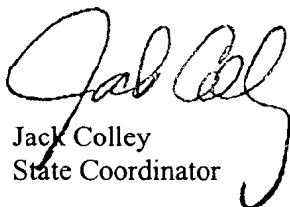
Your continued participation in the EMPG program is conditioned on making proportional progress on the tasks contained in your Statement of Work and submitting quarterly financial reports and semi-annual progress reports by the required due dates. Proportional progress means that we expect you to complete a portion of your tasks during each quarter rather than deferring most planning, training, and exercise activities until the last several months of the fiscal year. Those who try to complete a year's work in a few months frequently fail when major emergencies occur late in the year.

If, after reviewing, the Notice of Grant Award, you determine that you do not wish to participate in the FY 04 EMPG program, please advise me as soon as possible.

Should you have any questions regarding the Notice of Grant Award, please contact Sherry Saba of the Division's Support Services Section at 512/424-2448. If you have questions regarding your Statement of Work or your Jurisdiction Preparedness Profile, please contact your Regional Liaison Officer or the Division's Preparedness Section at 512/424-2450.

Finally, you should be aware that the proposed 2005 federal budget includes a provision that would allow no more than 25 percent of any state or local EMPG grant to be used for personnel salaries. While there is a possibility that this situation may change during the ongoing legislative process, I encourage you to fully consider the impact of this action on your emergency management program, discuss this matter with local officials, and take appropriate measures to preserve your capabilities in the coming year. We will continue to closely monitor this situation and will inform you immediately of any change.

Sincerely,



Jack Colley  
State Coordinator

Attachments: 1 – Notice of Grant Award  
2 – Approved FY 04 EMPG Program Application & Statement of Work/Progress Report  
3 – Jurisdiction Preparedness Profile

## **NOTICE OF GRANT AWARD**

### **Texas Department of Public Safety**

<b>Program Title:</b>	Emergency Management Performance Grant (EMPG)
<b>Instrument Number:</b>	EMT-2004-GR-0105
<b>CFDA#:</b>	97.042
<b>Administered By:</b>	Division of Emergency Management Texas Department of Public Safety PO Box 4087 Austin, Texas 78773-0220
<b>Recipient:</b>	CITY OF SAN ANTONIO 115 AUDITORIUM CIR SAN ANTONIO TX 78205
<b>Amount of Grant:</b>	\$146,100
<b>Budget Period:</b>	October 1, 2003, to September 30, 2004
<b>Period of Performance:</b>	October 1, 2003, to September 30, 2004

#### **Terms and Conditions**

1. **Work To Be Performed.** The approved FY 04 Statement of Work & Progress Report attached to this grant award outlines the tasks that the grantee must perform during the grant period.
2. **Grant Funding.** The amount of this grant may be less than the amount requested in your Application for Federal Assistance (DEM-66) due to limits on federal funding for the EMPG program. However, EMPG grant recipients should continue to report all eligible expenses in quarterly financial reports. In the event additional program funding becomes available from the federal government or unspent EMPG funds remain at the end of the fiscal year, the Division of Emergency Management may be able to allocate additional funds to EMPG program participants.
3. **Reimbursement For Expenses**
  - A. Reimbursement for expenses incurred during the second quarter will not be disbursed until the Division of Emergency Management receives the first semi-annual EMPG Progress Report, which is due April 15, 2004.

- B. Reimbursement for expenses incurred during the fourth quarter will not be disbursed until the Division of Emergency Management receives the second semi-annual EMPG Progress Report, which is due October 15, 2004.
  - C. As the Division of Emergency Management is required to promptly close out the Fiscal Year 2004 EMPG program with the Federal Emergency Management Agency, requests for reimbursement of expenses that are delivered or postmarked more than 45 days after end of the period of performance indicated above may not be paid.
4. Single Audit Act Requirements. If your organization has expenditures in excess of \$300,000 in federal funds within a fiscal year, you must have an audit done in accordance with the Single Audit Act Amendment (OMB Circular A-133).

**Fiscal Year 2004  
EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG)  
APPLICATION**

**PLEASE PRINT OR TYPE**

1. **APPLICANT NAME** (*Jurisdiction*): SAN ANTONIO EMERGENCY MANAGEMENT

2. **COUNTY**: BEXAR

3. **DISASTER DISTRICT**: 3B

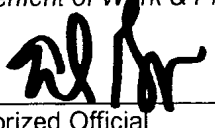
4. **EMPG STATUS**: ☒ Current EMPG Program participant ☐ New EMPG Program applicant

5. **PROGRAM PARTICIPANT**: (*List all jurisdictions that are participants in your emergency management program. Identify any jurisdictions that have joined or withdrawn from your program in the last year.*)  
CITY OF SAN ANTONIO ONLY

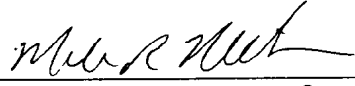
6. **CHECKLIST OF APPLICATION ATTACHMENTS**: (*See the FY 04 Local Emergency Management Program Guide for further information on completing these forms.*)

- ☒ Designation of Grant Officials (form DEM -17A)
- ☒ Statement of Work & Progress Report (form DEM-17B). This form should be signed by the EMC.
- ☒ Application for Federal Assistance (form DEM-66). The Authorized Official should sign this form.
- ☒ EMPG Staffing Pattern (form DEM-67).
- ☒ EMPG Staff Job Description (form DEM-68). *An **updated** job description must be provided for each staff member listed in the FY 04 EMPG Staffing Pattern who works more than 50 percent of their time in emergency management duties.*
- ☒ Certification & Assurances. Appropriate sections of paragraphs 3, 4, and 5 of the Comprehensive Certification must be initialed. The Authorized Official must sign both the Certification and Assurances. If the applicant carries out lobbying activities, Paragraph 1 of the Certification must be checked and Standard Form LLL (SF-LLL), Disclosure of Lobbying Activities, must be completed and attached. The Authorized Official must sign SF-LLL.
- ☐ Direct Deposit Authorization (form 74-146). The Grant Financial Officer should sign this form. If the jurisdiction has been receiving EMPG reimbursements through Direct Deposit, a new Direct Deposit Authorization is not required.
- ☒ Travel Policy Certification (form DEM-69). The Grant Financial Officer should sign this form.

7. **CERTIFICATION**: This Application together with the attached EMPG Statement of Work & Progress Report (form DEM-17B) constitute the annual work plan for the emergency management program whose participants are listed above. The undersigned agree to exert their best efforts to accomplish all activities listed in the EMPG Statement of Work & Progress Report approved by the Division of Emergency Management.

  
Authorized Official  
(signature)

9/9/03  
Date

  
Emergency Management Coordinator  
(signature)

9/9/03  
Date

**DEM USE ONLY**

8. **APPROVAL**. The attached Fiscal Year 2004 EMPG Statement of Work & Progress Report is approved.

  
☒ State Coordinator  
☐ Assistant State Coordinator

2/19/04  
Date

DEM-17  
7/03

**Fiscal Year 2004**  
**STATEMENT OF WORK & PROGRESS REPORT**

Page 1 of 5

<b>Applicant Name:</b> SAN ANTONIO EMERGENCY MANAGEMENT		
This is our:	<input checked="" type="checkbox"/> Statement of Work	<input type="checkbox"/> Progress Report #1
		<input type="checkbox"/> Progress Report #2

	Submitted By	Date	DEM Review By	Date
WORK PLAN	MIKE MILLER, EMC	9/9/03	R SIJANSKY RLO 3	Sept 10 - 03
Progress Report #1				
Progress Report #2				

Task 1	Work Plan & Semiannual Progress Report
Work Plan	<input checked="" type="checkbox"/> We will submit an EMPG Application, two Progress Reports, and quarterly Financial Reports.
Progress Report #1	<input type="checkbox"/> This Progress Report # 1 is being submitted to my Regional Liaison Officer <input type="checkbox"/> First & Second Quarter Financial Reports have been submitted to DEM Support Services.
Progress Report #2	<input type="checkbox"/> This Progress Report # 2 is being submitted to my Regional Liaison Officer. <input type="checkbox"/> Third & Fourth Quarter Financial Reports have been submitted to DEM Support Services.

Task 2	Legal Authorities for Emergency Management Program
Work Plan	<input checked="" type="checkbox"/> We will maintain current legal documents establishing our emergency management program. <input checked="" type="checkbox"/> Our legal documents are current & on file with DEM; no additional action is required. <input type="checkbox"/> We will prepare or update & submit to our Regional Liaison Officer: <input type="checkbox"/> Commissioner's Court Order <input type="checkbox"/> City Ordinance(s) for: <input type="checkbox"/> Updated Joint Resolution
Progress Report #1	<input type="checkbox"/> We completed & submitted to our Regional Liaison Officer: <input type="checkbox"/> Commissioner's Court Order <input type="checkbox"/> City Ordinance(s) for: <input type="checkbox"/> Updated Joint Resolution
Progress Report #2	<input type="checkbox"/> We completed & submitted to our Regional Liaison Officer: <input type="checkbox"/> Commissioner's Court Order <input type="checkbox"/> City Ordinance(s) for: <input type="checkbox"/> Updated Joint Resolution

Task 3	Public Education/Information
Work Plan	<input checked="" type="checkbox"/> Option 1: We will conduct 30 hours of hazard awareness activities for local citizens. <div style="text-align: center;"><b>OR</b></div> <input type="checkbox"/> Option 2: We will prepare & distribute public education/information materials to a substantial portion of the community. <b>Describe:</b>
Progress Report #1	<input type="checkbox"/> We completed the following hazard awareness or public education/information activities:
Progress Report #2	<input type="checkbox"/> We completed the following hazard awareness or public education/information activities:

*If you chose Option 2, a copy of the materials you distributed must be attached to your Progress Report*



**Applicant Name:** SAN ANTONIO EMERGENCY MANAGEMENT

Task 4	Emergency Management Planning Documents
Work Plan	<p><input checked="" type="checkbox"/> We have reviewed our emergency management plan &amp; its annexes for currency.</p> <p><input checked="" type="checkbox"/> We will develop or update by revision or change these planning documents:</p> <p><input type="checkbox"/> Basic Plan Annexes: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H <input type="checkbox"/> I <input type="checkbox"/> J <input type="checkbox"/> K <input type="checkbox"/> L <input type="checkbox"/> M <input type="checkbox"/> N <input type="checkbox"/> O <input checked="" type="checkbox"/> P <input type="checkbox"/> Q <input type="checkbox"/> R <input type="checkbox"/> S <input type="checkbox"/> T <input type="checkbox"/> U <input type="checkbox"/> V</p> <p>Other documents: We expect a Regional Mitigation Action Plan to be completed and accepted by appropriate jurisdictions by September 2004 as per DEM OK</p> <p><b>NOTE:</b> Plans &amp; annexes dated September 30, 1999, &amp; earlier should be revised/updated this year.</p>
Progress Report #1	<p><input type="checkbox"/> We developed or updated and submitted to our RLO the following documents, together with the appropriate planning standards checklists:</p> <p><input type="checkbox"/> Basic Plan Annexes: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H <input type="checkbox"/> I <input type="checkbox"/> J <input type="checkbox"/> K <input type="checkbox"/> L <input type="checkbox"/> M <input type="checkbox"/> N <input type="checkbox"/> O <input type="checkbox"/> P <input type="checkbox"/> Q <input type="checkbox"/> R <input type="checkbox"/> S <input type="checkbox"/> T <input type="checkbox"/> U <input type="checkbox"/> V</p> <p>Other documents:</p>
Progress Report #2	<p><input type="checkbox"/> We developed or updated and submitted to our RLO the following documents, together with the appropriate planning standards checklists:</p> <p><input type="checkbox"/> Basic Plan Annexes: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H <input type="checkbox"/> I <input type="checkbox"/> J <input type="checkbox"/> K <input type="checkbox"/> L <input type="checkbox"/> M <input type="checkbox"/> N <input type="checkbox"/> O <input type="checkbox"/> P <input type="checkbox"/> Q <input type="checkbox"/> R <input type="checkbox"/> S <input type="checkbox"/> T <input type="checkbox"/> U <input type="checkbox"/> V</p> <p>Other documents:</p>

Task 5	Exercise Participation & Schedule		
Work Plan	<p><input checked="" type="checkbox"/> We will develop &amp; submit a two year exercise schedule (below).</p> <p><input checked="" type="checkbox"/> We will conduct &amp; report participation in a tabletop exercise <u>and</u> a functional or full-scale exercise this fiscal year or obtain exercise credit for actual events for these exercises.</p>		
<b>EXERCISE SCHEDULE</b>			
Period	Exercise Type	Exercise Scenario *	Quarter of Year
<b>This Fiscal Year (FY 04)</b>	<input checked="" type="checkbox"/> Tabletop	<input type="checkbox"/> NH <input checked="" type="checkbox"/> TH <input type="checkbox"/> NS <input type="checkbox"/> TR	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4
(Oct. 2003 – Sept. 2004)	<input type="checkbox"/> Functional <input checked="" type="checkbox"/> Full-Scale	<input type="checkbox"/> NH <input checked="" type="checkbox"/> TH <input type="checkbox"/> NS <input type="checkbox"/> TR	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
<b>Next Fiscal Year (FY05)</b>	<input checked="" type="checkbox"/> Tabletop	<input type="checkbox"/> NH <input checked="" type="checkbox"/> TH <input type="checkbox"/> NS <input type="checkbox"/> TR	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4
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<b>A Full-Scale exercise must be conducted every three (3) years</b>			
<b>Our last Full-Scale exercise was conducted on (date):</b> 10/18/02		<b>Scenario*:</b> NH	
<b>*Exercise Scenarios:</b> NH = Natural Hazard, TH = Technological Hazard, NS = National Security, TR = Terrorism			

Progress Report #1	<p><input type="checkbox"/> We conducted a tabletop exercise and provided documentation to DEM.</p> <p><input type="checkbox"/> We conducted a <input type="checkbox"/> functional, <input type="checkbox"/> full-scale exercise and provided documentation to DEM.</p> <p><input type="checkbox"/> We requested functional or full-scale exercise credit for an actual occurrence from DEM and our request was approved.</p>
Progress Report #2	<p><input type="checkbox"/> We conducted a tabletop exercise and provided documentation to DEM.</p> <p><input type="checkbox"/> We conducted a <input type="checkbox"/> functional, <input type="checkbox"/> full-scale exercise and provided documentation to DEM.</p> <p><input type="checkbox"/> We requested functional or full-scale exercise credit for an actual occurrence from DEM and our request was approved.</p>

**Applicant Name:** SAN ANTONIO EMERGENCY MANAGEMENT

Task 6	Training for Emergency Management Personnel																					
Work Plan	<p><input checked="" type="checkbox"/> EMPG-funded emergency management personnel will participate in the following training</p> <table border="1"> <thead> <tr> <th>Position/Name</th> <th>Course Name(s) or Number(s)</th> </tr> </thead> <tbody> <tr> <td>1 MIKE MILLER</td> <td><del>██████████</del> G610 &amp; G710</td> </tr> <tr> <td>2 JAY SIKES</td> <td>G975 &amp; G202</td> </tr> <tr> <td>3 NIM KIDD</td> <td>G230 &amp; G920</td> </tr> <tr> <td>4 CHARLES HOFFMAN</td> <td>G360 &amp; G417</td> </tr> <tr> <td>5 FRANK ACOSTA</td> <td>G230 &amp; G235</td> </tr> <tr> <td>6 TOM POLONIS</td> <td>G230 &amp; <del>██████</del> G610</td> </tr> <tr> <td>7 ERIC SHUEY</td> <td>G230 &amp; <del>██████</del> G610</td> </tr> <tr> <td>8 JAMES MENDOZA</td> <td>Unknown - Activated for military service</td> </tr> <tr> <td>9. MARY JANE SPIVEY</td> <td>Exempt - Has completed all requirements</td> </tr> </tbody> </table>		Position/Name	Course Name(s) or Number(s)	1 MIKE MILLER	<del>██████████</del> G610 & G710	2 JAY SIKES	G975 & G202	3 NIM KIDD	G230 & G920	4 CHARLES HOFFMAN	G360 & G417	5 FRANK ACOSTA	G230 & G235	6 TOM POLONIS	G230 & <del>██████</del> G610	7 ERIC SHUEY	G230 & <del>██████</del> G610	8 JAMES MENDOZA	Unknown - Activated for military service	9. MARY JANE SPIVEY	Exempt - Has completed all requirements
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**Applicant Name:** SAN ANTONIO EMERGENCY MANAGEMENT

<b>Task 7</b>	<b>Emergency Management Training for Other Personnel</b>
Work Plan	[X] We will conduct or arrange emergency management-related training for elected officials, other local officials, & support agencies.
Progress Report #1	<p>The following individuals completed the training indicated: (Enter position/name and training completed)</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> <li>7.</li> <li>8.</li> <li>9.</li> </ol>
Progress Report #2	<p>The following individuals completed the training indicated: (Enter position/name and training completed)</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> <li>7.</li> <li>8.</li> <li>9.</li> </ol>

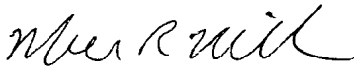
<b>Task 8</b>	<b>Emergency Management Staff Development</b>
Work Plan	[X] We will participate in the following emergency management staff development activities: State Emergency Management Annual Statewide Training Conference, Quarterly South Central Emergency Management Association (SCEMA) meetings, Bexar County Local Emergency Planning Council (LEPC) monthly meetings, San Antonio Area Voluntary Organizations Active in Disasters (SAVOAD) bimonthly meeting periodic meetings of EMS/Hospital Disaster Group (EHDG), Regional Emerg. Management Planning Steering Committee (REMPSC), and AAMHDC
Progress Report #1	We completed the following staff development activities:
Progress Report #2	We completed the following staff development activities:

**Applicant Name:** SAN ANTONIO EMERGENCY MANAGEMENT

**REMARKS**

(Use a Continuation Sheet if necessary)

This Statement of Work is submitted on September <sup>4</sup>~~9~~, 2003 by the City of San Antonio's (COSA) Office of Emergency Management in application for the Fiscal Year 2004 Emergency Management Performance Grant (EMPG) by:



Mike Miller, Assistant Fire Chief  
COSA Emergency Management Coordinator