

17. Consideration of allocating Undesignated Fund Balance to the General Fund (Fire Rescue Department) to fund FEMA and NIMS Training Initiative (\$153,600).



## LEGISLATIVE MEMORANDUM

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Suzanne Sherman, City Manager

**THRU:** Richard E. Stover, Fire Chief

**DATE:** May 2, 2024

**RE:** Consideration to Allocate Undesignated Fund Balance to the General Fund (Fire Rescue Department) to fund FEMA and NIMS Training Initiative

### SUMMARY:

Fire Rescue Department is requesting approval to submit a budget amendment request for consideration to transfer from undesignated fund balance to the General Fund (Fire Rescue Department) to fund the FEMA and NIMS Training Initiative.

The State of Florida is vulnerable to a wide range of disasters that are likely to cause the disruption of essential services and the destruction of the infrastructure needed to deliver those services. Such disasters are likely to exceed the capability of any one local government to cope with the emergency with existing resources. One of the crucial components of Emergency and Disaster response is coordination and communication between both internal Departments and outside agencies. FEMA has implemented the National Incident Management System (NIMS) framework for the development of discipline applicable to all levels of government interoperability. The Fire Rescue Department will coordinate training for all city staff to meet the NIMS incident management doctrine. Training will be focused for all department heads and their top two successors, as well as staff in command center, financial, logistical and planning positions. Training figures are for instructors and materials only, as the City intends to host the classes onsite.

### REQUESTING DEPARTMENTS:

Fire

### FISCAL IMPACT:

Total funding in the amount of \$153,600.00 is available within the General Fund's Undesignated Fund Balance and will be transferred, upon approval, to fund the FEMA and NIMS Training Initiative.

Honorable Mayor and Members of the City Council

Legislative Memorandum

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**STAFF RECOMMENDATION:**

Motion to approve the Fire Department's request to transfer available Undesignated Fund Balance to the General Fund (Fire Rescue) to fund the FEMA and NIMS Training Initiative.

**ATTACHMENTS:**

1. Training Proposal

## Emergency Management FY 24-25 Training Proposal

According to CCN, Hurricane Idalia is projected to have caused between \$12 and \$20 Billion dollars of damage. Reports of hundreds of thousands of homes that lost power and upwards of 100 people rescued. Nearly every municipality in the State of Florida is just one Hurricane season and one Storm away from being subjected to this devastation. The City of Palm Bay is no different. Palm Bay Fire Rescue is committed to bringing the City of Palm Bay back to a state of preparedness, to mitigate, respond to and recover from a potential devastating event. While Hurricanes are not the only threat, they are by far the largest and most common.

In this initiative to bring the city to the best preparedness level, training of City Staff is the first step. We must ensure that we are following FEMA guidelines to maximize Cost Recovery and maintain fiscal responsibility. In this, the city will work towards, and accomplish, full NIMS compliance. This ensures that we have the right personnel in place, with the right training, to have a planned and efficient response to an event. This is the first step in preparation. The city is currently in the process of a Disaster Readiness Assessment with the State of Florida and anticipate feedback by June of 2024.

The city has also instituted mandatory training through FEMA for most Department Directors and their top 2 successors. This creates a diverse and unified group of City Leadership, to allow for a fluid transition before, during and after events. We are expected to complete this first stage of training by the end of 2025.

The next stage of training is focused on the Command Center, Financial, Logistical and Planning positions. These personnel will be in place and ready to document and maintain compliance with FEMA standards and the National Response Framework. This stage is estimated to have a total cost of \$160,000. These classes will be taken by independent instructors, qualified and trained through FEMA. Attached is a summary of the recommended classes, with cost and staff attendance.

Most of the training opportunities below allow for approximately 1/3<sup>rd</sup> of the class participants to come from outside agencies. This paves the way for City Staff to build robust and diverse relationships with our surrounding municipalities and partners, which is key during an event. This practice also allows for a diverse group of candidates to introduce lessons learned and barriers encountered by other agencies. This comes at no cost increase to the city. Furthermore, these classes will bring a select set of City Staff in place to be able to assist surrounding agencies during an event. This allows City Staff to gain experience to better prepare the city for an event and further build relationships with our local partners.

**ICS300** (\$7,800) - Intermediate ICS for Expanding Incidents (Required) Personnel  
(40): All Department Directors and their top 2 successors.

**ICS400** (\$3,800) – Advanced ICS for Command/Staff for Complex Incidents (Required) Personnel  
(40): All Department Directors and their top 2 successors.

**L0975 Finance/Admin. Unit Leader (\$8,500)**

Personnel (15-20): All Finance and Procurement staff that may fulfill a Cost Recovery position before, during or after an event. Fire Rescue, Police, Public Works, Facilities, C&E Development and Parks and Recreation Departments to send (2) personnel each. We will seek 3-5 partner personnel experienced with prior successful FEMA reimbursement. We will also reach out to FDEM contractors teaching the FROC classes for attendance, or additional training after the class.

**L0962 Planning Section Chief (\$9,250)**

Personnel (15-20): CMO to send (1) person. Fire Rescue and Police to send (3-4) personnel each. Public Works, Facilities, Parks and Recreation, Finance, Procurement Human Resources Departments to send (2) personnel each. We will seek 3-5 partner personnel, including regional TRT Task Force members. Brevard EOC has an interest in sending staff members as well.

**L0965 Resource Unit Leader (\$9,250)**

Personnel (15-20): CMO to send (1) person. Fire Rescue and Police to send (3-4) personnel each. Public Works, Facilities, Parks and Recreation, Finance, Procurement Human Resources Departments to send (2) personnel each. We will seek 3-5 partner personnel, including regional TRT Task Force members. Brevard EOC has an interest in sending staff members as well.

**L0964 Situation Unit Leader (\$10,250)**

Personnel (15-20): CMO to send (1) person. Fire Rescue and Police to send (3-4) personnel each. Public Works, Facilities, Parks and Recreation, Finance, Procurement Human Resources Departments to send (2) personnel each. We will seek 3-5 partner personnel, including regional TRT Task Force members. Brevard

EOC has an interest in sending staff members as well.

**L0967 Logistics Section Chief (\$9,250)**

Personnel (15-20): CMO to send (1) person. Fire Rescue and Police to send (3-4) personnel each. Public Works, Facilities, Parks and Recreation, Finance, Procurement Human Resources Departments to send (2) personnel each. We will seek 3-5 partner personnel experienced with declared Local States of Emergency.

**L970 Supply Unit Leader (\$9,250)**

Personnel (15-20): Fire Rescue and Police to send (3-4) personnel each. Public Works, Facilities, Parks and Recreation, Finance, Procurement Human Resources Departments to send (2) personnel each. We will seek 3-5 partner personnel experienced with declared Local States of Emergency.

**L0958 Operations Section Chief (\$9,250)**

Personnel (15-20): Fire Rescue and Police to send (3-4) personnel each. Public Works, Facilities, Parks and Recreation Departments to send (2) personnel each. We will seek 5-10 partner personnel, including regional TRT Task Force leadership and local Fire/Police Department leadership.

**L0960 Division/Group Supervisor (\$9,250)**

Personnel (20-30): Fire Rescue and Police to send (4-6) personnel each. Public Works, Facilities, Parks and Recreation Departments to send (4) personnel each. We will seek 5-10 partner personnel, including regional TRT Task Force leadership and local Fire/Police Department Supervisors.

**L0984 Strike Team/Task Force Leader (\$9,250)**

Personnel (20-30): Fire Rescue, Police, Utilities and Public Works to send (4-8) personnel each. We will seek 5-10 partner personnel, including regional TRT Task Force leadership and local Fire/Police Department Supervisors.

**USFA 0305 Type 3 All Hazards Incident Mgmt. Team (AHIMT) (\$22,250)**

Personnel (25-45): CMO to send (1) person. Fire Rescue and Police to send (3-4) personnel each. Public Works, Facilities, Parks and Recreation, Finance, Procurement Human Resources, Utilities, C&E Development, Utilities and IT Departments to send (2) personnel each. *Preference given to personnel who may function as part of the MAC/IC and EOC's during an event.* We will seek 3-5 partner personnel, including regional TRT Task Force leadership.

**L0950 Incident Commander (\$9,250)**

Personnel (15-20): CMO to send (3) personnel. Fire Rescue and Police to send (3-4) personnel each. Public Works, Facilities, Parks and Recreation, Finance, Procurement and Human Resources Departments to send (1) person each. We will seek 3-5 partner personnel, including regional TRT Task Force leadership.

**L0954 Safety Officer (\$9,250)**

Personnel (15-20): Fire Rescue and Police to send (3-4) personnel each. Public Works, Facilities, Parks and Recreation, CAO/Risk Management and Human Resources Departments to send (1) person each. We will seek 3-5 partner personnel.

**L0956 Liaison Officer (\$8,500)**

Personnel (15-20): Fire Rescue and Police to send (2-4) personnel each. Public Works, Facilities, Parks and Recreation and CMO Departments to send (1) person each. *Preference given to personnel who may coordinate and participate with Brevard County EOC/surrounding partners during an event.* We will seek 3-5 partner personnel, including regional TRT Task Force members. We will coordinate with Brevard EOC on attendance.

**L0952 All Hazards Public Information Officer (\$9,250)**

Personnel (6-12): City Manager's Office, Fire Rescue and Police to send (2-4) personnel each. *Preference given to personnel who may participate with Brevard County EOC/surrounding partners during an event.* We will seek 3-5 partner personnel, including regional TRT Task Force members. We will coordinate with Brevard EOC on attendance.