

CITY OF PALMER
ACTION MEMORANDUM No. 11-028
AGENDA: APRIL 12, 2011

Subject: Authorize the City Manager to Enter Into a Memorandum of Understanding to Receive Twenty Nine Radios and Installation Services from the State of Alaska, Department of Military and Veterans Affairs, Division of Homeland Security, for City of Palmer Department of Public Works

Amended and Authorized

Council Action: _____

Approved for presentation by:

City Manager

Angela B. Griffin

City Attorney

WBCB

City Clerk

JR

Route To:	Department/Individual:	Initials:	Remarks:
x	Originator – Public Works	<i>JO</i>	
x	Director of Administration	<i>HW</i>	
	Director of Community Development		
	Director of Public Safety		
	Director of Public Works		

Certification of Funds:

Total amount of funds listed in legislation: \$ 0

This legislation (√):

Has no fiscal impact

Funds are budgeted from this (these) line item(s): _____

Funds are not budgeted. Budget modification is required. Affected line items:

Unrestricted/undesignated fund balance (after budget modification) \$ _____

Director of Administration signature certifying funds: *HW*

Attachment(s):

Application documents _____ Correspondence from DHS&EM _____
 Memorandum of Understanding with the State of Alaska _____

Summary statement: The Department of Public Works currently communicates using an old radio system operating on a broadband frequency. Under Federal Communications Commission regulations, the use of broadband frequencies will be illegal on January 1, 2013. As of that date, federal fines may be issued for any use of these frequencies. Additionally, the current

Public Works radio system is incapable of interoperable communications using the Alaska Land Mobile Radio (ALMR) system.

In the event of a major disaster such as an earthquake, the Department of Public Works must be equipped to communicate with emergency response agencies from other City departments as well as outside entities using the ALMR system.

Recently, the City contacted the Division of Homeland Security and Emergency Management (DHS&EM) to inquire whether grant funding would be available to purchase new narrowband radios for Public Works capable of operating on the ALMR system. DHS&EM explained that there was no funding available. When the Public Works communications needs were explained, DHS&EM began work to assist the City in meeting this need.

DHS&EM has no grant funds to pay to the City currently through a normal granting process. However, DHS&EM has found funds to purchase ten portable (handheld) radios and chargers for Public Works. Additionally, DHS&EM has a cache of mobile radios (for installation in vehicles or equipment) which had been turned back to them from another municipal government in the state. Both the portable and mobile radios are narrowband compliant, and are ALMR capable.

Consequently, by signing the attached Memorandum of Understanding, the City will receive 19 mobile radios from the DHS&EM radio cache. The mobile radios are considered a "reallocation" from another jurisdiction, and the programming and installation of these mobiles has a value of \$11,241.09. DHS&EM will use their own funds to purchase 10 portable radios and chargers for the City. The portable radios and chargers are valued at \$28,289.30. DHS&EM will pay to program all the radios and will pay for the installation of the mobile radios into City Public Works equipment. All of these radios will technically still be owned by the State of Alaska, but will be permanently on loan to the City. DHS&EM explained that they will never ask for the return of these radios. The City will be responsible for any future repairs to the radios and to maintain an inventory.

The City does not need to accept and appropriate any funds, since the City does not receive any monies through this agreement.

Administration recommendation: Approve Action Memorandum no. 11-028.

STATE OF ALASKA

**DEPARTMENT OF MILITARY
AND VETERANS AFFAIRS**
*DIVISION OF HOMELAND SECURITY
AND EMERGENCY MANAGEMENT*

SEAN PARNELL, GOVERNOR

P.O. Box 5750
Ft. Richardson, AK 99505-5750
Phone: (907) 428-7000
Fax: (907) 428-7009
Toll Free: (800) 478-2337
www.ready.alaska.gov

March 14, 2011

Douglas B. Griffin, City Manager
City of Palmer
231 W. Evergreen Avenue
Palmer, AK 99645

COPY

RE: 2010 Interoperable Emergency Communications Grant Program, 2010-IP-T0-0025

Dear Mr. Griffin:

The Division of Homeland Security and Emergency Management (DHS&EM) is pleased to award State Managed Equipment Program funds to the City of Palmer for \$28,289.30 under the 2010 Interoperable Emergency Communications Grant Program (IECGP).

Federal and state funding from this program was provided to public safety entities. The intent is to enhance the ability of local governments, tribal, and non-governmental organizations to achieve meaningful and measurable interoperability improvements for public safety communications that includes multiple agencies and regional jurisdictions.

To receive these federal funds, the State of Alaska was required to develop a State Communications Interoperability Plan (SCIP). One of the primary goals of the SCIP and Alaska's IECGP grant guidelines was the emphasis on funding the un-served and underserved communities of Alaska. The objective was to focus funding specifically on those communities and agencies that had not been funded from past interoperable communications investments including volunteer staffed agencies such as volunteer fire departments. The goal was also to empower communities to build internal and regional interoperability using technology appropriate to each community and organization in terms of complexity and cost. In order to facilitate this process, the State of Alaska committed to paying the 25 percent match requirement for this grant. Local applications received by the state were reviewed and evaluated by an Interoperable Communications Committee to ensure all application requirements had been met.

The funds will be combined into one fund source and the category budget may be adjusted as necessary. The state requires the City of Palmer to enter into a Memorandum of Understanding (MOU) allowing the state to manage the funds for the equipment.

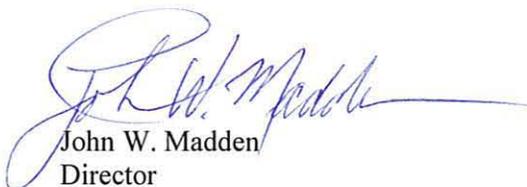
Mr. Griffin
March 14, 2011
Page 2 of 2

Attached are two MOUs. Please review the information for accuracy, sign the obligating documents, keep one original for your records and return the other original within 30 days to:

State Administrative Agency (SAA) Point of Contact
PO Box 5750
Fort Richardson, AK 99505

If you have any questions or need further assistance, please contact Leon Morgan, DHS&EM project manager for this grant, at 907-428-7138, toll-free at 800-478-2337 or by email at leon.morgan@alaska.gov.

Sincerely,



John W. Madden
Director

jwm:lom:jms

Enclosures: Memorandum of Understanding (two copies)
Project Budget Details
Property and Equipment Inventory Report (if applicable)

CC: Jonathan C. Owen, Acting Director of Public Works
Kelli Veech, Director of Administration

COPY

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE STATE OF ALASKA AND
THE CITY OF PALMER
REGARDING STATE USE OF 2010 INTEROPERABLE EMERGENCY
COMMUNICATIONS GRANT PROGRAM FUNDING
ON BEHALF OF THE
STATE MANAGED EQUIPMENT PROGRAM FUNDS**

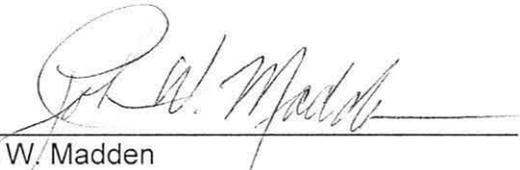
1. **PARTIES:** The parties to this Memorandum of Understanding (MOU) are the State of Alaska and the City of Palmer.
2. **AUTHORITY:** This MOU is authorized under the provisions of the US Department of Homeland Security Federal Emergency Management Agency (DHS FEMA).
3. **PURPOSE:** The purpose of this MOU is to set forth terms by which Alaska shall expend Interoperable Emergency Communications Grant Program (IECGP) monies on behalf of the City of Palmer. On June 1, 2009, DHS FEMA issued grant number 2010-IP-T0-0025 to Alaska. Under this grant, the City of Palmer may authorize Alaska to expend funds on behalf of the City of Palmer provided that the jurisdiction and Alaska enter into a MOU on the matter.
4. **RESPONSIBILITIES:**
 - a. The State of Alaska shall provide the Equipment identified on the Project Budget Details to the City of Palmer. The project carries a value of \$28,289.30.
 - b. The City of Palmer agrees to:
 - Maintain the equipment in good working order;
 - Track the equipment; and
 - Submit an annual inventory.
5. **POINTS OF CONTACT:**

Alaska Division of Homeland Security and Emergency Management (DHS&EM)
State Administrative Agency Point of Contact
PO Box 5750
Ft. Richardson, AK 99505-5750
Fax: 907-428-7009
Direct: 907-428-7000
Toll Free: 1-800-478-2337

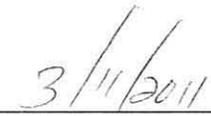
City of Palmer
231 W. Evergreen Avenue
Palmer, AK 99645

6. **OTHER PROVISIONS:** Nothing in this MOU is intended to conflict with current laws or regulations of the State of Alaska or the City of Palmer. If a term of this MOU is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this MOU shall remain in full force and effect.
7. **EFFECTIVE DATE:** The terms of this MOU will become effective upon completion of the signatures below.
8. **MODIFICATION:** This agreement may be modified upon the mutual written consent of the parties.
9. **TERMINATION:** The terms of this MOU, as modified with the consent of both parties, will remain in effect until completion of the grant project. Either party, upon 30 days written notice to the other party, may terminate this MOU.

APPROVED BY:



John W. Madden
DHS&EM Director



Date

Jonathan C. Owen
Acting Director of Public Works

Date

Kelli Veech
Director of Administration

Date

Douglas B. Griffin
City Manager

Date

Project Budget Detail Report

2010 Interoperable Emergency Communications Grant Program / IECGP-

Palmer, City of

Reported Category = ALL. Reported Revision = 0 of 0.

PBD#	Expense Category	Solution Area	Discipline	Qty	Budgeted Cost	Amt Spent	PBD#	PBD#
1	Equipment	Interop. Commun	PW	12				
					<i>State</i>			
					<i>Federal</i>	\$28,289.30		\$28,289.30
<p>EHP <input type="checkbox"/> EHP</p> <p>Item: Twelve portable radios</p> <p>Portable radios</p> <p>Description</p>								

Adjusted Grant Award

<i>State</i>	\$28,289.30
<i>Federal</i>	\$28,289.30
Total Allocated (Federal & State)	
	\$28,289.30

Remaining Budget Allocation

<i>State</i>	
<i>Federal</i>	\$0.00

Total Allocations:	
<i>State</i>	
<i>Federal</i>	\$28,289.30
Total Expenses:	
<i>State</i>	
<i>Federal</i>	
Summary Balance:	
<i>State</i>	
<i>Federal</i>	\$28,289.30

Interoperable Emergency Communications Equipment Application Form

Alaska Division of Homeland Security and Emergency Management

**Application for ALMR Communications Equipment
Completed Application Due: June 7th, 2010**

Note to Applicants:

To be eligible to receive interoperable communications equipment, applicants must meet National Incident Management System (NIMS) compliance requirements. Applicants are required to show compliance with NIMS through the NIMS Compliance Assistance Support Tool (NIMSCAST). If you are uncertain about being NIMS compliant or need assistance please contact Leon Morgan at 907-428-7138 or leon.morgan@alaska.gov.

Before completing application: Please contact Leon Morgan (leon.morgan@alaska.gov) or Doug Schoenwald (doug.schoenwald@alaska.gov) or 907-428-7013 to ascertain what your equipment needs and compatibility requirements are.

Jurisdiction:	City of Palmer, Alaska
Responsible Borough: (if applicable)	Matanuska-Susitna Borough

Listed below are eligible equipment projects. Please check equipment jurisdiction is requesting.

	Equipment Type	Quantity
<input type="checkbox"/>	ALMR operable Portable Hand-Held Radio(s)	
<input checked="" type="checkbox"/>	ALMR operable Mobile Radio(s)	19
<input type="checkbox"/>	ALMR operable Band Base Station Radio(s)	
<input type="checkbox"/>	Base Station Installation Kit (s)	
<input type="checkbox"/>	Vehicle / Watercraft Installation Kit (s)	
<input type="checkbox"/>	Handheld Radio External Microphones (s)	
<input type="checkbox"/>	Radio Programming/Reprogramming	
<input type="checkbox"/>	Spare Batteries (Handheld Radios)	
<input type="checkbox"/>	Spare Antennas (Handheld Radios)	
<input type="checkbox"/>	Communications Asset Survey and Management (CASM)	
<input type="checkbox"/>	Communications Training (Leader, General, Vendor Specific)	
<input type="checkbox"/>	Radio Communications Basic Training	

1. Provide a brief project description including why this equipment is important to your community?

The City of Palmer Department of Public Works (DPW) is responsible for all public works functions within the City. These functions include road maintenance; fresh water and sewer treatment; and repair and maintenance of City buildings and vehicles. In the event of an all-hazards emergency, the DPW would be responsible for debris removal, restoration of water and sewer treatment for residents and businesses; for installation of road barriers; and for ensuring uninterrupted water supply for fire service response.

In 2006, the City began requiring most City employees, including DPW, to take the required ICS courses for NIMS compliance. Since that time, management staff of DPW (and some DPW first responders) successfully completed ICS-300 and ICS-400 classes. The City continues its commitment to NIMS compliance. In November 2010, five City staff members attended the Emergency Management Institute (EMI) in Emmitsburg, Maryland to participate in the Earthquake Preparedness and Response course. The deputy director of Public

Works was one of the EMI attendees. In April 2010, the City of Palmer, contemporaneously with the Alaska Shield exercise, stood up the City's EOC and held a homeland security exercise centered around response to a major earthquake. City of Palmer DPW was an active participant in this exercise. Communication with DPW responders was identified as a major issue, and necessitated a "work-around" solution.

Most City DPW equipment and vehicles are equipped with old Motorola Radius SM-50 mobile radios. These radios are not ALMR compatible; further, they cannot be upgraded to the federally-mandated narrowband compliance requirements. DPW responders have no capability of communicating with the City of Palmer Emergency Dispatch Center. As well, they are incapable of communicating with other City departments, such as Police or Fire & Rescue. In the event of an all-hazards emergency, DPW responders would have no method of communication with any other City department other than cellular telephones, and, due to budget constraints, some of the DPW responders have no City-issued cellular phone. Of course, in a major event, such as an earthquake, cellular telephone capabilities would likely be reduced or gone altogether.

DPW needs mobile radios in the following equipment: 3 road graders; 2 sand trucks; 2 front end loaders; 2 solid waste vehicles; 3 plow/utility vehicles; 4 water/sewer utility vehicles; 3 public works vehicles (assigned to the director, deputy director, and maintenance staff). The total number of mobile radios requested is 19.

For these reasons, the City of Palmer is requesting the reallocation of 19 mobile radios from the State of Alaska, Department of Homeland Security and Emergency Management. Additionally, we are requesting that DHS&EM fund the programming and installation of these radios into DPW equipment and vehicles.

2. Please explain how your community plans to maintain this equipment in good working order?

The City of Palmer Department of Public Safety (DPS) is equipped with ALMR compatible radios, purchased with DHS&EM funding over the past several years. The City Emergency Dispatch Center is equipped with Motorola Gold Elite radio dispatch equipment, a portion of which was funded by DHS&EM. The City is experienced in maintaining state of the art radio equipment, and the City budgets for repair and maintenance to the equipment currently in use. If DHS&EM provides these mobile radios and installation, the City will maintain the provided equipment in good operating condition.

3. Please explain how your community plans to keep track of the equipment?

The City of Palmer will maintain inventory of the requested equipment through use of the asset tracking and inventory system in the DPW computer program.

Community Point of Contact:

1. **Name:** Jonathan C. Owen, Acting Director of Public Works
2. **Address:** 423 S. Valley Way, Palmer, AK 99645
3. **Telephone Number:** 907-745-4811
4. **Fax Number:** 907-746-2314
5. **Email Address:** jcowen@palmerpolice.com

Authorization to Submit Application:

Once equipment awards are determined a Memorandum of Understanding will be provided outlining jurisdictional requirements to receive the equipment purchased by the State, on behalf of the jurisdiction. An annual inventory submission is required per acceptance of equipment through this grant program. This will require jurisdictional signatures to accept the equipment and requirements.

Community Financial Officer:

Printed Name: Kelli Veech, Director of Administration

K Veech
Signature

Community Leader/Manager:

Printed Name: Douglas B. Griffin, City Manager

Douglas B Griffin by K Veech
Signature *acting City Manager*
2/10/11

Submit applications to: DMVA/DHS&EM, PO Box 5750, Fort Richardson, AK 99505
or fax 907-428-7009

Attn: Jim King, Grants Administrator

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Under a separate grant request to DHS&EM, the City of Palmer is requesting mobile radios for installation in City DPW equipment. However, during an all hazards event, many of the City DPW staff will be required to be out of equipment, working away from the mobile radios. For instance, restoration of water or sewer service may involve personnel being 50 feet up on a water reservoir tank, or underground restoring service to a sewage lift station. These personnel need a portable radio to ensure their ability to call for help, or potentially, life-saving support. Currently, the DPW has a cache of old Motorola Radius CP-200 portable radios for the operators to use when they are away from the equipment. These radios are not ALMR compatible; further, they cannot be upgraded to the federally-mandated narrowband compliance requirements. If DPW receives mobile radios from DHS&EM, the communications needs of DPW would be augmented by replacing the old cache of portable radios with P25 compliant radios capable of narrowband compliance and ALMR compatibility.

For these reasons, the City of Palmer is requesting the reallocation of 10 portable radios and chargers from the State of Alaska, Department of Homeland Security and Emergency Management. Additionally, we are requesting that DHS&EM fund the programming of these radios.

2. Please explain how your community plans to maintain this equipment in good working order?

The City of Palmer Department of Public Safety (DPS) is equipped with ALMR compatible radios, purchased with DHS&EM funding over the past several years. The City Emergency Dispatch Center is equipped with Motorola Gold Elite radio dispatch equipment, a portion of which was funded by DHS&EM. The City is experienced in maintaining state of the art radio equipment, and the City budgets for repair and maintenance to the equipment currently in use. If DHS&EM provides these mobile radios and installation, the City will maintain the provided equipment in good operating condition.

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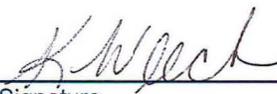
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Community Financial Officer:

Printed Name: Kelli Veech, Director of Administration



Signature

Community Leader/Manager:

Printed Name: Douglas B. Griffin, City Manager

Douglas B Griffin by
Signature

*K Weeck, acting
City Manager
2/10/11*

Submit applications to: DMVA/DHS&EM, PO Box 5750, Fort Richardson, AK 99505
or fax 907-428-7009

Attn: Jim King, Grants Administrator



Douglas B. Griffin
City Manager

City of Palmer
231 W. Evergreen Avenue
Palmer, Alaska 99645-6952
Phone (907) 761-1317
dgriffin@palmerak.org
www.cityofpalmer.org

MEMORANDUM

TO: City Council Members
Executive Management Team
George R. Boatright; John McNutt
City Admins

FROM: Douglas B. Griffin, City Manager

DATE: February 8, 2011

RE: February 8-10 Delegation of Authority

I will be in Juneau and out of the office from Tuesday, February 8 through Thursday, February 10, and will return on Friday, February 11.

During my absence, Director Kelli Veech will have my delegated authority.

If you need to reach me urgently, please contact Sandra Peterson at (907) 761-1317, who will have my contact details.

STATE OF ALASKA

**DEPARTMENT OF MILITARY
AND VETERANS AFFAIRS**
*DIVISION OF HOMELAND SECURITY
AND EMERGENCY MANAGEMENT*

March 14, 2011

SEAN PARNELL, GOVERNOR

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www.ready.alaska.gov

COPY

Douglas B. Griffin, City Manager
City of Palmer
231 W. Evergreen Avenue
Palmer, AK 99645

RE: 2010 Capital Improvement Program General Fund Communications Equipment

Dear Mr. Griffin:

The Division of Homeland Security and Emergency Management (DHS&EM) is pleased to award State Managed Communications Equipment funds to the City of Palmer for \$11,241.09 under the 2010 Capital Improvement Program General Fund program.

State funding from this program was provided to public safety entities. The intent is to enhance the ability of local governments, tribal, and non-governmental organizations to achieve meaningful and measurable interoperability improvements for public safety communications that includes multiple agencies and regional jurisdictions.

To receive these funds, the State of Alaska was required to develop a State Communications Interoperability Plan (SCIP). One of the primary goals of the SCIP was the emphasis on funding the un-served and underserved communities of Alaska. The objective was to focus funding specifically on those communities and agencies that had not been funded from past interoperable communications investments including volunteer staffed agencies such as volunteer fire departments. The goal was also to empower communities to build internal and regional interoperability using technology appropriate to each community and organization in terms of complexity and cost. In order to facilitate this process, the State of Alaska committed to paying the 25 percent match requirement for this grant. Local applications received by the state were reviewed and evaluated by an Interoperable Communications Committee to ensure all application requirements had been met.

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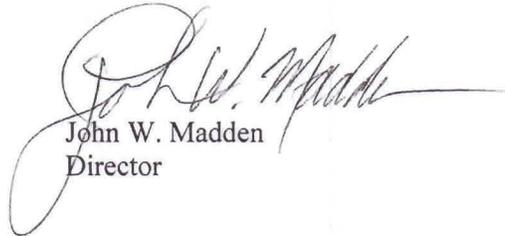
Mr. Griffin
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If you have any questions or need further assistance, please contact Leon Morgan, DHS&EM project manager for this grant, at 907-428-7138, toll-free at 800-478-2337 or by email at leon.morgan@alaska.gov.

Sincerely,



John W. Madden
Director

jwm:lom:jms

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CC: Jonathan C. Owen, Acting Director of Public Works
Kelli Veech, Director of Administration