

SUGGESTED AGENDA

TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS  
PERRY, FLORIDA

TUESDAY, MAY 18, 2021  
9:00 A.M.

201 E. GREEN STREET  
TAYLOR COUNTY ADMINISTRATIVE COMPLEX  
OLD POST OFFICE

IN AN EFFORT TO PROTECT THE PUBLIC AND THE BOARD OF COUNTY COMMISSIONERS, A CONFERENCE LINE HAS BEEN SET UP TO ACCOMMODATE COMMUNITY ACCESS TO THE MEETING.

CONFERENCE LINE: 1-917-900-1022  
ACCESS CODE: 32347#

THIS IS NOT A TOLL-FREE NUMBER AND YOU MAY BE SUBJECT TO LONG DISTANCE CHARGES, ACCORDING TO YOUR LONG DISTANCE PLAN.

When the chairperson opens the meeting for public comment, please follow the below instructions:

If you wish to speak please dial \*5. The moderator will unmute your line when it is your turn to speak, and notify you by announcing the last 4 digits of your telephone number. Please announce your name and address. You will be allowed to speak for 3 minutes.

THIS MEETING WILL ALSO BE LIVE STREAMED ON THE TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS FACEBOOK PAGE  
<https://www.facebook.com/taylor.bocc>

If you wish to view the meeting on Facebook you must have a Facebook profile. Search under Taylor Bocc and you can view the meeting at 9:00 AM. The Facebook livestream will not be monitored for questions or comments, please call the conference call number if you wish to speak.

NOTICE IS HEREBY GIVEN, PURSUANT TO FLORIDA STATUTES 286.0105, THAT ANY PERSONS DECIDING TO APPEAL ANY MATTER CONSIDERED AT THIS MEETING WILL NEED A RECORD OF THE MEETING AND MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

ANY PERSON WISHING TO ADDRESS THE BOARD REGARDING AN AGENDAED ITEM WILL BE GIVEN THREE (3) MINUTES FOR COMMENT. A COMMENTER MAY ONLY SPEAK ONE (1) TIME FOR EACH AGENDAED ITEM.

1. Prayer
2. Pledge of Allegiance
3. Approval of Agenda

CONSENT ITEMS:

4. APPROVAL OF MINUTES OF APRIL 27 AND MAY 3, 2021.
5. EXAMINATION AND APPROVAL OF INVOICES.
6. THE BOARD TO CONSIDER APPROVAL OF TRANSFER FROM GENERAL FUND CONTINGENCY, IN THE AMOUNT OF \$5,000, TO COVER GENERAL LIABILITY DEDUCTIBLE FOR TED LAKEY CASE, AS WELL AS APPROVAL OF PAYMENT, AS AGENDAED BY DANNIELLE WELCH, COUNTY FINANCE DIRECTOR.
7. THE BOARD TO CONSIDER ADOPTION OF RESOLUTIONS TO REFLECT UNANTICIPATED MONIES IN THE GENERAL FUND (3), FDOT GRANT/EDTPF (PAVING) FUND, SCRAP ROAD PROJECT (CEDAR ISLAND RD) FUND, SCRAP ROAD PROJECT (SLAUGHTER RD) FUND, SCOP ROAD PROJECT (SLAUGHTER RD) FUND, SCOP ROAD PROJECT (GAS PLANT RD) FUND, AIRPORT FUND, MSTU FUND, CARES ACT FUND, AND FRA RAIL GRANT FUND, AS AGENDAED BY THE COUNTY FINANCE DIRECTOR.
8. THE BOARD TO CONSIDER ADOPTION OF RESOLUTION TO REFLECT A SHORTFALL OF MONIES IN THE GENERAL FUND, AS AGENDAED BY THE COUNTY FINANCE DIRECTOR.



9. THE BOARD TO CONSIDER APPROVAL OF E911 SPRING 2021 RURAL COUNTY REIMBURSEMENT GRANT AGREEMENT AND SUPPORTING DOCUMENTATION, AS AGENDAED BY KATIE MORRISON, 911 COORDINATOR.
10. THE BOARD TO CONSIDER APPROVAL OF PURCHASE, INSTALLATION AND MAINTENANCE SERVICES AGREEMENT ADDENDUM #1 WITH AK ASSOCIATES, AS AGENDAED BY THE 911 COORDINATOR.
11. THE BOARD TO CONSIDER AWARD OF TAYLOR COUNTY JAIL DOOR CONTROL PANEL REPLACEMENT, AS AGENDAED BY LAWANDA PEMBERTON, COUNTY ADMINISTRATOR.
12. THE BOARD TO CONSIDER APPROVAL OF REQUEST TO TRANSFER FUNDS FOR WATERWAY SAFETY MANAGEMENT, AS AGENDAED BY THE COUNTY ADMINISTRATOR.
13. THE BOARD TO CONSIDER APPROVAL OF BID DOCUMENTS AND REQUEST TO ADVERTISE FOR THE LEASING OF 296+ ACRES IN TAYLOR COUNTY FOR THE HARVESTING OF SAW PALMETTO BERRIES, AS AGENDAED BY THE COUNTY ADMINISTRATOR.
14. THE BOARD TO CONSIDER APPROVAL OF CARES ACT LOCAL GOVERNMENT PROGRAM CLOSEOUT, AS AGENDAED BY THE COUNTY ADMINISTRATOR.
15. THE BOARD TO CONSIDER APPROVAL OF REQUEST FOR USE OF ONE (1) FIELD FOR A 4-DAY SOCCER CAMP AT THE TAYLOR COUNTY SPORTS COMPLEX, AS AGENDAED BY THE COUNTY ADMINISTRATOR.
16. THE BOARD TO CONSIDER APPROVAL OF THE RESPONSE TO THE FLORIDA HOUSING FINANCE CORPORATION SHIP COMPLIANCE MONITORING REVIEW, AS AGENDAED BY MELODY COX, GRANTS WRITER.
17. THE BOARD TO CONSIDER APPROVAL OF REQUEST TO RATIFY THE CHAIRPERSON'S SIGNATURE ON GRANT AGREEMENT 3-12-0064-017 FAA CARES ACT PHASE 2 PROGRAM, TO BE USED AT PERRY FOLEY AIRPORT TO COVER EXPENDITURES AND/OR LOSSES IN REVENUE RELATED TO COVID-19, AS AGENDAED BY THE GRANTS WRITER.

18. THE BOARD TO CONSIDER APPROVAL OF STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION (FDEP) GRANT AGREEMENT LW719, FOR RENOVATION OF HODGES PARK AT KEATON BEACH, AS AGENDAED BY THE GRANTS WRITER.
19. THE BOARD TO CONSIDER APPROVAL OF BID COMMITTEE RECOMMENDATION FOR AWARD OF THE FLORIDA DEPARTMENT OF TRANSPORTATION OLD DIXIE HIGHWAY SIDEWALK LOCAL AGENCY PROGRAM PROJECT, AS AGENDAED BY KENNETH DUDLEY, COUNTY ENGINEER.

BIDS/PUBLIC HEARINGS:

20. THE BOARD TO RECEIVE REQUESTS FOR PROPOSALS (RFQS) FROM QUALIFIED FIRMS FOR TRANSPORTATION COORDINATOR SERVICES TO THE TRANSPORTATION DISADVANTAGED PROGRAM, SET FOR THIS DATE AT 9:00 A.M., OR AS SOON THEREAFTER AS POSSIBLE.
21. THE BOARD TO HOLD A PUBLIC HEARING, SET FOR THIS DATE AT 9:05 A.M., OR AS SOON THEREAFTER AS POSSIBLE, TO UPDATE THE PUBLIC AND RECEIVE INPUT AS TO THE STATUS OF THE LOCAL TRANSPORTATION DISADVANTAGED PROGRAM.

HOSPITAL ITEMS:

22. THE BOARD TO CONSIDER APPOINTMENT OF TWO (2) MEMBERS TO THE DOCTORS' MEMORIAL HOSPITAL (DMH) BOARD OF DIRECTORS, AS AGENDAED BY THE COUNTY ADMINISTRATOR.

PUBLIC REQUESTS:

23. TONYA HOBBY AND MARTINE YOUNG, TAYLOR COUNTY HEALTH DEPARTMENT, TO APPEAR TO PROVIDE COVID-19 UPDATE AND INTRODUCTION OF NEW INTERIM HEALTH OFFICER.
24. THE BOARD TO CONSIDER APPROVAL OF RESIDENTIAL SOLID WASTE HAULING SERVICES PERMIT FOR COLE'S SANITATION, AS AGENDAED BY THE COUNTY ADMINISTRATOR.

CONSTITUTIONAL OFFICERS/OTHER GOVERNMENTAL UNITS:

25. THE BOARD TO CONSIDER ADOPTION OF RESOLUTION AND APPROVAL OF 2021 COMPREHENSIVE EMERGENCY PLAN (CEMP) WITH ANNEXES 1-5, AS AGENDAED BY KRISTY ANDERSON, EMERGENCY MANAGEMENT DIRECTOR.

COUNTY STAFF ITEMS:

26. THE BOARD TO CONSIDER RE-APPOINTMENT OF TWO (2) MEMBERS TO THE TAYLOR COUNTY PLANNING BOARD (TCPB), AS AGENDAED BY DANNY GRINER, BUILDING OFFICIAL.

COUNTY ATTORNEY ITEMS:

27. THE BOARD TO DISCUSS DRAFT AMENDMENT TO SECTION 74-4(9) OF GOLF CART ORDINANCE, AS PREPARED BY THE COUNTY ATTORNEY.

COUNTY ADMINISTRATOR ITEMS:

28. THE BOARD TO DISCUSS APPLICATION FOR FUNDING THROUGH THE AMERICAN RESCUE PLAN ACT, AS AGENDAED BY THE COUNTY ADMINISTRATOR.
29. THE BOARD TO DISCUSS GOVERNOR DESANTIS' EXECUTIVE ORDER 21-102, AS AGENDAED BY THE COUNTY ADMINISTRATOR.
30. THE COUNTY ADMINISTRATOR TO DISCUSS INFORMATIONAL ITEMS.
31. COMMENTS AND CONCERNS FROM THE PUBLIC FOR NON-AGENDAED ITEMS:
32. BOARD INFORMATIONAL ITEMS:

Motion to Adjourn

**FOR YOUR INFORMATION:**

- THE AGENDA AND ASSOCIATED DOCUMENTATION, IF APPLICABLE, IS AVAILABLE TO THE PUBLIC ON THE FOLLOWING WEBSITE:

[www.taylorcountygov.com](http://www.taylorcountygov.com)

- IF YOU ARE A PERSON WITH A DISABILITY WHO NEEDS ANY ACCOMODATION IN ORDER TO PARTICIPATE IN THIS PROCEEDING, YOU ARE ENTITLED, AT NO COST TO YOU, TO THE PROVISION OF CERTAIN ASSISTANCE. PLEASE CONTACT MARSHA DURDEN, ASSISTANT COUNTY ADMINISTRATOR, 201 E. GREEN STREET, PERRY, FLORIDA, 850-838-3500, EXT.7, WITHIN TWO (2) WORKING DAYS OF THIS PROCEEDING.
- BALLOTS USED TO APPOINT CITIZENS TO ADVISORY COMMITTEES AND ADVISORY BOARDS ARE AVAILABLE FOR PUBLIC INSPECTION AFTER THE MEETING AND ARE RETAINED AS PART OF THE PUBLIC RECORD.

**TAYLOR COUNTY BOARD OF COMMISSIONERS**

*County Commission Agenda Item*

**SUBJECT/TITLE:**

**Transfer Request from Contingency**



**MEETING DATE REQUESTED:**

05/18/21

**Statement of Issue:**

**2020/2021 FY**

The Board to consider approval of a transfer from General Fund Contingency to cover General Liability Deductible for case #GC2019002110-F / Ted Lakey and approval of payment

**Recommended Action:**

**Approval of transfer from Contingency for \$5,000 and approval of payment to Florida Association of Counties Trust**

**Fiscal Impact:**

will reduce current year General Fund Contingency

**Budgeted Expense:**

No

**Submitted By:**

Dannielle Welch, County Finance Director

**Contact:**

838-3506, ext. 122  
dwelch@taylorclerk.com

**SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS**

**History, Facts & Issues:** n/a

**Options:**

Approve budget transfer and payment

**Attachments:**

invoice from Florida Association of Counties Trust



Florida Association of Counties Trust

INVOICE

To: Dannielle Welch  
Taylor County Board of County Commissioners  
FACT# 9018  
201 East Green Street  
Perry, FL 32347

From: Valerie Morrison  
Florida Association of Counties Trust  
Liability Claims Department  
P.O. Box 538135  
Orlando, FL 32853-8135

Date: 4/29/2021

RE: Deductible Invoice

Below listed are amounts due on your Liability Deductible as of 3/31/2021

Employment Practice Liability - \$5000	Fund Year 10/01/2018 - 10/01/2019	\$5,000.00
Total Amount Due		\$5,000.00

RECEIVED

MAY - 7 2021

GARY KNOWLES  
CLERK CIRCUIT COURT  
TAYLOR COUNTY, FLORIDA

Payment Due by:

5/29/2021

Please make check payable to:  
Florida Association of Counties Trust  
P.O. BOX 530065  
Orlando, FL 32853-0065

FLORIDA ASSOCIATION OF COUNTIES TRUST - EMPLOYMENT PRACTICE LIABILITY  
DEDUCTIBLE INVOICE DETAILS  
10/01/2018 - 10/01/2019 as of 3/31/2021

FACT #: 9018  
Taylor County Board of County Commissioners  
Deductible Amount: \$5,000

**Monies Due**

File Number	Claimant	Event_Description	Date of Injury	Amount Paid to Date	Amount Recov to Date	Amount Refund to Date	Amount Due
GC2019002110-F	TED LAKEY	Employment discontinued withou..	11/14/2016	\$55,000.00	\$0.00	\$0.00	\$5,000.00

RECEIVED

MAY - 7 2021

GARY P. ...  
CLERK OF COUNTY COURT  
TAYLOR COUNTY, FLORIDA

Totals				\$55,000.00	\$0.00	\$0.00	\$5,000.00
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R E S O L U T I O N

7

IN COMPLIANCE to the laws of the State of Florida, as per Florida Statute 129.06(b), the undersigned Clerk and Auditor for the Board of County Commissioners of Taylor County, Florida, made and prepared the following budget changes to reflect unanticipated monies for a particular purpose which caused the GENERAL FUND for the fiscal period ending September 30, 2021, to be in excess of the advertised budget.

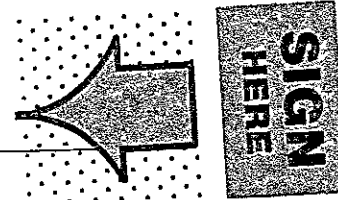
BE IT RESOLVED that the listed receipts and appropriations be added to, included in and transferred to the GENERAL FUND budget for the fiscal year ending September 30, 2021.

<u>Amount</u>	<u>Account</u>	<u>Account Name</u>
Revenue:		
\$11,750	001-3899010	Cash Brought Forward
Expenditures:		
\$11,750	0331-53401	Contractor Road Repaving Contractual Services

NOW THEREFORE BE IT RESOLVED by the Board of County Commissioners of Taylor County, Florida, that they do approve as provided by law this resolution this 18th day of May, 2021 at Perry, Taylor County, Florida, to amend the budget for the fiscal period ending September 30, 2021 with a motion by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, and carried unanimously.

\_\_\_\_\_  
Gary Knowles, Clerk-Auditor

\_\_\_\_\_  
Chairman



Balance of designated funds at FYE'20 not included in FY'21 budget

SUNGARD PENTAMATION, INC.  
 DATE: 05/12/2021  
 TIME: 12:45:48

TAYLOR COUNTY BOARD OF COMMISSIONERS  
 GASB EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
 EXPSTAL1

SELECTION CRITERIA: `explmgr.key_orgn='0331'`  
 ACCOUNTING PERIOD: 13/20

SORTED BY: FUND,FUNCTION,ACTIVITY,TOTL/DEPT,ACCOUNT  
 TOTALED ON: FUND,TOTL/DEPT  
 PAGE BREAKS ON: FUND,TOTL/DEPT

FUND-001 GENERAL FUND  
 FUNCTION-540 TRANSPORTATION  
 ACTIVITY-541 ROAD & STREET FACILITIES  
 TOTL/DEPT-0331 CONTRACTOR ROAD REPAVING

ACCOUNT	TITLE	ORIGINAL BUDGET	AMENDED BUDGET	BUDGET VARIANCE	ACTUAL Y-T-D EXP	AVAILABLE BALANCE	YTD/ BUD
53101	PROFESSIONAL SERVICES	36,950.00	36,950.00	.00	.00	36,950.00	.00
53401	CONTRACTUAL SERVICES	108,805.00	120,555.00	11,750.00	.00	120,555.00	.00
54902	LEGAL ADVERTISING	200.00	200.00	.00	.00	200.00	.00
54907	LICENSE/PERMIT/REGISTRAT	200.00	200.00	.00	.00	200.00	.00
	TOTAL CONTRACTOR ROAD REPAVIN	146,155.00	157,905.00	11,750.00	.00	157,905.00	.00
	TOTAL GENERAL FUND	146,155.00	157,905.00	11,750.00	.00	157,905.00	.00
	TOTAL REPORT	146,155.00	157,905.00	11,750.00	.00	157,905.00	.00

157,905.00

Bal @  
 9/30/20

SUNGARD PENTAMATION, INC.  
 DATE: 05/12/2021  
 TIME: 12:45:30

TAYLOR COUNTY BOARD OF COMMISSIONERS  
 GASB EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
 EXPSTALL

SELECTION CRITERIA: expledgr.key\_orgn='0331'  
 ACCOUNTING PERIOD: 8/21

SORTED BY: FUND,FUNCTION,ACTIVITY,TOTL/DEPT,ACCOUNT  
 TOTALED ON: FUND,TOTL/DEPT  
 PAGE BREAKS ON: FUND,TOTL/DEPT

FUND-001 GENERAL FUND  
 FUNCTION-540 TRANSPORTATION  
 ACTIVITY-541 ROAD & STREET FACILITIES  
 TOTL/DEPT-0331 CONTRACTOR ROAD REPAVING

ACCOUNT	TITLE	ORIGINAL BUDGET	AMENDED BUDGET	BUDGET VARIANCE	ACTUAL Y-T-D EXP	AVAILABLE BALANCE	YTD/ BUD
53101	PROFESSIONAL SERVICES	36,950.00	36,950.00	.00	.00	36,950.00	.00
53401	CONTRACTUAL SERVICES	108,805.00	108,805.00	.00	.00	108,805.00	.00
54902	LEGAL ADVERTISING	200.00	200.00	.00	.00	200.00	.00
54907	LICENSE/PERMIT/REGISTRAT	200.00	200.00	.00	.00	200.00	.00
	TOTAL CONTRACTOR ROAD REPAVIN	146,155.00	146,155.00	.00	.00	146,155.00	.00
	TOTAL GENERAL FUND	146,155.00	146,155.00	.00	.00	146,155.00	.00
	TOTAL REPORT	146,155.00	146,155.00	.00	.00	146,155.00	.00

*Amt Budgeted  
 @ 10/1/20*

157,905.00 \*

146,155.00 -

000

11,750.00 \*

R E S O L U T I O N

IN COMPLIANCE to the laws of the State of Florida, as per Florida Statute 129.06(b), the undersigned Clerk and Auditor for the Board of County Commissioners of Taylor County, Florida, made and prepared the following budget changes to reflect unanticipated monies for a particular purpose which caused the **GENERAL FUND** for the fiscal period ending September 30, 2021, to be in excess of the advertised budget.

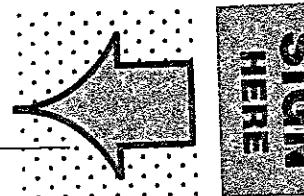
BE IT RESOLVED that the listed receipts and appropriations be added to, included in and transferred to the **GENERAL FUND** budget for the fiscal year ending September 30, 2021.

<u>Amount</u>	<u>Account</u>	<u>Account Name</u>
Revenue:		
\$45,449	001-3342007	911 Rural County Maintenance Grant
Expenditures:		
\$45,449	0255-54630	R&M - Office Equipment

NOW THEREFORE BE IT RESOLVED by the Board of County Commissioners of Taylor County, Florida, that they do approve as provided by law this resolution this 18th day of May, 2021 at Perry, Taylor County, Florida, to amend the budget for the fiscal period ending September 30, 2021 with a motion by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, and carried unanimously.

\_\_\_\_\_  
Gary Knowles, Clerk-Auditor

\_\_\_\_\_  
Chairman



New 911 Spring Rural County Grant for FY'21



Florida E911 Board  
4030 Esplanade Way  
Tallahassee, FL 32399-0950  
Tel: 850-922-7451  
Fax: 850-488-9837

April 19, 2021

Taylor County Board of County Commissioners  
ATTN: Finance & Accounting  
P.O. Box 620  
Perry, FL 32348

FEID #: 59-6000879

Subject: Spring 2021 Rural County - Reimbursement Grant Program

**RECEIVED**

**MAY - 3 2021**

GARY KNOWLES  
CLERK CIRCUIT COURT  
TAYLOR COUNTY, FLORIDA

Dear Taylor County Board of County Commissioners:

The State of Florida E911 Board would like to congratulate you on your grant award for E911 revenue funds to improve the E911 system serving your county.

Please see the attached grant award agreement for details regarding applicable funding rules for the NG-911 Federal grant program that your grant award may requires.

The following provides details concerning the Spring 2021 grant(s) to Taylor County:

<u>Grant Number</u>	<u>CSFA #</u>	<u>Amount Requested</u>	<u>Amount Approved</u>	<u>Purpose</u>	<u>Federal Funding</u>
21-04-25	72.001	\$45,448.48	\$45,448.48		
			\$45,448.48	E911 System Maintenance	No Association
<b>Total Grant Awards:</b>			<b>\$45,448.48</b>		

Recipients of awards of state and/or federal financial assistance are required to comply with the provisions of the Florida Single Audit Act. To assist you, please reference sections 5, 6 and 7 of section 215.97 Florida Statute at the following web site address:

[http://www.leg.state.fl.us/STATUTES/index.cfm?App\\_mode=Display\\_StatuteSearch\\_String=URL=0200-0299/0215/Sections/0215.97.html](http://www.leg.state.fl.us/STATUTES/index.cfm?App_mode=Display_StatuteSearch_String=URL=0200-0299/0215/Sections/0215.97.html)

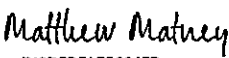
*Additionally, since your grant award may include funds that are being used in accordance with rules and laws pertaining to the Federal NG-911 Grant Program as either federal or state matching funds, the attached grant agreement incorporates these additional terms and conditions and is hereby incorporated into this grant agreement. You must return a signed copy prior to the authorization to transfer funds from the Florida Department of Management Services to your County.*

Board Members: Laurene J. Anderson • Carolyn Dill-Collier • Chesley Dillon • Mathew E. Matney  
Christie A. Pontis • Casey E. Reed • Brad Swanson

Spring 2021 Rural County - Reimbursement Grant Program  
Page Two

The Board thanks you for your interest in 911 and improving public safety in Florida and your commendable efforts towards enhancing your 911 system. It is our hope that your county continues to ensure further public safety advancements in Florida.

Sincerely,

DocuSigned by:  
  
F42DFD5AF5C945D...

Matthew Matney, Chief  
Bureau of Public Safety - E911

MM/KR

cc: Taylor County 911 Coordinator



911 Rural County Maint Reimbursement Grant Dept. #0255

Revenue	Department of Management Services For upkeep and maintenance of 911 systems In rural areas.	\$45,448.48
<b>Total Revenue</b>	<b>(001-3342007)</b>	<b>\$45,448.48</b>

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MAY - 3 2021

GARY KNOWLES  
CLERK CIRCUIT COURT  
TAYLOR COUNTY, FLORIDA

911 Rural County Maint Reimbursement Grant Dept. #0255

Expenditures

<u>54630</u>	R&M OFFICE MACHINES/EQUIP Cost associated with repair & maint of 911	\$45,448.48
<b>Total Expenditures</b>		<b>\$45,448.48</b>

**R E S O L U T I O N**

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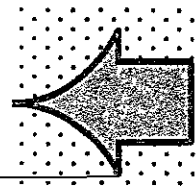
**BE IT RESOLVED** that the listed receipts and appropriations be added to, included in and transferred to the **GENERAL FUND** budget for the fiscal year ending September 30, 2021.

<u>Amount</u>	<u>Account</u>	<u>Account Name</u>
\$ 2,480	001-3356300	Anthropod/Mosq.Cont State
\$ 2,480	0281-55201	State Mosquito Control- General Operating Supplies

**NOW THEREFORE BE IT RESOLVED** by the Board of County Commissioners of Taylor County, Florida, that they do approve as provided by law this resolution this 18th day of May, 2021 at Perry, Taylor County, Florida, to amend the budget for the fiscal period ending September 30, 2021 with a motion by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, and carried unanimously.

\_\_\_\_\_  
Gary Knowles, Clerk-Auditor

\_\_\_\_\_  
Chairman



**Additional Grant Funding over estimated FY21 budget**

SUNGARD PENTAMATION, INC.  
 DATE: 05/11/2021  
 TIME: 12:16:57

TAYLOR COUNTY BOARD OF COMMISSIONERS  
 GASB EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
 EXPSTALL

SELECTION CRITERIA: orgn.orgn3='0281'  
 ACCOUNTING PERIOD: 1/21

SORTED BY: FUND,FUNCTION,ACTIVITY,TOTL/DEPT,ACCOUNT  
 TOTALED ON: FUND,TOTL/DEPT  
 PAGE BREAKS ON: FUND,TOTL/DEPT

FUND-001 GENERAL FUND  
 FUNCTION-530 PHYSICAL ENVIRONMENT  
 ACTIVITY-537 CONSERVATN & RESOURCE MGT  
 TOTL/DEPT-0281 MOSQUITO CONTROL

ACCOUNT	TITLE	ORIGINAL BUDGET	AMENDED BUDGET	BUDGET VARIANCE	ACTUAL Y-T-D EXP	AVAILABLE BALANCE	YTD/ BUD
51200	REGULAR SALARIES & WAGES	21,784.00	21,784.00	.00	1,675.68	20,108.32	7.69
51400	OVERTIME	.00	500.00	500.00	141.38	358.62	28.28
52110	FICA/MEDICARE TAXES	1,667.00	1,667.00	.00	137.55	1,529.45	8.25
52200	RETIREMENT CONTRIBUTIONS	2,179.00	2,179.00	.00	181.71	1,997.29	8.34
52300	HEALTH INSURANCE	5,792.00	5,792.00	.00	482.59	5,309.41	8.33
52320	LIFE INSURANCE	34.00	34.00	.00	3.01	30.99	8.85
52400	WORKERS' COMPENSATION	1,523.00	1,523.00	.00	.00	1,523.00	.00
55201	GEN. OPERATING SUPPLIES	1,501.00	1,001.00	-500.00	.00	1,001.00	.00
<u>TOTAL MOSQUITO CONTROL</u>		<u>34,480.00</u>	<u>34,480.00</u>	<u>.00</u>	<u>2,621.92</u>	<u>31,858.08</u>	<u>7.60</u>
TOTAL GENERAL FUND		34,480.00	34,480.00	.00	2,621.92	31,858.08	7.60
TOTAL REPORT		34,480.00	34,480.00	.00	2,621.92	31,858.08	7.60

*Amt. Budgeted  
 @ 10/1/20*

*⇒ Amt of agreement  
 Signed @ 12/7/20  
 \$ 36,960*

*+ 2,480 amend*

*DWelch*

9.9 Compliance. RECIPIENT shall, at its sole cost and expense, comply with all requirements of all Municipal, County, State and Federal rules and regulations, statutes and/or ordinances now in force, or which hereafter come into force, pertaining to the duties and obligations arising from this AGREEMENT.

9.10 Administration of AGREEMENT.

The contract manager for the DEPARTMENT is **Stephanie Young, Agriculture Environmental Services, 3125 Conner Boulevard, Suite E, Tallahassee, Florida 32399-1650, office number (850) 617-7911, email address Stephanie.Young@FDACS.gov**.

The contract manager for the RECIPIENT is **Cheryl White, Director, Taylor County Mosquito Control, 3750 Highway 98 West, Perry, Florida 32347**.

**ARTICLE 10: CATALOG OF STATE FINANCIAL ASSISTANCE (CSFA)**

10.1 State resources awarded to the RECIPIENT pursuant to this agreement and are from Florida Department of Agriculture and Consumer Services, catalog of State Financial Assistance, Mosquito Control Research, 42.003, \$36,960.34.

If state resources awarded to the RECIPIENT are to be used as matching resources for federal programs, identify the name of federal agency and catalog of Federal Domestic Assistance (title and number).

Signed by parties to this AGREEMENT:

FLORIDA DEPARTMENT OF AGRICULTURE  
AND CONSUMER SERVICES

RECIPIENT

Anthony Pardo  
Signature

Thomas Kemp  
Signature

Director of Administration  
Title

Chairman  
Title

11/20/2020  
Date

12/7/20  
Date

**R E S O L U T I O N**

**IN COMPLIANCE** to the laws of the State of Florida, as per Florida Statute 129.06(b), the undersigned Clerk and Auditor for the Board of County Commissioners of Taylor County, Florida, made and prepared the following budget changes to reflect unanticipated monies for a particular purpose which caused the **FDOT Grant/EDTPF(Paving) FUND** for the fiscal period ending September 30, 2021, to be in excess of the advertised budget.

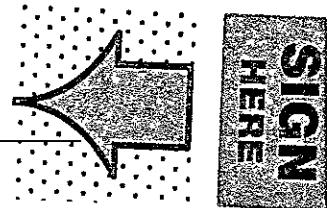
**BE IT RESOLVED** that the listed receipts and appropriations be added to, included in and transferred to the **FDOT Grant/EDTPF FUND** budget for the fiscal year ending September 30, 2021.

<u>Amount</u>	<u>Account</u>	<u>Account Name</u>
\$ 7,000	168-3899010	Cash Carry Forward
\$ 7,000	0328-56402	Capital Outlay / Software

**NOW THEREFORE BE IT RESOLVED** by the Board of County Commissioners of Taylor County, Florida, that they do approve as provided by law this resolution this 18th day of May, 2021 at Perry, Taylor County, Florida, to amend the budget for the fiscal period ending September 30, 2021 with a motion by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, and carried unanimously.

\_\_\_\_\_  
Gary Knowles, Clerk-Auditor

\_\_\_\_\_  
Chairman



**Balance at FYE'20 not included in FY'21 budget**

SUNGARD PENTAMATION, INC.  
 DATE: 05/12/2021  
 TIME: 09:53:35

TAYLOR COUNTY BOARD OF COMMISSIONERS  
 GASB EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
 EXPSTALL

SELECTION CRITERIA: expledgr.key\_orgn='0328'  
 ACCOUNTING PERIOD: 8/21

SORTED BY: FUND, FUNCTION, ACTIVITY, TOTL/DEPT, ACCOUNT  
 TOTALED ON: FUND, TOTL/DEPT  
 PAGE BREAKS ON: FUND, TOTL/DEPT

FUND-168 FDOT/EC DEV TRANSPORTATN  
 FUNCTION-540 TRANSPORTATION  
 ACTIVITY-541 ROAD & STREET FACILITIES  
 TOTL/DEPT-0328 FDOT/EDTPF GRANT (PAVING)

ACCOUNT	TITLE	ORIGINAL BUDGET	AMENDED BUDGET	BUDGET VARIANCE	ACTUAL Y-T-D EXP	AVAILABLE BALANCE	YTD/ BUD
54100	COMMUNICATIONS	400.00	400.00	.00	.00	400.00	.00
55230	COMPUTER SOFTWARE	2,000.00	5,500.00	3,500.00	.00	5,500.00	.00
56400	CAPITAL OUTLAY-EQUIPMENT	26,244.00	22,744.00	-3,500.00	11,462.73	11,281.27	50.40
	TOTAL FDOT/EDTPF GRANT (PAVING)	28,644.00	28,644.00	.00	11,462.73	17,181.27	40.02
	TOTAL FDOT/EC DEV TRANSPORTAT	28,644.00	28,644.00	.00	11,462.73	17,181.27	40.02
TOTAL REPORT		28,644.00	28,644.00	.00	11,462.73	17,181.27	40.02

Budgeted  
 amt  
 FY'21

35,644.00 +  
 28,644.00 -  
 00:00  
 7,000.00 \*



SUNGARD PENTAMATION, INC.  
 DATE: 05/12/2021  
 TIME: 09:47:56

TAYLOR COUNTY BOARD OF COMMISSIONERS  
 GASB EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
 EXPST11

SELECTION CRITERIA: `expldgr.key_orgn='0328'`  
 ACCOUNTING PERIOD: 13/20

SORTED BY: FUND,FUNCTION,ACTIVITY,TOTL/DEPT,ACCOUNT  
 TOTALED ON: FUND,TOTL/DEPT  
 PAGE BREAKS ON: FUND,TOTL/DEPT

FUND-168 FDOT/EC DEV TRANSPORTATN  
 FUNCTION-540 TRANSPORTATION  
 ACTIVITY-541 ROAD & STREET FACILITIES  
 TOTL/DEPT-0328 FDOT/EDTPF GRANT(PAVING)

ACCOUNT	TITLE	ORIGINAL BUDGET	AMENDED BUDGET	BUDGET VARIANCE	ACTUAL Y-T-D EXP	AVAILABLE BALANCE	YTD/BUD
54100	COMMUNICATIONS	300.00	300.00	.00	.00	300.00	.00
55230	COMPUTER SOFTWARE	1,500.00	1,500.00	.00	.00	1,500.00	.00
56400	CAPITAL OUTLAY-EQUIPMENT	33,844.00	33,844.00	.00	.00	33,844.00	.00
	TOTAL FDOT/EDTPF GRANT(PAVING)	35,644.00	35,644.00	.00	.00	35,644.00	.00
	<u>TOTAL FDOT/EC DEV TRANSPORTAT</u>	35,644.00	35,644.00	.00	.00	<u>35,644.00</u>	.00
TOTAL REPORT		35,644.00	35,644.00	.00	.00	35,644.00	.00

*Actual Balance  
 @ FYE '20*

**R E S O L U T I O N**

**IN COMPLIANCE** to the laws of the State of Florida, as per Florida Statute 129.06(b), the undersigned Clerk and Auditor for the Board of County Commissioners of Taylor County, Florida, made and prepared the following budget changes to reflect unanticipated monies for a particular purpose which caused the **SCRAP ROAD PROJECT (Cedar Island Rd) FUND** for the fiscal period ending September 30, 2021, to be in excess of the advertised budget.

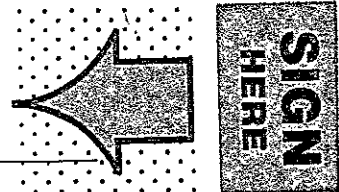
**BE IT RESOLVED** that the listed receipts and appropriations be transferred from the **SCRAP ROAD PROJECT FUND** budget for the fiscal year ending September 30, 2021.

<u>Amount</u>	<u>Account</u>	<u>Account Name</u>
\$ 5,000	180-3344906	SCRAP Grant - Revenue
\$ 5,000	0346-53401	SCRAP Project/Cedar Island Rd Contractual Services

**NOW THEREFORE BE IT RESOLVED** by the Board of County Commissioners of Taylor County, Florida, that they do approve as provided by law this resolution this 18th day of May, 2021 at Perry, Taylor County, Florida, to amend the budget for the fiscal period ending September 30, 2021 with a motion by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, and carried unanimously.

\_\_\_\_\_  
Gary Knowles, Clerk-Auditor

\_\_\_\_\_  
Chairman



**Balance at FYE'20 not included in FY'21 budget**

Cedar Island Road (SCRAP) Dept 0346 / Fund 180

BEGINNING BALANCE 05/04/20 \$ 550,000.00

REVENUE

received \$ 16,350.00

EXPENDITURES \$ 16,350.00

ENDING BALANCE 9/30/20 \$ 533,650.00

→ actual balance @ 9/30/20

Budgeted 528,650

need to amend Budget  
By \$ 5,000

per Kenneth put in  
Contractual Svcs.

DMW

SCRAP Cedar Island Road dept 0346 (05/12/21 dmw)

SUNGARD PENTAMATION, INC.  
 DATE: 05/12/2021  
 TIME: 10:59:35

TAYLOR COUNTY BOARD OF COMMISSIONERS  
 GASB EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
 EXPSTALL

SELECTION CRITERIA: expledgr.key\_orgn='0346'  
 ACCOUNTING PERIOD: 8/21

SORTED BY: FUND, FUNCTION, ACTIVITY, TOTL/DEPT, ACCOUNT  
 TOTALED ON: FUND, TOTL/DEPT  
 PAGE BREAKS ON: FUND, TOTL/DEPT

FUND-180 SCRAP-CEDAR ISLAND RD  
 FUNCTION-540 TRANSPORTATION  
 ACTIVITY-541 ROAD & STREET FACILITIES  
 TOTL/DEPT-0346 SCRAP-CEDAR ISLAND RD

ACCOUNT	TITLE	ORIGINAL BUDGET	AMENDED BUDGET	BUDGET VARIANCE	ACTUAL Y-T-D EXP	AVAILABLE BALANCE	YTD/ BUD
53101	PROFESSIONAL SERVICES	120,000.00	120,000.00	.00	.00	120,000.00	.00
53401	CONTRACTUAL SERVICES	408,350.00	408,350.00	.00	.00	408,350.00	.00
54902	LEGAL ADVERTISING	200.00	200.00	.00	.00	200.00	.00
54907	LICENSE/PERMIT/REGISTRAT	100.00	100.00	.00	.00	100.00	.00
	TOTAL SCRAP-CEDAR ISLAND RD	528,650.00	528,650.00	.00	.00	528,650.00	.00
	TOTAL SCRAP-CEDAR ISLAND RD	528,650.00	528,650.00	.00	.00	528,650.00	.00
	TOTAL REPORT	<u>528,650.00</u>	<u>528,650.00</u>	.00	.00	528,650.00	.00

533,650.00 +  
 528,650.00 -  
 000  
 5,000.00 \*

SUNGARD PENTAMATION, INC.  
 DATE: 05/12/2021  
 TIME: 10:57:16

TAYLOR COUNTY BOARD OF COMMISSIONERS  
 GASB EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
 EXPSTAL1

SELECTION CRITERIA: `expdedgr.key_orgn='0346'`  
 ACCOUNTING PERIOD: 13/20

SORTED BY: FUND, FUNCTION, ACTIVITY, TOTL/DEPT, ACCOUNT  
 TOTALED ON: FUND, TOTL/DEPT  
 PAGE BREAKS ON: FUND, TOTL/DEPT

FUND-180 SCRAP-CEDAR ISLAND RD  
 FUNCTION-540 TRANSPORTATION  
 ACTIVITY-541 ROAD & STREET FACILITIES  
 TOTL/DEPT-0346 SCRAP-CEDAR ISLAND RD

ACCOUNT	TITLE	ORIGINAL BUDGET	AMENDED BUDGET	BUDGET VARIANCE	ACTUAL Y-T-D EXP	AVAILABLE BALANCE	YTD/ BUD
53101	PROFESSIONAL SERVICES	26,000.00	26,000.00	.00	.00	26,000.00	.00
53401	CONTRACTUAL SERVICES	523,700.00	523,700.00	.00	.00	523,700.00	.00
54902	LEGAL ADVERTISING	200.00	200.00	.00	.00	200.00	.00
54907	LICENSE/PERMIT/REGISTRAT	100.00	100.00	.00	.00	100.00	.00
56500	CONSTRUCTION IN PROGRESS	.00	.00	.00	16,350.00	-16,350.00	.00
	TOTAL SCRAP-CEDAR ISLAND RD	550,000.00	550,000.00	.00	16,350.00	533,650.00	2.97
	TOTAL SCRAP-CEDAR ISLAND RD	550,000.00	550,000.00	.00	16,350.00	533,650.00	2.97
	TOTAL REPORT	550,000.00	550,000.00	.00	16,350.00	533,650.00	2.97

533,650.00

*actual balance  
 @ 9/30/20*

**R E S O L U T I O N**

**IN COMPLIANCE** to the laws of the State of Florida, as per Florida Statute 129.06(b), the undersigned Clerk and Auditor for the Board of County Commissioners of Taylor County, Florida, made and prepared the following budget changes to reflect unanticipated monies for a particular purpose which caused the **SCRAP ROAD PROJECT (Slaughter Rd) FUND** for the fiscal period ending September 30, 2021, to be in excess of the advertised budget.

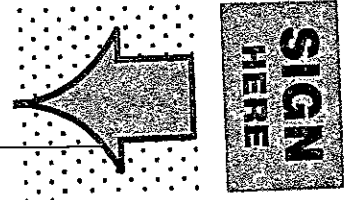
**BE IT RESOLVED** that the listed receipts and appropriations be transferred from the **SCRAP ROAD PROJECT FUND** budget for the fiscal year ending September 30, 2021.

<u>Amount</u>	<u>Account</u>	<u>Account Name</u>
\$ 10,911	181-3344906	SCRAP Grant - Revenue
\$ 10,911	0347-53101	SCRAP Project/Slaughter Rd Professional Services

**NOW THEREFORE BE IT RESOLVED** by the Board of County Commissioners of Taylor County, Florida, that they do approve as provided by law this resolution this 18th day of May, 2021 at Perry, Taylor County, Florida, to amend the budget for the fiscal period ending September 30, 2021 with a motion by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, and carried unanimously.

\_\_\_\_\_  
Gary Knowles, Clerk-Auditor

\_\_\_\_\_  
Chairman



**Balance at FYE'20 not included in FY'21 budget**



Slaughter Road (SCRAP) Dept 0347 / Fund 181

BEGINNING BALANCE 05/04/20 \$ 1,300,000.00

REVENUE  
received \$ 41,960.82

EXPENDITURES \$ 41,960.82

ENDING BALANCE 9/30/20 \$ 1,258,039.18

→ Actual  
Balance @  
9/30/20

Budgeted: 1,247,128 FY 21

Need to amend Budget  
By: \$10,911

DMW

SCRAP Slaughter Road dept 0347 (05/12/21 dmw)

Unmailed Kenneth -  
place in  
Prof. Svs.

DMW

SUNGARD PENTAMATION, INC.  
 DATE: 05/12/2021  
 TIME: 11:21:23

TAYLOR COUNTY BOARD OF COMMISSIONERS  
 GASB EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
 EXPST11

SELECTION CRITERIA: expdgr.key\_orgn='0347'  
 ACCOUNTING PERIOD: 13/20

SORTED BY: FUND,FUNCTION,ACTIVITY,TOTL/DEPT,ACCOUNT  
 TOTALED ON: FUND,TOTL/DEPT  
 PAGE BREAKS ON: FUND,TOTL/DEPT

FUND-181 SCRAP-SLAUGHTER RD  
 FUNCTION-540 TRANSPORTATION  
 ACTIVITY-541 ROAD & STREET FACILITIES  
 TOTL/DEPT-0347 SCRAP-SLAUGHTER ROAD

ACCOUNT	TITLE	ORIGINAL BUDGET	AMENDED BUDGET	BUDGET VARIANCE	ACTUAL Y-T-D EXP	AVAILABLE BALANCE	YTD/BUD
53101	PROFESSIONAL SERVICES	132,653.00	132,653.00	.00	.00	132,653.00	.00
53401	CONTRACTUAL SERVICES	1,167,241.00	1,167,241.00	.00	.00	1,167,241.00	.00
54902	LEGAL ADVERTISING	106.00	106.00	.00	.00	106.00	.00
56500	CONSTRUCTION IN PROGRESS	.00	.00	.00	41,960.82	-41,960.82	.00
	TOTAL SCRAP-SLAUGHTER ROAD	1,300,000.00	1,300,000.00	.00	41,960.82	1,258,039.18	3.23
	TOTAL SCRAP-SLAUGHTER RD	1,300,000.00	1,300,000.00	.00	41,960.82	1,258,039.18	3.23
	TOTAL REPORT	1,300,000.00	1,300,000.00	.00	41,960.82	1,258,039.18	3.23

Bal @  
 9/30/20

SUNGARD PENTAMATION, INC.  
 DATE: 05/12/2021  
 TIME: 11:21:44

TAYLOR COUNTY BOARD OF COMMISSIONERS  
 GASB EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
 EXPSTALL

SELECTION CRITERIA: expledgr.key\_orgn='0347'  
 ACCOUNTING PERIOD: 8/21

SORTED BY: FUND,FUNCTION,ACTIVITY,TOTL/DEPT,ACCOUNT  
 TOTALED ON: FUND,TOTL/DEPT  
 PAGE BREAKS ON: FUND,TOTL/DEPT

FUND-181 SCRAP-SLAUGHTER RD  
 FUNCTION-540 TRANSPORTATION  
 ACTIVITY-541 ROAD & STREET FACILITIES  
 TOTL/DEPT-0347 SCRAP-SLAUGHTER ROAD

ACCOUNT	TITLE	ORIGINAL BUDGET	AMENDED BUDGET	BUDGET VARIANCE	ACTUAL Y-T-D EXP	AVAILABLE BALANCE	YTD/BUD
53101	PROFESSIONAL SERVICES	140,469.00	140,469.00	.00	17,814.24	116,013.09	12.68
53401	CONTRACTUAL SERVICES	1,106,559.00	1,106,559.00	.00	.00	1,106,559.00	.00
54902	LEGAL ADVERTISING	100.00	100.00	.00	.00	100.00	.00
	TOTAL SCRAP-SLAUGHTER ROAD	1,247,128.00	1,247,128.00	.00	17,814.24	1,222,672.09	1.43
	TOTAL SCRAP-SLAUGHTER RD	1,247,128.00	1,247,128.00	.00	17,814.24	1,222,672.09	1.43
	TOTAL REPORT	1,247,128.00	1,247,128.00	.00	17,814.24	1,222,672.09	1.43

1,258,039.00

1,247,128.00

000

10,911.00 \*

**R E S O L U T I O N**

**IN COMPLIANCE** to the laws of the State of Florida, as per Florida Statute 129.06(b), the undersigned Clerk and Auditor for the Board of County Commissioners of Taylor County, Florida, made and prepared the following budget changes to reflect unanticipated monies for a particular purpose which caused the **SCOP ROAD PROJECT (Slaughter Road) FUND** for the fiscal period ending September 30, 2021, to be in excess of the advertised budget.

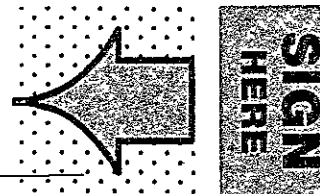
**BE IT RESOLVED** that the listed receipts and appropriations be added to, included in and transferred to the **SCOP ROAD PROJECT FUND** budget for the fiscal year ending September 30, 2021.

<u>Amount</u>	<u>Account</u>	<u>Account Name</u>
\$9,743	182-3344905	SCOP Grant - Revenue
\$9,743	0348-53101	SCOP Slaughter Road Professional Services

**NOW THEREFORE BE IT RESOLVED** by the Board of County Commissioners of Taylor County, Florida, that they do approve as provided by law this resolution this 18th day of May, 2021 at Perry, Taylor County, Florida, to amend the budget for the fiscal period ending September 30, 2021 with a motion by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, and carried unanimously.

\_\_\_\_\_  
Gary Knowles, Clerk-Auditor

\_\_\_\_\_  
Chairman



**Balance at FYE'20 not included in FY'21 budget**

Slaughter Road (SCOP) Dept 0348 / Fund 182

BEGINNING BALANCE 05/04/20 \$ 1,150,000.00

REVENUE

received \$ 37,119.18

EXPENDITURES \$ 37,119.18

ENDING BALANCE 9/30/20 \$ 1,112,880.82

→ actual Bal  
@ 9/30/20

need to amend Budget  
By \$ 9,743

Per Kenneth amend  
Professional  
Svs.

dmw

SCOP Slaughter Road dept 0348 (05/12/21 dmw)

SUNGARD PENTAMATION, INC.  
 DATE: 05/12/2021  
 TIME: 11:32:33

TAYLOR COUNTY BOARD OF COMMISSIONERS  
 GASB EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
 EXPSTALL

SELECTION CRITERIA: expledgr.key\_orgn='0348'  
 ACCOUNTING PERIOD: 8/21

SORTED BY: FUND,FUNCTION,ACTIVITY,TOTL/DEPT,ACCOUNT  
 TOTALED ON: FUND,TOTL/DEPT  
 PAGE BREAKS ON: FUND,TOTL/DEPT

FUND-182 SCOP-SLAUGHTER ROAD  
 FUNCTION-540 TRANSPORTATION  
 ACTIVITY-541 ROAD & STREET FACILITIES  
 TOTL/DEPT-0348 SCOP-SLAUGHTER ROAD

ACCOUNT	TITLE	ORIGINAL BUDGET	AMENDED BUDGET	BUDGET VARIANCE	ACTUAL Y-T-D EXP	AVAILABLE BALANCE	YTD/BUD
53101	PROFESSIONAL SERVICES	124,566.00	124,566.00	.00	15,758.76	102,931.91	12.65
53401	CONTRACTUAL SERVICES	978,471.00	978,471.00	.00	.00	978,471.00	.00
54902	LEGAL ADVERTISING	100.00	100.00	.00	.00	100.00	.00
	TOTAL SCOP-SLAUGHTER ROAD	1,103,137.00	1,103,137.00	.00	15,758.76	1,081,502.91	1.43
	TOTAL SCOP-SLAUGHTER ROAD	1,103,137.00	1,103,137.00	.00	15,758.76	1,081,502.91	1.43
TOTAL REPORT		1,103,137.00	1,103,137.00	.00	15,758.76	1,081,502.91	1.43

*Budgeted amt  
 @ 10/1/20*

*need to amend  
 By \$9,743*

1,112,880.82 +  
 1,103,137.00 -  
 00:0  
 9,743.82 \*

SUNGARD PENTAMATION, INC.  
 DATE: 05/12/2021  
 TIME: 11:32:14

TAYLOR COUNTY BOARD OF COMMISSIONERS  
 GASB EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
 EXPSTALL

SELECTION CRITERIA: expledgr.key\_orgn='0348'  
 ACCOUNTING PERIOD: 13/20

SORTED BY: FUND, FUNCTION, ACTIVITY, TOTL/DEPT, ACCOUNT  
 TOTALED ON: FUND, TOTL/DEPT  
 PAGE BREAKS ON: FUND, TOTL/DEPT

FUND-182 SCOP-SLAUGHTER ROAD  
 FUNCTION-540 TRANSPORTATION  
 ACTIVITY-541 ROAD & STREET FACILITIES  
 TOTL/DEPT-0348 SCOP-SLAUGHTER ROAD

ACCOUNT	TITLE	ORIGINAL BUDGET	AMENDED BUDGET	BUDGET VARIANCE	ACTUAL Y-T-D EXP	AVAILABLE BALANCE	YTD/ BUD
53101	PROFESSIONAL SERVICES	117,347.00	117,347.00	.00	.00	117,347.00	.00
53401	CONTRACTUAL SERVICES	1,032,559.00	1,032,559.00	.00	.00	1,032,559.00	.00
54902	LEGAL ADVERTISING	94.00	94.00	.00	.00	94.00	.00
56500	CONSTRUCTION IN PROGRESS	.00	.00	.00	37,119.18	-37,119.18	.00
	TOTAL SCOP-SLAUGHTER ROAD	1,150,000.00	1,150,000.00	.00	37,119.18	1,112,880.82	3.23
	TOTAL SCOP-SLAUGHTER ROAD	1,150,000.00	1,150,000.00	.00	37,119.18	1,112,880.82	3.23
	TOTAL REPORT	1,150,000.00	1,150,000.00	.00	37,119.18	1,112,880.82	3.23

Actual Bal @  
 9/30/20

**R E S O L U T I O N**

**IN COMPLIANCE** to the laws of the State of Florida, as per Florida Statute 129.06(b), the undersigned Clerk and Auditor for the Board of County Commissioners of Taylor County, Florida, made and prepared the following budget changes to reflect unanticipated monies for a particular purpose which caused the **SCOP ROAD PROJECT (Gas Plant Road) FUND** for the fiscal period ending September 30, 2021, to be in excess of the advertised budget.

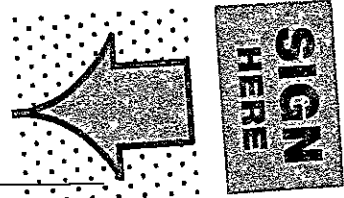
**BE IT RESOLVED** that the listed receipts and appropriations be added to, included in and transferred to the **SCOP ROAD PROJECT FUND** budget for the fiscal year ending September 30, 2021.

<u>Amount</u>	<u>Account</u>	<u>Account Name</u>
\$56,595	183-3344905	SCOP Grant - Revenue
\$56,595	0349-53101	SCOP Gas Plant Road Professional Services

**NOW THEREFORE BE IT RESOLVED** by the Board of County Commissioners of Taylor County, Florida, that they do approve as provided by law this resolution this 18th day of May, 2021 at Perry, Taylor County, Florida, to amend the budget for the fiscal period ending September 30, 2021 with a motion by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, and carried unanimously.

\_\_\_\_\_  
Gary Knowles, Clerk-Auditor

\_\_\_\_\_  
Chairman



**Balance at FYE'20 not included in FY'21 budget**



**Gas Plant Road (SCOP) Dept 0349 / Fund 183**

**BEGINNING BALANCE 05/04/20** \$ **700,000.00**

REVENUE

received \$ 79,189.90

EXPENDITURES


\$ 79,189.90

**ENDING BALANCE 9/30/20** \$ **620,810.10**

actual Balance  
9/30/20

need to amend budget  
10/1/20 \$ 56,595

Per Kenneth place in  
Professional  
Svs.



SCOP Gas Plant Rd dept 0349 (03/12/21 dmw)

SUNGARD PENTAMATION, INC.  
 DATE: 05/12/2021  
 TIME: 12:00:01

TAYLOR COUNTY BOARD OF COMMISSIONERS  
 GASB EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
 EXPSTALL

SELECTION CRITERIA: `expldgr.key_orgn='0349'`  
 ACCOUNTING PERIOD: 8/21

SORTED BY: FUND,FUNCTION,ACTIVITY,TOTL/DEPT,ACCOUNT  
 TOTALED ON: FUND,TOTL/DEPT  
 PAGE BREAKS ON: FUND,TOTL/DEPT

FUND-183 SCOP-GAS PLANT ROAD  
 FUNCTION-540 TRANSPORTATION  
 ACTIVITY-541 ROAD & STREET FACILITIES  
 TOTL/DEPT-0349 SCOP-GAS PLANT ROAD

ACCOUNT	TITLE	ORIGINAL BUDGET	AMENDED BUDGET	BUDGET VARIANCE	ACTUAL Y-T-D EXP	AVAILABLE BALANCE	YTD/BUD
53101	PROFESSIONAL SERVICES	145,034.00	145,034.00	.00	36,384.05	53,991.90	25.09
53401	CONTRACTUAL SERVICES	418,981.00	418,981.00	.00	.00	418,981.00	.00
54902	LEGAL ADVERTISING	200.00	200.00	.00	163.62	36.38	81.81
	TOTAL SCOP-GAS PLANT ROAD	564,215.00	564,215.00	.00	36,547.67	473,009.28	6.48
	TOTAL SCOP-GAS PLANT ROAD	564,215.00	564,215.00	.00	36,547.67	473,009.28	6.48
TOTAL REPORT		564,215.00	564,215.00	.00	36,547.67	473,009.28	6.48

*Amnt budgeted  
 10/1/20*

620,810.10 +  
 56,4215.00 -  
 00:0  
 56,595.10 \*

SUNGARD PENTAMATION, INC.  
 DATE: 05/12/2021  
 TIME: 11:59:38

TAYLOR COUNTY BOARD OF COMMISSIONERS  
 GASB EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
 EXPSTALL

SELECTION CRITERIA: expdgr.key\_orgn='0349'  
 ACCOUNTING PERIOD: 13/20

SORTED BY: FUND,FUNCTION,ACTIVITY,TOTL/DEPT,ACCOUNT  
 TOTALED ON: FUND,TOTL/DEPT  
 PAGE BREAKS ON: FUND,TOTL/DEPT

FUND-183 SCOP-GAS PLANT ROAD  
 FUNCTION-540 TRANSPORTATION  
 ACTIVITY-541 ROAD & STREET FACILITIES  
 TOTL/DEPT-0349 SCOP-GAS PLANT ROAD

ACCOUNT	TITLE	ORIGINAL BUDGET	AMENDED BUDGET	BUDGET VARIANCE	ACTUAL Y-T-D EXP	AVAILABLE BALANCE	YTD/ BUD
53101	PROFESSIONAL SERVICES	270,232.00	270,232.00	.00	.00	270,232.00	.00
53401	CONTRACTUAL SERVICES	429,568.00	429,568.00	.00	.00	429,568.00	.00
54902	LEGAL ADVERTISING	200.00	200.00	.00	.00	200.00	.00
56500	CONSTRUCTION IN PROGRESS	.00	.00	.00	79,189.90	-79,189.90	.00
	TOTAL SCOP-GAS PLANT ROAD	700,000.00	700,000.00	.00	79,189.90	620,810.10	11.31
	TOTAL SCOP-GAS PLANT ROAD	700,000.00	700,000.00	.00	79,189.90	620,810.10	11.31
	TOTAL REPORT	700,000.00	700,000.00	.00	79,189.90	620,810.10	11.31

*Actual Bal @  
 9/30/20*

**R E S O L U T I O N**

**IN COMPLIANCE** to the laws of the State of Florida, as per Florida Statute 129.06(b), the undersigned Clerk and Auditor for the Board of County Commissioners of Taylor County, Florida, made and prepared the following budget changes to reflect unanticipated monies for a particular purpose which caused the **AIRPORT FUND** for the fiscal period ending September 30, 2021, to be in excess of the advertised budget.

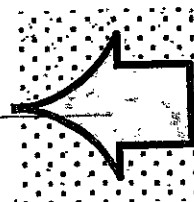
**BE IT RESOLVED** that the listed receipts and appropriations be added to, included in and transferred to the **AIRPORT FUND** budget for the fiscal year ending September 30, 2021.

<u>Amount</u>	<u>Account</u>	<u>Account Name</u>
Revenue:		
\$ 9,000	003-3314116	FAA CARES Act Grant
Expenditures:		
\$ 5,262	0553-51200	Regular Salaries & Wages
\$ 403	0553-52110	FICA/Medicare Taxes
\$ 3,335	0553-54610	R&M Bldg & Grounds

**NOW THEREFORE BE IT RESOLVED** by the Board of County Commissioners of Taylor County, Florida, that they do approve as provided by law this resolution this 18th day of May, 2021 at Perry, Taylor County, Florida, to amend the budget for the fiscal period ending September 30, 2021 with a motion by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, and carried unanimously.

\_\_\_\_\_  
Gary Knowles, Clerk-Auditor

\_\_\_\_\_  
Chairman



**BUDGET AMENDMENT REQUEST**  
**2020-2021 FISCAL YEAR**

**DEPARTMENT: NEW Airport FAA Cares Act Grant #2**  
**AMENDMENT REQUEST DATE: March 22, 2021**

<b>Expenditure</b>				
<b>Account #</b>	<b>Account Description</b>	<b>Budgeted 10/01/20</b>	<b>Amended Amount</b>	<b>Amendment</b>
51200	Regular Salaries & Wages	\$0	\$5,262	\$5,262
52110	FICA/Medicare Taxes	\$0	\$403	\$403
54610	R&M Building & Grd	\$0	\$3,335	\$3,335
<b>TOTAL BUDGET AMENDMENT</b>		<b>\$9,000</b>		
<b>TOTAL BUDGET</b>	<b>\$9,000</b>			

**\*\*This will fund Ward Ketring's salary 24 hours @ 12 weeks for a total of 288 hours  
 288 hours X \$18.27 = \$5,261.76**

**5261.76 x 7.65% = \$402.52**

**Funds will be expended from this account instead of Account 0500 Airport Operations**

**R E S O L U T I O N**

**IN COMPLIANCE** to the laws of the State of Florida, as per Florida Statute 129.06(b), the undersigned Clerk and Auditor for the Board of County Commissioners of Taylor County, Florida, made and prepared the following budget changes to reflect unanticipated monies for a particular purpose which caused the **MSTU FUND** for the fiscal period ending September 30, 2021, to be in excess of the advertised budget.

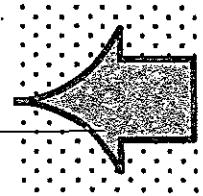
**BE IT RESOLVED** that the listed receipts and appropriations be added to, included in and transferred to the **MSTU FUND** budget for the fiscal year ending September 30, 2021.

<u>Amount</u>	<u>Account</u>	<u>Account Name</u>
Revenue:		
\$1,700	107-3699021	Misc - SCBA Refills
Expenditures:		
\$1,700	0192-54620	County Fire Department - R&M Equipment

**NOW THEREFORE BE IT RESOLVED** by the Board of County Commissioners of Taylor County, Florida, that they do approve as provided by law this resolution this 18th day of May, 2021 at Perry, Taylor County, Florida, to amend the budget for the fiscal period ending September 30, 2021 with a motion by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, and carried unanimously.

\_\_\_\_\_  
Gary Knowles, Clerk-Auditor

\_\_\_\_\_  
Chairman



**Non-budgeted funds received from Georgia Pacific - for air fills provided by Taylor County Fire Department**

## **Dannielle Welch**

---

**From:** Dan Cassel <ps.director@taylorcountygov.com>  
**Sent:** Monday, May 10, 2021 1:50 PM  
**To:** Dannielle Welch  
**Subject:** RE: GP check

It was for SCBA bottle refills, and it can go into R/M Equipment 0192 – 54620.

**From:** Dannielle Welch [mailto:dwelch@taylorclerk.com]  
**Sent:** Monday, May 10, 2021 12:06 PM  
**To:** Dan Cassel <ps.director@taylorcountygov.com>  
**Subject:** GP check

Hey Dan!

I've received a check from GP for \$1700 --- can you tell me what it's for and how you want me to show it so I can do a resolution?

Thanks!

**Dannielle Welch**  
**County Finance Director**  
**Taylor County, FL**  
**P.O. Box 620**  
**Perry, FL 32348**  
**850-838-3506 ext. 122**

**Please note: Florida has a very broad public records law. As a result, any written communication created or received by Taylor County officials and employees will be made available to the public and media upon request, unless such written communication falls within an exception or exemption to the Public Records Act.**

R E S O L U T I O N

IN COMPLIANCE to the laws of the State of Florida, as per Florida Statute 129.06(b), the undersigned Clerk and Auditor for the Board of County Commissioners of Taylor County, Florida, made and prepared the following budget changes to reflect unanticipated monies for a particular purpose which caused the CARES Act FUND for the fiscal period ending September 30, 2021, to be in excess of the advertised budget.

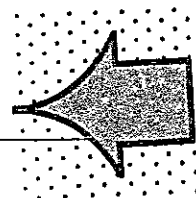
BE IT RESOLVED that the listed receipts and appropriations be added to, included in and transferred to the GENERAL FUND budget for the fiscal year ending September 30, 2021.

<u>Amount</u>	<u>Account</u>	<u>Account Name</u>
\$2,822,718	198-3312025	FDEM/CARES Act
\$2,822,718	2201-53401	Contractual Services

NOW THEREFORE BE IT RESOLVED by the Board of County Commissioners of Taylor County, Florida, that they do approve as provided by law this resolution this 18th day of May, 2021 at Perry, Taylor County, Florida, to amend the budget for the fiscal period ending September 30, 2021 with a motion by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, and carried unanimously.

\_\_\_\_\_  
Gary Knowles, Clerk-Auditor

\_\_\_\_\_  
Chairman



CARES Act Funding - not budgeted in FY'21



SUNGARD PENTAMATION, INC.  
 DATE: 05/12/2021  
 TIME: 13:56:42

TAYLOR COUNTY BOARD OF COMMISSIONERS  
 REVENUE AUDIT TRAIL

PAGE NUMBER: 1  
 AUDIT41

SELECTION CRITERIA: orgn.fund='198'  
 ACCOUNTING PERIODS: 1/21 THRU 8/21

(INACTIVE ACCOUNTS EXCLUDED)

SORTED BY: FUND,FUNCTION,ACTIVITY,TOTL/DEPT,ACCOUNT,ACCOUNT,PERIOD

TOTALED ON: FUND,TOTL/DEPT,ACCOUNT

PAGE BREAKS ON: FUND,TOTL/DEPT

ACCOUNT DATE	T/C	RECEIVE REFERENCE	PAYER/VENDOR	BUDGET	RECEIPTS	RECEIVABLES DESCRIPTION	CUMULATIVE BALANCE
3312025 FDEM/CARES ACT							
198 - CARES ACT FUND							
3312025	FDEM/CARES ACT			.00	.00	.00 BEGINNING BALANCE	
	11/17/20	19-2	20210114		752,725.00	CARES ACT FUNDING/2ND ALL	
	12/10/20	19-3	20210154		957,922.56	CARES ACT FUNDING/3RD ALL	
	12/18/20	12-3		.00			
	01/07/21	19-4	20210212		749,671.35	CARES ACT DISTRIBUTION	
	01/08/21	19-4	20210215		140,653.04	CARES ACT DISTRIBUTION	
	03/09/21	19-6	20210321		221,746.05	CARES ACT	
TOTAL	FDEM/CARES ACT			.00	2,822,718.00		-2,822,718.00
3899010 CASH BROUGHT FORWARD							
	10/05/20	14-1		-60,753.00		.00 BEGINNING BALANCE	
	10/05/20	12-1		.00		CARES ACT FYE	
	10/05/20	14-1		940,906.00		FYE CARRY FORWARD	
TOTAL	CASH BROUGHT FORWARD			880,153.00	.00		880,153.00
TOTAL TOTL/DEPT - TITLE NOT FOUND				880,153.00	2,822,718.00	.00	-1,942,565.00
TOTAL FUND - CARES ACT FUND				880,153.00	2,822,718.00	.00	-1,942,565.00
TOTAL REPORT				880,153.00	2,822,718.00	.00	-1,942,565.00

$\left( \begin{array}{l} \$940,906 \\ \text{(received in)} \\ \text{Fy'20} \end{array} \right) \left( \begin{array}{l} \$2,822,718 \\ \text{received in} \\ \text{Fy'21} \end{array} \right)$

Received  
 Complete  
 allocation \$ 3,763,624  
 DWelch

\* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

R E S O L U T I O N

IN COMPLIANCE to the laws of the State of Florida, as per Florida Statute 129.06(b), the undersigned Clerk and Auditor for the Board of County Commissioners of Taylor County, Florida, made and prepared the following budget changes to reflect unanticipated monies for a particular purpose which caused the **FRA RAIL GRANT FUND** for the fiscal period ending September 30, 2021, to be in excess of the advertised budget.

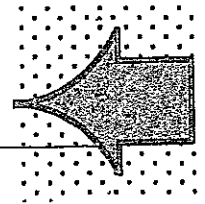
BE IT RESOLVED that the listed receipts and appropriations be added to, included in and transferred to the **GENERAL FUND** budget for the fiscal year ending September 30, 2021.

<u>Amount</u>	<u>Account</u>	<u>Account Name</u>
Revenue:		
\$ 5,609,296	199-3314902	FRA Rail Grant (Federal)
\$ 5,609,295	199-3441030	GFRR Rail Grant Sources
<u>\$11,218,591</u>	Total Revenue	
Expenditures:		
\$11,218,591	2200-53401	Contractual Services

NOW THEREFORE BE IT RESOLVED by the Board of County Commissioners of Taylor County, Florida, that they do approve as provided by law this resolution this 18th day of May, 2021 at Perry, Taylor County, Florida, to amend the budget for the fiscal period ending September 30, 2021 with a motion by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, and carried unanimously.

\_\_\_\_\_  
Gary Knowles, Clerk-Auditor

\_\_\_\_\_  
Chairman



Balance at FYE'20 not included in FY'21 budget

SUNGARD PENTAMATION, INC.  
DATE: 05/12/2021  
TIME: 13:53:24

TAYLOR COUNTY BOARD OF COMMISSIONERS  
GASB EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
EXPSTALL

SELECTION CRITERIA: `expldgr.key_orgn='2200'`  
ACCOUNTING PERIOD: 13/20

SORTED BY: FUND,FUNCTION,ACTIVITY,TOTL/DEPT,ACCOUNT  
TOTALD ON: FUND,TOTL/DEPT  
PAGE BREAKS ON: FUND,TOTL/DEPT

FUND-199 FRA RAIL GRANT FUND  
FUNCTION-540 TRANSPORTATION  
ACTIVITY-590 OTHER-NON-OPERATING  
TOTL/DEPT-2200 FRA RAIL GRANT

ACCOUNT	TITLE	ORIGINAL BUDGET	AMENDED BUDGET	BUDGET VARIANCE	ACTUAL Y-T-D EXP	AVAILABLE BALANCE	YTD/ BUD
53401	CONTRACTUAL SERVICES	17,343,027.00	17,343,027.00	.00	5,124,435.70	12,218,591.30	29.55
	TOTAL FRA RAIL GRANT	17,343,027.00	17,343,027.00	.00	5,124,435.70	12,218,591.30	29.55
	TOTAL FRA RAIL GRANT FUND	17,343,027.00	17,343,027.00	.00	5,124,435.70	12,218,591.30	29.55
TOTAL REPORT		17,343,027.00	17,343,027.00	.00	5,124,435.70	12,218,591.30	29.55

17,343,027.00

Amount approved

12,218,591.30

amt. remaining @ 9/30/20

SUNGARD PENTAMATION, INC.  
 DATE: 05/12/2021  
 TIME: 13:53:46

TAYLOR COUNTY BOARD OF COMMISSIONERS  
 GASB EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
 EXPSTA11

SELECTION CRITERIA: expledgr.key\_orgn='2200'  
 ACCOUNTING PERIOD: 8/21

SORTED BY: FUND, FUNCTION, ACTIVITY, TOTL/DEPT, ACCOUNT  
 TOTALED ON: FUND, TOTL/DEPT  
 PAGE BREAKS ON: FUND, TOTL/DEPT

FUND-199 FRA RAIL GRANT FUND  
 FUNCTION-540 TRANSPORTATION  
 ACTIVITY-590 OTHER NON-OPERATING  
 TOTL/DEPT-2200 FRA RAIL GRANT

ACCOUNT	TITLE	ORIGINAL BUDGET	AMENDED BUDGET	BUDGET VARIANCE	ACTUAL Y-T-D EXP	AVAILABLE BALANCE	YTD/ BUD
53401	CONTRACTUAL SERVICES	1,000,000.00	1,000,000.00	.00	2,678,499.08	-1,678,499.08	267.85
	TOTAL FRA RAIL GRANT	1,000,000.00	1,000,000.00	.00	2,678,499.08	-1,678,499.08	267.85
	TOTAL FRA RAIL GRANT FUND	1,000,000.00	1,000,000.00	.00	2,678,499.08	-1,678,499.08	267.85
	TOTAL REPORT	1,000,000.00	1,000,000.00	.00	2,678,499.08	-1,678,499.08	267.85

Amount Budgeted @ 10/1/20 FY'21

	O + C
* 12,218,591.00	+
- 1,000,000.00	-
0.00	
11,218,591.00	*

Need to amend Budget 11,218,591

R E S O L U T I O N

IN COMPLIANCE to the laws of the State of Florida, as per Florida Statute 129.06(b), the undersigned Clerk and Auditor for the Board of County Commissioners of Taylor County, Florida, made and prepared the following budget changes to reflect a (shortfall) of monies for a particular purpose which caused the GENERAL FUND for the fiscal period ending September 30, 2021 to be less than the advertised budget.

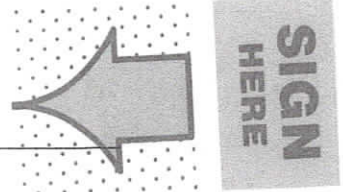
BE IT RESOLVED that the listed appropriations be transferred from the GENERAL FUND budget for the fiscal year ending September 30, 2021.

<u>Amount</u>	<u>Account</u>	<u>Account Name</u>
\$(3,500)	001-3899010	General Fund-Cash Brought Forward
\$(3,500)	0275-55201	EMS Dept of Health/Gen Op Supplies

NOW THEREFORE BE IT RESOLVED by the Board of County Commissioners of Taylor County, Florida, that they do approve as provided by law this resolution this 18th day of May, 2021 at Perry, Taylor County, Florida, to amend the budget for the fiscal period ending September 30, 2021 with a motion by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, and carried unanimously.

\_\_\_\_\_  
Gary Knowles, Clerk-Auditor

\_\_\_\_\_  
Chairman



Represents designated funding at FYE 09/30/20 less than the 2021 budget - Did not participate in grant in FY20 even though budgeted

2019 - received	2,298	expended	-0-
2020 - received	-0-	expended	-0-

Budgeted in 2021 : 8,798

new : 3,000 (FY21)

CF : 2,298 (FY19) ✓

CF : 3,500 (FY20) did not receive)

Need to reduce CF in General fund by 3,500  
and 0275-55201 . Actual budget in 0275  
is \$5,298.

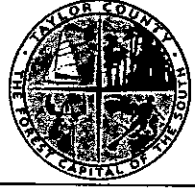
DWelch

5/12/21

**TAYLOR COUNTY BOARD OF COMMISSIONERS**

*County Commission Agenda Item*

**SUBJECT/TITLE:**



**2021 DMS Grant Agreement and supporting documentation**

**Meeting Date:**

**May 18<sup>th</sup>, 2021**

**Statement of Issue:** Documentation for State of FL agreeing to all terms of Grant Requirements in order to receive monies and request reimbursement from the 2021 Spring Maintenance E911 Grant.

**Recommendation:** Approve the application

**Fiscal Impact:** \$ 45,448.48 **Budgeted Expense:** Yes  No  N/A

**Submitted By:** Katie Morrison/ 911 Coordinator

**Contact:** 850-838-1104 or katie.morrison@taylorsheriff.org

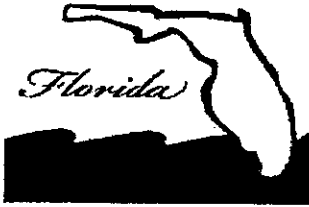
**SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS**

**History, Facts & Issues:** Beginning in 2020 the Department of Management Services changed the procedure in which they grant monies and reimburse counties for Rural and State Grants.

The changes made now require the Board of County Commissioners to sign off and agree to the terms of accepting the funds awarded.

- Options:**
1. Sign Terms & Conditions
  2. Do not sign Terms & Conditions

- Attachments:**
1. Agreement, Grant Award, Finalized 2021 Spring Grant, Quotes, and Vendor Contract
  2.



Florida E911 Board  
4030 Esplanade Way  
Tallahassee, FL 32399-0950  
Tel: 850-922-7451  
Fax: 850-488-9837

April 19, 2021

Taylor County Board of County Commissioners  
ATTN: Finance & Accounting  
P.O. Box 620  
Perry, FL 32348

FEID #: 59-6000879

Subject: Spring 2021 Rural County - Reimbursement Grant Program

Dear Taylor County Board of County Commissioners:

The State of Florida E911 Board would like to congratulate you on your grant award for E911 revenue funds to improve the E911 system serving your county.

Please see the attached grant award agreement for details regarding applicable funding rules for the NG-911 Federal grant program that your grant award may requires.

The following provides details concerning the Spring 2021 grant(s) to Taylor County:

<u>Grant Number</u>	<u>CSFA #</u>	<u>Amount Requested</u>	<u>Amount Approved</u>	<u>Purpose</u>	<u>Federal Funding</u>
21-04-25	72.001	\$45,448.48	\$45,448.48		
			\$45,448.48	E911 System Maintenance	No Association
<b>Total Grant Awards:</b>			<b>\$45,448.48</b>		

Recipients of awards of state and/or federal financial assistance are required to comply with the provisions of the Florida Single Audit Act. To assist you, please reference sections 5, 6 and 7 of section 215.97 Florida Statute at the following web site address:

[http://www.leg.state.fl.us/STATUTES/index.cfm?App\\_mode=Display\\_StatuteSearch\\_String=URL=0200-0299/0215/Sections/0215.97.html](http://www.leg.state.fl.us/STATUTES/index.cfm?App_mode=Display_StatuteSearch_String=URL=0200-0299/0215/Sections/0215.97.html)

*Additionally, since your grant award may include funds that are being used in accordance with rules and laws pertaining to the Federal NG-911 Grant Program as either federal or state matching funds, the attached grant agreement incorporates these additional terms and conditions and is hereby incorporated into this grant agreement. You must return a signed copy prior to the authorization to transfer funds from the Florida Department of Management Services to your County.*


Board Members: Laurene J. Anderson • Carolyn Dill-Collier • Chesley Dillon • Mathew E. Matney  
Christie A. Pontis • Casey E. Reed • Brad Swanson



Spring 2021 Rural County - Reimbursement Grant Program  
Page Two

The Board thanks you for your interest in 911 and improving public safety in Florida and your commendable efforts towards enhancing your 911 system. It is our hope that your county continues to ensure further public safety advancements in Florida.

Sincerely,

DocuSigned by:  
  
F42DFD5AF5C945D...

Matthew Matney, Chief  
Bureau of Public Safety - E911

MM/KR

cc: Taylor County 911 Coordinator

## **Additional Terms and Conditions for Rural and State Grant**

**21-04-25**

The terms of this document supplement the terms and conditions contained in in W Form 1A, Application for the E911 Rural County Grant Program or W Form 3A, Application for the 911 Grant Programs (hereinafter the "Application"), and the Grantee's award letter.

### **1. GENERAL TERMS AND CONDITIONS**

By executing this agreement, the Grantee agrees to the following:

- 1.1. The Application, the Grantee's award letter, and this document, including its attachments and exhibits (hereinafter collectively referred to as the "Agreement"), contain all of the terms and conditions agreed upon by the parties. If there are any conflicting provisions between the documents that make up the Agreement, the following order of precedence applies:
  - 1.1.1. this document;
  - 1.1.2. Attachment 1, Audit Requirements for Awards of State and Federal Financial Assistance (with its Exhibit 1);
  - 1.1.3. the Grantee's award letter; and
  - 1.1.4. the Grantee's submitted Application.
- 1.2. In accordance with sections 365.172 and 365.173, F.S., the Grantee shall perform the tasks specified herein in accordance with the terms and conditions of this Agreement.
- 1.3. The term of this agreement begins on April 19, 2021 and ends on April 18, 2022.
- 1.4. The parties shall be governed by all applicable state and federal laws, rules, and regulations, including, but not limited to, those identified in the "Applicable Statutes and Regulations" table below. Any express reference in this Agreement to a statute, rule, or regulation in no way implies that no other statute, rule, or regulation applies.
  - 1.4.1. The Grantee agrees to comply with the State of Florida Reference Guide for State Expenditures, which can be obtained at:  
<https://www.myfloridacfo.com/Division/AA/Manuals/documents/ReferenceGuideforStateExpenditures.pdf>.
- 1.5. This is a cost reimbursement agreement. This Agreement shall not exceed the amount specified on the Grantee's award letter, and payment shall only be issued by the Department after acceptance of the Grantee's performance as set forth by the terms and conditions of this Agreement. No renewals of this Agreement are available.
- 1.6. The Grantee agrees to use the funds awarded under this Agreement only for costs directly incurred for the grant project activities specified in the Application. Costs must be reasonable, necessary, allocable, and allowable for the approved project and only incurred during the term of this Agreement
  - 1.6.1. The Grantee shall refund to the Department any balance of unobligated funds that was advanced or paid to the Grantee.
  - 1.6.2. The Grantee shall refund any monies used for ineligible purposes under the laws, rules, and regulations governing the use of these funds.
- 1.7. The Grantee agrees that the final request for reimbursement and supporting documentation for incurred obligations shall be submitted to the Department no later than the term of this Agreement.

**2. AUTHORITY**

The Department has been appropriated funds from the Emergency Communications Number 911 System Trust to provide grants to counties for the purpose of upgrading 911 systems. The Department has the authority, pursuant to section 282.702, F.S., to enter into this Agreement and to disburse the appropriated funds to the Grantee under the terms and conditions set forth herein.

**3. OBLIGATION TO PAY**

The State's obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature and the funding sources set forth in the Federal Award Identification and is subject to any modification in accordance with either Chapter 216, F.S., or the Florida Constitution.

**4. MODIFICATION**

4.1. The Scope of Work in the Application is hereby modified to specify the following deliverable(s):

Deliverable No. 1 – Tasks to implement one year 911 system maintenance		
Performance Standard	Documentation	Financial Consequences
Complete all work to implement one year 911 system maintenance in accordance with the Grantee's contract with its vendor, which is attached as Attachment 2 [note: this Agreement will be amended to attach this contract once obtained by the Grantee].	<ol style="list-style-type: none"> <li>1) Reimbursement claim in accordance with Section 15, below.</li> <li>2) The Grantee shall submit copies of:               <ol style="list-style-type: none"> <li>a. Any contracts or purchase orders with vendors;</li> <li>b. Vendor invoices;</li> <li>c. Proof of payment to vendors; and</li> <li>d. Proof of receipt of deliverables.</li> </ol> </li> </ol>	<p>If Grantee fails to comply with any term of the award, DMS shall take one or more of the following actions:</p> <ol style="list-style-type: none"> <li>1. Temporarily withhold cash payments pending correction of the deficiency by Grantee;</li> <li>2. Disallow all or part of the cost of the activity or action not in compliance;</li> <li>3. Wholly or partly suspend or terminate the current award for the Grantee;</li> <li>4. Suspend or deny future grant awards; or</li> <li>5. Take other remedies that may be legally available.</li> </ol> <p>DMS will provide no reimbursement for any improvement that does not meet the standards established in this award.</p>
<b>TOTAL REIMBURSABLE AMOUNT NOT TO EXCEED \$45,448.48</b>		

## 5. CONTACTS

5.1. The Department's Grant Manager is responsible for enforcing performance of this Agreement's terms and conditions and will serve as the Department's liaison with the Grantee. As part of his or her duties, the Department's Grant Manager will:

- 5.1.1. Monitor and document the Grantee's performance of the terms of this Agreement, which may include but shall not be limited to, onsite visits by DMS staff, limited scope audits, or desktop monitoring;
- 5.1.2. Review all documentation for which the Grantee requests payment; and
- 5.1.3. Reconcile and verify all funds received against all funds expended during the period of this Agreement and produce a final reconciliation report that identifies any funds paid in excess of the expenditures incurred by the Grantee.

The Department's Grant Managers responsible for the administration of this Agreement are:

**Leon Simmonds, State 911 Coordinator**  
**4030 Esplanade Way**  
**Tallahassee, FL 32399**

5.2. The Grantee's Agreement Manager is responsible for monitoring performance of this Agreement's terms and conditions and will serve as the Grantee's liaison with the Department. As part of his or her duties, the Grantee's Agreement Manager shall provide all reports, as well as any other required documents under this Agreement, to the E911 Board in accordance with Section 9.0 of the Application.

The Grantee's Agreement Manager responsible for the administration of this Agreement is:

**The County 911 Coordinator, named in the Application.**

5.3. In the event that different managers or addresses are designated by either party after execution of this Agreement, notice of the name, title, and address of the new manager will be provided to the other party in writing. Such changes do not require a formal written amendment to the Agreement.

## 6. AUDIT REQUIREMENTS

- 6.1. The Grantee shall retain all its records, financial records, supporting documents, statistical records, and any other documents, including electronic storage media, pertinent to this Agreement in accordance with the record retention requirements of Part V of Attachment 1, Audit Requirements for Awards of State and Federal Financial Assistance. The Grantee shall cooperate with the Department to facilitate the duplication and transfer of such records or documents upon the Department's request.
- 6.2. The Grantee shall maintain books, records, and documents in accordance with the generally accepted accounting principles to sufficiently and properly reflect all expenditures of funds provided by the Department under this Agreement.

6.3. The Grantee shall comply with all applicable requirements of section 215.97, F.S., and Attachment 1, Audit Requirements for Awards of State and Federal Financial Assistance. If the Grantee is required to undergo an audit, the Grantee shall disclose all related party transactions to the auditor.

## 7. RECORDS

- 7.1 As required by section 215.97, F.S., and Rule 69I-5.006 Florida Administrative Code (F.A.C), the Department, the Department of Financial Services, and the Florida Auditor General, or any of their authorized representatives, shall enjoy the right of access to any documents, financial statements, papers, or other records of the Grantee which are pertinent to this Agreement, in order to make audits, examinations, excerpts, and transcripts. The right of access also includes timely and reasonable access to the Grantee's personnel for the purpose of interview and discussion related to such documents. This provision does not limit the Department's authority to conduct or arrange for the conduct of additional audits or evaluations of state financial assistance or limit the authority of any state awarding agency inspector general, the Auditor General, or any other State official.
- 7.2 The Grantee shall maintain all records, including those pertaining to any and all contractors, subcontractors, and consultants to be paid from funds provided under this Agreement and further including documentation of all program costs in a form sufficient to determine compliance with the requirements and objectives of the Application, and all other applicable laws and regulations, for the longer of five (5) years after the end of the performance period specified in the table above and all pending matters or the period required by the General Records Schedules maintained by the Florida Department of State (available at: <http://dos.myflorida.com/library-archives/records-management/general-records-schedules/>).
- 7.3 If the Grantee's record retention requirements terminate prior to the requirements stated herein, the Grantee may meet the Department's record retention requirements for this Agreement by transferring its records to the Department at that time, and by destroying duplicate records in accordance with section 501.171, F.S., and, if applicable, section 119.0701, F.S. The Grantee shall adhere to established information destruction standards such as those established by the National Institute of Standards and Technology Special Publication 800-88, "Guidelines for Media Sanitization" (2006). See <http://csrc.nist.gov>.
- 7.4 The Grantee's performance under this Agreement shall be subject to the 2 CFR Part 200 and 2 CFR Part 225 (OMB CIRCULAR A-87).

## 8. PUBLIC RECORDS

The Grantee, an agency as defined in section 119.011(2), F.S., must comply with the requirements of Chapter 119, F.S., in the performance of its obligations under this Agreement. The Grantee must also ensure that any contractors and subcontractors that perform work pursuant to this Agreement comply with the requirements of Chapter 119, F.S., as applicable.

## 9. LIABILITY

- 9.1. The Grantee is solely responsible to parties it deals with in carrying out the terms of this Agreement and, subject to the limitation of section 768.28, F.S., the Grantee shall hold the Department harmless against all claims of whatever nature by third parties arising from performance under this Agreement.
- 9.2. The Grantee, a subdivision as defined in section 768.28, F.S., agrees to be fully responsible for its negligent or tortious acts or omissions which result in claims or suits against the Department and agrees to be liable for any damages proximately caused by the acts or omissions to the extent set forth in section 768.28, F.S. Nothing in this Agreement is intended to serve as a waiver of sovereign immunity

by the Grantee. Nothing in this Agreement may be construed as consent by a State agency or subdivision of the State to be sued by third parties in any matter arising out of any contract.

## 10. EVENTS OF DEFAULT

If any of the following events occur ("Events of Default"), all obligations on the part of the E911 Board to make any further payment of funds shall, if the Department elects, terminate and the Department has the option to exercise any of its remedies set forth herein. However, the Department may make payments or partial payments after any Events of Default without waiving the right to exercise such remedies and without becoming liable to make any further payment. The Events of Default are:

- 10.1. If any warranty or representation made by the Grantee in this Agreement or any previous agreement with the Department is or becomes false or misleading in any respect;
- 10.2. If the Grantee fails to keep or timely perform any of the obligations, terms, or covenants in this Agreement or any previous agreement with the Department and has not cured them in timely fashion;
- 10.3. If the Grantee or is unable or unwilling to meet its obligations under this Agreement;
- 10.4. If material adverse changes occur in the financial condition of the Grantee at any time during the term of this Agreement; or
- 10.5. If any reports required by this Agreement have not been submitted to the Department or have been submitted with incorrect, incomplete, or insufficient information.

## 11. REMEDIES

If an Event of Default occurs, then the Department shall provide a written notice to the Grantee, and, upon the Grantee's failure to cure the default within the thirty (30) calendar days, the Department may exercise any one (1) or more of the following remedies, either concurrently or consecutively:

- 11.1. terminate this Agreement in accordance with Section 12, Termination, below;
- 11.2. withhold or suspend payment of all or any part of a request for payment;
- 11.3. exercise any corrective or remedial actions, including but not limited to:
  - 11.3.1. request additional information from the Grantee to determine the reasons for or the extent of non-compliance or lack of performance;
  - 11.3.2. issue a written warning to advise that more serious measures may be taken if the situation is not corrected; or
  - 11.3.3. advise the Grantee to suspend, discontinue, or refrain from incurring costs for any activities in question.

Pursuing any of the above remedies will not preclude the Department from pursuing any other remedies available under this Agreement or at law or in equity. If the Department waives any right or remedy in this Agreement or fails to insist on strict performance by the Grantee, it does not affect, extend, or waive any other right or remedy of the Department, or affect the later exercise of the same right or remedy by the Department for any other default by the Grantee.

## 12. TERMINATION

- 12.1. Termination Due to the Lack of Funds. If funds become unavailable for the Agreement's purpose, such event will not constitute a default by the Department or the State. The Department agrees to notify the Grantee in writing at the earliest possible time if funds are no longer available. In the event that any funding identified by the Grantee as funds to be provided for completion of the

project as described herein becomes unavailable, including if any State funds upon which this Agreement depends are withdrawn or redirected, the Department may terminate this Agreement by providing written notice to the Grantee. The Department will be the final authority as to the availability of funds.

- 12.2. Termination for Cause. The Department may terminate this Agreement for cause after ten (10) days of a written notice, which will be issued after the 30-day cure period ends. Cause includes, but is not limited to, misuse of funds, fraud, lack of compliance with applicable rules, laws, and regulations, failure to perform on time, or refusal to permit public access to any document, paper, letter, or other material subject to disclosure under Chapter 119, F.S., unless exempt from Section 24(a) of Article I of the State Constitution and section 119.07(1), F.S., or applicable state or federal law, which the Grantee created or received under this Agreement.
- 12.3. Termination for Convenience. The Department may terminate this Agreement for convenience or when it determines, in its sole discretion, that continuing the Agreement would not produce beneficial results in line with the further expenditure of funds by providing the Grantee with thirty (30) calendar days' prior written notice.
- 12.4. Mutual Termination. The parties may agree to terminate this Agreement for their mutual convenience through a written amendment of this Agreement. The amendment will state the effective date of the termination and the procedures for proper closeout of the Agreement.
- 12.5. Grantee Responsibilities upon Termination. Upon notice of termination, the Grantee shall:
  - 12.5.1. not incur new obligations for the terminated portion of the Agreement; and
  - 12.5.2. cancel as many outstanding obligations as possible. Costs incurred after receipt of the termination notice are disallowed. The Grantee shall not be relieved of liability to the Department because of any breach of this Agreement by the Grantee. The Department may, to the extent authorized by law, withhold payments to the Grantee for the purpose of set-off until the exact amount of damages due to the Department from the Grantee is determined.

### **13. RESULTING THIRD PARTY CONTRACTS AND SUBCONTRACTS**

- 13.1. The Grantee may contract with third parties to perform work. The Grantee remains fully responsible for satisfactory completion of any and all work performed by any contractors and subcontractors.
  - 13.1.1 If the Grantee contracts all or part of the work contemplated under this Agreement, including entering into contracts with vendors for services, it is understood by the Grantee that all such contract arrangements shall be evidenced by a written document containing all provisions necessary to ensure the contractor's compliance with applicable state and federal laws. The Grantee further agrees that the Department shall not be liable to the contractor for any expenses or liabilities incurred under the contract and that the Grantee shall be solely liable to the contractor for all expenses and liabilities incurred under the contract. The Grantee, at its expense, will defend the Department against such claims.
- 13.2. With the Grantee's approval, the Grantee's contractor may subcontract work performed, and the Grantee's contractor will be fully responsible for satisfactory completion of all subcontracted work.
- 13.3. The Grantee agrees all Grantee contracts or subcontracts entered into pursuant to this Agreement shall contain language requiring contractor(s) or subcontractor(s) who are paid from funds provided under this Agreement (i) be bound by the terms of this Agreement, as applicable; and (ii) be bound by, and contain all provisions necessary to ensure the contractor's compliance with, all applicable state and federal laws and regulations.

### **14. MANDATED CONDITIONS**

- 14.1. This Agreement shall be construed under the laws of the State of Florida, and venue for any actions arising out of this Agreement shall be in the Circuit Court of Leon County.

- 14.2. If any provision of this Agreement is in conflict with any applicable statute or rule or is unenforceable, then the provision shall be null and void to the extent of the conflict and shall be severable but shall not invalidate any other provision of this Agreement.
- 14.3. In accordance with Executive Order 11-116, the Grantee is required to utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired during the term of the Agreement for the services specified in the Agreement. The Grantee must also include a requirement in contracts that the contractor must utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the Agreement term. If the Grantee is not enrolled in DHS E-Verify System, it will do so within five (5) days of notice of the Agreement execution. The link to E-Verify is <http://www.uscis.gov/e-verify>.
- 14.4. In accordance with section 11.062 and 216.347, F.S., funds received under this Agreement are not to be used for the purpose of lobbying or used to directly or indirectly influence legislation or any other official action by the Florida Legislature, the judicial branch, or any state agency.

## 15. MISCELLANEOUS

- 15.1. Payment Process. Subject to the terms and conditions established in this Agreement and the billing procedures established by the Department, the Department agrees to pay the Grantee in accordance with section 215.422, F.S. The applicable interest rate can be obtained at: <http://www.myfloridacfo.com/Division/AA/Vendors/default.htm>.
- 15.2. Invoicing. The Grantee shall submit all claims for reimbursement and for progress payments, as described in the Application, using Appendix IV, Financial Reimbursement of Expenditures Reporting Form, to the Application. The Grantee may submit claims to the Board as needed; however, the Grantee shall not submit more than one claim per month. After receipt of the reimbursement claim, and in accordance with the payment provisions established in this Agreement, the Department shall disburse the amount of funds approved by the Board.
- 15.3. Invoice Detail. Invoices submitted by the Grantee must fulfill all requirements specified in the scope of work and include all supporting documentation, when applicable. The Grantee shall also submit invoices in sufficient detail to fulfill all applicable requirements of the State of Florida Reference Guide for State Expenditures.
- 15.4. Intellectual Property. Where activities supported by this Agreement result in the creation of intellectual property rights, the Grantee shall notify the Department, and the Department will determine whether the Grantee will be required to grant the Department a perpetual, irrevocable, royalty-free, nonexclusive license to use, and to authorize others to use for State government purposes, any resulting patented, copyrighted, or trademarked work products developed under this Agreement. The Department will also determine whether the Grantee will be required to pay all or a portion of any royalties resulting from such patents, copyrights, or trademarks.
- 15.5. Conflict of Interest. This Agreement is subject to Chapter 112, F.S. The Grantee shall disclose the name of any officer, director, employee, or other agent who is also an employee of the State. The Grantee shall also disclose the name of any State employee who owns, directly or indirectly, more than a five percent (5%) interest in the Grantee or its affiliates.
- 15.6. Non-Discrimination. The Grantee shall not unlawfully discriminate against any individual employed in the performance of this Agreement due to race, religion, color, sex, physical handicap unrelated to such person's ability to engage in this work, national origin, ancestry, or age. The Grantee shall provide a harassment-free workplace, and any allegation of harassment shall be given priority attention and action.



- 15.7. **Electronic Funds Transfer Enrollment.** The Grantee agrees to enroll in Electronic Funds Transfer (EFT), offered by the State's Chief Financial Officer, within thirty (30) days of the date the last Party signed this Agreement. Copies of the authorization form and a sample blank enrollment letter can be found at: <http://www.myfloridacfo.com/Division/AA/Vendors/>. Questions should be directed to the EFT Section at (850) 413-5517. Once enrolled, invoice payments will be made by EFT.
- 15.8. **Survival.** Any right or obligation of the parties in this Agreement which, by its express terms or nature and context, is intended to survive termination or expiration of this Agreement, will survive any such termination or expiration.
- 15.9. **Notices.** All notices from both parties, outside of the notice of award and notices related to the business of the E911 Board, shall be effective when placed in the United States, first class mail, postage prepaid, by registered or certified mail-return receipt requested, to the address in section 5 herein.

I hereby affirm my authority and responsibility for the use of funds requested.

**Grantee**

\_\_\_\_\_ Date: \_\_\_\_\_

Signature - Chair, Board of County Commissioners or County Manager

\_\_\_\_\_

Printed Name

**Grantor**

\_\_\_\_\_ Date: \_\_\_\_\_

Department of Management Services

\_\_\_\_\_

Printed Name

**APPLICABLE STATUTES AND REGULATIONS**

The Grantee and the Department shall be governed by all applicable State and federal laws, rules, and regulations, including those identified in this table.

**General Requirements**

<b>Florida Statutes (F.S.)</b>	
§ 11.062, F.S. - Use of state funds for lobbying prohibited; penalty	
§ 20.055, F.S. - Agency inspectors general	
<i>Chapter 112, F.S. - Public Officers and Employees: General Provisions</i>	
<i>Chapter 119, F.S. - Public Records</i>	
§ 215.34, F.S. - State funds; noncollectible items; procedure	
§ 215.422, F.S. - Payments, warrants, and invoices; processing time limits; dispute resolution; agency or judicial branch compliance	
§ 215.97, F.S. - Florida Single Audit Act	
§ 215.971, F.S. - Agreements funded with federal or state assistance	
§ 216.301, F.S. - Appropriations; undisbursed balances	
§ 216.347, F.S. - Disbursement of grants and aids appropriations for lobbying prohibited	
§ 216.3475, F.S. - Maximum rate of payment for services funded under General Appropriations Act or awarded on a noncompetitive basis	
§ 216.181(16), F.S.- Approved budgets for operations and fixed capital outlay	
§ 273.02, F.S. - Record and inventory of certain property	
§ 287.133, F.S. - Public entity crime; denial or revocation of the right to transact business with public entities	
§ 287.134, F.S. - Discrimination; denial or revocation of the right to transact business with public entities	
§ 287.135, F.S. - Prohibition against contracting with scrutinized companies	
<i>Chapter 443, F.S. - Reemployment Assistance</i>	
§ 501.171, F.S. - Security of confidential personal information	
<b>Florida Administrative Code (F.A.C.)</b>	
<i>Rule Chapter 69I-5 - State Financial Assistance</i>	
<b>Memoranda</b>	
CFO Memorandum No. 02 (2012-13) - Contract and Grant Reviews and Related Payment Processing Requirements	
CFO Memorandum No. 20 (2019-20) - Compliance Requirements for Agreements	

**State E911 Plan and E911 Board Statutes and Rules**

<b>Florida Statutes</b>	
<i>Chapter 365, F.S. - Use of Telephones and Facsimile Machines</i>	
<b>Florida Administrative Code</b>	
<i>Rule Chapter 60FF-6 - State E911 Plan</i>	
<i>Rule Chapter 60FF1-5 - E911 Board</i>	

Grant Number: 21-04-25	Grant Award Date: 4/15/2021
Catalog of State Financial Assistance number: 72.001	Catalog of State Financial Assistance title: Wireless 911 Emergency Telephone System Rural County Grant Program

**Attachment 1**  
**AUDIT REQUIREMENTS**  
**FOR AWARDS OF STATE AND FEDERAL**  
**FINANCIAL ASSISTANCE**

The administration of resources awarded by the Department of Management Services (Department) to the Grantee may be subject to audits and/or monitoring by the Department, as described in this section.

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**MONITORING**

In addition to reviews of audits conducted in accordance with 2 CFR 200, Subpart F - Audit Requirements, and section 215.97, Florida Statutes (F.S.), as revised (see AUDITS below), monitoring procedures may include, but not be limited to, on-site visits by Department staff, limited scope audits as defined by 2 CFR §200.425, or other procedures. By entering into this agreement, the Grantee agrees to comply and cooperate with any monitoring procedures or processes deemed appropriate by the Department. In the event the Department determines that a limited scope audit of the Grantee is appropriate, the Grantee agrees to comply with any additional instructions provided by Department staff to the Grantee regarding such audit. The Grantee further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer (CFO) or Auditor General.

**AUDITS**

**Part I: Federally Funded**

This part is applicable if the Grantee is a state or local government or a nonprofit organization as defined in 2 CFR §200.90, §200.64, and §200.70.

1. A grantee that expends \$750,000 or more in federal awards in its fiscal year must have a single or program-specific audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements. EXHIBIT 1 to this form lists the federal resources awarded through the Department by this agreement. In determining the federal awards expended in its fiscal year, the Grantee shall consider all sources of federal awards, including federal resources received from the Department. The determination of amounts of federal awards expended should be in accordance with the guidelines established in 2 CFR §§200.502-503. An audit of the Grantee conducted by the Auditor General in accordance with the provisions of 2 CFR §200.514 will meet the requirements of this Part.
2. For the audit requirements addressed in Part I, paragraph 1, the Grantee shall fulfill the requirements relative to auditee responsibilities as provided in 2 CFR §§200.508-512.
3. A grantee that expends less than \$750,000 in federal awards in its fiscal year is not required to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements. If the Grantee expends less than \$750,000 in federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements, the cost of the audit must be paid from non-federal resources (i.e., the cost of such an audit must be paid from Grantee resources obtained from other than federal entities).

**Part II: State Funded**

In the event that the Grantee expends a total amount of state financial assistance equal to or in excess of \$750,000 in any fiscal year of such Grantee (for fiscal years ending June 30, 2017, or thereafter), the Grantee must have a state single or project-specific audit for such fiscal year in accordance with section 215.97, F.S.; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.

EXHIBIT 1 to this form lists the state financial assistance awarded through the Department by this agreement. In determining the state financial assistance expended in its fiscal year, the Grantee shall consider all sources of state financial assistance, including state financial assistance received from the Department, other state agencies, and other nonstate entities. State financial assistance does not include federal direct or pass-through awards and resources received by a nonstate entity for federal program matching requirements.

1. For the audit requirements addressed in Part II, paragraph 1, the Grantee shall ensure that the audit complies with the requirements of section 215.97(8), F.S. This includes submission of a financial reporting package as defined by section 215.97(2), F.S., and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
2. If the Grantee expends less than \$750,000 in state financial assistance in its fiscal year (for fiscal years ending June 30, 2017, or thereafter), an audit conducted in accordance with the provisions of section 215.97, F.S., is not required. If the Grantee expends less than \$750,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of section 215.97, F.S., the cost of the audit must be paid from the nonstate entity's resources (i.e., the cost of such an audit must be paid from the Grantee's resources obtained from other than state entities).

### Part III: Other Audit Requirements

N/A

### Part IV: Report Submission

1. Copies of reporting packages for audits conducted in accordance with 2 CFR 200, Subpart F - Audit Requirements, and required by Part I of this form shall be submitted, when required by 2 CFR §200.512, by or on behalf of the Grantee directly to the Federal Audit Clearinghouse (FAC) as provided in 2 CFR §200.36 and §200.512.

The FAC's website provides a data entry system and required forms for submitting the single audit reporting package. Updates to the location of the FAC and data entry system may be found at the OMB website.

2. Copies of financial reporting packages required by Part II of this form shall be submitted by or on behalf of the Grantee directly to each of the following:

- a. The Department at each of the following addresses:

Electronic copies (preferred): E911BoardElectronicGrantReports@dms.fl.gov

Or

Paper (hard copy):  
The Department of Management Services  
E911 Board  
4030 Esplanade Way  
Tallahassee Fl, 32399

- b. The Auditor General's Office at the following address:

Auditor General  
Local Government Audits/342  
Claude Pepper Building, Room 401  
111 West Madison Street  
Tallahassee, Florida 32399-1450

The Auditor General's website (<https://flauditor.gov/>) provides instructions for filing an electronic copy of a financial reporting package.

3. Any reports, management letters, or other information required to be submitted to the Department pursuant to this agreement shall be submitted timely in accordance with 2 CFR §200.512, section 215.97, F.S., and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.
4. Grantees, when submitting financial reporting packages to the Department for audits done in accordance with 2 CFR 200, Subpart F - Audit Requirements, or Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the Grantee in correspondence accompanying the reporting package.

#### **Part V: Record Retention**

The Grantee shall retain sufficient records demonstrating its compliance with the terms of the award(s) and this agreement for a period of five (5) years from the date the audit report is issued, and shall allow the Department, or its designee, the CFO, or Auditor General access to such records upon request. The Grantee shall ensure that audit working papers are made available to the Department, or its designee, the CFO, or Auditor General upon request for a period of five (5) years from the date the audit report is issued, unless extended in writing by the Department.

**EXHIBIT 1**

**Federal Resources Awarded to the Grantee  
Pursuant to this Agreement Consist of the Following:**

1. Federal Program A:  
Federal/State Project:

**Compliance Requirements Applicable to the Federal Resources  
Awarded Pursuant to this Agreement are as Follows:**

1. Federal Program A:  
N/A
2. Federal Program B:  
N/A

**State Resources Awarded to the Grantee  
Pursuant to this Agreement Consist of the Following:**

**Matching Resources for Federal Programs:**

1. Federal Program A:  
N/A
2. Federal Program B:  
N/A

**Subject to Section 215.97, F.S.:**

1. State Project A:  
Federal/State Awarding Agency: State of Florida, Department of Management Services  
Catalog of State Financial Assistance Title and Number: 72.001 Wireless 911 Emergency Telephone System Rural  
County Grant Program  
Amount: \$45,448.48
2. State Project B:  
N/A

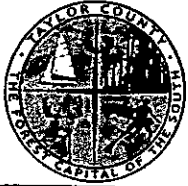
**Compliance Requirements Applicable to State Resources Awarded  
Pursuant to this Agreement Are as Follows:**

The compliance requirements are as stated in Grant Agreement 21-04-25 between the Grantee and the Department, entered in State Fiscal Year 2020-2021

**TAYLOR COUNTY BOARD OF COMMISSIONERS**

**County Commission Agenda Item**

**SUBJECT/TITLE:**



2021 Spring E911 Rural County Maintenance Grant

**Meeting Date:**

March 16<sup>th</sup>, 2021

**Statement of Issue:** This application is for the 2021 Spring Maintenance Grant. This grant funds the maintenance costs associated with Taylor County's 911 System.

**Recommendation:** Sign Contract

**Fiscal Impact:** \$ 45,448.48 **Budgeted Expense:** Yes  No  N/A

**Submitted By:** Katie Morrison

**Contact:** 850-838-1104 or katie.morrison@taylorsheriff.org

**SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS**

**History, Facts & Issues:** The E911 Rural County Grant Program is used to assist rural Counties with installation and maintenance of an enhanced 911 System. This is a reimbursement grant; There is no match for this Grant, as it is 100% funded by the State E911 Board.

**Options:**

1. Approve Application
2. If not approved, we will be unable to pay for our 911 maintenance.

**Attachments:**

1. Grant Application
2. Quotes from Vendors, Vendor Contract, Sole Source Form

**APPLICATION**

**E911 RURAL COUNTY GRANT  
PROGRAM**

**W Form 1A, incorporated by reference in Rule 60FF1-5.002, Florida  
Administrative Code, Rural County Grants  
E911 Rural County Grant Program Application,  
Revised 02/17/16**



**1.0 Purpose**

The E911 Rural County Grant Program is to assist rural counties with the installation and maintenance of an Enhanced 911 (E911) system and to provide "seamless" E911 throughout the State of Florida.

**2.0 Eligibility**

The Board of County Commissioners in any county in the State of Florida with a population of less than 75,000 as per the most recent published data from the Florida Association of Counties' directory is eligible to apply for this grant program. Funding priorities are established in Addendum I.

**3.0 Definitions**

- A. Enhanced 911 (E911): As defined by subsection 365.172(3)(h), Florida Statutes, and as referenced in the State E911 Plan under section 365.171, Florida Statutes.
- B. E911 Maintenance: Means the preventative, routine and emergency maintenance required by the State E911 Plan, in order to maintain the E911 System in operable working condition.
- C. E911 System: Means the Public Safety Answering Point equipment, in accordance with the State E911 Plan, including 911 call routing, processing, mapping and call answering communications equipment.
- D. Next Generation 911 (NG-911): Means the designation for an advanced 911 emergency communications system or service that provides a communications service subscriber with 911 service and, in addition, directs 911 emergency requests for assistance to appropriate public safety answering points based on the geographical location from which the request originated, or as otherwise provided in the State E911 Plan under Section 365.171, Florida Statutes, and that provides for automatic number identification and automatic location identification features and emergency data information through managed IP-based networks.
- E. Public Safety Answering Point (PSAP): As defined by paragraph 365.172(3)(y), Florida Statutes, and as referenced in the State E911 Plan under section 365.171, Florida Statutes.

**4.0 E911 Rural County Grant Program Calendar**

	<b>Spring Schedule</b>	<b>Fall Schedule</b>
Counties submit Application	by April 1	by October 1
E911 Board Members evaluate applications	April – May	October – November
E911 Board votes on applications to fund at regularly scheduled meeting	April – June	October – December
E911 Board sends notification of awards approved for funding to the counties.	before June 30	before December 30
Implementation period	One year from the award notification letter date.	One year from the award notification letter date.
Expiration of the right to incur costs, request payment and/or final reimbursement of funding.	Two years from the award notification letter date	Two years from award notification letter date.

## 5.0 General Conditions

- 5.1 Applications must be delivered to the following address:  
State of Florida E911 Board  
ATTN: E911 Board Administrative Staff  
4030 Esplanade Way, Suite 135  
Tallahassee, FL 32399-0950  
Or [E911BoardElectronicGrantReports@dms.myflorida.com](mailto:E911BoardElectronicGrantReports@dms.myflorida.com)
- 5.2 The applicant must provide one original of the pages for Application Form items 1 through 14 the associated quotes, and the E911 Board Form 6A, "County E911 Fiscal Information," included in E911 Board Rule 60FF1-5.006, Florida Administrative Code. The grant application package must be postmarked or delivered on or before April 1 or October 1 of each year, dependent on the spring or fall application period. Failure to provide these documents will result in automatic rejection of the grant application. One scanned copy of the entire submitted package should also be provided on a CD-ROM, to ensure quality of the documents to be reviewed.
- 5.3 The E911 Board will consider remotely provided hosted 911 answering point call-taking equipment and network services directly attributable to establishing and provisioning E911 or NG-911 services. Warranty and maintenance costs shall be calculated to account for only the first year warranty and maintenance costs and shall not include upfront maintenance costs to reduce the yearly service amount.
- 5.4 All grant applications shall be accompanied by at least one complete quote for equipment or services. Grant applications totaling \$35,000.00 or more must be accompanied by at least three written substantiated competitive complete quotes from different vendors. Complete quote submittals shall include a detailed scope of work, all pages included in the vendor proposal, breakdown of all costs including equipment, service tasks and deliverables. The E911 Board will compare the three quotes to any existing state contract in order to determine appropriate funding. Any county that has made a good faith effort to obtain at least three competitive quotes and has not been able to obtain the quotes can request E911 Board review based on substantiated proof of request for quotes or posting of the request with documentation of the limited responses.
- 5.5 If the grant application does not exceed the threshold amount of \$195,000, the county can initiate a request for approval for sole source funding. These will be considered on a case-by-case basis. Justification for sole source funding shall be provided with the application. Sole source will be approved if provided in accordance with Chapter 287, Florida Statutes, or with provision of a letter from the county's purchasing department that the project is a sole source procurement based on the county's purchasing requirements, which shall be provided with this grant application. Include pricing justification in the sole source letter from the county's purchasing department.
- 5.6 Rather than submitting multiple application requests for maintenance, all eligible maintenance requests should be combined into a single application request and include a breakdown of the individual components of the E911 system maintenance costs that are requested for funding assistance in the application. Grant applications for maintenance, where the county obtained a grant or utilized county funds to purchase equipment and obtained three competitive quotes for the first year of maintenance, or met the requirements of General Conditions items 5.4 or 5.5, are not required to provide three written quotes with an application for an additional year of maintenance.

- 5.7 All maintenance requests should include on the vendor's quote for service the beginning and ending term for each maintenance request. Grant awards will be limited to maintenance contracts beginning prior to or within the maintenance cycle of the grant program. Spring cycle maintenance requests should be submitted for maintenance beginning May through October. Fall cycle maintenance requests should be submitted for maintenance beginning November through April. Complete quote shall include a detailed scope of work, all pages included in the vendor proposal, breakdown of all costs including equipment, service tasks and deliverables.
- 5.8 Applicants requesting items from different funding priorities should complete a separate application for each priority. See Addendum I - Funding Priorities for the E911 Rural County Grant Program for a listing of funding priorities. Items from the same funding priorities should be combined in the same application and shall comply with General Condition items 5.4 and 5.5.
- 5.9 Should two or more rural counties jointly apply for a grant, each county will be required to complete and submit a grant application detailing the funds requested and the county responsible for the funds. In addition one combined grant application detailing the entire project and a memorandum of understanding or inter-local agreement of all counties involved shall be submitted. The combined grant application shall comply with General Condition items 5.4 and 5.5.
- 5.10 Procurement shall be based on the county's purchasing requirements and the applicable State purchasing requirements, including Section 112.061, Florida Statutes. All travel and associated per diem costs proposed shall be in compliance with General Conditions item 6.3.5.
- 5.11 Funding application requests must include a scope of work that clearly establishes the tasks to be performed. The applications shall include all tasks that are required for successful completion of the project. The project shall be divided into quantifiable units of deliverables that shall be received and accepted in writing by the county before payment. Each deliverable must be directly related to the scope of work and must specify the required minimum level of service to be performed and the criteria for evaluating the successful completion of each deliverable.
- 5.12 Funding requests must include all necessary costs required for full implementation of the proposed solution including that of any third party. Should the county grant application request or grant award be less than the projected cost of the equipment or service, the county should provide verification of the ability to fund the difference. Pricing submitted cannot be contingent upon "yet to be" determined fees for products and services by the proposer or any other third party required for implementation.
- 5.13 The county shall provide information on the county's preceding year E911 fee revenue amount, the preceding year carry forward funding amount and the total carry forward balance amount in the county E911 fund. The amount of grant funding award, for allowable carry forward expenditures, is limited based on the total amount of carry forward funding in the county E911 fund in excess of an amount calculated based on the allowable 30 percent carry forward amount for a two year basis in accordance with sub-paragraph 365.172(6)(a)3.c., Florida Statutes and E911 Board Rule 60FF1-5.006 Florida Administrative Code. The county shall include the amount of their county carry forward funding being utilized for this grant in the Applied County Carry Forward or other Funding (if applicable) line in the Application Form item #12. Budget/Expenditure Report. This carry forward funding provision does not apply to grant applications for recurring maintenance. Maintenance contract cost is not a capital expenditure and is not an authorized expenditure of carry forward funds after the initial first year project costs included in the original capital equipment replacement or upgrade project.

- 5.14 Detailed information is required for any grant application requesting funding for systems that require immediate system replacement for provisioning of enhanced 911 in the county. Include detailed justification and explanation for any E911 system with an expected remaining life of less than 1 year.
- 5.15 Funding requests contingent upon "beta testing" or for products and services not in general production and installation will not be funded.

## **6.0 Limitation on Use of Funds**

- 6.1 Only eligible expenses for E911 service listed in subsection 365.172(10), Florida Statutes, (Appendix I) that are not specifically excluded in this application will be funded.
- 6.2 Specifically excluded E911 expenses:
  - 6.2.1 Salaries and associated expenses for 911 coordinators and call takers or other 911 personnel will not be funded.
  - 6.2.2 Wireline database costs from the local exchange carrier, vehicle expenses, outside plant fiber or copper cabling systems and building entrance build out costs, consoles, workstation furniture and aerial photography expenses will not be funded.
  - 6.2.3 Wireline 911 analog trunks, administrative lines and circuits are not fundable. Recurring network and circuit costs will not be funded after the first year implementation period.
- 6.3 Funding limitations are specified on the following items:
  - 6.3.1 Grant funding shall be limited to eligible equipment maintenance and warranty costs for a primary PSAP and one other PSAP per county; either a primary, a secondary or a backup.
  - 6.3.2 Grant funding shall be limited to eligible mapping maintenance and warranty costs for a primary PSAP and one other PSAP per county; either a primary, a secondary or a backup.
  - 6.3.3 Grant funding for 911 equipment, hardware and software shall be limited (per grant cycle) to eligible expenditures for a primary PSAP only.
  - 6.3.4 Selective router equipment costs are limited to the primary PSAP system and are limited to one per county. For this grant program they are included under the call handling equipment priority.
  - 6.3.4 Training cost funding is limited to new system & equipment training.
  - 6.3.5 The allowable grant funding for travel expenses is limited to the authorized amounts established in Section 112.061, Florida Statutes, and the Department of Financial Services Guidelines for State Expenditures. Allowable costs for daily per diem shall not exceed \$186.00.

## **7.0 Approval and Award**

- 7.1 The E911 Board will review each application for compliance with the requirements of terms and conditions.

- 7.2 Grant awards will be withheld for any county that has a grant with a past-due quarterly report or past-due final documentation and closeout of previous rural county grant awards.
- 7.3 Applications will be awarded based upon the priorities set by the E911 Board as listed in Addendum I - Funding Priorities for the E911 Rural County Grant Program.
- 7.4 The E911 Board will adjust the amount awarded to a county based upon the availability of funds, eligibility of requested items, published quotes, increased effectiveness of grant funds, minimum system requirements for performing the needed E911 function as specified in the State E911 Plan, or documented factors provided in the grant application submission.
- 7.5 Any county that requires Board of County Commissioner approval of the grant program funding, prior to commencement of the project, shall notify the E911 Board in Application Form Item #10. Grant funds for approved grant applications will be held until the county provides written notification to the E911 Board of the Board of County Commissioners approval of the project prior to the funds being disbursed from the E911 Trust Fund.
- 7.6 Any conditional hold, for documentation submittal referenced in 7.2 and 7.5, is limited to the last regularly scheduled E911 Board meeting application vote established in the grant program calendar.
- 8.0 Financial and Administrative Requirements**
- 8.1 Grant funds shall be provided on a cost reimbursement basis. Grant funds shall be deposited in an interest bearing account maintained by the grantee, and each grant shall be tracked using a unique accounting code designator for deposits, disbursements and expenditures assigned by the county. All grant funds in the account maintained by the grantee shall be accounted for separately from all other funds. Any interest generated shall be returned to the E911 Board.
- 8.2 Each grantee may submit reimbursement claims to the E911 Board as needed; however claims are limited to one request per month. Receipt of reimbursement funds from the E911 Board is contingent on the timely and accurate submittal of funding requests. Requests for reimbursement of expenditures must be submitted on the approved Appendix IV Financial Reimbursement of Expenditures Reporting Form. Incomplete claims forms or claims not submitted on the correct form cannot be processed and will be returned for corrections. Submit only for the amounts in each budget categories in which you have incurred expenditures.
- 8.3 Upon written request and accompanying documentation justifying the need, a county may receive a payment of funding with a completed Expenditures Reporting Form, with the vendor invoice, and county certification that the specific grant items including all tasks and deliverables included in the funding request are complete. Within 45 days of transfer of funding or the check date, the grantee shall submit verification of payment to the vendor.
- 8.4 Reimbursement claims shall include only expenditures claimed against the specific grant number awarded and include copies of purchase orders and paid vouchers, invoices, copies of check processing, journal transfers. To assure prompt processing, complete reimbursement claims should be e-mailed to:  
[E911Board-ElectronicGrantReports@dms.myflorida.com](mailto:E911Board-ElectronicGrantReports@dms.myflorida.com)

- 8.5 Grant funds, can only be used between the beginning and ending dates of the grant term, unless the E911 Board authorizes an extension. The right to incur costs under this grant expires two years from receipt of award and funds. The grantee may not incur costs and request payment or final reimbursement of funding past the expiration date.
- 8.6 Responsibility for grant funding and any failure to perform the minimum level of service required by the grant application and the application scope of work cannot be transferred under any circumstances from the County. Failure to perform the scope of work or expenditure of funds for other than allowable 911 costs as stated in the grant application shall require the county to return the awarded funds to the E911 Board.
- 8.7 Responsibility for property and equipment obtained under a grant cannot be transferred under any circumstances. If a sale or transfer of such property or equipment occurs within five years after a grant ends, funds must be returned to the E911 Board on a pro rata basis.
- 8.8 The grantee agrees that any improvement, expansion or other effect brought about in whole or part by grant funds will be maintained for a minimum of five years or thereafter until the effective replacement date of the system.
- 8.9 If a grantee materially fails to comply with any term of an award, the Board shall take one or more of the following actions, as appropriate in the circumstances:

Temporarily withhold grant payments pending grantee correction of the deficiency,  
Disapprove all or part of the cost of the activity or action not in compliance,  
Suspend or terminate the current award for the grantee's project,  
Suspend or deny future grant awards.

The Board will provide the grantee an opportunity for a hearing, appeal, or other administrative proceeding to which the grantee is entitled under Florida Statute or regulation applicable to the action involved.

- 8.10 Grant awards may be terminated in whole or in part by the Board, with the consent of the grantee, in which case the two parties shall agree upon the termination conditions, including the effective date and in the case of partial termination, the portion to be terminated. Grant awards may be terminated by the grantee upon written notification to the Board, detailing the reasons for such termination, the effective date, and return of all funding.
- 8.11 Grant funds provided in excess of the amount to which the actual cost incurred to meet the terms and conditions of the grant agreement must be refunded to the E911 Board and sent to the Florida E911 Board's Post Office Box address:

Florida E911 Board  
PO Box 7117  
Tallahassee, FL 32314

The refund shall include transmittal information detailing the amount of returned funds that are excess grant funding and/or returned interest and shall include the number of the associated grant.

## 9.0 Grant Reporting Procedures

- 9.1 Grantees will be required to submit quarterly reports summarizing cumulative expenditures and status of the grant project. Quarterly reports shall include an updated Application Form item #12 Budget/Expenditure Report and a completed Appendix III Quarterly Report Form.
- 9.1.1 Reporting will begin at the conclusion of the first full quarter after the award. The report periods will end on March 31, June 30, September 30, and December 31 of each year. Reports are due within 30 days of the ending report period.
- 9.1.2 Earned interest shall be reported cumulatively and included with each quarterly report.
- 9.1.3 Updated reports and associated information should be e-mailed to [E911Board-ElectronicGrantReports@dms.myflorida.com](mailto:E911Board-ElectronicGrantReports@dms.myflorida.com).
- 9.2 At project completion, a final report shall be submitted based on the same reporting requirements described in grant reporting item 9.1. The county shall determine the final completion date based on the final payment date, or the initiation date of the warranty period. Final documentation including copies of all expenditures and corresponding invoices shall be submitted within 90 days of the final report.
- 9.3 Change requests shall be submitted prior to deviation from any awarded grant applications. No changes or departures from the original request are authorized unless approved in writing by the E911 Board. Such requests shall be submitted using the form attached in Appendix II, Request for Change Form. Any unauthorized change shall require the return of grant funds, plus any interest accrued.
- 9.3.1 Time extension requests will not be granted unless the county has executed a contract for the grant equipment and/or services, or demonstrates good cause for failure to execute a contract within twelve months of award. Good cause documentation shall include a new project timeline schedule.
- 9.3.2 Time extensions shall be limited to a maximum of one additional year when approved by the E911 Board.
- 9.3.3 Request for Change forms and associated information should be e-mailed to [E911Board-ElectronicGrantReports@dms.myflorida.com](mailto:E911Board-ElectronicGrantReports@dms.myflorida.com).
- 9.4 The Appendix III Quarterly Report Form shall inform the E911 Board of significant impacts to grant supported activities. Significant impacts include project status developments affecting time schedules and objectives, anticipated lower costs or producing beneficial results in addition to those originally planned. Additionally, problems, delays, or adverse conditions which will materially impair the ability to meet the timely completion of the award must be reported. The disclosure must include a statement of the action taken, or contemplated, and any assistance needed to resolve the situation.
- 9.5 The county's Board of County Commission chairperson shall be notified when overdue quarterly reports or final reports are not received before the next E911 Board meeting following the month after the end of the quarter in which they are due.
- 9.6 Funding continuance will be based on timely submission of quarterly reports.

- 9.7 Final document submission and close-out of a grant does not affect the E911 Board's right to disallow costs and recover funds on the basis of an audit or financial review. The county shall remain obligated to return any funds expended that do not comply with the terms and conditions of the grant award.



County Taylor County

**STATE OF FLORIDA E911 BOARD  
E911 RURAL COUNTY GRANT PROGRAM APPLICATION FORM**

Total Amount Requested: \$45,448.48

Project Title: 2021 Taylor County Maintenance Grant

1. Board of County Commissioners Chair: Pam Feagle  
Mailing Address: PO Box 620  
City: Perry  
State: Florida Zip: 32347 -  
Phone: ( 850 ) 838-3500 Fax: 850-838-3501  
Email Address: katie.morrison@taylorsheriff.org
  
2. County 911 Coordinator: Katie Morrison  
Mailing Address: 108 N Jefferson St Ste 103  
City: Perry  
State: Florida Zip: 32347 -  
Phone: ( 850 ) 838-1104 Fax: 850-223-2049  
Email Address: \_\_\_\_\_
  
3. Federal Tax ID Number: 59-6000879

County Taylor County

**COUNTY INFORMATION**  
**USE 12 POINT FONT OR LEGIBLE HAND PRINTING**

4. County Fact Information

- A. County Taylor County
- B. Population 21,617
- C. Total Number of Incoming Nonwireless Trunks 6/4 MFN
- D. Total Number of Incoming Wireless Trunks 17
- E. Number of PSAP's 1
- F. Number of Call-taking Positions per PSAP 4
- G. Total Volume of 911 Calls 14,067
- H. What equipment is needed to maintain the Enhanced 911 system?  
N/A
- I. What equipment is requested in this grant application?  
N/A
- J. Financial Information:
- 1.) What are the current annual costs for your E911 system (circuits, customer records hardware and software, etc.) not including maintenance?  
\$46,499.27
- 2.) What are the current annual costs for maintenance of items included in 1.)?  
\$59,300.84
- 3.) Total amount of E911 fee revenue received in the preceding year?  
\$75,584.13
- 4.) Total amount of county carry forward funding retained in the preceding year?  
\$22,536.80
- 5.) Current total amount of county carry forward funding?  
\$257,168
- 6.) Two year maximum calculated amount for applied carry forward funding  
Calculation (current year carry forward  
funding amount based on General  
Condition 5.13 multiplied by two) \$45,350.48
- 7.) Minimum calculated amount for Applied Carry Forward Funding  
Calculation (amount in J.5. subtracted by  
amount in J.6.)  
Insert in Item 12. Budget Expenditure Report \$0.00

5. Describe your county's existing E911 system. Include specific information on existing system equipment upgrades and when the installation of this equipment was completed.

**Taylor County is currently utilizing Solacom for our 4 position PSAP. We are Phase II compliant, using a map building and display package for the map data. Taylor County is a type 5 with an online database.**

6. Describe the scope of work for the proposed project including any goal(s) and objectives. Include the tasks to be performed as part of the project. Provide scope of work in quantifiable units of deliverables that shall be received and accepted. For each deliverable specify the required minimum level of service to be performed and the criteria for evaluating the successful completion of each deliverable.

- **AK Maintenance (5/3/2021-5/2/2022)**  
Includes (labor only) maintenance service for 9-1-1 systems. Response time for minor and major outages is within (2) hours. All other non-critical maintenance issues will have a next business day response. Remote diagnostics will be done immediately upon receipt of service problem. It also provides daily remote diagnostics during normal business days. If corrective action is needed, it will be performed remotely or by an on-site visit. Provides a weekly on-site preventive maintenance program during regular business hours (number of days is depending on selection of option 1-5 days). Engineering-Design of PSAP, Call Routing Database, Direct Trunking for VoIP, Landline and Wireless trunking. Design of i3 NENA technology for text messaging. Project Management/ Consulting Services included for all new projects associated with PSAP management, design, and implementation. Technical Support for system implementation for all new technologies including i3 VoIP, CAD integration, text messaging and Mapping API integration. Includes no incurred costs for expansion, move of equipment, and upgrades of the existing 9-1-1 system.
- **Intrado Support (6/1/2021-5/31/2022)**  
MapSAG Annual Support and Maintenance, MapFlex Standalone System Support and Maintenance, MapFlex Server Support and Maintenance.
- **Solacom Support (10/2/2021-10/1/2022)**  
AntiVirus Management, Position Software Support, Guardian Hardware Support

7. Justification of the need for the proposed project. Provide detailed information on the existing system's condition including a detailed justification for any system with an expected remaining life of less than 1 year.

**The funds requested will ensure that the equipment is maintained by properly trained technicians who have been working with the equipment, our equipment, for over a decade.**

8. Describe why your county will not be able to complete this project without this grant funding.

**Taylor County is a rural county with a population of under 22,000. Taylor County's rural nature and small population base make it difficult to generate enough funding to cover costs associated with maintaining a wireless phase II system. Taylor County is one of the state's REDI (Rural Economic Development Initiative) counties and also one designated "critical economic concern". Without the funding this grant would provide, wireless phase II operation at our center would be difficult to continue.**

9. Briefly describe how this grant project would be in concurrence with the State E911 Plan.

**Taylor County currently has Enhanced 911 with wireless phase I and II services as defined by the State 911 Plan. In section 4.4 of the State E911 Plan coordinators are required to develop and maintain a plan to limit the impact of system failures and expedite restoration of E911 service. Our comprehensive equipment maintenance agreement currently in place addresses this requirement. It is our goal to continue reliable, uninterrupted 911 service to all of the residents, businesses, and visitors of Taylor County.**

10. Describe the required steps with an anticipated time schedule with procurement and payment milestones and a total project completion date.

**Taylor County is requesting these funds in advance for projects or coverage that are needed for 2021-2022. Upon approval of the grant, a budget request will be provided to the Board of County Commissioners. Once approval of the budget commences, a Purchase Order will be produced. Payment will be made immediately upon receipt of invoices received from the vendor; the project will be considered complete when all funds have been expended and the vendor has reported action on all items in the quote.**

11. Sole source justification (if applicable).

**This will be a sole source procurement to avoid voiding maintenance and warranty agreements.**

12. Budget/Expenditure Report


Prepare an itemized Grant Budget ("Line Item" breakdown should include separated systems, i.e.; 911 system, logging recorder, centerline mapping, etc. and services items). The completed form shall be used to complete quarterly report requirements, listing expenditures and revisions (if any) in appropriate columns. If there is insufficient space, please include details in an attachment. **Budget costs should match requested vendor quote.**

County:	TAYLOR	Grant Number:		Report Date:	
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For Grant Period Ending:	<input checked="" type="checkbox"/> March 31	<input type="checkbox"/> June 30	<input type="checkbox"/> September 30	<input type="checkbox"/> December 31	Year:	2021	FINAL	<input type="checkbox"/>
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Proposed Budget				USE FOR QUARTERLY REPORTS	
Line Item	Unit Price (\$)	Quantity	Total Cost (\$)	Revised Budget	Total Cumulative Expenditures (\$)
A. Systems (Hardware, Software, Equipment & Labor)					
<b>Total System Items</b>					
B. Services (Training, Maintenance and Warranty Items)					
AK Elite Premier Maintenance	\$29,425.00	1	\$29,425.00		
Intrado Support	\$8,465.00	1	\$8,465.00		
Solacom Support	\$7,558.48	1	\$7,558.48		
<b>Total Service Items</b>			3		
Less any Applied County Carry Forward or other Funding (if applicable)					
<b>Grant Request Total</b>			\$45,448.48		

USE FOR ALL REPORTS	
Total Amount of Grant Awarded	
Total Interest for Grant Period	
Final Completion Date	

  
 Signature, County 911 Coordinator

County Taylor County

13. Assurances

ACCEPTANCE OF TERMS AND CONDITIONS: The grantee accepts all grant terms and conditions. Grantee understands that grants are contingent upon the availability of funds.

DISCLAIMER: The grantee certifies that the facts and information contained in this application and any attached documents are true and correct. A violation of this requirement may result in revocation of the grant and return of all grant funds and interest accrued (if any), pursuant to the E911 Board authority and any other remedy provided by law.

NOTIFICATION OF AWARDS: The grantee understands and accepts that the notice of award will be advertised on the Florida E911 website.

MAINTENANCE OF IMPROVEMENT AND EXPANSION: The grantee agrees that any improvement, expansion or other effect brought about in whole or part by grant funds will be maintained. No substantial changes or departures from the original proposal shall be permitted unless the E911 Board gives prior written authorization. Any unauthorized change will necessitate the return of grant funds, and accrued interest (if any) to the E911 Board.

Failure to utilize grant funds as represented may jeopardize eligibility to be considered for future funding.

14. Authority

I hereby affirm my authority and responsibility for the use of funds requested.

Thomas Demps 3/16/21  
SIGNATURE - CHAIR, BOARD OF COUNTY COMMISSIONERS DATE

Thomas Demps  
Printed Name

Gary Knowler 3/16/21  
WITNESS DATE

## Appendix I

**NO requests for funding will be acknowledged for any items not specified in subsection 365.172 (10), Florida Statutes (shown below).**

### AUTHORIZED EXPENDITURES OF E911 FEE.—

- (a) For purposes of this section, E911 service includes the functions of database management, call taking, location verification, and call transfer. Department of Health certification and recertification and training costs for 911 public safety telecommunications, including dispatching, are functions of 911 services.
- (b) All costs directly attributable to the establishment or provision of E911 service and contracting for E911 services are eligible for expenditure of moneys derived from imposition of the fee authorized by subsections (8) and (9). These costs include the acquisition, implementation, and maintenance of Public Safety Answering Point (PSAP) equipment and E911 service features, as defined in the providers' published schedules or the acquisition, installation, and maintenance of other E911 equipment, including circuits; call answering equipment; call transfer equipment; ANI or ALI controllers; ANI or ALI displays; station instruments; E911 telecommunications systems; visual call information and storage devices; recording equipment; telephone devices and other equipment for the hearing impaired used in the E911 system; PSAP backup power systems; consoles; automatic call distributors, and interfaces, including hardware and software, for computer-aided dispatch (CAD) systems; integrated CAD systems for that portion of the systems used for E911 call taking; GIS system and software equipment and information displays; network clocks; salary and associated expenses for E911 call takers for that portion of their time spent taking and transferring E911 calls, salary, and associated expenses for a county to employ a full-time equivalent E911 coordinator position and a full-time equivalent mapping or geographical data position, and technical system maintenance, database, and administration personnel for the portion of their time spent administrating the E911 system; emergency medical, fire, and law enforcement prearrival instruction software; charts and training costs; training costs for PSAP call takers, supervisors, and managers in the proper methods and techniques used in taking and transferring E911 calls, costs to train and educate PSAP employees regarding E911 service or E911 equipment, including fees collected by the Department of Health for the certification and recertification of 911 public safety telecommunicators as required under s. 401.465; and expenses required to develop and maintain all information, including ALI and ANI databases and other information source repositories, necessary to properly inform call takers as to location address, type of emergency, and other information directly relevant to the E911 call-taking and transferring function. Moneys derived from the fee may also be used for next-generation E911 network services, next-generation E911 database services, next-generation E911 equipment, and wireless E911 routing systems.
- (c) The moneys may not be used to pay for any item not listed in this subsection, including, but not limited to, any capital or operational costs for emergency responses which occur after the call transfer to the responding public safety entity and the costs for constructing, leasing, maintaining, or renovating buildings, except for those building modifications necessary to maintain the security and environmental integrity of the PSAP and E911 equipment rooms.







Appendix IV Financial Reimbursement of Expenditures Reporting Form

Prepare an itemized request for reimbursement expenditures in each budget categories for each deliverable. Attach copies of purchase orders and paid vouchers, invoices, copies of checks, journal transfers, required for expenditure justifications. If there is insufficient space, please include details in an attachment.

County:		Grant Number:		Request Number:		Request Date:	
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Budget Categories						
Deliverable Items	Unit Price (\$)	Quantity	Total Amount (\$)		Previous Request Amount (\$)	Current Request Amount (\$)
A. Systems (Hardware, Software, Equipment & Labor)						
B. Services (Training, Maintenance and Warranty Items)						
<b>Grant Request Total</b>						

<b>Request payment of funding (if applicable)</b> <input type="checkbox"/>
Justification of payment funding need:

\_\_\_\_\_  
Signature, County 911 Coordinator

## Addendum I

### Funding Priorities for the E911 Rural County Grant Program

The criteria for determining acceptability for disbursement of funds from the State of Florida E911 Rural County Grant Program will be made on a priority basis. There will be five priorities as identified below:

**PRIORITY 1:** Rural counties with E911 Phase II Primary PSAP systems that require immediate system replacement to maintain enhanced 911 status or when the expected remaining life of the system is less than 1 year.

**PRIORITY 2:** Rural counties with E911 Phase II systems that require maintenance or warranty agreements for maintaining enhanced 911 status. This may include the following, listed in order of funding priority a through c:

- a: E911 System Maintenance (pertaining exclusively to items listed in Priorities 3a-h only)
- b: Hosted E911 System Service for subsequent years, after the first year.
- c: E911 Mapping System Maintenance (pertaining exclusively to items listed in Priority 5a only)

**PRIORITY 3:** Rural counties with E911 Phase II Primary PSAP systems that require new or replacement of critical or necessary hardware or software for maintaining E911 Phase II status. This may include the following, listed in order of funding priority a through h:

- a: Hardware and software for communications or terminal equipment located at a PSAP for 911 call processing, ANI and ALI display and call answering.
- b: Lightning Protection Equipment
- c: Uninterruptible Power Supply Equipment
- d: E911 Voice Recording Equipment
- e: County E911 Standalone ALI Database Equipment
- f: E911 Map Display Equipment
- g: New additional 911 Call Taker Position Equipment
- h: Net clock

**PRIORITY 4:** Rural counties with E911 Phase II Systems requesting consolidation of E911 PSAPs, which decreases the number of Primary or Secondary PSAPs in the county by a minimum of one.

**PRIORITY 5:** Rural counties with E911 Phase II Systems that require mapping services necessary for maintaining E911 Phase II Geographic Information Systems (GIS). This may include the following, listed in order of funding priority a through b:

- a: E911 Mapping System Equipment - E911 map generation hardware and software licensing is limited to components for two stations
- b: GIS Centerline, point generation and map accuracy services

Regional E911 system project requests related to systems, equipment and maintenance will be considered the highest priority within each priority category.

Grants awards will be funded in order of priority assigned. Total funding for any priority may be adjusted based on the remaining funds available, the number of applications and the anticipated requests in the next funding cycle. The acceptability for disbursement of funds from the State of Florida E911 Rural County Grant Program for any E911 expense items not expressly provided for in Priorities above shall be determined at the discretion of the E911 Board pursuant to its authority under sections 365.172 and 365.173, Florida Statutes.

**County E911 Fiscal Information**

Item No.	E911 Fee Revenue			
1	County	Taylor	Fiscal Year	2019/2020
2	Wireless Fee Revenue	\$39,723.95		
3	Non-Wireless Fee Revenue	\$17,946.59	(LEC, Wireline, & VoIP)	
4	Pre-Paid Fee Revenue	\$17,913.59		
5	Total Fee Revenue	\$75,584.13	Carry Forward Fee Revenue Calculation (Item #2 + Item #3 + Item #4)	

Item No.	E911 Allowable Expenditures		
6	Fee Revenue Expenditures	309,846.40	

Item No.	E911 Carry Forward & Excess Carry Forward		
9	Allowable Carry Forward	\$22,675.24	Maximum Allowable (30% of Item #5)
10	Actual Carry Forward	\$22,536.80	Limited by Para 365.173(2)(d). Florida Statutes. Assure amount is equal (=) to or less than (<) Item #9
11	Excess Carry Forward Recovery	\$0.00	

Item No.	Contact Information	
12	Preparer's Name	Katie Morrison
13	Preparer's Title / Position	911 Coordinator
14	Telephone Number	850-838-1104
15	Preparer's Email	katie.morrison@taylorsheriff.org
16	Date	03/03/2021

In accordance with Paragraph 365.173(2)(d) and 365.172(6)(a)3, Florida Statutes

**County E911 Fiscal Information**

Incorporated by reference in Fla Admin. Code Rule 60FF1-5.006  
Requirements for County Carry Forward Funds & Excess Funding  
04/2020



We have prepared a quote for you

**Intrado Support**

Quote # 000540  
Version 1

Prepared for:

**Taylor County, FL**

Katie Morrison  
katie.morrison@taylorsheriff.org

PO Box 2880  
 Concord, NH 03302  
<http://www.akassociates911.com/>  
 (603) 432-5755



**MapSAG Support**

Description	Price	Qty	Ext. Price
MS-SUP-SU <b>MapSAG Annual Support and Maintenance - Single User</b> <b>MapSAG Annual Support and Maintenance - Single User</b>	\$1,950.00	2	\$3,900.00
<i>Dates of Support: 6/1/21 through 5/31/22</i>			

Subtotal:      **\$3,900.00**

**MapFlex Support**

Description	Price	Qty	Ext. Price
MF-SA-SUP <b>MapFlex Standalone System Support and Maintenance</b> <b>MapFlex Standalone System Support and Maintenance</b>	\$499.00	4	\$1,996.00
MF-SRV-SUP <b>MapFlex Server Support and Maintenance</b> <b>MapFlex Server Support and Maintenance</b>	\$2,569.00	1	\$2,569.00
<i>Dates of Support: 9/25/21 through 9/24/22</i>			

Subtotal:      **\$4,565.00**

**Payment Terms**

Description	Qty
<b>Terms of Sale:</b>	
<ul style="list-style-type: none"> <li>• Payment Terms are Net 30</li> </ul>	

PO Box 2880  
Concord, NH 03302  
<http://www.akassociates911.com/>  
(603) 432-5755



## Intrado Support

Prepared by:

**AK Associates**

Beth Stankus

(603) 432-5755 x.283

Fax (603) 432-0900

[bstankus@AKassociates911.com](mailto:bstankus@AKassociates911.com)

Prepared for:

**Taylor County, FL**

591 US Hwy 27 E

Perry, FL 32347

Katie Morrison

(850) 672-1976

[katie.morrison@taylorsheriff.org](mailto:katie.morrison@taylorsheriff.org)

Quote Information:

**Quote #: 000540**

Version: 1

Delivery Date: 02/23/2021

Expiration Date: 05/09/2021

## Quote Summary

Description	Amount
MapSAG Support	\$3,900.00
MapFlex Support	\$4,565.00
Total:	<b>\$8,465.00</b>

Disclaimers: This quote is provided for the listed contact and is not to be shared or disseminated without written consent by AK Associates. This quote null and voids any previous version.

AK Associates

Taylor County, FL

Signature:

Name:

Beth Stankus

Title:

Manager of Accounting

Date:

02/23/2021

Signature:

Name:

Katie Morrison

Date:





We have prepared a quote for you

**AK Maintenance**

Quote # 000524

Version 1

Prepared for:

**Taylor County, FL**

Katie Morrison

[katie.morrison@taylorsheriff.org](mailto:katie.morrison@taylorsheriff.org)



**AK Maintenance**

Description		Price	Qty	Ext. Price
AKEPMaint	<b>AK Elite Premier Maintenance</b> AK Elite Premier Maintenance - 5/3/21 through 5/2/22	\$29,425.00	1	\$29,425.00
<p>Includes (labor only) maintenance service for 9-1-1 systems.            Response time for minor and major outages is within (2) hours. All other non-critical maintenance issues will have a next business day response.            Remote diagnostics will be done immediately upon receipt of service problem.            It also provides daily remote diagnostics during normal business days. If corrective action is needed it will be performed remotely or by an on-site visit.            Provides a weekly on-site preventive maintenance program during regular business hours (number of days is depending on selection of options 1 – 5 days).            Engineering- Design of PSAP, Call Routing Database, Direct trunking for VoIP, Landline and Wireless trunking, Design of i3 NENA technology for text messaging.            Project Management / Consulting Services included for all new projects associated with PSAP management, design and implementation.            Technical Support for system implementation for all new technologies including i3 VoIP, CAD integration, text messaging and Mapping API integration. Includes no incurred costs for expansion, move of equipment and upgrades of the existing 9-1-1 system.</p>				

Subtotal: **\$29,425.00**

**Payment Terms**

Description	Qty
<p><b>Terms of Sale:</b></p> <ul style="list-style-type: none"> <li>• Hardware and software will be invoiced upon shipment</li> <li>• Services will be invoiced upon completion</li> <li>• Payment Terms are Net 30</li> </ul>	

PO Box 2880  
Concord, NH 03302  
<http://www.akassociates911.com/>  
(603) 432-5755



## AK Maintenance

Prepared by:

**AK Associates**

Beth Stankus  
(603) 432-5755 x.283  
Fax (603) 432-0900  
bstankus@AKassociates911.com

Prepared for:

**Taylor County, FL**

591 US Hwy 27 E  
Perry, FL 32347  
Katie Morrison  
(850) 672-1976  
katie.morrison@taylorsheriff.org

Quote Information:

**Quote #: 000524**

Version: 1

Delivery Date: 01/28/2021

Expiration Date: 04/28/2021

## Quote Summary

Description	Amount
AK Maintenance	\$29,425.00
Total:	\$29,425.00

Disclaimers: This quote is provided for the listed contact and is not to be shared or disseminated without written consent by AK Associates. This quote null and voids any previous version.

AK Associates

Taylor County, FL

Signature: \_\_\_\_\_

*Beth Stankus*

Name: Beth Stankus

Title: Manager of Accounting

Date: 01/28/2021

Signature: \_\_\_\_\_

Name: Katie Morrison

Date: \_\_\_\_\_



We have prepared a quote for you

**Solacom Support**

Quote # 000525  
Version 1

Prepared for:

**Taylor County, FL**

Katie Morrison  
katie.morrison@taylorsheriff.org

PO Box 2880  
 Concord, NH 03302  
<http://www.akassociates911.com/>  
 (603) 432-5755



**Solacom Support**

Description	Price	Qty	Ext. Price
MT-SSGUARD-01 <b>Position Software Support</b>	\$1,300.00	4	\$5,200.00
MT-HSGUARD-04 <b>Guardian Hardware Support</b> <i>The Guardian hardware support program covers all hardware purchased from Solacom with the following exceptions: 1. Computers and servers are excluded, and are covered under manufacturer support for up to five (5) years. 2. Monitors, keyboards and mouse devices purchased with the initial computer order will carry the same support purchased for the associated computer or server. 3. Keyboards, mouse devices, headsets, and handsets are covered under the initial one (1) year warranty and are not eligible for extended support.</i>	\$1,758.48	1	\$1,758.48
SV-AVMgr-1yr <b>AntiVirus Management/ Positions</b>	\$150.00	4	\$600.00
<i>Dates of Support: 10/2/21 through 10/1/22</i>			

Subtotal: **\$7,558.48**

**Payment Terms**

Description	Qty
<b>Terms of Sale:</b>	
Payment Terms are Net 30	

PO Box 2880  
Concord, NH 03302  
<http://www.akassociates911.com/>  
(603) 432-5755



## Solacom Support

Prepared by:

**AK Associates**

Beth Stankus

(603) 432-5755 x.283

Fax (603) 432-0900

[bstankus@AKassociates911.com](mailto:bstankus@AKassociates911.com)

Prepared for:

**Taylor County, FL**

591 US Hwy 27 E

Perry, FL 32347

Katie Morrison

(850) 672-1976

[katie.morrison@taylorsheriff.org](mailto:katie.morrison@taylorsheriff.org)

Quote Information:

**Quote #: 000525**

Version: 1

Delivery Date: 01/28/2021

Expiration Date: 04/28/2021

## Quote Summary

Description	Amount
Solacom Support	\$7,558.48

Total: **\$7,558.48**

Disclaimers: This quote is provided for the listed contact and is not to be shared or disseminated without written consent by AK Associates. This quote null and voids any previous version.

**AK Associates**

**Taylor County, FL**

Signature: \_\_\_\_\_

*Beth Stankus*

Name: Beth Stankus

Title: Manager of Accounting

Date: 01/28/2021

Signature: \_\_\_\_\_

Name: Katie Morrison

Date: \_\_\_\_\_

EXHIBIT D

SOLE SOURCE CERTIFICATION

VENDOR NAME: AK Associates

Maintenance contract needed for uninterrupted service

COMMODITY: (General Description) of the Taylor County 911 system.

INITIAL ALL ENTRIES BELOW THAT APPLY TO THE PROPOSED PURCHASE. Attach additional data or support documentation if necessary. (More than one entry will apply to most sole source products or services).

SOLE SOURCE CERTIFICATION:

1.  Parts/equipment can only be obtained from original manufacturer - not available through distributors. (Items 3,4,5, or 6 must also be completed.)
2.  Only authorized area distributor of the original manufacturer. (Items 3, 4, 5, or 6 must also be completed.)
3.  Item/service owned by a private individual or corporation under trademark or patent.
4.  Parts/equipment not interchangeable with similar parts of another manufacturer. (Explain Below)
5.  This is the only known item/source that will meet the specialized needs of this department or perform the intended function. (Explain below.)
6.  Parts/equipment are required from this vendor to provide standardization. (Explain Below.)
7.  None of the above apply. Explanation for sole source request is detailed below.

COMMENTS/EXPLANATION: (Use reverse side if necessary.)

On the basis of the foregoing, I recommend that competitive procurement be waived and that the service or material on the attached requisition be purchased as a sole source commodity.

Signed:   
Department Head Signature

Department: E911

Approved: Katie Morrison  
Purchasing Agent

Date: 03/05/2021

**CONTRACT ADMENDMENT  
FOR 911 SYSTEM MAINTENANCE**

**THIS AMENDED AGREEMENT** is made by and between Taylor County, 587 E US Highway 27 Perry, FL 32347 (hereinafter called "County") and Kraus Associates Inc., D/B/A, AK Associates, 326 Porta Rosa Circle, St Augustine, Florida 32092 (hereinafter called "Contractor").

**WHEREAS**, the Florida 911 Grant Program assists counties with the funds to purchase new Next Gen Enhanced 911 (E911) systems, and to provide "seamless" Enhanced 911 throughout the State of Florida; and

**WHEREAS**, in accordance with the E911 Rural County Grant, Taylor County approved AK Associates as the 1<sup>st</sup>-tier maintenance provider for the hardware and software associated with the "County" 911 system.

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements hereinafter contained, the parties hereto agree as follows:

**Scope of Agreement to include:**

The "County" engages "Contractor" to provide installation and maintenance services of the County's 9-1-1 system, including the map display and log recorder and all associated software and hardware. The equipment manufacturers are responsible for the warranty and extended warranty of equipment and the "County" is responsible for the purchase of the equipment manufactures extended warranty and software maintenance.

The "Contractor", shall provide the following service:

- Provide first tier labor support at the Taylor County 9-1-1 PSAP(s), on the hardware, software associated with the 911 system sold by the "Contractor". All additional materials are the responsibility of the "County" and/or the equipment manufacture under warranty or extended warranty. The "Contractor" is not responsible for hardware or software, only the labor to maintain or install the hardware and software.
- Maintenance (labor only) will be performed by the "Contractor" for the "County" 911 system.
- On-going on-site training on equipment installed by the "Contractor" as needed at no additional cost to the "County".
- Response time for major outages is within two hours during the normal business day and four hours on evenings, weekends and holidays. Telephone diagnostics will be done immediately upon receipt of service problem.



- Labor to install all scheduled upgrades of all equipment installed by the "Contractor".
- Labor to upgrade or replacement of existing hardware or software with new hardware and software components from same or new equipment manufacture or software provider to the "County" 9-1-1 system. The "County" is responsibility for the hardware and software.
- Includes daily remote preventive maintenance during the normal business day. If a problem is discovered during remote maintenance it will be resolved either remotely or by a site visit. The telephone line used for remote diagnostics is the responsibility of the "County".
- Weekly on-site preventive maintenance.
- Project Management for all projects associated with the 911 system
- Installing additional hardware and software including additional 9-1-1 positions
- Relocation of any 9-1-1 equipment including software
- 9-1-1 system reconfigurations
- Selective router programming as required
- *Direct trunking and integration* to the 9-1-1 infrastructure
- Statistical report training
- On-site ALI DBMS system installation and maintenance (data input is the responsibility of the customer)
- Log Recorders

**On-site Technical Service Support** – one (1) day a week to provide on-site preventive maintenance service to be scheduled weekly Monday through Friday except for approved County (State) Holidays.

**Remote Technical Service Support** – 24 hour service performed by an AK Associate trained technician for all out of hours service problems. Response shall be within a maximum two hour time frame. AK Associates shall provide the "County" with a current escalation list, including an 800 number for all service requests.

**1. Terms of Agreement:**

This agreement is effective upon signing for a one (1) year periods and then it is automatically renewed. The Contractor shall continue to provide the "County" with AK Elite Premier Installation and Maintenance Service.

**2. Compensation to "Contractor":**

AK Elite Premier Installation and Maintenance Service

May 1, 2017 – April 30, 2018	\$28,707.00
May 1, 2018 – April 30, 2019	\$29,137.00

May 1, 2019 – April 30, 2020	\$29,574.00
May 1, 2020 – April 30, 2021	\$30,018.00
May 1, 2021 – April 30, 2022	\$30,468.00
May 1, 2022 – April 30, 2023	\$30,925.00

Frequentis Manufacturer Extended Warranty/Software Support

July 01, 2016 – June 30, 2017	\$14,145.00
July 01, 2017 – June 30, 2018	\$14,145.00
July 01, 2018 – June 30, 2019	\$14,145.00

Exacom Manufacturer Extended Warranty/Software Support

May 08, 2016 – May 07, 2017	\$3,386.00
May 08, 2017 – May 07, 2018	\$3,386.00
May 08, 2018 – May 07, 2019	\$3,386.00
May 08, 2019 – May 07, 2020	\$3,386.00

911 Datamaster DBMS Software Support

December 20, 2016 - December 19, 2017	\$5,670.00
December 20, 2017 - December 19, 2018	\$5,670.00
December 20, 2018 - December 19, 2019	\$5,670.00
December 20, 2019 - December 19, 2020	\$5,670.00

MapFLEX/Listener Display Software Support

June 1, 2016 – May 31, 2017	\$4,944.00
June 1, 2017 – November 30, 2017	\$2,478.75

MapSAG Map Generation 2nd Tier Support

June 1, 2016 – May 31, 2017	\$1,950.00
June 1, 2017 – May 31, 2018	\$1,950.00
June 1, 2018 – May 31, 2019	\$1,950.00

MapSAG LT Map Generation 2nd Tier Support

June 1, 2016 – May 31, 2017	\$1,950.00
June 1, 2017 – May 31, 2018	\$1,950.00
June 1, 2018 – May 31, 2019	\$1,950.00

*Note: The "Contractor" shall provide the "County" with an option to purchase manufactures extended warranty on a yearly basis. The "Contractor" shall provide a yearly quote to the County for submission to the Florida Rural Grant Program without placing an additional markup as long as the "County" is covered under AK Elite Premier Maintenance.*

**3. Expenses:**

All expenses for travel and labor are included in the yearly invoice amount for AK Elite Premier Maintenance Service Agreement between the "Contractor" and "County".

**4. Renewal of Contract:**

The agreement will be automatically renewed unless the "County" notifies the "Contractor" within 90 days of expiration. The rate shall not increase more than 3% per year and the "County" has the option to renew the contract for five years at a fixed rate.

**5. Termination:** The "County" shall have right to terminate the agreement prior to the expiration date if the "County" provides the "Contractor" a written notification of termination within sixty (60) of expiration by registered mail, in the event "Contractor" fails to perform or observe any covenant or obligation set forth in the this agreement and "Contractor" has failed to cure within said time or the failure is one which cannot be cured within that time and the "Contractor" has failed to take reasonable steps toward said cure within thirty (30) days of notice from the "County" unless the failure is due to the equipment manufacturer and is out of the control of the "Contractor".

**6. Venue and Law** - This Contract shall be governed by laws of the State of Florida and any venue of litigation of this Contract shall solely be in Taylor County.

AGREED AND SIGNED THIS 18th ~~7th~~ DAY OF July ~~August~~ 2017

AK ASSOCIATES  
(CONTRACTOR)

BY: James M. Robinson  
James Robinson, Account Manager

TAYLOR COUNTY BOCC  
(COUNTY)

By: [Signature]  
Pam Feagle, Chairperson

**TAYLOR COUNTY BOARD OF COMMISSIONERS**

*County Commission Agenda Item*

**SUBJECT/TITLE:**



**Amended Contract with AK Associates to Reflect DMS Grant Agreement Requirements**

**Meeting Date:**

**May 18<sup>th</sup>, 2021**

**Statement of Issue:** State of FL DMS has recently made changes to the steps to submit and be reimbursed for Rural and State Grants. One of these changes is to reflect particular language in the contracts between the 911 Vendor and the Counties.

**Recommendation:** Approve the Amended Contract

**Fiscal Impact:** \$ 10,321.20 **Budgeted Expense:** Yes  No  N/A

**Submitted By:** Katie Morrison/ 911 Coordinator

**Contact:** 850-838-1104 or katie.morrison@taylorsheriff.org

**SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS**

**History, Facts & Issues:** In 2020 State of FL DMS began making changes in how to submit, be awarded, and be reimbursed for Rural and State Grants. Now in 2021 the State is requiring certain language to be written into the contracts Counties have with their 911 Vendors. This amendment is to be added to our existing contract we already have in place. The added language includes requiring that the contractor will bound by the terms of the DMS agreement for grant 20-10-17, the contractor be bound by all applicable state and federal laws and regulations that hold Taylor harmless against all claims, and prohibits the use of funds for lobbying purposed as expressed in 14.4.

- Options:**
1. Sign the amended services agreement
  2. Do not sign the amended services agreement

- Attachments:**
1. Amended Contract to be signed
  2. Original Contract still in place

**PURCHASE, INSTALLATION AND MAINTENANCE  
SERVICES AGREEMENT  
ADDENDUM #1**

**This contract addendum** dated this 26 day of April 2021, is made by and between Taylor County, a political subdivision of the State of Florida, by and through its Board of County Commissioners, situated at 591 US Hwy 27 E Perry, FL 32347, United States, hereinafter referred to as County and Kraus Associates Inc., d/b/a AK Associates, hereinafter referred to as Contractor, with offices located at 326 Porta Rosa Circle, St Augustine, Florida 32092.

**WHEREAS**, in March 2018, the County and the Contractor entered into Purchase, Installation and Maintenance Service Agreement (hereinafter referred to as Contract);

**WHEREAS**, the County utilizes the 911 State Grant; and

**WHEREAS**, the State 911 Board is requiring additional language in the contract for County to utilize the State Grant; and

**NOW THEREFORE**, the Purchase, Installation and Maintenance Service Contract is amended to include:

**Florida Federal NG911 Grant Agreement Summary**

13.3.1 –Kraus Associates, Inc, acknowledges that it is bound by the terms of the Florida Federal NG911 Grant Agreement Summary, all applicable state and federal laws and regulations and will hold the Department and Grantee harmless against all claims whatever nature arising out of the performance of work under this Agreement to the extent allowed and required by law.

13.3.2 – Kraus Associates, Inc. d/b/a AK Associates, will comply with all applicable provisions from Appendix II to 2 CFR Part 200 – Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.

13.3.3 - without modification, all paragraphs contained in Section 16, Instructions for Lower Tier Participants, of this Agreement.

**14. MANDATED CONDITIONS**

14.1. This Agreement shall be construed under the laws of the State of Florida, and venue for any actions arising out of this Agreement shall be in the Circuit Court of Leon County.

14.2. If any provision of this Agreement is in conflict with any applicable statute or rule or is unenforceable, then the provision shall be null and void to the extent of the conflict and shall be severable but shall not invalidate any other provision of this Agreement.

14.3. In accordance with Executive Order 11-116, contractor must utilize the E-Verify system to verify the employment eligibility of all new employees hired by the contractor during the Agreement term. If the Grantee is not enrolled in DHS E-Verify System, it will do so within five (5) days of notice of the Agreement execution. The link to E-Verify is <http://www.uscis.gov/e-verify>.

14.4. In accordance with section 11.062 and 216.345, F.S., funds received under this Agreement will not to be used for the purpose of lobbying or used to directly or indirectly

influence legislation or any other official action by the Florida Legislature, the judicial branch, or any state agency.

Section 16:

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR Parts 180, 1200 and 1326.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded, as used in this clause, are defined in 2 CFR Parts 180, 1200 and 1326. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, Subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR Parts 180 and 1200.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR Part 9, Subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov>).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge

and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.<sup>9</sup> Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, Subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension nor debarment.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, Subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions;**

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**No Other Change**

Except as specified here in, all other terms and conditions remain in full force and effect.

This Exhibit may be executed in counterparts, each of which is deemed an original, but all of which together are deemed to be one and the same agreement. A signed copy of this Exhibit delivered by facsimile, e-mail or other means of electronic transmission is deemed to have the same legal effect as delivery of an original signed copy and will become a part of the original Agreement.

CUSTOMER:

**Taylor County**

CONTRACTOR:

**Kraus Associates, Inc.**

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Name: Julie Chase

**CONTRACT ADMENDMENT  
FOR 911 SYSTEM MAINTENANCE**

**THIS AMENDED AGREEMENT** is made by and between Taylor County, 587 E US Highway 27 Perry, FL 32347 (hereinafter called "County") and Kraus Associates Inc., D/B/A, AK Associates, 326 Porta Rosa Circle, St Augustine, Florida 32092 (hereinafter called "Contractor").

**WHEREAS**, the Florida 911 Grant Program assists counties with the funds to purchase new Next Gen Enhanced 911 (E911) systems, and to provide "seamless" Enhanced 911 throughout the State of Florida; and

**WHEREAS**, in accordance with the E911 Rural County Grant, Taylor County approved AK Associates as the 1<sup>st</sup>-tier maintenance provider for the hardware and software associated with the "County" 911 system.

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements hereinafter contained, the parties hereto agree as follows:

**Scope of Agreement to include:**

The "County" engages "Contractor" to provide installation and maintenance services of the County's 9-1-1 system, including the map display and log recorder and all associated software and hardware. The equipment manufacturers are responsible for the warranty and extended warranty of equipment and the "County" is responsible for the purchase of the equipment manufactures extended warranty and software maintenance.

The "Contractor", shall provide the following service:

- Provide first tier labor support at the Taylor County 9-1-1 PSAP(s), on the hardware, software associated with the 911 system sold by the "Contractor". All additional materials are the responsibility of the "County" and/or the equipment manufacture under warranty or extended warranty. The "Contractor" is not responsible for hardware or software, only the labor to maintain or install the hardware and software.
- Maintenance (labor only) will be performed by the "Contractor" for the "County" 911 system.
- On-going on-site training on equipment installed by the "Contractor" as needed at no additional cost to the "County".
- Response time for major outages is within two hours during the normal business day and four hours on evenings, weekends and holidays. Telephone diagnostics will be done immediately upon receipt of service problem.



- Labor to install all scheduled upgrades of all equipment installed by the "Contractor".
- Labor to upgrade or replacement of existing hardware or software with new hardware and software components from same or new equipment manufacture or software provider to the "County" 9-1-1 system. The "County" is responsibility for the hardware and software.
- Includes daily remote preventive maintenance during the normal business day. If a problem is discovered during remote maintenance it will be resolved either remotely or by a site visit. The telephone line used for remote diagnostics is the responsibility of the "County".
- Weekly on-site preventive maintenance.
- Project Management for all projects associated with the 911 system
- Installing additional hardware and software including additional 9-1-1 positions
- Relocation of any 9-1-1 equipment including software
- 9-1-1 system reconfigurations
- Selective router programming as required
- Direct *trunking and integration* to the 9-1-1 infrastructure
- Statistical report training
- On-site ALI DBMS system installation and maintenance (data input is the responsibility of the customer)
- Log Recorders

**On-site Technical Service Support** – one (1) day a week to provide on-site preventive maintenance service to be scheduled weekly Monday through Friday except for approved County (State) Holidays.

**Remote Technical Service Support** – 24 hour service performed by an AK Associate trained technician for all out of hours service problems. Response shall be within a maximum two hour time frame. AK Associates shall provide the "County" with a current escalation list, including an 800 number for all service requests.

**1. Terms of Agreement:**

This agreement is effective upon signing for a one (1) year periods and then it is automatically renewed. The Contractor shall continue to provide the "County" with AK Elite Premier Installation and Maintenance Service.

**2. Compensation to "Contractor":**

AK Elite Premier Installation and Maintenance Service

May 1, 2017 – April 30, 2018	\$28,707.00
May 1, 2018 – April 30, 2019	\$29,137.00

May 1, 2019 – April 30, 2020	\$29,574.00
May 1, 2020 – April 30, 2021	\$30,018.00
May 1, 2021 – April 30, 2022	\$30,468.00
May 1, 2022 – April 30, 2023	\$30,925.00

Frequentis Manufacturer Extended Warranty/Software Support

July 01, 2016 – June 30, 2017	\$14,145.00
July 01, 2017 – June 30, 2018	\$14,145.00
July 01, 2018 – June 30, 2019	\$14,145.00

Exacom Manufacturer Extended Warranty/Software Support

May 08, 2016 – May 07, 2017	\$3,386.00
May 08, 2017 – May 07, 2018	\$3,386.00
May 08, 2018 – May 07, 2019	\$3,386.00
May 08, 2019 – May 07, 2020	\$3,386.00

911 Datamaster DBMS Software Support

December 20, 2016 - December 19, 2017	\$5,670.00
December 20, 2017 - December 19, 2018	\$5,670.00
December 20, 2018 - December 19, 2019	\$5,670.00
December 20, 2019 - December 19, 2020	\$5,670.00

MapFLEX/Listener Display Software Support

June 1, 2016 – May 31, 2017	\$4,944.00
June 1, 2017 – November 30, 2017	\$2,478.75

MapSAG Map Generation 2nd Tier Support

June 1, 2016 – May 31, 2017	\$1,950.00
June 1, 2017 – May 31, 2018	\$1,950.00
June 1, 2018 – May 31, 2019	\$1,950.00

MapSAG LT Map Generation 2nd Tier Support

June 1, 2016 – May 31, 2017	\$1,950.00
June 1, 2017 – May 31, 2018	\$1,950.00
June 1, 2018 – May 31, 2019	\$1,950.00

*Note: The "Contractor" shall provide the "County" with an option to purchase manufactures extended warranty on a yearly basis. The "Contractor" shall provide a yearly quote to the County for submission to the Florida Rural Grant Program without placing an additional markup as long as the "County" is covered under AK Elite Premier Maintenance.*

3. Expenses:

All expenses for travel and labor are included in the yearly invoice amount for AK Elite Premier Maintenance Service Agreement between the "Contractor" and "County".

4. Renewal of Contract:

The agreement will be automatically renewed unless the "County" notifies the "Contractor" within 90 days of expiration. The rate shall not increase more than 3% per year and the "County" has the option to renew the contract for five years at a fixed rate.

5. Termination: The "County" shall have right to terminate the agreement prior to the expiration date if the "County" provides the "Contractor" a written notification of termination within sixty (60) of expiration by registered mail, in the event "Contractor" fails to perform or observe any covenant or obligation set forth in the this agreement and "Contractor" has failed to cure within said time or the failure is one which cannot be cured within that time and the "Contractor" has failed to take reasonable steps toward said cure within thirty (30) days of notice from the "County" unless the failure is due to the equipment manufacturer and is out of the control of the "Contractor".

6. Venue and Law - This Contract shall be governed by laws of the State of Florida and any venue of litigation of this Contract shall solely be in Taylor County.

AGREED AND SIGNED THIS 18th ~~August~~ July DAY OF JULY 2017

AK ASSOCIATES  
(CONTRACTOR)


BY: James M. Robinson  
James Robinson, Account Manager

TAYLOR COUNTY BOCC  
(COUNTY)

By: [Signature]  
Pam Feagle, Chairperson

**TAYLOR COUNTY BOARD OF COMMISSIONERS**

**County Commission Agenda Item**

<b>SUBJECT/TITLE:</b> 	The Board to consider award of Taylor County Jail Door Control Panel Replacement.
<b>MEETING DATE REQUESTED:</b>	May 18, 2021

- Statement of Issue:** To replace locking door control panels at the Taylor County Jail
- Recommended Action:** Accept recommendation of bid committee.
- Fiscal Impact:** \$88,600 base bid
- Budgeted Expense:** Yes
- Submitted By:** LaWanda Pemberton, County Administrator
- Contact:** 838-3500 X 6

**SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS**

**History, Facts & Issues:** The locking door control panels and intercom system at the Taylor County Jail are in need of replacement, due to the age of the equipment. The project was advertised for and proposals were received on March 16, 2021.

Two Proposals were received. Stanley Convergent Security Systems, Inc. proposed a base cost of \$180,850 and Montgomery Technology Systems, Inc. proposed a base cost of \$88,600. The bid committee consists of LaWanda Pemberton, Marty Tompkins and Mark Stephens. The bid committee met on May 7, 2021. Both proposals were found to be complete. The bid committee recommends that the Board award the project to Montgomery Technology Systems, Inc. Upon approval from the Board a draft contract will be brought back for consideration.

**Options:** Approve/not approve recommendation of committee

**Attachments:** Bid Tabulation forms

**TAYLOR COUNTY JAIL  
DOOR CONTROL PANEL REPLACEMENT  
SCORE SHEET**

SELECTION CRITERIA									
PROPOSER	COST TO THE COUNTY (20)	Meets Required number of Locking Door Control and Intercom System Requirements as stated in the RFP (15)	COMPANY'S EXPERIENCE WITH SCOPE OF RFP (15)	Includes two sets of As-Built Operations and Maintenance Manuals as stated in the RFP (10)	Pricing includes Replacement Wiring as stated in the RFP (10)	Pricing includes Repair of all intercom stations and replacement intercom units as stated in the RFP (10)	Ensured the Control Panel Function Requirements as stated in the RFP (10)	List all Warranties & Exceptions in Bid Proposal as stated in the RFP (10)	TOTAL SCORE
Stanley Convergent Security Solutions Inc.	88	15	15	10	10	10	10	10	88
Montgomery Technology Systems LLC	80 18	15	15	10	10	10	10	1 year 10	98

BID COMMITTEE: LAWANDA PEMBERTON, MARTY TOMPKINS, AND MARK STEPHENS

REVIEWER NAME: Lawanda Pemberton

DATE OF REVIEW: 5/7/2021

REVIEWER SIGNATURE: Lawanda Pemberton

**TAYLOR COUNTY JAIL  
DOOR CONTROL PANEL REPLACEMENT  
SCORE SHEET**

SELECTION CRITERIA									
PROPOSER	COST TO THE COUNTY (20)	Meets Required number of Locking Door Control and Intercom System Requirements as stated in the RFP (15)	COMPANY'S EXPERIENCE WITH SCOPE OF RFP (15)	Includes two sets of As-Built Operations and Maintenance Manuals as stated in the RFP (10)	Pricing includes Replacement Wiring as stated in the RFP (10)	Pricing includes Repair of all intercom stations and replacement intercom units as stated in the RFP (10)	Ensured the Control Panel Function Requirements as stated in the RFP (10)	List all Warranties & Exceptions in Bid Proposal as stated in the RFP (10)	TOTAL SCORE
Stanley Convergent Security Solutions Inc.	10	15	15	10	10	10	10	10	90
Montgomery Technology Systems LLC	20	15	15	10	10	10	10	10	100

BID COMMITTEE: LAWANDA PEMBERTON, MARTY TOMPKINS, AND MARK STEPHENS

REVIEWER NAME: Mark J. Stephens

DATE OF REVIEW: 5/7/24

REVIEWER SIGNATURE: Mark J. Stephens




**TAYLOR COUNTY JAIL  
DOOR CONTROL PANEL REPLACEMENT  
SCORE SHEET**

SELECTION CRITERIA									
PROPOSER	COST TO THE COUNTY (20)	Meets Required number of Locking Door Control and Intercom System Requirements as stated in the RFP (15)	COMPANY'S EXPERIENCE WITH SCOPE OF RFP (15)	Includes two sets of As-Built Operations and Maintenance Manuals as stated in the RFP (10)	Pricing includes Replacement Wiring as stated in the RFP (10)	Pricing includes Repair of all intercom stations and replacement intercom units as stated in the RFP (10)	Ensured the Control Panel Function Requirements as stated in the RFP (10)	List all Warranties & Exceptions in Bid Proposal as stated in the RFP (10)	TOTAL SCORE
Stanley Convergent Security Solutions Inc.	10	15	15	10	10	10	10	10	90
Montgomery Technology Systems LLC	20	15	15	10	10	10	10	10	100

BID COMMITTEE: LAWANDA PEMBERTON, MARTY TOMPKINS, AND MARK STEPHENS

REVIEWER NAME: Marty Tompkins

DATE OF REVIEW: ~~4/21/2021~~ 5/7/2021

REVIEWER SIGNATURE: 

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**TAYLOR COUNTY BOARD OF COMMISSIONERS**

**County Commission Agenda Item**

**SUBJECT/TITLE:**

THE BOARD TO CONSIDER REQUEST TO TRANSFER FUNDS FOR WATERWAY SAFETY MANAGEMENT.



**MEETING DATE REQUESTED:**

MAY 18, 2021

**Statement of Issue:** TO INSTALL AND REPAIR SIGNAGE IN COUNTY WATERWAYS.

**Recommended Action:** APPROVE TRANSFER OF FUNDS

**Fiscal Impact:** \$5,000

**Budgeted Expense:** NO

**Submitted By:** LAWANDA PEMBERTON, COUNTY ADMINISTRATOR

**Contact:** 838-3500 X 6

**SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS**

**History, Facts & Issues:** THE COUNTY MARINE AGENT HAS IDENTIFIED MULTIPLE WATERWAY MARKERS THAT ARE IN NEED OF REPLACEMENT. THE CURRENT BUDGET IS NOT SUFFICIENT TO FUND THE ADDITIONAL NEEDED REPAIR/REPLACEMENT. THE BOARD APPROVED A TRANSFER OF FUNDS ON MARCH 16, 2021 FOR THIS PROJECT. DURING THE COURSE OF THE REPAIRS/REPLACEMENT AN ADDITIONAL MARKER POLE WAS FOUND TO BE DAMAGED AND IN NEED OF REPLACEMENT. RATHER THAN FUND AN ADDITIONAL COST TO MOBILIZE A REPAIR CREW AT A LATER DATE THE DECISION WAS MADE TO REPAIR THE DAMAGED POLE AT THE CURRENT TIME.

THE COUNTY ADMINISTRATOR REQUESTS CONSIDERATION OF A BUDGET TRANSFER FOR AN ADDITIONAL \$5,000 TO BE FUNDED FROM 3<sup>RD</sup> CENT TOURISM/TAX SINKING FUND/RESERVES.

**Options:** APPROVE/NOT APPROVE

**Attachments:** WATERWAYS SAFETY MANAGEMENT FUNDING PLAN  
EXPENDITURE REPORT FUND 629 3<sup>RD</sup> CENT TOURISM



## Quote Waterways Work - Taylor County

Blanco,Victor <victorblancomar@ufl.edu>

Thu 01/30/2020 11:51 AM

To: Ttops@gcfab.com <Ttops@gcfab.com>

📎 18 attachments (7 MB)

FWC ECONFINA List of Markers.pdf; FWC Permit ECONFINA Amendment Letter.pdf; FWC SPRING WARRIOR PERMIT FUWM-19-024.pdf; Steinhatchee Permit 2006-036B River Markers.pdf; Econfina Marker 11 gal.jpg; Econfina Marker on Tree Boat Ramp.jpg; Econfina Marker on Tree island 1 East.jpg; Econfina Marker on Tree island 1 West.jpg; Econfina Marker 02 2019.jpg; Steinhatchee Marker 01 B (1).jpg; Steinhatchee Marker 02 A.jpg; Steinhatchee Marker 04 A.jpg; Steinhatchee Marker 04 B.jpg; Steinhatchee Marker 07 (2).jpg; Steinhatchee Marker 07.jpg; Steinhatchee Marker 15 A.jpg; Steinhatchee Marker 19 B.jpg; Spring Warrior Wooden Poles.jpg;

Dear Gulf Coast Fabricators,

Taylor County is in the need of quotes for the following works:

### 1. Steinhatchee River:



- Replacement of 6 waterway marker's signs. (replace old metal signs for new ones that will be provided). One signs on Marker 1; One sign on Marker 2; both signs on Marker 4; One sign on Marker 15; and One sign on Marker 19. See attachment for location information. See attached pictures.
- Decommission and relocation of Steinhatchee Marker 7. Remove two galvanized poles and signs off the current location (about 300 ft South of 1st Ave - Coordinates N 29.675367 W 83.365833) and relocate them by the 1st Ave Boat Ramp. See attached picture.

### 2. Spring Warrior



- Install two metal signs at the two wooden poles on the river entrance (signs will be provided). See attached picture.
- Install two galvanized poles and waterway marker signs at the Spring Warrior boat ramp. (signs will be provided)
- Installation of three (3) buoys at different locations between the ramp and mouth (buoys will be provided - not anchor). See attachment for locations information.

### 3. Econfina

- Replace four (4) old buoys located at the Econfina river mouth (buoys will be provided). See attached pictures.
- Install four (4) new buoys at specific location in Econfina river (buoys will be provided - not anchor).
- Remove three (3) unauthorized metal signs attached to fallen tress (see attached pictures).

- Straighten two galvanized poles of Marker 2 (closest to Econfina boat ramp). Poles are bended. See attachment for location information. See attached picture.

Please, send the estimated cost (quote) for each itemized line above, then a total per waterway and finally a grand total for all the works combined.

If you have any questions regarding the preparation of the quote please don't hesitate to contact me back by email or phone. Look forward to receive your quote.

Best,

**VICTOR BLANCO**

Marine and Natural Resources Extension Agent

Sea Grant UF/IFAS Extension - Taylor County

203 Forest Park Dr.

Perry, FL 32348-6340

Phone: 850-838.3508 Ext. 305

Cell: 786-449.9677

victorblancomar@ufl.edu

[See our video](#)

SUNGARD PENTAMATION, INC.  
 DATE: 05/12/2021  
 TIME: 10:53:56

TAYLOR COUNTY BOARD OF COMMISSIONERS  
 EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 1  
 AUDIT21

SELECTION CRITERIA: orgn.fund='629' and expledgr.account='59922'  
 ACCOUNTING PERIODS: 1/21 THRU 8/21

SORTED BY: FUND,FUNCTION,ACTIVITY,TOTL/DEPT,ACCOUNT

TOTALED ON: FUND,TOTL/DEPT

PAGE BREAKS ON: FUND,TOTL/DEPT

FUND - 629 - 3RD% TOURISM TAX/INFRASR  
 FD/DEPT - 1362 - 3RD CENT TOURISM TRANSFER

ACCOUNT DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
629-580-581-1362-1362 - 3RD CENT TOURISM TRANSFER									
59922			SINKING FUND/RESERVE		.00	.00	.00	BEGINNING BALANCE	
10/01/20			11-1		168,623.00			POSTED FROM BUDGET SYSTEM	
03/22/21			25-6	20210086	-7,715.00			SINKING FUND/RESERVE	
TOTAL			SINKING FUND/RESERVE		160,908.00	.00	.00		160,908.00
TOTAL TOTL/DEPT - 3RD CENT TOURISM TRANSFER					160,908.00	.00	.00		160,908.00
TOTAL FUND - 3RD% TOURISM TAX/INFRASR					160,908.00	.00	.00		160,908.00
TOTAL REPORT					160,908.00	.00	.00		160,908.00

\* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

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**TAYLOR COUNTY BOARD OF COMMISSIONERS**

*County Commission Agenda Item*

**SUBJECT/TITLE:**

**THE BOARD TO CONSIDER APPROVAL OF BID DOCUMENTS AND REQUEST TO ADVERTISE FOR THE LEASING OF 296+ ACRES IN TAYLOR COUNTY FOR THE HARVESTING OF SAW PALMETTO BERRIES.**



**MEETING DATE REQUESTED:**

MAY 18, 2021

**Statement of Issue:** TO SOLICIT BIDS FOR THE LEASING OF COUNTY PROPERTY FOR THE HARVESTING OF SAW PALMETTO BERRIES.

**Recommended Action:** APPROVE

**Fiscal Impact:** UNKNOWN AT THIS TIME

**Budgeted Expense:** N/A

**Submitted By:** LAWANDA PEMBERTON, COUNTY ADMINISTRATOR

**Contact:** 850-838-3500 Ext. 6

**SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS**

**History, Facts & Issues:** THE BOARD HAS EXPRESSED AN INTEREST IN LEASING OF COUNTY PROPERTY LOCATED NEAR HAMPTON SPRINGS PARK FOR THE HARVESTING OF SAW PALMETTO BERRIES. STAFF HAS PREPARED BID DOCUMENTS FOR THE LEASE OF PROPERTY FOR UPCOMING SAW PALMETTO BERRY HARVEST. THE BIDS WILL BE BASED ON A PERCENTAGE PRICE OF HARVESTED BERRIES.

**Options:** APPROVE/NOT APPROVE/REVISE

**Attachments:** BID DOCUMENTS AND ADVERTISEMENT



# TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS

GARY KNOWLES, Clerk  
Post Office Box 620  
Perry, Florida 32348  
(850) 838-3506 Phone  
(850) 838-3549 Fax

LAWANDA PEMBERTON, County Administrator  
201 East Green Street  
Perry, Florida 32347  
(850) 838-3500, extension 6 Phone  
(850) 838-3501 Fax

CONRAD C. BISHOP, JR., County Attorney  
Post Office Box 167  
Perry, Florida 32348  
(850) 584-6113 Phone  
(850) 584-2433 Fax

## NOTICE OF REQUEST FOR BIDS

The Taylor County Board of County Commissioners is soliciting bids for **THE LEASING OF 296+ ACRES FOR THE HARVESTING OF SAW PALMETTO BERRIES IN TAYLOR COUNTY, FLORIDA. BIDS WILL BE FOR A PERCENTAGE OF THE GROSS SALE OF HARVESTED BERRIES.**

Qualified firms or individuals desiring to provide the requested services must submit their bid package in an envelope or similar package marked: **Sealed bids for "THE LEASING OF 296+ ACRES FOR THE HARVESTING OF SAW PALMETTO BERRIES IN TAYLOR COUNTY, FLORIDA"** to the Clerk of Court, 1<sup>st</sup> Floor Courthouse, 108 North Jefferson Street, Perry, Florida 32347 to arrive no later than **4:00pm**, local time, on June 15, 2021. **All bids MUST have name and mailing address clearly shown on the outside of the envelope or package when submitted.** Bids will be opened and respondents announced at 9:00am local time, or as soon thereafter as practical, on June 22, 2021 at the Taylor County Administrative Complex, 201 East Green Street, Perry, Florida 32347.

The County reserves the right, in its sole absolute discretion, to reject any or all bids, to cancel or withdraw this bid at any time or waive any irregularities in the bid process. The County reserves the right to award any contract(s) to the bidder/respondent which it deems to offer the best overall service, therefore, the County is not bound to award any contract(s) based on the quoted price. The County, in its sole and absolute discretion, also reserves the right to waive minor defects in the process and to accept the bid deemed to be in the County's best interest. The County, in its sole and absolute discretion, also reserves the right to assign a local business preference in the amount of five percent (5%) of the bid price. **NO FAXED BIDS WILL BE ACCEPTED.**

For additional information and a bid package contact:

LaWanda Pemberton

201 E. Green Street

Perry, FL 32347

(850) 838-3500 Ext 6

[lpemberton@taylorcountygov.com](mailto:lpemberton@taylorcountygov.com)

Bid packages may also be obtained from [www.taylorcountygov.com](http://www.taylorcountygov.com)

BY ORDER OF THE BOARD OF COUNTY COMMISSIONERS, Taylor County, Florida



## GENERAL BID INFORMATION

1. Bid documents shall be obtained from LaWanda Pemberton, County Administrator, 201 E. Green Street Perry, FL 32347 Telephone (850) 838-3500 ext. 6 or lpemberton@taylorcountygov.com. Documents may also be obtained from [www.taylorcountygov.com](http://www.taylorcountygov.com).
2. Bids **MUST** be submitted to the Clerk of Court, 1<sup>st</sup> Floor Courthouse, 108 North Jefferson Street Perry FL 32347, to arrive no later than **4:00 PM, local time, June 15, 2021.**
3. Bids **MUST** be in a sealed envelope plainly marked on the outside: "**for THE LEASING OF 296 ± ACRES FOR THE HARVESTING OF SAW PALMETTO BERRIES IN TAYLOR COUNTY, FLORIDA.**"
4. **All bids MUST have a name and mailing address shown on the outside of the envelope or package when submitted.**
5. Bids that are not delivered to the physical address of the Clerk of Court prior to the specified time will not be considered and **will be returned to the responder unopened.**
6. Once opened, no bid may be withdrawn prior to the Board of County Commissioners action without written consent of the Clerk of Court.
7. Responders must complete and furnish with their bid, the Florida Public Entity Crimes Statement as required by F.S. 287.133(3)(a).
8. Bids shall be received and respondents announced on June 22, 2021 at 9:00 a.m. or as soon thereafter as practical, at the Taylor County Administrative Complex 201 East Green Street, Perry, Florida 32347.
9. The Taylor County Board of County Commissioners reserves the right, in its sole absolute discretion, to reject any or all bids, to cancel or withdraw this bid at any time waive any irregularities in the bid process. The County reserves the right to award any contract(s) to the bidder/respondent which it deems to offer the best overall service, therefore, the County is not bound to award any contract(s) based on the quoted price. The County, in its sole and absolute discretion, also reserves the right to waive minor defects in the process and to accept the bid deemed to be in the County's best interest. The County, in its sole and absolute discretion, also reserves the right to assign a local business preference in the amount of five percent (5%) of the bid price, pursuant to Taylor County Ordinance No. 2003-12.
10. It is the responsibility of the responders to fully understand and follow all contract expectations.
11. All proposals submitted require General Liability and Workmen's Compensation Insurance, and must include a Certificate of Insurance showing \$1,000,000.00 liability insurance coverage, listing Taylor County as an additional insured, or sworn statement from an insurance agent, verifying that if the prospective respondent is awarded the bid, a Certificate of Insurance will be issued to the successful respondent within thirty (30) days of the acceptance of the proposal, in the amount stated. Also include the Declaration Page from the insurance policy, showing Workmen's Compensation Insurance on all employees working on the project. Any respondent who does not furnish the required insurance documents within thirty (30) days after the bid award, is hereby advised that the bid will be given to the next highest respondent who meets all proposal specifications. Workmen's Compensation exemptions will be accepted upon providing a current Florida Workman's Compensation Exemption Certificate, and a signed Taylor County Workmen's Compensation Hold Harmless and Indemnity Agreement. Every employee must be listed on the Exemption Certificate. Any responder, who does not furnish the required insurance documents, will not be considered and the bid will be disqualified.
12. The Taylor County Board of County Commissioners **Does Not Accept Faxed Bids.**

13. Responders who elect to send sealed bids Overnight Express or Federal Express, must send to the physical address of: Clerk of Court, 1<sup>st</sup> Floor Courthouse, 108 North Jefferson Street Perry FL 32347.
14. For additional information, contact

**LaWanda Pemberton, County Administrator**  
201 E. Green Street  
Perry, FL 32347  
850-838-3500 ext. 6

#### **BIDDER INFORMATION**

1. Proposal: The bidder's proposal shall include the percentage the bidder will pay per pound of Saw Palmetto Berries harvested.

**The bidder must lease all 296 ± acres. The acreage will not be divided into parcels.**

2. Bid Form: The bidder is required to complete the Bid Form in its entirety.

#### **SCOPE OF WORK**

The contractor shall provide all equipment and materials in strict accordance with the specification of the County and other documents herein mentioned which are a part of this Contract in connection with the following

for **THE LEASING OF 296 ± ACRES FOR THE HARVESTING OF SAW PALMETTO BERRIES IN TAYLOR COUNTY, FLORIDA.**

Saw Palmetto Berries are typically harvested during the late summer or early Fall. The berries will persist on the plant for several weeks.

The property can be inspected weekdays by appointment by contacting LaWanda Pemberton at 850-838-3500 ext. 6 or lpemberton@taylorcountygov.com. Maps can be provided upon request.

Bid will be awarded according to maximum revenue generated for the County.

The method of compensation will be on a per pound basis. Scale tickets or a mutually agreed upon tracking ticket will be used to monitor, track loads and ensure correct payment.

Payment for the crop year will be due by November 30, 2021.

This agreement will be for a period of one (1) year.

The successful bidder may not sub-lease the acreage.

Successful bidder has 30 days to provide proof of liability insurance according to County Policy.

The successful bidder may only use the land leased for the harvesting of saw palmetto berries.

The successful bidder will be responsible for safe operation of their equipment and the activities of any employee involved in the grounds preparation, grounds maintenance and the harvesting of Saw Palmetto Berry operations.

The successful bidder will be responsible for the property security related to the preparation and maintenance and the harvest of Saw Palmetto Berries and their employees which have access to the property.

The successful bidder understands that equipment operation and movement will be coordinated with management.

The successful bidder understands that:

- The property will be left in the original condition during and after operations pertaining to this contract.
- All adjoining and interior roads will be kept in good conditions at all times.
- There will be no damage to trees or other resources.
- Wildlife is abundant in these areas and will not be harmed.
- No activities other than specified work are to be performed on this property.
- No debris will be left on site.
- Must provide at a minimum one person fluent in English on-site every day of harvest.
- The County is not responsible for any injuries incurred by wildlife, habitat or fencing of adjacent land owners.

The successful bidder will maintain a list of authorized personnel information, such as address, phone numbers, and social security numbers, to have readily available for the Taylor County Board of County Commissioners.





# TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS

GARY KNOWLES, Clerk  
Post Office Box 620  
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(850) 838-3506 Phone  
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201 East Green Street  
Perry, Florida 32347  
(850) 838-3500, extension 6 Phone  
(850) 838-3501 Fax

CONRAD C. BISHOP, JR., County Attorney  
Post Office Box 167  
Perry, Florida 32348  
(850) 584-6113 Phone  
(850) 584-2433 Fax

PROJECT IDENTIFICATION: **THE LEASING OF 296 ± ACRES FOR THE HARVESTING OF SAW PALMETTO BERRIES IN TAYLOR COUNTY, FLORIDA.**

THIS BID IS SUBMITTED TO:

Clerk of Courts, Taylor County  
1<sup>st</sup> Floor Courthouse  
108 N. Jefferson Street  
Perry, Florida 32347

## **BID FORM**

1. The undersigned BIDDER proposes and agrees, if this Bid is accepted, to enter into an agreement with OWNER in the form included in the Contract documents to lease 296 ± acres for the harvesting of Saw Palmetto Berries. Bidder agrees to perform and furnish all work as specified or indicated in the Contract Documents for the Bid Price and within the Bid Terms in this Bid and in accordance with the other terms and conditions of the Contract Documents.
2. BIDDER accepts all of the terms and conditions of the Advertisement of Invitation to Bid and Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. BIDDER will sign and deliver the required number of counterparts of the Agreement and other documents required by the Bidding Requirements within three (3) days after the date of OWNER'S Notice of Award.
3. In submitting this Bid, BIDDER represents, as more fully set forth in the Agreement, that:
  - (a) BIDDER has examined and carefully studied the Bidding Documents and the following Addenda receipt of all which is hereby acknowledged.
  - (b) BIDDER has visited the site and become familiar with and satisfied as to the general, local and site conditions that may affect cost, progress, performance and furnishing of the Work.
  - (c) BIDDER is familiar with and is satisfied as to all federal, state and local laws and regulations that may affect cost, progress, performance and furnishing of the Work.
  - (d) BIDDER is aware of the general nature of Work to be performed by Owner at the site that relates to Work for which this Bid is submitted as indicated in the Contract Documents.
  - (e) BIDDER has correlated the information known to BIDDER, information and observations obtained from visits to the site, reports and drawings identified in the Contract documents and all additional examinations, investigations observations, tests, studies and data with the Contract Documents.

(f) This Bid is genuine and not made in the interest of, or on behalf of any undisclosed person, firm or corporation and submitted in conformity with any agreement or rules of any group, association, organization or corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for itself any advantage over any other bidder or over Owner.

4. BIDDER agrees to the following Scope of Work schedule:

The harvest of palmetto berries may commence after the signing of the contract and will end on October 31, 2021.

Payment for harvest will be due by November 30, 2021.

Successful bidder will need to provide payment to the Taylor County Board of Commissioners in one annual payment.

5. BIDDER agrees that the Work will be completed in accordance with the General Conditions (see Scope of Work for details) on or before the dates or within the number of calendar days indicated in the Agreement. BIDDER accepts the provisions of the Agreement as to liquidated damages in the event of failure to complete the Work within the time specified in the Agreement.

6. Communications concerning this Bid shall be addressed to:

LaWanda Pemberton, County Administrator  
201 E. Green Street  
Perry, FL 32347  
(850) 838-3500 ext. 6  
lpemberton@taylorcountygov.com

7. Terms used in this Bid which are defined in the Standard General Conditions or Instructions will have the meaning indicated in the Standard General Conditions or Instructions.

8. **BIDDER AGREES TO LEASE. 296 ± ACRES FOR THE HARVEST OF SAW PALMETTO BERRIES FOR THE PERCENTAGE \_\_\_\_\_ OF THE GROSS SALE. (This MUST be filled out by Bidder.)**

SUBMITTED on \_\_\_\_\_, 2021

IF BIDDER IS:

AN INDIVIDUAL:

By \_\_\_\_\_ (seal)  
Individual's Name

Doing business as \_\_\_\_\_

Business address \_\_\_\_\_

Telephone No.: \_\_\_\_\_

A PARTNERSHIP:

By: \_\_\_\_\_ (seal)  
Firm Name

General Partner: \_\_\_\_\_

Business Address: \_\_\_\_\_

**TAYLOR COUNTY BOARD OF COMMISSIONERS**

**County Commission Agenda Item**

**SUBJECT/TITLE:**

The Board to consider award of Taylor County Jail Door Control Panel Replacement.



**MEETING DATE REQUESTED:**

May 18, 2021

**Statement of Issue:** To replace locking door control panels at the Taylor County Jail

**Recommended Action:** Accept recommendation of bid committee.

**Fiscal Impact:** \$88,600 base bid

**Budgeted Expense:** Yes

**Submitted By:** LaWanda Pemberton, County Administrator

**Contact:** 838-3500 X 6

**SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS**

**History, Facts & Issues:** The locking door control panels and intercom system at the Taylor County Jail are in need of replacement, due to the age of the equipment. The project was advertised for and proposals were received on March 16, 2021.

Two Proposals were received. Stanley Convergent Security Systems, Inc. proposed a base cost of \$180,850 and Montgomery Technology Systems, Inc. proposed a base cost of \$88,600. The bid committee consists of LaWanda Pemberton, Marty Tompkins and Mark Stephens. The bid committee met on May 7, 2021. Both proposals were found to be complete. The bid committee recommends that the Board award the project to Montgomery Technology Systems, Inc. Upon approval from the Board a draft contract will be brought back for consideration.

**Options:** Approve/not approve recommendation of committee

**Attachments:** Bid Tabulation forms



**TAYLOR COUNTY JAIL  
DOOR CONTROL PANEL REPLACEMENT  
SCORE SHEET**

SELECTION CRITERIA									
PROPOSER	COST TO THE COUNTY (20)	Meets Required number of Locking Door Control and Intercom System Requirements as stated in the RFP (15)	COMPANY'S EXPERIENCE WITH SCOPE OF RFP (15)	Includes two sets of As-Built Operations and Maintenance Manuals as stated in the RFP (10)	Pricing includes Replacement Wiring as stated in the RFP (10)	Pricing includes Repair of all intercom stations and replacement intercom units as stated in the RFP (10)	Ensured the Control Panel Function Requirements as stated in the RFP (10)	List all Warranties & Exceptions in Bid Proposal as stated in the RFP (10)	TOTAL SCORE
Stanley Convergent Security Solutions Inc.	108	15	15	10	10	10	10	10	88
Montgomery Technology Systems LLC	118	15	15	10	10	10	10	10	98

BID COMMITTEE: LAWANDA PEMBERTON, MARTY TOMPKINS, AND MARK STEPHENS

REVIEWER NAME: Lawanda Pemberton

DATE OF REVIEW: 5/7/2021

REVIEWER SIGNATURE: Lawanda Pemberton

**TAYLOR COUNTY JAIL  
DOOR CONTROL PANEL REPLACEMENT  
SCORE SHEET**

SELECTION CRITERIA									
PROPOSER	COST TO THE COUNTY (20)	Meets Required number of Locking Door Control and Intercom System Requirements as stated in the RFP (15)	COMPANY'S EXPERIENCE WITH SCOPE OF RFP (15)	Includes two sets of As-Built Operations and Maintenance Manuals as stated in the RFP (10)	Pricing includes Replacement Wiring as stated in the RFP (10)	Pricing includes Repair of all intercom stations and replacement intercom units as stated in the RFP (10)	Ensured the Control Panel Function Requirements as stated in the RFP (10)	List all Warranties & Exceptions in Bid Proposal as stated in the RFP (10)	TOTAL SCORE
Stanley Convergent Security Solutions Inc.	10	15	15	10	10	10	10	10	90
Montgomery Technology Systems LLC	20	15	15	10	10	10	10	10	100

BID COMMITTEE: LAWANDA PEMBERTON, MARTY TOMPKINS, AND MARK STEPHENS

REVIEWER NAME: Mark J. Stephens

DATE OF REVIEW: 5/7/24

REVIEWER SIGNATURE: Mark J. Stephens

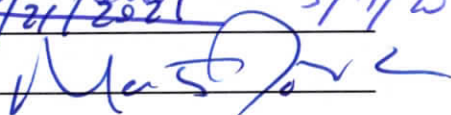
## TAYLOR COUNTY JAIL DOOR CONTROL PANEL REPLACEMENT SCORE SHEET

SELECTION CRITERIA									
PROPOSER	COST TO THE COUNTY (20)	Meets Required number of Locking Door Control and Intercom System Requirements as stated in the RFP (15)	COMPANY'S EXPERIENCE WITH SCOPE OF RFP (15)	Includes two sets of As-Built Operations and Maintenance Manuals as stated in the RFP (10)	Pricing includes Replacement Wiring as stated in the RFP (10)	Pricing includes Repair of all intercom stations and replacement intercom units as stated in the RFP (10)	Ensured the Control Panel Function Requirements as stated in the RFP (10)	List all Warranties & Exceptions in Bid Proposal as stated in the RFP (10)	TOTAL SCORE
Stanley Convergent Security Solutions Inc.	10	15	15	10	10	10	10	10	90
Montgomery Technology Systems LLC	20	15	15	10	10	10	10	10	100

BID COMMITTEE: LAWANDA PEMBERTON, MARTY TOMPKINS, AND MARK STEPHENS

REVIEWER NAME: Marty Tompkins

DATE OF REVIEW: ~~4/21/2021~~ 5/7/2021

REVIEWER SIGNATURE: 

Telephone No.: \_\_\_\_\_  
A CORPORATION:

By: \_\_\_\_\_ (seal)

State of Incorporation: \_\_\_\_\_

By: \_\_\_\_\_ (seal)

Name of Person Authorized to Sign

(Corporate Seal) \_\_\_\_\_  
Title

Attest: \_\_\_\_\_ As Secretary

Business Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Date of Qualification To Do Business Is: \_\_\_\_\_

## BID CHECKLIST

Check Items Included:

- \_\_\_\_\_ 1. Required proposal/bid information referenced above.
- \_\_\_\_\_ 2. Certification of Liability Insurance or Agent Statement as outlined in the General Considerations **(MUST BE INCLUDED)**.
- \_\_\_\_\_ 3. Declaration Page from Workmen's Compensation Insurance OR a Florida Worker's Compensation Exemption Certificate with an executed Hold Harmless Release and Indemnity Agreement.
- \_\_\_\_\_ 4. Public Entity Crimes Affidavit, signed and notarized, as required by Chapter 287.133(3)(a) **(AFFIDAVIT ENCLOSED)**.

**Checklist must be included with the bid.**



**SWORN STATEMENT UNDER SECTION 287.133(3)(a),  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER  
AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract No. \_\_\_\_\_  
for \_\_\_\_\_
2. This sworn statement is submitted by \_\_\_\_\_  
(Name of entity submitting sworn statement)  
  
Whose business address is \_\_\_\_\_  
\_\_\_\_\_ and  
  
(if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_,  
(If entity has no FEIN, include the Social Security Number of the individual signing this sworn  
statement: \_\_\_\_\_.)
3. My name is \_\_\_\_\_ and my relationship to the entity  
named above is \_\_\_\_\_.
4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes,  
means a violation of any state or federal law by a person with respect to and directly related to the  
transaction of business with any public entity or with an agency or political subdivision of any other  
state or with the United States, including, but not limited to, any bid or contract for goods or services to  
be provided to any public entity or an agency or political subdivision of any other state or of the United  
States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material  
misrepresentation.
5. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes,  
means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of  
guilt, in any federal or state trial court or record relating to charges brought by indictment or  
information after July 1, 1989, as a result of a jury verdict, nonjury verdict, nonjury trial, or entry of a  
plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
  - A. A predecessor or successor of a person convicted of a public entity crime: or
  - B. An entity under the control of any natural person who is active in the management of the  
entity and who has been convicted of a public entity crime. The term "affiliate" includes those  
officers, directors, executives, partners, shareholders, employees, members, and agents who  
are in the management of an affiliate. The ownership by one person of shares constituting a  
controlling interest in another person, or a pooling of equipment or income among persons  
when not for fair another person. A person who knowingly enters into a joint venture with a  
person who has been convicted of a public entity crime in Florida during the preceding 36  
months shall be considered an affiliate.
7. I understand that a "person" as defined in Paragraph 287.133(1)(g)€, Florida Statutes, means any  
natural person or entity organized under the laws of any state or the United States with the legal power  
to enter into a binding contract and which bids or applies to bid on contracts for the provisions of  
goods or services let by a public entity, or which otherwise transacts or applies to transact business  
with a public entity. The term "person" includes those officers, directors, executives, partners,  
shareholders, employees, members, and agents who are in the management of an entity.

8. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

\_\_\_\_\_ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, and agents who are in the management of the entity, nor affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, and agents who are in the management of an entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989 AND (Please indicate which additional statement applies.)

\_\_\_\_\_ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

\_\_\_\_\_ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing office of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

\_\_\_\_\_ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

PERSONALLY APPEARED BEFORE ME, the undersigned authority, \_\_\_\_\_,  
(Name of individual signing)

who, after first being sworn by me, affixed his/her signature in the space provided above on this \_\_\_\_\_

day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

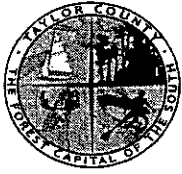
My commission expires: \_\_\_\_\_

**TAYLOR COUNTY BOARD OF COMMISSIONERS**

**County Commission Agenda Item**

**SUBJECT/TITLE:**

The Board to consider approval of CARES Act Local Government Program Closeout.



**MEETING DATE REQUESTED:**

MAY 18, 2021

**Statement of Issue:** To closeout Taylor County CARES Act funding program.

**Recommended Action:** Approve

**Fiscal Impact:** \$3,763,624 received

**Budgeted Expense:** N/A

**Submitted By:** LAWANDA PEMBERTON, COUNTY ADMINISTRATOR

**Contact:** 838-3500 X 6

**SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS**

**History, Facts & Issues:** Taylor County received a total of \$3,763,624 through the CARES Act Funding Program. The County's funding was substantiated and all was received.

**Options:** Approve/ Not approve

**Attachments:** Notice of Program Closeout

## Marsha Durden

---

**From:** LaWanda Pemberton  
**Sent:** Friday, May 07, 2021 9:58 AM  
**To:** Marsha Durden; Agenda  
**Subject:** Fwd: CARES Act Notice of Program Closeout  
**Attachments:** image001.png; Taylor County CARES NOTICE OF PROGRAM CLOSEOUT.pdf

Place holder please

Sent from my iPhone

Begin forwarded message:

**From:** "White, Erin" <Erin.White@em.myflorida.com>  
**Date:** May 6, 2021 at 4:43:40 PM EDT  
**To:** LaWanda Pemberton <l\_pemberton@taylorcountygov.com>, djahosky@govserv.com, Pam Feagle <pfeagle@taylorcountygov.com>  
**Subject:** CARES Act Notice of Program Closeout

Good Afternoon,

FDEM thanks you and your team for your continued partnership and diligent efforts to comply with program guidelines, deadlines, and requirements associated with your Coronavirus Relief Fund (CRF) allocation under the State of Florida CARES Act Local Government Funding Program. The County's allocation, including any interest earned reported, has been fully substantiated and approved in FL CARES and all payments of the allocation has been issued to the County pursuant to the executed Funding Agreement.

Please find attached the Notice of Program Closeout. Please review and have the Notice signed by the BOCC Chair or a County representative with an active delegation of authority, and return it to FDEM, certifying your approval of the information included in the Notice. Once we execute the Notice, no further submissions from the County will be required as part of the closeout process.

Please be advised, all other records submitted through FL CARES will be maintained by FDEM however, the County will be required to maintain all records related to this program for the time specified in the appropriate retention schedule as outlined by the Florida Department of State.

Feel free to contact me if you have any questions.

Thank you again,

**Erin White** | Recovery Finance & Admin Manager  
Bureau of Recovery  
Florida Division of Emergency Management  
2555 Shumard Oak Blvd  
Tallahassee, FL 32399



STATE OF FLORIDA

**DIVISION OF EMERGENCY MANAGEMENT**

Ron DeSantis  
Governor

Kevin Guthrie  
Director

**State of Florida CARES Act Local Government Funding Program**  
**Notice of Program Closeout**

**Taylor County**  
**May 6, 2021**

On July 12, 2020, the Florida Division of Emergency Management (FDEM) entered into Funding Agreement Y2303 with Taylor County ("County" or "Subrecipient") to pass-through funds from the Coronavirus Relief Fund pursuant to the CARES Act, section 601(d) of the Social Security Act. The County was allocated funding not to exceed \$3,763,624.00 across three (3) Phases of the program as amended by Amendment No. 1 executed on October 26, 2020.

As a reminder, pursuant to and in compliance with the executed Funding Agreement, Taylor County has an obligation to maintain all records applicable to any requests for reimbursement (RFRs), requests for advance (RAVs), interest earned on the county's allocation, and Taylor County's spend plan (See Funding Agreement Sec. 9 (a-d)). Additionally, FDEM, Chief Inspector General of Florida, Florida Auditor General, U.S. Treasury Office of Inspector General, and/or any other authorized official under Florida or federal statute may call upon the county at any time to supply additional documentation supporting requests submitted by Taylor County through the FL CARES system.

If you have any questions regarding this closeout, please contact Erin White via email at [Erin.White@em.mvflorida.com](mailto:Erin.White@em.mvflorida.com).

DUNS Registered Name	County of Taylor
DUNS Number	065887796
Federal Award Identification Number (FAIN)	SLT0246
Federal Award Date	April 17, 2020
CFDA Number and Name	21.019 – Coronavirus Relief Fund
Subaward Period of Performance	March 1, 2020 – December 30, 2020
Extended Period of Performance	N/A
Amount of Federal Funds obligated by this action by the Division to the County	\$3,763,624.00
Phase 1 Funds Awarded	\$940,906.00
Phase 1 Funds Validated	\$940,906.00
Phase 1 Funds Paid	\$940,906.00

Phase 2 Funds Awarded	\$752,725.00
Phase 2 Funds Validated	\$752,724.80
Phase 2 Funds Paid	\$752,725.00
Phase 3 Funds Awarded	\$2,069,993.00
Phase 3 Funds Validated	\$2,069,993.00
Phase 3 Funds Reimbursed	\$2,069,993.00
Allocation Balance	\$0.00
Remaining Funds to be Reimbursed	\$0.00

SUBRECIPIENT: TAYLOR COUNTY

By: \_\_\_\_\_

Name & Title: \_\_\_\_\_

Date: \_\_\_\_\_

FID#: \_\_\_\_\_

STATE OF FLORIDA

DIVISION OF EMERGENCY MANAGEMENT:

By: \_\_\_\_\_

Name & Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix A

### Phase 1 and 2 Requests for Advance Validation

Request ID	Amount Validated	Interest Earned	Date Validated
3329	\$1,693,630.80		11/23/2020

### Phase 3 Requests for Reimbursement

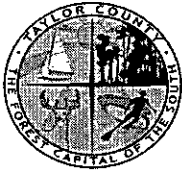
RFR Request ID	Funds Dispersed	Date of County Approval	Date of FDEM Approval	Date RFR Paid
5283	\$221,746.05	2/12/2021	3/3/2021	3/9/2021
5277	\$140,653.04	12/14/2020	1/4/2021	1/8/2021
5276	\$749,671.35	12/11/2020	12/28/2020	1/7/2021
3331	\$957,922.56	11/23/2020	12/7/2020	12/10/2020

**TAYLOR COUNTY BOARD OF COMMISSIONERS**

**County Commission Agenda Item**

**SUBJECT/TITLE:**

The Board to consider approval of request for the use of one field for a 4 day Soccer camp at the Taylor County Sports Complex.



**MEETING DATE REQUESTED:**

MAY 18, 2021

**Statement of Issue:** To request approval for the use of a field at the Sports Complex and to request a waiver of fees.

**Recommended Action:**

**Fiscal Impact:** N/A

**Budgeted Expense:** N/A

**Submitted By:** LAWANDA PEMBERTON, COUNTY ADMINISTRATOR

**Contact:** 838-3500 X 6

**SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS**

**History, Facts & Issues:** Kidd Family Soccer is requesting the use of a field at the Taylor County Sports Complex to hold a 4 day Soccer Skills Camp from June 15<sup>th</sup>-June 17<sup>th</sup>. The camp will be limited to 28 participants and proceeds from the camp will be used in part to purchase uniforms for the Taylor County High School soccer program, per the camp host.

There is no approved rental packet or fee schedule for the use of the Sports Complex at this time.

**Options:** Approve/ Not approve

**Attachments:** Soccer Camp brochure





## CAMP DETAILS

**Ages: 8<sup>th</sup> grade thru 12<sup>th</sup> graders**  
**Four-day Soccer Camp**

**Fee: \$150 Invitation Only**  
**Due no later than May 15<sup>th</sup>**

**Payments accepted via CashApp**  
*See invitation for detailed payment information*

8am to 11am training times. Plus one evening scrimmage that week.

My camps foster a challenging & competitive environment of instruction with high levels of play, that teach the fundamental skills and build on higher levels of soccer instruction and play. Our campers are expected to work hard and learn, while having fun! I have had the opportunity to instruct over 300 campers each summer for the past 18 years and enjoy the team camaraderie and spirit that athletes can build during their time in camp. I've instructed youth teams ages 5 years and through 18 years of age. And have spent time overseas working with international and University teams.

After winning the Conference regular season championship for the first time in 12 years Coach Wagar was selected for the second year in a row as the Conference Coach of the Year at Grambling State University. The GSU team posted a 35-26-3 record during Coach Wagar's tenure there averaging nearly 12 wins per season with three playoff berths. His winning percentage is the highest in school soccer history.

### Coaching History for Justin Wagar

Coach Wagar coached college soccer for 18 years at the University level with 14 of those years as a head coach leading his teams to 12 playoff bids which has included six NCAA top 10 region rankings, five championship games, a trip to both the NCAA tournament, and NAIA National tournament. Wagar has coached four nationally ranked offenses, six top 25 ranked defenses, while instructing seven conference leading scorers four of whom went on to play professionally.

The GSU soccer team posted their third ten-win season in a row in 2019 while reaching the semi-finals of the playoffs before falling with one-minute left in double overtime. In three years at GSU Coach Wagar transformed the program from a last place team into a title team winning their first conference title in 12 years in 2018 after posting a 14-8 record finishing with the 10<sup>th</sup> most shutouts in the country with 13 that year. GSU's center back was called up to train with the USWNT U-19 team that summer.

His GSU team was recognized nationally last year by Soccer Index as a top 10 ascending program over a three-year period ranking Coach Wagar 4<sup>th</sup> in the nation at the NCAA Division 1 level for upward mobility during that span for his team.

After 18 years as a University Coach, Justin Wagar retired this past winter and now helps as a recruiter for future aspiring college athletes to find a team and go play in college. His college prep business helps student athletes from all over the world find the right fit.

For more background info on that, or his website you can visit the link below.

College Prep Website and registration:  
<https://coachwagarcollegeprep.ryzerevents.com/index.cfm>

**CAMP HOSTED BY JUSTIN W.**

(801) 234-0235

[JUSTINWAGAR@HOTMAIL.COM](mailto:JUSTINWAGAR@HOTMAIL.COM)



**Justin Wagar Soccer Clinic**



**Hosted for Kidd Family Soccer:**  
**Soccer skills camp 2021**  
**June 14<sup>th</sup>- June 17<sup>th</sup>**

All attendees must fill out sign and complete camp registration and liability waiver prior to participation.

**Justin Wagar Soccer Camp 2021**

**Training sessions**

Team Training:

- Individual skill development
- Offensive & Defensive training
- Technique & Tactical training
- One on One instruction
- Goal Keeper training

**Evening matches**

Team Games: we try to group players and teams into match play situations vs other campers during the summer as part of their camp experience.

Sessions will also include...

- Lecture time
- Team building
- Team instruction and shape
- Team strategy and understanding the game

**Staff**

**Justin Wagar**- Recently retired head coach for the Grambling State U Women's Soccer team. Former Rocky Mountain Athletic Conference 2010 Conference Coach of Year for an NCAA tournament qualifying team. Former head coach for Conference Champions BYU-Hawaii. Conference Coach of the Year in 2007 for the Pac West Conference with a top 25 nationally ranked offense and defense. Former Eastern Oregon U Coach of Year and Team of Year. Two-time SWAC Conference Coach of Year and Louisiana Sports Writers Association state college coach of the year 2017. Former college captain and semi-pro player and All- American selection at club nationals for the UVU Men's Team. Hawaii & Louisiana ODP Staff, team and DOC for youth in the state. Also MVP for state of Washington Club championship team. KEHS grad.

**Additional camp staff may assist if needed.**

\*Please come equipped with shin guards and gear ready to play, 10 minutes prior to each training session. At that time you will begin stretching and warming up to play.

\*\*Add \$10 per player for late registration after June 11th

**EVIL CONDUIT**

**DATE (s)**

**Camp instruction will include 12 hours of instruction in this camp. And hopefully one scrimmage game in the evening.**

**PLACE**

Taylor County Sports Complex

**Deadline**

To avoid late fee of \$10, please fill out registration form and pay camp cost to your head coach to turn in before the May 15<sup>th</sup> priority deadline.

**COST**

**Fee: \$150 (Invitation Only)  
Due no later than May 15<sup>th</sup>**

**Payments accepted via CashApp**

See invitation for detailed payment information

**Cost Includes:**

- AWARDS and TREATS (daily)
- Camp honors, prizes, and awards will be given at the conclusion of camp.

**PLAYERS NEED TO BRING THEIR OWN BALL AND WATER BOTTLES. WE MAY HAVE A FEW SPARE BALLS, BUT PLEASE BRING YOUR INDIVIDUAL BALL JUST IN CASE. EACH PLAYER WILL NEED A BALL DAILY, AND WATER BOTTLES FILLED WITH H2O.**

**“The key to success is to learn to do something right and then do it right every time.” -Pat Riley**

CUT AND SUBMIT Form to your coach before June 11<sup>th</sup>.

Participants Name: \_\_\_\_\_

Insurance Company: \_\_\_\_\_

Policy #: \_\_\_\_\_

Parents E-mail please: \_\_\_\_\_

Emergency #: \_\_\_\_\_

Contact: \_\_\_\_\_

Grade going into: \_\_\_\_\_

**Release**

I hereby authorize the directors of the Justin Wagar Soccer Clinic to act for me according to their best judgment in any emergency requiring medical attention and I hereby waive and release the camp, the instructors, the school, the opposing players, and Justin Wagar from any illness or injuries incurred while my child is at camp. I certify that my child is in good health enough to compete at a strenuous level and that we have accident insurance adequate to cover any injuries that may be incurred while attending camp or while during match competitions.

Parent's/ Guardian Name \_\_\_\_\_

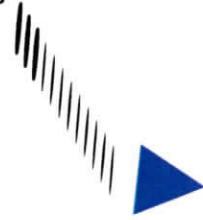
Signature \_\_\_\_\_

Address \_\_\_\_\_

Phone Number (required in case of emergency) \_\_\_\_\_

**^Please include copy of insurance card.**

If you have questions your coaches can't answer regarding camp specifics, feel free to ask.  
Email: justinwagar@hotmail.com

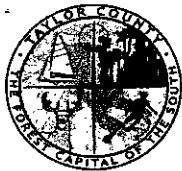


**TAYLOR COUNTY BOARD OF COMMISSIONERS**

**County Commission Agenda Item**

**SUBJECT/TITLE:**

Board to review and approve the response to the Florida Housing Finance Corporation SHIP Compliance Monitoring Review (Audit).



**MEETING DATE REQUESTED:**

May 18, 2021

**Statement of Issue:** The SHIP Program was recently monitored (audited) by Florida Housing Finance Corporation (FHFC) for the SHIP Program and the SHIP CARES Act Program. The County is required to respond to observations of the review. Government Services Group is under contract by the County to administer the SHIP Programs.

**Recommended Action:** Approve the response to the monitoring to FHFC.

**Fiscal Impact:** Not applicable at this time.

**Submitted By:** Melody Cox

**Contact:** Melody Cox

**SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS**

**History, Facts & Issues:** Florida Housing Finance Corporation recently audited the SHIP Housing Program and the SHIP Cares Act Program. There were no audit findings in the review of the SHIP Housing Program. There was one finding within the SHIP Cares Act Program. One recipient (Henry Jay III) received ineligible funding assistance on utility bills as he had turned in bills for his residence and his business. Businesses are not eligible through the SHIP Cares Act Program. Mr. Jay will be denied future additional assistance until the County is reimbursed the ineligible amount of \$1,522.04.

**Attachments:** Final Draft of the FHFC Authority and Purpose of Compliance Monitoring and Monitoring Response Documents



April 28, 2021

Mr. Thomas Demps, Chairman  
Taylor County Board of County Commissioners  
201 East Green Street  
Perry, FL 32348

Re: Compliance Monitoring Review: Taylor County  
Funding Sources/Fiscal Years Monitored:

<b>Funding Source(s):</b>	<b>SHIP</b>	<b>CRF</b>
<b>State Fiscal Year(s):</b>	<b>2018-19</b>	<b>2020-21</b>

Dear Mr. Demps,

Please find attached a report of our recent SHIP Compliance monitoring.

Per Rule Chapter 67-37.019 subsection (7) Fla. Admin. Code, "Subsequent to a local government SHIP program being monitored by the Corporation or its designated agent and receiving a copy of the compliance monitoring report, the local government shall submit a written response to any findings or observations documented in the monitoring report to the Corporation and the designated monitoring agent. The required response shall be submitted within 30 days and shall include an explanation and/or remedy for each item in the compliance monitoring review, including:

- (a) An explanation of the plan for correcting the issue including changes in policies, procedures, staff responsibilities, technical assistance and training;
- (b) For physical inspection findings or deficiencies, and explanation of the corrective work that will be completed to remedy the finding or deficiencies;
- (c) A timeline for correcting any observed deficiencies; and
- (d) A plan for repayment of ineligible expenses if any is required.

Paragraph 22 of the Hurricane Housing Recovery Program (HHRP) as well as paragraph J.3. of the Coronavirus Relief Fund (CRF) Sub Recipient Agreement, also require monitoring of grantee and sub recipient activities.

Regarding the written response to be submitted:

- (i) If you concur with an observation, your response should include the information described in items (a) through (b) above;

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Ron DeSantis, Governor

Board of Directors: Ron Lieberman, Chair • LaTasha Green-Cobb, Vice Chair  
Ryan Benson • Dane Eagle • Sandra Einhorn • Mario Facella • Bill Gulliford • Dev Motwani • Holly Raschein

Harold "Trey" Price, Executive Director

- (ii) If you do not concur with an observation, please explain the reasoning and the facts that support your opinion.

We look forward to receiving a written response by **Wednesday, May 26, 2021**.

Please direct your response to:

Russ Polzer, Quality Assurance Administrator  
Florida Housing Finance Corporation  
227 N. Bronough Street, Suite 5000  
Tallahassee, FL, 32301-1329

If you prefer, you may email your written response to: [Russell.polzer@floridahousing.org](mailto:Russell.polzer@floridahousing.org)

Once received, your response will be reviewed to determine whether any follow-up activity is needed. If not, your response will be combined with the final report and made available to FHFC's senior management and staff, as well as to Florida Housing Coalition staff.

If you have questions, please feel free to contact me at 850-488-4198, extension 1166 or via email at the email address listed above.

Respectfully,



Russell D. Polzer  
Quality Assurance Administrator

cc: Jay Moseley, Government Services Group

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Ron DeSantis, Governor

Board of Directors: Ron Lieberman, Chair • LaTasha Green-Cobb, Vice Chair  
Ryan Benson • Dane Eagle • Sandra Einhorn • Mario Facella • Bill Gulliford • Dev Motwani • Holly Raschein

Harold "Trey" Price, Executive Director



**SHIP Compliance Monitoring Program  
Monitoring Exit Notes**  
Monitoring Period: Calendar Year 2021  
Funding Sources Monitored: SHIP, CRF

<b>Subrecipient:</b>	<b>Government Services Group</b>
<b>County:</b>	<b>Taylor County</b>
<b>Administrator:</b>	<b>Government Services Group</b>
<b>Applicable State Fiscal Year Monitored:</b>	<b>CRF 2020-2021 and SHIP 2018-2019</b>

*(The following are monitoring comments that have been noted thus far. Additional comments may be noted during follow-up work performed after the Exit Interview and will be communicated to the Subrecipient prior to the issuance of the monitoring report.)*

**Outstanding Items**

1. The Resolution approving the LHAP for FYs 2018-19, 2019-20 and 2020-21 does not include a Resolution #, although it is signed. Taylor County does not number their resolutions – I just got the new resolution for the new LHAP and it is not numbered either.
- 2.
- 3.

**A. Material Observations**

a) Selected General Administrative Requirements

b) Client Files: Non-Income Related/Strategy Requirements

- i. Henry J. III - This household received assistance in the amount of \$2,951.86 to apply towards delinquent utility charges. After the disbursement was made, it was discovered that the utility statement submitted by the household related to a business address. This is not an allowable expenditure for CRF funds. Attempts were made to recover the money with no success.

Here are the tentative comments regarding this matter. I have prepared a pdf file with the noted payments, Monthly Verification, and correspondence. Please see attached file with corresponding page numbers.

Page 1 – Mortgage payments of \$9,060.16 (see page 5)

Page 1 – Utility Payments (ineligible – business address) \$2,951.86 (see page 8)

Page 1 – Utility Payment NOT paid (eligible – home address) \$1,429.82 (see page 9)

Page 2 – Mortgage payments (NOT paid, but eligible) \$2,374.84 – did not pay due to non-repayment of ineligible utility expense (see e-mail correspondence page 10 – 12)

Page 13 – Memo to file explaining why we did not pay current eligible expenses.

Due to Mr. Jay not repaying the \$2,951.86 that was not eligible but paid in error, we withheld payment on eligible expenses totaling \$3,804.66. This results in a net amount of \$852.80 that

should have been paid on his behalf but was not. We think that the resulting underpayment on Mr. Jay's behalf was due to our error and his nonresponse to the request for re-payment of an ineligible amount. Therefore, the only loser in this case is Mr. Jay and the county nor Mr. Jay should be penalized as a result of a net underpayment of eligible expenses.

c) Client Files: Income-Related

**B. Non-Material Observations**

a) Selected General Administrative Requirements

b) Client Files: Non-Income Related/Strategy Requirements

c) Client Files: Income-Related

## Monthly Eligibility Verification Update for CRF Assistance

<b>APPLICANT NAME</b>	Henry Jay III
<b>PROPERTY ADDRESS</b>	417 Worley Way, Perry, FL 32347
<b>PHONE</b>	(850) 371-1113
<b>E-MAIL</b>	henryjayiii@gmail.com

<b>LANDLORD OR MORTGAGE COMPANY NAME</b>	HSBC
<b>MAILING ADDRESS</b>	P.O. Box 660592, Dallas, Texas 75266-0592
<b>PHONE</b>	(855) 527-8401
<b>E-MAIL</b>	N/A

Family Size	Income	EL, VL, L or M	Effective Date of RIC
1	\$0.00	EL	8/24/2020

1 <sup>st</sup> Month	Amount of Rent or Mortgage Paid	Utility Paid Amount and Type	Utility Paid Amount and Type
August	\$9,060.16; Mortgage ↑	\$2,951.86; Electric ↑	

March thru Sept  
see page 5

Ineligible Amount  
see page 8

Eligible Amount

\$ 1,429.82 - see page 9

Ⓣ



2 <sup>nd</sup> MONTH CALL/EMAIL TO APPLICANT TO VERIFY ELIGIBILITY			
Spoke with	Date	Time	Change in income
Henry Jay III	10/30/2020	12:48 p.m.	Yes <del>No</del>
<b>Notes:</b> <p>"I have a restaurant that had been closed earlier this year due to COVID-19 after the Governor stopped in house dining. We tried to open back up but have since had to close the restaurant back down. As cases of COVID increased in Taylor County more and more people stay away from gathering inside the restaurant and our delivery and takeout business was insufficient to keep us viable. We have had to close for the next 4 to 8 weeks until the environment change or until we can get some other type of funding to float us through this pandemic. As for now I have no, income."</p>			

Recertify Income	<del>Yes</del> No	Date of Recertification: 11/13/2020
Eligible	<del>Yes</del> No	Income: <del>EL</del> VL L M

2 <sup>nd</sup> Month	Amount of Rent or Mortgage Paid	Utility Paid Amount	Utility Paid Amount
November	\$2,374.84; Mortgage ↑	\$5,567.89 Electric ↑	

October - November Ineligible  
 see page 6 see page 7

②

3 <sup>rd</sup> MONTH CALL/EMAIL TO APPLICANT TO VERIFY ELIGIBILITY				
Spoke with	Date	Time	Change in income	
			Yes	No
Notes:				

Recertify Income	Yes	No	Date of Recertification:			
Eligible	Yes	No	Income: EL	VL	L	M

3 <sup>rd</sup> Month	Amount of Rent or Mortgage Paid	Utility Paid Amount and Type	Utility Paid Amount and Type

4 <sup>th</sup> MONTH CALL/EMAIL TO APPLICANT TO VERIFY ELIGIBILITY				
Spoke with	Date	Time	Change in income	
			Yes	No
Notes:				

3

<b>Recertify Income</b>	<b>Yes</b>	<b>No</b>	<b>Date of Recertification:</b>			
<b>Eligible</b>	<b>Yes</b>	<b>No</b>	<b>Income: EL</b>	<b>VL</b>	<b>L</b>	<b>M</b>

<b>4<sup>th</sup> Month</b>	<b>Amount of Rent or Mortgage Paid</b>	<b>Utility Paid Amount and Type</b>	<b>Utility Paid Amount and Type</b>

Here are the comments regarding this matter. I have prepared a pdf file with the noted payments, Monthly Verification, and correspondence. Please see attached file with corresponding page numbers.

Page 1 – Mortgage payments of \$9,060.16 (see page 5)

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Page 13 – Memo to file explaining why we did not pay current eligible expenses.

④



Member FDIC  
Equal Housing Lender  
Member FDIC

**MORTGAGE STATEMENT**  
Statement Date: 08/19/2020

0943364 000007889 09052 00935876  
HENRY JAY III  
417 WORLEY WAY  
PERRY, FL 32347-0000



Property Address: 417 WORLEY WAY  
PERRY FL 32347

Account Number: [REDACTED]  
Payment Due Date: 09/01/2020  
Amount Due: \$9,060.16  
\* Payment is received after 09/18/2020 a \$17.50 late fee will be charged

Contact Us: 1-855-527-8400

Account Information	
Outstanding Principal Balance	[REDACTED]
Current Escrow Account Balance	3,278.93
Maturity Date	August 2047
Interest Rate	4.375%
Prepayment Penalty	N/A

Explanation of Amount Due	
Principal	\$257.87
Interest	\$280.35
Escrow (for Taxes and Insurance)	\$348.20
Regular Monthly Payment	\$1,187.42
Fees Charged Since Last Statement	\$0.00
Total Fees Charged	\$748.22
Overdue Payment	\$7,124.57
<b>Total Amount Due</b>	<b>\$9,060.16</b>

**Important Notices:** This balance of \$1,187.42 includes funds not applied to the loan due to pay fees and other costs allowed by the mortgage loan documents. Please contact the Customer Service Department with any questions.  
**Housing Counselor Information:** If you would like counseling or assistance, you can contact the party (US Department of Housing and Urban Development (HUD)) for a list of "homeownership counselors or counseling organizations" in your area. Go to <http://www.hud.gov/offices/hud/hudrcs/hudrcs.cfm> or call 800-568-4287.

Transaction Activity (2/1/2020 to 08/19/2020)				
Date	Description	Charges	Payments	Escrow Activity
02/04	Disp. of NIP PM	\$0.00	\$0.00	\$-63.80
02/18	Late Charge Assessment	\$17.50	\$0.00	\$0.00
02/20	Payment - Thank you	\$0.00	\$1,262.35	\$0.00

Past Payments Breakdown		
Description	Paid Last Period	Paid Year to Date
Principal	\$0.00	\$757.41
Interest	\$0.00	\$1,373.25
Escrow (Taxes and Insurance)	\$0.00	\$1,201.46
Fees	\$0.00	\$0.00
Partial Payment (Unapplied)*	\$0.00	\$0.00
<b>Total</b>	<b>\$0.00</b>	<b>\$3,132.12</b>

**IMPORTANT MESSAGES:**  
\* Partial payments: Any partial payments that you make are not applied to your mortgage, but instead are held in a separate suspense account. If you pay the balance of a partial payment, the funds will then be applied to your mortgage.  
**NOTICE TO CUSTOMERS WHO ARE IN BANKRUPTCY OR WHOSE OBLIGATION HAS BEEN DISCHARGED:** IF YOUR ORIGINAL OBLIGATION WAS DISCHARGED, OR IS SUBJECT TO AN AUTOMATIC STAY OF BANKRUPTCY UNDER TITLE 11 OF THE UNITED STATES CODE, THE INFORMATION IN THIS MORTGAGE STATEMENT IS FOR REGULATORY COMPLIANCE AND INFORMATIONAL PURPOSES ONLY AND DOES NOT CONSTITUTE A DEMAND FOR PAYMENT IN VIOLATION OF THE AUTOMATIC STAY OR THE DISCHARGE INJUNCTION OR AN ATTEMPT TO IMPOSE PERSONAL LIABILITY FOR SUCH OBLIGATION. HOWEVER, CREDITOR RETAINS RIGHTS UNDER ITS SECURITY INSTRUMENT, INCLUDING THE RIGHT TO FORECLOSE ITS LEND.  
**IF A FEAR SEE REVERSE FOR ANNUAL IMPORTANT NOTIFICATIONS.**  
You agreed to participate in the following Loss Prevention Program - The first notice or filing required by law for any foreclosure process has not been made.  
If you are experiencing Financial Difficulty if you would like mortgage counseling or assistance, you can find a list of counselors in your area on the US Department of Housing and Urban Development's website at [www.hud.gov](http://www.hud.gov). You can also select to receive counseling through the HOPE hotline by calling 1-888-995-HOPE.

**\*\*Delinquency Notice\*\***  
You're late on your mortgage payments. Failure to bring your loan current increases in fees and foreclosure - the loss of your home. As of August 18, you are 171 days delinquent on your mortgage loan.

**Recent Account History**

Payment Due	Payment Status
08-11-2020	\$1,187.42 (current payment due)
07-19-2020	Unpaid balance of \$1,187.42
06-17-2020	Unpaid balance of \$1,187.42
05-15-2020	Unpaid balance of \$1,187.42
04-13-2020	Unpaid balance of \$1,187.42
03-11-2020	Unpaid balance of \$1,187.42
02-09-2020	Unpaid balance of \$1,187.42
01-07-2020	PAID on 01/21/2020
<b>TOTAL Due</b>	<b>\$9,060.16</b>

You must pay this amount to bring your loan current.  
Please note: if your most recent payment was not paid according to the terms of your loan, the amount shown in this statement is subject to adjustment. Payment is required regardless of the amount shown in this statement.

**PAYMENT COUPON**

Return This Portion  
With Your Payment

Amount Due	
Due By 09/01/2020	
	\$9,060.16
<small>* Payment is received after 09/18/2020 a \$17.50 late fee will be charged</small>	
<small>Please designate how you want us to apply any additional funds</small>	
Additional Principal	\$
Additional Escrow	\$
<b>Total Amount Enclosed</b>	<b>\$</b>

HENRY JAY III  
417 WORLEY WAY  
PERRY, FL 32347 - 0003

Loan Number: [REDACTED]  
Next Payment Due: 09/01/2020



Make Check Payable To:  
HSBC Bank USA, N.A

CHECK HERE IF YOUR ADDRESS INFORMATION HAS CHANGED AND COMPLETE FORM ON REVERSE SIDE.

HSBC Bank USA, N.A  
P.O. Box 660592  
Dallas TX 75260-0592



202955071809107660906036110903207

5



ORACLE Dev. c  
160  
Lake Zurich, IL 60047-5945

**MORTGAGE STATEMENT**  
Statement Date: 10/19/2020

\* 0410054 000031243 010VH2 00717632  
HENRY JAY III  
417 WORLEY WAY  
PERRY, FL 32347-0000



Property Address: 417 WORLEY WAY  
PERRY FL 32347

Account Number  
Payment Due Date 11/01/2020  
Amount Due \$2,374.84

*If payment is received after 11/19/2020, a \$47.50 late fee will be charged.*

Contact Us 1-855-527-8400

Account Information	
Outstanding Principal Balance	\$1,187.42
Current Escrow Account Balance	\$402.82
Maturity Date	August 2047
Interest Rate	4.375%
Prepayment Penalty	No

Explanation of Amount Due	
Principal	\$259.75
Interest	\$578.47
Escrow (for Taxes and Insurance)	\$349.20
Regular Monthly Payment	\$1,187.42
Fees Charged Since Last Statement	\$0.00
Total Fees Charged	\$748.22
Overdue Payment	\$439.20
<b>Total Amount Due</b>	<b>\$2,374.84</b>

Corporate Advances: This balance of \$1,187.42 includes funds advanced by the lender to pay fees and other costs authorized by the mortgage loan documents. Please contact the Customer Service Department with any questions.

Housing Counselor Information: If you would like counseling or assistance, you can contact the following: US Department of Housing and Urban Development (HUD); For a list of homeownership counselors or counseling organizations in your area, go to [www.hud.gov/secretary/secretary/housing/counselors](http://www.hud.gov/secretary/secretary/housing/counselors) or call 800-569-4287

**Transaction Activity (4/1/2020 to 10/19/2020)**

Date	Description	Charges	Payments	Escrow Activity
04/02	Dist. of MOP/PMI	\$0.00	\$0.00	\$-63.80
05/04	Dist. of MOP/PMI	\$0.00	\$0.00	\$-63.80
05/27	Dist. of Primary Hazard Insurance Premium	\$0.00	\$0.00	\$-1,748.00

Past Payments Breakdown		
Description	Paid Last Period	Paid Year to Date
Principal	\$0.00	\$781.41
Interest	\$0.00	\$1,763.25
Escrow (Taxes and Insurance)	\$0.00	\$1,201.48
Fees	\$0.00	\$0.00
Partial Payment (Unapplied)	\$9,080.18	\$9,080.18
<b>Total</b>	<b>\$9,080.18</b>	<b>\$2,746.12</b>

**\*\*Delinquency Notice\*\***  
You are late on your mortgage payments. Failure to bring your loan current may result in fees and foreclosure - the loss of your home. As of October 19, you are 232 days delinquent on your mortgage loan.

Payment Due	Payment Status
11/01/2020	\$1,187.42 (current payment due)
09/01/2020	Unpaid balance of \$1,187.42
08/01/2020	Unpaid balance of \$1,187.42
07/01/2020	Unpaid balance of \$1,187.42
06/01/2020	Unpaid balance of \$1,187.42
05/01/2020	Unpaid balance of \$1,187.42
<b>TOTAL Due</b>	<b>\$2,374.84</b>

You must pay this amount to bring your loan current.  
Please note: If you have enrolled in our automatic payment service, your payment will process as scheduled pursuant to the terms of your signed Authorization Form. This statement is provided for informational purposes pursuant to regulatory requirements established by the CFPB.

**IMPORTANT MESSAGES:**  
\* Partial payments: Any partial payments that you make are not applied to your mortgage, but instead are held in a separate suspense account. If you pay the balance of a partial payment, the funds will then be applied to your mortgage.  
**NOTICE TO CUSTOMERS WHO ARE IN BANKRUPTCY OR WHOSE OBLIGATION HAS BEEN DISCHARGED:** IF YOUR ORIGINAL OBLIGATION WAS DISCHARGED, OR IS SUBJECT TO AN AUTOMATIC STAY OF BANKRUPTCY UNDER TITLE 11 OF THE UNITED STATES CODE, THE INFORMATION IN THIS MORTGAGE STATEMENT IS FOR REGULATORY COMPLIANCE AND INFORMATIONAL PURPOSES ONLY AND DOES NOT CONSTITUTE A DEMAND FOR PAYMENT IN VIOLATION OF THE AUTOMATIC STAY OR THE DISCHARGE INJUNCTION OR AN ATTEMPT TO IMPOSE PERSONAL LIABILITY FOR SUCH OBLIGATION. HOWEVER, CREDITOR RETAINS RIGHTS UNDER ITS SECURITY INSTRUMENT, INCLUDING THE RIGHT TO FORECLOSE ITS LIEN.  
**PLEASE SEE REVERSE FOR ADDITIONAL IMPORTANT NOTIFICATIONS.**  
You agreed to participate in the following Loss Prevention Program - Modification. The first notice or filing required by law for any foreclosure process has not been made.  
If you are experiencing Financial Difficulty: If you would like mortgage counseling or assistance, you can find a list of counselors in your area on the U.S. Department of Housing and Urban Development's website at [www.hud.gov](http://www.hud.gov). You can also select to receive counseling through the HOPE Hotline by calling 1-888-828-HOPE.

HENRY JAY III  
417 WORLEY WAY  
PERRY, FL 32347 - 0000

**PAYMENT COUPON**

Return This Portion  
With Your Payment

Amount Due	
Due By 11/01/2020:	\$2,374.84
<i>If payment is received after 11/19/2020, a \$47.50 late fee will be charged.</i>	
Please designate how you want us to apply any additional funds.	
Additional Principal	\$
Additional Escrow	\$
<b>Total Amount Enclosed</b>	<b>\$</b>

Loan Number: 041005400031243  
Next Payment Due: 11/01/2020



Make Check Payable To:  
HSBC Bank USA, N.A.

CHECK HERE IF YOUR ADDRESS INFORMATION HAS CHANGED AND COMPLETE FORM ON REVERSE SIDE.

HSBC Bank USA, N.A.  
P.O. Box 680592  
Dallas TX 75268-0592



202955071611462501143500111101206

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duke-energy.com  
1.800.700.8744

# Your Energy Bill

page 1 of 4

Service address  
107 S JEFFERSON ST  
PERRY FL 32347

Bill date Oct 22, 2020  
For service Sep 23 - Oct 22  
29 days

Account number [REDACTED]

## Billing summary - Disconnect Notice

Previous amount due	\$5,798.27
Payment received Oct 14	-2,951.86
Electric Charges	924.07
Special agreement	1,517.47
Late payment charge	42.70
Taxes	237.24
<b>Total amount due Nov 13</b>	<b>\$5,567.89</b>

### Important Disconnect Information

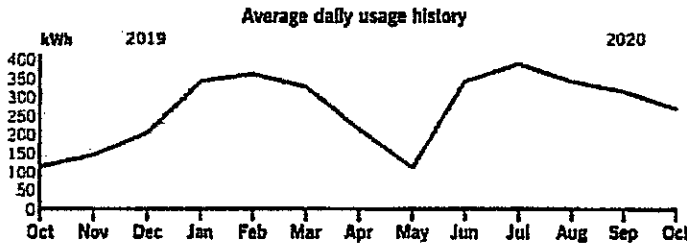
Your account has a past-due amount of \$2,846.41 and electric service may be disconnected. Please pay immediately. If your payment has been made, please accept our thanks.



Thank you for your payment.

Learn how to lower your bill with an online or free on-site Business Energy Check. This no-cost analysis provides you with specific tips on how to save energy and qualify for valuable rebates for energy-savings measures. You may also qualify for a FREE Commercial Energy Savings Kit. Go to [duke-energy.com/FreeBizCheck](http://duke-energy.com/FreeBizCheck), or call 877.372.8477.

## Your usage snapshot



	Current Month	Oct 2019
Electric	269	113

Mail your payment at least 7 days before the due date or pay instantly at [duke-energy.com/billing](http://duke-energy.com/billing). Late payments are subject to a \$5.00 or 1.5% late charge, whichever is greater.

Please return this portion with your payment. Thank you for your business.



Duke Energy Return Mail  
PO Box 1090  
Charlotte NC 28201-1090

Account number [REDACTED]

**\$2,846.41**  
Pay Immediately

**\$2,721.48**  
by Nov 13

\$ \_\_\_\_\_ Amount enclosed

HENRY JAY III  
417 WORLEY WAY  
PERRY FL 32347 - 3629

Duke Energy Payment Processing  
PO Box 1004  
Charlotte, NC 28201-1004

99008820775584000660000284641000027214800005567898

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duke-energy.com  
1.800.700.8744

# Your Energy Bill

page 1 of 3

Service address  
107 S JEFFERSON ST  
PERRY FL 32347

Bill date Aug 24, 2020  
For service Jul 24 - Aug 24  
31 days

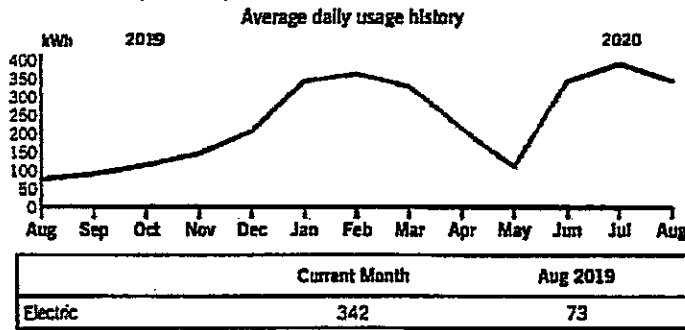
Account number [REDACTED]

## Billing summary

Electric Charges	\$1,143.34
Special agreement	1,517.47
Taxes	291.05
<b>Total amount due Sep 15</b>	<b>\$2,951.86</b>

Our standard billing and credit policies are scheduled to resume with your next billing period. If you need additional time to pay, visit [duke-energy.com/extension](http://duke-energy.com/extension) or call 877.372.8477 to set up a payment plan.

## Your usage snapshot



Mail your payment at least 7 days before the due date or pay instantly at [duke-energy.com/billing](http://duke-energy.com/billing).

Please return this portion with your payment. Thank you for your business.



Duke Energy Return Mail  
PO Box 1090  
Charlotte, NC 28201-1090

Account number  
[REDACTED]

<b>\$2,951.86</b> by Sep 15	Late fees are currently suspended due to COVID-19.
--------------------------------	--

\$ \_\_\_\_\_ Amount enclosed

HENRY JAY III  
417 WORLEY WAY  
PERRY FL 32347 - 3629

Duke Energy Payment Processing  
PO Box 1004  
Charlotte, NC 28201-1004

8

990088207755840006600000000000029518600002951866



duke-energy.com  
1.800.700.8744

# Your Energy Bill

page 1 of 3

Service address  
417 WORLEY WAY  
PERRY FL 32347

Bill date Jul 30, 2020  
For service Jun 30 - Jul 30  
30 days

Account number [REDACTED]

## Billing summary

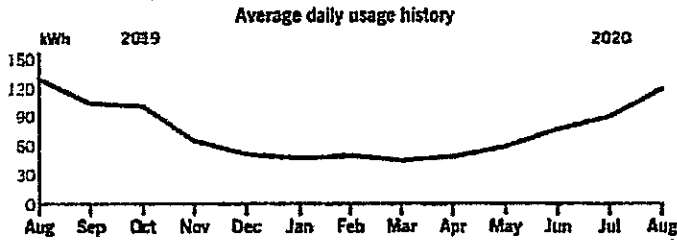
Previous amount due	\$636.51
Electric Charges	493.32
Special agreement	215.80
Taxes	84.19
<b>Total amount due Aug 21</b>	<b>\$1,429.82</b>

If your previous unpaid balance has been paid, please disregard. Our standard billing and credit policies are scheduled to resume with your next billing period. If you need additional time to pay, visit [duke-energy.com/ExtraTime](http://duke-energy.com/ExtraTime) or call 800-700-8744 to set up a payment plan.

Higher temperatures mean higher bills because your AC uses more energy to maintain the same temperature. Keeping your thermostat on the highest comfortable setting means less work for your AC and more savings for you.

Our simplified energy bill is just one of many steps we are taking to improve your experience. Check out our online tutorial page at [duke-energy.com/TourTheBill](http://duke-energy.com/TourTheBill) to explore the enhancements and find answers to all your questions.

## Your usage snapshot



	Current Month	Aug 2019
Electric	119	129

Current electric usage for meter number [REDACTED]	
Actual reading	61585
Previous reading	- 58024
Energy used	3,561 kWh

**i** A kilowatt-hour (kWh) is a measure of the energy used by a 1,000-watt appliance in one hour. A 10-watt LED lightbulb would take 100 hours to use 1 kWh.

Mail your payment at least 7 days before the due date or pay instantly at [duke-energy.com/billing](http://duke-energy.com/billing).

Please return this portion with your payment. Thank you for your business.



Duke Energy Return Mail  
PO Box 1090  
Charlotte, NC 28201-1090

Account number [REDACTED]

**\$1,429.82**

Late fees are currently suspended due to COVID-19.

\$ \_\_\_\_\_ Amount enclosed

HENRY JAY III  
417 WORLEY WAY  
PERRY FL 32347 - 3629

Duke Energy Payment Processing  
PO Box 1004  
Charlotte, NC 28201-1004

69

9900730375920900066000063651000007933100001429827



**Jay Moseley**

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**From:** henry jay <henryjayiii@gmail.com>  
**Sent:** Tuesday, November 17, 2020 9:22 AM  
**To:** Jay Moseley  
**Subject:** Re: Account [REDACTED]

Ok, I will do that. But that has me in a worst situation cause I have been really needing this payment.

On Tue, Nov 17, 2020, 9:17 AM Jay Moseley <[JMoseley@govserv.com](mailto:JMoseley@govserv.com)> wrote:

Make check payable to:

Taylor County – S-HIP CARES Act

Please take it to the Taylor County Finance Department - and please scan and send to me so that I can deduct it from expenditures.

**From:** henry jay <henryjayiii@gmail.com>  
**Sent:** Tuesday, November 17, 2020 9:11 AM  
**To:** Jay Moseley <[JMoseley@govserv.com](mailto:JMoseley@govserv.com)>  
**Subject:** Re: Account [REDACTED]

Ok, so do I send it to you or to the county?

On Tue, Nov 17, 2020, 9:02 AM Jay Moseley <[JMoseley@govserv.com](mailto:JMoseley@govserv.com)> wrote:

Not until the county is re-imbursed for the check that paid the business address payment.

**From:** henry jay <henryjayiii@gmail.com>  
**Sent:** Tuesday, November 17, 2020 8:58 AM  
**To:** Jay Moseley <[JMoseley@govserv.com](mailto:JMoseley@govserv.com)>  
**Subject:** Re: Account [REDACTED]

10

So will they pay the one I first submitted for the home address?

On Tue, Nov 17, 2020, 8:49 AM Jay Moseley <[JMoseley@govserv.com](mailto:JMoseley@govserv.com)> wrote:

We noticed on this invoice from the Power company that it was your business address, not your home address. We can't pay business expenses. I then went back and looked at the first one – and it was also the business address and we SHOULD not have paid – it was an oversight on our part. But to keep the county from having to pay back that money to the state, we must have it returned.

From: henry jay <[henryjayiii@gmail.com](mailto:henryjayiii@gmail.com)>  
Sent: Tuesday, November 17, 2020 8:46 AM  
To: Jay Moseley <[JMoseley@govserv.com](mailto:JMoseley@govserv.com)>  
Subject: Fwd: Account [REDACTED]

Jay, I specifically asked you about that and you said no. And I assume that you had paid the first one.

Henry

----- Forwarded message -----

From: Jay Moseley <[JMoseley@govserv.com](mailto:JMoseley@govserv.com)>  
Date: Thu, Sep 17, 2020, 4:54 PM  
Subject: Re: Account [REDACTED]  
To: henry jay <[henryjayiii@gmail.com](mailto:henryjayiii@gmail.com)>

We can only pay utilities as a needed activity in conjunction with Foreclosure prevention.

Get [Outlook for Android](#)

From: henry jay <[henryjayiii@gmail.com](mailto:henryjayiii@gmail.com)>  
Sent: Thursday, September 17, 2020 4:42:22 PM  
To: Jay Moseley <[JMoseley@govserv.com](mailto:JMoseley@govserv.com)>  
Subject: Re: Account [REDACTED]

11

Great, thanks! have the first light bill been paid yet or are you waiting to receive everything from HSBC?

On Thu, Sep 17, 2020, 4:38 PM Jay Moseley <[JMoseley@govserv.com](mailto:JMoseley@govserv.com)> wrote:

Yes to the first and no to the second

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**From:** henry jay <[henryjayiii@gmail.com](mailto:henryjayiii@gmail.com)>  
**Sent:** Thursday, September 17, 2020 4:36:23 PM  
**To:** Jay Moseley <[JMoseley@govserv.com](mailto:JMoseley@govserv.com)>  
**Subject:** Account <[REDACTED]>

Can I add this bill to my package? Also have you heard from HSBC?

Henry

**Memo to File**

**Henry Jay III – 11/17/2020**

Received Electric Bill from Mr. Jay and after reviewing his file, we noted that Mr. Jay had previously been paid \$2,951.86 for a utility bill and after reviewing that payment, we determined the mistake of paying this as the location was determined that this was his business and not his residence. Mr. Jay was contacted and informed of this mistake and we requested that he make immediate restitution. Mr. Jay then informed me that he would return the money but never did.

Since he did not make restitution, we refused to pay his current utility bill and his mortgage – even though they are eligible expenses. We don't know if this was an effort to commit fraud or not, but since the current eligible amounts were higher than the mistaken payment, we just decided to give him the benefit of the doubt and close out the file.

James F. Moseley

13

**A Compliance Monitoring Report of  
Housing Program Activities**

**Taylor County**

**Programs Monitored:**

**State Housing Initiatives Partnership (SHIP) Program  
Coronavirus Relief Fund (CRF)**

**Programs Administered by:**

**Government Services Group, Inc.**

**State Fiscal Year Distributions Monitored:**

	<b>SHIP</b>	<b>CRF</b>
<b>Years:</b>	<b>2018-19</b>	<b>2020-21</b>
<b>Amounts:</b>	<b>\$350,000.00</b>	<b>\$175,200.00</b>

**Report No. SCM 2021-013B  
Report Issued: April 28, 2021  
Prepared by: R. Polzer**

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## Section I. Overview of Programs

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### Mission Statement of Florida Housing Finance Corporation (FHFC)

*"To help our fellow Floridians obtain safe, decent housing that might otherwise be unavailable to them."*

To assist Florida residents to obtain safe, decent housing, FHFC administers federal and state resources to finance, in part, the development and preservation of affordable homeowner and rental housing. These resources include Special Programs such as the State Housing Initiatives Partnership (SHIP) Program, the Hurricane Housing Recovery Program (HHRP), and the Coronavirus Relief Fund (CRF) Program.

#### *State Housing Initiatives Partnership (SHIP)*

The SHIP Program provides state funds to local governments (also referred to as 'LG,' 'jurisdictions' or 'SHIP jurisdictions,' 'SHIP Grantees,' or, for CRF, 'Subrecipient) on a population-based formula as an incentive to produce and preserve affordable housing for very low, low and moderate-income families. SHIP funds are distributed on an entitlement basis to all 67 counties and 52 Community Development Block Grant entitlement cities in Florida. To obtain SHIP funding, a local government must prepare and adopt a local housing plan that specifies the strategies that will be employed to allocate funding in the community. In a typical appropriation, the minimum allocation per county is \$350,000, and at least 65 percent of funds must be used for homeownership. SHIP dollars may be used to fund such strategies as emergency repairs, new construction, rehabilitation, down payment and closing cost assistance, impact fees, property acquisition, matching dollars for federal programs and homeownership counseling. The statute specifies that each participating local government may use up to ten percent of its SHIP funds for administrative expenses. Local governments have three years to expend funds.

#### *Hurricane Housing Recovery Program (HHRP)*

Hurricane Michael made landfall in Florida on October 10, 2018, leaving a path of destruction that affected a major portion of Florida's panhandle. The Florida Legislature passed legislation to fund hurricane recovery activities for the Hurricane Housing Recovery Program (HHRP) under the following proviso language:

*From the funds in Specific Appropriation 2316A, \$65,000,000 of nonrecurring funds from the Local Government Housing Trust Fund shall be used to fund the Hurricane Housing Recovery Program for eligible counties and municipalities based on Hurricane Michael Federal Emergency Management Agency damage assessment data and population. Hurricane recovery purposes may include, but are not limited to, repair and replacement of housing; assistance to homeowners to pay insurance deductibles; repair, replacement, and relocation assistance for manufactured homes; acquisition of building materials for*

*home repair and construction; housing re-entry assistance, such as security deposits, utility deposits, and temporary storage of household furnishings; foreclosure eviction prevention, including monthly rental assistance for a limited period of time; or strategies in the approved local housing assistance plan;*

FHFC determined that the existing administrative infrastructure of the SHIP program was well suited as a model to disburse and expend the funds for the HHRP efficiently. HHRP funds were allocated to local governments that had the SHIP administrative infrastructure in place and that were designated as eligible for Individual Assistance pursuant to DR-4399. HHRP funds were allocated to these local governments based on damage estimates as determined by FEMA. To expediently aid in housing recovery and rehabilitation for citizens displaced or affected by Hurricane Michael, Grantees [or LG] were allowed to expend HHRP funds based on their existing approved SHIP local housing assistance plan inasmuch as it aligned with the goals of HHRP. Grantees could also amend their existing approved SHIP local housing assistance plan as allowed under this Agreement to align with the goals of HHRP.

#### *Coronavirus Relief Fund (CRF)*

The Coronavirus Aid, Relief, and Economic Security (CARES) Act was passed by Congress and signed into law by President Trump on March 27th, 2020. The CARES Act established the Coronavirus Relief Fund (the "Fund") and appropriated \$150 billion to the Fund. Under the CARES Act, the Fund is to be used to make payments for specified uses to States and certain local governments; the District of Columbia and U.S. Territories (consisting of the Commonwealth of Puerto Rico, the United States Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands); and Tribal governments.

On June 24, 2020, Governor Ron DeSantis announced an award to FHFC totaling \$250 million from the Coronavirus Aid, Relief and Economic Security (CARES) Act relief funding to assist with administering housing assistance and resources for households in Florida impacted by the pandemic. Of this total amount, \$120 million has been budgeted to assist local jurisdictions participating in the State Housing Initiatives Partnership (SHIP) program to be used for rental and homeowner assistance programs.

The Fund aids "Eligible Persons" or "Households" earning not more than 120% of the area median income. Eligible pre-approved uses of funds include:

- Rental assistance payments (including back rent, deposits and utility payments);
- Mortgage payments and buydowns;
- Emergency repair of housing;
- Assistance to homeowners to pay insurance deductibles;

- Housing re-entry assistance, such as security deposits, utility deposits, and temporary storage of household furnishings;
- Foreclosure eviction prevention, including monthly rent and associated fees; and
- Homeownership counseling

All other activities must be presented in writing to FHFC and approved in writing prior to implementation.

Funds used for Administrative Expenditures are limited to a cumulative amount not to exceed 10% of the Subrecipient's [or LG] CRF distribution and includes expenditures incurred by the Subrecipient, a consultant to the Subrecipient, and/or a Sub-Grantee. In addition, funds may be also be used to pay reasonable "Project Delivery Costs." FHFC considers a "reasonable" PDC to be 2%-5% of the project award amount.

CRF funds must not be used to pay for Administrative Expenditures and/or Project Delivery Costs incurred prior to March 1, 2020. In cases where costs are shared amongst multiple programs, only a prorated amount should be charged to CRF.

All CRF funds must be Expended by December 30, 2020.

All funds must be accounted for on the CRF Data Upload Form as provided by FHFC. Such information must be completed and uploaded into the FHFC Annual Report portal no later than February 15, 2021.

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## Section II.

### Authority and Purpose of Compliance Monitoring

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#### Authority

Florida Housing's authority to monitor LG's use of SHIP, HHRP, and CRF funds is established as follows:

#### *SHIP*

**Per F.S. 420.9075(9),** *"The corporation shall monitor the activities of local governments to determine compliance with program requirements and shall collect data on the operation and achievements of housing partnerships."*

#### *HHRP*

**Per paragraph 22 of the HHRP Funding Agreement,** *"Grantee must be subject to compliance monitoring during the years in which funds are Expended and up to three years following the closeout of all funds."*

#### *CRF*

**Per paragraph J.3. of the CRF Subrecipient Agreement,** *"Subrecipient must be subject to compliance monitoring during the period of performance in which funds are Expended and up to three years following the closeout of all funds."*

#### Purpose of Compliance Monitoring

The purpose of the SHIP Compliance Monitoring Program (the Monitoring Program) is to evaluate whether the LGs participating in the SHIP, HHRP, and/or CRF programs perform complete, accurate, and timely work consistent with the provisions all applicable federal, state, and local laws, statutes, rules, or ordinances. FHFC monitors will assess a local government's program compliance using an evaluation of selected administrative and programmatic metrics. The following are the main regulatory resource(s) for each funding source:

- SHIP:** Chapter 420, Part VII, Fla. Stat. §907-9076 (2016); Chapter 67-37, Fla. Admin. Code (2009), and their Local Housing Assistance Plans (LHAP)
- HHRP:** HHRP Funding Agreement
- CRF:** CRF Subrecipient Agreement

Where applicable, the following additional guidance will be utilized to evaluate a LG's compliance:

- Various provisions within the U.S. Code of Federal Regulations;
- Guidance provided by the U.S. Departments of Treasury and/or Housing and Urban Development (HUD);
- Pertinent chapters and subsections of the Laws of Florida (as amended) that affect the applicable State fiscal years that are the subject of monitoring (as amended);
- Guidance provided by FHFC's Special Programs staff;
- Guidance provided by FHFC's Catalyst provider, the Florida Housing Coalition (FHC).

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### Section III.

#### Monitoring Participants & Exit Interview Attendees

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The LG's SHIP program is administered by Government Services Group, Inc., under the supervision of the Taylor County Grants Coordinator.

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#### Location & Dates

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Monitoring Type:	Desk-Top Review
Date of Entrance Interview:	March 9, 2021
Beginning Date of On-Site Visit (if applicable):	NA
Final Date of On-Site Visit (if applicable):	NA
Date of Exit Interview:	April 9, 2021

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#### Participants

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	Name	Job Title	Attended Exit Interview (Y or N)
FHFC:	Russ Polzer	Quality Assurance Administrator	Y
Sub R:	Jay Moseley	Senior Consultant	Y

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Prior to the Exit Interview, participants were provided monitoring notes which were discussed with the Sub Recipient staff as part of the Interview.

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## Section IV.

### Monitoring Objective, Resources, and Sample Selection

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Internal tracking of revenue and expenditures for each of the applicable State fiscal years subject to this monitoring was first submitted to the monitors by the LG on January 31, 2021.

#### *Monitoring Objective*

The primary objective of this monitoring was to determine if the LG's program distributions were used to fund:

- 1) eligible activities and costs and;
- 2) eligible units and clients,

in a manner consistent with applicable State Statutes Administrative Code; applicable Federal laws and regulations; and guidance provided by FHFC or its Catalyst provider.

#### *Resources*

In evaluating LG compliance, the following essential resources are utilized by FHFC monitoring staff:

- An approved Local Housing Assistance Plan (LHAP)
- An executed Hurricane Housing Recovery Program (HHRP) Agreement
- An executed Coronavirus Relief Program (CRF) Agreement
- LG Housing Office internal tracking of program encumbrances/expenditures
- LG executed agreements with Sub Recipients, Sub-Grantee's, Sponsors, and Housing Education providers
- LG award maximums established for each program and housing activity
- LG general ledger information
- Client files for a sampling of program participants

Additional resources are examined as determined by the monitoring scope.<sup>1</sup>

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<sup>1</sup> Not all resources requested from an LG are applicable to every LG. For example, rental monitoring reports would not be applicable to an LG that has never provided rental assistance to a sponsor/developer of multifamily rental housing.

*Sample Selection (Client Files)*

FHFC monitors conducted this review in conjunction with reviews of two (2) additional local governments with LHAPs administered by GSG for a total of three (3) local governments reviewed. The sample size for this monitoring was based on ten percent of the combined funding activities for both the SHIP and CRF funding programs across all three LGs, since monitoring involved an examination of the administrative processes of GSG. A total of 17 client files were selected as illustrated in the following table:

LG Name	SHIP Clients	HHRP Clients	CRF Clients	Total Clients	Sample Percentage	# of Files Based on Percentage	# Selected
Jefferson Co.	4	0	38	42	10.00%	4.2	4
Taylor Co.	6	0	62	68	10.00%	6.8	7
Wakulla Co.	9	6	41	56	10.00%	5.6	6
	10%	10%	10%				
<b>Sampling Total</b>	<b>1.9</b>	<b>.6</b>	<b>14.1</b>	<b>16.6</b>		<b>16.6</b>	<b>17</b>

The following client files comprised the sample size for this LG:

Client Files Selected for Monitoring (As of the date the LG's Internal Tracking was Received)					
Fiscal Year	Funding Program	Strategy	Client Name	Encumbered Funds	Expended Funds
2018-19	SHIP	Demo/Recon	Kaitlyn H.	\$86,333.50	\$86,333.50
2018-19	SHIP	Demo/Recon	Thomas M.	\$86,673.50	\$86,673.50
2018-19	SHIP	Demo/Recon	Laura C.	\$99,900.65	\$99,900.65
2018-19	SHIP	Demo/Recon	Robin M.	\$75,000.00	\$75,000.00
2020-21	CRF	Tenant Assistance - R	Ralph C.	\$7,034.56	\$7,034.56
2020-21	CRF	Tenant Assistance - R	Arthur N.	\$2,300.28	\$2,300.28
2020-21	CRF	Foreclosure Prevention	Henry J. III	\$2,951.86	\$2,951.86

*Sample Selection (Sub Recipient/Sub-Grantee Files Selected)*

To aid in the delivery of services under certain LHAP strategies, the LG partnered with the following Sub Recipient(s)/Sub-Grantee(s):

Sub Recipient / Sub-Grantee Files(s) Selected for Monitoring						
Fiscal Year	Funding Program	Strategy	Sub Recipient / Sub-Grantee Name	# of Units Assisted	Encumbered Funds	Expended Funds
2018-19	SHIP	Owner-Occ Rehab	<b>Government Services Group</b>	1	\$25,191.00	\$25,191.00
2018-19	SHIP	PA w/o Rehab	<b>Government Services Group</b>	1	\$7,000.00	\$7,000.00
2018-19	SHIP	Demo/Recon	<b>Government Services Group</b>	4	\$347,907.65	\$347,907.65
2020-21	CRF	Tenant Assistance - R	<b>Government Services Group</b>	50	\$109,544.66	\$109,544.66
2020-21	CRF	Foreclosure Prevention	<b>Government Services Group</b>	12	\$41,893.71	\$41,893.71
<b>Total Encumbered / Total Expended (as of time of monitoring)</b>					<b>\$531,537.02</b>	<b>\$531,537.02</b>
<i>The rows in bold text identify the Sponsor(s)/Developer(s) that comprise the sample size used in this monitoring.</i>						

*Sample Selection (Sponsor/Developer Files Selected)*

At the time monitoring was performed, the LG had not provided funds to any sponsor/developer from fiscal year(s) 2018-19 (SHIP) and 2020-21 (CRF). Consequently, this monitoring did not include a review of sponsor/developer files.

*Sample Selection (Homeownership Counseling Providers)*

At the time of the desk-top review, the LG had not provided funds to any housing education/counseling provider(s) from fiscal year(s) 2018-19 (SHIP) and 2020-21 (CRF). Consequently, this monitoring did not include a review of housing education/counseling provider files.

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**Section V.**  
**Material Observations**  
(Requires Responses from the LG)

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**A. SELECT ADMINISTRATIVE ACTIVITIES<sup>2</sup>**

For the funding programs and fiscal years monitored, select administrative activities were evaluated and included an examination of the essential documents previously described.<sup>3</sup>

For monitoring of selected administrative activities, a "material observation" refers to an error, omission, or violation of an administrative activity that is required under either applicable State Statutes and/or Administrative Code; applicable Federal laws and regulations; the LHAP, executed HHRP and CRF Agreements; and guidance provided by FHFC or its Catalyst provider, and for which:

1. No documentation was found that confirmed the activity had been performed; or
2. Documentation examined revealed the activity was performed in a manner inconsistent with the regulatory resources listed above.

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<sup>2</sup> Some of the selected administrative activities listed above may not have applied to this LG. For example, if the LG has never provided assistance to sponsors/developers of rental housing, monitoring of rental properties would not apply.

<sup>3</sup> The activities listed here are not intended to represent a complete description of all administrative activities that may be evaluated as part of monitoring.

## **Activities and Observations**

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Compliance with the following select administrative requirements, if applicable to the funding program, was evaluated as part of this monitoring:<sup>4</sup>

1. A financial tracking system was maintained by the LG's housing office;
2. Required Annual Reports were submitted by the applicable reporting deadline;
3. Required monitoring of rental properties (including small rental properties such as group homes or single-family units) is being performed;
4. Housing Finance Assistance Records (for both participating and non-participating/denied households) are maintained in a manner consistent with the Florida Department of State General Records Schedule GS1-SL);
5. Housing office funding program expenditures are reconciled to the LG's general ledger prior to the submission of required Annual Reports;
6. All funds expended for administrative costs were allowable;
7. An executed contractual document exists between the LG and any Sub Recipient(s), Sub-Grantee(s), or Eligible Sponsor(s);
8. LG monitoring of activities performed on its behalf by a Sub Recipient, Sub-Grantee, or Eligible Sponsor;

Evaluations of select administrative activities revealed no material observations.

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<sup>4</sup> While these administrative tasks are considered crucial to the administration of the funding program, this list is not intended to serve as a comprehensive list of administrative requirements. Additional requirements may be evaluated based on the scope of the monitoring.



**B. MONITORING OF CLIENT FILES**

**a. LG INCOME ELIGIBILITY DETERMINATIONS**

For the funding programs and fiscal years monitored, select activities involved in income-qualifying a household were evaluated for those clients included in client sampling.

For monitoring of income eligibility determinations, a “material observation” refers to an error, omission, or violation of an activity that is required under either applicable State Statutes and/or Administrative Code; applicable Federal laws and regulations; the LHAP, executed HHRP and CRF Agreements; and guidance provided by FHFC or its Catalyst provider, and for which:

1. No documentation was found that confirmed that the activity had been performed; or
2. An examination of documents results in an adverse impact on household eligibility, such as a decrease in the maximum assistance amount available to the household to an amount below the actual assistance amount provided; or which results in the household being ineligible for assistance in any amount; or
3. The error, omission, or violation was noted to have occurred frequently throughout the examination of client files.

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## **Activities and Observations**

Compliance with the following select Income Eligibility activities, if applicable to the funding program, was evaluated as part of this monitoring:<sup>5</sup>

1. A signed and notarized (or witnessed) Self-Certification of Income was obtained;
2. A signed Income Certification was obtained;
3. All reported assets were calculated correctly and verified using an acceptable method of documentation that included complete, current information necessary to annualize income;
4. All reported income sources were verified using an acceptable method of documentation that provided complete, current information necessary to annualize income;
5. The appropriate yearly income limit chart was used to determine income eligibility;
6. The household was assigned to the appropriate income category;
7. SHIP and/or CRF Income Limits were not exceeded.

Evaluations of select Income Eligibility activities revealed no material observations.

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<sup>5</sup> This list is not intended to serve as a comprehensive list of income-eligibility requirements. Additional requirements may be evaluated based on the scope of the monitoring.

## MONITORING OF CLIENT FILES

### b. SELECT PROGRAMMATIC REQUIREMENTS<sup>6</sup>

For the funding programs and fiscal years monitored, select programmatic activities were evaluated for those clients included in client sampling.

For monitoring of select programmatic activities, a "material observation" refers to an error, omission, or violation of an activity that is required under either applicable State Statutes and/or Administrative Code; applicable Federal laws and regulations; the LHAP, executed HHRP and CRF Agreements; and guidance provided by FHFC or its Catalyst provider, and for which:

1. No documentation was found that confirmed that the activity had been performed; or
2. An examination of documents results in an adverse impact on household eligibility, such as a decrease in the maximum assistance amount available to the household to an amount below the actual assistance amount provided; or which results in the household being ineligible for assistance in any amount; or
3. The error, omission, or violation was noted to have occurred frequently throughout the examination of client files.

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<sup>6</sup> The Taylor County Local Housing Assistance Plan for fiscal years 2018-19, 2019-20, and 2020-21 approved by the Taylor County Board of County Commissioners on February 5, 2018.

Also, the executed CRF Subrecipient Agreement Number 096-2020.

## **Activities and Observations**

Compliance with the following select programmatic requirements, if applicable to the funding program, was evaluated as part of this monitoring:<sup>7</sup>

1. The assistance amount provided did not exceed the established award maximum;
2. The assisted unit was identified as "Eligible Housing" as that term is defined by the assisting funding program;
3. Recorded lien documents included recapture provisions;
4. Lien document loan terms were consistent with established program loan terms;
5. A household member's eligible condition as a "Person with Special Needs" is properly documented;
6. Assessed Project Delivery Costs were appropriate and documented;
7. The Affordability of the housing unit was determined;
8. The benefit of assistance accrued to an eligible person occupying eligible housing;
9. The sales price of value of the assisted unit was within the established maximum purchase price;
10. The client file included at least minimum documentation necessary to support the type of award provided to the household, the funding source, and expenditures;
11. For HHRP, the household was displaced or affected by Hurricane Michael;
12. For CRF, the household suffered a hardship caused by the COVID-19 pandemic;
13. Funds were encumbered and expended by the applicable deadlines.

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<sup>7</sup> This list is not intended to serve as a comprehensive list of programmatic requirements. Additional requirements may be evaluated based on the scope of the monitoring.

Evaluations of select programmatic requirements revealed the following material observations:

<b>Observation #: 1</b>			
<b>Programmatic Activity:</b>	<b>Documentation Necessary to Support Type of Award</b>		
<b>Client Name</b>	<b>Funding Source</b>	<b>Fiscal Year</b>	<b>Strategy</b>
Henry J. III	CRF	2020-21	Tenant Assistance
<b>Observation:</b>			
<p>This household received assistance in the amount of \$2,951.86 to apply towards delinquent utility charges. After the disbursement was made, it was discovered that the utility statement submitted by the household was related to a business address rather than a personal address. This is not an allowable expenditure for CRF funds. Attempts were made by the LG to recover from the household the amount of CFR funds used to pay these ineligible costs but were not successful.</p>			
<b>Recommendation:</b>			
<p>The LG reimburse Florida Housing for the ineligible costs in the amount of \$2,951.86. The recapture should be sent via check to:          Florida Housing Finance Corporation          Attn: Diane Bass          227 North Bronough Street, Suite 500          Tallahassee, FL 32301</p> <p>A copy of the check should accompany the LG's response to this report.</p>			
<b>Note: please reference "CARES Recapture" on the check or via correspondence included with the check</b>			
<p><i><u>(The remainder of this page intentionally left blank.)</u></i></p>			

**Section VI.**  
**Prior Monitoring - (Review and Additional Work)**

The LG was last monitored by FHFC in February 2016.

There were no outstanding issues from the prior monitoring that required additional examination as part of this most recent monitoring.

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**Section VII.**  
**Nonmaterial Observations**  
(Responses from the LG Not Required)

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For monitoring of select administrative, income eligibility, and programmatic activities, a “**nonmaterial observation**” refers to an error or omission or violation that is in conflict with applicable State Statutes and/or Administrative Code; applicable Federal laws and regulations; the LHAP, executed HHRP and CRF Agreements; and guidance provided by FHFC or its Catalyst provider, and which does not result in:

1. Instances of an error, omission, or violation are infrequent or are isolated; or
2. The severity of the error, omission, or violation does not result in an adverse impact on the eligibility of the household to receive assistance; or
3. The severity of the error, omission, or violation does not result in an adverse impact on the eligibility of the housing unit to receive assistance.

*(The remainder of this page intentionally left blank.)*

## **Activities and Observations**

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Evaluations of select administrative, income eligibility, and programmatic activities revealed no nonmaterial observations.

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## Section VIII.

### Conclusion

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For those selected metrics evaluated during this monitoring, the focus was on identifying instances of both material and nonmaterial noncompliance, including identifying instances of inefficient or ineffective operational practices, so that such instances may be corrected, and appropriate actions taken that would preclude a future reoccurrence.

It should be noted that this monitoring, and the resulting conclusions reached, were based on a sampling of program activities and does not relieve the LG of its responsibility to assure compliance in all areas of its program activities.

#### *Recapture*

A recapture of SHIP funds may be required based upon the corrective action taken to address the following:

- **Observation 1**

#### *LG Response*

FHFC looks forward to receiving the LG's response, which should incorporate the items below, within 30-calendar days from the LG's receipt of this report.

The LG will submit to FHFC a written response to each separate material observation documented in the report. Each response to an observation should take one of two forms:

1. A **concurrence** with the observation that includes the following:
  - (a) A description of the plan for correcting the issue including changes in policies, procedures, staff responsibilities, technical assistance and training, etc., that will preclude a future recurrence;
  - (b) A timeline for correcting any observed deficiencies; and
  - (c) A plan for repayment of ineligible expenses, if any is required.
2. A **nonconcurrence** with the observation that provides a description of the facts and reasoning that form the basis for the LG's position.

(17)

**TAYLOR COUNTY BOARD OF COMMISSIONERS**

**County Commission Agenda Item**

**SUBJECT/TITLE:**



Board to ratify the Chairman's signature on Grant Agreement 3-12-0064-017-2021 FAA CARES ACT Phase 2 Program in the amount of \$9,000 to be used at Perry Foley Airport to cover expenditures and/or losses in revenue related to the Covid19 (Corona) Virus.

**MEETING DATE REQUESTED:**

May 18, 2021

**Statement of Issue:** Board to ratify the Chairman's signature on Grant Agreement for the FAA CARES ACT Phase 2 Program.

**Recommended Action:** Board to ratify the Chairman's signature.

**Fiscal Impact:** The County is eligible to be awarded \$9,000 to be expended on airport related operational expenditures. There is no match required from the County.

**Budgeted Expense:** This is a new grant with no match required from the County. A new budget has been submitted to the Finance Department to amend the budget upon execution of the grant agreement.

**Submitted By:** Melody Cox, Grants Writer

**Contact:** Melody Cox

**SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS**

**History, Facts & Issues:** The Airport is eligible to receive \$9,000 through the FAA Covid19 (Corona) Virus CARES ACT. The Board had previously approved the grant application at the March 1, 2021 meeting. The funds are to be used for general operational expenses at the Airport. The County had previously been awarded \$20,000 through Phase 1 of this program which was used to fund Airport salaries, repairs to runway lighting, utilities, and the purchase of safety supplies.

**Attachments:** Airport Coronavirus Relief Grant Program (ACRGP) Grant Agreement 3-12-0064-017-2021



U.S. Department  
of Transportation  
Federal Aviation  
Administration

FAA ORL ADO  
8427 SouthPark Circle  
Suite 524  
Orlando, FL 32819

April 16, 2021

Mr. Thomas Demps  
Board Chairman  
Taylor County Board of County Commissioners  
201 East Green St.  
Perry, FL 32347

Dear Mr. Demps:

Please find the following electronic Airport Coronavirus Response Grant Program (ACRGP) Grant Offer, Grant No. 3-12-0064-017-2021 for Perry-Foley Airport. This letter outlines expectations for success. Please read and follow the instructions carefully.

To properly enter into this agreement, you must do the following:

- a. The governing body must provide authority to execute the grant to the individual signing the grant; i.e. the sponsor's authorized representative.
- b. The sponsor's authorized representative must execute the grant, followed by the attorney's certification, no later than **May 17, 2021** in order for the grant to be valid.
- c. You may not make any modification to the text, terms or conditions of the grant offer.
- d. The grant offer must be digitally signed by the sponsor's legal signatory authority and then the grant offer will be routed via email to the sponsor's attorney. Once the attorney has digitally attested to the grant, an email with the executed grant will be sent to all parties.

Subject to the requirements in 2 CFR §200.305, each payment request for reimbursement under this grant must be made electronically via the Delphi invoicing System. Please see the attached Grant Agreement for more information regarding the use of this System. The terms and conditions of this agreement require you drawdown and expend these funds within four years.

An airport sponsor may use these funds for costs related to operations, personnel, cleaning, sanitization, janitorial services, combating the spread of pathogens at the airport, and debt service payments. Please refer to the [ACRGP Frequently Asked Questions](#) for further information.

With each payment request you are required to upload an invoice summary directly to Delphi. The invoice summary should include enough detail to permit FAA to verify compliance with the Coronavirus Response and Relief Supplemental Appropriations Act (Public Law 116-260).

For the final payment request, in addition to the requirement listed above for all payment requests, you are required to upload directly to Delphi:

- A final financial report summarizing all of the costs incurred and reimbursed, and
- An SF-425, and
- A closeout report

Until the grant is completed and closed, you are responsible for submitting a signed/dated SF-425 annually, due 90 days after the end of each federal fiscal year in which this grant is open (due December 31 of each year this grant is open).

As a condition of receiving Federal assistance under this award, you must comply with audit requirements as established under 2 CFR part 200. Subpart F requires non-Federal entities that expend \$750,000 or more in Federal awards to conduct a single or program specific audit for that year. Note that this includes Federal expenditures made under other Federal-assistance programs. Please take appropriate and necessary action to assure your organization will comply with applicable audit requirements and standards.

I am readily available to assist you and your designated representative with the requirements stated herein. We sincerely value your cooperation in these efforts.

Sincerely,



Juan C. Brown (Apr 16, 2021 14:13 EDT)

Bart Vernace, P.E.  
Manager



U.S. Department  
of Transportation  
Federal Aviation  
Administration

**AIRPORT CORONAVIRUS RELIEF GRANT PROGRAM (ACRGP)**

**GRANT AGREEMENT**

**Part I - Offer**

Federal Award Offer Date April 16, 2021

Airport/Planning Area Perry-Foley Airport

ACRGP Grant Number 3-12-0064-017-2021

Unique Entity Identifier 065887796

TO: Taylor County Board of County Commissioners

(herein called the "Sponsor")

FROM: **The United States of America** (acting through the Federal Aviation Administration, herein called the "FAA")

**WHEREAS**, the Sponsor has submitted to the FAA an Airports Coronavirus Response Grant Program (herein called "ACRGP") Application dated March 1, 2021, for a grant of Federal funds at or associated with the Perry-Foley Airport, which is included as part of this ACRGP Grant Agreement; and

**WHEREAS**, the Sponsor has accepted the terms of FAA's ACRGP Grant offer;

**WHEREAS**, in consideration of the promises, representations and assurances provided by the Sponsor, the FAA has approved the ACRGP Application for the Perry-Foley Airport, (herein called the "Grant" or "ACRGP Grant") consisting of the following:

This ACRGP Grant is provided in accordance with the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA Act or "the Act"), Division M of Public Law 116-260, as described below, to provide eligible Sponsors with funding for costs related to operations, personnel, cleaning, sanitization, janitorial services, combating the spread of pathogens at the airport, and debt service payments. ACRGP Grant amounts to specific airports are derived by legislative formula (See Division M, Title IV of the Act).

The purpose of this ACRGP Grant is to prevent, prepare for, and respond to coronavirus. Funds provided under this ACRGP Grant Agreement must only be used for purposes directly related to the airport. Such purposes can include the reimbursement of an airport's operational and maintenance expenses or debt service payments in accordance with the limitations prescribed in the Act. ACRGP Grants may be used to reimburse airport operational and maintenance expenses directly related to Perry-Foley incurred no earlier than January 20, 2020. ACRGP Grants also may be used to reimburse a Sponsor's payment of

debt service where such payments occur on or after December 27, 2020. Funds provided under this ACRGP Grant Agreement will be governed by the same principles that govern "airport revenue." New airport development projects not directly related to combating the spread of pathogens and approved by the FAA for such purposes, may not be funded with this Grant.

**NOW THEREFORE**, in accordance with the applicable provisions of the CRRSA Act, Public Law 116-260, the representations contained in the Grant Application, and in consideration of (a) the Sponsor's acceptance of this Offer; and, (b) the benefits to accrue to the United States and the public from the accomplishment of the Grant and in compliance with the conditions as herein provided,

**THE FEDERAL AVIATION ADMINISTRATION, FOR AND ON BEHALF OF THE UNITED STATES, HEREBY OFFERS AND AGREES to pay 100% percent of the allowable costs incurred as a result of and in accordance with this Grant Agreement.**

**Assistance Listings Number (Formerly CFDA Number): 20.106**

This Offer is made on and **SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:**

### **CONDITIONS**

1. **Maximum Obligation.** The maximum obligation of the United States payable under this Offer is \$9,000, allocated as follows:
  - \$9,000 Non Primary KU2021
2. **Grant Performance.** This ACRGP Grant Agreement is subject to the following federal award requirements:
  - a. **The Period of Performance:**
    1. Shall start on the date the Sponsor formally accepts this agreement, and is the date signed by the last Sponsor signatory to the agreement. The end date of the period of performance is 4 years (1,460 calendar days) from the date of acceptance. The period of performance end date shall not affect, relieve or reduce Sponsor obligations and assurances that extend beyond the closeout of this Grant Agreement.
    2. Means the total estimated time interval between the start of an initial Federal award and the planned end date, which may include one or more funded portions, or budget periods. (2 Code of Federal Regulations (CFR) § 200.1)
  - b. **The Budget Period:**
    1. The budget period for this ACRGP Grant is 4 years (1,460 calendar days). Pursuant to 2 CFR § 200.403(h), the Sponsor may charge to the Grant only allowable costs incurred during the budget period.
    2. Means the time interval from the start date of a funded portion of an award to the end date of that funded portion during which the Sponsor is authorized to expend the funds awarded, including any funds carried forward or other revisions pursuant to §200.308.
  - c. **Close out and Termination.**
    1. Unless the FAA authorizes a written extension, the Sponsor must submit all Grant closeout documentation and liquidate (pay-off) all obligations incurred under this award no later than 120 calendar days after the end date of the period of performance. If the Sponsor does not submit all required closeout documentation within this time period, the FAA will

proceed to close out the grant within one year of the period of performance end date with the information available at the end of 120 days. (2 CFR § 200.344)

2. The FAA may terminate this ACRGP Grant, in whole or in part, in accordance with the conditions set forth in 2 CFR § 200.340, or other Federal regulatory or statutory authorities as applicable.
3. **Unallowable Costs.** The Sponsor shall not seek reimbursement for any costs that the FAA has determined to be unallowable under the CRRSA Act.
4. **Indirect Costs - Sponsor.** The Sponsor may charge indirect costs under this award by applying the indirect cost rate identified in the Grant Application as accepted by the FAA, to allowable costs for Sponsor direct salaries and wages only.
5. **Final Federal Share of Costs.** The United States' share of allowable Grant costs is 100%.
6. **Completing the Grant without Delay and in Conformance with Requirements.** The Sponsor must carry out and complete the Grant without undue delays and in accordance with this ACRGP Grant Agreement, the CRRSA Act, and the regulations, policies, standards, and procedures of the Secretary of Transportation ("Secretary"). Pursuant to 2 CFR § 200.308, the Sponsor agrees to report to the FAA any disengagement from funding eligible expenses under the Grant that exceeds three months or a 25 percent reduction in time devoted to the Grant, and request prior approval from FAA. The report must include a reason for the stoppage. The Sponsor agrees to comply with the attached assurances, which are part of this agreement and any addendum that may be attached hereto at a later date by mutual consent.
7. **Amendments or Withdrawals before Grant Acceptance.** The FAA reserves the right to amend or withdraw this offer at any time prior to its acceptance by the Sponsor.
8. **Offer Expiration Date.** This offer will expire and the United States will not be obligated to pay any part of the costs unless this offer has been accepted by the Sponsor on or before May 17, 2021, or such subsequent date as may be prescribed in writing by the FAA.
9. **Improper Use of Federal Funds.** The Sponsor must take all steps, including litigation if necessary, to recover Federal funds spent fraudulently, wastefully, or in violation of Federal antitrust statutes, or misused in any other manner, including uses that violate this ACRGP Grant Agreement, the CRRSA Act or other provision of applicable law. For the purposes of this ACRGP Grant Agreement, the term "Federal funds" means funds however used or dispersed by the Sponsor, that were originally paid pursuant to this or any other Federal grant agreement(s). The Sponsor must return the recovered Federal share, including funds recovered by settlement, order, or judgment, to the Secretary. The Sponsor must furnish to the Secretary, upon request, all documents and records pertaining to the determination of the amount of the Federal share or to any settlement, litigation, negotiation, or other efforts taken to recover such funds. All settlements or other final positions of the Sponsor, in court or otherwise, involving the recovery of such Federal share require advance approval by the Secretary.
10. **United States Not Liable for Damage or Injury.** The United States is not responsible or liable for damage to property or injury to persons which may arise from, or relate to this ACRGP Grant Agreement, including, but not limited to, any action taken by a Sponsor related to or arising from, directly or indirectly, this ACRGP Grant Agreement.
11. **System for Award Management (SAM) Registration and Unique Entity Identifier (UEI).**

- a. **Requirement for System for Award Management (SAM):** Unless the Sponsor is exempted from this requirement under 2 CFR 25.110, the Sponsor must maintain the currency of its information in the SAM until the Sponsor submits the final financial report required under this grant, or receives the final payment, whichever is later. This requires that the Sponsor review and update the information at least annually after the initial registration and more frequently if required by changes in information or another award term. Additional information about registration procedures may be found at the SAM website (currently at <http://www.sam.gov>).
  - b. **Unique entity identifier (UEI)** means a 12-character alpha-numeric value used to identify a specific commercial, nonprofit or governmental entity. A UEI may be obtained from SAM.gov at <https://sam.gov/SAM/pages/public/index.jsf>.
12. **Electronic Grant Payment(s).** Unless otherwise directed by the FAA, the Sponsor must make each payment request under this agreement electronically via the Delphi eInvoicing System for Department of Transportation (DOT) Financial Assistance Awardees.
13. **Air and Water Quality.** The Sponsor is required to comply with all applicable air and water quality standards for all projects in this grant. If the Sponsor fails to comply with this requirement, the FAA may suspend, cancel, or terminate this agreement.
14. **Financial Reporting and Payment Requirements.** The Sponsor will comply with all Federal financial reporting requirements and payment requirements, including submittal of timely and accurate reports.
15. **Buy American.** Unless otherwise approved in advance by the FAA, in accordance with 49 United States Code (U.S.C.) § 50101 the Sponsor will not acquire or permit any contractor or subcontractor to acquire any steel or manufactured goods produced outside the United States to be used for any project for which funds are provided under this grant. The Sponsor will include a provision implementing Buy American in every contract.
16. **Audits for Sponsors.**  
**PUBLIC SPONSORS.** The Sponsor must provide for a Single Audit or program-specific audit in accordance with 2 CFR Part 200. The Sponsor must submit the audit reporting package to the Federal Audit Clearinghouse on the Federal Audit Clearinghouse's Internet Data Entry System at <http://harvester.census.gov/facweb/>. Upon request of the FAA, the Sponsor shall provide one copy of the completed audit to the FAA.
17. **Suspension or Debarment.** When entering into a "covered transaction" as defined by 2 CFR § 180.200, the Sponsor must:
- a. Verify the non-Federal entity is eligible to participate in this Federal program by:
    - 1. Checking the excluded parties list system (EPLS) as maintained within the System for Award Management (SAM) to determine if the non-Federal entity is excluded or disqualified; or
    - 2. Collecting a certification statement from the non-Federal entity attesting the entity is not excluded or disqualified from participating; or
    - 3. Adding a clause or condition to covered transactions attesting the individual or firm is not excluded or disqualified from participating.
  - b. Require prime contractors to comply with 2 CFR § 180.330 when entering into lower-tier transactions (e.g. sub-contracts).



- c. Immediately disclose to the FAA whenever the Sponsor (1) learns the Sponsor has entered into a covered transaction with an ineligible entity, or (2) suspends or debar a contractor, person, or entity.

**18. Ban on Texting While Driving.**

- a. In accordance with Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving, October 1, 2009, and DOT Order 3902.10, Text Messaging While Driving, December 30, 2009, the Sponsor is encouraged to:
  - 1. Adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers including policies to ban text messaging while driving when performing any work for, or on behalf of, the Federal government, including work relating to this ACRGP Grant or subgrant funded by this Grant.
  - 2. Conduct workplace safety initiatives in a manner commensurate with the size of the business, such as:
    - A. Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and
    - B. Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.
- b. The Sponsor must insert the substance of this clause on banning texting while driving in all subgrants, contracts, and subcontracts funded by this ACRGP Grant.

**19. Trafficking in Persons.**

- a. You as the recipient, your employees, subrecipients under this ACRGP Grant, and subrecipients' employees may not –
  - 1. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
  - 2. Procure a commercial sex act during the period of time that the award is in effect; or
  - 3. Use forced labor in the performance of the award or subawards under the ACRGP Grant.
- b. The FAA as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity –
  - 1. Is determined to have violated a prohibition in paragraph A of this ACRGP Grant Agreement term; or
  - 2. Has an employee who is determined by the agency official authorized to terminate the ACRGP Grant Agreement to have violated a prohibition in paragraph A.1 of this ACRGP Grant term through conduct that is either –
    - A. Associated with performance under this ACRGP grant; or
    - B. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR Part 180, "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement)," as implemented by the FAA at 2 CFR Part 1200.
- c. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph A during this ACRGP Grant Agreement.

d. Our right to terminate unilaterally that is described in paragraph A of this section:

1. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. § 7104(g)), and
2. Is in addition to all other remedies for noncompliance that are available to the FAA under this ACRGP Grant.

**20. Employee Protection from Reprisal.**

a. Prohibition of Reprisals —

1. In accordance with 41 U.S.C. § 4712, an employee of a grantee or subgrantee may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or body described in sub-paragraph (A)(2), information that the employee reasonably believes is evidence of:
  - a. Gross mismanagement of a Federal grant;
  - b. Gross waste of Federal funds;
  - c. An abuse of authority relating to implementation or use of Federal funds;
  - d. A substantial and specific danger to public health or safety; or
  - e. A violation of law, rule, or regulation related to a Federal grant.
2. Persons and bodies covered: The persons and bodies to which a disclosure by an employee is covered are as follows:
  - a. A member of Congress or a representative of a committee of Congress;
  - b. An Inspector General;
  - c. The Government Accountability Office;
  - d. A Federal office or employee responsible for oversight of a grant program;
  - e. A court or grand jury;
  - f. A management office of the grantee or subgrantee; or
  - g. A Federal or State regulatory enforcement agency.
3. Submission of Complaint — A person who believes that they have been subjected to a reprisal prohibited by paragraph A of this ACRGP Grant Agreement may submit a complaint regarding the reprisal to the Office of Inspector General (OIG) for the U.S. Department of Transportation.
4. Time Limitation for Submittal of a Complaint — A complaint may not be brought under this subsection more than three years after the date on which the alleged reprisal took place.
5. Required Actions of the Inspector General — Actions, limitations, and exceptions of the Inspector General's office are established under 41 U.S.C. § 4712(b).
6. Assumption of Rights to Civil Remedy — Upon receipt of an explanation of a decision not to conduct or continue an investigation by the Office of Inspector General, the person submitting a complaint assumes the right to a civil remedy under 41 U.S.C. § 4712(c).

21. **Limitations.** Nothing provided herein shall be construed to limit, cancel, annul, or modify the terms of any Federal grant agreement(s), including all terms and assurances related thereto, that have been entered into by the Sponsor and the FAA prior to the date of this ACRGP Grant Agreement.

22. **Face Coverings Policy.** The sponsor agrees to implement a face-covering (mask) policy to combat the spread of pathogens. This policy must include a requirement that all persons wear a mask, in accordance with Centers for Disease Control (CDC) and Transportation Security Administration (TSA)


requirements, as applicable, at all times while in all public areas of the airport property, except to the extent exempted under those requirements. This special condition requires the airport sponsor continue to require masks until Executive Order 13998, Promoting COVID-19 Safety in Domestic and International Travel, is no longer effective.

The Sponsor's acceptance of this Offer and ratification and adoption of the ACRGP Grant Application incorporated herein shall be evidenced by execution of this instrument by the Sponsor. The Offer and Acceptance shall comprise an ACRGP Grant Agreement, as provided by the CRRSA Act, constituting the contractual obligations and rights of the United States and the Sponsor with respect to this Grant. The effective date of this ACRGP Grant Agreement is the date of the Sponsor's acceptance of this Offer.

**Please read the following information:** By signing this document, you are agreeing that you have reviewed the following consumer disclosure information and consent to transact business using electronic communications, to receive notices and disclosures electronically, and to utilize electronic signatures in lieu of using paper documents. You are not required to receive notices and disclosures or sign documents electronically. If you prefer not to do so, you may request to receive paper copies and withdraw your consent at any time.

Dated April 16, 2021

**UNITED STATES OF AMERICA  
FEDERAL AVIATION ADMINISTRATION**



Juan C. Brown (Apr 16, 2021 14:13 EDT)

*(Signature)*

Juan C. Brown

*(Typed Name)*

Acting Manager

*(Title of FAA Official)*

**Part II - Acceptance**

The Sponsor does hereby ratify and adopt all assurances, statements, representations, warranties, covenants, and agreements contained in the ACRGP Grant Application and incorporated materials referred to in the foregoing Offer under Part I of this ACRGP Grant Agreement, and does hereby accept this Offer and by such acceptance agrees to comply with all of the terms and conditions in this Offer and in the ACRGP Grant Application and all applicable terms and conditions provided for in the CRRSA Act and other applicable provisions of Federal law.

**Please read the following information:** By signing this document, you are agreeing that you have reviewed the following consumer disclosure information and consent to transact business using electronic communications, to receive notices and disclosures electronically, and to utilize electronic signatures in lieu of using paper documents. You are not required to receive notices and disclosures or sign documents electronically. If you prefer not to do so, you may request to receive paper copies and withdraw your consent at any time.

I declare under penalty of perjury that the foregoing is true and correct. <sup>1</sup>

Dated \_\_\_\_\_

Taylor County Board of County Commissioners

*(Name of Sponsor)*

\_\_\_\_\_  
*(Signature of Sponsor's Designative Official/Representative)*

**By:**

\_\_\_\_\_  
*(Type Name of Sponsor's Designative Official/Representative)*

**Title:**

\_\_\_\_\_  
*(Title of Sponsor's Designative Official/Representative)*

<sup>1</sup> Knowingly and willfully providing false information to the Federal government is a violation of 18 U.S.C. Section 1001 (False Statements) and could subject you to fines, imprisonment, or both.

**CERTIFICATE OF SPONSOR'S ATTORNEY**

I, \_\_\_\_\_, acting as Attorney for the Sponsor do hereby certify:

That in my opinion the Sponsor is empowered to enter into the foregoing Grant Agreement under the laws of the State of Florida. Further, I have examined the foregoing Grant Agreement and the actions taken by said Sponsor and Sponsor's official representative has been duly authorized and that the execution thereof is in all respects due and proper and in accordance with the laws of the said State and the CRRSA Act. The Sponsor understands funding made available under this Grant Agreement may only be used to reimburse for airport operational and maintenance expenses, and debt service payments. The Sponsor further understands it may submit a separate request to use funds for new airport/project development purposes, subject to additional terms, conditions, and assurances. Further, it is my opinion that the said Grant Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms thereof.

**Please read the following information:** By signing this document, you are agreeing that you have reviewed the following consumer disclosure information and consent to transact business using electronic communications, to receive notices and disclosures electronically, and to utilize electronic signatures in lieu of using paper documents. You are not required to receive notices and disclosures or sign documents electronically. If you prefer not to do so, you may request to receive paper copies and withdraw your consent at any time.

Dated at \_\_\_\_\_

**By:**

\_\_\_\_\_  
*(Signature of Sponsor's Attorney)*

**AIRPORT CORONAVIRUS RELIEF GRANT PROGRAM (ACRGP) ASSURANCES**  
**AIRPORT SPONSORS**

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**A. General.**

1. These Airport Coronavirus Relief Grant Program (ACRGP) Assurances are required to be submitted as part of the application by sponsors requesting funds under the provisions of the Coronavirus Response and Relief Supplemental Appropriations Act of 2020 (CRRSA Act or "the Act"), Public Law 116-260. As used herein, the term "public agency sponsor" means a public agency with control of a public-use airport; the term "private sponsor" means a private owner of a public-use airport; and the term "sponsor" includes both public agency sponsors and private sponsors.
2. Upon acceptance of this ACRGP Grant offer by the sponsor, these assurances are incorporated into and become part of this ACRGP Grant Agreement.

**B. Sponsor Certification.**

The sponsor hereby assures and certifies, with respect to this ACRGP Grant that:

It will comply with all applicable Federal laws, regulations, executive orders, policies, guidelines, and requirements as they relate to the application, acceptance, and use of Federal funds for this ACRGP Grant including but not limited to the following:

**FEDERAL LEGISLATION**

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- a. 49 U.S.C. Chapter 471, as applicable
- b. Davis-Bacon Act — 40 U.S.C. 276(a), et. seq.
- c. Federal Fair Labor Standards Act — 29 U.S.C. 201, et. seq.
- d. Hatch Act — 5 U.S.C. 1501, et. seq.<sup>2</sup>
- e. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 Title 42 U.S.C. 4601, et. seq.
- f. National Historic Preservation Act of 1966 — Section 106 — 16 U.S.C. 470(f).
- g. Archeological and Historic Preservation Act of 1974 — 16 U.S.C. 469 through 469c.
- h. Native Americans Grave Repatriation Act — 25 U.S.C. Section 3001, et. seq.
- i. Clean Air Act, P.L. 90-148, as amended.
- j. Coastal Zone Management Act, P.L. 93-205, as amended.
- k. Flood Disaster Protection Act of 1973 — Section 102(a) — 42 U.S.C. 4012a.
- l. Title 49, U.S.C., Section 303, (formerly known as Section 4(f)).
- m. Rehabilitation Act of 1973 — 29 U.S.C. 794.
- n. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin).
- o. Americans with Disabilities Act of 1990, as amended, (42 U.S.C. § 12101 et seq.), prohibits discrimination on the basis of disability).

- p. Age Discrimination Act of 1975 — 42 U.S.C. 6101, et. seq.
- q. American Indian Religious Freedom Act, P.L. 95-341, as amended.
- r. Architectural Barriers Act of 1968 — 42 U.S.C. 4151, et. seq.
- s. Power plant and Industrial Fuel Use Act of 1978 — Section 403- 2 U.S.C. 8373.
- t. Contract Work Hours and Safety Standards Act — 40 U.S.C. 327, et. seq.
- u. Copeland Anti-kickback Act — 18 U.S.C. 874.1.
- v. National Environmental Policy Act of 1969 — 42 U.S.C. 4321, et. seq.
- w. Wild and Scenic Rivers Act, P.L. 90-542, as amended.
- x. Single Audit Act of 1984 — 31 U.S.C. 7501, et. seq.<sup>2</sup>
- y. Drug-Free Workplace Act of 1988 — 41 U.S.C. 702 through 706.
- z. The Federal Funding Accountability and Transparency Act of 2006, as amended (Pub. L. 109-282, as amended by section 6202 of Pub. L. 110-252).

#### **EXECUTIVE ORDERS**

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- a. Executive Order 11246 – Equal Employment Opportunity
- b. Executive Order 11990 – Protection of Wetlands
- c. Executive Order 11998 – Flood Plain Management
- d. Executive Order 12372 – Intergovernmental Review of Federal Programs
- e. Executive Order 12699 – Seismic Safety of Federal and Federally Assisted New Building Construction
- f. Executive Order 12898 – Environmental Justice
- g. Executive Order 14005 – Ensuring the Future Is Made in All of America by All of America's Workers.

#### **FEDERAL REGULATIONS**

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- a. 2 CFR Part 180 – OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement).
- b. 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.<sup>3,4</sup>
- c. 2 CFR Part 1200 – Nonprocurement Suspension and Debarment.
- d. 28 CFR Part 35 – Discrimination on the Basis of Disability in State and Local Government Services.
- e. 28 CFR § 50.3 – U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964.
- f. 29 CFR Part 1 – Procedures for predetermination of wage rates.<sup>1</sup>
- g. 29 CFR Part 3 – Contractors and subcontractors on public building or public work financed in whole or part by loans or grants from the United States.<sup>1</sup>



- h. 29 CFR Part 5 – Labor standards provisions applicable to contracts covering Federally financed and assisted construction (also labor standards provisions applicable to non-construction contracts subject to the Contract Work Hours and Safety Standards Act).<sup>1</sup>
- i. 41 CFR Part 60 – Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor (Federal and Federally assisted contracting requirements).<sup>1</sup>
- j. 49 CFR Part 20 – New restrictions on lobbying.
- k. 49 CFR Part 21 – Nondiscrimination in Federally-assisted programs of the Department of Transportation - effectuation of Title VI of the Civil Rights Act of 1964.
- l. 49 CFR Part 23 – Participation by Disadvantage Business Enterprise in Airport Concessions.
- m. 49 CFR Part 26 – Participation by Disadvantaged Business Enterprises in Department of Transportation Program.
- n. 49 CFR Part 27 – Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance.<sup>1</sup>
- o. 49 CFR Part 28 – Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities conducted by the Department of Transportation.
- p. 49 CFR Part 30 – Denial of public works contracts to suppliers of goods and services of countries that deny procurement market access to U.S. contractors.
- q. 49 CFR Part 32 – Government-wide Requirements for Drug-Free Workplace (Financial Assistance).
- r. 49 CFR Part 37 – Transportation Services for Individuals with Disabilities (ADA).
- s. 49 CFR Part 41 – Seismic safety of Federal and Federally assisted or regulated new building construction.

#### **FOOTNOTES TO ASSURANCE ACRGP ASSURANCE B.1.**

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- <sup>1</sup> These laws do not apply to airport planning sponsors.
- <sup>2</sup> These laws do not apply to private sponsors.
- <sup>3</sup> Cost principles established in 2 CFR Part 200 subpart E must be used as guidelines for determining the eligibility of specific types of expenses
- <sup>4</sup> Audit requirements established in 2 CFR Part 200 subpart F are the guidelines for audits.

#### **SPECIFIC ASSURANCES**

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Specific assurances required to be included in grant agreements by any of the above laws, regulations, or circulars are incorporated by reference in this Grant Agreement.

##### **1. Purpose Directly Related to the Airport**

It certifies that the reimbursement sought is for a purpose directly related to the airport.

##### **2. Responsibility and Authority of the Sponsor.**

###### **a. Public Agency Sponsor:**

It has legal authority to apply for this Grant, and to finance and carry out the proposed grant; that an official decision has been made by the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directing

and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

**b. Private Sponsor:**

It has legal authority to apply for this Grant and to finance and carry out the proposed Grant and comply with all terms, conditions, and assurances of this Grant Agreement. It shall designate an official representative and shall in writing direct and authorize that person to file this application, including all understandings and assurances contained therein; to act in connection with this application; and to provide such additional information as may be required.

**3. Good Title.**

It, a public agency or the Federal government, holds good title, satisfactory to the Secretary, to the landing area of the airport or site thereof, or will give assurance satisfactory to the Secretary that good title will be acquired.

**4. Preserving Rights and Powers.**

- a. It will not take or permit any action which would operate to deprive it of any of the rights and powers necessary to perform any or all of the terms, conditions, and assurances in this Grant Agreement without the written approval of the Secretary, and will act promptly to acquire, extinguish, or modify any outstanding rights or claims of right of others which would interfere with such performance by the sponsor. This shall be done in a manner acceptable to the Secretary.
- b. If the sponsor is a private sponsor, it will take steps satisfactory to the Secretary to ensure that the airport will continue to function as a public-use airport in accordance with this Grant Agreement.
- c. If an arrangement is made for management and operation of the airport by any agency or person other than the sponsor or an employee of the sponsor, the sponsor will reserve sufficient rights and authority to insure that the airport will be operated and maintained in accordance Title 49, United States Code, the regulations, and the terms and conditions of this Grant Agreement.

**5. Consistency with Local Plans.**

Any project undertaken by this Grant Agreement is reasonably consistent with plans (existing at the time of submission of the ACGRP application) of public agencies that are authorized by the State in which the project is located to plan for the development of the area surrounding the airport.

**6. Consideration of Local Interest.**

It has given fair consideration to the interest of communities in or near where any project undertaken by this Grant Agreement may be located.

**7. Consultation with Users.**

In making a decision to undertake any airport development project undertaken by this Grant Agreement, it has undertaken reasonable consultations with affected parties using the airport at which project is proposed.

**8. Pavement Preventative Maintenance.**

With respect to a project undertaken by this Grant Agreement for the replacement or reconstruction of pavement at the airport, it assures or certifies that it has implemented an effective airport pavement maintenance-management program and it assures that it will use such program for the useful life of any pavement constructed, reconstructed, or repaired with Federal financial assistance at the airport, including ACRGP funds provided under this Grant Agreement. It will provide such reports on pavement condition and pavement management programs as the Secretary determines may be useful.

**9. Accounting System, Audit, and Record Keeping Requirements.**

- a. It shall keep all Grant accounts and records which fully disclose the amount and disposition by the recipient of the proceeds of this Grant, the total cost of the Grant in connection with which this Grant is given or used, and the amount or nature of that portion of the cost of the Grant supplied by other sources, and such other financial records pertinent to the Grant. The accounts and records shall be kept in accordance with an accounting system that will facilitate an effective audit in accordance with the Single Audit Act of 1984.
- b. It shall make available to the Secretary and the Comptroller General of the United States, or any of their duly authorized representatives, for the purpose of audit and examination, any books, documents, papers, and records of the recipient that are pertinent to this Grant. The Secretary may require that an appropriate audit be conducted by a recipient. In any case in which an independent audit is made of the accounts of a sponsor relating to the disposition of the proceeds of a Grant or relating to the Grant in connection with which this Grant was given or used, it shall file a certified copy of such audit with the Comptroller General of the United States not later than six (6) months following the close of the fiscal year for which the audit was made.

**10. Minimum Wage Rates.**

It shall include, in all contracts in excess of \$2,000 for work on any projects funded under this grant agreement which involve labor, provisions establishing minimum rates of wages, to be predetermined by the Secretary of Labor, in accordance with the Davis-Bacon Act, as amended (40 U.S.C. 276a-276a-5), which contractors shall pay to skilled and unskilled labor, and such minimum rates shall be stated in the invitation for bids and shall be included in proposals or bids for the work.

**11. Veteran's Preference.**

It shall include in all contracts for work on any project funded under this grant agreement which involve labor, such provisions as are necessary to insure that, in the employment of labor (except in executive, administrative, and supervisory positions), preference shall be given to Vietnam era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns owned and controlled by disabled veterans as defined in Section 47112 of Title 49, United States Code. However, this preference shall apply only where the individuals are available and qualified to perform the work to which the employment relates.

**12. Operation and Maintenance.**

- a. The airport and all facilities which are necessary to serve the aeronautical users of the airport, other than facilities owned or controlled by the United States, shall be operated at all times in a safe and serviceable condition and in accordance with the minimum standards as may be required or prescribed by applicable Federal, state and local agencies for maintenance and

operation. It will not cause or permit any activity or action thereon which would interfere with its use for airport purposes. It will suitably operate and maintain the airport and all facilities thereon or connected therewith, with due regard to climatic and flood conditions. Any proposal to temporarily close the airport for non-aeronautical purposes must first be approved by the Secretary. In furtherance of this assurance, the sponsor will have in effect arrangements for-

1. Operating the airport's aeronautical facilities whenever required;
  2. Promptly marking and lighting hazards resulting from airport conditions, including temporary conditions; and
  3. Promptly notifying airmen of any condition affecting aeronautical use of the airport. Nothing contained herein shall be construed to require that the airport be operated for aeronautical use during temporary periods when snow, flood or other climatic conditions interfere with such operation and maintenance. Further, nothing herein shall be construed as requiring the maintenance, repair, restoration, or replacement of any structure or facility which is substantially damaged or destroyed due to an act of God or other condition or circumstance beyond the control of the sponsor.
- b. It will suitably operate and maintain noise compatibility program items that it owns or controls upon which Federal funds have been expended.

### **13. Hazard Removal and Mitigation.**

It will take appropriate action to assure that such terminal airspace as is required to protect instrument and visual operations to the airport (including established minimum flight altitudes) will be adequately cleared and protected by removing, lowering, relocating, marking, or lighting or otherwise mitigating existing airport hazards and by preventing the establishment or creation of future airport hazards.

### **14. Compatible Land Use.**

It will take appropriate action, to the extent reasonable, including the adoption of zoning laws, to restrict the use of land adjacent to or in the immediate vicinity of the airport to activities and purposes compatible with normal airport operations, including landing and takeoff of aircraft.

### **15. Exclusive Rights.**

The sponsor shall not grant an exclusive right to use an air navigation facility on which this Grant has been expended. However, providing services at an airport by only one fixed-based operator is not an exclusive right if—

- a. it is unreasonably costly, burdensome, or impractical for more than one fixed-based operator to provide the services; and
- b. allowing more than one fixed-based operator to provide the services requires a reduction in space leased under an agreement existing on September 3, 1982, between the operator and the airport.

### **16. Airport Revenues.**

- a. This Grant shall be available for any purpose for which airport revenues may lawfully be used to prevent, prepare for, and respond to coronavirus. Funds provided under this ACRGP Grant Agreement will only be expended for the capital or operating costs of the airport; the local airport system; or other local facilities which are owned or operated by the owner or operator of the airport(s) subject to this agreement and all applicable addendums for costs related to

operations, personnel, cleaning, sanitization, janitorial services, combating the spread of pathogens at the airport, and debt service payments as prescribed in the Act

- b. For airport development, 49 U.S.C. § 47133 applies.

#### **17. Reports and Inspections.**

It will:

- a. submit to the Secretary such annual or special financial and operations reports as the Secretary may reasonably request and make such reports available to the public; make available to the public at reasonable times and places a report of the airport budget in a format prescribed by the Secretary;
- b. in a format and time prescribed by the Secretary, provide to the Secretary and make available to the public following each of its fiscal years, an annual report listing in detail:
  1. all amounts paid by the airport to any other unit of government and the purposes for which each such payment was made; and
  2. all services and property provided by the airport to other units of government and the amount of compensation received for provision of each such service and property.

#### **18. Land for Federal Facilities.**

It will furnish without cost to the Federal Government for use in connection with any air traffic control or air navigation activities, or weather-reporting and communication activities related to air traffic control, any areas of land or water, or estate therein, or rights in buildings of the sponsor as the Secretary considers necessary or desirable for construction, operation, and maintenance at Federal expense of space or facilities for such purposes. Such areas or any portion thereof will be made available as provided herein within four months after receipt of a written request from the Secretary.

#### **19. Airport Layout Plan.**

- a. Subject to the FAA Reauthorization Act of 2018, Public Law 115-254, Section 163, it will keep up to date at all times an airport layout plan of the airport showing:
  1. boundaries of the airport and all proposed additions thereto, together with the boundaries of all offsite areas owned or controlled by the sponsor for airport purposes and proposed additions thereto;
  2. the location and nature of all existing and proposed airport facilities and structures (such as runways, taxiways, aprons, terminal buildings, hangars and roads), including all proposed extensions and reductions of existing airport facilities;
  3. the location of all existing and proposed non-aviation areas and of all existing improvements thereon; and
  4. all proposed and existing access points used to taxi aircraft across the airport's property boundary. Such airport layout plans and each amendment, revision, or modification thereof, shall be subject to the approval of the Secretary which approval shall be evidenced by the signature of a duly authorized representative of the Secretary on the face of the airport layout plan. The sponsor will not make or permit any changes or alterations in the airport or any of its facilities which are not in conformity with the airport layout plan

as approved by the Secretary and which might, in the opinion of the Secretary, adversely affect the safety, utility or efficiency of the airport.

- b. Subject to the FAA Reauthorization Act of 2018, Public Law 115-254, Section 163, if a change or alteration in the airport or the facilities is made which the Secretary determines adversely affects the safety, utility, or efficiency of any federally owned, leased, or funded property on or off the airport and which is not in conformity with the airport layout plan as approved by the Secretary, the owner or operator will, if requested, by the Secretary (1) eliminate such adverse effect in a manner approved by the Secretary; or (2) bear all costs of relocating such property (or replacement thereof) to a site acceptable to the Secretary and all costs of restoring such property (or replacement thereof) to the level of safety, utility, efficiency, and cost of operation existing before the unapproved change in the airport or its facilities except in the case of a relocation or replacement of an existing airport facility due to a change in the Secretary's design standards beyond the control of the airport sponsor.

## 20. Civil Rights.

It will promptly take any measures necessary to ensure that no person in the United States shall, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any activity conducted with, or benefiting from, funds received from this Grant.

- a. Using the definitions of activity, facility, and program as found and defined in §§ 21.23 (b) and 21.23 (e) of 49 CFR Part 21, the sponsor will facilitate all programs, operate all facilities, or conduct all programs in compliance with all non-discrimination requirements imposed by or pursuant to these assurances.

- b. Applicability

1. **Programs and Activities.** If the sponsor has received a grant (or other Federal assistance) for any of the sponsor's program or activities, these requirements extend to all of the sponsor's programs and activities
2. **Facilities.** Where it receives a grant or other Federal financial assistance to construct, expand, renovate, remodel, alter, or acquire a facility, or part of a facility, the assurance extends to the entire facility and facilities operated in connection therewith.
3. **Real Property.** Where the sponsor receives a grant or other Federal financial assistance in the form of, or for the acquisition of, real property or an interest in real property, the assurance will extend to rights to space on, over, or under such property.

- c. Duration

The sponsor agrees that it is obligated to this assurance for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the assurance obligates the sponsor, or any transferee for the longer of the following periods:

1. So long as the airport is used as an airport, or for another purpose involving the provision of similar services or benefits; or
2. So long as the sponsor retains ownership or possession of the property.

- d. Required Solicitation Language

It will include the following notification in all solicitations for bids, Requests for Proposals for work, or material under this Grant and in all proposals for agreements, including airport concessions, regardless of funding source:

"The Taylor County Board of County Commissioners, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, disadvantaged business enterprises and airport concession disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."

**e. Required Contract Provisions.**

1. It will insert the non-discrimination contract clauses requiring compliance with the acts and regulations relative to non-discrimination in Federally-assisted programs of the DOT, and incorporating the acts and regulations into the contracts by reference in every contract or agreement subject to the non-discrimination in Federally-assisted programs of the DOT Acts and regulations.
2. It will include a list of the pertinent non-discrimination authorities in every contract that is subject to the non-discrimination acts and regulations.
3. It will insert non-discrimination contract clauses as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a sponsor.
4. It will insert non-discrimination contract clauses prohibiting discrimination on the basis of race, color, national origin, creed, sex, age, or handicap as a covenant running with the land, in any future deeds, leases, license, permits, or similar instruments entered into by the sponsor with other parties:
  - A. For the subsequent transfer of real property acquired or improved under the applicable activity, grant, or program; and
  - B. For the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, grant, or program.
  - C. It will provide for such methods of administration for the program as are found by the Secretary to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the acts, the regulations, and this assurance.
  - D. It agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the acts, the regulations, and this assurance.

**21. Foreign Market Restrictions.**

It will not allow funds provided under this Grant to be used to fund any activity that uses any product or service of a foreign country during the period in which such foreign country is listed by the United States Trade Representative as denying fair and equitable market opportunities for products and suppliers of the United States in procurement and construction.

**22. Policies, Standards and Specifications.**

It will carry out any project funded under an Airport Coronavirus Relief Program Grant in accordance with policies, standards, and specifications approved by the Secretary including, but not limited to, current FAA Advisory Circulars for AIP projects, as of March 1, 2021, included in this grant, and in accordance with applicable state policies, standards, and specifications approved by the Secretary.

**23. Access By Intercity Buses.**

The airport owner or operator will permit, to the maximum extent practicable, intercity buses or other modes of transportation to have access to the airport; however, it has no obligation to fund special facilities for intercity buses or for other modes of transportation.

**24. Disadvantaged Business Enterprises.**

The sponsor shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any DOT-assisted contract covered by 49 CFR Part 26, or in the award and performance of any concession activity contract covered by 49 CFR Part 23. In addition, the sponsor shall not discriminate on the basis of race, color, national origin or sex in the administration of its Disadvantaged Business Enterprise (DBE) and Airport Concessions Disadvantaged Business Enterprise (ACDBE) programs or the requirements of 49 CFR Parts 23 and 26. The sponsor shall take all necessary and reasonable steps under 49 CFR Parts 23 and 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts, and/or concession contracts. The sponsor's DBE and ACDBE programs, as required by 49 CFR Parts 26 and 23, and as approved by DOT, are incorporated by reference in this agreement. Implementation of these programs is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the sponsor of its failure to carry out its approved program, the Department may impose sanctions as provided for under Parts 26 and 23 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1936 (31 U.S.C. 3801).

**25. Acquisition Thresholds.**

The FAA deems equipment to mean tangible personal property having a useful life greater than one year and a per-unit acquisition cost equal to or greater than \$5,000. Procurements by micro-purchase means the acquisition of goods or services for which the aggregate dollar amount does not exceed \$10,000, unless authorized in accordance with 2 CFR § 200.320. Procurement by small purchase procedures means those relatively simple and informal procurement methods for securing goods or services that do not exceed the \$250,000 threshold for simplified acquisitions.



**Current FAA Advisory Circulars Required for Use in AIP Funded and PFC  
Approved Projects**

View the most current Series 150 Advisory Circulars (ACs) for Airport Projects at  
[http://www.faa.gov/airports/resources/advisory\\_circulars](http://www.faa.gov/airports/resources/advisory_circulars) and  
[http://www.faa.gov/regulations\\_policies/advisory\\_circulars](http://www.faa.gov/regulations_policies/advisory_circulars)

**TAYLOR COUNTY BOARD OF COMMISSIONERS**

**County Commission Agenda Item**

**SUBJECT/TITLE:**



Board to review and approve the State of Florida Department of Environmental Protection (FDEP) Grant Agreement LW719 in the amount of \$200,000 for the renovation of Hodges Park at Keaton Beach.

**MEETING DATE REQUESTED:** May 18, 2021

**Statement of Issue:** The Board to review Grant Agreement LW719 in the amount of \$200,000 requesting funding assistance for the renovation of Hodges Park.

**Recommended Action:** Approve and execute Grant Agreement LW719.

**Fiscal Impact:** There is a dollar per dollar match with this grant as it is federal funds. The County will be using Restore Act (Deep Water Horizon) funds for the match.

**Budgeted Expense: Y/N** A budget will be prepared and submitted to the Finance Department. No funds will be expended until the County receives approval of Restore Act funds through the Gulf Consortium and the U. S. Department of Treasury. The Gulf Consortium will review the County's Grant application for the renovation of Hodges Park at the June 2021 Consortium meeting. The application will then be forwarded to the Department of Treasury for approval. The County anticipates Treasury approval in late fall 2021.

**Submitted By:** Melody Cox, Grants Writer

**Contact:** Melody Cox

**SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS**

**History, Facts & Issues:** The County has been awarded \$200,000 for the renovation of Hodges Park through the FDEP Land and Water Conservation Fund Grant Program (LWCF). The County had been awarded the grant in 2020 however, receipt of the contract was delayed due to tribal approval being delayed for federal grants being awarded through the LWCF program. The renovation includes; the demolition and reconstruction of restrooms, picnic pavilions, parking area

using permeable pavers, playground with shade coverings, beach improvements, and sand volleyball area.

The County had not applied for a LWCF grant in the past five years due to a match being required. The County was last awarded funding in 2014 for the development of Keaton Beach Coastal Park. The County provided a match in the amount of \$30,000 and the remainder of the match was provided by a Southeast Watershed Forum Grant, a Coastal Partnership Initiative Grant, and a U.S. Fish and Wildlife Service Grant.

**Attachments:**

**Standard Grant Agreement, Federal Funding  
Accountability and Transparency Act Form, Application  
Priority List**

**STATE OF FLORIDA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
Standard Grant Agreement**

This Agreement is entered into between the Parties named below, pursuant to Section 215.971, Florida Statutes:

1. Project Title (Project): Hodges Park at Keaton Beach Renovation Agreement Number: LW719

2. Parties State of Florida Department of Environmental Protection,  
3900 Commonwealth Boulevard  
Tallahassee, Florida 32399-3000 (Department)

Grantee Name: Taylor County Board of County Commissioners Entity Type: Local Government  
Grantee Address: 201 E. Green Street, Perry, FL 32347 FEID: 59-000879 (Grantee)

3. Agreement Begin Date: upon execution Date of Expiration: December 31, 2023

4. Project Number: LW719 Project Location(s): 21275 Keaton Beach Drive, Perry, FL 32348-0119  
(If different from Agreement Number)

Project Description: Renovation of playground with shade covering, beach access, restroom facilities and parking;  
add a picnic facility, sand volleyball court, nature study signage, security lighting, fishing pier boardwalk, sidewalk, and native landscaping.

5. Total Amount of Funding:	Funding Source?	Award #s or Line Item Appropriations:	Amount per Source(s):
<b>\$200,000.00</b>	<input type="checkbox"/> State <input checked="" type="checkbox"/> Federal	<b>Line Item No.1727, GAA, FY 2020-2021</b>	<b>\$200,000.00</b>
	<input type="checkbox"/> State <input type="checkbox"/> Federal		
	<input checked="" type="checkbox"/> Grantee Match		<b>\$200,000.00</b>
<b>Total Amount of Funding + Grantee Match, if any:</b>			<b>\$400,000.00</b>

6. Department's Grant Manager Name: Tamika Bass or successor  
Address: 3900 Commonwealth Blvd.  
MS# 585  
Tallahassee, FL 32399  
Phone: 850-245-2501  
Email: tamika.bass@floridadep.gov

Grantee's Grant Manager Name: Melody Cox or successor  
Address: 201 E. Green Street  
Perry, FL 32347  
Phone: 850-371-0377  
Email: melody.cox@taylorcountygov.com

7. The Parties agree to comply with the terms and conditions of the following attachments and exhibits which are hereby incorporated by reference:

<input checked="" type="checkbox"/> Attachment 1: Standard Terms and Conditions Applicable to All Grants Agreements
<input checked="" type="checkbox"/> Attachment 2: Special Terms and Conditions
<input checked="" type="checkbox"/> Attachment 3: Grant Work Plan
<input checked="" type="checkbox"/> Attachment 4: Public Records Requirements
<input checked="" type="checkbox"/> Attachment 5: Special Audit Requirements
<input checked="" type="checkbox"/> Attachment 6: Program-Specific Requirements
<input checked="" type="checkbox"/> Attachment 7: LW719 Grant Award Terms (Federal) *Copy available at <a href="https://facts.fldfs.com">https://facts.fldfs.com</a> , in accordance with §215.985, F.S.
<input checked="" type="checkbox"/> Attachment 8: Federal Regulations and Terms (Federal)
<input type="checkbox"/> Additional Attachments (if necessary):
<input checked="" type="checkbox"/> Exhibit A: Progress Report Form
<input type="checkbox"/> Exhibit B: Property Reporting Form
<input checked="" type="checkbox"/> Exhibit C: Payment Request Summary Form
<input type="checkbox"/> Exhibit D: Quality Assurance Requirements for Grants
<input type="checkbox"/> Exhibit E: Advance Payment Terms and Interest Earned Memo
<input type="checkbox"/> Additional Exhibits (if necessary):

8. The following information applies to Federal Grants only and is identified in accordance with 2 CFR 200.331(a)(1):

Federal Award Identification Number(s) (FAIN):	P20AP00461
Federal Award Date to Department:	1/1/21
Total Federal Funds Obligated by this Agreement:	\$200,000.00
Federal Awarding Agency:	National Park Service
Award R&D?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A

IN WITNESS WHEREOF, this Agreement shall be effective on the date indicated by the Agreement Begin Date above or the last date signed below, whichever is later.

Taylor County Board of County Commissioners

GRANTEE

Grantee Name

By

*(Authorized Signature)*

Date Signed

Print Name and Title of Person Signing

State of Florida Department of Environmental Protection

DEPARTMENT

By

Secretary or Designee

Date Signed

Callie DeHaven, Director, Division of State Lands

Print Name and Title of Person Signing

Additional signatures attached on separate page.

**STATE OF FLORIDA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
STANDARD TERMS AND CONDITIONS  
APPLICABLE TO GRANT AGREEMENTS**

**ATTACHMENT 1**

**1. Entire Agreement.**

This Grant Agreement, including any Attachments and Exhibits referred to herein and/or attached hereto (Agreement), constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior agreements, whether written or oral, with respect to such subject matter. Any terms and conditions included on Grantee's forms or invoices shall be null and void.

**2. Grant Administration.**

- a. Order of Precedence. If there are conflicting provisions among the documents that make up the Agreement, the order of precedence for interpretation of the Agreement is as follows:
- i. Standard Grant Agreement
  - ii. Attachments other than Attachment 1, in numerical order as designated in the Standard Grant Agreement
  - iii. Attachment 1, Standard Terms and Conditions
  - iv. The Exhibits in the order designated in the Standard Grant Agreement
- b. All approvals, written or verbal, and other written communication among the parties, including all notices, shall be obtained by or sent to the parties' Grant Managers. All written communication shall be by electronic mail, U.S. Mail, a courier delivery service, or delivered in person. Notices shall be considered delivered when reflected by an electronic mail read receipt, a courier service delivery receipt, other mail service delivery receipt, or when receipt is acknowledged by recipient. If the notice is delivered in multiple ways, the notice will be considered delivered at the earliest delivery time.
- c. If a different Grant Manager is designated by either party after execution of this Agreement, notice of the name and contact information of the new Grant Manager will be submitted in writing to the other party and maintained in the respective parties' records. A change of Grant Manager does not require a formal amendment or change order to the Agreement.
- d. This Agreement may be amended, through a formal amendment or a change order, only by a written agreement between both parties. A formal amendment to this Agreement is required for changes which cause any of the following: (1) an increase or decrease in the Agreement funding amount; (2) a change in Grantee's match requirements; (3) a change in the expiration date of the Agreement; and/or (4) changes to the cumulative amount of funding transfers between approved budget categories, as defined in Attachment 3, Grant Work Plan, that exceeds or is expected to exceed twenty percent (20%) of the total budget as last approved by Department. A change order to this Agreement may be used when: (1) task timelines within the current authorized Agreement period change; (2) the cumulative transfer of funds between approved budget categories, as defined in Attachment 3, Grant Work Plan, are less than twenty percent (20%) of the total budget as last approved by Department; (3) changing the current funding source as stated in the Standard Grant Agreement; and/or (4) fund transfers between budget categories for the purposes of meeting match requirements. This Agreement may be amended to provide for additional services if additional funding is made available by the Legislature.
- e. All days in this Agreement are calendar days unless otherwise specified.

**3. Agreement Duration.**

The term of the Agreement shall begin and end on the dates indicated in the Standard Grant Agreement, unless extended or terminated earlier in accordance with the applicable terms and conditions. The Grantee shall be eligible for reimbursement for work performed on or after the date of execution through the expiration date of this Agreement, unless otherwise specified in Attachment 2, Special Terms and Conditions. However, work performed prior to the execution of this Agreement may be reimbursable or used for match purposes if permitted by the Special Terms and Conditions.

**4. Deliverables.**

The Grantee agrees to render the services or other units of deliverables as set forth in Attachment 3, Grant Work Plan. The services or other units of deliverables shall be delivered in accordance with the schedule and at the pricing outlined in the Grant Work Plan. Deliverables may be comprised of activities that must be completed prior to Department making payment on that deliverable. The Grantee agrees to perform in accordance with the terms and conditions set forth in this Agreement and all attachments and exhibits incorporated by the Standard Grant Agreement.

## 5. Performance Measures.

The Grantee warrants that: (1) the services will be performed by qualified personnel; (2) the services will be of the kind and quality described in the Grant Work Plan; (3) the services will be performed in a professional and workmanlike manner in accordance with industry standards and practices; (4) the services shall not and do not knowingly infringe upon the intellectual property rights, or any other proprietary rights, of any third party; and (5) its employees, subcontractors, and/or subgrantees shall comply with any security and safety requirements and processes, if provided by Department, for work done at the Project Location(s). The Department reserves the right to investigate or inspect at any time to determine whether the services or qualifications offered by Grantee meet the Agreement requirements. Notwithstanding any provisions herein to the contrary, written acceptance of a particular deliverable does not foreclose Department's remedies in the event deficiencies in the deliverable cannot be readily measured at the time of delivery.

## 6. Acceptance of Deliverables.

- a. Acceptance Process. All deliverables must be received and accepted in writing by Department's Grant Manager before payment. The Grantee shall work diligently to correct all deficiencies in the deliverable that remain outstanding, within a reasonable time at Grantee's expense. If Department's Grant Manager does not accept the deliverables within 30 days of receipt, they will be deemed rejected.
- b. Rejection of Deliverables. The Department reserves the right to reject deliverables, as outlined in the Grant Work Plan, as incomplete, inadequate, or unacceptable due, in whole or in part, to Grantee's lack of satisfactory performance under the terms of this Agreement. The Grantee's efforts to correct the rejected deliverables will be at Grantee's sole expense. Failure to fulfill the applicable technical requirements or complete all tasks or activities in accordance with the Grant Work Plan will result in rejection of the deliverable and the associated invoice. Payment for the rejected deliverable will not be issued unless the rejected deliverable is made acceptable to Department in accordance with the Agreement requirements. The Department, at its option, may allow additional time within which Grantee may remedy the objections noted by Department. The Grantee's failure to make adequate or acceptable deliverables after a reasonable opportunity to do so shall constitute an event of default.

## 7. Financial Consequences for Nonperformance.

- a. Withholding Payment. In addition to the specific consequences explained in the Grant Work Plan and/or Special Terms and Conditions, the State of Florida (State) reserves the right to withhold payment when the Grantee has failed to perform/comply with provisions of this Agreement. None of the financial consequences for nonperformance in this Agreement as more fully described in the Grant Work Plan shall be considered penalties.
- b. Corrective Action Plan. If Grantee fails to correct all the deficiencies in a rejected deliverable within the specified timeframe, Department may, in its sole discretion, request that a proposed Corrective Action Plan (CAP) be submitted by Grantee to Department. The Department requests that Grantee specify the outstanding deficiencies in the CAP. All CAPs must be able to be implemented and performed in no more than sixty (60) calendar days.
  - i. The Grantee shall submit a CAP within ten (10) days of the date of the written request from Department. The CAP shall be sent to the Department's Grant Manager for review and approval. Within ten (10) days of receipt of a CAP, Department shall notify Grantee in writing whether the CAP proposed has been accepted. If the CAP is not accepted, Grantee shall have ten (10) days from receipt of Department letter rejecting the proposal to submit a revised proposed CAP. Failure to obtain Department approval of a CAP as specified above may result in Department's termination of this Agreement for cause as authorized in this Agreement.
  - ii. Upon Department's notice of acceptance of a proposed CAP, Grantee shall have ten (10) days to commence implementation of the accepted plan. Acceptance of the proposed CAP by Department does not relieve Grantee of any of its obligations under the Agreement. In the event the CAP fails to correct or eliminate performance deficiencies by Grantee, Department shall retain the right to require additional or further remedial steps, or to terminate this Agreement for failure to perform. No actions approved by Department or steps taken by Grantee shall preclude Department from subsequently asserting any deficiencies in performance. The Grantee shall continue to implement the CAP until all deficiencies are corrected. Reports on the progress of the CAP will be made to Department as requested by Department's Grant Manager.
  - iii. Failure to respond to a Department request for a CAP or failure to correct a deficiency in the performance of the Agreement as specified by Department may result in termination of the Agreement.

**8. Payment.**

- a. **Payment Process.** Subject to the terms and conditions established by the Agreement, the pricing per deliverable established by the Grant Work Plan, and the billing procedures established by Department, Department agrees to pay Grantee for services rendered in accordance with Section 215.422, Florida Statutes (F.S.).
- b. **Taxes.** The Department is exempted from payment of State sales, use taxes and Federal excise taxes. The Grantee, however, shall not be exempted from paying any taxes that it is subject to, including State sales and use taxes, or for payment by Grantee to suppliers for taxes on materials used to fulfill its contractual obligations with Department. The Grantee shall not use Department's exemption number in securing such materials. The Grantee shall be responsible and liable for the payment of all its FICA/Social Security and other taxes resulting from this Agreement.
- c. **Maximum Amount of Agreement.** The maximum amount of compensation under this Agreement, without an amendment, is described in the Standard Grant Agreement. Any additional funds necessary for the completion of this Project are the responsibility of Grantee.
- d. **Reimbursement for Costs.** The Grantee shall be paid on a cost reimbursement basis for all eligible Project costs upon the completion, submittal, and approval of each deliverable identified in the Grant Work Plan. Reimbursement shall be requested on Exhibit C, Payment Request Summary Form. To be eligible for reimbursement, costs must be in compliance with laws, rules, and regulations applicable to expenditures of State funds, including, but not limited to, the Reference Guide for State Expenditures, which can be accessed at the following web address:  
<https://www.myfloridacfo.com/Division/AA/Manuals/documents/ReferenceGuideforStateExpenditures.pdf>.
- e. **Invoice Detail.** All charges for services rendered or for reimbursement of expenses authorized by Department pursuant to the Grant Work Plan shall be submitted to Department in sufficient detail for a proper pre-audit and post-audit to be performed. The Grantee shall only invoice Department for deliverables that are completed in accordance with the Grant Work Plan.
- f. **Interim Payments.** Interim payments may be made by Department, at its discretion, if the completion of deliverables to date have first been accepted in writing by Department's Grant Manager.
- g. **Final Payment Request.** A final payment request should be submitted to Department no later than sixty (60) days following the expiration date of the Agreement to ensure the availability of funds for payment. However, all work performed pursuant to the Grant Work Plan must be performed on or before the expiration date of the Agreement.
- h. **Annual Appropriation Contingency.** The State's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. This Agreement is not a commitment of future appropriations. Authorization for continuation and completion of work and any associated payments may be rescinded, with proper notice, at the discretion of Department if the Legislature reduces or eliminates appropriations.
- i. **Interest Rates.** All interest rates charged under the Agreement shall be calculated on the prevailing rate used by the State Board of Administration. To obtain the applicable interest rate, please refer to:  
[www.myfloridacfo.com/Division/AA/Vendors/default.htm](http://www.myfloridacfo.com/Division/AA/Vendors/default.htm).
- j. **Refund of Payments to the Department.** Any balance of unobligated funds that have been advanced or paid must be refunded to Department. Any funds paid in excess of the amount to which Grantee or subgrantee is entitled under the terms of the Agreement must be refunded to Department. If this Agreement is funded with federal funds and the Department is required to refund the federal government, the Grantee shall refund the Department its share of those funds.

**9. Documentation Required for Cost Reimbursement Grant Agreements and Match.**

If Cost Reimbursement or Match is authorized in Attachment 2, Special Terms and Conditions, the following conditions apply. Supporting documentation must be provided to substantiate cost reimbursement or match requirements for the following budget categories:

- a. **Salary/Wages.** Grantee shall list personnel involved, position classification, direct salary rates, and hours spent on the Project in accordance with Attachment 3, Grant Work Plan in their documentation for reimbursement or match requirements.
- b. **Overhead/Indirect/General and Administrative Costs.** If Grantee is being reimbursed for or claiming match for multipliers, all multipliers used (i.e., fringe benefits, overhead, indirect, and/or general and administrative rates) shall be supported by audit. If Department determines that multipliers charged by Grantee exceeded the rates supported by audit, Grantee shall be required to reimburse such funds to Department within thirty (30) days of written notification. Interest shall be charged on the excessive rate.



- c. Contractual Costs (Subcontractors). Match or reimbursement requests for payments to subcontractors must be substantiated by copies of invoices with backup documentation identical to that required from Grantee. Subcontracts which involve payments for direct salaries shall clearly identify the personnel involved, salary rate per hour, and hours spent on the Project. All eligible multipliers used (i.e., fringe benefits, overhead, indirect, and/or general and administrative rates) shall be supported by audit. If Department determines that multipliers charged by any subcontractor exceeded the rates supported by audit, Grantee shall be required to reimburse such funds to Department within thirty (30) days of written notification. Interest shall be charged on the excessive rate. Nonconsumable and/or nonexpendable personal property or equipment costing \$5,000 or more purchased for the Project under a subcontract is subject to the requirements set forth in Chapters 273 and/or 274, F.S., and Chapter 69I-72, Florida Administrative Code (F.A.C.) and/or Chapter 69I-73, F.A.C., as applicable. The Grantee shall be responsible for maintaining appropriate property records for any subcontracts that include the purchase of equipment as part of the delivery of services. The Grantee shall comply with this requirement and ensure its subcontracts issued under this Agreement, if any, impose this requirement, in writing, on its subcontractors.
- i. For fixed-price (vendor) subcontracts, the following provisions shall apply: The Grantee may award, on a competitive basis, fixed-price subcontracts to consultants/contractors in performing the work described in Attachment 3, Grant Work Plan. Invoices submitted to Department for fixed-price subcontracted activities shall be supported with a copy of the subcontractor's invoice and a copy of the tabulation form for the competitive procurement process (e.g., Invitation to Bid, Request for Proposals, or other similar competitive procurement document) resulting in the fixed-price subcontract. The Grantee may request approval from Department to award a fixed-price subcontract resulting from procurement methods other than those identified above. In this instance, Grantee shall request the advance written approval from Department's Grant Manager of the fixed price negotiated by Grantee. The letter of request shall be supported by a detailed budget and Scope of Services to be performed by the subcontractor. Upon receipt of Department Grant Manager's approval of the fixed-price amount, Grantee may proceed in finalizing the fixed-price subcontract.
  - ii. If the procurement is subject to the Consultant's Competitive Negotiation Act under section 287.055, F.S. or the Brooks Act, Grantee must provide documentation clearly evidencing it has complied with the statutory or federal requirements.
- d. Travel. All requests for match or reimbursement of travel expenses shall be in accordance with Section 112.061, F.S.
- e. Direct Purchase Equipment. For the purposes of this Agreement, Equipment is defined as capital outlay costing \$5,000 or more. Match or reimbursement for Grantee's direct purchase of equipment is subject to specific approval of Department, and does not include any equipment purchased under the delivery of services to be completed by a subcontractor. Include copies of invoices or receipts to document purchases, and a properly completed Exhibit B, Property Reporting Form.
- f. Rental/Lease of Equipment. Match or reimbursement requests for rental/lease of equipment must include copies of invoices or receipts to document charges.
- g. Miscellaneous/Other Expenses. If miscellaneous or other expenses, such as materials, supplies, non-excluded phone expenses, reproduction, or mailing, are reimbursable or available for match or reimbursement under the terms of this Agreement, the documentation supporting these expenses must be itemized and include copies of receipts or invoices. Additionally, independent of Grantee's contract obligations to its subcontractor, Department shall not reimburse any of the following types of charges: cell phone usage; attorney's fees or court costs; civil or administrative penalties; or handling fees, such as set percent overages associated with purchasing supplies or equipment.
- h. Land Acquisition. Reimbursement for the costs associated with acquiring interest and/or rights to real property (including access rights through ingress/egress easements, leases, license agreements, or other site access agreements; and/or obtaining record title ownership of real property through purchase) must be supported by the following, as applicable: Copies of Property Appraisals, Environmental Site Assessments, Surveys and Legal Descriptions, Boundary Maps, Acreage Certification, Title Search Reports, Title Insurance, Closing Statements/Documents, Deeds, Leases, Easements, License Agreements, or other legal instrument documenting acquired property interest and/or rights. If land acquisition costs are used to meet match requirements, Grantee agrees that those funds shall not be used as match for any other Agreement supported by State or Federal funds.
- 10. Status Reports.**  
The Grantee shall submit status reports quarterly, unless otherwise specified in the Attachments, on Exhibit A, Progress Report Form, to Department's Grant Manager describing the work performed during the reporting period, problems encountered, problem resolutions, scheduled updates, and proposed work for the next reporting

period. Quarterly status reports are due no later than twenty (20) days following the completion of the quarterly reporting period. For the purposes of this reporting requirement, the quarterly reporting periods end on March 31, June 30, September 30 and December 31. The Department will review the required reports submitted by Grantee within thirty (30) days.

#### **11. Retainage.**

The following provisions apply if Department withholds retainage under this Agreement:

- a. The Department reserves the right to establish the amount and application of retainage on the work performed under this Agreement up to the maximum percentage described in Attachment 2, Special Terms and Conditions. Retainage may be withheld from each payment to Grantee pending satisfactory completion of work and approval of all deliverables.
- b. If Grantee fails to perform the requested work, or fails to perform the work in a satisfactory manner, Grantee shall forfeit its right to payment of the retainage associated with the work. Failure to perform includes, but is not limited to, failure to submit the required deliverables or failure to provide adequate documentation that the work was actually performed. The Department shall provide written notification to Grantee of the failure to perform that shall result in retainage forfeiture. If the Grantee does not correct the failure to perform within the timeframe stated in Department's notice, the retainage will be forfeited to Department.
- c. No retainage shall be released or paid for incomplete work while this Agreement is suspended.
- d. Except as otherwise provided above, Grantee shall be paid the retainage associated with the work, provided Grantee has completed the work and submits an invoice for retainage held in accordance with the invoicing procedures under this Agreement.

#### **12. Insurance.**

- a. Insurance Requirements for Sub-Grantees and/or Subcontractors. The Grantee shall require its sub-grantees and/or subcontractors, if any, to maintain insurance coverage of such types and with such terms and limits as described in this Agreement. The Grantee shall require all its sub-grantees and/or subcontractors, if any, to make compliance with the insurance requirements of this Agreement a condition of all contracts that are related to this Agreement. Sub-grantees and/or subcontractors must provide proof of insurance upon request.
- b. Deductibles. The Department shall be exempt from, and in no way liable for, any sums of money representing a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the Grantee providing such insurance.
- c. Proof of Insurance. Upon execution of this Agreement, Grantee shall provide Department documentation demonstrating the existence and amount for each type of applicable insurance coverage *prior to* performance of any work under this Agreement. Upon receipt of written request from Department, Grantee shall furnish Department with proof of applicable insurance coverage by standard form certificates of insurance, a self-insured authorization, or other certification of self-insurance.
- d. Duty to Maintain Coverage. In the event that any applicable coverage is cancelled by the insurer for any reason, or if Grantee cannot get adequate coverage, Grantee shall immediately notify Department of such cancellation and shall obtain adequate replacement coverage conforming to the requirements herein and provide proof of such replacement coverage within ten (10) days after the cancellation of coverage.
- e. Insurance Trust. If the Grantee's insurance is provided through an insurance trust, the Grantee shall instead add the Department of Environmental Protection, its employees, and officers as an additional covered party everywhere the Agreement requires them to be added as an additional insured.

#### **13. Termination.**

- a. Termination for Convenience. When it is in the State's best interest, Department may, at its sole discretion, terminate the Agreement in whole or in part by giving 30 days' written notice to Grantee. The Department shall notify Grantee of the termination for convenience with instructions as to the effective date of termination or the specific stage of work at which the Agreement is to be terminated. The Grantee must submit all invoices for work to be paid under this Agreement within thirty (30) days of the effective date of termination. The Department shall not pay any invoices received after thirty (30) days of the effective date of termination.
- b. Termination for Cause. The Department may terminate this Agreement if any of the events of default described in the Events of Default provisions below occur or in the event that Grantee fails to fulfill any of its other obligations under this Agreement. If, after termination, it is determined that Grantee was not in default, or that the default was excusable, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of Department. The rights and remedies of Department in this clause are in addition to any other rights and remedies provided by law or under this Agreement.
- c. Grantee Obligations upon Notice of Termination. After receipt of a notice of termination or partial termination unless as otherwise directed by Department, Grantee shall not furnish any service or deliverable on the date, and

to the extent specified, in the notice. However, Grantee shall continue work on any portion of the Agreement not terminated. If the Agreement is terminated before performance is completed, Grantee shall be paid only for that work satisfactorily performed for which costs can be substantiated. The Grantee shall not be entitled to recover any cancellation charges or lost profits.

- d. Continuation of Prepaid Services. If Department has paid for any services prior to the expiration, cancellation, or termination of the Agreement, Grantee shall continue to provide Department with those services for which it has already been paid or, at Department's discretion, Grantee shall provide a refund for services that have been paid for but not rendered.
- e. Transition of Services Upon Termination, Expiration, or Cancellation of the Agreement. If services provided under the Agreement are being transitioned to another provider(s), Grantee shall assist in the smooth transition of Agreement services to the subsequent provider(s). This requirement is at a minimum an affirmative obligation to cooperate with the new provider(s), however additional requirements may be outlined in the Grant Work Plan. The Grantee shall not perform any services after Agreement expiration or termination, except as necessary to complete the transition or continued portion of the Agreement, if any.

#### **14. Notice of Default.**

If Grantee defaults in the performance of any covenant or obligation contained in the Agreement, including, any of the events of default, Department shall provide notice to Grantee and an opportunity to cure that is reasonable under the circumstances. This notice shall state the nature of the failure to perform and provide a time certain for correcting the failure. The notice will also provide that, should the Grantee fail to perform within the time provided, Grantee will be found in default, and Department may terminate the Agreement effective as of the date of receipt of the default notice.

#### **15. Events of Default.**

Provided such failure is not the fault of Department or outside the reasonable control of Grantee, the following non-exclusive list of events, acts, or omissions, shall constitute events of default:

- a. The commitment of any material breach of this Agreement by Grantee, including failure to timely deliver a material deliverable, failure to perform the minimal level of services required for a deliverable, discontinuance of the performance of the work, failure to resume work that has been discontinued within a reasonable time after notice to do so, or abandonment of the Agreement;
- b. The commitment of any material misrepresentation or omission in any materials, or discovery by the Department of such, made by the Grantee in this Agreement or in its application for funding;
- c. Failure to submit any of the reports required by this Agreement or having submitted any report with incorrect, incomplete, or insufficient information;
- d. Failure to honor any term of the Agreement;
- e. Failure to abide by any statutory, regulatory, or licensing requirement, including an entry of an order revoking the certificate of authority granted to the Grantee by a state or other licensing authority;
- f. Failure to pay any and all entities, individuals, and furnishing labor or materials, or failure to make payment to any other entities as required by this Agreement;
- g. Employment of an unauthorized alien in the performance of the work, in violation of Section 274 (A) of the Immigration and Nationality Act;
- h. Failure to maintain the insurance required by this Agreement;
- i. One or more of the following circumstances, uncorrected for more than thirty (30) days unless, within the specified 30-day period, Grantee (including its receiver or trustee in bankruptcy) provides to Department adequate assurances, reasonably acceptable to Department, of its continuing ability and willingness to fulfill its obligations under the Agreement:
  - i. Entry of an order for relief under Title 11 of the United States Code;
  - ii. The making by Grantee of a general assignment for the benefit of creditors;
  - iii. The appointment of a general receiver or trustee in bankruptcy of Grantee's business or property; and/or
  - iv. An action by Grantee under any state insolvency or similar law for the purpose of its bankruptcy, reorganization, or liquidation.

#### **16. Suspension of Work.**

The Department may, in its sole discretion, suspend any or all activities under the Agreement, at any time, when it is in the best interest of the State to do so. The Department shall provide Grantee written notice outlining the particulars of suspension. Examples of reasons for suspension include, but are not limited to, budgetary constraints, declaration of emergency, or other such circumstances. After receiving a suspension notice, Grantee shall comply with the notice. Within 90 days, or any longer period agreed to by the parties, Department shall either: (1) issue a notice authorizing

resumption of work, at which time activity shall resume; or (2) terminate the Agreement. If the Agreement is terminated after 30 days of suspension, the notice of suspension shall be deemed to satisfy the thirty (30) days' notice required for a notice of termination for convenience. Suspension of work shall not entitle Grantee to any additional compensation.

**17. Force Majeure.**

The Grantee shall not be responsible for delay resulting from its failure to perform if neither the fault nor the negligence of Grantee or its employees or agents contributed to the delay and the delay is due directly to acts of God, wars, acts of public enemies, strikes, fires, floods, or other similar cause wholly beyond Grantee's control, or for any of the foregoing that affect subcontractors or suppliers if no alternate source of supply is available to Grantee. In case of any delay Grantee believes is excusable, Grantee shall notify Department in writing of the delay or potential delay and describe the cause of the delay either (1) within ten days after the cause that creates or will create the delay first arose, if Grantee could reasonably foresee that a delay could occur as a result; or (2) if delay is not reasonably foreseeable, within five days after the date Grantee first had reason to believe that a delay could result. **THE FOREGOING SHALL CONSTITUTE THE GRANTEE'S SOLE REMEDY OR EXCUSE WITH RESPECT TO DELAY.** Providing notice in strict accordance with this paragraph is a condition precedent to such remedy. No claim for damages, other than for an extension of time, shall be asserted against Department. The Grantee shall not be entitled to an increase in the Agreement price or payment of any kind from Department for direct, indirect, consequential, impact or other costs, expenses or damages, including but not limited to costs of acceleration or inefficiency, arising because of delay, disruption, interference, or hindrance from any cause whatsoever. If performance is suspended or delayed, in whole or in part, due to any of the causes described in this paragraph, after the causes have ceased to exist Grantee shall perform at no increased cost, unless Department determines, in its sole discretion, that the delay will significantly impair the value of the Agreement to Department, in which case Department may: (1) accept allocated performance or deliveries from Grantee, provided that Grantee grants preferential treatment to Department with respect to products subjected to allocation; (2) contract with other sources (without recourse to and by Grantee for the related costs and expenses) to replace all or part of the products or services that are the subject of the delay, which purchases may be deducted from the Agreement quantity; or (3) terminate Agreement in whole or in part.

**18. Indemnification.**

- a. The Grantee shall be fully liable for the actions of its agents, employees, partners, or subcontractors and shall fully indemnify, defend, and hold harmless Department and its officers, agents, and employees, from suits, actions, damages, and costs of every name and description arising from or relating to:
  - i. personal injury and damage to real or personal tangible property alleged to be caused in whole or in part by Grantee, its agents, employees, partners, or subcontractors; provided, however, that Grantee shall not indemnify for that portion of any loss or damages proximately caused by the negligent act or omission of Department;
  - ii. the Grantee's breach of this Agreement or the negligent acts or omissions of Grantee.
- b. The Grantee's obligations under the preceding paragraph with respect to any legal action are contingent upon Department giving Grantee: (1) written notice of any action or threatened action; (2) the opportunity to take over and settle or defend any such action at Grantee's sole expense; and (3) assistance in defending the action at Grantee's sole expense. The Grantee shall not be liable for any cost, expense, or compromise incurred or made by Department in any legal action without Grantee's prior written consent, which shall not be unreasonably withheld.
- c. Notwithstanding sections a. and b. above, the following is the sole indemnification provision that applies to Grantees that are governmental entities: Each party hereto agrees that it shall be solely responsible for the negligent or wrongful acts of its employees and agents. However, nothing contained herein shall constitute a waiver by either party of its sovereign immunity or the provisions of Section 768.28, F.S. Further, nothing herein shall be construed as consent by a state agency or subdivision of the State to be sued by third parties in any matter arising out of any contract or this Agreement.
- d. No provision in this Agreement shall require Department to hold harmless or indemnify Grantee, insure or assume liability for Grantee's negligence, waive Department's sovereign immunity under the laws of Florida, or otherwise impose liability on Department for which it would not otherwise be responsible. Any provision, implication or suggestion to the contrary is null and void.

**19. Limitation of Liability.**

The Department's liability for any claim arising from this Agreement is limited to compensatory damages in an amount no greater than the sum of the unpaid balance of compensation due for goods or services rendered pursuant to and in compliance with the terms of the Agreement. Such liability is further limited to a cap of \$100,000.

## **20. Remedies.**

Nothing in this Agreement shall be construed to make Grantee liable for force majeure events. Nothing in this Agreement, including financial consequences for nonperformance, shall limit Department's right to pursue its remedies for other types of damages under the Agreement, at law or in equity. The Department may, in addition to other remedies available to it, at law or in equity and upon notice to Grantee, retain such monies from amounts due Grantee as may be necessary to satisfy any claim for damages, penalties, costs and the like asserted by or against it.

## **21. Waiver.**

The delay or failure by Department to exercise or enforce any of its rights under this Agreement shall not constitute or be deemed a waiver of Department's right thereafter to enforce those rights, nor shall any single or partial exercise of any such right preclude any other or further exercise thereof or the exercise of any other right.

## **22. Statutory Notices Relating to Unauthorized Employment and Subcontracts.**

- a. The Department shall consider the employment by any Grantee of unauthorized aliens a violation of Section 274A(e) of the Immigration and Nationality Act. If Grantee/subcontractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this Agreement. The Grantee shall be responsible for including this provision in all subcontracts with private organizations issued as a result of this Agreement.
- b. Pursuant to Sections 287.133 and 287.134, F.S., the following restrictions apply to persons placed on the convicted vendor list or the discriminatory vendor list:
  - i. **Public Entity Crime.** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a Grantee, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, F.S., for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.
  - ii. **Discriminatory Vendors.** An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity.
  - iii. **Notification.** The Grantee shall notify Department if it or any of its suppliers, subcontractors, or consultants have been placed on the convicted vendor list or the discriminatory vendor list during the life of the Agreement. The Florida Department of Management Services is responsible for maintaining the discriminatory vendor list and posts the list on its website. Questions regarding the discriminatory vendor list may be directed to the Florida Department of Management Services, Office of Supplier Diversity, at (850) 487-0915.

## **23. Compliance with Federal, State and Local Laws.**

- a. The Grantee and all its agents shall comply with all federal, state and local regulations, including, but not limited to, nondiscrimination, wages, social security, workers' compensation, licenses, and registration requirements. The Grantee shall include this provision in all subcontracts issued as a result of this Agreement.
- b. No person, on the grounds of race, creed, color, religion, national origin, age, gender, or disability, shall be excluded from participation in; be denied the proceeds or benefits of; or be otherwise subjected to discrimination in performance of this Agreement.
- c. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida.
- d. Any dispute concerning performance of the Agreement shall be processed as described herein. Jurisdiction for any damages arising under the terms of the Agreement will be in the courts of the State, and venue will be in the Second Judicial Circuit, in and for Leon County. Except as otherwise provided by law, the parties agree to be responsible for their own attorney fees incurred in connection with disputes arising under the terms of this Agreement.

## **24. Scrutinized Companies.**

- a. Grantee certifies that it is not on the Scrutinized Companies that Boycott Israel List or engaged in a boycott of Israel. Pursuant to Section 287.135, F.S., the Department may immediately terminate this Agreement at its sole

- option if the Grantee is found to have submitted a false certification; or if the Grantee is placed on the Scrutinized Companies that Boycott Israel List or is engaged in the boycott of Israel during the term of the Agreement.
- b. If this Agreement is for more than one million dollars, the Grantee certifies that it is also not on the Scrutinized Companies with Activities in Sudan, Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaged with business operations in Cuba or Syria as identified in Section 287.135, F.S. Pursuant to Section 287.135, F.S., the Department may immediately terminate this Agreement at its sole option if the Grantee is found to have submitted a false certification; or if the Grantee is placed on the Scrutinized Companies with Activities in Sudan List, or Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaged with business operations in Cuba or Syria during the term of the Agreement.
  - c. As provided in Subsection 287.135(8), F.S., if federal law ceases to authorize these contracting prohibitions then they shall become inoperative.

**25. Lobbying and Integrity.**

The Grantee agrees that no funds received by it under this Agreement will be expended for the purpose of lobbying the Legislature or a State agency pursuant to Section 216.347, F.S., except that pursuant to the requirements of Section 287.058(6), F.S., during the term of any executed agreement between Grantee and the State, Grantee may lobby the executive or legislative branch concerning the scope of services, performance, term, or compensation regarding that agreement. The Grantee shall comply with Sections 11.062 and 216.347, F.S.

**26. Record Keeping.**

The Grantee shall maintain books, records and documents directly pertinent to performance under this Agreement in accordance with United States generally accepted accounting principles (US GAAP) consistently applied. The Department, the State, or their authorized representatives shall have access to such records for audit purposes during the term of this Agreement and for five (5) years following the completion date or termination of the Agreement. In the event that any work is subcontracted, Grantee shall similarly require each subcontractor to maintain and allow access to such records for audit purposes. Upon request of Department's Inspector General, or other authorized State official, Grantee shall provide any type of information the Inspector General deems relevant to Grantee's integrity or responsibility. Such information may include, but shall not be limited to, Grantee's business or financial records, documents, or files of any type or form that refer to or relate to Agreement. The Grantee shall retain such records for the longer of: (1) three years after the expiration of the Agreement; or (2) the period required by the General Records Schedules maintained by the Florida Department of State (available at: <http://dos.myflorida.com/library-archives/records-management/general-records-schedules/>).

**27. Audits.**

- a. Inspector General. The Grantee understands its duty, pursuant to Section 20.055(5), F.S., to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing. The Grantee will comply with this duty and ensure that its sub-grantees and/or subcontractors issued under this Agreement, if any, impose this requirement, in writing, on its sub-grantees and/or subcontractors, respectively.
- b. Physical Access and Inspection. Department personnel shall be given access to and may observe and inspect work being performed under this Agreement, with reasonable notice and during normal business hours, including by any of the following methods:
  - i. Grantee shall provide access to any location or facility on which Grantee is performing work, or storing or staging equipment, materials or documents;
  - ii. Grantee shall permit inspection of any facility, equipment, practices, or operations required in performance of any work pursuant to this Agreement; and,
  - iii. Grantee shall allow and facilitate sampling and monitoring of any substances, soils, materials or parameters at any location reasonable or necessary to assure compliance with any work or legal requirements pursuant to this Agreement.
- c. Special Audit Requirements. The Grantee shall comply with the applicable provisions contained in Attachment 5, Special Audit Requirements. Each amendment that authorizes a funding increase or decrease shall include an updated copy of Exhibit 1, to Attachment 5. If Department fails to provide an updated copy of Exhibit 1 to include in each amendment that authorizes a funding increase or decrease, Grantee shall request one from the Department's Grants Manager. The Grantee shall consider the type of financial assistance (federal and/or state) identified in Attachment 5, Exhibit 1 and determine whether the terms of Federal and/or Florida Single Audit Act Requirements may further apply to lower tier transactions that may be a result of this Agreement. For federal financial assistance, Grantee shall utilize the guidance provided under 2 CFR §200.330 for determining whether the relationship represents that of a subrecipient or vendor. For State financial assistance, Grantee shall utilize the form entitled "Checklist for Nonstate Organizations Recipient/Subrecipient vs Vendor Determination" (form

number DFS-A2-NS) that can be found under the "Links/Forms" section appearing at the following website: <https://apps.fldfs.com/fsaa>.

- d. **Proof of Transactions.** In addition to documentation provided to support cost reimbursement as described herein, Department may periodically request additional proof of a transaction to evaluate the appropriateness of costs to the Agreement pursuant to State guidelines (including cost allocation guidelines) and federal, if applicable. Allowable costs and uniform administrative requirements for federal programs can be found under 2 CFR 200. The Department may also request a cost allocation plan in support of its multipliers (overhead, indirect, general administrative costs, and fringe benefits). The Grantee must provide the additional proof within thirty (30) days of such request.
- e. **No Commingling of Funds.** The accounting systems for all Grantees must ensure that these funds are not commingled with funds from other agencies. Funds from each agency must be accounted for separately. Grantees are prohibited from commingling funds on either a program-by-program or a project-by-project basis. Funds specifically budgeted and/or received for one project may not be used to support another project. Where a Grantee's, or subrecipient's, accounting system cannot comply with this requirement, Grantee, or subrecipient, shall establish a system to provide adequate fund accountability for each project it has been awarded.
  - i. If Department finds that these funds have been commingled, Department shall have the right to demand a refund, either in whole or in part, of the funds provided to Grantee under this Agreement for non-compliance with the material terms of this Agreement. The Grantee, upon such written notification from Department shall refund, and shall forthwith pay to Department, the amount of money demanded by Department. Interest on any refund shall be calculated based on the prevailing rate used by the State Board of Administration. Interest shall be calculated from the date(s) the original payment(s) are received from Department by Grantee to the date repayment is made by Grantee to Department.
  - ii. In the event that the Grantee recovers costs, incurred under this Agreement and reimbursed by Department, from another source(s), Grantee shall reimburse Department for all recovered funds originally provided under this Agreement and interest shall be charged for those recovered costs as calculated on from the date(s) the payment(s) are recovered by Grantee to the date repayment is made to Department.
  - iii. Notwithstanding the requirements of this section, the above restrictions on commingling funds do not apply to agreements where payments are made purely on a cost reimbursement basis.

#### **28. Conflict of Interest.**

The Grantee covenants that it presently has no interest and shall not acquire any interest which would conflict in any manner or degree with the performance of services required.

#### **29. Independent Contractor.**

The Grantee is an independent contractor and is not an employee or agent of Department.

#### **30. Subcontracting.**

- a. Unless otherwise specified in the Special Terms and Conditions, all services contracted for are to be performed solely by Grantee.
- b. The Department may, for cause, require the replacement of any Grantee employee, subcontractor, or agent. For cause, includes, but is not limited to, technical or training qualifications, quality of work, change in security status, or non-compliance with an applicable Department policy or other requirement.
- c. The Department may, for cause, deny access to Department's secure information or any facility by any Grantee employee, subcontractor, or agent.
- d. The Department's actions under paragraphs b. or c. shall not relieve Grantee of its obligation to perform all work in compliance with the Agreement. The Grantee shall be responsible for the payment of all monies due under any subcontract. The Department shall not be liable to any subcontractor for any expenses or liabilities incurred under any subcontract and Grantee shall be solely liable to the subcontractor for all expenses and liabilities incurred under any subcontract.
- e. The Department will not deny Grantee's employees, subcontractors, or agents access to meetings within the Department's facilities, unless the basis of Department's denial is safety or security considerations.
- f. The Department supports diversity in its procurement program and requests that all subcontracting opportunities afforded by this Agreement embrace diversity enthusiastically. The award of subcontracts should reflect the full diversity of the citizens of the State. A list of minority-owned firms that could be offered subcontracting opportunities may be obtained by contacting the Office of Supplier Diversity at (850) 487-0915.
- g. The Grantee shall not be liable for any excess costs for a failure to perform, if the failure to perform is caused by the default of a subcontractor at any tier, and if the cause of the default is completely beyond the control of both

Grantee and the subcontractor(s), and without the fault or negligence of either, unless the subcontracted products or services were obtainable from other sources in sufficient time for Grantee to meet the required delivery schedule.

**31. Guarantee of Parent Company.**

If Grantee is a subsidiary of another corporation or other business entity, Grantee asserts that its parent company will guarantee all of the obligations of Grantee for purposes of fulfilling the obligations of Agreement. In the event Grantee is sold during the period the Agreement is in effect, Grantee agrees that it will be a requirement of sale that the new parent company guarantee all of the obligations of Grantee.

**32. Survival.**

The respective obligations of the parties, which by their nature would continue beyond the termination or expiration of this Agreement, including without limitation, the obligations regarding confidentiality, proprietary interests, and public records, shall survive termination, cancellation, or expiration of this Agreement.

**33. Third Parties.**

The Department shall not be deemed to assume any liability for the acts, failures to act or negligence of Grantee, its agents, servants, and employees, nor shall Grantee disclaim its own negligence to Department or any third party. This Agreement does not and is not intended to confer any rights or remedies upon any person other than the parties. If Department consents to a subcontract, Grantee will specifically disclose that this Agreement does not create any third-party rights. Further, no third parties shall rely upon any of the rights and obligations created under this Agreement.

**34. Severability.**

If a court of competent jurisdiction deems any term or condition herein void or unenforceable, the other provisions are severable to that void provision, and shall remain in full force and effect.

**35. Grantee's Employees, Subcontractors and Agents.**

All Grantee employees, subcontractors, or agents performing work under the Agreement shall be properly trained technicians who meet or exceed any specified training qualifications. Upon request, Grantee shall furnish a copy of technical certification or other proof of qualification. All employees, subcontractors, or agents performing work under Agreement must comply with all security and administrative requirements of Department and shall comply with all controlling laws and regulations relevant to the services they are providing under the Agreement.

**36. Assignment.**

The Grantee shall not sell, assign, or transfer any of its rights, duties, or obligations under the Agreement, or under any purchase order issued pursuant to the Agreement, without the prior written consent of Department. In the event of any assignment, Grantee remains secondarily liable for performance of the Agreement, unless Department expressly waives such secondary liability. The Department may assign the Agreement with prior written notice to Grantee of its intent to do so.

**37. Compensation Report.**

If this Agreement is a sole-source, public-private agreement or if the Grantee, through this agreement with the State, annually receive 50% or more of their budget from the State or from a combination of State and Federal funds, the Grantee shall provide an annual report, including the most recent IRS Form 990, detailing the total compensation for the entities' executive leadership teams. Total compensation shall include salary, bonuses, cashed-in leave, cash equivalents, severance pay, retirement benefits, deferred compensation, real-property gifts, and any other payout. The Grantee must also inform the Department of any changes in total executive compensation between the annual reports. All compensation reports must indicate what percent of compensation comes directly from the State or Federal allocations to the Grantee.

**38. Execution in Counterparts and Authority to Sign.**

This Agreement, any amendments, and/or change orders related to the Agreement, may be executed in counterparts, each of which shall be an original and all of which shall constitute the same instrument. In accordance with the Electronic Signature Act of 1996, electronic signatures, including facsimile transmissions, may be used and shall have the same force and effect as a written signature. Each person signing this Agreement warrants that he or she is duly authorized to do so and to bind the respective party to the Agreement.



**STATE OF FLORIDA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
Special Terms and Conditions  
AGREEMENT NO. LW719**

**ATTACHMENT 2**

These Special Terms and Conditions shall be read together with general terms outlined in the Standard Terms and Conditions, Attachment 1. Where in conflict, these more specific terms shall apply.

**1. Scope of Work.**

The Project funded under this Agreement is Hodges Park at Keaton Beach Renovation. The Project is defined in more detail in Attachment 3, Grant Work Plan.

**2. Duration.**

- a. Reimbursement Period. The reimbursement period for this Agreement begins on or after April 16, 2021, through the Project Completion Date.
- b. Extensions. There are extensions available for this Project.
- c. Service Periods. Additional service periods are not authorized under this Agreement.

**3. Payment Provisions.**

- a. Compensation. This is a cost reimbursement Agreement. The Grantee shall be compensated under this Agreement as described in Attachment 3.
- b. Invoicing. Invoicing will occur after approval of the final deliverable(s).
- c. Advance Pay. Advance Pay is not authorized under this Agreement.

**4. Cost Eligible for Reimbursement or Matching Requirements.**

Reimbursement for costs or availability for costs to meet matching requirements shall be limited to the following budget categories, as defined in the Reference Guide for State Expenditures, as indicated:

<u>Reimbursement</u>	<u>Match</u>	<u>Category</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Salaries/Wages
		Overhead/Indirect/General and Administrative Costs:
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	a. Fringe Benefits, which shall be calculated at the rate of 40% of direct salaries.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	b. Indirect Costs, which shall be calculated at the rate of 15% of direct costs.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Contractual (Subcontractors)
<input type="checkbox"/>	<input type="checkbox"/>	Travel, in accordance with Section 112, F.S.
<input type="checkbox"/>	<input type="checkbox"/>	Equipment
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Rental/Lease of Equipment
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Miscellaneous/Other Expenses
<input type="checkbox"/>	<input type="checkbox"/>	Land Acquisition

**5. Equipment Purchase.**

No Equipment purchases shall be funded under this Agreement.

**6. Land Acquisition.**

There will be no Land Acquisitions funded under this Agreement.

**7. Match Requirements**

This Agreement requires at least a fifty percent (50%) non-federal match from the Grantee towards the work funded under this Agreement. Therefore, the Grantee is responsible for providing \$200,000.00 towards the Project funded under this Agreement. It is understood that any additional funds necessary for the completion of this project are the responsibility of the Grantee.

All required matching funds shall meet the federal requirements established in 2 CFR § 200.306 and other federal statutory requirements, as applicable. Grantee acknowledges and agrees to provide eligible match types as set forth in the LWCF Federal Financial Assistance Manual <https://www.nps.gov/subjects/lwcf/lwcf-manual.htm>). Grantee acknowledges and agrees not to provide ineligible match sources, including real property acquired or funds obtained from any of the following sources:

- a. Florida Recreation Development Assistance Program (FRDAP), Recreation Trails Program (RTP), and LWCF;
- b. Donated value of real property acquired prior to Department approval or through Land and Water Conservation Fund; and
- c. Other state or federal grant or land acquisition programs such as: legislative special interest projects, Save Our Coast Program, Preservation 2000, Florida Forever, Conservation and Recreation Lands Program, Save Our Rivers Program, and Land Acquisition Trust Fund.

Real property donated as all, or part of the Grantee's required match must be appraised prior to commencement of the Project. Pursuant to subsection 62D-5.071(9), F.A.C., the Grantee shall submit appraisal(s), obtained at its own expense and prepared in accordance with the Uniform Appraisal Standards for Federal Land Acquisitions ("UASFLA"). The appraisal must establish the fair market value of the Project site. Property appraised at \$500,000 or less requires one (1) appraisal. Property exceeding \$500,000 in appraised value requires a second appraisal. The appraisal(s) shall be dated no earlier than six (6) months prior to the closing date of the LWCF application submission period. The appraisal must be prepared by an appraiser on the list of approved appraisers maintained by the Department's Division of State Lands under the provisions of Sections 253.025(6)(b), 259.041(7)(c), F.S., and Rule 18-1.007, F.A.C. Property value is based on the purchase price or appraised value, whichever is lower; if two (2) appraisals are required, the property value is lowest of the two appraisals or the purchase price. Appraisal costs shall not be reimbursed under the terms and conditions of this Agreement. If the negotiated purchase price or approved appraised value is greater than the annual appropriation by USDOJ, NPS and the Florida Legislature, the Grantee must pay the additional cost.

#### **8. Insurance Requirements**

**Required Coverage.** At all times during the Agreement the Grantee, at its sole expense, shall maintain insurance coverage of such types and with such terms and limits described below. The limits of coverage under each policy maintained by the Grantee shall not be interpreted as limiting the Grantee's liability and obligations under the Agreement. Grantee shall provide coverage through a self-insurance program established and operating under the laws of Florida. Additional insurance requirements for this Agreement may be required elsewhere in this Agreement, however the minimum insurance requirements applicable to this Agreement are:

- a. **Comprehensive General Liability Insurance.**  
The Grantee shall provide adequate comprehensive general liability insurance coverage and hold such liability insurance at all times during the Agreement. The minimum limits shall be \$200,000 for each person and \$300,000 per occurrence.
- b. **Commercial Automobile Insurance.**  
If the Grantee's duties include the use of a commercial vehicle, the Grantee shall maintain automobile liability, bodily injury, and property damage coverage. Insuring clauses for both bodily injury and property damage shall provide coverage on an occurrence basis. The minimum limits shall be as follows:

\$200,000/300,000	Automobile Liability for Company-Owned Vehicles, if applicable
\$200,000/300,000	Hired and Non-owned Automobile Liability Coverage
- c. **Workers' Compensation.**  
The Grantee shall comply with the workers' compensation requirements of Chapter 440, F.S.
- d. **Other Insurance.** None.

#### **9. Quality Assurance Requirements.**

There are no special Quality Assurance requirements under this Agreement.

#### **10. Retainage.**

Retainage is permitted under this Agreement. Retainage may be up to a maximum of 10% of the total amount of the Agreement.

**11. Subcontracting.**

The Grantee may subcontract work under this Agreement without the prior written consent of the Department's Grant Manager except for certain fixed-price subcontracts pursuant to this Agreement, which require prior approval. The Grantee shall submit a copy of the executed subcontract to the Department prior to submitting any invoices for subcontracted work. Regardless of any subcontract, the Grantee is ultimately responsible for all work to be performed under this Agreement.

**12. State-owned Land.**

The work will not be performed on State-owned land.

**13. Office of Policy and Budget Reporting.**

There are no special Office of Policy and Budget reporting requirements for this Agreement.

**14. Additional Terms.**

None.

**ATTACHMENT 3**  
**GRANT WORK PLAN**  
**LAND AND WATER CONSERVATION FUND PROGRAM (LWCF)**  
 Project Name: Hodges Park at Keaton Beach Renovation  
 Grantee Name: Taylor County Board of County Commissioners  
 LWCF Project # LW719

**SUMMARY:** The Grantee shall complete the Project Element(s), which were approved by the Department through the LWCF Application Evaluation Criteria, pursuant to Chapter 62D-5, Florida Administrative Code (F.A.C.). Any alteration(s) to the Project Element(s) as submitted in the Grantee's application and listed in the Grant Work Plan is considered a significant change, and must be pre-approved by the Department and NPS, and may require a formal Amendment to this Agreement. All work must be completed in accordance with the LWCF Program, and local, state and federal laws, the approved Project plans, all required permits, and the Florida Building Code. Prior to the Department issuing a "Notice to Commence" to the Grantee, as specified in Attachment 6 of the Agreement, Program Specific Requirements, the Department must receive evidence of and have approved all Deliverables in Task 1.

For the purpose of this Agreement, the terms "Project Element" and "Project Task" are used interchangeably to mean an identified facility within the Project.

The Project is located at 21275 Keaton Beach Drive, Perry, FL 32348-0119 and is considered a "Development Project" pursuant to subsection 62D-5.070(5)(b), F.A.C.

**Project Completion:** The Project Completion Date for this Agreement is August 31, 2023.

**Budget:** Reimbursement for allowable costs for the Project shall not exceed the maximum Grant Award Amount outlined below. Required match for development projects will be provided by cash, in-kind services, or donated real property, as set forth in subparagraph 62D-5.070(6)(b)1., F.A.C. Required match for acquisition projects will be provided by cash or real property donated, as set forth in subparagraph 62D-5.070(6)(b)2., F.A.C. The total estimated Project cost provided below is based on the approved LWCF Application. A detailed cost analysis will be provided in the Deliverables for Task 1, prior to the Department issuing the "Notice to Commence." All final Project Costs shall be submitted to the Department with the payment request.

<b>Maximum Grant Award Amount:</b>	<b>\$200,000.00</b>
<b>Required Grantee Match Amount:</b>	<b>\$200,000.00</b>
<b>Total Estimated Project Cost:</b>	<b>\$400,000.00</b>
<b>Match Ratio:</b>	<b>50%</b>

Scope of Work/Tasks	Deliverables	Due Date	Financial Consequences
<b>TASK 1</b> <b>1.A.</b> Development of Commencement Documentation Checklist (DRP-122) <sup>1</sup> .  <b>1.B.</b> A Cost Analysis Form, with detailed budget (and In-House Cost Schedule(s), if applicable).	<b>DELIVERABLE 1</b> The Department will issue "Notice to Commence" upon receipt and approval of:  <b>1.A.</b> All applicable Project specific Commencement documentation listed on Commencement Documentation Checklist (DRP-122)  <b>1.B.</b> A Cost Analysis Form, with detailed budget (and In-House Cost Schedule(s), if applicable).  Project planning expenses, such as application preparation, architectural and engineering fees, permitting fees, Project	180 calendar days after Execution of Agreement <sup>2</sup>	The Department shall terminate the Project Agreement if the required Deliverables are not submitted and approved by the Department.

	inspection, and other similar fees are eligible for reimbursement. However, reimbursement, if requested, shall not exceed fifteen (15%) of total Project cost, and shall be invoiced upon Project completion, in accordance with the Payment Request Schedule.		
	<del>The Grantee may not proceed with development of the Project until Notice to Commence has been issued.</del>		
<b>TASK 2</b> <b>2.A.</b> Development of Primary and Support Project Elements, which includes: <b>Renovation of playground with shade covering, beach access, restroom facilities and parking; add a picnic facility, sand volleyball court, nature study signage, security lighting, fishing pier boardwalk, sidewalk, and native landscaping.</b>  <b>2.B.</b> Development of Completion of Documentation Checklist (DRP-125).  <b>2.C.</b> Completion of Final Status Report (DRP-109).	<b>DELIVERABLE 2</b> The Grantee may request reimbursement upon Department receipt and approval of:  <b>2.A.</b> Development of required Project Elements.  <b>2.B.</b> All applicable Project specific Completion documentation listed on Completion Documentation Checklist (DRP-125)  <b>2.C.</b> Final Status Report (DRP-109).  The Grantee may request reimbursement for allowable budgeted expenses and costs pursuant to the Agreement that are directly related to the successful development of the Project site. Reimbursement shall not exceed the Grant Award Amount, less any reimbursement requested for in Deliverable 1, and shall be invoiced upon Project completion, in accordance with the Payment Request Schedule below. Ten percent (10%) of the Grant Award will be retained until the Project is designated complete by the Department.	Due August 31, 2023, which shall also be the Project Completion Date <sup>3</sup>	No reimbursement will be made for Deliverable(s) deemed unsatisfactory by the Department. Payment(s) will not be made for unsatisfactory or incomplete work. In addition, a Task may be terminated for Grantee's failure to perform.

**Project Task Performance Standard:** The Department's Grant Manager will review the Project Completion Certificate and the Deliverables to verify compliance with the requirements for funding under LWCF; approved plans and application approved for funding. Upon review and written acceptance by the Department's Grant Manager of the Project Completion Certificate and the Deliverables under each Project Task, the Grantee may proceed with the payment request submittal.

**Payment Request Schedule:** Following Department approval of all Deliverables, the Grantee may submit a **single payment request** on Exhibit C, Payment Request Summary Form, DRP-115, along with all required documentation as outlined in the Financial Reporting Procedures (DRP-110), as applicable, to support payment. A payment request submitted as part of the reimbursement process must correspond with the Cost Analysis and supporting documents provided under Project Tasks.

**Endnotes:**

1. LWCF documentation is available at <https://floridadep.gov/lands/land-and-recreation-grants/content/land-and-water-conservation-fund-program> and/or from the Land and Recreational Grants Section, State of Florida Department of Environmental Protection, 3900 Commonwealth Boulevard, MS# 585, Tallahassee, Florida, 32399-3000.
2. Project Agreement is subject to termination if Commencement documentations under Task 1 are not received and approved by the Department within 180 calendar days of the Project Agreement execution.
3. Due Date will not be extended beyond the Grant Period as outlined in Rule 62D-5.073, F.A.C.

**STATE OF FLORIDA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
Public Records Requirements**

**Attachment 4**

**1. Public Records.**

- a. If the Agreement exceeds \$35,000.00, and if Grantee is acting on behalf of Department in its performance of services under the Agreement, Grantee must allow public access to all documents, papers, letters, or other material, regardless of the physical form, characteristics, or means of transmission, made or received by Grantee in conjunction with the Agreement (Public Records), unless the Public Records are exempt from section 24(a) of Article I of the Florida Constitution or section 119.07(1), F.S.
- b. The Department may unilaterally terminate the Agreement if Grantee refuses to allow public access to Public Records as required by law.

**2. Additional Public Records Duties of Section 119.0701, F.S., If Applicable.**

For the purposes of this paragraph, the term "contract" means the "Agreement." If Grantee is a "contractor" as defined in section 119.0701(1)(a), F.S., the following provisions apply and the contractor shall:

- a. Keep and maintain Public Records required by Department to perform the service.
- b. Upon request, provide Department with a copy of requested Public Records or allow the Public Records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, F.S., or as otherwise provided by law.
- c. A contractor who fails to provide the Public Records to Department within a reasonable time may be subject to penalties under section 119.10, F.S.
- d. Ensure that Public Records that are exempt or confidential and exempt from Public Records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the Public Records to Department.
- e. Upon completion of the contract, transfer, at no cost, to Department all Public Records in possession of the contractor or keep and maintain Public Records required by Department to perform the service. If the contractor transfers all Public Records to Department upon completion of the contract, the contractor shall destroy any duplicate Public Records that are exempt or confidential and exempt from Public Records disclosure requirements. If the contractor keeps and maintains Public Records upon completion of the contract, the contractor shall meet all applicable requirements for retaining Public Records. All Public Records stored electronically must be provided to Department, upon request from Department's custodian of Public Records, in a format specified by Department as compatible with the information technology systems of Department. These formatting requirements are satisfied by using the data formats as authorized in the contract or Microsoft Word, Outlook, Adobe, or Excel, and any software formats the contractor is authorized to access.
- f. **IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, F.S., TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE CONTRACT, CONTACT THE DEPARTMENT'S CUSTODIAN OF PUBLIC RECORDS AT:**

**Telephone:** (850) 245-2118  
**Email:** [public.services@floridadep.gov](mailto:public.services@floridadep.gov)  
**Mailing Address:** Department of Environmental Protection  
**ATTN: Office of Ombudsman and Public Services**  
**Public Records Request**  
**3900 Commonwealth Boulevard, MS 49**  
**Tallahassee, Florida 32399**

**STATE OF FLORIDA**  
**DEPARTMENT OF ENVIRONMENTAL PROTECTION**  
**Special Audit Requirements**  
**(State and Federal Financial Assistance)**

**Attachment 5**

The administration of resources awarded by the Department of Environmental Protection (*which may be referred to as the "Department", "DEP", "FDEP" or "Grantor", or other name in the agreement*) to the recipient (*which may be referred to as the "Recipient", "Grantee" or other name in the agreement*) may be subject to audits and/or monitoring by the Department of Environmental Protection, as described in this attachment.

**MONITORING**

In addition to reviews of audits conducted in accordance with 2 CFR Part 200, Subpart F-Audit Requirements, and Section 215.97, F.S., as revised (see "AUDITS" below), monitoring procedures may include, but not be limited to, on-site visits by DEP Department staff, limited scope audits as defined by 2 CFR 200.425, or other procedures. By entering into this Agreement, the recipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Department of Environmental Protection. In the event the Department of Environmental Protection determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by the Department to the recipient regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer (CFO) or Auditor General.

**AUDITS**

**PART I: FEDERALLY FUNDED**

This part is applicable if the recipient is a State or local government or a non-profit organization as defined in 2 CFR §200.330

1. A recipient that expends \$750,000 or more in Federal awards in its fiscal year, must have a single or program-specific audit conducted in accordance with the provisions of 2 CFR Part 200, Subpart F. EXHIBIT 1 to this Attachment indicates Federal funds awarded through the Department of Environmental Protection by this Agreement. In determining the federal awards expended in its fiscal year, the recipient shall consider all sources of federal awards, including federal resources received from the Department of Environmental Protection. The determination of amounts of federal awards expended should be in accordance with the guidelines established in 2 CFR 200.502-503. An audit of the recipient conducted by the Auditor General in accordance with the provisions of 2 CFR Part 200.514 will meet the requirements of this part.
2. For the audit requirements addressed in Part I, paragraph 1, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in 2 CFR 200.508-512.
3. A recipient that expends less than \$750,000 in federal awards in its fiscal year is not required to have an audit conducted in accordance with the provisions of 2 CFR Part 200, Subpart F-Audit Requirements. If the recipient expends less than \$750,000 in federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F-Audit Requirements, the cost of the audit must be paid from non-federal resources (i.e., the cost of such an audit must be paid from recipient resources obtained from other federal entities).
4. The recipient may access information regarding the Catalog of Federal Domestic Assistance (CFDA) via the internet at [www.cfda.gov](http://www.cfda.gov)

## PART II: STATE FUNDED

This part is applicable if the recipient is a nonstate entity as defined by Section 215.97(2), Florida Statutes.

1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of \$750,000 in any fiscal year of such recipient (for fiscal years ending June 30, 2017, and thereafter), the recipient must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, F.S.; Rule Chapter 69I-5, F.A.C., State Financial Assistance; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT 1 to this form lists the state financial assistance awarded through the Department of Environmental Protection by this agreement. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department of Environmental Protection, other state agencies, and other nonstate entities. State financial assistance does not include federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.
2. In connection with the audit requirements addressed in Part II, paragraph 1; the recipient shall ensure that the audit complies with the requirements of Section 215.97(8), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2), Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
3. If the recipient expends less than \$750,000 in state financial assistance in its fiscal year (for fiscal year ending June 30, 2017, and thereafter), an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, is not required. In the event that the recipient expends less than \$750,000 in state financial assistance in its fiscal year, and elects to have an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from the non-state entity's resources (i.e., the cost of such an audit must be paid from the recipient's resources obtained from other than State entities).
4. For information regarding the Florida Catalog of State Financial Assistance (CSFA), a recipient should access the Florida Single Audit Act website located at <https://apps.fldfs.com/fsaa> for assistance. In addition to the above websites, the following websites may be accessed for information: Legislature's Website at <http://www.leg.state.fl.us/Welcome/index.cfm>, State of Florida's website at <http://www.myflorida.com/>, Department of Financial Services' Website at <http://www.fldfs.com/> and the Auditor General's Website at <http://www.myflorida.com/audgen/>.

## PART III: OTHER AUDIT REQUIREMENTS

*(NOTE: This part would be used to specify any additional audit requirements imposed by the State awarding entity that are solely a matter of that State awarding entity's policy (i.e., the audit is not required by Federal or State laws and is not in conflict with other Federal or State audit requirements). Pursuant to Section 215.97(8), Florida Statutes, State agencies may conduct or arrange for audits of State financial assistance that are in addition to audits conducted in accordance with Section 215.97, Florida Statutes. In such an event, the State awarding agency must arrange for funding the full cost of such additional audits.)*

## PART IV: REPORT SUBMISSION

1. Copies of reporting packages for audits conducted in accordance with 2 CFR Part 200, Subpart F-Audit Requirements, and required by PART I of this form shall be submitted, when required by 2 CFR 200.512, by or on behalf of the recipient directly to the Federal Audit Clearinghouse (FAC) as provided in 2 CFR 200.36 and 200.512
  - A. The Federal Audit Clearinghouse designated in 2 CFR §200.501(a) (the number of copies required by 2 CFR §200.501(a) should be submitted to the Federal Audit Clearinghouse), at the following address:



**By Mail:**

Federal Audit Clearinghouse  
Bureau of the Census  
1201 East 10th Street  
Jeffersonville, IN 47132

Submissions of the Single Audit reporting package for fiscal periods ending on or after January 1, 2008, must be submitted using the Federal Clearinghouse's Internet Data Entry System which can be found at <http://harvester.census.gov/facweb/>

2. Copies of financial reporting packages required by PART II of this Attachment shall be submitted by or on behalf of the recipient directly to each of the following:

- A. The Department of Environmental Protection at one of the following addresses:

**By Mail:**

**Audit Director**  
Florida Department of Environmental Protection  
Office of Inspector General, MS 40  
3900 Commonwealth Boulevard  
Tallahassee, Florida 32399-3000

**Electronically:**

[FDEPSingleAudit@dep.state.fl.us](mailto:FDEPSingleAudit@dep.state.fl.us)

- B. The Auditor General's Office at the following address:

Auditor General  
Local Government Audits/342  
Claude Pepper Building, Room 401  
111 West Madison Street  
Tallahassee, Florida 32399-1450

The Auditor General's website (<http://flauditor.gov/>) provides instructions for filing an electronic copy of a financial reporting package.

3. Copies of reports or management letters required by PART III of this Attachment shall be submitted by or on behalf of the recipient directly to the Department of Environmental Protection at one of the following addresses:

**By Mail:**

**Audit Director**  
Florida Department of Environmental Protection  
Office of Inspector General, MS 40  
3900 Commonwealth Boulevard  
Tallahassee, Florida 32399-3000

**Electronically:**

[FDEPSingleAudit@dep.state.fl.us](mailto:FDEPSingleAudit@dep.state.fl.us)

4. Any reports, management letters, or other information required to be submitted to the Department of Environmental Protection pursuant to this Agreement shall be submitted timely in accordance with 2 CFR 200.512, section 215.97, F.S., and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.

5. Recipients, when submitting financial reporting packages to the Department of Environmental Protection for audits done in accordance with 2 CFR 200, Subpart F-Audit Requirements, or Chapters 10.550 (local governmental entities) and 10.650 (non and for-profit organizations), Rules of the Auditor General, should indicate the date and the reporting package was delivered to the recipient correspondence accompanying the reporting package.

#### **PART V: RECORD RETENTION**

The recipient shall retain sufficient records demonstrating its compliance with the terms of the award and this Agreement for a period of **five (5)** years from the date the audit report is issued, and shall allow the Department of Environmental Protection, or its designee, Chief Financial Officer, or Auditor General access to such records upon request. The recipient shall ensure that audit working papers are made available to the Department of Environmental Protection, or its designee, Chief Financial Officer, or Auditor General upon request for a period of **three (3)** years from the date the audit report is issued, unless extended in writing by the Department of Environmental Protection.

**EXHIBIT – 1**

FUNDS AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

*Note: If the resources awarded to the recipient represent more than one federal program, provide the same information shown below for each federal program and show total federal resources awarded*

<b>Federal Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following:</b>					
<b>Federal Program A</b>	<b>Federal Agency</b>	<b>CFDA Number</b>	<b>CFDA Title</b>	<b>Funding Amount</b>	<b>State Appropriation Category</b>
Original Agreement	U.S. Department of Interior, National Park Service	15.916	Outdoor Recreation, Acquisition, Development and Planning – Land and Water Conservation Fund Grants	\$ 200,000.00	14001
<b>Federal Program B</b>	<b>Federal Agency</b>	<b>CFDA Number</b>	<b>CFDA Title</b>	<b>Funding Amount</b>	<b>State Appropriation Category</b>
				\$	

*Note: Of the resources awarded to the recipient represent more than one federal program, list applicable compliance requirements for each federal program in the same manner as shown below:*

<b>Federal Program A</b>	First Compliance requirement: i.e.: (what services of purposes resources must be used for)	
	Second Compliance requirement: i.e.: (eligibility requirement for recipients of the resources)	
	Etc.	
	Etc.	
<b>Federal Program B</b>	First Compliance requirement: i.e.: (what services of purposes resources must be used for)	
	Second Compliance requirement: i.e.: (eligibility requirement for recipients of the resources)	
	Etc.	
	Etc.	

Note: If the resources awarded to the recipient for matching represent more than one federal program, provide the same information shown below for each federal program and show total state resources awarded for matching.

State Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following Matching Resources for Federal Programs:					
Federal Program A	Federal Agency	CFDA	CFDA Title	Funding Amount	State Appropriation Category
Federal Program B	Federal Agency	CFDA	CFDA Title	Funding Amount	State Appropriation Category

Note: If the resources awarded to the recipient represent more than one state project, provide the same information shown below for each state project and show total state financial assistance awarded that is subject to section 215.97, F.S.

State Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following Resources Subject to Section 215.97, F.S.:						
State Program A	State Awarding Agency	State Fiscal Year <sup>1</sup>	CSFA Number	CSFA Title or Funding Source Description	Funding Amount	State Appropriation Category
State Program B	State Awarding Agency	State Fiscal Year <sup>2</sup>	CSFA Number	CSFA Title or Funding Source Description	Funding Amount	State Appropriation Category

Total Award	<b>\$ 200,000.00</b>
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Note: List applicable compliance requirement in the same manner as illustrated above for federal resources. For matching resources provided by the Department for DEP for federal programs, the requirements might be similar to the requirements for the applicable federal programs. Also, to the extent that different requirements pertain to different amount for the non-federal resources, there may be more than one grouping (i.e. 1, 2, 3, etc.) listed under this category.

For each program identified above, the recipient shall comply with the program requirements described in the Catalog of Federal Domestic Assistance (CFDA) [[www.cfda.gov](http://www.cfda.gov)] and/or the Florida Catalog of State Financial Assistance (CSFA) [<https://apps.fldfs.com/fsaa/searchCatalog.aspx>], and State Projects Compliance Supplement (Part Four: State Projects Compliance Supplement [[https://apps.fldfs.com/fsaa/state\\_project\\_compliance.aspx](https://apps.fldfs.com/fsaa/state_project_compliance.aspx)]). The services/purposes for which the funds are to be used are included in the Agreement's Grant Work Plan. Any match required by the Recipient is clearly indicated in the Agreement.

<sup>1</sup> Subject to change by Change Order.  
<sup>2</sup> Subject to change by Change Order.

**STATE OF FLORIDA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
PROGRAM SPECIFIC REQUIREMENTS**

**LAND AND WATER CONSERVATION FUND PROGRAM**

**ATTACHMENT 6**

**1. Project Submittal Forms.**

Grantees can find the Administrative Forms, Reimbursement Forms, and Guidelines referenced in this Agreement at <https://floridadep.gov/lands/land-and-recreation-grants/content/lwcf-assistance>, or by contacting the Department's Grant Manager.

**2. Notice to Commence.**

Prior to starting the Project, the Grantee will provide to the Department all documentation listed on the Commencement Documentation Checklist, DRP-122. Once the commencement documentation is approved, the Department will issue a written "Notice to Commence" to the Grantee. **The Grantee MAY NOT proceed until the Department issues a "Notice to Commence."** Until the Department issues the "Notice to Commence," the Department is not obligated to reimburse Grantee for fees, costs, or general expenses of any kind.

**3. Site Plans.**

Project site facilities must be attractive for public use and compatible with the environment. Plans and specifications for Project site improvements and facilities must be in accordance with current engineering and architectural standards. Grantees should emphasize the health and safety of users, accessibility to the general public, and the protection of the recreational and natural values of the area. **A Grantee may alter a conceptual site plan only after written approval by the Department and National Park Service (NPS).** All utility lines installed within the Project site must be placed underground.

The Grantee shall have final site plans (site, engineering, and architectural) prepared for the Project and sealed by a registered architect or engineer licensed in accordance with the laws of the State of Florida (collectively the "Project Plans"). The Grantee must deliver a complete original, signed, and sealed set of the Project Plans to the Department.

4. The following supplements paragraph 2.d., Attachment 1, Standard Terms and Conditions: The Department may, and in certain circumstances the NPS must, approve any changes to this Agreement. The Grantee may submit a request for an amendment to the Department's Grant Manager, who will determine whether the request requires NPS approval. This Agreement may be amended to provide for additional services if additional funding is made available by USDOJ, NPS, and the Florida Legislature.

5. The following paragraphs is added to paragraph 2, Attachment 1, Standard Terms and Conditions:

- f. The costs must meet all requirements and financial reporting of the LWCF Program and rules and regulations applicable to expenditures of federal and state funds. These rules and regulations are hereby adopted and incorporated by reference.
- g. This Agreement is not transferable.

6. The following replaces paragraph 8.d, Attachment 1, Standard Terms and Conditions:

- d. **Reimbursement for Costs.** Project costs will be reimbursed as provided in paragraph 62D-5.073(2)(a), F.A.C., the LWCF Manual, and in the Project Agreement. Project costs must be incurred between the effective date of this Agreement and the Project Completion Date. The Grantee will be paid on a cost reimbursement basis for all eligible Project costs upon the completion, submittal, and approval of all deliverables identified in the Grant Work Plan. Reimbursement must be requested on Exhibit C, Payment Request Summary Form. To be eligible for reimbursement, cost(s) must meet all LWCF requirements, financial reporting requirements, and rules and regulations applicable to expenditures of state funds, including, but not limited to, the Reference Guide for State Expenditures, which can be accessed at the following web address: <https://www.myfloridacfo.com/Division/AA/Manuals/documents/ReferenceGuideforStateExpenditures.pdf>. If

the total cost of the Project exceeds the grant amount and the required match, the Grantee must pay the excess cost.

7. The following paragraph is added to paragraph 8, Attachment 1, Standard Terms and Conditions:
  - k. Cost Limits. Pursuant to paragraph 62D-5.073(2)(b), F.A.C., project planning expenses, such as application preparation, surveys (boundary and topographic), title searches, project signs, architectural and engineering fees, permitting fees, project inspection fees, and other similar fees are eligible Project costs provided that they do not exceed fifteen percent (15%) of the total Project cost.
8. The following replaces paragraph 8.h, Attachment 1, Standard Terms and Conditions:
  - h. Annual Appropriation Contingency. The State of Florida's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Florida Legislature and the availability of funding and grants from the USDOJ and NPS. This Agreement is not a commitment of future appropriations. Authorization for continuation and completion of work and any associated payments may be rescinded, with proper notice, at the discretion of the Department if USDOJ, NPS, and/or the Florida Legislature reduces or eliminates appropriations. It is further understood that Grant Awards may be revised by the Department due to the availability of LWCF Program Funds.

9. The following replaces paragraph 10, Attachment 1, Standard Terms and Conditions:  
**Status Reports.**

- a. The Grantee must utilize Project Status Report Form, DRP-109, available online and incorporated herein by reference, to describe the work performed during the reporting period, problems encountered, problem resolutions, and to schedule updates and proposed work for the next reporting period. The Project Status Reports must be submitted to the Department's Grant Manager no later than January 5, May 5, and September 5. The Department's Grant Manager has thirty (30) calendar days to review the required reports and deliverables submitted by the Grantee.
- b. Additionally, the Grantee shall comply with the reporting and inventory requirements set forth in the Statewide Comprehensive Outdoor Recreation Plan (SCORP), available online: <https://floridadep.gov/parks/florida-scorp-outdoor-recreation-florida> and hereby incorporated by reference, by updating the Florida Outdoor Recreation Inventory (FORI) system (<https://floridadep.gov/parks/florida-outdoor-recreation-inventory>).

#### 10. Site Dedication.

The interest in land developed or acquired by the Grantee with LWCF Program Funds shall be subject to the site dedication requirements set forth in Chapter 62D-5, F.A.C. and of the LWCF Act, specifically Section 6(f)(3), as codified in 36 CFR § 59.3. Pursuant to the LWCF Act and general requirements of the LWCF Program, land owned by the Grantee that is developed or acquired with LWCF Program Funds shall be dedicated in perpetuity as an outdoor recreation site for the use and benefit of the public. Land that is leased from the federal government or another public agency by Grantee must include safeguards to ensure the perpetual use requirement contained in the LWCF Act. Safeguards include such things as joint sponsorship of the Project or an agreement between the Parties that the lessor will assume compliance responsibility for the Project site in the event of default by the lessee (Grantee) or termination or expiration of the lease. Execution of this Agreement by the Department constitutes an acceptance of a Project site(s) dedication on behalf of the public of the State of Florida. These dedications must be recorded in the county's public property records by the Grantee in accordance with subsection 62D-5.074(1), F.A.C.

#### 11. Management of Project Sites.

- a. Site Inspections. Department staff will periodically inspect LWCF Projects to ensure compliance with subsections 62D-5.074(1)-(3), F.A.C., and section 675.9 of the LWCF manual. Grantees must ensure by site inspections that the property acquired or developed through the LWCF is being operated and maintained for outdoor recreation purposes.
- b. Management. All projects must be open at reasonable times and be managed in a safe and attractive manner appropriate for public use. Facilities must be kept in reasonable repair for a minimum of 25 years from the date set forth on the project completion certificate to prevent undue deterioration.
- c. Non-Compliance. Before a project is closed, the Department and the NPS have the right to terminate a project agreement and demand return of the program funds for non-compliance by a grantee. Failure by a grantee to comply with the Agreement will result in the Department declaring the grantee ineligible for further participation

in LWCF until the Grantee comes into compliance as determined by the Department under this rule and the LWCF Manual.

- d. **Survival.** This provision shall survive termination, cancellation, or expiration of this Agreement.

**12. Procurement Requirements for Grantee.**

The Grantee must secure all goods and services for the Project according to its adopted procurement procedures.

**13. Project Completion Certification.**

Project completion means the Project is open and available for use by the public. To certify completion, the Grantee will submit to the Department the Project Completion Certification, DRP-126, available online and incorporated herein by reference. The Project must be designated complete prior to the Department releasing final reimbursement.

**14. Signage.**

Grantee must erect a permanent information sign on the Project site that credits funding, or a portion thereof, to the Florida Department of Environmental Protection and the Land and Water Conservation Fund Program. Use of the LWCF Logo on the permanent Project signs is required. Grantee is encouraged to position signage acknowledging LWCF assistance at entrances to outdoor recreation sites, at other appropriate on-site locations, and in folders and park literature. The acknowledgement of LWCF assistance will be checked during compliance inspections. The sign must be installed on the Project site and approved by the Department before the final Project reimbursement request is processed. The required LWCF Logo, LWCF Terms of Use, and sample sign are available online: <https://floridadep.gov/lands/land-and-recreation-grants/content/land-and-water-conservation-fund-program>. This provision shall survive termination, cancellation, or expiration of this Agreement.

**15. Termination and Ineligibility.**

In addition to the remedies provided elsewhere in this Agreement, if the Grantee fails to comply with the terms stated in this Agreement or with any provisions in Rule Chapter 62D-5, F.A.C., the Department will terminate this Agreement and demand return of the LWCF program funds (including interest). Furthermore, the Department will declare the Grantee ineligible for further participation in LWCF until the Grantee is in compliance pursuant to subsection 62D-5.074(4), F.A.C. Further, the Grantee agrees to ensure that all necessary permits are obtained prior to implementing any Grant Work Plan activity that may fall under applicable federal, state, or local laws. This provision shall survive termination, cancellation, or expiration of this Agreement.

**16. Conversion.**

This Project site acquired and/or developed with LWCF assistance must be retained and used for public outdoor recreation. This Project site so acquired and/or developed may not be wholly or partly converted to other than public outdoor recreation uses without the written approval of the NPS pursuant to the conversion provisions of Section 6(f)(3) of the LWCF Act, 36 CFR Part 59, the LWCF Manual, and all other applicable regulations. All conversion provisions and guidelines apply to each area or facility for which LWCF assistance is obtained, regardless of the extent of participation of the Project in the assisted area or facility and consistent with the contractual agreement between USDOL, NPS, and the State of Florida.

Should Grantee convert all or part of the Project site to other than public outdoor recreational uses, the Grantee is required to replace the area, facilities, resource, or Project site at its own expense with an acceptable project of comparable or greater value, scope, and quality pursuant to LWCF mandates. All conversions require amendments to the original Project agreement (36 CFR § 59.3(c)). Therefore, amendment requests should be submitted concurrently with conversion requests. Project boundary maps must be submitted with the amendment request to identify the changes to the original area caused by the proposed conversion and to establish a new Project area pursuant to the substitution. Once conversion has been approved, replacement property should be immediately acquired. When it is not possible for replacement property to be acquired immediately, an express commitment to satisfy Section 6(f)(3) substitution requirements with a specified period, normally not to exceed one (1) year following conversion approval, is required. This commitment will be in the form of an amendment to the original Agreement. This provision shall survive termination, cancellation, or expiration of this Agreement.

## ATTACHMENT 8

### Contract Provisions for DOI-Funded Agreements

The Department, as a Non-Federal Entity as defined by 2 CFR §200.69, shall comply with the following provisions, where applicable. For purposes of this Grant Agreement between the Department and the Grantee, the term "Recipient" shall mean "Grantee."

Further, the Department, as a pass-through entity, also requires the Grantee to pass on these requirements to all lower tier subrecipients, and to comply with the provisions of the award, including applicable provisions of the OMB Uniform Guidance (2 CFR Part 200), and all associated terms and conditions. Therefore, Grantees must include these requirements in all related subcontracts and/or sub-awards. Grantees can include these requirements by incorporating this Attachment in the related subcontract and/or sub-awards, however for all such subcontracts and sub-awards, the Grantee shall assume the role of the Non-Federal Entity and the subrecipients shall assume the role of the Recipient.

#### **2 CFR PART 200 APPENDIX 2 REQUIREMENTS**

##### **1. Administrative, Contractual, and Legal Remedies**

The following provision is required if the Agreement is for more than \$150,000. In addition to any of the remedies described elsewhere in the Agreement, if the Recipient materially fails to comply with the terms and conditions of this Contract, including any Federal or State statutes, rules or regulations, applicable to this Contract, the Non-Federal Entity may take one or more of the following actions.

- i. Temporarily withhold payments pending correction of the deficiency by the Recipient.
- ii. Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance.
- iii. Wholly or partly suspend or terminate this Contract.
- iv. Take other remedies that may be legally available.

The remedies identified above, do not preclude the Recipient from being subject to debarment and suspension under Presidential Executive Orders 12549 and 12689. The Non-Federal entity shall have the right to demand a refund, either in whole or part, of the funds provided to the Recipient for noncompliance with the terms of this Agreement.

##### **2. Termination for Cause and Convenience**

Termination for Cause and Convenience are addressed elsewhere in the Agreement.

##### **3. Equal Opportunity Clause**

The following provision applies if the agreement meets the definition of "federally assisted construction contract" as defined by 41 CFR Part 60-1.3:

During the performance of this Agreement, the Recipient agrees as follows:

- i. The Recipient will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Recipient will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:
  - a. Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Recipient agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- ii. The Recipient will, in all solicitations or advertisements for employees placed by or on behalf of the Recipient, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
- iii. The Recipient will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired



about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the Recipient's legal duty to furnish information.

- iv. The Recipient will send to each labor union or representative of workers with which he has a collective bargaining agreement or other Agreement or understanding, a notice to be provided advising the said labor union or workers' representatives of the Recipient's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- v. The Recipient will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- vi. The Recipient will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- vii. In the event of the Recipient's noncompliance with the nondiscrimination clauses of this Agreement or with any of the said rules, regulations, or orders, this Agreement may be canceled, terminated, or suspended in whole or in part and the Recipient may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- viii. The Recipient will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Recipient will take such action with respect to any subcontractor purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance.

#### 4. Davis Bacon Act

If the Agreement is a prime construction contract in excess of \$2,000 awarded by the Recipient, and if required by the Federal Legislation, the Recipient must comply with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must pay wages not less than once a week. The Recipient must comply with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each Recipient or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled.

#### 5. Contract Work Hours and Safety Standards Act

Where applicable, if the Agreement is in excess of \$100,000 and involves the employment of mechanics or laborers, the Recipient must comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each Recipient must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not

less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

**6. Rights to Inventions Made Under Agreement**

If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the Non-Federal Entity or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the Non-Federal Entity or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

**7. Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387)**

If the Agreement is in excess of \$150,000, the Recipient shall comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal Awarding Agency and the Regional Office of the Environmental Protection Agency (EPA).

**8. Debarment and Suspension (Executive Orders 12549 and 12689)**

The Recipient certifies that it is not listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension."

**9. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)**

The Recipient certifies that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. If applicable, the Recipient shall disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award, using form SF-LLL, available at:

[https://apply07.grants.gov/apply/forms/sample/SFLLL\\_1\\_2\\_P-V1.2.pdf](https://apply07.grants.gov/apply/forms/sample/SFLLL_1_2_P-V1.2.pdf).

**10. Procurement of Recovered Materials**

The Recipient must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act as described in 2 CFR part 200.322.

**11. Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment**

The Recipients and subrecipients are prohibited from obligating or expending loan or grant funds to procure or obtain; extend or renew a contract to procure or obtain; or enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. See Section 889 of Public Law 115-232 (National Defense Authorization Act 2019). Also, see 2 CFR 200.216 and 200.471.

**12. Domestic Preferences for Procurement**

The Recipients and subrecipients must to the greatest extent practical give preference to the purchase, acquisition, or use of goods, products, or materials produced in the United States in accordance with 2 CFR 200.322.

**ADMINISTRATIVE**

**1. General Federal Regulations**

Recipients shall comply with the regulations listed in 2 CFR 200, 48 CFR 31, and 40 U.S.C. 1101 *et sequence*.

**2. Rights to Patents and Inventions Made Under a Contract or Agreement**

Rights to inventions made under this assistance agreement are subject to federal patent and licensing regulations, which are codified at Title 37 CFR Part 401 and Title 35 U.S.C. 200 through 212.

3. Compliance with the Trafficking Victims Protection Act of 2000 (2 CFR Part 175)

Recipients, their employees, subrecipients under this award, and subrecipients' employees may not:

- i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
- ii. Procure a commercial sex act during the period of time that the award is in effect; or
- iii. Use forced labor in the performance of the award or subawards under the award.

4. Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234)

Recipients must comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234), if applicable. This act requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

5. Water Resources Reform and Development Act (WRRDA) P.L. 113-121

Recipients must comply with the Water Resources Reform and Development Act (WRRDA) P.L. 113-121, if applicable. This act provides for improvements to the rivers and harbors of the United States, to provide for the conservation and development of water and related resources.

6. Whistleblower Protection

Recipients shall comply with U.S.C. §4712, Enhancement of Recipient and Subrecipient Employee Whistleblower Protection. This requirement applies to all awards issued after July 1, 2013 and effective December 14, 2016 has been permanently extended (Public Law (P.L.) 114-261).

(a) This award, related subawards, and related contracts over the simplified acquisition threshold and all employees working on this award, related subawards, and related contracts over the simplified acquisition threshold are subject to the whistleblower rights and remedies in the pilot program on award recipient employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (P.L. 112-239).

(b) Recipients, their subrecipients, and their contractors awarded contracts over the simplified acquisition threshold related to this award, shall inform their employees in writing, in the predominant language of the workforce, of the employee whistleblower rights and protections under 41 U.S.C. 4712.

(c) The Recipient shall insert this clause, including this paragraph (c), in all subawards and in contracts over the simplified acquisition threshold related to this award; best efforts should be made to include this clause, including this paragraph (c) in any subawards and contracts awarded prior to the effective date of this provision.

7. Notification of Termination (2 CFR § 200.340)

In accordance with 2 CFR § 200.340, in the event that the Agreement is terminated prior to the end of the period of performance due to the Recipient's or subcontractor's material failure to comply with Federal statutes, regulations or the terms and conditions of this Agreement or the Federal award, the termination shall be reported to the Office of Management and Budget (OMB)-designated integrity and performance system, accessible through System for Award Management (SAM) currently the Federal Awardee Performance and Integrity Information System (FAPIIS). The Non-Federal Entity will notify the Recipient of the termination and the Federal requirement to report the termination in FAPIIS. See 2 CFR § 200.340 for the requirements of the notice and the Recipient's rights upon termination and following termination.

8. Additional Lobbying Requirements

- (a) The Recipient certifies that no funds provided under this Agreement have been used or will be used to engage in the lobbying of the Federal Government or in litigation against the United States unless authorized under existing law.
- (b) The Lobbying Disclosure Act of 1995, as amended (2 U.S.C. §1601 *et seq.*), prohibits any organization described in Section 501(c)(4) of the Internal Revenue Code, from receiving federal funds through an award, grant (and/or subgrant) or loan unless such organization warrants that it does not, and will not engage in lobbying activities prohibited by the Act as a special condition of such an award, grant (and/or subgrant), or loan. This restriction does not apply to loans made pursuant to approved revolving loan programs or to contracts awarded using proper procurement procedures.

- (c) Pursuant to 2 CFR §200.450 and 2 CFR §200.454(e), the Recipient is hereby prohibited from using funds provided by this Agreement for membership dues to any entity or organization engaged in lobbying activities.

#### **COMPLIANCE WITH ASSURANCES**

##### **9. Assurances**

Recipients shall comply with any and all applicable assurances made by the Department or the Recipient to the Federal Government during the Grant application process.

#### **FEDERAL REPORTING REQUIREMENTS**

Grant Recipients awarded a new Federal grant greater than or equal to \$30,000 awarded on or after October 1, 2015, are subject to the FFATA the Federal Funding Accountability and Transparency Act ("FFATA") of 2006. The FFATA legislation requires that information on federal awards (federal financial assistance and expenditures) be made available to the public via a single, searchable website, which is [www.USASpending.gov](http://www.USASpending.gov). The Grantee agrees to provide the information necessary, within one (1) month of execution, for the Department to comply with this requirement.

#### **DEPARTMENT OF INTERIOR-SPECIFIC**

##### **10. Department of Interior (DOI) General Terms and Conditions**

Recipients shall comply with DOI General Terms and Conditions available at [https://www.doi.gov/pam/programs/financial assistance/TermsandConditions](https://www.doi.gov/pam/programs/financial%20assistance/TermsandConditions), and incorporated by reference.

##### **11. DOI Regulations**

Recipients shall comply with the following regulations: 2 CFR 1400-1402, 43 CFR 9, 43 CFR 17, 43 CFR 18, 43 CFR 41, and 43 CFR 44.

##### **12. Drug-Free Workplace**

Recipients must make an ongoing, good faith effort to maintain a drug-free workplace pursuant to the specific requirements set forth in Title 2 CFR Part 1401. Additionally, in accordance with these regulations, the recipients must identify all known workplaces under its federal awards, and keep this information on file during the performance of the award.

##### **13. Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act**

As applicable, Recipient shall comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) to provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

##### **14. Deposit of Publications Produced under Grants**

Pursuant to Departmental Manual 505 DM4 (DOI) and Service Manual FW1 (USFWS), any grant or cooperative agreement that will produce a publication (other than those listed as exceptions) must provide two copies of each publication to the Department of Interior's Natural Resources Library. For a list of exceptions, transmittal requirements, and delivery information see Departmental Manual 505 DM 4, Deposit of Publications Produced under Grants at: <http://elips.doi.gov/ELIPS/DocView.aspx?id=1671>.

#### **UNITED STATES FISH & WILDLIFE SERVICE-SPECIFIC**

##### **15. USFWS Financial Assistance Award Terms and Conditions**

Recipients shall comply with the USFWS Financial Assistance Award Terms and Conditions applicable to the specific Federal Award funding source, available at <https://www.fws.gov/grants/atc.html>, and incorporated by reference.

#### **NATIONAL PARKS SERVICE LAND AND WATER CONSERVATION FUND STATE ASSISTANCE PROGRAM-SPECIFIC**

##### **16. LWCF Federal Financial Assistance Manual**

As applicable, Recipients shall comply with the LWCF Federal Financial Assistance Manual Effective October 1, 2008, or later, available at <https://www.nps.gov/subjects/lwcf/lwcf-manual.htm>, and incorporated by reference.

##### **17. Historic Preservation**

As applicable, Recipients shall comply with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), E.O. 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 *et seq.*).



Florida Department of Environmental Protection

Exhibit A  
Land and Water Conservation Fund Program  
Florida Recreation Development Assistance Program  
Project Status Report

Required Signatures: Adobe Signature

Project Name: \_\_\_\_\_ Project Number: \_\_\_\_\_

Project Sponsor: \_\_\_\_\_

Identify primary and support recreation areas and facilities to be constructed. (50% of total costs must be in primary facilities).

**PROVIDE PHOTOS OF WORK IN PROGRESS**

**PRIMARY FACILITIES/ELEMENTS:**

Project Elements	Work Accomplished	% Completed





**Florida Department of Environmental Protection**

**EXHIBIT C  
PAYMENT REQUEST SUMMARY FORM**

Required Signatures: Adobe Signature

Date: \_\_\_\_\_

Grantee \_\_\_\_\_

Project Name and Number \_\_\_\_\_

Billing Period: \_\_\_\_\_

Billing #: \_\_\_\_\_

DEP Division: \_\_\_\_\_

DEP Program: \_\_\_\_\_

	Project Costs This Billing	Cumulative Project Costs
<b>Contractual Services</b> DRP-116		
<b>Grantee Labor</b> DRP-117		
<b>Employee Benefits</b> ( _____ % of Salaries)		
<b>Direct Purchases: Materials &amp; Supplies</b> DRP-118		
<b>Grantee Stock</b> DRP-120		
<b>Equipment</b> DRP-119		
<b>Land Value</b>		
<b>Indirect Costs</b> (15% of Grantee Labor)		
<b>TOTAL PROJECT COSTS</b>	<b>\$0:00</b>	<b>\$0:00</b>

**CERTIFICATION:** I hereby certify that the above expenses were incurred for the work being accomplished in the attached progress reports.

\_\_\_\_\_  
**Project Administrator**

\_\_\_\_\_  
**Date**

**CERTIFICATION:** I hereby certify that the documentation has been maintained as required to support the project expenses as reported above and is available for audit upon request.

\_\_\_\_\_  
**Project Financial Officer**

\_\_\_\_\_  
**Date**



FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

Federal Funding Accountability and Transparency Act Form – Subaward to a Recipient

Purpose: The Federal Funding Accountability and Transparency Act (FFATA) was signed on September 26, 2006. The intent of this legislation is to empower every American with the ability to hold the government accountable for each spending decision. The FFATA legislation requires information on federal awards (federal assistance and expenditures) be made available to the public via a single, searchable website, which is http://www.usaspending.gov/.

The FFATA Subaward Reporting System (FSRS) is the reporting tool the Florida Department of Environmental Protection ("DEP") must use to capture and report subaward and executive compensation data regarding first-tier subawards that obligate \$30,000 or more in Federal funds (excluding Recovery funds as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5).

[Note: This reporting requirement is not applicable for the procurement of property and services obtained by the DEP through a Vendor relationship. Refer to 2 CFR Ch. 1 Part 170 Appendix A, Section 1.c.3 for the definition of "subaward".]

Organization and Project Information: As of October 1, 2015, the following information must be provided to the DEP prior to the DEP's issuance of a subaward (Agreement) that obligates \$30,000 or more in federal funds as described above. Please provide the following information and return the signed form to DEP as requested. If you have any questions, please contact the DEP's Bureau of General Services, Monitoring and Compliance Unit (MAC) at email MAC\_Adm@dep.state.fl.us or at telephone number 850/245-2361 for assistance.

DUNS #: 065887796
(DUNS # must be nine (9) digits not including dashes.)\*

Federal Award ID Number (FAIN#): P20AP00461
Catalog of Federal Domestic Assistance (CFDA)#: 15.916
DEP Assigned Grant Agreement#: LW719
Dollar Amount of Grant Disbursement: \$ 200,000.00

\* If your company or organization does not have a DUNS number, you will need to obtain one from Dun & Bradstreet at 866-705- 5711 or use the webform (http://fedgov.dnb.com/webform). The process to request a DUNS number takes about ten minutes and is free of charge.

Business Name: Taylor County Board of County Commissioners
DBA Name (if applicable):

Principal Place of Business Address:

Address Line 1: 201 E. Green Street
Address Line 2:
Address Line 3:
City: Perry State: Florida Zip+4: 32347





FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

Federal Funding Accountability and Transparency Act Form – Subaward to a Recipient

Principal Place of Project Performance (If different than principal place of business)

Address Line 1: 21275 Keaton Beach Drive

Address Line 2:

Address Line 3:

City: Perry State: Florida Zip+4: 32348-0119

Congressional District for Principal Place of Project Performance: 2

(Providing the Zip+4 ensures that the correct Congressional District is reported.)

Executive Compensation Information:

Form with radio buttons for YES/NO and text: 1. In your business or organization's previous fiscal year, did your business or organization (including parent organization, all branches, and all affiliates worldwide) receive (a) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance (e.g. loans, grants, subgrants, and/or cooperative agreements, etc.) subject to the Transparency Act, as defined at 2 CFR 170.320; and, (b) \$30,000,000 or more in annual gross revenues from U.S. Federal procurement contracts (and subcontracts) and Federal financial assistance (e.g. loans, grants, subgrants, and/or cooperative agreements, etc.) subject to the Transparency Act?

If the answer to Question 1 is "Yes," continue to Question 2.

If the answer to Question 1 is "No", move to the signature block below to complete the certification and submittal process.

Form with radio buttons for YES/NO and text: 2. Does the public have access to information about the compensation of the executives in your business or organization (including parent organization, all branches, and all affiliates worldwide) through periodic reports filed under section 13(a) or 15 (d) of the Securities Exchange Act of 1934 (15 U.S.C. 78 m (a), 78 o(d)), or Section 6104 of the Internal Revenue Code of 1986?

If the answer to Question 2 is "Yes," move to the signature block below to complete the certification and submittal process. [Note: Securities Exchange Commission information should be accessible at http://www.sec.gov/answers/execomp.htm. Requests for Internal Revenue Service (IRS) information should be directed to the local IRS for further assistance.]

If the answer to Question 2 is "NO" FFATA reporting is required. Provide the information required in the "TOTAL COMPENSATION CHART FOR MOST RECENTLY COMPLETED FISCAL YEAR" appearing below to report the "Total Compensation" for the five (5) most highly compensated "Executives", in rank order, in your organization.

For purposes of this request, the following terms apply as defined in 2 CFR Ch. 1 Part 170 Appendix A:

"Executive" is defined as "officers, managing partners, or other employees in management positions".

"Total Compensation" is defined as the cash and noncash dollar value earned by the executive during the most recently completed fiscal year and includes the following:

- Salary and bonus.
• Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
• Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives and are available generally to all salaried employees.
• Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
• Above-market earnings on deferred compensation which is not tax-qualified.
• Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.



**FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION**  
**Federal Funding Accountability and Transparency Act Form – Subaward to a Recipient**

**Total Compensation Chart for Most Recently Completed Fiscal Year**

Date of Fiscal Year Completion (mm/dd/yyyy) \_\_\_\_\_

The undersigned as (enter position title) Chairman

of (enter Business Name) Taylor County Board of County Commissioners

Certifies that on the date written below, the information provided herein is accurate.

Type or Print Name: Thomas Demps Title: Chairman

Signature: \_\_\_\_\_ Date: 5/18/21



FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

Federal Funding Accountability and Transparency Act Form

Total Compensation Chart for Most Recently Completed Fiscal Year

Date of Fiscal Year Completion (mm/dd/yyyy): \_\_\_\_\_

Rank (Highest to Lowest)	Last Name	First Name	MI	Title	Total Compensation for Most Recently Completed Fiscal Year

The undersigned as (enter position title) Chairman  
 Of (enter Business Name) Taylor County Board of County Commissioners  
 Certifies that on the date written below, the information provided herein is accurate.

Thomas Demps  
 Print Name

Chairman  
 Title

\_\_\_\_\_  
 Signature

May 18, 2021  
 Date



**LAND AND WATER CONSERVATION FUND (LWCF) GRANT PROGRAM  
APPLICATION PRIORITY LIST  
FEDERAL FISCAL YEAR 2019-2020**

PROGRAM FUNDS AVAILABLE

\$ 6,529,946.00

**ACQUISITION CATEGORY**

RANK	APPLICANT	PROJECT	COUNTY	TIE	SCORE	AMOUNT REQUESTED	AMOUNT RECOMMENDED	AMOUNT REMAINING
1	St. Cloud, City	Hastings Ranch Acquisition	Osceola	0	97	\$ 400,000.00	\$ 400,000.00	\$ 6,129,946.00
<b>Acquisition Total:</b>							\$ 400,000.00	

**DEVELOPMENT CATEGORY**

RANK	APPLICANT	PROJECT	COUNTY	TIE	SCORE	AMOUNT REQUESTED	AMOUNT RECOMMENDED	AMOUNT REMAINING
1	Royal Palm Beach, Village of	Crestwood North Park	Palm Beach	0	139	\$ 400,000.00	\$ 400,000.00	\$ 5,729,946.00
2	Martin County	Charlie Leighton Park Improvements	Martin	0	138	\$ 400,000.00	\$ 400,000.00	\$ 5,329,946.00
3	Okeechobee County	Sports Complex	Okeechobee	1	134	\$ 400,000.00	\$ 400,000.00	\$ 4,929,946.00
4	Oviedo, City of	Round Lake Park	Seminole	2	134	\$ 100,000.00	\$ 100,000.00	\$ 4,829,946.00
5	Kissimmee, City of	Lancaster Park	Osceola	0	127	\$ 400,000.00	\$ 400,000.00	\$ 4,429,946.00
6	Taylor County	Hodges Park Improvements	Taylor	0	126	\$ 200,000.00	\$ 200,000.00	\$ 4,229,946.00
7	Tamarac, City of	Sunset Point Park	Broward	0	124	\$ 400,000.00	\$ 400,000.00	\$ 3,829,946.00
8	Palm Springs, Village of	Foxfall Park	Palm Beach	0	122	\$ 200,000.00	\$ 200,000.00	\$ 3,629,946.00
9	Mount Dora, City of	Pickleball Complex	Lake	0	115	\$ 400,000.00	\$ 400,000.00	\$ 3,229,946.00
10	Indian Trail Improvement District	Nicole Hornstein Equestrian Park	Palm Beach	0	109	\$ 400,000.00	\$ 400,000.00	\$ 2,829,946.00
11	Milton, City of	Sports Plex	Santa Rosa	0	105	\$ 400,000.00	\$ 400,000.00	\$ 2,429,946.00
12	Pompano Beach, City of	Kester Park	Broward	2	104	\$ 200,000.00	\$ 200,000.00	\$ 2,229,946.00
13	Wellington, Village of	Village Park	Palm Beach	1	104	\$ 400,000.00	\$ 400,000.00	\$ 1,829,946.00
14	Homestead, City of	James Archer Smith Splashpad	Miami-Dade	0	101	\$ 200,000.00	\$ 200,000.00	\$ 1,629,946.00
15	Apopka, City of	Alonzo Williams Park Phase I	Orange	0	100	\$ 107,750.00	\$ 107,750.00	\$ 1,522,196.00
16	Pensacola, City of	Bruce Beach Ph I Improvements	Escambia	0	97	\$ 289,569.00	\$ 289,569.00	\$ 1,232,627.00
17	Lauderhill, City of	Wolk Park Improvements	Broward	0	96	\$ 25,000.00	\$ 25,000.00	\$ 1,207,627.00
18	Aventura, City of	Waterways Park	Miami-Dade	0	89	\$ 400,000.00	\$ 400,000.00	\$ 807,627.00
19	New Port Richey, City of	Frances Avenue Park	Pasco	0	80	\$ 200,000.00	\$ 200,000.00	\$ 607,627.00
20	Bonita Springs, City of	Skate Park and Pump Track	Lee	0	59	\$ 279,849.00	\$ 279,849.00	\$ 327,778.00
<b>Development Total:</b>							\$ 5,802,168.00	

**Emile Hamilton** Digitally signed by Emile Hamilton  
Date: 2020.05.06 07:25:56 -05'00' **05/06/20**

Emile D. Hamilton, Interim Deputy Secretary, Land and Recreation **Date**

**TOTAL FUNDED: \$ 6,202,168.00**

Remaining Balance will rollover to next year funding: \$ 327,778.00

**TAYLOR COUNTY BOARD OF COMMISSIONERS**

**County Commission Agenda Item**

**SUBJECT/TITLE:**



COMMISSIONERS TO CONSIDER AWARD OF THE FLORIDA DEPARTMENT OF TRANSPORTATION OLD DIXIE HIGHWAY SIDEWALK LOCAL AGENCY PROGRAM PROJECT.

**MEETING DATE REQUESTED:**

May 18, 2021

**Statement of Issue:**

The Board received and opened proposals for the Old Dixie Highway Sidewalk LAP Project on March 16, 2021. The Board appointed Hank Evans, Kenneth Dudley and the FDOT Design Consultant as the Bid Review Committee.

Bids received for the Project are as follows:

American Design Engineering Construction, Inc.	\$421,000.00
Curt's Construction, Inc.	\$467,073.66
Anderson Columbia Co., Inc.	\$502,510.50

**Recommended Action:** Staff recommends that the Board award the Old Dixie Highway Sidewalk LAP project to Curt's Construction, Inc. as the lowest responsive bidder. Such recommendation is also contingent on sufficient funding being allocated to the project.

**Fiscal Impact:** FISCAL YR 2020/22 - \$422,798.00 Original Construction Funding

**Budgeted Expense:** N/A

**Submitted By:** ENGINEERING DIVISION

**Contact:** COUNTY ENGINEER

**SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS**

**History, Facts & Issues:**

The Board requested and received bids for the FDOT Old Dixie Highway Sidewalk Local Agency Program Project from Southside Park on Plantation Road to Jefferson Street on March 12, 2021. These bids were opened on March 16, 2021, and reviewed by the County Staff, the Consulting Design Engineer (NFPS and Element Engineering) and FDOT District 2 LAP program Staff.

<b>Required Items</b>	<b>Company Name</b>		
	<b>American Design Engineering Construction, Inc.</b>	<b>Curt's Construction, Inc.</b>	<b>Anderson Columbia Co., Inc.</b>
<b>Bid Bond</b>	✓, 5%	✓, 5%	✓, 5%
<b>Insurance - Liability /Workers Compensation</b>	✓, Expires 1/28/2022	✓, Expires 10/1/2021	✓, Expires 5/1/2021
<b>Workers' Compensation Hold Harmless</b>	N/A	N/A	N/A
<b>Public Entity Crimes Affidavit</b>	✓	✓	✓
<b>Valid Business Contractor License/ FDOT PreQualified</b>	✓	✓	✓
<b>Proposed Subcontractors/Suppliers and Portion of Work</b>	X	✓	X
<b>E-Verify Registration</b>	✓	✓	✓
<b>LAP Certification of Current Capacity</b>	✓	✓	✓
<b>Bid Opportunity List for Commodities &amp; Contractual</b>	✓	✓	✓
<b>Disclosure of Lobbying Activities</b>	✓	✓	✓
<b>Non-Collusion Declaration &amp; Compliance</b>	✓	✓	✓
<b>Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion</b>	✓	✓	✓
<b>Proposal Amount</b>	<b>\$421,000.00</b>	<b>\$467,073.66</b>	<b>\$502,510.50</b>

Of the three bids received, Curt's Construction, Inc. was determined to be the lowest cost responsive proposal. Although American Design Engineering Construction, Inc. submitted the lowest cost proposal, they did not sign their Proposal Bid Form and also did not include the list and portion of work to be completed by Proposed Subcontractors/Suppliers. These two aspects rendered their submission non-responsive.

The Bid Committee presented its bid review along with the draft contract (included in the approved RFP solicitation package) to FDOT for concurrence and direction with award of this Local Agency Program project. FDOT received that review and forwarded its May 11, 2021 concurrence of award for the Board's consideration. Lastly, Staff has discussed the known budget and current funding status with FDOT and is expecting an additional funding agreement. Staff will not proceed with contract execution until the funding issue is fully encumbered.

**Options:**

- 1) Award the Old Dixie Highway Sidewalk LAP Project to Curt's Construction, Inc. contingent on sufficient funding being allocated to the project.
- 2) Consider an overall proposal that represents Taylor County's best interest as determined by the Board of County Commisisoners.

**Attachments:**

FDOT Concurrence of Award

**Review Committee:**



Hank Evans, Public Works Director



Kenneth Dudley, County Engineer



Jimmie Pittman, North Florida Professional Services



*Florida Department of Transportation*

RON DESANTIS  
GOVERNOR

1109 South Marion Avenue  
Lake City, FL 32025-5874

KEVIN J. THIBAUT  
SECRETARY

May 11, 2021

Kenneth Dudley  
Taylor County Engineer  
201 East Green Street  
Perry, FL 32347

**Subject: CONCURRENCE IN AWARD OF CONTRACT – Sent Via Email**  
**Project description: Old Dixie Hwy from Southside Prk to SR55(Jefferson St)**  
**Financial Project ID: 435683-2-58-01 & 435683-2-6802**  
**Federal ID: D219 135 B**  
**Contract No.: G1T75**

Dear Mr. Dudley:

This letter serves as your notice of **Concurrence in the Award** of the subject contract to the lowest responsive bidder: **Curt's Construction**. The final draft construction contract has been reviewed by District staff and is approved for use. You are authorized to proceed with award of the contract.

Once you have executed the contract, please provide us with the following information:

- Copy of the executed contract with the bid bond, required forms signed by the contractor and FHWA 1273 included

This information can be placed in the Local Agency Program Information Tool (LAPIT). All supplemental agreements and/or change orders, regardless of dollar amount/time, must be approved by the LAP Administrator prior to the effective date. Invoices should be sent quarterly to [d2.lgp\\_invoicing@dot.state.fl.us](mailto:d2.lgp_invoicing@dot.state.fl.us) and questions should be directed to Cassandra Lamey, at [cassandra.lamey@dot.state.fl.us](mailto:cassandra.lamey@dot.state.fl.us) or at 386-961-7391.

Sincerely,

*Cassandra Lamey*

Cassandra Lamey  
Local Programs Coordinator

cc: Dave Cerlanek, P.E. District Program Admin Engineer  
Amy Roberson, District LAP Administrator  
Derek Gil, PE, Element Engineering  
CEI – Sr. Project Engineer  
Skip Flint, District Two Project Manager



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**TAYLOR COUNTY BOARD OF COMMISSIONERS**

**County Commission Agenda Item**

**SUBJECT/TITLE:**



Board to receive Request For Proposals (RFP) for the Taylor County Community Transportation Coordinator (CTC) as required by the Florida Commission for the Transportation Disadvantaged.

THE SEALED ENVELOPE WITHIN THE RFP WITH THE ANNUAL BUDGET, COST PROPOSALS, AND FARE PROPOSALS IS NOT TO BE OPENED UNTIL THE BID TECH REVIEW COMMITTEE REVIEWS THE DOCUMENTS PER THE GUIDELINES OF THE FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED. THESE RATES WILL BE NEGOTIATED WITH THE CTC SELECTED BY THE COUNTY BY THE FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED.

**MEETING DATE REQUESTED:**

May 18, 2021

**Statement of Issue:** Board to receive RFP's for a Community Transportation Coordinator (CTC).

**Recommended Action:** Receive RFP's for a CTC.

**Budgeted Expense:** Not Applicable. All funds for the CTC services are via the Florida Commission for the Transportation Disadvantaged. The County does not directly receive the funds.

**Submitted By:** Melody Cox, Grants

**Contact:** Melody Cox

**SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS**

**History, Facts & Issues:** Big Bend Transit is the current Community Transportation Coordinator and their contract expires with the Florida Commission for the Transportation Disadvantaged on June 30, 2021. The County must have all required documents to the FL Commission Transportation Disadvantaged for approval May 28, 2021 for approval at the June 3, 2021 semi-annual Commission for The Transportation Disadvantaged meeting. TD Commission is the funding agency for the County's transportation disadvantaged services. The CTC selected must comply with all TD requirements and Chapter 427, Florida Statutes. The Bid Tech Review Committee will be: LaWanda Pemberton, Jami Evans, Theresa Copeland, and Melody

**Cox. The Bid Tech Review Committee will make a recommendation to the Local Coordinating Board for the Transportation Disadvantaged (LCB) and the Taylor County Board of Commissioners. Both must approve before submitting the recommendation, a Memorandum of Agreement, and the Authorizing Resolution to the Florida Commission for the Transportation Disadvantaged.**

**Attachments:**

**Not Applicable at this time.**

**TAYLOR COUNTY BOARD OF COMMISSIONERS**

**County Commission Agenda Item**

**SUBJECT/TITLE:**



Board to hold the annual Public Hearing to discuss and receive public input for the local Transportation Disadvantaged Program at 9:05 a.m.

**Meeting Date:**

May 18, 2021

**Statement of Issue:** Board to hold annual Public Hearing required of the Transportation Disadvantaged Planning Grant at 9:05 a.m.

**Recommendation:** N/A

**Fiscal Impact:** \$ \$20,444 for administration of the program that funds a portion of the Grants Dept. salaries, benefits, and supplies.

**Budgeted Expense:** Yes  No  N/A

**Submitted By:** Jami Evans, Grants Coordinator

**Contact:** Jami Evans

**SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS**

**History, Facts & Issues:** The County receives planning grant funds each year for the administration of the local Transportation Disadvantaged Program. The terms of the Planning Grant required that an annual public hearing is held to update the public on the status of the program and receive input.

**Attachments:** 1. Information on the Transportation Disadvantaged Program.

2. \_\_\_\_\_

Florida Commission for the



**Transportation  
Disadvantaged**

# 2020 Annual Performance Report

January 1, 2021

County: ~~Taylor~~  
 CTC: Big Bend Transit, Inc.  
 Contact: Shawn Mitchell  
 Post Office Box 1721  
 Tallahassee, FL 32302  
 850-574-6266

Email: smitchell@bigbendtransit.org

Demographics	Number
Total County Population	21,870
Unduplicated Head Count	705



Trips By Type of Service	2018	2019	2020
Fixed Route (FR)	0	0	0
Deviated FR	5,431	5,752	4,562
Complementary ADA	0	0	0
Paratransit	11,802	11,096	8,980
TNC	0	0	0
Taxi	0	0	0
School Board (School Bus)	0	0	0
Volunteers	0	0	0
<b>TOTAL TRIPS</b>	<b>17,233</b>	<b>16,848</b>	<b>13,542</b>

Passenger Trips By Trip Purpose	2018	2019	2020
Medical	5,830	4,926	4,034
Employment	3,540	3,281	2,680
Ed/Train/DayCare	4,376	5,211	4,071
Nutritional	1,576	1,913	1,671
Life-Sustaining/Other	1,911	1,517	1,086
<b>TOTAL TRIPS</b>	<b>17,233</b>	<b>16,848</b>	<b>13,542</b>

Passenger Trips By Revenue Source	2018	2019	2020
CTD	6,151	6,735	6,015
AHCA	3,460	2,046	1,505
APD	980	1,712	1,122
DOEA	0	0	0
DOE	0	0	0
Other	6,642	6,355	4,900
<b>TOTAL TRIPS</b>	<b>17,233</b>	<b>16,848</b>	<b>13,542</b>

Trips by Provider Type	2018	2019	2020
CTC	17,233	16,848	13,542
Transportation Operator	0	0	0
Coordination Contractor	0	0	0
<b>TOTAL TRIPS</b>	<b>17,233</b>	<b>16,848</b>	<b>13,542</b>

Vehicle Data	2018	2019	2020
Vehicle Miles	197,929	193,576	228,020
Roadcalls	1	7	2
Accidents	1	0	0
Vehicles	7	8	7
Drivers	7	6	6

Financial and General Data	2018	2019	2020
Expenses	\$649,394	\$698,544	\$636,859
Revenues	\$654,905	\$636,684	\$781,310
Commendations	6	4	0
Complaints	0	0	0
Passenger No-Shows	265	308	201
Unmet Trip Requests	0	0	0

Performance Measures	2018	2019	2020
Accidents per 100,000 Miles	0.51	0	0
Miles between Roadcalls	197,929	27,654	114,010
Avg. Trips per Passenger	19.28	19.32	19.21
Cost per Trip	\$37.68	\$41.46	\$47.03
Cost per Paratransit Trip	\$37.68	\$41.46	\$47.03
Cost per Total Mile	\$3.28	\$3.61	\$2.79
Cost per Paratransit Mile	\$3.28	\$3.61	\$2.79

### FY19/20 Trips By Purpose

County	Medical			Employment			Education/Training/Daycare		
	CTC/ Operator	Coordination Contractor	Total	CTC/ Operator	Coordination Contractor	Total	CTC/ Operator	Coordination Contractor	Total
Lee	2,238	0	2,238	53	0	53	42	0	42
Leon	30,062	0	30,062	38,963	0	38,963	36,592	0	36,592
Levy	8,476	0	8,476	548	0	548	12,404	0	12,404
Liberty	14,523	0	14,523	401	0	401	64	0	64
Madison	5,667	0	5,667	2,788	0	2,788	4,072	0	4,072
Manatee	33,350	1	33,351	10,956	331	11,287	20,256	35,153	55,409
Marion	44,193	0	44,193	2,092	363	2,455	5,951	16,242	22,193
Martin	7,303	1,405	8,708	585	1,773	2,358	415	31,057	31,472
Miami-Dade	0	260,478	260,478	0	17,130	17,130	0	174,313	174,313
Monroe	2,813	9,592	12,405	630	2,056	2,686	4,748	14,300	19,048
Nassau	18,001	0	18,001	8,777	0	8,777	4,910	0	4,910
Okaloosa	29,485	0	29,485	28,905	0	28,905	1,136	0	1,136
Okeechobee	7,202	0	7,202	344	0	344	0	0	0
Orange	178,922	11,344	190,266	85,943	0	85,943	38,228	97,886	136,114
Osceola	44,459	371	44,830	32,583	0	32,583	6,421	29,659	36,080
Palm Beach	108,962	0	108,962	458,872	0	458,872	567,026	0	567,026
Pasco	33,794	4,767	38,561	13,313	2,463	15,776	6,244	34,940	41,184
Pinellas	1,209,248	14,558	1,223,806	1,038,062	2,200	1,040,262	110,825	36,023	146,848
Polk	58,342	7,760	66,102	3,682	430	4,112	96,222	19,610	115,832
Putnam	15,726	0	15,726	24,629	0	24,629	68	0	68
Saint Johns	23,196	0	23,196	5,334	0	5,334	2,110	0	2,110
Saint Lucie	31,622	7,962	39,584	7,407	963	8,370	3,153	24,779	27,932
Santa Rosa	7,753	0	7,753	6,204	0	6,204	40	0	40
Sarasota	154,178	1,818	155,996	0	0	0	0	33,152	33,152
Seminole	46,575	10,650	57,225	35,654	0	35,654	10,251	6,460	16,711
Sumter	5,003	0	5,003	5,940	0	5,940	25,242	0	25,242
Suwannee	5,065	0	5,065	659	0	659	1,145	7,031	8,176
Taylor	4,034	0	4,034	2,680	0	2,680	4,071	0	4,071
Union	2,576	0	2,576	12	0	12	0	0	0
Volusia	11,069	5,209	16,278	5,393	245	5,638	5,111	2,512	7,623
Wakulla	4,924	0	4,924	1,234	0	1,234	782	0	782
Walton	9,288	0	9,288	5,859	0	5,859	7,950	0	7,950
Washington	5,264	0	5,264	2,994	0	2,994	211	0	211
<b>TOTAL</b>	<b>2,903,736</b>	<b>501,786</b>	<b>3,405,522</b>	<b>2,401,619</b>	<b>83,605</b>	<b>2,485,224</b>	<b>1,458,102</b>	<b>1,081,691</b>	<b>2,539,793</b>

### FY19/20 Trips By Purpose

County	Nutritional			Life Sustaining/Other			System Total		
	GTC/ Operator	Coordination Contractor	Total	GTC/ Operator	Coordination Contractor	Total	GTC/ Operator	Coordination Contractor	Total
Lee	113	0	113	3,967	0	3,967	6,413	0	6,413
Leon	1,790	0	1,790	32,638	0	32,638	140,045	0	140,045
Levy	563	0	563	2,249	0	2,249	24,240	0	24,240
Liberty	669	0	669	1,485	0	1,485	17,142	0	17,142
Madison	958	0	958	172	0	172	13,657	0	13,657
Manatee	3,529	46	3,575	17,424	15,334	32,758	85,515	50,865	136,380
Marion	16,312	0	16,312	3,459	0	3,459	72,007	16,605	88,612
Martin	303	0	303	830	0	830	9,436	34,235	43,671
Miami-Dade	0	198,273	198,273	2,298,635	58,398	2,357,033	2,298,635	708,592	3,007,227
Monroe	0	2,174	2,174	0	4,271	4,271	8,191	32,393	40,584
Nassau	10,830	0	10,830	5,145	0	5,145	47,663	0	47,663
Okaloosa	2,997	0	2,997	3,683	0	3,683	66,206	0	66,206
Okeechobee	2,552	0	2,552	560	0	560	10,658	0	10,658
Orange	123	50,223	50,346	389,111	39,129	428,240	692,327	198,582	890,909
Osceola	62	15,504	15,566	122,296	4,010	126,306	205,821	49,544	255,365
Palm Beach	73,228	0	73,228	138,838	0	138,838	1,346,926	0	1,346,926
Pasco	10,241	2,155	12,396	11,265	9,719	20,984	74,857	54,044	128,901
Pinellas	453,388	3,677	457,065	252,541	9,821	262,362	3,064,064	66,279	3,130,343
Polk	7,854	7,056	14,910	418,533	23,059	441,592	584,633	57,915	642,548
Putnam	11	0	11	48,231	0	48,231	88,665	0	88,665
Saint Johns	14,198	0	14,198	206,160	0	206,160	250,998	0	250,998
Saint Lucie	5,162	1,070	6,232	40,473	15,059	55,532	87,817	49,833	137,650
Santa Rosa	367	0	367	2,526	0	2,526	16,890	0	16,890
Sarasota	0	101	101	0	1,020	1,020	154,178	36,091	190,269
Seminole	42	11,262	11,304	136,078	8,403	144,481	228,600	36,775	265,375
Sumter	3,074	0	3,074	7,899	0	7,899	47,158	0	47,158
Suwannee	1	0	1	2,192	0	2,192	9,062	7,031	16,093
Taylor	1,671	0	1,671	1,086	0	1,086	13,542	0	13,542
Union	910	0	910	57	0	57	3,555	0	3,555
Volusia	1,419	1,019	2,438	74,486	37,437	111,923	97,478	46,422	143,900
Wakulla	2,756	0	2,756	1,725	0	1,725	11,421	0	11,421
Walton	3,531	0	3,531	5,183	0	5,183	31,811	0	31,811
Washington	147	0	147	4,407	0	4,407	13,023	0	13,023
<b>TOTAL</b>	<b>1,006,784</b>	<b>383,553</b>	<b>1,390,337</b>	<b>6,078,616</b>	<b>491,115</b>	<b>6,569,731</b>	<b>13,848,857</b>	<b>2,541,750</b>	<b>16,390,607</b>

### FY19/20 Trips By Passenger Type

County	Older/Adults			Children/At Risk			Persons With Disabilities		
	CTC/ Operator	Coordination Contractor	Total	CTC/ Operator	Coordination Contractor	Total	CTC/ Operator	Coordination Contractor	Total
Lee	1	0	1	0	0	0	6,412	0	6,412
Leon	49,009	0	49,009	2,075	0	2,075	67,480	0	67,480
Levy	6,548	0	6,548	15	0	15	5,290	0	5,290
Liberty	1,818	0	1,818	46	0	46	0	0	0
Madison	5,376	0	5,376	54	0	54	2,884	0	2,884
Manatee	920	3,039	3,959	0	7,641	7,641	0	20,202	20,202
Marion	7,392	0	7,392	1,403	0	1,403	57,009	16,605	73,614
Martin	7,833	9,972	17,805	0	0	0	1,415	24,263	25,678
Miami-Dade	0	238,019	238,019	0	19,020	19,020	0	231,366	231,366
Monroe	1,585	14,781	16,366	3,828	117	3,945	106	13,038	13,144
Nassau	23,568	0	23,568	208	0	208	4,905	0	4,905
Okaloosa	24,560	0	24,560	662	0	662	17,193	0	17,193
Okeechobee	8,105	0	8,105	0	0	0	357	0	357
Orange	195,666	58,706	254,372	32,846	62	32,908	140,828	138,769	279,597
Osceola	48,354	371	48,725	8,935	0	8,935	39,729	27,574	67,303
Palm Beach	381,985	0	381,985	0	0	0	341,151	0	341,151
Pasco	13,710	8,014	21,724	911	12,762	13,673	1,858	24,971	26,829
Pinellas	63,637	7,433	71,070	9,826	0	9,826	1,064,423	55,100	1,119,523
Polk	56,461	9,228	65,689	66,548	0	66,548	98,534	44,597	143,131
Putnam	8,841	0	8,841	18,414	0	18,414	7,210	0	7,210
Saint Johns	29,061	0	29,061	2,252	0	2,252	10,179	0	10,179
Saint Lucie	63,288	4,068	67,356	0	4,665	4,665	5,963	958	6,921
Santa Rosa	8,344	0	8,344	0	0	0	6,817	0	6,817
Sarasota	0	498	498	0	0	0	154,178	34,363	188,541
Seminole	57,747	21,823	79,570	10,702	0	10,702	47,503	13,956	61,459
Sumter	1,629	0	1,629	16,603	0	16,603	6,901	0	6,901
Suwannee	4,659	0	4,659	0	0	0	1,331	7,031	8,362
Taylor	4,033	0	4,033	133	0	133	2,822	0	2,822
Union	608	0	608	55	0	55	722	0	722
Volusia	16,746	3,919	20,665	0	0	0	10,786	42,503	53,289
Wakulla	6,876	0	6,876	0	0	0	1,898	0	1,898
Walton	18,790	0	18,790	7,374	0	7,374	4,672	0	4,672
Washington	9,528	0	9,528	227	0	227	2,841	0	2,841
<b>TOTAL</b>	<b>2,073,239</b>	<b>550,358</b>	<b>2,623,597</b>	<b>252,665</b>	<b>100,705</b>	<b>353,370</b>	<b>3,297,928</b>	<b>1,535,546</b>	<b>4,833,474</b>



**FY19/20 Trips by Passenger Type**

County	Low Income			Other			System Total		
	CTC/ Operator	Coordination Contractor	Total	CTC/ Operator	Coordination Contractor	Total	CTC/ Operator	Coordination Contractor	Total
Lee	0	0	0	0	0	0	6,413	0	6,413
Leon	11,590	0	11,590	9,891	0	9,891	140,045	0	140,045
Levy	2,802	0	2,802	9,585	0	9,585	24,240	0	24,240
Liberty	3,188	0	3,188	12,090	0	12,090	17,142	0	17,142
Madison	2,643	0	2,643	2,700	0	2,700	13,657	0	13,657
Manatee	73,566	17,193	90,759	11,029	2,790	13,819	85,515	50,865	136,380
Marion	6,025	0	6,025	178	0	178	72,007	16,605	88,612
Martin	188	0	188	0	0	0	9,436	34,235	43,671
Miami-Dade	2,298,635	53,238	2,351,873	0	166,949	166,949	2,298,635	708,592	3,007,227
Monroe	2,665	0	2,665	7	4,457	4,464	8,191	32,393	40,584
Nassau	12,192	0	12,192	6,790	0	6,790	47,663	0	47,663
Okaloosa	23,791	0	23,791	0	0	0	66,206	0	66,206
Okeechobee	2,196	0	2,196	0	0	0	10,658	0	10,658
Orange	0	1,045	1,045	322,987	0	322,987	692,327	198,582	890,909
Osceola	0	19,436	19,436	108,803	2,163	110,966	205,821	49,544	255,365
Palm Beach	620,892	0	620,892	2,898	0	2,898	1,346,926	0	1,346,926
Pasco	24,761	6,465	31,226	33,617	1,832	35,449	74,857	54,044	128,901
Pinellas	1,926,178	3,398	1,929,576	0	348	348	3,064,064	66,279	3,130,343
Polk	195,641	2,470	198,111	167,449	1,620	169,069	584,633	57,915	642,548
Putnam	0	0	0	54,200	0	54,200	88,665	0	88,665
Saint Johns	8,546	0	8,546	200,960	0	200,960	250,998	0	250,998
Saint Lucie	18,566	39,628	58,194	0	514	514	87,817	49,833	137,650
Santa Rosa	1,729	0	1,729	0	0	0	16,890	0	16,890
Sarasota	0	1,230	1,230	0	0	0	154,178	36,091	190,269
Seminole	0	996	996	112,648	0	112,648	228,600	36,775	265,375
Sumter	18,886	0	18,886	3,139	0	3,139	47,158	0	47,158
Suwannee	0	0	0	3,072	0	3,072	9,062	7,031	16,093
Taylor	5,494	0	5,494	1,060	0	1,060	13,542	0	13,542
Union	2,170	0	2,170	0	0	0	3,555	0	3,555
Volusia	0	0	0	69,946	0	69,946	97,478	46,422	143,900
Wakulla	102	0	102	2,545	0	2,545	11,421	0	11,421
Walton	975	0	975	0	0	0	31,811	0	31,811
Washington	427	0	427	0	0	0	13,023	0	13,023
<b>TOTAL</b>	<b>6,885,472</b>	<b>162,960</b>	<b>7,048,432</b>	<b>1,339,553</b>	<b>192,181</b>	<b>1,531,734</b>	<b>13,848,857</b>	<b>2,541,750</b>	<b>16,390,607</b>

22

**TAYLOR COUNTY BOARD OF COMMISSIONERS**

*County Commission Agenda Item*

**SUBJECT/TITLE:**



The Board to consider the appointment of two members to the Doctor's Memorial Hospital (DMH) Board of Directors.

**MEETING DATE REQUESTED:**

May 18, 2021

**Statement of Issue:** To appoint or re-appoint two vacancies

**Recommended Action:** Appoint/re-appoint members

**Fiscal Impact:** N/A

**Budgeted Expense:** N/A

**Submitted By:** LaWanda Pemberton, County Administrator

**Contact:** 850-838-3500 ext. 6

**SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS**

**History, Facts & Issues:** Per the current lease agreement with DMH, Inc. the Board of County Commissioners appoints 5 members to the DMH Board. Two of the current members terms end in May. The deadline for applications was May 14, 2021 at 4:00 pm. The openings were advertised in the local newspaper and on the County website.

**Options:**

**Attachments:** Applications  
Copy of advertisement  
Committee Roster

Doctors Memorial Hospital  
333 North Byron Butler Parkway  
Perry, FL 32347  
850-584-0800

### Application for Board of Directors

1. Are you 18 years old or older?  Yes  No
2. Are you a resident of Taylor County?  Yes  No
3. Are you willing to spend up to eight hour per month for meetings and workshops?  Yes  No
4. Are you willing to attend all Board Meetings (emergencies excluded)?  Yes  No
5. Are you willing to attend two weekend retreats per year?  Yes  No

Applicant Signature: 

Print Name: KENNETH ARNOLD

PLEASE RETURN TO THE COUNTY ADMINISTRATOR'S OFFICE  
AT 201 E. GREEN STREET NO LATER THAN 1:00 PM ON May 10,  
~~2011~~<sup>21</sup> at 1:00 P.M.

APPLICATIONS MAY ALSO BE FAXED TO 850-838-3501 OR  
EMAILED TO: [lawanda.pemberton@taylorcountygov.com](mailto:lawanda.pemberton@taylorcountygov.com)  
[lpemberton@taylorcountygov.com](mailto:lpemberton@taylorcountygov.com)

RECEIVED APR 27 2021  


Answer Yes or No (Use additional pages if necessary)

1. Are you a resident of Taylor County?

Yes

No

2. Are you currently or have you been in the last five years an agent, employer, director or other affiliation with any medical care provider or other medical care entity? If Yes explain:

Yes

No

MEMBER of the DMH Board of Directors 2011-2020

3. Do you or any family member have any affiliation with any business or company that has a vendor relationship with DMH, Inc. or any other contractual relationship with DMH, Inc.?

Yes

No

If Yes explain:

4. Have you or any family members worked at DMH in the last five years? If Yes explain:

Yes

No

5. Please list Board/Business/Volunteer/Work Experience:

DMH Board 2011-2020

Taylor Co Volunteer Fire Dept 2010 - Present

Taylor Co Forestry Service Volunteer 2011-2016

St James Episcopal Church - Vestry Member

Boy Scouts of America - Cub Master for 5 troops  
Scout Leader for 3 years

6. Why do you wish to serve on the Hospital Board of Trustees?

To continue the work of Assuring Access to quality healthcare services to the residents of this and surrounding counties.

7. Please state why the selection of you as a DMH Board Member would benefit the hospital:

Intimate knowledge of healthcare and healthcare systems.  
Willingness to engage other community leaders and organizations to promote and improve services.

8. Have you ever been charged with a misdemeanor or felony in any state or federal court? If yes, please explain in detail:

Yes

No

9. Please describe your viewpoint regarding the role of a Board Member, including your views on a Board Member's relationship with the DMH CEO, Medical Staff and employees:

Board members serve the County and its Commissioners to set policy and provide fiscal oversight to the Administrative leadership of the hospital.

Board members provide a link to the community for education and outreach to the entire healthcare community i.e. physicians, and other professionals as well as other facilities and services.

10. The DMH Board meets one or two times each month, once a year for weekend retreat, and participates in self education and orientation. Do you foresee a problem in attending these events?

NONE what so ever. I would very much enjoy that.

11. Do you have the time and would you agree to spend time in Board member training?

Yes

No

12. Are you in favor of DMH operating under the hospital Sunshine Law ?

Yes

No

13. In your opinion, which is the most single important issues facing rural healthcare in Florida ?

Financial Survival!

All RURAL HEALTHCARE SERVICES in this country ARE in SERIOUS jeopardy of funding cuts from All payor groups, insurance companies, governmental funding, private payors, etc.

14. Further Comments:

I thoroughly enjoyed and appreciated the opportunity to serve on this board in the past. Working with the community to preserve its future excites me and I would truly like to be a contributor to that future.

**"ON BEHALF OF THE TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS, WE THANK YOU FOR TAKING THE TIME TO COMPLETE THIS REQUEST FOR CONSIDERATION QUESTIONNAIRE AND FOR OFFERING TO VOLUNTEER YOUR TIME WHICH WOULD SERVE AS AN INVESTMENT INTO THE FUTURE OF HEALTHCARE IN OUR COMMUNITY."**

**Request for Consideration Questionnaire for Doctors' Memorial Hospital Board of Directors**

Name: KENNETH ARNOLD

Address: 15508 SNAPPER ST  
PERRY, FL 32345

Phone: Home: (850) 578-2188 <sup>CELL</sup> Work: (850) 295-4180 Fax: \_\_\_\_\_

Email: arnoldken1@gmail.com

**Please answer the following questions (use additional pages if necessary)**

**Education:**

**High School Graduate?**

Name of School: Taylor Co HS Class of '64

Address: \_\_\_\_\_

**Post-Secondary Education:**

Name of School: \_\_\_\_\_

Address: \_\_\_\_\_

**Technical Training:**

Name of School: USN  
ADVANCED Electronics

Address: Milling TN

**Certificates or Licenses Held:**

Please List: PRIVATE pilot (not current)  
OPEN WATER scuba.  
CLASS I CERTIFIED FIRE FIGHTER  
WORKING ON HAM Radio license AND CERT QUALIFICATION

**College Courses or Graduate:**

BA Business Admin.  
UNIV. of ALABAMA at Birmingham

Name: \_\_\_\_\_

Address: MHA Hospital Administration  
GEORGE WASHINGTON UNIVERSITY  
WASHINGTON DC.

Doctors' Memorial Hospital  
333 North Byron Butler Parkway  
Perry, Fl 32347  
850-584-0800

### Application for Board of Directors

1. Are you 18 years old or older?  Yes  No
2. Are you a resident of Taylor County  Yes  No
3. Are you willing to spend up to eight hour per month for meetings and workshops?  Yes  No
4. Are you willing to attend all Board Meetings (emergencies excluded)?  Yes  No
5. Are you willing to attend one weekend retreat per year?  Yes  No

  
Applicant Signature

  
Print Name

Please return to Administration or the Taylor County Administrative Complex  
by 4:00 p.m. May 14, 2021. No applications will be accepted after that time.

Rec'd  
5/10/2021 12:58  
Administration



Request for Consideration Questionnaire for Doctors' Memorial Hospital Board of Directors

Name: Priscilla Tripp  
Address: 5992 Potts Still Road  
Phone; Home: 850-843-1032 Work: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: prtripp@gtcom.net

Please answer the following questions: (Use additional pages if necessary.)-

Education:

High School Graduate: Name: Taylor County High  
Address: Perry, FL

Post-Secondary Education:

Name: B.A. Degree Univ. of Central FL  
Address: Orlando, FL

Technical Training:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Certificates of License Please List:

College Courses or Graduate:

Name: M.S. Degree FSU  
Address: Tallahassee, FL  
+ 35 Graduate Hours in Counseling

6. Why do you wish to serve on the hospital Board of Directors?

*I wish to serve another term on the DMH Board because I feel passionate about providing the best and most convenient health care to the citizens of Taylor and surrounding counties.*

7. Please state why your selection as a DMH Board Member would benefit the hospital:

*I have served one term on the DMH Board. Being on the DMH Board is not a simple task. I now feel I have a firm grasp on how a hospital operates and the challenges facing health care institutions in rural areas.*

8. Have you ever been convicted of a misdemeanor or felony in any state or federal court? If yes, please explain in detail:

Yes

No

9. Please describe your viewpoint regarding the role of a Board Member, including your views on a Board Member's relationship with the DMH CEO, Medical Staff and employees.

*The role of a DMH Board member is first to listen to the CEO and hospital staff. Then, the board can make decisions that are best for everyone based on data with staff input.*

Answer Yes or No. If yes please explain. (Use additional pages if necessary)

1. Are you a resident of Taylor County?

Yes

No

2. Are you currently, or have you been in the last five years, an agent, employer, director or have other affiliation with any medical care provider or other medical care entity?

Yes

No

3. Do you or any family member have any affiliation with any business or company that has a vendor relationship with DMH, Inc. or any other contractual relationship with DMH, Inc?

Yes

No

If Yes explain:

4. Have you or any family members worked at DMH in the last five years?

Yes

No

5. Please list Board/Business/Volunteer/Work Experience:

Teacher ; Doctor's Memorial Board ; Perry  
Women's Club ; Rotary Club ; Retired School Bd.  
Employees ; Hospital Auxiliary ; First United  
Methodist Church member and Wesleyan Service  
Guild ; United Way of the Big Bend.

10. The DMH Board meets one to two times each month, once a year for a weekend retreat, and participates in self education and orientation. Do you foresee a problem in attending these events?

No, I foresee no problem attending any board events.

11. Please describe, in general, any opinions you have regarding the strengths and weaknesses of DMH operational management and physical plant.

DMH has an excellent physical plant. The staff keeps the hospital running smoothly. They are proactive and make sure the facility is upto ACHA standards.

12. Further comments:

With our new CEO, I believe our hospital is poised to make great strides in the immediate future.

13. In your opinion, what is the single most important issue facing rural healthcare in Florida?

*The greatest obstacle facing rural healthcare today is funding sources. This impacts every area: Retaining and getting new nurses, doctors, staff; maintaining and replacing equipment and*

"On Behalf of the Taylor County Board of County Commissioners, we thank you for taking the time to complete this Request for Consideration Questionnaire and for offering to volunteer your time which would serve as an investment into the future of healthcare in our community."

*the ability to offer new services.*

**Doctors' Memorial Hospital is now accepting  
applications for its Board of Directors.  
There are two (2) anticipated vacancies on the Board.**

Applicants must be 18 years old or older and should:

- Be a resident of Taylor County
- Be willing to spend up to 8 hours per month for meetings and workshops
- Be willing to attend all Board meetings
- Be willing to attend one weekend strategic planning session per year

Applications may be obtained at the *County Administrative Complex, 201 E. Green Street, Perry, FL*. Completed applications must be returned to the *County Administrator's office, 201 E. Green Street, Perry, FL, by 4 p.m. May 14, 2021*. **No applications will be accepted after that time.** The Board of County Commissioners will make its selection at the regular Board meeting on May 18, 2021, at 9 a.m.

**All applications must be submitted in writing.**

**DOCTORS' MEMORIAL HOSPITAL  
BOARD MEMBERS** {Revised: 12-May-21}

NAME	ADDRESS	Phone	DOB:	Term:
Pending ** Serving 1 <sup>st</sup> term of 3 year consecutive				3 year Reappointment: Expires 5/31/ 2023  (County Seat)
Pricilla Tripp, <b>Vice-Chairman &amp; Treasurer</b> Serving 1 <sup>st</sup> term of 3 year consecutive terms	5992 Pots Still Rd Perry, FL 32348	850843-1032		3 year reappointment: Expires 5/31/ 2021  (County Seat)
Travis Coker Serving 1 <sup>st</sup> term of 3 year consecutive				3 year reappointment: Expires 5/31/ 2023  (County Seat)
Glenda Hamby, <b>Secretary</b>  Serving 3 <sup>rd</sup> term of 3 year consecutive	603 W. Green St. Perry, FL 32347	584-5545	07/01/1943	3 Year appointment: Expires 2/8/2022  (City Seat)
Pat Barbaree, <b>Chairman</b> Serving 2 <sup>nd</sup> term of 3 year consecutive	1501 East Green St Perry, FL 32347	584-8354 (h) 843-1245 (c)	12/15/1947	3 Year appointment: Expires 5/31/ 2023 (County Seat)
Debra McGrew, Member Serving 2 <sup>nd</sup> term of 3 year consecutive	PO Box 812 Perry, FL 32348	843-0381		3 Year Appointment: Expires 2/8/2022  (City Seat)
Bill Brynes, Member Serving 3 <sup>rd</sup> term of 3 year consecutive	PO Box 501 Perry, FL 32348	584-4653	11/25/1943	(3 year reappointment: Expires 5/31/ 2021 (County Seat)
Mark O'Bryant, TMH CEO  Lauren Fasion, TMH	1300 Miccosukee Road Tallahassee, FL 32308	850-431- 5380		Per Term of TMH Agreement Appointment
Dr. Miles Nelson  Chief of Staff, DMH	333 N Bryon Butler Pkwy. Perry, FL 32347	223-5400		Chief of Staff is Elected by the Medical Staff on an annual basis: 1 June bi-annually

**This is a certified and true copy:**

*Glenda Hamby*

---

Glenda Hamby, Secretary  
Doctors' Memorial Hospital Board of Directors

**TAYLOR COUNTY BOARD OF COMMISSIONERS**

**County Commission Agenda Item**

**SUBJECT/TITLE:**



Taylor County Health Department- Covid update and introduction of New Interim Health Officer

**Meeting Date:**

5/18/2021

**Statement of Issue:** Update on COVID

**Recommendation:** \_\_\_\_\_

**Fiscal Impact:** \$ \_\_\_\_\_ **Budgeted Expense:** Yes  No  N/A

**Submitted By:** Tonya Hobby

**Contact:** 8505286537

**SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS**

**History, Facts & Issues:** \_\_\_\_\_

**Options:** 1. \_\_\_\_\_

2. \_\_\_\_\_

**Attachments:** 1. \_\_\_\_\_

2. \_\_\_\_\_



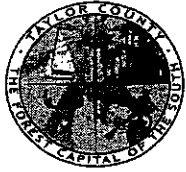
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**TAYLOR COUNTY BOARD OF COMMISSIONERS**

*County Commission Agenda Item*

**SUBJECT/TITLE:**

THE BOARD TO CONSIDER REQUEST APPROVE RESIDENTIAL SOLID WASTE HAULING SERVICES PERMIT FOR COLE'S SANITATION.



**MEETING DATE REQUESTED:**

MAY 18, 2021

**Statement of Issue:** TO CONSIDER PERMIT APPLICATION. .

**Recommended Action:**

**Fiscal Impact:** N/A

**Budgeted Expense:** N/A

**Submitted By:** LAWANDA PEMBERTON, COUNTY ADMINISTRATOR, ON BEHALF OF JEREMY COLE

**Contact:** 838-3500 X 6

**SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS**

**History, Facts & Issues:** CARL JEREMY COLE HAS SUBMITTED AN APPLICATION TO OFFER SOLID WASTE HAULING SERVICES IN TAYLOR COUNTY. CONSIDERATION FOR APPROVAL SHOULD BE PROVISIONAL AND UPON RECEIPT OF COMPLETE APPLICATION AND SUPPORTING DOCUMENTS. COLE'S SANITATION IS NOT A LLC AND WILL NOT BE ELIGIBLE FOR A WORKERS COMPENSATION EXEMPTION.

**Options:** APPROVE/NOT APPROVE

**Attachments:** APPLICATION



**APPLICATION FOR  
RESIDENTIAL SOLID WASTE HAULING SERVICES  
PERMIT**

This application form must be completed by each applicant that wishes to obtain a permit from Taylor County for residential solid waste hauling services.

An applicant must provide the county with all of the information and documents requested in Section 1-19 below, including the application that is described below. An applicant may attach additional sheets of paper to this application form, if necessary. Applicant must show residency in Taylor County, Florida for the past five (5) years.

**1. Applicant Information**

Please provide the name, address and telephone number of the Applicant.

Name of Applicant: Carl Jeremy Cole  
Mailing Address: Po Box 452 Steinhatchee, FL 32359  
Email Address: Cjeremycole@gmail.com  
Telephone No.: 352-303-0958

**2. Applicant's Authorized Representative.**

Please provide the name, address and telephone number of the Applicant.

Name of Representative: Carl Jeremy Cole  
Mailing Address: Po Box 452 Steinhatchee FL, 32359  
Email Address: Cjeremycole@gmail.com  
Telephone No.: 352-303-0958

**3. Type of Business Entity.**

Please state whether the Applicant is an individual, a corporation, a partnership, or other type of entity.

Individual

4. Applicant's Principals.

If the applicant is a corporation, partnership or other business entity, please provide the name, address, and title of the Applicant's majority shareholder and each person that is a principal officer (e.g., Chief Executive Officer; President; Vice-President; Chief Operating Officer; etc.).

Name: ~~Cole Sanitation~~ Jeremy Cole  
Address: 708 2nd Ave NE Steinhatchee FL, 32359  
Title: B. Owner, COE

5. Applicant's Managers.

Please provide the name, address, and telephone number of each person that will serve as the Applicant's local manager (i.e., the person that will be responsible for performing or supervising the Residential Solid Waste Hauling Services for the Applicant).

Name: Jeremy Cole  
Address: 708 2nd Ave NE Steinhatchee FL, 32359  
Title: Supervisor

6. Proof of Good Standing.

If the Applicant is a corporation, please provide proof that the corporation is in good standing in the State of Florida.

7. Authorization to do Business in Florida.

If the Applicant is not a Florida corporation, please provide proof that the Applicant is authorized to do business in Florida.

8. Fictitious Name. Cole's Sanitation

Confirmation Number 600364053756

If the Applicant is operating under a fictitious name, please provide information demonstrating that the fictitious name is properly registered by the Applicant.

9. Applicant's Experience.

- (a) Please provide a summary of the Applicant's experience with regard to the collection of Residential Solid Waste. No Experience
- (b) Provide a complete list of all of the communities in Florida and other states (but not more than ten (10) communities) where the Applicant has provided solid waste collection services in the last five (5) years. \_\_\_\_\_

- (c) For each community listed in Section 9(b) above, please provide the name, address and telephone number of a reference (i.e., a person employed by the local government in that community who can provide information concerning the quality of service by the Applicant).

**10. Prior Enforcement Issues.**

- (a) Please provide a complete list of all communities (if any) where the Applicant's permit, approval, franchise, or license to provide solid waste collection services was suspended or revoked.
- (b) Provide a complete list of all felony convictions, and misdemeanor convictions with the last five (5) years, involving the Applicant's collection, receiving, storing, separating, transportation, or disposal of solid waste. If the Applicant is not an individual, also provide a list of such convictions for the Applicant's majority shareholder, any person having a controlling interest in the Applicant, and each person that is an officer or partner of the Applicant.
- (c) Provide a complete list of all civil penalties and liquidated damages in excess of five thousand dollars (\$5,000.00) that were assessed against the Applicant by local, state, and federal governmental entities within the last five (5) years involving the collection, transportation, or disposal of solid waste.
- (d) With regard to Sections 10(a) through 10(c), above, provide any information concerning the convictions, penalties, liquidated damages, etc., that the Applicant believes will help the County understand the facts concerning those matters.

**11. Potential Customers.**

Please provide the name and address of each residence that will be provided Residential Solid Waste Hauling Services by the Applicant if this Application is approved. Please provide this information on the blank form that is attached hereto entitled "Taylor County Residential Solid Waste Hauling Application Response; Potential Customers, Paragraph 11; Potential Customers".

**12. Vehicles, Equipment & Containers.**

Please provide a list of the vehicles, equipment, and containers that will be used by the Applicant to provide Residential Solid Waste Hauling Services in the County. The list must identify the make, model, identification number, and year of each vehicle and piece of collection equipment. The list also must identify the size and type of each container that will be used by the Applicant. Please provide this information on the blank form that is attached hereto entitled "Taylor County Residential Solid Waste Hauling Application Response; Vehicles, Equipment and Containers, Paragraph 12; Vehicles Equipment & Containers". Also include the street address of the equipment yard(s) where the Applicant's vehicles, equipment, and containers are stored when they are not in use.

**13. Insurance Requirements.**

Please provide a properly executed Certificate of Insurance form demonstrating that the Applicant has the following types and amounts of insurance coverage's issued by an insurance company that is licensed to do business in the State of Florida, with an A.M. Best Rating of B+ or better, Class VII (or higher), or otherwise acceptable to the County, if the company is not rated by A.M. Best.

- (a) Comprehensive General Liability Insurance with a limit of a one million dollar (\$1,000,000) per occurrence and a one million dollar (\$1,000,000) general aggregate. This policy must include the

following coverage's: premises and operations liability, independent contractors, products and completed operations, personal injury, contractual liability, and fire damage.

- (b) Automotive Liability Insurance coverage providing a combined single limit of not less than five hundred thousand dollars (\$500,000) per occurrence. This policy must include the following coverage's: bodily injury and property damage including premises and operations.
- (c) Workers Compensation Insurance shall be provided for all of the Applicant's employees as required under Florida law (a Workers Compensation Exemption shall be acceptable with submittal of a signed "Hold Harmless, Release and Indemnity Agreement"); and
- (d) Employers Liability Insurance providing a single limit of not less than one million dollars (\$1,000,000); bodily injury by each accident, and providing a single limit of not less than one million dollars (\$1,000,000), bodily injury per each employee, and providing a single limit of not less than one million dollars (\$1,000,000) bodily injury by disease policy limit.

The certificate of insurance must demonstrate that the insurance coverage will be in effect for the term of the proposed Agreement. The certificate of insurance must name the County as an additional insured (except with regard to workers compensation and employees liability insurances).

The "certificate holder" box on the certificate of insurance shall read as follows:

Taylor County Board of County Commissioners  
108 N. Jefferson Street  
Perry, Florida 32347

**14. Bond Requirements.**

Please provide a performance bond in the amount of fifty thousand dollars (\$50,000). The bond must be attached hereto and is subject to review and approval of the County Attorney. The bond must be issued by a surety licensed to do business in the state of Florida

**15. Other Information.**

Please provide any other information the Applicant believes will demonstrate that:

- (a) The Applicant has the experience, personnel, equipment, and other resources necessary to provide Residential Solid Waste Hauling Services in Taylor County.
- (b) The Applicant has the capacity and willingness to comply with all applicable local, state, and federal laws; and
- (c) The award of a Permit to the Applicant will be in the public interest.

**16. Permit Agreement.**

Please sign and properly execute the "Permit Agreement for Residential Solid Waste Hauling Services" that is attached hereto.

**17. Affidavit.**

Please sign and properly execute the blank "Affidavit in support of Permit Application" that is attached hereto.

**18. Effective Date of Permit Agreement.**

Please identify the date when the Applicant wants its Permit to take effect.

May 1, 2021

**19. Attachments.**

All of the information and documents requested in paragraphs 1-18, above, must be attached to this Application and submitted to the Taylor County Solid Waste and Environmental Program Management.



TAYLOR COUNTY RESIDENTIAL SOLID WASTE HAULING APPLICATION RESPONSE  
POTENTIAL CUSTOMERS, PARAGRAPH 11; POTENTIAL CUSTOMERS

Name: 3 Kimbo & Pam Revels

Address: 804 Robin Lane NE

Name: Cooter Reed

Address: 111 First Ave SE, Steinhatchee FL, 32359

Name: Bubba & Liz Cole

Address: 512 Hwy 51 NE

Name: Keith & Tammy Dickerson

Address: 512 Hwy 51 NE

Name: Windel & Wanda McKinnon

Address: 1727 Magnolia St NE

Name: Jodi & Julia Markley

Address: 114 Sugar Hill Rd NE

Name: Derek Baker

Address: 111 Eighth St NE

Name: ~~Greg & Sarah~~ Zack Morgan

Address: 209 First Ave NW

Name: Bobby Lundy

Address: 25581 Stephen's Lundy Rd

Name: Lisa & Garrett Dodd

Address: 1720 Sugar Hill Ln.

Name: Nick Cochran

Address: \_\_\_\_\_



**TAYLOR COUNTY RESIDENTIAL SOLID WASTE HAULING APPLICATION RESPONSE  
VEHICLES, EQUIPMENT & CONTAINERS, PARAGRAPH 12; VEHICLES, EQUIPMENT & CONTAINERS**

Type: Vehicle  Equipment  Container

Make: ~~2020~~ Ford Model: Ford F150 I.D. #: \_\_\_\_\_ Year: 2020

Type: Vehicle  Equipment  Container

Make: Ford Model: F150 I.D. #: \_\_\_\_\_ Year: 2017

Type: Vehicle  Equipment  Container

Make: Jeep Model: Scrambler I.D. #: \_\_\_\_\_ Year: 1992

Type: Vehicle  Equipment  Container

Make: Chevrolet Model: 1500 I.D. #: \_\_\_\_\_ Year: 2006

Type: Vehicle  Equipment  Container

Make: \_\_\_\_\_ Model: \_\_\_\_\_ I.D. #: \_\_\_\_\_ Year: \_\_\_\_\_

Type: Vehicle  Equipment  Container

Make: \_\_\_\_\_ Model: \_\_\_\_\_ I.D. #: \_\_\_\_\_ Year: \_\_\_\_\_

Type: Vehicle  Equipment  Container

Make: \_\_\_\_\_ Model: \_\_\_\_\_ I.D. #: \_\_\_\_\_ Year: \_\_\_\_\_

Type: Vehicle  Equipment  Container

Make: \_\_\_\_\_ Model: \_\_\_\_\_ I.D. #: \_\_\_\_\_ Year: \_\_\_\_\_

Type: Vehicle  Equipment  Container

Make: \_\_\_\_\_ Model: \_\_\_\_\_ I.D. #: \_\_\_\_\_ Year: \_\_\_\_\_

Type: Vehicle  Equipment  Container

Make: \_\_\_\_\_ Model: \_\_\_\_\_ I.D. #: \_\_\_\_\_ Year: \_\_\_\_\_



Street Address of Equipment Yard for Storage of Vehicles, Equipment, and Containers.

Address: 708 2nd Ave NE Steinhatchee FL 32359



ADDITIONAL INFORMATION 9(a) - 10(c)

Summary of Applicant's experience -  
9(a):

N/A

List of Communities Where Solid Waste Collection Services Have Been Provided -  
9(b):

N/A

N/A

Other Community Reference - 9(c):

N/A

Name: Cooper Reed

Address: 111 First Ave SE, Steinhatchee, FL 32359

Telephone No.: 352-949-4198

Name: Kimbo J. Pam Revels

Address: 804 Robin Lane NE

Telephone No.: 352-356-2659

List of Communities Where Permit was Suspended or Revoked -  
10(a):

N/A

List of all Felony and Misdemeanor Convictions in Five Years - 10(b):

N/A



**HOLD HARMLESS, RELEASE AND INDEMNITY AGREEMENT**

COMES NOW, [Signature], and after having obtained a State of Florida Worker's Compensation Certificate, a copy of which is attached hereto and marked Exhibit "A" and in consideration of Taylor County having accepted the said Worker's Compensation exemption and Taylor County having agreed for me to proceed with the following project, to-wit:

**RESIDENTIAL SOLID WASTE HAULING SERVICES**

1. I hereby agree to indemnify, hold harmless and defend Taylor County, Florida from any liability claim, demand, action, cause of action, suit, loss, damage, expense, cost attorney fee, settlement or judgment as a result of my being injured while performing the above project. I will not allow anyone to subcontract and no other person will be allowed on the job site.
2. I also hereby indemnify and release Taylor County, from any liability, claim, demand, action, cause of action, suit, loss, damage, expense, cost, settlement or judgment for any medical, dental, orthopedic, surgery or any rehabilitation or any expense as a result of any injury on said project.
3. I hereby release Taylor County from any liability of whatever kind or nature as a result of any injury on the above project.
4. I hereby agree that venue of any litigation, as a result of this Hold Harmless Release and Indemnity Agreement shall be exclusively in Taylor County, Florida and the laws of the State of Florida shall govern.
5. I hereby agree that I have relied on the legal advice of my attorney and that I fully understand this agreement and I have voluntarily executed same.

DONE AND EXECUTED this 21<sup>st</sup> day of April, ~~201~~<sup>2021</sup>.

WITNESS:

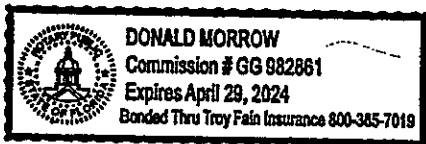
Donald Morrow

Donald Morrow

STATE OF FLORIDA  
COUNTY OF TAYLOR

I hereby certify that on this day personally appeared before me, an officer duly authorized to administer oaths and take acknowledgments, Carl Cole, personally known to me ( ) produced identification (✓) to be the individual described in and who executed the foregoing, and acknowledged before me that they executed the same freely and voluntarily for the purpose therein expressed.

Witness may hand and official seal this 21<sup>st</sup> day of April, ~~201~~<sup>2021</sup>.



Donald Morrow

NOTARY PUBLIC

My Commission Expires:

Accepted by Taylor County, Florida this 21<sup>st</sup> day of April, ~~201~~<sup>2021</sup>, by

[Signature]

**(Step 3 of 3) Thank you for your payment.**

**Please print this receipt and keep it for your records.**

---

Tracking Number : 600364053756

Document Number : NEW

Payment Amount: \$80.00

Receipt Number: 3804273903

Transaction Date: 04/13/2021 04:11 PM

Payment Type:



Account Number: \*4971

---

# *State of Florida*

## *Department of State*

I certify that the attached is a true and correct copy of the Application For Registration of the Fictitious Name COLE'S SANITATION, registered with the Department of State on April 13, 2021, as shown by the records of this office.

The Registration Number of this Fictitious Name is G21000050729.

*Given under my hand and the Great Seal of  
Florida, at Tallahassee, the Capital, this the  
Fourteenth day of April, 2021*



*Randy R. ...*  

---

*Secretary of State*

**GEICO** FLORIDA AUTOMOBILE INSURANCE  
geico.com IDENTIFICATION CARD  
GEICO CASUALTY COMPANY

Policy Number/Florida Code No. Effective Date  
6062-21-28-39/01026 04-19-21

[X]PERSONAL INJURY PROTECTION BENEFITS/PROPERTY DAMAGE LIABILITY  
[X]BODILY INJURY LIABILITY

Named Insured: Kiley Cole  
Carl Jeremy Cole

Year Make Model Vehicle ID No.  
2020 FORD F-150 1FTEW1E59LKD28489

Phone Number: 1-800-841-3000

Not valid more than one year from effective date.

**Important Information**

Here are your Policy Identification Cards. Two cards have been provided for each vehicle insured. Please destroy your old cards when the new cards become effective.

Due to space limitations on the ID card, only the Named Insured and the Co-insured are listed. For a full list of drivers covered under this policy, please log onto geico.com or reference the Drivers section of your Declarations Page, which is included with your insurance packet.

Please notify us promptly of any change in your address to be sure you receive all important policy documents. Prompt notification will enable us to service you better.

Your policy is recorded under the name and policy number shown on the card.

If you would like additional ID cards, you can go online to geico.com or call us at 1-800-841-3000.

**GEICO** FLORIDA AUTOMOBILE INSURANCE  
geico.com IDENTIFICATION CARD  
GEICO CASUALTY COMPANY

Policy Number/Florida Code No. Effective Date  
6062-21-28-39/01026 04-19-21

[X]PERSONAL INJURY PROTECTION BENEFITS/PROPERTY DAMAGE LIABILITY  
[X]BODILY INJURY LIABILITY

Named Insured: Kiley Cole  
Carl Jeremy Cole

Year Make Model Vehicle ID No.  
2020 FORD F-150 1FTEW1E59LKD28489

Phone Number: 1-800-841-3000

Not valid more than one year from effective date.

KILEY COLE AND CARL COLE  
708 SECOND AVE NE  
STEINHATCHEE, FL 32359

VOID

**GEICO** FLORIDA AUTOMOBILE INSURANCE  
geico.com IDENTIFICATION CARD  
GEICO CASUALTY COMPANY

Policy Number/Florida Code No. Effective Date  
6062-21-28-39/01026 04-19-21

[X]PERSONAL INJURY PROTECTION BENEFITS/PROPERTY DAMAGE LIABILITY  
[X]BODILY INJURY LIABILITY

Named Insured: Kiley Cole  
Carl Jeremy Cole

Year Make Model Vehicle ID No.  
2017 FORD F-150 1FTEW1EG8HFA75344

Phone Number: 1-800-841-3000

Not valid more than one year from effective date.

VOID

**GEICO** FLORIDA AUTOMOBILE INSURANCE  
geico.com IDENTIFICATION CARD  
GEICO CASUALTY COMPANY

Policy Number/Florida Code No. Effective Date  
6062-21-28-39/01026 04-19-21

[X]PERSONAL INJURY PROTECTION BENEFITS/PROPERTY DAMAGE LIABILITY  
[X]BODILY INJURY LIABILITY

Named Insured: Kiley Cole  
Carl Jeremy Cole

Year Make Model Vehicle ID No.  
2017 FORD F-150 1FTEW1EG8HFA75344

Phone Number: 1-800-841-3000

Not valid more than one year from effective date.

**What to do at the time of an accident.**

- Do not admit fault.
- Do not reveal the limits of your liability coverage to anyone.
- Exchange contact information; get year, make, model, plate number, insurance carrier and policy number of all involved. Also, identify witnesses and collect contact information.
- Contact the police or 911 if applicable.
- Contact GEICO by calling **1-800-841-3000** or visit **geico.com** to report the accident.

Coverage, including collision, may extend to rental vehicles that qualify as temporary substitutes or non-owned autos in your policy.

MISREPRESENTATION OF INSURANCE IS A FIRST DEGREE MISDEMEANOR  
U-4-FL (04-14)

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MISREPRESENTATION OF INSURANCE IS A FIRST DEGREE MISDEMEANOR  
U-4-FL (04-14)

**SUBJECT/TITLE:**



Resolution to Adopt 2021 Comprehensive Emergency Management Plan (CEMP) with Annexes 1-5

**MEETING DATE REQUESTED:**

May 18, 2021

**Statement of Issue:** Board to consider approval of draft resolution stating the adoption of the Comprehensive Emergency Management Plan.

**Recommended Action:** Adopt the CEMP to include Annex 1- Recovery Functions, Annex 2 – Mitigation Functions, Annex 3 Hazard Analysis, Annex 4 ESF's, and Annex 5 Taylor County SOG's (Standard Operating Guides)

**Fiscal Impact:** N/A

**Budgeted Expense:** N/A

**Submitted By:** Kristy Anderson, Emergency Management Director

**Contact:** 850-838-3575

**SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS**

**History, Facts & Issues:** As a requirement to be compliant it is necessary for Taylor County to adopt a resolution to its CEMP. This document is updated by EM every five years.

**Options:** Not to approve

**Attachments:**  
1. Draft Resolution for Taylor County  
2. Comprehensive Emergency Management Plan with Annexes 1 – 5



## RESOLUTION

### **A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF TAYLOR COUNTY, FLORIDA, APPROVING THE REVISED TAYLOR COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

**WHEREAS**, Chapter 252, Florida Statutes, assigns to the Board of County Commissioners responsibility for disaster mitigation, preparedness, response, and recovery; and

**WHEREAS**, being prepared for disasters means being ready to respond promptly as danger threatens, to save life and protect property, and to provide relief from suffering and privation; and

**WHEREAS**, local services may be overburdened or inadequate, and local government will have to operate effectively in different ways than in normal times to provide timely relief and minimize hardships in the event of natural and technological disasters in Taylor County; and

**WHEREAS**, man populated areas and parts of communities may require evacuation, shelter, and food until the disaster ends; services are restored, and needed supplies and materials area available; and

**WHEREAS**, the plan is intended to provide the framework for the development of detailed operating procedures for all County forces charged with the responsibility of protecting the public health and safety from natural and technological disasters; and

**WHEREAS**, Chapter 27P-6, Florida Administrative Code, requires each County to develop a Comprehensive Emergency Management Plan; and

**WHEREAS**, Chapter 27P-6, Florida Administrative Code, furthermore, requires the governing body of Taylor County to adopt by resolution, the revised Taylor County Comprehensive Emergency Management Plan.

**NOW THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Taylor County, Florida that Taylor County's revised Comprehensive Emergency Management Plan be hereby adopted and activated throughout Taylor County.

This resolution shall become effective upon adoption

**PASSED AND ADOPTED** this 18<sup>th</sup> Day of May, 2021.

**BOARD OF COUNTY COMMISSIONERS  
TAYLOR COUNTY, FLORIDA**

---

Thomas Demps, Chair

**ATTEST:**

---

Gary Knowles, Clerk of the  
Board of County Commissioners,  
Taylor County

Approved as to form and legality:

---

Conrad C. Bishop Jr., County Attorney



STATE OF FLORIDA  
**DIVISION OF EMERGENCY MANAGEMENT**

Ron DeSantis  
Governor

Jared Moskowitz  
Director

April 30, 2021

Kristy Anderson, Director  
Taylor County Emergency Management  
591 US-27,  
Perry, FL 32347

**CERTIFIED MAIL – RETURN RECEIPT REQUESTED**

Dear Director Anderson:

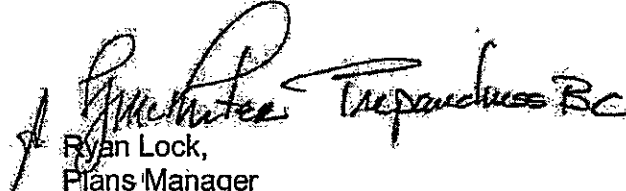
In accordance with the provisions of Rule Chapter 27P-6 Florida Administrative Code (FAC), the Florida Division of Emergency Management (FDEM) has completed its review of the Taylor County Comprehensive Emergency Management Plan (CEMP). The review team has determined that your plan meets the CEMP compliance criteria. We hope that the comments and discussions the review team had with you and your staff during the review will assist you in future planning efforts and enhance the update of your CEMP.

**The approved plan must now be adopted by resolution by the governing body of the jurisdiction within 90 days in accordance with Rule 27P-6.006(11) FAC. You must forward a copy of the adoption resolution and an electronic copy of the adopted plan to FDEM to complete compliance. Failure to adopt the plan by resolution within 90 days will result in a letter of non-compliance unless an adoption extension is requested in accordance with Rule 27P-6.006(11) FAC.**

Dir. Kristy Anderson  
April 30, 2021  
Page Two

If you have any questions or need additional information regarding the plan's approval, please contact your review team leader, Glen Hammers, at (850) 591-9947 or by email: [Glen.Hammers@em.myflorida.com](mailto:Glen.Hammers@em.myflorida.com).

Sincerely,

  
Ryan Lock,  
Plans Manager

RL/gh/

cc: Thomas Demps, Chair, Taylor County BOCC  
Brian Bradshaw, DEM Regional Coordinator  
Sandra Joseph, RPC Representative  
Melissa Shirah, DEM - Recovery  
Miles Anderson, DEM - Mitigation  
Glen Hammers, DEM - CEMP Planner

## Kristy Anderson

---

**From:** Hammers, Glen <Glen.Hammers@em.myflorida.com>  
**Sent:** Friday, April 30, 2021 5:03 PM  
**To:** Kristy Anderson; John Louk  
**Cc:** Bradshaw, Brian  
**Subject:** Taylor County CEMP Compliance Letter  
**Attachments:** Taylor County CEMP Compliance Letter.pdf  
  
**Importance:** High

Greetings,

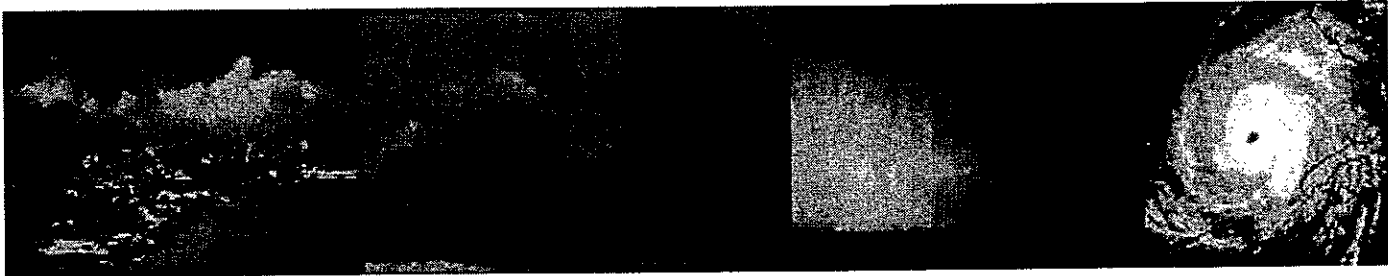
I am pleased to let you know that we have completed the review process for your Taylor County CEMP, and it has been found compliant. Your adoption due date will be 90 business days from the date on the attached letter. Once the CEMP has been formally adopted, please provide us with the final copy of your CEMP with the resolution in the place of the "draft promulgation letter."

If you have any questions, please feel free to reach out to me by either by phone or by responding to this email.

Office: 850-815-4312  
Mobile: 850-591-9947

**Respectfully,**  
**Glen Hammers**  
**County CEMP Coordinator**  
**(850) 591-9947**  
**floridadisaster.org**

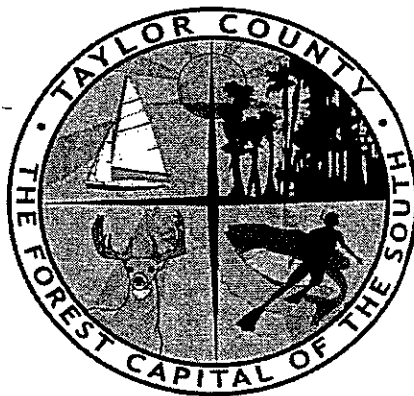
Under Florida law, correspondence with the Florida Division of Emergency Management, which is neither confidential nor exempt pursuant to Florida Statutes Chapter 119, is a public record made available upon request.



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# **COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

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June, 2020

**Taylor County Board of County Commissioners  
Department of Emergency Management**

**NOTICE:** This document contains information pertaining to the deployment, mobilization, and tactical operations of the Taylor County government in response to emergencies. It is exempt from public disclosure under the provisions of Section 281.301, Florida Statutes.

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# Taylor County Comprehensive Emergency Management Plan

## I. INTRODUCTION

### A. GENERAL

Florida Statutes, Chapter 252 (Emergency Management Act) identifies emergency power and responsibilities of political subdivisions in the State of Florida. A key provision in the statutes is that each County in Florida shall develop a Comprehensive Emergency Management Plan (CEMP) and Programs that are coordinated and consistent with the State Comprehensive Emergency Management Plan and Programs. Furthermore, Presidential Homeland Security Directives 5 and 8, enacted in 2004, require the State and Local governments to adopt the fundamental principles, language and operational concepts embedded in the National Incident Management System (NIMS) and the National Response Framework (NRF) as a condition for receiving certain categories of federal support for Emergency Management. The Taylor County Board of County Commission adopted this by resolution on July 25, 2006.

The revised Taylor County CEMP is the product of a detailed and focused planning process that 1) fully incorporates the NIMS concepts, principles, practice and language 2) capitalizes on the lessons learned from recent disasters, 3) incorporates plans, programs and policies that have emerged since the last revision of the CEMP. The CEMP establishes a framework through which the County may prepare for; respond to; recover from; and mitigate to prevent the impacts of a wide variety of disasters that could adversely affect the health, safety and or general welfare of the residents and emergency workers of Taylor County. The CEMP provides guidance to County officials on procedures, organization and responsibilities which will prevent, minimize, and/or relieve personal hardship and property damage associated with disasters or the imminent threat thereof. This plan also provides for an integrated and coordinated county, municipal, state and federal response.

The CEMP is operation oriented and addresses communication and warning systems, rapid and pre-deployment of resources, evacuation, shelter operations, post-disaster response and recovery activities, and clearly defines responsibilities of county, municipal, volunteer, and other organizations through an Incident Management System/Emergency Support Function approach to planning and operations.

The CEMP describes the basic strategies, assumptions, and mechanics through which the County will mobilize resources and conduct activities to guide and support County emergency management efforts through prevention, preparedness, response, recovery, and mitigation. To facilitate inter-governmental operations, the CEMP adopts a functional approach that groups the type of assistance to be provided under each Emergency Support Function (ESF). Each ESF is headed by a primary agency, which has been selected based on its authorities, resources, and capabilities in the functional area. In addition, other agencies with similar capabilities have been given support assignments to appropriate ESF(s). The ESF(s) serve as the primary operational mechanism through which county assistance is managed. Command staff and other General staff have been assigned to support the ESF(s). County assistance will be provided to impacted communities within the County under the overall authority of the Director of Emergency Management (Local Coordinating Officer), on behalf of the Board of County Commission.

In an effort to ensure that the revised CEMP was strictly aligned with the State and National preparedness guidance, the State Division of Emergency Management, and the National Department of Homeland Security publications listed below were consulted and closely followed:

- The National Preparedness Guidelines (September, 2007)
- National Response Framework (January, 2016)
- The Interim National Preparedness Goal (March 31, 2007)
- FEMA NIMCAST User's Guide
- Integration of the National Incident Management System into the Local Comprehensive Emergency Management Plan - A Guide (DEM, June 2005)
- Targeted Capabilities List (2007)

*The following information is an excerpt from the Department of Homeland Security's Guidance on Aligning Strategies with the National Preparedness Goal dated July 22, 2005:*

## **1. The National Preparedness Goal**

The Goal represents a significant evolution in the way we approach preparedness and homeland security. The Goal presents a collective vision for national preparedness, and establishes National Priorities that will help guide the realization of that vision. The vision set forth by the Goal encompasses the full spectrum of activities necessary to address a broad range of threats and hazards, including terrorism.

*The vision of the National Preparedness Goal is:*

*To engage Federal, State, local, and tribal entities, their private and non-governmental partners, and the general public to achieve and sustain risk-based target levels of capability to prevent, protect against, respond to, and recover from major events in order to minimize the impact on lives, property, and the economy.*

## **2. Framework for National Preparedness**

The Goal provides a common framework for a systems-based approach to build, sustain and improve national preparedness for a broad range of threats and hazards. The Goal and other source documents define the mission areas of this framework as follows:

**a. Prevent:** Actions to avoid an incident, intervene, or stop an incident from occurring. Prevention involves actions taken to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, pre-empting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice (Source: NIMS, December 2008).

**b. Protect:** Actions to reduce the vulnerability of critical infrastructure or key resources in order to deter, mitigate, or neutralize terrorist attacks, major disasters, and other emergencies (Source: HSPD 7, December 2003). It requires coordinated action on the part of Federal, State and local governments; the private sector; and concerned citizens across the country. Protection also includes: continuity of government and operations planning; awareness evaluation and understanding of threats and vulnerabilities to their critical facilities, systems, and functions; identification and promotion of effective sector-specific protection practices and methodologies; and expansion of voluntary security-related information sharing among private entities within the sector, as well as between government and private entities (Source: The National Strategy for the physical Protection of Critical Infrastructures and Key Assets, February 2003).

**c. Respond:** Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at pre-empting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice (Source: NIMS, December 2008).

**d. Recovery:** Activities that include the development, coordination, and execution of service—and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents (Source: NIMS, December 2008).

At the core, success depends upon robust and adaptive collaboration between the public and private sector, among different levels of government, among multiple jurisdictions, and among departments and agencies within a single jurisdiction. Collaboration encompasses a wide range of activities (i.e., joint planning, training, operations) aimed at coordinating the capabilities and resources of various entities (agencies, organizations, and individuals from many tiers of public and private sectors) for the common purpose of preventing, protecting against, responding to, and recovering from intentional as well as natural threats to people or property. As such, a critical element, collaboration, can thus be viewed as the foundation upon which success in all four mission areas depends.

Each mission area includes a collection of capabilities that require the integration of multiple agencies, disciplines, processes, and procedures. For an example, the prevention mission area includes the capability of intelligence fusion and analysis. This capability requires the interaction of law enforcement investigations, public health surveillance, suspicious activity reports from the public, and other discipline-specific activities.

Integration is needed across mission areas. For example, information learned in intelligence fusion and analysis should inform critical infrastructure protection efforts so that protection strategies fit the threats.

This common framework provides an overarching structure which can guide the establishment and enhancement of homeland security preparedness organizations, programs and processes. While individual components within the framework may change over time, the framework is robust and should not change.

### **3. The Seven National Preparedness Goals**

#### **National Priorities/Overarching Priorities:**

- Implement the National Incident Management System (NIMS) and National Response Framework (NRF)
- Expand Regional Collaboration
- Implement the Interim National Infrastructure Protection Plan

#### **Capability Specific Priorities:**

- Strengthen Information Sharing and Collaboration capabilities
- Strengthen Interoperable Communications capabilities
- Strengthen CBRNE Detection, Response, and Decontamination capabilities
- Strengthen Medical Surge and Mass Prophylaxis capabilities

## **B. PURPOSE**

The purpose of the Taylor County Comprehensive Emergency Management Plan (CEMP) is to establish a framework for government, non-profit organizations, and residents to address prevention, preparation, response, recovery, and mitigation of the effects of emergencies and disasters.

## **C. SCOPE**

The Scope of this plan identifies when and under what conditions the application or activation of this plan is necessary.

- The plan establishes fundamental policies strategies and assumptions for a countywide Comprehensive Emergency Management Program that is guided by the principles of the National Incident Management System.
- The CEMP addresses the various types of emergencies that are likely to occur and the vulnerable population.
- The CEMP establishes a Concept of Operations spanning the direction and control of an emergency from initial monitoring through post-disaster response, recovery and mitigation.
- The CEMP defines inter-agency and inter-government coordination mechanisms to facilitate the delivery of immediate response and recovery assistance.

- The CEMP assigns specific functions to appropriate county agencies and organizations as well as outlines methods to coordinate with the private sector, volunteer organizations, citizens, and state and federal counterparts.
- The CEMP identifies actions that county response and recovery organizations will take in coordination with municipal, state, and federal counterparts as appropriate, regardless of the magnitude of the disaster.

#### **D. METHODOLOGY**

The Taylor County Department of Emergency Management with guidance and assistance from each of the following organizations has prepared this document:

- Taylor County District Schools Director of Transportation
- Taylor County District Schools Superintendent
- Taylor County Agriculture Extension Agent
- Taylor County Property Appraiser
- Taylor County Health Department
- City of Perry (Police and Fire)
- 'Doctors' Memorial Hospital
- Taylor County Fire Department
- Taylor County Public Works Department
- Taylor County Clerk of the Court
- Taylor County Sheriff's Office

The Taylor County CEMP was developed using widely accepted planning principles and practices in the field of emergency management to include: compliance criteria developed by the Florida Division of Emergency Management, the National Response Framework (NRF), and federal guidance concerning the National Incident Management System (NIMS). The plan incorporates information from many sources, which are noted throughout the document. Standard Operating Guides supporting this plan were developed in conjunction with primary agencies.

The local planning process involvement includes:

- The Taylor County CEMP is adopted by the Taylor County Board of County Commissioners by resolution, which serves as the promulgation letter for the CEMP.
- Concurrence documents acknowledging and accepting plan responsibilities is maintained at the Taylor County Department of Emergency Management.
- A distribution list of the Comprehensive Emergency Management Plan, maintained at the Taylor County Department of Emergency Management.
- The Emergency Management Director is responsible for ensuring that all changes have been distributed to recipients of the CEMP. The distribution list is used to verify that all appropriate persons/offices are copied.

- As changes to the CEMP occur, they will be facilitated through the Taylor County planning process, and electronic copies will be disseminated.
- A master copy of the CEMP is maintained in the Taylor County Department of Emergency Management.

## **II. CONCEPT OF OPERATIONS**

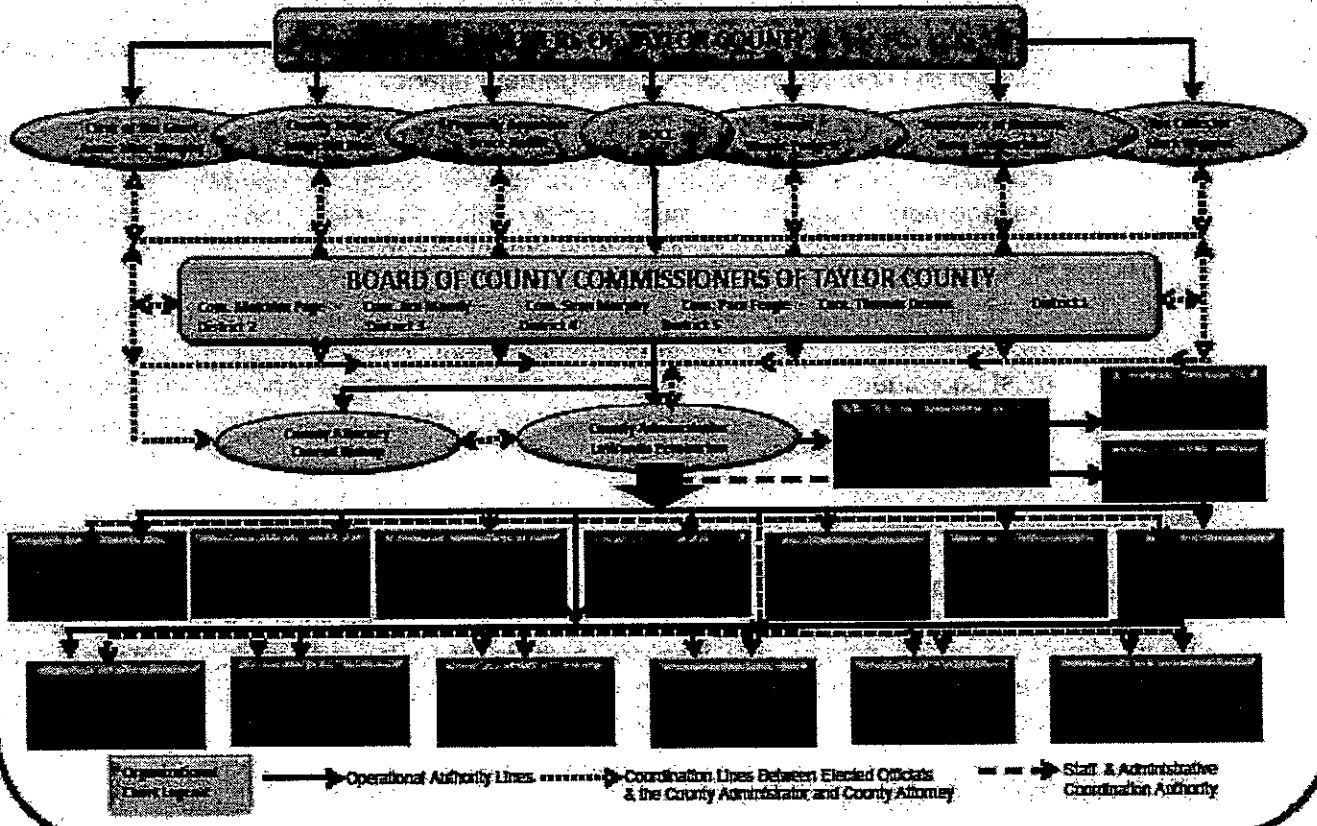
### **A. COUNTY GOVERNMENT**

As required by Chapter 252.38, Florida Statutes, County governments are responsible for:

- Maintaining an emergency management program at the county level involving all government, private and volunteer organizations which have responsibilities in the comprehensive emergency management system within the county.
- Coordinating the emergency management needs of all municipalities within the county and working to establish intra-county Mutual Aid Agreements to render emergency assistance.
- Implementing a broad-based public awareness, education and information program designed to reach all citizens of the county, including those needing special media formats, who are non-English speaking (including persons who do not use English as their first language), and those with hearing impairment or loss.
- Executing Mutual Aid Agreements within the State for reciprocal emergency aid and assistance in the event a situation is beyond the county's capability.
- Maintaining an emergency management program that is designed to avoid, reduce and mitigate the effects of hazards through the enforcement of policies, standards and regulations.
- Maintaining cost and expenditure reports associated with disasters, including resources mobilized as a result of Mutual Aid Agreements.
- Three distinct types of communities exist within Florida. More than 30% of the population lives in highly urbanized areas. With the exception of Orlando, most of the State's population is located in the coastal zone. There are other communities that are not fully urbanized, but are emerging as centers of growth. Examples are Polk County and the cities of Ocala and Tallahassee. Finally, there is rural Florida with its cattle ranches, farms, pine forests, fishing villages, and small towns. Therefore, response and recovery activities must be tailored to the type of community impacted by disasters.



# Taylor County Organization Chart



Taylor County Board of County Commissioners – Organization Chart as November 13, 2019



## **B. MUNICIPAL GOVERNMENT**

As required by Chapter 252.38(2) Florida Statutes, municipalities are responsible for:

- o Legally constituted municipalities are authorized and encouraged to create municipal emergency management programs.
- o Municipal emergency management programs shall coordinate their activities with those of the county emergency management agency.
- o Municipalities without emergency management programs shall be served by their respective county agencies. If a municipality elects to establish an emergency management program, it must comply with all laws, rules, and requirements applicable to county emergency management agencies.
- o Each municipal emergency management plan must be consistent with and subject to the applicable county emergency management plan. In addition, each municipality must coordinate requests for state or federal emergency response assistance with its county. This requirement does not apply to requests for reimbursement under federal public disaster assistance programs.

All Municipalities, County Departments, Constitutional Officers and other organizations fall under the direction of the lead agency designated in the plan. The Director of Emergency Management will coordinate with State, Federal and other outside agencies. Taylor County operates under a **Unified Command (UC)** system, which provides maximum flexibility in responding to a major incident that involves multiple agencies and multiple disciplines from multiple geographic jurisdictions. The exact composition of the Unified Command structure will depend on the location of the incident and level of severity.

## **C. STATE GOVERNMENT**

As required by Chapter 252, Florida Statutes, the State is responsible for:

- o Maintaining an emergency management organization at the State level that involves all government agencies, businesses, and volunteer organizations that have responsibilities in comprehensive emergency management within Florida.
- o Maintaining a broad-based public awareness, education and preparedness program designed to reach a majority of the citizens of Florida, including citizens needing special media formats, such as non-English speaking individuals.
- o Supporting the emergency management needs of all counties by developing reciprocal intra- and inter-state Mutual Aid Agreements, in addition to assistance from the Federal Emergency Management Agency.
- o Directing and controlling a State response and recovery organization based on emergency support functions, involving broad participation from State, private and voluntary relief organizations that are compatible with the federal response and recovery organization and concept of operations.

- Developing and implementing programs or initiatives designed to avoid, reduce and mitigate the effects of hazards through the development and enforcement of policies, standards and regulations.
- Coordinating State activities with those Florida volunteer organizations active in disasters. Ensure that these organizations are identified and organized under Emergency Support Function 15 (Volunteers and Donations) of the State Emergency Response Team.
- Coordinating State activities with Florida's business community and its organizations to ensure a broad and comprehensive coverage of assistance and relief during a disaster.
- Promoting mitigation efforts in the business community with emphasis on the State's infrastructure.
- Identifying critical industry and infrastructures that may be impacted by disaster or are required for emergency response efforts.
- Reviewing and analyzing the Plan against national criteria to ensure compliance with goals, procedures, and benchmarks that guide emergency management programs.

#### **D. FEDERAL GOVERNMENT**

The federal government is responsible for:

- Preventing terrorist attacks within the United States through the Department of Homeland Security; reducing the vulnerability of the nation to terrorism, natural disasters, and other emergencies; and minimizing the damage and assisting in the recovery from emergencies.
- Providing emergency response on federally owned or controlled property, such as military installations and federal prisons.
- Providing federal assistance as directed by the President of the United States under the coordination of the United States Department of Homeland Security, Federal Emergency Management Agency and in accordance with National Response plans.
- Identifying and coordinating provision of assistance under other federal statutory authorities.
- Providing assistance to the State and local governments for response to and recovery from a commercial radiological incident consistent with guidelines as established in the current Federal Radiological Emergency Response Plan and the National Response Framework.
- Managing and resolving all issues pertaining to a mass influx of illegal aliens.

- o Providing repatriation assistance to U.S. citizens (including noncombatants of the U.S. Department of Defense) evacuated from overseas areas. The U.S. Department of Health and Human Services (DHHS), in coordination with other designated federal departments and agencies, is responsible for providing such assistance.

**E. SPECIAL DISTRICTS**

- o Special districts (such as Soil and Water Conservation, Water Management, Mosquito Control, Fire and Rescue, and School) are responsible for establishing liaisons with Taylor County and its organizations to support emergency management capabilities within the county. Special districts that involve inter-jurisdictional authority can provide resources and services to support other functionally related systems in times of disaster.

**F. PRIVATE SECTOR**

- o Coordinate with Government agencies to ensure a broad and comprehensive coverage of assistance and relief during emergencies.
- o Provide and coordinate relief not provided by government on a complementary and supplementary basis.
- o Develop Mutual Aid Agreements and Memorandums of Understanding for actions performed during emergencies.

**G. NON-GOVERNMENT AND VOLUNTEER ORGANIZATIONS**

- o Coordinate with government agencies to ensure a broad and comprehensive coverage of assistance and relief during emergencies.
- o Provide and coordinate relief not provided by government on a complementary and supplementary basis.
- o Develop Mutual Aid Agreements and Memorandums of Understanding of duties and areas of responsibilities to be performed during an emergency.

**H. CITIZEN INVOLVEMENT**

Strong partnerships with citizen groups and organizations provide support for incident management prevention, preparedness, response, recovery, and mitigation. The U.S. Citizen Corps brings these groups together and focuses efforts of individuals through education, training, and volunteer service to help make communities safer, stronger, and better prepared to address the threats of terrorism, crime, public health issues, and disasters of all kinds. Local Citizen Corps Councils implement Citizen Corps programs, which include Community Emergency Response Teams (CERTs), Medical Reserve Corps, Neighborhood Watch, Volunteers in Police Service, and the affiliate programs; provide opportunities for special skills and interests; develop targeted outreach for special-needs groups; and organize special

projects and community events. Citizen Corps Affiliate Programs expand the resources and materials available to States and local communities through partnerships with programs and organizations that offer resources for public education, outreach, and training; represent volunteers interested in helping to make their communities safer; or offer volunteer service opportunities to support first responders, disaster relief activities, and community safety efforts. Other programs unaffiliated with Citizen Corps also provide organized citizen involvement opportunities in support of Federal response to major disasters and events of national significance. One example is the National Animal Health Emergency Response Corps (NAHERC), which helps protect public health by providing a ready reserve of private and State animal health technicians and veterinarians to combat threats to U.S. livestock and poultry in the event of a large outbreak of a foreign animal disease.

The Community Emergency Response Team (CERT) program helps train people to be better prepared to respond to emergency situations in their communities. When emergencies occur, CERT members can give critical support to first responders, provide immediate assistance to victims, and organize spontaneous volunteers at a disaster site. CERT members can also help with non-emergency projects that help improve the safety of the community.

CERT teams remain active in the community before a disaster strikes, sponsoring events such as drills, neighborhood clean up, and disaster education fairs. Trainers offer periodic refresher sessions to CERT members to reinforce the basic training and to keep participants involved and practiced in their skills.

Following a disaster, community members may be on their own for a period of time because of the size of the area affected, lost communications, and impassable roads. The Community Emergency Response Team (CERT) program supports local response capability by training volunteers to organize themselves and spontaneous volunteers at the disaster site, to provide immediate assistance to victims, and to collect disaster intelligence to support responders' efforts when they arrive. In the classroom, participants learn about the hazards they face and ways to prepare for them. CERT members are taught basic organizational skills that they can use to help themselves, their loved ones, and their neighbors until help arrives. The local government or one of its representatives coordinates CERT training in the community. Training consists of 20 hours of instruction on topics that include disaster preparedness, fire safety, disaster medical operations, light search and rescue, team organization, and disaster psychology. Upon completion of the training, participants are encouraged to continue their involvement by participating in training activities and volunteering for projects that support their community's disaster preparedness efforts.

### **III. METHOD OF OPERATIONS**

#### **A. GENERAL**

The primary goal of emergency management in Taylor County is to ensure the County's preparation to prevent, respond to, recover from, and mitigate the impact of the many consequences that may be generated by an emergency/disaster situation. To accomplish this goal, Taylor County uses a nearest appropriate responder concept (likely to be a county, municipal, state or nationally available resource) when responding to any threat, event, or disaster. In most situations Taylor County and its municipality will be the first and primary

responders, and will be required to exceed their abilities or deplete their resources before requesting state assistance. Under certain circumstances such as terrorism threats, wild-land fires, hazardous material incidents, public health emergencies or mass migration events, state or federal agencies may have the primary jurisdiction for the overall response effort. However, Taylor County resources will likely provide the first response for all incidents impacting the jurisdictions.

## **1. Non-Disaster Daily Operations**

The Taylor County day to day operations, absent of a declared Local State of Emergency is under the authority of an elected Board of County Commissioners.

The Board of County Commissioners is responsible for the administration of the non-Constitutional, County Departments. The Board, which oversees operations over a county judiciary, is responsible for hiring a County Administrator and the Taylor County Sheriff's Office is responsible for the hiring of the Emergency Management Director.

To ensure that a proactive day-to-day disaster planning process is in place, the following resources have been formed:

### **a. Local Emergency Planning Council**

- The Local Emergency Planning Council (LEPC) prepares regional hazardous materials emergency plans that indicate the facilities that use, produce, or store hazardous substances that are present in the jurisdiction.
- The LEPC serves as the repository for regional reports filed under Title III of the Emergency Planning and Community Right-To-Know Act of 1986 (EPCRA). The LEPC directs regional Title III implementation activities and performs associated outreach functions to increase awareness and understanding of and compliance with the EPCRA program.

### **b. Local Mitigation Strategy (LMS) Committee:**

- The LMS Committee is comprised of government employees, private business leaders and representatives of individual communities to implement a program of education and "brick and mortar" construction to improve and mitigate future damages from disaster events to private and public infrastructure.

### **c. Regional Domestic Security Task Force:**

- Section 943.0312, Florida Statutes, established seven Regional Domestic Security Task Forces (RDSTFs) for the purpose of providing a regional approach to planning, training and policy development to protect communities against the threat of terrorism. Taylor County is a member of RDSTF Region 2. The RDSTF will provide support and assistance to local jurisdictions in the event of a catastrophic incident of any type.

#### **d. County Disaster Committee:**

The Taylor County Disaster Committee is comprised of representatives from City, County, State and Federal government agencies, private businesses and volunteer service organizations. Personnel assigned to the committee by agency heads are the individuals who are assigned to the Taylor County EOC during activation.

- The agency Emergency Coordinating Officers (ECOs) serve in a primary or support role in the designated Emergency Support Function (ESF).
- The County Disaster Committee advises specifically on such issues as policies, plans, procedures, training, exercises and public education.
- During times of activation of the County EOC, the team becomes the County Emergency Response Team (County ERT) and assigns personnel to the EOC.
- Each agency provides a primary contact and two alternate contacts to the Emergency Management Director with appropriate contact information.
- These representatives are authorized to make necessary decisions for their agency and as a part of the County ERT serve as an integral part of emergency operations in other capacities (i.e., as members of field operation teams, area command, recon team, incident management team, etc.) and as a part of a Joint Field Office (JFO). Through the ECO, as members of the Disaster Committee, the County ERT serves in an operational and advisory capacity by developing recon and implementing actions for improving the County Emergency Management Program.
- During a response to an emergency/disaster situation, the Director of Emergency Management has been given the authority by the Sheriff of Taylor County to manage the event. During a declared local State of Emergency, the County ERT is activated and all ECO's become an active part of response and recovery operations. When not activated the County ERT takes on an advisory role on disaster preparedness issues.

## **2. Emergency Operations**

When conditions warrant, the Board of County Commissioners may issue an emergency resolution declaring that an emergency exists, which thereby activates this plan. The authorities of the Board of County Commissioners are found in Chapter 252, Florida Statutes and Taylor County Ordinances 26.

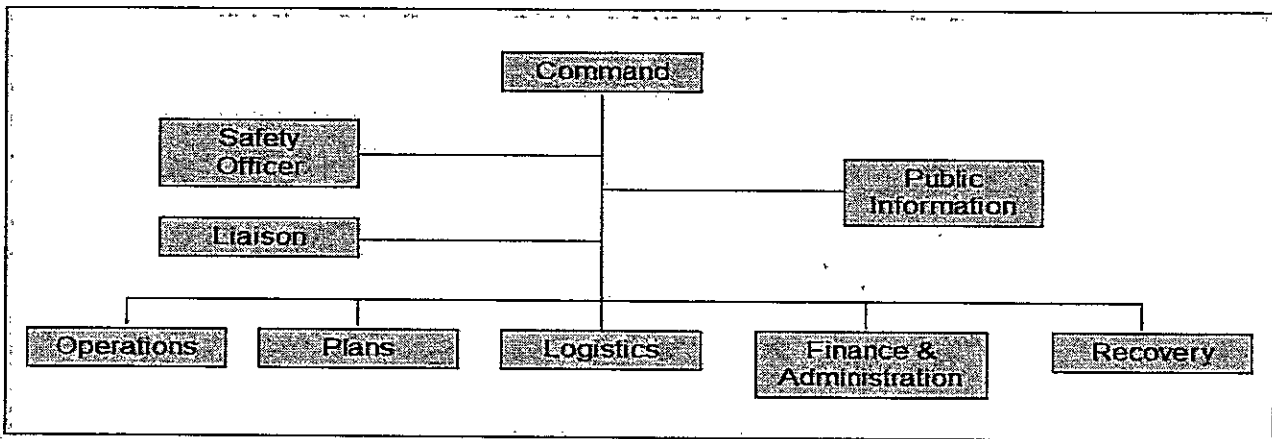
Pursuant to Chapter 252, which authorizes the waiver of procedures and formalities otherwise required of political subdivisions to take whatever prudent action is necessary to ensure the health, safety and welfare of a community in the event of an emergency, when in a quorum of the Board of County Commissioners the Chairperson, or the Vice-Chairperson in their absence, or the County Administrator or their designee in the absence of the Chairperson and Vice-Chairperson, is designated and empowered to declare a local state of emergency whenever that person shall determine that a natural, technological or manmade disaster or emergency has occurred or that the occurrence or threat of one is imminent and requires immediate and expeditious action.

A state of emergency shall be declared by proclamation of the Chairperson of the Board of County Commissioners, or the Vice-Chairperson in their absence or by the County Administrator or their designee in the absence of the Chairperson and Vice-Chairperson. The state of emergency shall continue for seven days and may be extended in seven-day increments as necessary, or until the Chairperson or Vice-Chairperson finds that the threat or danger no longer exists and/or until a meeting of a quorum of the Board of County Commissioners can take place and terminate the state of emergency proclamation.

The following are responsible for the overall coordination of emergency situations threatening the County:

- o The Director of the Taylor County Department of Emergency Management

The County's response to and recovery from an emergency and/or pending disaster is carried out through the organizational structure as diagrammed below.



**a. Response**

The organized structure for response to an emergency or disaster is under the leadership of the Board of County Commissioners. The Taylor County Sheriff will appoint the Division of Emergency Management to manage the incident. The County ERT operating from the County EOC in Perry supports the Department of Emergency Management. The management structure designated to respond to emergencies/disasters is coordinated by the staff of the Department of Emergency Management.

Notification procedures have been provided to the 24-hour County Warning Point for initial contacts based on the type of event. However, the management structure will remain the same for any type of disaster. Additional notifications are made as requested by the Incident Commander or Emergency Management Director.

Disaster response and recovery agencies identify resources, training needs, or planning activities to the Department of Emergency Management.

The City of Perry participates in the County's Emergency Management Program and has a representative in the County EOC.

The EOC will be activated for actual or potential events that threaten Taylor County. The level of activation will be determined by the Emergency Management Director based on the emergency or disaster event. Standard Operating Guides (SOGs) have been developed and distributed to agencies assigned to the EOC. The SOGs and checklists are updated as necessary by the Department of Emergency Management.

The EOC can be activated by the following:

- o Sheriff
- o Chairman of the Board of County Commissioners
- o Director of the Department of Emergency Management
- o County Administrator

The EOC is located within the City of Perry. The facility serves as the coordination, command and control center for Taylor County. The EOC is staffed when the need arises. The City of Perry and Taylor County Joint 911 and Dispatch Center serves as the 24-hour County Warning Point for initial notification and warning of emergencies and disasters. An alternate EOC is located at the Perry-Foley Airport facilities in Perry.

The Taylor County EOC utilizes 3 levels of activation:

Level 3 – Monitoring

Level 2 – Partial Activation

Level 1 – Full Activation

The County Emergency Management Director is responsible for overall EOC activities which include:

- o Maintaining operational readiness of the Center
- o Updating standard operating procedures
- o Developing checklists
- o Message tracking
- o Conducting briefings
- o Activating Mutual Aid Agreements
- o Coordinating with State and Federal agencies
- o Provides liaison activities with the Disaster Field Office and state recovery staff, if applicable.

Taylor County operates under the Emergency Support Function (ESF) concept. Each ESF is contained in this plan and each identifies the lead and support agencies required to carry out the responsibilities of the particular function. The lead and support agencies are responsible for preparing additional operating guides, checklists, staffing patterns or resource requirements needed to complete their assignments. Each agency is responsible for carrying out the task assigned to their agency.

During activation, the EOC provides the core emergency function coordination, communication, resource dispatch and tracking; information collection, analysis and dissemination; multi-agency coordination and joint information coordination. Field Operations will be managed through the Incident Command System (ICS). The ICS that has been implemented in Taylor County utilizes



common terminology; is modular and scalable; incorporates measurable objectives; provides for a manageable span of control; and relies on the Incident Action Plan (IAP) as the principal tool for communicating and carrying out operational objectives in an incident.

Each agency responding will report back to the EOC through their liaison who is the Point of Contact (POC) for each respective agency or organization in either a single or Unified Command Structure.

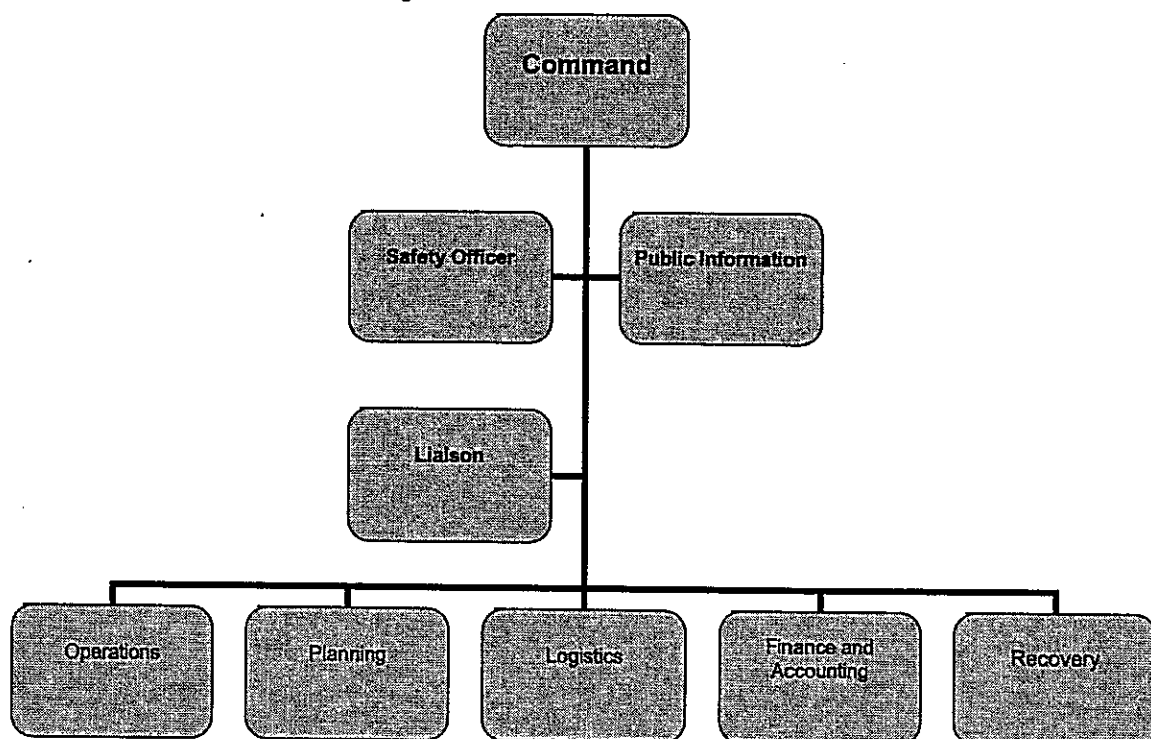
During the response phase and upon declaration of a local state of emergency, the Board of County Commissioners has ultimate authority. The Department of Emergency Management reports directly to the Chairperson along with the following to form the Command Staff.

- o Legal Staff
- o Public Information Officer
- o Liaison Officer
- o EOC Safety Officer
- o County Administrator

All municipalities, County departments, Constitutional Officers' agencies and other organizations fall under the direction of the lead agency designated in the plan. When capabilities exceed initial, the appropriate ICS positions should be added to match the complexity of the incident. The Director of Emergency Management will coordinate with State, Federal and other outside agencies. Taylor County operates under a **Unified Command (UC)** system, which provides maximum flexibility in responding to a major incident that involves multiple agencies and multiple disciplines from multiple geographic jurisdictions. The exact composition of the Unified Command structure will depend on the location of the incident and level of severity. The EOC ICS has 5 major components under the Command Staff; 1) Operations, 2) Logistics, 3) Planning, 4) Finance/Administrative, and 5) Recovery transition.

## COMMAND AND GENERAL STAFF

Figure 1 - Incident Command System



## Command Staff

The Command Staff function will be conducted in two ways: 1) as a **Single Command** (used when an incident occurs within a single jurisdiction, and there is no jurisdictional or agency overlap, and a single IC can be designated); or 2) **Unified Command** (used when there are multiple agencies and multiple jurisdictions, and a single set of objectives need to be developed to guide incident management).

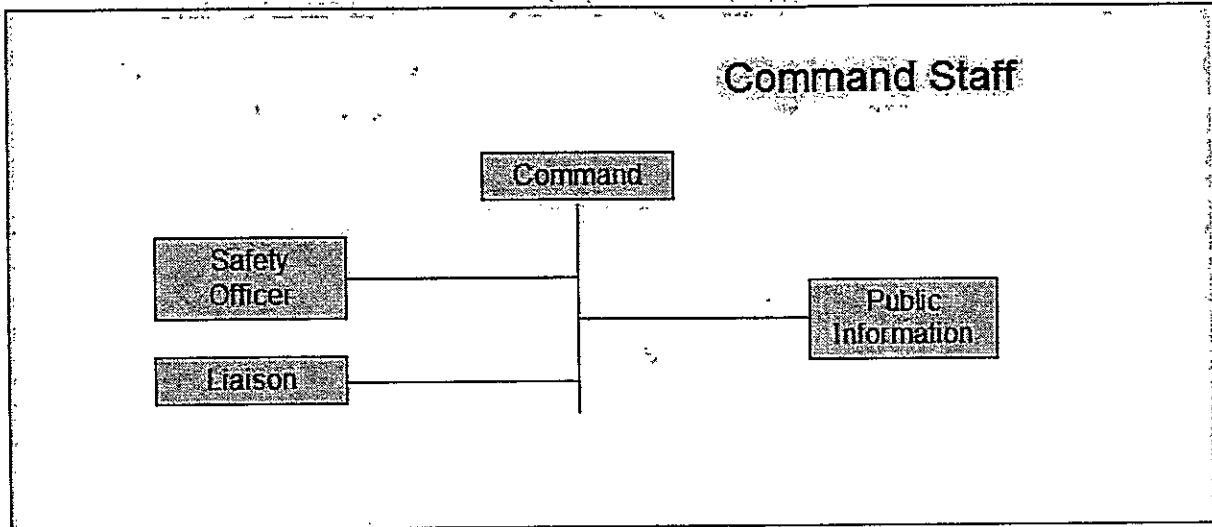


Table below outlines the key roles and responsibilities of the Command Staff.

Command Staff	Roles and Responsibility
Board of County Commissioners	<ul style="list-style-type: none"> <li>• Declares a state of emergency</li> <li>• Approves Mutual Aid Agreements with other agencies</li> <li>• Approves Memorandums of Understanding with resource providers</li> </ul>
Taylor County Administrator	<ul style="list-style-type: none"> <li>• Keeps the BCC informed of all actions</li> <li>• Ensures County agencies are providing critical emergency services</li> </ul>
Taylor County Director of Emergency Management	<ul style="list-style-type: none"> <li>• Acts as the County ERT Leader/ICS Commander</li> <li>• Directs activation of the CEMP and EOC</li> <li>• In major disasters, directs evacuation</li> <li>• Coordinates re-entry procedures</li> <li>• In a localized disaster, declares a state of special emergency</li> <li>• Activates the CEMP and EOC</li> <li>• Directs opening of shelters for evacuees</li> <li>• Coordinates with all agencies involved in the emergency or disaster</li> <li>• Requests State and Federal assistance as needed</li> <li>• Leads ESF 5 functions</li> <li>• Coordinates resource requests</li> <li>• Monitors warning systems</li> </ul>

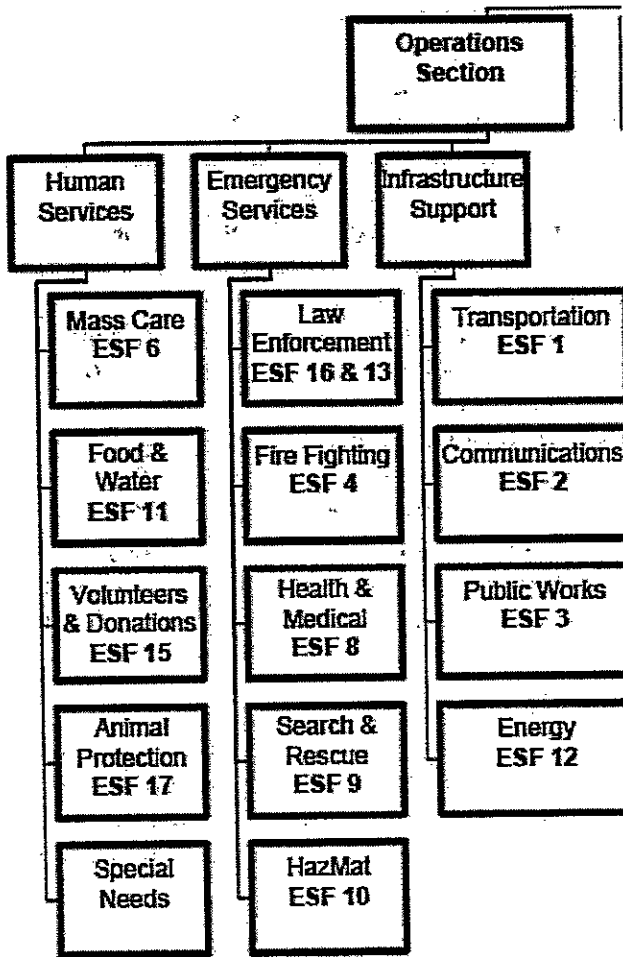
	<ul style="list-style-type: none"> <li>• Manages <u>documentation of ESF 5</u></li> </ul>
Public Information Officer	<ul style="list-style-type: none"> <li>• Interfaces with the public and media</li> <li>• Develops accurate and complete information on the incident</li> <li>• Coordinates news releases with Public Safety Officer</li> <li>• Maintains close contact with media on public information and other PIOs</li> <li>• Provides space near EOC for media representatives</li> </ul>
Safety Officer	<ul style="list-style-type: none"> <li>• Monitors the incident operations and advises the Incident Commander on all matters relating to operational safety</li> </ul>
Liaison Officer	<ul style="list-style-type: none"> <li>• Serves as point of contact for representatives from other governmental agencies or private entities</li> </ul>
Legal Department	<ul style="list-style-type: none"> <li>• Drafts emergency resolutions and ordinances for Board approval</li> <li>• Provides legal review of all pertinent documents</li> <li>• Provides legal advice for emergency functions pertinent to the County</li> </ul>

**b. Operations Section:**

The Operations Section is responsible for all activities focused on response to the immediate hazard, saving lives, establishing situational control and restoration of normal operations.

The Operations Chief is responsible to the Command Staff (Director of Emergency Management) for the direct management of all incident-related operational activities. The Operations Section Chief will establish tactical objectives for each operational period, with other section chiefs and unit leaders establishing their own supporting objectives.

The Operations Section, shown in Figure 2, is comprised of three branches: Human Services, Infrastructure Support and Emergency Services. The ESFs that are grouped under each of these three branches are also depicted in Figure 2. The tables that follow depict the key agencies (primary and secondary) that have a role under each branch. More detailed information on the specific responsibilities of each agency is contained in each of the ESF annexes.



**Figure 2 – Operations Section**

The Emergency Services ESFs have responsibility for reducing the immediate hazard, saving lives and property, establishing situation control, and restoring normal conditions. Incident operations can be organized and executed in multiple ways, and will depend on the type of incident, agencies involved, and specific objectives and strategies of the incident management effort.

The Table below outlines the key roles and responsibilities of the Emergency Services Branch.

**i. Emergency Services**

<b>Emergency Services Branch (1)</b>	<b>Roles and Responsibility</b>
Taylor County Sheriff's Department ESF 4, 9, 13, 16	<ul style="list-style-type: none"> <li>• Coordinate Local Law Enforcement Operations</li> <li>• Provide ESF 5 with intelligence on the magnitude of search and rescue missions</li> <li>• Provide security operations for traffic control for firefighting</li> </ul>

	<p>efforts</p> <ul style="list-style-type: none"> <li>• Assist in implementing protective actions for the public.</li> <li>• Responsible for coordinating all aspects of search and rescue operations in Taylor County</li> <li>• Coordinate 9-1-1 Emergency Communications</li> <li>• Coordinate Traffic Control and road blocks</li> <li>• Coordinate reentry into the impacted area</li> <li>• Assist in warning the public of safety decisions, i.e. evacuations</li> <li>• Coordinate Security for Mass Care Operations</li> <li>• Provide training to public safety personnel and first responders; public safety communications personnel; operations personnel</li> <li>• Update Sheriff's Office Equipment Inventory</li> </ul>
Taylor County Public Works ESF 4, 9, 10	<ul style="list-style-type: none"> <li>• Provide any assistance required by the EM Director or the On-scene Incident Commander for fire suppression.</li> <li>• Provide assistance clearing roads, if necessary</li> <li>• Responsible for providing any assistance required by the EM Director or the on-scene Incident Commander for Hazmat Incidents</li> </ul>
Taylor County Mosquito Control ESF 17	<ul style="list-style-type: none"> <li>• Providing control of mosquitoes</li> <li>• Responsible for responding, in coordination with the DOH- Taylor, to potential outbreaks of disease in affected areas that are caused by potential vectors such as mosquitoes, rats, and other disease carrying organisms</li> </ul>
Taylor County Fire Rescue and Volunteer Fire Departments ESF 4, 9, 10	<ul style="list-style-type: none"> <li>• Develop and maintaining firefighting resources.</li> <li>• Coordinate fire suppression activities</li> <li>• Assist law enforcement agencies in traffic control</li> <li>• Assist in emergency notification and public information dissemination</li> <li>• Assist law enforcement agencies in search and rescue operations</li> <li>• Responsible for assisting in all aspects of SAR operations</li> <li>• Coordinating hazardous materials response</li> <li>• Assist in notification of evacuations</li> <li>• Pre-position resources, as necessary</li> </ul>
Taylor County Emergency Medical Services ESF 8, 9, 10	<ul style="list-style-type: none"> <li>• Responsible for providing emergency medical care to victims of disasters</li> <li>• Responsible for supporting the DOH-Taylor as needed during all phases of a disaster</li> </ul>

<p>DOH-Taylor ESF 8, 9</p>	<ul style="list-style-type: none"> <li>• Provide health care services during and following a disaster</li> <li>• Provide medical care at shelters</li> <li>• Ensure the safety of food supplies at institutional facilities</li> <li>• Monitor the spread of disease following a disaster. Direct immunizations for disease control</li> <li>• Monitor and assess medical and public health needs and coordinate with ESF 5</li> <li>• Request health care assistance from State DOH, as needed</li> <li>• Assist in Hazmat incidents to ensure public health issues are covered</li> <li>• Provide environmental health functions</li> <li>• Assist with mortuary services with the medical examiner's office</li> <li>• Monitor and provide warning for vector control</li> <li>• Identify resource requirements; coordinate with ESF 5</li> <li>• Ensure water is potable, availability of sanitation supplies and solid waste disposal are functional</li> </ul>
<p>Doctor's Memorial Hospital ESF 8</p>	<ul style="list-style-type: none"> <li>• Responsible for assisting the DOH-Taylor in meeting local health and medical care needs during and after a disaster</li> <li>• Responsible for assisting the DOH-Taylor in providing care to sheltered populations</li> <li>• Responsible for providing any assistance required by the EM Director or the on-scene Incident Commander for Hazmat Incidents</li> </ul>
<p>Taylor County Emergency Management ESF 9, 10, 13,</p>	<ul style="list-style-type: none"> <li>• Coordinate the resources necessary to respond to structure fires, wild fires, or brush fires</li> <li>• Maintain contact with the State Warning Point on issues related to major fires</li> <li>• Responsible for coordinating with the on-scene incident commander during SAR operations to ensure that the EM Department can quickly obtain needed resources from the State EOC</li> <li>• Responsible for coordinating the resources necessary to respond to hazardous materials incidents.</li> <li>• Notify State Warning Point of Hazmat incident, and request assistance, if needed</li> <li>• Request the Florida National Guard from DEM, when warranted for law enforcement/humanitarian missions</li> <li>• Coordinate request for additional law enforcement resources to FDEM, when needed to support emergency services</li> <li>• Assist the Department of Public Health in coordinating the evacuation of special needs residents</li> </ul>
<p>Taylor County American Red Cross ESF 6</p>	<ul style="list-style-type: none"> <li>• Responsible for assisting the County with mass care operations in the form of staffing and feeding at shelters and supplying nursing staff at shelters</li> </ul>

## ii. Human Services

The Human Services Branch groups the Emergency Support Functions that address pre- and post-disaster preparedness, mitigation and operational readiness for social services and animal protection. Specific ESFs include: Mass Care (ESF 6), Food and Water (ESF 11), Volunteers and Donations (ESF 15), and Animal Protection (ESF 17).

The following tables profile the key agencies with a role and responsibility for Human Services.

Human Services Branch	Roles and Responsibility
Taylor County Health Department ESF 6, 8	<ul style="list-style-type: none"> <li>• The County Health Department will be notified of bulk (non-bottled) potable water distribution sites for testing, monitoring and treating of all bulk potable water that is being distributed to the public</li> </ul>
Taylor County American Red Cross ESF 11	<ul style="list-style-type: none"> <li>• Identify local resources for the acquisition of food, potable water and ice and attempt to obtain written agreements.</li> <li>• Identify and procure sites for distribution of food, water and ice following a disaster</li> <li>• Provide for the transportation of food, water and ice to the distribution sites and maintain a resource list for equipment needed for moving and handling the materials</li> <li>• Coordinate with the State to provide emergency food stamp assistance</li> <li>• Coordinate with local power companies to restore power to water treatment plants, grocery stores and ice producing companies as a priority, significantly reducing the need for distribution of food, water and ice</li> <li>• Educate the public to prepare for disasters and the guidelines for becoming self sufficient for 72 hours following a major disaster</li> <li>• Coordinate with the County Health Department for testing and treatment of all potable water distributed</li> </ul>
Taylor County Chamber of Commerce ESF 18	<ul style="list-style-type: none"> <li>• Serve as the primary link between Emergency Management and the business community, coordinating the flow of information between these two groups</li> <li>• Coordinate with the response and recovery agencies that target the business community's most immediate concerns</li> </ul>
Taylor County Sheriff's Office ESF 6, 16, 11	<ul style="list-style-type: none"> <li>• Provide security for mobile feeding stations should it be deemed necessary, with the assistance of other local law enforcement agencies</li> </ul>
Taylor County School Board ESF 1, 6	<ul style="list-style-type: none"> <li>• Primary responsibility for transporting special needs clients to the special needs shelter in Tallahassee</li> <li>• Responsible for making schools available to the County for shelters, for providing facilities and staff for feeding evacuees</li> </ul>

<p>Taylor County Emergency Management ESF 6, 11, 15, 17, 18</p>	<ul style="list-style-type: none"> <li>• The Emergency Management (EM) Director, after consulting with the Disaster Services Director of the ARC, is responsible for making the decision to open a shelter in Taylor County</li> <li>• Maintain and update a power restoration list that will include all of the locations identified for use by ESF 11 for procurement, distribution, storage and staging. This will be coordinated with the local electrical power companies in the EOC following the disaster.</li> <li>• Maintain a list of post-disaster, non-essential county employees to be deployed as needed to support the distribution of supplies</li> </ul>
<p>Taylor County American Red Cross ESF 6, 15</p>	<ul style="list-style-type: none"> <li>• The Capital Area Chapter of the American Red Cross will serve as the lead agency for mass care operations in Taylor County.</li> <li>• The Capital Area Chapter of the ARC will provide shelter staffing and support with trained local volunteers.</li> <li>• The Capital Area Chapter of the ARC will operate a Regional Joint Volunteer and Donations Center.</li> </ul>
<p>Taylor County Office of Purchasing ESF 11</p>	<ul style="list-style-type: none"> <li>• Annually compile a listing of vendors capable of supplying food, water and ice.</li> </ul>
<p>Taylor County Volunteer Agencies ESF 6, 11, 15</p>	<ul style="list-style-type: none"> <li>• (ESF 15 designee) should be prepared to accommodate and make efficient use of single groups of volunteers who may visit the community for a brief period to help (e.g., church groups, civic groups).</li> <li>• (ESF 15 designee) will coordinate with resource support in providing volunteer groups with the necessary supplemental local resource information they may need...</li> </ul>
<p>Taylor County Animal Control ESF 17</p>	<ul style="list-style-type: none"> <li>• Primary responsibility for the capture of displaced domestic animals following a disaster</li> <li>• Assists displaced or evacuated pet owners with sheltering and relocation of domestic animals</li> </ul>
<p>Taylor County Public Works ESF 1, 7</p>	<ul style="list-style-type: none"> <li>• Whenever possible, the County Public Works will assist with transportation of commodities to the relief sites</li> </ul>

**iii. Infrastructure Branch**

The Infrastructure Branch groups the Emergency Support Functions that address pre- and post-disaster preparedness, mitigation and Operational readiness for infrastructure, including: Emergency Transportation (ESF 1), Communications (ESF 2), Public Works (ESF 3), Resource Support (ESF 7), and Energy Continuity (ESF 12).



<b>Infrastructure Branch (1)</b>	<b>Roles and Responsibility</b>
Taylor County School Board ESF 1	<ul style="list-style-type: none"> <li>• Primary agency charged with coordinating and facilitating the transportation of special needs and functional needs evacuees to safe shelters</li> </ul>
Taylor County Special Needs Coordinator ESF 1	<ul style="list-style-type: none"> <li>• Responsible for ensuring that special needs clients are contacted to verify that they have transportation to safe shelters prior to a tropical event</li> </ul>
Taylor County Environmental Services ESF 1, 3	<ul style="list-style-type: none"> <li>• Taylor County Solid Waste Section is responsible for assisting the Public Works Department in all facets of debris management operations</li> </ul>
Taylor County Emergency Management ESF 1, 2, 3, 7, 12	<ul style="list-style-type: none"> <li>• Maintain the special needs registry. Collect all necessary contact information for special needs victims for coordination with transportation providers to arrange for pick-up</li> <li>• Responsible for assisting the Taylor County Sheriff's Office in maintaining communications capabilities</li> <li>• Coordinate with Tri-County Electrical Cooperative and Duke Energy to ensure that power is restored as quickly as possible following a disaster</li> </ul>
Taylor County Public Works Department ESF 1, 3	<ul style="list-style-type: none"> <li>• Responsible for assisting the Taylor County School Board in evacuating at-risk individuals, if needed</li> <li>• Provide drivers of buses to assist in this effort</li> <li>• Determine if requests for transportation assistance can be met with local resources</li> <li>• Serve as the lead agency for debris management operations and for clearing and collecting debris in the County</li> <li>• Provide assistance evacuating members of the general population, if necessary</li> <li>• Assist with pre-disaster protective measures, road repair, support of general response and recovery efforts</li> </ul>
Taylor County Sheriff's Office ESF 2, 3	<ul style="list-style-type: none"> <li>• Provide an effective means for receiving and transmitting information and instructions necessary to coordinate activities during emergency operations</li> <li>• Operate the County's 9-1-1 center as well as dispatching for the EMS, fire departments, and local law enforcement agencies</li> </ul>
Tri-County Electrical Cooperative/Duke ESF 12	<ul style="list-style-type: none"> <li>• Responsible for directing all resources needed for energy restoration in Taylor County</li> <li>• Responsible for coordinating with the Taylor County EOC on activities related to continuity of power.</li> </ul>
Taylor County Fire & Rescue and Volunteer Fire Departments ESF 3	<ul style="list-style-type: none"> <li>• Assist in road clearing duties within each of their respective service areas. Also assist the Taylor Public Works Department in general response and recovery duties as necessary.</li> </ul>

#### iv. Planning

The Planning Section is responsible for collecting, evaluating and disseminating tactical information pertaining to the incident. This section maintains information and intelligence on the current and forecasted situation, as well as the status of resources assigned to the incident.

The Planning section has four branches:

- Intelligence
- Planning
- Technical Services
- Documentation

The Planning Section Chief oversees all incident-related data gathering and analysis regarding incident operations and assigned resources, develops alternatives for tactical operations, conducts planning meetings, and prepares the Incident Action Plan for each operational period.

The Taylor County Planning and Building Department will assist Emergency Management to ensure adequate staffing to address the responsibilities of this function throughout the course of a disaster.

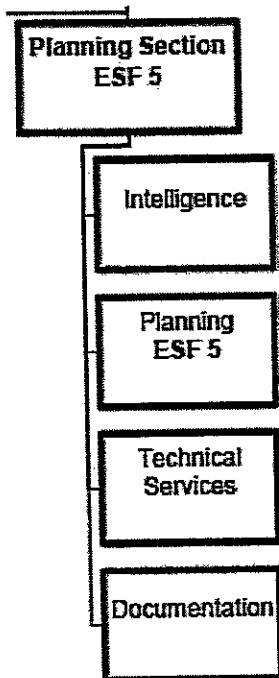


Figure 3 – Planning Section Organizational Chart

## v. Logistics

The Logistics Section is responsible for all support requirements needed to facilitate effective and efficient incident management, including ordering resources from off-incident locations. As set forth in the CEMP, the Logistics Section will coordinate the key ESFs that have a significant role in managing logistics and resource support, including: Transportation (ESF 1), Communications (ESF 2), Information and Planning (ESF 5), Resource Support (ESF 7), Public Health and Medical Services (ESF 9), and Food and Water (ESF 11).

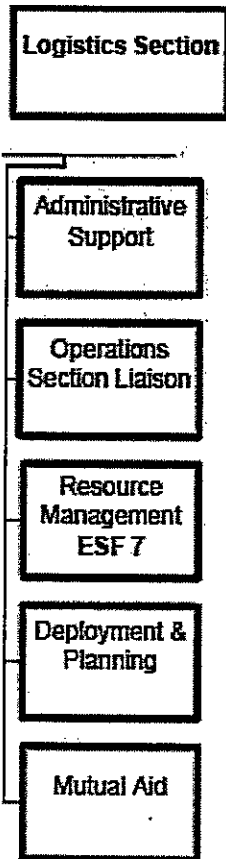


Figure 4 – Logistics Section Organizational Chart

The following table depicts the Logistics Resource Coordination Roles and Responsibilities

Logistics Section	Role and Responsibility
Taylor County ERT Logistics Chief ESF 5	<ul style="list-style-type: none"> <li>• Provides intelligence to ESF 5 on requirements for Logistics based on the scope and magnitude of the disaster</li> <li>• Manages the Logistics Section, in close coordination with the Command Group at the EOC</li> </ul>
Taylor County Planning Department and Building and Zoning Department ESF 5	<ul style="list-style-type: none"> <li>• Assist in the collection, processing, and dissemination of information to facilitate emergency response and recovery efforts</li> </ul>
Taylor County Emergency Management ESF 5, 7,	<ul style="list-style-type: none"> <li>• Responsible for obtaining logistical support for all lead and supporting agencies during all phases of disaster operations</li> <li>• Request assistance through the State EOC if local resources are not able to adequately address a situation</li> <li>• Coordinate the provision of all forms of mutual aid</li> <li>• Provides staff for the Points of Distribution</li> <li>• Establishes and provides operational support for Points of Distribution (PODs)</li> <li>• Coordinate RIAT activity and support requirements with local support agencies and organizations</li> </ul>
Taylor County Sheriff's Office ESF 2,5	<ul style="list-style-type: none"> <li>• Provide communications logistics support to County ERT</li> <li>• Provide ESF 5 with pertinent intelligence pertaining to situations around the County</li> </ul>
Taylor County Clerk of the Court ESF 7	<ul style="list-style-type: none"> <li>• Develops Memorandums of Understanding with vendors for essential items needed before and after a disaster</li> <li>• Provides staff to the EOC to coordinate resource requests</li> <li>• Identifies suppliers for critical resources</li> <li>• Identifies funding for emergency expenditures</li> <li>• Secures resources from private vendors, county agencies, or requests assistance from the State</li> <li>• Maintains records of expenditures</li> </ul>
Taylor County School Board ESF 1	<ul style="list-style-type: none"> <li>• Coordinates the transportation assets within the County, to include those of the School Board</li> </ul>

Taylor County Public Works Department ESF 3	<ul style="list-style-type: none"> <li>• Assists in evaluating damage to utilities and traffic control systems; roads and bridges, and flood control facilities.</li> <li>• Assist in evaluating damage to water and wastewater systems control facilities.</li> <li>• Assist in evaluating damage to county facilities and transportation resources</li> </ul>
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**vi. Finance/Administration**

The Finance/Administration Section is established when there is a need for financial, reimbursement (individual and agency, or department) and/or administrative services to support incident management activities. All contracts including funding agreements can only be executed by the Taylor County Board of County Commissioners. The county administrator can be given signature authority for certain contracts if necessary and approved by the board. EM is funded by EMPG, EMPA, and local match. Additional funding sources are HMGP, RCMP, and CERT grants.

The equipment, personnel, and financial resources of County government may quickly be overtaxed in a disaster. The County Resource and Financial Management Policies and Procedures for Emergency Management, established policies and procedure to implement statutory authorities and responsibilities for financial management related to response activities. This policy ensures that funds are provided expeditiously and that financial operations are conducted in accordance with appropriate policies, regulations, and standards.

The Taylor County Clerk of the Court has the primary responsibility to manage all financial matters, including those of the response, recovery, and mitigation phases of an emergency or declared disaster in Taylor County. The Clerk's Office will provide financial training to the staff of the Emergency Operations Center, recovery personnel, and the mitigation staff. This is based on the need to manage local, state, and federal recovery financial assets in accordance with County and State laws. This will include training on proper documentation of recovery grants, funding agreements, funding sources, records maintenance, and more.

The Clerk's Office will also enter into any funding agreements between the County, the State, or the Federal Government. These agreements will cover the Public Assistance and Hazard Mitigation Grant Programs, as well as any other funding agreements necessary for the receipt of State and federal funds.

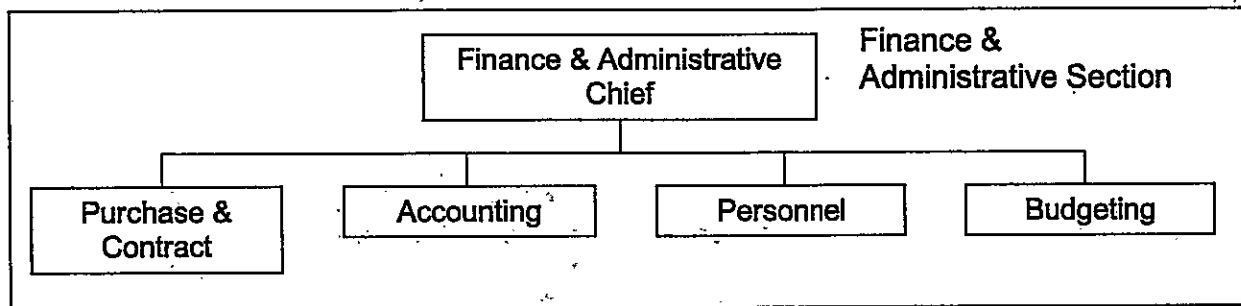
The Clerk's Office will provide tracking for all county finances incurred during disasters. The Clerk will follow established common accounting procedures, as described by current local, state and federal laws, rules and regulations.

The Director of Emergency Management will work with the Clerk to ensure that proper procedures are followed regarding record collection for all expenditures for manpower and equipment associated with a disaster.

When it becomes necessary to activate due to an emergency, the Clerk will track all associated costs for county agencies for manpower, equipment, supplies, etc. Reimbursement may be made to those agencies that supply proper documentation. Extreme care and attention to detail must be taken throughout the emergency response period to maintain accurate logs, records and file copies of all expenditures (including

personnel time sheets) in order to provide clear and reasonable accountability and justification for future reimbursement requests. The city of Perry is responsible for tracking their own costs during emergencies.

The process of record keeping, noted in the above sections, also applies to any mutual aid rendered by the municipality the City of Perry and / or the County, under Mutual Aid. Accurate and complete records for all expenses (including personnel time sheets and detailed description of equipment provided and duration used) will be required in order to seek reimbursement for eligible expenses.



**Figure 5 – Finance and Administrative Section Organizational Chart**

The following table depicts the key agencies that have a role in Finance and Administration.

Finance/Administration Section	Roles and Responsibility
County ERT Finance/Administration Section Chief ESF 7	<ul style="list-style-type: none"> <li>• Manages and oversees the Finance and Administration Section</li> <li>• Coordinate a training schedule for emergency event financial reporting and records maintenance requirements to coincide with the Emergency Management annual training and exercise schedule</li> </ul>
Clerk of the Circuit Court ESF 7	<ul style="list-style-type: none"> <li>• Identifies funding for emergency expenditures</li> <li>• Conduct appropriate procedural training for financial management of records of all expenditures and obligations of manpower to county agencies</li> <li>• Coordinates recovery actions with FEMA and EM to include all financial matters</li> <li>• Provides training to EOC agencies for proper financial management during disasters</li> </ul>

	<ul style="list-style-type: none"> <li>• Keeps the Board and County Administrator informed of expenditure and reimbursement information, to include expenditures for manpower, equipment and materials</li> <li>• Establish deadlines for submission of appropriate forms and documentation for reimbursement procedures.</li> <li>• Track all associated costs for County agencies for manpower, equipment, supplies, etc.</li> </ul>
Taylor County Emergency Management ESF 7	<ul style="list-style-type: none"> <li>• Maintenance of financial records will be the joint responsibility of the Clerk's Office and Emergency Management</li> </ul>

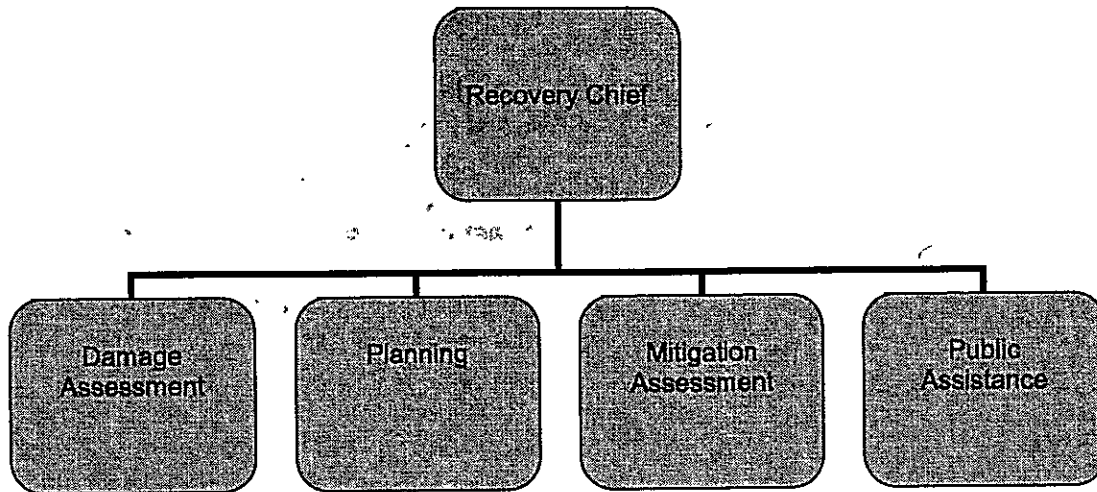
**c. Recovery**

When the County Emergency Operations Center is activated in response to an emergency/disaster, a recovery component is activated as well. The purpose of this component is to initiate activities necessary to ensure a successful recovery effort (e.g., condition monitoring, situation evaluation, damage assessment teams, mitigation assessment teams, deployment of damage assessment teams, Liaisons, and mitigation assessment team).

The transition from response to recovery will be managed by the Department of Emergency Management. Once the initial response operations have been completed, and it is appropriate for recovery activities to commence, the agencies identified as having recovery functions will initiate their activities. In actuality, many of the recovery functions run concurrent with the initial response functions, and are managed by the same agencies. Given that Taylor County agency staff is small, these functions are shared by the same representatives.

**(1) Disaster Declaration**

Requests for federal disaster assistance will be predicated on the requirements outlined in the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended). After local government conducts the initial damage assessment and reports it to the State Emergency Operations Center, a joint local/State preliminary damage assessment may be scheduled that could include the Federal Emergency Management Agency. This damage assessment validates the local data and is the basis for requesting a Presidential Disaster Declaration. Other federal agencies that may participate in the assessment process include the Small Business Administration. This process is described in 44 CFR, Part 206, Subpart B - The Declaration Process and other federal and State policies and procedures.



**Figure 6 – Recovery Organizational Chart**

The following table depicts the roles and responsibilities of the Recovery Section.

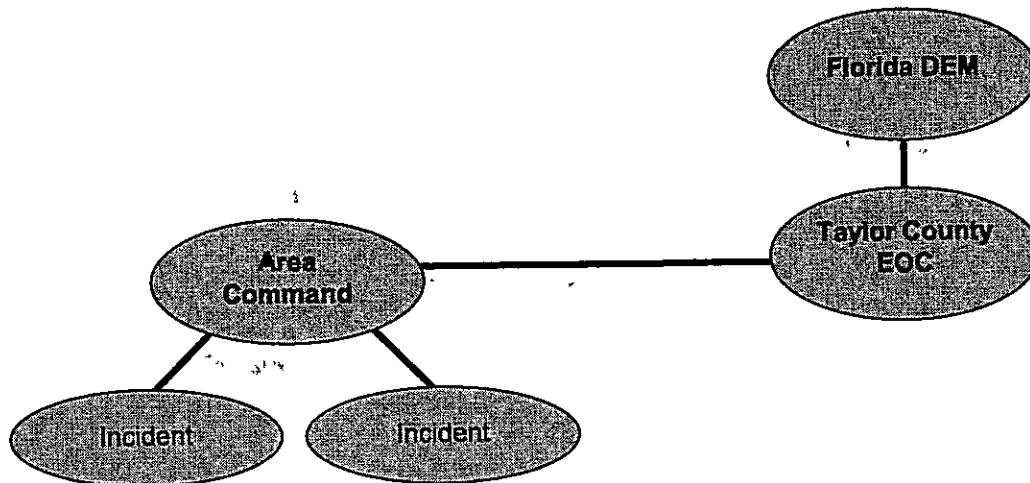
Recovery	Roles & Responsibilities
Taylor County Emergency Management ESF 18	<ul style="list-style-type: none"> <li>• Coordinate all recovery efforts for Taylor County</li> <li>• Coordinate damage assessment processes</li> <li>• Coordination and establishment of a Disaster Recovery Center for the affected area.</li> <li>• Provide information to the media concerning recovery</li> <li>• Staff the Logistics Section of the ICS. Responsible for resource support and public information</li> <li>• Provide information and planning support for agencies involved in recovery operations.</li> <li>• Responsible for providing, to the extent possible, for the provision of emergency housing</li> <li>• Assist in staffing the Human Needs Section of the ICS to coordinate community relations, addressing unmet needs, and providing emergency housing following a disaster</li> </ul>
Taylor County Sheriff's Office ESF 8	<ul style="list-style-type: none"> <li>• Participate on damage assessment teams</li> <li>• Provide security in support of all recovery operations</li> <li>• Providing information and planning support for agencies involved in recovery operations</li> </ul>
Department of Health - Taylor ESF 8	<ul style="list-style-type: none"> <li>• Monitor health conditions throughout the recovery phase</li> </ul>
The Perry-Taylor Chamber of	<ul style="list-style-type: none"> <li>• Responsible for serving as a liaison with the EM</li> </ul>



<b>Commerce ESF 18</b>	<b>Department, recovery agencies and Taylor County's business community</b>
<b>Taylor County Planning and Building Department ESF 18</b>	<ul style="list-style-type: none"> <li>• Participate on damage assessment teams</li> <li>• Assist in providing data for appropriate Project Worksheets</li> <li>• Coordinate all damage assessment for public infrastructure with assistance from local public works agencies</li> <li>• Responsible for coordinating activities associated with the Public Assistance Program following a disaster</li> <li>• Providing information and planning support for agencies involved in recovery operations</li> <li>• Inspect buildings for structural integrity</li> <li>• Issue post-disaster permits, as necessary</li> <li>• Identify additional assistance for the issuance of permits via the Florida Statewide Mutual Aid Agreement</li> </ul>
<b>Taylor County Public Works Department ESF 18</b>	<ul style="list-style-type: none"> <li>• Lead agency for post-disaster debris management operations, with assistance from Environmental Services.</li> </ul>
<b>Capitol Area Chapter of the American Red Cross ESF 18</b>	<ul style="list-style-type: none"> <li>• Staff the Human Needs Section of the ICS to coordinate community relations, addressing unmet needs, and providing emergency housing following a disaster</li> <li>• Responsible for coordinating community relations following a disaster to ensure that critical recovery information is available for the benefit of the entire affected community</li> <li>• Responsible for coordinating activities to address individual and community needs that remain after governmental assistance has been exhausted following a disaster</li> </ul>

### **3. Field Operations**

Field Operations will be managed through the Incident Command System (ICS). The ICS that has been implemented in Taylor County utilizes common terminology; is modular and scalable; incorporates measurable objectives; provides for a manageable span of control; and relies on the Incident Action Plan (IAP) as the principal tool for communicating and carrying out operational objectives in an incident. The incident may be controlled by local emergency responders or with other agencies through the mutual aid system. If the resources available at the field response level are not sufficient to mitigate the situation, the Incident Commander may request, through appropriate channels, that the Taylor County Emergency Operations Center (EOC) be activated to support the field operations.



Response to an incident by single discipline agencies (i.e., fire, law enforcement, EMS) will utilize a single Incident Commander within the ICS structure. As the incident progresses to include multiple jurisdictions and disciplines, a Unified Command will be used to the extent possible, and as deemed necessary.

During a single discipline response to an incident, the first on-scene emergency responder with management responsibilities will take the necessary steps to establish an Incident Command Post (ICP), report a scene size-up, activate the appropriate ICS organizational elements required for incident management, delegate authority within the ICS organizational structure, and develop incident objectives on which subsequent incident action planning will be based.

Once the incident includes multiple agencies and disciplines, Unified Command will be activated to ensure all agencies with jurisdictional authority or functional responsibility for any or all aspects of an incident and those able to provide specific resource support contribute to and participate in the overall incident strategies, objectives, tactical activities and operations, and approval, commitment, and use of assigned resources.

Each agency deploying to the field will report back to the EOC through their liaison who is the Point of Contact (POC) for each respective agency or organization in either a single or Unified Command Structure.

**a. Area of Operations**

An area of operations will be established by the Incident Commander. This will vary depending on the size and magnitude of the event. Once established, or changes made to an existing area of operations, it will be communicated to all responders.

**b. Area Command**

An Area Command (AC) will be activated if an incident is not site specific (i.e., pandemic outbreaks), the incident is extremely large and involves multiple ICS organizations, or there are multiple incidents that are being handled by separate ICS organizations. If the incidents are multi-jurisdictional, then a UC will be established within the AC. Therefore, the AC has the responsibility to:

- Set overall incident-related priorities
- Allocate critical resources according to priorities
- Ensure that incidents are properly managed
- Ensure that incident management objectives are met and do not conflict with each other or with agency policy
- Identify critical resource needs and report them to EOCs and/or multi-agency coordination entities
- Ensure that short-term emergency recovery is coordinated to assist in the transition to full recovery operations.

**c. Multi-Agency Coordination Center**

A key component of NIMS is the development of a multi-agency coordination system that integrates the operations and functions of the EOC and field operations, guided by the principles embedded in the Incident Command System.

The County's incident management responsibility is directed and managed through the Department of Emergency Management. As a multi-agency coordination entity, the Department of Emergency Management will coordinate and manage disaster operations through the EOC to:

- Ensure that each agency involved in incident management activities is providing appropriate situational awareness and resource status information
- Establish priorities between incidents and/or Area Commands in concert with the Incident Command or Unified Command involved.
- Acquire and allocate resources required by incident management personnel in concert with the priorities established by the IC or UC.
- Anticipate and identify future resource requirements.
- Coordinate and resolve policy issues arising from the incident(s).
- Provide strategic coordination as required.

Following an incident, plans, procedures, communications, staffing and other capabilities necessary for improved incident management are coordinated through the Department of Emergency Management.

These tasks are accomplished by the EOC by ensuring the ability to perform four core functions:

- Coordination
- Communications (that are reliable and contain built-in redundancies)
- Resource dispatch and tracking
- Information collection, analysis, and dissemination

#### **4. Joint Information Center**

The Joint Information System (JIS) provides the mechanism for integrating public information activities among Joint Information Centers (JIC), across jurisdictions, and with private-sector and non-governmental organizations.

The County has implemented and institutionalized processes, procedures and plans for its JIC and can be referenced in the Annex for Emergency Support Function 14.

When the EOC is activated the Sheriff or designee, acting as the Public Information Officer, may direct the Director of Emergency Management to activate the Joint Information Center (JIC). When the JIC is in operation, it serves as the central point of public information collection and dissemination. The JIC functions as part of the Command in the EOC and will coordinate the release of non-operational information.

Depending on the incident, representatives from each jurisdiction, agency, private sector organization, and non-governmental organization involved in incident management activities will be notified and asked to have their JIC representative respond to the EOC within a reasonable period of time. Communication will be accomplished via the Emergency Alert System, radio, cable override, television, fax, Internet, telephone or any other means available. When the JIC is activated, the Public Information Officer or his/her designee will notify media outlets that all media inquiries are to be directed to the JIC and that the JIC will be releasing media updates on a routine basis and when noteworthy events take place. Members of the media will not be allowed access to the EOC. Security personnel at the entrance of the EOC building will direct media personnel to the Media Room.

More information on public awareness and education can be found in ESF 14, Public Information. More information on communication plans and protocols can be found in ESF 2, Communications.

### **B. COORDINATION, DIRECTION AND CONTROL**

#### **1. County Level**

In case of an emergency/disaster situation Taylor County Emergency Management will coordinate the emergency response effort within the County and its Municipalities.

Emergency Management Authorities direct evacuations, coordinate shelter activation and request outside assistance when necessary. They may also activate Mutual Aid Agreements with neighboring counties and recommend that the Board of County Commissioners declare a local state of emergency and make a formal request for state assistance.

When proactive actions, such as an activation and re-entry are within the boundaries of Taylor County the Director of Emergency Management will initiate such actions. In such, emergency preparation and response activities for an area will be coordinated and administered by the Director of Emergency Management, using county resources with county policies and plans.

The Emergency Management Director, or designee, performs policy-making authority and commitment of county resources at the County EOC as well as routine management and operation of the facility. The EM Director may issue mission assignments to the County Emergency Support Functions to perform duties consistent with county policy. Mission assignments, and mutual aid assistance brokered by the County are tracked in the County EOC.

Coordination of countywide protective actions will occur among all affected risks and host areas and the county EOC under the direction and control of the Director of Emergency Management. In addition, areas not impacted by these events may be requested to provide assistance. Prior to an evacuation and under the direction of the Director of Emergency Management, the County ERT will implement coordination on issues, i.e., lifting of tolls, locking down of draw bridges, deploying and pre-deploying personnel, identifying evacuation routes, ensuring the sufficiency of fuel, address emergency medical issues, and initiate procedures for notification to the public.

The Director of Emergency Management may authorize a field operations response in or near the impacted area. Field operations will be under the direction and control of the Incident Commander located at the County EOC and involves the deployment and staging of personnel and resources in the impacted area. A field operation response will be conducted in accordance with the most current edition of the E.R.T Standard Operating Procedures (SOGs) for field operations.

Initial planning for recovery begins before an emergency event impacts Taylor County. While response actions necessary to protect public health and safety is being implemented, the recovery section within the County EOC begins coordination and implementation of the recovery programs.

In the event county and federal assistance is required, the State Coordinating Officer will interface directly with representatives of the federal, state and county government. If the State Coordinating Officer determines that the span-of-control needs to be broadened, he may designate a Deputy State Coordinating Officer to ensure coordination between Federal and State agency representatives and to anticipate any needs or conflicts in the response or recovery phases as they progress.

In the event a request for disaster assistance comes from the governor of another state, the Governor of the State of Florida may order the mobilization of State and local resources under the Emergency Management Assistance Compact to be deployed to the impacted state. The management and coordination of these resources will be administered through the Operations Section under the direction of the Operations Chief located in the State Emergency Operations Center. The Mutual Aid Branch will be operated in accordance with the most current edition of The State of Florida Logistics Section Standard Operating Procedure for Mutual Aid.

## **2. Primary and Support agencies in the Emergency Support Functions (ESF)**

The Director of Emergency Management designates the primary agencies for each emergency support function to coordinate the activities of that support function. Each agency of an emergency support function has an Emergency Coordination Officer who is appointed annually by the head of the agency serving in an emergency support function. Supporting organizations are listed at the beginning of each ESF Annex to this Plan.

PRIMARY AGENCY LISTING		
ESF #	FUNCTION NAME	LEAD COUNTY ORGANIZATION
1	Transportation	Taylor County School Board and Public Works
2	Communications	Taylor County Sheriff's Office
3	Public Works & Engineering	Taylor County Public Works Department
4	Firefighting	Taylor County Fire Departments
5	Information & Planning	Taylor County Emergency Management
6	Mass Care	Taylor County E.M./School Board and Red Cross
7	Resource Support	Taylor County Emergency Management
8	Health and Medical Support	Department of Health - Taylor
9	Search & Rescue	Taylor County Sheriff's Office
10	Hazardous Materials Response	Taylor County Fire Departments
11	Food & Water	Taylor County E.M./School Board and Red Cross
12	Energy Continuity	Tri-County Electrical Cooperative
13	Military Support	Taylor County Sheriff's Office
14	Public Information	Taylor County Emergency Management
15	Volunteers & Donations	ESF 15 designee of Taylor County
16	Law Enforcement & Security	Taylor County Sheriff's Office
17	Animal and Agricultural Issues	Taylor County Animal Control
18	Long Term Community Recovery and Mitigation	Taylor County Emergency Management

**Figure – Emergency Support Functions**

Upon activation of the County Emergency Operations Center, the primary agency for the emergency support functions will send representatives to the County Emergency Operations Center to coordinate activities. The primary agency determines which support agencies are required at the County Emergency Operations Center.

The primary agency for the emergency support functions will be responsible for collecting all information related to the disaster.

### **3. Intergovernmental Mutual Aid**

Mutual Aid Agreements and Memoranda of Understanding are essential components of emergency management planning, response, and recovery activities. These agreements provide reciprocal emergency aid and assistance during an emergency or disaster. They can increase available resources and improve response and recovery efforts. The following is a list

of Mutual Aid Agreements that are in effect for Taylor County related to emergency management. These agreements are available for review at the EOC:

- o Cities
- o Statewide
- o Law Enforcement

The Statewide Mutual Aid Agreement allows "Participating Parties" (the Florida Division of Emergency Management and all special districts, educational districts, and other local and regional governments that have signed the Agreement) to request assistance (oral or written) for a major or catastrophic disaster. If a Participating Party has no other Mutual Aid Agreement that covers a minor disaster, it may also invoke assistance under the Statewide Mutual Aid Agreement.

In accordance with Chapter 252, Part III, Florida Statutes, Florida has also adopted the Emergency Management Assistance Compact and Memoranda of Understanding with other states and private organizations. These agreements provide mechanisms to obtain additional resources. Taylor County is a signatory to the Statewide Mutual Aid Agreement (SMAA) and all requests for assistance, or response to requests for assistance, will be coordinated through this agreement. Florida Statute provides the County the authority to use any equipment or facility while under a local state of emergency (F.S. 252.38(3)(a)(5)(g)).

In making a resource request, Taylor County Emergency Management (EM) will complete the resource request form, fax it to the Florida Division of Emergency Management and notify the County Liaison Desk of the request by telephone. When the State Emergency Operations Center is activated Emergency Management will also utilize the "EM Constellation Program."

All mutual aid requests will be coordinated through the Florida Division of Emergency Management. The Taylor County Department of Emergency Management will verify the request by first calling the County Liaison Desk, then contacting the appropriate agency or organization known to have such resources to inquire as to resource availability. If available, the County will gather the necessary information as identified on the resource request form (contact persons; phone, fax and cell phone numbers; location to report to and a map; detailed list of the resources requested; estimated length of stay; food and lodging arrangements; billing; and type of work to be performed). The resource request form will be signed by the authorized persons before resources are committed via fax.

In accordance with Sections 252.35, 252.37, and 252.60, Florida Statutes, the Florida Division of Emergency Management and all county jurisdictions of the State are authorized to participate in cooperative relationships to accept services, equipment, supplies, materials, or funds for emergency management efforts. The Department of Community Affairs may assign the right to accept such services, equipment, supplies, materials, or funds to any appropriate local governing body or agency.

#### **4. Communication**

The County Warning Point (CWP) – The Taylor County Sheriff's Department serves as the County Warning Point and is operated by the Sheriff's Dispatch, a 24 hour communication center. The County Warning Point provides the County with a single point to disseminate

information and warnings to government officials that a hazardous situation could threaten the general welfare, health and safety, and/or property of the County's population.

- The CWP is equipped with auxiliary power.
- The CWP is equipped with multiple communication networks. Taylor County Warning Point Communication/Warning System is composed of:

- **Landline Telephone**

Landline telephone systems are the primary means of communication during emergencies in Taylor County. Fairpoint Communications is responsible for maintaining and repairing the telephone system in Taylor County.

- **Cellular phones**

Verizon, Sprint, AT&T, and T-Mobile are the cellular phone companies with coverage areas in Taylor County.

- **VHF and 800 MHz Radio**

Taylor County has VHF and 800 MHz radio systems used by emergency response agencies and other essential local agencies.

- **Emergency Satellite Communications**

EMNET is a statewide satellite communications system with the ability to transmit voice, high-speed data, facsimile, and video communications throughout the network. The Florida Division of Emergency Management maintains EMNET.

- The primary communication system for CWP is landline telephone. Taylor County primary communications vendor is Fairpoint Communications.
- The CWP has Standard Operating Guides (SOGs) to notify and warn officials and the general public of emergency and disaster events that occur in Taylor County. In addition, these guides also identify actions to be taken based on types of incidents. Notification list for agencies and individuals are maintained by the CWP. Notification of the State Warning Point (SWP) is included in these guides. The Director of Emergency Management or the on-call Emergency Management staff person will initiate any further notification.
- Developing or existing emergency conditions which should be reported to the County Warning Point include those that have or may result in multiple loss of life, environmental or property damage, or evacuation of a populated area, and whether or not State or federal resources are needed to support local emergency response efforts.
- The Emergency Satellite Communications System – a back-up dedicated voice and data system that links the State Warning Point with each County Warning Point, the seven National Weather Service offices, the Emergency Alert System, Local Primary Stations, the three fixed nuclear facilities, the South Florida Water Management District, and the



Department of Military Affairs. Portable units may be utilized to support an Incident Management Team, Area Command, and/or Joint Field Office, and other field communications requirements. This alternate system is used to transmit, receive, and coordinate emergency information. The system is tested weekly to ensure operational readiness.

- Emergency Coordinating Officers (ECOs) and Emergency Operation Center representatives are kept informed of potential events by the Director of Emergency Management. The following methods will be used to notify;
  - Fax
  - E-mail
  - Telephone
  - Text message
- Warnings are accomplished in various ways depending on the persons that need to be warned and the time available. The Director of Emergency Management or the Incident Commander can initiate warnings and notification procedures. The following list identifies warning methods during an event. Any or all may be used in the event that area residents may not have electrical service for an extended period.
  - Activation of the Emergency Alert System (EAS)
  - Information statements released to the local media
  - Public address systems of public safety vehicles
  - Door-to-door contacts
  - Dialogic Phone Messaging System
  - Activation of the cable over-ride system
  - Outdoor warning sirens
  - Volunteer radio groups
  - Outdoor informational signage
  - 211-Big Bend Information
- Specific warning zones are identified by the type of incident. Many have been pre-identified such as vulnerable areas around hazardous material locations or areas subject to storm surge and/or flooding.
- Persons in the threatened areas with special needs are notified by all of the methods outlined above.
- Local hotels, motels, Chambers of Commerce and the Tourist Information Center will assist in notification of tourists visiting the area. Most of the other warning systems previously listed would likely reach some visitors to the County.
- The County Warning Point is responsible for network control and conducts daily tests to ensure operational readiness.

## **5. State Level**

When an emergency or disaster has occurred or is imminent, the Governor may issue an Executive Order proclaiming the existence of a State of Emergency or activate the emergency response, recovery and mitigation aspects of State, local and inter-jurisdictional disaster plans.

At the State level, the State Coordinating Officer, or designee performs policy-making authority and commitment of State resources at the State Emergency Operations Center. The State Emergency Response Team Chief is responsible for the provision of State assistance, as well as routine management and operation of the State Emergency Operations Center. The State Emergency Response Team Chief may issue mission assignments to the State emergency support functions to perform duties consistent with State policy. Mission assignments, and mutual aid assistance brokered by the State, are tracked in the State Emergency Operations Center.

Coordination of regional and multi-regional protective actions will occur among all affected risk and host counties, other states, and the State Emergency Operations Center under the direction and control of the State Emergency Response Team Chief. In addition, counties that are not impacted by an emergency/disaster situation may be directed by the State Coordinating Officer to activate their emergency operating centers to provide emergency assistance.

Regional and/or multi-regional evacuations are in accordance to the most current version of the State of Florida Regional Evacuation Procedure. Prior to a regional evacuation and under the direction of the State Emergency Response Team Chief, the State Emergency Response Team will implement coordination with the affected counties, the State guidelines for the lifting of tolls on State toll facilities per the Florida Department of Transportation, Office of Toll Operations, Emergency Response Plan for Hurricanes and Other Emergencies; as well as the locking down of drawbridges, deploying and pre-deploying personnel, determining regional evacuation routes; ensuring the sufficiency of reasonably priced fuel, and addressing any emergency medical issues per the State of Florida Regional Evacuation Procedure (June, 2004). Governor's Intergovernmental Relations Team is used to provide a specific link for elected officials during a disaster. The Intergovernmental Relations Team represents legislative and intergovernmental affairs staff capable of providing outreach and handling requests from local elected officials. The Team provides information for elected officials to better communicate with and represent their constituents.

During activation of the State Emergency Operations Center, the Team provides up-to-date information on the situation and is also equipped to provide information on various grant programs and funding sources available to affected areas in the aftermath of disaster.

The Governor's Intergovernmental Relations Team will coordinate with the State Coordinating Officer to ensure that consistent and timely information is shared with local elected, State legislative, and United States Congressional officials. Each state agency will designate staff; typically those assigned legislative inter-governmental coordination duties, to support the Team.

In the event federal assistance is required, the State Coordinating Officer will interface directly with representatives of the federal government. If the State Coordinating Officer determines that the span-of-control needs to be broadened, he may designate a Deputy State Coordinating Officer to ensure coordination between federal and State agency representatives and to anticipate any needs or conflicts in the response or recovery phases as they progress.

In the event a request for disaster assistance comes from the governor of another state, the Governor of the State of Florida may order the mobilization of State resources under the

Emergency Management Assistance Compact to be deployed to the impacted state. The management and coordination of these resources will be administered through the Operations Section under the direction of the Operations Chief located in the State Emergency Operations Center. The Mutual Aid Branch will be operated in accordance with the most current edition of The State of Florida Logistics Section Standard Operating Procedure for Mutual Aid.

The State Coordinating Officer may authorize a field operations response in or near the impacted area. Field operations will be under the direction and control of the State Emergency Response Team Chief located at the State Emergency Operations Center and involves the deployment and staging of personnel and resources in the impacted area. A field operations response will be conducted in accordance with the most current edition of The State of Florida's Emergency Response Team Standard Operating Procedure for Field Operations.

Initial planning for recovery begins before an emergency event impacts Florida. While local governments are implementing response actions necessary to protect public health and safety, the Recovery Manager assigned to the State Emergency Operations Center begins coordination and implementation of recovery programs.

## **6. Federal Level**

Through the National Response Framework (NRF), the federal government provides assistance by establishing a single, comprehensive framework for the management of domestic incidents. The NRF provides the structure and mechanisms for the coordination of federal support. Through the NRF, federal emergency support functions will establish direct liaison with Florida's emergency support function representatives in the State Emergency Operations Center. The six state-unique emergency support functions (ESF 13-18) will establish liaison with members of the Federal Emergency Response Team assigned federal coordination responsibility for that function.

If the disaster is major or catastrophic, the Division of Emergency Management will contact the Federal Emergency Management Agency, Region IV and request a Federal Liaison and/or alert them that the Governor may submit a formal request for federal assistance.

If the President authorizes federal assistance, a Primary Federal Official (PFO) will represent the Secretary of the U.S. Department of Homeland Security and/or a Federal Coordinating Officer. The Federal Coordinating Officer is authorized to use the full authority of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended to reimburse response and recovery claims against the Disaster Relief Fund. Additionally, the Stafford Act provides funding to assist communities in mitigating the impact of future events.

To help ensure State/Federal coordination, the Federal Emergency Management Agency, Region IV, Regional Response Plan, contains an Annex on Florida's emergency management system. This Annex outlines Florida's Comprehensive Emergency Management Plan and unique operational activities the State implements when responding to disasters.

## **7. Joint Field Office**

The emergency recovery process is initiated when the President of the United States issues a Major Presidential Disaster Declaration. Such a declaration makes available a series of federal disaster assistance programs to aid the State in its recovery from a disaster situation. The basis for the declaration is the determination by the President that the disaster is of such severity and

magnitude that response is beyond State and local capabilities. The field recovery operation will be conducted in accordance with the most current edition of the State of Florida Recovery Plan.

Once a field office has been established in Taylor County, the Department of Emergency Management will provide the proper liaisons to the appropriate field office operations.

The organizational structure for recovery is under the leadership of the State Coordinating Officer. Once a federal disaster declaration has been issued, the State Coordinating Officer consults with a Federal Coordinating Officer. In addition, a Governor's Authorized Representative (GAR) is designated in the Federal Emergency Management Agency-State Agreement and is responsible for compliance with that Agreement. The Governor's Authorized Representative, like the State Coordinating Officer, is normally the Director of the State Division of Emergency Management.

During a recovery operation, the State Coordinating Officer usually appoints a Deputy State Coordinating Officer who represents him/her at the Joint Field Office. The Deputy State Coordinating Officer is responsible for the establishment and management of State operations in the Joint Field Office and coordination between State and federal programs. Under the Deputy State Coordinating Officer, there are two positions: a Deputy Recovery Manager and an External Affairs Officer. Under the Deputy Recovery Manager are five (5) functional officers: a State Mitigation Officer, a Human Service Officer, a Public Assistance Officer, Finance and Logistics Officer, and an Administrative Support Officer. Under the State Mitigation Officer is a National Flood Insurance Program Coordinator.

## **C. PREVENTION**

### **1. Goals**

To avoid an incident, intervene, or stop an incident from occurring. Prevention involves actions taken to protect lives and property.

### **2. Objectives**

- Implement the National Incident Management System and National Response Framework (NRF)
- Expand Regional Collaboration
- Implement the Interim National Infrastructure Protection Plan
- Strengthen Information Sharing and Collaboration capabilities
- Strengthen Interoperable Communications capabilities
- Strengthen CBRNE Detection, Response, and Decontamination capabilities
- Strengthen Medical Surge and Mass Prophylaxis capabilities

## **D. PREPAREDNESS**

### **1. Goals**

Help ensure a timely and effective response to, recover from and mitigation of the impacts and consequences associated with an emergency/disaster situation.

## **2. Objectives**

To accomplish the above stated goal, the following preparedness objectives will be followed in Taylor County:

### **a. Administer Grant programs for operational support and training activities**

- Emergency Management Preparedness Assistance Trust Fund (EMPATF)
- Emergency Management Performance Grant (EMPG)
- Hazardous Materials
- Catastrophic Insurance Fund (CAT Fund)
- Hazard Mitigation
- Emergency Operations Center (EOC) Funding

### **b. Capability Assessment Objectives**

- To conduct capability assessments on the County Emergency Management programs and how it has incorporated the National Incident Management System (NIMS).
- To implement a public education and information campaign to help instill a "Culture of Preparedness" in Taylor County. The "Culture of Preparedness" campaign will significantly enhance the government and the citizens of Taylor County's ability to prepare for disasters, respond quickly to the aftermath of the event, recover from the damages and impacts to the economy, and mitigate future threats to public safety, health and infrastructure.
- Special Needs Documentation process.

### **c. Resource management objectives**

- To build on the mutual aid programs and ensure all municipal governments, Independent Special Districts and institutions of higher learning (Universities & Community Colleges) are participants.
- To build on the County's assistance capabilities under the Emergency Management Assistance Compact.
- To continue efforts to enhance the County's ability to establish and maintain Logistic Staging Areas (LSA) within 24 hours.

### **d. Shelter Deficit Objectives**

- o To continue efforts to reduce, and ultimately eliminate, the County's deficit of "safe" hurricane shelter spaces through an effective Shelter Deficit Reduction Strategy.
- o To continue efforts to reduce hurricane shelter demand through an effective public information campaign, that uses all forms of media, to educate the general public on when to and when not to evacuate.
- o To initiate efforts to install power generators for special needs shelters.

**e. Evacuation Objectives**

- o To continue efforts to develop and refine strategies for evacuation during major emergency/disaster events for both immediate and anticipated evacuation scenarios.
- o Continue efforts to enhance the statewide strategy for multi-regional evacuations, i.e. REVA, reverse lane concept, evacuation studies.

**f. Public Alert and Notification Procedures**

- o To continue efforts to enhance the County's communication and warning systems.
- o To continue efforts to enhance the County's Emergency Alert System (EAS) used to provide instantaneous emergency information to the public if needed.

**3. Plan Development and Maintenance**

**i. Plan Development**

Section (252) Florida Statutes, State Emergency Management Act grants to the Board of County Commissioners under the leadership of the Director of Emergency Management the overall authority of responsibilities for Emergency Management response planning, plan development and coordination with municipalities, other counties, state and federal organizations in the development of Emergency plans for the Taylor County.

In Taylor County, the 2007 CEMP was updated from the 2016 version. The support and primary agencies identified in the Taylor County CEMP and supporting Annexes were contacted with requests for any updated information or policy/procedural changes needing to be made in the 2007 CEMP update. This information was collected and included in the update. The draft plan was distributed to the same agencies for comments and edits. As they were received, the CEMP was adjusted accordingly. The general public and the business and industry sectors are always welcome to provide input into the plan update process. The Taylor County CEMP is a dynamic plan, in that as any changes or additions are needed, they are included in the Plan. The Plan is submitted to the Board of County Commissioners for approval when significant changes are made to the CEMP.

The County CEMP is developed with the assistance and input from the following groups serving in advisory capacity.

- o Local Mitigation Strategy (LMS) Committee
- o Local Emergency Planning Council (LEPC) for Hazardous Materials
- o Regional Domestic Security Task Force (RDSTF)
- o Disaster Committee/County Emergency Response Team (CERT)

The above mentioned groups have been established as advisory bodies to coordinate with Emergency Management functions to prevent and prepare for, respond to, recover from and mitigate the impacts of hazards that could affect the County. Relative to the process for the development of the CEMP, the advisory bodies advise specifically on such actions as policies, plans, procedures, training, exercises and public education.

The preparation and revision of the basic plan and hazard specific Annexes will be the responsibility of the Taylor County Department of Emergency Management with the assistance and involvement of all applicable entities. The preparation and revision of the appendices are the responsibility of the primary agency with the assistance and involvement of Department of Emergency Management and the designated support agencies. The Emergency Management will establish a format and content guidance that must be followed in the revision process and coordinate and incorporate revisions to the appendices.

## **ii. Plan Maintenance**

The Emergency Management Director will maintain the Taylor County CEMP and update the plan every two years as of 2006. However, the Plan may be updated as often as needed during any year. Examination and review will be conducted annually and will reflect changes in implementing procedures, improved emergency preparation capabilities, and deficiencies identified from corrective action. The Department of Emergency Management will revise the plan by underlying new information and striking through old information. Whenever a change is made, the date of the change will be inserted at the top right section of the page changes. Once the plan has been approved in accordance with the Board of County Commission all underlined and strike through changes from the previous year will be removed and the date of the plans approval inserted at the top right section of each page.

The primary and support agencies/organizations of each emergency support function will be responsible for preparing and maintaining operating procedures necessary for the implementation of all responsibilities assigned in the Plan. These procedures will be prepared following guidance issued by the Florida Division of Emergency Management. The Florida Division of Emergency Management will provide for publication and distribution of the Plan that will be made available through the Division of Emergency Management web page at [www.floridadisaster.org](http://www.floridadisaster.org).

## **iii. Other Plans**

In addition to the County CEMP the following plans have been developed and are maintained pursuant to state and federal requirements. In addition, they have been incorporated in the CEMP annexes:

- o Hazardous Materials
- o Local Mitigation Strategy (LMS)

- o Special Needs
- o COOP/COG
- o Terrorism
- o Other

#### 4. Public Information

Before an emergency or disaster occurs, public information is critical for the public to make the necessary protective actions. The County's public information program focuses on how to better communicate emergency information to the public before, during, and after a disaster. Particular attention will be given to strategies that enhance awareness of the evacuation process, road conditions, shelter status and re-entry issues, and how to communicate information to people during evacuation.

- o The Sheriff or his designee will serve as the public information officer (PIO), and serve as the agency responsible for gathering and analyzing information about the disaster.
- o The PIO will be responsible for collecting information, preparing releases for the media, and responding to requests for information and interviews.
- o The EM Department has prepared pre-scripted news releases that can easily be edited to include disaster specific information.
- o Taylor County has a website that provides updates on emergency conditions as well as assistance with disaster planning and recommended actions. Social Media – Taylor County implemented Facebook and Twitter in 2014 to increase our public outreach.
- o The EM Department send mass emergency and public information messages notifications through the Alert Florida system. In 2016, Taylor County entered into an MOU with the Florida Division of Emergency Management to utilize Alert Florida and the Everbridge notification system. The Alert Taylor system notifies the public via phone, text and email of any emergency situation or public information. The county provides a portal on the Taylor County Website for registration to Alert Taylor.  
<https://member.everbridge.net/index/453003085614562#/login>
- o The Taylor EOC will serve as the Citizen Information Center (CIC). Emergency Management staff, including the PIO, will respond to citizen's inquiries.
- o The Taylor County EM Department, through the PIO, will serve as the primary resource for providing disaster-related preparedness, response, recovery, or mitigation information to the public.
- o The PIO will send disaster updates to the following agencies and individuals: local fire departments, law enforcement agencies, and EMS agencies; County agencies; the School Board; municipal agencies; nursing homes; transportation providers; utility companies; private businesses; and the State Warning Point.
- o Following a disaster, the public will be informed that they can contact the Taylor County EOC to receive information about disaster recovery and mitigation assistance.



- Setting up a rumor control facility to deal with direct public contacts. Rumors can be as dangerous as the emergency itself. They must be addressed adequately for the operations to proceed effectively. Rumor control information (number and type of calls) provides the PIO a basis for the type of information that must be made available to the public through the media. Rumor control procedures are included in the PIO SOPs.
- Notification to these individuals will take place through mass media public information releases (radio and television), in addition to personal contact by the appropriate law enforcement agency, if necessary.
- The PIO will include maps of evacuation zones and routes as part of the public information program, as outlined in ESF 1.

## 5. Training and Exercise

All training related to emergency management is coordinated by the Emergency Management Director. Emergency Management offers training to all first responder agencies (County, City and other law enforcement, medical and fire) on preparedness, response, recovery, mitigation, hazardous materials, debris management, terrorism and other issues. The training offered is conducted through the Division of Emergency Management training section, American Red Cross, the Local Emergency Planning Committees, Fire Department, the Taylor County Sheriff's Office and any other organization offering training. The Taylor County Department of Emergency Management provides the notice of training being offered to local response agencies.

Multi-Year Training and Exercise Plan (MYTEP) – Sub-Recipient is required to develop a MYTEP that identifies combination of exercises, along with associated trainings requirements, that addresses the priorities identified in the State TEPW. The county TEP will be included in the state submission of the MYTEP. Develop and submit no later than June 1st. Exercises are planned 3 years in advance, but may change as funding and conditions change.

Taylor County continues to implement a training and exercise program, consistent with NIMS, for incident management organizations and personnel. Elements of the program include:

- Multi-disciplinary and multi-jurisdictional interaction, including involvement with private-sector and non-governmental organizations, during realistic exercises.
- Standard courses on incident command and management, incident management structure, and operational coordination processes and systems.
- Courses focused on discipline and agency-specific subject matter expertise.

The County further requires courses for all incident management organizations and personnel to ensure NIMS compliance at all levels of response. The following courses are required:

- IS 700 – National Incident Management System (NIMS), An Introduction
- IS 800 – National Response Plan (NRP), An Introduction
- ICS 100 Series – Incident Command Systems, An Introduction
- ICS 200 Series – Incident Command System, Basic
- ICS 300 Series – Incident Command System, Intermediate
- ICS 400 Series – Incident Command System, Advanced

Exercises are a key component in improving all-hazards incident management capabilities. The Department of Emergency Management participates on an ongoing basis in a range of exercises, including multi-disciplinary and multi-jurisdictional exercises that are designed to improve integration and interoperability.

After each exercise, the lead agency performing the exercise will conduct an evaluation of the effectiveness of the exercise. This information will be incorporated into future plan revisions and updates by the Taylor County Department of Emergency Management.

The Homeland Security Exercise Evaluation Program will be used for developing, delivering and evaluating Department of Homeland Security/Office of Domestic Preparedness funded exercises.

Among the key exercises that Taylor County participates in are:

- Annual Statewide Hurricane Exercise
- Red Cross Annual Hurricane Exercise
- Severe Weather Annual Exercise

## **6. Evacuation**

The vulnerability of Taylor County and the overall vulnerability of the State of Florida to disasters and emergencies, i.e. hurricanes, floods, wild land fires and acts of terrorism is a constant reminder of the gravity of planning for the safety of a growing population and millions more tourist each year. Because of this threat, the importance of providing timely and well-coordinated evacuation and sheltering efforts remains critical. To meet the threat, the County participates in the States regional evacuation process that focuses on evacuation and sheltering as a statewide initiative.

**Regional Evacuation Procedures (REVAC)** - The State of Florida, in concert with local emergency management, law enforcement, sheltering organizations, public information offices, and adjacent states, implements Regional Evacuation Procedures (REVAC) throughout the State. REVAC procedures integrate the operations of all the above organizations into one plan that manages the decision-making, implementation, and conduct of evacuations for entire regions. The REVAC includes the following policies:

- The Governor will direct all major evacuations through the State Emergency Operations Center
- Evacuation maps are included in water bills in the beaches area to notify the public of evacuation routes. These maps are also found on the Taylor County Board of County Commissioners website at: [www.taylorsheriff.org](http://www.taylorsheriff.org)
- All counties will activate their emergency operations centers to support major evacuations when directed to do so by the State Coordinating Officer
- All counties will open and operate host shelters as directed by the State Coordinating Officer

- o All counties that open host shelters will be covered under the Governor's Executive Order declaring a State of Emergency and will be included in all requests for Federal Emergency Declaration or Major Presidential Disaster Declaration assistance

The regional evacuation process will be used by state and county government organizations to manage and coordinate any multi-county and/or regional evacuation in response to any hazard which would necessitate such actions, including the implementation of State guidelines for lifting tolls on State toll facilities pursuant to the Florida Department of Transportation, Office of Toll Operations, Emergency Response Plan for Hurricanes and Other Emergencies; as well as the locking down of drawbridges, deploying and pre-deploying personnel, implementing the Regional Evacuation Law Enforcement Staffing Plan, designating host counties for sheltering, ensuring the sufficiency of reasonably priced fuel, and addressing any emergency medical issues in accordance with the most current versions of the State of Florida Regional Evacuation Procedure.

**One-Way Evacuation** – Based on deliberations from a Task Force convened by the Governor after Hurricane Floyd in 1999, the Florida Highway Patrol, in concert with the Florida Department of Transportation, developed traffic management, staffing and resource plans for designated reverse-lane routes as specified below:

- o Interstate 10 (east bound) - Pensacola to Tallahassee
- o Interstate 10 (west bound) - Jacksonville to Tallahassee
- o Interstate 4 (east bound) - Tampa to Orange County Line
- o Interstate 75 (north bound) - Charlotte County to I-275
- o Florida's Turnpike (north bound) – Ft. Pierce to Orlando
- o State Road 528 (west bound) – SR 520 to SR 417
- o Interstate 75 (Alligator Alley) (east and west bound) - Coast to Coast

## 7. Sheltering

The County continues to make progress toward eliminating deficits of public shelters by coordinating with the Florida Division of Emergency Management who is responsible for preparing a "Statewide Emergency Shelter Plan" to guide local planning and provide consultative assistance with the construction of educational facilities to provide public shelter space. The purpose of this Plan is to meet the statutory responsibility outlined in State law. The Plan is prepared and submitted for approval on a biennial basis and, once approved by the Governor and Cabinet, will determine which Regional Planning Council (RPC) regions and counties will need to construct new school facilities that must comply with the public shelter design criteria.

At last reporting, 2010, five (5) RPC regions have a surplus of hurricane shelter space (West Florida/Region 1, Apalachee/Region 2, East Central Florida/Region 6, Treasure Coast/Region 10 and South Florida/Region 11). Based upon currently available information, surpluses will continue in these regions through 2015. All other regions have hurricane shelter space deficits, and per section 1013.372(1), Florida Statutes, their district school boards, community colleges and universities are required to construct all new educational facilities in compliance with the public shelter design criteria.

The Department of Community Affairs must also monitor the status of the statewide inventory of Special Needs Shelters (SpNS). Historically, SpNS have been included in total population hurricane shelter demand estimates, hurricane shelter capacities and surplus/deficit results.

In order to meet the special needs of persons who would need assistance during evacuations and sheltering because of physical, mental, cognitive impairment, or sensory disabilities, Taylor County Emergency Management maintains a registry of those persons with special needs that are located within the county. The registration is accessed by visiting the Taylor County Emergency Management website and clicking on the Special Needs link. Individuals may also receive a printed registration form from the Emergency Management Office that EM staff will add to the registration site. The registration identifies those persons in need of assistance and plans for resource allocation to meet those identified needs. Emergency Management provides printed forms to the special needs services that administer care to those clients. A secure registry of those persons is maintained by EM and is updated yearly, per Section 252.355, F.S. The registration gives persons with special needs the option of preauthorizing emergency response personnel to enter their homes during search and rescue operations if necessary to assure their safety and welfare following disasters.

The Division of Emergency Management has statutory responsibility and authority to administer a statewide program to eliminate the deficit of "safe" hurricane shelter space. To ensure consistency with State and national standards, guidelines and "best practices," the Division has recognized Standards for Hurricane Evacuation Shelter Selection (ARC 4496) as the minimum hurricane shelter survey and evaluation criteria. Therefore, at a minimum, meeting ARC 4496 criteria is a required condition for a public facility to be described as "safe," suitable, or appropriate for use as a public hurricane shelter.

## **E. RESPONSE**

### **1. Goals**

Taylor County must be prepared to respond to developing events quickly and effectively on a 24-hour basis. The primary goal of the County's response operation is to ensure a timely and effective response to the potential consequences that may be generated by an emergency/disaster situation. When an event or potential event is first detected, a series of actions will take place to ensure an effective and efficient response operation.

### **2. Response Objectives**

When an emergency/disaster event is detected or is imminent, the 72 hours before and after the event constitutes the critical timeline that defines an effective response operation. To ensure the effectiveness of the County's response, the following operational objectives may be initiated along a critical timeline in 24-hour intervals to ensure a successful response operation:

#### **a. 72 hours to 48 hours Before Event Impact**

- o A functional 24-hour County Warning Point that can alert and notify all appropriate county staff and state, local, and/or federal officials of an emergency/disaster situation.

- A request, by the Emergency Management Director, that the Board of County Commissioners issue an Executive Order proclaiming a Local State of Emergency and/or activate the County Comprehensive Emergency Management Plan. The Executive Order process may necessitate evaluating the need to draft future Executive Orders.
- Activation of a public information system to ensure the appropriate media releases, live media broadcasts, and activation of the Emergency Information Line.
- Activation and operational readiness of the Emergency Operations Center. The EOC is activated fully (Level I) or partially (Level II) depending on the event and may be activated, by the Director of the Department of Emergency Management, before the Board of County Commission issues an Executive Order.
- Activation of an event monitoring and reporting process, i.e., technical data, Situation, Flash, and Chronology of Events reports, weather tracking, etc.
- A process to assess the availability of sufficient technical staff to support the ESF 5 Information and Planning Section.

**b. 48 hours to 24 hours Before Event Impact**

- Activation of a protective actions planning process to develop Incident Action Plans to guide response operations.
- Activation of the process to determine the need to request a federal emergency declaration.
- Activation of a process to ensure the deployment of the appropriate technical liaisons in the impact area (i.e., hurricanes, forest fires, terrorist events, repatriation, etc.
- The activation of a communication system that will effectively deploy necessary communication systems, initiate EAS alert, and initiate amateur radio operations at the EOC.
- The activation, if necessary, of the Intergovernmental Relations Team to ensure that timely information is being shared with local elected, State Legislative, and United States Congressional officials (State Coordinating Officer/SERT Chief). The activation of an information briefing process to brief the Governor and other appropriate officials on the status of the situation.
- The activation of a conference call process to share information between the appropriate State, county, multi-state, and federal agencies and organizations to address protective action measures.
- The activation of an effective and efficient EMAC/mutual aid process to augment local, State, and federal resources.
- The activation of a process to monitor protective action measures taken by the counties such as evacuation and sheltering.

- o The activation of an efficient and effective field operations response process.
- o The activation of an effective and efficient Impact Assessment process to determine disaster impact to infrastructure, emergency services, human needs, etc.

**c. 24 hours to Event Impact**

- o The activation, if applicable, of an "Impact-Area Tour" process for the Governor and other appropriate State, Local, and federal officials.
- o The activation of a process to assist local governments with Re-entry activities.
- o The activation of the process, if applicable, to request a federal Presidential Disaster Declaration.

**d. Event Impact to +72 Hours After**

- o Initiate process to re-establish communications and determine disaster impact (i.e., life threatening conditions, debris clearance, transportation, security) with impacted areas.
- o The activation of the Preliminary Damage Assessment process with local, State, and federal officials.

**3. County Emergency Operations Center**

The County Emergency Operations Center (EOC) is the facility that is used to coordinate a County response to any major emergency or disaster situation. It is located at 591 E. US Highway 27, Perry, FL 32347. The facility serves as the coordination, command and control center for Taylor County during a disaster. The Security and maintenance of the County Emergency Operations Center facilities will be carried out in accordance with the provisions of the most current version of the County Emergency Management Plan. In the event, the County Emergency Operations Center in Perry is threatened, an alternate County Emergency Operations Center may be activated as designated in the Alternate State Emergency Operations Center procedures. At this time the backup facility for the EOC is located at the Perry/Foley Airport, 511 Industrial Drive, Perry, FL 32348.

The EOC will be activated for actual or potential events that threaten Taylor County. The level of activation will be determined by the Emergency Management Director based on the emergency or disaster event. Standard Operating Guides (SOG) have been developed and distributed to agencies assigned to the EOC. The SOG's and checklist are updated as necessary by the Emergency Management Department.

The following are the levels of activation utilized in the County Emergency Operations Center:

**Level III - Monitoring Activation** - Level III is typically a "monitoring" phase. Notification will be made to those agencies and Emergency Support functions that would need to act as part of their everyday responsibilities. The County Emergency Operations Center will be staffed with County Warning Point Communicators and Department of Emergency Management personnel.

**Level II - Partial Activation of the County Emergency Response Team** - This is limited agency activation. All primary Emergency Support Functions are notified. The Department of Emergency Management personnel and the necessary Emergency Support Functions will staff the County Emergency Operations Center.

**Level I - Full Scale Activation of the State Emergency Response Team** - This is a full-scale activation with 24 hour staffing of the County Emergency Operations Center. All primary and support agencies under the County plan are notified.

#### **4. Field Operations**

During or following the impact of a natural or man-made disaster, the State may need to initiate a field operation response. The initiation of a field operations response is necessary in order to manage and coordinate the deployment of State personnel, resources, and field operations facilities to the impacted area to help meet the needs of disaster victims. County field operations will be initiated according to the State of Florida State Emergency Response Team Standard Operating Procedures for Field Operations. This will address, at a minimum, the management, coordination, and deployment of the following Field Operation teams and facilities:

##### **a. Personnel/Teams**

- Area Command
- Area Coordinators
- State Emergency Response Team Liaisons
- Florida National Guard Liaison Officers (LNO)
- Recon
- Public Assistance Liaison
- Florida National Guard WWD Civil Support Team
- Florida National Guard Computer Emergency Response Team
- Community Response Teams (CRT)
- Temporary Disaster
- Housing Coordinators
- Damage Assessment Teams (PDA)

##### **b. Field Operations Facilities**

- Alternate State Emergency Operations Center
- Joint-Field Office (JFO)
- Emergency Operating Facility (EOF), Nuclear Power Plants
- Base Camps
- Repatriation Processing Center (RPC)
- Joint Information Center (JIC)
- Logistical Staging Areas (LSA)
- Comfort Stations
- Community Assistance Center
- Points of Distribution (POD)
- Disaster Recovery Centers

## **IV. FINANCIAL MANAGEMENT**

The equipment, personnel, and financial resources of County government may quickly be overtaxed in a disaster. The County Resource and Financial Management Policies and Procedures for Emergency Management, establishes policies and procedure to implement statutory authorities and responsibilities for financial management related to response activities. This policy ensures that funds are provided expeditiously and that financial operations are conducted in accordance with appropriate policies, regulations, and standards.

## **V. CONTINUITY OF OPERATIONS**

As required by Florida Statutes, select Taylor County government agencies are required to develop and implement Continuity of Operations Plans (COOP) to ensure that a viable capability exists to continue essential functions of government services. This capability has been developed to address a broad range of potential emergencies. Planning and training efforts for COOP is closely coordinated with the CEMP through the Department of Emergency Management.

The chief officer/department head/manager of each individual agency is responsible for the preservation of vital records essential for ensuring the continuity of government (COG).

## **VI. REFERENCES AND AUTHORITIES**

The following references and authorities may be consulted for further advice and guidance. Other than those references and authorities that have the inherent force and effect of law, this Plan is not intended to incorporate them by reference.

### **Relationship to Other Plans**

In addition to the County CEMP the following plans have been developed and are maintained pursuant to state and federal requirements. In addition, they have been incorporated in the CEMP annexes:

- Hazardous Materials
- Local Mitigation Strategy (LMS)
- Special Needs
- COOP/COG
- Terrorism
- Other



**Specific Plans are:**

- o Municipal Emergency Operations Plan (EOP)
- o Municipal Debris Management Plan
- o State Comprehensive Emergency Management Plan (CEMP)
- o State Hazard Mitigation Plan
- o National Response Plan
- o Natural Oil and Hazardous Materials Pollution Contingency Plan.
- o Nuclear Regulation 0654/FEMA-REP-1, which provides federal guidance for development and review of Radiological Emergency Management Plans for Nuclear Power Plants.
- o "Interagency Radiological Assistance Plan" (Interim), U.S. Department of Energy, Region III.
- o The Federal Bureau of Investigation's Concept of Operations for Weapons of Mass Destruction.
- o The Federal Radiological Emergency Response Plan.
- o National Response Plan Terrorism Incident Annex.
- o National Response Plan Terrorism Incident Overview.
- o Chemical/Biological Incident Contingency Plan (Federal Bureau Investigation, Unclassified).
- o Nuclear Incident Contingency Plan (Federal Bureau Investigation, Unclassified).
- o Health and Medical Services Support Plan for the Federal Response to Acts of Chemical/Biological Terrorism (Department of Health and Human Services).
- o National Emergency Repatriation Plan, as revised February 1986.
- o Joint Plan for Noncombatant Repatriation, August 1999.
- o Mass Immigration "Operation Vigilant Sentry," February 2005

**Incident Specific Coordinating Procedures**

**Florida Coastal Pollutant Spill Contingency Plan**

- The Florida Coastal Pollutant Spill Contingency Plan was prepared and developed in compliance with Section 376.07(2) (e), Florida Statutes, the Pollutant Discharge Prevention and Removal Act. This plan is activated in case of an oil spill of any magnitude in State coastal waters.
- Oil spill response plans have been drafted on the State level in response to the Clean Water Act of 1977, formerly the Federal Water Pollution Control Act of 1972. The 1972 legislation established the National Oil and Hazardous Materials Pollution Contingency Plan as the basis for providing a federal response to major pollutant spills.
- The Florida Department of Environmental Protection is responsible for maintenance of the Florida Coastal Pollutant Spill Contingency Plan. The plan describes response efforts and the responsibilities of State agencies in case of an oil spill. All coordination will be done through the State Emergency Operations Center. As more support is required for Environmental Protection, the State Emergency Operations Center will be activated to mobilize additional State resources.

### **Florida Electrical Emergency Contingency Plan**

- Electricity is a vital part of Florida's infrastructure. It is critical for the existing and growing residential population, for commerce and industry, and for tourism. Florida's electric utilities coordinate planning and operations to ensure adequacy and reliability of the electric system long-term and project that it will be adequate.

### **Authorities:**

#### **County:**

- Taylor County Code of Ordinances Chapter 26 – Emergency Services

Under Florida Statutes, Chapter 252.38 (1), Taylor County responsibilities are to:

- Safeguard the life and property of all citizens
- Maintain the Emergency Management Department
- Appoint an emergency management director, who shall coordinate the activities, services and programs for emergency management and maintain liaison with the FDEM and other local emergency management agencies
- Perform emergency management functions within the county as well as outside the county as needed
- Serve as liaison for and coordinator of the City of Perry's request for state and federal assistance during post disaster emergency operations.
- Appropriate and expend funds as necessary to fulfill responsibilities
- Establish one or more EOCs

- Make available all county resources for emergency operations
- Declare a local state of emergency for up to seven (7) days, extendible in seven (7) day increments
- Invoke mutual aid agreements using FDEM as liaison

**Additional State Statutes:**

- Chapter 14, Florida Statutes, Governor
- Chapter 22, Florida Statutes, Emergency Continuity of Government
- Chapter 23, Part 1, Florida Statutes, The Florida Mutual Aid Act
- Chapter 125, Florida Statutes, County Government
- Chapter 154, Florida Statutes, Public Health Facilities
- Chapter 161, Florida Statutes, Beach and Shore Preservation
- Chapter 162, Florida Statutes, County or Municipal Code Enforcement
- Chapter 163, Florida Statutes, Intergovernmental Programs; Part I, Miscellaneous Programs
- Chapter 166, Florida Statutes, Municipalities
- Chapter 187, Florida Statutes, State Comprehensive Plan
- Chapter 215, Florida Statutes, Financial Matters
- Chapter 216, Florida Statutes, Planning and Budgeting
- Chapter 235, Florida Statutes, Educational Facilities
- Chapter 245, Florida Statutes, Disposition of Dead Bodies
- Chapter 250, Florida Statutes, Military Affairs
- Chapter 252, Florida Statutes, Emergency Management
- Chapter 284, Florida Statutes, State Risk Management and Safety Programs
- Chapter 287, Florida Statutes, Procurement of Personal Property and Services
- Chapter 376, Florida Statutes, Pollutant Discharge Prevention and Removal
- Chapter 377, Florida Statutes, Energy Resources
- Chapter 380, Florida Statutes, Land and Water Management

- Chapter 388, Florida Statutes, Public Health
- Chapter 401, Florida Statutes, Medical Telecommunications and Transportation
- Chapter 403, Florida Statutes, Environmental Control
- Chapter 404, Florida Statutes, Radiation
- Chapter 553, Florida Statutes, Building Construction Standards
- Chapter 581, Florida Statutes, Plant Industry
- Chapter 590, Florida Statutes, Forest Protection
- Chapter 633, Florida Statutes, Fire Prevention and Control
- Chapter 870, Florida Statutes, Riots, Affrays, Routs, and Unlawful Assemblies.
- Chapter 943, Florida Statutes, Domestic Security

**Florida Administrative Code:**

- Rule 9G-2, State of Florida CEMP Criteria
- Rule 9G-6, Review of Local Emergency Management Plans
- Rule 9G-11, Funding Formula for Emergency Management Assistance Funds
- Rule 9G-12, Contract Procedures for Funding of Radiological Emergency Response Plans
- Rule 9G-14, Hazardous Materials
- Rule 9G-19, Base Funding for County Emergency Management Agencies

**Federal:**

- 44 CFR Parts 59-76, National Flood Insurance Program and related programs.
- 44 CFR Part 13 (The Common Rule), Uniform Administrative Requirements for Grants and Cooperative Agreements.
- 44 CFR Part 206, Federal Disaster Assistance for Disasters Declared after November 23, 1988.
- 44 CFR Part 10, Environmental Considerations.

- 44 CFR Part 14, Audits of State and Local Governments.
- 44 CFR 350 of the Code of Federal Regulations.
- 50 CFR, Title 10 of the Code of Federal Regulations.
- Public Law 107-296, 116 Stat. 2135 (2002) (codified predominantly at 6 U.S.C. 101-557 and in other scattered sections of the U.S.C.), ESTABLISHED THE Department of Homeland Security with the mandate and legal authority to protect the American people from the continuing threat of terrorism.
- Public Law 93-288, as amended, 42 U.S.C. 5121, et seq., the Robert T. Stafford Disaster Relief and Emergency Assistance Act, which provides authority for response and recovery assistance under the Federal Response Plan, which empowers the President to direct any federal agency to utilize its authorities and resources in support of State and local assistance efforts.
- Public Law 106-390, Disaster Mitigation Act of 2000, to amend the Robert T. Stafford Disaster Relief and Emergency Assistance Act to authorize a program for pre-disaster mitigation, to streamline the administration of disaster relief, to control the Federal costs of disaster assistance, and for other purposes.
- 16 U.S.C. 3501, et seq, Coastal Barrier Resources Act.
- Public Law 93-234, Flood Disaster Protection Act of 1973, as amended by the Flood Insurance Reform Act of 1994, 42 U.S.C. 4001, et seq, provides insurance coverage for all types of buildings.
- Public Law 99-499, Superfund Amendments and Re-authorization Act of 1986, Part III, the Emergency Planning and Community Right-to-Know Act of 1986, 42 U.S.C. 11001, et seq, which governs hazardous materials planning and community right-to-know.
- Public Law 101-615, Hazardous Materials Transportation Uniform Safety Act (HMTUSA), which provides funding to improve capability to respond to hazardous materials incidents.
- Public Law 95-510, 42 U.S.C. 9601, et seq, the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), as amended, which requires facilities to notify authorities of accidental releases of hazardous materials.
- Public Law 101-549, Clean Air Act Amendments of 1990, which provide for reductions in hazardous air pollutants and risk management planning requirements.
- Public Law 85-256, Price-Anderson Act, 42 U.S.C. 2210, which provides for a system of compensating the public for harm caused by a nuclear accident.
- Public Law 84-99, 33 U.S.C. 701n, Flood Emergencies, authorizing an emergency fund for flood emergency preparation, flood fighting and rescue operations, and repair and restoration of flood control works threatened or destroyed by flood.

- Public Law 91-671, Food Stamp Act of 1964, in conjunction with Section 412 of the Stafford Act, relating to food stamp distributions after a major disaster.
- Public Law 89-665, 16 U.S.C. 470, et seq, National Historic Preservation Act, relating to the preservation of historic resources damaged as a result of disasters.
- Stewart B. McKinney Homeless Assistance Act, 42 U.S.C. 11331-11352, Federal Emergency Management Food and Shelter Program.
- National Flood Insurance Act of 1968, 42 U.S.C. 4101, et seq, as amended by the National Flood Insurance Reform Act of 1994 (Title V of Public Law 103-325).
- Regal Community Development and Regulatory Improvement Act of 1994.
- Public Law 833-703, an amendment to the Atomic Energy Act of 1954.

### **Memorandums of Understanding and Agreements:**

- Florida and Federal Emergency Management Agency Region IV, 1993.
- Statewide Mutual Aid Agreement (July 31, 2000 as Amended by modification #1, October, 1994).
- Florida and the American Red Cross, 1992.
- Florida and the Air Force Rescue Coordination Center (Inland Search and Rescue), as amended, 1995.
- Division of Emergency Management and the Civil Air Patrol (Search and Rescue, Transport).
- Division of Emergency Management and Florida Power Corporation; Division of Emergency Management and Florida Power and Light Company; and Division of Emergency Management and Southern Nuclear Operating Company (Radiological Emergency Response Planning and Operations) Annual Agreements.
- Memorandum of Agreement between the Federal Emergency Management Agency, the State of Florida, and the City of Miami for Urban Search and Rescue, October 5, 1993.
- Building Officials Association of Florida and Division of Emergency Management, October 1994.
- National Weather Service and Division of Emergency Management, September 1994.
- Statement of Understanding between the Administration on Aging and the American National Red Cross (ARC), ARC 5067, June 1995.

- Statement of Understanding between the Salvation Army and the American Red Cross, August 1994.
- Statement of Understanding between the Volunteer Organizations Active in Disaster Agencies and other volunteer agencies.
- Statement of Understanding between the Federal Emergency Management Agency and the American Red Cross, January 1982.
- Memorandum of Understanding between the Centers for Disease Control, the United States Public Health Service of the Department of Health and Human Services, and the American Red Cross, December 1988.
- State of Florida Agreement between the American Red Cross and the Department of Health for use of the United States Department Agriculture donated foods, September 1989.
- Memorandum of Understanding with the American Veterinary Medical Association Emergency Preparedness and Response Guide.
- Memorandum of Understanding with the State of North Carolina for Medivac Assistance for Monroe County.
- Southern Mutual Radiological Assistance Plan, Southern States Emergency Response Council.
- Memorandum of Understanding Between Strategic Metropolitan Assistance and Recovery Teams and the Florida Division of Emergency Management, February 14, 1997.
- Interstate Agreement during a Hurricane Threat or Other Events Florida Division of Emergency Management and Georgia Emergency Management Agency.

## **ATTACHMENTS**

ANNEX I – Recovery Functions  
 ANNEX II – Mitigation Functions  
 ANNEX III – Hazard Analysis  
 ESF Annexes  
 SOG's

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# ANNEX I: RECOVERY FUNCTIONS

## I. INTRODUCTION

Following a disaster many critical post-disaster concerns will have to be addressed. Resolution of these issues will require a coordinated local, state and federal effort. This section of the local plan should outline the process for assessing the need for and administration of state and federal disaster assistance.

This annex to the CEMP provides the framework for managing resources to allow the county to return to normal as soon as possible. The county's focus during recovery is to address life safety concerns, assess property and infrastructure damage, assure Continuity of Government, provide access to disaster areas by relief agencies, facilitate debris removal and ensure proper reconstruction of damaged structures.

## II. GENERAL

- A. Disaster recovery is the primary responsibility of the Taylor County Emergency Management Department, which will be responsible for coordinating recovery operations from the county EOC.
- B. Taylor County Emergency Management will coordinate recovery operations with the City of Perry.
- C. It is important to note that the rural nature of the county does not provide for a large number of agencies to assist in recovery.
- D. Due to this fact a large number of responsibilities will need to be accomplished by a relatively few number of individuals. In order to support extensive, prolonged recovery operations, the county will require additional resources from the state and federal government.
- E. The EM Director or designee will serve as liaison with the Joint Operations Center, the Disaster Field Office and recovery personnel from Florida Division of Emergency Management and FEMA assigned to assist the county during its recovery efforts.
- F. Taylor County has identified the following entities which have support roles and will be involved in recovery.
  - o SERT Liaison – Pre-deployed recovery personnel that conduct initial coordination with local emergency management to assist in the deployment of all State recovery teams.

- Community Response Team – A team that is deployed to disseminate information and collect data to assist disaster-affected communities and eligible individuals in receiving assistance. The primary function of this team is to identify and report unmet human needs and to inform disaster victims of the disaster assistance programs and registration process.
- Unmet Needs Committee – A committee that helps identify unmet needs and possible assistance. Such committees are comprised of volunteer agencies, private sector representatives, and governmental agencies, and faith based organizations.
- Damage and Mitigation Assessment Team – A team deployed to conduct, with local governments, assessments for public and private non-profit entities and individual homes and businesses. The assessment quantifies the extent of the damage and is used to justify federal assistance.
- To identify recovery needs and preparation of the citizens, business community, county and municipal governments.

### **III. RECOVERY FUNCTIONS**

#### **A. Damage Assessment Functions**

Damage assessments include those actions that are undertaken to determine the nature and scope of damages to structures, facilities and infrastructure for the purpose of identifying and scaling the need for State and Federal disaster assistance in the recovery phase. Damage assessment will be closely coordinated with ESF 5, which has the lead for impact assessment and incident action planning during the response phase.

The Taylor County Planning and Building Department is the lead for the County's Damage Assessment Program. Responsibilities include: recruitment and training of team members and the overall management of damage assessment priorities in coordination with ESF 5.

The County is using a Geographic Information System (GIS) to assist the damage assessment teams with details of property information, infrastructure and mapping. The Property Appraiser's Office will assist in providing estimates of loss and economic impact. The Chamber of Commerce and the insurance industry will provide information on losses to businesses.

The County will conduct an initial damage assessment using County resources to determine the overall extent of damages. The resources of the local fire departments, law enforcement agencies, and public works agencies will be used. This information will be collected by the Department of Emergency Management, and provided to the Command Staff of Taylor County, and to the Florida Division of Emergency Management, using IDA and PDA field sheets as approved by FDEM. The county has developed and will issue Preliminary Damage Assessment field guides for aid in identifying damage severity and to determine assistance criteria. This data is then communicated to the state via EM Constellation and the FDEM Regional Director. If the situation warrants, a formal Preliminary Damage Assessment will be performed by local, State, and Federal assessors.

To obtain State and/or Federal disaster assistance, the County will conduct a preliminary damage assessment, providing estimates to the State Division of Emergency Management. This will include assessments for both public and individual damages. If State or Federal damage assessment teams respond to the County, local representatives will accompany these teams during their assessments. These individuals will be familiar with damaged areas and will supply maps needed to complete the damage assessment process. The State Division of Emergency Management will then coordinate with the Federal Emergency Management Agency to determine if the County qualifies for public and/or individual assistance.

If the County qualifies, the State will initially notify all nonprofit agencies and local governments of the Applicant's Briefing. After the briefing, each applicant files a notice of interest and will coordinate directly with State and Federal staff. Shortly thereafter, the State and the Federal Emergency Management Agency will schedule and conduct a "Kick Off" meeting. The Kick Off meeting educates local applicants concerning the Public Assistance Program. Each potential applicant will be required to attend the Kick Off meeting. They will be contacted by the Department of Emergency Management. Regarding Individual Assistance, the Department of Emergency Management will coordinate with the liaisons from the American Red Cross, municipalities, and State and Federal staff to open Disaster Recovery Centers, advertise their locations and provide services. The administration of State and Federal assistance is the responsibility of the organization accepting the disaster assistance.

The City of Perry is responsible for all corresponding inspections, damage assessments and other disaster response and recovery functions and activities for their jurisdictional area and the County would include the City of Perry in its response and recovery activities due to their limited resources. There are no other Municipalities within the County and the City of Perry will coordinate final reporting to the State through the County EOC. The Emergency Management Director or designee will communicate directly with the City Manager and City department heads to coordinate recovery efforts and to determine their needs. The City of Perry department heads have participated in Disaster Committee meetings and have pledged to have representatives at the EOC in specific support functions during recovery, thereby ensuring open and situational awareness.

Additional damage assessment functions are maintained in the appropriate Taylor County SOPs and Annexes. This includes the identification of roles and responsibilities, training, assessment criteria, reporting formats and process for both initial and preliminary damage assessments.

### **1. Disaster Declaration**

Following a major or catastrophic disaster in which an emergency or major disaster declaration is granted by the President, federal assistance to disaster victims becomes available under three program areas: Individual Assistance, Public Assistance, and Hazard Mitigation. The administration of these programs is coordinated through a joint Federal/State effort in a Joint Field Office, which is usually located in the impacted area. The organizational structure to address State recovery and mitigation activities is given in Section IV.A.3 (Emergency Operations (Recovery) of this Plan.

The Joint Field Office is the primary field location for the coordination of Federal and State short and long-term recovery operations. There are short term decisions such as where to locate displaced households and how to remove and dispose of debris. There are also long term

decisions such as how to finance reconstruction, where to allow rebuilding, and how to revitalize the local economy. The Federal Coordinating Officer and the State Coordinating Officer will co-locate in the Joint Field Office, as well as other Federal and State essential personnel. Recovery and mitigation operations, logistics, information and planning, financial management and general administration are coordinated at the Joint Field Office. The Area Command operational control will transition to the Joint Field Office at a time determined by the State Coordinating Officer.

<i>Short Term Recovery</i>	
<ul style="list-style-type: none"> <li>• Impact area security</li> <li>• Temporary shelter/housing</li> <li>• Infrastructure restoration</li> <li>• Debris management</li> </ul>	<ul style="list-style-type: none"> <li>• Emergency demolition</li> <li>• Repair permitting</li> <li>• Donations management</li> <li>• Disaster assistance</li> </ul>
<i>Long Term Reconstruction</i>	
<ul style="list-style-type: none"> <li>• Hazard source control and area protection</li> <li>• Land use practices</li> <li>• Building construction practices</li> <li>• Public health/mental health recovery</li> <li>• Economic development</li> </ul>	<ul style="list-style-type: none"> <li>• Infrastructure resilience</li> <li>• Historic preservation</li> <li>• Environmental recovery</li> <li>• Disaster memorialization</li> </ul>

## 2. Infrastructure Services

### a. Declared Disasters

The Public Assistance (PA) program provides program support to eligible local governments following a disaster to assist in the recovery and restoration of buildings, infrastructure and the removal of debris that is on public property.

The Director of Emergency Management will appoint a Public Assistance Officer (PAO) (if different from the EM Director) for the County who will be responsible for coordinating all activities related to federal reimbursement to local government and eligible private not-for-profit organizations, for their eligible costs incurred as a result of the event. The PAO will work closely with the Clerk of the Court to ensure all eligible work is prepared on a Project Worksheet, and the data is accurate and kept current.

In the event of a declared disaster, The Director of Emergency Management will work closely with ESF14 Public Information to notify all eligible governments and private not-for-profit organizations of the availability of federal public assistance funds. They include all Taylor County government agencies, and those quasi-governmental organizations that perform a governmental function. Such applicants are trained concerning the public assistance program through the various recovery training sessions offered. Notification may occur through written correspondence and telephone contacts, notices in local newspapers, and broadcasts on local radio stations.

The Director of Administrative Services will notify local governments, non-profit agencies and other eligible applicants of scheduled Applicant's Briefings and Kick Off Meetings for the Public Assistance (PA) program and the Hazard Mitigation Grant Program (HMGP). The Recovery SOP includes procedures for all aspects of financial management, personnel and record keeping that will be required for the various Federal and State financial assistance programs.

All information is updated at a minimum of each year prior to the beginning of hurricane season (June 1). State and Federal recovery personnel must advise the Director of these briefings so that agencies can be notified.

The Finance Office will oversee the financial aspects of the Public Assistance and Hazard Mitigation Grant Programs. The Clerk will work closely with the Board of County Commissioners to identify funds for the recovery effort, to include response, recovery and mitigation functions. If funds are not available, the Board of County Commissioners, through the Clerk of the Court, will petition the Office of the Governor for a match waiver on the Public Assistance Program, which will absolve the County of having to match the State and Federal funds. This is done solely on a case-by-case basis, and only as a last resort based on extreme financial hardship. If the County decides to avail itself of this option, the Clerk's Office will initiate and follow through on this effort with the Office of the Governor.

If the County is declared for Individual Assistance, eligible residents will be able to apply for the Individual Assistance Program. In some cases, FEMA will deploy habitability inspectors to verify the damages individual applicants are claiming. They will do this independent of the State or local assessors. Taylor County will also perform inspections of damaged homes to determine structural integrity. The Taylor County Planning and Building Department, under overall direction of the Emergency Management Director, will be responsible for coordinating post-disaster habitability inspections. The County Building Inspector will also be responsible for coordinating post-disaster permitting of structures to ensure compliance with all state and local building codes and to maximize mitigation of damages in future disasters.

Debris removal activities will be coordinated through ESF 3 Public Works. Burn sites as well as disposal areas have been pre-identified and the Public Information Officer will release information to the public as appropriate. Annually, these sites are inspected to see if they are available for use. They will work in conjunction with the Taylor County Clerk of the Courts as appropriate to activate debris removal and disposal contracts.

The Department of Financial Services (Insurance) is assigned a desk in the EOC to assist the County with coordination of insurance companies and adjusters. Taylor County Building and Planning Department coordinates all insurance actions pertaining to County property and disaster claims. The Taylor County Clerk of the Courts/ Finance Office coordinates all financial activities relating to recovery operations. If necessary, temporary staff will be hired to assist with records management, correspondence and follow-up on damage survey reports. Temporary personnel can be supplied by the County Personnel Director or through the Agency for Work Force Innovation.

The Director of the Taylor County Building and Planning Department will request assistance through the EOC for additional inspectors as needed during recovery and redevelopment activities. The damage assessment teams will identify structural damage through their initial damage assessment. The County's Building Inspectors will coordinate detailed inspections to determine habitability.

The Public Works Department through Emergency Support Function 3 will also assist with the Public Assistance program efforts with regard to the repair and mitigation of public infrastructure immediately following the disaster. Project Worksheets (PWs) will be filled out and mitigation will be included in the PWs for reimbursement from the State and Federal governments.

The Local Mitigation Strategy (LMS) will also be a factor in the process for the utilization of Federal and State funding opportunities and for mitigation determinations at the local level utilizing the organization's policies, procedures and prioritizations for mitigation efforts.

**b. Non-Declared Disasters**

During the recovery stage, a disaster may not be declared at the Federal level. It will then fall upon the County to use local funds, available competitive grant funds, or any supplemental funding provided by the State of Florida to recover from the event.

Similar to a declared disaster, costs for response and recovery are to be monitored by all participating agencies. The County Administrator's Office is responsible for the overall management of documentation of the costs of a non-declared disaster with reports submitted ultimately to the Board of County Commissioners for budget and finance approval of local dollars.

The Taylor Department of Emergency Management will work closely with the unmet needs functions of the County in order to meet the needs of those impacted by a non-declared disaster.

**B. Disaster Recovery Centers (DRC)**

These are centers that are set up in a disaster area to provide information on the complete range of disaster assistance that is available. The responsibility for managing these centers is jointly shared by the State, the Federal Emergency Management Agency, and the County where the center is located. A Disaster Recovery Center (DRC) is a facility established in, or in close proximity to, the community affected by the disaster where persons can meet face-to-face with represented Federal, State, local and volunteer agencies to:

- o Discuss their disaster-related needs
- o Obtain information about disaster assistance programs
- o Tele-register for assistance
- o Learn about measures for rebuilding that can eliminate or reduce the risk
- o Request the status of their application for Assistance to Individuals and Households

The Director of Emergency Management, will make an initial request through EM Constellation, that the State of Florida and potentially FEMA assess the need to open Disaster Recovery Centers and Field Offices, based upon initial damage assessment and human services needs estimates and reports. Once it has been determined that Disaster Recovery Centers and/or a Disaster Field Office will be opened in Taylor County, the State EOC will take the lead and should notify the County EOC. The State EOC will advise if there are resources the County may need to supply, including staffing.

The DRC will be staffed with representatives from appropriate federal, state, county, private relief organizations, and other organizations capable of providing disaster related information to individuals and businesses. Additional agencies and staff may be located at the Recovery

Center as required. Local county government personnel and local volunteers will assist in providing information/referral in the DRC.

The Taylor County Department of Emergency Management will coordinate the notification of County DRC staff in the event they need to provide local services in the DRC. The County Emergency Management Director will be responsible for contacting the appropriate county employees who will staff the DRC via telephone, if available, or by person. The Director of Emergency Management will appoint a County DRC liaison, who will be responsible for managing the county staff assigned to the DRC.

The DRC will be the main vehicle for distribution of mitigation information to the general public as they begin the process to rebuild after a disaster. This will be co-managed by the Taylor County Emergency Management LMS Committee, the State of Florida, and FEMA, who will have mitigation experts located at the DRC. Taylor County staff deployed to the DRC will assist in distribution of mitigation information pertinent to the County.

Potential locations for staging areas, recovery centers and distribution sites are identified annually by the Department of Emergency Management. The primary DRC for Taylor County will be at the Forest Capital Hall, 203 Forest Park Drive, Perry, Florida. A mobile DRC site has been identified at the Old Taylor County Hospital, located at the corner of East Ash Street and Center Street, Perry, Florida.

Staging areas will generally be dependent upon the nature and location of a disaster. As a rule, local staging areas will be located at a large area within close proximity of a scene that is capable of handling a large volume of traffic (i.e., parking lot, open field, etc.). When outside agencies are called upon, staging areas will be located on major traffic arteries in order to ensure ease of rapid location. There is one primary staging area in the City of Perry at the Forest Capital Hall.

In addition, there are two landing zones in Taylor County located at: **Perry/Foley Airport (Latitude 30-04 West, Longitude 083-35 North)** and the field northwest of DMV Office, US Highway 19/27 North [Latitude 30-08.9 West, Longitude 083-36.7 North]. After a major or catastrophic disaster, the identified locations will be assessed to determine if they can be used. The final list will be provided to the State EOC for consideration.

The County Public Information Officer will provide local media with detailed information on locations of recovery centers, distribution sites and other individual assistance programs. Pamphlets will be prepared to be distributed by personnel in damaged areas so citizens will know how to apply for assistance.

The County uses the following State criteria for determining the suitability of potential sites for DRCs:

**Location:** The ideal location for the State Soft Sided Tent DRC should be a donated county or city site of approximately four (4) acres (parking included for 100 vehicles) to accommodate two (2) 40' x 40' tents and all supporting equipment. Paved locations are preferred for wheelchair accessibility. Each site must have a proper name, physical address, zip code and latitude/longitude in decimal degrees to allow for accurate geocoding and be highly visible and easily identifiable with easy access from a multitude of routes such as auto, bus and mass transit lines etc. An ideal example of a donated tent site could be a county or city parking lot facility, recreational field, school parking lot or parking lot of a Civic Center or large commercial store.

**Length of Operations:** Each site must be reserved for 14 days. These sites must not be co-located with points of distributions (PODS), unaffiliated agencies or other high traffic facilities.

**Equipment:** Each 24-hour soft-sided DRC will be equipped with the following supporting equipment provided by the State, if available

1. 40 x 40 A/C tent
  - 40 x 40 tent (waiting area)
  - Generator/Light Tower
  - 50 traffic cones
  - Cell Cow (if required)
  - Satellite uplink system
  - Porta Potties w/wash station
  - 20 Barricades
  - 3 cubic yard Dumpster
  - Tables/chairs
  - Communication Trailer
  - Variable Message Board

### **C. Infrastructure / Public Assistance**

The Infrastructure / Public Assistance function encompasses a broad range of social services that are designed to meet the needs of the impacted population. The services that may be provided include:

- Assessment of unmet needs
- Short-term shelter
- Input in the identification and activation of points of distribution (PODs) and staging areas
- Crisis counseling
- Other needs that may surface

The Capital Area Chapter of the American Red Cross (ARC) will coordinate the Community Relations (CRC) recovery function. The Disaster Service Director of the Capital Area Chapter of the ARC or designee will serve as the Community Relations Coordinator (CRC) following a disaster. The CRC will serve as a liaison with the Florida Division of Emergency Management (DEM), the Federal Emergency Management Agency (FEMA) and other recovery resources. The CRC is also responsible for completing the Human Needs Assessment within the first 24-48 hours after a disaster. The Human Needs Assessment identifies individuals' immediate needs after a disaster such as food, water, shelter, and placement of comfort stations.

The roles and responsibilities of the Community Relations Coordinator include:

- Communicate with individuals in the affected areas and at Disaster Recovery Centers to determine their needs (food, water, medical care, clothing, and temporary housing);



- Maintain the Community Relation County Roster database provided by the State DEM Recovery Section every June.
- Disseminate and collecting information vital to the disaster victims in order for them to recover from the declared disaster. Flyers and applicant guides will be provided to the disaster victims for them to teleregister on the 1-800-621-FEMA line for Disaster Assistance.
- Report any disaster victim's unmet needs to the appropriate agency.
- Coordinate with local agencies, particularly governmental agencies, local churches, volunteer fire departments, not-for-profit organizations, and civic groups in order to facilitate the exchange of information regarding community needs throughout the county;
- Serve as a clearinghouse for providing information describing where county residents can get answers to recovery questions;
- Ensure that the interests of all segments of the community are being adequately and fairly represented.
- Coordinate with state and federal agencies on recovery issues; and
- Complete the Human Needs Assessment to identify individuals' immediate needs after a disaster.

Emergency assistance may be provided through other State programs such as:

- Small Cities Community Development Block Grant
- Community Services Block Grant
- Low-Income Home Energy Assistance Program
- Low-Income Emergency Home Repair Program
- Home Investment Partnership Program
- State Housing Initiative Partnership Program

#### **D. Debris Management**

Taylor County Emergency Management has developed a Debris Management Plan and will maintain contracts with debris removal contractors for emergency debris removal. An additional contract is also utilized for debris monitoring with a second independent contractor.

Taylor County Environmental Services is responsible for the monitoring of debris removal and the oversight and monitoring of contractor functions. Taylor County will utilize public property where possible and has contracted with private land owners to identify Debris Management Sites for the temporary staging of debris material for final disposal.

Taylor County Environmental Services will oversee the debris management function and ensure that detailed collection, hauling and disposal records are maintained by the contractors and are collected by Environmental Services.

The Taylor County Emergency Management is responsible for the oversight and coordination of obtaining federal and state assistance.

The Taylor County Clerk's Office is responsible for maintaining expense records for potential reimbursement.

### **E. Community Relations**

The emergency recovery process is initiated when the President of the United States issues a Major Presidential Disaster Declaration. Such a declaration makes available a series of federal disaster assistance programs to aid the State in its recovery from a disaster situation. The basis for the declaration is the determination by the President that the disaster is of such severity and magnitude that response is beyond State and local capabilities. The field recovery operation will be conducted in accordance with the most current edition of the State of Florida Recovery Plan. The Taylor County Department of Emergency Management will be the local point of contract for the establishment of a Joint Field Office, should one be needed in Taylor County.

The organizational structure for recovery is under the leadership of the State Coordinating Officer. Once a federal disaster declaration has been issued, the State Coordinating Officer consults with a Federal Coordinating Officer. In addition, a Governor's Authorized Representative (GAR) is designated in the Federal Emergency Management Agency-State Agreement and is responsible for compliance with that Agreement. The Governor's Authorized Representative, the State Coordinating Officer, is normally the Director of the Florida Division of Emergency Management.

During a recovery operation, the State Coordinating Officer usually appoints a Deputy State Coordinating Officer who represents him/her at the Joint Field Office. The Deputy State Coordinating Officer is responsible for the establishment and management of State operations in the Joint Field Office and coordination between State and Federal programs. Under the Deputy State Coordinating Officer, there are two positions: a Deputy Recovery Manager and an External Affairs Officer. Under the Deputy Recovery Manager are five (5) functional officers: a State Mitigation Officer, a Human Service Officer, a Public Assistance Officer, Finance and Logistics Officer, and an Administrative Support Officer. Under the State Mitigation Officer is a National Flood Insurance Program Coordinator.

**Deputy Recovery Manager** is responsible to the Deputy State Coordinating Officer for all State recovery operations in the Joint Field Office.

**State Mitigation Officer** is responsible to the Deputy State Coordinating Officer for the coordination of all phases of the State Mitigation programs. In addition, the State Mitigation Officer is responsible for coordinating with the **National Flood Insurance Program Coordinator** on all State Flood Insurance activities. Specific duties include the following:

- Providing technical assistance to local communities regarding flood insurance regulations and requirements
- Providing technical assistance and training in support of federal map reading operations at the Disaster Field Office.

**Human Services Officer** is responsible to the Deputy Recovery Manager and coordinates all State human service activities.

**Public Assistance Officer** is responsible to the Deputy Recovery Manager and coordinates all State Public Assistance activities emanating from the Disaster Field Office.

**Administrative Support Officer** is responsible to the Deputy State Coordinating Officer for all administrative support functions that are not specifically the responsibility of the Finance and Logistics Officer. This includes but is not limited to the following:

- o Creating and maintaining a schedule of events and key due dates
- o Creating and maintaining a Suspense Log
- o Providing clerical assistance when necessary

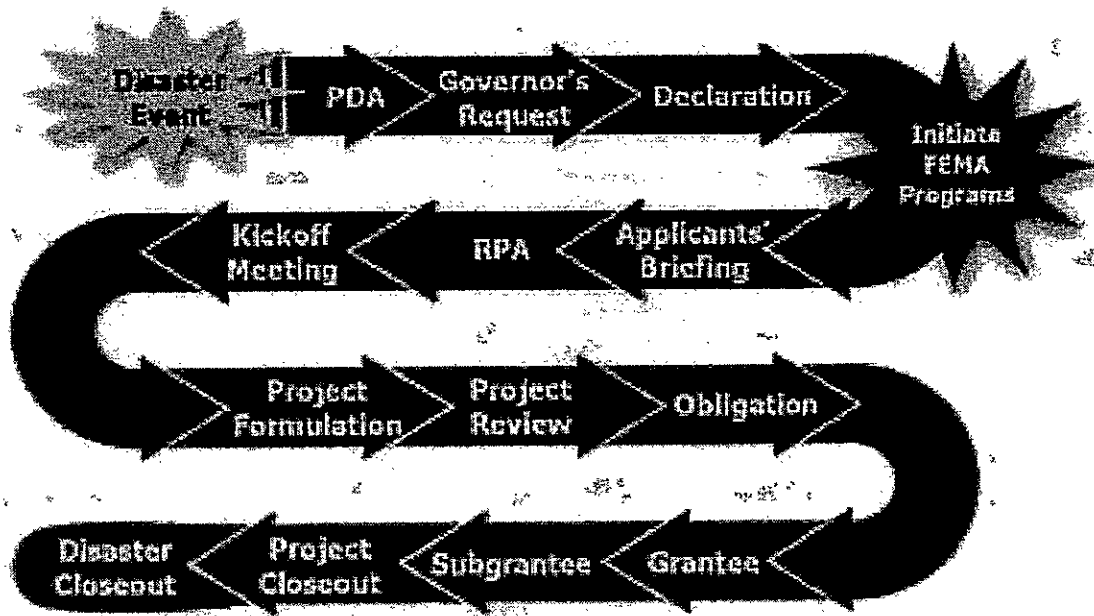
**Finance and Logistics Officer** assists the Deputy State Coordinating Officer in all matters pertaining to finance, personnel and logistics at the Disaster Field Office.

**External Affairs Officer** reports to the Deputy State Coordinating Officer on all communications regarding the overall management of the emergency, Joint Field Office operations, and local issues. There are two coordinators under the directions of the External Affairs Officer (Public Affairs and Congressional Affairs).

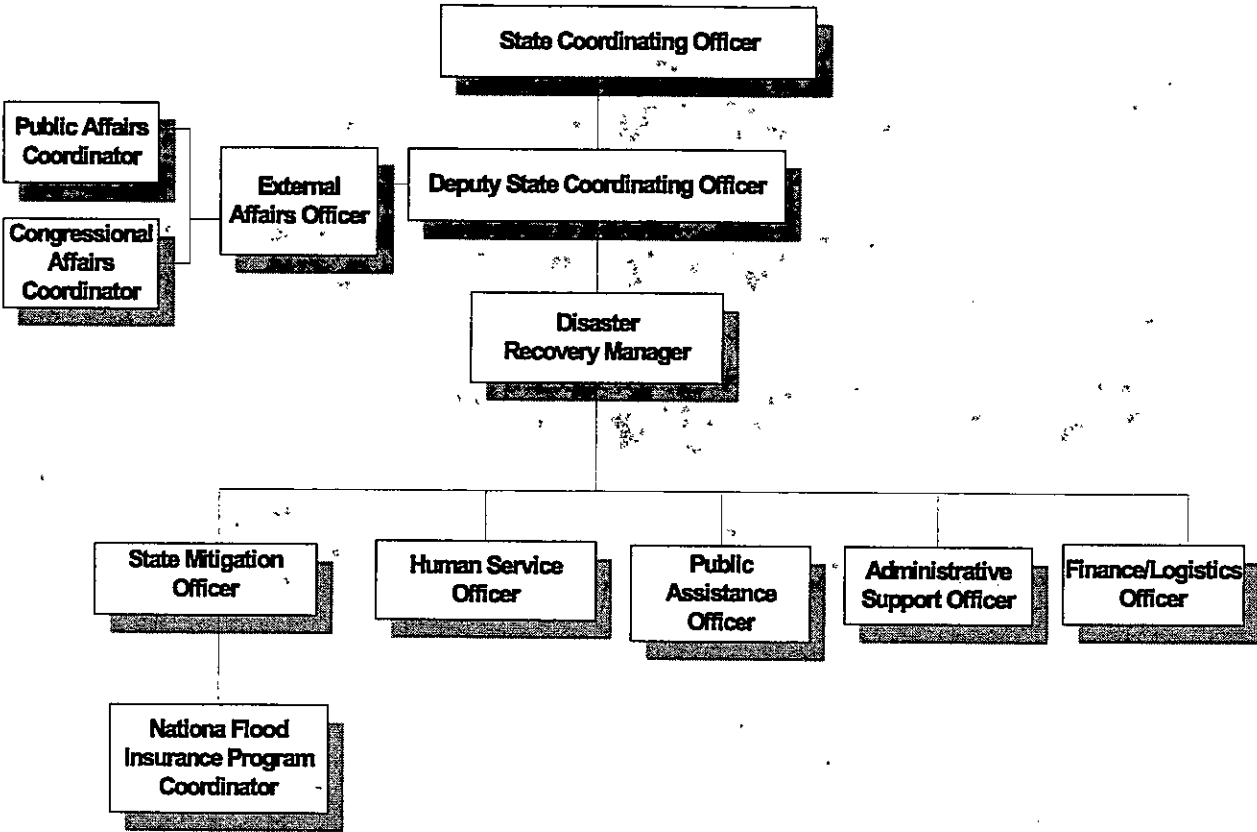
**Public Affairs Coordinator** is responsible to the External Affairs Officer for all media contacts, press releases, public information announcements and other disaster related information released through the Joint Field Office. The Coordinator works closely with the federal Public Information Officer to develop joint press releases to both general and specific target audiences. The Public Affairs Officer also coordinates with FEMA if a "Joint Information Center" is established.

**Congressional Affairs Coordinator** reports directly to the External Affairs Officer, and is the primary point of contact for congressional and legislative inquiries. The Coordinator acts as liaison for congressional and legislative field activities and any other VIP visits. The Coordinator responds to congressional and legislative inquiries on a constituent's behalf.

The following is the federal process for disaster assistance.



STATE EMERGENCY RECOVERY ORGANIZATIONAL CHART  
(JOINT FIELD OFFICE)



**F. Unmet Needs Coordination**

The Capitol Chapter of the American Red Cross is responsible for coordinating the response to unmet needs. The Disaster Services Director of the Capital Area Chapter of the ARC, or designee, will serve as the Unmet Needs Coordinator for Taylor County following a disaster. The Taylor County Purchasing Department, through ESF 11 is responsible for the delivery and provision of supplies and services (food, water, ice and clothing) to residents. ESF 15 is supported by Emergency Management and the American Red Cross. They will identify volunteers and donations from area businesses to meet the needs of the residents.

Support for the unmet needs function will come from the Taylor County EM Department and from local churches and not-for-profit organizations.

Unmet needs may be brought to the attention of the Unmet Needs Coordinator by the Community Relations Coordinator. The Community Relations Coordinator, working with local governmental agencies, local churches, volunteer fire departments, not-for-profit organizations, and civic groups, will facilitate the exchange of information regarding community needs throughout the county.

Unmet needs may be identified by American Red Cross Family Services working as part of an Integrated Service Delivery (ISD) team. The ISD team will include Damage Assessment personnel, Family Services personnel, and Health Services personnel. The ISD team will identify human services needs such as food, clothing, medicine, and temporary housing.

Unmet needs may be identified by volunteer organizations active in the community. These could include volunteer fire departments, civic organizations, and churches.

The Unmet Needs Coordinator will work with the City Clerks and with agencies serving these communities to ensure that the Coordinator is aware of unmet needs that may exist in the municipalities.

#### 1. Mass Feeding

Local service organizations, including the Salvation Army and the American Red Cross will establish feeding stations and distribution points as needs are identified.

The Capital Area Chapter of the American Red Cross, in coordination with the Taylor County Department of Emergency Management is responsible for mass care and feeding. This includes assisting in providing food/water/ice to disaster victims, coordinating with faith based facilities to serve as shelters and provide food, and assist in the distribution of food, water, and ice. In addition, the American Red Cross will:

- Estimate the number of shelters required for scenario events
- Open and staff shelters when directed by EOC, and in coordination with the School Board
- Provide training for shelter managers
- Provide mass care services at shelters

### G. Emergency Housing

If temporary housing or living facilities are required, the EOC will coordinate with the appropriate local, State, Federal and private agencies to identify resources that are available. Working with hotel/motel establishments, housing authorities and realty and property management companies, the EOC will identify available resources. If the need is severe, County resources, buildings, real estate and non-profit organization resources may be utilized for emergency housing needs.

The Taylor County EM will develop and maintain a Temporary Housing Strategy that will address the following:

- A concept of operations that includes the organizations responsible for administering and maintaining the strategy
- A process and procedures for allowing the temporary placement of travel trailers as a housing resource within the County, including planning and zoning requirements
- A process and procedures for expediting the building permitting process related to the placement of travel trailers
- Identification of potential local rental resources, emergency shelter sites and mobile home group sites
- Identification of resources and capabilities to administer a temporary roofing program

## Table of Contents

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## **ANNEX II: MITIGATION FUNCTIONS**

### **I. INTRODUCTION**

In the aftermath of a disaster, the County mitigation goal is to ensure mitigation efforts are designed to ensure that residents, visitors, and businesses in Florida are safe and secure from future disasters.

### **II. GENERAL**

The Department of Emergency Management will be responsible for coordinating the activities of the LMS Steering Committee and subcommittees. The Taylor County LMS identifies the hazards to which Taylor County is vulnerable; assesses the facilities and structures that are most vulnerable to hazards; offers a prioritized list of mitigation projects to take advantage of available funding; and links mitigation projects to these sources of funding. During the planning process and organizational framework the LMS strives to carrying out the mitigation goals and objectives for pre and post hazard mitigation actions to reduce overall risk/vulnerability and to evaluate existing agencies, organizations, plans, programs and guidelines that impact mitigation.

### **III. PRE-DISASTER HAZARD MITIGATION ACTIVITIES**

The Taylor County LMS is defined as the mitigation goals, objectives and initiatives for Taylor County. Annual revisions to the Taylor County LMS are standard, although in the event of a disaster, or if needed, the LMS can be updated more frequently. The latest approved revision was in 2021. The LMS has been approved for five years and will expire again on January 21, 2026.

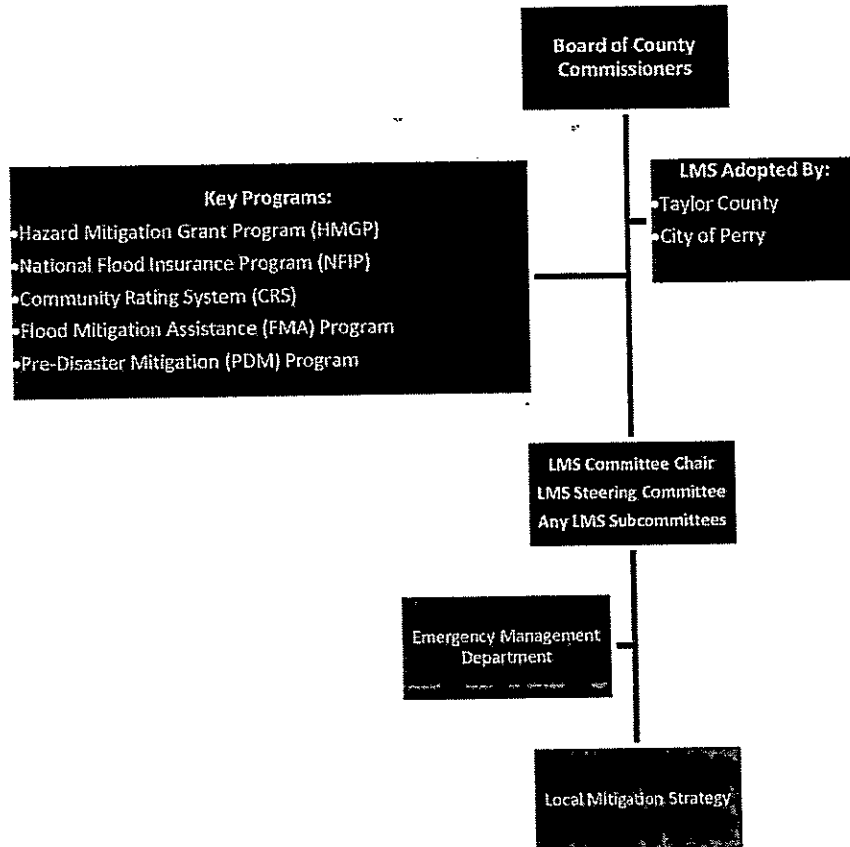
As the lead mitigation agency for Taylor County, the Department of Emergency Management is well positioned to coordinate all programs and activities that relate to mitigation. The mitigation priorities that are identified by the LMS Steering Committee can guide overall County mitigation planning, under the guidance of the Department of Emergency Management. More specifically:

- The hazards to which the county is vulnerable to.
- Assesses the facilities and structures that are most vulnerable to hazards.
- Offers a prioritized list of mitigation projects to take advantage of available funding.
- Links mitigation projects to available sources of funding
- Identify funding and technical assistance that are available through other mitigation programs (including the Pre-Disaster Mitigation (PDM) program, Hazard Mitigation Grant Program (HMGP), Flood Mitigation Assistance (FMA) program and the



National Flood Insurance Program's Community Rating System (CRS) can be strategically linked with the goals and priorities set forth under the LMS

- Mitigation can be fully integrated into recovery and rebuilding programs, plans and priorities
- Mitigation actions and priorities can be closely linked with the other phases of emergency management: preparedness, response and recovery
- Projects can be identified and evaluated that specifically enhance the response capabilities of local government, including strengthening shelters, fire stations and other critical facilities
- Mitigation planning can incorporate the planning and capability development activities that are being undertaken through the Continuity of Operations planning and capability development
- Mitigation needs, priorities and opportunities for key functional or program areas can be identified, including: Emergency Housing, Logistics, Communications, Business and Industry, and Health and Medical.
- Hazard mitigation activities can include public education and awareness of community and individual vulnerabilities and methods to reduce them, including; newspaper, radio, fliers, workshops, and presentations at public and private meetings.



## **IV. SPECIFIC DISASTER - SCENARIO MITIGATION FUNCTIONS**

### **A. Mitigation Assessment Function**

In a post-disaster environment, the LMS Committee will work with the county to establish a Mitigation Assessment Team to evaluate homes and businesses that have been physically impacted by a disaster. Team objectives will include utilizing the damage assessment teams' information and the human needs assessment teams' information to document the locations and causes of damages, circulating mitigation literature to market the advantages of disaster resistant techniques, providing documentation of recommended mitigation projects, supplying the community with information on means to address their needs (applications for assistance, information on local housing rehabilitation programs, etc.). Pre-disaster mitigation guidelines would apply to any mitigation project additions or re-prioritization.

The County Emergency Management Department will contact the LMS Committee members using existing phone numbers and e-mail addresses to initiate the Mitigation Assessment Team process. The Community Emergency Response Team (CERT) Steering Committee members and active CERT program graduates will also be notified of their opportunity to assist in this post-disaster mitigation effort. The Mitigation Assessment Teams will be organized through ESF-15 Volunteers and Donations and will collaborate with other ESFs as needed.

The Taylor County Property Appraiser, Public Works, Taylor County Health Department, Taylor County Building & Planning Department and Municipal Public Works and Building and Zoning Departments are the supporting agencies that work closest with Taylor County Emergency Management in post-disaster mitigation assessment. Taylor County does not have a floodplain manager, but if one is required/needed, Taylor County EM will coordinate with the state via the mutual aid.

The Taylor County Emergency Management Director will be responsible for ensuring all equipment and resources necessary for mitigation assessment are available when needed. Vehicles used for mitigation assessment include city and county government vehicles (for staff only), and personal vehicles.

If additional mitigation assistance is needed for any mitigation function that Taylor County cannot fulfill, it will be requested through the Statewide Mutual Aid Agreement. This could include assistance with determinations of substantially damages structures in Taylor County. This will be coordinated by the Department of Emergency Management. This would include any determinations of substantial damages per the National Flood Insurance Program.

## B. Funding Function

The Emergency Management Director is responsible for coordinating the completion and submission of all applications for federal and state disaster mitigation funding. The Emergency Management Director is also responsible for providing information to citizens on how they can prevent damages in the future.

Taylor County's Local Mitigation Strategy (LMS) establishes an ongoing process and strategy to reduce community vulnerability to natural, technological and manmade hazards.

With the LMS as the principal mitigation planning and management tool for Taylor County, there are a range of programs that the Steering Committee can draw upon to implement mitigation priorities. Key mitigation programs, including:

### 1. Hazard Mitigation Grant Program (HMGP)

Authorized under Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, the HMGP provides grants to States and local governments to implement long-term hazard mitigation measures after a major disaster declaration. The purpose of the program is to reduce the loss of life and property due to natural disasters and to enable mitigation measures to be implemented during the immediate recovery from a disaster.

The HMGP has become a major funding vehicle for Taylor County mitigation projects, under the stewardship of the LMS Steering Committee. More information on the HMGP and funded projects can be found in the LMS (2015).

There is a 25% non-federal share match requirement for the HMGP. Currently, the State of Florida does not provide any state match share for local HMGP projects. The County and the State mitigation staff will investigate the use of global match, whenever possible. It is the responsibility of the applicant to determine how the match will be provided for mitigation projects in Taylor County.

### 2. National Flood Insurance Program (NFIP)

Taylor County and its incorporated jurisdictions are active participants in the National Flood Insurance Program, and the Community Rating System (CRS). Taylor County will work to ensure that it maintains its current classification in the National Flood Insurance Program's (NFIP) Community Rating System (CRS), along with the existing flood insurance policyholder premium discount. Assuming there are no NFIP compliance actions, the rating will be automatically renewed yearly as long as the Taylor County community continues to implement the activities as certified annually each October. If no additional modifications or new activities are added, Taylor County will not receive an additional verification for five years.

### 3. Long Term Recovery

The Department of Community Affairs administers a variety of programs that support mitigation and long-term recovery activities. These programs include but are not limited to:

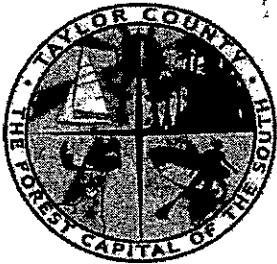
- o Residential Construction Mitigation Program
- o Resource Identification Strategy
- o Statewide Building Code
- o Comprehensive plans
- o Community's Trust program
- o Heartland Initiative

Continuity of Government is also an essential function of Emergency Management and is vital during an emergency/disaster situation. Critical issues such as lines of succession, delegation of emergency authority, emergency actions, safeguarding essential records, and protection of government resources are adhered within the State of Florida constitution, statutes and administrative rules.

#### C. Public Information Function

The DRC will be the main vehicle for distribution of mitigation information to the general public as they begin the process to rebuild after a disaster. This will be co-managed by the Taylor County Emergency Management LMS Committee, the State of Florida, and FEMA, who will have mitigation experts located at the DRC. Taylor County staff deployed to the DRC will assist in distribution of mitigation information pertinent to the County.

# ANNEX 3: CONSOLIDATED HAZARDS ANALYSIS



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## Consolidated Hazards Analysis Revised March 12, 2020

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Taylor County Board of County Commissioners  
Department of Emergency Management

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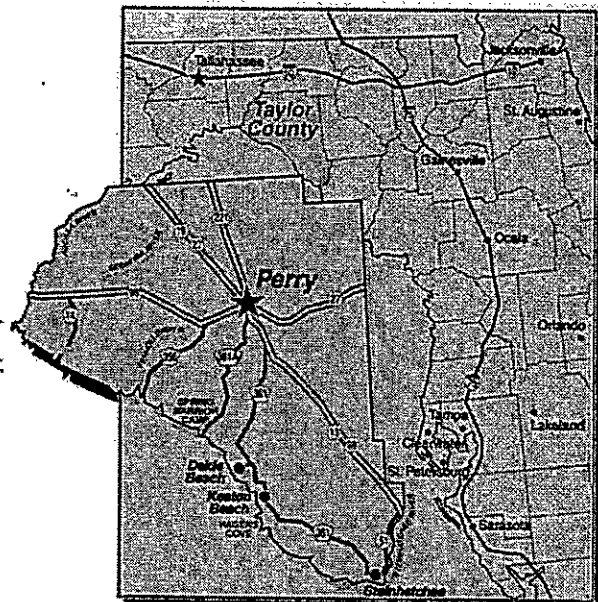
## A. Methodology & Scope

The Taylor County Consolidated Hazards Analysis provides an analysis of the major hazards to which Taylor County is vulnerable and any assumptions made during the planning process. Hazards were identified by analyzing the historical occurrences in Taylor County and the City of Perry and by reviewing the geography, climatology and other natural features that increase human and economic risks. Before a community can plan how to deal with potential disasters, the hazards that can lead to these disasters must be identified. A hazards analysis is an essential element in disaster preparedness planning to minimize loss of life, human suffering, and damage to public and private property. Conducting a hazards analysis is a useful early step in planning for hazard mitigation, response, and recovery. This method provides Taylor County and the City of Perry with a sense of hazard priorities, or relative risk. It does not predict the occurrence of a particular hazard, but it does "quantify" the risk of one hazard compared with another. By doing this analysis, planning can first be focused where the risk is greatest.

Information found in this consolidated hazards analysis came from the following Taylor County Emergency Management plans: Comprehensive Emergency Management Plan (2020), Local Mitigation Strategy (2020), Debris Management Plan (2020), Catastrophic Logistics Plan (2020), and Long-term Recovery Plan (2020). This includes updated information on demographics, new codes or ordinances, hazard analyses, risk assessments, recent event impacts, or areas of general interest.

This hazards analysis is thorough and meets all the standards and requirements for hazard identification and analysis of the Comprehensive Emergency Management Plan. This hazards analysis also serves as the document of record for Taylor County hazard history. As with any written plan this is a living document that should be updated annually or following any disaster impact in Taylor County.

This hazards analysis serves unincorporated Taylor County and the City of Perry.



## B. Community Profile

### 1. Geographic Information

Taylor County is located in the Big Bend of Florida, centrally on the west coast, between the northern panhandle and the southern peninsula. Taylor County is bordered on the north by Madison County, on the south by the Gulf of Mexico, on the east by Dixie County and Taylor County and on the west by Jefferson County.

Taylor County encompasses 1,043.31 square miles. The county has approximately 50 miles of coastline on the Gulf of Mexico, which is mostly comprised of marshland. Approximately 70% of Taylor County is comprised of timberland. Elevation in Taylor County ranges from zero to 90 feet with an average of 26 feet.

The primary highways in the county include United States Highways 19, 27, 98 and 221. U.S. 98 and 27 accommodate east/west travel and U.S. 19/27Alt. and 221 accommodate the north/south travel. The city of Perry is approximately 25 miles south of Interstate 10. There are also two railroads operating in Taylor County, the CSX Transportation Railroad and the Southern Railway.

Taylor County's geology is characterized by limestone formations overlain in areas by clays and sands. The upper limestone formations constitute the Floridian aquifer system. The Floridian aquifer is characterized by solution cavities along fractures and bedding planes in the limestone. Sinkholes are often formed in limestone by collapse of solution cavities and propagation of the collapse to the surface. Several sinks and springs occur along the banks of the Suwannee River. The Floridian aquifer is comprised of three formations in Taylor County. These formations are the Crystal River, Suwannee and Alachua formations.

The eastern boundary of the county is formed by San Pedro Bay (low-lying area) and the Steinhatchee River. The western boundary of the county is the Aucilla River. The Steinhatchee River and its tributaries drain large swampy areas in the south and central parts of the county, including San Pedro Bay and Mallory Swamp. The Steinhatchee also runs southwest to the Gulf of Mexico. In addition, the Econfina and Fenholloway Rivers also flow southwest into the Gulf of Mexico.

The water tends to flow from the northeast to the southwest, with a considerable amount being received from San Pedro Bay. San Pedro Bay is a large cypress and timber swamp encompassing the northeastern part of the county. The water flows through flood control canals and through and around the City of Perry into the Gulf of Mexico.

The Steinhatchee River is approximately 30 miles in length and flows southwest forming the southeast boundary of the county. The Fenholloway River is also approximately 30 miles in length and flows southwest extending from the central portion of the county near the City of Perry into the Gulf of Mexico. The Aucilla River, which forms in the counties north of Taylor County, flows southwest and forms the western boundary of the county. Total water area in Taylor County, including rivers, lakes, ponds, streams and wetlands is estimated at approximately 317,697 acres.

The coastal areas, approximately 50 miles of tidal marsh, are most vulnerable to flooding from hurricanes. All of the coastal area lies within the tropical storm flood zone. The category five (5) hurricane flood zone extends as much as eight (8) miles inland.

Inland flooding usually occurs around the Steinhatchee, Econfina, Aucilla and Fenholloway Rivers. This land is mostly low-lying with elevation ranging from sea level at the coast to as much as 15 feet inland along the rivers. Flooding along the rivers is usually a result of heavy rainfall resulting in riverbank overflow and ponding or from coastal storm surge.

## **2. Demographics**

According to 2020 US Census estimates, Taylor County has a total estimated population of 22,098, down 2.1% from 22,570 from the 2010 US Census count. This includes the estimated City of Perry population of 6,928. Taylor County's strong economy, coupled with its appeal to

retirees and tourists, suggests the area's population will grow in the future. These demographic trends – when combined with the county's exposure to hurricanes and other hazards – illustrate the potential vulnerability of citizens and tourists to major disasters. The following data highlight the vulnerability of the county's population:

Table 1: Taylor County Demographic Information

Population Density	21.2 persons per square mile
Population Distributions (Physical)	
Municipality (Perry)	31.3% (6,928 persons)
Unincorporated	68.7% (15,170 persons)
Age Distribution	
0-5 years old	4.7% (1,039 persons)
18 years and younger	19.2% (4,243 persons)
65 years and older	19.1% (4,221 persons)
Poverty Rate (i.e. those living below poverty level)	19.8% (4,375 persons)
Language at home spoken other than English	6.6% (1,458 persons)
Disability (overall)	22.7% (5,016 persons)
Hearing	6.7% (1,480 persons)
Vision	5.9% (1,304 persons)
Cognitive	8.7% (1,922 persons)
Ambulatory Difficulty	14.6% (3,226 persons)
Self-Care Difficulty	6.0% (1,326 persons)
Independent Living Difficulty	9.0% (1,989 persons)

2019 United States Census American Community Survey Data

- Taylor County has a moderate seasonal tourist population primarily in the coastal communities based on fishing and scallop seasons.
- An estimated 33.3% of the county's total housing units are manufactured homes, which have historically been vulnerable to high winds, flooding and storm surge.
- Marshall Health and Rehabilitation Center is the only nursing home in Taylor County. The facility is licensed for 120 beds.
- In March 2020, 67 residents were registered and qualified with the Taylor County Department of Emergency Management as a special needs client. This list is maintained by the Florida Department of Health of Taylor County.
- There are very few individuals who can be classified as migrant, transient or seasonal workers in Taylor County.



### 3. Economic Profile

The average household size in Taylor County is 3.00 persons. In 2018 manufacturing continues to be the largest industry followed by education & healthcare, public administration, retail trade, professional services and finance & insurance related. Taylor County leads the State of Florida in forest products production.

Table 2. Taylor County Business Profile

Businesses	
Total employer establishments, 2018 <sup>1</sup>	395
Total employment, 2018 <sup>1</sup>	4,562
Total annual payroll, 2018 (\$1,000) <sup>1</sup>	181,004
Total employment, percent change, 2017-2018 <sup>1</sup>	-2.4%
Total non-employer establishments, 2018 <sup>1</sup>	1,007
All firms, 2012 <sup>2</sup>	1,157
Men-owned firms, 2012 <sup>2</sup>	554
Women-owned firms, 2012 <sup>2</sup>	483
Minority-owned firms, 2012 <sup>2</sup>	299
Nonminority-owned firms, 2012 <sup>2</sup>	774

<sup>1</sup>Source: 2014-2018 US Census American Community Survey

<sup>2</sup>Source: 2008-2012 US Census American Community Survey

There are 11,074 housing units in the county, which contribute to the 8,293 residents in the labor force. The unemployment rate in 2018 was 6.2%. The per capita personal income was \$17,728, and the median household income in was \$36,934.

Table 3. Taylor County Housing Profile

Housing	
Total Housing units, July 1, 2019, (V2019)	11,174
Manufactured Housing Units (mobile homes)(Source: Taylor Property App)	3,726 (33.3%)
Owner-occupied housing unit rate, 2014-2018	81.5%
Median value of owner-occupied housing units, 2014-2018	\$82,900
Median selected monthly owner costs -with a mortgage, 2014-2018	\$1,057
Median selected monthly owner costs -without a mortgage, 2014-2018	\$330
Median gross rent, 2014-2018	\$686
Building permits, 2019	43

Source: 2014-2018 US Census American Community Survey

The above data clearly shows how Taylor County's population, when compared to the United State population data, suffers from higher rates of disability, higher unemployment, and higher poverty rates. This, when including geographic variables, makes the population of Taylor County particularly vulnerable to natural hazards.

### **C. Hazards Analysis**

Taylor County and the City of Perry are vulnerable to numerous natural and man-made hazards.

Hazards were identified by analyzing the historical occurrences in Taylor County and the City of Perry and by reviewing the geography, climatology and other natural features that increase human and economic risks.

While many of the hazards discussed in this section are relevant to Taylor County and the participating jurisdictions, selected natural hazards (earthquake, landslides, and tsunami) were removed and will not be profiled due to the extreme low probability, geographic location and the topographic characteristics of the planning area. In addition, the human-caused hazards and technological hazards are profiled in the Taylor County Comprehensive Emergency Management Plan (CEMP); therefore, cyber-attacks, terrorism, and nuclear/biological hazards and hazardous materials spill/release are also not profiled in the LMS Plan.

The hazard and vulnerability analysis determined and discusses:

- Hazard Overview
- Historical Occurrences
- Geographic Area / Location
- Probability, Risk, Vulnerability and Extent.

**Probability** was defined as follows:

**High** – Occurs at least once every two years

**Medium** – Occurs at least once every five years

**Low** – Occurrences less frequently than five years

**Magnitude (Extent)** was defined as follows:

**Catastrophic** – the entire county is potentially affected by an event

**Major** – Most of the county is potentially affected by the event

**Minor** – Only a specific area of the county is potentially affected

**Negligible** – Damages and impacts are very localized and minor

Table 4. Probability and Extent Measurements for Each Hazard

Hazard	Priority Ranking	Probability	Extent	Magnitude
Hurricanes and Tropical Storms	Very High	High	Cat 2 every 5 years	Catastrophic
Tomadoes	High	High	EF2 Every 3 years	Major
Severe Storms / Hail	High	High	58 mph winds	Major
Forest Fires	High	High	>10 Acres Average	Major
Floods Areal	High	Medium	2 Feet Average	Major
Floods Riverine	High	High	2 Feet Average	Minor
Floods Coastal	High	Low	3 Feet Average	Minor
Drought	Medium	Medium	KBDI >400 Average	Major
Heat Wave	Medium	Medium	2 days above 100° per yr	Major
Freezes / Winter Storms	Medium	Low	23 days below 32° per yr	Major
Sinkholes	Low	Medium	2'*2'*2' per occurrence	Negligible
Coastal and Riverine Erosion	Low	Medium	20 roads per year	Negligible

Table 5. Disaster Declarations From 1990 to Present

Declaration Number	Year	Title	Individual Assistance	Public Assistance
DR-982	1993	Severe Weather, Storm Of The Century	Yes	Yes
DR-1069	1996	Hurricane Opal	Yes	Yes
DR-1141	1997	Tropical Storm Josephine	Yes	No
DR-1195	1998	Severe Weather	Yes	Yes
DR-1223	1998	Extreme Fire Hazard	Yes	Yes
DR-1241	1998	Hurricane Earl	Yes	No
FM-2307	2000	Wildfire, Perry Fire Complex	No	Yes
DR-1481	2003	Severe Storms And Flooding	No	Yes
DR-1539	2004	Tropical Storm Bonnie And Hurricane Charley	No	Yes
DR-1545	2004	Hurricane Frances	No	Yes
DR-1551	2004	Hurricane Ivan	Yes	Yes
DR-1561	2004	Hurricane Jeanne	Yes	Yes
DR-1595	2005	Hurricane Dennis	Yes	Yes
EM-3220	2005	Hurricane Katrina Evacuation	No	Yes
DR-1785	2008	Tropical Storm Fay	Yes	Yes
EM-3288	2008	Tropical Storm Fay	No	Yes
DR-4068	2012	Tropical Storm Debby	No	Yes
DR-4280	2016	Hurricane Hermine	Yes	Yes
EM-3385	2017	Hurricane Irma	No	Yes
DR-4337	2017	Hurricane Irma	No	Yes
EM-3405	2019	Hurricane Michael	No	Yes
DR-4399	2019	Hurricane Michael	No	Yes
EM-3419	2019	Hurricane Dorian	No	Yes
EM-3432	2020	COVID-19	No	Yes
DR-4486	2020	COVID-19 Pandemic	No	Yes

## **D. Hazard Vulnerability Analysis**

### **1. Tropical Cyclones**

#### **General Description**

A tropical cyclone is a generic term used by meteorologists to describe a rotating, organized system of clouds and thunderstorms that originates over tropical or subtropical waters and has closed, low-level circulation. A tropical cyclone is characterized by a low-pressure center and numerous thunderstorms that produce strong winds and heavy rain. Tropical depressions, tropical storms, and hurricanes are all considered tropical cyclones. Tropical cyclones strengthen when water evaporated from the ocean is released as the saturated air rises, resulting in condensation of water vapor contained in the moist air. These storms rotate counterclockwise in the northern hemisphere around the center and are accompanied by heavy rain and strong winds. Almost all tropical storms and hurricanes in the Atlantic basin (which includes the Gulf of Mexico and Caribbean Sea) form between June 1 and November 30 (hurricane season). August and September are peak months for hurricane development.

Tropical cyclones are fueled by a different heat mechanism than other cyclonic windstorms such as Nor'Easters and polar lows. The characteristic that separates tropical cyclones from other cyclonic systems is that at any height in the atmosphere, the center of a tropical cyclone will be warmer than its surroundings; a phenomenon called "warm core" storm systems.

#### **Hurricane Characteristics**

A hurricane is a tropical cyclone with winds that have reached a constant speed of 74 miles per hour or more. Hurricane winds blow in a large counterclockwise spiral around a relatively calm center known as the "eye". The "eye" is generally 20 to 30 miles wide, and the storm may extend outward as much as 400 miles. As a hurricane approaches, the skies will begin to darken and winds will grow in strength. As a hurricane nears land, it can bring torrential rains, high winds, and storm surges. A single hurricane can last for more than two weeks over open waters and can run a path across the entire length of the eastern seaboard. August and September are the peak months during the Atlantic hurricane season that lasts from June 1 through November 30. Taylor County has not experienced a hurricane during the past 5 years.

#### **Tropical Storm Characteristics**

A tropical storm, also known as a tropical cyclone, begins as a tropical depression and is a rotating, organized system of clouds and thunderstorms that originates over tropical or subtropical waters and has a closed low-level circulation. A Tropical Storm is a cyclone with maximum sustained winds of 39 to 73 mph (34 to 63 knots). While hurricanes pose the greatest threat to life and property, tropical storms can also be devastating. Floods from heavy rains and severe weather, such as tornadoes, can cause extensive damage and loss of life. In September 2016, slow moving Hurricane Hermine created significant impacts to Taylor County for several days, including freshwater flooding, storm surge flooding, and trees and power lines blown down due to gusty winds. Rainfall caused numerous small creeks, streams, and rivers to rapidly exceed their banks and flood adjacent communities. River flooding along the Steinhatchee River impacted at least 50 homes.

**Location**

Tropical cyclones, in the past and potentially in the future, have the propensity to affect the entire county. Historical occurrences, described below, depict the affects to the county over the last decade. In some occurrences, like Hurricane Irma, the more than one million people evacuating southern counties rushed to Taylor County where they overloaded lodging, restaurants, gas stations, and supermarkets, all nearly a week before the hurricane came near Taylor County. Although not all of the county is affected equally (i.e. more flooding on the coastal and riverine areas), the entire county has the potential to be affected in some way.

**Extent**

TABLE 6. Saffir-Simpson Scale and Damage Classifications

Category	Sustained Winds	Types of Damage Due to Hurricane Winds
1	74-95 mph 64-82 kt 119-153 km/h	<b>Very dangerous winds will produce some damage:</b> Well-constructed frame homes could have damage to roof, shingles, vinyl siding and gutters. Large branches of trees will snap and shallowly rooted trees may be toppled. Extensive damage to power lines and poles likely will result in power outages that could last a few to several days.
2	96-110 mph 83-95 kt 154-177 km/h	<b>Extremely dangerous winds will cause extensive damage:</b> Well-constructed frame homes could sustain major roof and siding damage. Many shallowly rooted trees will be snapped or uprooted and block numerous roads. Near-total power loss is expected with outages that could last from several days to weeks.
3 (major)	111-129 mph 96-112 kt 178-208 km/h	<b>Devastating damage will occur:</b> Well-built framed homes may incur major damage or removal of roof decking and gable ends. Many trees will be snapped or uprooted, blocking numerous roads. Electricity and water will be unavailable for several days to weeks after the storm passes.
4 (major)	130-156 mph 113-136 kt 209-251 km/h	<b>Catastrophic damage will occur:</b> Well-built framed homes can sustain severe damage with loss of most of the roof structure and/or some exterior walls. Most trees will be snapped or uprooted, and power poles downed. Fallen trees and power poles will isolate residential areas. Power outages will last weeks to possibly months. Most of the area will be uninhabitable for weeks or months.
5 (major)	157 mph or higher 137 kt or higher 252 km/h or higher	<b>Catastrophic damage will occur:</b> A high percentage of framed homes will be destroyed, with total roof failure and wall collapse. Fallen trees and power poles will isolate residential areas. Power outages will last for weeks to possibly months. Most of the area will be uninhabitable for weeks or months.

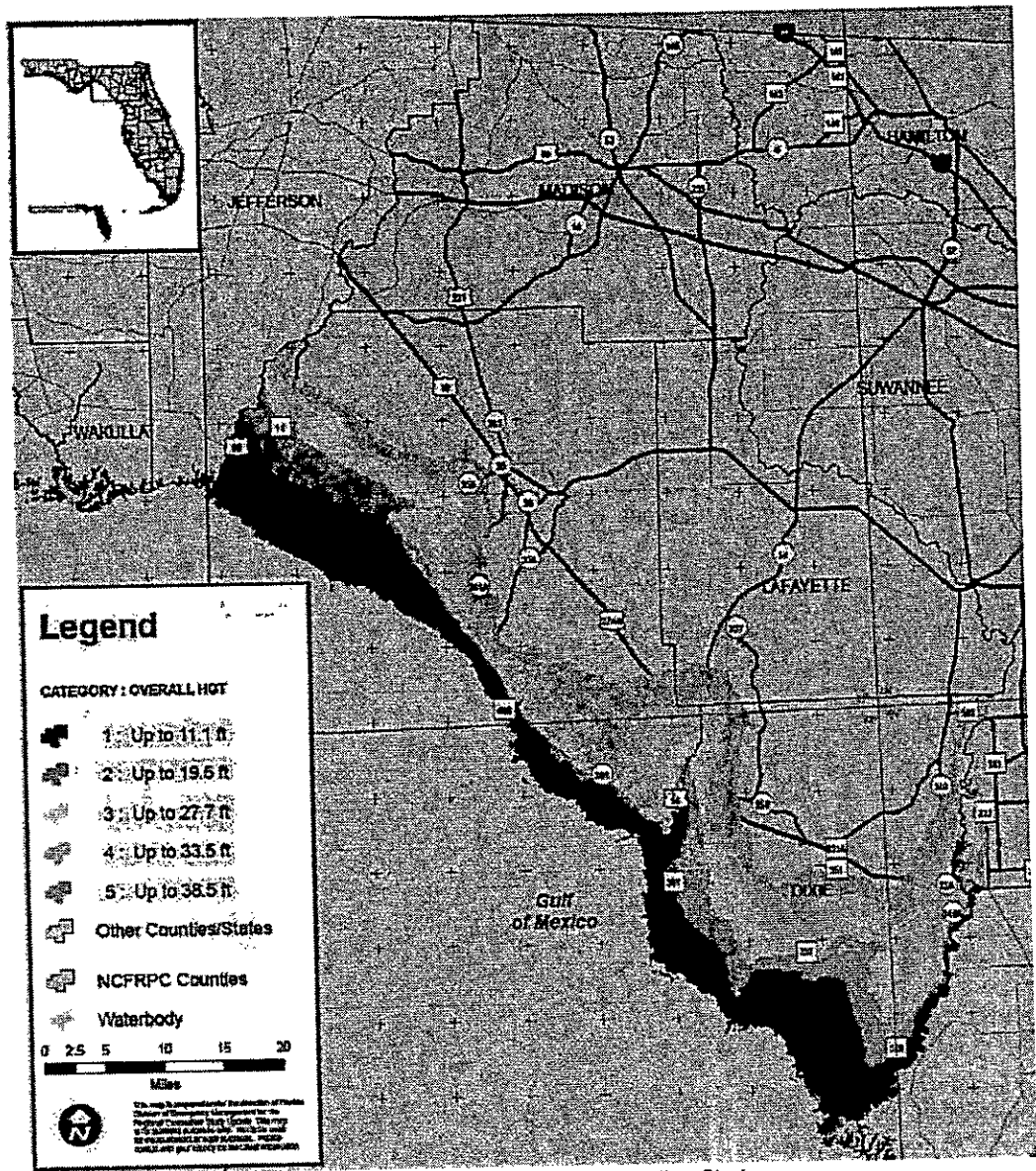
Source: National Hurricane Center, <https://www.nhc.noaa.gov/aboutsshws.php>

TABLE 7: Potential Storm Tide Limits for North Central Florida

Storm Strength*	Storm Tide**
Category 1	Up to 11.1'
Category 2	Up to 19.5'
Category 3	Up to 27.7'
Category 4	Up to 33.5'
Category 5	Up to 38.5'

\*Based on Saffir-Simpson Hurricane Wind Scale  
 \*\*Surge heights represent the maximum values from SLOSH MOM's (In feet above NAVD88)

Most of the 45 mile coastline for Taylor County is tidal marsh, all of which lies within the hurricane flood zone. The flood zone extends 2 to 8 miles inland from the coast. The three main hazards caused by a hurricane are: (1) storm surge; (2) high winds; and (3) rain induced freshwater flooding. The height of the storm surge above mean sea level varies with hurricane strength, direction of travel and location of landfall. During a Category 5 hurricane, surge induced flooding can occur over 10 miles inland.



Statewide Regional Evacuation Study  
 FIGURE 1. Storm Tide Limits for Taylor County, Florida

**Historical Occurrences**

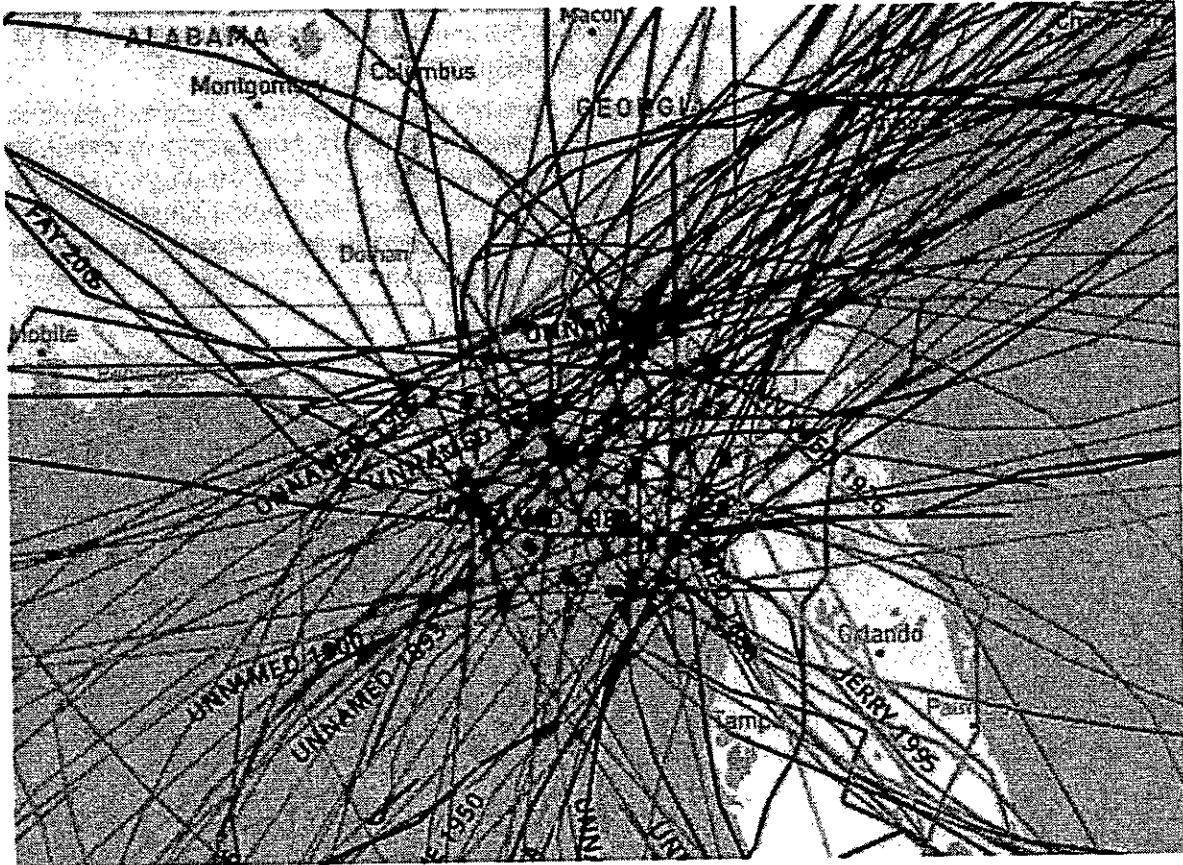
Taylor County has been affected by 22 tropical cyclones in the past 25 years. Of those 22 tropical cyclones, 11 have been tropical storms and 11 have been hurricanes. These storms have caused a total of \$7.8 million of property damage. Since 1852 Taylor County has been affected by 94 different tropical storms and hurricanes, see Table 8.

TABLE 8. Tropical Cyclone Events in Taylor County Over the Last 25 Years

Storm Name	Storm Date	Property Damage
TS Josephine	10/7/1996	\$0
Hurricane Earl	9/2/1998	\$350,000
Hurricane Georges	9/28/1998	\$75,000
Hurricane Gordon	9/17/2000	\$0
TS Helene	9/21/2000	\$0
TS Hanna	9/14/2002	\$100,000
TS Isidore	9/25/2002	\$10,000
TS Bonnie	8/12/2004	\$0
Hurricane Francis	9/5/2004	\$250,000
Hurricane Ivan	9/15/2004	\$50,000
Hurricane Jeanne	9/26/2004	\$100,000
TS Arlene	6/10/2005	\$0
Hurricane Dennis	7/9/2005	\$4,000,000
Hurricane Katrina	8/28/2005	\$0
TS Alberto	6/12/2006	\$100,000
TS Barry	6/1/2007	\$0
TS Fay	8/22/2008	\$750,000
TS Debby	6/24/2012	\$4,000
Hurricane Hermine	9/1/2016	\$453,000
Hurricane Irma	9/10/2017	\$1,500,000
Hurricane Michael	10/10/2018	\$50,000
TS Nestor	10/19/2019	\$0
	TOTAL	\$7,792,000

Source: NOAA, National Centers for Environmental Information, Storm Events Database





Source: NOAA NHC Historical Hurricane Tracker <https://coast.noaa.gov/hurricanes/>

Figure 2. Hurricanes and Tropical Storms Impacting Taylor County: 1852-2020

On March 12-13, 1993, the Taylor County coast was hit by a winter storm that was eventually named the Storm of the Century. The entire coastline was devastated by a 12-foot storm surge with four to six feet of wave action that lasted three hours, equal to a low category 1 hurricane. Eleven people lost their lives on Dekle and Keaton Beaches. Multiple homes and structures were damaged including four homes in Dekle Beach, a motel and all the docks and marinas. Total winter storm damage estimates were placed at fifty million dollars in personal property damages. As a result, a Presidential declaration was issued for the cost of restoration and response. In Taylor County alone, this amount was placed at above \$2.0 Million and the county received approximately \$1.5 Million from FEMA in Public Assistance in response to this rare winter coastal storm.

Hurricane Hermine impacted the Florida big bend in early September with significant storm surge along the coast and strong winds inland which downed numerous trees and power lines, resulting in extended power outages in Taylor County some lasting over a week. The following inundation values (height above mean higher high water) were estimated along the coast. Nutall Rise (Aucilla River): 6.07 ft, Econfina River: 7.17 ft, Spring Warrior Creek: 8.57 ft, Jabo Road (Taylor county): 7.94 ft, Keaton Beach: 7.57 ft, Steinhatchee Entrance: 7.30 ft. In addition, storm surge was noted up the Suwannee River past the US-19 gauge at Wilcox, which is more than 20 river miles from the mouth of the river. There were three tornadoes confirmed, all brief EF0's

in Taylor county with no damage reported from them. Rainfall generally ranged from 3-8 with minimal impacts from inland flooding. Inland wind impacts were significant.

In Taylor county, 6 people were rescued from high water related to surge in Steinhatchee. There were also 5 other rescues in the county. Approximately 75 homes or businesses sustained major damage, 60 had minor damage, and 140 were affected. Public assistance damage values were listed \$907,000 for the county. Additional individual assistance damage values were estimated at around \$4,490,000 with \$200,000 assigned to a destroyed structure, \$50,000 assigned to a structure with major damage, \$10,000 assigned to a structure with minor damage, and \$1,000 assigned to a structure that was affected.

Hurricane Irma brought numerous impacts to the Florida Big Bend, southwest Georgia and southeast Alabama including widespread downed trees and power lines, roads blocked by trees, power outages, and trees on homes. Two people died during the event - one due to a car crash (Liberty County, FL) and another that had a heart attack (Worth County, GA). Two indirect deaths also occurred due to carbon monoxide from a generator (Taylor County, FL). While many counties across the Florida Big Bend and southwest Georgia were impacted, the greatest impacts were across the eastern portion of the area near the I-75 corridor. There were over 6.5 million customers without power in Florida, over 930,000 customers without power in Georgia, and over 45,000 customers without power in Alabama.

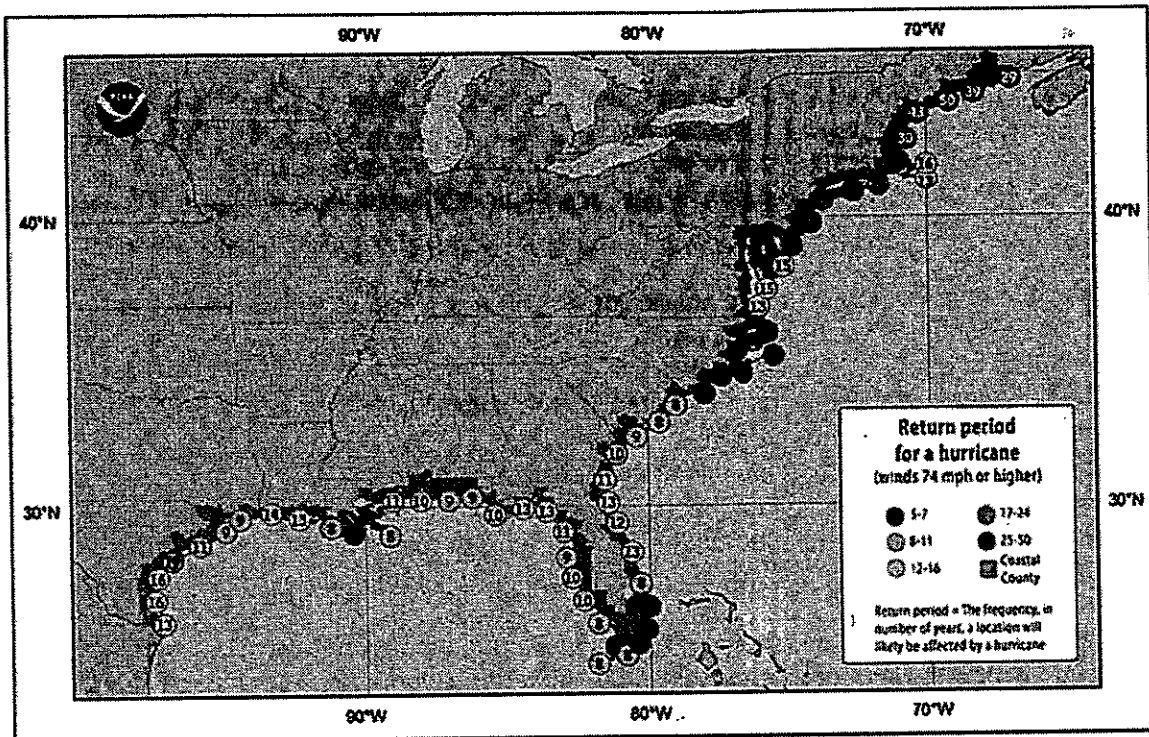
In Taylor county, damage was primarily to trees and power lines with a few trees on houses causing damage. Three homes sustained major damage and two homes sustained minor damage. There were 10,941 power outages with some not restored for 6 days. There were blow out tides but no surge flooding.

### **Probability: High**

It is estimated that Taylor County will continue to experience direct and indirect impacts of severe weather annually that may induce secondary hazards such as flooding, extreme wind, coastal erosion, storm surge in coastal areas, infrastructure deterioration or failure, utility failures, power outages, water quality and supply concerns, and transportation delays, accidents, and inconveniences.

Hurricane season is an annual event that produces a series of storms that randomly impact locations throughout the Caribbean, the Gulf of Mexico and the entire eastern seaboard of the United States. The probability of a hurricane occurring and causing damage is very high. Eventually a storm will strike Taylor County either directly or indirectly. It is difficult to predict when a storm will hit, where exactly it will strike, the intensity, or the duration, however it is very important for Taylor County to prepare for hurricanes and adopt responsible mitigation measures to lessen the potential damages.

In Figure 3, Taylor County is listed as having a return period of 13 years. According to NOAA's National Hurricane Center, this means that on an average of every 13 years a category one or greater hurricane will pass within 50 nautical miles of Taylor County, which includes passing over the county also. This results in a return period of 1.8 years when we include the tropical storm data over the past 168 years from the same source.



Source: [http://www.nhc.noaa.gov/climo/images/return\\_mjrhurr.jpg](http://www.nhc.noaa.gov/climo/images/return_mjrhurr.jpg)

Figure 3. Hurricane Return Period

### Impacts

During a hurricane and its aftermath, the primary issues will be isolation due to debris in roads, power outages, lack of telephone service, and difficulty with notification and contact with special needs citizens in the county. In addition, Taylor County's vulnerability is exacerbated by the following facts:

- 100% of Taylor County residents are vulnerable to hurricane winds as are all structures in the county.
- Over 35% of the county is in the 100-year flood plain, and susceptible to localized flooding from hurricanes, and 40% in the 500-year flood plain.
- As a result of storm surge along the county shoreline, a damming effect will occur to the Steinhatchee, Fenholloway, and Ecofina Rivers creating higher flood levels.
- The entire county is forested which could result in massive debris clearance issues after a hurricane as seen during Hurricane Hermine in 2016 (see above in Historical Occurrences section).

The worse-case scenario for the county would be a Category 5 hurricane with winds of over 157 mph or higher, a large percentage of framed homes would be destroyed, fallen trees and power poles would isolate residential areas, and power outages would last for weeks to possibly months. Most of the county would be uninhabitable for weeks or months.

### List of Impacts to the Community

- Injury/death
- Car accidents because of flood waters, high winds, panic, traffic jams because of evacuations, no power after storm
- Not receiving emergency response during storm, like ambulance
- Delayed emergency response because of blocked roads, etc.
- Drowning in flood waters
- Hit or crushed by debris
- Stranded on roof because of flooding
- Exposure to hazardous materials
- Illness from contaminated water
- Pet and other animal deaths from all of the above
- Damage to home or property
- Power loss or damage to power connections on home
- Mold damage causing the need for expensive mold remediation actions
- Cost to replace damaged and destroyed items, such as furniture, flooring, etc.
- Cost and labor to repair damaged homes and other structures to make the house inhabitable
- If the property was uninsured, the cost falls upon the property owner
- Hotel room fees or having to live in a shelter until damage is repaired or home is replaced
- Damaged or washed-away vehicles
- Lost wages because no way to get to work if roads are blocked or if car was damaged in storm or if employer experienced damage
- Possibly forced to evacuate
- Cost to travel
- Cost to stay at hotel
- Loss of wages if out of town
- Loss of food if you cannot go back to get it
- Power outage
  - Cost of generators and gas to run the generators
    - Risk of accidental fire or carbon monoxide poisoning is high
  - Loss of food in refrigerator and freezer
  - Difficulties travelling anywhere because of outages at traffic lights
  - Cost of purchasing disaster supplies such as flashlights
  - Hotel room fees or having to live in a shelter until power is restored
  - Lost wages because employer is experiencing power outage
- Emotional or psychological toll of surviving
  - If a friend or family member dies in storm individual may feel great sense of guilt or stress
  - If major damage occurs for an individual, they will likely experience stress and anxiety dealing with evacuating, staying in shelters, working to get insurance payments, working to get government assistance, etc.
  - Being forced to leave or forfeit a pet in an unsafe area during or after a tropical cyclone

The Taylor County community, the residents, the structures, and critical facilities can suffer from tropical cyclone events. An economic effect or financial impact could be devastating from a

large-scale hurricane event not only during the crisis phase, which immediately follows the event, yet through the recovery and rebuilding stages.

**Vulnerability**

The area along the coastline is the area most vulnerable to hurricanes; however, the entire county is at risk from a direct hit from a category 3, 4, or 5 event. Approximately 3,000 persons live in the coastal areas especially in the communities of Dark Island, Dekle Beach, Keaton Beach, Ezell, Steinhatchee and Cedar Island. Every year there are multiple evacuation notices for citizens along the coast. Over 300 persons live in flood-prone areas along the Steinhatchee, Aucilla and Econfina Rivers, another 600+ live in inland flood-prone area (mainly around Perry), and an additional 1,700+ persons live in non-flood prone area mobile homes. During scallop season from July through September, the population of Steinhatchee increases from 3,200 to approximately 8,500. In the event of a hurricane, all these persons would be vulnerable to surge, flooding, and high winds.

Taylor County's most vulnerable populations are its youth, elderly, disabled, and impoverished. Unfortunately, this incorporates a large amount of the population. The table below shows the most vulnerable persons of Taylor County.

Table 9. Taylor County's Vulnerable Populations







Age Distribution	
0-5 years old	4.7% (1,039 persons)
18 years and younger	19.2% (4,243 persons)
65 years and older	19.1% (4,221 persons)
Poverty Rate (i.e. those living below poverty level)	19.8% (4,375 persons)
Disability (overall)	22.7% (5,016 persons)
Hearing	6.7% (1,480 persons)
Vision	5.9% (1,304 persons)
Cognitive	8.7% (1,922 persons)
Ambulatory Difficulty	14.6% (3,226 persons)
Self-Care Difficulty	6.0% (1,326 persons)
Independent Living Difficulty	9.0% (1,989 persons)

2019 United States Census American Community Survey Data

Table 10. Taylor County Mobile Home Locations by Surge Zone

SURGE ZONE	MOBILE HOME COUNT	MOBILE HOME VALUE
TROPICAL STORM	103	\$1,913,210
CAT 1	295	\$5,282,150
CAT 2	804	\$14,543,760
CAT 3	994	\$17,976,170
CAT 4	1471	\$26,618,190
CAT 5	1868	\$33,790,540

Source: Taylor County Property Appraiser 2020

Tropical Storm	
Category 1	
Category 2	
Category 3	
Category 4	
Category 5	

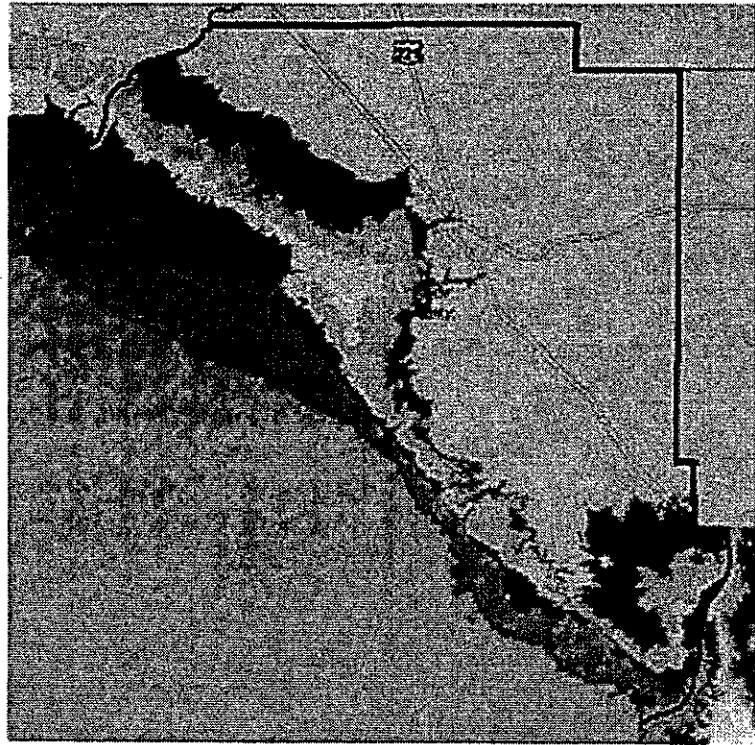


Figure 4: Taylor County Hurricane Surge Inundation Zones

The low-lying coastline and shallow bathymetry along the coast of Taylor County can produce some of the largest storm surges in the nation. In fact, Taylor County's potential storm surge is only surpassed worldwide by those that occur in Bangladesh along the Indian Ocean. The storm surge from a Category 2 or above will damage and close Highway 98 and would call for the immediate evacuation of the 1,200 prisoners at the nearby state prison. During a hurricane and its aftermath, the primary issues will be isolation due to debris in roads, power outages, lack of telephone service, and difficulty with notification and contact with the 67 registered special needs residents in the county.

Table 11 – Flood Vulnerability for Taylor County's Population with Percent of Total Population

100-Year	500-Year
1,319 (6.0%)	1,850 (8.4%)

Source: 2018 State Enhanced Hazard Mitigation Plan, Table 20, Page E.3

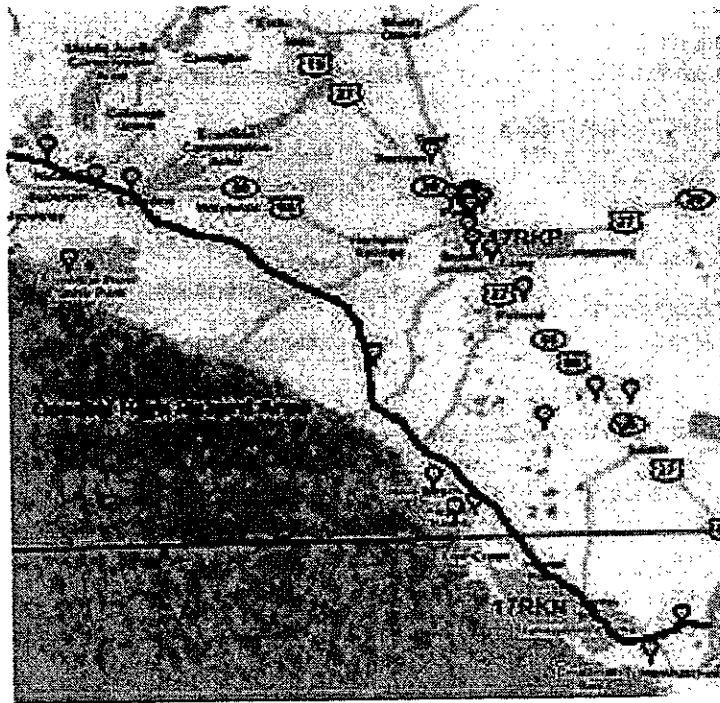


Figure 5: Critical Facility Locations

Of the 67 critical facilities designated by the Taylor County LMS Working Group, 21 of these locations are in the coastal high hazard area. The map below approximately identifies the location of each facility. Note: Because of the close proximity of several of the critical facilities, individual markers on the map may represent several critical facilities:

### Critical Facilities Vulnerable To Hurricane Surge Impacts

#### INDUSTRIAL

PACEM Defense	10625 Puckett Road
Florida Gas Transmission Station	Pisgah Road, County Road 361

#### TAYLOR COUNTY SCHOOLS

Steinhatchee School	1209 1 <sup>st</sup> Ave. SE, Steinhatchee
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#### COUNTY GOVERNMENT

Taylor County Correctional Facility	County Road 356 West
TC Correctional Facility Water Treatment	County Road 356 West
Econfina Volunteer Fire Dept.	Econfina Road
Keaton Beach Vol. Fire Dept	Beach Road
Taylor County FD – Steinhatchee	12 <sup>th</sup> St. SE – Steinhatchee

#### COUNTY DISPOSAL SITES

Shady Grove Roll-Off	CR – 14A
98/14 Roll-Off	CR – 14 (near Econfina)
Blue Springs Roll-Off	Blue Springs Lake Rd. – Keaton Beach
Steinhatchee Roll-Off	CR 361 – Steinhatchee
Blue Creek Land Fill	CR 361 (inactive)
Dekle Beach Landfill	CR 361 at Beach Road (Inactive)
Steinhatchee Landfill	CR 361 - Steinhatchee

**STATE GOVERNMENT**

Taylor Correctional Institute

8501 Hampton Springs Road

**WATER/WASTEWATER TREATMENT**Taylor Coastal Water & Sewer District  
Big Bend Water & Sewer Authority18820 Beach Rd. Keaton Beach  
1313 First Ave. SE Steinhatchee**OTHER UTILITIES**

Tri-County Electric Cooperative

Perry Sub Station US 19S at Beach Road  
Steinhatchee Sub Station Hwy 51**OTHER HURRICANE SHELTERS**

Fellowship Baptist Church

1<sup>st</sup> Ave, Steinhatchee**Table 12. Summary of Facilities in Storm Surge Areas Based on Event Type**

Event Type	Fire Stations	FS Value (\$)	Schools (public)	Public School Value(\$)	Other Structures	Other Structures Value (\$)	Total	Total Value(\$)
Category 2	3	168,190	1	1,161,350	4	502,550	10	2,352,840
Category 5	3	168,190	1	1,161,350	6	573,000	10	2,352,840

*Source: 2018 State Enhanced Hazard Mitigation Plan, Page E.30***Table 13. Probabilistic Hurricane Wind Count and Value of Structures**

Return Period	10	20	50	100	200	500	1000
Structure Count	3	6	60	320	1,054	2,767	4,417
Value	5,000	410,000	3,712,000	9,374,000	19,278,000	47,670,000	98,737,000

*Source: 2018 State Enhanced Hazard Mitigation Plan, Pages E.31 & 34*

Tropical cyclones are also causes of flooding incidents. Flooding is described and studied in more depth in the Hazardous Analysis section for flooding ahead in this document.

**Future Development and Hurricanes**

Taylor County is growing but the growth is relatively slow. In anticipation of future development pressure in the coastal areas, the County developed the *Vision 2060 Plan*. In the next forty years, the county could experience significant growth, especially due to recent trends of Americans moving out of the New England states and settling in the southeast United States. Florida has seen as many as 900 plus people a day moving into the state. The Taylor County *Vision 2060 Plan* can accommodate between 50,000 and 188,000 new housing units, most of which would be located in an area vulnerable to coastal hurricanes. Dekle Beach, Keaton Beach, Dark Island, Ezell, Steinhatchee, and Spring Warrior would all be impacted. This new development will increase the overall vulnerability of Taylor County to hurricanes and tax the existing infrastructure for basic services, response, and recovery. There is also growth and development in the City of Perry, and this increasing population and economic base will increase the vulnerability to direct impacts from larger storms.



## **City of Perry – Vulnerability**

Based on the hurricane's strength and landfall position, the vulnerable areas, facilities, and populations will vary. Obviously the stronger the storm, the more potential damage to the county; however the primary area-at-risk is along the coastline. The risks and vulnerability for the City of Perry is not substantially different from the risks to the unincorporated county. For this reason, no specific or individualized research and analysis has been performed for the city. All of the maps and analysis numbers are equally valid for the City of Perry as for the entire county.

## **2. Thunderstorms (including high winds, lightning, and hail)**

### **General Description**

#### **THUNDERSTORMS**

A thunderstorm is a local storm produced by a cumulonimbus cloud and accompanied by lightning and thunder. A thunderstorm forms from a combination of moisture; rapidly rising warm air; and a force capable of lifting air, such as a warm front, cold front, a sea breeze, or a mountain. Thunderstorms form from the equator to as far north as Alaska. Although thunderstorms generally affect a small area when they occur, they have the potential to become dangerous due to their ability to generate tornadoes, hailstorms, strong winds, flash flooding, and lightning.

Thunderstorms can lead to heavy rain induced flooding, landslides, strong winds, and lightning. Roads may become impassable from flooding, downed trees or power lines, or a landslide. Downed power lines can lead to loss of utility services, such as water, phone, and electricity. Typical thunderstorms are 15 miles in diameter and last an average of 30 minutes. During the summer, thunderstorms are responsible for most of the rainfall.

A severe thunderstorm contains either hail one inch or greater and winds gusts more than 50 knots (57.5 mph), or a tornado. Thunderstorms have the potential of causing power outages and destruction or damage to buildings and can result in loss of life. Flash flooding from rainfall, fires from lightning, strong straight-line winds can knock down trees, mobile homes and tornadoes can be very destructive.

#### **Thunderstorms facts:**

- They may occur as single units, in clusters, or in lines.
- Some of the most severe occur when a single thunderstorm affects one location for an extended period.
- Thunderstorms typically produce heavy rain for a brief period, which can occur from 30 minutes to an hour, or longer.
- Warm and humid conditions are highly favorable for thunderstorm development.
- About 10% of thunderstorms are classified as severe—one that produces hail at least three-quarters of an inch or larger in diameter, has winds of approximately 58 miles per hour or higher, or spawns a tornado

#### **HAIL STORMS**

Hail is precipitation in the form of lumps of ice produced by convective clouds and typically accompanies thunderstorms. They can grow by colliding with supercooled water drops, which

will freeze on contact with ice crystals, frozen raindrops, dust or some other nuclei. Thunderstorms that have a strong updraft keep lifting the hailstones up to the top of the cloud where they encounter more supercooled water and continue to grow. The hail falls when the thunderstorm's updraft cannot support the weight of the ice or the updraft weakens and the stronger the updraft the larger the hailstone can grow. Hail can damage aircraft, homes and cars, and can be deadly to livestock and people.

## LIGHTNING

Lightning is a giant spark of electricity in the atmosphere between clouds, the air, or the ground. In the early stages of development, air acts as an insulator between the positive and negative charges in the cloud and between the cloud and the ground. When the opposite charges build up enough, this insulating capacity of the air breaks down and there is a rapid discharge of electricity that we know as lightning.

The flash of lightning temporarily equalizes the charged regions in the atmosphere until the opposite charges build up again. Lightning can occur between opposite charges within the thunderstorm cloud (intra-cloud lightning) or between opposite charges in the cloud and on the ground (cloud-to-ground lightning).

Perhaps the most dangerous and costly effect of thunderstorms is lightning. As a thunderstorm grows, electrical charges build up within the cloud. Oppositely charged particles gather at the ground below. The attraction between positive and negative charges quickly grows strong enough to overcome the air's resistance to electrical flow. Racing toward each other, they connect and complete the electrical circuit. Charge from the ground then surges upward at nearly one-third the speed of light and produces a bright flash of lightning.

On average, more people are killed by lightning than any other weather event. Florida leads in the nation in lightning related deaths and injuries (National Lightning Safety Institute). Florida also has the most strikes, about 12 strikes per square kilometer per year in some places (National Lightning Safety Institute). Nationwide, lightning related economic losses amount to over \$5 billion dollars per year, and the airline industry alone loses approximately \$2 billion a year in operating costs and passenger delays from lightning. The peak months for lightning strikes are June, July, and August, but no month is safe from lightning danger.

### Location

Thunderstorms and the concurrent events of lightning, strong winds and hail can occur over a widespread area of the county whereas tornadoes are more localized. Thunderstorms have occurred frequently over the entire county.

### Extent

NWS considers a thunderstorm severe if it produces damaging wind gusts of 58 mph or higher, hail 1 inch (quarter size) in diameter or larger, or tornadoes. Severe thunderstorm watches and warnings are issued by the local NWS office and NOAA's Storm Prediction Center (SPC). NWS and SPC will update the watches and warnings and will notify the public when they are no longer in effect. Watches and warnings for thunderstorms in Florida are defined as follows:

**Severe Thunderstorm Warnings** are issued when there is evidence based on radar or a reliable spotter report that a thunderstorm is producing (or is forecast to produce) wind gusts of 58 mph or greater, structural wind damage, and hail 1 inch in diameter or greater. A warning will include the location of the storm, the municipalities that are expected to be impacted, and the primary threat associated with the severe thunderstorm warning. After it has been issued, the NWS office will follow up periodically with Severe Weather Statements, which contain updated information on the severe thunderstorm and will let the public know when the warning is no longer in effect.

**Severe Thunderstorm Watches** are issued by the SPC when conditions are favorable for the development of severe thunderstorms over a larger-scale region for a duration of at least 3 hours. Tornadoes are not expected in such situations, but isolated tornado development may also occur. Watches are normally issued well in advance of the actual occurrence of severe weather. During the watch, NWS will keep the public informed on developments happening in the watch area and will also notify the public when the watch has expired or been cancelled.

**Special Weather State for Near Severe Thunderstorms** bulletins are issued for strong thunderstorms that are below severe levels, but still may have some adverse impacts. Usually, they are issued for the threat of wind gusts of 40 to 58 mph or small hail less than one (1) inch in diameter.

Hail size is often estimated by comparing it to a known object. Most hailstorms are made up of a mix of different sizes, and only the very largest hail stones pose serious risk to people caught in the open. When reporting hail, estimates comparing the hail to a known object with definite size are good, but measurements using a ruler, calipers, or a tape measure are best.

- Pea = 1/4-inch diameter
- Mothball = 1/2-inch diameter
- Penny = 3/4- inch diameter
- Nickel = 7/8- inch
- Quarter = 1 inch — hail quarter size or larger is considered severe
- Ping-Pong Ball = 1 1/2 inch
- Golf Ball = 1 3/4 inches
- Tennis Ball = 2 1/2 inches
- Baseball = 2 3/4 inches
- Teacup = 3 inches
- Softball = 4 inches
- Grapefruit = 4 1/2 inches

Lightning extent is measured by lightning activity level (LAL), see Figure 6. This helps to determine the severity of lightning. The following are facts about lightning:

- At 54,000 degrees Fahrenheit, a lightning bolt is roughly five times hotter than the surface of the sun.
- Lightning's unpredictability increases the risk to individuals and property.
- Lightning often strikes outside of heavy rain and may occur as far as 10 miles away from any rainfall.
- "Heat lightning" is actually lightning from a thunderstorm too far away for thunder to be heard, however, the storm may be moving in your direction.
- Most lightning deaths and injuries occur when people are caught outdoors in the summer months during the afternoon and evening.
- Your chances of being struck by lightning are estimated to be 1 in 600,000 but could

- be reduced even further by following safety precautions.
- Lightning strike victims carry no electrical charge and should be attended to immediately.

Lightning Activity Level (LAL)	
Is a scale which describes lightning activity. Values are labeled 1-6.	
LAL 1	No thunderstorms
LAL 2	Isolated thunderstorms. Light rain will occasionally reach the ground. Lightning is very infrequent. 1 to 5 cloud-to-ground strikes in a 5-minute period.
LAL 3	Widely scattered thunderstorms. Light to moderate rain will reach the ground. Lightning is infrequent. 6 to 10 cloud-to-ground strikes in a 5-minute period.
LAL 4	Scattered thunderstorms. Moderate rain is commonly produced. Lightning is frequent. 11 to 15 cloud-to-ground strikes in a 5-minute period.
LAL 5	Numerous thunderstorms. Rainfall is moderate to heavy. Lightning is frequent and intense. Greater than 15 cloud-to-ground strikes in a 5-minute period.
LAL 6	Dry lightning (same as LAL 3 but without rain). This type of lightning has the potential for extreme fire activity and is normally highlighted in fire weather forecasts with a Red Flag Warning.

Figure 6. Lightning Activity Levels and Their Descriptions

### Historical Occurrences

Thunderstorm events over the last 50 years are numerous. The NOAA, National Centers for Environmental Information, Storm Events Database has record of 105 days with events totaling \$1.336 million of damage and one death and seven injuries. These are only the recorded events, as some events are not always recorded due to various factors.

In July of 1997, an outflow of strong winds from thunderstorms caused 5 to 7 boats to capsize around the Steinhatchee River entrance to the Gulf of Mexico. One man received chemical burns over 80% of his body from the gasoline that poured from his capsized boat. His wife died from cardiac arrest while in the water.

In August 1998, lightning ignited a natural gas pipeline at the Florida Gas Transmission Company, about three miles northeast of Perry. A pair of explosions sent a 600-foot fireball skyward forcing the evacuation of about 100 residents. Five homes were incinerated, and natural gas supplies were shut off to Perry and surrounding communities. Four firefighters and a gas plant employee suffered burns. The American Red Cross set up a temporary shelter at the Taylor County High School for displaced families. Units from Leon, Dixie, Jefferson, and Wakulla County joined the Taylor County and Perry firefighting efforts.

In February 2017, trees were blown down along Jefferson Street in Perry. One tree fell on a car. Damage was estimated at \$10,000. Besides the tornado damage discussed below, this was the last time a storm had caused reported financial damage.

Table 14. Thunderstorm Events from 2010 to 2020 in Taylor County

Location	Date	Event	Magnitude	Damages (\$)
Perry	6/18/2010	Thunderstorm Wind	50	1000
(40J)Perry-Foley Arpt	6/19/2010	Thunderstorm Wind	50	1500
Keaton Beach	3/30/2011	Thunderstorm Wind	50	0
Fenholloway	4/5/2011	Thunderstorm Wind	55	0
Salem	6/6/2011	Hail	1	0
Foley	6/6/2011	Thunderstorm Wind	50	2000
Bucell Junction	6/6/2011	Thunderstorm Wind	50	1000
Perry	6/13/2011	Thunderstorm Wind	56	3000
Shady Grove	4/21/2012	Hail	0.88	0
Hampton Springs	5/9/2012	Thunderstorm Wind	45	500
(40J)Perry-Foley Arpt	5/28/2012	Heavy Rain		0
(40J)Perry-Foley Arpt	6/6/2012	Heavy Rain		0
Foley	6/23/2012	Heavy Rain		0
Perry	7/12/2012	Thunderstorm Wind	50	3000
Perry	8/19/2012	Heavy Rain		0
Perry	8/20/2012	Heavy Rain		0
Eridu	3/23/2013	Hail	1	0
Buckhorn	6/14/2013	Thunderstorm Wind	50	0
Cabbage Grove	1/11/2014	Thunderstorm Wind	50	500
Perry	5/14/2014	Thunderstorm Wind	50	1000
Eridu	6/6/2014	Thunderstorm Wind	50	1000
Perry	8/21/2014	Thunderstorm Wind	50	3000
Bucell Junction	10/14/2014	Thunderstorm Wind	50	2000
Perry	2/25/2015	Thunderstorm Wind	55	10000
Secotan	4/19/2015	Thunderstorm Wind	50	0
Stelnhatchee	4/20/2015	Thunderstorm Wind	50	5000
Lake Bird	6/13/2015	Thunderstorm Wind	50	5000
(40J)Perry-Foley Arpt	6/30/2015	Thunderstorm Wind	60	10000
Secotan	7/2/2015	Thunderstorm Wind	50	0
Scanlon	7/29/2015	Thunderstorm Wind	50	5000
Adams Beach	9/12/2015	Thunderstorm Wind	50	0
Hampton Springs	1/15/2016	Thunderstorm Wind	50	0
Lake Bird	3/24/2016	Thunderstorm Wind	50	0
Blue Springs	3/24/2016	Thunderstorm Wind	50	2000
Perry	5/20/2016	Thunderstorm Wind	50	0
Perry	5/20/2016	Thunderstorm Wind	50	2000
Perry	7/22/2016	Lightning		5000
Hampton Springs	2/7/2017	Thunderstorm Wind	50	0
Perry	2/7/2017	Thunderstorm Wind	50	10000
Econfina	7/13/2017	Thunderstorm Wind	50	2000
Foley	3/19/2018	Thunderstorm Wind	50	2000
Perry	4/15/2018	Thunderstorm Wind	50	3000
Perry	6/2/2018	Thunderstorm Wind	50	2000
Boyd	6/26/2018	Thunderstorm Wind	50	0
Hampton Springs	7/3/2018	Thunderstorm Wind	50	0
Secotan	7/21/2018	Thunderstorm Wind	50	2000
Perry	7/22/2018	Thunderstorm Wind	50	0
(40J)Perry-Foley Arpt	8/28/2018	Thunderstorm Wind	50	0
Lake Bird	9/3/2018	Thunderstorm Wind	50	2000
Secotan	3/3/2019	Thunderstorm Wind	50	2000
Perry	9/18/2019	Thunderstorm Wind	50	3000
Boyd	9/18/2019	Thunderstorm Wind	50	3000
Salem	2/6/2020	Thunderstorm Wind	50	0
Secotan	4/13/2020	Thunderstorm Wind	50	0
Boyd	4/13/2020	Thunderstorm Wind	50	0
Athens	4/14/2020	Thunderstorm Wind	40	2000
Salem	4/23/2020	Thunderstorm Wind	50	0
Hampton Springs	4/24/2020	Thunderstorm Wind	50	3000

Source: NOAA, National Centers for Environmental Information, Storm Events Database

### **Probability: High**

A severe thunderstorm contains either hail one inch or greater and winds gusts in excess of 50 knots (57.5 mph). The thunderstorm/winds have the potential of causing power outages, destruction and damage to buildings and can result in loss of life. Flash flooding from rainfall and strong straight-line winds can knock down trees, and damage mobile homes and roofs. Thunderstorms occurring are an extremely high probability in Taylor County. According to NCDC data, 51 severe thunderstorms were recorded during the last 10 years. That is an average of 5 a year. This is a common annual occurrence due to Taylor County's proximity to the coast where land breeze and sea breeze air masses clash causing moist air to rise and cause thunderstorms in the summer months.

### **Impacts**

The entire planning area is subject to the impacts of thunderstorms and its products (i.e. lightning, strong winds, hail, heavy rain, and tornadoes). They typically cause:

- Power outages
- Downed trees blocking roadways
- Infrastructure damage (washouts of culverts, roadways, possibly bridges)
- House damage
  - Roofs
  - Windows
- Hail damaged cars and homes
- Lightning damaged homes and trees
- Freshwater flooding in homes and businesses
- Wind/hail damage to crops
- Wildfires from lightning causing subsequent damages to homes, crops, wildlands
- Debris
- Economic loss

### **Vulnerability**

Taylor County is vulnerable to these wind disasters due to a high amount of the population residing in manufactured or mobile homes, approximately 33.3%. Rural areas are equally at risk from severe thunderstorms and tornadoes but due to the much lower population density they are not as vulnerable as the area in and around Perry. Coastal areas are of great concern due to the population concentration that exists there and quantity of mobile home structures in the area. In addition, many people enjoy recreational activities along the Taylor County coast. As has been seen in the past, some severe storms have surprised recreation seekers and have caused severe injury and death as occurred in the July 1997 thunderstorm, noted above, where one many was severely injured and his wife died when several boats were capsized due to the storm.

Taylor County's most vulnerable populations are its youth, elderly, disabled, and impoverished. Unfortunately, this incorporates a large amount of the population. The table below shows the most vulnerable persons of Taylor County. When combining these populations with substandard housing, they become extremely vulnerable to severe weather events.

**Table 15. Taylor County's Vulnerable Populations**

Age Distribution	
0-5 years old	4.7% (1,039 persons)
18 years and younger	19.2% (4,243 persons)
65 years and older	19.1% (4,221 persons)
Poverty Rate (i.e. those living below poverty level)	19.8% (4,375 persons)
Disability (overall)	22.7% (5,016 persons)
Hearing	6.7% (1,480 persons)
Vision	5.9% (1,304 persons)
Cognitive	8.7% (1,922 persons)
Ambulatory Difficulty	14.6% (3,226 persons)
Self-Care Difficulty	6.0% (1,326 persons)
Independent Living Difficulty	9.0% (1,989 persons)

*2019 United States Census American Community Survey Data*

Additionally, the county's 3,726 mobile homes, valued over \$68 million according to the county property appraiser are greatly vulnerable.

#### City of Perry Vulnerability

The City of Perry is as equally vulnerable to severe storms and tornadoes as the rest of the county. However, due to the higher population density, there is a greater probability of loss of life and property damage in Perry than in the unincorporated areas of the county. Warning the population is also more difficult due to the number of people that must be notified in a short period of time. Along this same line, there is a much larger number of buildings with higher property values in the City of Perry than throughout the rest of the county. Therefore, there is again a higher chance of damage when storm systems hit the city rather than the unincorporated areas. Though the risk is the same, there is a greater vulnerability for the city in terms of potential human and economic impact.

### 3. Tornadoes

#### General Description

Every year in the United States, tornadoes do about 400 million dollars in damage and kill about 70 people on average. Extremely high winds tear homes and businesses apart. Winds can also destroy bridges, flip trains, send cars and trucks flying, tear the bark off trees, and suck all the water from a riverbed.

Tornadoes are nature's most violent storms. Spawned from powerful thunderstorms, tornadoes can cause fatalities and devastate a neighborhood in seconds. A tornado appears as a rotating, funnel-shaped cloud that extends from a thunderstorm to the ground with whirling winds that can reach 300 miles per hour. Damage paths can be more than one mile wide and 50 miles long. Every state is at some risk from this hazard.

Some tornadoes are clearly visible, while rain or nearby low-hanging clouds obscure others. Some tornadoes develop rapidly with little advance warning and then may dissipate just as quickly. Most tornadoes are on the ground for less than 15 minutes. Before a tornado hits, the wind may die down and the air may become very still. A cloud of debris can mark the location

of a tornado even if a funnel is not visible. It is not uncommon to see clear, sunlit skies behind a tornado. Facts about tornadoes:

- They may strike quickly, with little or no warning.
- They may appear nearly transparent until dust and debris are picked up or a cloud forms in the funnel.
- The average tornado moves Southwest to Northeast, but tornadoes have been known to move in any direction.
- The average forward speed of a tornado is 30 MPH, but may vary from stationary to 70 MPH.
- Tornadoes can accompany tropical storms and hurricanes as they move onto land.
- Waterspouts are tornadoes that form over water.
- Tornadoes are most frequently reported east of the Rocky Mountains during spring and summer months.
- Peak tornado season in the southern states is March through May; in the northern states, it is late spring through early summer.
- Tornadoes are most likely to occur between 3 p.m. and 9 p.m. but can occur at any time.

Source: FEMA <http://www.fema.gov/hazard/tornado/index.shtm>

### Location

Tornadoes have occurred and been reported in all geographic areas of Taylor County.

### Extent

#### **Enhanced Fujita Scale**

According to NOAA's National Weather Service, Storm Prediction Center, the Enhanced Fujita Scale was implemented February 2007. The storm events database documentation notes that the Tornado EF Scale was based on the original Fujita-Scale. Details from NOAA's National Weather Service Storm Prediction Center on the Enhanced Fujita scale states the tornado must continue to support and maintain the original tornado database and there must be some conformity to that of the F-Scale that is listed in the database.

The six categories of the Enhanced Fujita Scale are listed below in order of increasing intensity. Although the wind speeds and photographic damage examples are updated, the damage descriptions given are those from the Fujita scale that are more or less accurate.

Scale	Wind speed estimate		Potential damage
	mph	km/h	
EF0	65-85	105-137	Minor damage. Peels surface off some roofs; some damage to gutters or siding; branches broken off trees; shallow-rooted trees pushed over. Confirmed tornadoes with no reported damage (i.e., those that remain in open fields) are supposed to be rated EF0 as a matter of policy;



			however, some NWS local offices have adopted an "EFU" (for "unknown") rating for such tornadoes.
EF1	86-110	138-177	Moderate damage. Roofs severely stripped; mobile homes overturned or badly damaged; loss of exterior doors; windows and other glass broken.
EF2	111-135	178-217	Considerable damage. Roofs torn off from well-constructed houses; foundations of frame homes shifted; mobile homes completely destroyed; large trees snapped or uprooted; light-object missiles generated; cars lifted off ground.
EF3	136-165	218-266	Severe damage. Entire stories of well-constructed houses destroyed; severe damage to large buildings such as shopping malls; trains overturned; trees debarked; heavy cars lifted off the ground and thrown; structures with weak foundations are badly damaged.
EF4	166-200	267-322	Devastating damage. Well-constructed and whole frame houses completely leveled; some frame homes may be swept away; cars and other large objects thrown and small missiles generated.
EF5	>200	>322	Incredible damage. Strong-framed, well-built houses leveled off foundations and swept away; steel-reinforced concrete structures are critically damaged; tall buildings collapse or have severe structural deformations; cars, trucks, and trains can be thrown approximately 1 mile (1.6 km).

Figure 7. Enhanced Fujita Scale with Damage Descriptions

When using the EF-Scale to determine the tornado's EF-rating, begin with the 28 Damage Indicators. Each one of these indicators has a description of the typical construction for that category of indicator. Then the next step is to find the Degree of Damage (DOD). Each DOD in each category is given and expected estimate of wind speed, a lower bound of wind speed and an upper bound of wind speed.

Enhanced Fujita Scale Twenty-Eight (28) Damage Indicators		
DI No	Damage Indicator (DI)	Degree of Damage (DOD)
1	Small barns or farm outbuildings (SBO)	<u>8</u>
2	One- or two-family residences (FR12)	<u>10</u>
3	Manufactured home – single wide (MHSW)	<u>9</u>
4	Manufactured home – double wide (MHDW)	<u>12</u>
5	Apartments, condos, townhouses [three stories or less] (ACT)	<u>6</u>
6	Motel (M)	<u>10</u>
7	Masonry apartment or motel building (MAM)	<u>7</u>
8	Small retail building [fast-food restaurants] (SRB)	<u>8</u>
9	Small professional building [doctor's office, branch banks] (SPB)	<u>9</u>
10	Strip mall (SM)	<u>9</u>
11	Large shopping mall (LSM)	<u>9</u>
12	Large, isolated retail building [K-Mart, Wal-Mart] (LIRB)	<u>7</u>
13	Automobile showroom (ASR)	<u>8</u>

14	Automobile service building (ASB)	<u>8</u>
15	Elementary school [single-story; interior or exterior hallways] (ES)	<u>10</u>
16	Junior or senior high school (JHSH)	<u>11</u>
17	Low-rise building [1-4 stories] (LRB)	<u>7</u>
18	Mid-rise building [5-20 stories] (MRB)	<u>10</u>
19	High-rise building [more than 20 stories] (HRB)	<u>10</u>
20	Institutional building [hospital, government or university building] (IB)	<u>11</u>
21	Metal building system (MBS)	<u>8</u>
22	Service station canopy (SSC)	<u>6</u>
23	Warehouse building [tilt-up walls or heavy-timber construction] (WHB)	<u>7</u>
24	Electrical transmission lines (ETL)	<u>6</u>
25	Free-standing towers (FST)	<u>3</u>
26	Free-standing light poles, luminary poles, flag poles (FSP)	<u>3</u>
27	Trees: hardwood (TH)	<u>5</u>
28	Trees: softwood (TS)	<u>5</u>

Figure 8. Enhanced Fujita Scale Damage Indicators

The Enhanced Fujita (EF) Scale is a set of wind estimates (not measurements) based on damage. It uses three-second gusts estimated at the point of damage based on a judgment of 8 levels of damage to the 28 indicators listed below. These estimates vary with height and exposure. The 3-second gusts are not the same wind as in standard surface observations. Standard measurements are taken by weather stations in open exposures, using a directly measured, and "one-minute mile" speed. See Figure 48, the Enhanced F Scale for specifics on tornado damage.

Enhanced Fujita Scale						
Fujita Scale			Derived Scale		Operations EF Scale	
F Number	Fastest ¼ Mile (MPH)	3 Second Gust (MPH)	EF Number	3 Second Gust (MPH)	EF Number	3 Second Gust (MPH)
0	40-78	45-78	0	65-85	0	65-85
1	79-117	79-117	1	86-109	1	86-110
2	118-157	118-161	2	110-137	2	111-135
3	158-207	162-209	3	138-167	3	136-165
4	208-262	210-261	4	168-199	4	165-200
5	261-318	262-317	5	200-234	5	Over 200

### Historical Occurrences

Since the last update, Taylor County has had four tornadoes, see Table 16. The most recent tornado in April 2020 caused \$50,000 damage when a tornadic waterspout came ashore into Keaton Beach and severely damaged a boat rental facility pulling concrete pilings out of the ground. The tornado lifted shortly after that. During the last 70 years of recording from NOAA's

National Centers for Environmental Information, tornadoes have damages \$1.355 million and caused nine reported injuries.

The most significant tornado occurred in March of 2008, an EF2, causing \$500,000 damage and injuring two persons. A waterspout came ashore as a tornado at Keaton Beach. Damage began along Keaton Beach Drive, just south of Beach Road, and continued east to Marina Drive where most of the significant damage occurred. Sporadic tree and power line damage was observed near Marina Drive. Fifteen homes between Marina Drive and Keaton Beach Drive sustained minor to moderate roof damage. Several decks on these homes failed. One home was destroyed when it was blown off its foundation and tossed into the road. Two injuries were reported. A few small boats were lofted into the air, with one boat moved over 100 feet. The tornado quickly lifted over an open area east of Marina Drive.

Table 16. Tornado Occurrences in the Last 70 Years in Taylor County

Location	Date	Time	Magnitude	Injuries	Damage
Taylor County	9/24/1956	1800	F2	0	\$250,000
Taylor County	9/30/1957	1245	F2	0	\$250
Taylor County	6/6/1964	1950	F1	0	\$2,500
Taylor County	5/19/1969	1525		0	\$0
Taylor County	10/27/1972	1450	F2	1	\$250,000
Taylor County	5/12/1974	130	F1	3	\$25,000
Taylor County	3/18/1975	1800	F1	1	\$2,500
Taylor County	5/16/1976	1730	F0	0	\$30
Shady Grove	10/2/1994	1444	F1	2	\$50,000
Lake Bird	10/2/1994	1650	F0	0	\$500
PERRY	10/28/2003	1530	F1	0	\$100,000
STEINHATCHEE	9/16/2004	850	F0	0	\$50,000
JACK LEE ISLAND	3/7/2008	836	EF2	2	\$500,000
DEKLE BEACH	4/28/2008	1206	EFO	0	\$75,000
PERRY	12/20/2012	1742	EFO	0	\$0
HOWELL PLACE	9/1/2016	1907	EFO	0	\$0
ADAMS BEACH	9/1/2016	1936	EFO	0	\$0
SALEM	9/1/2016	2139	EFO	0	\$0
JACK LEE ISLAND	4/23/2020	1856	EF1	0	\$50,000
					\$1,355,780

Source: NOAA, National Centers for Environmental Information, Storm Events Database

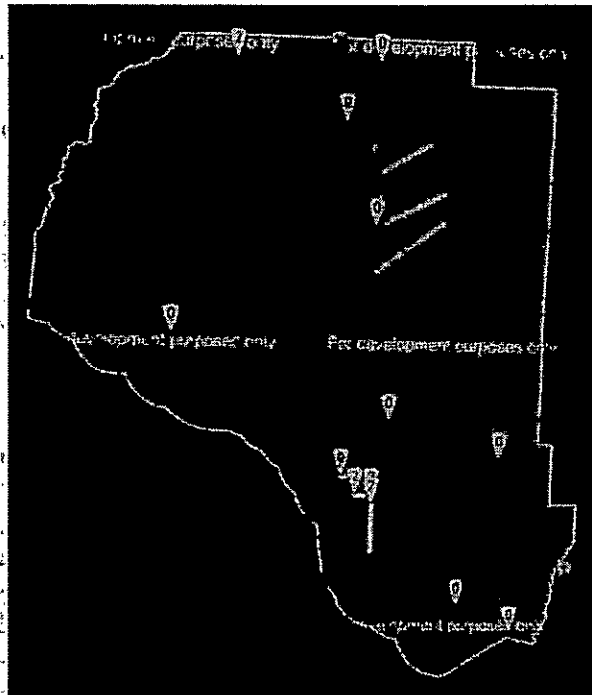


Figure 9. Location of tornado strikes.1950-2020

**Probability: Medium/High**

In Figure 10, it can be determined that Taylor County that in the 59 years from 1955 to 2014 the county experienced 15 tornadoes, showing up as white on the map. Adding the four tornadoes which occurred in the last five years, it still is less than 20 which would continue as white on the map. Taylor County does not run a high probability for tornadoes. The 2018 State Enhanced Hazard Mitigation Plan considers Taylor County a high probability for tornadoes, which is a probability for an occurrence once or more each year. The return period for tornados is closer to one every three and a half years, which is more of a medium/high probability.



Source: NOAA Storm Prediction Center

Figure 10. Total Number of Tornadoes Per County 1955 – 2014

### **Impacts**

The Taylor County community, the residents, and structures, have suffered from tornado events. The impacts associated with tornadoes can be very destructive or catastrophic on the county residential, commercial, and public buildings, as well as the critical infrastructure such as transportation, water, energy, and communication systems. In addition, the economic effect or financial impact could be devastating from a strong tornado event not only during the crisis phase, which immediately follows the event, through the recovery and rebuilding stages. Also, the effects could have a significant impact on agriculture and silviculture. A large tornado could cause hundreds of acres of damage to crops and commercial timberland, include damage to valuable wildlife habitat.

### **Vulnerability**

The worst-case scenario would be an F5 tornado, with destructive winds of 261 – 318 miles per hour, with complete devastation of homes leveled off foundations and swept away; trees debarked; and incredible phenomena would occur. However, NCDC data reveals that the highest magnitude in the last 70 years, was the F2 tornado of 2008 that had property damage in Taylor County of \$500,000, and injured 2 residents (specific details can be found above in the historical occurrences section). Mobile homes are particularly vulnerable to the impacts of tornadoes because of their construction and are located throughout the entire county.

The vulnerability to tornado events can be defined as to the extent to which people will experience harm and property will be damaged from the natural hazard. Taylor County is vulnerable to these wind phenomena due to a high concentration of the population residing in mobile homes, which is approximately 33.3%, or 3,721 mobile homes according to the Taylor County Property Appraiser 2020 data.

The greatest area of vulnerability lies in unincorporated areas of Taylor County (see tornado occurrence data) because of the difficulty in warning the residents to seek shelter due to the speed of onset and unpredictability of tornadoes. Mobile homes and poorly constructed homes are particularly vulnerable to the impacts of tornadoes because of their construction and based on the number of mobile homes within the county 91% of them are in the unincorporated areas within the county. These residents residing in the mobile homes could include the elderly, the sick, the special needs, and the poor.

The City of Perry

The City of Perry also is particularly vulnerable to tornadoes. Although the city has many homes of solid construction, the city has many mobile homes and homes of very old construction before storm safe construction ordinances were in place. The residents could potentially have more time or opportunities to seek shelter being in close proximity to each other; however, the vulnerability is still high for this incorporated area of the county.

#### **4. Forest Fires**

See Appendix 6, Annex 3 for the Taylor County Wildfire Protection Plan for more information.

##### **General Description**

A wildfire is any uncontrolled fire in combustible vegetation that occurs in the countryside or a wilderness area. Other names such as brush fire, bushfire, forest fire, grass fire, hill fire, peat fire, vegetation fire and wildland fire may be used to describe the same phenomenon depending on the type of vegetation being burned.

Florida's ecosystems are dependent on natural fire. These low intensity fires re-nourish soil, thin abundant vegetation, and provide proper conditions for reproduction and forage. However, since the early 1950's when Floridians actively began to suppress all fires to protect newly planted forest areas and keep newly built dwellings safe, vegetative fuel has become dense and thick. Natural fires have given way to dangerous wildfires, which often damage rather than benefit natural surroundings.

Wildfires occur in Florida throughout the entire year but are perhaps most prevalent in the spring and summer months, from March to August. Typically, north Florida, including Taylor County, sees the greatest number of wildfires occurring during the months of April, May and June, with June being the most active month due to the occurrence of "dry lightning," or lightning without measurable precipitation.

The growing number of people relocating to Florida adds to the wildfire problem as nearly 900+ people move to Florida each day. Additionally, Floridians who are tired of big-city life are moving to rural areas to "get back to nature". Many of them choose to live in areas where natural vegetation meets homes and communities. These areas are called the Wildland-Urban Interface (WUI), and many of these new residents are unaware of the natural role of fire in Florida and therefore are unprepared. The Wildland-Urban Interface fires are fast moving fires that often require many pieces of firefighting equipment, and suppression is a difficult and time-consuming operation. Wildfire suppression must also take on the challenge of home protection during

almost every fire that is detected. The cost of these operations grows proportionally with their complexity.

The WUI is defined as the area where people live and whose homes, and other human structures, either meet or intermingle with wildland vegetation. It can be a major sub-division, or it can be four homes on an open range. Inclusive would be WUI buffers of 1.5 miles around actual places where people live as well as significant infrastructure, utility corridors and major evacuation routes.

Development trends in North Florida for the next 20+ years also indicate that an increasing population will put pressure on existing rural land use categories to supply the necessary housing. As more homes are constructed in the WUI, more homes will be threatened by wildfire and the potential for property loss will increase. The number of persons at risk from wildfire will also increase, as will the economic values of their structures. Both will require more funds to cover suppression costs unless effective mitigation strategies are implemented throughout the county.

This development pattern increases the risk of wildfires in two ways. First, wildfires that occur in this area have a greater chance of damaging residential structures, and second, where there are people, there is an increased risk of wildfires being started.

The Florida Forest Service has identified several areas in the county where prescribed burns and/or clearing of brush and trees are needed to reduce the likelihood of wildfires developing or spreading. These areas are all located in the WUI in the vicinity of the City of Perry and Steinhatchee.

### **Location**

Wildfires could burn in any woodland area throughout the county and at most times of the year. As discussed later in this section, most of the county is covered in timberland and most of the population lives in or near wooded areas. According to calculations from the Southern Wildfire Risk Assessment Portal (SouthWRAP), 98.5 percent of the total population lives within the WUI. The WUI represents 93,574 acres of Taylor County. These are the likely locations of wildfire ignitions.

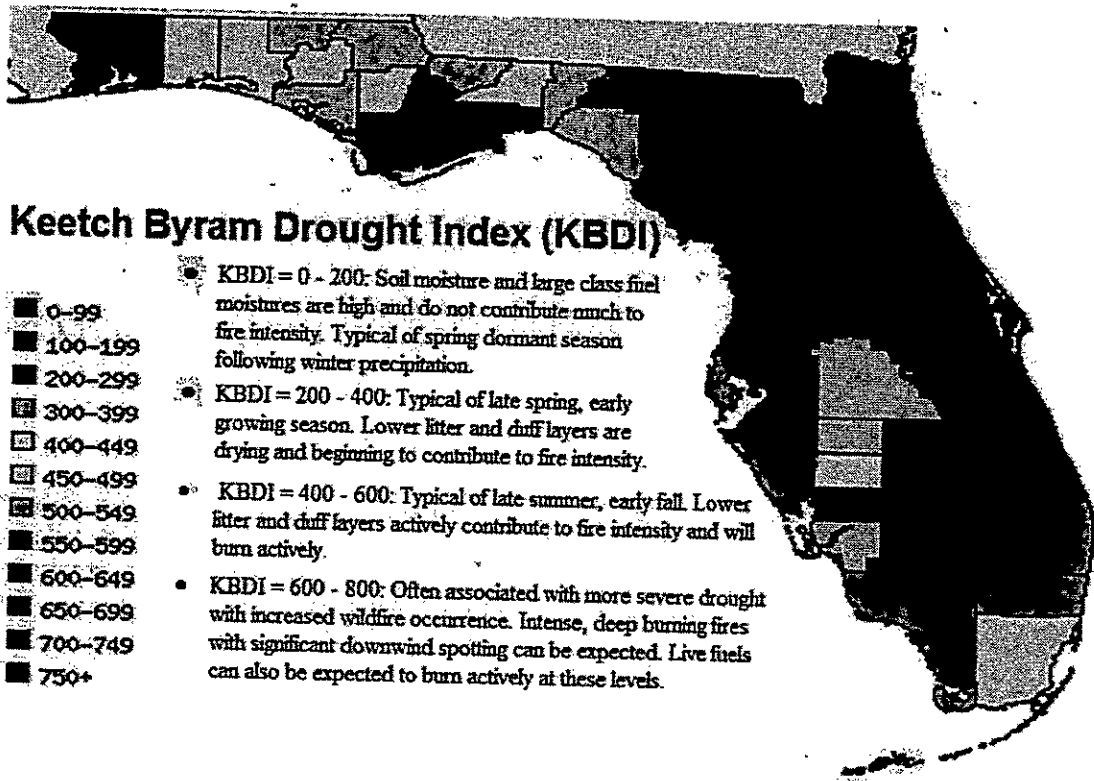
### **Extent**

The Florida Forest Service uses a web-based software portal called SouthWRAP to determine probability, vulnerability, and impact for communities, counties, and statewide. This application was designed by the United States Forest Service, the Southern Group of State Foresters and Southern Regional Extension Forestry. It utilizes geospatial data about vegetation and department of revenue data with field checked information to determine fire factors. These factors are used in the prevention, mitigation, and response to wildfires.

The Keetch-Byram drought index (KBDI) (Figure 11) is a continuous reference scale for estimating the dryness of the soil and duff layers. The index increases for each day without rain (the amount of increase depends on the daily high temperature) and decreases when it rains. The scale ranges from 0 (no moisture deficit) to 800. The range of the index is determined by assuming that there is 8 inches of moisture in a saturated soil that is readily available to the vegetation.

For different soil types, the depth of soil required to hold 8 inches of moisture varies (loam=30", clay=25" and sand=80"). A prolonged drought (high KBDI) influences fire intensity largely because more fuel is available for combustion (i.e. fuels have a lower moisture content). In addition, the drying of organic material in the soil can lead to increased difficulty in fire suppression.

High values of the KBDI are an indication that conditions are favorable for the occurrence and spread of wildfires, but drought is not by itself a prerequisite for wildfires. Other weather factors, such as wind, temperature, relative humidity and atmospheric stability, play a major role in determining the actual fire danger.



Source: Florida Forest Service

Figure 11. KBDI Levels Explained

Another measurement for fire danger is the National Fire Danger Rating System (NFDRS) (Figure 12). It is a system that allows fire managers to estimate today's or tomorrow's fire danger for a given area. It combines the effects of existing and expected states of selected fire danger factors into one or more qualitative or numeric indices that reflect an area's fire protection needs. It links an organization's readiness level (or pre-planned fire suppression actions) to the potential fire problems of the day. It gives fire managers a short narrative about fire factors such as, ignition, spread, spotting and control.





Source: United States Forest Service, [https://www.fs.fed.us/research/highlights/highlights\\_display.php?in\\_high\\_id=1426](https://www.fs.fed.us/research/highlights/highlights_display.php?in_high_id=1426)

Figure 12. National Fire Danger Rating System

**Historical Occurrences**

Taylor County is a predominantly rural county with a large percentage of its land area covered in forest. As a result, many areas of the county are susceptible to wildfires and may be caused by a number of reasons, such as: lightning strikes, arson, escaped yard debris burns, etc., see Table 17, Fires by Causes.

Table 17. Fires by Cause over the period 2009 to 2019

Cause	Fires	Percent	Acres	Percent
Campfire	11	1.96	10.1	0.32
Children	17	3.03	4.6	0.15
Debris Burn--Auth--Broadcast/Acreage	12	2.14	118.8	3.75
Debris Burn--Auth--Piles	13	2.32	40.0	1.26
Debris Burn--Auth--Yard Trash	39	6.95	30.1	0.95
Debris Burn--Nonauth--Broadcast/Acreage	21	3.74	81.9	2.59
Debris Burn--Nonauth--Piles	36	6.42	45.4	1.43
Debris Burn--Nonauth--Yard Trash	50	8.91	105.8	3.34
Equipment use*	0	0	0.0	0
Equipment--Agriculture	14	2.50	51.5	1.63
Equipment--Logging	3	0.53	0.3	0.01
Equipment--Recreation	4	0.71	5.4	0.17
Equipment--Transportation	26	4.63	14.3	0.45
Incendiary	108	19.25	624.4	19.73
Lightning	103	18.36	1,890.6	59.75
Miscellaneous --Breakout	0	0	0.0	0
Miscellaneous --Electric Fence	0	0	0.0	0
Miscellaneous --Fireworks	2	0.36	0.2	0.01
Miscellaneous --Power Lines	25	4.46	29.0	0.92
Miscellaneous --Structure	11	1.96	5.8	0.18
Miscellaneous--Other	23	4.10	51.4	1.62
Railroad	0	0	0.0	0
Smoking	9	1.60	3.9	0.12
Unknown	34	6.06	50.7	1.60
Total	561		3,164.2	

Source: Florida Forest Service, Fire Management Information System database 2019

In the last ten years the majority of wildfires have been relatively small, averaging 5.6 acres per fire for the 561 wildfire incidents listed above. Significant recent incidents are discussed below.

June 2012, Ocean Pond Fire - a yard trash fire was started in a residential neighborhood endangering homes and residents. The fire was in the Ocean Pond Subdivision for a total of 24 acres. The fire endangered six homes and two outbuildings. The burner was charged for the suppression of the fire. The fire was contained the same day and controlled a few days later.

May 2016, Tide Swamp Fire – this fire was caused by lightning and burned 232 acres of commercial forest and 800 acres of swamp along the Gulf of Mexico coast. This area has a marsh grass which grows in delicate soils and was designated as a bear habitat. The fire at no time were buildings or residences at risk. The fire was completely on State of Florida rural property managed by Florida Fish and Wildlife Conservation Commission. The main hazard to the public was the smoke on the road hazard on the Beach Road which is a main thoroughfare in the county along the coast. The fire burned for 11 days until it was contained and was declared controlled (i.e. dead out) on day 12.

May 2017, Dallus Creek Fire – this fire was caused by an incendiary device and burned 352 acres of commercial forest. The fire was located about two miles off the coastline. The fire burned for 25 days and burned no structures. It took two weeks to contain the fire. More than 30 firefighters were assigned to the fire to contain it initially. Damage caused by the fire was estimated to be over \$100,000. The person who set the incendiary device was never found.

Most other fires were less than 10 acres in size and insignificant as they were controlled rapidly. Some of this is due to good fire prevention communication during dry times where fire managers ensure the public is aware of the fire danger at that time through social media and traditional media routes.

### **Probability: High**

According to Florida Forest Service data, an average of 56 fires a year occur in the planning area. The ignition of fires is determined by many factors, such as fuel type, weather conditions and population density. As Taylor County is most wooded and fires are a natural part of the Florida ecosystem, fires will continue to be a high probability into the future. As more people move into the wildland-urban interface and they choose to maintain their private land, carelessness will continue to be a human factor in causing wildfires in this area.

### **Impacts**

Periods of drought or long periods of dry conditions may also increase the onset of wildfires, as well as their severity. Wildfires impact communities in the following ways:

- Reduction in air quality
- Destruction of homes and structures
- Destruction of commercial timberlands
- Destruction of wildland habitat
- Reduction in water quality in natural areas
- Damage to infrastructure like powerlines
- Obstruction to transit from road closures

From the above-mentioned historical occurrences of wildfires, residents suffered road closures causing delays in transit, damage to homes, and smoke hazards like visibility and inhalation issues; not to mention the more than one hundred thousand dollars in timber revenue lost. Impacts can be severe and can linger long after a fire has been contained due to various organic soils that Florida is known for. Often called muck soils, found in swampy areas can actually burn causing an acrid smoke to be produced which is very dangerous to people with compromised breathing capacity and troublesome for people with healthy lung capacity.

**Vulnerability**

In Taylor County, 98.5% of the total area population lives within the WUI. The WUI represents 93,574 acres, and 40% of the area is sparsely populated with 1 house per 40 acres. 34.7% live in a WUI area with a housing density of 1 house to 2 acres to 3 houses to 1 acre.

Table 18. WUI Population by Acreage and Housing Density

Housing Density	WUI Population	Percent of WUI Population	WUI Acres	Percent of WUI Acres
LT 1hs/40ac	749	3.4 %	40,617	43.4 %
1hs/40ac to 1hs/20ac	879	4.0 %	16,848	18.0 %
1hs/20ac to 1hs/10ac	1,710	7.7 %	13,923	14.9 %
1hs/10ac to 1hs/5ac	2,638	11.9 %	10,122	10.8 %
1hs/5ac to 1hs/2ac	5,157	23.3 %	8,087	8.6 %
1hs/2ac to 3hs/1ac	7,691	34.7 %	3,772	4.0 %
GT 3hs/1ac	3,348	15.1 %	205	0.2 %
<b>Total</b>	<b>22,172</b>	<b>100.0 %</b>	<b>93,574</b>	<b>100.0 %</b>

Source: South WRAP, Southern Group of State Foresters

Housing Density is important when calculating the WUI Risk Rating for communities within Taylor county. 39.7 percent of WUI acres are rated at or above a 5 on the WUI Risk Rating Impact Scale, with the majority being rated a 5 overall. Over 10 percent of the population lives in an area rated from 7 to 9, representing the highest level of impact on the scale.

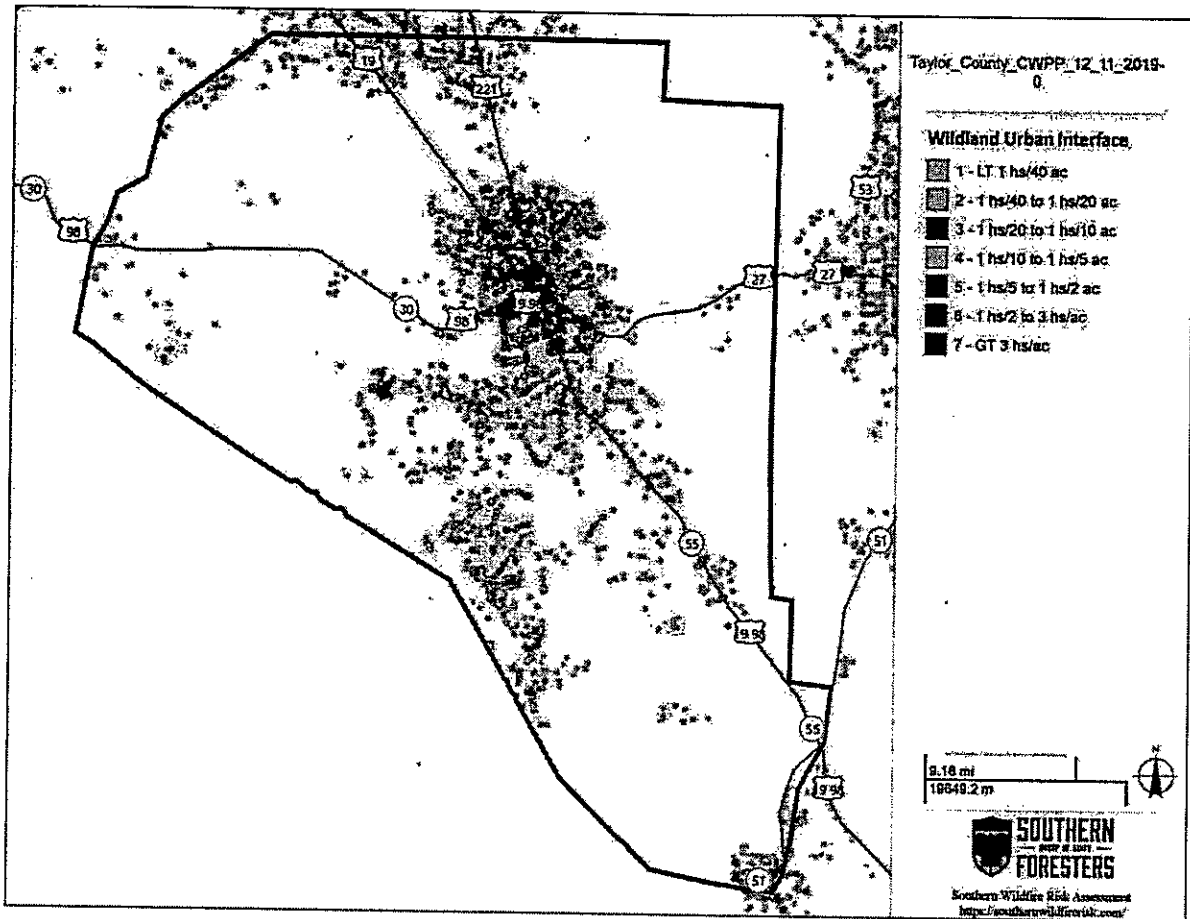


Figure 13. Housing Density Map for Determining WUI Vulnerability

#### Critical Facilities Vulnerability

These facilities represent critical resources for firefighting as well as critical infrastructure for the community, and areas that would necessary to evacuate in the case of extreme fires. The following list identifies critical facilities in Taylor County and their threat level.

Using SouthWRAP each critical facility can be examined by address and obtain a threat level for that area. These threat level represent the area and not the building or facility. The surrounding threat would cause the facility to evacuate if an extreme wildfire were present.

Table 19. Critical Facility Vulnerability to Extreme Wildfire Threat

Name	Type	Address	Area Wildfire Threat Level
Doctor's Memorial Hospital	Hospital	333 N Byron Butler Parkway Perry Fl	Very Low
Perry City Water Plant	Utility	713 N Faulkner Street Perry Fl	Moderate
Florida Gas Transmission	Utility	2065 Pisgah Road Perry FL	Moderate to High
Foley Water Plant	Water management	3249 Red Padgett Road Perry Fl	Low to Moderate

Taylor County Jail	Law Enforcement	589 US 27 Perry Fl	Moderate
Taylor Correctional Institution	Law Enforcement	8501 Hampton Springs Road Perry Fl	Moderate to High
Perry Police Department	Law Enforcement	211 S Washington St Perry Fl	Moderate
Taylor County Sheriff's Office	Law Enforcement	108 N Jefferson Street Perry Fl	Moderate to High
Taylor County Courthouse	Courthouse	108 N Jefferson Street Perry Fl	Moderate to High
Taylor County Rescue 1	Fire Station	301 Industrial Dr Perry, FL	Minimal
Taylor County Rescue 2	Fire Station	178 McKinley Maddox Perry, FL	Low to Moderate
Taylor County Rescue 3	Fire Station	3160 Johnson Stripling Rd, Perry, FL	Moderate
Taylor County Rescue 4	Fire Station	4395 Ecofina River Road Lamont, FL	Moderate
Taylor County Rescue 6	Fire Station	16725 Beach Rd, Perry, FL	Moderate to High
Taylor County Rescue 7	Fire Station	1 12th St NE Steinhatchee, FL	Moderate to High
Taylor County Rescue 8	Fire Station	3950 Alton Wentworth rd Greenville, FL	Low to Moderate
City of Perry Fire Department	Fire Station	224 S Jefferson St Perry, FL	Moderate
Florida Forest Service - Perry District	Forestry Station	618 Plantation Rd Perry Fl.	Moderate
Perry Primary	School	1600 E Green St, Perry, FL	Moderate to High
Taylor County Elementary School	School	1600 E Green St, Perry, FL	Moderate to High
Taylor County Middle School	School	601 East Lafayette Street Perry, FL	Moderate
Taylor County High School	School	900 Johnson Stripling Rd. Perry, FL	Low to Moderate
Next Generation Christian Academy	Private School	1012 S Washington St, Perry, FL	Moderate
Point of Grace Christian School	Private School	920 N Courtney Rd, Perry, FL	Moderate
Taylor County Christian Academy	Private School	900 W Ash St, Perry, FL	Moderate
Taylor Technical Institute	Adult Education	3233 US-19, Perry, FL	Moderate to High
Steinhatchee School	School	1209 1st Ave SE Steinhatchee, FL	Moderate to High
Kidz Corner	Day Care	212 E Green St, Perry, FL	Moderate
Jack and Jill Daycare	Day Care	802 N Faulkner St, Perry, FL	Moderate
Good Shepherd Child Development Center	Day Care	405 E Hampton Springs Ave, Perry, FL	Moderate
Happy time Preschool	Day Care	1012 N Washington St, Perry, FL	Low to Moderate

Kiddie Kollege Kindergarten	Day Care	305 W High St, Perry, FL	Low to Moderate
Room to Grow Pre School	Day Care	310 Plantation Rd, Perry, FL	Low to Moderate
Boy's & Girls Club of Perry	Day Care	903 N Washington St, Perry, FL	Moderate
Taylor Senior Citizens Center Inc	Senior Center	800 W Ash St, Perry, FL	Moderate
Marshall Health and Rehabilitation Center	Adult Care	207 Marshall Dr, Perry, FL	Low to Moderate
Perry-Foley Airport	Small Regional Airport	401 Industrial Dr, Perry, FL	Low to Moderate
Taylor County EOC	Emergency Operations Center	108 N Jefferson St, Perry, FL 32347	Moderate to High

In Taylor County, approximately 75 to 80% of the county is comprised of timberlands, which are regularly maintained and protected by the Florida Forest Service. Of the 669,000 acres in the unincorporated areas of the county, over 83% of this land is classified as forestland and therefore is highly susceptible to forest fires.

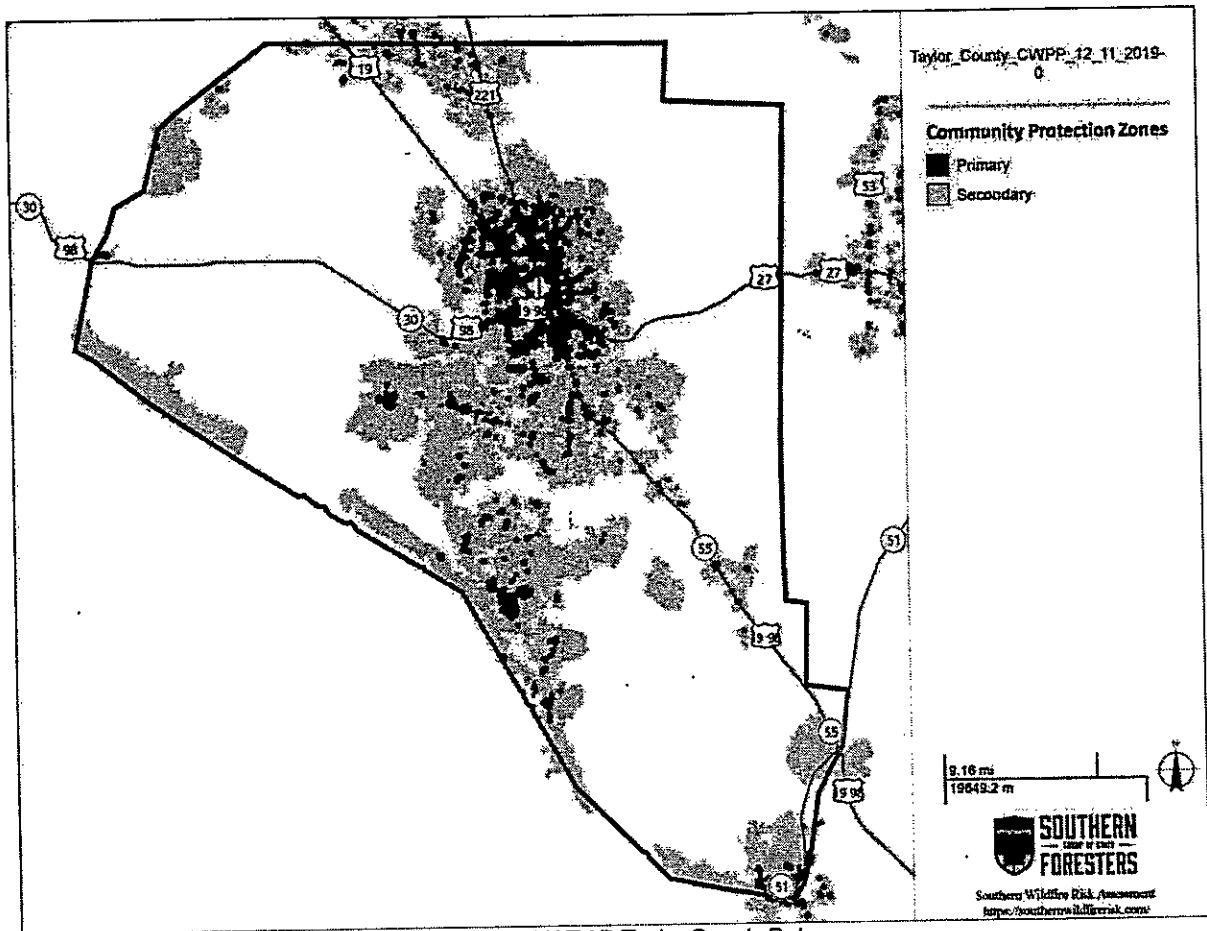
The City of Perry is surrounded by forested land and is therefore vulnerable to forest fires. The likelihood of fires in Perry is less than some of the more wooded areas, but due to the high density of population and the number of buildings and businesses in the area, the City is more vulnerable to fires than the rest of the county. The density also increases the probability of residents burning materials that may easily blow off their pile and start larger, fast running wildfires.

Homes in the WUI will be the main priority for mitigation efforts (Figures 13 & 14). Fuel reductions, mowing, cutting, and emplacement of fire lines should be done in such a way to provide the most protection to homes in the WUI.

The second priority will be mitigation efforts in timberlands. The value of timber in the county as an economic force cannot be ignored, and efforts should be made to protect the timber is the Forest Capital of the South.

Areas that have been identified as a priority for mitigation efforts include:

- Leisure Retreats (Long/Lat 29.88932° N 83.61214° W)
- Steinhatchee (Long/Lat 29.67243° N 83.38803° W)
- Shady Grove (Long/Lat 30.28812° N 83.63226° W)
- Dennis Howell Road (Long/Lat 29.93872° N 83.59171° W)



Source: SouthWRAP Taylor County Data

Figure 14. Primary and Secondary Mitigation Areas

## 5. Floods

See also: Appendix 5, Annex 2: Flood and Sudden Coastal Surge Warning and Evacuation Plan

### General Description

Floods are the most common and widespread of all natural disasters. Most communities in the United States have experienced some kind of flooding from spring rains, heavy thunderstorms, tropical storms, or winter snow thaws.

Florida is affected by a large number of tropical weather systems. Although storm surge has the greatest potential for loss of life, recent research indicates that inland flooding was responsible for the greatest number of fatalities over the last 30 years. Studies show that 59 percent of the tropical cyclone deaths in the United States resulted from severe inland flooding.

Flood or flooding refers to the general or temporary conditions of partial or complete inundation of normally dry land areas by surface water runoff from any source. Floodplains are defined as any land areas susceptible to being inundated by water from any flooding source. In Florida, several variations of flooding occur due to the different effects of severe thunderstorms,

hurricanes, seasonal rain and other weather-related conditions and is a natural part of the earth's hydrologic system.

Based on frequency, floods are the most destructive category of natural hazards in the United States. The loss of life, personal property, crops, business facilities, utilities, and transportation are major impacts of flooding. Additional losses and economic hardships ensue when supplies or supply routes are damaged or destroyed. Floodwaters present an additional hazard as a public health problem when they inundate drinking water facilities, chemical and waste storage facilities, wastewater treatment facilities and solid waste disposal sites. In general, flooding can be divided into two major categories: coastal and riverine. In Florida a hurricane or severe winter storm can result in both types of flooding. Many areas of Florida are susceptible to flooding from both storm surge and watershed runoff.

Coastal flooding is usually the result of a severe weather system such as a tropical or subtropical cyclone, like a hurricane, tropical storm or "nor'easter", which contains the element of high winds. The extent and nature of coastal flooding is related to the physical features of the terrain and the characteristics of the adjoining body of water. The damaging effects of coastal floods are caused by a combination of higher water levels of the storm surge, the winds, rains, erosion and battering by debris. Floodwaters are usually driven ashore by the wind, an event known as storm surge. Loss of life and property damage are often more severe since it involves high velocity wave action and accompanying winds. The velocity and range of coastal floods vary in part with the severity of the storm that induces them.

Florida's low-lying topography combined with its subtropical climate makes it highly vulnerable to inland or riverine flooding. Riverine flooding is associated with a river's watershed, which is the natural drainage basin that conveys water runoff from rain. Riverine flooding occurs when the flow of runoff is greater than the carrying capacities of the natural drainage systems. Rainwater that is not absorbed by soil or vegetation, seek surface drainage lines following natural topography lines. These lines merge to form hierarchical systems of rills, creeks, streams, and rivers. Generally, floods can be slow or fast rising, depending on the size of the river or stream. The rivers in north Florida drain portions of Alabama and Georgia, and excessive rainfall in those states often cause flood conditions in Florida. One of the consequences of flooding is repetitive loss properties. A repetitive loss property is one for which two or more NFIP losses of at least \$1000 each have been paid over a 10-year period.

### Location

Although Taylor County historically experiences only moderate rainfall, the primary causes of flooding are hurricanes and tropical storms, which generally occur between June and October. In addition, northern Florida is subject to flooding from heavy rains in southern Georgia, which contains the headwaters for the rivers and streams that crisscross much of the panhandle. In Taylor County, the Aucilla, Econfina, Fenholloway, and Steinhatchee Rivers are a source of flooding during periods of heavy rainfall. Flooding is primarily caused by periods of heavy rainfall resulting in riverbank overflows and ponding, or from coastal surge associated with hurricanes and tropical storms due to the county's proximity to the Gulf of Mexico.



Areas of 100-year flood prone probability were identified as those lands which are subject to occasional flooding due to seasonal rainfall or other storm events with a probability of being flooded of one percent in any given year. Flood prone areas include those areas within the 100-year floodplain, being a broad belt around existing river and stream channels. Other flood prone areas are associated with lakes and other isolated depressions. Floodplains and flood prone areas are shaped in part by topography, storm water volume, vegetation and other natural or artificial forces which affect water flow.

The northwestern, southern and northeastern portions of the unincorporated area are subject to flooding and many of the flood prone areas contain wetlands. Since the county's participation in the National Flood Insurance Program, development has been required to meet standards which protect new construction from future flooding. In addition, wetland areas located within flood prone areas require special permits from the county, state and/or federal government to dredge and fill these lands.

## **Extent**

### **Stream Gauges**

A stream gage is a structure installed beside a stream or river that contains equipment that measures and records the water level (called gage height or stage) of the stream. Stream flow (also called discharge) is computed from measured water levels using a site-specific relation (called a stage-discharge rating curve) developed from onsite water level and streamflow measurements made by hydrographers. Gaging stations automatically monitor streams, wells, lakes, canals, reservoirs, or other water bodies. Instruments at these stations collect information such as water height, discharge, water chemistry, and water temperature.

There are 9 stream gauges within Taylor County at specific point along the rivers of the planning area. Three gauges monitor the Steinhatchee, the river which has the greatest number of persons living along and within its flood prone areas. The next most critical is the Fenholloway River which has four gauges along its route through the county. This river has a number of residences along its flood prone areas towards the center of the county near the City of Perry. The next is the Econfina River which has one gauge as does the Aucilla River.

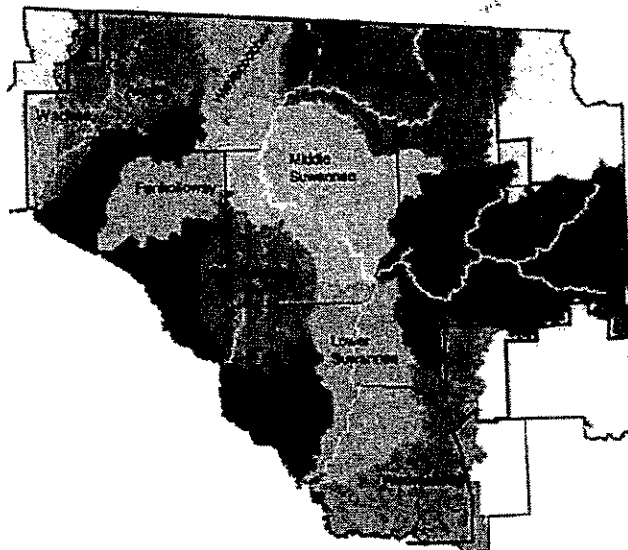


Figure 15. Taylor County River Basins

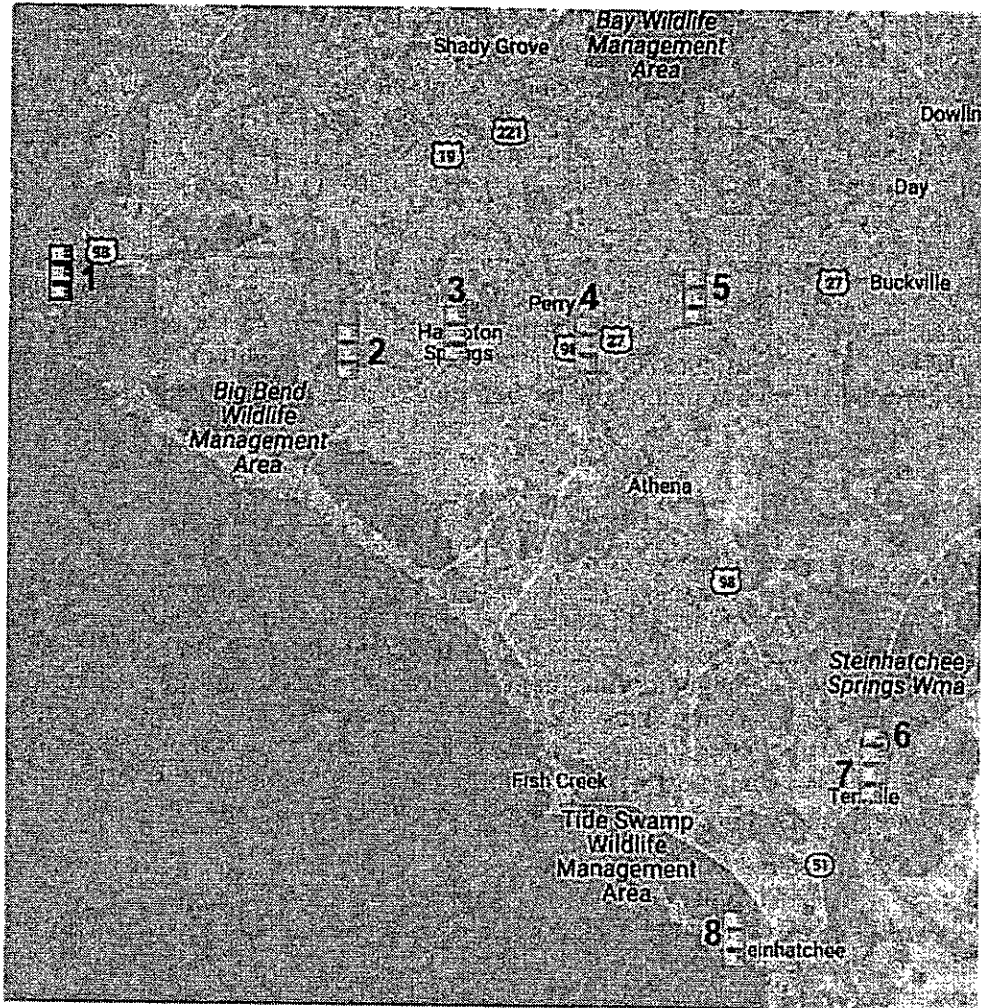
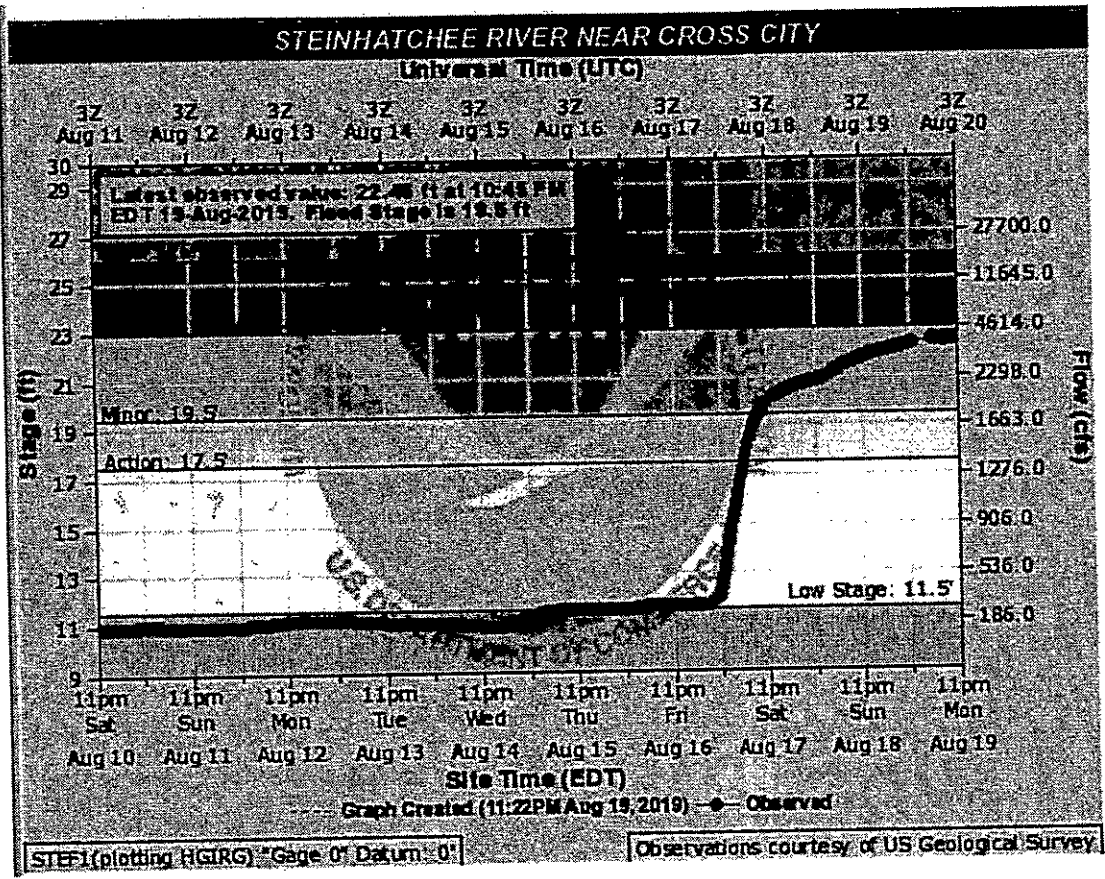


Figure 16. Stream Gauges within Taylor County



Moderate Flood Stage:	23
Action Stage:	17.5
Low Stage (in feet):	11.5

Figure 17. Sample Stream Gauge Readings on the Steinhatchee River

**FEMA Risk Mapping**

The Federal Emergency Management Agency (FEMA) partners with Tribal nations, States, and communities through the Risk Mapping, Assessment, and Planning (Risk MAP) program to identify flood hazards, assess flood risks, and provide accurate data to guide stakeholders in taking effective mitigation actions that result in safer and more resilient communities. This data is incorporated into flood maps, known as Flood Insurance Rate Maps (FIRMs), that support the National Flood Insurance Program (NFIP) and provide the basis for community floodplain management regulations and flood insurance requirements. Flood hazards are dynamic and can change frequently because of a variety of factors, including weather patterns, erosion, and new development. FEMA, through the Risk MAP program, works with communities to collect new or updated flood hazard data and periodically updates flood maps to reflect these changes.

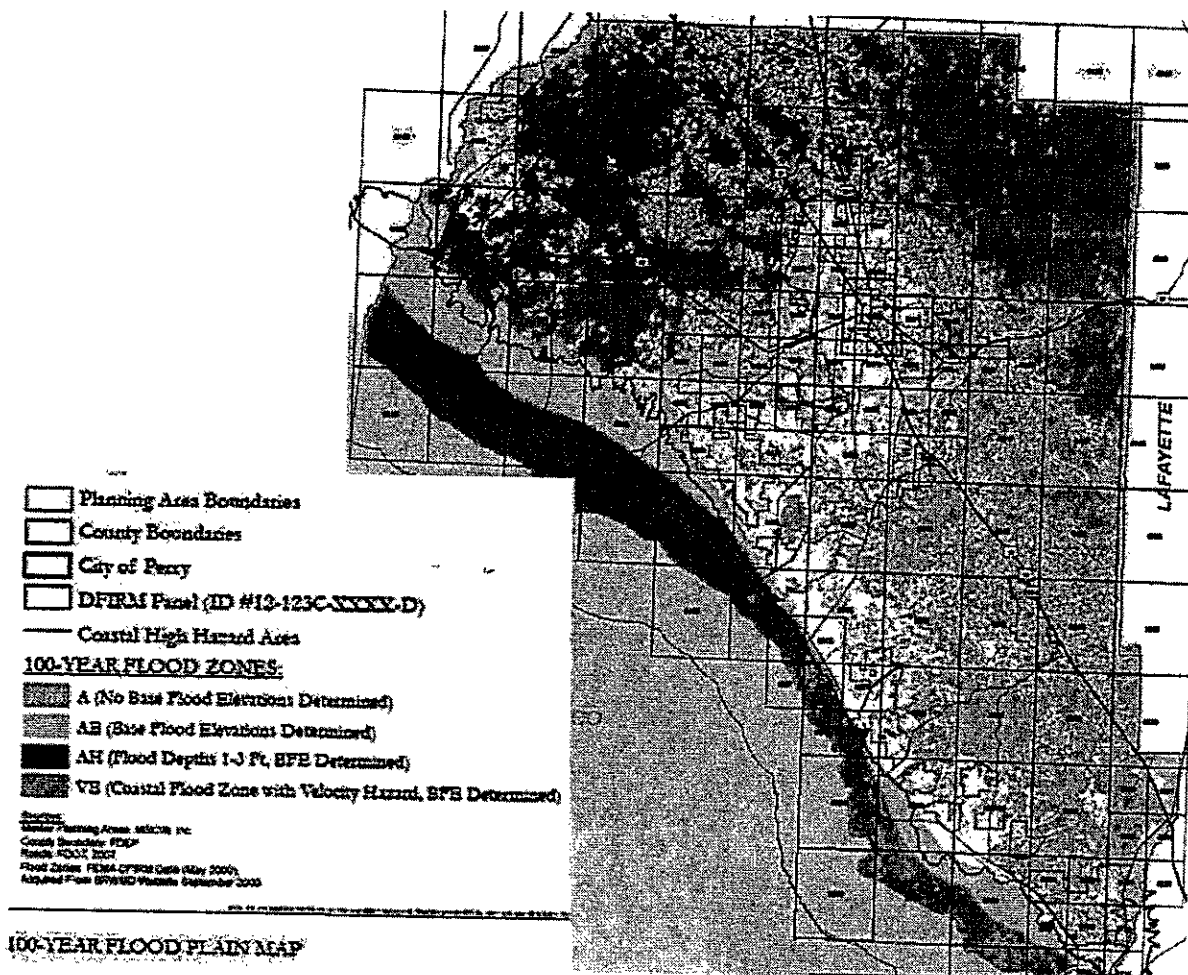


Figure 18. FEMA Composite 100-Year Flood Zones

<b>A</b>	Area with a 1% annual chance of flooding and a 26% chance of flooding over the life of a 30 yr mortgage. Because detailed analyses are not performed for such areas; no depths or base flood elevations are shown within these zones.
<b>AE</b>	Area with a 1% chance of flooding and a 26% chance of flooding over the life of a 30 yr mortgage. In most instances, base flood elevations derived from detailed analyses are shown at selected intervals within these zones
<b>AH</b>	Areas with a 1% annual chance of shallow flooding, usually in the form of a pond, with an average depth ranging from 1 to 3 feet. These areas have a 26% chance of flooding over the life of a 30 yr mortgage. Base flood elevations derived from detailed analyses are shown at selected intervals within these zones.
<b>AO</b>	River or stream flood hazard areas and areas with a 1% or greater chance of shallow flooding each year, usually in the form of sheet flow, with an average depth ranging from 1 to 3 feet. These areas have a 26% chance of flooding over the life of a 30-year mortgage. Average flood depths derived from detailed analyses are shown within these zones.
<b>VE</b>	Coastal areas with a 1% or greater chance of flooding and an additional hazard associated with storm waves. These areas have a 26% chance of flooding over the life of a 30 yr mortgage. Base flood elevations derived from detailed analyses are shown at selected intervals within these zones

Figure 19. FEMA FIRM Map Zones Description

### **Historical Occurrences**

Flooding in Taylor County primarily results from periods of high rainfall or from coastal storm surges associated with hurricanes and tropical storms. In 2012 Tropical Storm Debby heavy rainfall resulted in the Steinhatchee River flooding, damaging 6 structures with no injuries. Since 2012 the Steinhatchee has flooded twice in 2014 and once in 2015. Only one structure was damaged from the riverine flooding, however over 60 dwellings were affected or damaged from the areal flooding that was caused by 20 inches of rainfall one weekend. Areal flooding in the spring of 2014 caused over 50 dwellings to be affected or damaged by flooding within the unincorporated areas around the City of Perry. The flooding was caused from an extended period of rainfall over a 2 month period.

Run off from the San Pedro Bay area in the northeast portion of the county generally flows in a southwesterly direction by way of the Spring and Pimple Creeks. Both of these creeks have flooded portions of the City of Perry in the past. Significant flood stages on the Fenholloway River have not been recorded.

After Hurricane Dora passed to the north of Taylor County in 1964, significant riverine flooding occurred on the floodplains of the Steinhatchee River. Records taken from the USGS gage at the Town of Steinhatchee on the coast indicate this flood event had a magnitude greater than that which would occur once, on the average, every 200 years.

Because of undeveloped shoreline areas and a sparse coastal population, high water marks and tide gage data for storm surge flooding are limited. Historical hurricane tracks do show that the county has experienced a number of hurricanes and tropical storms. Recent hurricanes that did not have direct paths through Taylor County, but have affected the county nevertheless include Hurricanes Frances (2004), Ivan (2004), Jeanne (2004), and Dennis (2005).

In the City of Perry, according to local residents, notable flooding occurred in 1934 and 1948, although no records of these floods are available. Extensive flooding occurred on June 9, 1957, when Spring and Pimple Creeks overflowed their banks causing several million dollars in damages. According to the report on this flood prepared by the USGS, 11.7 inches of rainfall was recorded in Perry for a two-day period, which is estimated to be about a 50-year (2-percent annual chance) storm (one that would occur on the average once every 50 years). The rainfall in the headwaters of Spring Creek, Pimple Creek, and East Branch averaged about 14 inches for this same period which is estimated to be in excess of a 100-year (1-percent annual chance) rainfall event. Flooding occurred along the full length of the Spring and Pimple Creeks and East Branch inundating several streets and causing damage to many homes and commercial establishments. According to the above report, flooding was aggravated by the heavy growth of vegetation which occurred in sections of the streams. In addition, there are over 30 crossings of the streams which restrict the flow.

According to NOAA, National Centers for Environmental Information, Storm Events Database, there have been 15 flood events in the last 21 years resulting in \$1.477 million in damages. The most expensive recorded was in August 2019 doing \$513,000 in damage when a multi-day, significant flooding event occurred in the Steinhatchee area. A 5 day rainfall total of 31.79 inches was measured by a personal weather station in the Steinhatchee area. A total of 48 homes received minor water damage with an additional 15 homes receiving major water damage. A curfew was in place for Steinhatchee during the overnight hours. The county estimated that the damage to homes was around \$513,000 in southeast Taylor county.

### **Probability: High**

According to the NOAA, National Centers for Environmental Information, Storm Events Database, Taylor County has experienced 15 flood events in 21 years. This translates to a return period of sooner than every one and a half years resulting in a high probability that a flood will occur.

Flooding is the most likely event that occurs nationwide. Flooding occurs regularly in Taylor County and it will continue to happen due to thunderstorms and seasonal tropical storms, especially when the area receives repeated weeks of heavy rains and soils are too saturated and the wetlands are too full to accept more water. There is a very high probability that flood areas of the county and the City of Perry will continue to cause damage and potential injury and loss of life. During the past 5 years Taylor County has experienced the Steinhatchee flooding 5 times and Areal flooding on 2 occasions, 2014 and 2015.

The area's that are most likely to flood are around the major rivers and are delineated on the printed FIRM maps on file with the county. Also, the map modernization effort is well underway with the Suwannee River Water Management District. Individual FIRM panels can be viewed at <https://msc.fema.gov/portal/home>, which is FEMA's Map Service Center (Also see Figure 20, for Tropical Cyclone Storm Surge Levels).

### **Impacts**

The impacts from flooding can be massive as it is the number one killer of people in disasters across the United States. Annually it takes nearly 70 lives nationwide. The following are some impacts experienced in Taylor County:

- Water damage to vehicle
- Water damage to structures, homes, businesses
- Damage to infrastructure like roads, power systems, drainage systems
- Obstruction to roads and bridges due to debris and damage
- Economic loss
- Reduction in response capability by emergency services
- Power outages
- Downed trees due to saturated soils loosening root systems

In the past two decades in the planning area, residents of the county have experienced many impacts due to flooding. As noted in the historical occurrences section, flooding has caused \$1.477 million in recorded damage. In the flooding episodes of 2014 and 2015 Taylor County suffered over 100 dwellings damaged from riverine and areal flooding.

There are also many impacts not easily recorded, such as timber losses which may only be seen at time of harvesting. For example, the weeks of standing water after flooding in commercial timberlands stressing the trees to the point insects infect them and kill large patches. These isolated patches are rarely recorded by the timber companies; however, over years add up to hundreds of thousands of timber dollars. A stand of pine trees with a 20-year rotation can experience various episodes of flooding.

Table 20. shows the building loss based on the Property Appraiser data combined with storm surge rise according to the strength of the storm. This also shows the financial impact of losing outbuildings and added features to properties.

Table 20. Financial Impacts by Storm Surge According to Storm Strength

Storm Strength	Building Values	Extra Feature Values
Tropical Storm	\$60,078,530	\$5,150,480
Category 1	\$93,496,120	\$7,697,420
Category 2	\$126,426,940	\$14,030,182
Category 3	\$134,000,180	\$15,346,422
Category 4	\$178,205,260	\$20,775,422
Category 5	\$211,570,020	\$23,500,902

Source: 2020 Taylor County Property Appraiser Data

### Vulnerability

#### COASTAL SURGE

Based on information reported in numerous studies including the 2020 Comprehensive Emergency Management Plan (CEMP) the Taylor County coastline is extremely shallow going out a considerable distance into the Gulf of Mexico. At times the water is as shallow as 3 feet for miles out from the coastline. This natural topography along the coast causes very severe surge potential with Taylor County being ranked the 2nd worst area for surge in the world behind Bangladesh. The National Weather Service (NWS) Sea, Lake, and Overland Surges from Hurricanes (SLOSH) models have identified that the storm surge from a Category 2 or above will damage and close Highway 98 and would call for the immediate evacuate of the 1,200 prisoners at the nearby state prison.

#### HURRICANE VULNERABILITY ANALYSIS

The area along the coastline is the area most vulnerable to hurricanes and tropical storms; however the entire county is at risk from a direct hit from a category 3, 4, or 5 event. More than 2,000 persons live in the coastal areas (Table 23) especially in the communities of Dark Island, Dekle Beach, Keaton Beach, Ezell, Steinhatchee and Cedar Island. Every year there are multiple evacuation notices for citizens along the coast. Over 300 persons live in flood-prone areas along the Steinhatchee, Aucilla and Econfina Rivers, another 600+ live in inland flood-prone area (mainly around Perry), and an additional 1,700+ persons live in non-flood prone area mobile homes. During scallop season from July through September, the population of Steinhatchee increases from 3,200 to approximately 8,500. In the event of a hurricane, all these persons would be vulnerable to surge, flooding, and high winds.

Most of the 45 mile coastline for Taylor County is tidal marsh, all of which lies within the hurricane flood zone. The flood zone extends 2 to 8 miles inland from the coast. The three main hazards caused by a hurricane are: (1) storm surge; (2) high winds; and (3) rain induced freshwater flooding. The height of the storm surge above mean sea level varies with hurricane strength, direction of travel and location of landfall. During a Category 5 hurricane, surge induced flooding can occur over 10 miles inland.



Table 21. Potential Storm Tide Height

Storm Strength*	Storm Tide**
Category 1	Up to 11.1'
Category 2	Up to 19.5'
Category 3	Up to 27.7'
Category 4	Up to 33.5'
Category 5	Up to 38.5'

\*Based on Saffir-Simpson Hurricane Wind Scale  
 \*\*Surge heights represent the maximum values from SLOSH MOM's (in feet above NAVD88)



Bruce A. Ratliff  
 Taylor County Property Appraiser  
 For Assessment Purposes Only  
 www.taylorcountypa.com

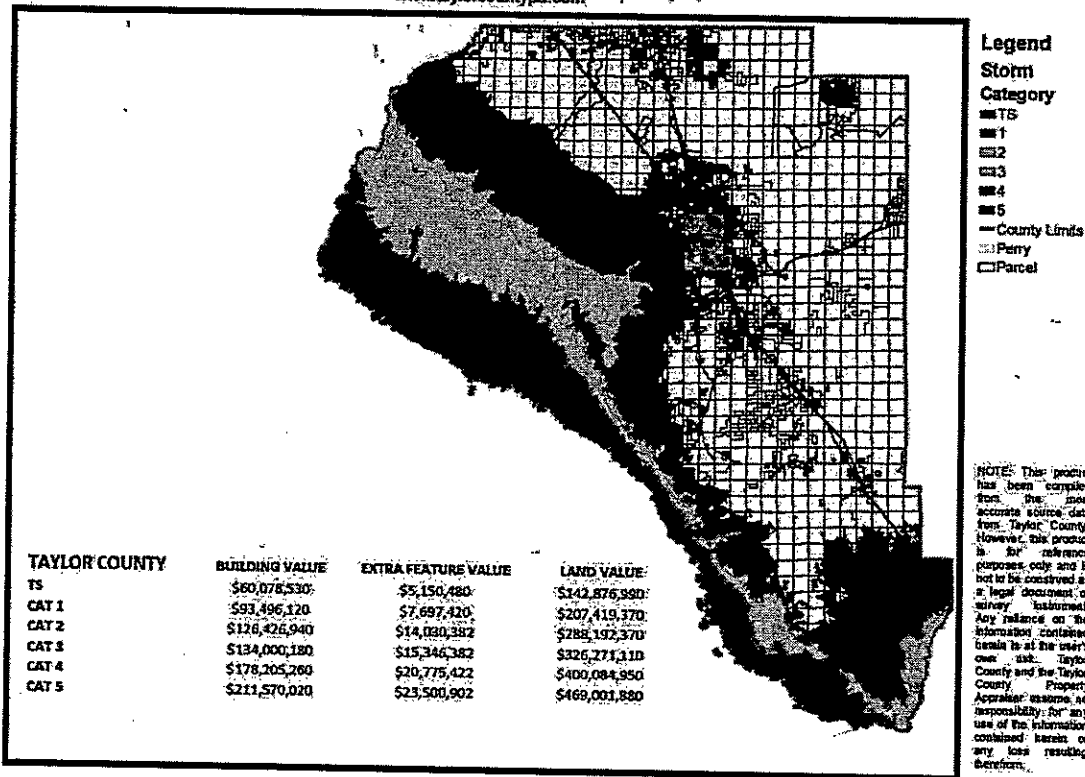


Figure 20. Flooding levels based on tropical cyclone strength and dollars of damage according to flooding



Table 22. Taylor County Mobile Home Locations by Surge Zone

SURGE ZONE	MOBILE HOME COUNT	MOBILE HOME VALUE
TROPICAL STORM	103	\$1,913,210
CAT 1	295	\$5,282,150
CAT 2	804	\$14,543,760
CAT 3	994	\$17,976,170
CAT 4	1471	\$26,618,190
CAT 5	1868	\$33,790,540

Source: Taylor County Property Appraiser 2020

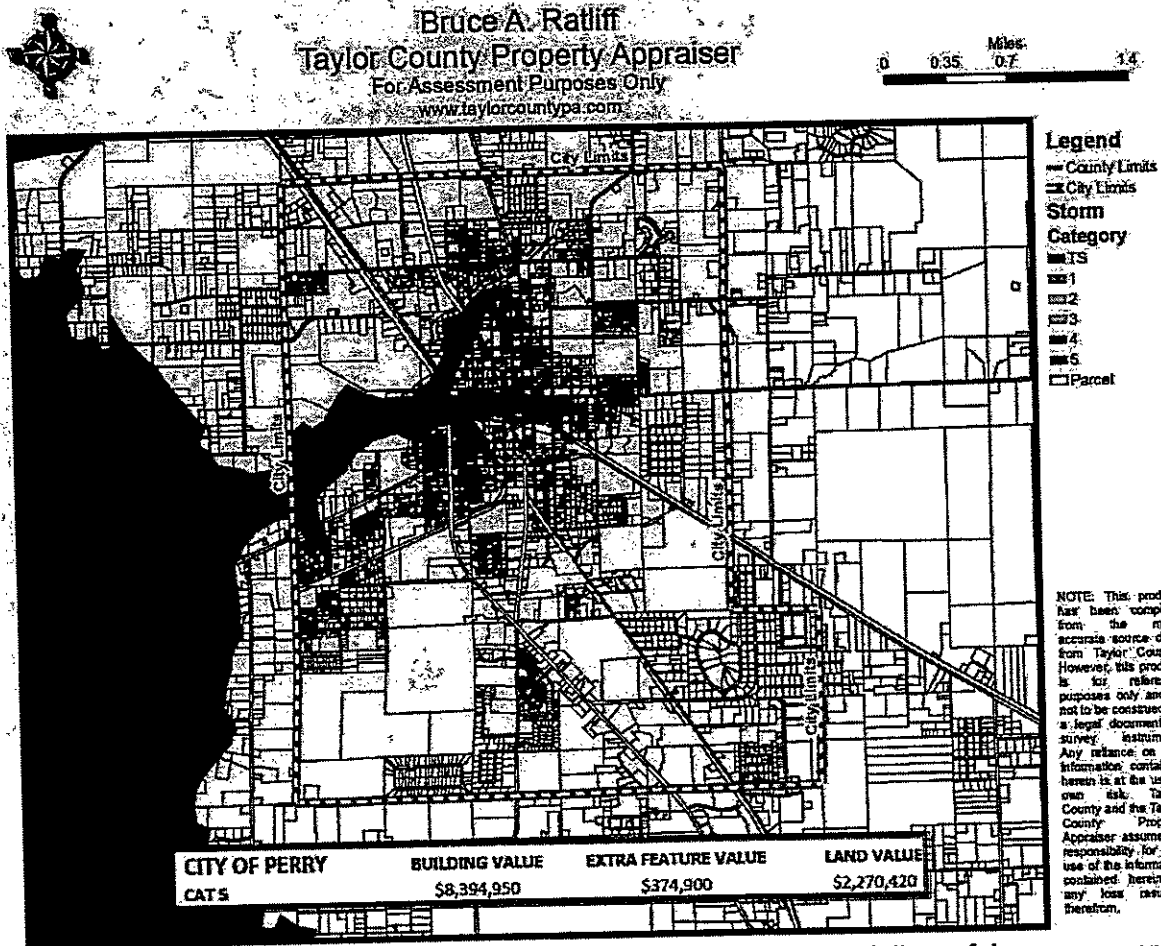


Figure 21. Flooding levels based on tropical cyclone strength and dollars of damage according to flooding in the City of Perry

## The City of Perry Vulnerability

The City of Perry has an individualized FIRM map that shows the specific areas prone to flooding. These are the areas around the Fenholloway River and Rocky Creek. One specific location in Perry is particularly vulnerable to flooding in the future. The Doctor's Memorial Hospital located at 333 North Byron Butler Parkway has been renovated for \$21 Million. The hospital is elevated and has been approved by Engineering and Emergency Management, but based on the existing FIRM maps, this facility lies within the designated 100-year flood plain. Also specific to the City of Perry, Spring and Pimple Creeks have flooded portions of Perry in the past.

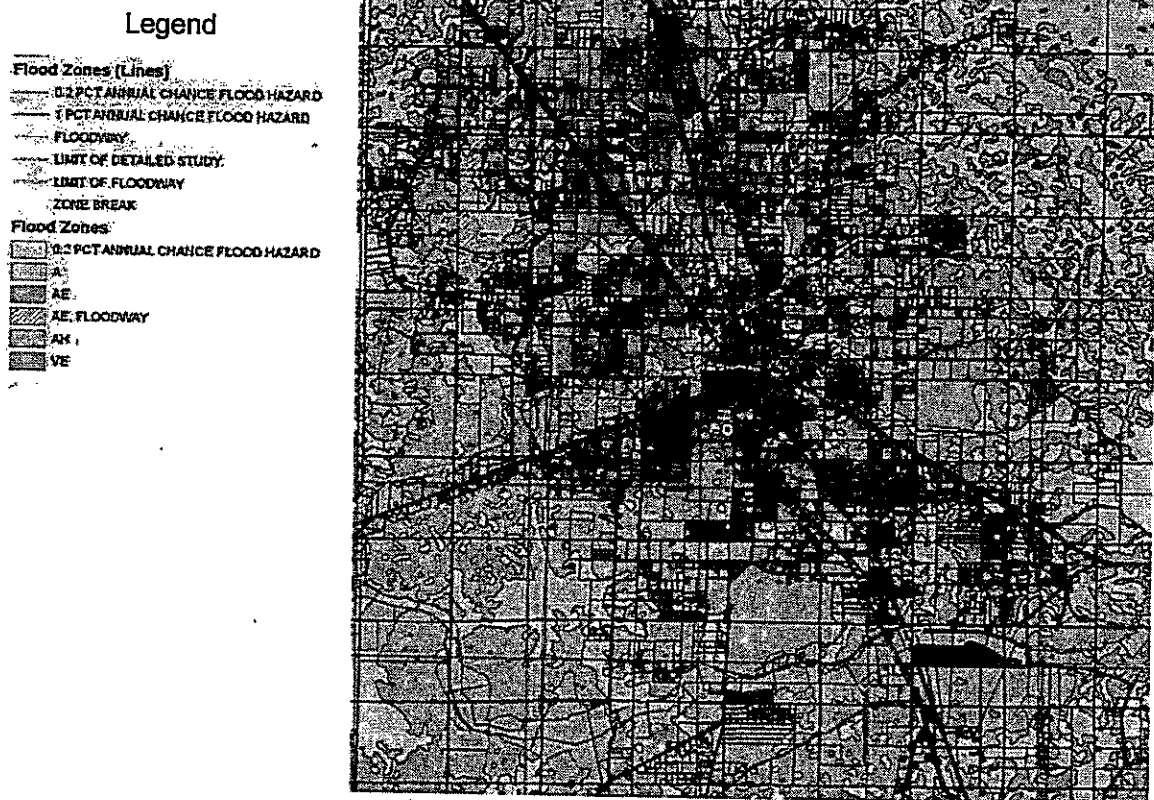


Figure 22. FIRM for City of Perry.

As noted earlier, greater detail can be secured by expanding any panel from the website. As can be seen, the majority of City of Perry lies outside of the 100-flood zone (Figure 22).

## CRITICAL FACILITIES

The following critical facilities were found to be in a velocity zone, or a 100-year flood zone:

### INDUSTRIAL

Georgia Pacific  
Martin Electronic

County Road 30 East (Foley)  
Puckett Road, Rt. 1 Box 700

### TAYLOR COUNTY SCHOOLS

Taylor Schools Admin. Offices  
Steinhatchee School

318 North Clark Street  
1209 1<sup>st</sup> Ave. SE, Steinhatchee

### COUNTY GOVERNMENT

Shady Grove Vol. Fire Dept.  
Johnson Stripling VFD  
Econfina Vol. Fire Dept.  
Keaton Beach Vol. Fire Dept  
Taylor County FD – Steinhatchee

Alton Wentworth Road  
Johnson Stripling Road  
Econfina Road  
Beach Road  
12<sup>th</sup> St. SE – Steinhatchee

### COUNTY DISPOSAL SITES

Carlton Roll-Off  
Harrison Blue Roll-Off  
Blue Springs Roll-Off  
Steinhatchee Roll-Off  
Blue Creek Land Fill  
Dekle Beach Land Fill  
Steinhatchee Land Fill

Carlton Cemetery Road  
Harrison Blue Road  
Blue Springs Lake Rd. – Keaton Beach  
CR-361 – Steinhatchee  
CR 361  
CR 361 at Beach Road  
SR 361

### STATE GOVERNMENT

Taylor Correctional Institute

8501 Hampton Springs Road

### HEALTH FACILITIES

Doctor's Memorial Hospital

333 N. Byron Butler Pkwy

### WATER/WASTEWATER TREATMENT

Perry Wastewater Treatment Plant  
City of Perry Spray field  
Taylor Coastal Water & Sewer Dist.  
Big Bend Water & Sewer

507 West Golf Course Road  
Landfill Rd. Hampton Springs  
18820 Beach Rd. Keaton Beach  
1313 First Ave. SE Steinhatchee

### OTHER UTILITIES

Duke Energy

Tri-County Electric Cooperative

Substation: 1690 East Green St  
Substation: 433 US 19 N  
Perry Sub – US 19S at Beach Rd.  
Scanlon Sub – Hwy 14 off US 98  
Steinhatchee Sub Hwy 51 – Steinhatchee

### COMMUNICATIONS

Comcast Cablevision

1485 Buckeye Nursery Road

### OTHER HURRICANE SHELTERS

Covenant Christian Fellowship Church  
Fellowship Baptist Church – Steinhatchee  
Church of Jesus Christ of Latter Day Saints

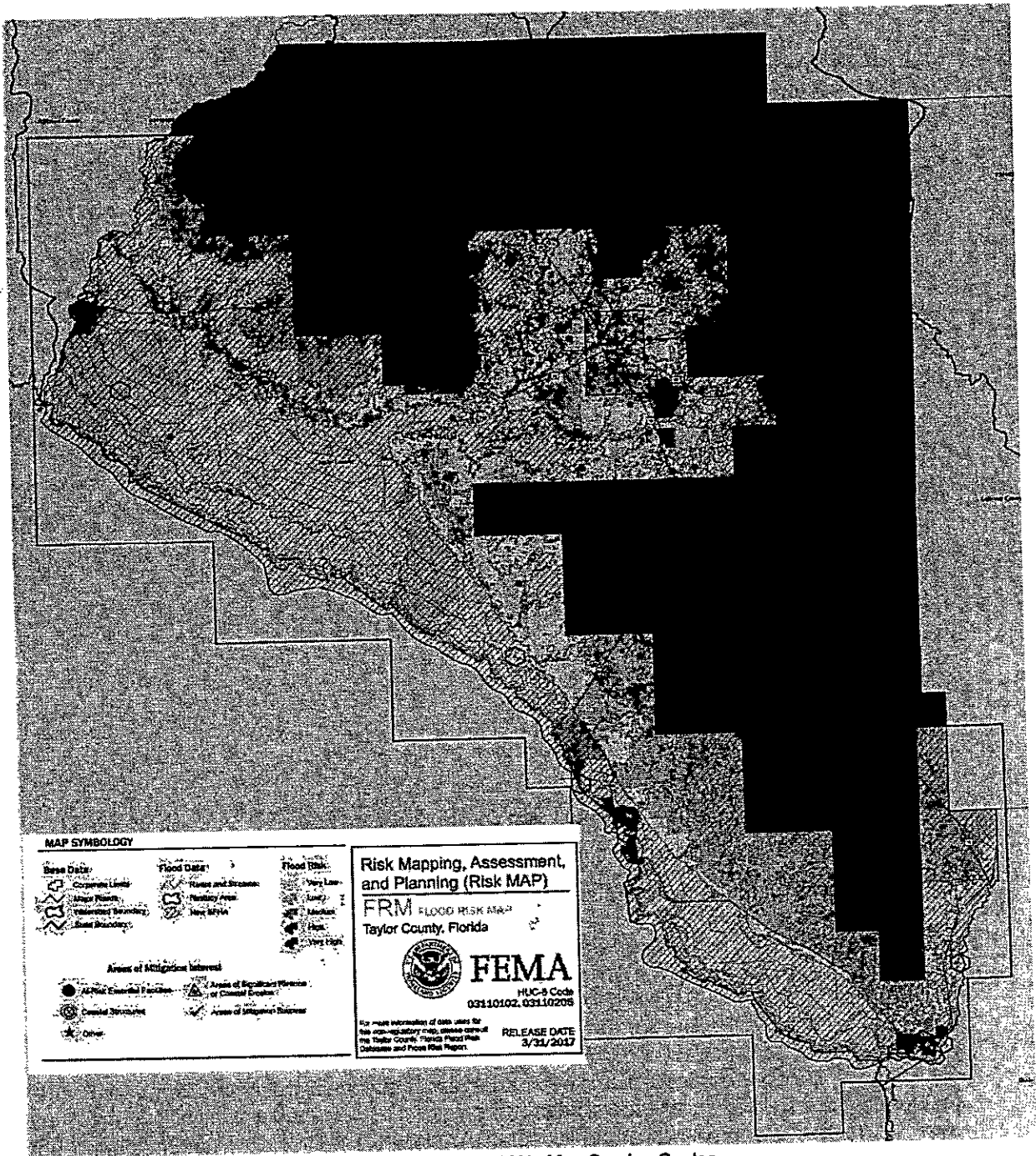
6050 Puckett Road  
1<sup>st</sup> Ave.  
Woods Creek Road

### Flooding Vulnerability Analysis

FEMA's NFIP Map Modernization data has produced new FIRM maps for Taylor County. They are maintained and easily accessed by going to the website. The quality of the maps are superior over what was available in 2005. Many of these maps include LIDAR images of actual facilities in the approximate flood zones.

This electronic map provides all the FIRM panels for Taylor county. The website provides the capability to zoom down to property boundaries for determination of the flooding potential anywhere in Taylor county. The maps clearly show the extensive velocity zone Taylor County has, and the facilities located within that critical zone. This web-based capability is a significant improvement and allows for ease in determining what flood zone a piece of property is located.

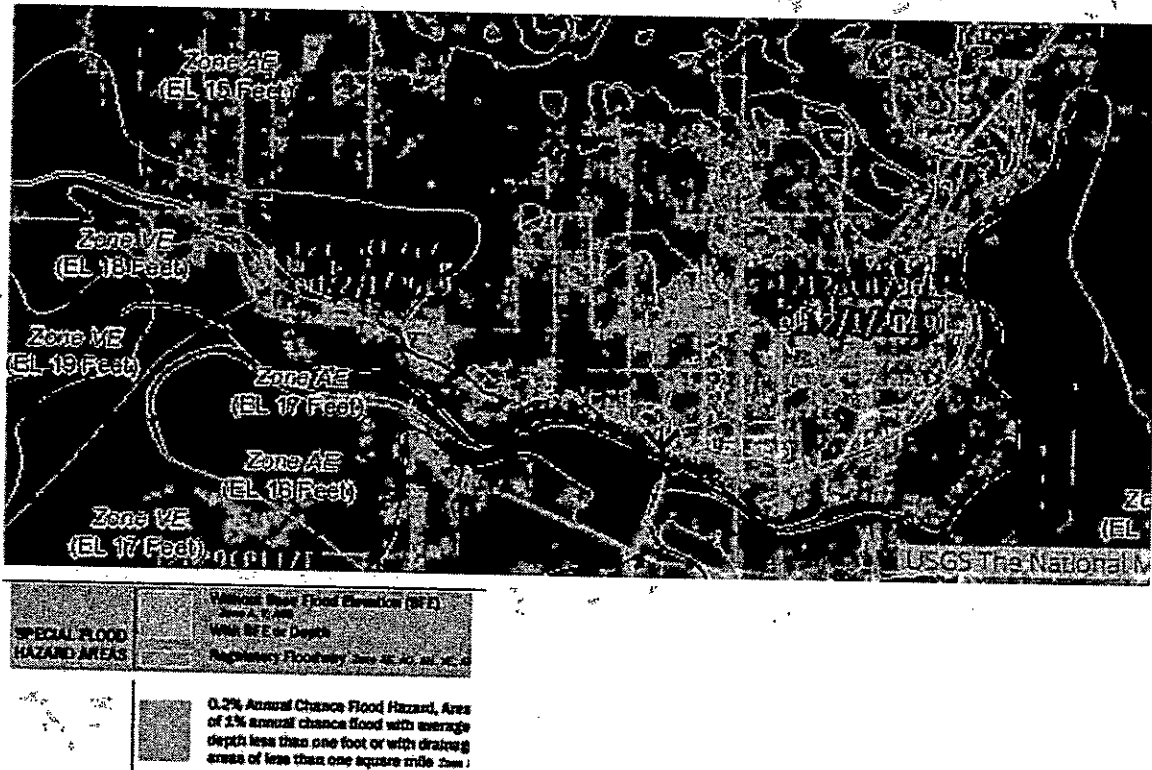
The following is a categorization of the different floodplain areas used by FEMA. This helps establish the probability of the extent of flooding that can occur in any of the flood prone areas in Taylor county. They correspond to the legends provided on the FEMA FIRMs provided on the following pages. Most of the county expects to receive wide-spread shallow inland flooding but can receive up to a 30 foot storm surge in the V-Zone along the coastline from a hurricane.



Source: FEMA's Map Service Center

Figure 23. NFIP Flood Zones (Updated September, 2019)

Using the same map, the section below shows the full expansion of one portion of a FIRM panel covering Steinhatchee. Individual property parcels, street names, and LIDAR imaging are visible.



Source: FEMA's Map Service Center 2019 Dataset

Figure 24. Maximum Resolution of FIRM Map for Steinhatchee Community

The total population potentially affected by inland flooding is more than 1,621 and all the coastal communities are continuously vulnerable (Table 23). Additionally, certain roadways in the county could be inundated such as County Road 361, State Road 51 and portions of U.S. Highway 98 at the Aucilla River. The coastal roads in particular are routinely damaged due to saltwater and debris. U.S. Highway 221 floods north of Perry due to Woods Creek and the Econfina River and Julia Street often floods and cannot be corrected for fear that the increased water flow will affect the downstream sewage plant. The Main Bay Canal by U.S. Highway 27 also floods. These roadways are key roadways used by all residents for transit and the residents are often likely to take risks crossing them with limited roadway visibility due to flooding over the road. Campaigns and public service announcements are frequent during severe weather events about flooding and "turn around, don't drown."

**Table 23. Coastal Community's Populations**

Coastal Community	Population
Cedar Island	112
Dark Island	28
Dekle Beach	49
Econfina Park	46
Ezell Beach	28
Keaton Beach	169
Mandalay	11
Nuttall Rise	106
Spring Warrior	31
Steinhatchee	1541
<b>TOTAL ENTRIES</b>	<b>2,121</b>

Source: Taylor County Property Appraiser

The following are the number of active NFIP policies in Taylor County and the City of Perry and is an indication of the vulnerability of the county's residents.

**Table 24. NFIP Policy Statistic – Taylor County and City of Perry (March 2020 data)**

	Policies In-force	Insurance In-force whole \$	Written Premium In-force
City of Perry	85	17,927,000	57,750
Unincorporated Taylor County	483	83,208,200	563,911

Source: FEMA NFIP <https://nfipservices.floodsmart.gov/reports-flood-insurance-data>

Taylor County will continue to comply with the NFIP. The following efforts identify efforts to ensure compliance:

1. Enforcement of all NFIP ordinances in Taylor County.
2. Incorporate NFIP provisions into the County Land Development Regulations/ Comprehensive Plan, Future Land Use Map, and Zoning Regulations.
3. Enforce Flood zone "A" height requirements and free board.
4. Provide flood information at annual county fair, and the local Florida Forest Festival.
5. Require non-designated floodway setback requirements.
6. Require freeboard requirements for new construction, or reconstruction if required by the 50% rule.

The City of Perry will continue to comply with the NFIP. The City of Perry's efforts towards compliance include:

1. Regulation of residential, nonresidential, and elevated buildings to meet specific standards above the NFIP.
2. Maintaining supplies of FEMA/NFIP materials to help homeowners evaluate measures to reduce damage.
3. Maintaining a map of areas that flood frequently and prioritizing those areas for inspection immediately after the next flood or heavy rains.
4. Regulation of residential, nonresidential, and elevated buildings to meet specific standards above the NFIP.
5. The prohibition of new development within a designated floodway

#### Future Development and Flooding

The *Vision 2060 Plan* projects 20-year growth increments through the year 2060, mostly occurring along Taylor County's coastal zone. Future flooding will be a concern. Taylor County is a participant in the National Flood Insurance Program, and as such, has adopted and incorporated a local flood plain ordinance that contains the federal requirements for building in any 100-year flood zone. Taylor County has substantial tracts of undeveloped coastal property, and as development pressure is placed on the county, the LMS Working Group will continue to work to ensure that future development in all flood zones meets or exceeds minimum flood protection standards. The areas along the coastline and near the town of Steinhatchee are particularly susceptible to flooding. As these areas grow, the risks due to flooding will increase proportionally. Also, as the City of Perry grows there is the likelihood of increased damage due to flooding. The development associated with streets and infrastructure and the increases of concrete could cause issues with storm water drainage that could result in flooding and damage.

## 6. Drought and Heat Wave

### General Description

Drought can be defined based on rainfall amount over some period of time, vegetation conditions, agricultural productivity, soil moisture, levels in reservoirs and stream flow, or economic impacts. In basic terms, a drought is a significant deficit in moisture availability due to lower than normal rainfall. This deficiency results in a water shortage for some activity, group or environmental sector. Excessively dry and hot conditions can provoke dust storms and low visibility. Droughts occur when a long period passes without substantial rainfall.

Drought is a normal, recurrent feature of climate, although many perceive it as a rare and random event. In fact, each year some part of the U.S. has severe or extreme drought.

Although it has many definitions, drought originates from a deficiency of precipitation over an extended period of time, usually a season or more. It produces a complex web of impacts that spans many sectors of the economy and reaches well beyond the area producing physical drought. This complexity exists because water is essential to our ability to produce goods and provide services.

Temperatures that hover 10 degrees or more above the average high temperature for the region and last for several weeks are defined as extreme heat, or those prolonged excessive



heat/humidity episodes. Humid or muggy conditions, which add to the discomfort of high temperatures, occur when a "dome" of high atmospheric pressure traps hazy, damp air near the ground.

### Location

Due to the nature of drought and heat waves, the entire planning area would be affected equally. Droughts occur regionally and rarely affect one specific area as small as a county. As seen in the figure below on drought severity, severity indices can differ by one or two magnitudes crossing severity zones; however, due to Florida's topography, they will not show multiple magnitudes of difference like you may find in the Western United States from one side of a mountain to another.

### Extent

Temperatures that hover 10 degrees or more above the average high temperature for the region and last for several weeks are defined as a heat wave. Humid or muggy conditions, which add to the discomfort of high temperatures, occur when a "dome" of high atmospheric pressure traps hazy, damp air near the ground. Excessively dry and hot conditions can provoke dust storms and low visibility. Droughts occur when a long period passes without substantial rainfall. A heat wave combined with a drought is a very dangerous situation.

Figure 25 shows the extent of heat wave for various temperatures and corresponding relative humidity. According to the NWS, the "Heat Index" (HI), is sometimes referred to as the "apparent temperature". The HI, given in degrees F, is an accurate measure of how hot it really feels when relative humidity (RH) is added to the actual air temperature.

**IMPORTANT:** Since HI values were devised for shady, light wind conditions, exposure to full sunshine can increase HI values by up to 15°F. Also, strong winds, particularly with very hot, dry air, can be extremely hazardous. Note on the HI chart the shaded zone above 105°F. This corresponds to a level of HI that may cause increasingly severe heat disorders with continued exposure and/or physical activity.

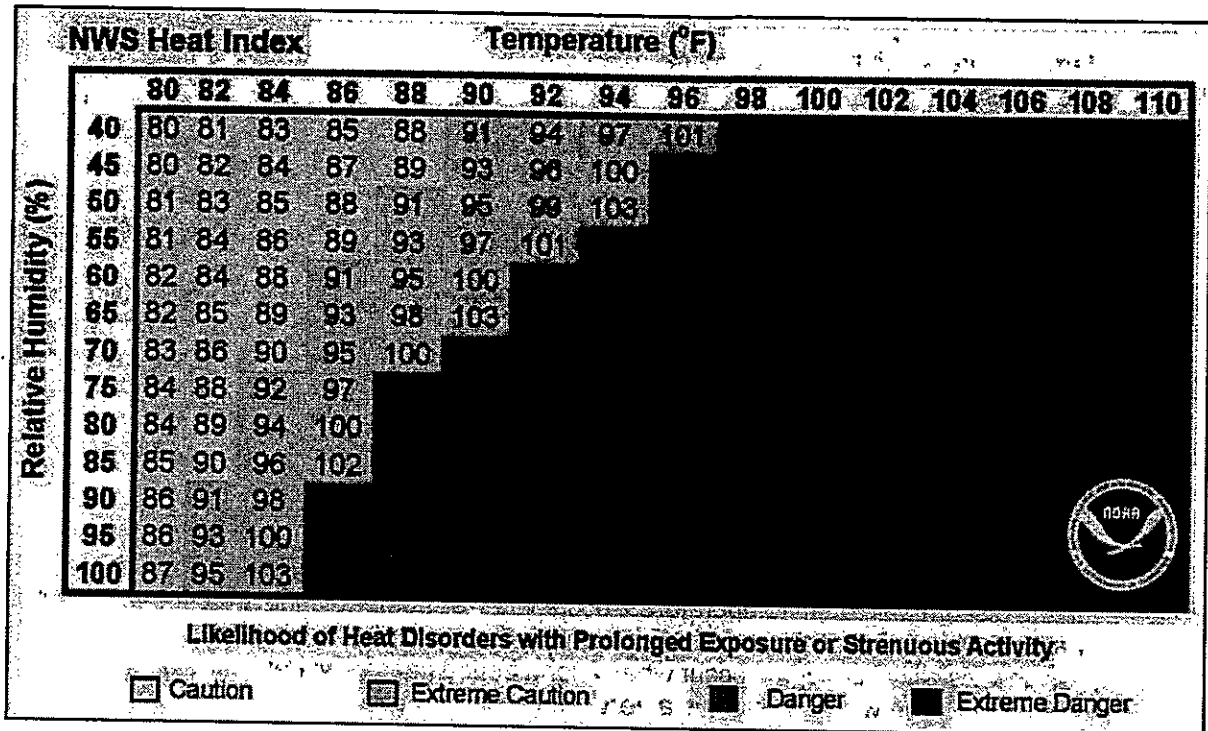
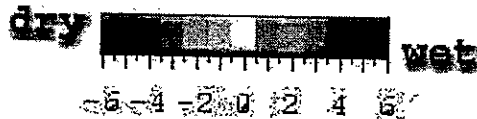


Figure 25. National Weather Service's Heat Index Chart

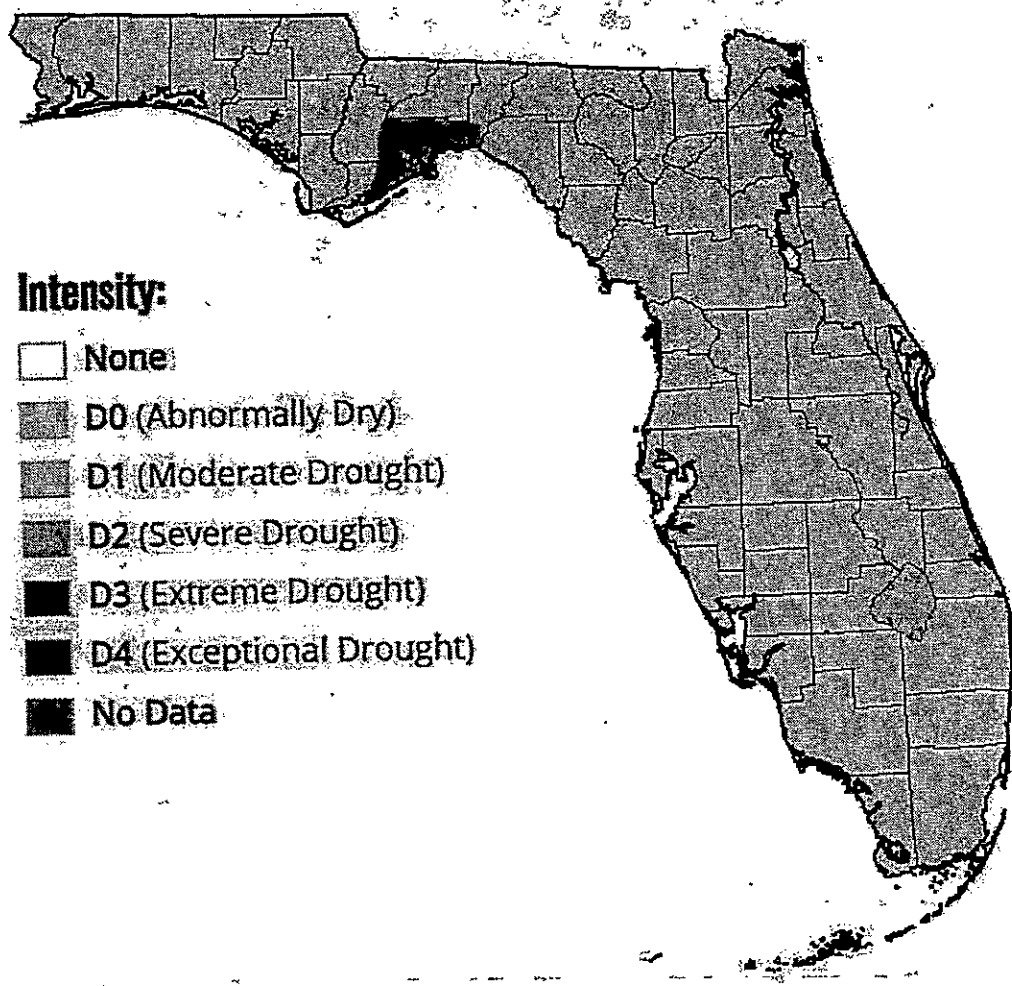
The Palmer Drought Severity Index (PDSI) has been the most commonly used drought index in the United States and was developed to measure intensity, duration, and spatial extent of drought. PDSI values are derived from measurements of precipitation, air temperature, and local soil moisture, along with prior values of these measures. Values range from -6.0 (extreme drought) to +6.0 (extreme wet conditions), and have been standardized to facilitate comparisons from region to region.



Source: [http://www.ncdc.noaa.gov/paleo/drought/drght\\_pdsi.html](http://www.ncdc.noaa.gov/paleo/drought/drght_pdsi.html)

Figure 26. Palmer Drought Severity Index (PDSI)

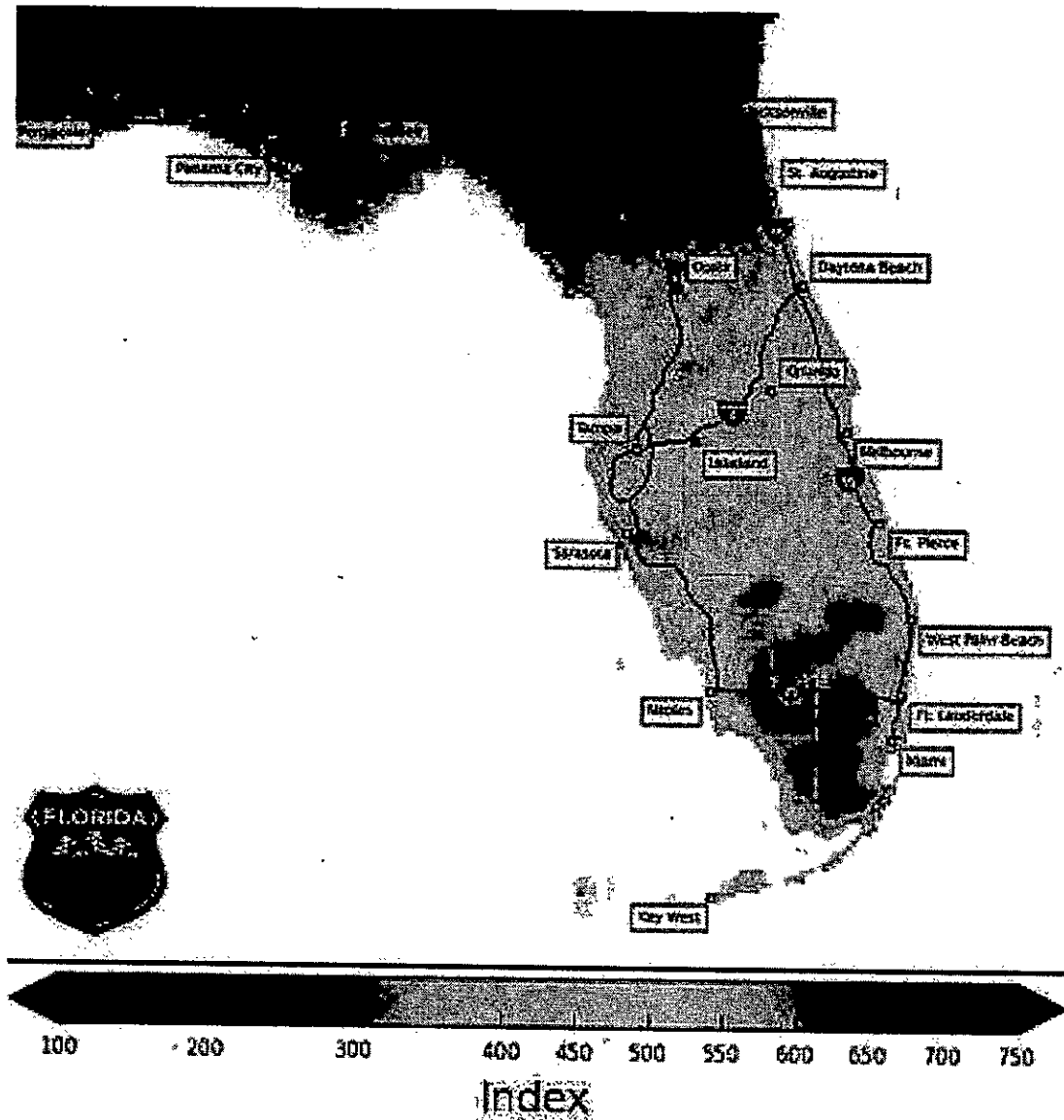
Figures 27 and 28 show both measurements for drought intensity and the Keetch-Byram Drought Index. The Drought Severity and Coverage Index is an experimental method for converting drought levels from the U.S. Drought Monitor map to a single value for an area. DSCI values are part of the U.S. Drought Monitor data tables. If you want to compute it yourself, using cumulative Drought Monitor data, add the values for D0 through D4 to get the Drought Severity and Coverage Index. Or, to see more math, use categorical (not cumulative) Drought Monitor data, and compute a weighted sum.



Source: <https://droughtmonitor.unl.edu/Maps.aspx>

Figure 27 – United States Drought Monitor for Florida

The Keetch-Byram drought index (KBDI) is a continuous reference scale for estimating the dryness of the soil and duff layers. The index increases for each day without rain (the amount of increase depends on the daily high temperature) and decreases when it rains. The scale ranges from 0 (no moisture deficit) to 800. The range of the index is determined by assuming that there is 8 inches of moisture in a saturated soil that is readily available to the vegetation.



Source: Florida Forest Service [www.FDACS.gov](http://www.FDACS.gov)  
 Figure 28. – Keetch Byram Drought Index (KBDI)

**Historical Occurrences**

Conforming to Florida State University, Florida Climate Center description drought is defined on so many different levels, has differing impacts, and can happen on short or long-time scales, it is hard to compare one drought to another. An examination of weather records since 1900 reveals that in every decade there has been at least one severe and widespread drought somewhere within Florida. Droughts that began in 1906, 1927, 1945, 1950, 1955, 1961, 1968, 1980, 1984, 1998, and 2006 were the most severe.

Using data from the Palmer Drought Severity Indices (PDSI) for summer (June-August), the above data can be generated for the past 100 years, and beyond that into the 1700's based on

data gathered from tree rings. Additional years of drought occurred in 1849, 1890, 1896, 1897, 1898, 1925, 1927, 1932, 1955, 1967, 1981, 1986, 1998, and 1999. Between 1845 – 2009, there have been approximately 18 years of extreme dry conditions, averaging one event every 8.25 years. Consequences have resulted in some drinking water wells going dry, and crop losses. Drought affects minimal tourist activities such as fishing and water sports.

In the last 20 years, there are five heat wave occurrences in Taylor County according to the National Weather Service. These occurred in July 2002, August 2007, August 2011, July 2015, and July 2019. The most extreme were in July 2002, July 2015, and July 2019. Most of these events lasted only a few days and rarely lasted a week. There were no recorded injuries or deaths for the county during this event, nor were there any structural damages reported.

### **Probability: Low**

Records seem to mirror the National average every 8.25 years. Suwannee River Water Management District records reveal that Taylor County was in a drought period from 2009 until 2012 when Tropical Storm Debby occurred. If an issue arises, it will occur over a period of days and weeks, so there will be time for preparations and contingency planning at the time of the event.

Although the probability is low, occurring longer than every five years, the severity can be extreme due to its long duration. For a state that receives about 58 inches of rain annually, a discussion of drought in Florida might appear to be of little relevance, but drought is a part of our climate, just like hurricanes, thunderstorms, wildfires, and tornadoes. Unlike the other hazards that affect the state, droughts can impact large areas and last for months, even years.

Probability of a heat wave is low which matches with recorded data of only one occurring every four years in the last 20 years. The trend of this return period may shorten as climactic changes are being seen; however, no data source currently shows this for Taylor County.

### **Impacts**

As stated by the National Drought Mitigation Center... "A few examples of direct impacts of drought are: reduced crop, rangeland, and forest productivity; increased fire hazard; reduced water levels; increased livestock and wildlife mortality rates; and damage to wildlife and fish habitat. Social impacts include public safety; health; conflicts between water users; reduced quality of life; and inequities in the distribution of impacts and disaster relief. Income loss is another indicator used in assessing the impacts of drought; reduced income for farmers has a ripple effect throughout the region's economy".

The heat can kill by taxing the human body beyond its abilities. In a normal year, about 175 Americans die to the demands of summer heat. In the 40-year period from 1936 through 1975, nearly 20,000 people were killed in the United States by the effects of heat and solar radiation. In the disastrous heat wave of 1980, more than 1,250 people died. Elderly persons, small children, chronic invalids, and those on certain medications or drugs, are particularly susceptible to heat reactions, especially during heat waves in areas where a moderate climate usually prevails.

Heat kills by pushing the human body beyond its limits. Under normal conditions, the body's internal thermostat produces perspiration that evaporates and cools the body. However, in a heat wave and high humidity, evaporation is slowed, and the body must work extra hard to maintain a normal temperature. Most heat disorders occur because the victim has been

overexposed to heat or has over exercised for his or her age and physical condition. Other conditions that can induce heat-related illnesses include stagnant atmospheric conditions and poor air quality.

A prolonged drought can have a serious economic impact on a community. Increased demand for water and electricity may result in shortages of resources. Taylor County has not experienced any major droughts in the past several years. However, should a prolonged drought occur during the summer months, with temperatures above normal levels, there could be losses in certain areas of the agriculture production.

The risk of wildfire cannot be understated. Although covered earlier, serious wildfire threat can tax emergency services, water supplies, and reduce air quality. Typically, drought and wildfire risk go hand in hand.

### **Vulnerability**

Small children are incredibly susceptible to heat, especially in a vehicle as it only takes approximately 10 minutes to heat up 19 degrees, so that it can reach lethal temperatures quickly. A child is more susceptible than adults to heat as their bodies heat up 3 to 5 times quicker and can suffer a heat stroke.

If the county experiences extended periods of extreme heat, especially when combined with high humidity, it can result in heat-related illness among vulnerable populations, as well as place excess stress on agricultural production, water supplies, and energy generation.

People 65 years old and older are the most vulnerable population for this weather phenomena. Taylor County has 19.1% which is 4,221 persons in this age class. The next classification of people most vulnerable to heat waves would be the 19.8% of the population, which is 4,375 persons living below the poverty level who may have substandard housing without air conditioning or a reliable vehicle that may overheat easily or not have air conditioning. In an extended heat wave situation this could be very serious causing the need for shelters or comfort stations to open.

Drought situation would be deleterious to crops and timberland. Extended droughts or heat waves can kill crops. Extended droughts can stress timberlands to a point they are weakened and could cause an outbreak of the deadly Southern Pine Beetle which attacks stressed trees and begins to spread to healthy trees. Southern Pine Beetle causes millions of dollars of timber loss each year and has been identified in Taylor County as recently as 2017.

Due to the hot and humid climate of Florida, all residents and business are used to high temperatures so this type of hazard does not represent as much of a hazard situation as it would to other areas with less water resources, air-conditioning, and refrigeration capabilities.

### **The City of Perry - Vulnerability**

The City of Perry has a slightly different vulnerability to heat and drought than the rest of the county. The urban environment of the City and the surrounding areas puts a higher population of humans at risk from heat related illnesses. There are additional resources in the City that can aid these problems, but the human risk is higher than the rest of the county at large. The city does not have a substantial economic risk from this hazard. The county areas with the high level of agriculture, livestock, and timber forest are much more economically vulnerable than the City of Perry.

## Future Development and Drought

As Taylor County and the City of Perry grow, it increases the risks of drought and related heat issues. Higher population will increase the demand on water resources for human, agricultural and livestock needs. This will make the environment more prone to drought conditions. In addition, larger populations of humans and animals will increase the possibilities of injury, sickness, and death due to heat conditions.

## 7. Freeze and Winter Storms

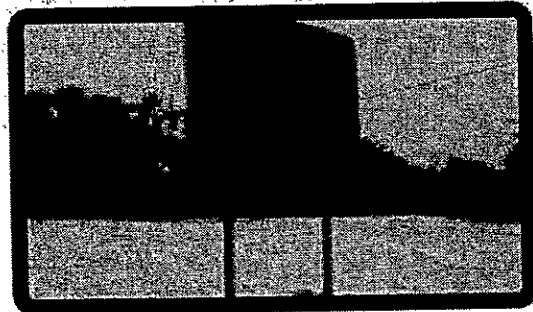
### General Description

Winter storms may include extreme cold temperatures (freeze), high winds, snow, and ice, all of which have the potential to impact people, structures, and infrastructure. During the winter, the North Florida region is occasionally invaded by massive cold fronts that originate far to the north and the results are carried to the Southern states. Although the temperature within these air masses rises significantly during their passage to Florida, they are capable of bringing intense cold to the State.

Florida has experienced occasional cold fronts that can bring high winds and relatively cooler temperatures for the entire state, with high temperatures that could remain into the 40s and 50s (4 to 15 °C) and lows of 20s and 30s (-7 to 4 °C) for few days in the northern and central parts of Florida, although below-freezing temperatures are very rare in the southern part of the state.

Temperatures can reach freezing levels enough to cause damage to crops and water lines/pipes. Freezing occurs when temperatures are below freezing (32° F) over a wide spread area for a significant period of time. Freezing temperatures can damage agricultural crops and burst water pipes in homes and buildings. Frost, often associated with freezes, can increase damaging effects. Frost is a layer of ice crystals that is produced by the deposition of water from the air onto a surface that is at or below freezing. A freeze warning is issued to make the public and agricultural interests aware of anticipated freezing conditions over a large area. Similarly, hard freeze is issued under the same conditions as a freeze warning, but the temperatures may stay well below 28°F for a duration of four hours or more.

Not a year goes by when there is not some damage to the citrus or vegetable crop somewhere in the State. Severe freezes in the 19th and 20th centuries gradually drove the center of citrus production southward from the Orlando area to southern Polk County. Winter vegetable growers have long concentrated their production south of Lake Okeechobee, where they gamble each year that their crop will be spared a severe blow from freezes.



### Location

The entire planning area is susceptible to winter storms and freezes. Taylor County is not generally susceptible to winter storms, because temperatures rarely reach snow-producing levels; this does not mean that snow and winter weather is unheard of, but it is a rare occurrence. The climactic conditions for long lasting winter storms are also not favorable.

### **Extent**

A winter storm can range from moderate snow over a few hours to blizzard conditions with high winds, freezing rain or sleet, heavy snowfall with blinding wind-driven snow and extremely cold temperatures that lasts several days. Some winter storms may be large enough to affect several states while others may affect only a single community. All winter storms are accompanied by cold temperatures and blowing precipitation, which can severely reduce visibility.

A freeze is when the surface air temperature is expected to be 32°F or below over a widespread area for a climatologically significant period of time. Use of the term is usually restricted to advective situations or to occasions when wind or other conditions prevent frost. "Killing" may be used during the growing season when the temperature is expected to be low enough for a sufficient duration to kill all but the hardiest herbaceous crops. A Freeze Warning is issued during the growing season when surface temperatures are expected to drop below freezing over a large area for an extended period of time, regardless whether or not frost develops.

### **Historical Occurrences**

The State's record minimum temperature was set in February 1899 when Tallahassee experienced -2° F. Once cold waves move onto the peninsula the relatively warm waters of the Atlantic and the Gulf of Mexico exert their influence, and the airmass' temperature rises.

In the winter of 1989, Taylor County suffered a major freeze lasting over two days. Temperatures remained below 32° during the day and dropped down to 17°F at night, causing some roadways to ice over and creating hazardous traffic conditions. For example, approximately 52 traffic accidents, without major injuries, occurred one morning within an 8-mile section of Highway 19 between Pineland and the south county line. The death of one elderly person was also attributed to the freeze due to lack of adequate heating in the home. Electricity was out through the county due to problems with power lines and trees and debris. The restoration of services was also delayed by transportation issues caused by icy conditions.

During the past 5 years Taylor County has averaged freezing levels only 23 days below 32°.

In January 2018, Taylor County had a severe freeze but it only lasted a few days. No accidents due to the weather were caused in the planning area. Some powerlines did freeze and were laden with ice and a few broke. All in all, it was minor impacts to the residents. North of the planning area, in Tallahassee, there were some blackouts, some snow, sleet, and much more ice causing the closing of Interstate-10 for one day.

### **Probability: Low**

There is a distinct probability that winter weather will again impact anywhere in Taylor County in the near term. Every winter this possibility must be considered and appropriate preparations must be made for traffic conditions and potential power outages. However, the chance of a seriously damaging winter season is not high when compared with the rest of the county. The probability of a significantly damaging winter storm is considered low by the LMS Working Group.

The climate in the Florida Panhandle is mild, compared to the remainder of the nation to the north, and winter storms of this nature are very rare. During the winter, Florida has approximately double the amount of hours of sunlight than the states to the north, resulting in



milder temperatures, so winter storms and freezes are not a very high priority for the Taylor County LMS Working Group. However, should a prolonged freeze occur any time between January and March, there is potential risk to human life due to exposure to the weather and more importantly automobile accidents due to freezing road conditions.

### **Impacts**

In climates like North Florida where people are not accustomed to freezing temperatures and winter storms, crops are planted for warmer climates and homes or businesses do not winterize, impacts can, at times, be severe. Impacts include broken pipes affecting water supplies, increased accidents from inexperienced driving on snowy or icy roadways, icy powerlines breaking and interrupting electricity, extensive damage to crops. These are rare occurrences in North Florida occurring about every thirty years. For the most part, the impacts are not severe and are not long lasting in Taylor County. The majority of Taylor County's agricultural products revolve around the timber industry. The timber industry is not completely immune to freezes and winter storms; however, most freezes and winter storm impacts, like freezing rains and hail are not harmful to the industry in Florida.

### **Vulnerability**

Vulnerability in Taylor County due to winter storms and freezing conditions can be characterized in three categories:

- Human health issues due to exposure. In severe conditions many Floridians will be unprepared for extreme cold. Being a state near the tropics, warm and hot temperatures are the norm. Therefore, most residents focus on cooling and air-conditioning investments rather than heating. Some residents will not have sufficient heat and could be exposed and suffer the consequences. Other residents will cause themselves injury or worse using dangerous electric and propane heaters or even open fires. At least once per year, Taylor County opens a small shelter or puts one on standby to assist citizens without proper heating capabilities.
- Agricultural and livestock issues due to exposure. Much of Taylor County's economy is based on agriculture and livestock, so extreme cold conditions will severely impact this sector. Prolonged periods of cold will result in losses to crops and animals that will endanger the businesses of many small and medium sized farms.
- Transportation issues due to icy driving conditions. Highways 19, 98, 221 and 361 are the major transportation corridors for the county. With winter storms, these roads may become icy causing dangerous conditions for commercial and residential traffic throughout the county. Accidents are a high probability with the subsequent injuries and economic impact. In addition, there will be an increase in costs to the county for providing services such as police for accident reporting and traffic control, public works for debris removal and road repairs, and emergency services for managing the event.

People 65 years old and older are the most vulnerable population for this weather phenomena. Taylor County has 19.1% which is 4,221 persons in this age class. The next classification of people most vulnerable to freezes and winter weather would be the 19.8% of the population, which is 4,375 persons living below the poverty level who may have substandard housing without heating. In some extreme freezing weather shelters can be opened to protect vulnerable populations from the weather.

## City of Perry - Vulnerability

The likelihood of winter weather affecting the City of Perry is exactly the same as it is for the rest of the unincorporated county. Based on the overall vulnerability for the county, the City of Perry does differ in the lack of agriculture and commercial livestock. The city will be most vulnerable to transportation and traffic issues due to the greater number of roads and the higher and denser population. Also the larger number of people will increase the probability of injuries, illnesses or deaths related to the cold.

## 8. Sinkholes

### General Description

A sinkhole is a natural depression or hole in the Earth's surface caused by karst processes — the chemical dissolution of carbonate rocks or suffosion processes for example in sandstone. Sinkholes may vary in size from less than 1 to 600 meters (3.3 to 2,000 ft) both in diameter and depth and vary in form from soil-lined bowls to bedrock-edged chasms. They may be formed gradually or suddenly and are found worldwide.

Sinkholes are a common feature of Florida's landscape. They are only one of many kinds of karst landforms, which include caves, disappearing streams, springs, and underground drainage systems, all of which occur in Florida. Dissolution of carbonate rocks begins when they are exposed to acidic water. Most rainwater is slightly acidic and usually becomes more acidic as it moves through decaying plant debris.

Limestone in Florida is porous, allowing the acidic water to percolate through their strata, dissolving some limestone and carrying it away in solution. Over time, this persistent erosion process has created extensive underground voids and drainage systems in much of the carbonate rocks throughout the state. Collapse of overlying sediments into the underground cavities produces sinkholes.

Although a sinkhole can form without warning, specific signs can signal potential development:

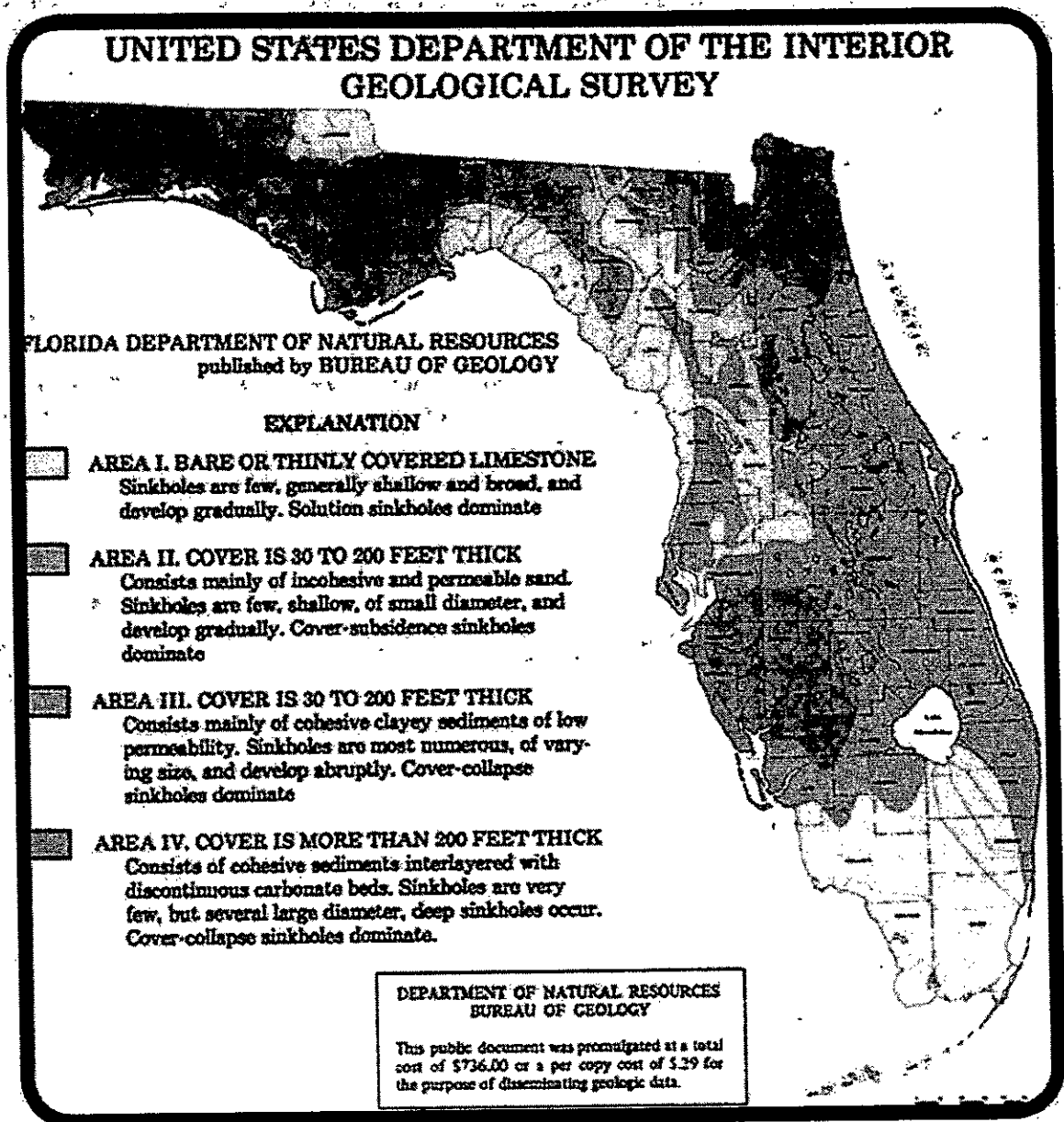
- Slumping or falling fence posts, trees or foundations;
- Sudden formation of small ponds;
- Wilting vegetation;
- Discolored well water; and/or
- Structural cracks in walls, floors.

According to the Suwannee River Water Management District (SRWMD) and the U.S. Geological Survey there are many types of sinkholes, but the two occurring most often within the SRWMD are *collapse* and *solution* sinkholes.

A collapse sinkhole forms suddenly as the weight of the overlying soil suddenly becomes too great, and the earth collapses until it fills the limestone cavity. At land surface, a circular hole appears, which may or may not contain water. Factors that may contribute to the collapse include:

- Large changes in the water table caused by too much or little rain
- Drilling a well into the cavity
- Pumping groundwater from near the cavity
- Constructing buildings above the cavity

- Diverting drainage to the areas where a cavity exists.



Source: United States Department of Natural Resources, published by the Bureau of Geology

Figure 29. Explanation and Map of Sinkhole Areas

A solution sinkhole, on the other hand, develops slowly and continuously. It forms where sand or other relatively thin materials slowly and steadily sprinkle downward to fill the cracks and joints that occur in the underground limestone layers.

As a sinkhole gets bigger, it collects more surface water and runoff, which commonly carries sand, silt and clay particles. This material can sometimes plug the sinkhole, thereby creating a lake or pond. Lakes that once were collapse sinkholes can sometimes unplug and drain into the underground aquifer. If the lake becomes polluted, this can be a health hazard to the people whose drinking water wells tap into the connected aquifer.

### **Location**

Sinkholes may occur anywhere in the planning area due to the geology. Sinkholes have been recorded in most areas of the county (Figure 30).

### **Extent**

According to the United States Department of Natural Resources, published by the Bureau of Geology, Taylor County is in Area I in most of the county and Area III in the northeastern portion of the county (Figure 29). In Area I, has bare of thinly covered limestone. The sinkholes are few, generally shallow and broad, and develop gradually. Solution sinkholes dominate. The Area III cover is 30 feet to 200 feet thick. This Area consists mainly of cohesive clayey sediments of low permeability. Sinkholes are numerous of varying size and develop abruptly. Cover-collapse sinkholes dominate.

### **Historical Occurrences**

The Florida Department of Environmental Protection (FDEP) maintains the official sinkhole database for the State of Florida and has over 2,759 individual reports. The following is pulled directly from the FDEP website and is a site map of all reported sinkholes in the general area of Taylor County. The database shows a total of 27 sinkholes for Taylor County.

Taylor County has had multiple reports of small sinkholes that have opened on private property, but without any structure damage. In the areal flooding experienced in the Spring of 2014 a large 10'X 10' sinkhole opened in the vicinity of the flooding in a private driveway off of Dewey McGuire Rd. Other small sinkholes opened on private property with size ranging from 1 foot across to 2 foot across.

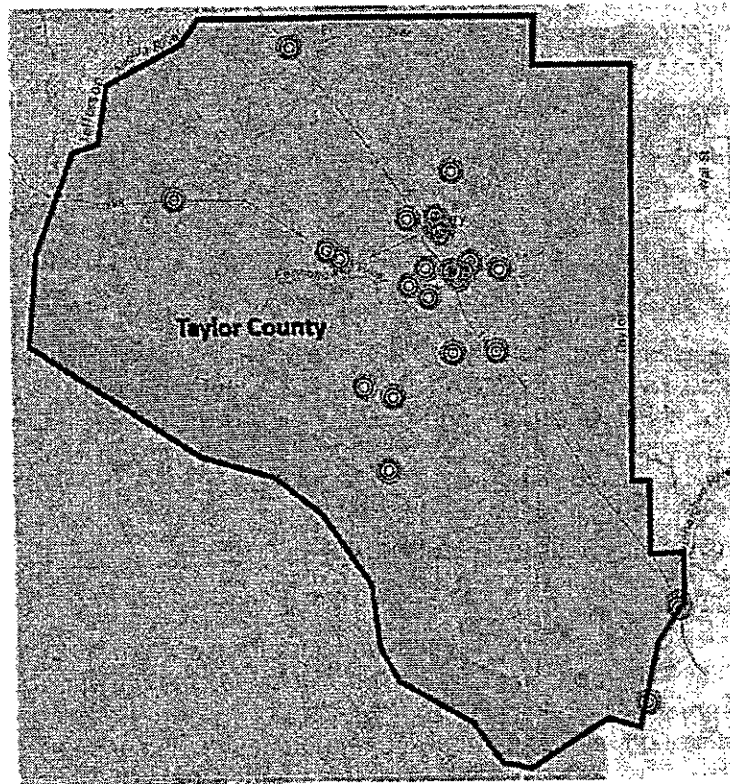
In August/September 2015 the Steinhatchee area was impacted by over 20 inches of rainfall in a short period causing both riverine and areal flooding. As the water receded a sinkhole developed at an area on SR 51 north of Steinhatchee. The hole cost the FDOT over \$300,000 to repair and caused the roadway to be closed at various times during the month long process. Road closures caused long detours for residents, school students and the seasonal tourist and fishing industry. Several other small sinkholes (1'x1') opened during this same flooding event, including one on county maintained River Avenue and also on Granger Drive. All sinkholes on county maintained roads were quickly filled after each incident.

According to the county road department, the county emergency management office and the FDEP sinkhole database, no other sinkholes have occurred since 2015.

Table 25. List of Sinkholes for Taylor County

Reference #	Date	Longitude	Latitude
38-005	1/1/1970	-83.5856	30.07919
38-004	2/23/1970	-83.513	30.00524
38-503	6/1/1970	-83.5667	30.11719
38-008	8/14/1970	-83.6753	30.08893
38-504	8/29/1971	-83.575	30.11542
38-007	10/11/1971	-83.5588	30.07731
38-002	7/17/1972	-83.8472	30.14305
38-009	7/17/1972	-83.5588	30.00395
38-012	7/29/1982	-83.6046	30.12409
38-010	9/5/1984	-83.5528	30.06975
38-508	10/11/1984	-83.5583	30.16656
38-006	8/14/1985	-83.358	29.68804
38-505	12/10/1986	-83.6033	30.06421
38-513	7/17/2000	-83.6319	30.46477
38-500	10/3/2000	-83.3246	29.77511
38-001	7/7/2003	-83.6514	29.97361
38-501	7/20/2007	-83.3246	29.77511
38-510	8/23/2008	-83.5748	30.12542
38-506	8/23/2008	-83.5689	30.11067
38-509	3/23/2013	-83.5091	30.07859
38-507	3/23/2013	-83.583	30.05395
38-512	6/27/2013	-83.3247	29.77895
38-003	8/23/2013	-83.6886	30.0963
38-511	8/23/2013	-83.6274	29.89821
38-011	1/11/2014	-83.6223	29.9647
38-502	5/29/2014	-83.5461	30.07694
38-013	8/15/2015	-83.5394	30.08499

Source: <https://ca.dep.state.fl.us/mapdirect/?focus=fgssinkholes>



Source: <https://ca.dep.state.fl.us/mapdirect/?focus=fgssinkholes>

Figure 30. Historical record of sinkholes in Taylor County.

### **Probability**

The probability that a sinkhole will occur in Taylor County sometime in the near future is low to medium, but the likelihood of this hazard causing significant damage to the county in general is very low. These events are isolated and usually very small in geographic extent. This hazard is considered a relatively low priority for the LMS Working Group.

### **Impacts**

The impacts in the planning area are few. Sinkholes occurring in a major roadway could be dangerous and severely impact transportation. U.S. Highways 27, 98, and 221 pass through the county with goods for other parts of the county, not to mention the massive timber industry in the county. Impacts to transportation could cause high impacts to the local and potentially surrounding economy.

Other impacts include damage to houses or personal property, damage to businesses, and damage to infrastructure. The sinkholes that occur in these geologic areas referenced above, do not typically become very large across. Many of the sinkholes that have occurred in the planning area have been filled or repaired.

### **Vulnerability: Low**

Sinkholes are very localized in nature. Any vulnerability is to individual structures or roadways. As noted earlier, historically and geologically, these types of sinkholes do not become extremely wide encompassing vast areas. Due to these factors the vulnerability is low for the planning area.

#### **Future Development and Sinkholes**

Based on the levels of risk shown on the map above, the area around the City of Perry has a higher degree of risk than other areas of the county. As the city continues to grow relatively more than the unincorporated county, the risks associated with sinkholes in this area will increase with the higher populations and the greater number of structures.

#### **City of Perry – Vulnerability**

The areas in and around the City of Perry are more at risk to sinkholes than other areas of the unincorporated county. Based on participation and feedback from the City Public Works Department, sinkholes can damage the city's infrastructure including water and sewer pipes and roads. Some of the roads at risk include Courtney Road and also 9<sup>th</sup> Street.

## **9. Coastal and Riverine Erosion**

### **General Description**

Soil erosion is the process by which the land surface is worn away by the action of wind, water, ice and gravity. The process of soil erosion involves detachment of sediments from the soil mass, transportation primarily by flowing water or wind, and eventual deposition of sediment. Raindrops falling on bare or sparsely vegetated soil detach soil particles. Water flowing over the ground picks up the particles and carries them. As runoff gains velocity, it tends to form channels and detaches more soil particles. This action cuts rills and gullies into the soil, adding to the sediment load. Wind erosion is also a significant cause of soil loss, especially in

peninsular Florida. Winds blowing across unvegetated, disturbed land pick up soil particles and carry them along. Additional information on wind erosion and its control is available from the Natural Resources Conservation Service (formerly the Soil Conservation Service). Sedimentation is the settling out of the soil particles transported by water and wind.

Sedimentation occurs when the velocity of water in which the soil particles are suspended is slowed to a sufficient degree, and for a sufficient period of time, to allow the particles to settle out of suspension. Heavier particles, such as sand and gravel, settle out more rapidly than do fine particles such as clay and silt.

Natural, or geologic erosion, has occurred at a relatively slow rate since the earth was formed. It is a major factor in creating the earth as we know it today. The great river valleys of the panhandle, the rolling farmlands and orchards of the central ridge, the productive estuaries, and the barrier islands of the coast are all products of geologic erosion and sedimentation. Except for some cases of shoreline and stream channel erosion, natural erosion occurs at a very slow and uniform rate; and is a vital factor in maintaining environmental balance. Geologic erosion produces about 30 percent of all sediment in the United States.

However, not all erosion is gradual. It can occur quite quickly as the result of a flash flood, coastal storm, or other event. Most of the geomorphic change that occurs in a river system is in response to a peak flow event. It is a natural process, but its effects can be exacerbated by human activity. Erosion is a problem in developed areas where the disappearing land threatens development and infrastructure.

Over 50% of Florida's beaches are experiencing erosion. At present, about 299 of the state's 825 miles of sandy beaches are experiencing "critical erosion", a level of erosion which threatens substantial development, recreational, cultural, or environmental interests. The impact of raindrops and sheet flow on the soil surface is the beginning in the erosion process. The extent of erosion is determined on the size and velocity of raindrops and the amount of precipitation and intensity or severity of thunderstorms, hurricane or tropical storm events, which can be very erosive to the soil. Moving water is the most likely natural agent of erosion. Erosion by rivers is caused by the scouring action of the sediment-containing flowing water.

Human intervention, as by the removal of natural vegetation for farming or grazing purposes, can lead to or accelerate erosion by wind and water. The erodibility is influenced by many factors, some of which vary during the year and/or vary with soil management.

### Location

The planning area can experience coastal erosion along its 45 miles of coast and along its major and minor riverine waterways (Figure 31).

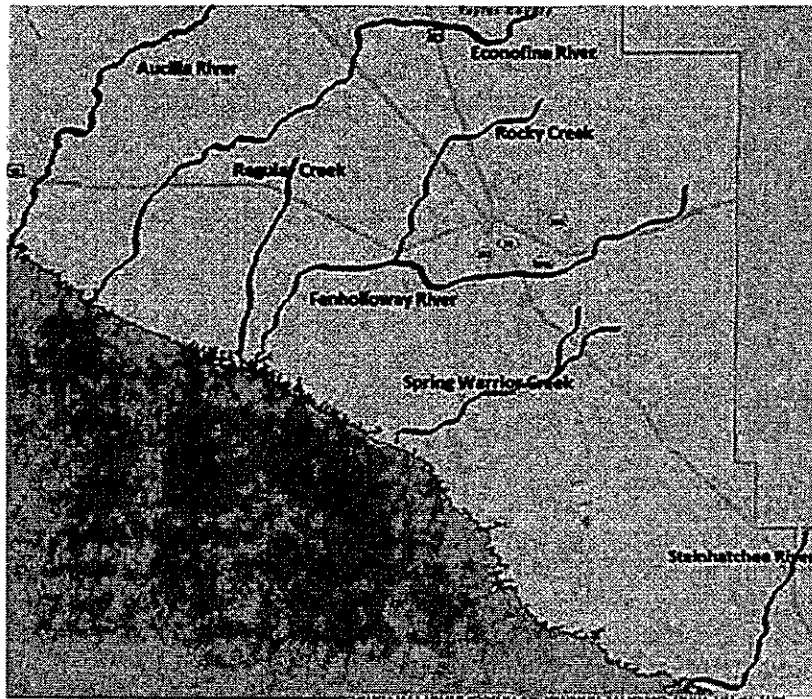


Figure 31. Coastal Area and River System of Taylor County

### Extent

Coastal erosion is measured by feet of erosion per year. This is not a major issue on the Taylor County Coast owed to the vegetated coast and low energy waves that are found there.

There are a variety of methods for measuring riverbank erosion rates. A direct method is to insert metal rods (called "erosion pins") into the bank and marking the position of the bank surface along the rods at different times. This simple measurement technique can be enhanced with the use of a data logger attached to a rod of photoreceptors; the logger records the voltage, which is an indication of how much of the rod is exposed.<sup>[3]</sup> Another common method is to survey a stream cross section repeatedly over time. This measures the erosion rate in addition to changes in the geometry of stream banks. Aerial and satellite imagery can be used to measure rates of bank erosion and river channel migration at larger spatial scales by comparing bank locations at various times. Finally, there are a variety of less common methods like using sedimentology or tree age to calculate erosion rates by approximating historic locations of the river channel. *Source: Wikipedia: Bank Erosion*

### Historical Occurrences

There are no records of historical occurrences of coastal erosion besides the short distance of critically eroded beach in Dekle Beach discussed below.

During the 2015 flood event in Steinhatchee over 20 roads were underwater requiring various level of repair after water receded. This also can affect the other coastal communities of Dark Island, Keaton Beach, Ezell and Cedar Island.



Hurricane Hermine in September 2016 caused extensive damage, including beach erosion to the Keaton Beach area. In 2017, repairs to beach amounted to \$10,500 for 400 tons of masonry sand to replace beach lost during the storm.

### **Probability: Low**

Taylor County has approximately 45 miles of low energy (no waves) coastline this and the heavy vegetation along the coast combine to make coastal erosion a low probability. Riverine erosion is exacerbated by destruction of vegetation along the river's edge. Taylor County is a major timber producer in the southeast United States. The State of Florida implements the silvicultural best practices monitored by the Florida Forest Service. These practices are designed as the minimum standards necessary for protecting and maintaining the State's water quality as well as certain wildlife habitat values, during forestry activities. As such, they represent a balance between overall natural resource protection and forest resource use. In the past few years there have been no violations of these best practices which directly translates to a protection of the riverine system of Taylor County.

### **Impacts**

Erosion leads to increased pollution and sedimentation in streams and rivers, clogging these waterways and causing declines in fish and other species. Degraded lands along rivers and streams are also often less able to hold onto water, which can worsen flooding. Coastal flooding can lead to loss of land, habitat, and affect critical infrastructure.

### **Vulnerability**

According to the Florida Department of Environmental Protection, Division of Water Resource Management Critically Eroded Beaches in Florida study (June 2019), there is 0.2 miles classified as critically eroded beach (Figure 32). This area is close to some residences; however, does pose a serious threat to residents.

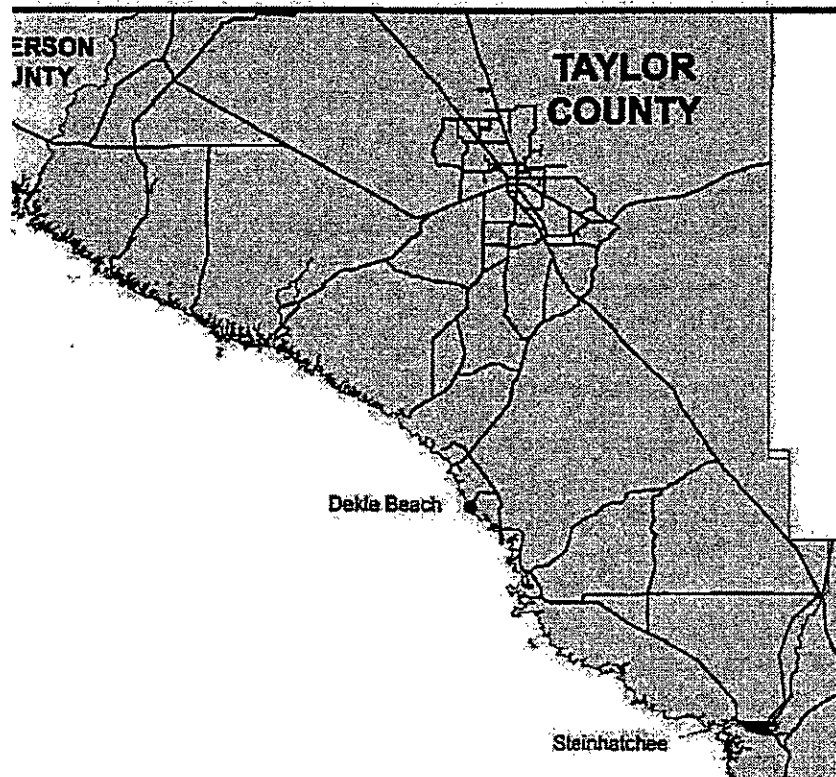


Figure 32. 0.2 Miles of the 45 Mile Coast is Classified as Critically Eroded Beach

Most of this coastal area is partially vulnerable to erosion caused by astronomical high tides or from storm surges. The extent of the erosion is minor, and not expected to exceed one foot of shore per decade. This can be exasperated by hurricanes or winter storms. Particular attention is focused on the roads that run along the coastlines.

These roads tend to be impacted by saltwater and debris and over time the ground around the roads is eroded. This road damage is in constant need of repair by the county. River Road in Steinhatchee and Front Road in Dekle Beach are both very close to the coast and are vulnerable to erosion.

The major rivers do have some erosion and the potential for more, but there is little established data for comparisons and analysis. Taylor County group does not consider this hazard to be a primary threat to human life or of significant economic potential. Further research about the probability, extent and damage associated with this hazard needs to be conducted and will be addressed in the future by the Taylor County LMS Work Group as applicable.

Taylor County does not have fast flowing rivers and is not susceptible to any significant degree of riverine erosion. The coastline is predominately tidal marsh land and does not erode. The coastal area is not susceptible to subsidence either.

#### Future Development and Erosion

As the county and the City of Perry grow and develop, the issue of erosion may become more important. This is especially true considering the increased development considered in the County Vision 2060 Plan where up to an extra 188,000 units could be built near the coastline.

### **City of Perry – Vulnerability**

The Fenholloway River flows on the southern side of the City of Perry and is not susceptible to erosion due to the well vegetated banks and nearly negligible amounts of disturbance on its banks.

## **Emergency Support Function (ESF) 1 Transportation**

**Primary Agency:** Taylor County School District

**Support Agencies:** Taylor County Public Works  
Big Bend Transit  
Taylor County Senior Citizen's Association

### **I. Purpose**

The purpose of Emergency Support Function 1 is to provide, in a coordinated manner, the resources (human, technical, equipment, facility, materials and supplies) of member agencies to support emergency transportation needs during an emergency or disaster in Taylor County. Emergency Support Function 1 can provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives. The Emergency Support Function 1 Emergency Coordination Officer (ECO) is appointed by and located in the Taylor County School Board and directs all aspects of emergency management. Emergency Support Function 1 resources are used when individual agencies are overwhelmed and County Emergency Response Team requests additional transportation services.

The priorities for allocation of these assets will be:

- Evacuating persons from immediate peril.
- Transporting materials, personnel, and supplies for the support of emergency activities being conducted and as requested by the Taylor County EOC and its member agencies.
- Transporting relief supplies necessary for recovery from the emergency.
- Coordinating activities with assistance from support agencies, and prioritize the allocation of available resources.

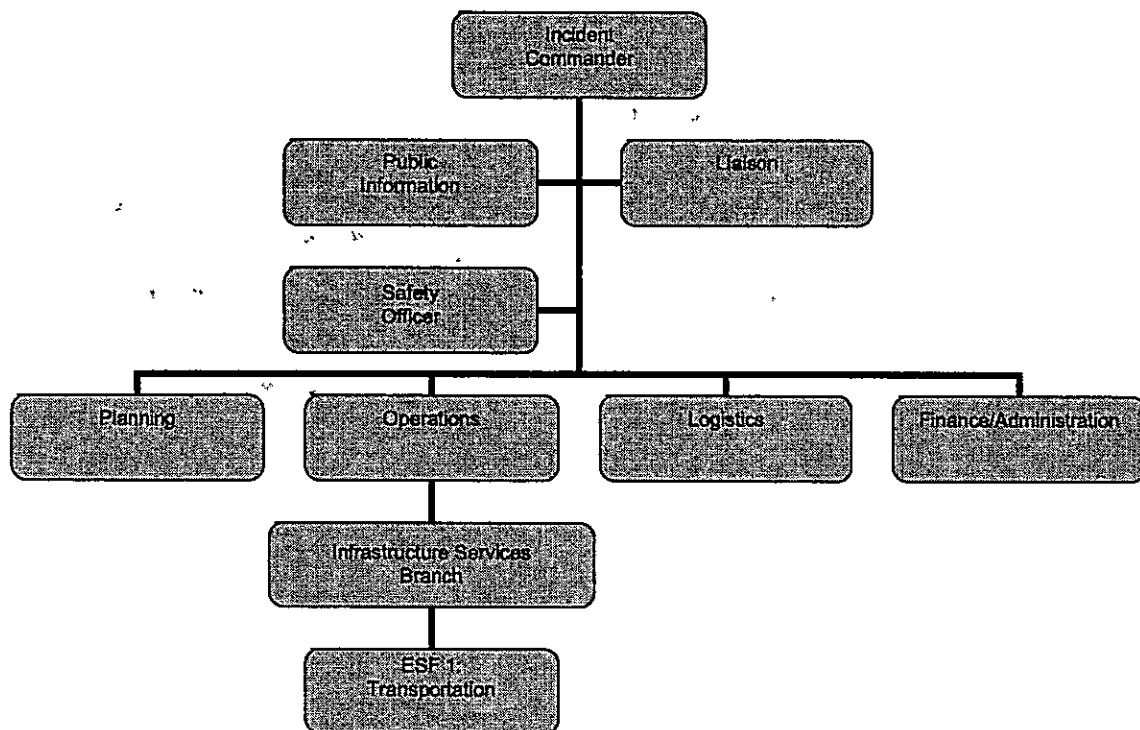
### **II. Concept of Operations**

#### **A. GENERAL**

1. Emergency Support Function 1 is organized consistent with State Emergency Operations Center and the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, and coordination and support operations to Taylor County through the Taylor County Emergency Response Team, Area Operations and State Emergency Response Teams to assure a timely and appropriate response to an emergency or situation.
2. Procedures, protocols and plans for disaster response activities are developed to govern staff operations at the Taylor Emergency Operations Center and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe Emergency Support Function 1 capabilities

(based on the National Planning Scenarios, the Universal Task List and the Target Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.

3. In a large event requiring local or State mutual aid assistance, Emergency Support Function 1 will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of required assets.
4. Throughout the response and recovery periods, Emergency Support Function 1 will evaluate and analyze information requests to move people, materials, equipment and other resources as necessary; develop and update assessments of the transportation service situation and status in the impact area; and undertake contingency planning to meet anticipated demands or needs.



**Figure 1 – Incident Command System Structure: ESF 1 – Transportation**

## **B. ORGANIZATION**

### **1. COUNTY**

- a. During an activation of the County Emergency Operations Center, support agency staff is integrated with Taylor County School District staff to provide support that will allow for an appropriate, coordinated and timely response.
- b. During an emergency or disaster event, the Emergency Operations Center, Operations Section Chief will coordinate the support resources from the support agencies with the Infrastructure Services Branch Chief.
- c. During the response phase, Emergency Support Function 1 will evaluate and analyze information regarding transportation services requests. Also, Emergency Support Function 1 will develop and update assessments of the

transportation services status in the impacted area and undertake contingency planning to meet anticipated requirements.

- d. Taylor County Emergency Management will develop and maintain the overall Emergency Support Function 1 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, The National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.
- e. Taylor County School District shall be represented in Emergency Support Function 5 (Information and Planning) and support disaster intelligence collection and analysis as relates to the Emergency Support Function 1 mission.

## 2. AREA

- a. The Infrastructure Services Branch Chief, in consultation with the requesting jurisdiction, may obtain additional transportation service resources via established mutual aid agreements.
- b. The Florida Department of Transportation serves as the lead agency for transportation service coordination and support, and will designate a liaison to the EOC from the Regional Office and/or the Regional Domestic Security Task Force (RDSTF). The liaisons have been trained to carry out Emergency Support Function 1 missions, and will provide operational support to the EOC and/or field activities.

## 3. STATE

- a. During an activation of the State Emergency Operations Center, the Department of Transportation is the designated lead agency for State transportation services and will provide a liaison to facilitate requests for transportation service resources to local Emergency Operations Centers.
- b. During an emergency or disaster event, the primary and support agencies of Emergency Support Function 1 at the State Emergency Operations Center will report to the Infrastructure Services Branch Chief, who reports to the Operations Section Chief under the overall direction of the State Coordination Officer.
- c. The Department of Transportation develops and maintains the overall Emergency Support Function 1 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

### C. ALERTS/NOTIFICATIONS

1. The Taylor County Emergency Management will notify the County Warning Point when information comes to their attention indicating that an emergency or disaster situation is developing.
2. The County Warning Point, will notify the "on call" Emergency Duty Officer and/or Emergency Coordinating Officer (ECO) for Emergency Support Function when the county or an area of the county has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
3. Emergency Support Function 1 will be activated or placed on standby upon notification by the County Emergency Management Office. The primary and support the Transportation representatives or designees will jointly manage the emergency activities of Emergency Support Function 1.
4. Upon instructions to activate Emergency Support Function 1 will implement procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

### D. ACTIONS

Actions carried out by Emergency Support Function 1 are grouped into phases of emergency management: prevention, preparedness, protection, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. Emergency Support Function 1 encompasses a full range of activities from training to the provision of field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services. The following services may be provided:

- Assessment of potential impacts of scenario events and transportation needs.
- Continuous inventory of transportation assets, including transit buses, trolleys, passenger vans, wheelchair equipped buses, and School District school buses.
- Transportation of ambulatory and wheelchair bound persons.
- Transportation of resources and Emergency Support Function 1 assets, including buses, vans, equipment and supplies.
- Transportation and evacuation public information and risk communication.
- Transportation management, command and control of assets.
- Transportation activities related to terrorist threats and/or events.
- Evacuation and re-entry support.
- Maintenance of list of essential employees who because of their expertise and nature of assigned responsibilities are "on call" throughout all phases of a major disaster operation.

## 1. PREPAREDNESS ACTIONS

- a. Actions and activities that develop Transportation response capabilities may include planning, training, orientation sessions, and exercises for Emergency Support Function 1 personnel (i.e., County, State, Regional, and Federal).
- b. Coordinate with Emergency Support Function 5 (Information and Planning) to identify essential elements of information that should be incorporated into rapid needs assessments for Emergency Support Function 1.
- c. Conduct planning with Emergency Support Function 1 support agencies, Regional Domestic Security Task forces, and other emergency support functions to refine Transportation operations.
- d. Prepare and maintain emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency. Ensure lead agency personnel are trained in their responsibilities and duties.
- e. Develop and present training courses for Emergency Support Function 1 personnel, provide information on critical facilities to the County Emergency Management and develop protocols for frequently provided services.
- f. Conduct all hazards exercises involving Emergency Support Function 1.
- g. Coordinate with Emergency Support Function 5 (Emergency Management Division) to incorporate disaster intelligence into Emergency Support Function 1 training, preparedness and planning, including the use of this analysis to scale the mission requirements for the School System and Emergency Support Function 1 in a hurricane or other major disaster.
- h. Assess vulnerability of evacuation routes and shelters to storm surge, and develop alternative protective measures in transporting evacuees to safe shelters.
- i. Assign and schedule sufficient personnel to implement Emergency Support Function 1 tasks for an extended period of time.
- j. Maintain a list of Emergency Support Function 1 assets that that can be deployed during an emergency. Refer to the NIMS Resource Typing System in organizing and typing these resources.
- k. Manage inventory of wheelchair lift-equipped buses and other pre-designated assets that are essential to meeting the transportation needs of special needs groups.
- l. Develop, test, and maintain an automated or manual listing of emergency contacts, agency transportation resources, and points of contact for assets that can be attained through vendors or other sources.

## 2. RESPONSE ACTIONS

- a. Coordinate operations at the Emergency Support Function 1 office in the County Emergency Operations Center and/or at other locations as required.
- b. Establish and maintain a system to support on-scene direction and control and coordination with County EOC, regional task force and State EOC.
- c. Transportation support RDSTF in the investigation of a terrorist attack.
- d. Pre-position response resources when it is apparent that transportation resources will be necessary. Relocate transportation resources when it is



apparent that they are endangered by the anticipated impacts of the emergency situation.

- e. Monitor and direct transportation resources and response activities.
- f. Participate in EOC briefings, and sessions to prepare Incident Action Plans and Situation Reports.
- g. Obtain State resources through the County Comprehensive Emergency Management Plan (CEMP); coordinate all resources into the affected areas from designated staging areas.
- h. Coordinate with other County ESFs to obtain resources and to facilitate an effective emergency response among all participating agencies.
- i. Notify drivers of the potential threat and put drivers on stand-by alert status, updating as conditions change. In the event drivers are off duty when a potential threat arises, those designated will report by telephone or in person for further instructions.
- j. Evaluate and task the transportation support requests for threatened and/or impacted areas.
- k. Establish communications with appropriate field personnel and ensure that they are ready for timely response.
- l. Coordinate with support agencies to develop, prioritize and implement strategies for the initial response to EOC requests. The Emergency Medical Services Agency will provide transportation for the more critical special needs persons (see Emergency Support Function 18). These include persons who would not be able to travel by ambulatory means or wheelchair. Transportation for ambulatory and wheelchair persons will be provided by the Taylor County School Board.
- m. Utilize pre-determined evacuation routes to the extent possible. These routes are based on the designated general and special need shelters and are reviewed annually. Updates will be provided by the various EOC agencies as to the conditions of existing routes and any additional routes available by existing and changing conditions.
- n. Relay all emergency traffic regulations to all affected personnel.
- o. Activate the EOC Citizen Information Center, which receives calls for various transportation needs during disasters. Each call shall be recorded and forwarded to the Taylor County Emergency Management at the EOC for further action.

### 3. RECOVERY ACTIONS

- a. Continue to provide support as required until response activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdictions.
- b. Initiate financial reimbursement process for recovery activities when such support is available.
- c. After the initial actions are completed, assist in recovery operations of the EOC. Support agencies will continue to provide necessary emergency transportation, transportation of persons with special needs, transportation of emergency personnel, and transportation of emergency goods and services.

#### 4. MITIGATION ACTIONS

- a. Coordinate with the LMS Steering Committee and the Emergency Management Department to identify potential hazards and their impacts, and determine how these impacts may impede the Emergency Support Function 1 operation.
- b. Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

#### E. DIRECTION AND CONTROL

1. Emergency Support Function 1 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Department of Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Taylor County.
2. The Emergency Support Function 1 system operates at two levels: 1) County Emergency Operations Center; and 2) Field operations.
3. During emergency activations, all management decisions regarding County or regional response are made at the County Emergency Operations Center by the Emergency Support Function 1 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section Coordinators and staff at the County Emergency Operations Center assist the commander in carrying out the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.
4. A staffing directory and the Emergency Support Function 1 Emergency Operations Plan, its accompanying Appendices, Annexes and Standard Operating guidelines are maintained by Taylor County School Board with status of the call lists updated at least monthly and all other documents at least annually.
5. All transportation field personnel are subordinate to the Emergency Support Function 1 at the County Emergency Operations Center.
6. In accordance with a mission assignment from Emergency Support Function 1, and further mission tasking by a local primary agency, each support organization assisting Emergency Support Function 1 assignment will retain administrative control over its own resources and personnel, but will be under the operational control of Emergency Support Function 1. Delegation of mission operational control may be delegated to a Management Support Unit, Multi-Agency Coordination Team or a local entity.

#### F. RESPONSIBILITIES

##### 1. PRIMARY AGENCY – TAYLOR COUNTY SCHOOL DISTRICT

- a. Provide leadership in directing, coordinating and integrating overall County efforts to provide Transportation evacuation assistance to affected areas and populations.

- b. Staff and operate a National Incident Management System compliant command and control structure (i.e., Incident Command System) to assure that services and staff are provided to areas of need.
- c. Coordinate and direct the activation and deployment of support agencies under Emergency Support Function 1 in carrying out specified missions to evacuate personnel from vulnerable areas.
- d. In coordination with Emergency Support Function 5, evaluate the emergency situation, make strategic decisions, and identify resource needs and secure resources required for field operations.
- e. Coordinate supplemental assistance in identifying and meeting the Transportation needs of disaster victims.
- f. Assume the lead in the organization, assignment and staffing at the facilities at which Emergency Support Function 1 is required to be located.
- g. Coordinate the use of transportation resources to support the emergency response, including the movement of evacuees in need to designated shelters.
- h. Maintain a current inventory of transportation assets from participating agencies, including their location and condition.
- i. Pre-position transportation resources as needed.

## 2. SUPPORT AGENCIES

(NOTE: Each Support Agency should review its own roles and responsibilities and revise in conjunction with the Taylor County Emergency Management).

### a. Taylor County Senior Citizens Association

The Taylor County Senior Citizens Association will assist with the identification and location of senior citizens and their need for evacuation transportation during a catastrophic event.

- b. Taylor County Public Works will assist the School District with drivers of transport vehicles if the need should arise.
- c. Big Bend Transit has transportation vans that are utilized in their business. These vans will be utilized to assist with the transportation of citizens during an evacuation.
- d. Taylor County Emergency Management maintains a list of available resources at the EOC. The list is updated at least once each year, and contains the following: 1) contact information for essential employees who have a role and responsibility in Emergency Support Function 1; and 2) inventory of resources that can be deployed for Emergency Support Function 1 support, including vehicles (trolleys, passenger vans, busses).

## G. FINANCIAL MANAGEMENT

1. Emergency Support Function 1 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is

established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.

2. Expenditures by support entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible.

#### **H. REFERENCES AND AUTHORITIES**

- State Emergency Support Function 1 Annex
- Florida Statutes 1993, Emergency Management, chap. 252 (252.31- 52.61)
- The Federal Response Plan for P.L. 93-288 (1992)
- Regional Domestic Security Task Forces, Section 943.0312, F.S.
- Florida Field Operations Guide (FFOG)
- DHS Homeland Security Act (2002)
- HSPD-5, Management of Domestic Incidents
- HSPD-8, National Preparedness Goal
- DHS National Incident Management System (2004)
- DHS National Response Framework (2004)
- Public Law-288
- Florida Statutes, Chapter 380, Land and Water Management

## Emergency Support Function (ESF) 2 Communications

**Primary Agency:** Taylor County Sheriff's Office

**Support Agencies:** Taylor County Emergency Management  
Perry Police Department  
Fairpoint Communications  
Taylor County Department of Information Systems

### I. Purpose

The purpose of Emergency Support Function 2 is to provide Communications coordination and support services in support of emergency events in Taylor County. Emergency Support Function 2 can provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives. The Emergency Support Function 2 Emergency Coordination Officer (ECO) is appointed by and located in the Sheriff's Office, and directs all aspects of emergency management. Emergency Support Function 2 resources are used when individual agencies are overwhelmed and the County Emergency Response Team requests additional communications services.

The Taylor County Sheriffs' Office will coordinate Emergency Support Function 2 assets (both equipment and services) that may be available from a variety of sources before and after the activation of the County EOC. The Emergency Communications Center (ECC) houses the communications system in the EOC.

The Emergency Support Function 2 concept of operations is closely coordinated with the development and execution of the Sheriff's Office Continuity of Operations Plan (COOP). Both plans incorporate impact analyses from the County's hazards and risk assessment, which examine the potential consequences from natural, technological, and manmade hazards.

Specific Emergency Support Function 2 objectives include:

- Establish and maintain communications between and among the key facilities that are integral to efficient disaster operations.
- Ensure that the ECC is prepared to respond to emergencies, recover, and mitigate their impacts.
- Ensure that the ECC is prepared to provide the mission essential communications services required during normal operations.

### II. Concept of Operations

#### A. GENERAL

1. Emergency Support Function 2 is organized consistent with State Emergency Operations Center and the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, and coordination and support operations to Taylor County through the Taylor County Emergency Response Team, Area Operations and State

- Emergency Response Teams to assure a timely and appropriate response to an emergency or situation.
2. Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Taylor Emergency Operations Center and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe Emergency Support Function 2 capabilities (based on the National Planning Scenarios, the Universal Task List and the Target Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring local or State mutual aid assistance, Emergency Support Function 2 will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.
4. Throughout the response and recovery periods, Emergency Support Function 2 will evaluate and analyze information communications requests; develop and update assessments of the communications service situation and status in the impact area; and to undertake contingency planning to meet anticipated demands or needs.
5. When an event is focused in scope to a specific type or response mode, technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.
6. As NIMS continues to be fully implemented in Taylor County, the Sheriff's Office will play a pivotal role in implementing the Incident Command System, focusing on: 1) communications system interoperability, and 2) providing a common operating picture for incident managers.

The Concept of Operations is guided by the following assumptions:

- Exact actions will be dictated by the extent of damage and outage.
- Each communications center is tasked with maintaining adequate spare parts, resources, plans, and personnel to ensure operations during a disaster or emergency.
- Each communications center is tasked with maintaining adequate staffing. Employees are recalled as needed and scheduled appropriately.
- Assistance is available via State EOC.
- The Emergency Management Director will establish priorities for restoration of communications resources.
- Lead and support agencies will coordinate their activities via their respective EOC representatives.

7. The Sheriff's Office will support the establishment of communications between key facilities that are listed below. These facilities have a key role in emergency response and recovery under the National Incident Management System.

**a. Communications Systems**

- Local EOC and local government agencies
  - Telephone and fax
  - Paging
  - E-mail
  - Dedicated lines, when applicable
  - Radio, when applicable
  - Commercial wireless (Cellular, ESMR)
- Local EOC and State EOC
  - Telephone and fax
  - ESATCOM e-mail
- Local EOC and other municipal EOC
  - Telephone and fax
  - ESATCOM e-mail
  - Commercial wireless, when applicable
- ESF/ICS groups
  - Radio
  - Commercial wireless
  - Mobile communications vehicle (Mobile 1).
- Shelters and feeding sites
  - Telephone Amateur radio (ARES)
  - Paging Commercial wireless.
- Distribution sites, staging areas, Disaster Resource Centers
  - Telephone
  - Amateur radio (ARES)
  - Paging
  - Commercial wireless

**b. Priorities for Repair and Restoration**

- Emergency Communications 9-1-1 Public Safety radio
- Non-Emergency communications telephone service Local Government radio

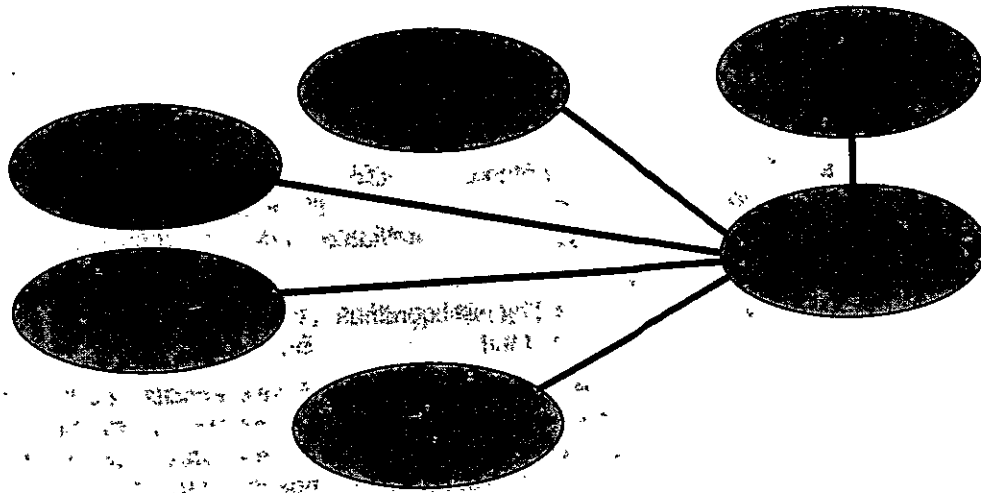


Figure 2 – Communications Links with Key Facilities

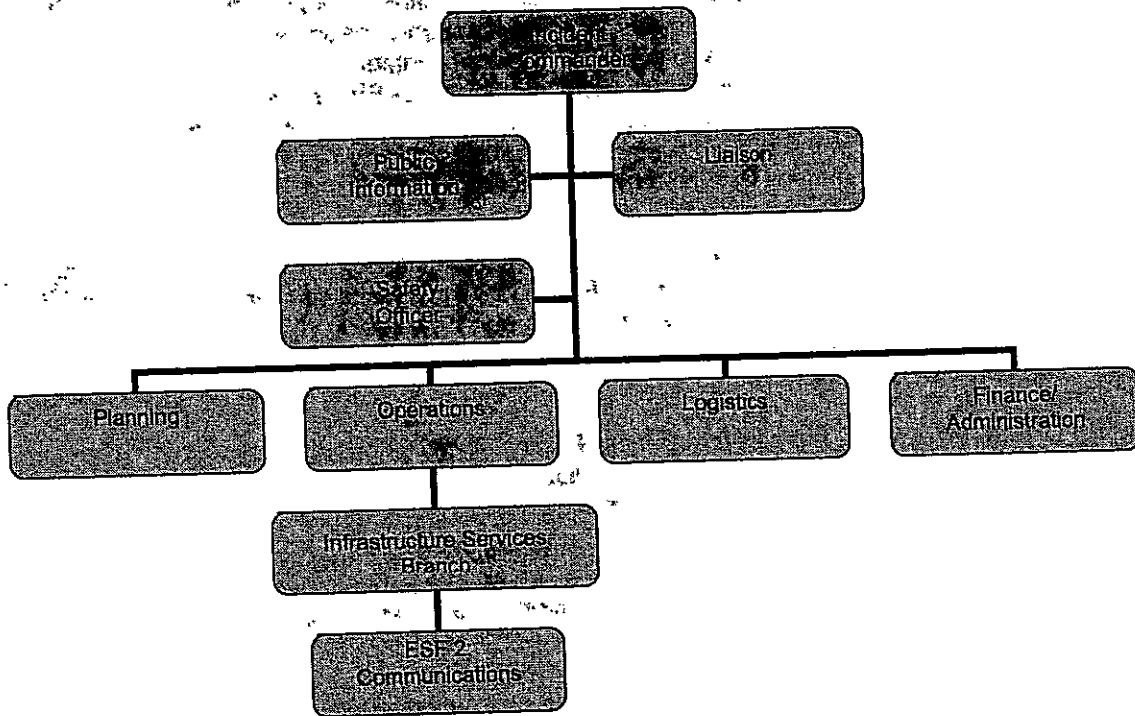


Figure 3 – Incident Command System Structure: ESF 2 – Communications



**B. ORGANIZATION****1. COUNTY**

- a. During an activation of the County Emergency Operations Center, support agency staff is integrated with the Sheriff's Office staff to provide support that will allow for an appropriate, coordinated and timely response.
- b. During an emergency or disaster event, the Emergency Operations Center, Operations Section Chief will coordinate the support resources from the support agencies with the Infrastructure Branch Chief.
- c. During the response phase, Emergency Support Function 2 will evaluate and analyze information regarding communications services requests. Also, Emergency Support Function 2 will develop and update assessments of the communications services status in the impacted area and undertake contingency planning to meet anticipate demands and needs.
- d. The Sheriff's Office develops and maintains the overall Emergency Support Function 2 Emergency Operations Plan and accompanying Appendices, annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, The National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.
- e. The Sheriff's Office shall be represented in ESF 5 (Information and Planning) and keep management of ESF 5 fully apprised of developing conditions as relates to carrying out the Emergency Support Function 2 mission.

**2. AREA**

- a. The Infrastructure Services Branch Chief, in consultation with the requesting jurisdiction, may obtain additional communications service resources via established mutual aid agreements.
- b. The Department of Management Services, State Technology Office, serves as the lead agency for communications service coordination and support and will designate a liaison to the EOC from the Regional Office and/or the Regional Domestic Security Task Force (RDSTF). The liaisons have been trained to carry out Emergency Support Function 2 responsibilities and will function as coordinators, assessors, and operational personnel in support of EOC or field activities.

### 3. STATE

- a. During an activation of the State Emergency Operations Center, the Department of Management Services is the designated lead agency for State communications services and will provide a liaison to facilitate requests for communications service resources to local Emergency Operations Centers.
- b. During an emergency or disaster event, the primary and support agencies of Emergency Support Function 2 at the State Emergency Operations Center will report to the Infrastructure Services Branch Chief who reports to the Operations Section Chief under the overall direction of the State Coordination Officer.
- c. The Department of Management Services develops and maintains the overall Emergency Support Function 2 Emergency Operations Plan and accompanying Appendices, annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

#### C. ALERTS/NOTIFICATIONS

1. The Sheriff's Office will notify the County Warning Point when information comes to their attention indicating that an emergency or disaster situation is developing. The report will include all relevant information that is known at the time. Additional information should be reported as it becomes available.
2. The County Warning Point, will notify the "on call" Emergency Duty Officer and/or Emergency Coordinating Officer (ECO) for Emergency Support Function 2 when the County or an area of the County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
3. Upon instructions to activate ESF 2, Sheriff's Office will implement procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

#### D. ACTIONS

Actions carried out by Emergency Support Function 2 are grouped into phases of emergency management: prevention, preparedness, protection, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. Emergency Support Function 2 encompasses a full range of activities from training to the provision of field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services. The following services may be provided:

- Assessment of potential impacts of scenario events and communications needs.
- Input into Incident Action Plans.
- Provision of communications personnel.
- Provision of communications equipment and supplies.
- Analysis of loss of functionality of communications system.
- Determination of available communications assets.

- Accumulation of damage information from assessment teams.
- Coordination of communications support.
- Prioritization of deployment of resources based on response needs.
- Communications management, command and control of assets.
- Communications activities related to terrorist threats and/or events.

## 1. PREPAREDNESS ACTIONS

- a. Actions and activities that develop Communications response capabilities may include planning, training, orientation sessions, and exercises for Emergency Support Function 2 personnel (i.e., County, State, Regional, and Federal) and other emergency support functions that will respond with Emergency Support Function 2. This involves the active participation on inter-agency preparedness organizations, which collaborate in such activities on a regular basis.
- b. Conduct planning with Emergency Support Function 2 support agencies, Regional Domestic Security Task forces, and other emergency support functions to refine Communications operation.
- c. Conduct training and exercise for EOC and Communications Team members.
- d. Prepare and maintain emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency. Ensure lead agency personnel are trained in their responsibilities and duties.
- e. Develop and present training courses for Emergency Support Function 2 personnel, provide information on critical facilities to the County Emergency Management and develop protocols for frequently provided services.
- f. Conduct all hazards exercises involving Emergency Support Function 2.
- g. Coordinate with ESF 5 (Emergency Management Division) to incorporate disaster intelligence into ESF 2 training, preparedness and planning, including the use of this analysis to scale the mission requirements for ESF 2 in a hurricane or other major disaster.
- h. Assess the vulnerability of communications equipment and systems to the effects of storm surge, hurricane force winds, blast, and other natural, technological and man-made hazards.
- i. Assess worst case scenario damage to the communications system, with emphasis on scenarios that will cause the loss of functionality of the system.
- j. Identify mission essential functions, including: 911 calls processing; emergency dispatch of Fire/Rescue and EMS; and 24-hour answer point for County.
- k. Identify alternative facilities and systems that will serve as backup communications and dispatches in the event of major emergency that prevents the ECC from assuming or maintaining its mission essential functions.
- l. Train personnel in the following: 1) Incident Command System; 2) Procedures for pre-staging communications assets for rapid deployment to affected area; 3) COOP implementation.

## 2. RESPONSE ACTIONS

- a. Coordinate operations at the Emergency Support Function 2 office in the County Emergency Operations Center and/or at other locations as required.
- b. Establish and maintain a system to support on-scene direction and control and coordination with County EOC, regional task force and State EOC.
- c. Communications support RDSTF in the investigation of a terrorist attack.
- d. Preposition response resources when it is apparent that communications resources will be necessary. Relocate communications resources when it is apparent that they are endangered by the likely impacts of the emergency situation.
- e. Monitor and direct communications resources and response activities.
- f. Participate in EOC briefings, and meetings to prepare Incident Action Plans and Situation Reports.
- g. Obtain State resources through the County Comprehensive Emergency Management Plan (CEMP); coordinate all resources into the affected areas from designated staging areas.
- h. Coordinate with other County Emergency Support Functions to obtain resources and to facilitate an effective emergency response among all participating agencies.

## 3. RECOVERY ACTIONS

- a. Continue to provide support as required until response activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdictions.
- b. Continue to provide support as required to support the recovery phase.
- c. Initiate financial reimbursement process for these activities when such support is available.
- d. After the initial actions are completed, assist in recovery operations of the EOC. Support agencies will continue to provide necessary emergency communications.
- e. Assess communications systems for damage, including repair of towers and repeaters.
- f. Query other Public Safety agencies for damage reports.
- g. Query wireless providers and local media for damage reports.
- h. Contact other Emergency Support Functions to determine their communications requirements.

## 4. MITIGATION ACTIONS

- a. Coordinate with the LMS Steering Committee and the Emergency Management Division to identify potential hazards and their impacts, and how these impacts may impede the Emergency Support Function 2 operation.
- b. Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impacts of future disasters on communications systems in Taylor County.

## **E. DIRECTION AND CONTROL**

1. Emergency Support Function 2 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Department of Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Taylor County.
2. The Emergency Support Function 2 system operates at two levels: 1) County Emergency Operations Center; and 2) Field locations.
3. During emergency activations, all management decisions regarding County or regional response are made at the County Emergency Operations Center by the Emergency Support Function 2 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section Coordinators and staff at the County Emergency Operations Center assist the commander in carrying out the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.
4. A staffing directory and the Emergency Support Function 2 Emergency Operations Plan, its accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the Sheriff's Office with status of the call lists updated at least monthly and all other documents at least annually.
5. All Communications field personnel are subordinate to the Emergency Support Function 2 at the County Emergency Operations Center.
6. In accordance with a mission assignment from Emergency Support Function 2, and further mission tasking by a Local primary agency, each support organization assisting Emergency Support Function 2 assignment will retain administrative control over its own resources and personnel but will be under the operation control of Emergency Support Function 2. Delegation of mission operational control may be delegated to a Management Support Unit, Multi-Agency Coordination Team or a local entity.

## **F. RESPONSIBILITIES**

### **1. PRIMARY AGENCY – TAYLOR COUNTY SHERIFF'S OFFICE**

- a. Provide and maintain communications during an emergency.
- b. Provide Emergency Support Function 5 with updates on the potential impacts of winds and storm surge on communications systems, resource shortfalls, and potential impacts on carrying out the Emergency Support Function 2 mission.
- c. Maintain an inventory of personnel, equipment, and vendors, which will be used in the restoration of services.

### **2. SUPPORT AGENCIES**

(NOTE: Each Support Agency should review its own roles and responsibilities and revise in conjunction with the Taylor County Sheriff's Office)

- a. The Perry Police Departments provides communications for all City departments.
- b. The Taylor County Sheriff's Office provides communications for its activities and assists the Communications Divisions with its systems.
- c. Amateur Radio Emergency Services (ARES) provides communications at shelters, feeding sites, staging areas, distribution centers, and DRCs as needed.
- d. The Sheriff's Office provides telephone services to all Board of County Commissioners departments.

#### **G. FINANCIAL MANAGEMENT**

1. Emergency Support Function 2 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.
2. Expenditures by support entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible.

#### **H. REFERENCES AND AUTHORITIES**

- State Emergency Support Function 2 annex
- Florida Statutes 1993, Emergency Management, chap. 252 (252.31- 52.61)
- The Federal Response Plan for P.L. 93-288 (1992)
- Regional Domestic Security Task Forces, Section 943.0312, F.S.
- Florida Field Operations Guide (FFOG)
- DHS Homeland Security Act (2002)
- HSPD-5, Management of Domestic Incidents
- HSPD-8, National Preparedness Goal
- DHS National Incident Management System (2004)
- DHS National Response Framework (2004)
- Public Law-288
- Training Circular 24-24, Headquarters, Department of the Army, Signal Data  
References: Communications Electronics Equipment.

## Emergency Support Function (ESF) 3 Public Works and Engineering

**Primary Agency:** Taylor County Public Works Department  
Taylor County Building and Planning  
Taylor County Department of Engineering

**Support Agencies:** Taylor County Property Appraiser  
City of Perry Street Department  
City of Perry Water and Sewer Departments  
Taylor County Environmental Services  
Taylor County Emergency Management

### I. Purpose

The purpose of Emergency Support Function 3 is to provide Public Works and Engineering coordination and support services in support of emergency events in Taylor County. Emergency Support Function 3 can provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives. The Emergency Support Function 3 Emergency Coordination Officer (ECO) is appointed by and located in the Taylor County Public Works Department and directs all aspects of emergency management. Emergency Support Function 3 resources are used when individual agencies are overwhelmed and County Emergency Response Team requests additional public works and engineering service assistance.

### II. Concept of Operations

#### A. GENERAL

1. Emergency Support Function 3 is organized consistent with State Emergency Operations Center and the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, coordination and support operations to Taylor County through the Taylor County Emergency Response Team, Area Operations and State Emergency Response Teams to assure a timely and appropriate response to an emergency or situation.
2. Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Taylor Emergency Operations Center and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe Emergency Support Function 3 capabilities (based on the National Planning Scenarios, the Universal Task List and the Target Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring local or State mutual aid assistance, Emergency Support Function 3 will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.
4. Throughout the response and recovery periods, Emergency Support Function 3 will evaluate and analyze information regarding public works and engineering

service requests for response, develop and update assessments of the impacted area, and undertake contingency planning to meet anticipated demands or needs.

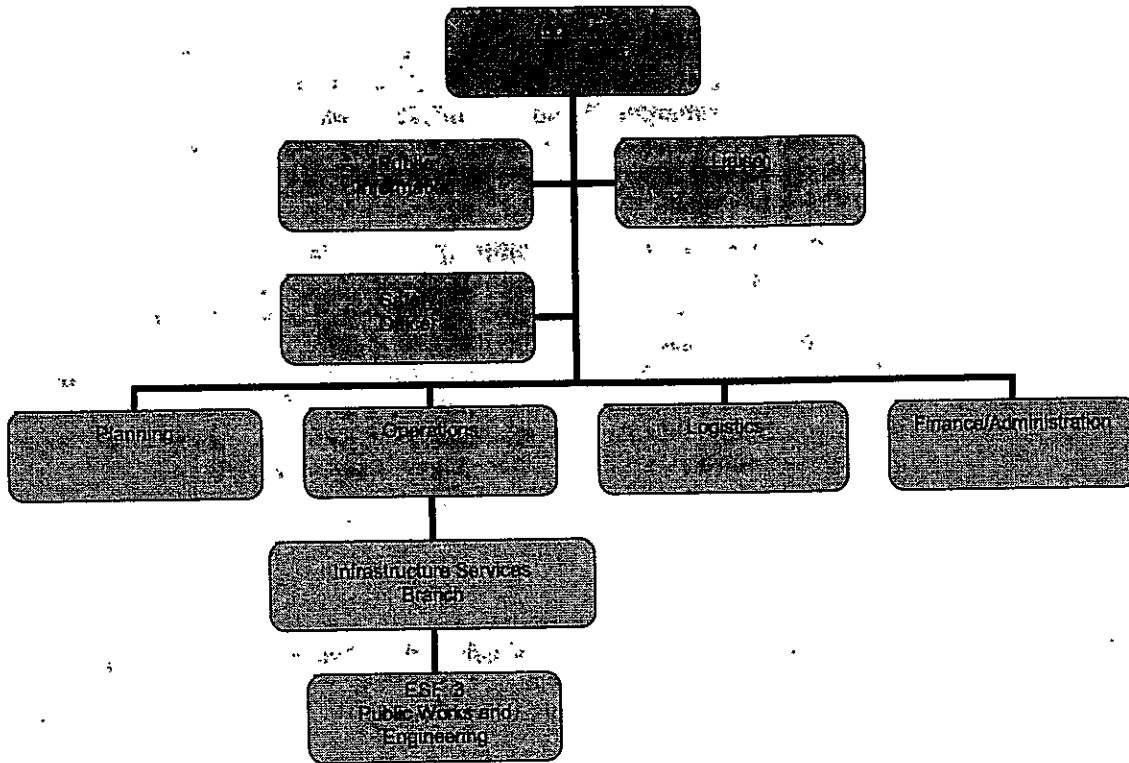


Figure 4 – Incident Command System Structure: ESF 3 – Public Works and Engineering

**B. ORGANIZATION**

Emergency Support Function 3 falls under the Infrastructure Branch, as depicted in Figure 2 of the Basic Plan. The key emergency functions that fall under ESF 3 can be grouped into five functional categories, depicted below.

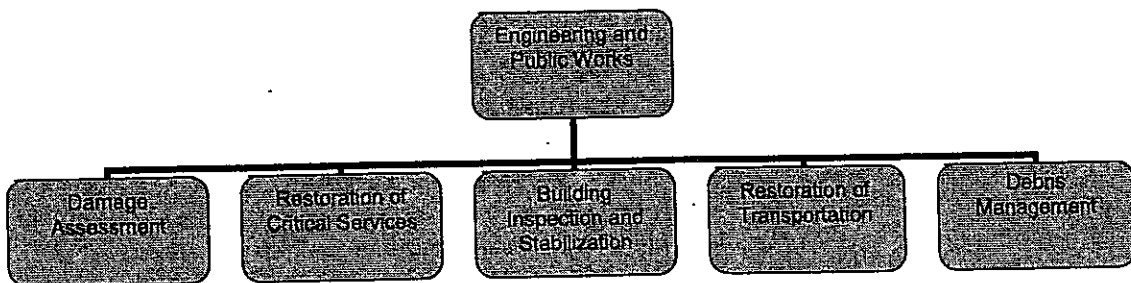


Figure 5 – Emergency Support Function 3 Missions

**1. COUNTY**

- a. During an activation of the County Emergency Operations Center, support agency staff is integrated with the Taylor County Public Works Department



staff to provide support that will provide for an appropriate, coordinated and timely response.

- b. During an emergency or disaster event, the Emergency Operations Center, Operations Section Chief will coordinate the support resources from the support agencies with the Infrastructure Services Branch Chief.
- c. During the response phase, Emergency Support Function 3 will evaluate and analyze information regarding public works and engineering services requests. Also, Emergency Support Function 3 will develop and update assessments of the public works and engineering services status in the impacted area and undertake contingency planning to meet anticipate demands and needs.
- d. Taylor County Public Works Department develops and maintains the overall Emergency Support Function 3 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

## 2. AREA

- a. The Infrastructure Services Branch Chief, in consultation with the requesting jurisdiction, may obtain additional public works and engineering service resources via established mutual aid agreements.
- b. The Florida Department of Transportation serves as the lead agency for public works and engineering service coordination and support and will designate a liaison to the EOC from the Regional Office and/or the Regional Domestic Security Task Force (RDSTF). The liaisons have been trained to carry out Emergency Support Function 3 responsibilities and will function as coordinators, assessors, and operational personnel in support of EOC or field activities.

## 3. STATE

- a. During an activation of the State Emergency Operations Center, the Department of Transportation is the designated lead agency for State public works and engineering services and will provide a liaison to facilitate requests for public works and engineering service resources to local Emergency Operations Centers.
- b. During an emergency or disaster event, the primary and support agencies of Emergency Support Function 3 at the State Emergency Operations Center will report to the Infrastructure Services Branch Chief who reports to the Operations Section Chief under the overall direction of the State Coordination Officer.
- c. During the response phase, Emergency Support Function 3 will evaluate and analyze information regarding public works and engineering service needs requests. Also, Emergency Support Function 3 will develop and update assessments of the public works services situation and status in the

impacted area and undertake contingency planning to meet anticipated demands and needs.

- d. The Department of Transportation develops and maintains the overall Emergency Support Function 3 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

### **C. ALERTS/NOTIFICATIONS**

1. Taylor County Public Works Department will notify the County Warning Point when information comes to their attention indicating that an emergency or disaster situation is developing. The report will include all relevant information that is known at the time.
2. The County Warning Point, will notify the "on call" Emergency Duty Officer and/or Emergency Coordinating Officer (ECO) for Emergency Support Function 3 when the County or an area of the County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
3. Emergency Support Function 3 will be activated or placed on standby upon notification by the County Emergency Management Office. The primary and support Public Works and Engineering representatives or designees will jointly manage the emergency activities of Emergency Support Function 3.
4. Upon instructions to activate Emergency Support Function 3, Taylor County Public Works Department will implement procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

### **D. ACTIONS**

Actions carried out by Emergency Support Function 3 are grouped into phases of emergency management: prevention, preparedness, protection, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. Emergency Support Function 3 encompasses a full range of activities from training to the provision of field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services.

#### **1. PREPAREDNESS ACTIONS**

- a. Actions and activities that develop Public Works and Engineering response capabilities may include planning, training, orientation sessions, and exercises for Emergency Support Function 3 personnel (i.e., County, State, Regional, and Federal).
- b. Coordinate with Emergency Support Function 5 to assess potential damage, loss of functionality of essential facilities, and volume of debris (by category) to scale missions requirements for each function in ESF 3. Identify

- anticipated resource shortfalls.
- c. Incorporate findings into functional plans and concepts of operation, including the creation of geographical divisions of Taylor County, as described in NIMS guidance.
  - d. Address planning issues on an on-going basis to identify response zones and potential staging areas.
  - e. Conduct planning with Emergency Support Function 3 support agencies, Regional Domestic Security Task forces, and other emergency support functions to refine Public Works and Engineering operations.
  - f. Conduct training and exercise for EOC and Public Works and Engineering Team members.
  - g. Prepare and maintain emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency. Ensure lead agency personnel are trained in their responsibilities and duties.
  - h. Develop and implement emergency response and Public Works and engineering strategies.
  - i. Develop and present training courses for Emergency Support Function 3 personnel, provide information on critical facilities to the County Emergency Management and develop protocols for frequently provided services.
  - j. Maintain liaison with support agencies.
  - k. Conduct vulnerability analysis at critical facilities and make recommendations to improve the physical security.
  - l. Conduct all hazards exercises involving Emergency Support Function 3.
  - m. Annually update and maintain inventory of the personnel, vehicles and equipment to be used during the preparation, response and recovery phases of an emergency or disaster.
  - n. Prepare and maintain a list of personnel to ensure that the 24-hour staffing needs are met to facilitate the restoration of vital infrastructure.
  - o. Maintain a list of construction contractors and engineering firms with active County contracts who would be available for infrastructure repairs.
  - p. Prioritize and implement emergency clearing of debris from transportation routes to provide access for emergency response personnel, equipment, and supplies in areas affected by an emergency or disaster.
  - q. Prioritize and implement the clearing, repair or reconstruction of transportation facilities (i.e., streets, roads, bridges, ports, waterways, airfields) necessary to restore transportation capabilities.
  - r. Prioritize and implement the restoration of critical public facilities and services, including but not limited to: electricity, potable water, sanitary sewer, storm water systems, natural gas, and telephone service.
  - s. Prepare a prioritized list and perform the demolition or stabilization of damaged public structures and facilities, which pose an immediate hazard or safety risk to the public health.
  - t. Coordinate and assist other ESFs (Emergency Support Functions) within the Taylor County EOC (Emergency Operations Center).
  - u. When requested through Taylor County's EOC, provide assistance to other

local governments through existing inter-local agreements.

## 2. RESPONSE ACTIONS

- a. Coordinate operations at the Emergency Support Function 3 office in the County Emergency Operations Center and/or at other locations as required.
- b. Establish and maintain a system to support on-scene direction and control and coordination with county EOC, regional task force and State EOC.
- c. Establish Mutual Aid procedures for the following resources; Hazardous Materials, Interoperable Communications and Command Vehicles.
- d. Resource Management and Logistical Support.
- e. Implementation of Impact Assessment Teams to determine post-storm impact to Infrastructure Services functional group resources and ability to perform Continuity of Operations of essential functions.
- f. Mutual Aid procedures to assist with supporting issues related to a terrorist event.
- g. Public Works and Engineering support RDSTF in the investigation of a terrorist attack.
- h. Preposition response resources when it is apparent that public works and engineering resources will be necessary. Relocate public works and engineering resources when it is apparent that they are endangered by the likely impacts of the emergency situation.
- i. Monitor and direct public works and engineering resources and response activities.
- j. Participate in EOC briefings, Incident Action Plans, Situation Reports and meetings.
- k. Coordinate with support agencies, as needed, to support emergency activities.
- l. Obtain State resources through the County Comprehensive Emergency Management Plan (CEMP); coordinate all resources into the affected areas from designated staging areas.
- m. Coordinate with other County ESFs to obtain resources and to facilitate an effective emergency response among all participating agencies.

## 3. RECOVERY ACTIONS

- a. Continue to provide support as required until response activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdictions.
- b. Continue to provide support as required to support the recovery phase.
- c. Initiate financial reimbursement process for these activities when such support is available.

## 4. MITIGATION ACTIONS

- a. Identify and seek funds for retrofitting critical facilities and providing auxiliary power.

- b. Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

#### **E. DIRECTION AND CONTROL**

1. Emergency Support Function 3 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Department of Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Taylor County.
2. The Emergency Support Function 3 system operates in two levels: 1) County Emergency Operations Center; and 2) Field operations.
3. During emergency activations, all management decisions regarding County or regional response are made at the County Emergency Operations Center by the Emergency Support Function 3 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section Coordinators and staff at the County Emergency Operations Center assist the commander in carrying out the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.
4. A staffing directory and the Emergency Support Function 3 Emergency Operations Plan, its accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the Taylor County Public Works Department with status of the call lists updated at least monthly and all other documents at least annually.
5. All Public Works and Engineering field personnel are subordinate to the Emergency Support Function 3 at the County Emergency Operations Center.
6. In accordance with a mission assignment from Emergency Support Function 3, and further mission tasking by a local primary agency, each support organization assisting Emergency Support Function 3 assignment will retain administrative control over its own resources and personnel but will be under the operation control of Emergency Support Function 3. Delegation of mission operational control may be delegated to a Management Support Unit, Multi-Agency Coordination Team or a local entity.

#### **F. RESPONSIBILITIES**

1. **PRIMARY AGENCIES – TAYLOR COUNTY PUBLIC WORKS DEPARTMENT AND TAYLOR COUNTY BUILDING AND PLANNING DEPARTMENT**
  - a. Serve as the lead agencies for ESF 3, supporting the response and recovery operations after activation of the EOC and the secondary agency with respect to the Disaster Assessment Team.
  - b. The Director of the Building and Planning Department will be the Chair of the Damage Assessment Team. Engineering personnel will be paired up with Building Inspections personnel to conduct initial assessments of the disaster area and will provide assessment information to the Chairperson.
  - c. Either the Public Works Director or the Building and Planning Department Director will attend and document all EOC briefings to better disseminate

- any important information or actions to their staff and support agencies. These representatives or their alternate should be prepared to provide status reports on all actions under the public works function (ESF 3) at each EOC briefing.
- d. Participate with the DAT (Damage Assessment Team) Chairperson and the Road Department in setting priorities for road clearing to better assist ESF 9 (Search & Rescue) and their emergency response personnel.
  - e. Coordinate the recovery efforts of support agencies under ESF 3 and the efforts of other ESFs under this plan.
  - f. Assist other local governments under existing or future Mutual Aid Agreements made between Taylor County and representatives of the local governments as coordinated through ESF 5 (Information & Planning).
  - g. The director of the Building and Planning Department will maintain a listing of construction contractors and engineering consulting firms with active County contracts who would be available to assist with infrastructure repairs. Maintain an alternate list of contractors and engineers who do not have active County contracts, but who have expressed interest in assisting.
  - h. The Public Works Director will negotiate and administer design contracts with consulting engineering firms for the repair of storm water management systems and the transportation infrastructure, as required.
  - i. The Public Works Director will coordinate with County Purchasing in awarding and administering construction contracts for the repair of storm water management systems and the transportation infrastructure.
  - j. Directors, or their designee, will provide documentation on utilization of manpower, equipment, and costs directly related to emergency operations by the Public Works Department and the Building and Planning Department. This documentation should be provided to the representative under ESF 7 (Resource Support) for official record keeping.
  - k. Provide in-house repair and construction services, as resources are available, after clearing and stabilization phases are complete.

## 2. SUPPORT AGENCIES

(NOTE: Each Support Agency should review its own roles and responsibilities and revise in conjunction with the Department of Public Works)

Support agencies will provide assistance to the Emergency Support Function with services, staff, equipment, and supplies that compliment the entire emergency response effort as the County Emergency Response Team addresses the consequences generated by the hazards that may impact the County (i.e., severe weather, tropical cyclones, environmental biological, terrorism, technological, and mass migration, etc.).

Because services and resources are subject to change from time to time, emergency coordinators are responsible for frequently updating their resources capabilities with the Emergency Support Function 3.

a. Department of Emergency Management

- Taylor County Emergency Management will provide EOC support, conduct briefings, direct needs assessments, distribute key information, and serve as liaison to the State EOC to request resources.
- Identify and train the staff in emergency and disaster response procedures. There will be a minimum of one DSWM representative at the EOC during full level activation.
- Evaluate the initial damage assessment received from the Damage Assessment Team Chairperson to participate in setting priorities for road clearing to better assist ESF 9 (Search & Rescue) and their emergency response personnel.
- As a part of ESF 3, assist other local governments under existing or future Mutual Aid Agreements made between Taylor County and representatives of the local governments as coordinated through ESF 5 (Information & Planning).
- Develop, maintain, and update annually an inventory showing the location of personnel, equipment, and supplies on hand to accomplish recovery of the transportation infrastructure of Taylor County.
- Provide documentation, to the Director of Engineering, on utilization of manpower, equipment, and costs directly related to emergency operations by Public Works.
- Approve of sites for open burning or air curtain incineration (Department of Solid Waste Management from the Florida Department of Environmental Protection). The Taylor County Debris Management Plan is incorporated herein by reference.
- Keep the ESF 5 (Information & Planning) and ESF 14 (Public Information Officer) at the EOC informed of the status (i.e., opened or closed) of each site, location, types of debris taken and hours of operation. Provide public service announcements to be released by ESF 14 at the EOC. Post all activated reduction and burn sites advising the public of dates and times of operations.
- Provide documentation on utilized manpower, equipment, and costs directly related to emergency operations to the representative under ESF 7 (Resource Support), for official record keeping and reporting to Federal and State for possible reimbursement.
- Identify and train staff through the Training Officer at the EOC to perform damage assessments under the control of the Damage Assessment Team Chairperson during exercises and EOC activations.
- Provide documentation on utilized manpower, equipment, and costs directly related to emergency operations to the representative under ESF 7 (Resource Support), for official record keeping and reporting to Federal and State for possible reimbursement.
- Direct the Damage Assessment Team in all preliminary damage assessment activities.
- Identify personnel to be trained through the Training Officer at the EOC in damage assessment methodology.
- The Chairperson will provide the Director of Engineering at the EOC

- initial damage assessment information as soon as possible so priorities for emergency debris clearance can be directed to assist ESF 9 (Search & Rescue).
  - Assist and provide unassigned personnel as needed to the disaster recovery centers or shelters.
  - Inspect and enforce regulations regarding any un-permitted activity and/or un-licensed contractors.
- b. Taylor County Property Appraiser's Office
- Identify to ESF 3 representative all critical principal arterials requiring immediate debris clearing and restoration in order to save lives and property.
  - Provide documentation on utilized manpower, equipment, and costs directly related to emergency operations to the representative under ESF 7 (Resource Support), for official record keeping and reporting to Federal and State for possible reimbursement or make arrangements for separate D.S.R. from Federal or State governments.
- c. Municipal Water and Sewer Departments
- Identify to the ESF 3 representative all critical transportation routes and water supplies requiring immediate clearing and restoration in order to save lives and property within the jurisdictional City Limits.
  - Provide equipment and personnel for clearing of prioritized transportation routes within the City, to allow emergency personnel and equipment to rescue and respond to an affected area.
  - Provide documentation on utilized manpower, equipment, and costs directly related to emergency operations to their City representative, for official record keeping and reporting to Federal and State for possible reimbursement or make arrangements for separate D.S.R. from Federal or State governments.
  - Coordinate the restoration of water services for fire hydrants with ECUA or other water utilities.
- d. Other Utility Companies
- Advise the ESF 3 representative of the status of restoration of utility services within service areas.
  - Have one representative available to respond to questions and provide information at EOC briefings. Maintain one representative from each utility company until each is deactivated by the EOC. Provide damage assessment information to the Damage Assessment Team Chairperson so the Public Works representative can prioritize recovery operations.
  - Provide adequate manpower to restore their particular utility.
  - Coordinate the restoration of water services for fire hydrants with ECUA or other water utilities.
  - Provide documentation on utilized manpower, equipment, and costs directly related to emergency operations to their representative for official



record keeping and reporting to Federal and State for possible reimbursement or make arrangements for separate D.S.R. from Federal or State governments.

e. Taylor County Environmental Services

- Provide equipment and personnel for clearing of prioritized transportation routes throughout the county, to allow emergency personnel and equipment to rescue and respond to an affected area.
- The management of all debris disposal.
- Approval of sites for open burning or air curtain incineration (Department of Solid Waste Management from the Florida Department of Environmental Protection). The Taylor County Debris Management Plan is incorporated herein by reference.

### G. FINANCIAL MANAGEMENT

1. Emergency Support Function 3 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.
2. This section will coordinate closely with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for payment and potential reimbursement. It will also be responsible for following up all financial issues after response has ceased by coordinating with Department of Emergency Management fiscal and personnel management officials, the State Division of Emergency Management fiscal agents and the Federal Emergency management Agency fiscal agents and directly with vendors as necessary.
3. Expenditures by support entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible.

### H. REFERENCES AND AUTHORITIES

- State Emergency Support Function 3 annex
- Florida Statutes 1993, Emergency Management, chap. 252 (252.31- 52.61)
- Florida SS 911 (1993)
- The Federal Response Plan for P.L. 93-288 (1992)
- Regional Domestic Security Task Forces, Section 943.0312, F.S.
- Florida Field Operations Guide (FFOG)
- DHS Homeland Security Act (2002)
- HSPD-5, Management of Domestic Incidents
- HSPD-8, National Preparedness Goal
- DHS National Incident Management System (2004)
- DHS National Response Framework (2004)
- Public Law-288
- Florida Statutes, Chapter 376, Pollutant Discharge and Prevention and Removal

- Florida Statutes, Chapter 380, Land and Water Management
- Taylor County Debris Management Plan, Department of Solid Waste Management (November, 2005)

## Emergency Support Function (ESF) 4 Fire Fighting

**Primary Agency:** Taylor County Fire Rescue

**Support Agencies:** Perry Fire Department  
Taylor County Volunteer Fire Departments  
Taylor County Sheriff's Department  
Perry Police Department  
Taylor County Public Works  
Taylor County Emergency Management

### I. Purpose

The purpose of Emergency Support Function 4 is to provide fire service coordination and support services in support of emergency events in Taylor County. Emergency Support Function 4 can provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives. The Emergency Support Function 4 Emergency Coordination Officer (ECO) is appointed by and located in the Taylor County Fire Rescue Department and directs all aspects of emergency management. Emergency Support Function 4 resources are used when individual agencies are overwhelmed and County Emergency Response Team requests additional fire service assistance.

### II. Concept of Operations

#### A. GENERAL

1. Emergency Support Function 4 is organized consistent with State Emergency Operations Center and the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, coordination and support operations to Taylor County through the Taylor County Emergency Response Team, Area Operations and State Emergency Response Teams to assure a timely and appropriate response to an emergency or situation.
2. Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Taylor Emergency Operations Center and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe Emergency Support Function 4 capabilities (based on the National Planning Scenarios, the Universal Task List and the Target Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring local and State mutual aid assistance, Emergency Support Function 4 will coordinate with support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.
4. Throughout the response and recovery periods, Emergency Support Function 4 will evaluate and analyze information regarding fire detection, suppression, and

prevention requests for response, develop and update assessments of the fire service situation and status in the impact area, and do contingency planning to meet anticipated demands or needs.

5. When an event is focused in scope to a specific type or response mode technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.

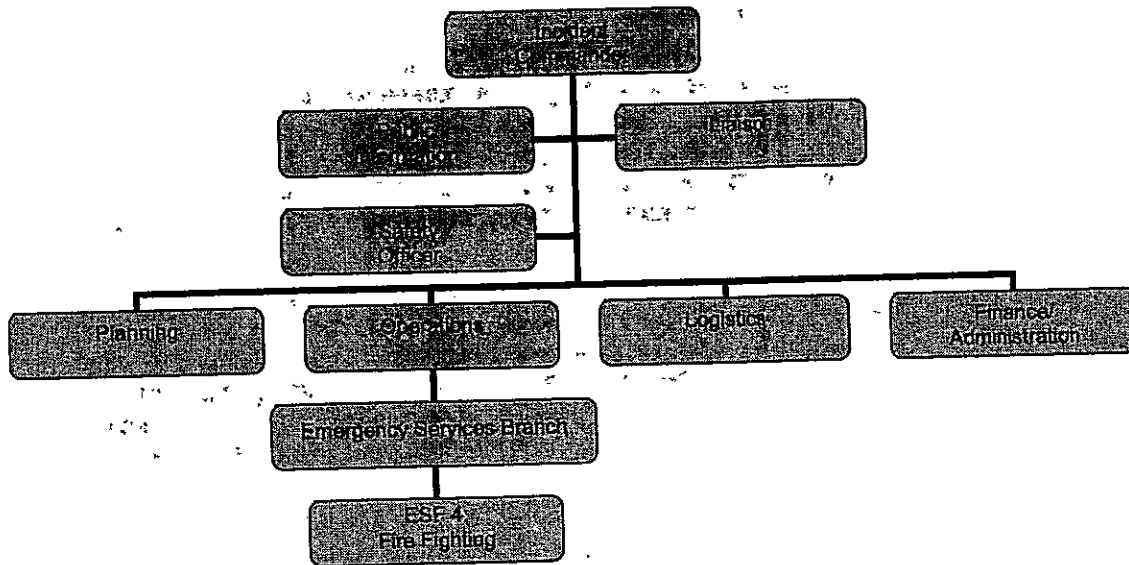


Figure 6 – Incident Command System Structure: ESF 4 – Fire Fighting

## B. ORGANIZATION

### 1. COUNTY

- a. During an activation of the County Emergency Operations Center, support agency staff is integrated with the Taylor County Fire Department staff to provide support that will allow for an appropriate, coordinated and timely response. This staffing may include a representative from the volunteer fire department.
- b. During an emergency or disaster event, the Emergency Operations Center Operations Section Chief will coordinate the support resources from the support agencies with the Emergency Services Branch Chief.
- c. During the response phase, Emergency Support Function 4 will evaluate and analyze information regarding fire service requests. Also, Emergency Support Function 4 will develop and update assessments of the fire service status in the impact area and undertake contingency planning to meet anticipate demands and needs.
- d. Taylor County Emergency Management develops and maintains the overall Emergency Support Function 4 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency

Operations Plan. All such documents will be in compliance with the National Response Framework, The National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

## **2. AREA**

- a. The Emergency Services Branch Chief, in consultation with the requesting jurisdiction, may obtain additional fire service resources via established mutual aid agreements.
- b. The Florida Department of Financial Services, the Division of State Fire Marshal serves as the lead agency for fire service coordination and support and will designate a liaison to the EOC from the Regional Office and/or the Regional Domestic Security Task Force (RDSTF). The liaisons have been trained to carry out Emergency Support Function 4 responsibilities and will function as coordinators, assessors, and operational personnel in support of EOC or field activities.
- c. If more than one county emergency management operation center is activated State fire service may support the coordination of the event response with regional resources or request additional resources from the State Emergency Operations Center, the Fire Service agencies will participate in a Multi-Agency coordinating entity to coordinate requests for fire service resources among multiple Emergency Operations Centers.

## **3. STATE**

- a. During an activation of the State Emergency Operations Center, the Florida Department of Financial Services, Division of State Fire Marshal is the designated lead agency for Fire Fighting and will provide a liaison to facilitate requests for State Fire Fighting resources to local Emergency Operations Centers.
- b. During an emergency or disaster event, the primary and support agencies of Emergency Support Function 4 at the State Emergency Operations Center will report to the Emergency Services Branch Chief who reports to the Operations Section Chief under the overall direction of the State Coordination Officer.
- c. During the response phase, Emergency Support Function 4 will evaluate and analyze information regarding fire service requests. Also, Emergency Support Function 4 will develop and update assessments of the fire service situation and status in the impact area and do contingency planning to meet anticipated demands and needs.
- d. The Department of Financial Services, Division of State Fire Marshal develops and maintains the overall Emergency Support Function 4 Emergency Operations Plan and accompanying Appendices, annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

### C. ALERTS/NOTIFICATIONS

1. Taylor County Fire Chief or on-duty supervisor will notify the County Warning Point when information comes becomes known indicating that an emergency or disaster situation is developing. This report will include all relevant information that is known at the time. Additional information should be reported as it becomes available.
2. The County Warning Point, will notify the "on call" Emergency Duty Officer and/or Emergency Coordinating Officer (ECO) for Emergency Support Function 4 when the county or an area of the County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
3. Emergency Support Function 4 will be activated or placed on standby upon notification by the County Emergency Management Office. The primary and support fire departments will jointly manage the emergency activities of Emergency Support Function 4.
4. Upon instructions to activate Emergency Support Function 4, Taylor County Fire Rescue will implement its operating procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.
5. The Taylor County Volunteer Fire Departments will be notified via the County pager system for activation and response per their operating procedures and mobilize all personnel, facilities and physical resources as directed by the County Warning Point or County Fire Chief.

### D. ACTIONS

Actions carried out by Emergency Support Function 4 are grouped into phases of emergency management: prevention, preparedness, protection, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. Emergency Support Function 4 encompasses a full range of activities from training to the provision of field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services. The following services may be provided:

- Assessment of Fire Service needs and potential impacts.
- Fire Service personnel.
- Fire Service equipment and supplies.
- Evacuation and Re-entry support.
- Emergency responder health and safety.
- Radiological/chemical/biological hazards.
- Mental health and crisis counseling for responders.
- Fire Service Public Information and risk communication.
- Fire Service Management, Command and control of assets.
- Fire Service activities related to terrorist threats and/or events.
- Logistical Staging areas and Points of Dispensing.
- Catastrophic incident and alternate Fire Service facility support.

## 1. PREPAREDNESS ACTIONS

- a. Actions and activities that develop fire service response capabilities may include planning, training, orientation sessions, and exercises for Emergency Support Function 4 personnel (i.e., County, State, Regional, and Federal) and other emergency support functions that will respond with Emergency Support Function 4. This involves the active participation on inter-agency preparedness organizations, which collaborate in such activities on a regular basis.
- b. Local and State Fire Departments will jointly address planning issues on an on-going basis to identify response zones, potential staging areas, potential medical facilities and establish specialized teams.
- c. Conduct planning with Emergency Support Function 4 support agencies, Regional Domestic Security Task forces, and other emergency support functions to refine Fires Service operations.
- d. Develop and refine procedures to be used in the following field surveys:  
Rapid Impact Assessment (i.e., recon), Community Fire Service assessment.
- e. Conduct training and exercise for EOC and fire service response team members.
- f. Prepare and maintain emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency. Ensure lead agency personnel are trained in their responsibilities and duties.
- g. Develop and implement emergency response and fire fighting strategies.
- h. Develop and present training courses for Emergency Support Function 4 personnel, provide information on critical facilities to the County Emergency Management and develop protocols for frequently provided services.
- i. Maintain liaison with support agencies.
- j. Conduct vulnerability analysis at critical facilities and make recommendations to improve the physical security.
- k. Conduct all hazards exercises involving Emergency Support Function 4.

## 2. RESPONSE ACTIONS

- a. Coordinate operations at the Emergency Support Function 4 office in the County Emergency Operations Center and/or at other locations as required.
- b. Establish and maintain a system to support on-scene direction and control and coordination with county EOC, Regional Domestic Security Task Force and the State EOC, or other coordination entities as appropriate.
- c. Establish Mutual Aid procedures for the following resources: Fire Suppression, Interoperable Communications and Command Vehicles.
- d. Resource Management and Logistical Support.
- e. Implementation of Impact Assessment Teams to determine post-storm impact to Emergency Services functional group resources and ability to perform Continuity of Operations of essential functions.
- f. Mutual Aid procedures to assist with supporting issues related to a terrorist event.
- g. Fire Service support RDSTF in the investigation of a terrorist attack.

- h. Preposition response resources when it is apparent that fire-fighting resources will be necessary. Relocate fire fighting resources when it is apparent that they are endangered by the likely impacts of the emergency situation.
- i. Monitor and direct fire fighting resources and response activities.
- j. Participate in EOC briefings, Incident Action Plans, Situation Reports and meetings.
- k. Coordinate with support agencies, as needed, to support emergency activities.
- l. Obtain State resources through the County Comprehensive Emergency Management Plan (CEMP); coordinate all resources into the affected areas from designated staging areas.
- m. Coordinate with other County ESFs to obtain resources and to facilitate an effective emergency response among all participating agencies.

### 3. RECOVERY ACTIONS

- a. The Emergency Services Branch Chief, in consultation with the requesting jurisdiction, may obtain additional fire service resources via established mutual aid agreements.
- b. The Florida Department of Financial Services serves as the lead agency for fire service coordination and support and will designate a liaison to the EOC from the Regional Office and/or the Regional Domestic Security Task Force (RDSTF). The liaisons have been trained to carry out Emergency Support Function 4 responsibilities and will function as coordinators, assessors, and operational personnel in support of EOC or field activities.
- c. If more than one county emergency management operation center is activated fire service may support the coordination of the event response with regional resources or request additional resources from the State Emergency Operations Center, the State Fire Service agencies will participate in a Multi-Agency coordinating entity to coordinate requests for fire service resources among multiple Emergency Operations Centers.

### 4. MITIGATION ACTIONS

- a. Identify and seek funds for retrofitting critical facilities and providing auxiliary power.
- b. Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

### E. DIRECTION AND CONTROL

- 1. Emergency Support Function 4 complies with the National Response Framework, the National Incident Management System and uses the Incident Command System (composed of Planning, Operations, Logistics and Finance/Administration Sections with their standardized Units, Teams, positions, forms and terminology) to manage its emergency/disaster responsibilities. Key to this system is the Department of Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Taylor County. The Department of Emergency Management also serves as the focal point for Emergency Support Function 4 activities. It is responsible for ensuring that all appropriate program



- departments, support agencies, other Emergency Support Functions and other private voluntary agencies have knowledge about the system and Emergency Support Function 4 expectations, as well as coordinate and cooperate efficiently during an event.
2. The Emergency Support Function 4 system operates at two levels: 1) County Emergency Operations Center; and 2) Field operations.
  3. During emergency activations, all management decisions regarding County or regional response are made at the County Emergency Operations Center by the Emergency Support Function 4 commander. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section Coordinators and staff at the County Emergency Operations Center assist the commander in carrying out the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.
  4. A staffing directory and the Emergency Support Function 4 Emergency Operations Plan, its accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the Taylor County Fire Fighters Association President with status of the call lists updated at least monthly and all other documents at least annually.
  5. All Fire Departments field personnel are subordinate to the Emergency Support Function 4 at the County Emergency Operations Center.
  6. In accordance with a mission assignment from Emergency Support Function 4, and further mission tasking by a local primary agency, each support organization assisting Emergency Support Function 4 assignment will retain administrative control over its own resources and personnel but will be under the operation control of Emergency Support Function 4. Delegation of mission operational control may be delegated to a management Support Unit, Multi-Agency Coordination Team or a local entity.

## **F. RESPONSIBILITIES**

1. **PRIMARY AGENCY – TAYLOR COUNTY FIRE RESCUE**
  - a. Provide leadership in directing, coordinating and integrating overall County efforts to provide fire service assistance to affected areas and populations.
  - b. Staff and operate a National Incident Management system compliant command and control structure (i.e., Incident Command System) to assure that services and staff are provided to areas of need.
  - c. Coordinate and direct the activation and deployment of County agencies fire service personnel, supplies, and equipment and provide certain direct resources.
  - d. Emergency Support Function 4 Representatives or designees will jointly evaluate the emergency situation, make strategic decisions, and identify resource needs and secure resources required for field operations.
  - e. Monitor fire fighting emergency response and recovery operations. Emergency Support Function 4 Fire Chiefs or designees will coordinate all State and Federal fire fighting resources into the affected areas from staging areas.

- f. Manage fire fighting and other emergency incidents in accordance with each department's Standard Operating Guidelines and under the direction of Emergency Support Function 4 Representatives or designee.
- g. Make specific requests for fire fighting assistance to the State ESF 4/State Fire Marshal's Office, through the Taylor County Liaison, as needed. The State will activate resources through the State Emergency Response Plan.
- h. Re-assess priorities and strategies, throughout the emergency, according to the most critical fire service needs.
- i. Assist with emergency evacuations and re-entry of threatened areas of the County.
- j. Demobilize resources and deactivate the ESF 4 station upon direction from the County Incident Commander.

## 2. SUPPORT AGENCIES

(NOTE: Each Support Agency should review its own roles and responsibilities and revise in conjunction with the Department of Financial Services, The Division of the State Fire Marshal)

- a. The lead supporting agency for Emergency Support Function 4 and the Taylor County Fire Rescue will be the Taylor County Volunteer Fire Departments and the various volunteer fire fighters living throughout the county. Each department will manage fire fighting and other emergency incidents in accordance with that department's Standard Operating Guidelines and under the direction of Emergency Support Function 4 Representatives or designee.
- b. The City of Perry Fire Department will support Taylor County Fire Rescue with the ESF 4 response pursuant to their Mutual Aid Agreements and after any fire fighting operations within the City are fulfilled.
- c. Support agencies will provide assistance to the Emergency Support Function with services, staff, equipment, and supplies that compliment the entire emergency response effort as the County Emergency Response Team addresses the consequences generated by the hazards that may impact the County (i.e., severe weather, tropical cyclones, environmental biological, terrorism, technological, and mass migration, etc.). Because services and resources are subject to change from time to time, emergency coordinators are responsible for frequently updating their resources capabilities with the Emergency Support Function 4.
- d. The Department of Emergency Management will provide EOC support, conduct briefings, direct needs assessments, distribute key information, and serve as liaison to the State EOC to request resources.
- e. County and City law enforcement agencies (Emergency Support Function 16) can provide crowd control, security measures, roadway assessments, and ingress/egress actions to protect the public and property in, near and around areas involved in fire fighting operations; keep emergency forces informed of hazardous areas.
- f. City, County, and private utilities (Emergency Support Function 12) will coordinate with Emergency Support Function 4 to address fire prevention and suppression problems due to leaking natural gas, downed power lines, and water flow problems.

- g. City and County Public Works (Emergency Support Function 3) and other departments will provide road clearing equipment and other major resources needed to clear roadways in support of emergency response actions.
- h. City and County Communications Centers (Emergency Support Function 2) will provide radio communications support, to the extent possible, to support communications among various Fire Department agencies responding to the impacted areas.
- i. Taylor County Emergency Medical Services (Emergency Support Function 8) will provide emergency medical care and transportation of victims beyond initial collection sites.
- j. Taylor County Search and Rescue (Emergency Support Function 9) will provide assistance in initial needs assessment, and augment fire service operations through specialized response capabilities.
- k. American Red Cross and other community agencies (Emergency Support Function 6) will provide field support to emergency response personnel (food, water, basic assistance, etc.).
- l. The Florida Fire Chiefs' Association will work with the Department of Financial Services by forwarding requests for fire fighting assistance to the five regional response zones designated in the State of Florida Fire-Rescue Disaster Response Plan (prepared by the Florida Fire Chiefs Association).
- m. The Department of Agriculture and Consumer Services, Division of Forestry serves as a primary agency during activation of the State Emergency Operations Center for a wildfire, will also request and coordinate the use of all State controlled and/or Forestry Agency Compact assets that are ordered for control of wildfires.

#### **G. FINANCIAL MANAGEMENT**

1. Emergency Support Function 4 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.
2. This section will coordinate closely with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for payment and potential reimbursement. It will also be responsible for following up on all financial issues after response has ceased by coordinating with Department of Emergency Management fiscal and personnel management officials, the State Division of Emergency Management fiscal agents and the Federal Emergency management Agency fiscal agents and directly with vendors as necessary.
3. Expenditures by other department entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible.

#### **H. REFERENCES AND AUTHORITIES**

- State Emergency Support Function 4
- Florida Statutes 1993, Emergency Management, chap. 252 (252.31- 52.61)

- Florida SS 911 (1993)
- The Federal Response Plan for P.L. 93-288 (1992)
- Regional Domestic Security Task Forces, Section 943.0312, F.S.
- Florida Field Operations Guide (FFOG)
- DHS Homeland Security Act (2002)
- HSPD-5, Management of Domestic Incidents
- HSPD-8, National Preparedness Goal
- DHS National Incident Management System (2004)
- DHS National Response Framework (2004)
- Fire Suppression Draft – Forestry
- The Guidelines of the State Emergency Response Team for Wildfire Events.”  
1999 version
- The Florida fire Chiefs’ Association, Fire-Rescue Disaster Response Plan.
- Memorandum of Understanding with Emergency Support Function 8,” (March 1999).

## Emergency Support Function (ESF) 5 Information and Planning

**Primary Agency:** Taylor County Emergency Management

**Support Agencies:** Taylor County Planning and Building Department  
Taylor County Sheriff's Office  
Capital Area Chapter – American Red Cross  
Taylor County Public Works  
Taylor County Fire Rescue  
Florida Department of Health - Taylor  
Taylor County School District  
Taylor County Property Appraiser

### I. Purpose

The purpose of ESF 5 is to: 1) collect, analyze, and disseminate tactical information on the nature, scope and potential impacts of an incident or major disaster; 2) use this intelligence to support the Command Group, Logistics, and Operations in their impact assessment and response missions; and 3) identify and anticipate future needs and resource requirements, and incorporate this analysis into Incident Action Plans.

### II. Concept of Operations

#### A. GENERAL

1. Emergency Support Function 5 is organized consistent with State Emergency Operations Center and the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System in order to provide incident assessment, planning, procurement, deployment, coordination and support operations to Taylor County through the Taylor County Emergency Response Team, Area Operations and State Emergency Response Teams to assure a timely and appropriate response to an emergency or situation.
2. Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Taylor Emergency Operations Center and in the field. These are in the form of Emergency Operations Plan (i.e. Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe Emergency Support Function 5 capabilities (based on the National Planning Scenarios, the Universal Task List and the Target Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring local or state mutual aid assistance, Emergency Support Function 5 will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.

4. The development of a fully functional, effective, and sustainable ESF 5 capability for Taylor County will be guided by the following principles:
  - a. All Emergency Support Functions will be fully integrated into all phases of ESF 5.
  - b. ESF 5 will address the potential impacts of natural, technological and man-made hazards, and be in full compliance with NIMS.
  - c. Planning for recovery will begin on Day 1 of the event through a core Recovery Planning Unit in ESF 5.
  - d. Emphasis will be given to pre-disaster planning for post-disaster utilization of disaster intelligence to support Incident Action Planning.
  - e. Greater use will be made of proven technologies to support ESF 5, including HAZUS-MH, GIS, SLOSH, Hurrevac, and remote sensing.
  - f. ESF 5 generated information and analyses will be used in three phases of disaster operations: pre-landfall (predicted impacts of hurricanes); post-landfall immediate response; and sustained response/immediate recovery phase (see Appendix A).
  
5. Information and Planning will give priority to five fundamentals, interrelated functions:
  - a. Use of technology and human intelligence to collect, analyze, and disseminate information on disaster impacts, including direct impacts (people, buildings, infrastructure) and indirect impacts (debris generated, hazmat releases)
  - b. Assess the capabilities of local government, the business community and volunteer agencies to effectively respond to the disaster.
  - c. Assess and prioritize the immediate needs of impacted communities and neighborhoods.
  - d. Incorporate the analyses into Incident Action Plans that establish operational objectives, and identify resource requirements to accomplish these objectives.
  - e. Utilize an Incident Action Matrix to establish priorities, assign tasks to agencies, and track progress in meeting objectives.

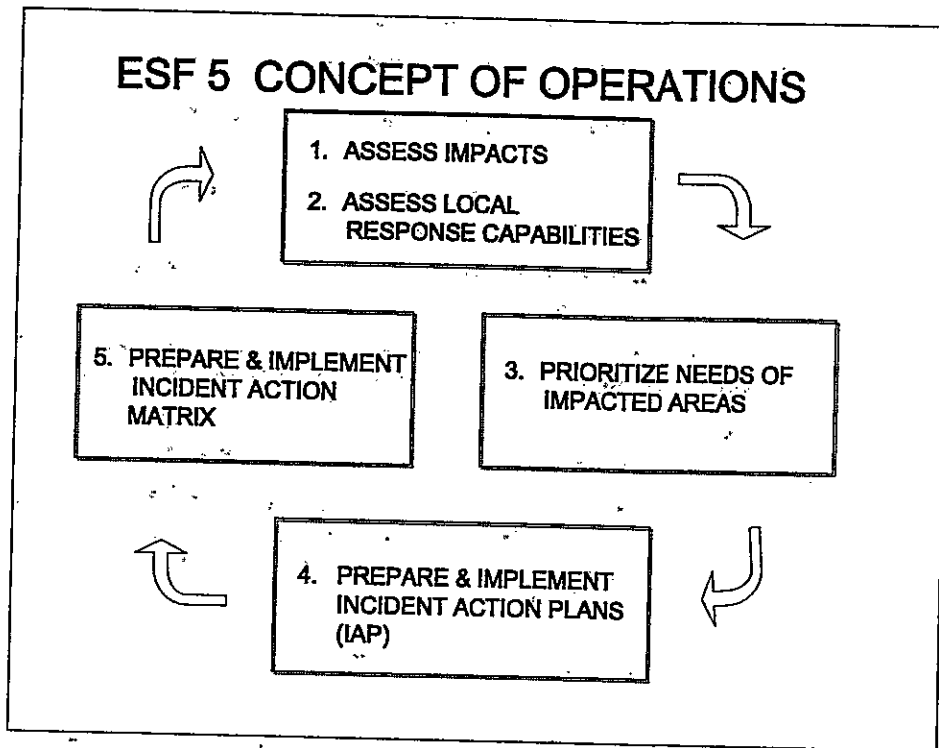


Figure 7 – ESF 5 Concept of Operations

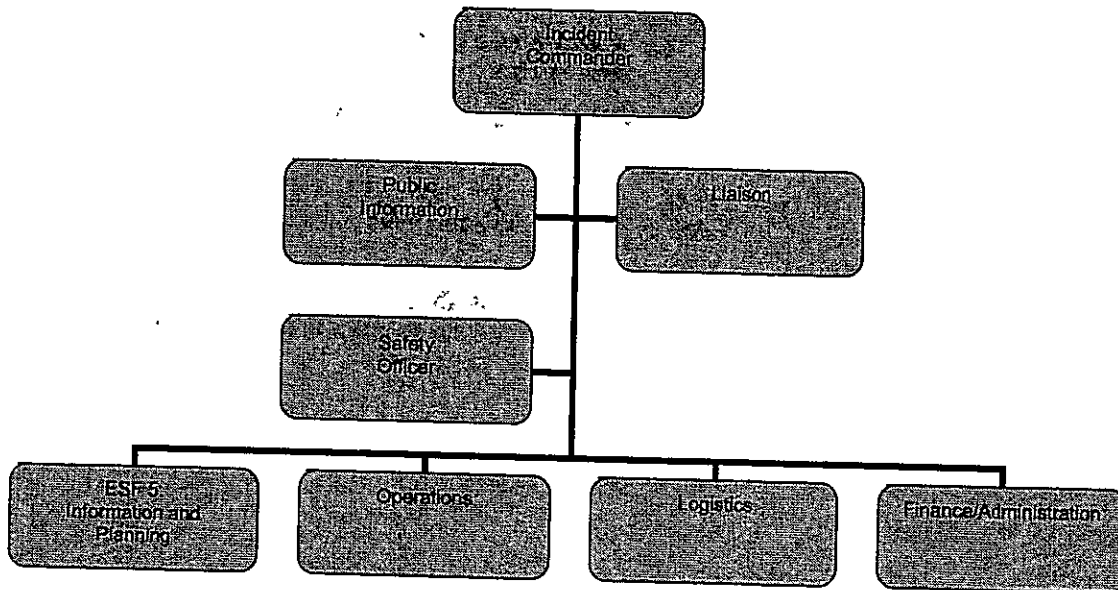


Figure 8 – Incident Command System Structure: ESF 5 – Information and Planning

## B. ORGANIZATION

### 1. COUNTY

- a. During an activation of the County Emergency Operations Center, support agency staff is integrated with the Emergency Management Division staff to provide support that will allow for an appropriate, coordinated and timely response.
- b. The Emergency Management Department develops and maintains the overall Emergency Support Function 5 Emergency Operations Plan and accompanying Appendices, annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, The National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.
- c. Consistent with NIMS, ESF 5 will establish and integrate four interrelated intelligence and planning functions: 1) Intelligence; 2) Planning; 3) Documentation; and 4) Technical Services.
- d. The **Intelligence** section is responsible for collecting, analyzing and disseminating disaster intelligence, or information and analyses that describe the nature and scope of hazards and their impacts.
- e. Disaster intelligence incorporates essential elements of information, which include:
  - Area of damage
  - Damage and loss of functionality to essential facilities (police, fire, medical, EOC)
  - Damage and loss of functionality of shelters
  - Damage to roads, bridges, utilities and other key infrastructure
  - Disaster impacts on vulnerable populations, including special needs groups.
  - Status of designated staging areas (Points of Distribution, County Staging Areas, and Logistical Staging Areas).

*Appendix A provides a detailed outline of essential elements of information for each ESF which can be used by ESF liaisons in three operational phases for hurricanes: 1) pre-landfall impact assessments; 2) immediate impact (D + 1); and 3) sustained response/immediate recovery (D + 7).*

- f. The **Planning** section is responsible for incorporating information and analysis on the current and forecasted situation into Incident Action Plans, which set forth tactical objectives for subsequent operational periods.

Note: One of the recommendations from the Long-Term Recovery workgroup that met to provide input in the preparation of the revised CEMP is to incorporate Recovery Planning into ESF 5. The mission of the ESF 5 Recovery Unit is to identify potential impediments to damage assessment and immediate recovery missions.



**Key Terms Used in ESF 5:**

**Disaster Intelligence:** Information and analysis that describe the nature and scope of hazards and their impacts (social, physical, economic, health, environmental). Key to rapid needs assessment and operational planning.

**Impact Assessment:** Immediate post-disaster assessment of damage and functionality to essential facilities and critical infrastructure, undertaken to assess local response capabilities.

**Damage Assessment:** Post-disaster process for assessing the damage to buildings and infrastructure to identify requirements for disaster assistance.

- g. The **Technical Services** section brings together technical specialists whose skills are critical to the use of proven information management systems and technologies to support the ESF 5 mission. Among the tools and technologies that will be used in the ESF 5 for Taylor County:
- Geographic Information Systems (GIS)
  - HAZUS-MH (FEMA's multi-hazard loss estimation methodology)
  - HURREVAC
  - Remote sensing
  - SLOSH (surge model)

The Technical Services section will perform three interrelated functions: 1) to fully integrate GIS into ESF 5; 2) to become proficient in the identification and application of the analyses that contribute to the ESF 5 mission, including HURREVAC, HAZUS-MH, and SLOSH; and 3) to provide the analyses to the planning unit in a format that can be readily used to prepare Incident Action Plans and other reports.

- h. The **Documentation** section maintains accurate and complete incident files, including a record of the major steps that ESF 5 has taken in preparing and executing the Incident Action Plans.

## 2. AREA

- a. The Florida Division of Emergency Management serves as the lead agency for Information and Planning coordination and support and will designate a liaison to the EOC from the Regional Office and/or the Regional Domestic Security Task Force (RDSTF). The liaisons have been trained to carry out Emergency Support Function 5 responsibilities and will function as coordinators, assessors, and operational personnel in support of EOC or field activities.

### 3. STATE

- a. During an activation of the State Emergency Operations Center, the Division of Emergency Management is the designated lead agency for State Information and Planning and will provide a liaison to facilitate requests for information and planning resources to local Emergency Operations Centers.
- b. During an emergency or disaster event, the primary and support agencies of Emergency Support Function 5 at the State Emergency Operations Center will report to the Planning Chief who reports to the Operations Section Chief under the overall direction of the State Coordination Officer. The Division of Emergency Management develops and maintains the overall Emergency Support Function 5 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

#### C. ALERTS/NOTIFICATIONS

1. The Emergency Management Division will notify the County Warning Point when information comes to their attention indicating that an emergency or disaster situation is developing. The report will include all relevant information that is known at the time.
2. The County Warning Point, will notify the "on call" Emergency Duty Officer and/or Emergency Coordinating Officer (ECO) for Emergency Support Function 5 when the County or an area of the County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
3. Upon instructions to activate ESF 5, the Emergency Management Division will implement procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

#### D. ACTIONS

Actions carried out by Emergency Support Function 5 are grouped into phases of emergency management: prevention, preparedness, protection, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. Emergency Support Function 5 encompasses a full range of activities from training to the provision of field services.

#### 1. PREPAREDNESS ACTIONS

Priority will be given to developing an enhanced ESF 5 capability in Taylor County as part of an ongoing effort to ensure operational readiness for major or catastrophic disasters. This section highlights four key preparedness initiatives.

### a. Intelligence Collection and Analysis

The ability to acquire, analyze and disseminate information and intelligence on disasters and their impacts is fundamental to effective use of intelligence to establish operational and logistical objectives and priorities. Intelligence can be collected, analyzed and used in support of three overlapping phases of disaster operations: pre-landfall (hurricanes); impact assessment and immediate response; and sustained response and initial recovery. Appendix A – ESF 5: Pre- and Post-Disaster Assessments – identifies three types of ESF 5 analysis:

- *Pre-disaster analyses* (predicted impacts), which use HAZUS-MH, SLOSH and other predictive tools to estimate disaster impacts.
- Immediate, post-disaster *impact assessments*, which focus on: 1) disaster impacts on people, buildings and infrastructure – with emphasis on assessments of functionality of essential services; and 2) local response capabilities and immediate needs.
- Post disaster *damage assessments*, which assess buildings, infrastructure, and debris.

Intelligence on predicted and observed disaster impacts will be used by ESF 5 to assess Taylor County ESF capabilities (response and recovery). Appendix A – ESF Response and Recovery Capability Assessment – identifies three levels of emergency or disaster conditions (Incident; Major Disaster; Catastrophic Disaster), and for each ESF describes the disaster conditions that correspond to each disaster level. This information has two applications:

- To evaluate ESF resource and capabilities and shortfalls (e.g., availability of trained personnel, equipment, supplies) to determine the level of State and Federal assistance that is needed, organized by ESF; and
- To rapidly communicate estimated ESF shortfalls to the Taylor County Command Group and Florida DEM.

### b. Incident Action Planning

Disaster intelligence will provide critical input to the Incident Action Plan (IAP), which provides:

- current information that accurately describes the incident situation and resource status;
- predictions of the probable course of events;
- alternative strategies to attain critical incident objectives; and
- accurate and realistic IAP for the next operational period.

In a hurricane operation, the National Hurricane Center issues Hurricane Advisories every six hours, and this information can be used by HAZUS-MH and other tools to estimate the area of impact, and potential impacts on people, buildings and infrastructure. The IAP planning cycle should be synchronized to coincide with the six hour NHC Advisory cycle:

- 0 Hour - NHC Advisory issued
- 0 + 2 (hour) - Conduct IAP meetings  
- Review analysis from models (i.e., SLOSH and HAZUS)  
- Establish tactical objectives  
- Initiate plan development
- 0 + 4 (hour) - Develop and implement public information strategy  
- Position time-sensitive resources  
- Review IAP priorities
- 0 + 6 (hour) - Begin IAP execution in coordination with Florida DEM  
- Prepare for next NHC Advisory

Under NIMS, incident objectives and strategies must conform to the legal obligations and management objectives of all affected agencies.

#### c. Training

Training is a critical Preparedness component of ESF 5. The objective is to develop and sustain a capability in Taylor County to routinely implement each phase and function of ESF 5. Accordingly, training will address the following:

- ESF 5 – Planning and Information – overview of key components of ESF 5; role, requirements and integration of ESF 5 under NIMS.
- Intelligence and Analysis - procedures for identifying, collecting, prioritizing and utilizing intelligence.
- Use of Predictive Models – coordination with Florida DEM in use of HAZUS-MH and SLOSH for rapid needs assessment; templates; SOPs; identification of needed local expertise (GIS)
- Preparation and Utilization of Incident Action Plans
- Incident Action Matrix: A Tool for Establishing Priorities, Assigning Tasks to Agencies, and Tracking Progress

#### d. Exercises

Consistent with NIMS, Taylor County will incorporate ESF 5 plans and procedures into exercises that will be conducted at the local and State level. On an annual basis, at least two exercises will be used to evaluate ESF 5 readiness:

- Use of a Division of Emergency Management tabletop exercise to test the readiness of ESF 5 – and specifically the ability to collect, analyze, and disseminate disaster intelligence, and to use this analysis in the preparation of Incident Action Plans.
- Incorporation of County ESF 5 procedures into the annual State of Florida hurricane exercise

## 2. Response Actions

The effectiveness of a response operation will be a function in large part by the ability of ESF 5 to generate accurate, timely and usable disaster intelligence *prior to, during and after* an event occurring. Specific operational objectives and standards are outlined below, to guide the continued development of ESF 5 in Taylor County.

### a. -72 hours to -36 hours before event impact

- Set up the status boards, obtain data/studies and electronic files, and staff ESF 5.
- Initiate contact with the media through ESF 14.
- Establish contact with State ESF 5.

### b. -36 hours to event impact

- Staff the Intelligence Unit and Technical Services Unit, monitor analysis from HAZUS-MH, SLOSH, HURREVAC, and other tools to brief the County Board and other local officials on the potential impacts of hurricanes.
- Use estimates from HAZUS-MH on nature and scope of the hazard, including area of potential hazard impacts, population at risk, estimates of damage and loss of functionality to essential facilities, and other essential elements of information.
- Use disaster intelligence in preparation of Incident Action Plans that set forth operational objectives for each operational period.
- Review pre-determined requests for pre-positioning of critical resources (personnel, equipment, supplies).
- Use disaster intelligence to refine and implement protective actions for Taylor County.
- Collect, analyze and apply disaster intelligence in formation and deployment of local damage assessment teams.

### c. Event impact to +24 hours after

- Use disaster intelligence in the deployment of local damage assessment teams.
- Use disaster intelligence and impact assessments in requests for activation of Rapid Response Teams (RRT) should situation warrant.
- Use disaster intelligence and impact assessments in requests for activation of Rapid Impact Assessment Teams (RIAT).
- Develop and utilize the Incident Action Matrix to track and manage resources (personnel, teams, facilities, supplies, major items of equipment).

## 3. Recovery Actions

A Recovery Planning Unit will be established in the Taylor County ESF 5. Its mission will be to use disaster intelligence – including disaster impacts on the population, buildings and infrastructure – to identify major recovery issues, needs,

priorities and short-term strategies. The need for a Recovery Unit in ESF 5 is in acknowledgement of the following factors:

- As reflected in the figure below, planning for recovery should begin with initial analyses of the potential impacts of the disaster (for hurricanes, in the pre-landfall phase). Recovery planning under ESF 5 will address the following:

- Building inspection requirements and priorities
- Emergency and temporary housing issues
- Business impacts (direct and indirect)
- Debris management
- Route clearance
- Utilities restoration

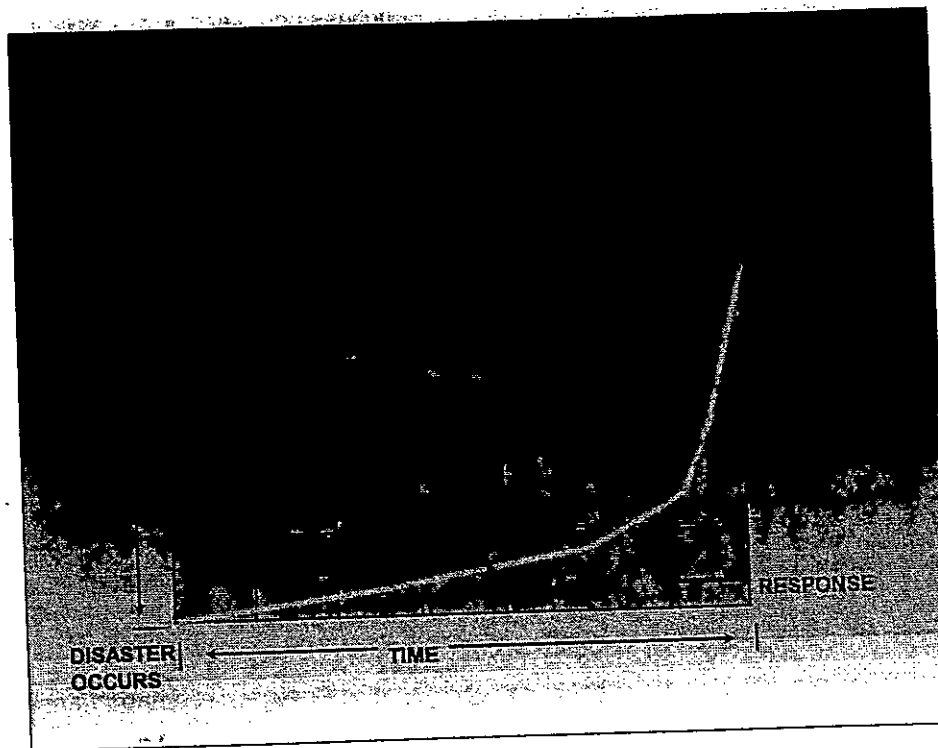


Figure 9 – Recovery Planning

#### 4. Mitigation Actions

Pre- and post-disaster analyses of disaster impacts on buildings, infrastructure and the general population can be used to support mitigation decision-making. Examples include:

- Analysis of the performance of essential facilities (hospitals, shelters, police, and fire) in scenario disasters can be used in mitigation measures to strengthen these facilities.
- Analysis of community economic impacts – including the total percentage of building stock damaged in disaster and replacement values – can be used in setting mitigation and recovery goals and priorities.
- The Local Mitigation Strategy Steering Committee can use ESF 5 analysis in adjusting mitigation goals, objectives and priorities.

## **E. DIRECTION AND CONTROL**

1. Emergency Support Function 5 complies with the National Response Framework, the National Incident Management System and uses the Incident Command System (composed of Planning, Operations, Logistics and Finance/Administration Sections with their standardized Units, Teams, positions, forms and terminology) to manage its emergency/disaster responsibilities. Key to this system is the Department of Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Taylor County. The Department of Emergency Management also serves as the focal point for Emergency Support Function 5 activities. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions and other private voluntary agencies have knowledge about the system and Emergency Support Function 5 expectations, as well as coordinate and cooperate efficiently during an event.
2. The Emergency Support Function 5 system operates in two arenas; 1) The County Emergency Operations Center; 2) and field locations.
3. During emergency activations, all management decisions regarding County or regional response are made at the County Emergency Operations Center by the Emergency Support Function 5 Coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section Coordinators and staff at the County Emergency Operations Center assist the commander in carrying out the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.
4. A staffing directory and the Emergency Support Function 5 Emergency Operations Plan, its accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the Department of Emergency Management with status of the call lists updated at least monthly and all other documents at least annually.
5. In accordance with a mission assignment from Emergency Support Function 5, and further mission tasking by a local primary agency, each support organization assisting Emergency Support Function 5 assignment will retain administrative control over its own resources and personnel but will be under the operation control of Emergency Support Function 5. Delegation of mission operational control may be delegated to a Management Support Unit, Multi-Agency Coordination Team or a local entity.

## **F. RESPONSIBILITIES**

1. **PRIMARY AGENCY – EMERGENCY MANAGEMENT DEPARTMENT**
  - a. Direct and manage the ESF 5 function, including the four branches: Intelligence, Planning, Technical Services, and Documentation.
  - b. Collect and process information received from Rapid Impact Assessment Teams (RIAT) and predictive models, analyze this information, and share with the Planning section.
  - c. Identify and train County staff to support the (4) ESF 5 sections, as outlined in the Plan.

- d. Ensure that requests for RIAT and RRT are forwarded to the SEOC in accordance with SOP's.
- e. Coordinate the development and implementation of the Preparedness activities, as outlined in the Plan.
- f. Coordinate with ESF 5 in the Florida Division of Emergency Management (DEM) in accessing and utilizing analysis from HAZUS-MH, SLOSH, and other tools to support the Intelligence section.
- g. Coordinate with ESF 7, Resource Management, to ensure that all available resources are logged and requests for resources are filled.
- h. Ensure that copies of all news releases and situation reports are transmitted to the SEOC (if present, this will be the responsibility of a SERT Liaison).

## 2. SUPPORT AGENCIES

(Note: Each Support Agency should review its own roles and responsibilities and revise in conjunction with the Emergency Management Division)

- a. The County Planning and Building Department is responsible for the establishment, staffing, and training of damage assessment teams within their jurisdiction. Teams will consist of supplemented with local specialists, and be deployed to impacted areas to perform preliminary damage assessments.
- b. The Taylor County Property Appraiser will staff the damage assessment teams and will supply critical information on infrastructure damaged during a disaster.
- c. The Road Department will support the damage assessment teams by providing staff to inspect roads and bridges.
- d. The Fire Departments will assist in conducting needs assessments during their search and rescue operations. These reports will be transmitted to the ESF 4 representative who will forward the information to ESF 5.
- e. The Department of Health, Environmental Health Services will collect information and intelligence on estimated damages to health and medical facilities, and identification of potential impediments to response and immediate recovery.
- f. The School District will provide intelligence transportation requirements and potential shortfalls in moving evacuees to designated shelters.
- g. The American Red Cross will provide information and analysis on shelter needs, shortfalls, potential impediments to the shelter mission and forecasts of future shelter requirements.
- h. The American Red Cross will provide estimates (before and after event) on requirements for water, food, ice and other potential commodities to support victims.

## G. FINANCIAL MANAGEMENT

1. Emergency Support Function 5 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement



formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.

2. Expenditures by support entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible.

#### **H. REFERENCES AND AUTHORITIES**

- State Emergency Support Function 5 Annex
- Florida Statutes 1993, Emergency Management, chap. 252 (252.31- 52.61)
- Florida SS 911 (1993)
- The Federal Response Plan for P.L. 93-288 (1992)
- Regional Domestic Security Task Forces, Section 943.0312, F.S.
- Florida Field Operations Guide (FFOG)
- DHS Homeland Security Act (2002)
- HSPD-5, Management of Domestic Incidents
- HSPD-8, National Preparedness Goal
- DHS National Incident Management System (2004)
- DHS National Response Framework (2004)

## Emergency Support Function (ESF) 6 Mass Care

**Primary Agency:** Taylor County Emergency Management  
Taylor County School District

**Support Agencies:** Capital Area Chapter – American Red Cross  
Taylor County Volunteer Fire Departments  
Taylor County Sheriff's Office  
Perry Police Department  
Salvation Army

### I. Purpose

The purpose of Emergency Support Function 6 is to coordinate the emergency provision of temporary shelters, emergency mass feeding, and the bulk distribution of coordinated relief supplies for victims of a disaster and disaster workers. The Emergency Support Function 6 Emergency Coordination Officer (ECO) is appointed by and located in the American Red Cross office, and directs all aspects of the ARC operation. Emergency Support Function 6 resources are used when individual agencies are overwhelmed and County Emergency Response Team requests additional mass care, mass feed assistance, and bulk distribution of coordinated relief supplies.

### II. Concept of Operations

#### A. GENERAL

1. Emergency Support Function 6 is organized consistent with State Emergency Operations Center and the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, coordination and support operations to Taylor County through the Taylor County Emergency Response Team, Area Operations and State Emergency Response Teams to assure a timely and appropriate response to an emergency or situation.
2. Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Taylor Emergency Operations Center and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe Emergency Support Function 6 capabilities (based on the National Planning Scenarios, the Universal Task List and the Target Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring local or State mutual aid assistance, Emergency Support Function 6 will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.
4. Throughout the response and recovery periods, Emergency Support Function 6 will evaluate and analyze information on requirements for mass care, mass feeding and bulk distribution of relief supplies; develop and update assessments

of the mass care and mass feeding situation and status in the impact area; and undertake contingency planning to meet anticipated demands or needs.

5. When an event is focused in scope to a specific type or response mode technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.
6. The State of Florida has adopted ARC 3041 as model shelter guidelines. Regardless of the scale of the emergency or disaster, all shelters should be managed in accordance with these guidelines. The American Red Cross of Northwest Florida will train without charge shelter managers and shelter staff to operate shelters under American Red Cross guidelines.
7. ESF 48-8 has been tasked to address the requirements of persons with special needs, including their sheltering requirements. ESF 6 will coordinate with ESF 48-8 to ensure regular diet feeding at the special needs shelter. Special diet requirements will remain the responsibility of ESF 48-8.

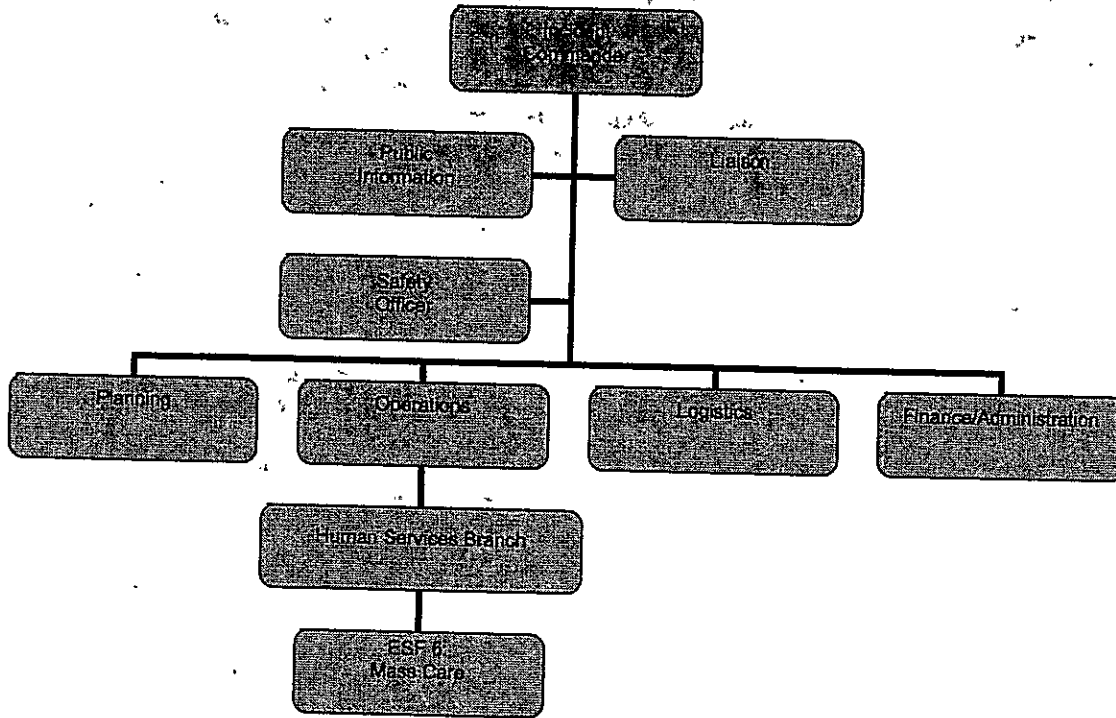


Figure 10 – Incident Command System Structure: ESF 6 – Mass Care

**B. ORGANIZATION**

**1. COUNTY**

- a. During an activation of the County Emergency Operations Center, support agency staff is integrated with the American Red Cross staff to provide support that will allow for an appropriate, coordinated and timely response.
- b. During an emergency or disaster event, the Emergency Operations Center, Operations Section Chief will coordinate the support resources from the support agencies with the Human Services Branch Chief.
- c. During the response phase, Emergency Support Function 6 will evaluate and analyze information regarding mass care, mass feeding and bulk distribution of relief supplies. Also, Emergency Support Function 6 will develop and update assessments of the mass care services status in the impact area and undertake contingency planning to meet anticipate demands and needs.
- d. The American Red Cross develops and maintains the overall Emergency Support Function 6 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.
- e. Emergency Support Function 6 falls under the Human Services Branch, and is closely coordinated with the other Emergency Support Functions that address basic needs of the impacted population: Food and Water (ESF 11), Volunteers and Donations (Emergency Support Function 15), Animal Protection (ESF 17) and Special Needs (ESF 8). Emergency Support Function 6 organization will be guided by the following:
  - The Chief, Human Services Branch, will provide input to the Operations Section in the assessment of the magnitude of the problem (ESF 5); the identification of operational priorities; and assessments of resources needs and potential shortfalls.
  - The American Red Cross will be the lead support agency for ESF 6 with operational support directed from their local chapter Disaster Operation Center (DOC).
  - Primary and support agencies will provide sufficient personnel to staff the Emergency Support Function 24 hours per day, seven days per week. The staff will be qualified persons able to facilitate decisions for the department they represent.
  - Emergency Support Function 6 representative at the EOC will be the coordinating link or conduit for the ARC operations during an emergency or disaster operation.
  - The Red Cross chapter DOC will continuously provide support information to the Emergency Support Function 6 representative at the EOC by providing comprehensive reports on all sheltering and mass feeding operations. These comprehensive reports will address openings, closings, shelter locations, shelter censuses and mass feeding locations.
  - Support agencies, other than those represented at the EOC, will coordinate all their responsibilities under Emergency Support Function 6 with the Red Cross Chapter. This information will be condensed and forwarded to the Emergency Support Function 6 representative at the

**EOC.**

- Support agencies represented at the EOC will report activities related to Emergency Support Function 6 to the function representative at the EOC for consolidated reporting, and coordination with the chapter DOC.
- The EOC leadership will determine the need to establish a County Staging Area to receive disaster related commodities from the State Logistics Staging Area or if directed from Federal Mobilization Sites or Federal Staging Areas. County Staging Areas receive these disaster commodities, account for them, store commodities as required, ship commodities to Points of Distribution, redirect and recover unused supplies.

**2. AREA**

- a. The Human Services Branch Chief, in consultation with the requesting jurisdiction, may obtain additional mass care resources via established mutual aid agreements.
- b. The Florida Department of Business and Professional Regulation serve as the lead agency for Emergency Support Function 6 coordination and support and will designate a liaison to the EOC from the Regional Office and/or the Regional Domestic Security Task Force (RDSTF). The liaisons have been trained to carry out Emergency Support Function 6 responsibilities and will function as coordinators, assessors, and operational personnel in support of EOC or field activities.

**3. STATE**

- a. During an activation of the State Emergency Operations Center, the Department of Business and Professional Regulation is the designated lead agency for State mass care services and will provide a liaison to facilitate requests for mass care service resources to local Emergency Operations Centers.
- b. During an emergency or disaster event, the primary and support agencies of Emergency Support Function 6 at the State Emergency Operations Center will report to the Human Services Branch Chief who reports to the Operations Section Chief under the overall direction of the State Coordination Officer.
- c. During the response phase, Emergency Support Function 6 will evaluate and analyze information regarding mass care service needs requests. Also, Emergency Support Function 6 will develop and update assessments of the mass care services situation and status in the impact area and undertake contingency planning to meet anticipated demands and needs.
- d. The American Red Cross develops and maintains the overall Emergency Support Function 6 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

### **C. ALERTS/NOTIFICATIONS**

1. The Taylor County Emergency Management will notify the County Warning Point when information comes to their attention indicating that an emergency or disaster situation is developing. The report will include all relevant information that is known at this time. Additional information should be reported as it becomes available.
2. The County Warning Point, will notify the "on call" Emergency Duty Officer and/or Emergency Coordinating Officer (ECO) for Emergency Support Function 6 when the county or an area of the county has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
3. Emergency Support Function 6 will be activated or placed on standby upon notification by the County Emergency Management Office. The primary and support Mass Care representatives or designees will jointly manage the emergency activities of Emergency Support Function 6.
4. Upon instructions to activate Emergency Support Function 6, the American Red Cross will implement procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

### **D. ACTIONS**

Actions carried out by Emergency Support Function 6 are grouped into phases of emergency management: prevention, preparedness, protection, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. Emergency Support Function 6 encompasses a full range of activities from training to the provision of field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services.

- Assessment of the potential disaster impacts on the general population, including vulnerable groups that are identified in the Basic Plan.
- American Red Cross personnel.
- Emergency responder health and safety.
- Mental health and crisis counseling for responders.

#### **1. PREPAREDNESS ACTIONS**

##### **a. General**

- Actions and activities that develop Mass Care response capabilities may include planning, training, orientation sessions, and exercises for Emergency Support Function 6 personnel (i.e., County, State, Regional, and Federal) and other emergency support functions that will respond with Emergency Support Function 6. This involves the active participation on inter-agency preparedness organizations, which collaborate in such activities on a regular basis.

- Conduct planning with Emergency Support Function 6 support agencies, Regional Domestic Security Task forces, and other emergency support functions to refine Mass Care operations.
- Train Emergency Support Function 6 staff in the utilization of disaster intelligence from ESF 5 (HAZUS-MH, RIAT) to identify and scale the potential Emergency Support Function 6 mission, including Mass Care and Mass Feeding.
- Conduct training and exercise for EOC and Mass Care Team members.
- Prepare and maintain emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency. Ensure lead agency personnel are trained in their responsibilities and duties.
- Develop and present training courses for Emergency Support Function 6 personnel, provide information on critical facilities to the County Emergency Management and develop protocols for frequently provided services.
- Maintain liaison with support agencies.
- Conduct vulnerability analysis at critical facilities and make recommendations to improve the physical security.
- Conduct all hazards exercises involving Emergency Support Function 6.

**b. Shelter Planning**

- Work with local government, and voluntary service delivery units, Taylor County Emergency Management, Taylor County School District, and other applicable agencies in activities related to survey the suitability of facilities to be used as shelters utilizing Florida State standards adopted from ARC 4496 as guidelines.
- Maintain and annually update a roster of primary contact Emergency Support Function 6 Personnel representing each agency under ESF 6.
- Coordinate closely with the EOC and Emergency Management to ensure an annually updated shelter list is available and maintained at the EOC.
- Work with EOC to ensure an up-to-date comfort station resource list is available from the supporting agencies under Emergency Support Function 6.
- Coordinate with the EOC in the assessment of public need to determine the opening or closing of public shelters before and after an emergency or disaster event.

**c. Mass Feeding**

- Coordinate with Emergency Support Function 5 and Emergency Support Function 11 to develop and refine procedures for establishing and operating mass feeding sites, to be operated by volunteer agencies.
- Coordinate with Logistics in establishing, managing and supplying mass feeding sites.

## 2. RESPONSE ACTIONS

### a. General

- Coordinate operations at the Emergency Support Function 6 office in the County Emergency Operations Center and/or at other locations as required.
- Establish and maintain a system to support on-scene direction and control and coordination with county EOC, regional task force and State EOC.
- Deploy Impact Assessment Teams to determine post-storm impact to Human Services functional group resources and ability to perform Continuity of Operations of essential functions.
- Activate mutual aid procedures to assist with supporting issues related to a terrorist event.
- Implement mass care support RDSTF in the investigation of a terrorist attack.
- Pre-position response resources when it is apparent that Mass Care resources will be necessary. Relocate Mass Care resources when it is apparent that they are endangered by the likely impacts of the emergency situation.
- Monitor and direct mass care resources and response activities.
- Participate in EOC briefings, Incident Action Plans, Situation Reports and meetings.
- Coordinate with support agencies, as needed, to support emergency activities.
- Obtain State resources through the County Comprehensive Emergency Management Plan (CEMP); coordinate all resources into the affected areas from designated staging areas.
- Coordinate with other County Emergency Support Functions to obtain resources and to facilitate an effective emergency response among all participating agencies.

### b. Shelter Management

- Once the CEMP is activated, Emergency Support Function 6 will be organized in a manner that ensures rapid response to the mass care needs of people affected by a disaster. When activated, agencies in ESF 6 will operate under these plans and financially support their own activities.
- Emergency Support Function 2 will ensure that each shelter has a working communications system and has contact with Taylor County EOC and the American Red Cross DOC. This may include radio, telephone, and/or cellular telephone communication devices. The ESF 6 Representative at the EOC will keep the EOC director and ESF 2 informed about any unmet need regarding communications.
- Open shelters in accordance with public need as assessed by the managing agency and county emergency management.



- Register all persons seeking shelter using an American Red Cross Standard "Shelter Registration Form."
- Monitor occupancy levels and ongoing victims' needs and will provide the EOC with a daily listing of "Open" shelters.

**c. Mass Care**

- Coordinate with Emergency Support Function 8 (Health and Medical/Special Needs) to ensure people at mass care sites with the need for a level of care higher than the standard first aid will have their need addressed.
- Ensure that a sufficient number of first aid trained and qualified personnel are stationed at each mass care site.
- Coordinate with Emergency Support Function 15 (Volunteers and Donations) regarding the use and coordination of voluntary agencies who spontaneously engage in providing mass care.
- Emergency Support Function 12 (Energy): Provide for power service restoration to mass care sites and for the acquisition of supplemental power sources.
- Emergency Support Function 16 (Law Enforcement): Provide security resources needed at mass care sites. Taylor County Sheriff's Department provides security at shelter, and Mass care facility locations in the county and the Perry Police Department provides security at shelter and Mass care facility locations in the city limits of Perry.

**d. Mass Feeding**

- Provide information to and coordinate with Emergency Support Function 5 and Emergency Support Function 11 regarding mass feeding sites established by the American Red Cross, Salvation Army, Taylor County Churches and other volunteer agencies.
- Coordinate with Emergency Support Function 5 and Emergency Support Function 11 to establish mass feeding sites operated by volunteer agencies. The first priorities of mass feeding activities will be disaster victims. Emergency workers will be encouraged to utilize established mass feeding sites in lieu of individual site distribution.
- Coordinate mass feeding locations to ensure optimal logistics for public service based on emergency needs.
- Emergency Support Function 3 (Public Works and Engineering) and Emergency Support Function 8: Coordinate sanitation provisions through daily inspection and garbage removal from mass sheltering and feeding sites.
- Emergency Support Function 11 and Emergency Support Function 15: Coordinate with Emergency Support Function 6 in provision of food and water to mass feeding sites. This will include procuring food from the USDA, donations and private vendors.
- Emergency Support Function 11: Coordinate with Emergency Support Function 6 to identify the need for storage and distribution of food for mass feeding sites.

- Provide staffing in the EOC under coordination of the lead agency if required. Agencies may be called upon to supply clerical/ administrative personnel.

### 3. RECOVERY ACTIONS

- a. Continuously monitor occupancy levels and ongoing victims' needs and will provide the EOC with a daily listing of open shelters.
- b. Ensure a copy of the Shelter Registration Form will be forwarded to the American Red Cross "Disaster Welfare Inquiry", this form will have a post disaster address for each person housed at the shelters who provided that information upon their final departure. This will assist in reuniting families that may have been separated during the disaster incident.
- c. Coordinate the consolidation of shelters, staff, resources (i.e., communications and law enforcement), and supplies as sheltering needs diminish.
- d. Continue to coordinate with Emergency Support Function 5, Emergency Support Function 11, and Emergency Support Function 15 to establish and maintain mass and mobile feeding sites. The need and location of these sites will be reviewed and evaluated daily. Sites may be closed when no longer needed and feeding routes for mobile units should be established or changed according to need.

### 4. MITIGATION ACTIONS

- a. Participate in shelter deficit reduction strategies/activities and shelter demand studies.
- b. Work with the Taylor County Emergency Management on public education programs to reduce shelter demand.
- c. Educate citizens on disaster preparedness activities.

### E. DIRECTION AND CONTROL

1. Emergency Support Function 6 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Department of Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Taylor County.
2. The Emergency Support Function 6 system operates at two levels: 1) County Emergency Operations Center; and 2) Field operations.
3. During emergency activations, all management decisions regarding County or regional response are made at the County Emergency Operations Center by the Emergency Support Function 6 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section Coordinators and staff at the County Emergency Operations Center assist the commander in carrying out the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.

4. A staffing directory and the Emergency Support Function 6 Emergency Operations Plan, its accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the American Red Cross with status of the call lists updated at least monthly and all other documents at least annually.
5. All Mass Care field personnel are subordinate to the Emergency Support Function 6 at the County Emergency Operations Center.

## **F. RESPONSIBILITIES**

### **1. Primary Agency**

#### **Emergency Management Department**

- Will act as the lead agency for ESF 6 and provide training in Emergency Support Function 6.
- Support first responders, including provision of food and water.
- Coordinate with Emergency Support Function 6 in addressing employee well-being issues, particularly in major disasters that place a burden on emergency managers.

#### **Taylor County School District**

- Support Emergency Support Function 6 sheltering activities with personnel and facilities.
- Support Emergency Support Function 6 by providing personnel and equipment to assist with accomplishing its Mass Care mission responsibilities.
- Provide buses for logistical supplies to the shelters.
- Support Emergency Support Function 6 mass feeding through USDA resources.

### **2. Support Agencies**

(NOTE: Each Support Agency should review its own roles and responsibilities and revise in conjunction with the American Red Cross)

#### **a. Capital Area Chapter – American Red Cross**

- The American Red Cross (ARC) will represent Emergency Support Function 6 (Mass Care) and the support agencies during activation of the EOC due to an emergency or disaster.
- The ARC will open shelters and establish mobile and fixed feeding sites. First aid and counseling will be available at mass care sites.
- The ARC will develop and maintain a roster of personnel to staff an ESF desk. Ensure the presence of resource materials in sufficient quantities in the ESF EOC location. These materials would include: Shelter listings for Taylor and Surrounding Counties.
- Locations of all operating mass feeding sites and major feeding routes.

**c. Doctors' Memorial Emergency Medical Services**

- Supply personnel and equipment to provide medical services in shelters.
- Assist through Emergency Support Function 8 in supplying personnel and equipment to provide emergency transportation of medically needy persons from shelters to more advanced care facilities.
- Under Emergency Support Function 18, Emergency Medical Services will assist in providing mass care to persons with special needs.

**e. Taylor County Sheriff's Department**

- Assist through Emergency Support Function 16 in supplying personnel and equipment to provide security at Mass Care sites (see ESF 16 for details).

**f. Perry Police Department**

- Assist through Emergency Support Function 16 in supplying personnel and equipment to provide security at Mass Care sites (see ESF 16 for details).

**g. The Salvation Army**

- Support Emergency Support Function 6 with information regarding Salvation Army services in the impacted area. Provide staff to the ESF 6 desk when requested. Supply lists of Salvation Army personnel and facilities in Taylor County to the Emergency Support Function 6 representative.
- The Salvation Army will establish mobile and fixed feeding sites. They are the primary agency for managing comfort stations. They will assist in the distribution of relief supplies. Provide crisis counseling, and supplement shelters where needed.

**h. Florida Department of Health - Taylor**

- Emergency Support Function 8 will supply personnel to monitor and control public health factors to prevent the spread of disease at mass care sites (see ESF 8 for details).

**i. Taylor County Department of Human Resources**

- Refer spontaneous volunteers wishing to assist in providing Mass Care.
- Refer ad hoc voluntary and other groups wishing to assist in providing mass care.

**G. FINANCIAL MANAGEMENT**

1. Emergency Support Function 6 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is

established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.

2. Expenditures by support entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible.

#### **H. REFERENCES AND AUTHORITIES**

- State Emergency Support Function 6 annex
- Florida Statutes 1993, Emergency Management, chap. 252 (252.31- 52.61)
- Florida SS 911 (1993)
- The Federal Response Plan for P.L. 93-288 (1992)
- Regional Domestic Security Task Forces, Section 943.0312, F.S.
- Florida Field Operations Guide (FFOG)
- DHS Homeland Security Act (2002)
- HSPD-5, Management of Domestic Incidents
- HSPD-8, National Preparedness Goal
- DHS National Incident Management System (2004)
- DHS National Response Framework (2004)

## Emergency Support Function (ESF) 7 Resource Support

**Primary Agency:** Taylor County Emergency Management  
Taylor County Purchasing Office  
Taylor County Human Resources

**Support Agencies:** Taylor County Sheriff's Office  
Taylor County Clerk's Office

### I. Purpose

The purpose of Emergency Support Function 7 is to acquire the necessary resources to support disaster operations. Provide fiscal and logistical managerial support through timely and efficient acquisition and distribution of resources, purchasing, contracting, renting and leasing of supplies and equipment. Provide coordination of the documentation of reimbursable expenditures as determined by the Federal Emergency Management Agency (FEMA).

### II. Concept of Operations

#### A. GENERAL

1. Emergency Support Function 7 is organized consistent with State Emergency Operations Center and the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, coordination and support operations to Taylor County through the Taylor County Emergency Response Team, Area Operations and State Emergency Response Teams to assure a timely and appropriate response to an emergency or situation.
2. Procedures, protocols and plans for disaster response activities are developed to govern staff operations at the Taylor Emergency Operations Center and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe Emergency Support Function 7 capabilities (based on the National Planning Scenarios, the Universal Task List and the Target Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.
3. The focal point for all requests for resources will be the Emergency Operations Center (EOC). Resource requests unable to be provided by applicable ESFs will be routed to Emergency Support Function 7. In coordination with Logistics Section, the Emergency Support Function 7 representative will determine the sources of the needed resources. The Emergency Support Function 7 representative will follow procedures as outlined in the Logistics Standard Operating Procedures.

#### a. Procurement Process

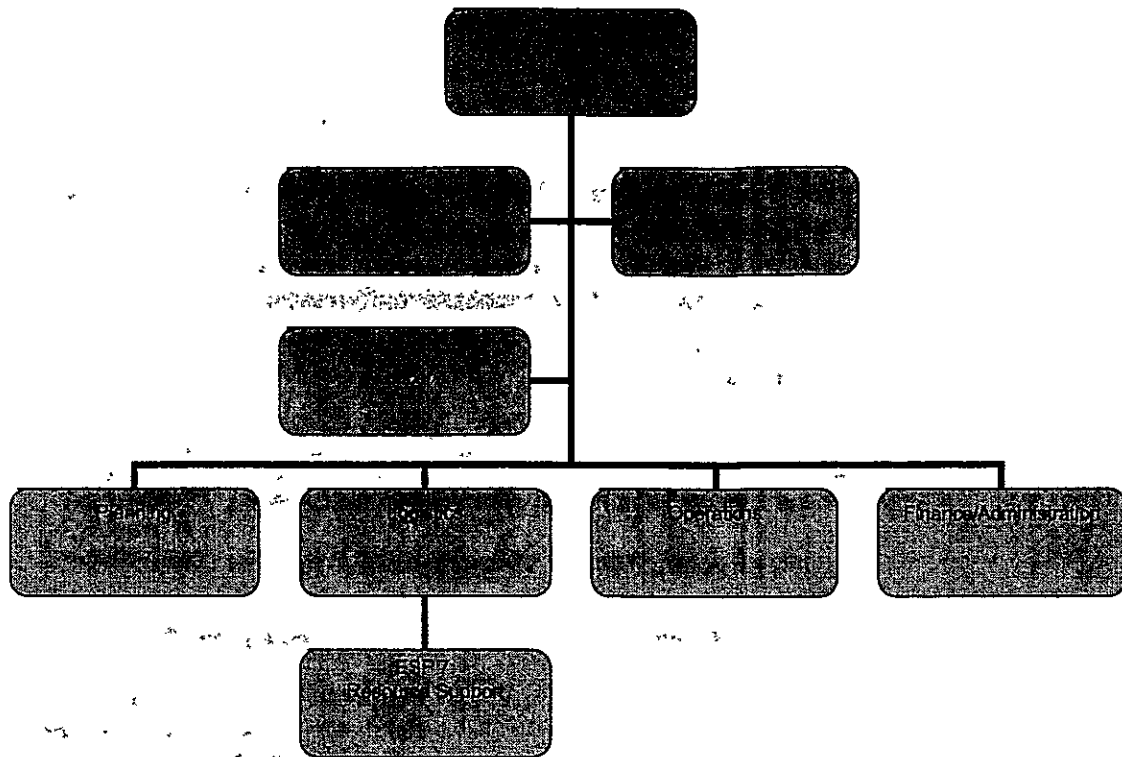
- Equipment and materials will be procured from both intra-departmental and inter-departmental supplies. Inter-departmental resource requests will be submitted through E Team and routed through the Emergency Support Function 7. Requests unable to be filled by In-County inventories are procured by Emergency Support Function 7 from commercial vendors. Sources include assets within county government and the municipalities. During disaster situations, all resources within county government agencies are considered available. Coordination for such resource reallocation will be accomplished within the EOC. If necessary, reimbursement will be made in accordance with local directives.
- If needed supplies and equipment are not available within county government resources, Emergency Support Function 7 will attempt to purchase or lease them from commercial sources.
- When resources cannot be acquired through local sources, requests for these items will be made to the State EOC. These requests may be filled by state resources, Intra state mutual aid, interstate mutual aid or federal resources.

Note: The County will be responsible for costs incurred for resources brought in from outside sources. If the county has been declared for federal disaster assistance, funds expended for requested resource support are reimbursable.

- The Emergency Management office maintains lists of vendors and suppliers of equipment, materials and services needed during disaster response and recovery operations. In addition, the EOC maintains a comprehensive data base of resources that may be needed during disasters. In some cases, contingency contracts may be written for known critical services or items.
- The Statewide Mutual Aid Agreement will be implemented as necessary to obtain required goods and services from other jurisdictions.
- Contracts for resources or services will be initiated by Emergency Support Function 7. Contracts will be managed by the agency responsible for the support provided.
- Emergency Support Function 7 will conduct operations in accordance with all local, state and federal laws and regulations.
- In some cases, needed resources may be available thru donations and volunteers. Coordination will be maintained between Emergency Support Function 7 and Emergency Support Function 15 on a continual basis.
- Information is disseminated to volunteer groups, vendors and other governmental agencies that may supplement local resources in a variety of ways. Volunteer organizations have direct participation in emergency operations in Taylor County.

4. Transportation requirements will be coordinated through Emergency Support Function 1.
  - a. All available transportation assets will be used to deliver resources to affected areas.
  - b. Sources include county and municipal assets, as well as those belonging to private nonprofit organizations.
  - c. Existing County resources will be transported to the disaster area by the County department normally responsible for the resources.
  - d. Commercial vendors are responsible for transportation of their own product/service.
5. Staging Areas. The Forest Capital Hall is identified as the County Staging Area for resources brought into Taylor County. Alternate staging areas include Steinhatchee School, Perry Primary School, and the Save-a-Lot Parking lot.
  - a. The County Staging Area is mission tasked and reports to the Logistics Section.
  - b. Taylor County Emergency Management office manages the CSA.
6. Storage Facilities. There are numerous storage facilities available throughout the county. Emergency Support Function 7 will identify and lease any further storage space that would be necessary. Leasing of additional buildings or warehouses is not anticipated due to the amount of property holdings by the County.
  - a. If necessary, temporary office/warehouse space can be obtained through the County Special Projects Coordinator on an emergency basis.
  - b. The replacement of any damaged or destroyed facilities would be accomplished by relocating the affected personnel to other county-owned buildings, or space obtained as outlined above, temporarily until the damaged facilities can be repaired or replaced by County personnel or through contractual arrangements secured on an emergency basis through Emergency Support Function 7.
7. It is the responsibility of agencies receiving loaned property to maintain appropriate accountability of items received.
  - a. Agencies will monitor and track loaned items.
  - b. Documentation will be provided to lending organizations for their records.
  - c. Intra-departmental property/equipment requests are documented through E Team submitted to Emergency Support Function 7.
  - d. The loaning department normally furnishes an operator which is responsible for the care and location of the equipment.
  - e. The borrowing department is responsible for the return of the equipment after the disaster period.





**Figure 11 – Incident Command System Structure: ESF 7 – Resource Support**

## **B. ORGANIZATION**

### **1. COUNTY**

During an emergency or disaster, the primary and support agencies of Emergency Support Function 7 will be the Taylor County Purchasing Officer and the Human Resource Director, who will be assigned to the Taylor County Emergency Operations Center. In addition, Emergency Support Function 7 will:

- a. Operate under the direction of the Department of Emergency Management.
- b. Operate throughout the emergency, either in the Taylor County Emergency Operations Center, or at a location designated by the Logistics Section Chief in coordination with the Department of Emergency Management Director.
- c. Alert designated primary personnel of possible resource needs and to report to the Taylor County State Emergency Operations Center.
- d. Maintain liaison with other Emergency Support Functions and interested parties. This will be accomplished through the coordination of the Department of Administrative Services Coordinator and the Chief of the Logistics Section.
- e. At the tasking of the Logistics Chief, take action if another Emergency Support Function requires assistance in obtaining needed items. Emergency Support Function 7 finds a source for needed items and provides to the requesting emergency support function the name of the contact person, the price and schedule for when the material can be made available at the established location.

- f. Unless otherwise directed and in order to provide resource support when needed during disaster operations, the Emergency Support Function 7 function will be staffed on a 24-hour basis at the EOC.

## **2. STATE**

- a. During an activation of the State Emergency Operations Center, the Department of Management Services is the designated lead agency for State transportation services and will provide a liaison to facilitate requests for transportation service resources to local Emergency Operations Centers.
- b. The Department of Management Services develops and maintains the overall Emergency Support Function 7 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

## **C. ALERTS/NOTIFICATIONS**

1. Notification of the impending disaster from the EOC is made by fax, email, page, or telephone. Employees receive verbal notification of the status of the disaster. Employees are instructed to report to the EOC or other work assignments as needed. All employees are considered to be on stand-by and will be available by telephone, cellular phone, or pager.

## **D. ACTIONS**

Actions carried out by Emergency Support Function 7 are grouped into phases of emergency management: prevention, preparedness, protection, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service.

### **1. PREPAREDNESS ACTIONS**

- a. Actions and activities that develop Resource capabilities may include planning, training, orientation sessions, and exercises for Emergency Support Function 1 personnel (i.e., County, State, Regional, and Federal).
- b. Assist in the coordination of documents for Emergency Declaration.
- c. Prepare documentation for public assistance requests from outside agencies and for impending damage survey reports (DSRs) from County departments and Constitutional Officers.
- d. Assign portable equipment (laptop computers and portable printers) to key personnel.
- e. Download to disks the Federal Emergency Management Agency (FEMA) criteria for post-disaster DSR filing.
- f. Establish a work schedule for staff to report to the EOC before, during and after the storm and a general outline of individual responsibilities.

- g. Pack office supplies, telephone lists, disaster files and laptops for transfer to the EOC.
- h. Keep disaster file up to date with phone numbers of employees, State EOC and FEMA representatives. Establish emergency contact persons for all support agencies and outside agencies who are likely applicants for public assistance. Obtain home phone, cellular, and/or pager numbers for each agency's designated contact persons.
- i. Place Department of Emergency Management personnel on standby or direct to staging areas with some facilities staffed for immediate response.

## 2. RESPONSE ACTIONS

- a. Coordinate operations at the Emergency Support Function 7 office in the County Emergency Operations Center and/or at other locations as required.
- b. Act as County representative agency for all FEMA communications and documentation requirements.
- c. Coordinate reporting of initial disaster information and estimates to the FEMA representative. Act as liaison between FEMA and all outside agency applicants for public assistance.
- d. Provide fiscal guidance, technical support and funding options to the BCC and EOC.
- e. Provide other support as requested by the Emergency Management Coordination Team. Prepare budget transfers, amendments or loan documents for approval by the BCC.
- f. Fulfill other responsibilities as ESF-7 Lead Agency. Coordinate as necessary with the Finance Office of the Clerk of Court.
- g. Support agencies may be directed to deploy personnel and other resources.
- h. Lease buildings for staging area warehouses or to replace damaged or destroyed facilities.
- i. Provide communications resources in coordination with Emergency Support Function 2.
- j. Provide transportation resources in coordination with Emergency Support Function 1.
- k. Assist, facilitate, and coordinate contractual services between the County and commercial sources.
- l. Provide office furniture, equipment, and supplies from existing County inventories, or have them procured.
- m. Provide food and fuel in cooperation with Emergency Support Functions 11 and 12 respectively.
- n. Provide security for the County Staging Area, Points of Distribution and other facilities through Emergency Support Function 16.
- o. The Emergency Management office will maintain records for all properties loaned to Emergency Support Function 7 in support of the County Emergency Operations Center by the state or federal governments.

### 3. RECOVERY ACTIONS

Emergency Support Function 7 will support the County's Logistics Section with providing logistical support for:

- a. Staff movement.
- b. Procuring equipment after disaster events.

### 4. MITIGATION ACTIONS

- a. Work with other county agency and local purchasing directors and other purchasing agents.
- b. Encourage local cities to work with the County Emergency Operations Center personnel to build data bases for acquisition of goods and services that may be needed for preparedness, response, and recovery.

### E. DIRECTION AND CONTROL

1. Emergency Support Function 7 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Department of Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Taylor County.
2. The Emergency Management office is responsible to the BOCC for the operation of resources during normal operations and emergencies. In times of emergency, when the County Emergency Operations Center is in operation, the ESF 7 Coordinator works directly with the senior official in the emergency operations center to meet the needs of this support function.
3. Emergency Support Function 7 supports the Logistics Section.

### F. RESPONSIBILITIES

#### 1. PRIMARY AGENCY – TAYLOR COUNTY EMERGENCY MANAGEMENT

The primary responsibility for coordinating resource support for disaster operations rests with the Department of Administrative Services. Other agencies directly supporting this function include: Clerk of Court, Road Department and the Building Inspector's office.

- a. Responsible for allocating and coordinating resources and support activities through Emergency Support Function 7. Designated support agencies will furnish resources as required. Such support will be terminated at the earliest practical time.
- b. Provide support staff for the procurement of commodities and services, the leasing of buildings, and other facilities and facilities management.
- c. Coordinate and allocate food, equipment, and supplies made available through current county stocks or if necessary, from commercial sources.
- d. Serve as the primary agency for Emergency Support Function 7 and be present at the Taylor County Emergency Operations Center and/or on call at the Department of Administrative Services on a 24-hour basis.

- e. Identify funding for emergency expenditures.
- f. Maintain records of expenditures.
- g. Keep the Board and County Administrator informed of expenditure and reimbursement information.
- h. Coordinate recovery actions with FEMA to include the DSR process.
- i. Provide training to EOC agencies for proper financial management during disasters.
- j. Serve as County's point of contact for financial management activities

## 2. SUPPORT AGENCIES

(NOTE: Each Support Agency should review its own roles and responsibilities and revise in conjunction with the Taylor County Emergency Management)

Emergency Support Function support agencies (Finance, Information Resources & Purchasing) will provide manpower and any materials (additional computer hardware/software, vendor contacts, etc.) dependent on the characteristic needs of the impending disaster.

### a. Purchasing

- Develop memorandums of understanding with vendors for essential items needed before and after a disaster.
- Provide staff in EOC to coordinate resource requests.
- Identify suppliers for resources.

### b. Information Resources

- Activate disaster plan for computer equipment in County buildings located in evacuation areas.
- Protect vital County computer records.
- Provide staff assistance to EOC as requested.

### c. Human Resources

- Identify county employee contact information for activation during a disaster.
- Identify contract employees for utilization during a disaster.
- Assist with the documentation of responding personnel time and attendance during an activation.

## G. FINANCIAL MANAGEMENT

During a state of general emergency in Taylor County (officially declared by the Board of County Commissioners) certain "procedures and formalities otherwise required of Taylor County" are waived including "entering into contracts & incurring obligations."

1. The power to temporarily suspend such procedures and formalities is granted under Chapter 252.38 of Florida Statutes.
2. Once the Emergency Declaration is in effect Emergency Support Function 7, in conjunction with the support agencies, assumes the full responsibility for resource support for all BCC departments and other Elected Officials within the guidelines of the Emergency Declaration.
3. All inter-departmental and a portion of intra-departmental procurement from existing inventories is handled on the departmental level with no assistance from Emergency Support Function 7. If this course is pursued, departments are instructed to document all transactions pursuant to FEMA audit requirements.
4. Resources obtained from outside sources (other governmental entities or commercial suppliers) are routed through Emergency Support Function 7 as necessary.
5. Procurement procedures are outlined in the Emergency Purchasing Procedures Manual. This manual is complete with a copy of telephone and fax numbers for "emergency vendors" sorted by product or service. These "emergency vendors" have agreed in advance to provide necessary supplies to authorized Taylor County officials and employees at little or no notice at the normal government discount rate.
6. Expenditures for cost recovery are documented during the incident and after the incident period. All response agencies work with Emergency Support Function 7 personnel in notifying the Department of Administration of expenditures based on standard accounting procedures.
7. Each county agency is responsible for tracking its own costs associated with Emergency Support Function 7 operations, using the standard procedures established by the support agency's standard accounting and tracking procedures.
8. Extreme care and attention to detail must be taken throughout the emergency response period to maintain accurate logs, records and file copies of all expenditures (including personnel time sheets) in order to provide clear and reasonable accountability and justification for future reimbursement requests.
9. Each county agency will file for reimbursement of the costs it incurs through its own agency's accounting and reimbursement filing system. Each county agency is responsible for monitoring staff hours using its own tracking system, and requesting financial reimbursement for staff hours incurred in association with Emergency Support Function 7 operations.
10. The Finance Administration Section will be established when there is a need for financial, reimbursement (individual and agency, or department) and/or administrative services to support incident management activities.
11. The State Emergency Operations Center through the Taylor County Emergency Operations Center will provide appropriate forms, and provide guidance to complete forms for efficient tracking and reimbursement.

#### H. REFERENCES AND AUTHORITIES

- State Emergency Support Function 7 Annex
- Taylor County Logistics Plan (Concept of Operations)
- Florida Statutes 1993, Emergency Management, chap. 252 (252.31- 52.61)
- The Federal Response Plan for P.L. 93-288 (1992)

- Regional Domestic Security Task Forces, Section 943.0312, F.S.
- Florida Field Operations Guide (FFOG)
- DHS Homeland Security Act (2002)
- HSPD-5, Management of Domestic Incidents
- HSPD-8, National Preparedness Goal
- DHS National Incident Management System (2004)
- DHS National Response Framework (2004)
- Public Law-288
- Florida Statutes, Chapter 380, Land and Water Management

## **Emergency Support Function (ESF) 8 Health and Medical**

**Primary Agency:** Florida Department of Health - Taylor

**Support Agencies:** Taylor County Emergency Medical Services  
Doctors Memorial Hospital  
Taylor County Mosquito Control  
Capital Area Chapter - American Red Cross  
Regional Area Hospitals

### **I. Purpose**

The purpose of Emergency Support Function 8 is to provide health and medical coordination in support of emergency events in Taylor County. Emergency Support Function 8 can provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives. The Emergency Support Function 8 Emergency Coordination Officer (ECO) is appointed by and located in the Florida Department of Health - Taylor Office and directs all aspects of emergency management. Emergency Support Function 8 resources are used when individual agencies are overwhelmed and County Emergency Response Team requests additional Health and Medical assistance.

### **II. Concept of Operations**

#### **A. GENERAL**

1. Emergency Support Function 8 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Department of Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Taylor County.
2. Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Taylor Emergency Operations Center and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe Emergency Support Function 8 capabilities (based on the National Planning Scenarios, the Universal Task List and the Target Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring local or State mutual aid assistance, Emergency Support Function 8 will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.
4. Throughout the response and recovery periods, Emergency Support Function 8 will evaluate and analyze information regarding medical and public health assistance requests for response; develop and update assessments of the health



and public health situation and status in the impact area and; and undertake contingency planning to meet anticipated demands or needs.

5. When an event is focused in scope to a specific type or response mode (i.e., hospital evacuation, biological threat, hazardous materials release, pandemic disease or radiological event.) technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.

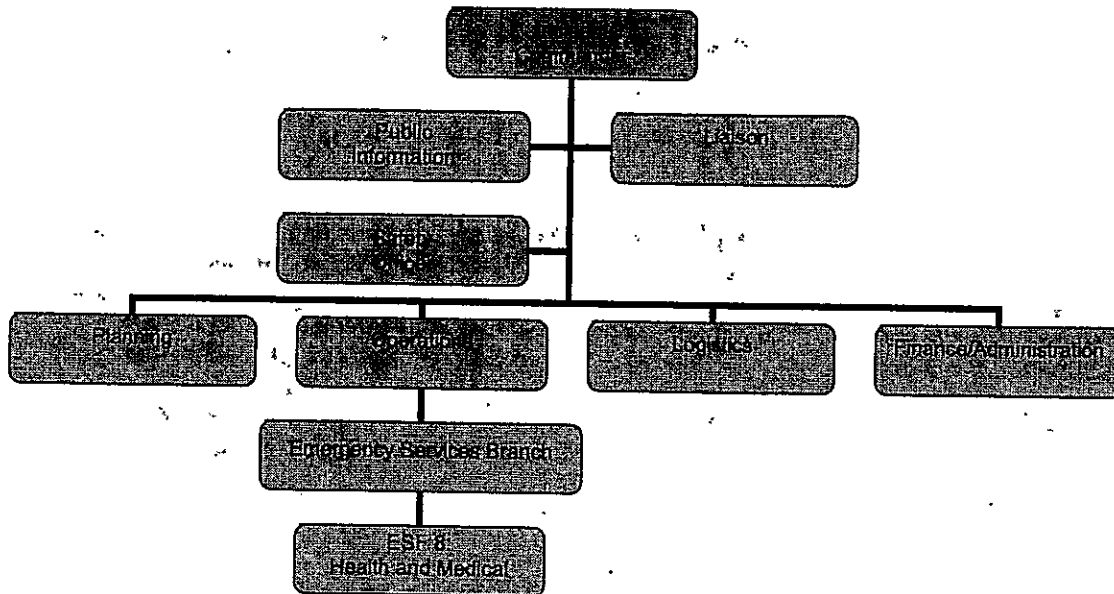


Figure 12 – Incident Command System Structure: ESF 8 – Health and Medical

## B. ORGANIZATION

### 1. COUNTY

- a. During an activation of the County Emergency Operations Center, support agency staff is integrated with the Florida Department of Health - Taylor staff to provide support that will allow for an appropriate, coordinated and timely response.
- b. During an emergency or disaster event, the Emergency Operations Center, Operations Section Chief will coordinate the support resources from the support agencies with the Emergency Services Branch Chief.
- c. During the response phase, Emergency Support Function 8 will evaluate and analyze information regarding health and public health assistance requests. Also, Emergency Support Function 8 will develop and update assessments of the Health and Medical status in the impact area and does contingency planning to meet anticipate demands and needs.
- d. Florida Department of Health - Taylor develops and maintains the overall Emergency Support Function 8 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal

use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

## 2. AREA

- a. The Emergency Services Branch Chief, in consultation with the requesting jurisdiction, may obtain additional Health and Medical resources via established mutual aid agreements.
- b. The Florida Department of Health serves as the lead agency for Health and Medical coordination and support and will designate a liaison to the EOC from the Regional Office and/or the Regional Domestic Security Task Force (RDSTF). The liaisons have been trained to carry out Emergency Support Function 8 responsibilities and will function as coordinators, assessors, and operational personnel in support of EOC or field activities.
- c. If more than one County emergency management operation center is activated State environmental protection may support the coordination of the event response with regional resources or request additional resources from the State Emergency Operations Center, the State Health and Medical agencies will participate in a Multi-Agency coordinating entity to coordinate requests for Health and Medical resources among multiple Emergency Operations Centers.

## 3. STATE

- a. During an activation of the State Emergency Operations Center, the Department of Health is the designated lead agency for State Health and Medical and will provide a liaison to facilitate requests for Health and Medical resources to local Emergency Operations Centers.
- b. During an emergency or disaster event, the primary and support agencies of Emergency Support Function 8 at the State Emergency Operations Center will report to the Emergency Services Branch Chief who reports to the Operations Section Chief under the overall direction of the State Coordination Officer.
- c. During the response phase, Emergency Support Function 8 will evaluate and analyze information regarding Health and Medical requests. Also, Emergency Support Function 8 will develop and update assessments of the Health and Medical situation and status in the impact area and do contingency planning to meet anticipated demands and needs.
- d. The Department of Health, the Office of Emergency Operations develops and maintains the overall Emergency Support Function 8 Emergency Operations Plan and accompanying Appendices, annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

### C. ALERTS/NOTIFICATIONS

1. Florida Department of Health - Taylor will notify the County Warning Point when information comes to their attention indicating that an emergency or disaster situation is developing. The report will include all relevant information that is known at this time. Additional information should be reported as it becomes available.
2. The County Warning Point, will notify the "on call" Emergency Duty Officer and/or Emergency Coordinating Officer (ECO) for Emergency Support Function 8 when the county or an area of the County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
3. Emergency Support Function 8 will be activated or placed on standby upon notification by the County Emergency Management Office. The primary and support Health and Medical representatives or designees will jointly manage the emergency activities of ESF 8.
4. Upon instructions to activate ESF 8, Florida Department of Health - Taylor will implement procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

### D. ACTIONS

Actions carried out by Emergency Support Function 8 are grouped into phases of emergency management: prevention, preparedness, protection, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. Emergency Support Function 8 encompasses a full range of activities from training to the provision of field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services. The following services provide framework upon which actions will occur:

- Assessment of Health and Medical needs and potential impacts.
- Health and Medical personnel.
- Health and Medical equipment and supplies.
- Emergency responder health and safety.
- Radiological/chemical/biological hazards.
- Mental health and crisis counseling for responders.
- Health and Medical Public Information and risk communication.
- Health and Medical Management, Command and control of assets.
- Health and Medical activities related to terrorist threats and/or events.
- Evacuation support.
- Logistical Staging and Points of Distribution.
- Hazardous Materials facility support.

#### 1. PREPAREDNESS ACTIONS

- a. Actions and activities that develop Health and Medical response capabilities may include planning, training, orientation sessions, and exercises for Emergency Support Function 8 personnel (i.e., County, State, Regional, and Federal) and other emergency support functions that will respond with Emergency Support Function 8. This involves the active participation on

- inter-agency preparedness organizations, which collaborate in such activities on a regular basis.
- b. Jointly address with State Health and Medical the planning issues on an on-going basis to identify response zones, potential staging areas, and potential medical facilities and establish specialized teams.
  - c. Conduct planning with Emergency Support Function 8 support agencies, Regional Domestic Security Task forces, and other emergency support functions to refine Health and Medical operations.
  - d. Develop and refine procedures to be used in the following field surveys: Rapid Impact Assessment (i.e., recon), Community Health and Medical assessment.
  - e. Conduct training and exercise for EOC and Health and Medical Team members.
  - f. Prepare and maintain emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency. Ensure lead agency personnel are trained in their responsibilities and duties.
  - g. Develop and implement emergency response and Health and Medical strategies.
  - h. Develop and present training courses for Emergency Support Function 8 personnel, provide information on critical facilities to the County Emergency Management and develop protocols for frequently provided services.
  - i. Maintain liaison with support agencies.
  - j. Conduct vulnerability analysis at critical facilities and make recommendations to improve the physical security.
  - k. Conduct all hazards exercises involving Emergency Support Function 8.

## 2. RESPONSE ACTIONS

- a. Coordinate operations at the Emergency Support Function 8 office in the County Emergency Operations Center and/or at other locations as required.
- b. Establish and maintain a system to support on-scene direction and control and coordination with county EOC, regional task force and State EOC.
- c. Establish Mutual Aid procedures for the following resources; Disaster Medical Teams, Hazardous Materials, Disaster Mortuary Operational Response Team, Interoperable, Communications and Command Vehicles, Resource Management and Logistical Support
- d. Deploy Impact Assessment Teams to determine post-storm impact to Emergency Services functional group resources and ability to perform Continuity of Operations of essential functions.
- e. Support Health and Medical RDSTF in the investigation of a terrorist attack.

- f. Preposition response resources when it is apparent that health and medical resources will be necessary. Relocate health and medical resources when it is apparent that they are endangered by the likely impacts of the emergency situation.
- g. Monitor and direct Health and Medical resources and response activities.
- h. Participate in EOC briefings, Incident Action Plans, Situation Reports and meetings.
- i. Coordinate with support agencies, as needed, to support emergency activities.
- j. Obtain State resources through the State Comprehensive Emergency Management Plan (CEMP); coordinate all resources into the affected areas from designated staging areas.
- k. Coordinate with other County ESFs to obtain resources and to facilitate an effective emergency response among all participating agencies.

### **3. RECOVERY ACTIONS**

- a. Continue to provide support as required until response activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdictions.
- b. Continue to provide support as required to support the recovery phase.
- c. Initiate financial reimbursement process for these activities when such support is available.

### **4. MITIGATION ACTIONS**

- a. Identify and seek funds for retrofitting critical facilities and providing auxiliary power.
- b. Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

### **E. DIRECTION AND CONTROL**

1. Emergency Support Function 8 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Department of Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Taylor County.
2. The Emergency Support Function 8 system operates at two levels 1) County Emergency Operations Center; and 2) Field operations.
3. During emergency activations, all management decisions regarding County or regional response are made at the County Emergency Operations Center by the Emergency Support Function 8 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section Coordinators and staff at the County Emergency Operations Center assist the commander in carrying out the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.

4. A staffing directory and the Emergency Support Function 8 Emergency Operations Plan, its accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the Taylor County Public Health Unit with status of the call lists updated at least monthly and all other documents at least annually.
5. All Health and Medical field personnel are subordinate to the Emergency Support Function 8 at the County Emergency Operations Center.
6. In accordance with a mission assignment from Emergency Support Function 8, and further mission tasking by a local primary agency, each support organization assisting Emergency Support Function 8 assignment will retain administrative control over its own resources and personnel but will be under the operation control of Emergency Support Function 8. Delegation of mission operational control may be delegated to a Management Support Unit, Multi-Agency Coordination Team or a local entity.

## F. RESPONSIBILITIES

### 1. PRIMARY AGENCY -- FLORIDA DEPARTMENT OF HEALTH - TAYLOR

- a. Provide leadership in directing, coordinating and integrating overall County efforts to provide Health and Medical assistance to affected areas and populations.
- b. Staff and operate a National Incident Management system compliant command and control structure (i.e., Incident Command System) to assure that services and staff are provided to areas of need.
- c. Coordinate and direct the activation and deployment of county agencies Health and Medical service personnel, supplies, and equipment and provide certain direct resources.
- d. Evaluate the emergency situation, make strategic decisions, and identify resource needs and secure resources required for field operations.
- e. Coordinate supplemental assistance in identifying and meeting the Health and Medical needs of disaster victims.
- f. Implement the organization, assignment and staffing at the facilities at which ESF 8 is required to be located.

### 2. SUPPORT AGENCIES

(NOTE: Each Support Agency should review its own roles and responsibilities and revise in conjunction with the Department of Health)

- a. Support agencies will provide assistance to the Emergency Support Function with services, staff, equipment, and supplies that compliment the entire emergency response effort as the County Emergency Response Team addresses the consequences generated by the hazards that may impact the County (i.e., severe weather, tropical cyclones, environmental biological, terrorism, technological, and mass migration, etc.). Because services and resources are subject to change from time to time, emergency coordinators are responsible for frequently updating their resources capabilities with the Emergency Support Function 8.

- b. The Department of Emergency Management will provide EOC support, conduct briefings, direct needs assessments, distribute key information, and serve as liaison to the State EOC to request resources.
- c. Taylor County Emergency Medical Services coordinates the evacuation of patients from disaster areas when deemed appropriate, transport of victims to medical facilities outside the at risk area in accordance with approved Trauma Transport Protocols, transport needs with ESF 1, and coordinate the following resources; ALS/BLS vehicles, Emergency Medical Technicians, and Paramedics, EMS procurement, aircraft transport and ensure the health and safety of emergency responders in accordance with ESF 8 SOP.
- d. Taylor County Medical Examiners Office will assure the provision for decedent identification and mortuary services including temporary morgue services in accordance with established, victim identification protocol, preparing and disposing of remains, coordinate with the ARC on victim identification, mortuary protocol for family notification in accordance with established ARC procedures.
- g. Hospitals will:
  - Provide contact information regarding Hospital Incident Command structure upon EOC activation.
  - Provide, as required, staff representation to Emergency Support Function 8 to participate in ongoing planning and decision making.
- h. American Red Cross
  - Coordinate special needs shelter support (food, ice and water under Emergency Support Function 6)
  - Coordinate/provide support (food, ice and water) during public health emergencies at designated Points of Dispensing for Health and Medical staff providing support.
  - Coordinate with ECHD Environmental Health Division to provide inspections of mass feeding area involved in food preparation and distribution.
- i. American Red Cross and other community agencies (Emergency Support Function 6) will provide field support to emergency response personnel (food, water, basic assistance, etc.).

## G. FINANCIAL MANAGEMENT

1. Emergency Support Function 8 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.
2. This section will coordinate closely with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for payment and potential reimbursement. It will also be responsible for following up all financial issues after response has ceased by coordinating with Department of Emergency Management fiscal and personnel management officials, the State Division of Emergency Management fiscal agents and the Federal Emergency management Agency fiscal agents and directly with vendors as necessary.

3. Expenditures by support entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible.

#### **H. REFERENCES AND AUTHORITIES**

- State Emergency Support Function 8 annex
- Florida Statutes 1993, Emergency Management, chap. 252 (252.31- 52.61)
- Florida SS 911 (1993)
- The Federal Response Plan for P.L. 93-288 (1992)
- Regional Domestic Security Task Forces, Section 943.0312, F.S.
- Florida Field Operations Guide (FFOG)
- DHS Homeland Security Act (2002)
- HSPD-5, Management of Domestic Incidents
- HSPD-8, National Preparedness Goal
- DHS National Incident Management System (2004)
- DHS National Response Framework (2004)
- Public Law-288



## Emergency Support Function (ESF) 9 Search and Rescue

**Primary Agency:** Taylor County Sheriff's Department

**Support Agencies:** Perry Police Department  
Taylor County Fire & Rescue Department  
Taylor County Volunteer Fire Departments  
Taylor County Emergency Management

### I. Purpose

The purpose of Emergency Support Function 9 is to provide search and rescue coordination and support services in support of emergency events in Taylor County. Emergency Support Function 9 can provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives. The Emergency Support Function 9 Emergency Coordination Officer (ECO) is appointed by and located in the Taylor County Sheriff's Office and directs all aspects of emergency management. Emergency Support Function 9 resources are used when individual agencies are overwhelmed and County Emergency Response Team requests additional fire service assistance.

### II. Concept of Operations

#### A. GENERAL

1. Emergency Support Function 9 is organized consistent with the State Emergency Operations Center and the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System in order to provide incident assessment, planning, procurement, deployment, coordination and support operations to the Taylor County Emergency Response Team, Area Operations and State Emergency Response Team officials to assure a timely and appropriate response to an emergency/disaster event.
2. Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Taylor Emergency Operations Center and in the field. These are in the form of NIMS compliant Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe Emergency Support Function 9 capabilities (based on the National Planning Scenarios, the Universal Task List and the Target Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring local and State mutual aid assistance, Emergency Support Function 9 will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.
4. Throughout the response and recovery periods, Emergency Support Function 9 will evaluate and analyze information regarding search and rescue, and prevention requests for response, develop and update assessments of the search

and rescue situation and status in the impact area, and do contingency planning to meet anticipated demands or needs.

5. When an event is focused in scope to a specific type or response mode technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.

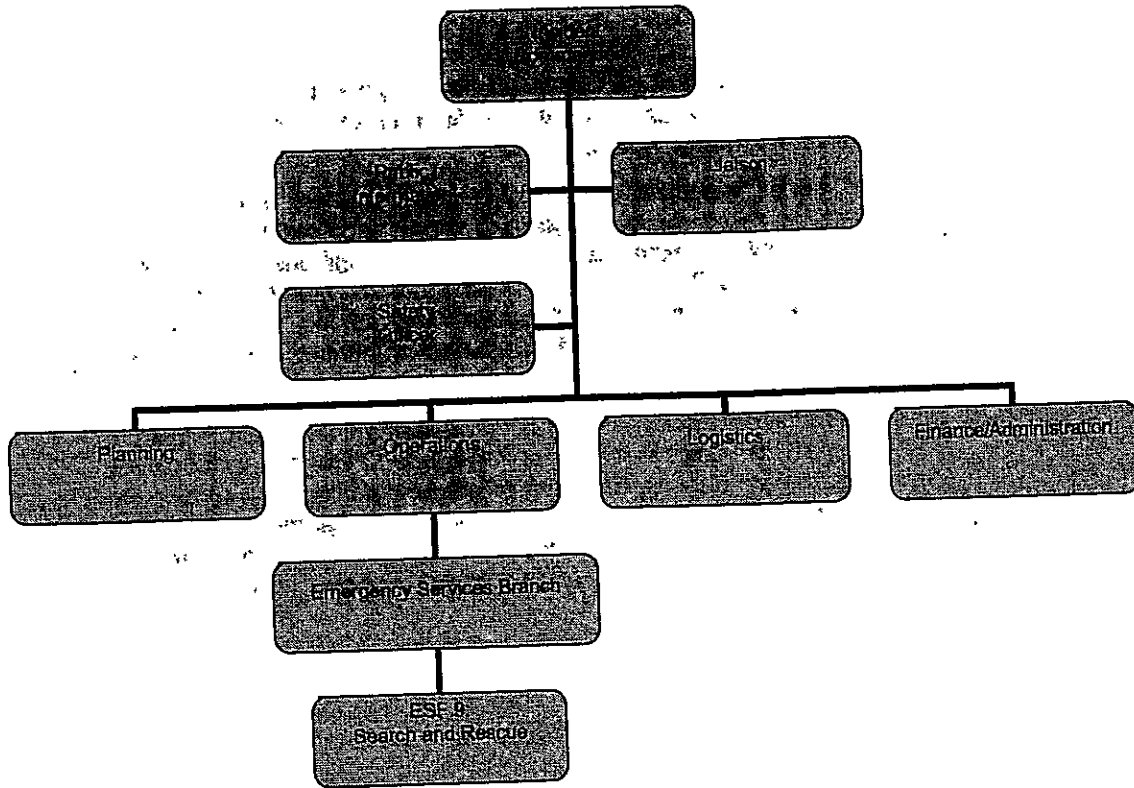


Figure 13 – Incident Command System Structure: ESF 9 – Search and Rescue

**B. ORGANIZATION**

**1. COUNTY**

- a. During an activation of the County Emergency Operations Center, support agency staff is integrated with the Taylor County Sheriff's Office staff to provide support that will allow for an appropriate, coordinated and timely response.
- b. During an emergency or disaster event, the Emergency Operations Center Operations Section chief will coordinate the support resources from the support agencies with the Emergency Services Branch Chief.
- c. During the response phase, Emergency Support Function 9 will evaluate and analyze information regarding search and rescue requests. Also, Emergency Support Function 9 will develop and update assessments of the search and rescue status in the impact area and do contingency planning to meet anticipate demands and needs.
- d. Taylor County Sheriff's Office will develop and maintain the overall Emergency Support Function 9 Emergency Operations Plan and

accompanying Appendices, annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, The National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

## 2. AREA

- a. The Emergency Services Branch Chief, in consultation with the requesting jurisdiction, may obtain additional search and rescue resources via established mutual aid agreements.
- b. The Florida Department of Financial Services serves as the lead agency for search and rescue coordination and support and will designate a liaison to the EOC from the Regional Office and/or the Regional Domestic Security Task Force (RDSTF). The liaisons have been trained to carry out Emergency Support Function 9 responsibilities and will function as coordinators, assessors, and operational personnel in support of EOC or field activities.
- c. If more than one county emergency management operation center is activated State search and rescue may support the coordination of the event response with regional resources or request additional resources from the State Emergency Operations Center, the State search and rescue agencies will participate in a Multi-Agency coordinating entity to coordinate requests for search and rescue resources among multiple Emergency Operations Centers.

## 3. STATE

- a. During an activation of the State Emergency Operations Center, the Florida Department of Financial Services, Division of State Fire Marshal is the designated lead agency for search and rescue and will provide a liaison to facilitate requests for State search and rescue resources to local Emergency Operations Centers.
- b. During an emergency or disaster event, the primary and support agencies of Emergency Support Function 9 at the State Emergency Operations Center will report to the Emergency Services Branch Chief who reports to the Operations Section Chief under the overall direction of the State Coordination Officer.
- c. During the response phase, Emergency Support Function 9 will evaluate and analyze information regarding Search and Rescue requests. Also, Emergency Support Function 9 will develop and update assessments of the Search and Rescue situation and status in the impact area and do contingency planning to meet anticipated demands and needs.
- d. The Department of Financial Services, Division of State Fire Marshal develops and maintains the overall Emergency Support Function 9 Emergency Operations Plan and accompanying Appendices, annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will

be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

### **C. ALERTS/NOTIFICATIONS**

1. Taylor County Sheriff's Office will notify the County Warning Point when information becomes known indicating that an emergency or disaster situation is developing. This report will include all relevant information that is known at the time. Additional information should be reported as it becomes available.
2. The County Warning Point, will notify the "on call" Emergency Duty Officer and/or Emergency Coordinating Officer (ECO) for Emergency Support Function 9 when the county or an area of the County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
3. Emergency Support Function 9 will be activated or placed on standby upon notification by the County Emergency Management Office. The Sheriff's Office, Search and Rescue Volunteers, Fire and Rescue Department, Volunteer Fire Departments and or their designees will jointly manage the emergency activities of ESF 9.
4. Upon instructions to activate ESF 9, Volunteer Fire Departments will implement its operating procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

### **D. ACTIONS**

Actions carried out by Emergency Support Function 9 are grouped into phases of emergency management: prevention, preparedness, protection, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. Emergency Support Function 9 encompasses a full range of activities from training to the provision of field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services. The following services may be provided:

- Assessment of Search and Rescue needs and potential impacts.
- Search and Rescue personnel.
- Search and Rescue equipment and supplies.
- Evacuation and Re-entry support.
- Emergency responder health and safety.
- Radiological/chemical/biological hazards.
- Mental health and crisis counseling for responders.
- Search and Rescue Public Information and risk communication.
- Search and Rescue Management, Command and control of assets.
- Search and Rescue activities related to terrorist threats and/or events.
- Logistical Staging areas and Points of Dispensing.
- Catastrophic incident and alternate Search and Rescue facility support.

#### **1. PREPAREDNESS ACTIONS**

- a. Actions and activities that develop Search and Rescue response capabilities may include planning, training, orientation sessions, and exercises for Emergency Support Function 9 personnel (i.e., County, State, Regional, and

Federal) and other emergency support functions that will respond with Emergency Support Function 9. This involves the active participation on inter-agency preparedness organizations, which collaborate in such activities on a regular basis.

- b. Local and State search and rescue teams will jointly address planning issues on an on-going basis to identify response zones, potential staging areas, and potential medical facilities and establish specialized teams.
- c. Conduct planning with Emergency Support Function 9 support agencies, Regional Domestic Security Task forces, and other emergency support functions to refine Search and Rescue Operations.
- d. Develop and refine procedures to be used in the following field surveys: Rapid Impact Assessment (i.e., recon), Community Search and Rescue assessment.
- e. Conduct training and exercise for EOC and Search and Rescue Team members.
- f. Prepare and maintain emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency. Ensure lead agency personnel are trained in their responsibilities and duties.
- g. Develop and implement emergency response and Search and Rescue strategies.
- h. Develop and present training courses for Emergency Support Function 9 personnel, provide information on critical facilities to the County Emergency Management and develop protocols for frequently provided services.
- i. Maintain liaison with support agencies.
- j. Conduct vulnerability analysis at critical facilities and make recommendations to improve the physical security.
- k. Conduct all hazards exercises involving Emergency Support Function 9.

## 2. RESPONSE ACTIONS

- a. Coordinate operations at the Emergency Support Function 9 office in the County Emergency Operations Center and/or at other locations as required.
- b. Establish and maintain a system to support on-scene direction and control and coordination with county EOC, regional task force and State EOC.
- c. Establish Mutual Aid procedures for the following resources; Urban Search and Rescue, Interoperable Communications and Command Vehicles, Resource Management and Logistical Support.
- d. Implementation of Impact Assessment Teams to determine post-storm impact to Emergency Services functional group resources and ability to perform Continuity of Operations of essential functions.
- e. Mutual Aid procedures to assist with supporting issues related to a terrorist event.
- f. Search and Rescue support RDSTF in the investigation of a terrorist attack.

# ANNEX I: RECOVERY FUNCTIONS

## I. INTRODUCTION

Following a disaster many critical post-disaster concerns will have to be addressed. Resolution of these issues will require a coordinated local, state and federal effort. This section of the local plan should outline the process for assessing the need for and administration of state and federal disaster assistance.

This annex to the CEMP provides the framework for managing resources to allow the county to return to normal as soon as possible. The county's focus during recovery is to address life safety concerns, assess property and infrastructure damage, assure Continuity of Government, provide access to disaster areas by relief agencies, facilitate debris removal and ensure proper reconstruction of damaged structures.

## II. GENERAL

- A. Disaster recovery is the primary responsibility of the Taylor County Emergency Management Department, which will be responsible for coordinating recovery operations from the county EOC.
- B. Taylor County Emergency Management will coordinate recovery operations with the City of Perry.
- C. It is important to note that the rural nature of the county does not provide for a large number of agencies to assist in recovery.
- D. Due to this fact a large number of responsibilities will need to be accomplished by a relatively few number of individuals. In order to support extensive, prolonged recovery operations, the county will require additional resources from the state and federal government.
- E. The EM Director or designee will serve as liaison with the Joint Operations Center, the Disaster Field Office and recovery personnel from Florida Division of Emergency Management and FEMA assigned to assist the county during its recovery efforts.
- F. Taylor County has identified the following entities which have support roles and will be involved in recovery.
  - o SERT Liaison – Pre-deployed recovery personnel that conduct initial coordination with local emergency management to assist in the deployment of all State recovery teams.

- Chapter 388, Florida Statutes, Public Health
- Chapter 401, Florida Statutes, Medical Telecommunications and Transportation
- Chapter 403, Florida Statutes, Environmental Control
- Chapter 404, Florida Statutes, Radiation
- Chapter 553, Florida Statutes, Building Construction Standards
- Chapter 581, Florida Statutes, Plant Industry
- Chapter 590, Florida Statutes, Forest Protection
- Chapter 633, Florida Statutes, Fire Prevention and Control
- Chapter 870, Florida Statutes, Riots, Affrays, Routs, and Unlawful Assemblies.
- Chapter 943, Florida Statutes, Domestic Security

**Florida Administrative Code:**

- Rule 9G-2, State of Florida CEMP Criteria
- Rule 9G-6, Review of Local Emergency Management Plans
- Rule 9G-11, Funding Formula for Emergency Management Assistance Funds
- Rule 9G-12, Contract Procedures for Funding of Radiological Emergency Response Plans
- Rule 9G-14, Hazardous Materials
- Rule 9G-19, Base Funding for County Emergency Management Agencies

**Federal:**

- 44 CFR Parts 59-76, National Flood Insurance Program and related programs.
- 44 CFR Part 13 (The Common Rule), Uniform Administrative Requirements for Grants and Cooperative Agreements.
- 44 CFR Part 206, Federal Disaster Assistance for Disasters Declared after November 23, 1988.
- 44 CFR Part 10, Environmental Considerations.

- 44 CFR Part 14, Audits of State and Local Governments.
- 44 CFR 350 of the Code of Federal Regulations.
- 50 CFR, Title 10 of the Code of Federal Regulations.
- Public Law 107-296, 116 Stat. 2135 (2002) (codified predominantly at 6 U.S.C. 101-557 and in other scattered sections of the U.S.C.), ESTABLISHED THE Department of Homeland Security with the mandate and legal authority to protect the American people from the continuing threat of terrorism.
- Public Law 93-288, as amended, 42 U.S.C. 5121, et seq., the Robert T. Stafford Disaster Relief and Emergency Assistance Act, which provides authority for response and recovery assistance under the Federal Response Plan, which empowers the President to direct any federal agency to utilize its authorities and resources in support of State and local assistance efforts.
- Public Law 106-390, Disaster Mitigation Act of 2000, to amend the Robert T. Stafford Disaster Relief and Emergency Assistance Act to authorize a program for pre-disaster mitigation, to streamline the administration of disaster relief, to control the Federal costs of disaster assistance, and for other purposes.
- 16 U.S.C. 3501, et seq, Coastal Barrier Resources Act.
- Public Law 93-234, Flood Disaster Protection Act of 1973, as amended by the Flood Insurance Reform Act of 1994, 42 U.S.C. 4001, et seq, provides insurance coverage for all types of buildings.
- Public Law 99-499, Superfund Amendments and Re-authorization Act of 1986, Part III, the Emergency Planning and Community Right-to-Know Act of 1986, 42 U.S.C. 11001, et seq, which governs hazardous materials planning and community right-to-know.
- Public Law 101-615, Hazardous Materials Transportation Uniform Safety Act (HMTUSA), which provides funding to improve capability to respond to hazardous materials incidents.
- Public Law 95-510, 42 U.S.C. 9601, et seq, the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), as amended, which requires facilities to notify authorities of accidental releases of hazardous materials.
- Public Law 101-549, Clean Air Act Amendments of 1990, which provide for reductions in hazardous air pollutants and risk management planning requirements.
- Public Law 85-256, Price-Anderson Act, 42 U.S.C. 2210, which provides for a system of compensating the public for harm caused by a nuclear accident.
- Public Law 84-99, 33 U.S.C. 701n, Flood Emergencies, authorizing an emergency fund for flood emergency preparation, flood fighting and rescue operations, and repair and restoration of flood control works threatened or destroyed by flood.



- Public Law 91-671, Food Stamp Act of 1964, in conjunction with Section 412 of the Stafford Act, relating to food stamp distributions after a major disaster.
- Public Law 89-665, 16 U.S.C. 470, et seq, National Historic Preservation Act, relating to the preservation of historic resources damaged as a result of disasters.
- Stewart B. McKinney Homeless Assistance Act, 42 U.S.C. 11331-11352, Federal Emergency Management Food and Shelter Program.
- National Flood Insurance Act of 1968, 42 U.S.C. 4101, et seq, as amended by the National Flood Insurance Reform Act of 1994 (Title V of Public Law 103-325).
- Regal Community Development and Regulatory Improvement Act of 1994.
- Public Law 833-703, an amendment to the Atomic Energy Act of 1954.

### **Memorandums of Understanding and Agreements:**

- Florida and Federal Emergency Management Agency Region IV, 1993.
- Statewide Mutual Aid Agreement (July 31, 2000 as Amended by modification #1, October, 1994).
- Florida and the American Red Cross, 1992.
- Florida and the Air Force Rescue Coordination Center (Inland Search and Rescue), as amended, 1995.
- Division of Emergency Management and the Civil Air Patrol (Search and Rescue, Transport).
- Division of Emergency Management and Florida Power Corporation; Division of Emergency Management and Florida Power and Light Company; and Division of Emergency Management and Southern Nuclear Operating Company (Radiological Emergency Response Planning and Operations) Annual Agreements.
- Memorandum of Agreement between the Federal Emergency Management Agency, the State of Florida, and the City of Miami for Urban Search and Rescue, October 5, 1993.
- Building Officials Association of Florida and Division of Emergency Management, October 1994.
- National Weather Service and Division of Emergency Management, September 1994.
- Statement of Understanding between the Administration on Aging and the American National Red Cross (ARC), ARC 5067, June 1995.

- o Statement of Understanding between the Salvation Army and the American Red Cross, August 1994.
- o Statement of Understanding between the Volunteer Organizations Active in Disaster Agencies and other volunteer agencies.
- o Statement of Understanding between the Federal Emergency Management Agency and the American Red Cross, January 1982.
- o Memorandum of Understanding between the Centers for Disease Control, the United States Public Health Service of the Department of Health and Human Services, and the American Red Cross, December 1988.
- o State of Florida Agreement between the American Red Cross and the Department of Health for use of the United States Department Agriculture donated foods, September 1989.
- o Memorandum of Understanding with the American Veterinary Medical Association Emergency Preparedness and Response Guide.
- o Memorandum of Understanding with the State of North Carolina for Medivac Assistance for Monroe County.
- o Southern Mutual Radiological Assistance Plan, Southern States Emergency Response Council.
- o Memorandum of Understanding Between Strategic Metropolitan Assistance and Recovery Teams and the Florida Division of Emergency Management, February 14, 1997.
- o Interstate Agreement during a Hurricane Threat or Other Events Florida Division of Emergency Management and Georgia Emergency Management Agency.

## ATTACHMENTS

ANNEX I – Recovery Functions  
 ANNEX II – Mitigation Functions  
 ANNEX III – Hazard Analysis  
 ESF Annexes  
 SOG's

- g. Preposition response resources when it is apparent that fire-search and rescue resources will be necessary. Relocate fire-search and rescue resources when it is apparent that they are endangered by the likely impacts of the emergency situation.
- h. Monitor and direct Search and Rescue resources and response activities.
- i. Participate in EOC briefings, Incident Action Plans, Situation Reports and meetings.
- j. Coordinate with support agencies, as needed, to support emergency activities.
- k. Obtain State resources through the County Comprehensive Emergency Management Plan (CEMP); coordinate all resources into the affected areas from designated staging areas.
- l. Coordinate with other County ESFs to obtain resources and to facilitate an effective emergency response among all participating agencies.

### 3. RECOVERY ACTIONS

- a. Continue to provide support as required until response activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdictions.
- b. Continue to provide support as required to support the recovery phase.
- c. Initiate financial reimbursement process for these activities when such support is available.

### 4. MITIGATION ACTIONS

- a. Identify and seek funds for retrofitting critical facilities and providing auxiliary power.
- b. Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

### E. DIRECTION AND CONTROL

1. Emergency Support Function 9 complies with the National Response Framework, the National Incident Management System and uses the Incident Command System composed of Planning, Operations, Logistics and Finance/Administration Sections with their standardized Units, Teams, positions, forms and terminology) to manage its emergency/disaster responsibilities. Key to this system is the Department of Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Taylor County. The Department of Emergency Management also serves as the focal point for Emergency Support Function 9 activities. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions and other private voluntary agencies have knowledge about the system and Emergency Support Function 9 expectations; as well as coordinate and cooperate efficiently during an event.
2. The Emergency Support Function 9 system operates in two arenas; 1) the county Emergency Operations Center; 2) field locations.
3. During emergency activations, all management decisions regarding County or regional response are made at the County Emergency Operations Center by the

Emergency Support Function 9 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section Coordinators and staff at the County Emergency Operations Center assist the commander in carrying out the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.

4. A staffing directory and the Emergency Support Function 9 Emergency Operations Plan, its accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the Taylor County Sheriff's Office with status of the call lists updated at least monthly and all other documents at least annually.
5. All search and rescue field personnel are subordinate to the Emergency Support Function 9 at the County Emergency Operations Center.
6. In accordance with a mission assignment from Emergency Support Function 9, and further mission tasking by a Local primary agency, each support organization assisting Emergency Support Function 9 assignment will retain administrative control over its own resources and personnel but will be under the operation control of Emergency Support Function 9. Delegation of mission operational control may be delegated to a Management Support Unit, Multi-Agency Coordination Team or a local entity.

#### **F. RESPONSIBILITIES**

##### **1. PRIMARY AGENCY – TAYLOR COUNTY SHERIFF'S OFFICE**

- a. Provide leadership in directing, coordinating and integrating overall County efforts to provide Search and Rescue assistance to affected areas and populations.
- b. Staff and operate a National Incident Management system compliant command and control structure (i.e., Incident Command System) to assure that services and staff are provided to areas of need.
- c. Coordinate and direct the activation and deployment of county agencies Search and Rescue personnel, supplies, and equipment and provide certain direct resources.
- d. Evaluate the emergency situation, make strategic decisions, identify resource needs and secure resources required for field operations.
- e. Monitor Search and Rescue emergency response and recovery operations. ESF 9 Representatives or designees will coordinate all State and Federal Search and Rescue resources into the affected areas from staging areas.
- f. Manage Search and Rescue and other emergency incidents in accordance with each department's Standard Operating Guidelines and under the direction of ESF 9 Representatives or designee.
- g. Provide assistance in initial needs assessment, and augment Search and Rescue operations through specialized response capabilities.
- h. Make specific requests for Search and Rescue assistance to the State ESF 9/State Fire Marshal's Office, through the Taylor County Liaison, as needed. The State will activate resources through the State Emergency Response Plan.

- i. Continue to re-assess priorities and strategies, throughout the emergency, according to the most critical Search and Rescue needs.
- j. Demobilize resources and deactivate the ESF 9 station upon direction from the County Incident Commander.

## 2. SUPPORT AGENCIES

(NOTE: Each Support Agency should review its own roles and responsibilities and revise in conjunction with the Department of Financial Services, The Division of the State Fire Marshal)

- a. Support agencies will provide assistance to the Emergency Support Function with services, staff, equipment, and supplies that compliment the entire emergency response effort as the County Emergency Response Team addresses the consequences generated by the hazards that may impact the County (i.e., severe weather, tropical cyclones, environmental biological, terrorism, technological, and mass migration, etc.). Because services and resources are subject to change from time to time, emergency coordinators are responsible for frequently updating their resources capabilities with the Emergency Support Function 9.
- b. The Taylor County Emergency Management will provide EOC support, conduct briefings, direct needs assessments, distribute key information, and serve as liaison to the State EOC to request resources.
- c. As support of all agencies the Community Emergency Response Team (CERT) and from direction of Emergency Management will assist with Light Search and Rescue efforts.
- d. County and City law enforcement agencies (Emergency Support Function 16) can provide crowd control, security measures, roadway assessments, and ingress/egress actions to protect the public and property in, near and around areas involved in fire fighting operations; keep emergency forces informed of hazardous areas.
- e. The County fire departments can assist the Search and Rescue efforts with specialized equipment and training for a variety of events.
- f. City, County, and private utilities (Emergency Support Function 12) will coordinate with ESF 9 to address Search and Rescue problems due to leaking natural gas, downed power lines, and water flow problems.
- g. City and County Public Works (Emergency Support Function 3) and other departments will provide road clearing equipment and other major resources needed to clear roadways in support of emergency response actions.
- h. The Sheriff's Office (Emergency Support Function 2) will provide radio communications support, to the extent possible, to support communications among various Volunteer Search and Rescue and Volunteer Fire Department agencies responding to the impacted areas.
- i. Taylor County Emergency Medical Services (Emergency Support Function 8) will provide emergency medical care and transportation of victims beyond initial collection sites.
- j. American Red Cross and other community agencies (Emergency Support Function 6) will provide field support to emergency response personnel (food, water, basic assistance, etc.).
- k. The Florida Fire Chiefs' Association will work with the Department of Financial Services by forwarding requests for search and rescue assistance

to the five regional response zones designated in the State of Florida Fire-Rescue Disaster Response Plan (prepared by the Florida Fire Chiefs Association).

### **G. FINANCIAL MANAGEMENT**

1. Emergency Support Function 9 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.
2. This section will coordinate closely with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for payment and potential reimbursement. It will also be responsible for following up on all financial issues after response has ceased by coordinating with Department of Emergency Management fiscal and personnel management officials, the State Division of Emergency Management fiscal agents and the Federal Emergency management Agency fiscal agents and directly with vendors as necessary.
3. Expenditures by other department entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible.

### **H. REFERENCES AND AUTHORITIES**

- State Emergency Support Function 9
- Florida Statutes 1993, Emergency Management, chap. 252 (252.31- 52.61)
- Florida SS 911 (1993)
- The Federal Response Plan for P.L. 93-288 (1992)
- Regional Domestic Security Task Forces, Section 943.0312, F.S.
- Florida Field Operations Guide (FFOG)
- DHS Homeland Security Act (2002)
- HSPD-5, Management of Domestic Incidents
- HSPD-8, National Preparedness Goal
- DHS National Incident Management System (2004)
- DHS National Response Framework (2004)
- Fire Suppression Draft – Forestry
- The Guidelines of the State Emergency Response Team for Wildfire Events." 1999 version
- The Florida fire Chiefs' Association, Fire-Rescue Disaster Response Plan.
- Memorandum of Understanding with Emergency Support Function 8," (March 1999).

## Emergency Support Function (ESF) 10 Hazardous Materials

**Primary Agency:** Taylor County Fire Rescue  
Perry Fire Department

**Support Agencies:** Taylor County Volunteer Fire Departments  
Taylor County Sheriff's Office  
Florida Department of Health - Taylor  
Taylor County Environmental Services  
Taylor County Public Works Department  
Perry Police Department  
Perry Street Department  
Taylor County Emergency Management  
Doctors Memorial Hospital  
Regional Area Hospitals

### I. Purpose

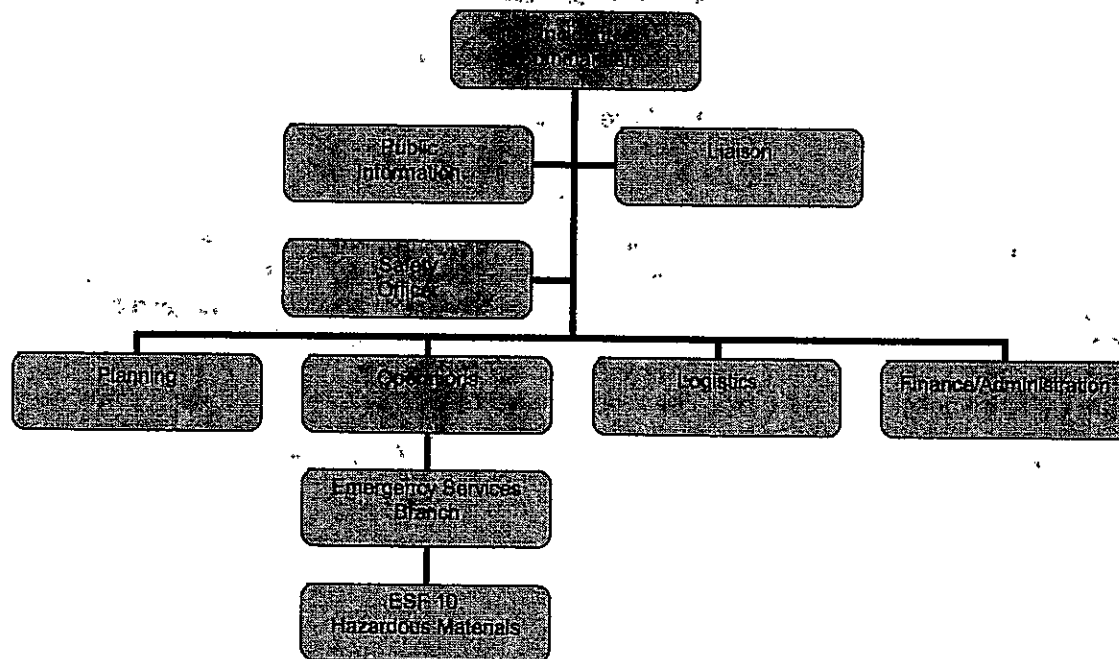
The purpose of Emergency Support Function 10 is to provide hazardous materials coordination and support services in support of emergency events in Taylor County. ESF 10 can provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives. The ESF 10 Emergency Coordination Officer (ECO) is appointed by and located in the Taylor County Emergency Management Office and directs all aspects of emergency management. Emergency Support Function 10 resources are used when individual agencies are overwhelmed and County Emergency Response Team requests additional hazardous materials assistance.

### II. Concept of Operations

#### A. GENERAL

1. Emergency Support Function 10 is organized consistent with State Emergency Operations Center and the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System in order to provide incident assessment, planning, procurement, deployment, coordination and support operations to Taylor County through the Taylor County Emergency Response Team, Area Operations and State Emergency Response Teams to assure a timely and appropriate response to an emergency or situation.
2. Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Taylor Emergency Operations Center and in the field. These are in the form of an Emergency Operations Center (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe Emergency Support Function 10 capabilities (based on the national Planning Scenarios, the Universal Task List and the Target Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring State, Federal or mutual aid assistance, Emergency Support Function 10 will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.

4. Throughout the response and recovery periods, Emergency Support Function 10 will evaluate and analyze information regarding the identification of securing, removing and disposing of the hazardous materials requests for response, develop and update assessments of the hazardous materials situation and status in the impact area, and do contingency planning to meet anticipated demands or needs.
5. When an event is focused in scope to a specific type or response mode technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.



**Figure 14 – Incident Command System Structure: ESF 10 – Hazardous Materials**

## B. ORGANIZATION

### 1. COUNTY

- a. During an activation of the County Emergency Operations Center, support agency staff is integrated with the Taylor County Fire Rescue Department with support from the Taylor County Volunteer Fire Departments staff to provide support that will allow for an appropriate, coordinated and timely response.
- b. The City of Perry Fire Department will assist the County Fire Department with hazardous events that require mutual aid.



- c. During an emergency or disaster event, the primary and support agencies of Emergency Support Function 10 will respond indirectly to the Emergency Services Branch Chief who reports to the operations under the overall direction of the County Incident Commander.
- d. During the response phase, Emergency Support Function 10 will evaluate and analyze information regarding hazardous materials requests. Also, Emergency Support Function 10 will develop and update assessments of the hazardous materials status in the impact area and do contingency planning to meet anticipate demands and needs.
- e. Taylor County Emergency Management develops and maintains the overall Emergency Support Function 10 Emergency Operations Plan and accompanying Appendices, annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, The National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

## 2. AREA

- a. The Emergency Services Branch Chief, in consultation with the requesting jurisdiction, may obtain additional hazardous materials resources via established mutual aid agreements.
- b. The Florida Department of Environmental Protection serves as the lead agency for hazardous materials coordination and support and will designate a liaison to the EOC from the FDLE Regional Office and/or the Regional Domestic Security Task Force (RDSTF). The liaisons have been trained to carry out Emergency Support Function 10 responsibilities and will function as coordinators, assessors, and operational personnel in support of EOC or field activities.
- c. If more than one county emergency management operation center is activated State environmental protection may support the coordination of the event response with regional resources or request additional resources from the State Emergency Operations Center, the State Environmental Protection agencies will participate in a Multi-Agency coordinating entity to coordinate requests for hazardous materials resources among multiple Emergency Operations Centers.

## 3. STATE

- a. During an activation of the State Emergency Operations Center, the Department of Environmental Protection is the designated lead agency for State hazardous materials and will provide a liaison to facilitate requests for hazardous materials resources to local Emergency Operations Centers.
- b. During an emergency or disaster event, the primary and support agencies of Emergency Support Function 10 at the State Emergency Operations Center will report to the Emergency Services Branch Chief who reports to the Operations Section chief under the overall direction of the State Coordinating Officer.
- c. During the response phase, Emergency Support Function 10 will evaluate and analyze information regarding hazardous materials requests. Also,

Emergency Support Function 10 will develop and update assessments of the hazardous materials situation and status in the impact area and do contingency planning to meet anticipated demands and needs.

- d. The Department of Environmental Protection develops and maintains the overall Emergency Support Function 10 Emergency Operations Plan and accompanying Appendices, annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

### C. ALERTS/NOTIFICATIONS

1. Taylor County Emergency Management will notify the County Warning Point when information comes known indicating that an emergency or disaster situation is developing. The report will include all relevant information that is known at the time. Additional information should be reported as it becomes available.
2. The County Warning Point, will notify the "on call" Emergency Duty Officer and/or Emergency Coordinating Officer (ECO) for Emergency Support Function 10 when the county or an area of the County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
3. Emergency Support Function 10 will be activated or placed on standby upon notification by the County Emergency Management Office. The primary and support hazardous materials agencies will coordinate and support the emergency activities of ESF 10.
4. Upon instructions to activate ESF 10, local and State hazardous materials teams will implement its operating procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

### D. ACTIONS

Actions carried out by Emergency Support Function 10 are grouped into several phases of emergency management: prevention, preparedness, protection, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. Emergency Support Function 10 encompasses a full range of activities from training to the provision of field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services. The following services may be provided.

- Assessment of Hazardous materials needs and potential impacts.
- Hazardous materials personnel.
- Hazardous materials equipment and supplies.
- Evacuation support.
- Emergency responder health and safety.
- Radiological/chemical/biological hazards.
- Mental health and crisis counseling for responders.
- Hazardous materials Public Information and risk communication.

- Hazardous materials Management, Command and control of assets.
- Hazardous materials activities related to terrorist threats and/or events.
- Logistical Staging areas and Points of Dispensing.
- Catastrophic incident and alternate Hazardous materials facility support.
- Oil and hazardous substance incident.
- Information on drinking water, wastewater and solid waste facilities.
- Information on SARA Title III fixed facilities; storage of extremely hazardous substances within the county.

## 1. PREPAREDNESS ACTIONS

- a. Actions and activities that develop hazardous materials response capabilities may include planning, training, orientation sessions, and exercises for Emergency Support Function 10 personnel (i.e., County, State, Regional, and Federal) and other emergency support functions that will respond with Emergency Support Function 10. This involves the active participation on inter-agency preparedness organizations, which collaborate in such activities on a regular basis.
- b. Local and State hazardous materials teams will jointly address planning issues on an on-going basis to identify response zones, potential staging areas, and potential medical facilities and establish specialized teams.
- c. Conduct planning with Emergency Support Function 10 support agencies, Regional Domestic Security Task forces, and other emergency support functions to refine hazardous materials operations.
- d. Develop and refine procedures to be used in the following field surveys: Community Hazardous Materials Assessments.
- e. Conduct training and exercise for EOC and hazardous materials response team members.
- f. Prepare and maintain emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency.
- g. Ensure lead agency personnel are trained in their responsibilities and duties.
- h. Develop and present training courses for Emergency Support Function 10 personnel, provide information on critical facilities to the County Emergency Management and develop protocols for frequently provided services.
- i. Maintain liaison with support agencies.
- j. Conduct vulnerability analysis at critical facilities and make recommendations to improve the physical security.
- k. Conduct all exercises involving Emergency Support Function 10.

## 2. RESPONSE ACTIONS

- a. Coordinate operations at the Emergency Support Function 10 office in the County Emergency Operations Center and/or at other locations as required.
- b. Establishment and maintain a system to support on-scene direction, control and coordination with the local incident commander, the county EOC, Regional Domestic Security Task Force and State EOC, and or other coordination entities as appropriate.

- c. Establish Mutual Aid procedures for the following resources; Hazardous Materials Response Teams, Interoperable Communications and Command Vehicles.
- d. Resource Management and Logistical Support.
- e. Implementation of Impact Assessment Teams to determine post-storm impact to Emergency Services functional group resources and ability to perform Continuity of Operations of essential functions.
- f. Mutual Aid procedures to assist with supporting issues related to a terrorist event or hazardous substance incident.
- g. Hazardous materials support RDSTF in the investigation of a terrorist attack.
- h. Preposition response resources when it is apparent that hazardous materials response resources will be necessary. Relocate hazardous materials response resources when it is apparent that they are endangered by the likely impacts of the emergency situation.
- i. Monitor and direct hazardous materials resources and response activities.
- j. Participate in EOC briefings, Incident Action Plans, Situation Reports and meetings.
- k. Coordinate with support agencies, as needed, to support emergency activities.
- l. Obtain State resources through the State Comprehensive Emergency Management Plan (CEMP); coordinate all resources into the affected areas from designated staging areas.
- m. Coordinate with other County ESFs to obtain resources and to facilitate an effective emergency response among all participating agencies.

### **3. RECOVERY ACTIONS**

- a. Continue to provide support as required until response activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdictions.
- b. Continue to provide support as required to support the recovery phase.
- c. Initiate financial reimbursement process for these activities when such support is available.

### **4. MITIGATION ACTIONS**

- a. Identify deficiencies or areas to be improved and seek funds to enhance protective measures to lessen the impact on vulnerable populations and/or minimize damage to critical facilities.
- b. Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

### **E. DIRECTION AND CONTROL**

1. Emergency Support Function 10 complies with the National Response Framework, the National Incident Management System and uses the Incident Command System composed of Planning, Operations, Logistics and Finance/Administration Sections with their standardized Units, Teams, positions, forms and terminology) to manage its emergency/disaster responsibilities.

Key to this system is the Department of Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Taylor County. The Department of Emergency Management also serves as the focal point for Emergency Support Function 10 activities. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions and other private voluntary agencies have knowledge about the system and Emergency Support Function 10 expectations, as well as coordinate and cooperate efficiently during an event.

2. The Emergency Support Function 10 system operates in two arenas; 1) the county Emergency Operations Center, 2) field locations.
3. During emergency activations, all management decisions regarding County or regional response are made at the County Emergency Operations Center by the Emergency Support Function 10 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section Coordinators and staff at the County Emergency Operations Center assist the commander in carrying out the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.
4. A staffing directory and the Emergency Support Function 10 Emergency Operations Plan, its accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the Taylor County Fire Fighters Association with status of the call lists updated at least monthly and all other documents at least annually.
5. All hazardous materials field personnel are subordinate to the Emergency Support Function 10 at the County Emergency Operations Center.
6. In accordance with a mission assignment from Emergency Support Function 10, and further mission tasking by a Local primary agency, each support organization assisting Emergency Support Function 10 assignment will retain administrative control over its own resources and personnel but will be under the operation control of Emergency Support Function 10. Delegation of mission operational control may be delegated to a Management Support Unit, Multi-Agency Coordination Team or a local entity.

## **F. RESPONSIBILITIES**

### **1. PRIMARY AGENCY – TAYLOR COUNTY FIRE AND RESCUE**

- a. Provide leadership in directing, coordinating and integrating overall County efforts to provide hazardous materials assistance to affected areas and populations.
  - Maintain a list of mutual aid agencies and private contractors that are trained and qualified to respond to an incident.
  - Ensure that all first responders are trained in awareness and operations level of hazardous materials response as defined in the guidelines established by the State Emergency Response Commission.
  - Ensure that public safety communications personnel are trained in the awareness level of hazardous materials response and that guidelines have been established to dispatch the proper response upon notification of hazardous materials incidents.

- Emergency Support Function 10 will coordinate the response and recovery efforts to hazardous materials incidents upon notification of a release by ensuring that coordination and cooperation is maintained in identifying the material. Then securing, removing and properly disposing of the hazardous material.
  - The presence of any radioactive material will be determined by properly trained personnel using basic detection equipment who will then determine if any evacuations are necessary. If evacuations are necessary, ESF 10 will coordinate with other ESFs to ensure that shelters are opened and the public is informed as the situation changes.
  - Coordinate the response of all agencies required to handle the hazardous materials incident and the necessary cleanup involved in recovery.
  - Minor incidents are usually handled by jurisdictional fire departments with minimal use of resources. Larger incidents will involve a cooperative effort between all support agencies, private contractors and the Florida Department of Environmental Protection.
  - In a large event requiring local and State or mutual aid assistance, Emergency Support function 10 will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.
  - During a State declared disaster requests for resources or assistance from State agencies will be made through established and proven procedures as set forth in the State of Florida Comprehensive Emergency Management Plan (CEMP).
  - Notify State Warning Point of all hazardous materials incidents and request State assistance when needed.
  - Coordinate with the Florida Department of Environmental Protection (DEP) for notification and response to hazardous materials incidents when the ability to identify the material or mitigate the incident is beyond the capabilities of the county.
  - Maintain an accurate and current listing of all fixed facilities that produce or store hazardous materials. Prepare site specific plans for each facility that produces or stores extremely hazardous substances (EHS) and update these plans annually or as necessary through the year.
- b. Staff and operate a National Incident Management system compliant command and control structure (i.e., Incident Command System) to assure that services and staff are provided to areas of need.
- c. Coordinate and direct the activation and deployment of County agencies hazardous materials personnel, supplies, and equipment and provide certain direct resources.
- d. ESF 10 members or designees will jointly evaluate the emergency situation, make strategic decisions, and identify resource needs and secure resources required for field operations.
- e. ESF 10 is responsible for monitoring hazardous materials emergency response and recovery operations. ESF 10 members or designees will coordinate all State and Federal hazardous materials resources into the affected areas from staging areas.
- f. ESF 10 will manage hazardous materials and other emergency incidents in accordance with each department's Standard Operating Guidelines and under the direction of ESF 10 members or designee.

- g. ESF 10 members or designee will make specific requests for hazardous materials assistance to the State ESF 10 through the Taylor County Liaison, as needed. The State will activate resources through the State Emergency Response Plan.
- h. ESF 10 members or designees will continue to re-assess priorities and strategies, throughout the emergency, according to the most critical hazardous materials needs.
- i. ESF 10 will demobilize resources and deactivate the ESF 10 station upon direction from the County Incident Commander.
- j. The owner of the material will be financially responsible for the material and will incur all cost and responsibility of the clean up and disposal activities.

## 2. SUPPORT AGENCIES

(NOTE: Each Support Agency should review its own roles and responsibilities and revise in conjunction with the Department of Environmental Protection).

- a. Support agencies will provide assistance to the Emergency Support Function with services, staff, equipment, and supplies that compliment the entire emergency response effort as the County Emergency Response Team addresses the consequences generated by the hazards that may impact the County (i.e., severe weather, tropical cyclones, environmental biological, terrorism, technological, and mass migration, etc.). Because services and resources are subject to change from time to time, emergency coordinators are responsible for frequently updating their resources capabilities with the Emergency Support Function 10.
- b. The Department of Emergency Management will provide EOC support, conduct briefings, direct needs assessments, distribute key information, and serve as liaison to the State EOC to request resources.
  - Provide training to public safety communications personnel to ensure recognition of a hazardous material and information to be obtained upon notification of a release that will determine the proper emergency response.
  - Provide training to all public safety personnel and first responders in awareness and recognition (level 1) of hazardous materials.
  - Provide training to the operations level (level 2) for all personnel responding to a hazardous materials incident that will be involved in the securing of the release, and/or removal and disposal of the material.
  - Coordinate the notification and response of all agencies required to handle the incident.
  - Notify the State Warning Point and make request for State assistance when necessary.
- d. The Taylor County Public Works (ESF3) will:
  - Maintain a list of available department resources that may be used to respond to and recover from the incident.
  - Coordinate with the Fire Services Division of the Department of Emergency Management to ensure that the material is recovered and disposed of in accordance with local, State and Federal regulations.
  - Will coordinate with local fire department and Department of Environmental Services to accept any material that has been approved for disposal in the county landfill. The department will also assist the

- Department of Emergency Management with identification of fixed facilities that produce or store hazardous materials.
- Will assist with the removal and disposal of any hazardous material deemed safe for disposal in the county landfill. This will be done in accordance with local guidelines and agreements. These guidelines will be updated and changed as deemed necessary.
- e. Emergency Medical Services will be responsible for transporting injured personnel to medical facilities. Patients will be decontaminated by the fire department personnel before delivery to EMS when possible. EMS will be responsible for notification of the local hospitals regarding the number of patients, severity of injuries and the material involved in the incident. Baptist Hospital is responsible for patient coordination with all other hospitals during multiple casualty incidents. Contamination patients will be handled by each hospital in accordance with their standard operating procedures.
  - f. Hospitals will accept contaminated patients in accordance with the standard operating procedures. Emergency Medical Services will notify the receiving hospital while on scene so appropriate hospital staff are available to receive the patients.
  - g. The appropriate fire departments will be dispatched to any release of a hazardous material upon notification. It will be their responsibility to attempt to positively identify the material, determine the hazard and take immediate actions necessary within their capabilities to protect life and property. Each fire department is responsible to ensure their personnel receive the required training to perform any actions taken during a hazardous materials incident and to call for assistance when the necessary actions are beyond their capabilities. Contractor through Mutual Aid agreement with Taylor County will respond to an incident upon request. Contractor personnel possess certification in all levels of training and respond with the equipment necessary to handle most hazardous materials incidents and a full support staff of chemists at their facility. Upon arrival contractor personnel will coordinate with the fire department Incident Commander to assist in the identification and establishment of hot and cold zones, decontamination site, determining the proper methods and equipment to be used. Fire Department personnel will mostly likely perform decontamination of all personnel leaving the hot zone. If required, a contractor will be obtained to properly dispose of all decontamination material.
  - h. County and City law enforcement agencies (ESF16) can provide crowd control, security measures, roadway assessments, and ingress/egress actions to protect the public and property in, near and around areas involved in fire fighting operations; keep emergency forces informed of hazardous areas.
  - i. City, county, and private utilities (ESF12) will coordinate with ESF 10 to address fire prevention and suppression problems due to leaking natural gas, downed power lines, and water flow problems.
  - j. County Road Department (ESF3) and other departments will provide road clearing equipment and other major resources needed to clear roadways in support of emergency response actions.
  - k. The Sheriff's Office (ESF2) will provide radio communications support, to the extent possible, to support communications among various Fire Department agencies responding to the impacted areas.
  - l. Taylor County Emergency Medical Services (ESF8) will provide emergency medical care and transportation of victims beyond initial collection sites.



- m. American Red Cross and other community agencies (ESF6) will provide field support to emergency response personnel (food, water, basic assistance, etc.).

### **G. FINANCIAL MANAGEMENT**

1. Emergency Support Function 10 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.
2. This section will coordinate closely with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for payment and potential reimbursement. It will also be responsible for following up all financial issues after response has ceased by coordinating with Department of Emergency Management fiscal and personnel management officials, the State Division of Emergency Management fiscal agents and the Federal Emergency management Agency fiscal agents and directly with vendors as necessary.
3. Expenditures by support agencies entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible.

### **H. REFERENCES AND AUTHORITIES**

- State Emergency Support Function 10
- Florida Statutes, 376.021, 376.30, 376.303, 376.305, and 403.061, 403.1655, 403.726
- The Clean Water Act of 1977, amended 1990
- Department of Environmental Protection Environmental Response Plan, Florida Statutes, Section 376.97 (2)(e), 376.303(1)(6) and CFR Part 311
- Florida Statutes 1993, Emergency Management, chap. 252 (252.31- 52.61)
- Florida SS 911 (1993)
- The Federal Response Plan for P.L. 93-288 (1992)
- Regional Domestic Security Task Forces, Section 943.0312, F.S.
- Florida Field Operations Guide (FFOG)
- DHS Homeland Security Act (2002)
- HSPD-5, Management of Domestic Incidents
- HSPD-8, National Preparedness Goal
- DHS National Incident Management System (2004)
- DHS National Response Framework (2004)
- Fire Suppression Draft – Forestry
- The Guidelines of the State Emergency Response Team for Wildfire Events." 1999 version
- 14. The Florida fire Chiefs' Association, Fire-Rescue Disaster Response Plan.
- 15. Memorandum of Understanding with Emergency Support Function 8," (March 1999).

## Emergency Support Function (ESF) 11 Food and Water

**Primary Agency:** Taylor County Emergency Management  
Taylor County School District

**Support Agencies:** Capital Area Chapter, American Red Cross  
Florida Department of Health - Taylor  
Salvation Army  
Taylor County Public Works

### I. Purpose

The purpose of Emergency Support Function 11 is to plan for and provide the distribution of food, water and ice to local victims following a disaster. Hurricane preparedness education campaigns teach the public to be prepared to be self sufficient for 72 hours. However other potential hazards may create the need for distribution of these basic necessities.

In the wake of a major disaster requiring the need for distribution of food, water and ice to the public, pre-identified locations for distribution will be prepared and the commodities transported to each location.

### II. Concept of Operations

#### A. GENERAL

1. Emergency Support Function 11 is organized consistent with the State Emergency Operations Center and the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System in order to provide incident assessment, planning, procurement, deployment, coordination and support operations to the Taylor County Emergency Response Team, Area Operations and State Emergency Response Team officials to assure a timely and appropriate response to an emergency/disaster event.
2. Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Taylor Emergency Operations Center and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe Emergency Support Function 11 capabilities (based on the National Planning Scenarios, the Universal Task List and the Target Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring local and State mutual aid assistance, Emergency Support Function 11 will coordinate with support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.
4. Throughout the response and recovery periods, Emergency Support Function 11 will evaluate and analyze requirements for food, water and ice; develop and update assessments of the food and water situation and status in the impact area; and undertake contingency planning to meet anticipated demands or needs.

5. When an event is focused in scope to a specific type or response mode, technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.
6. Appendix D, Taylor County CSA and POD Plan, outlines a concept of operations that will govern commodities logistics planning, including: responsibilities for the mobilization, set up templates, distribution guidelines, to receive, stage and distribute emergency relief supplies and, and demobilization County Staging Areas and Points of Distribution in Taylor County.

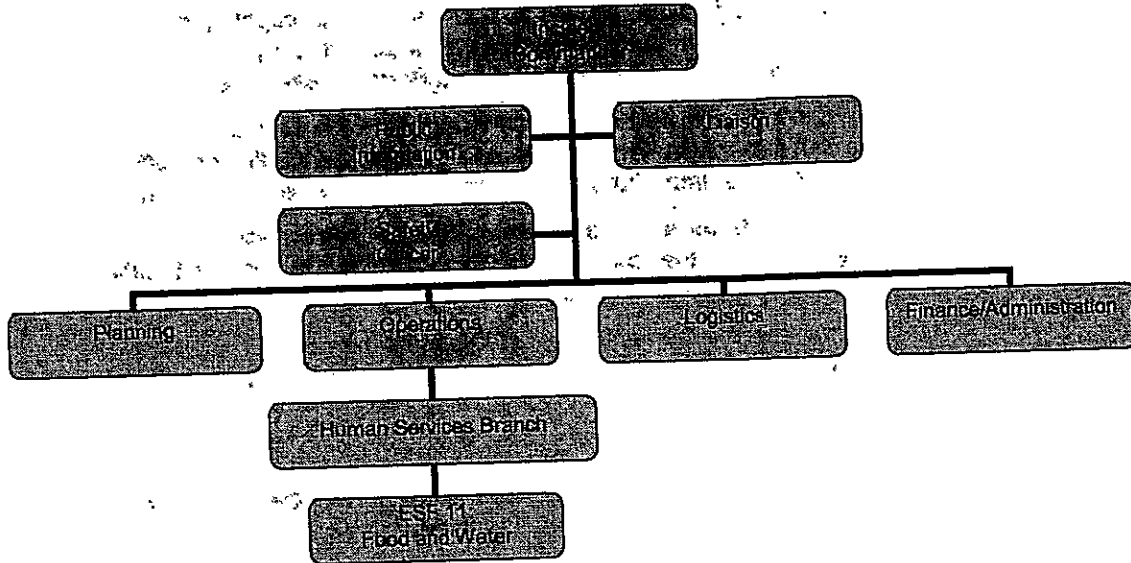


Figure 15 – Incident Command System Structure: ESF 11 – Food and Water

**B. ORGANIZATION**

**1. COUNTY**

- a. During an activation of the County Emergency Operations Center, support agency staff is integrated with the Department of Grants Administration staff to provide support that will allow for an appropriate, coordinated and timely response.
- b. During an emergency or disaster event, the Emergency Operations Center Operations Section Chief will coordinate the support resources from the support agencies with the Human Services Branch Chief.
- c. Following a major disaster that impacts a large portion of the population and creates the widespread loss of electrical power for an extended period of time, there may be a need to provide food, water and ice to the public. It is anticipated that hurricanes present the highest vulnerability for this need.
- d. The Departments of Grants Administration and Emergency Management in cooperation with the Capital Area Chapter, American Red Cross develops and maintains the overall Emergency Support Function 11 Emergency Operations Plan and accompanying Appendices, annexes and Standard Operating Guidelines that govern response actions related to emergencies.

However support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

- e. Water, ice and meals will go through the County Staging Area, where they will be accounted for and further shipped to the PODs or other facilities.
- f. The County Staging Area will be prepared to receive and onward ship resources without undo delay. In addition, PODs will be prepared to receive and off load vehicles immediately.
- g. When the need arises the County must be able to respond quickly and obtain the necessary commodities, establish sufficient distribution sites to serve the affected areas and transport the commodities to these sites.
- h. Public Information will be released through the local media to inform the public of the locations for assistance. The quick restoration of electrical power is of vital importance to the timely recovery from the disaster.
- i. Restoration of power to water treatment and pumping facilities, grocery stores and ice production facilities will reduce the need for distribution of these commodities to the public.
- j. In some cases, emergency food stamps may need to be issued and coordinated with the State for implementation of plan for that purpose.

## 2. AREA

The Human Services Branch Chief, in consultation with the requesting jurisdiction, may obtain additional food and water resources via established mutual aid agreements.

## 3. STATE

- a. During an activation of the State Emergency Operations Center, the Florida Department of Agriculture and Consumer Services is the designated lead agency for Food and Water and will coordinate with support agencies to determine food, water and ice needs for the population in the impacted areas.
- b. Approximately 24 hours after disaster impact, the State EOC will "push" water, meals and ice to the impacted counties. To prevent or minimize confusion and to maintain good supply discipline, it is imperative that the County provide accurate and timely information to the State EOC on the counties requirements.

## C. ALERTS/NOTIFICATIONS

1. The County Warning Point, will notify the "on call" Emergency Duty Officer and/or Emergency Coordinating Officer (ECO) for Emergency Support Function 11 when the County or an area of the County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
2. Emergency Support Function 11 will be activated or placed on standby upon notification by the County Emergency Management Office.

3. Upon instructions to activate ESF 11, the Emergency Management will implement its operating procedures to notify ESF 11 support agencies.

#### **D. ACTIONS**

Actions carried out by Emergency Support Function 11 are grouped into phases of emergency management: prevention, preparedness, protection, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. Emergency Support Function 11 encompasses a full range of activities from training to the provision of field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services.

#### **1. PREPAREDNESS ACTIONS**

- a. Actions and activities that develop food and water response capabilities may include planning, training, orientation sessions, and exercises for Emergency Support Function 11 personnel (i.e., County, State, Regional and Federal) and other emergency support functions that will respond with Emergency Support Function 11. This involves the active participation on inter-agency preparedness organizations, which collaborate in such activities on a regular basis.
- b. Address planning issues on an ongoing basis to identify response zones and potential staging areas.
- c. Maintain an accurate roster of personnel assigned to perform ESF 11 missions during an emergency or disaster.
- d. Identify and schedule disaster response training for ESF 11 personnel.
- e. Periodically update the list of available ice and water vendors.

#### **2. RESPONSE ACTIONS**

- a. Inventory food and water supplies.
- b. Coordinate with ESF 6 to identify mass feeding sites and the potential number of people in shelters.
- c. Coordinate with ESF 12 to monitor power outages.
- d. Work with ESF 15 to coordinate use of donated good and services to support the ESF 11 mission.
- e. Identify local resources for the acquisition of food, potable water and ice and attempt to obtain written agreements.
- f. Identify and procure sites for distribution of food, water and ice following a disaster.
- g. Provide for the transportation of food, water and ice to the distribution sites and maintain a resource list for equipment needed for moving and handling the materials.
- h. Coordinate with ESF 1 for assistance with the transportation of food, water and ice to distribution sites.
- i. Coordinate with the State to provide emergency food stamp assistance.
- j. Coordinate with the Regional Recovery Center for delivery of food, water and

ice not available through local resources.

- k. Coordinate with local power companies to restore power to water treatment plants, grocery stores and ice producing companies as a priority. This will significantly reduce the need for distribution of food, water and ice.
- l. Educate the public to prepare for disasters and the procedures that need to be taken to be self sufficient for 72 hours following a major disaster.
- m. Coordinate with the Florida Department of Health – Taylor for testing and treatment of all potable water distributed.

### 3. RECOVERY ACTIONS

- a. Continue to monitor food, water and ice needs.
- b. Monitor nutritional concerns.
- c. Assess special food concerns of impacted population.
- d. Maintain logistical links with supporting agencies with a role in ESF 11.

### 4. MITIGATION ACTIONS

Use HAZUS-MH and other risk assessment tools to identify vulnerable populations in Taylor County.

### E. DIRECTION AND CONTROL

1. Emergency Support Function 11 complies with the National Response Framework, the National Incident Management System and uses the Incident Command System composed of Planning, Operations, Logistics and Finance/Administration Sections with their standardized Units, Teams, positions, forms and terminology) to manage its emergency/disaster responsibilities. Key to this system is the Department of Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Taylor County.
2. The Emergency Support Function 11 system operates in two arenas: 1) the county Emergency Operations Center; 2) field locations.
3. During emergency activations, all management decisions regarding County or regional response are made at the County Emergency Operations Center by the lead Emergency Support Function 11. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section Coordinators and staff at the County Emergency Operations Center assist the commander in carrying out the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.
4. In accordance with a mission assignment from Emergency Support Function 11, and further mission tasking by a local primary agency, each support organization assisting Emergency Support Function 11 assignment will retain administrative control over its own resources and personnel but will be under the operation control of Emergency Support Function 11. Delegation of mission operational control may be delegated to a management Support Unit, Multi-Agency Coordination Team or a local entity.

### F. RESPONSIBILITIES

## 1. PRIMARY AGENCY – DEPARTMENT OF EMERGENCY MANAGEMENT / TAYLOR COUNTY SCHOOL DISTRICT

- a. Prepare and provide educational materials and presentations that will inform the public of the need to remain self sufficient for at least 72 hours and the necessary actions for that purpose.
- b. Each year, prior to hurricane season the department will survey the county and determine possible locations and buildings to be used as distribution sites, warehouses, staging areas and recovery centers. That listing will be forwarded to the Department of Grant Administration and become part of the plan for ESF 11.
- c. Maintain and update a power restoration list that will include all of the locations identified for use by ESF 11 for procurement, distribution, storage and staging. This will be coordinated with the local electrical power companies in the EOC following the disaster.
- d. Maintain a list of post disaster, non-essential county employees to be deployed as needed to support the distribution of supplies.
- e. Annually compile a listing of vendors capable of supplying food, water and ice.
- f. Work closely with ESF 11 to obtain contracts and agreements for the procurement of commodities for distribution and equipment for handling and transporting the material.
- g. Work with the Office of Purchasing to obtain contracts or agreements with local businesses to supply necessary commodities.
- h. As support of all agencies the Community Emergency Response Team (CERT) and from direction of Emergency Management will assist with Food and Water distribution efforts.
- i. Notify the Florida Department of Health – Taylor of the locations of distribution sites and arrange for testing and treatment of all bulk potable water.

## 2. SUPPORT AGENCIES

### (a) American Red Cross

- Identify local resources with the ability to supply large amounts of non-perishable food, potable water, ice and equipment necessary to transport and handle the commodities following a major disaster.
- Work with the local United Way and other volunteer agencies to obtain volunteers to staff distribution centers. Also coordinate with the other county departments and elected officials for use of non-essential post-disaster employees to work at the sites.
- Attempt to coordinate with local businesses and relief organizations to ensure that all locations of feeding stations, distributions sites and other assistance sites are placed where there is the most need and press releases issued so the public is informed where to obtain this assistance.
- Coordinate with the local Council on Aging to establish an outreach program for the elderly.

- Prior to hurricane season each year, work the Division of Emergency Management to identify possible locations to be used for the distribution of food, water and ice.
- Maintain a listing of available volunteers and donated goods that can be used in support of ESF 11. Coordination of these efforts will take place in the EOC.
- Provide feeding stations and serve food at each of the distribution sites in addition to their individual operations.

**(b) Florida Department of Health – Taylor**

- Responsible for testing, monitoring and treating all bulk potable water that is being distributed to the public.

**(c) Florida Department of Children and Families**

- Coordinate the distribution of emergency food stamps in the disaster area based on established procedures of the Department.

**(e) Taylor County Public Works**

- Taylor County Public Works will provide transportation of the commodities to the sites. Refrigerated trucks, tractor-trailers and forklifts and portable toilets will be identified and contracted prior to landfall to ensure availability after a storm

## **G. FINANCIAL MANAGEMENT**

1. Emergency Support Function 11 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.
2. This section will coordinate closely with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for payment and potential reimbursement. It will also be responsible for following up all financial issues after response has ceased by coordinating with Department of Emergency Management fiscal and personnel management officials, the State Division of Emergency Management fiscal agents and the Federal Emergency management Agency fiscal agents and directly with vendors as necessary.
3. Expenditures by other department entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible.

## **H. REFERENCES AND AUTHORITIES**

- State Emergency Support Function 11
- Florida Statutes 1993, Emergency Management, chap. 252 (252.31- 52.61)
- Florida SS 911 (1993)



- The Federal Response Plan for P.L. 93-288 (1992)
- Regional Domestic Security Task Forces, Section 943.0312, F.S.
- Florida Field Operations Guide (FFOG)
- DHS Homeland Security Act (2002)
- HSPD-5, Management of Domestic Incidents
- HSPD-8, National Preparedness Goal
- DHS National Incident Management System (2004)
- DHS National Response Framework (2004)

## Emergency Support Function (ESF) 12 ENERGY

**Primary Agency:** Taylor County Emergency Management

**Support Agencies:** Tri County Electric Cooperative  
Duke Energy

### I. Purpose

The purpose of ESF 12 is to establish policies to be used in the coordination with private providers for restoration of power during emergencies or following a major disaster. Expedient recovery is dependent upon the restoration of power to homes and businesses. Power outages are usually caused by major disasters such as hurricanes, tornadoes or other severe weather. However, other events such as fuel shortages, civil disturbances, disruption of transmission and distribution systems or power generating plant failure may also cause temporary disruption of power.

ESF 12 can provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives. The ESF 12 Emergency Coordination Officer (ECO) is appointed by and located in the Taylor County Emergency Management Division and directs all aspects of emergency management. Emergency Support Function 12 resources are used when individual agencies are overwhelmed and County Emergency Response Team requests additional energy services assistance.

### II. Concept of Operations

#### A. GENERAL

1. Emergency Support Function 12 is organized consistent with the State Emergency Operations Center and the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System to provide incident assessment, planning, procurement, deployment, coordination and support operations to the Taylor County Emergency Response Team, Area Operations and State Emergency Response Team officials to assure a timely and appropriate response to an emergency/disaster event.
2. Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Taylor Emergency Operations Center and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe Emergency Support Function 12 capabilities (based on the National Planning Scenarios, the Universal Task List and the Target Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.

3. In a large event requiring local and state mutual aid assistance, Emergency Support Function 12 will coordinate with support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.
4. When an event is focused in scope to a specific type or response mode, technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.
5. The potential for widespread loss of power is relatively high in Taylor County due to the frequency of severe weather. Loss of power to large areas of the County may require that shelters be opened and some basic services be provided. Tri County Electric COOP and Duke Energy serving Taylor County have well established and proven storm plans and procedures. Both power companies are active participants on the Taylor County Disaster Committee.

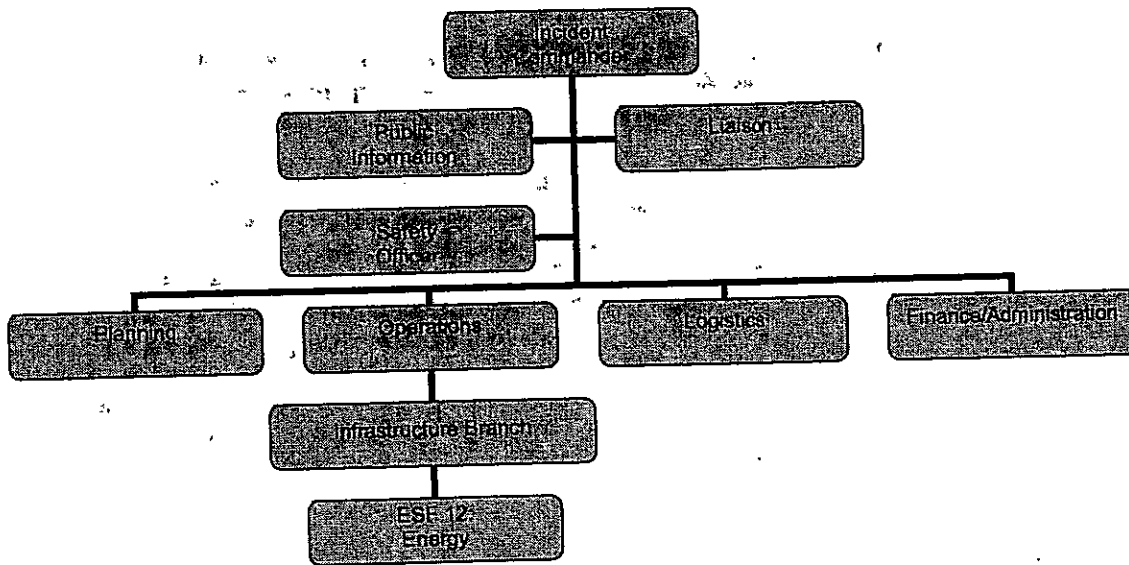


Figure 16 – Incident Command System Structure: ESF 12 – Energy

## B. ORGANIZATION

### 1. COUNTY

- a. Taylor County Emergency Management will serve as the lead agency for ESF 12 with Tri County Electric Cooperative and Duke Energy serving as the primary support agencies to coordinate the response and process resource requests for power companies during major power outages. Upon notification by the power companies of any major problem or potential problem, the office will coordinate with ESF 6 and ESF 8 to open shelters as necessary.

Both electrical providers will have established hurricane response plans and standard operating procedures and will:

- provide their own resources through contractual agreements with other

power providers to perform damage assessment; and obtain necessary equipment, repair or rebuild transmission and distribution systems, and restore power.

- b. The Department of Emergency Management maintains a power restoration priority plan that will guide the allocation and restoration of power as the situation dictates.
- c. Tri County Electric COOP and Duke Energy have public information officers who, in conjunction with Emergency Management, will issue statements and press releases that address existing or potential power problems or shortages.
- d. During an activation of the County Emergency Operations Center, support agency staff is integrated with the Taylor County Emergency Management Department staff to provide support that will allow for an appropriate, coordinated and timely response.
- e. During an emergency or disaster event, the Emergency Operations Center Operations Section Chief will coordinate the support resources from the support agencies with the Infrastructure Branch Chief.
- f. Taylor County Department of Emergency Management with Tri County Electric Cooperative and Duke Energy develops and maintains the overall Emergency Support Function 12 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

## 2. AREA

- a. The Infrastructure Branch Chief, in consultation with the requesting jurisdiction, may obtain additional energy services resources via established mutual aid agreements.
- b. The Public Service Commission serves as the lead agency for energy services coordination and support and will designate a liaison to the EOC from the Regional Office and/or the Regional Domestic Security Task Force (RDSTF). The liaisons have been trained to carry out Emergency Support Function 12 responsibilities and will function as coordinators, assessors, and operational personnel in support of EOC or field activities.
- c. If more than one County emergency management operation center is activated State Public Service may support the coordination of the event response with regional resources or request additional resources from the State Emergency Operations Center, the energy companies will participate in a Multi-Agency coordinating entity to coordinate requests for energy service resources among multiple Emergency Operations Centers.

### 3. STATE

- a. During an activation of the State Emergency Operations Center, the Public Service Commission is the designated lead agency for Energy and will provide a liaison to facilitate requests for state Energy resources to local Emergency Operations Centers.
- b. During an emergency or disaster event, the primary and support agencies of Emergency Support Function 12 at the State Emergency Operations Center will report to the Infrastructure Branch Chief who reports to the Operations Section Chief under the overall direction of the State Coordination Officer.
- c. During the response phase, Emergency Support Function 12 will evaluate and analyze information regarding fire service requests. Also, Emergency Support Function 12 will develop and update assessments of the energy situation and status in the impact area and do contingency planning to meet anticipated demands and needs.
- d. The Public Service Commission develops and maintains the overall Emergency Support Function 12 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

### C. ALERTS/NOTIFICATIONS

1. Taylor County Emergency Management will notify the County Warning Point when information comes becomes known indicating that an emergency or disaster situation is developing. This report will include all relevant information that is known at the time. Additional information should be reported as it becomes available.
2. The County Warning Point, will notify the "on call" Emergency Duty Officer and/or Emergency Coordinating Officer (ECO) for Emergency Support Function 12 when the County or an area of the County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
3. Upon instructions to activate ESF 12, will implement its operating procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

### D. ACTIONS

Actions carried out by Emergency Support Function 12 are grouped into phases of emergency management: prevention, preparedness, protection, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. Emergency Support Function 12 encompasses a full range of activities from training to the provision of field services.

It also functions as a coordinator and, at times, assumes direct operational control of provided services.

### **1. PREPAREDNESS ACTIONS**

- a. Actions and activities that develop energy service response capabilities may include planning, training, orientation sessions, and exercises for Emergency Support Function 12 personnel (i.e., County, State, Regional, and Federal) and other emergency support functions that will respond with ESF 12. This involves the active participation on inter-agency preparedness organizations, which collaborate in such activities on a regular basis.
- b. In preparation of an emergency or disaster, ESF 12 will coordinate major fuel providers to determine response and recovery needs and priorities.
- c. Emergency Management will coordinate with the American Red Cross to identify emergency shelter power generation capacity and needs, or other emergency power needs.
- d. The electrical service providers will deliver public education campaigns that address safety around electricity, emergency procedures for homes and businesses and hurricane preparedness.
- e. Emergency Management will maintain the special needs registration list which includes those citizens that are dependant on electricity to operate medical equipment.

### **2. RESPONSE ACTIONS**

- a. Coordinate operations at the Emergency Support Function 12.
- b. Establish and maintain a system to support on-scene direction and control and coordination with County EOC, Regional Domestic Security Task Force and the State EOC, or other coordination entities as appropriate.
- c. Prioritize the restoration of electric power, based on the priority restoration list that is maintained by Emergency Management.
- d. Participate in EOC briefings, Incident Action Plans, Situation Reports and meetings
- e. Evaluate the findings of the Rapid Impact Assessment Teams (RIAT) and use assessments in prioritizing restoration of electric power.
- f. Monitor and direct power restoration resources and response activities.

### **3. RECOVERY ACTIONS**

- a. The Infrastructure Branch Chief, in consultation with the requesting jurisdiction, may obtain additional energy service resources via established mutual aid agreements.
- b. Taylor County Emergency Management and the Clerk of Court will be responsible for locating and procuring equipment and material resources when requested by the power companies. The Office of Purchasing will utilize guidelines as set forth in the Office of Purchasing Policy and Procedure Manual.
- c. The Clerk of Court will use County Contracts for Emergency Purchases of goods and services as referenced in the Emergency Purchasing Manual

and/or the Office of Purchasing Homepage. They will keep the Division of Emergency Management informed on the progress in identifying vendors and obtaining of contracts. The Clerk of Court shall notify the Division of Emergency Management when resources become difficult to locate so that the State Division of Emergency Management can be notified that local resources are being depleted and they can expect requests for additional needs.

#### **4. Mitigation Actions:**

- a. Identify mitigation measures and funds to reduce the vulnerability of electric power to the effects of hurricanes and other major hazards.
- b. Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

#### **E. DIRECTION AND CONTROL**

1. Emergency Support Function 12 complies with the National Response Framework, the National Incident Management System and uses the Incident Command System (composed of Planning, Operations, Logistics and Finance/Administration Sections with their standardized Units, Teams, positions, forms and terminology) to manage its emergency/disaster responsibilities. Key to this system is the Department of Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Taylor County. The Department of Emergency Management also serves as the focal point for Emergency Support Function 12 activities. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions and other private voluntary agencies have knowledge about the system and Emergency Support Function 12 expectations, as well as coordinate and cooperate efficiently during an event.
2. The Emergency Support Function 12 system operates in two arenas; 1) The County Emergency Operations Center; 2) field locations.
3. During emergency activations, all management decisions regarding County or regional response are made at the County Emergency Operations Center by the Emergency Support Function 12 commander. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section Coordinators and staff at the County Emergency Operations Center assist the commander in carrying out the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.
4. A staffing directory and the Emergency Support Function 12 Emergency Operations Plan, its accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the Emergency Management Division with status of the call lists updated at least monthly and all other documents at least annually.

#### **F. RESPONSIBILITIES**

1. **PRIMARY AGENCY – DEPARTMENT OF EMERGENCY MANAGEMENT**
  - a. Maintain a close working relationship with the local power companies to

ensure that timely notification of potential problems are received and requests for support and resources are processed as quickly as possible.

- b. Maintain a power restoration priority list based upon the facilities required to provide sheltering, sanitary facilities, food water, ice and other basic needs. This priority list shall be used and amended as the situation dictates, as a priority list for energy allocation.
- c. Coordinate with power companies to prepare and release public information regarding the power emergency. This information will be disseminated through the Emergency Alerting System when necessary and through all local media in cooperation with ESF 14.
- d. Coordinate with ESF 6 and ESF 18 to open shelters as necessary.
- e. When requested, coordinate with other ESF 12 support agencies to obtain needed resources and make requests to the State Division of Emergency Management when local resources have been exhausted.

## 2. SUPPORT AGENCIES

(NOTE: Each Support Agency should review its own roles and responsibilities and revise in conjunction with the Emergency Management Division)

### a. Tri County Electric COOP

Tri County Electric COOP will be responsible for maintaining an emergency plan to restore power as quickly as possible following the event. They will ensure that the Department of Emergency Management is kept abreast of problems or potential problems and will have a representative in the EOC when activated.

### b. Duke Energy

Duke Energy will be responsible for maintaining an emergency plan to restore power as quickly as possible following the event. They will ensure that the Department of Emergency Management is kept abreast of problems or potential problems and will have a representative in the EOC when activated.

## G. FINANCIAL MANAGEMENT

1. Emergency Support Function 12 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.
2. This section will coordinate closely with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for payment and potential reimbursement. It will also be responsible for following up all financial issues after response has ceased by coordinating with Department of Emergency Management fiscal and personnel management officials, the State Division of Emergency Management fiscal agents and the



Federal Emergency management Agency fiscal agents and directly with vendors as necessary.

3. Expenditures by other department entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible.

#### H. REFERENCES AND AUTHORITIES

- State Emergency Support Function 12
- Florida Statutes 1993, Emergency Management, chap. 252 (252.31- 52.61)
- Florida SS 911 (1993)
- The Federal Response Plan for P.L. 93-288 (1992)
- Regional Domestic Security Task Forces, Section 943.0312, F.S.
- Florida Field Operations Guide (FFOG)
- DHS Homeland Security Act (2002)
- HSPD-5, Management of Domestic Incidents
- HSPD-8, National Preparedness Goal
- DHS National Incident Management System (2004)
- DHS National Response Framework (2004)

## Emergency Support Function (ESF) 13 Military Support

**Primary Agency:** Taylor County Sheriff's Office

**Support Agencies:** Taylor County Emergency Management  
Perry Police Department  
Florida National Guard

### I. Purpose

The purpose of Emergency Support Function 13 is to provide military support coordination and support services in support of emergency events in Taylor County. ESF 13 can provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives. The ESF 13 Emergency Coordination Officer (ECO) is appointed by and located in the Florida National Guard and directs all aspects of emergency management. Emergency Support Function 13 resources are used when individual agencies are overwhelmed and County Emergency Response Team requests additional military support assistance.

### II. Concept of Operations

#### A. GENERAL

1. Emergency Support Function 13 is organized consistent with the State Emergency Operations Center and the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System in order to provide incident assessment, planning, procurement, deployment, coordination and support operations to the Taylor County Emergency Response Team, Area Operations and State Emergency Response Team officials to assure a timely and appropriate response to an emergency/disaster event.
2. Florida National Guard has been an active member of the County's Disaster Committee for many years. These local representatives are knowledgeable of the working of the county EOC. However, in an actual event, Guard Units from other areas of Florida may be sent to Taylor County with assigned missions. The mission leader will make contact with the appropriate agency responsible for the mission. Once the Guard is activated in Taylor County, they will supply a liaison to the county's EOC to ensure communication and coordination.
4. Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Taylor Emergency Operations Center and in the field. These are in the form of NIMS compliant Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe Emergency Support Function 13 capabilities (based on the National Planning Scenarios, the Universal Task List and the Target Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.

5. In a large event requiring, State, Federal or mutual aid assistance, Emergency Support Function 13 will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.
6. Throughout the response and recovery periods, Emergency Support Function 13 will evaluate and analyze information regarding humanitarian, security request for response, develop and update assessments of the military support service situation and status in the impact area, and do contingency planning to meet anticipated demands or needs.
7. When an event is focused in scope to a specific type or response mode technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.

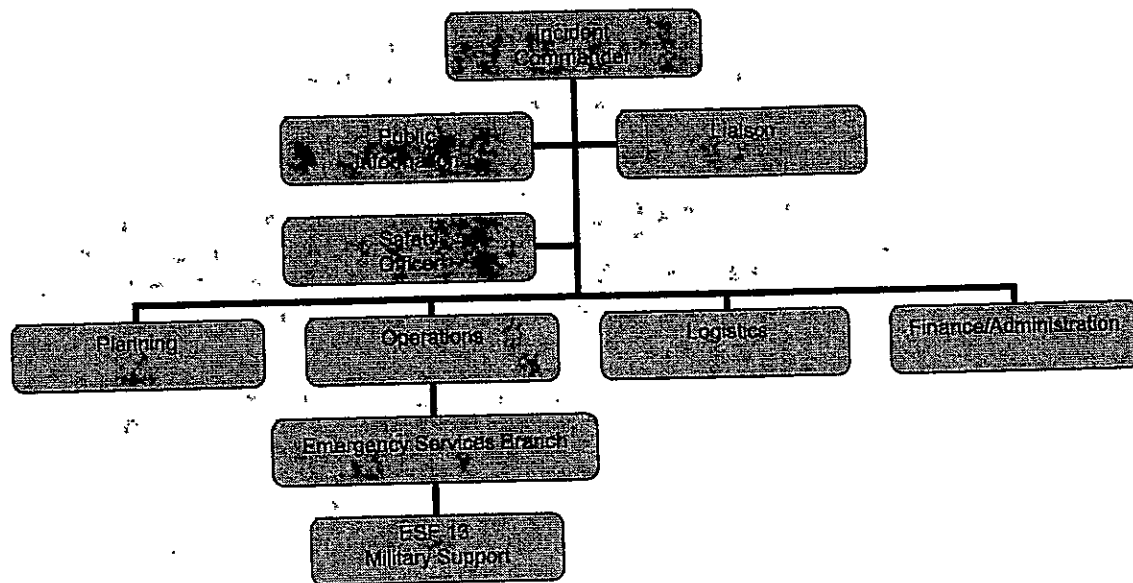


Figure 17 – Incident Command System Structure: ESF 13 – Military Support

## B. ORGANIZATION

### 1. COUNTY

- a. During an activation of the County Emergency Operations Center, Florida National Guard support agency staff is integrated with the Sheriff's Office staff to provide support that will allow for an appropriate, coordinated and timely response.
- b. During an emergency or disaster event, the primary and support agencies of Emergency Support Function 13 will respond indirectly to the Emergency Services Branch Chief who reports to the operations Section Chief under the overall direction of the County Incident Commander.
- c. During the response phase, Emergency Support Function 13 will evaluate and analyze information regarding military support service requests. Also,

Emergency Support Function 13 will develop and update assessments of the military support service status in the impact area and does contingency planning to meet anticipated demands and needs.

- d. Florida National Guard and Taylor County Sheriff's Department develops and maintains the overall Emergency Support Function 13 Emergency Operations Plan and accompanying Appendices, annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, The National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

## 2. AREA

- a. The Emergency Services Branch Chief, in consultation with the requesting jurisdiction, may obtain additional military support services resources via established mutual aid agreements.
- b. The Florida National Guard serves as the lead agency for military support coordination and support and will designate a liaison to the EOC from the Florida National Guard Regional Office and/or the Regional Domestic Security Task Force (RDSTF). The liaisons have been trained to carry out Emergency Support Function 13 responsibilities and will function as coordinators, assessors, and operational personnel in support of EOC or field activities.
- c. If more than one county emergency management operation center is activated State environmental protection may support the coordination of the event response with regional resources or request additional resources from the State Emergency Operations Center, the State will participate in a Multi-Agency coordinating entity to coordinate requests for military support resources among multiple Emergency Operations Centers.

## 3. STATE

- a. During an activation of the State Emergency Operations Center, the Florida National Guard is the designated lead agency for State military services and will provide a liaison to facilitate requests for military services resources to local Emergency Operations Centers.
- b. During an emergency or disaster event, the primary and support agencies of Emergency Support Function 13 will respond indirectly to the Emergency Services Branch Chief who reports to the Operations Section Chief under the overall direction of the State Coordination Officer.
- c. During the response phase, Emergency Support Function 13 will evaluate and analyze information regarding military support service requests. Also, Emergency Support Function 13 will develop and update assessments of the military support service situation and status in the impact area and do contingency planning to meet anticipated demands and needs.
- d. The Florida National Guard develops and maintains the overall Emergency Support Function 13 Emergency Operations Plan and an accompanying appendices, annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which

must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

### **C. ALERTS/NOTIFICATIONS**

1. The Taylor County Sheriff's Office will notify the County Warning Point when information becomes known indicating that an emergency or disaster situation is developing. This report will include all relevant information that is known at the time. Additional information should be reported as it becomes available.
2. The County Warning Point, will notify the "on call" Emergency Duty Officer and/or Emergency Coordinating Officer (ECO) for Emergency Support Function 13 when the county or an area of the County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
3. Emergency Support Function 13 will be activated or placed on standby upon notification by the County Emergency Management Office. The primary and support fire departments will jointly manage the emergency activities of ESF 13.
4. Upon instructions to activate ESF 13, All Fire Departments will implement its operating procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

### **D. ACTIONS**

Actions carried out by Emergency Support Function 13 are grouped into several phases of emergency management: prevention, preparedness, protection, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. Emergency Support Function 13 encompasses a full range of activities from training to the provision of field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services. The following services may be provided:

- Assessment of Military Support Service needs and potential impacts.
- Military Support Service personnel.
- Military Support Service equipment and supplies.
- Humanitarian and Security support.
- Evacuation.
- Impact Assessment.
- Search and Rescue.
- Transportation of Supplies and Services.
- Provide and Operate Generators.
- Mass Feeding.
- Comfort Stations.
- Remove and Transport Debris.
- Water Purification.
- Base Camps for Emergency Workers.
- Aviation Operations.
- Law Enforcement and Security.
- Engineer Support.
- Civilian Acquired Skills.

- Communications.
- Clear Roads and Bridges.
- Emergency Medical Support.
- Emergency responder health and safety.
- Radiological/chemical/biological hazards.
- Mental health and crisis counseling for responders.
- Military Support Service Public Information and risk communication.
- Military Support Service Management, Command and control of assets.
- Military Support Service activities related to terrorist threats and/or events.
- Logistical Staging areas and Points of Dispensing.
- Catastrophic incident and alternate Military Support Service facility support.

## 1. PREPAREDNESS ACTIONS

- a. Actions and activities that develop military support service response capabilities may include planning, training, orientation sessions, and exercises for Emergency Support Function 13 personnel (i.e., County, State, Regional, and Federal) and other emergency support functions that will respond with Emergency Support Function 13. This involves the active participation on inter-agency preparedness organizations, which collaborate in such activities on a regular basis.
- b. Military Support Service will jointly address planning issues on an ongoing basis to identify response zones, potential staging areas, potential critical facilities and establish specialized teams.
- c. Conduct planning with Emergency Support Function 13 support agencies, Regional Domestic Security Task forces, and other emergency support functions to refine Fires Service operations.
- d. Develop and refine procedures to be used in the following field surveys: Rapid Impact Assessment (i.e., recon), and other response service activities.
- e. Conduct training and exercise EOC and response team members.
- f. Prepare and maintain emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency. Ensure lead agency personnel are trained in their responsibilities and duties.
- g. Develop and implement emergency response and military support service strategies.
- h. Develop and present training courses for Emergency Support Function 13 personnel, provide information on critical facilities to the County Emergency Management and develop protocols for frequently provided services.
- i. Maintain liaison with support agencies.
- j. Conduct all hazards exercises involving Emergency Support Function 13.
- k. Conduct vulnerability analysis at critical facilities and make recommendations to improve the physical security.

## 2. RESPONSE ACTIONS

- a. Coordinate operations at the Emergency Support Function 13 office in the County Emergency Operations Center and/or at other locations as required.
- b. Establish and maintain a system to support on-scene direction and control and coordination with county EOC, Regional Domestic Security Task Force and State EOC.
- c. Establish Mutual Aid procedures for the following resources: Humanitarian, Security and Air and Ground transport, Interoperable Communications and Command Vehicles, Emergency Management Assistance Compact (EMAC): Out of State National Guard units and Organizations will be under the Command and Control of the Adjutant General of Florida. In addition to the guidance outlined in the EMAC additional coordination between the Technical Advisory Groups of Florida will be contained in established Memorandum of Agreements and Memorandum of Understandings.
- d. Resource Management and Logistical Support.
- e. Implementation of Impact Assessment Teams to determine post-storm impact to Emergency Services functional group resources and ability to perform Continuity of Operations of essential functions.
- f. Mutual Aid procedures to assist with supporting issues related to a terrorist event.
- g. Military Support Service support RDSTF in the security mission of a terrorist attack.
- h. Preposition response resources when it is apparent that military support resources will be necessary. Relocate military support resources when it is apparent that they are endangered by the likely impacts of the emergency situation.
- i. Monitor and direct military support resources and response activities.
- j. Participate in EOC briefings, Incident Action Plans, Situation Reports and meetings.
- k. Coordinate with support agencies, as needed, to support emergency activities.
- l. Military Support Services may assist with emergency response and security missions.
- m. Military Support Services may assist with humanitarian missions of threatened areas of the County.
- n. Obtain County resources through the County Comprehensive Emergency Management Plan (CEMP); coordinate all resources into the affected areas from designated staging areas.
- o. Coordinate with other County ESFs to obtain resources and to facilitate an effective emergency response among all participating agencies.

## 3. RECOVERY ACTIONS

- a. The Emergency Services Branch Chief, in consultation with the requesting jurisdiction, may obtain additional military support resources via established mutual aid agreements.
- b. The Taylor County Sheriff's Office/Florida National Guard serves as the lead agency for military support services coordination and support and will designate

a liaison to the EOC from the Florida National Guard Regional Office and/or the Regional Domestic Security Task Force (RDSTF). The liaisons have been trained to carry out Emergency Support Function 13 responsibilities and will function as coordinators, assessors, and operational personnel in support of EOC or field activities.

- c. If more than one county emergency management operation center is activated State environmental protection may support the coordination of the event response with regional resources or request additional resources from the State Emergency Operations Center, the State Environmental Protection agencies will participate in a Multi-Agency coordinating entity to coordinate requests for hazardous materials resources among multiple Emergency Operations Centers.

#### **4. MITIGATION ACTIONS**

- a. Identify and seek funds for retrofitting critical facilities and providing auxiliary power.
- b. Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

#### **E. DIRECTION AND CONTROL**

1. Emergency Support Function 13 complies with the National Response Framework, the National Incident Management System and uses the Incident Command System composed of Planning, Operations, Logistics and Finance/Administration Sections with their standardized Units, Teams, positions, forms and terminology) to manage its emergency/disaster responsibilities. Key to this system is the Department of Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Taylor County. The Florida National Guard also serves as the focal point for Emergency Support Function 13 activities. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions and other private voluntary agencies have knowledge about the system and Emergency Support Function 13 expectations, as well as coordinate and cooperate efficiently during an event.
2. Emergency Support Function 13 operates in two arenas; 1) the county Emergency Operations Center; 2) Field locations.
3. During emergency activations, all management decisions regarding County or regional response are made at the County Emergency Operations Center by the Emergency Support Function 13 commander. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section Coordinators and staff at the County Emergency Operations Center assist the commander in carrying out the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.
4. A staffing directory and the Emergency Support Function 13 Emergency Operations Plan, its accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the Sheriff's Office with status of the call lists updated at least monthly and all other documents at least annually.
5. All military support field personnel are subordinate to the Emergency Support Function 13 at the County Emergency Operations Center.



6. In accordance with a mission assignment from Emergency Support Function 13, and further mission tasking by a Local primary agency, each support organization assisting Emergency Support Function 13 assignment will retain administrative control over its own resources and personnel but will be under the operation control of Emergency Support Function 13. Delegation of mission operational control may be delegated to a Management Support Unit, Multi-Agency Coordination Team or a local entity.

## **F. RESPONSIBILITIES**

### **1. PRIMARY AGENCY – TAYLOR COUNTY SHERIFF'S OFFICE/FLORIDA NATIONAL GUARD**

- a. Provide leadership in directing, coordinating and integrating overall County efforts to provide Military Support Service assistance to affected areas and populations.
  - RIAT Recon Mission
  - Security Support to State and Local
  - Law Enforcement
  - Humanitarian Support to ESF 15, United Way for distribution of medical supplies to impacted areas
- b. Staff and operate a National Incident Management system compliant command and control structure (i.e., Incident Command System) to assure that services and staff are provided to areas of need.
- c. Coordinate and direct the activation and deployment of county agencies Military Support Service personnel, supplies, and equipment and provide certain direct resources.
- d. ESF 13 liaisons or designees will jointly evaluate the emergency situation, make strategic decisions, and identify resource needs and secure resources required for field operations.
- e. ESF 13 is responsible for monitoring fire fighting emergency response and recovery operations. ESF 13 liaisons or designees will coordinate all State and Federal military support resources into the affected areas from staging areas.
- f. Local and State support agencies will manage emergency incidents in accordance with each department's Standard Operating Guidelines and under the direction of ESF 13 liaison or designee.
- g. ESF 13 liaisons or designee will make specific requests for military support assistance to the Florida National Guard through the Taylor County Liaison, as needed. The State will activate resources through the State Emergency Response Plan.
- h. ESF 13 liaison or designees will continue to re-assess priorities and strategies, throughout the emergency, according to the most critical Military Support Service needs.
- i. ESF 13 will demobilize resources and deactivate the ESF 13 station upon direction from the County Incident Commander.

### **2. SUPPORT AGENCIES**

(NOTE: Each Support Agency should review its own roles and responsibilities and revise in conjunction with Taylor County Sheriff's Office/Florida National Guard).

- a. Support agencies will provide assistance to the Emergency Support Function with services, staff, equipment, and supplies that compliment the entire emergency response effort as the County Emergency Response Team addresses the consequences generated by the hazards that may impact the County (i.e., severe weather, tropical cyclones, environmental biological, terrorism, technological, and mass migration, etc.). Because services and resources are subject to change from time to time, emergency coordinators are responsible for frequently updating their resources capabilities with the Emergency Support Function 13.
- b. The Department of Emergency Management will provide EOC support, conduct briefings, direct needs assessments, distribute key information, and serve as liaison to the State EOC to request resources.
- c. Local and State law enforcement agencies (ESF16) can provide crowd control, security measures, roadway assessments, and ingress/egress actions to protect the public and property in, near and around areas involved in military support operations; keep emergency forces informed of hazardous areas.
- d. The Sheriff's Office (ESF2) will provide radio communications support, the extent possible, to support communications among various support agencies responding to the impacted areas.
- e. American Red Cross and other community agencies (ESF6) will provide field support to emergency response personnel (food, water, basic assistance, etc.).
- f. Volunteers (ESF 15) provide humanitarian services i.e., supplies (ice, water, food, etc.) to impacted areas.
- g. Taylor County Emergency Management Department maintains copies of the Florida National Guard operations plans for military support to civil authorities.

#### **G. FINANCIAL MANAGEMENT**

1. Emergency Support Function 13 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.
2. This section will coordinate closely with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for payment and potential reimbursement. It will also be responsible for following up all financial issues after response has ceased by coordinating with Department of Emergency Management fiscal and personnel management officials, the State Division of Emergency Management fiscal agents and the Federal Emergency management Agency fiscal agents and directly with vendors as necessary.
3. Expenditures by other department entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible.

## H. REFERENCES AND AUTHORITIES

- State Emergency Support Function 13
- Florida Statutes 1993, Emergency Management, chap. 252 (252.31- 52.61)
- Florida SS 911 (1993)
- The Federal Response Plan for P.L. 93-288 (1992)
- Regional Domestic Security Task Forces, Section 943.0312, F.S.
- Florida Field Operations Guide (FFOG)
- DHS Homeland Security Act (2002)
- HSPD-5, Management of Domestic Incidents
- HSPD-8, National Preparedness Goal
- DHS National Incident Management System (2004)
- DHS National Response Framework (2004)
- Fire Suppression Draft – Forestry
- The Guidelines of the State Emergency Response Team for Wildfire Events." 1999 version
- The Florida fire Chiefs' Association, Fire-Rescue Disaster Response Plan.
- Memorandum of Understanding with Emergency Support Function 8," (March 1999).

## Emergency Support Function (ESF) 14 PUBLIC INFORMATION

**Primary Agency:** Taylor County Administration Office  
Taylor County Emergency Management

**Support Agencies:** Taylor County Sheriff's Department

### I. Purpose

The purpose of ESF 14 is to disseminate information on emergencies to the public through the news media.

The following assumptions will guide the dissemination of public information in Taylor County:

- Extensive destruction of media communications facilities and loss of electrical power may severely disrupt the normal flow and dispersal of information in the disaster area.
- The demand for public information outside the disaster area may exceed the capabilities of the Department of Emergency Management Public Information staff or the County Administrator's office.
- The demand for public information within the disaster area may exceed the capability of county government to provide service. Additional support may be requested from other local agencies or the state.
- After a disaster, information can be erroneous, vague, difficult to confirm and contradictory.
- After a disaster, there will be significant demand for information on volunteer resources that are needed.
- A significant natural disaster, emergency condition or other incident may be of such magnitude that the means of dispersing public information in the disaster area may be severely affected or cease to function.

### II. Concept of Operations

#### A. GENERAL

1. Emergency Support Function 14 is organized consistent with the State Emergency Operations Center and the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System to provide incident assessment, planning, procurement, deployment, coordination and support operations to the Taylor County Emergency Response Team, Area Operations and State Emergency Response Team officials to assure a timely and appropriate response to an emergency/disaster event.
2. Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Taylor Emergency Operations Center and in the field. These are in the form of Emergency Operations Plan (i.e. Base Plan) and

corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe Emergency Support Function 12 capabilities (based on the National Planning Scenarios, the Universal Task List and the Target Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.

3. In a large event requiring local and state mutual aid assistance, Emergency Support Function 14 will coordinate with support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.
4. Taylor County Administration and the County Administrator will act as the lead agency for ESF 14. Depending on the severity of the situation, other local public information officers and County staff will assist with media advisories and releases. Lead or support agency public information staff will operate from the Emergency Operations Center (EOC) on a 24-hour schedule to help maintain the flow of public information.
5. The Taylor Sheriff's Department and other state and local law enforcement agencies will assist ESF 14 because much of the protective actions taken during disasters involve the use of law enforcement resources. When the EOC is activated, law enforcement representatives will notify the public information office of impending operations. Depending on the severity of the disaster, Department of Emergency Management may activate a 24-hour citizen information center to handle citizens' inquiries.
6. In a catastrophic disaster, ESF 14 and ESF 15 (volunteer goods and services) will work together to release information regarding volunteer goods and services that need to be sent to the disaster area, and where volunteers and donors may go to deliver such goods or services. All ESFs will routinely provide information to ESF 14 to keep government officials and citizens aware of current events.
7. The Taylor County EOC has a Citizen Information Center that will be activated during major and catastrophic disaster events in Taylor County. The CIC will remain in operation during the recovery phase of the disaster event to provide citizens with information regarding location of disaster recovery centers, distribution sites, individual and other assistance programs that are available. The Citizen Information Center is staffed with employees of the County that have been trained to support the EOC and assist the citizens who call.

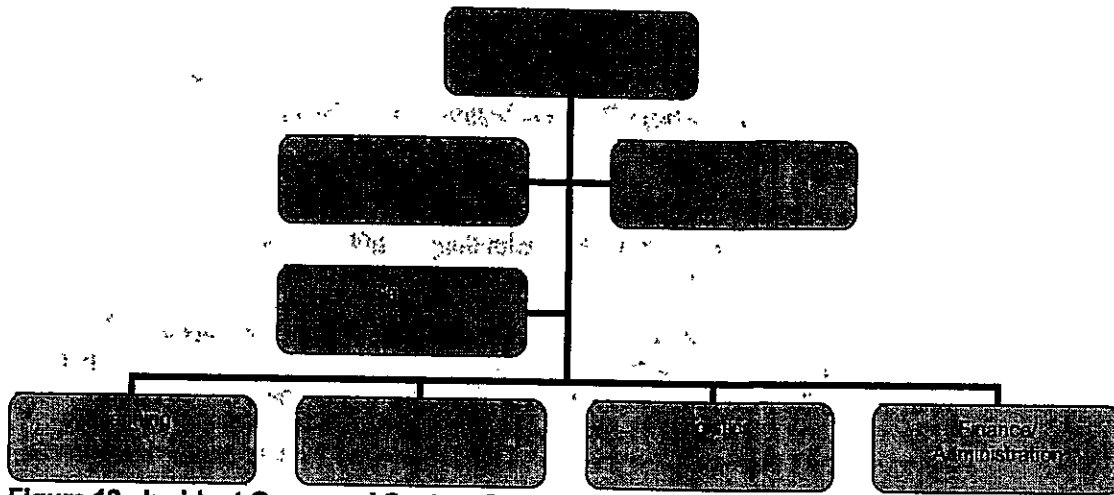


Figure 18 - Incident Command System Structure: ESF 14 – Public Information

## B. ORGANIZATION

### 1. COUNTY

- a. The Public Information function will be a part of the Command Staff. The Public Information Officer is responsible for interfacing with the public and media and/or agencies with incident-related information requirements.
- b. During a disaster, the County EOC will act as the central coordinating facility for receiving and disseminating public information. Information flow to the EOC will occur directly from news media reports and citizen public information phone calls. Information will flow from the EOC in the form of media briefings, news releases and situation reports. Information will also flow from ESF 14 to the State EOC.

### 2. AREA

- a. The Division of Emergency Management serves as the lead agency for public information coordination and support and will designate a liaison to the EOC from the Regional Office and/or the Regional Domestic Security Task Force (RDSTF). The liaisons have been trained to carry out Emergency Support Function 14 responsibilities and will function as coordinators, assessors, and operational personnel in support of EOC or field activities.

### 3. STATE

- a. During an activation of the State Emergency Operations Center, the Division of Emergency Management is the designated lead for Public Information and will provide a liaison to facilitate requests for State PIO resources to local Emergency Operations Centers.
- b. The Division of Emergency Management develops and maintains the overall Emergency Support Function 14 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency

Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

- c. The Division of Emergency Management will activate the Florida Emergency Information Line and coordinating volunteer staffing, and in determining the best times to turn on and turn off this service.
- d. The primary and supporting agencies working for the State ESF 14 will report directly to the State Emergency Response Team (SERT).

### C. ALERTS/NOTIFICATIONS

1. Taylor County Emergency Management Division will notify the County Warning Point when information comes becomes known indicating that an emergency or disaster situation is developing. This report will include all relevant information that is known at the time. Additional information should be reported as it becomes available.
2. The County Warning Point, will notify the "on call" Emergency Duty Officer and/or Emergency Coordinating Officer (ECO) for Emergency Support Function 14 when the County or an area of the County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.

### D. ACTIONS

Actions carried out by Emergency Support Function 14 are grouped into phases of emergency management: prevention, preparedness, protection, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service.

#### 1. PREPAREDNESS ACTIONS

- a. Actions and activities that develop Public Information capabilities may include planning, training, orientation sessions, and exercises for Emergency Support Function 14 personnel (i.e., County, State, Regional, and Federal) and other emergency support functions that will respond with Emergency Support Function 14. This involves the active participation on inter-agency preparedness organizations, which collaborate in such activities on a regular basis.
- b. Coordinate with local media on public information procedures, content of information, information dissemination strategies, and roles and responsibilities of the Taylor County Public Information Officer under the Incident Command System.
- c. Train Public Information Officers in the role of the PIO under NIMS and the Incident Command System, including legal issues, risk communication, communication in emergencies, and the role of the Joint Information System.
- d. Train and prepare ESF 14 staff in the use of disaster intelligence from ESF 5, including how the intelligence can be effectively used in communications with news media on potential consequences of hazards on people, buildings and infrastructure.
- e. Coordinate with the Florida DEM, and specifically the application of multimedia public information strategies, techniques, and monitoring efforts.

## 2. RESPONSE ACTIONS

- a. Notify the media of disaster impacts, protective measures, and other topics that will facilitate and expedite response and recovery, and address public information needs.
- b. Activate the Citizen Information Center to handle phone calls from individuals attempting to contact the Department of Emergency Management for information. Taylor County's 9-1-1 system is TTY compatible. The ATT Language Line handles inquiries from callers who do not speak English.
- c. Provide updates to the news media about disaster conditions and actions taken in response to those conditions.
- d. Regularly disseminate information from summary reports and briefings to the news media.
- e. Provide continuing trained public information staff in support roles to assist local response and recovery efforts.
- f. Continue to staff citizen information lines.
- g. Continue to coordinate with ESF 15 to provide public information concerning what types of volunteer service are required.
- h. Participate in EOC briefings, Incident Action Plans, Situation Reports and meetings.

## 3. RECOVERY ACTIONS

- a. Coordinate closely with ESF 5 in assessing disaster recovery issues, priorities, problems, and other factors that need to be shared with the news media.
- b. Coordinate with ESF 6 to announce closing of shelters, location of mass feeding, and comfort stations.
- c. Support establishment of a Joint Information Center, if required. Provide staffing.
- d. Maintain records of all releases for documentation after the event.
- e. Coordinate with State EOC for dissemination of information on location of recovery centers.
- f. Coordinate with ESF 5 in answering reporter's questions on damage assessment findings, statistics, disaster response performance, and other potentially sensitive issues.

## 4. MITIGATION ACTIONS

Coordinate with Local Mitigation Strategy Steering Committee members and other mitigation officials in developing and disseminating messages to the media on the role of mitigation in reducing future disaster losses, mitigation success stories in Taylor County, LMS priorities, and other mitigation issues.



## **E. DIRECTION AND CONTROL**

1. Emergency Support Function 14 complies with the National Response Framework, the National Incident Management System and uses the Incident Command System) composed of Planning, Operations, Logistics and Finance/Administration Sections with their standardized Units, Teams, positions, forms and terminology) to manage its emergency/disaster responsibilities. Key to this system is the Department of Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Taylor County. The Department of Emergency Management also serves as the focal point for Emergency Support Function 14 activities. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions and other private voluntary agencies have knowledge about the system and Emergency Support Function 14 expectations, as well as coordinate and cooperate efficiently during an event.
2. The Emergency Support Function 14 system operates in two arenas; 1) The County Emergency Operations Center; 2) field locations.

## **F. RESPONSIBILITIES**

### **1. PRIMARY AGENCY – TAYLOR COUNTY ADMINISTRATION OFFICE / EMERGENCY MANAGEMENT DEPARTMENT**

Taylor County Emergency Management through the direction of the County Administrator will disseminate emergency information to the general public during disasters. The agency provides information to the news media in briefings, situation reports, news releases, or emergency alert announcements. The Department will:

- a. Disseminate information concerning specific disasters, their associated threats, and protective actions to the news media and general public. Media interviews as well as scripted and recorded public service announcements are part of this effort.
- b. Provide a central point allowing the news media and general public access to information concerning protective actions taken by the county. Media representatives visiting the Emergency Operations Center (EOC) during a disaster will be housed in the media center or other specified locations. Media access to the EOC itself will be limited and temporary.
- c. Establish a format for managing and staffing public information telephone lines before, during and after a disaster.
- d. Release public information concerning needed volunteer goods and services.
- e. Coordinate closely with support agencies in the preparation of consistent and accurate messages, and the dissemination of messages through daily briefings and news conferences.

### **2. SUPPORT AGENCIES**

(NOTE: Each Support Agency should review its own roles and responsibilities and revise in conjunction with the Emergency Management Division)

The Public Information Officer, Emergency Management Department, will work closely with Public Information Officers from support agencies to ensure

consistency and accuracy in the development and delivery of messages on disaster impacts, actions taken, protective measures for the public, and other issues. ESF 14 will coordinate with the media representatives or PIOs from the following agencies:

- Taylor County Sheriff's Department
- Local News Media

#### **G. FINANCIAL MANAGEMENT**

Emergency Support Function 14 is responsible for managing financial matters related to resources that are procured and used during an event.

#### **H. REFERENCES AND AUTHORITIES**

- State Emergency Support Function 14
- Florida Statutes 1993, Emergency Management, chap. 252 (252.31- 52.61)
- Florida SS 911 (1993)
- The Federal Response Plan for P.L. 93-288 (1992)
- Regional Domestic Security Task Forces, Section 943.0312, F.S.
- Florida Field Operations Guide (FFOG)
- DHS Homeland Security Act (2002)
- HSPD-5, Management of Domestic Incidents
- HSPD-8, National Preparedness Goal
- DHS National Incident Management System (2004)
- DHS National Response Framework (2004)

## Emergency Support Function (ESF) 15 Volunteers and Donations

<b>Primary Agency:</b>	Taylor County Emergency Management Taylor County Department of Human Resources
<b>Support Agencies:</b>	Local Health and Human Service Agencies Taylor County Grants Administration Department Area Churches Civic Organizations Capital Area Chapter - American Red Cross The Salvation Army United Way of the Big Bend Big Bend COAD Taylor County Clerk's Office

### I. Purpose

The purpose of Emergency Support Function 15 is to coordinate the efficient and effective utilization of unaffiliated volunteers and donated resources to meet the needs of the impacted area(s) of Taylor County following a disaster or other incident of significance.

Overall management, coordination and prioritization of volunteer support and distribution of donated resources to meet the needs of the impacted area(s) following a disaster or other incident of significance.

The following policies apply:

- All unaffiliated volunteer activity will be coordinated by ESF 15.
- All unsolicited offers of donations will be routed to and/or coordinated by ESF 15.
- All requests for goods or services that can be provided through volunteers or donations will be coordinated by ESF 15.

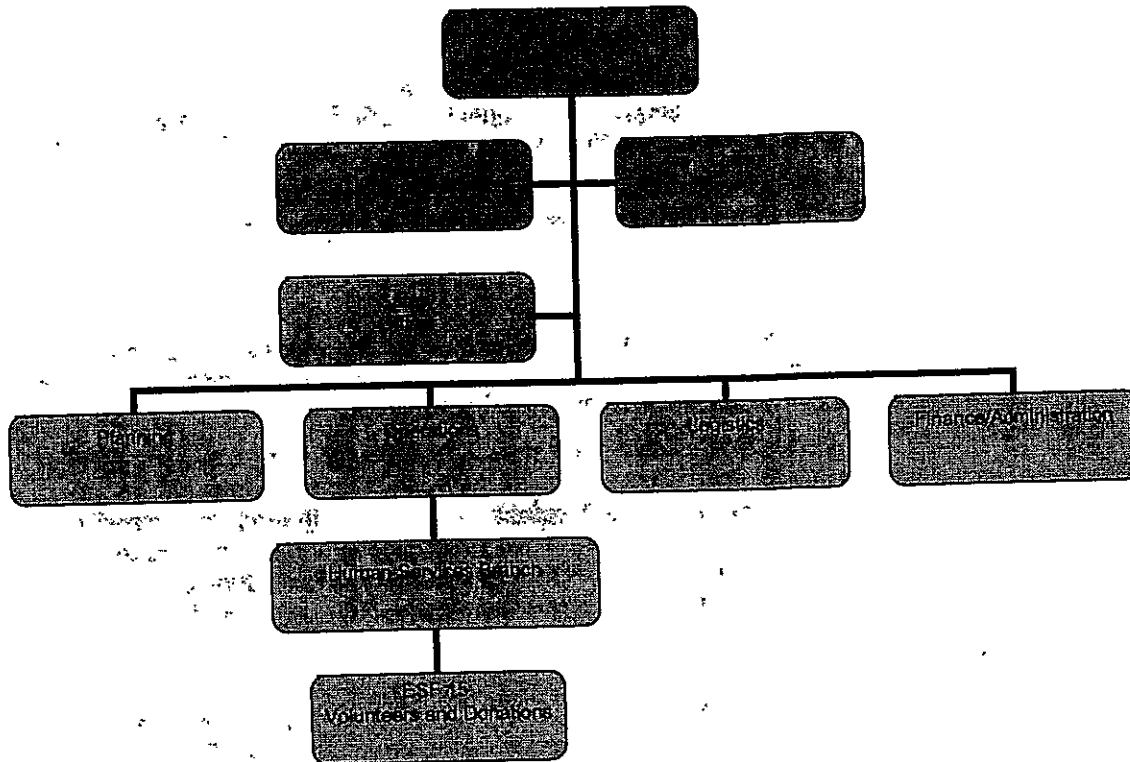
The following assumptions will guide the implementation of ESF 15 in Taylor County:

- A significant natural or man-made catastrophic event will produce an overwhelming public response both locally and from outside of Taylor County.
- Type and location of damage sustained during the event will influence the amount and type of assistance required.
- Effective coordination of disaster response requests will be difficult during the immediate post-event time period due to damage or destruction of communication networks.
- Damage or destruction of transportation networks will slow response and delay arrival of volunteer and donations resources.
- It is impossible to have advance knowledge of the arrival of all donations.
- Numerous unaffiliated volunteers will arrive without prior coordination.
- An accurate inventory management system is essential to the effective and timely distribution of donated resources.

## **II. Concept of Operations**

### **A. GENERAL**

1. Emergency Support Function 15 is organized consistent with State Emergency Operations Center and the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System in order to provide incident assessment, planning, procurement, deployment, coordination and support operations to Taylor County through the Taylor County Emergency Response Team, Area Operations and State Emergency Response Teams to assure a timely and appropriate response to an emergency or situation.
2. Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Taylor Emergency Operations Center and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe Emergency Support Function 15 capabilities (based on the National Planning Scenarios, the Universal Task List and the Target Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring local or State mutual aid assistance, Emergency Support Function 15 will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.
4. Throughout the response and recovery periods, Emergency Support Function 15 will evaluate and analyze information regarding the availability of volunteers and donated goods and services.
5. A Volunteer representative will fill a liaison role at the EOC to assist in coordination of all activities under ESF 15.
6. Request will be made of SEOC ESF 15 and ESF 2 to assist in establishing a 1-800 number with multi-line rollover capacity to be used for incoming volunteer and donations related calls placed from outside of Taylor County and Taylor County PIO will publicize the importance of outside callers using this line for instructions PRIOR to sending donations or arriving for volunteer assignment.
7. Pre-designated warehouse space will be utilized by ESF-15 to receive, sort, inventory and redistribute donated goods to agencies and churches.
8. Volunteer coordinators will establish reception centers adjacent to donations warehouse facilities.
9. Prioritization of needs will be established following Rapid Impact Assessment Team report.



**Figure 19 – Incident Command System Structure: ESF 15 – Volunteers and Donations**

## B. ORGANIZATION

### 1. COUNTY

- a. During an activation of the County Emergency Operations Center, support agency staff is integrated with the Taylor County Emergency Management staff to provide support that will allow for an appropriate, coordinated and timely response.
- b. During an emergency or disaster event, the Emergency Operations Center, Operations Section Chief will coordinate the support resources from the support agencies with the Human Services Branch Chief.
- c. During the response phase, Emergency Support Function 15 will evaluate and analyze information regarding volunteers and donations requests. Also, Emergency Support Function 15 will develop and update assessments of the requirements for volunteers and donations in the impacted area and undertake contingency planning to meet anticipated demands and requirements.
- d. Taylor County Emergency Management develops and maintains the overall Emergency Support Function 15 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the

**Incident Command System and the County Comprehensive Emergency Management Plan.**

- e. Staffing of ESF 15 positions will be accomplished through using resources of the Taylor County along with personnel from ESF 15 support agencies and trained and screened unaffiliated volunteers.
- f. Individual organizations supporting ESF 15 will maintain contact with the ESF 15 EOC liaison to advise of status and response capabilities.

**2. AREA**

- a. The Human Services Branch Chief, in consultation with the requesting jurisdiction, may obtain additional volunteer and donated goods management resources via established mutual aid agreements.
- b. The Florida Commission on Community Service serves as the lead agency for volunteers and donations coordination and support and will designate a liaison to the EOC from the Regional Office and/or the Regional Domestic Security Task Force (RDSTF). The liaisons have been trained to carry out Emergency Support Function 15 responsibilities and will function as coordinators, assessors, and operational personnel in support of EOC or field activities.
- c. If more than one County emergency management operation center is activated, State ESF 15 may support the coordination of the response with regional resources or request additional resources from the State Emergency Operations Center. Under such circumstances, the State ESF 15 agencies will participate in a Multi-Agency coordinating entity to coordinate requests for Volunteers and Donations resources among multiple Emergency Operations Centers.

**3. STATE**

- a. During an activation of the State Emergency Operations Center, the Florida Commission on Community Service is the designated lead agency for State volunteer and donations services and will provide a liaison to facilitate requests for ESF 15 resources to local Emergency Operations Centers.
- b. During an emergency or disaster event, the primary and support agencies of Emergency Support Function 15 at the State Emergency Operations Center will report to the Human Services Branch Chief who reports to the Operations Section Chief under the overall direction of the State Coordination Officer.
- c. The Florida Commission on Community Service develops and maintains the overall Emergency Support Function 15 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

### **C. ALERTS/NOTIFICATIONS**

1. Taylor County Emergency Management will notify the County Warning Point when information comes to their attention indicating that an emergency or disaster situation is developing. The report will include all relevant information that is known at this time. Additional information should be reported as it becomes available.
2. The County Warning Point, will notify the "on call" Emergency Duty Officer and/or Emergency Coordinating Officer (ECO) for Emergency Support Function when the County or an area of the County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
3. Emergency Support Function 15 will be activated or placed on standby upon notification by the County Emergency Management Office. The primary and support Volunteers and Donations representatives or designees will jointly manage the emergency activities of ESF 15.
4. When notified that the EOC has been activated, the ESF 15 coordinator will:
  - Conduct an immediate telephone survey of all Health and Human Service agencies to assess damage, determine ability to continue to provide services and determine support capabilities.
  - Establish contact with the County PIO to coordinate dissemination of media information relative to volunteers and donations
  - Establish contact with the State ESF 15 coordinator to advise of current situation, status and emerging needs.

### **D. ACTIONS**

Actions carried out by Emergency Support Function 15 are grouped into phases of emergency management: prevention, preparedness, protection, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. Emergency Support Function 15 encompasses a full range of activities from training to the provision of field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services.

#### **1. PREPAREDNESS ACTIONS**

- a. Actions and activities that develop Volunteers and Donations response capabilities may include planning, training, orientation sessions, and exercises for Emergency Support Function 15 personnel (i.e., County, State, Regional, and Federal) and other emergency support functions that will respond with Emergency Support Function 15. This involves the active participation on inter-agency preparedness organizations, which collaborate in such activities on a regular basis.
- b. Local and State Volunteers and Donations will jointly address planning issues on an on-going basis to identify response zones, potential staging areas and specific requirements.
- c. Conduct planning with Emergency Support Function 15 support agencies, Regional Domestic Security Task forces, and other emergency support functions to refine Volunteers and Donations operations.

- d. Develop and refine procedures to be used in the following field surveys.
- e. Conduct training and exercise for EOC and Volunteers and Donation Team members.
- f. Prepare and maintain emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency. Ensure lead agency personnel are trained in their responsibilities and duties.
- g. Develop and present training courses for Emergency Support Function 15 personnel, including the coordination with ESF 7 and Logistics.
- h. Conduct all hazards exercises involving Emergency Support Function 15.

## 2. RESPONSE ACTIONS

- a. Coordinate operations at the Emergency Support Function 15 office in the County Emergency Operations Center and/or at other locations as required.
- b. Establish and maintain a system to support on-scene direction and control and coordination with county EOC, regional task force and state EOC.
- c. Preposition response resources when it is apparent that volunteer and donations resources will be necessary. Relocate ESF 15 resources when it is apparent that they are endangered by the likely impacts of the emergency situation.
- d. Monitor and direct ESF 15 resources and response activities.
- e. Participate in EOC briefings, Incident Action Plans, Situation Reports and meetings.
- f. Obtain County resources through the County Comprehensive Emergency Management Plan (CEMP); coordinate all resources into the affected areas from designated staging areas.
- g. Coordinate with other ESFs and serve as an informational group on the availability and coordination of resources from volunteers and donations.
- h. Catalog and update local unmet needs and communicating those needs to volunteer and donations primary support staff.
- i. Coordinate with ESF 7 and Logistics to identify staging areas for donations, factoring in the location, scope and magnitude of the event. Donations strategy will replicate that of FEMA's G288 Donations Management Workshop.
- j. Coordinate with ESF 7 and Logistics in identifying Volunteer Reception Centers, which will be patterned after the Volunteer Florida publication Unaffiliated Volunteers in Response and Recovery.

## 3. RECOVERY ACTIONS

- a. Recovery operations of ESF 15 will be a continuation of activity begun during the Response Phase and may continue beyond EOC activation period.
- b. Activity by organization/agencies involved with ESF 15 in recovery operation may continue even though recovery centers have closed.



#### 4. MITIGATION ACTIONS

- a. ESF 15 will work with Taylor County Department of Emergency Management to assist in the promotion of the benefits of individual, neighborhood and community preparedness.
- b. Taylor County Volunteers will maintain a seat on the Local Mitigation Strategy Team.

#### E. DIRECTION AND CONTROL

1. Emergency Support Function 15 complies with the National Response Framework, the National Incident Management System and uses the Incident Command System (composed of Planning, Operations, Logistics and Finance/Administration Sections with their standardized Units, Teams, positions, forms and terminology) to manage its emergency/disaster responsibilities. Key to this system is the Department of Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Taylor County. The Department of Emergency Management also serves as the focal point for Emergency Support Function 15 activities. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions and other private voluntary agencies have knowledge about the system and Emergency Support Function 15 expectations, as well as coordinate and cooperate efficiently during an event.
2. The Emergency Support Function 15 system operates in two arenas; 1) The county Emergency Operations Center; 2) field locations.
3. During emergency activations, all management decisions regarding County or regional response are made at the County Emergency Operations Center by the Emergency Support Function 15 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section Coordinators and staff at the County Emergency Operations Center assist the commander in carrying out the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.
4. A staffing directory and the Emergency Support Function 15 Emergency Operations Plan, its accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the Taylor County Emergency Management with status of the call lists updated at least monthly and all other documents at least annually.

#### F. RESPONSIBILITIES

##### 1. PRIMARY AGENCY – TAYLOR COUNTY EMERGENCY MANAGEMENT

Activate the ESF 15 liaison for duty at the EOC.

- Notify all support agencies for assessment, activation and mobilization purposes.
- Coordinate with other ESFs to determine available resources and needs.
- Organize and provide lead staff for all facilities directly related to ESF 15 purpose.

- Coordinate disbursement of donated goods to agencies in need.
- As support of all agencies the Community Emergency Response Team (CERT) and from direction of Emergency Management will assist with Volunteers and Donation efforts.

## 2. SUPPORT AGENCIES

(NOTE: Each Support Agency should review its own roles and responsibilities and revise in conjunction with the Taylor County Emergency Management)

- a. Provide personnel and resources to staff operations supportive of ESF 15 purpose.
- b. Notify and mobilize personnel as directed by ESF 15 representative.
- c. Maintain regular communication with ESF 15 representative at the EOC.
- d. Maintain records of personnel, funds and time expended in support of directed operations.
- e. Provide names and contact information of all tasked personnel to the ESF 15 representative.

## G. FINANCIAL MANAGEMENT

1. Emergency Support Function 15 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.
2. This section will coordinate closely with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for payment and potential reimbursement. It will also be responsible for following up on all financial issues after response has ceased by coordinating with Department of Emergency Management fiscal and personnel management officials, the State Division of Emergency Management fiscal agents and the Federal Emergency management Agency fiscal agents and directly with vendors as necessary.
3. Expenditures by support entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible.

## H. REFERENCES AND AUTHORITIES

- State Emergency Support Function 15 Annex
- Florida Statutes 1993, Emergency Management, chap. 252 (252.31- 52.61)
- Florida SS 911 (1993)
- The Federal Response Plan for P.L. 93-288 (1992)
- Regional Domestic Security Task Forces, Section 943.0312, F.S.
- Florida Field Operations Guide (FFOG)
- DHS Homeland Security Act (2002)
- HSPD-5, Management of Domestic Incidents
- HSPD-8, National Preparedness Goal

- DHS National Incident Management System (2004)
- DHS National Response Framework (2004)

## **Emergency Support Function (ESF) 16 Law Enforcement**

**Primary Agency:** Taylor County Sheriff's Office

**Support Agencies:** Perry Police Department  
Taylor County Emergency Management

### **I. Purpose**

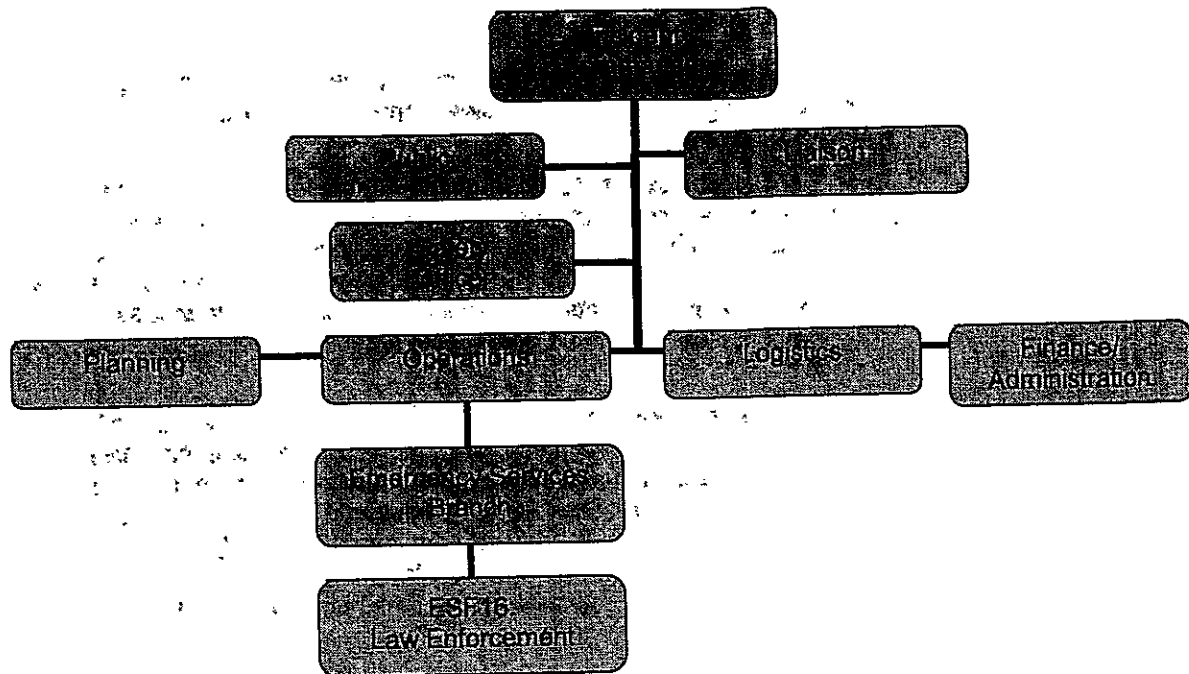
The purpose of Emergency Support Function 16 is to provide law enforcement coordination and support services in support of emergency events in Taylor County. ESF16 can provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives. The ESF16 Emergency Coordination Officer (ECO) is appointed by and located in the Taylor County Sheriff's Office and directs all aspects of emergency management. Emergency Support Function 16 resources are used when individual agencies are overwhelmed and County Emergency Response Team requests additional law enforcement assistance.

### **II. Concept of Operations**

#### **A. GENERAL**

1. Emergency Support Function 16 is organized consistent with the State Emergency Operations Center and the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System in order to provide incident assessment, planning, procurement, deployment, coordination and support operations to Taylor County through the Taylor County Emergency Response Team, Area Operations and State Emergency Response Team to assure a timely and appropriate response to an emergency or situation.
2. Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Taylor Emergency Operations Center and in the field. These are in the form of an Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe Emergency Support Function 16 capabilities (based on the National Planning Scenarios, the Universal Task List and the Target Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring local or State mutual aid assistance or Federal assistance, Emergency Support Function 16 will coordinate with support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.
4. Throughout the response and recovery periods, Emergency Support Function 16 will evaluate and analyze information regarding law enforcement support requests, and develop and update assessments of the law enforcement resource status in the impact area, and conduct contingency planning to meet anticipated demands or needs.

5. When an event is focused in scope to a specific type or response mode technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.



**Figure 20 – Incident Command System Structure: ESF 16 – Law Enforcement**

## B. ORGANIZATION

### 1. COUNTY

- a. During an activation of the County Emergency Operations Center, all support agency staff are integrated with the Taylor County Sheriff's Office staff to provide support that will allow for an appropriate, coordinated and timely response to the field Incident Commander.
- b. During an emergency or disaster event, the Emergency Operations Center Operations Section Chief will coordinate the support resources from the support agencies with the Emergency Services Branch Chief.
- c. During the response phase, Emergency Support Function 16 will evaluate and fulfill all valid requests for law enforcement resources. Also, Emergency Support Function 16 will complete and update assessments and contingency plans for the law enforcement support services deployed or anticipated in the incident area.
- d. Taylor County Sheriff's Office will develop and maintain the overall Emergency Support Function 16 Emergency Operations Plan and accompanying Appendices, annexes and Standard Operating Guidelines that govern response actions related to emergencies. Support agencies may develop and maintain supporting documents for agency use, which must be

compatible with the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, The National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

## **2. AREA**

- a. The Emergency Services Branch Chief, in consultation with the requesting jurisdiction, may obtain additional law enforcement resources via established mutual aid agreements.
- b. The Florida Department of Law Enforcement serves as the lead agency for State law enforcement coordination and support and will designate a liaison to the EOC from the FDLE Regional Office and/or the Regional Domestic Security Task Force (RDSTF). The liaisons have been trained to carry out Emergency Support Function 16 responsibilities and will function as coordinators, assessors, and operational personnel in support of EOC or field activities.
- c. If more than one county emergency management operation center is activated State law enforcement may support the coordination of the event response with regional resources or request additional resources from the State Emergency Operations Center. If directed by the State Emergency Operations Center, the State Law Enforcement agencies will participate in a Multi-Agency Coordinating Group (MAC) or other coordinating entity to coordinate requests for law enforcement resources among multiple Emergency Operations Centers.

## **3. STATE**

- a. During an activation of the State Emergency Operations Center, the Florida Department of Law Enforcement is the designated lead agency for State law enforcement and will provide a liaison to facilitate requests for State law enforcement resources to local Emergency Operations Centers.
- b. During an emergency or disaster event, the primary and support agencies of Emergency Support Function 16 at the State Emergency Operations Center will report to the Emergency Services Branch Chief who reports to the Operations Section Chief under the overall direction of the State Coordinating Officer.
- c. During the response phase, Emergency Support Function 16 will evaluate and analyze information regarding statewide law enforcement coordination and support requests. Also, Emergency Support Function 16 will develop and update law enforcement assessments and contingency plans to meet anticipated demands and needs.
- d. The Department of Law Enforcement develops and maintains the overall Emergency Support Function 16 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. Support agencies may develop and maintain similar documents for agency use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the Florida Comprehensive Emergency Management Plan.

### C. ALERTS/NOTIFICATIONS

1. Taylor County Sheriff's Office will notify the County Warning Point when information becomes known indicating that an emergency or disaster situation is developing. The report will include all relevant information that is known at the time. Additional information should be reported as it becomes available.
2. The County Warning Point, will notify the "on call" Emergency Duty Officer and/or Emergency Coordinating Officer (ECO) for Emergency Support Function 16 when the county or an area of the County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
3. Emergency Support Function 16 will be activated or placed on standby upon notification by the County Emergency Management Office. The primary and support law enforcement agencies will coordinate and support the emergency activities of ESF 16.
4. Upon instructions to activate ESF 16, local and State law enforcement will implement procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

### D. ACTIONS

Actions carried out by Emergency Support Function 16 are grouped into the phases of emergency management: prevention, preparedness, protection, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. Emergency Support Function 16 encompasses a full range of activities from training to the provision of field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services. The following services may be provided:

- Scene security, intelligence, investigations or other special law enforcement services.
- Law Enforcement personnel.
- Law Enforcement Specialty Teams (SWAT, HDT, Forensics, Perimeter Security, Waterborne Security).
- Law Enforcement equipment and supplies.
- Evacuation and Re-entry support.
- Post event security and escort services.
- Emergency responder health and safety.
- Scene support for Radiological/chemical/biological hazards.
- Mental health and crisis counseling for responders.
- Law Enforcement Public Information (crisis and risk communication).
- Law Enforcement Management - Command and control of assets.
- Law Enforcement activities related to terrorist threats and/or events.
- Logistical Staging areas and Points of Dispensing.
- Catastrophic incident and alternate law enforcement service facility support.

#### 1. PREPAREDNESS ACTIONS

- a. Actions and activities that develop law enforcement response capabilities may include planning, training, orientation sessions, and exercises for Emergency Support Function 16 personnel (i.e., County, State, Regional, and Federal) and other emergency support functions that will respond with

Emergency Support Function 16. This involves the active participation of inter-agency preparedness organizations, which collaborate in such activities on a regular basis.

- b. Local and State law enforcement will jointly address planning issues on an on-going basis to identify response zones, potential staging areas, medical facilities, and establish specialized security, tactical or other response teams.
- c. Conduct planning with Emergency Support Function 16 support agencies, Regional Domestic Security Task Forces, and other emergency support functions to refine law enforcement coordination and support operations.
- d. Develop and refine procedures to be used in response operations.
- e. Conduct training and exercises for EOC and response team members.
- f. Prepare and maintain emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency. Ensure lead agency personnel are trained in their responsibilities and duties.
- g. Develop and implement emergency response and law enforcement security and/or investigations services.
- h. Develop and present training courses for Emergency Support Function 16 personnel, provide information on critical facilities to the County Emergency Management and develop protocols for frequently provided services.
- i. Maintain liaison with support agencies.
- j. Conduct vulnerability analysis at critical facilities and make recommendations to improve the physical security.
- k. Conduct all hazards exercises involving Emergency Support Function 16.

## 2. RESPONSE ACTIONS

- a. Coordinate operations of Emergency Support Function 16 in the County Emergency Operations Center and/or at other locations as required.
- b. Establish and maintain a system to support on-scene direction, control and coordination with the local Incident Commander, the county EOC, Regional Domestic Security Task Force, and the State EOC, or other coordination entities as appropriate.
- c. Establish Mutual Aid and liaison procedures for the following resources; Urban and Light Search and Rescue, Physical Security, Traffic Control, Escort Services, Patrol, Intelligence and Investigations support, Interoperable Communications and other resources, as required.
- d. Resource Management and Logistical Support.
- e. Implementation of Impact Assessment Teams to determine post-storm impact to Emergency Services functional group resources and the ability to perform Continuity of Operations Plans to ensure the delivery of essential functions.
- f. Intelligence and Investigations support in the investigation of a suspected terrorist attack.



- g. Pre-position response resources when it is apparent that law enforcement resources will be necessary and be prepared to relocate resources to a safe area if they are endangered by the impact of the emergency situation.
- h. Monitor and direct law enforcement resources and response activities.
- i. Participate in EOC briefings, develop Incident Action Plans, Situation Reports and attend meetings.
- j. Coordinate with support agencies, as needed, to support emergency response activities.
- k. Obtain County resources through the County Comprehensive Emergency Plan (CEMP); coordinate all resources into the affected areas from designated staging areas.
- l. Coordinate with other county ESFs to obtain resources and facilitate effective emergency response among all participating agencies and jurisdictions.

### 3. RECOVERY ACTIONS

- a. Continue to provide support as required until response activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdictions.
- b. Continue to provide support as required to support the recovery phase. Normally, the requirements for law enforcement diminish during the recovery phase and the majority of assignments can be handled by the primary incident agency or jurisdictions.
- c. Initiate financial reimbursement process for these activities when such support is available.

### 4. MITIGATION ACTIONS

- a. Apply geographic information systems (GIS) to identify location(s) of vulnerable populations and critical infrastructure.
- b. Identify deficiencies or areas to be improved and seek funds to enhance protective measures to lessen the impact on vulnerable populations and/or minimize damage to critical facilities.
- c. Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

### E. DIRECTION AND CONTROL

1. Emergency Support Function 16 complies with the National Response Framework, the National Incident Management System and uses the Incident Command System (*which is comprised of the following sections: Planning, Operations, Logistics and Finance/Administration with standardized units, teams, positions, forms and terminology*) to manage emergency/disaster events. The Florida Department of Law Enforcement serves as the lead agency for Emergency Support Function 16 activities. The Department of Emergency Management functions as the disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Taylor County. It is responsible for ensuring that all appropriate departments, support agencies, other Emergency Support Functions and other private voluntary agencies are familiar with their roles and responsibilities about the emergency management system, in general, and Emergency Support Function 16 responsibilities, in particular.

2. Emergency Support Function 16 system operates in two arenas; the County Emergency Operations Center; 2) field locations.
3. During emergency activations, all management decisions regarding County or regional responses are made at the County Emergency Operations Center by the Emergency Support Function 16 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section Coordinators and staff at the County Emergency Operations Center assist the on-scene incident commander in carrying out the overall mission.
4. A staffing directory and the Emergency Support Function 16 Emergency Operations Plan, its accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the Taylor County Sheriff's Department with status of the call lists updated at least monthly and all other documents at least annually.
5. All local law enforcement field personnel are subordinate to the Emergency Support Function 16 at the County Emergency Operations Center.
6. In accordance with a mission assignment from Emergency Support Function 16, and further mission tasking by a Local primary agency, each support organization assisting Emergency Support Function 16 assignment will retain administrative control over its own resources and personnel but will be under the operation control of Emergency Support Function 16. Delegation of mission operational control may be delegated to a Management Support Unit, Multi-Agency Coordination Team or a local entity.

#### **F. RESPONSIBILITIES**

##### **1. PRIMARY AGENCY – TAYLOR COUNTY SHERIFF'S DEPARTMENT**

- a. Provide leadership in directing, coordinating and integrating overall County efforts to provide fire service assistance to affected areas and populations.
- b. Staff and operate a National Incident Management system compliant command and control structure (i.e., Incident Command System) to assure that services and staff are provided to areas of need.
- c. Coordinate and direct the activation and deployment of County fire service personnel, supplies, and equipment and provide certain direct resources.
- d. ESF 16 members or designees will jointly evaluate the emergency situation, make strategic decisions, and identify resource needs and secure resources required for field operations.
- e. ESF 16 is responsible for monitoring law enforcement emergency response and recovery operations. ESF 16 members or designees will coordinate all State and Federal law enforcement resources into the affected areas from staging areas.
- f. ESF 16 will manage emergency incidents in accordance with each department's Standard Operating Guidelines and under the direction of the ESF 16 Emergency Coordinating Officer.
- g. ESF 16 members or designee will make specific requests for law enforcement assistance to ESF 16 at the State Emergency Operations Center. The State will activate resources through the State Emergency Response Plan.

- h. ESF 16 members or designees will continue to re-assess priorities and strategies, throughout the emergency, according to the most critical law enforcement needs.
- i. ESF 16 will demobilize resources and deactivate the ESF 16 station upon direction from the Emergency Operations Center's Operations Chief or Emergency Management Director.

## 2. SUPPORT AGENCIES

(NOTE: Each Support Agency should review its own roles and responsibilities and revise in conjunction with the Florida Department of Law Enforcement.)

- a. Support agencies will provide assistance to the Emergency Support Function with services, staff, equipment, and supplies that compliment the entire emergency response effort as the County Emergency Response Team addresses the consequences generated by the hazards that may impact the County (i.e., severe weather, tropical cyclones, environmental biological, terrorism, technological, and mass migration, etc.). Because services and resources are subject to change from time to time, emergency coordinators are responsible for frequently updating their resources capabilities with the Emergency Support Function 16.
- b. The Department of Emergency Management will provide EOC support, conduct briefings, direct needs assessments, distribute key information, and serve as liaison to the State EOC to request resources.
- c. Perry Police Departments will send a liaison to the EOC to facilitate requests in conjunction with ESF 16.
- d. The Florida Department of Law Enforcement agency is responsible for the State overall command and coordination of Emergency Support Function 16, and the deployment of State law enforcement assets to affected local agencies. Responsible for staffing the State Emergency Operations Center, Regional Operations Center's, and maintaining liaison with affected Sheriff's and Chief's.
- e. The Department of Agriculture and Consumer Services, Office of Agricultural Law Enforcement will be responsible for assisting FDLE in the coordination of logistics (i.e., fuel, meals, generators, cots, etc.) in support of law enforcement. Assist in patrol assignments requiring four-wheel drive vehicles. Furthermore, provide assistance in fixed post and other assignments as required.
- f. The Department of Business and Professional Regulation, Division of Alcoholic Beverages and Tobacco will be responsible for assisting law enforcement in staffing and coordinating fixed post assignments, and conducting assessments of all assignments staffed by Emergency Support Function 16.
- g. The Department of Corrections will be responsible for State prison evacuations, assistance to FDLE in county prison evacuation, debris removal, and as a source on inmate labor (on public property consistent with agency capabilities and responsibilities).
- h. The Department of Environmental Protection, Division of Law Enforcement will be responsible for assisting FDLE in the coordination of State park and State law enforcement related activities such as patrols, search and rescue missions, hazardous material incidents and damage assessments.

- i. The Florida Department of Financial Services, Division of Insurance Fraud will be responsible for assisting FDLE in staffing and coordination of intelligence gathering, search and rescue efforts with the State Fire Marshal, and post-disaster task forces and investigative efforts relating to unlicensed adjusters and fraudulent insurance claims and other insurance related crime. Further, provide assistance in other assignments as required.
- j. The Florida Sheriff's Task Force will ensure that a representative is dispatched to the State Emergency Operations Center to assist FDLE in coordinating the response from other Sheriff's Offices in the State. Responding personnel will be available to provide general law enforcement services to the impacted Sheriff(s) and Chiefs, and will provide equipment as required to fulfill their assignments.
- k. The Florida Police Chief Association will ensure that a representative is dispatched to the State Emergency Operations Center to assist FDLE in coordinating the response from other police departments in the State. Responding personnel will be available to provide general law enforcement services to the impacted Sheriff(s) and Chiefs, and will provide equipment as required to fulfill their assignments.
- l. The Department of Highway Safety and Motor Vehicles, Division of Florida Highway Patrol will be responsible for assisting FDLE in the coordination of Regional and Highway Evacuation Lane Plan (HELP), evacuations, traffic control, road status closure information, high visibility patrol, and escorts. Furthermore, provide assistance in fixed post and other assignments as required.
- m. The Department of Lottery, Division of Security will be available for limited logistical transport assistance to State law enforcement, as required, and provide other law enforcement services consistent with agency capabilities and responsibilities.
- n. The Florida Fish and Wildlife Conservation Commission, Division of Law Enforcement will be responsible for conducting waterborne security evacuations, search and rescue, waterborne law enforcement, and patrol of rural natural areas, assist FDLE with communications issues and assist in mission requiring four-wheel drive, all terrain vehicles, vessels or aircraft. Further, provide assistance in fixed post and other assignments as required.
- o. The Department of Transportation, Division of motor Carrier Compliance will be responsible for assisting FDLE in coordinating size, weight and registration requirements as they pertaining to the movement of relief supplies and recovery equipment, including lowering size and weight restrictions and establishing fixed post assignments associated with Florida's transportation infrastructure, provide assistance as required.
- p. The Department of Juvenile Justice when possible will assist FDLE in coordinating activities and services, which may include but are not limited to; transporting of victims and/or supplies to disaster relief sites, providing temporary housing, preparing supplies for dissemination to disaster relief sites, assisting with the relocation of displaced citizens, assisting with food support services, providing limited, temporary manpower for restoration and cleanup, providing clerical/administrative support for command/communications centers.

## **G. FINANCIAL MANAGEMENT**

1. Emergency Support Function 16 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.
2. This section will coordinate closely with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for payment and potential reimbursement. It will also be responsible for following up on all financial issues after response has ceased by coordinating with Department of Emergency Management fiscal and personnel management officials, the State Division of Emergency Management fiscal agents and the Federal Emergency Management Agency fiscal agents and directly with vendors as necessary.
3. Expenditures by other department entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible.

## **H: REFERENCES AND AUTHORITIES**

- State Emergency Support Function 16
- Florida Statutes 1993, Emergency Management, chap. 252 (252.31- 52.61)
- Florida SS 911 (1993)
- The Federal Response Plan for P.L. 93-288 (1992)
- Regional Domestic Security Task Forces, Section 943.0312, F.S.
- Florida Field Operations Guide (FFOG)
- DHS Homeland Security Act (2002)
- HSPD-5, Management of Domestic Incidents
- HSPD-8, National Preparedness Goal
- DHS National Incident Management System (2004)
- DHS National Response Framework (2004)
- Fire Suppression Draft – Forestry
- The Guidelines of the State Emergency Response Team for Wildfire Events." 1999 version
- The Florida fire Chiefs' Association, Fire-Rescue Disaster Response Plan.
- Memorandum of Understanding with Emergency Support Function 8," (March 1999).

## Emergency Support Function (ESF) 17 Animal Protection

**Primary Agency:** Taylor County Animal Control

**Support Agencies:** Taylor County Environmental Services  
Taylor County Extension Office  
Florida State Animal Response Coalition (SARC)  
Disaster Animal Response Team (DART)

### I. Purpose

The purpose of Emergency Support Function 17 is to provide for the coordination of local resources in response to small pet, livestock, and exotic animal care needs before, during, and following a significant natural or technological disaster. Animal issues are often overlooked in the planning process for disasters. This lack of planning, caused by the belief that animals can fend for themselves, leads to serious problems when these animals are forced from their habitats due to injury or hunger. By developing operational procedures to care for these animals prior to such an event, this Emergency Support Function will help reduce animal-related problems in emergencies.

Emergency Support Function 17 will provide overall management, coordination and prioritization of county-wide Animal Control services and assets to support pet and livestock animal needs in the event of a major emergency or disaster.

Emergency Support Function 17 readiness planning is guided by the following assumptions:

- Human lives may be lost due to the refusal of owners to evacuate without their pets or livestock. Public education by the County and animal-related organizations is needed to make the people aware of pet sheltering facilities available, and the need to plan in advance.
- The large number of homeless/injured pets, livestock, and exotic animals, would be a health and nuisance/bite threat which would necessitate a response to address the capture and subsequent sheltering of these animals.
- Triage and treatment of sick and injured animals to include euthanasia, if necessary, would have to be accomplished by veterinarians at designated shelters and private offices.
- Commercial pet/livestock food would need to be imported into the county by prior arrangement with vendors. Food drops for wild animals would be organized by various wild-animal-related groups and state agencies.
- The accumulation of shelter animal waste and carcasses must be removed to approved solid waste dumping sites.
- The accumulation of animal carcasses throughout the County must be removed to approved solid waste dumping sites and/or burnt on site.
- Sheltered animals will need to be re-united with their owners after the disaster.

### II. Concept of Operations

#### A. GENERAL

1. Emergency Support Function 17 is organized consistent with State Emergency Operations Center and the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement,

deployment, coordination and support operations to Taylor County through the Taylor County Emergency Response Team, Area Operations and State Emergency Response Teams to assure a timely and appropriate response to an emergency or situation.

2. Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Taylor Emergency Operations Center and in the field. These are in the form of Emergency Operations Plan (i.e. Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe Emergency Support Function 17 capabilities (based on the National Planning Scenarios, the Universal Task List and the Target Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring local or State mutual aid assistance, Emergency Support Function 17 will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.
4. Throughout the response and recovery periods, Emergency Support Function 17 will evaluate and analyze information regarding the availability of animal protection services.
5. Requests for Animal Control assistance will be channeled through the Animal Control dispatch as much as feasible, with calls taken by the Sheriff's Office dispatcher at other times. At the time of activation of the EOC, Emergency Support Function 17 will be staffed on a 24-hour schedule to interface and communicate with other agencies and prioritize assistance requests. The Coordinator of Animal Control, or a designee, will be deployed to the EOC to coordinate actions with other agencies represented in the EOC.

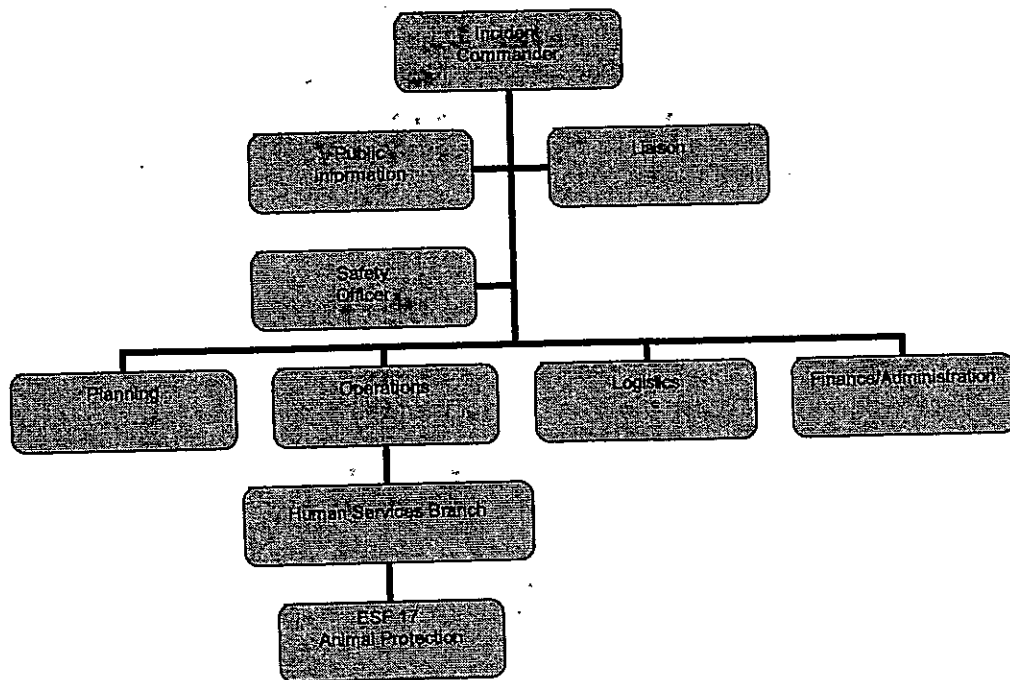


Figure 21 – Incident Command System Structure: ESF 17 – Animal Protection

## B. ORGANIZATION

### 1. COUNTY

- a. The Taylor County Coordinator of Animal Control, or designee at the Emergency Operations Center, is responsible for all activity of the Emergency Support Function. All volunteer animal-related agencies will coordinate directly with this Emergency Support Function at the EOC. Taylor County Extension Service will coordinate all large animals Emergency Support Function Activity with this ESF at the EOC.
- b. During an activation of the County Emergency Operations Center, support agency staff is integrated with the Taylor County Animal Control staff to provide support that will provide for an appropriate, coordinated and timely response.
- c. During an emergency or disaster event, the Emergency Operations Center, Operations Section Chief will coordinate the support resources from the support agencies with the Human Services Branch Chief.
- d. During the response phase, Emergency Support Function 17 will evaluate and analyze information regarding volunteers and donations requests. Also, Emergency Support Function 17 will develop and update assessments of the requirements for resources to provide animal control services in the impacted area and undertake contingency planning to meet anticipated demands and requirements.
- e. Taylor County Animal Control develops and maintains the overall Emergency Support Function 17 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.
- f. Staffing of ESF 17 positions will be accomplished through using resources of the Taylor County Animal Control along with personnel from ESF 17 support agencies and trained and screened unaffiliated volunteers.

### 2. AREA

- a. The Human Services Branch Chief, in consultation with the requesting jurisdiction, may obtain additional animal control services via established mutual aid agreements.
- b. The Florida Department of Agriculture and Consumer Services serve as the lead agency for animal control services and support and will designate a liaison to the EOC from the Regional Office and/or the Regional Domestic Security Task Force (RDSTF). The liaisons have been trained to carry out Emergency Support Function 17 responsibilities and will function as coordinators, assessors, and operational personnel in support of EOC or field activities.
- c. If more than one County emergency management operation center is activated, State ESF 17 may support the coordination of the response with regional resources or request additional resources from the State Emergency Operations Center. Under such circumstances, the State ESF 17 agencies will participate in a Multi-Agency coordinating entity to coordinate requests for Animal Protection resources among multiple Emergency Operations Centers.

### 3. STATE

- a. During an activation of the State Emergency Operations Center, the Florida Department of Agriculture and Consumer Services is the designated lead agency for State animal



protection services and will provide a liaison to facilitate requests for ESF 17 resources to local Emergency Operations Centers.

- b. During an emergency or disaster event, the primary and support agencies of Emergency Support Function 17 at the State Emergency Operations Center will report to the Human Services Branch Chief who reports to the Operations Section Chief under the overall direction of the State Coordination Officer.
- c. The Florida Department of Agriculture and Consumer Services develops and maintains the overall Emergency Support Function 17 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

### C. ALERTS/NOTIFICATIONS

1. The Taylor County Animal Control will notify the County Warning Point when information comes to their attention indicating that an emergency or disaster situation is developing. The report will include all relevant information that is known at this time. Additional information should be reported as it becomes available.
2. The County Warning Point, will notify the "on call" Emergency Duty Officer and/or Emergency Coordinating Officer (ECO) for Emergency Support Function 17 when the County or an area of the County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
3. Emergency Support Function 17 will be activated or placed on standby upon notification by the County Emergency Management Office. The primary and support Animal Protection representatives or designees will jointly manage the emergency activities of ESF 17.
4. Initial notification will be sent by the Emergency Operations Center to Taylor County Animal Control as the primary agency of this ESF. Immediately following notification to activate this ESF, Taylor County Animal Control will complete the following:
  - Assure necessary emergency operating facilities and reporting systems are established.
  - Establish communications with the EOC, obtain status report, contact volunteers, Taylor County Sheriff's Department, contact area veterinarians and kennels. Provide appropriate representation to the EOC.

### D. ACTIONS

Actions carried out by Emergency Support Function 17 are grouped into phases of emergency management: prevention, preparedness, protection, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. Emergency Support Function 17 encompasses a full range of activities from training to the provision of field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services.

#### 1. PREPAREDNESS ACTIONS

- a. Actions and activities that develop animal control response capabilities may include planning, training, orientation sessions, and exercises for Emergency Support Function 17 personnel (i.e., County, State, Regional, and Federal).

- b. Conduct planning with Emergency Support Function 17 support agencies, Regional Domestic Security Task forces, and other emergency support functions to refine Animal Protection operations.
- c. Deliver preparedness programs that address small pet issues. The Taylor County Extension Service will coordinate preparedness and response measures that address livestock or other large animals.
- d. Promote awareness of animal protection through a public education brochures such as, "You and Your Pets...Preparing for Hurricanes"
- e. Stockpile water and food supplies at the Taylor County Animal Control Shelter for large animal needs.

## 2. RESPONSE ACTIONS

- a. Coordinate with Emergency Support Function 1 (Transportation), and Emergency Support Function 6 (Mass Care), to provide support in sheltering animals whose owners will not evacuate without their pets. Animals will be placed at the animal control shelter or, if room is not available, at a designated shelter site set up by the SART team. The American Red Cross does not allow pets in public shelters. Animal Control, to the extent possible, will accept pets from the Red Cross shelters.
- b. Identify, mobilize and deploy assessment representatives to the disaster area(s) to determine the specific health and safety needs and priorities. Emergency Support Function 17 will coordinate with other Emergency Support Functions represented at the EOC to provide support to aid in the relief of nuisance and health-related problems involving animals and their impact on human relief efforts.
  - Provide assistance in the following areas: capture of injured and displaced animals, sheltering, medical care, feeding, relocation and reunification with owners, acquisition of additional food and supplies from vendors to support the relief efforts, continued coordination with other ESFs for timely and proper carcass disposal.

## 3. RECOVERY ACTIONS

Provide continued care of sheltered animals, provide an extended network for the adoption of unclaimed animals, and assist in the relocation of sick and injured animals to permanent facilities until a return to normal operations.

## 4. MITIGATION ACTIONS

Develop and deliver guidance for farmers and owners of livestock on measures that can be taken to reduce losses from scenario disaster events

## E. DIRECTION AND CONTROL

1. Emergency Support Function 17 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Department of Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Taylor County.
2. The Emergency Support Function 17 system operates at two levels: 1) County Emergency Operations Center; and 2) Field operations.
3. During emergency activations, all management decisions regarding County or regional response are made at the County Emergency Operations Center by the Emergency Support Function 17 coordinator. Under the Incident Command System structure, the

Planning, Logistics, Finance/Administration, and Operations Section Coordinators and staff at the County Emergency Operations Center assist the commander in carrying out the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.

4. A staffing directory and the Emergency Support Function 17 Emergency Operations Plan, its accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the Department of Emergency Management with status of the call lists updated at least monthly and all other documents at least annually.

## **F. RESPONSIBILITIES**

### **1. PRIMARY AGENCY – TAYLOR COUNTY ANIMAL CONTROL**

- a. Notify, activate, and mobilize all agencies assigned to the ESF.
- b. Coordinate all support agency actions in performance of missions assigned to this ESF.
- c. Coordinate requests for assistance and additional resources necessary during performance of the mission with the appropriate agencies.
- d. Function as the County's representative/liaison to the Emergency Operations Center (EOC) Team for the activities and responsibilities carried out by the primary and support agencies of this ESF.
- e. Investigate all animal bites.
- f. Facilitate the transportation of injured, stray, or nuisance animals to animal care facilities.
- g. Assist emergency response teams with animal-related problems.
- h. Make the arrangements for the removal and disposal of dead animals.
- i. Coordinate with the Florida Department of Health - Taylor for the release of public information regarding animals and related health issues.
- j. Enforce the Taylor County Animal Control Ordinance.
- k. Provide for quarantine of bite animals for observation. Impounding animals roaming at large.
- l. Euthanize sick and/or injured animals through assigned and authorized persons and procedures.
- m. Return wild animals to their natural environment, following established laws and procedures. Currently Animal Control is not equipped to handle wild animals and the Florida Fish and Wildlife Conservation Commission will be consulted for any wild animal incident.
- n. Respond to animal-related inquiries.
- o. Investigate animal cruelty and neglect complaints.
- p. Maintain equipment and resources necessary to manage livestock in a disaster situation.
- q. Provide or assist with the arrangement for the transportation of livestock in the aftermath of a disaster.
- r. Assist in the establishment of housing for livestock and displaced animals.

**2. SUPPORT AGENCIES:**

(NOTE: Each Support Agency should review its own roles and responsibilities and revise in conjunction with Taylor County Animal Control).

- a. Notify, activate, and mobilize all personnel and equipment to perform or support assigned functions.
- b. Designate and assign personnel for staffing of all facilities at which this Emergency Support Function is required, and providing representation when it is determined by the primary agency of this Emergency Support Function to be necessary.
- c. Coordinate all actions of the support agency with the primary agency when performing the assigned missions of this Emergency Support Function.
- d. Identify all personnel and resource requirements to perform assigned missions which are in excess of the support agencies' capabilities.

**G. FINANCIAL MANAGEMENT**

1. Emergency Support Function 17 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.
2. Expenditures by support entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible.

**H. REFERENCES AND AUTHORITIES**

- State Emergency Support Function 17 Annex
- Florida Statutes 1993, Emergency Management, chap. 252 (252.31- 52.61)
- Florida SS 911 (1993)
- The Federal Response Plan for P.L. 93-288 (1992)
- Regional Domestic Security Task Forces, Section 943.0312, F.S.
- Florida Field operations Guide (FFOG)
- DHS Homeland Security Act (2002)
- HSPD-5, Management of Domestic Incidents
- HSPD-8, National Preparedness Goal
- DHS National Incident Management System (2004)
- DHS National Response Framework (2004)

# STANDARD OPERATING GUIDELINE

## FUNCTION: UNMET NEEDS COORDINATION

**I. Lead Agency:** Capital Area Chapter, American Red Cross

**II. Supporting Agencies:** Taylor County Faith Based Organizations  
Salvation Army  
Taylor County Senior Citizen's Center  
Taylor County Emergency Management

### III. Introduction

#### A. Purpose

The unmet needs function seeks to coordinate the activities of volunteer organizations that are donating goods and services to assist individuals and families impacted by a disaster.

#### B. Scope

This guideline provides guidance for coordinating the efforts of individuals and organizations in Taylor County seeking to assist individuals and families impacted by a disaster. The unmet needs function focuses on meeting human needs prior to the arrival of governmental assistance and addressing needs that remain after governmental assistance has been exhausted.

#### C. Assumptions

1. Taylor County has been impacted by a disaster that exceeds the response capabilities of the local government.
2. Donations of goods and services from non-governmental organizations are needed to augment the resources provided by government to meet the needs of disaster victims.

## **IV. Concept of Operations**

### **A. Unmet Needs Coordinator**

Taylor County has appointed the Capital Area Chapter of the American Red Cross (ARC) to coordinate the unmet needs recovery function. The Disaster Services Director of the Capital Area Chapter of the ARC or his designee will serve as the Unmet Needs Coordinator for Taylor County following a disaster.

This activity is part of the Operations Section of the county's Emergency Operations Center. The county's EOC utilizes the ICS structure during all activations.

### **B. Supporting Resources**

Support for the unmet needs function will come from the Taylor County EM Department and from local churches and not-for-profit organizations. The Community Emergency Response Team (CERT) volunteers will be utilized as support for the unmet needs of Taylor County citizens.

### **C. Roles and Responsibilities of the Unmet Needs Coordinator**

1. Coordinate with the Community Relations Coordinator to identify existing unmet needs in the community;
2. Attempt to identify sources of assistance from volunteer organizations for individuals with unmet needs; and
3. Coordinate the actions of local volunteer organizations to address unmet needs in Taylor County and eliminate wasteful duplication of services.

### **D. Coordination with Municipalities on Unmet Needs**

The Unmet Needs Coordinator will work with the City Clerks and with agencies serving these communities to ensure that the Coordinator is aware of unmet needs that may exist in the municipalities. Unmet needs will be documented and tracked to ensure against duplication of efforts or benefits.

### **E. Unmet Needs Committee**

Should the need arise the Taylor County LMS Steering Committee will function as the local unmet needs committee.

## **F. Process for Identifying Local Unmet Needs**

1. Unmet needs may be brought to the attention of the Unmet Needs Coordinator by the Community Relations Coordinator. The Community Relations Coordinator, working with local governmental agencies, local churches, volunteer fire departments, not-for-profit organizations, and civic groups, will facilitate the exchange of information regarding community needs throughout the county.
2. Unmet needs may be identified by American Red Cross Family Services working as part of an Integrated Service Delivery (ISD) team. The ISD team will include Damage Assessment personnel, Family Services personnel, and Health Services personnel. The ISD team will identify human services needs such as food, clothing, medicine, and temporary housing.
3. Unmet needs may be identified by volunteer organizations active in the community. These could include volunteer fire departments, civic organizations, and churches.

## **G. Process for Addressing Unmet Needs**

Needs that are unmet either before the arrival of assistance from the state and federal government or after exhausting available assistance and must be addressed on a case-by-case basis. The American Red Cross can provide assistance with food, clothing, and temporary shelter. The ARC can also assist by providing community referrals to other organizations (churches, service organizations, ad-hoc volunteer groups, and businesses) that may be able to work with victims to address their unmet needs.

## **H. Training**

The Taylor County EM Department coordinates or supports regularly scheduled training on a variety of emergency management issues. Staff recently attended a debris management training course. Should additional training become necessary to fulfill the responsibilities of the unmet needs function, the EM Director or designee will arrange for such training.

## **V. Roles and Responsibilities of Lead and Supporting Agencies**

### **A. Capital Area Chapter, American Red Cross**

The Capital Area Chapter of the ARC will serve as the coordinating organization for addressing unmet needs in Taylor County. The ARC Disaster Service Director or his

designee will serve as the Unmet Needs Coordinator. The roles and responsibilities associated with this position were discussed in section IV.C.

**B. Taylor County Churches**

Area churches have historically worked in concert and on their own to provide assistance to individuals affected by disasters in Taylor County. Assistance has included clothing, food, and basic home repairs.

**C. Salvation Army**

The Salvation Army can provide assistance with food, clothing, and household cleaning supplies.

**D. Taylor County Senior Citizen's Center, Inc.**

The Taylor County Senior Citizen's Center will provide assistance transporting and feeding the elderly.

**E. Taylor County Emergency Management**

The Taylor County EM Department will provide whatever assistance is required by the Capital Area Chapter of the ARC to facilitate addressing unmet needs in Taylor County. Emergency Management has a CERT volunteer unit that can be utilized for various unmet needs.



## STANDARD OPERATING GUIDELINE

### FUNCTION: COMMUNITY RELATIONS

**I. Lead Agency:** Taylor County Administration

**II. Supporting Agency:** Taylor County Emergency Management  
Capital Area Chapter, ARC

### III. Introduction

#### A. Purpose

Following a disaster many of the county residents will not be aware of the numerous types of assistance that can be accessed to support their recovery efforts. The community relations function is a critical part of the recovery process. In the aftermath of a disaster, local governments and their residents must have quick access to information about recovery resources that are available. The community relations recovery function ensures that this critical information is available for the benefit of the public. The community relations coordinator also identifies human needs (food, water, shelter, placement of comfort stations, etc.) that must be addressed in the community following a disaster.

#### B. Scope

This procedure provides guidance for the community relations function during the recovery phase of a disaster. Of primary concern is ensuring that all segments of the community have their interests represented during recovery activities.

### IV. Concept of Operations

#### A. Community Relations Coordinator

The County Administrator or designee will appoint a Community Relations Coordinator who will work with a variety of individuals, agencies and organizations to assist in identifying and determining the disaster caused needs of the community.

#### B. Supporting Resources

The Capital Area Chapter of the American Red Cross (ARC) will play a vital role in the coordination of the Community Relations recovery function. The Disaster Service Director of the Capital Area Chapter of the ARC or designee if appointed can serve as the Community Relations Coordinator (CRC) following a disaster.

Additional support for the community relations function will come from the Taylor County EM Department.

### **C. Roles and Responsibilities of the Community Relations Coordinator**

1. The CRC will serve as a liaison with the Florida Division of Emergency Management (DEM), the Federal Emergency Management Agency (FEMA) and other recovery resources;
2. Responsible for completing the Human Needs Assessment within the first 24-48 hours after a disaster. The Human Needs Assessment identifies individuals' immediate needs after a disaster such as food, water, shelter, and placement of comfort stations;
3. Communicate with those individuals in the affected areas and at Disaster Recovery Centers to determine their needs (food, water, medical care, clothing, and temporary housing);
4. Coordinate with local agencies, particularly governmental agencies, local churches, volunteer fire departments, not-for-profit organizations, and civic groups in order to facilitate the exchange of information regarding community needs throughout the county;
5. Serve as a clearinghouse for providing information describing where county residents can get answers to recovery questions;
6. Ensure that the interests of all segments of the community are being adequately and fairly represented;
7. Coordinate with state and federal agencies on recovery issues; and
8. Complete the Human Needs Assessment to identify individuals' immediate needs after a disaster.

### **D. Determination of Priorities for Community Relations Team**

The determination of priorities for the Community Relations Team will vary from one disaster to the next. The factors that must be considered include the following:

1. Location of damage;
2. Severity of damage; and
3. Extent to which one or more segments of the population were disproportionately affected by the disaster.

#### **E. Potential Contacts for Assisting in the Determination of Community Needs**

The CRC will work with a variety of groups and individuals to assist in determining community needs. These groups include local governmental agencies, local churches, volunteer fire departments, not-for-profit organizations, and civic groups.

#### **F. Identification of Populations and Geographic Areas Requiring Special Outreach**

The County identified several populations and areas requiring special attention through the process of developing the LMS and CEMP. These include persons with mobility limitations; the special needs population; senior citizens; and residents of areas that could become geographically isolated areas.

### **V. Roles and Responsibilities of Lead and Supporting Agencies**

#### **A. Taylor County Administration**

The County Administration will be the lead agency with responsibility to appoint and coordinate the Community Relations recovery function.

#### **B. Capital Area Chapter of the ARC**

The Capital Area Chapter of the ARC will coordinate the Community Relations recovery function. The Disaster Service Director of the Capital Area Chapter of the ARC or his designee will serve as the Community Relations Coordinator following a disaster. The roles and responsibilities associated with this position are discussed in section IV.3.

#### **C. Taylor County Emergency Management Department**

The Taylor EM Department will serve as the coordinating organization for overall recovery operations. The EM Department will provide whatever assistance is required by the ARC to address community needs in Taylor County. The CERT will be utilized when and wherever necessary.

# STANDARD OPERATING GUIDELINE

## FUNCTION: PUBLIC ASSISTANCE PROGRAM

**I. Lead Agency:** Taylor County Planning and Building Department

**II. Supporting Agencies:** Perry Street and Park Department  
Perry Water and Sewer Department  
Taylor County Emergency Management  
Taylor County Public Works  
Taylor County Environmental Services  
Taylor County Property Appraiser

### III. Introduction

#### A. Purpose

The Public Assistance Program is a federal program that supports the efforts of local and state governments to repair and restore public facilities, infrastructure, or services that have been damaged or destroyed.

#### A. Scope

The Public Assistance Program supports a wide range of recovery activities, which are divided into the following categories:

1. **Category A – Debris Removal:** Includes all storm induced debris on non-federal roadways.
2. **Category B – Emergency Protective Measures:** Includes safety personnel and resources (barricades, sand bags)
3. **Category C – Road System:** Damage to non-federal roads, streets, bridges, and culverts.
4. **Category D – Water Control Facilities:** Covers costs to repair dams, levees, and irrigation works.

5. **Category E – Building and Equipment:** Covers costs to repair public buildings and equipment.
6. **Category F – Public Utility Systems:** Covers costs to repair water systems, sewerage facilities, and storm water systems.
7. **Category G – Other:** Parks and recreational facilities or other facilities not elsewhere classified.

#### **B. Assumptions**

Taylor County has been affected by a disaster of sufficient intensity that the county will be eligible to apply for Public Assistance recovery funds.

### **IV. Concept of Operations**

#### **A. Coordination of Public Assistance Activities**

The Taylor County Planning and Building Department has the responsibility for coordinating Public Assistance Program activities. The Planning and Building Department Administrative Services Director or his designee is the local Public Assistance Coordinator. Staff support is provided by the Planning and Building Department. Additional assistance is provided by local agencies responsible for maintaining road, water, and sewer infrastructure throughout Taylor County. These agencies are listed in section II.

#### **B. Identification of Potential Applicants for Federal Assistance**

Potential applicants for the Hazard Mitigation Grant Program and the Public Assistance Program include the following:

1. Taylor County (all departments within the County apply under the umbrella of the County);
2. City of Perry (all departments apply under the umbrella of the City); and
3. Private Not-for-Profit Organizations

Taylor County Senior Citizen's  
Doctors Memorial Hospital  
Tallahassee Community Hospital  
Tallahassee Memorial Regional Hospital  
Taylor Coastal Water and Sewer District

Steinhatchee Water Association  
Houses of Worship

**C. Method for Contacting Potential Applicants for Federal Assistance**

The Planning and Building Department will be responsible for coordinating participation in the Public Assistance Program with potential applicants. The Planning and Building Department will be in close contact with these agencies during the response and recovery phases of an emergency and insure that all agencies are aware of opportunities for federal assistance. The list of potential applicants will be reviewed annually, prior to the beginning of hurricane season. Many, if not all, of the supporting agencies for this guideline will be involved in assessing damage to infrastructure in their communities. All potential applicants will be notified by the Taylor Planning and Building Department of the State/FEMA Applicant Briefing, also known as the "Kick-Off Meeting."

**D. Identification of Possible Infrastructure Recovery Projects**

Infrastructure recovery projects are identified during the pre-disaster mitigation planning process and during post-disaster damage assessment.

1. In order to be eligible for disaster funding, a public structure or a facility must have sustained damage from a declared event. Eligible projects include public roads, bridges, buildings, water control systems, and utilities. The Taylor County Local Mitigation Strategy Steering Committee has pre-identified projects in the City of Perry, and Taylor County that may be eligible for federal Public Assistance funding, *should they be damaged in a declared disaster*. These projects are described in the Taylor County Local Mitigation Strategy, available through the Emergency Management Department. The selection criteria used to identify these projects are:
  - a. Does the project address repetitive damage?
  - b. How many people will benefit from the project?
  - c. Will the project address an immediate, short-term, or long-term safety hazard?
  - d. Does the project support essential or critical services or infrastructure?
  - e. Will the project enhance special needs population, hazard awareness, or the environment?
2. In addition to pre-identifying potential infrastructure projects, the Planning and Building Department will work with the supporting agencies listed in section II to identify infrastructure recovery projects during post-disaster damage assessment. The public damage assessment process provides an excellent opportunity to identify

infrastructure recovery projects that will ultimately reduce costs associated with future disasters.

#### **E. Maintenance and Update of Infrastructure Recovery Project Data**

The Taylor County EM Department and the Planning and Building Department have jointly agreed to update the LMS (including the list of pre-identified infrastructure recovery projects) on an annual basis, after each major disaster, or on an as needed basis.

#### **F. Administrative Support for the Public Assistance Program**

1. Financial transactions will be monitored by the Taylor County Clerk of the Court using standard accounting guidelines.
2. The Taylor County Planning and Building Department will serve as the administrative agency responsible for all recovery grants. The Administrative Services Director, or his designee, will be responsible for recovery grant administration.
3. The Taylor County Planning and Building Department support staff will also serve as support staff for Public Assistance recovery efforts.
4. If necessary, the Administrative Services Director or his designees will employ temporary staff to address recovery needs.

### **V. Roles and Responsibilities of Lead and Supporting Agencies**

#### **A. Taylor County Planning and Building Department**

The Taylor Planning and Building Department will serve as the coordinating organization for all recovery operations, including the Public Assistance Program. The Planning and Building Department will be responsible for coordinating all Public Assistance Program activities including identifying and coordinating the participation of potential applicants for funding by the Public Assistance Program, identifying possible infrastructure recovery projects, and maintaining and updating infrastructure project data in the LMS (in conjunction with the EM Department).

**B. Perry Street and Park Dept., Perry Water and Sewer Dept., Taylor County Emergency Management Department, Taylor County Public Works, and Taylor County Solid Waste/Landfill.**

The agencies listed above will assist the Planning and Building Department in identifying and providing information on projects in the county and its municipalities that could potentially be funded through the Public Assistance Program.

**C. The Taylor County Property Appraiser will support Taylor County Emergency Management and the Lead Agency by providing technical expertise regarding property values, damages and losses to properties as a result of a disaster.**



# TAYLOR COUNTY EMERGENCY MANAGEMENT DEPARTMENT

## STANDARD OPERATING GUIDELINE

### FUNCTION: EMERGENCY HOUSING

- I. Lead Agency:** Taylor County Grants Department
- II. Supporting Agencies:** Capital Area Chapter, American Red Cross  
Taylor County School District  
Taylor County Emergency Management  
Taylor County Administration Department  
Taylor County Property Appraiser  
Taylor County Long-Term Recovery Committee

### III. Introduction

In the aftermath of a major disaster, such as a hurricane or flood, it is likely that a number of individuals will find themselves in need of temporary housing. This is especially true in a floodprone rural county that has a number of older site built and manufactured homes.

#### A. Purpose

The purpose of the emergency housing function is to provide temporary housing to persons in Taylor County who have been displaced as the result of a disaster.

#### B. Scope

Given the resource constraints that exist in Taylor County, the scope of this function is limited to the provision of temporary housing in the form of emergency shelters, hotels and motels, short-term apartment rentals, and the identification of areas suitable for temporary placement of tents and manufactured homes by state and federal agencies. Resources do not exist for the local provision of long-term temporary housing in Taylor County.

## **IV. Concept of Operations**

### **A. Disaster Housing Coordinator**

The Taylor County Grants Director or his designee will serve as the Disaster Housing Coordinator.

### **B. Supporting Resources**

Resource support for the emergency housing function will come from the Capital Area Chapter of the ARC and the Taylor County School District.

### **C. Roles and Responsibilities of the Emergency Housing Coordinator**

1. The Disaster Housing Coordinator will work with the Community Relations Coordinator and the Unmet Needs Coordinator to determine the extent of emergency housing needs in the affected area.
2. The Disaster Housing Coordinator will work with disaster recovery agencies to address identified emergency housing needs given the recovery resources available.
3. The Disaster Housing Coordinator is responsible for serving as the liaison with the State of Florida, Division of Emergency Management and Federal Emergency Management Agency regarding emergency housing issues.
4. The Disaster Housing Coordinator will work with affected individuals to provide information about FEMA's Disaster Housing Program.
5. The Disaster Housing Coordinator will also work with a variety of individuals, for-profit real estate companies, governmental agencies and organizations to assist in determining the need for and the availability of emergency housing within the county.

### **D. Options for Temporary Housing**

Several options exist to address short-term emergency housing needs in Taylor County. These include:

#### **1. Federal Emergency Management Agency Disaster Housing Program**

In the event of a presidentially declared disaster, FEMA can provide temporary housing assistance to help meet the housing needs of victims. Assistance can take several forms including:

- a. Minimal Repair Program – Provides money for homeowners to repair owner occupied primary structures that have sustained minor damage;
- b. Rental Assistance – Grants for rent when the residence has been made unlivable due to the disaster. Rental assistance generally covers 30 – 90 days rent; and
- c. Mortgage Rental Assistance – Applies to victims who have received written notice of eviction or foreclosure due to financial hardship resulting from the disaster.

## **2. American Red Cross**

The American Red Cross can issue disbursing orders to pay for housing on a short term basis for disaster victims who cannot return to their homes as a result of damage. Victims may be housed in hotels, motels, or apartments for a period ranging from one to 60 days.

## **3. Temporary Emergency Shelters**

Depending upon the local need, recovery shelters may be made available in the short-term until disaster victims can get back into their homes or make other arrangements.

## **E. Coordination with Municipalities and Other Agencies on Emergency Housing**

The Disaster Housing Coordinator will coordinate with the City Clerks to ensure that they are informed regarding the availability of temporary housing options in their communities. The Disaster Housing Coordinator will confer as appropriate with all agencies and organizations that have a role in providing temporary emergency housing in Taylor County.

## **F. Identification of Areas Suitable for Temporary Placement of Emergency Housing**

Given that the County is not able to provide long-term temporary housing quarters to displaced residents, Taylor County will look to the Florida Division of Emergency Management and to FEMA for assistance. Taylor County has very few options for staging areas for long-term temporary housing. Should long-term temporary housing assistance be available from these agencies, the Taylor EM Department recommends placing temporary housing facilities in the fields at high schools. Although not ideal locations, these sites are situated at a higher elevation than most of the county and have good access and sanitary facilities. Direct Housing Assistance may be available when local existing housing options have been exhausted or deemed infeasible. Manufactured housing units may be used once the appropriate options have been determined by the State. Temporary housing can be placed on an eligible family's private property, on a pre-existing commercial pad or, as a last resort, on a new community site approved by local officials and constructed and maintained by FEMA.

## **G. Taylor County Ordinance**

Taylor County Ordinance, Sec. 26-38. - Activation of disaster emergency activities.

A proclamation declaring a state of emergency shall be the authority for taking emergency measures, including, but not limited to, the use or distribution of any supplies, equipment, materials, and facilities assembled or arranged to be made available pursuant to the disaster emergency plans of the county. Such disaster emergency measures may include the following actions at the discretion of the board of county commissioners:

(6) Make provisions for availability and use of temporary emergency housing and emergency warehousing of materials. Taylor County BOCC has the ability by ordinance to suspend building permit fees after a disaster in order to expedite the permitting process.

## **V. Roles and Responsibilities of Lead and Supporting Agencies**

### **A. Taylor County Grants Department**

The Taylor Grants Department will serve as the Disaster Housing Coordinator. The roles and responsibilities associated with this position were discussed in Section IV.C. The Grants Department will be responsible for coordinating with all appropriate agencies to provide emergency housing to disaster victims.

### **B. Capital Area Chapter American Red Cross**

The Capital Area Chapter of the ARC is responsible for supporting Taylor County Emergency Management in providing emergency housing for disaster victims. The ARC will, if possible, provide disbursing orders for temporary housing to disaster victims if their homes are not habitable. The ARC will also staff emergency shelters during a host sheltering situation or during the recovery phase of a disaster. In a worst case scenario, these shelters can also be used as temporary housing on a short term basis.

### **C. Taylor County School District**

The Taylor County School District will provide the facilities for host sheltering operations or for recovery shelters. Staffing for these shelters will be provided by the Capital Area Chapter of the ARC.

### **D. Taylor County Emergency Management**

Taylor County Emergency Management will serve as the coordinating organization for overall recovery operations.

**E. Taylor County Administration Department**

The Taylor County Administration Department, will work in conjunction with the Emergency Housing Coordinator to identify available housing resources within the county. Administration may also supply support staff for the Coordinator.

**F. The Taylor County Property Appraiser**

The Taylor County Property Appraiser will work to assist the Emergency Housing Coordinator to identify available housing resources within the county.

**G. Taylor County Long-Term Recovery Committee**

The Taylor County Long-Term Recovery Committee will work with Emergency Management to identify available housing resources within the county.

# **TAYLOR COUNTY PUBLIC WORKS**

## **STANDARD OPERATING GUIDELINE**

### **FUNCTION: DEBRIS MANAGEMENT**

**I. Lead Agency:** Taylor County Public Works

**II. Supporting Agencies:** Taylor County Emergency Management Department  
Taylor County Environmental Services  
Perry Street and Park Department

### **III. Introduction**

Debris management is a critical component of the recovery process for several reasons. Even a moderate tropical event can generate an incredible amount of debris. After a severe storm, debris must often be cleared to allow emergency work crews to enter the field to provide first response services to the public, access to the hospital and other critical facilities. Also, debris must be cleared to allow damage assessment crews to get out in the field and begin determining the extent of damage in a community. Debris collection and disposal is also one of the costliest components of the recovery process.

#### **A. Purpose**

The purpose of debris management is to quickly collect, haul, and dispose of the debris generated by a disaster in an efficient, cost effective manner.

#### **B. Scope**

Debris management includes all aspects of debris removal including collection, hauling, and disposal of all disaster-generated debris. No distinction is made in Taylor County between debris generated from public or private sources or located on public or private property.

#### **C. Assumptions**

1. During the recovery period, first priority must go to rapid debris removal and repairs along major roadways in order to permit reestablishment of emergency services, movement of traffic, and critical supplies into and within the County.
2. Damaged roads and bridges and floodwaters may delay debris removal.

## **IV. Concept of Operations**

### **A. Notification**

The Taylor County Emergency Management Department will notify all agencies that are involved in the debris management function as soon as possible regarding a potential emergency situation. In the case of a hurricane or tropical storm, agencies would receive notification between 24 and 48 hours prior to landfall. Twenty-four hours before landfall, the EM Department will contact the lead and support agencies and coordinate specific priorities during the early stages of debris removal.

### **B. Clearing**

Primary roadways will receive priority for emergency clearing in order to allow emergency services vehicles access to all areas of the county. The Taylor County Public Works and the Taylor County Solid Waste Department will jointly clear debris throughout the County. These two agencies will coordinate their actions to most efficiently clear debris and open vital transportation routes. The Taylor County Public Works and Solid Waste Departments will be assisted by the municipal road departments to the extent of their capabilities. Volunteer fire departments will also assist road crews within their respective jurisdictions. Debris will be cleared off roadways to the public right-of-way. If no alternative is available, debris may temporarily be moved off roadways onto nearby private land.

### **C. Collection**

As of this date Taylor County will accept full responsibility and remove debris from private property without authorization from FEMA if it is deemed necessary due to threatened public health and safety or economic recovery necessity. Efforts to incorporate approval by ordinance per FEMA DAP 9523.13 guidelines will be pursued. The Taylor County Public Works and the Taylor County Environmental Services Departments will collect debris throughout the County. The Taylor County EM Department will notify the public via the radio and newspaper that household trash must not be mixed with storm debris. If the County decides to activate its debris management contract, then the contracted commercial recovery company will assist the County in the collection, transportation, sorting, and disposal of debris at identified and approved disposal sites.

### **D. Monitoring of Debris Removal and Disposal**

Monitoring of debris removal and disposal activities is a critical component in successful debris operations and in the justification and documentation of any application for State, Federal, and/or Non-Governmental Organization public assistance funding. Therefore, the County, as part of its pre-disaster debris management plan, has entered into a contract with a commercial recovery company to assist the County in monitoring all aspects of debris removal and disposal operations.

## **E. Collection Areas**

After roadside pickup, debris may be taken directly to the Taylor County Landfill located on SR 65 or to the County's two debris staging areas. The debris staging areas are located at:

1. Four Rivers Contract areas – TCEM has contracted with Four Rivers for land locations in the Steinhatchee, Beaches and Econfina area to stage debris in the event a need arises in those areas.

## **F. Disposal**

All waste generated within Taylor County is delivered to the Taylor County Landfill for final disposal. Municipal solid waste is transferred from the landfill for final disposal at the Aucilla Landfill. Household and non-regulated small business hazardous wastes are temporarily stored at the Landfill and transferred to the Aucilla Landfill. Construction and demolition debris is disposed of on-site. Depending on the magnitude of the event, construction and demolition debris may be either disposed of on-site or transferred to the Aucilla Landfill. All regulated hazardous waste is transferred to the Aucilla Landfill for disposal.

Unless otherwise directed by the EM, debris contractors (Crowder Gulf and/or Ceres) shall be responsible for determining and executing the method and manner for lawful disposal of all eligible debris, including regulated hazardous waste.

## **G. Interagency Coordination**

Interagency coordination in debris management is the primary responsibility of the Taylor County Public Works. The Taylor County Public Works will coordinate debris management activities with the Taylor County Solid Waste Department, Taylor County EM Department, and municipal road departments. Any environmental issues related to debris management will be coordinated with the State Department of Environmental Protection. Debris removal operations will be managed to avoid impacts to such resources as floodplains, wetlands, federally listed threatened and endangered species and their critical habitats, and historic properties (including maritime or underwater archaeological resources if waterways are impacted). Debris will be staged at a safe distance from property boundaries, surface water, floodplains, wetlands, structures, wells, and septic tanks with leach fields. Additional coordination may be necessary for debris removal from waterways, stump removal, and use of fill.

## **G. Coordination with the State and Federal Agencies**



The Taylor County Public Works is responsible for coordinating with the Taylor County EM Department to keep the EM Director up to date on debris management operations. Should additional debris management resources be necessary, the EM Director or his designee will coordinate with, and request assistance through, the State EOC. Taylor County will coordinate any federal issues pertaining to debris clearance with the appropriate federal support agencies.

#### **H. Contracting with Solid Waste Disposal Firms**

The Taylor County Emergency Management and the Taylor County Solid Waste Departments maintained pre-event contracts for debris hauling and disposal services following disasters.

#### **I. Legal Issues**

The Taylor County EM Director or designee will coordinate with the Taylor County Attorney to address legal issues associated with debris management.

### **V. Roles and Responsibilities of Lead and Supporting Agencies**

#### **A. Taylor County Public Works**

The Taylor County Public Works will serve as the lead agency for debris management operations and will be responsible for clearing and collecting debris throughout the county and for coordinating with all supporting agencies. Accurate record keeping of debris clearance activities will be overseen by the Taylor County Public Works Department, in collaboration with the Clerk of the Courts Office.

#### **B. Taylor County Emergency Management Department**

The Taylor County EM Department will serve as the overall coordinating organization for all recovery operations. The EM Department will be responsible for requesting state and federal assistance for debris removal activities. Under 44 CFR Taylor County will advertise and accept sealed bids seeking a new contract for debris removal once the current contract date has ended.

#### **C. Taylor County Environmental Services**

The Taylor County Environmental Services Department is responsible for assisting the Public Works in all facets of debris management operations.

#### **D. City Street Departments**

The City Street Departments will assist in clearing streets of debris within their jurisdictions and providing mutual aid assistance should it be necessary.

**E. Volunteer Fire Departments**

The volunteer fire departments will assist in road clearing duties within each of their respective service areas.

# RE-ENTRY

## STANDARD OPERATING GUIDELINE

### I. Lead Agency:

Taylor County Sheriff's Office  
Perry Police Department

### II. Supporting Agencies:

Taylor County Emergency Management  
Taylor County Public Works  
Taylor County Fire Rescue  
Taylor County Building and Planning  
Taylor County Property Appraiser  
City of Perry Street and Park Department  
Taylor County Environmental Services  
Taylor County Health Department

### III. Purpose

This document describes the guidelines that will be followed to guide the re-entry process following a disaster.

### IV. Concept of Operations

#### A. Protective Actions Before the Disaster

If localized flooding is anticipated, agencies can take protective actions prior to the actual event to reduce the potential for public injury and additional property damage. As floodwaters rise, local law enforcement agencies in conjunction with the Taylor County Public Works, and the City of Perry Street and Park Department, can place barricades restricting access to frequently flooded areas. For other disasters such as tornadoes or hazardous materials incidents, road closures will be dictated by the specifics of each incident.

## **B. Re-Entry after the Disaster**

Re-entry into affected areas will be coordinated by the appropriate law enforcement agency in conjunction with the Taylor EM Department. Following are general guidelines for re-entry.

### **1. Evacuation**

Evacuation will be carried out in accordance with the evacuation SOG. Local law enforcement agencies will be responsible for restricting access to vulnerable areas of the county designated for evacuation. Entry into these vulnerable areas will be restricted using manned traffic control points and unmanned barriers.

### **2. Preliminary Damage Assessment/Re-Entry Safety Team**

The EM Department has formed damage assessment/re-entry safety teams that will be responsible for rapidly entering areas affected by a disaster, evaluating the extent and nature of damage, and identifying any safety risks that may exist. Teams will be comprised of staff from the Property Appraiser's Office, and Taylor County Building and Planning and Engineering Departments. Prior to issuing evacuation orders, the EM Director will contact each damage assessment/re-entry safety team leader and ask them to report to the EOC to receive a backpack containing all necessary damage assessment materials, including a radio/cell phone.

### **3. Re-Entry Briefing**

Each team leader will be contacted via the radio/cell phone with instructions on when to report to the EOC for the re-entry briefing. At the briefing, the EM Director or his designee will provide geographic assignments for the damage assessment/re-entry safety teams.

### **4. Safety Assessment**

- a. Damage assessment/re-entry safety teams will move into affected areas and identify potential safety hazards. These hazards may include downed power lines, washed out roads and culverts, damaged bridges, hanging limbs, and unstable structures.
- b. Damage assessment/re-entry safety teams will contact the EOC as soon as they have assessed their assigned areas and will provide an overview of conditions in the field and an estimation of the resources needed to mitigate hazardous conditions.

- c. Based on the reports from safety teams in the field, the EM Director will make a recommendation to the Sheriff or designee and the BOCC regarding allowing the public to re-enter affected areas.
- d. After a decision is reached by the BOCC, the EM Director will notify all appropriate agencies regarding further actions.

### **C. Re-Entry**

The responsibility of ordering a county wide evacuation rests with the Emergency Management Director. A priority re-entry process will be used by Emergency Management for emergency responders, first and then residents as conditions improve.

1. Priority One: The following levels will have a tier one level of re-entry; Search and Rescue, FWCC, FFS, Taylor County Sheriff's Office, City of Perry Police Department, Taylor County Fire/Rescue, City of Perry Fire Department, Taylor County Volunteer FD, Doctors' Memorial Emergency Medical Services, and limited critical service personnel as identified by TCEM.
2. Priority Two: Permanent residents, local property owners, non-resident property owners and renters. All must have a re-entry permit.
  - a. Residents may obtain a re-entry pass from TCEM by showing proof of residential ownership in a coastal or other potentially evacuated area. These may be obtained from TCEM prior to an evacuation.
  - b. The pass is a tool that should expedite home owners' re-entry. It should be displayed on the bottom left corner of the windshield of the home owner vehicle.
  - c. The home owner re-entering the affected area will also be required to present proper identification at all times, verifying their identity and address in the affected area.
3. Priority Three: General Public when ALL CLEAR & SAFE is given by Taylor County Law Enforcement & Taylor County Emergency management.

### **D. Business Re-Entry**

Following a disaster it may become necessary for an evacuated business to re-enter the affected area. Business recovery is an essential function and vital to the return of citizens and the county's economy.

1. Emergency Management has developed a business tiered re-entry plan composed of three levels.
  - a. Tier One: Allows primary infrastructure and major utility companies, as well as pre-designated government staff and contractors back into the area.
  - b. Tier Two: Allows teams representing major companies and employers with over 50 employees to re-enter the evacuated zone.
  - c. Tier Three: Allows business owners and designated employees whose businesses are vital to the return of citizens and the county's economy.
2. A business may pre-register and request a placard for their responding employees and identify them as essential personnel.
  - a. The placard will be printed by TCEM with unique designs and large letters that are color coded according to the tier level.
    - i. Tier One color is BLUE,
    - ii. Tier Two color is ORANGE, and
    - iii. Tier Three color is GREEN.
  - b. A placard must be visibly displayed on incoming vehicles' dashboards for those managing the re-entry route to see.
  - c. Each person in the vehicle must have an ID that links them to the placard and the business issued.
  - d. Placards are to only be used to allow persons to re-enter the disaster area and are not to allow persons to access locations that are not necessary to their work.
  - e. Tier one and two do not allow people access to a place of residence.
  - f. It will be the responsibility of each individual business to take full responsibility for sustaining the employees they bring into an affected area.

## **V. Roles and Responsibilities of Lead and Supporting Agencies**

### **A. Taylor County Emergency Management Department**

The Taylor County Emergency Management Department is responsible for coordinating the re-entry process with operational assistance from local law enforcement agencies and public works departments.

**B. Taylor County Sheriff's Office**

The Taylor County Sheriff's Office is responsible for coordinating with the Taylor EM Department, municipal and county street departments, and local law enforcement agencies to determine the location of barricades restricting public access to areas of the county impacted by a disaster. The Taylor County Sheriff's Office is also responsible for controlling access to the areas that pose the greatest risk to the public following a disaster.

**C. Taylor Public Works**

The Taylor Public Works is responsible for coordinating with the Sheriff's Office to restrict access to flooded portions of the county that pose a threat to property and public safety.

**D. Perry Police Departments**

The Perry Police Department is responsible for determining the location of barricades restricting public access to areas impacted by a disaster. The local police departments are also responsible for controlling access to areas of the city that pose the greatest risk to the public following a disaster.

**E. Perry Street Departments**

The Perry Street Departments are responsible for coordinating with local law enforcement agencies to restrict access to flooded areas that pose a threat to property and public safety.

**F. Taylor County Property Appraiser**

The Taylor County Property Appraiser's Office will team with other county members to perform Preliminary Damage Assessments and report to the EOC on damage in affected areas and any current safety conditions for determination of the potential for re-entry.

**G. Taylor County's Building and Planning and Engineering Departments**

Members from the Taylor County Building and Planning Department and the Engineering Department will participate as damage assessment team members to conduct Preliminary Damage Assessments and report to the EOC on damage in affected areas and any current safety conditions for determination of the potential for re-entry.

# HOST AND NON-TROPICAL EVENT EMERGENCY SHELTER STANDARD OPERATING GUIDELINE

**I. Lead Agency:** Capital Area Chapter - American Red Cross  
Taylor County School District

**II. Supporting Agencies:** Taylor County Sheriff's Office  
Taylor Emergency Management Department  
Perry Police Department  
Taylor County Health Department  
Functional Needs Agencies\*\*\*

## III. Introduction

### A. Purpose

The purpose of this guideline is to describe standard operating guidelines that should be followed to open and staff a host shelter or a non-tropical event shelter in Taylor County.

### B. Scope

Due to the potential for significant storm surge, the close proximity of potential shelters to the coast, and the fact no shelters in Taylor County meet the American Red Cross (ARC) minimum hurricane shelter criteria (ARC 4496), shelters will not be available for ANY tropical event threatening Taylor County. Shelters will be available when Taylor County is serving as a host county for evacuees from other areas, for recovery after a tropical event, and for non-tropical hazards such as hazardous materials incidents, forest fires, and extreme temperature events.

This guideline contains general guidelines for opening and staffing general population shelters, special needs shelters, and pre-hurricane shelters. Depending upon the specifics of each event, mass care staff may have to work outside the bounds of these guidelines to ensure the safety and well being of evacuees.



## **IV. Concept of Operations**

### **A. General Population Sheltering**

#### **1. Primary Agency Responsible for Sheltering**

The Taylor County School District is the lead county government agency responsible for coordinating sheltering in Taylor County. The Capital Area Chapter of the American Red Cross (ARC) is the lead non-governmental agency responsible for coordinating sheltering in Taylor County and will work in unison with the School District. These agencies will be assisted by the Taylor County EM Department and local law enforcement agencies. Together, these agencies are responsible for providing staffing, facilities, food, and security for sheltered populations in Taylor County.

#### **2. Mass Care Coordinator**

The Disaster Services Director of the ARC or his designee serves as the Mass Care Coordinator (MCC) during emergency operations. The Taylor County School District representative will assist the MCC with this function and will be the coordinating official for the county.

#### **3. Position Responsible for Authorizing the Opening of a Shelter**

The EM Director, after consulting with the Disaster Services Director of the ARC and the School District representative, is responsible for making the decision to open a shelter in Taylor County.

#### **4. Shelter Locations**

The ARC has identified 11 shelters throughout Taylor County. They have a host capacity of 2,275.

### Exhibit 1.1: Non-Tropical Event Shelters in Taylor County

Covenant Christian Fellowship Church	6050 Puckett Rd	Perry	32348	80
Elks Lodge	305 Puckett Rd	Perry	32348	100
Fellowship Baptist Church	1st Ave	Steinhatchee	32359	70
Forest Capital Hall	203 Forest Park Dr	Perry	32348	350
Mormon Church	Woods Creek Rd	Perry	32348	40
Perry Primary School	400 N Clark St	Perry	32348	275
Steinhatchee School	1209 1st Ave Se	Steinhatchee	32359	70
Taylor County Elementary School	1600 E Green St	Perry	32347	450
Taylor County High School	900 Johnson-Stripling Rd	Perry	32348	375
Taylor County Middle School	601 E Lafayette St	Perry	32347	265
Taylor Technical Institute	3233 US Hwy 19 S	Perry	32348	200

#### 5. Shelter Staffing and Support

The Capital Area Chapter of the ARC will provide shelter staffing and support with trained local volunteers. Additional volunteers are available throughout the Capital Area Chapter. Members of the Emergency Management Community Emergency Response Team (CERT) have been cross trained with ARC to man and operate shelters. Local law enforcement agencies (shelter security) and the EM Department and the Taylor County School Board will provide support for sheltering operations, should it be necessary.

#### 6. Functional Needs Support Services

The Florida Department of Health (FDOH) has indicated that more than 50% of Florida's population has one or more functional or access need. The Taylor County Emergency Response Team is committed to meeting the needs of every shelter client. No person will be denied shelter; every person will be afforded emergency shelter in the most appropriate and integrated setting possible, appropriate with the person's needs.

##### a. Planning and Training

Taylor county EM will engage the Taylor County Health Department, Capital Area Chapter of the Red Cross, Taylor County School Board, Doctors' Memorial Hospital, and the various home health, rehabilitation, vocational needs, and hospice care facilities located within or providing

services within the County into a Functional Needs Coalition. The Coalition will:

- i. Conduct a comprehensive "whole community" assessment to identify predominant functional and access needs, identify resource shortfalls, and perform gap analyses to best address client needs,
- ii. Conduct American's with Disabilities Act (ADA) assessments of potential shelter facilities,
- iii. Work with Federal, State, and regional partners to continue to update shelter documentation and training,
- iv. Coordinate training materials and courses to update shelter staff on the unique needs and resources of Taylor County.

#### **b. Operations and Coordination**

Shelter staff, to the best of their abilities given the scope of the hazard, training, and available resources, will attempt to identify and serve individuals with functional and access needs that present to a general population shelter. The Coalition will provide individuals and resources, to the best of their ability, to meet identified and anticipated needs. No person will be denied shelter; every person will be afforded emergency shelter in the most appropriate and integrated setting possible, appropriate with the person's needs.

### **B. Special Needs Population Sheltering**

#### **1. Registration**

The Taylor County EM Department has appointed a the Taylor County Health Department as special needs coordinator responsible for registering special needs individuals to ensure that they are provided the attention they require during disasters. There are approximately 50 special needs individuals registered in the County. The evacuation of the special needs population must be coordinated with the Leon County Departments of Health and Emergency Management, the Florida Division of Emergency Management, and the Florida Department of Health.

## **2. Transportation**

Taylor County School Board has the primary responsibility for transporting special needs clients to the special needs shelter in Tallahassee. Taylor County Public Works, the Taylor County Senior Citizen's Center and Big Bend Transit Authority are additional agencies that can assist in transporting the special needs population.

## **3. Sheltering**

The Florida Department of Health is responsible for staffing the region's special needs shelters, which are currently located in the Tallahassee area.

# **V. Roles and Responsibilities of Lead and Supporting Agencies**

## **A. Capital Area Chapter of the ARC**

The Capital Area Chapter of the ARC is the lead agency responsible for opening and staffing host and non-tropical event shelters in Taylor County.

## **B. Taylor County Emergency Management**

The Taylor County Emergency Management Department is responsible for providing whatever assistance is needed by the ARC to open and manage host and non-tropical event shelters in Taylor County. The CERT program will provide trained volunteers to assist with and operate the shelters under the guidance of ARC.

## **C. Taylor County School District**

The Taylor County School District is responsible for making schools available to the county for shelters, for providing facilities and staff (if needed) for feeding evacuees, and for providing maintenance staff when needed to ensure the safety and cleanliness of emergency shelters.

## **D. Taylor County Sheriff's Office and Perry Police Department**

The Perry Police Department and the Taylor County Sheriff's Office are responsible for providing security on an as needed basis for shelters operated in Taylor County.

## **E. Taylor County Health Department**

The Taylor County Health Department is responsible for operating and staffing a Special Needs Shelter if one is opened within the county.

# **EMERGENCY OPERATIONS CENTER STANDARD OPERATING GUIDLINE**

**I. Lead Agency:** Taylor County Emergency Management Department

**II. Supporting Agencies:** Taylor County CERT  
Taylor County Fire Rescue  
Taylor County Sheriff's Office  
Taylor County Health Department  
Taylor County Public Works  
Taylor County Planning and Building Department  
Taylor County Emergency Response Team

## **III. Purpose**

This document describes the guidelines required to open, staff and operate the Taylor County Emergency Operations Center.

## **IV. Concept of Operations**

The level of the county EOC activation will depend on the nature and scope of the threat to the county. Localized flooding may require only a minimal activation of the county EOC, while an impending hurricane landfall would require full activation of the county EOC. On a daily basis the county EOC is at Level 3 activation.

A. Taylor County EOC activation levels are:

- Level 1 – Full Scale Activation – All ESFs Activated.
- Level 2 – Partial Activation – Some ESFs activated.
- Level 3 – Monitoring.

B. Activating the EOC

1. The EM Director notifies the EM Coordinator that the Taylor County EOC is being fully or partially activated.

2. The EM Director contacts the Taylor County Administrator who will contact the Taylor County Board of County Commissioners (BOCC), either by phone or in person and notify them that an actual or anticipated emergency exists requiring the activation of the EOC, and formally requests permission to activate the EOC.
3. The Taylor County BOCC will meet either in person or via conference call to officially declare a Local State of Emergency.
4. The EM Director will notify the Florida Division of Emergency Management Regional Coordinator that a Local State of Emergency has been declared and the EOC is activated.
5. The EM Coordinator will ensure that the EOC is ready for the activation. All necessary office supplies are placed at work stations and all disaster-specific files are ready for the activation.

## **B. Staffing the EOC**

### **1. Agencies in the EOC**

The EM Director or his designee will determine which agencies are needed in the EOC.

### **2. Contacting Agencies to Staff the EOC**

Taylor EM staff will contact all pertinent agencies needed in the EOC. Phone numbers and contact information is in the EOC call down roster located in the EM Department.

### **3. Staffing Pattern**

Staffing patterns will be at the discretion of the EM Director and will depend on the specifics of each incident. For prolonged incidents such as hurricanes and floods, EM staff will work in shifts to allow for adequate periods of rest. Outside staffing assistance will be requested to supplement local staffing resources for prolonged incidents.

### **4. Support for EOC Staff**

The EM Department will provide food and beverages for staff working in the EOC. Food and beverages will be obtained from local grocery stores or restaurants at the direction of the EM Director or his designee.

## **C. EOC Operations**

## 1. Incident Command

The EM Director or his designee is responsible for supervising EOC activities.

## 2. Emergency Management Operational System

The Incident Command System (ICS) is the emergency management organizational system used in Taylor County during emergency situations. This system is widely used by emergency responders nationwide, especially law enforcement and fire services, and is increasingly being used by emergency management organizations. The ICS allows for the expansion or contraction of the ICS structure according to the demands of the incident. This management system can be used to manage incidents ranging in scope from a vehicular accident to a major hurricane.

In the ICS, the Incident Commander has overall responsibility for the incident. Agencies involved in responding to the incident are organized into four sections: Operations, Logistics, Infrastructure, and Human Needs. (This differs somewhat from the traditional ICS in which the four sections are Operations, Planning, Logistics, and Finance.)

Each of these sections can have a Section Chief, who, in a major event, would coordinate the actions of the units within that section and serve as liaison with the Incident Commander. Section chiefs will be appointed at the discretion of the Incident Commander based upon the scope of the incident and their individual skills and knowledge. The Taylor County EM Director or his designee will serve as the Incident Commander within the EOC. If necessary, the EM Director will be assisted by the EM Coordinator and two Assistant EM Coordinators. Additional EM volunteer support personnel will be called upon if necessary. Emergency Management staff and volunteers are listed on the Taylor County EOC Staffing Roster.

Each section within the ICS contains functional responsibilities that can be matched with corresponding Emergency Support Functions in the State CEMP. In the ICS used by Taylor County, depending on the scope of the disaster, one agency may be responsible for several tasks. Each task is each represented by a different ESF in the State CEMP. For example, the Taylor County Sheriff's Office is responsible for maintaining communications, conducting search and rescue operations, coordinating with the Florida National Guard, and conducting law enforcement and security operations. The Taylor Sheriff's Office also provides support for several other agencies during emergency operations.

**a. Response Activities**

The EM Director has the primary responsibility for coordinating disaster response operations in Taylor County. Exhibit 1.1 depicts the Incident Command System used during emergency response operations.

**i. Operations Section**

The Operations Section plays a major role during the response phase of an emergency. The Operations Section is responsible for the following types of activities:

- i.a. Law Enforcement (ESF 16);**
- i.b. Communications (ESF 2);**
- i.c. Search and Rescue Operations (ESF 9);**
- i.d. Military Support (ESF 13);**
- i.e. Fire Fighting (ESF 4);**
- i.f. Hazardous Materials Response (ESF 10);**
- i.g. Community Medical Services (ESF 8); and**
- i.h. Animal Protection (ESF 17).**

The primary agencies with operational responsibilities are the Taylor County Sheriff's Office, Perry Police Department, Perry Fire Department, Taylor County Fire Rescue, Taylor County Volunteer Fire departments, the Public Health Department, Taylor County CERT and the Taylor County Animal Control Department.

**ii. Logistics Section**

The Logistics Section is responsible for obtaining logistical support for all lead and supporting agencies during all phases of disaster operations. This includes obtaining the equipment and personnel resources required to address local needs from public, private, and not for profit organizations. For this reason a particular Function, such as Transportation, may be tasked to work across ICS boundaries. As an example, the use of busses to transport victims will fall under the Operations Section Chief; however, the logistical support of obtaining those resources will fall under Logistics. This section is responsible for the following types of activities:



**ii.a. Transportation (ESF 1);**

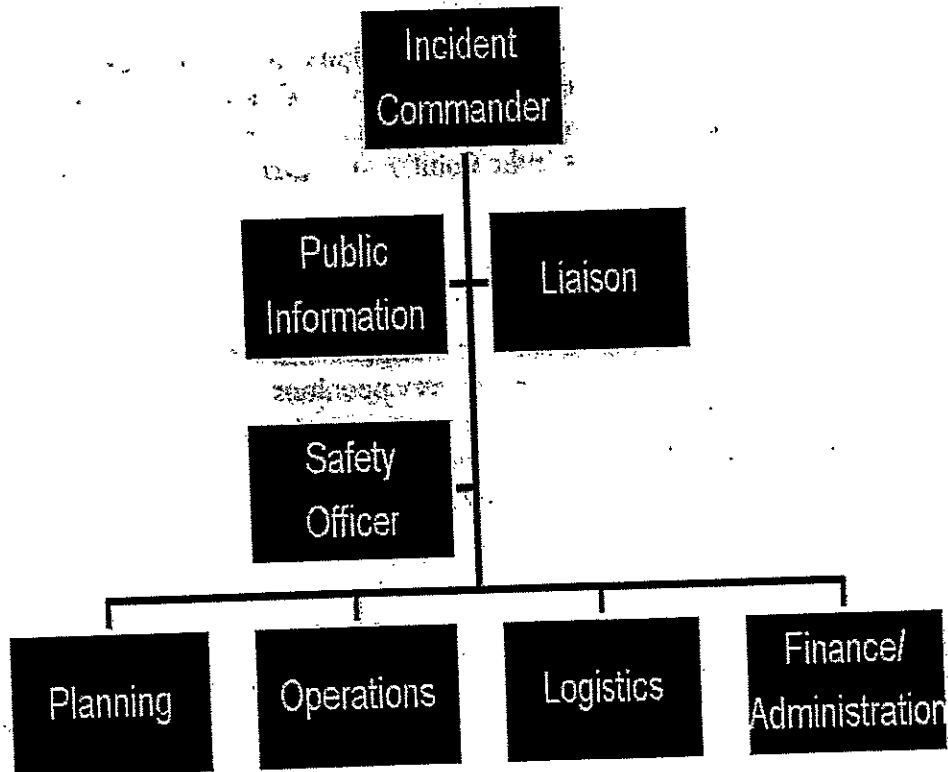
**ii.b. Information and Planning (ESF 5);**

**ii.c. Resource Support (ESF 7); and**

**ii.d. Public Information (ESF 14).**

The primary agencies with logistical responsibilities are the Taylor County Emergency Management Department, Taylor County School District, Taylor County Public Works, Taylor County Grants Department, Taylor County Property Appraiser, Taylor County Clerk's Office, Taylor County Purchasing Department, and Taylor County Administration Department.

Exhibit 1.1



### **iii. Infrastructure Section**

The Infrastructure Section of the ICS is responsible for maintaining infrastructure critical for supporting rapid response and recovery operations. This section is responsible for the following types of activities:

**iii.a. Maintaining and repairing water and sewer systems, roads, and bridges, and**

**iii.b. Electric and telephone utilities**

The primary agencies with logistical responsibilities are the Taylor County Public Works, Duke Energy and Tri-County Electrical Cooperative, and Fair Point Communications.

### **iv. Human Needs Section**

This section of the ICS is responsible for addressing the critical needs created by disasters. These include basic human needs such as food, water, and shelter. The primary agency responsible for addressing human needs is the Capital Area Chapter of the American Red Cross.

## **b. Recovery Activities**

The EM Director or his designee has the primary responsibility for coordinating disaster recovery operations in Taylor County. The Incident Command System is the operational system used to manage recovery operations following a disaster. Exhibit 1.2 depicts the ICS used during recovery operations in Taylor County.

### **i. Operations Section**

Two agencies, the Taylor County Public Works and the Taylor County Emergency Management Department, staff the Operations Section of the ICS. These agencies are responsible for debris management, damage assessment, and establishing disaster recovery centers following a disaster.

## **ii. Logistics Section**

The Taylor County Emergency Management Department staffs the Logistics Section of the ICS. The EM Department is responsible for resource support and public information.

## **iii. Infrastructure Section**

The Taylor County Planning and Building Department is the lead agency responsible for staffing the Infrastructure Section of the ICS during recovery operations. The Planning and Building Department's primary recovery responsibility is coordinating the Public Assistance Program.

## **iv. Human Needs Section**

Two agencies, the Capital Area Chapter of the American Red Cross and the Taylor County Emergency Management Department, staff the Human Needs Section of the ICS. These agencies are responsible for coordinating community relations, addressing unmet needs, and providing emergency housing following a disaster.

## **3. Message Tracking**

Incoming messages to the EOC will be forwarded to the EM Director or his designee for appropriate action. Incoming messages will be saved in the appropriate disaster file. Outgoing messages will be approved by the EM Director or designee prior to being sent. After outgoing messages have been sent, they will be saved in the appropriate disaster file.

## **4. Requests for Assistance**

Requests for assistance will be recorded on a message form and reviewed by the EM Director or his designee. All requests for mutual aid assistance will go through the Taylor County EM Department and must be approved by the EM Director and, subsequently, the BOCC. If the EM Director or his designee and the BOCC approve the request for assistance and it can be met with local resources, the task will be assigned to the appropriate local agency. If the request requires outside assistance, then it will be forwarded to the appropriate ESF at the State Emergency Operations Center. The original message requesting assistance will be placed in the appropriate disaster file.

## **5. Information Dissemination**

### **a. EOC Briefing**

A daily EOC briefing will be held to update agencies on the status of emergency operations. Additional daily briefings will be scheduled as necessary. The EM Director will determine the timing of the daily briefing.

### **b. Situation Report**

A situation report will be provided each day to the State EOC following the daily briefing. Additional situation reports will be provided as warranted.

### **c. Public Information – via the Media**

Information will be disseminated to the public through the Public Information Officer. The EM Coordinator or his designee will serve as the PIO. Information will be disseminated through available media outlets. Contact information for media is available on the call down roster in the EOC. Local media outlets include:

- i. Radio - WFNK FM 92.1, WVFT FM 93.5 and WPRY AM 1400
- ii. Print Media - Perry News Herald

### **d. Public Information – via Other Means**

Additional means of disseminating information to the public include:

- i. Local agencies, some businesses (e.g. local realtors, hotels, and motels), and special needs clients are contacted by the County's Automatic Phone Dialing System. This system can simultaneously deliver four 60-second messages to provide information about a hazard;
- ii. Broadcast sirens from law enforcement and fire department vehicles;
- iii. Loudspeakers or public address systems; and
- iv. Door to door notification using law enforcement officers, local government employees or volunteer fire fighters.

## **6. Back-up Power**

The EOC has a generator, a seven-day supply of diesel on-site, and a local source for back-up fuel.

## **7. Relocating the EOC**

The alternate EOC is located at the Taylor County Airport Terminal. This facility has phones, computers, tables, and chairs. Should it become necessary to relocate the EOC, the following steps should be followed:

- a. The EM Director will dispatch staff to the alternate EOC to ensure that it is ready for operation.
- b. EM staff will bring cellular phones, disaster files, and all necessary office supplies to the alternate EOC.
- c. EM staff will notify the State EOC and all local agencies that the primary EOC is relocating to the alternate EOC.
- d. Upon arriving at the alternate EOC, staff will contact all appropriate agencies and provide them with phone numbers to reach the alternate EOC.

# TAYLOR COUNTY EMERGENCY MANAGEMENT

## STANDARD OPERATING GUIDELINE

### FUNCTION: ESTABLISHING DISASTER RECOVERY CENTERS

**I. Lead Agency:** Taylor County Emergency Management

**II. Support Agencies:** Florida Division of Emergency Management  
American Red Cross  
Taylor County Volunteer Fire Departments

### III. Introduction

Disaster Recovery Centers (DRC) are a crucial part of the recovery process. Often, they are the first contact that individuals affected by a disaster may have with recovery agencies. Disaster Recovery Centers must be accessible to the entire community, preferably located close to affected populations.

#### A. Purpose

The purpose of a DRC is to provide persons affected by a disaster with a single point of access to begin the process of determining the recovery resources for which they may be eligible.

#### B. Scope

This guideline provides guidance for requesting, establishing, and staffing a DRC in areas affected by a disaster.

#### C. Assumptions

1. Disaster Recovery Centers will be located as conveniently as possible near areas affected by a disaster.
2. The Florida Division of Emergency Management (DEM) and the Federal Emergency Management Agency will provide technical assistance at the DRC with the various state and federal disaster recovery programs.

## **IV. Concept of Operations**

### **A. Coordination in Establishing a Disaster Recovery Center**

The Taylor County Department of Emergency Management is the agency responsible for coordination with state and federal agencies to establish a DRC. Direct support for the DRC will come from EM Department staff, which will function as the DRC Coordinator for Taylor County. The Capital Area Chapter of the American Red Cross and the Taylor County Volunteer Fire Departments will provide additional support, if requested.

### **B. GUIDELINE to Request State Participation in a DRC**

In practice, the DEM and FEMA have taken the initiative and directly contacted the Taylor County EM Department in order to establish a DRC following a disaster.

### **C. GUIDELINE for Staffing a Disaster Recovery Center**

In past events, nearly all staffing needs at DRCs have been filled by state and federal disaster personnel including representatives from the Florida Division of Emergency Management, FEMA, the National Flood Insurance Program, and the Small Business Administration. Local staffing needs will be met using a combination of volunteers from the Capital Area Chapter of the ARC and the Taylor County volunteer fire departments.

Various community and faith based organizations may be asked by Emergency Management to provide volunteers to assist in staffing the DRC. To secure local volunteers for DRC staffing, EM will directly contact these agencies to coordinate their participation.

### **D. Criteria to Identify the Location of a Disaster Recovery Center**

Several criteria will be considered to determine the location of a DRC. These criteria include:

1. Proximity to affected area;
2. Proximity to open roads;
3. Sufficient office space to accommodate recovery personnel and clients; and
4. Willing provider of office space.

### **E. Locations for DRCs**

A listing of potential DRC locations can be found in the EM Resource Directory.

In the past, mobile DRCs have also been used with success in Taylor County.

**F. Inventory of Equipment and Vehicles used for Disaster Recovery Centers**

1. There are few readily available government vehicles for general use in Taylor County.
2. The County EM Department will make every effort to obtain all necessary resources for use in DRCs. Available equipment includes general office supplies, spare tables and chairs from the EOC, local maps, and maps of the 100-year floodplain.

**V. Roles and Responsibilities of Lead and Supporting Agencies**

**A. Taylor County Emergency Management**

The Taylor EM Department will serve as the coordinating organization for all recovery functions, including establishing a Disaster Recovery Center. The EM Director or designee is the person responsible for coordination with state and federal agencies on establishing a DRC. The EM Director or designee is also responsible for coordinating the activities of all local agencies and CERT needed for staffing and supporting DRCs.

**A. Capital Area Chapter of the ARC**

The Capital Area Chapter of the ARC will provide assistance to the EM Department for all recovery operations as needed. The ARC can provide volunteer support staff and local knowledge of the county.

**B. Taylor County Volunteer Fire Departments**

The volunteer fire departments will provide assistance in a variety of ways including: providing staff support in DRCs, providing local knowledge of affected areas, hand-delivering recovery information, and assisting in transportation services.



Date: July 28, 2020

## North Florida Region Letter of Intent (LOI)

To: Kristy Anderson, Taylor County Emergency Management

From: Gloria Sullivan, Disaster Program Manager, Capital Area Chapter, American Red Cross

RE: Letter of Intent for Hurricane Season 2020 Activities

The American Red Cross (ARC) of North Florida would first like to Thank You for your continued partnership. ARC intends to minimize the spread of Covid-19 during 2020 Hurricane Season Mass Care activities. Below, you will find our stated intentions for Taylor County for the 2020 Hurricane Season. Due to the current public health environment, Red Cross is making slight adjustments to our response guidance to ensure the safety and well-being of our workforce, clients, partners and communities. COVID-19 specific references will be in highlighted.

- **Government Liaison/EOC Representative:** Red Cross will assign a liaison (on site or virtually) to the County Emergency Operations Center (EOC) upon request at Level 1 activation. On site assignments to the EOC will require appropriate safety protocols, screening, and social distancing measures, as necessary. If Red Cross manages and staff Evacuation Shelters, Red Cross will assign a liaison at Level 2 activation following the same safety needs as in a level 1.
  - Regardless of any pre-landfall commitments at shelters, Red Cross will assign a liaison (on site or virtual) to the EOC in order to facilitate transition conversations for post-impact as early as possible. If there are delays in staffing or if Red Cross is unable to provide a liaison, Red Cross will provide a point of contact to coordinate remotely, until such liaison staffing is secured.
  
- **Pre-landfall Risk Shelters:**
  - Taylor County and the school district of Taylor County will manage and staff Evacuation Shelters.
  - With no less than 48 hours' notice prior to evacuation, as this can ensure the safe movement of a 72-hour supply of snacks and water to the following shelters; Taylor County Elementary School
  
- **Pre-Landfall/Evacuation Period Feeding:** Taylor County and the school district of Taylor County will provide feeding at evacuation shelters. In addition the County and County School Board are responsible for the procurement and payment for any meals provided at pre-landfall/evacuation shelters.

- **Post-Landfall Sheltering:** It is the intent, that the Red Cross will participate in Evacuation Shelter Transition Planning discussions, the outcome of which will be that the Red Cross will transition to post impact (Recovery) congregate sheltering within 72 hours of the return of safe conditions and as resources allow. Private sector and community partners (NGOs) may have limited to no facilities available for recovery sheltering. Therefore, the Red Cross commitment in this LOI to conduct Recovery Sheltering is contingent upon County Emergency Management collaborating with Red Cross and other stakeholders to secure appropriate recovery shelter facilities and that all stakeholders participate in the transition process. Red Cross will manage and feed post impact shelters to provide safe and secure shelter for shelter residents.

- Red Cross will follow the recommended COVID-19 capacity of each facility based on 200 square foot per person allocated to the community area with a capacity no greater than 50 shelter residents unless an alternative shelter option. Larger facilities with over 50 person capacity will be considered by exception.

- **Feeding Post-Impact:** Upon the return of safe conditions, the Red Cross may, upon request and based on the community assessment, including the COVID-19 environment, provide community feeding (fixed site, mobile or both) as resources and safety protocols permit. If provided, all feeding will be in the form of pre-packaged food. Requests for community feeding from the County may require up to a minimum of 72 hours' notice.

- **Shelter Training:** The Red Cross is available for virtual training of personnel in sheltering operations as deemed appropriate and with adequate planning.

- **Disaster Assessment:** The Red Cross will evaluate the humanitarian needs of the community, post impact, and will share those with County EM. This may include Mass Care needs and damage assessment information. The same is requested of County EM.

- **Distribution of Emergency Supplies:** Red Cross has the capability to distribute recovery and comfort items in bulk either at fixed sites or through mobile distribution routes. Bulk distribution items will be determined from the Red Cross Disaster Assessment, including the COVID-19 environment, and requests from the County and the community. Items and resources may vary by disaster.

- **Individual Disaster Care:** Individual Disaster Care includes Disaster Health Services, Disaster Mental Health and Disaster Spiritual Care. The Red Cross is committed to providing each of these to the Red Cross Managed shelters. We may also coordinate these services with our partners as resources allow, upon request.

- **Shelter Resident Assessment:** Red Cross will assess the community needs (Mass Care, Health Services, Mental Health) and shelter populations to determine barriers to exiting the shelters. Services are contingent upon verification of identity, address and the damage to the client's home. Client case services will include individual recovery planning and referrals to community resources. Client service may include financial assistance based on Red Cross needs assessment. Shelter Resident Assessments will be coordinated with the Individual Disaster Care Services listed in Item #9 above.

In the event that our response to another major incident may diminish our resources and impact our ability to honor the above, we will contact Taylor County Emergency Management as soon as practicable to discuss alternatives and to suggest what services we may provide.

This Letter of Intent (LOI) supersedes all previous Letters of Intent and/or MOU's

Questions, Comments, and Concerns should be directed to Gloria Sullivan, Disaster Program Manager, at 850-491-1958 or Gloria.sullivan@redcross.org.

Sincerely,

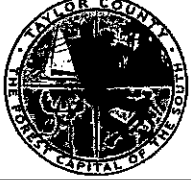
*Gloria Sullivan*

cad6

**TAYLOR COUNTY BOARD OF COMMISSIONERS**

**County Commission Agenda Item**

**SUBJECT/TITLE:**



Board to consider re-appointment of two members to the Taylor County Planning Board

**MEETING DATE REQUESTED:**

May 18, 2021

**Statement of Issue:** Re-appoint two Planning Board members.

**Recommendation:** Re-appoint two members to the Planning Board for a three (3) year term from 5/17/21 to 5/17/24.

**Fiscal Impact:** N/A

**Budgeted Expense:** Yes  No  N/A

**Submitted By:** Danny Griner

**Contact:** building.director@taylorcountygov.com

**SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS**

**History, Facts & Issues:** The terms for Pam Wessels and Blair Beaty will expire on May 17, 2021. Pam and Blair both agreed to be reappointed. Staff ran a notice 2 times in the non-legal section of the local newspaper and posted request for applications on the county website. As of the date this agenda item was prepared staff had not received any applications.

Staff respectfully requests that the County Commission re-appoint Pam Wessels and Blair Beaty for 3 year terms expiring on May 17, 2024.

- Options:**
1. Re-appoint 2 members to the Planning Board.
  2. Choose not to re-appoint members.

- Attachments:**
1. Copy of advertisement.

The Taylor County Construction Industry Licensing Board is accepting applications for board members.

For more information or to become a member in this volunteer organization, contact the Chair, at the Taylor County Building Department, 201 East Green Street, or come by the Building Department, 201 East Green Street, Taylor, TN.

### Taylor County is accepting applications for

This is a volunteer organization that meets on the 1st, 3rd and 5th day of every month, as needed, at 5:00 p.m. to discuss comprehensive planning, land use, zoning issues, variances, subdivisions, commercial developments, etc.

For more information or to become a member, call (850) 888-3500 Extension 111, come by the Taylor County Building Department, 201 East Green Street, Taylor, TN, or follow us on Facebook.

<b>PLANNING BOARD</b>	<b>EXPIRES</b>	<b>BOARD</b>
JAN HOPKINS	5/17/2022	PLANNING BOARD
EARL KETRING	5/17/2022	PLANNING BOARD
DONNIE PICKFORD	5/17/2022	PLANNING BOARD
DALE ROWELL	5/17/2023	PLANNING BOARD
SALLY ROBERTS	5/17/2023	PLANNING BOARD
PAM WESSELS	5/17/2021	PLANNING BOARD
BLAIR BEATTY	5/17/2021	PLANNING BOARD

*The Bishop Law Firm, P.A.*  
*Attorneys at Law*

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CONRAD C. BISHOP, JR.  
CONRAD C. "SONNY" BISHOP, III

POST OFFICE BOX 167  
411 N. WASHINGTON STREET  
PERRY, FLORIDA 32348

IN MEMORIAL OF  
KATHLEEN MCCARTHY BISHOP 1966-2013  
(850) 584-6113  
FAX (850) 584-2433

May 12, 2021

Hon. Gary Knowles  
Clerk of Court  
Post Office Box 620  
Perry, Florida 32348

Ms. Lawanda Pemberton  
County Administrator  
County Offices  
201 E. Green Street  
Perry, Florida 32347

Re: Leasing of Commercial Golf Cart Ordinance

Dear Gary and LaWanda:

Pursuant to the Board's instructions, enclosed please find:

1. A proposed Ordinance on Leasing of Commercial Golf Carts at Keaton Beach
2. A Notice to go in the newspaper

Please review this closely and if you have any suggestions, please let me know.

Thank you and I hope you are doing fine.

Respectfully,



Conrad C. Bishop, Jr.

CCB/kp

enclosures

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS WHICH AMENDS SECTION 74-4(9) TO PROVIDE THAT IN KEATON BEACH COMMERCIAL LEASING OF GOLF CARTS IS ALLOWED AT KEATON BEACH FROM SAW GRASS ESTATES TO 700 FEET NORTH OF THE CORNER STORE; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the Board of County Commissioners have received a request for the County to allow the leasing or rental of golf carts in the Keaton Beach area from Saw Grass Estates to 700 feet North of the Corner Store.

**THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF TAYLOR COUNTY, FLORIDA THAT:**

**Section 1.** Section 74-4(9) is amended to read that "Golf cart use is intended for residents and visitors to the beaches area described above. Commercial leasing of golf carts is allowed at Keaton Beach from Saw Grass Estates to 700 feet North of the Corner Store. This allowance only applies to Keaton Beach and commercial leasing of golf carts for use on the remainder of the streets and roads of Taylor County remains prohibited."

**Section 2.** Severability. If any section, portion or phrase of this Ordinance is ruled invalid or unconstitutional by any court of competent jurisdiction the remainder of this Ordinance shall remain in full force and effect.



**Section 3. Effective Date.** This Ordinance shall take effect immediately upon receipt of official acknowledgement from the Office of the Secretary of State of Florida that this Ordinance has been filed in said office.

PASSED and ADOPTED in regular session by the Board of County Commissioners of Taylor County, Florida, on this \_\_\_\_ day of \_\_\_\_\_, 2021.

BOARD OF COUNTY COMMISSIONERS  
TAYLOR COUNTY, FLORIDA

\_\_\_\_\_  
THOMAS DEMPS, Chairperson

ATTEST

\_\_\_\_\_  
GARY KNOWLES,  
Clerk of Court

NOTICE (PURSUANT TO FLORIDA  
STATUTE 125.66)

Notice is hereby given that the Board of County Commissioners of Taylor County, Florida will hold a public hearing on the passage of the proposed Ordinance amending Section 74-4(9) to provide that in Keaton Beach commercial leasing of golf carts is allowed at Keaton Beach from Saw Grass Estates to 700 feet North of the Corner Store, the public hearing shall be held at the Board of County Commission Meeting Room, Taylor County Courthouse Annex, Old Post Office Building in Perry, Florida, at the regular board meeting on \_\_\_\_\_, 2021, at \_\_\_\_\_. The title of the proposed ordinance is:

**AN ORDINANCE OF THE TAYLOR COUNTY BOARD  
OF COUNTY COMMISSIONERS WHICH AMENDS  
SECTION 74-4(9) TO PROVIDE THAT IN KEATON  
BEACH COMMERCIAL LEASING OF GOLF CARTS IS  
ALLOWED AT KEATON BEACH FROM SAW GRASS  
ESTATES TO 700 FEET NORTH OF THE CORNER  
STORE; PROVIDING FOR SEVERABILITY AND  
PROVIDING AN EFFECTIVE DATE.**

The proposed ordinance may be inspected by the public at the Clerk of the Circuit Court's Office at the Taylor County Courthouse, Perry, Taylor County, Florida.

All members of the public are welcome to attend. Notice is further hereby given, pursuant to Florida Statute 286.0105, that any person or persons deciding to appeal any matter considered at this public hearing will need a record of the hearing and may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by GARY KNOWLES, Clerk of the Circuit Court and Clerk of the Board of County Commissioners of Taylor County, Florida.

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**TAYLOR COUNTY BOARD OF COMMISSIONERS**

**County Commission Agenda Item**

**SUBJECT/TITLE:**

The Board to discuss application for funding through the American Rescue Plan Act



**MEETING DATE REQUESTED:**

May 18, 2021

**Statement of Issue:** To apply for direct allocation of funding for Taylor County

**Recommended Action:** Apply for funding

**Fiscal Impact:** \$4,189,525

**Budgeted Expense:** N/A

**Submitted By:** LaWanda Pemberton, County Administrator

**Contact:** 850-838-3500 ext. 6

**SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS**

**History, Facts & Issues:** The U.S. Department of Treasury has announced the launch of the Coronavirus State and Local Fiscal Recovery Funds, established by the American Rescue Plan of 2021 to provide emergency funding for eligible state, local and territorial and Tribal governments.

The purpose of these funds is to “support the immediate pandemic response, bring back jobs, and lay the groundwork for a strong and equitable recovery”.

Recipients may use these funds to:

- Support public health expenditures, by, for example, funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff
- Address negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, impacted industries, and the public sector
- Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic



# FACT SHEET: The Coronavirus State and Local Fiscal Recovery Funds Will Deliver \$350 Billion for State, Local, Territorial, and Tribal Governments to Respond to the COVID-19 Emergency and Bring Back Jobs

May 10, 2021

*Aid to state, local, territorial, and Tribal governments will help turn the tide on the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery*

Today, the U.S. Department of the Treasury announced the launch of the Coronavirus State and Local Fiscal Recovery Funds, established by the American Rescue Plan Act of 2021, to provide \$350 billion in emergency funding for eligible state, local, territorial, and Tribal governments. Treasury also released details on how these funds can be used to respond to acute pandemic response needs, fill revenue shortfalls among these governments, and support the communities and populations hardest-hit by the COVID-19 crisis. With the launch of the Coronavirus State and Local Fiscal Recovery Funds, eligible jurisdictions will be able to access this funding in the coming days to address these needs.

State, local, territorial, and Tribal governments have been on the frontlines of responding to the immense public health and economic needs created by this crisis – from standing up vaccination sites to supporting small businesses – even as these governments confronted revenue shortfalls during the downturn. As a result, these governments have endured unprecedented strains, forcing many to make untenable choices between laying off educators, firefighters, and other frontline workers or failing to provide other services that communities rely on. Faced with these challenges, state and local governments have cut over 1 million jobs since the beginning of the crisis. The experience of prior economic downturns has shown that budget pressures like these often result in prolonged fiscal austerity that can slow an economic recovery.

To support the immediate pandemic response, bring back jobs, and lay the groundwork for a strong and equitable recovery, the American Rescue Plan Act of 2021 established the Coronavirus State and Local Fiscal Recovery Funds, designed to deliver \$350 billion to state, local, territorial, and Tribal governments to bolster their response to the COVID-19 emergency and its economic impacts. Today, Treasury is launching this much-needed relief to:

- Support urgent COVID-19 response efforts to continue to decrease spread of the virus and bring the pandemic under control;
- Replace lost public sector revenue to strengthen support for vital public services and help retain jobs;
- Support immediate economic stabilization for households and businesses; and,
- Address systemic public health and economic challenges that have contributed to the unequal impact of the pandemic on certain populations.

The Coronavirus State and Local Fiscal Recovery Funds provide substantial flexibility for each jurisdiction to meet local needs—including support for households, small businesses, impacted industries, essential workers, and the communities hardest-hit by the crisis. These funds also deliver resources that recipients can invest in building, maintaining, or upgrading their water, sewer, and broadband infrastructure.

Starting today, eligible state, territorial, metropolitan city, county, and Tribal governments may request Coronavirus State and Local Fiscal Recovery Funds through the Treasury Submission Portal. Concurrent with this program launch, Treasury has published an Interim Final Rule that implements the provisions of this program.

**FUNDING AMOUNTS**

The American Rescue Plan provides a total of \$350 billion in Coronavirus State and Local Fiscal Recovery Funds to help eligible state, local, territorial, and Tribal governments meet their present needs and build the foundation for a strong recovery. Congress has allocated this funding to tens of thousands of jurisdictions. These allocations include:

Type	Amount (\$ billions)
States & District of Columbia	\$195.3
Counties	\$65.1
Metropolitan Cites	\$45.6
Tribal Governments	\$20.0
Territories	\$4.5
Non-Entitlement Units of Local Government	\$19.5

Treasury expects to distribute these funds directly to each state, territorial, metropolitan city, county, and Tribal government. Local governments that are classified as non-entitlement units will receive this funding through their applicable state government. Treasury expects to provide further guidance on distributions to non-entitlement units next week.

Local governments should expect to receive funds in two tranches, with 50% provided beginning in May 2021 and the balance delivered 12 months later. States that have experienced a net increase in the unemployment rate of more than 2 percentage points from February 2020 to the latest available data as of the date of certification will receive their full allocation of funds in a single payment; other states will receive funds in two equal tranches. Governments of U.S. territories will receive a single payment. Tribal governments will receive two payments, with the first payment available in May and the second payment, based on employment data, to be delivered in June 2021.

**USES OF FUNDING**

Coronavirus State and Local Fiscal Recovery Funds provide eligible state, local, territorial, and Tribal governments with a substantial infusion of resources to meet pandemic response needs and rebuild a stronger, more equitable economy as the country recovers. Within the categories of eligible uses, recipients have broad flexibility to decide how best to use this funding to meet the needs of their communities. Recipients may use Coronavirus State and Local Fiscal Recovery Funds to:

- **Support public health expenditures**, by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff;
- **Address negative economic impacts caused by the public health emergency**, including economic harms to workers, households, small businesses, impacted industries, and the public sector;
- **Replace lost public sector revenue**, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
- **Provide premium pay for essential workers**, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,
- **Invest in water, sewer, and broadband infrastructure**, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.

Within these overall categories, Treasury’s Interim Final Rule provides guidelines and principles for determining the types of programs and services that this funding can support, together with examples of allowable uses that recipients may consider. As described below, Treasury has also designed these provisions to take into consideration the disproportionate impacts of the COVID-19 public health emergency on those hardest-hit by the pandemic.

#### 1. Supporting the public health response

Mitigating the impact of COVID-19 continues to require an unprecedented public health response from state, local, territorial, and Tribal governments. Coronavirus State and Local Fiscal Recovery Funds provide resources to meet these needs through the provision of care for those impacted by the virus and through services that address disparities in public health that have been exacerbated by the pandemic. Recipients may use this funding to address a broad range of public health needs across COVID-19 mitigation, medical expenses, behavioral healthcare, and public health resources. Among other services, these funds can help support:

- **Services and programs to contain and mitigate the spread of COVID-19, including:**
  - ✓ Vaccination programs
  - ✓ Medical expenses
  - ✓ Testing
  - ✓ Contact tracing
  - ✓ Isolation or quarantine
  - ✓ PPE purchases
  - ✓ Support for vulnerable populations to access medical or public health services
  - ✓ Public health surveillance (e.g., monitoring for variants)
  - ✓ Enforcement of public health orders
  - ✓ Public communication efforts
  - ✓ Enhancement of healthcare capacity, including alternative care facilities
  - ✓ Support for prevention, mitigation, or other services in congregate living facilities and schools
  - ✓ Enhancement of public health data systems
  - ✓ Capital investments in public facilities to meet pandemic operational needs
  - ✓ Ventilation improvements in key settings like healthcare facilities

- **Services to address behavioral healthcare needs exacerbated by the pandemic, including:**
  - ✓ Mental health treatment
  - ✓ Substance misuse treatment
  - ✓ Other behavioral health services
  - ✓ Hotlines or warmlines
  - ✓ Crisis intervention
  - ✓ Services or outreach to promote access to health and social services
- **Payroll and covered benefits expenses** for public health, healthcare, human services, public safety and similar employees, to the extent that they work on the COVID-19 response. For public health and safety workers, recipients can use these funds to cover the full payroll and covered benefits costs for employees or operating units or divisions primarily dedicated to the COVID-19 response.

## 2. Addressing the negative economic impacts caused by the public health emergency

The COVID-19 public health emergency resulted in significant economic hardship for many Americans. As businesses closed, consumers stayed home, schools shifted to remote education, and travel declined precipitously, over 20 million jobs were lost between February and April 2020. Although many have since returned to work, as of April 2021, the economy remains more than 8 million jobs below its pre-pandemic peak, and more than 3 million workers have dropped out of the labor market altogether since February 2020.

To help alleviate the economic hardships caused by the pandemic, Coronavirus State and Local Fiscal Recovery Funds enable eligible state, local, territorial, and Tribal governments to provide a wide range of assistance to individuals and households, small businesses, and impacted industries, in addition to enabling governments to rehire public sector staff and rebuild capacity. Among these uses include:

- **Delivering assistance to workers and families**, including aid to unemployed workers and job training, as well as aid to households facing food, housing, or other financial insecurity. In addition, these funds can support survivor's benefits for family members of COVID-19 victims.
- **Supporting small businesses**, helping them to address financial challenges caused by the pandemic and to make investments in COVID-19 prevention and mitigation tactics, as well as to provide technical assistance. To achieve these goals, recipients may employ this funding to execute a broad array of loan, grant, in-kind assistance, and counseling programs to enable small businesses to rebound from the downturn.
- **Speeding the recovery of the tourism, travel, and hospitality sectors**, supporting industries that were particularly hard-hit by the COVID-19 emergency and are just now beginning to mend. Similarly impacted sectors within a local area are also eligible for support.
- **Rebuilding public sector capacity**, by rehiring public sector staff and replenishing unemployment insurance (UI) trust funds, in each case up to pre-pandemic levels. Recipients may also use this funding to build their internal capacity to successfully implement economic relief programs, with investments in data analysis, targeted outreach, technology infrastructure, and impact evaluations.



### 3. **Serving the hardest-hit communities and families**

While the pandemic has affected communities across the country, it has disproportionately impacted low-income families and communities of color and has exacerbated systemic health and economic inequities. Low-income and socially vulnerable communities have experienced the most severe health impacts. For example, counties with high poverty rates also have the highest rates of infections and deaths, with 223 deaths per 100,000 compared to the U.S. average of 175 deaths per 100,000.

Coronavirus State and Local Fiscal Recovery Funds allow for a broad range of uses to address the disproportionate public health and economic impacts of the crisis on the hardest-hit communities, populations, and households. Eligible services include:

- **Addressing health disparities and the social determinants of health**, through funding for community health workers, public benefits navigators, remediation of lead hazards, and community violence intervention programs;
- **Investments in housing and neighborhoods**, such as services to address individuals experiencing homelessness, affordable housing development, housing vouchers, and residential counseling and housing navigation assistance to facilitate moves to neighborhoods with high economic opportunity;
- **Addressing educational disparities** through new or expanded early learning services, providing additional resources to high-poverty school districts, and offering educational services like tutoring or afterschool programs as well as services to address social, emotional, and mental health needs; and,
- **Promoting healthy childhood environments**, including new or expanded high quality childcare, home visiting programs for families with young children, and enhanced services for child welfare-involved families and foster youth.

Governments may use Coronavirus State and Local Fiscal Recovery Funds to support these additional services if they are provided:

- within a Qualified Census Tract (a low-income area as designated by the Department of Housing and Urban Development);
- to families living in Qualified Census Tracts;
- by a Tribal government; or,
- to other populations, households, or geographic areas disproportionately impacted by the pandemic.

### 4. **Replacing lost public sector revenue**

State, local, territorial, and Tribal governments that are facing budget shortfalls may use Coronavirus State and Local Fiscal Recovery Funds to avoid cuts to government services. With these additional resources, recipients can continue to provide valuable public services and ensure that fiscal austerity measures do not hamper the broader economic recovery.

Many state, local, territorial, and Tribal governments have experienced significant budget shortfalls, which can yield a devastating impact on their respective communities. Faced with budget shortfalls and pandemic-related uncertainty, state and local governments cut staff in all 50 states. These budget shortfalls and staff cuts are particularly problematic at present, as these entities are on the front lines of battling the COVID-19 pandemic and helping citizens weather the economic downturn.

Recipients may use these funds to replace lost revenue. Treasury's Interim Final Rule establishes a methodology that each recipient can use to calculate its reduction in revenue. Specifically, recipients will compute the extent of their reduction in revenue by comparing their actual revenue to an alternative representing what could have been expected to occur in the absence of the pandemic. Analysis of this expected trend begins with the last full fiscal year prior to the public health emergency and projects forward at either (a) the recipient's average annual revenue growth over the three full fiscal years prior to the public health emergency or (b) 4.1%, the national average state and local revenue growth rate from 2015-18 (the latest available data).

For administrative convenience, Treasury's Interim Final Rule allows recipients to presume that any diminution in actual revenue relative to the expected trend is due to the COVID-19 public health emergency. Upon receiving Coronavirus State and Local Fiscal Recovery Funds, recipients may immediately calculate the reduction in revenue that occurred in 2020 and deploy funds to address any shortfall. Recipients will have the opportunity to re-calculate revenue loss at several points through the program, supporting those entities that experience a lagged impact of the crisis on revenues.

Importantly, once a shortfall in revenue is identified, recipients will have broad latitude to use this funding to support government services, up to this amount of lost revenue.

##### **5. Providing premium pay for essential workers**

Coronavirus State and Local Fiscal Recovery Funds provide resources for eligible state, local, territorial, and Tribal governments to recognize the heroic contributions of essential workers. Since the start of the public health emergency, essential workers have put their physical well-being at risk to meet the daily needs of their communities and to provide care for others.

Many of these essential workers have not received compensation for the heightened risks they have faced and continue to face. Recipients may use this funding to provide premium pay directly, or through grants to private employers, to a broad range of essential workers who must be physically present at their jobs including, among others:

- ✓ Staff at nursing homes, hospitals, and home-care settings
- ✓ Workers at farms, food production facilities, grocery stores, and restaurants
- ✓ Janitors and sanitation workers
- ✓ Public health and safety staff
- ✓ Truck drivers, transit staff, and warehouse workers
- ✓ Childcare workers, educators, and school staff
- ✓ Social service and human services staff

Treasury's Interim Final Rule emphasizes the need for recipients to prioritize premium pay for lower income workers. Premium pay that would increase a worker's total pay above 150% of the greater of the state or county average annual wage requires specific justification for how it responds to the needs of these workers.

In addition, employers are both permitted and encouraged to use Coronavirus State and Local Fiscal Recovery Funds to offer retrospective premium pay, recognizing that many essential workers have not yet received additional compensation for work performed. Staff working for third-party contractors in eligible sectors are also eligible for premium pay.

#### **6. Investing in water and sewer infrastructure**

Recipients may use Coronavirus State and Local Fiscal Recovery Funds to invest in necessary improvements to their water and sewer infrastructures, including projects that address the impacts of climate change.

Recipients may use this funding to invest in an array of drinking water infrastructure projects, such as building or upgrading facilities and transmission, distribution, and storage systems, including the replacement of lead service lines.

Recipients may also use this funding to invest in wastewater infrastructure projects, including constructing publicly-owned treatment infrastructure, managing and treating stormwater or subsurface drainage water, facilitating water reuse, and securing publicly-owned treatment works.

To help jurisdictions expedite their execution of these essential investments, Treasury's Interim Final Rule aligns types of eligible projects with the wide range of projects that can be supported by the Environmental Protection Agency's Clean Water State Revolving Fund and Drinking Water State Revolving Fund. Recipients retain substantial flexibility to identify those water and sewer infrastructure investments that are of the highest priority for their own communities.

Treasury's Interim Final Rule also encourages recipients to ensure that water, sewer, and broadband projects use strong labor standards, including project labor agreements and community benefits agreements that offer wages at or above the prevailing rate and include local hire provisions.

#### **7. Investing in broadband infrastructure**

The pandemic has underscored the importance of access to universal, high-speed, reliable, and affordable broadband coverage. Over the past year, millions of Americans relied on the internet to participate in remote school, healthcare, and work.

Yet, by at least one measure, 30 million Americans live in areas where there is no broadband service or where existing services do not deliver minimally acceptable speeds. For millions of other Americans, the high cost of broadband access may place it out of reach. The American Rescue Plan aims to help remedy these shortfalls, providing recipients with flexibility to use Coronavirus State and Local Fiscal Recovery Funds to invest in broadband infrastructure.

Recognizing the acute need in certain communities, Treasury's Interim Final Rule provides that investments in broadband be made in areas that are currently unserved or underserved—in other words, lacking a wireline connection that reliably delivers minimum speeds of 25 Mbps download and 3 Mbps upload. Recipients are also encouraged to prioritize projects that achieve last-mile connections to households and businesses.

Using these funds, recipients generally should build broadband infrastructure with modern technologies in mind, specifically those projects that deliver services offering reliable 100 Mbps download and 100

Mbps upload speeds, unless impracticable due to topography, geography, or financial cost. In addition, recipients are encouraged to pursue fiber optic investments.

In view of the wide disparities in broadband access, assistance to households to support internet access or digital literacy is an eligible use to respond to the public health and negative economic impacts of the pandemic, as detailed above.

## 8. Ineligible Uses

Coronavirus State and Local Fiscal Recovery Funds provide substantial resources to help eligible state, local, territorial, and Tribal governments manage the public health and economic consequences of COVID-19. Recipients have considerable flexibility to use these funds to address the diverse needs of their communities.

To ensure that these funds are used for their intended purposes, the American Rescue Plan Act also specifies two ineligible uses of funds:

- **States and territories may not use this funding to directly or indirectly offset a reduction in net tax revenue due to a change in law from March 3, 2021 through the last day of the fiscal year in which the funds provided have been spent.** The American Rescue Plan ensures that funds needed to provide vital services and support public employees, small businesses, and families struggling to make it through the pandemic are not used to fund reductions in net tax revenue. Treasury's Interim Final Rule implements this requirement. If a state or territory cuts taxes, they must demonstrate how they paid for the tax cuts from sources other than Coronavirus State Fiscal Recovery Funds—by enacting policies to raise other sources of revenue, by cutting spending, or through higher revenue due to economic growth. If the funds provided have been used to offset tax cuts, the amount used for this purpose must be paid back to the Treasury.
- **No recipient may use this funding to make a deposit to a pension fund.** Treasury's Interim Final Rule defines a "deposit" as an extraordinary contribution to a pension fund for the purpose of reducing an accrued, unfunded liability. While pension deposits are prohibited, recipients may use funds for routine payroll contributions for employees whose wages and salaries are an eligible use of funds.

Treasury's Interim Final Rule identifies several other ineligible uses, including funding debt service, legal settlements or judgments, and deposits to rainy day funds or financial reserves. Further, general infrastructure spending is not covered as an eligible use outside of water, sewer, and broadband investments or above the amount allocated under the revenue loss provision. While the program offers broad flexibility to recipients to address local conditions, these restrictions will help ensure that funds are used to augment existing activities and address pressing needs.

**TAYLOR COUNTY BOARD OF COMMISSIONERS**

*County Commission Agenda Item*

**SUBJECT/TITLE:**

The Board to discuss Governor DeSantis Executive Order 21-102



**MEETING DATE REQUESTED:**

May 18, 2021

**Statement of Issue:** To consider safety measures currently in place for County buildings.

**Recommended Action:**

**Fiscal Impact:** N/A

**Budgeted Expense:** N/A

**Submitted By:** LaWanda Pemberton, County Administrator

**Contact:** 850-838-3500 ext. 6

**SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS**

**History, Facts & Issues:** Current COVID-10 restrictions currently in place for County buildings include temperature checks, masks and capacity restrictions for County operations.

On March 17, 2020, Taylor County Board of County Commissioners issued a local state of emergency in response to the COVID-19 crisis. This local state of emergency has continued to be extended weekly by the County Administrator. Throughout the last 14 months there have been multiple safety plans put in place to protect members of the public and County staff. In January, 2021 the Board lifted restrictions for community centers and the Sports Complex but voted to keep restrictions in place for County offices, which include the wearing of masks, reduced capacity and temperature checks upon entrance.

On May 3, 2021 Governor DeSantis issued an emergency order that suspended all remaining local government mandates and restrictions based on the COVID-19 State of Emergency. The County Attorney has provide an opinion on the Emergency Order that indicates that the Executive Order may provide for a suspension of local restrictions.



*The Bishop Law Firm, P.A.*  
*Attorneys at Law*

CONRAD C. BISHOP, JR.  
CONRAD C. "SONNY" BISHOP, III

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IN MEMORIAL OF  
KATHLEEN MCCARTHY BISHOP 1966-2013  
(850) 584-6113  
FAX (850) 584-2433

May 10, 2021

VIA E-MAIL

Ms. Lawanda Pemberton  
County Administrator  
County Offices  
201 E. Green Street  
Perry, Florida 32347

Re: Your e-mail of May 6, 2021

Dear LaWanda:

I have read the Governor's Executive Order Number 21-102 and make the following comments:

1. It appears that the restrictions issued because of Covid 19, to-wit: must wear mask in our buildings is suspended – Section 1 of the Order.
2. Section 2 eliminates and suspends emergency orders or ordinances which imposes restrictions on business or individuals due to the Covid 19 emergency.
3. Section 3 – County cannot renew or enact an emergency order or ordinance that imposes restrictions or mandates upon businesses or individuals due to the Covid 19 emergency.
4. Section 4 – It appears that it does not restrict the County from enacting ordinances pursuant to regular procedures to protect the health, safety and welfare of the County's population. So, for example, there was some issue other than Covid 19, the County can use its procedures. If, a different emergency, example, hurricane, bad storm, etc.

If you have a question, please let me know.

Thank you and I hope you are doing fine.

Respectfully,

A handwritten signature in blue ink, appearing to read 'C. Bishop, Jr.', with a long horizontal flourish extending to the right.

Conrad C. Bishop, Jr.

CCB/kp

Cc: Hon. Gary Knowles (via e-mail)



**LOCAL STATE OF EMERGENCY DECLARATION  
COVID-19 #1**

**TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS**

WHEREAS, the World Health Organization (WHO) has declared a pandemic related to COVID-19, and

WHEREAS, the Center for Disease Control and Prevention has declared the potential public health threat posed by COVID-19 as “high”, both in the United States and throughout the world; and

WHEREAS, on March 1, 2020, Governor Ron DeSantis issued Executive Order 20-51, declaring that appropriate measures to control the spread of COVID-19 in the State of Florida; and

WHEREAS, on March 9, 2020 Governor Ron DeSantis issued Executive Order 20-52, declaring a State of Emergency in the State of Florida regarding the COVID-19 pandemic; and

WHEREAS, under certain circumstances, certain people will have an increased risk of infection, for example healthcare, first responders, and emergency medical services workers caring for patients with COVID-19 and other close contacts of persons with COVID-19; and

WHEREAS, it is the duty of Taylor County to take protective measures – including activation of the emergency operations center when necessary, procurement of personal protective equipment, consequence management, and similar activities to support the public health and safety of the community.

WHEREAS, The President of the United States has declared a State of Emergency for the Country to address the public health threat to the United States of America as a result of COVID-19; and

WHEREAS, certain specialized equipment and personnel may be required to adequately respond to the needs of its citizens; and

WHEREAS, other measures may have to be taken in order to mitigate the potential for causing further threatening conditions with the County; and

WHEREAS, Chapter 253.38(3)(a), Florida Statutes, provides authority for a political subdivision such as Taylor County to declare a state of local emergency and to exercise certain power and authority to safeguard the lives and property of its citizens.

NOW THEREFORE, IT IS RESOLVED this 17<sup>th</sup> day of March 2020, that the COVID-19 pandemic poses a serious threat to the health and lives of residents and guests

of Taylor County and that a State of Local Emergency is declared effective this 17<sup>th</sup> day of March 2020, for all the territory within the legal boundaries of Taylor County, including all the territory within the legal boundaries of Taylor County, including all of the unincorporated and incorporated areas.

BE IT FURTHER RESOLVED that the Board of County Commissioners of Taylor County, through its designated Policy Group, hereby incorporate the above WHEREAS clauses herein and hereby authorize the exercise of its authority and powers pursuant to Florida Statutes 252.38(3) (a) which include the authority and power to:

[1] **CONTRACTS, EQUIPMENT, SUPPLIES:** Appropriately expend funds; make contracts; obtain and distribute equipment, materials, and supplies for emergency management purposes; provide for the health and safety of persons and property, including emergency assistance to the victims of any emergencies; and direct and coordinate the development of emergency management plans and programs in accordance with the policies and plans set by the Federal and State Emergency Management Agencies.

[2] **ADDITIONAL PERSONNEL:** Appoint, employ, remove, or provide (with or without compensation), coordinators, rescue teams, fire and police personnel, and other emergency management workers.

[3] **EMERGENCY OPERATING CENTERS:** Establish as necessary, a primary and one or more secondary emergency operating centers to provide continuity of government and direction and control of emergency operations.

[4] **ASSIGNMENT - COUNTY PROPERTY/PERSONNEL:** Assign and make available for the duty the offices and agencies which operate under the Board of County Commissioners of Taylor County, including employees, property, and equipment thereof relating to sheltering, firefighting, engineering, rescue, health, medical and related services, police, transportation, construction, and similar items or services for emergency operation purposes, as the primary emergency management forces of Taylor County. Furthermore, the County Administrator is authorized to adjust work conditions including leave policies and suspend union bargaining agreements pursuant to the relevant articles therein, if necessary.

[5] **REQUEST FOR ASSISTANCE:** Request State assistance or invoke emergency related mutual aid assistance by declaring a state of local emergency effecting Taylor County. The Local State of Emergency will remain in effect within the legal boundaries of Taylor County, Florida for seven (7) days from the date hereof and may be extended as necessary in seven (7) day increments. The County Administrator is hereby authorized to execute extensions of the Local State of Emergency as deemed necessary.

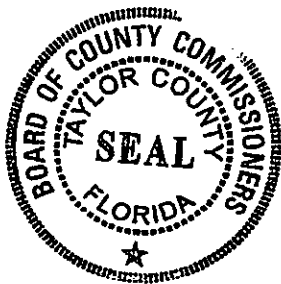
[6] **WAIVER OF PROCEDURES AND FORMALITIES OTHERWISE REQUIRED:** Due to the Local State of Emergency, effective immediately, the procedures and formalities required of the County by law or ordinance are hereby waived as they pertain to:

- (a) Performance of public work and taking whatever action is necessary to ensure the health, safety and welfare of the Community, including but not limited to denying or revoking permits for public gatherings and/or cancelling mass gatherings taking place in Taylor County during the Local State of Emergency. A mass gathering is defined by the Center for Disease Control as 50 people or greater, however, this number is subject to amendment should the circumstances of the situation change;
  - (b) Entering into contracts;
  - (c) Incurring obligations;
  - (d) Employment of permanent and temporary workers;
  - (e) Utilization of voluntary workers;
  - (f) Rental of equipment;
  - (g) Acquisition and distribution with or without compensation of supplies, materials and facilities, and;
8. Appropriation and expenditure of public funds.

**Alterations or Rescission:**

This declaration of a Local State of Emergency may be altered or rescinded either by the issuance of a subsequent Executive Order or by an appropriate Resolution of the Board of County Commissioners.

DONE, ORDERED AND ADOPTED this 17<sup>th</sup> day of March, 2020.



Pam Feagle  
Chairperson  
Taylor County Board of County Commissioners

ATTEST:

ANNIE MAE MURPHY  
Clerk of Court

## LaWanda Pemberton

---

**From:** Charles L. Hydovitz <hydovitz.charles@jud3.flcourts.org>  
**Sent:** Thursday, May 6, 2021 7:53 PM  
**To:** LaWanda Pemberton  
**Subject:** New S. Ct. Administrative Orders

FYI

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**From:** Charles L. Hydovitz <hydovitz.charles@jud3.flcourts.org>  
**Sent:** Thursday, May 6, 2021 7:35 PM  
**To:** Third Circuit Staff <ThirdCircuitStaff@jud3.flcourts.org>  
**Subject:** New S. Ct. Administrative Orders

Good Evening - Attached please find Chief Justice Canady's most recent Administrative Orders.

Of significant importance is Justice Canady lifted the requirement for individuals to wear a face mask when entering a courthouse (especially those who house other government offices). Courthouse patrons no longer have to submit to temperature screening or answer covid-19 health related questions upon entry. However, the amended orders keep in place mask and social distancing requirements during in-person courtroom proceedings only.

Staff are no longer required to wear a mask in public hallways or community office space. You may certainly do so if you feel more comfortable.

Please contact me if I can be of further assistance.

Thanks,

CH

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**From:** Debbie Howells <howellsd@flcourts.org>  
**Sent:** Thursday, May 6, 2021 5:02 PM  
**To:** Debbie Howells <howellsd@flcourts.org>  
**Subject:** Administrative Orders

The following administrative orders were issued today:

1. [AOSC20-109, Amendment 2](#), Comprehensive COVID-19 Emergency Measures for Florida Appellate Courts;
2. [AOSC20-23, Amendment 13](#), In re: Comprehensive COVID-19 Emergency Measures for Florida Trial Courts; and
3. [AOSC20-32, Amendment 8](#), COVID-19 Public Health and Safety Precautions for Operational Phase Transitions.

With best regards,

Debbie Howells  
Court Operations Consultant

Office of the State Courts Administrator  
500 S. Duval Street  
Tallahassee, FL 32399-1900  
Phone 850-922-4370  
Email [howellsd@flcourts.org](mailto:howellsd@flcourts.org)

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# STATE OF FLORIDA

## OFFICE OF THE GOVERNOR

### EXECUTIVE ORDER NUMBER 21-102

(Suspending All Remaining Local Government Mandates and Restrictions Based on the COVID-19 State of Emergency)

**WHEREAS**, on March 9, 2020, I issued Executive Order 20-52, declaring a state of emergency for the entire State of Florida as a result of COVID-19; and

**WHEREAS**, on September 25, 2020, I issued Executive Order 20-244, suspending the collection of local fines and penalties associated with COVID-19 regulations upon individuals, and on March 10, 2021, I issued Executive Order 21-65, categorically remitting all fines upon individuals and businesses alike related to local government COVID-19 restrictions; and

**WHEREAS**, on March 29, 2021, the Legislature presented, and I signed into law, SB 72 – Civil Liability for Damages Relating to COVID-19, enacted as Chapter 2021-1, Laws of Florida, which provides crucial liability protection to individuals, businesses, educational institutions, religious organizations, and health care providers for liability claims related to COVID-19; and

**WHEREAS**, on April 27, 2021, I extended the state of emergency initiated by Executive Order 20-52 as necessary to ensure Florida schools remain open for the remainder of the school year, to protect Floridians from being required to produce a so-called vaccine passport as a condition of participating in everyday life, and to implement budgetary response efforts to help Floridians to the greatest extent possible; and

**WHEREAS**, on April 29, 2021, Surgeon General Dr. Scott Rivkees issued a Public Health Advisory (1) stating that continuing COVID-19 restrictions on individuals, including long-term use of face coverings and withdrawal from social and recreational gatherings, pose a risk of

adverse and unintended consequences, (2) further expanding vaccine eligibility, and (3) advising government offices to resume in-person operations and services; and

**WHEREAS**, the State of Florida led the national effort to distribute the vaccine to elderly and vulnerable populations and has provided vaccines to nearly 9 million people; and

**WHEREAS**, every eligible Floridian is now legally permitted to obtain a vaccine, and Florida maintains a sufficient supply for every eligible Floridian who desires a vaccine to be vaccinated; and

**WHEREAS**, scientific studies show that vaccines protect individuals from COVID-19 and reduce hospitalizations and deaths caused by COVID-19; and

**WHEREAS**, the State and the majority of local governments have declined to issue mask mandates; and

**WHEREAS**, a select number of local governments continue to impose mandates and business restrictions, without proper consideration of improving conditions and with no end in sight; and

**WHEREAS**, due to the tremendous steps the State has taken to protect Florida's most vulnerable populations and rapidly offer vaccines to every eligible Floridian who desires one, local communities lack justification in continuing to impose COVID-19 mandates or restrictions upon their citizens; and

**WHEREAS**, with my encouragement, the Florida Legislature passed and I signed SB 2006, a measure designed to curb restrictions and closures of businesses during an extended emergency, to add significant accountability and difficulty for the continuation of any local limitation on the rights or liberties of individuals or businesses, and to declare in no uncertain terms that the policy of the State of Florida will favor a presumption of commercial operation and individual liberty with no toleration for unending and unjustified impediments to that liberty; and

**WHEREAS**, in light of these recently enacted reforms, the widespread vaccination of Florida residents, and the sufficient supply of vaccines for all eligible Florida residents, I find that it is necessary for the State of Florida to enhance its rapid and orderly restoration and recovery from the COVID-19 emergency by preempting and suspending all remaining local emergency restrictions on individuals and businesses and to return day-to-day life back to normal everywhere in the State.

**NOW, THEREFORE, I, RON DESANTIS**, as Governor of Florida, by virtue of the authority vested in me by Article IV, Section 1(a) of the Florida Constitution and by the Florida Emergency Management Act, as amended, and all other applicable laws, promulgate the following Executive Order:

Section 1. In order to mitigate the adverse and unintended consequences of the COVID-19 emergency and to accelerate the State's recovery, all local COVID-19 restrictions and mandates on individuals and businesses are hereby suspended.

Section 2. This order eliminates and supersedes any existing emergency order or ordinance issued by a county or municipality that imposes restrictions or mandates upon businesses or individuals due to the COVID-19 emergency.

Section 3. For the remaining duration of the state of emergency initiated by Executive Order 20-52, no county or municipality may renew or enact an emergency order or ordinance, using a local state of emergency or using emergency enactment procedures under Chapters 125, 252, or 166, Florida Statutes, that imposes restrictions or mandates upon businesses or individuals due to the COVID-19 emergency.

Section 4. Nothing herein prohibits a political subdivision of the State from enacting ordinances pursuant to regular enactment procedures to protect the health, safety, and welfare of its population. Only orders and ordinances within the scope of Section 1 based on a local state of



emergency or on emergency enactment procedures due to the COVID-19 emergency are hereby eliminated and preempted.

Section 5. This order supersedes Sections 2 and 3 of Executive Order 20-244.

Section 6. This order is effective immediately.



IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Florida to be affixed, at Tallahassee, 3rd day of May, 2021.

  
\_\_\_\_\_  
RON DESANTIS, GOVERNOR

ATTEST:

  
\_\_\_\_\_  
SECRETARY OF STATE

2021 MAY -3 PM 4:06  
TALLAHASSEE, FL

FILED