



11212

Department of Emergency Services

Memorandum

DATE: May 5, 2010

TO: The Honorable Board of Acquisition and Contract

FROM: Anthony W. Sutton, Commissioner of Emergency Services

RE: **Authority to enter into an agreement for emergency shelter training with the City of New York, by its New York City Office of Emergency Management, through an agreement with the City University of New York, School of Professional Studies, for a one year term, with a County option to renew the agreement for an additional one year term upon the same terms and conditions.**

Authorization is requested for the County of Westchester ("County"), acting by and through its Department of Emergency Services (the "DES"), to enter into an agreement for emergency shelter training with the City of New York, by its New York City Office of Emergency Management (the "City"), through an agreement with the City University of New York, School of Professional Studies ("CUNY SPS"). The Westchester County Board of Legislators authorized this agreement at a meeting duly held on April 26, 2010, by Act No. 35-2010.

As you may recall, the County developed and adopted a Comprehensive Emergency Management Plan ("CEMP") that includes an Emergency Sheltering and Mass Care Annex (the "Plan"). The CEMP is written as an "all hazards" approach intended to address man-made, technological and natural disasters. The Plan addresses emergency sheltering needs of the portions of the population displaced by these disasters. In order to support this emergency sheltering initiative, a training program for emergency sheltering staff is required. The City, through an agreement with CUNY SPS, has developed and implemented a training program for the City's designated emergency sheltering staff, and to date the training at all levels has been positive and successful. CUNY SPS has proposed a training program for the County that would be adapted from the City's emergency sheltering plan. The CUNY SPS program will focus on setting up emergency shelters, with specific instruction on essential logistical, operational, and administrative functions to effectively support and sustain the sheltered populations and provide instruction to prepare individuals to become instructors to train the staff who would man the shelters. The development of this instruction program will complement the existing shelter equipment pre-positioning program that has recently been implemented by the County.

It is anticipated that the instructor candidates will include County employees, local municipal employees, members of non-governmental organizations and possibly candidates from adjacent counties and volunteer organizations active in disasters. It is expected that the shelter staff to be

trained will come from those same groups. That cadre of trained shelter staff could then be activated in the event of a disaster. Key components of the training program include the development of annual, pre-incident training courses for all designated shelter staff as well as a just-in-time training course. These courses would be delivered to the candidates designated by DES in a Train-the-Trainer format. DES can then utilize the instructors to deliver this training independently.

The proposed agreement with the City is ideal in that it offers instruction consistent with the City's format which will enhance the County's and City's ability to share personnel and resources during a disaster that may affect either one or both. The proposed agreement is in the public's best interest and promotes the safety and general welfare of the public by recognizing the importance of regional planning and cooperation to facilitate response and coordination, prior to, during and after disasters. The benefit to the public is to have a trained staff of shelter personnel to quickly and efficiently establish and operate a shelter as the need arises. The Department will monitor this program and track the number of instructors and shelter personnel trained, with the goal of having a widespread network of shelter staff available to assist locally throughout the County.

Both the State of New York and the United States Department of Homeland Security encourage such regional training programs. The New York State Office of Homeland Security is supportive of the proposed arrangement and is providing the City with the sum of One Hundred Thousand (\$100,000.00) Dollars to fund the shelter training services to be provided to the County. The City will be responsible to pay CUNY SPS from these funds. The agreement will have a one year term, with a County option to renew the agreement for an additional one year term upon the same terms and conditions.

Based upon the foregoing, I most respectfully recommend approval of the attached Resolution.

AWS/TSA/ta
Att.

APPROVED BOARD OF ACQUISITION & CONTRACTS FILE # 16-016 JOMAR VILVERTE SECRETARY

RESOLUTION

Upon a communication from the Commissioner of Emergency Services, be it hereby

RESOLVED, that the County of Westchester (“County”), acting by and through its Department of Emergency Services (“DES”), is hereby authorized to enter into an agreement for emergency shelter training with the City of New York, by its New York City Office of Emergency Management (“City”), through an agreement with the City University of New York, School of Professional Studies (“CUNY SPS”); and be it further

RESOLVED, that the New York State Office of Homeland Security is supportive of the proposed arrangement and is providing the City with the sum of One Hundred Thousand (\$100,000.00) Dollars to fund the shelter training services to be provided to the County. The City will be responsible to pay CUNY SPS from these funds; and be it further

RESOLVED, that the Agreement will have a one year term commencing upon execution, with a County option to renew the agreement for an additional one year term upon the same terms and conditions; and be it further

RESOLVED, that the County Executive or his authorized designee is hereby authorized to execute any documents and take any actions reasonably necessary and appropriate to effectuate the purposes of this Resolution.

Account to be
Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
					N/A

Budget Funding Year(s) _____ Start Date upon execution End Date: one year

(must match resolution)

Funding Source

Tax Dollars _____

State Aid _____

\$ N/A
(must match resolution)

Federal Aid _____

Other _____

APPROVED BOARD OF ACQUISITION & CONTRACT - 2010 - COUNTY VICE PRESIDENT SECRETARY