

ACCEN EXECUTIVE COUNCIL

September 9, 2014 – 2:30 PM
Ada County Courthouse
200 W. Front Street
3rd Floor, Commissioner’s Meeting Room

****AGENDA****

I. AGENDA ADDITIONS / CHANGES (2:30)

II. OPEN DISCUSSION / ANNOUNCEMENTS (2:35)

III. ACTION ITEMS (2:40)

- * **A. Approve July 28th 2014 Minutes** **John Evans, Chair**
July 28th, 2014 Executive Council Minutes attached.
- * **B. Approve ACCEM Emergency Management Executive Council Joint Powers Agreement** **John Evans, Chair**
Joint Powers Agreement attached.
- * **C. Approve ACCEM Executive Council Bylaws** **John Evans, Chair**
Bylaws Attached.
- * **D. Approve Technical Advisory Group (TAG) Bylaws** **John Evans, Chair**
Bylaws attached.
- * **E. Approve Local Emergency Planning Committee (LEPC) Bylaws** **John Evans, Chair**
Bylaws attached.
- F. Approve Overtime & Backfill Policy for Training and Exercises.** **John Evans, Chair**
At the last TAG meeting several members requested Homeland Security Grant funds be authorized to meet overtime and backfill costs associated with training and exercises. Overtime and backfill is an allowable expense under the grant provided the training and exercises meet FEMA and DHS requirements.

IV. INFORMATION / DISCUSSION ITEMS (3:15)

A. 2014 & 2015 Homeland Security Grant

Program Update

Doug Hardman

Doug will update the Council on the 2014 grant application and the upcoming 2015 application due in December 2014.

*** B. FY215 Final County Budget**

Attached per Council's request is a copy of the county's final emergency management budget approved on August 5th. The only change was an approximate \$10,000 increase related to health insurance. Membership dues remained the same.

V. ADJOURNMENT (3:30)

* Enclosure

**ACCEM EXECUTIVE COUNCIL MEETING
ADA COUNTY COURTHOUSE
200 WEST FRONT STREET
3RD FLOOR, COMMISSIONERS MEETING ROOM**

JULY 28, 2014

****SUMMARY MINUTES****

MEMBERS ATTENDING: John Evans, Mayor, City of Garden City, **Chair**
Dave Case, Commissioner, Ada County
Jim Tibbs, Commissioner, Ada County, **Vice-Chair**
Mitch Jaurena, Commissioner, Ada County Highway
District
Keith Bird, Councilman, for Tammy De Weerd, Mayor,
City of Meridian
Maryanne Jordan, Council President, City of Boise
Dave Bieter, Mayor, City of Boise
Joe Stear, Councilman, for Greg Nelson, Mayor, City of
Kuna
Jim Reynolds, Mayor, City of Eagle

MEMBERS ABSENT: Nathan Mitchell, Mayor, City of Star

OTHERS ATTENDING: Doug Hardman, Director, Emergency Management
Larry Maneely, Chief of Staff, Ada County
Ted Argyle, Ada County PA's Office
Perry Oldenburg, Boise Fire
Joe Lombardo, Ada County Emergency Management
Elizabeth Koeckeritz, Assistant Boise City Attorney

CALL TO ORDER

Chair Evans called the meeting to order at 1:35.

I. AGENDA ADDITIONS/CHANGES

None.

II. OPEN DISCUSSION/ANNOUNCEMENTS

None.

III. ACTION ITEMS

- A. Approve April 14, 2014 Meeting Minutes.
Councilwoman Jordan moved to approve the April 14, 2014 Minutes of the Emergency Management Executive Council meeting. Councilman Stear seconded. No discussion. Motion passed unanimously.

VI. INFORMATION / DISCUSSION ITEMS

- A. ACCEM Joint Powers Agreement and Update.
Ted Argyle and Elizabeth Koeckeritz reported back to the Council on their findings regarding Idaho Code and statutory authority as it relates to emergency management, intergovernmental disaster agencies and the draft ACCEM Joint Powers Agreement.
- B. Doug gave an update on Emergency Management Fund Balance & Disposition.
- C. Doug gave overview of Office of Inspector General report and county monitoring visit.
- D. 2015 Homeland Security Grant update.
- E. Joe Lombardo gave a brief summary of the Federal program awarded to Boise State University, City of Boise, and Ada County that addresses local area risk awareness, planning, and response capabilities related to a chemical event.

V. ADJOURNMENT

Meeting adjourned at 3:50 PM

AGREEMENT NO. _____

AMENDED EMERGENCY MANAGEMENT JOINT POWERS AGREEMENT

THIS JOINT POWERS AGREEMENT is entered into this ____ day of _____, 2014, by and between Ada County, a body politic and corporate whose address is 200 W. Front St., Boise, Idaho 83702 (“Ada County”); Ada County Highway District, a single county-wide highway district created pursuant to Idaho Code § 40-1401 et seq., whose address is 3775 Adams St., Garden City, Idaho 83714 (“ACHD”); City of Boise, a municipal corporation whose address is 150 N. Capitol Blvd., Boise, Idaho 83702 (“Boise”); City of Eagle, a municipal corporation whose address is 660 E. Civic Ln., Eagle, Idaho 83616 (“Eagle”); City of Garden City, a municipal corporation whose address is 6015 Glenwood, Garden City, Idaho 83714 (“Garden City”); City of Kuna, a municipal corporation whose address is 763 W. Avalon, Kuna, Idaho 83634 (“Kuna”); City of Meridian, a municipal corporation whose address is 33 E. Broadway Ave., Meridian, Idaho 83642 (“Meridian”); and the City of Star, a municipal corporation whose address is 10769 W. State Street, Star, Idaho 83669 (“Star”) (collectively referred to herein as the “Participants”).

RECITALS:

- A. The Participants are authorized by Idaho Code § 46-1009 to create an intergovernmental agency responsible for disaster preparedness and coordination of response, and, for that purpose, pursuant to this Agreement, Ada County has established the Ada County Department of Emergency Management, which is a separate and independent department under the administration of Ada County.
- B. The Participants desire to build and sustain regional core emergency management capabilities by implementing strategies to address identified planning, organization, equipment, training, and exercise needs to prevent, protect against, respond to, and recover from natural, technical and other catastrophic events.
- C. The Participants understand that emergency preparedness is not exclusive to any single level of government or organization, but is best served by the combined efforts of the whole community. As such, the Participants desire to partner with and obtain advice and input from each other on emergency management priorities, activities and funding, including, but not limited to resource allocations before, during and after disasters. The Participants also recognize the need for a forum for the technical aspects of expenditures to be researched, discussed, planned, and prioritized.
- D. It is the desire of the Participants to adopt this Joint Powers Agreement to create the Ada City-County Emergency Management Executive Council (“ACCEM”) to provide for emergency management programs and systems and to address areas of technology, research, planning and prioritization of projects involving the use of emergency management resources including, but not limited to federal grants.

- E. All Participants will retain control over those matters not related to ACCEM or this Agreement, which retained control, may include, but is not limited to: budgeting personnel decisions, equipment, offices, payroll, day-to-day operations and other related matters not impairing the operation or functioning of ACCEM.
- F. The Participants understand and agree, pursuant to Idaho Code § 46-1025, that federal and state grants and funds awarded through the Idaho Department of Homeland Security are distributed directly to counties for the purpose of assisting counties in achieving the goals and objectives outlined in approved county grant proposals.

NOW, THEREFORE, in consideration of the foregoing recitals, and other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Participants covenant and agree as follows:

1. Purpose. The purpose of this Agreement is for the Participants to jointly identify, plan for, and assess hazards and risks affecting residents of all of Ada County, including all of the geographical areas governed by each of the Participants; to guide future preparedness efforts across all mission areas; and to set priorities for development of regional core emergency management capabilities.

2. Ada City-County Emergency Management Executive Council. There is hereby created ACCEM.

2.1 Membership. The members of ACCEM shall be comprised of one representative from each Participant. The representative shall be an elected official from each Participant, including the mayor of each incorporated city, the chairperson of the Ada County Board of Commissioners and the President of the ACHD Board of Commissioners. There shall be one additional representative each from Ada County and Boise City. The additional representative from Ada County shall be an Ada County Commissioner appointed by a resolution of the Ada County Board of County Commissioners. The additional representative from Boise City shall be a Boise City Councilperson appointed by a resolution of the Boise City Council. These two additional representatives shall serve at the pleasure of the body that appointed such representative. Each Participant's representative may designate in writing one alternate elected official to serve in his or her absence with the full authority to act on his or her behalf in all matters before ACCEM.

2.2 Duties of ACCEM. ACCEM shall perform all actions reasonably necessary to fulfill the responsibilities and obligations existing pursuant to Idaho Code § 46-1009. These duties shall include, but are not limited to:

2.2.1 Identifying and assessing hazards and risks affecting residents of Ada County to guide future preparedness efforts across all mission areas;

2.2.2 Facilitating interactions among the whole community to create and validate plans, policies and procedures governing emergency

management and identifying core capability needs through discussion and operations-based activities;

2.2.3 Facilitating sharing of specialized resources such as supplies, equipment, facilities, and personnel with any Participant, or their various public or private sector partners with emergency management missions, through maintaining resource inventories and sharing agreements and allowing use of grant purchased equipment in support of emergency management functions, consistent with existing and future mutual aid or resource sharing agreements;

2.2.4 Enhancing emergency management coordination and communication between government agencies, businesses and industry, and volunteer agencies for both preparedness efforts and operational activities;

2.2.5 Promoting disaster recovery through a focus on the timely restoration, strengthening, and revitalization of infrastructure, housing, and a sustainable economy, as well as the health, social, cultural, historic, and environmental fabric of Ada County.

2.2.6 Coordinating and integrating all-hazards comprehensive county-wide emergency management activities through planning, training, equipping, exercising, and evaluating capabilities.

2.2.7 Providing qualified individuals from within their jurisdictions to serve as members of ACCEM committees.

2.2.8 Supporting inter-governmental plans that address roles and responsibilities for all phases of emergency management, and after consultation with the TAG and LEPC, making a recommendation to Participants that such be adopted.

2.2.9 After consultation with the TAG and the LEPC, make determinations regarding spending priorities for county-wide emergency management.

2.2.10 Approving and submitting a budget to the Board for the Membership Dues submitted by Participants for deposit in the Emergency Management Fund.

2.3 Bylaws. ACCEM shall have the power and authority to make such bylaws as may be necessary to its operation.

2.4 Committees. ACCEM may create such committees as may be necessary to its operation; provided however, that there shall be created a Technical Advisory Group (“TAG”) and a Local Emergency Planning Committee (“LEPC”) with such bylaws provided therefore as may be necessary for their operation.

2.5 Grant Funds. The Participants understand and agree that grant funds for emergency management are provided to the County by the State of Idaho and that the Board has oversight over the expenditure of the grant funds. The Participants further understand and agree that county-wide emergency management requires cooperation and meaningful review by all Participants to ensure that the use and expenditure of grant funds are applied beneficially for all Participants. ACCEM, upon receipt and review of recommendations from the TAG and/or LEPC, shall make recommendations to the Board regarding the use and expenditure of all grant funds received by the County from the Idaho Bureau of Homeland Security for emergency management. The Board shall follow the recommendations of ACCEM to the maximum extent possible and shall report back to ACCEM those instances when the recommendations are not followed along with a statement as to the reasons therefore. All Participants shall sign such sub-grant agreements and liability waivers as are reasonably requested by Ada County for the purposes of receiving grants funds. To the extent available, Participants may continue to apply for grants for which they qualify on an individual basis.

3. Ada County Department of Emergency Management (ACDEM). ACDEM shall operate as a separate and independent Department under the administration of the Board. The primary mission of ACDEM shall be to coordinate and integrate an all-hazard, comprehensive, county-wide emergency management program on behalf of all Participants to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk to the citizens and residents of Ada County.

3.1 Director of Emergency Management. The Director of Emergency Management (the "Director") shall be employed by Ada County; provided, however, that the Board shall consult with ACCEM regarding all employment decisions the Board makes regarding the Director, including, but not limited to, hiring, termination, and discipline. Should the Director resign or be terminated, the Board shall appoint an interim Director to discharge all the duties and exercise all the powers of the Director until the selection of a permanent Director is made in consultation with ACCEM.

3.2 Director's Duties. The Director shall be an ex officio, non-voting member of ACCEM, shall attend all meetings of ACCEM, and shall perform such duties for ACCEM as may be established by this Agreement and the Bylaws and as otherwise assigned by ACCEM.

3.3 ACDEM Employees. Ada County shall employ such ACDEM staff members payable out of the Emergency Management Fund as approved in its annual ACDEM budget and shall be responsible for the payment of all staff wages, payroll taxes, fringe benefits and other costs. Upon request, Ada County may provide the services of ACDEM employees to other Participants for the purpose of developing regional core emergency management capabilities.

3.4 Books and Records. Ada County shall maintain in compliance with Idaho Code, books and records for the Emergency Management Fund which shall be available for inspection and review by ACCEM at any time during business hours.

3.5 Fiscal Year. The fiscal or business year of the Board, Council and ACDEM shall begin on the first day of October and end on the last day of September.

3.6 Budget. By May 1 of each year, the Director shall present a preliminary budget and proposed membership dues to ACCEM for consideration and for subsequent incorporation into each Participant's budgeting processes. A final budget will be presented to ACCEM for approval no later than the 1st day of August of each fiscal year. ACCEM shall submit a final recommended budget to the Board no later than August 15th of each fiscal year.

4. Emergency Management Fund. There shall be deposited into the Emergency Management Fund such property taxes, grants (as modified by section 4.2 below), Membership Dues, and such other funds as may be obtained by Ada County or donated to it for the purposes set forth in Idaho Code § 46-1009 and such expenses shall be allowed as may be appropriated in the annual budget for the Emergency Management Fund.

4.1 Membership Dues. Each Participant shall pay annual membership dues in accordance with the terms contained herein to contribute towards funding the ACDEM program ("Membership Dues"). Membership dues for Ada County and each respective city located within Ada County shall initially be equal to thirty-three cents (\$0.33) per resident. For purposes of calculating Membership Dues, the number of residents located within Ada County and each respective city shall be determined annually by ACCEM using the most current population estimates available to ACCEM. Membership dues payable by cities shall be determined by the number of residents in each city. Membership dues payable by Ada County shall include all of the residents inside the geographical borders of Ada County (including cities) plus the number of residents in unincorporated Ada County. Membership Dues payable by Ada County Highway District shall be \$8,900.00 per year. Membership Dues shall be due and payable to the Emergency Management Fund in equal installments on a quarterly basis. Membership Dues may be adjusted annually by ACCEM.

4.2 Grants. Consistent with Section 2.5, Ada County shall apply for grants to fund emergency management capabilities, personnel and operations. Such portions of grants received by Ada County which shall be awarded to fund the programs, personnel and operations of the ACDEM shall be deposited to the Emergency Management Fund.

4.3 Expenses. Consistent with the approved budget, the costs and expenses incurred by Ada County to house, employ staff, and operate the ACDEM program may be assessed against the Emergency Management Fund as any other business expense.

5. Term of Agreement. The Term of this Agreement shall be from _____ to September 30, 2014. Each Participant may, solely at its option, and when and if it duly budgets and appropriates funds therefore from revenues legally available to it for the ensuing fiscal year, renew this Agreement for additional annual Renewal Terms. Each annual renewal of this Agreement shall be deemed to be exercised by the Participant upon the adoption by September 15 of any year, of a budget of the ensuing fiscal year, duly budgeting and

appropriating the amount of money required to make the payments payable for the next fiscal year by the Participant pursuant to this Agreement. Within ten (10) days following the adoption of a budget duly budgeting and appropriating said funds of the ensuing year, the approving Participant shall deliver to the Chairman of the Board a written statement certifying that it has duly budgeted and appropriated said funds for the ensuing year, which written statement shall be accompanied by a copy of the budget so adopted and a certified copy of the resolution or other official action of the Participant's governing board adopting said budget and appropriating said funds. The due appropriation of funds as aforesaid shall constitute a valid and enforceable obligation of the Participant for the payment of such funds for the purposes provided herein, and shall not be subject to abatement for any cause. Each Renewal Term shall commence on October 1 of the fiscal year following adoption of the budget as provided hereinabove and shall terminate on September 30 of the following calendar year.

6. Withdrawal or Termination. Any Participant may withdraw from this joint powers agreement at any time by resolution duly adopted by the Participant and upon written notice to ACCEM; provided, however, no party shall be entitled to a refund of its Membership Dues which have been paid. Upon such withdrawal, the withdrawing party shall no longer be entitled to be a member of ACCEM nor shall it be entitled to receive ACDEM's benefits or services. In addition, ACCEM, upon the affirmative vote of two-thirds (2/3) of its representatives, may terminate any party to this agreement for failure to pay its Membership Dues within thirty (30) days of written demand for such dues.

7. Amendment. This Agreement may be amended only by a writing signed and duly authorized by resolution of each Participant.

8. Counterparts. This Agreement may be executed in any number of counterparts and once so executed by all parties thereto, each such counterpart shall be deemed to be an original instrument but all such counterparts together shall constitute but one agreement.

9. Recitals and Exhibits. The recitals to this Agreement and any exhibit attached hereto are incorporated herein by this reference as if set forth in full herein.

IN WITNESS WHEREOF, this Agreement is executed effective as of the day and year first above written.

ADA COUNTY

By: _____
Chairman

Dated: _____

ATTEST:

Christopher D. Rich, Ada County Clerk

ADA COUNTY HIGHWAY DISTRICT

By: _____
President

Dated: _____

CITY OF BOISE

By: _____
Mayor

Dated: _____

ATTEST:

CITY OF EAGLE

By: _____

Dated: _____

CITY OF GARDEN CITY

By: _____
Mayor

Dated: _____

CITY OF KUNA

By: _____

Dated: _____

CITY OF MERIDIAN

By: _____
Mayor

Dated: _____

CITY OF STAR

By: _____
Mayor

Dated: _____

**ADA CITY-COUNTY EMERGENCY MANAGEMENT
EXECUTIVE COUNCIL
BYLAWS**

(Version 5/2014)

BACKGROUND

Joint Powers Agreement (JPA) No. _____ provides that Council may create Bylaws to establish procedures for its own operation. These Bylaws are made consistent with the authority granted by the JPA to the Council to create such procedures.

ARTICLE I

MEETINGS

1.1 Place of Meetings. Regular and special meetings of the Council shall be held at a time and place which the Council may, by a simple majority vote, order or direct. All business which the Council is authorized and empowered to take up at such a meeting may be transacted without further or special notice.

1.2 Regular Meetings. Regular meetings of the Council shall be held on first ____ of each quarter beginning with July ____, 2014.

1.3 Special Meetings. Any two representatives may call special meetings of the Council at any time by serving notice upon the Chairperson of the Council.

1.4 Notice of Meetings. All regular and special meetings of the Council shall be called at least forty-eight (48) hours in advance of the proposed meeting except where such notice is waived by all representatives on the Council or in cases of emergency.

1.5 Quorum. A quorum shall consist of a majority of all voting representatives of the Council. A quorum must be present for any business to be conducted.

1.6 Order of Business. At all meetings of the Council the following order of business shall be observed, so far as is consistent and convenient with the purposes of the meeting:

Call to order

Roll call

Agenda additions/changes

Open discussion/announcements

Action items

- Election of officers when appropriate

Information/discussion items

Executive Director's Report

Adjournment

ARTICLE II

CREATION OF COMMITTEES

2.1 Subcommittees. The Council may establish such committees as may be necessary to fulfill its mission. The work product of these committees shall be submitted in written recommendation format for official consideration by the Council.

2.2 LEPC. There is hereby established a Local Emergency Planning Committee ("LEPC") - required pursuant to Public Law 99-499, SARA Title III, Emergency Planning and Community Right to Know Act ("EPCRA"). LEPC members include Law Enforcement, Fire, EMS, Public Health, Emergency Management, Public Works, Media, Transportation, Environmental Professionals, Community / Citizen Groups, Business and Industry and other community partners as required by federal law. The LEPC provides non-binding advice and recommendations to the Council on matters related to emergency management or other recommendations as requested by the Council; and they provide a continuing forum through which all levels of government, business and industry, and the general public can develop strategies to address identified planning, organization, equipment, training, and exercise needs to prevent, protect against, respond to, and recover from natural, technical and other catastrophic events. In addition to enabling Ada County compliance with the EPCRA, the LEPC will provide the baseline analysis necessary for the County and its preparedness partners to complete a risk assessment describing the community's greatest threats and hazards, including projections of consequences or impacts, and an emergency response plan. This analysis, the Threat and Hazard Identification and Risk Assessment (THIRA), process requires broad community participation to share information, account for population-specific factors, and understand the initial and cascading effects of a threat or hazard. Analysis of the THIRA results will guide future preparedness and core capability building efforts across all mission areas.

2.3 TAG. There is hereby created a Technical Advisory Group ("TAG"). The TAG shall be comprised of such emergency response practitioners from local agencies and departments as may be established in the bylaws of the TAG adopted by the Council. After a review of the baseline THIRA not less than annually, the TAG shall provide non-binding advice and recommendations to the Council on the local government first responders' core capabilities, or lack thereof, and the ability of local government first responders to address the threats, hazards, and impacts of emergencies identified in the THIRA as adopted by the Council, or other recommendations as requested by the Council.

ARTICLE III
OFFICERS

3.1 Chairperson. The Chairperson shall be elected annually. The Chairperson shall assume office and the attendant duties immediately after being elected.

3.2 Vice Chair. The Vice Chair of the Council shall be elected annually by the Council at the October meeting and serve a one (1) year term with the reelection of the Vice Chair position to occur on an annual basis to take place on October 1st of each year. The Vice Chair shall assume office immediately after election.

3.3 Secretary. The Secretary shall be the Director of ACDEM, or his or her designee.

3.4 Duties. Duties of the Council officers shall be as follows:

a. Chair

1. Preside at all meetings of the Council.
2. Act as liaison with the Board of Ada County Commissioners and the members of the Council.
3. Make committee and subcommittee appointments as required.

b. Vice Chair

1. Assume the duties of Chair during his/her absence, disability, or disqualification.

c. Secretary

1. Keep the minutes of all meetings of the Council.
2. Post all legal notices required by the Idaho Code or the bylaws.
3. Prepare the agenda for all meetings of the Council.
4. Act as the custodian of Council records.
5. Inform Council members of correspondence relating to the business of the Council and attend to such correspondence.
6. Ensure that all meetings are recorded and that the recordings of such meeting and minutes are retained for a minimum of five (5) years.
7. Ensure that the minutes of meetings are distributed to each Council member in advance of the next meeting.
8. Such other duties as may be prescribed by the Council.

ARTICLE IV

VOTING

4.1 Each regular representative on the Council in attendance at a duly called Council meeting shall be entitled to one vote. Unless otherwise specifically indicated by this joint powers agreement, all matters before the Council shall be disposed of by simple majority vote of all representatives of the Council present at such meeting, provided that a quorum has been established and is present at the time of the vote.

ARTICLE V

RULES OF ORDER

5.1 The Council shall operate under the precepts of Roberts Rules of Order to the extent such rules are not in conflict with these procedures.

ARTICLE VI

AMENDMENTS

6.1 The Council, by a unanimous vote of its members, may make, alter, amend, or rescind these Bylaws at any regular meeting, after thirty (30) days advance written notice.

ADOPTED by the Council at the regular meeting of its members this ____ day of _____, 2014.

MEMBERS OF THE COUNCIL

**ADA CITY-COUNTY EMERGENCY MANAGEMENT EXECUTIVE COUNCIL
TECHNICAL ADVISORY GROUP (TAG)
BYLAWS**

(Version 5/2014)

Background

Resolution No. _____, establishes Council Bylaws in which Article II creates the Local Emergency Planning Committee (“LEPC”) and the Technical Advisory Group (“TAG”).

The Council desires to establish and adopt TAG Bylaws consistent with the authority granted by the ACCEM Executive Council Joint Powers Agreement and Bylaws to create such committees.

ARTICLE I

NAME AND GEOGRAPHICAL LIMITS

1.1 The name of the committee for which this instrument is written shall be the “Technical Advisory Group,” hereinafter referred to as the TAG. TAG representation will be from within the geographical boundaries of Ada County.

ARTICLE II

PURPOSE

2.1 After a review the baseline THIRA not less than annually, the TAG shall provide non-binding advice and recommendations to the Council on the local government first responders’ core capabilities, or lack thereof, and the ability of local government first responders to address the threats, hazards, and impacts of emergencies identified in the THIRA as adopted by the Council, or other recommendations as requested by the Council.

ARTICLE III

TAG REPRESENTATION

3.1 The TAG committee is comprised of nine (9) voting members, with one (1) representative from each of the following agencies: Boise Police Department, Ada County Sheriff’s Office, Meridian Police Department, Garden City Police Department, Boise Fire Department, Meridian Fire Department, Ada County Emergency Medical Services Department, Ada County Highway District, and one (1) Fire District representative with each member serving a one (1)-year term. The Council shall choose the Fire District Representative.

ARTICLE IV
OFFICERS

4.1 Chairperson. The Chairman of the TAG shall be elected annually by the TAG at the October meeting and serve a one (1) year term with the reelection of the Chairman position to occur on an annual basis to take place on October 1st of each year. The Chairman shall assume office immediately after election

4.2 Vice Chair. The Vice Chair of the TAG shall be elected annually by the TAG at the October meeting and serve a one (1) year term with the reelection of the Vice Chair position to occur on an annual basis to take place on October 1st of each year. The Vice Chair shall assume office immediately after election.

4.3 Secretary. The Chairman shall appoint a TAG Secretary

4.4 Duties. Duties of the TAG officers shall be as follows:

A. Chair

1. Preside at all meetings of the TAG.
2. Act as liaison with the ACCEM Executive Council and the members of the TAG.
3. Make TAG project assignments as required.

B. Vice Chair

1. Assume the duties of Chair during his/her absence, disability, or disqualification.

C. Secretary

1. Keep the minutes of all meetings by TAG.
2. Advertise all legal notices if required by the Idaho Code or the bylaws.
3. Prepare the agenda for all meetings of the TAG.
4. Act as the custodian of TAG records.
5. Inform TAG members of correspondence relating to business of TAG and attend to such correspondence.
6. Such other duties as may be prescribed by the TAG.
7. Ensure that all meetings are recorded and that the recordings of such meeting and minutes are retained for a minimum of 5 years.
8. Ensure that the minutes of meetings are distributed to each TAG member in advance of the next meeting.

ARTICLE V

VOTING

5.1 Each regular representative on the TAG in attendance at a duly called TAG meeting shall be entitled to one vote. Unless otherwise specifically indicated by these Bylaws, all matters before the TAG shall be disposed of by simple majority vote of all representatives of the TAG present at such meeting, provided that a quorum has been established.

ARTICLE VI

MEETINGS

6.1 Place of Meetings. Regular and special meetings of the TAG shall be held at a time and place which the TAG may, by a simple majority vote, order or direct. All business which the TAG is authorized and empowered to take up at such a meeting may be transacted without further or special notice.

6.2 Regular Meetings. Regular meetings of the TAG shall be held .

6.3 Special Meetings. Any two representatives may call special meetings of the TAG at any time by serving notice upon the Chairperson of the TAG.

6.4 Notice of Meetings. All regular and special meetings of the TAG shall be called at least forty-eight (48) hours in advance of the proposed meeting except where such notice is waived by all representatives on the TAG or in cases of emergency.

6.5 Quorum. A quorum shall consist of a majority of all voting representatives of the TAG. Once a member of the TAG is present or represented for any purpose at a meeting, he or she is deemed present for quorum purposes for the remainder of the meeting.

6.6 Order of Business. At all meetings of the TAG the following order of business shall be observed, so far as is consistent and convenient with the purposes of the meeting:

Calling the roll to determine those representatives present;

Approval of minutes of the previous meeting;

Reports of officers;

Unfinished business;

New business;

Election of officers, when appropriate; and

Miscellaneous business

ARTICLE VII
RULES OF ORDER

7.1 The TAG shall operate under the precepts of Roberts Rules of Order to the extent such rules are not in conflict with these procedures.

ARTICLE VIII
AMENDMENTS

8.1 The Council, by a unanimous vote of its members, may make, alter, amend, or rescind these Bylaws at any regular ACCEM Executive Council meeting, after thirty (30) days advance written notice.

ADOPTED by the ACCEM Executive Council at the regular meeting of its members this _____ day of _____, 2014.

MEMBERS OF THE ACCEM EXECUTIVE COUNCIL

**ADA COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE
BYLAWS**

Background

A Local Emergency Planning Committee is required pursuant to Public Law 99-499, SARA Title III, Emergency Planning and Community Right to Know Act (“EPCRA”).

ARTICLE I

NAME AND GEOGRAPHICAL LIMITS

1.1 The name of this committee for which this instrument is written shall be the “Local Emergency Planning Committee,” hereinafter referred to as the LEPC

ARTICLE II

PURPOSE

2.1 The LEPC shall provide non-binding advice and recommendations to the Council on matters related to emergency management or other recommendations as requested by the ACCEM Executive Council; and they provide a continuing forum through which all levels of government, business and industry, and the general public can develop strategies to address identified planning, organization, equipment, training, and exercise needs to prevent, protect against, respond to, and recover from natural, technical and other catastrophic events. In addition to enabling Ada County compliance with the EPCRA, the LEPC will provide the baseline analysis necessary for the County and its preparedness partners to complete a risk assessment describing the community’s greatest threats and hazards, including projections of consequences or impacts, and an emergency response plan. This analysis, the Threat and Hazard Identification and Risk Assessment (THIRA), process requires broad community participation to share information, account for population-specific factors, and understand the initial and cascading effects of a threat or hazard. Analysis of the THIRA results will guide future preparedness and core capability building efforts across all mission areas.

ARTICLE III

SECTION I

MEMBERSHIP

3.1 The Local Emergency Planning Committee shall be composed of one representative from each of the following categories. Members shall be appointed by the Council.

Elected or Appointed State and Local Official	Hospital
Law Enforcement	Transportation
Emergency Management	Broadcast and Print Media
Fire Service	Community / Citizen Groups
Emergency Medical Service	Emergency Communications

Health Department	Public Works
Local Environmental Organization or Group Representative	Local Weather Service
Local Elected Official other than BOCC	American Red Cross
	Business and Industry
	Board of County Commissioner

3.2 Each representative will serve a two year term and may be reappointed upon recommendation of the Chairperson and approval of the Council.

- 3.3 The following agency representatives shall be ex-officio members:
- a. Federal Environmental Protection Agency
 - b. Idaho Department of Health and Welfare
 - c. Idaho Bureau of Homeland Security

SECTION II
MEMBERSHIP ATTENDANCE

3.4 If any member accrues four (4) unexcused absences, at regularly scheduled or special meetings in a twelve (12) month calendar period, a Notice of Member Inactivity will be sent to the director of that representing agency, with a copy mailed to the member, requesting an active replacement. If no response is received from the agency, that representative will be dropped from membership and the Chairperson, with approval of the Committee, will appoint an appropriate replacement in accordance with the membership guidelines and criteria in Section I.

SECTION III
MEMBERSHIP VACANCIES

- 3.5 New and replacement members may come from:
- A. Specifically recruited volunteers who agree in writing to serve, or:
 - B. Individuals who request membership in writing and who qualify under one of the following circumstances:
 1. The individual qualifies as a representative of one of the categories listed in Section I - Membership, and the LEPC does not have such a representative.
 2. The individual is a representative of one the groups suggested by EPA as potential members (Page 13, NRT-1 Hazardous Materials Emergency Planning Guide, March 1987) and possesses special skills of value to the LEPC.

3.6 All new and replacement members will be confirmed by a simple majority vote of the Council. Vacancies will be filled by recruiting through heads of agencies or organized citizen groups that represent one of the categories listed in Section I - Membership.

ARTICLE IV

MEETINGS

4.1 The Local Emergency Planning Committee shall meet at regularly scheduled meetings, open to the public, and to be held on a day and at a time and place designated and agreed to by the Committee during the first meeting in each calendar year. The meeting schedule may be changed or revised later by the Chairperson. Special meetings may be called by the Chairperson when conditions warrant.

4.2 Notice of all meetings shall be given by the Chairperson to all members a reasonable time in advance of a called meeting. All meetings shall be open to the public.

4.3 Under these provisions a quorum is defined as a simple majority, which is 50% plus one (1) of the membership. A quorum must be present to vote or conduct business.

ARTICLE V

OFFICERS AND ORGANIZATION

5.1 A Chairperson and a Vice-Chairperson shall be elected by a majority of the members of the committee present and voting at the first scheduled meeting of each calendar year. The individuals so elected shall serve in those capacities for one year until the first scheduled meeting of the following calendar year. Any individual so elected shall be eligible for re-election in subsequent years. The Vice-Chairperson shall preside and/or perform the duties of the Chairperson in his or her absence.

5.2 The Director of the Ada County Department of Emergency Management, or his or her designee, shall act as Secretary for the committee and shall keep the committee books and minutes.

5.3 The Chairperson shall appoint other officers of the committee as deemed necessary.

5.4 Any vacancy in the office of Chairperson or Vice-Chairperson shall be filled at the next scheduled meeting by a majority vote.

5.5 The Community Coordinator for EPCRA information shall be the Ada County Department of Emergency Management.

ARTICLE VI

SUB-COMMITTEES

6.1 Sub-committees may be established as deemed necessary by the Committee and a sub-committee Chairperson will be elected from among the active membership. No limit will be placed on the number of advisory members assigned to a subcommittee.

ARTICLE VII
RULES OF ORDER

7.1 The LEPC shall operate under the precepts of Robert's Rules of Order to the extent such rules are not in conflict with these procedures.

ARTICLE VIII
AMENDMENTS TO BYLAWS

8.1 The ACCEM Executive Council, by a unanimous vote of its members, may make, alter, amend, or rescind these Bylaws at any regular ACCEM Executive Council meeting, after thirty (30) days advance written notice.

DATED this ____ day of September, 2014.

**FY2014-2015
ADA COUNTY BUDGET**

Funds/Departments	2014-2015 Expenditure Budget	2014-2015 Revenue Budget	Shared Revenue	Use of Fund Balance	2014-2015 Projected Property Tax
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SPECIAL REVENUE FUNDS

Non-Property Tax Supported

Emergency Management

Salaries and Benefits	450,144				
Other Expenses	<u>82,693</u>				
Total	532,837	498,468	0	34,369	0

EXPENSE DETAIL 2014-2015 BUDGET

	2014-2015	2013-2014
<u>EMERGENCY MANAGEMENT</u>		
SALARIES:	450,144	437,045
EXPENSES:		
CONTRACTS	1,000	1,000
SUPPLIES	6,300	7,300
UTILITIES, MAINTENANCE, FIXED & SUNDRY	64,255	59,560
TRAINING, REIMBURSEMENT	7,838	7,838
LOW COST FURNITURE, EQUIPMENT	3,300	3,300
CAPITAL	<u>0</u>	<u>0</u>
Total Expense	82,693	78,998
TOTAL EMERGENCY MANAGEMENT	532,837	516,043