

Minutes of Meeting
All Hazard Mitigation Plan Update
June 23, 2014
10:30 a.m.

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green, and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Office of Emergency Management Director Sandy Von Behren, Grants Compliance Officer Jody Bieze, Civil Deputy Prosecuting Attorney Jamila Holmes, and Deputy Clerk Cheryl Baumann.

A. Call to Order: Chairman Tondee called the meeting to order at 10:43 a.m.

B. Introductions: There were no introductions made.

C. Changes to the Agenda: There were no changes made to the agenda.

D. Old Business: There was no old business discussed.

E. New Business:

The attendees informed the Board of the potential cost increase for the preparation of the All Hazard Mitigation Plan, which must be updated and approved by May 2015 to assure timely federal funding during a County emergency. The attendees asked the Board for permission to negotiate a lower preparation fee for the revised plan with the sole responsive consulting firm, Tetra Tech, Inc.

The Office of Emergency Management (OEM) sought an outside planning consultant to manage the project after the internal project manager resigned. OEM sent a Request for Proposal (RFP) to four (4) approved vendors, expecting that the cost of professional services would be less than \$25,000. One (1) consulting firm, Tetra Tech, Inc., quoted \$47,000 for their services. It was discovered that their fee was based on developing a plan from the beginning, however, only an update of the current All Hazard Mitigation Plan is necessary. OEM Director Sandy Von Behren explained that because the County has done a significant amount of work on the plan, it appears there would be room to negotiate lower consulting fees.

Ms. Von Behren further explained that OEM needs a time margin of at least six (6) months for the completed plan to be reviewed and approved by the Department of Homeland Security and the Federal Emergency Management Agency (FEMA). She said It is critical to have an approved plan in place before a County emergency occurs. Ms. Von Behren assured the Board that the current All Hazard Mitigation Plan is approved through May 2015, but requires yearly updates.

Grants Compliance Officer Jody Bieze and Ms. Von Behren both agreed that Tetra Tech, Inc. has proven to be successful in producing FEMA approved plans.

The Board agreed that OEM can negotiate with the consulting firm for a lower fee.

F. Staff Reports: There were no staff reports.

G. Public Comment: This section is reserved for citizens wishing to address the Board regarding a County related issue. There was no public comment.

The meeting was adjourned at 10:53 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: _____

Cheryl Baumann, Deputy Clerk