

Fund
GENERAL

Department:
FIRE

Division:
OFFICE OF EMERGENCY MANAGEMENT

Division No.: **40161**

MISSION:

The mission of the Office of Emergency Management (OEM) Division is to prepare and coordinate actions to minimize loss of life and property damage caused by natural and man-made disasters, terrorism and nuclear incidents.

SERVICES:

The Office of Emergency Management Division provides for four phases of disaster management: Preparedness, Mitigation, Response and Recovery. The Carbondale Emergency Operations Plan is the guiding document for all phases of disaster management.

SIGNIFICANT GOALS AND OBJECTIVES:

GOAL:

A. Improve the City's emergency and disaster mitigation efforts

Objective:

1. Increase awareness of mitigation as the best way to reduce the impact of hazards

Strategies:

- a. Provide outreach programming to the community on simple mitigation measures
- b. Make presentations to community groups and organizations on what mitigation can do for them
- c. Assist local governmental entities with mitigation programs they have identified

Objective:

2. Enhance the mitigation efforts of the City to better assist citizens in times of disaster

Strategies:

- a. Review annually potential hazards and the City's capability to respond to them
- b. Focus on threats which will impair local governments' abilities to function
- c. Undertake mitigation efforts to deal with those threats

GOAL:

B. Continue and improve community protection and awareness regarding emergency situations

Objective:

1. Enhance community safety during times of adverse weather or other potential disasters

Strategies:

- a. Review and update City Emergency Operations Plan
- b. Activate Emergency Operations Center whenever potential emergency situations exist

Objective:

2. Enhance the process of disseminating information to the public

Strategies:

- a. Use the *Carbondale Communiqué* to communicate preparedness information
- b. Present public education and hazard awareness campaigns quarterly
- c. Use the City Vision 16 cable channel to disseminate public service announcements
- d. Broadcast mitigation and preparedness messages on Carbondale Information Radio AM 1620

Objective:

3. Continue Contamination Monitoring and Control Program

Strategies:

- a. Assist Fire Department in meeting all requirements of and training for the Radiological Defense Program
- b. Support scheduled testing and update of all radiological monitoring devices/equipment

GOAL:

C. Improve the City's ability to respond to emergencies and decrease the time required to restore the community to its normal state

Objective:

1. Support emergency authorities and management in times of disaster

Strategies:

- a. Submit required reports and documents to the Illinois Emergency Management Agency
- b. Update critical personnel, equipment and inventory lists annually
- c. Identify emergency operating funds

- d. Schedule and conduct training for City staff

Objective:

- 2. Enhance warning and communication capabilities

Strategies:

- a. Continue to maintain, test and update communication equipment on a scheduled basis
- b. Continue to maintain, test and update population warning equipment on a scheduled basis
- c. Continue upgrade of Emergency Operation Program with purchase of new equipment

GOAL:

- D. Enhance the community's ability to recover from disasters in a short period of time

Objective:

- 1. Establish strategies to facilitate the transition from immediate "response" issues to the "recovery" phase

Strategies:

- a. Improve intergovernmental coordination and communication by interacting with state and federal response agencies including the Illinois and Federal Emergency Management Agencies
- b. Increase ability to cope with "people problems" in disasters through training
- c. Coordinate implementation of building damage assessment policies that allow for the quick removal of dangerous property
- d. Develop implementation policies for federal and state disaster assistance programs

Objective:

- 2. Enhance the capacity of the community to handle physical, social, economic and environmental "healing" after a disaster

Strategies:

- a. Anticipate economic and societal problems that will occur in times of disaster
- b. Coordinate with the local Chamber of Commerce and businesses to aid recovery
- c. Include mitigation opportunities in recovery in rebuilding planning
- d. Coordinate implementation of the "Map your Neighborhood" Program

In FY 2016, OEM integrated EOC dispatch software with the Police Department. This software provides EOC staff with enhanced productivity and quick reference to critical information, including maps to ascertain assets, priorities, and personnel/equipment status in the event of a disaster.

In FY 2016, OEM reviewed the City's Emergency Operations Plan and maintained its accreditation with the Illinois Emergency Management Agency. This plan is used in the event of a disaster.

In FY 2016, the City of Carbondale continued to implement the National Incident Management System (NIMS). The NIMS provides a consistent approach for Federal, State, and local governments to work effectively together to prepare for and respond to disasters by standardizing management processes, protocols, and procedures.

In FY 2016, OEM's regular and volunteer staff attended training courses offered by the Illinois Emergency Management Agency, the National Weather Service and Federal Emergency Management Agency. OEM staff will continue to provide and attend training courses in FY 2017.

In FY 2016, OEM continued working with Crab Orchard National Wildlife Refuge, Southern Illinois Airport and Memorial Hospital of Carbondale to re-evaluate their disaster plans.

During FY 2016, OEM staff participated in public information talks, presentations and displays at the Senior Fair, Senior Adult Services and various schools.

In FY 2016, OEM maintained accreditation as a Storm Ready Community certified by the National Weather Service. Storm Ready helps community leaders and emergency managers strengthen local severe weather operations.

In FY 2016, OEM staff participated in the 5th annual IEMA Great Shake Out Earthquake Drill.

In FY 2016, OEM staff continued to test and maintain the outdoor warning system for the City of Carbondale and SIUC as well as participated in the monthly IEMA Starcom drills.

During FY 2017, OEM staff will continue to work with area agencies to conduct disaster drills.

In FY 2017, OEM will continue providing NIMS basic training for newly hired employees and advanced level training for middle management and command staff.

In FY 2017, OEM and City staff will continue to review all areas of the City for adequate storm siren coverage.

PROGRAM HIGHLIGHTS:

In FY 2017 the moving of the OEM Coordinator from 50% of the time to 100% of the time is to better represent the time spent by the Assistant Fire Chief/OEM Coordinator. A major portion of this position's time is spent fulfilling state requirements for Emergency Operations Center (EOC) accreditation including meetings, public presentations, drills, weather watches, training, and equipment maintenance.

Also in FY 2017 the moving of the Administrative Secretary to 50% OEM is to better represent the time spent between the Fire and OEM department job duties. Stormwatch overtime hours come from the OEM budget and fire prevention hours come from the fire budget.

PERFORMANCE MEASUREMENTS:

Performance Measurements	Division Goal/ Objective	Actual FY 2015	Authorized Budget FY 2016	Estimated Actual FY 2016	Budget FY 2017
Hazard Mitigation Meetings for Governmental Units & Utilities	A-1, A-2 D-1, D-2	15	15	23	15
Emergency Operations Center Activations	B-1	11	18	18	18
Education and Outreach Programs	B-2, C-1, D-2	4	9	8	9
Exercises and Drills Conducted	C-1, C-2	6	8	5	8
Training Sessions for Volunteer Staff	C-2	6	6	7	6

NUMBER OF FULL-TIME EQUIVALENT EMPLOYEES:

POSITION TITLE	ACTUAL FY 2015	AUTHORIZED BUDGET FY 2016	ESTIMATED ACTUAL FY 2016	BUDGET FY 2017	\$ AMOUNT BUDGET FY 2017
Coordinator (Fire Captain)	0.50	0.50	0.28	0.00	\$0
Coordinator (Assistant Chief)	0.00	0.00	0.22	1.00	\$71,926
Deputy EMS Coordinator	0.04	0.04	0.04	0.04	\$1,663
Administrative Secretary	0.00	0.00	0.00	0.50	\$19,771
TOTAL	0.54	0.54	0.54	1.54	\$93,360

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EXPENDITURE CLASSIFICATION	AUTHORIZED		ESTIMATED	
	ACTUAL FY2015	BUDGET FY2016	ACTUAL FY2016	BUDGET FY2017
PERSONAL SERVICES				
100 Employee Salary and Wages	32,926	32,117	34,557	93,360
102 Accrued Vacation Leave	0	0	0	0
110 Employee Overtime	1,978	3,347	1,216	2,278
130 Employee Health Ins. Benefits	2,989	3,526	5,864	23,233
131 Employee Retirement Benefits	14,203	15,191	15,152	43,253
140 Employee Work Comp. Benefits	65	43	62	115
150 Special Contractual Benefits	400	425	400	425
TOTAL PERSONAL SERVICES	52,561	54,649	57,251	162,664
DIRECT OPERATING CHARGES & SERVICES				
220 Communications-Telephone	3,912	5,722	4,236	4,462
222 Communications-Postage	16	20	20	20
230 Utilities-Electric	1,061	1,140	1,366	1,440
240 Travel, Conferences, Training	376	1,015	386	388
250 Repairs & Maint.-Equip.	1,188	1,500	2,076	2,620
260 Rental Charges	6,627	6,825	6,906	7,030
272 Office Supplies	451	600	600	600
273 Operating Supplies & Materials	7,421	1,848	1,823	2,111
275 Motor Fuels and Lubricants	(10)	604	490	2,353
280 Subscriptions and Memberships	212	213	213	213
299 Operating Equipment	0	0	0	0
TOTAL DIR. OPER. CHRGS. & SRVCS.	21,254	19,487	18,116	21,237
SERVICES AND CHARGES TRANSFERRED IN				
311 Vehicle & Equipment-Parts	175	250	250	1,750
TOTAL SRVCS. & CHRGS. TRANS IN	175	250	250	1,750
CAPITAL OUTLAY				
503 Machinery and Equipment	0	0	0	9,831
TOTAL SRVCS. & CHRGS. TRANS IN	0	0	0	9,831
TOTAL EXPENDITURES	73,990	74,386	75,617	195,482