ITASCA COUNTY
BOARD OF COMMISSIONERS

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744
(218) 327-2847

Tuesday, December 7, 2021 | 2:30 PM | Itasca County Boardroom

FINAL

WORK SESSION MINUTES

I. CALL TO ORDER

Chair Ives called the meeting to order at 2:30 PM.

Attendee Name	Title	Status	Arrived
Davin Tinquist	District #1	Present	2:30 PM
Terry Snyder	District #2	Present	2:30 PM
Leo Trunt	District #3	Absent	
Burl Ives	District #4	Present	2:30 PM
Ben DeNucci	District #5	Absent	

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

Motion To: Approve the agenda, as presented.

RESULT:	**APPROVED (3 TO 0)**
MOVER:	Commissioner Davin Tinquist
SECONDER:	Commissioner Terry Snyder
AYES:	Davin Tinquist, Terry Snyder, Burl Ives
ABSENT:	Leo Trunt, Ben DeNucci

IV. MINUTES APPROVAL

Motion To: Approve the minutes of the Tuesday, November 23, 2021 County Board Special Session and Tuesday, November 23, 2021 County Board Regular Session.

RESULT:	**APPROVED (3 TO 0)**
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner Davin Tinquist
AYES:	Davin Tinquist, Terry Snyder, Burl Ives
ABSENT:	Leo Trunt, Ben DeNucci

V. RECOMMENDED FOR CONSENT AGENDA

1. Approve and accept the Itasca County Health and Human Services 2022 Purchase of Service Contracts and corresponding contract rates; and authorize County Board Chair and Health and Human Services Director to sign said contracts.

RESULT:	**RECOMMENDED FOR CONSENT**	**NEXT: 12/14/2021 2:30 PM**

2. Approve contracts for 2022 COVID-19 response with Paula Byrne, Paula Butler, Karen Buchert, Kathryn Miller Lavalier, and Pamela Friesen through December 2022 and with Nancy McKenzie through February 2022.

RESULT:	**RECOMMENDED FOR CONSENT**	**NEXT: 12/14/2021 2:30 PM**

3. Authorize IMCare Director and County Board Chair to sign a Provider Participation Agreement between IMCare and Vieau Counseling, a mental health provider.

RESULT:	**RECOMMENDED FOR CONSENT**	**NEXT: 12/14/2021 2:30 PM**

4. Reduce the retainage for the CSAH 52 grading project from 5% to 1%, resulting in a retainage of $25,029.45.

RESULT:	**RECOMMENDED FOR CONSENT**	**NEXT: 12/14/2021 2:30 PM**

5. Accept attached land classification list and schedule for 2022 Land Classification Meeting for Tuesday, March 8, 2022 at 10:00 am to 1:00 pm in the County Board Room.

RESULT:	**RECOMMENDED FOR CONSENT**	**NEXT: 12/14/2021 2:30 PM**

6. Approve utility easement for fencing and grounding appurtenances associated with existing substation over and across tax-forfeited trust lands in Section 33, Township 57, Range 22 and authorize necessary signatures.

RESULT:	**RECOMMENDED FOR CONSENT**	**NEXT: 12/14/2021 2:30 PM**

7. Approve MNDNR Grant-in-Aid permit amendment for the reroute of the Suomi Trail Snowmobile Trail, maintained by the 38er's Snowmobile Club, and authorize necessary signatures.

RESULT:	**RECOMMENDED FOR CONSENT**	**NEXT: 12/14/2021 2:30 PM**

8. Adopt the 2021 Itasca County Emergency Operations Plan and authorize the signature of the County Board Chair to the Emergency Operations Plan and Review Form.

RESULT:	**RECOMMENDED FOR CONSENT**	**NEXT: 12/14/2021 2:30 PM**

VI. DISCUSSION / INFORMATIONAL

1. Citizen Input

   Citizen input from Gregory Lindahl regarding his interest in having return envelopes included with tax statements was read into the record.

RESULT:	**INFORMATIONAL - NO ACTION TAKEN**

2. MIS Department Update

   IT Director Chris Gunderson provided a Management Information Systems (MIS) department update.

RESULT:	**INFORMATIONAL - NO ACTION TAKEN**

3. Migrate Itasca County Website and Systems to .gov Domain

   Motion To: Authorize County Administrator Skyles to sign a letter requesting that ItascaCountyMN.gov domain be allocated for Itasca County's use.

RESULT:	**APPROVED (3 TO 0)**
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner Davin Tinquist
AYES:	Davin Tinquist, Terry Snyder, Burl Ives
ABSENT:	Leo Trunt, Ben DeNucci

4. CISA Network Vulnerability Scanning

   Motion To: Authorize IT Director to sign necessary forms to initiate network vulnerability scans by the Cybersecurity and Infrastructure Security Agency (CISA).

RESULT:	**APPROVED (3 TO 0)**
MOVER:	Commissioner Davin Tinquist
SECONDER:	Commissioner Terry Snyder
AYES:	Davin Tinquist, Terry Snyder, Burl Ives
ABSENT:	Leo Trunt, Ben DeNucci

5. Swan River Garage Bonds

   County Engineer Karin Grandia and Maintenance Engineer Kory Johnson provided information regarding the request to authorize the transfer of the unspent Swan River garage bond funds to the Transportation Department 2022 equipment budget.

RESULT:	**RECOMMENDED FOR CONSENT NEXT: 12/14/2021 2:30 PM**

6. Probation Department Update

   Court Services Director Jason Anderson provided a Probation Department annual report/update.

RESULT:	**INFORMATIONAL - NO ACTION TAKEN**

7. DNR Update on the Canisteo Pit

   Assistant Director Michael Liljegren with the Minnesota Department of Natural Resources (DNR) Lands and Minerals Division provided an update regarding the Canisteo Legacy Mine Pit.

   Commissioner Tinquist exited the meeting at 3:24 PM.
   Commissioner Tinquist returned to the meeting at 3:25 PM.

RESULT:	**INFORMATIONAL - NO ACTION TAKEN**

VII. COMMITTEE REPORTS

Commissioner Tinquist reported on his attendance of a recent Grand Village Board meeting, as well as ongoing Labor Negotiations.

Commissioner Snyder reported on his attendance of recent Grand Village Board, North Itasca Joint Powers Board (NIJPB), Northern Counties Land Use Coordinating Board (NCLUCB), and Intergovernmental Affairs meetings, as well as meetings with the City of Bigfork and Wabana Township.

Commissioner Ives reports on his attendance of recent Grand Village Board and Intergovernmental Affairs meetings, as well as ongoing Labor Negotiations.

VIII. ADMINISTRATOR UPDATE

IX. COMMISSIONER COMMENTS

Commissioner Snyder provided comment regarding Canisteo Legacy Mine Pit concerns.

Commissioner Ives provided comments regarding updates not yet completed by various county departments, as well as a current DNR land sale.

X. CLOSED SESSIONS

XI. ADJOURN

Chair Ives adjourned the meeting at 4 PM.

ATTEST

Burl Ives
Chair of the County Board

Brett Skyles
Clerk of the County Board

December 7, 2021

Chair:

PULL: None

ADDITIONS: None

CHANGES: None

INFORMATIONAL:
1. Item #6.6 – Additional Information

Amanda

ITASCA COUNTY
BOARD OF COMMISSIONERS

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744
(218) 327-2847

Tuesday, November 23, 2021 | 1:00 PM | Itasca County Boardroom

DRAFT

SPECIAL SESSION MINUTES

I. CALL TO ORDER

Chair Ives called the meeting to order at 1:00 PM.

Attendee Name	Title	Status	Arrived
Davin Tinquist	District #1	Present	1:00 PM
Terry Snyder	District #2	Present	1:00 PM
Leo Trunt	District #3	Present	1:00 PM
Burl Ives	District #4	Present	1:00 PM
Ben DeNucci	District #5	Present	1:00 PM

II. REGULAR AGENDA

1. American Rescue Plan (ARP) Fund Update

Accounting Manager Gail Guck provided information regarding the American Rescue Plan (ARP), which will deliver $8,765,973 in Coronavirus State and Local Fiscal Recovery Funds to Itasca County for use in response to the COVID-19 emergency through 2024. The Board has already approved the use of $3,840,515.

RESULT:	**INFORMATIONAL - NO ACTION TAKEN**

2. American Rescue Plan (ARP) Funding Requests

Motion To: Approve the use of American Rescue Plan (ARP) Funds in the amount of $948,543.90 for the fire department requests.

RESULT:	**APPROVED (4 TO 0)**
MOVER:	Commissioner Leo Trunt
SECONDER:	Commissioner Terry Snyder
AYES:	Terry Snyder, Leo Trunt, Burl Ives, Ben DeNucci
ABSTAIN:	Davin Tinquist

Motion To: Approve the use of American Rescue Plan (ARP) Funds in the amount of $250,000 from the 2022 allocation for the City of Bigfork's Community & School Enhancement Project request.

RESULT:	**APPROVED (5 TO 0)**
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner Burl Ives
AYES:	Davin Tinquist, Terry Snyder, Leo Trunt, Burl Ives, Ben DeNucci

3. Schedule Special Session

Motion To: Schedule a Special Session Re: American Rescue Plan (ARP) Funding on Tuesday, January 11, 2022 beginning at 9 AM in the Boardroom of the Itasca County Courthouse.

RESULT:	**APPROVED (5 TO 0)**
MOVER:	Commissioner Leo Trunt
SECONDER:	Commissioner Terry Snyder
AYES:	Davin Tinquist, Terry Snyder, Leo Trunt, Burl Ives, Ben DeNucci

III. ADJOURN

Chair Ives adjourned the meeting at 1:59 PM.

ATTEST

Burl Ives
Chair of the County Board

Brett Skyles
Clerk of the County Board

ITASCA COUNTY
BOARD OF COMMISSIONERS

Itasca County Courthouse
123 NE 4th Street
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Tuesday, November 23, 2021 | 2:30 PM | Itasca County Boardroom

DRAFT

REGULAR SESSION MINUTES

I. CALL TO ORDER

Chair Ives called the meeting to order at 2:30 PM.

Attendee Name	Title	Status	Arrived
Davin Tinquist	District #1	Present	2:30 PM
Terry Snyder	District #2	Present	2:30 PM
Leo Trunt	District #3	Present	2:30 PM
Burl Ives	District #4	Present	2:30 PM
Ben DeNucci	District #5	Present	2:30 PM

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

Motion To: Add Item #6.9 (Oral Auction of Timber - Time Change) and approve the agenda, as amended.

RESULT:	**APPROVED (5 TO 0)**
MOVER:	Commissioner Davin Tinquist
SECONDER:	Commissioner Terry Snyder
AYES:	Davin Tinquist, Terry Snyder, Leo Trunt, Burl Ives, Ben DeNucci

IV. MINUTES APPROVAL

Motion To: Approve the minutes of the Tuesday, November 16, 2021 County Board Work Session.

RESULT:	**APPROVED (5 TO 0)**
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner Ben DeNucci
AYES:	Davin Tinquist, Terry Snyder, Leo Trunt, Burl Ives, Ben DeNucci

V. CONSENT AGENDA

Motion To: Approve the Consent Agenda, as delineated below.

RESULT:	**APPROVED (5 TO 0)**
MOVER:	Commissioner Leo Trunt
SECONDER:	Commissioner Davin Tinquist
AYES:	Davin Tinquist, Terry Snyder, Leo Trunt, Burl Ives, Ben DeNucci

1. Adopt the Resolution Re: Year 2022 Schedule of Itasca County Board Meetings.
2. Adopt the Resolution Re: Per Diems Paid to Itasca County Commissioners.
3. Adopt the Resolution Re: Reimbursable Expenses to Itasca County Commissioners.

4. Appoint Perry Loegering as the Representative for Conservation Groups vacancy on the Water Plan Implementation Committee (WPIC), effective November 23, 2021 through December 31, 2023.
5. Accept the Minutes of the November 4th, 2021 HHS Advisory Committee Meeting.
6. Approve the Professional Services Agreement by and between Itasca County and the Arrowhead Regional Development Commission (ARDC) for the Nashwauk Community Mountain Bike Recreation Area Project, and authorize necessary signatures.
7. Authorize application for Conservation Legacy Partners Grant in cooperation with the Minnesota Deer Hunter Association, and to accept funds and authorize necessary signatures if awarded.

VI. REGULAR AGENDA

1. Citizen Input

   No citizen input received.

2. Recognition of County Employees

   The following employees were recognized:

   Congratulations to Michelle Johnson who was promoted from Child Support Officer to Child Support Supervisor, Health and Human Services department effective November 28, 2021.

   Farewell to Steve Baldwin whose last day in office as a Highway Maintenance Worker Sub-foreman, Transportation Department will be November 24, 2021 after 25+ years of service.

   Congratulations to Peggy Rosik who was promoted from Managed Care Nurse to IMCare RN Quality Improvement/Utilization Management Director, IMCare Division, Health & Human Services Department effective November 14, 2021.

RESULT:	**INFORMATIONAL - NO ACTION TAKEN**

3. Commissioner Warrants

   Motion To: Approve Commissioner Warrants with a check date of November 26, 2021 in the amount of $1,110,746.34.

RESULT:	**APPROVED (5 TO 0)**
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner Ben DeNucci
AYES:	Davin Tinquist, Terry Snyder, Leo Trunt, Burl Ives, Ben DeNucci

4. ICHHS Warrants

   Motion To: Approve the Itasca County Health and Human Services (ICHHS) Department Warrants for November 2021, in the amount of $1,146,645.86.

RESULT:	**APPROVED (5 TO 0)**
MOVER:	Commissioner Leo Trunt
SECONDER:	Commissioner Davin Tinquist
AYES:	Davin Tinquist, Terry Snyder, Leo Trunt, Burl Ives, Ben DeNucci

5. Approve Contract for Administrative Coordinator Position

   Motion To: Approve the Administrative Coordinator position contract.

RESULT:	**APPROVED (5 TO 0)**
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner Davin Tinquist
AYES:	Davin Tinquist, Terry Snyder, Leo Trunt, Burl Ives, Ben DeNucci

6. COVID-19 Update

Public Health Division Manager Kelly Chandler provided a situational and informational update regarding COVID-19 (novel coronavirus) in Itasca County, including information regarding vaccination roll-out. If you have questions or concerns regarding COVID-19, please call the Public Health Hotline at (218) 327-6784, visit http://www.co.itasca.mn.us/798/COVID-19-Coronavirus-Information, or contact First Call for Help/211 at (218) 326-8565.

RESULT:	**INFORMATIONAL - NO ACTION TAKEN**

7. 2021 Department of Surveying and Mapping Annual Report

County Surveyor Guy Carlson provided the 2021 Department of Surveying and Mapping Annual Report.

RESULT:	**INFORMATIONAL - NO ACTION TAKEN**

8. Performance Evaluation Summary

Human Resources Director Lynn Hart provided a summary of the performance evaluation of County Administrator Brett Skyles held at the Tuesday, November 16, 2021 County Board Work Session, including information that the evaluation included ratings of satisfactory and above based on performance over the last review period and that goals were set for the next review period.

RESULT:	**INFORMATIONAL - NO ACTION TAKEN**

9. Oral Auction of Timber – Time Change

Motion To: Approve modifying the starting time of the Oral Auction of Timber on December 14, 2021 from 10 AM to 12 PM at the Cohasset Community Center.

RESULT:	**APPROVED (5 TO 0)**
MOVER:	Commissioner Davin Tinquist
SECONDER:	Commissioner Ben DeNucci
AYES:	Davin Tinquist, Terry Snyder, Leo Trunt, Burl Ives, Ben DeNucci

VII. COMMISSIONER COMMENTS

Commissioner Tinquist expressed condolences to the family of Steve Picht, a county employee who recently passed away.

Commissioner Snyder provided comment regarding a Human Trafficking Forum recently held in Bigfork.

Commissioner Ives provided comment regarding the Canisteo Pit and recent communications with the Minnesota Department of Natural Resources (DNR).

RECESS

Chair Ives recessed the meeting at 3:12 PM.

RECONVENE

Chair Ives reconvened the meeting at 3:16 PM, with all members present.

VIII. CLOSED SESSIONS

1. Closed Litigation Session – ERPI Bankruptcy

Motion To: Go into Closed Session pursuant to Minn. Stat. §§ 13D.05, Subd. 3(b) and 13D.05, Subd. 1(d), based upon Attorney Client Privilege, Minn. Stat § 595.02, Subd. 1(b), to consult with its attorney in reference to ERPI Bankruptcy litigation.

RESULT:	**APPROVED (5 TO 0)**
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner Leo Trunt
AYES:	Davin Tinquist, Terry Snyder, Leo Trunt, Burl Ives, Ben DeNucci

Others Present: County Attorney Matti Adam, Land Commissioner Kory Cease, and Deputy Clerk of the County Board Amanda Schultz.

Motion To: Go into Open Session.

RESULT:	**APPROVED (5 TO 0)**
MOVER:	Commissioner Davin Tinquist
SECONDER:	Commissioner Leo Trunt
AYES:	Davin Tinquist, Terry Snyder, Leo Trunt, Burl Ives, Ben DeNucci

Motion To: Schedule a Special Closed Session Re: ERPI Bankruptcy Litigation beginning at 12 PM on Tuesday, November 30, 2021 in the Boardroom of the Itasca County Courthouse.

RESULT:	**APPROVED (5 TO 0)**
MOVER:	Commissioner Burl Ives
SECONDER:	Commissioner Terry Snyder
AYES:	Davin Tinquist, Terry Snyder, Leo Trunt, Burl Ives, Ben DeNucci

IX. ADJOURN

Chair Ives adjourned the meeting at 4:06 PM.

ATTEST

Burl Ives	Brett Skyles
Chair of the County Board	Clerk of the County Board

ITASCA COUNTY
BOARD OF COMMISSIONERS
Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, December 7, 2021

REQUEST FOR BOARD ACTION: RBA-2021-1908

DEPARTMENT: Health & Human Services **TIME REQUESTED:** < 5 Minutes
PRESENTER: Eric Villeneuve

AGENDA ITEM:
Itasca County Health and Human Services 2022 Purchase of Service Contracts

BOARD ACTION REQUESTED:
Approve and accept the Itasca County Health and Human Services 2022 Purchase of Service Contracts and corresponding contract rates; and authorize County Board Chair and Health and Human Services Director to sign said contracts.

BACKGROUND:
The Purchase of Service Contracts are annual provider contracts.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:
1. ICHHS POS Contract Rates 2022
2. ICHHS - Mental Health Contract Rates-exA 2022

12/07/2021

RESULT:	**RECOMMENDED FOR CONSENT**	**NEXT: 12/14/2021 2:30 PM**

CONTRACT	2021 CONTRACT RATES	2022 CONTRACT RATES
ABSOLUTE PCA COUNTY FUNDED HOMEMAKER (EFFECTIVE 02/01/19)	$10,000.00 MAXIMUM COUNTY PAID County Funded Homemaker: $16.81 per hour $4.61 per 15 min	$10,000.00 MAXIMUM COUNTY PAID County Funded Homemaker: $16.81 per hour $4.61 per 15 min
ACCESS NORTH SEMI INDEPENDENT LIVING SERVICES (SILS)	$15,000.00 MAXIMUM COUNTY PAID $33.98 PER HOUR $ 8.49 PER 15 MIN	$15,000.00 MAXIMUM COUNTY PAID $33.98 PER HOUR $ 8.49 PER 15 MIN
ADVANCED MINNESOTA ** MFIP SERVICES DWP SERVICES	$153,017.00 MAXIMUM COUNTY PAID $135,351.00 DWP & MFIP EMPLOYMENT SERVICES $ 17,666.00 ADMINISTRATION	$147,309.00 MAXIMUM COUNTY PAID $129,704.00 DWP & MFIP EMPLOYMENT SERVICES $ 17,605.00 ADMINISTRATION
ADVOCATES FOR FAMILY PEACE - INTERVENTION PROGRAM	$4,050.00 MAXIMUM COUNTY PAID	$4,050.00 MAXIMUM COUNTY PAID
AEOA – MEALS	$18,414.00 MAXIMUM COUNTY PAID COUNTY PAID MEALS Congregate or home delivered meals 13,950 @ $1.32 = $18,414.00	$18,414.00 MAXIMUM COUNTY PAID COUNTY PAID MEALS Congregate or home delivered meals 13,950 @ $1.32 = $18,414.00
AEOA – MFIP	$173,017.00 MAXIMUM COUNTY PAID $135,351.00 DWP & MFIP PROGRAM $ 17,666.00 ADMINISTRATION $ 20,000.00 SUPPORTED WORK	$167,309.00 MAXIMUM COUNTY PAID $129,704.00 DWP & MFIP PROGRAM $ 17,605.00 ADMINISTRATION $ 20,000.00 SUPPORTED WORK
AMBULANCE - BIGFORK	Pay the contractor $10,000.00 in the months of March, June, September, and December of each year for past ambulance services provided by the contractor. Contract period 2021-2023. The Agency will pay ambulance contractor **$125.00 (maximum)** for coroner calls transported to a funeral home or morgue after an invoice for said transports is received. Itasca County will reimburse the Contractor a sum of **$350.00** for behavioral calls for each uncollectible transport.	Pay the contractor $15,000.00 in the months of March, June, September, and December of each year for past ambulance services provided by the contractor. Contract period 2022-2023. The Agency will pay ambulance contractor **$125.00 (maximum)** for coroner calls transported to a funeral home or morgue after an invoice for said transports is received. Itasca County will reimburse the Contractor a sum of **$350.00** for behavioral calls for each uncollectible transport.
AMBULANCE -DEER RIVER	Pay the contractor $10,000.00 in the months of March, June, September, and December of each year for past ambulance services provided by the contractor. Contract period 2021-2023. The Agency will pay ambulance contractor **$125.00 (maximum)** for coroner calls transported to a funeral home or morgue after an invoice for said transports is received. Itasca County will reimburse the Contractor a sum of **$350.00** for behavioral calls for each uncollectible transport.	Pay the contractor $10,000.00 in the months of March, June, September, and December of each year for past ambulance services provided by the contractor. Contract period 2021-2023. The Agency will pay ambulance contractor **$125.00 (maximum)** for coroner calls transported to a funeral home or morgue after an invoice for said transports is received. Itasca County will reimburse the Contractor a sum of **$350.00** for behavioral calls for each uncollectible transport.

AMBULANCE - NASHWAUK	Pay the contractor $10,000.00 in the months of March, June, September, and December of each year for past ambulance services provided by the contractor. Contract period 2021-2023. The Agency will pay ambulance contractor **$125.00 (maximum)** for coroner calls transported to a funeral home or morgue after an invoice for said transports is received. Itasca County will reimburse the Contractor a sum of **$350.00** for behavioral calls for each uncollectible transport.	Pay the contractor $15,000.00 in the months of March, June, September, and December of each year for past ambulance services provided by the contractor. Contract period 2022-2023. The Agency will pay ambulance contractor **$125.00 (maximum)** for coroner calls transported to a funeral home or morgue after an invoice for said transports is received. Itasca County will reimburse the Contractor a sum of **$350.00** for behavioral calls for each uncollectible transport.
ANDERSON JORE COUNSELING RULE 31 CD CARE SERVICES	STATE ALLOCATED CONSOLIDATED FUNDS Individual (1 hour increments) H2035 $78.60 Group (1 hour increments) H2035 HQ $38.18	STATE ALLOCATED CONSOLIDATED FUNDS Individual (1 hour increments) H2035 $78.60 Group (1 hour increments) H2035 HQ $38.18
BRIDGE RESIDENTIAL FACILITY LLC DOC RESIDENTIAL SERVICES FOR MALES	LICENSED FOR 8 INDIVIDUALS @ $250.00/DAY	LICENSED FOR 8 INDIVIDUALS @ $250.00/DAY
DR. PATTI CARLIN-JANSSEN - MEDICAL CONSULTANT	$2400.00 MAXIMUM COUNTY PAID	$2400.00 MAXIMUM COUNTY PAID
CHILDRENS' MENTAL HEALTH/REACH MENTAL HEALTH CASE MANAGEMENT	$103,500.00 MAXIMUM COUNTY PAID Diagnostic Assessment Interactive 90791 + 90785 $145.32 Diagnostic Extended 90791 TG $315.42 Diagnostic Brief 90791 52/HN $105.13 Diagnostic Assessment Interactive/Extended 90791 TG/HN $315.42 Diagnostic Assessment 90791, 90791 HN session $131.42 MH-TCM Children T2023 HE/HA per month $410.44 MH-TCM Adult T2023 HE per month $345.00	$103,500.00 MAXIMUM COUNTY PAID Diagnostic Assessment Interactive 90791 + 90785 $165.06 Diagnostic Extended 90791 TG $366.07 Diagnostic Brief 90791 52/HN $152.53 Diagnostic Assessment Interactive/Extended 90791 TG/HN $366.07 Diagnostic Assessment 90791, 90791 HN session $152.53 Rate effective 01/01/2022 through 06/30/2022: MH-TCM Children T2023 HE/HA per month $410.44 MH-TCM Adult T2023 HE per month $345.00 Beginning 07/01/2022, the County shall pay the contracted provider per unit in accordance with the statewide subcontracted TCM rate methodology. The services under this contract are eligible for the following rate types under the rate methodology, as described on the Minnesota Department of Human Services fiscal reporting and accounting webpage. AMH-TCM the default rate with a caseload size of 26. CMH-TCM (includes children 18-21) the default rate with a caseload size of 15.
COMPASS NORTH PSYCHOLOGICAL SERVICES, INC. ADULT RULE 79 CASE MANAGEMENT	ADULT RULE 79 CASE MANAGEMENT RATE OF $345.00 PER MONTH FOR SERVICE ELIGIBLE CONSUMER	ADULT RULE 79 CASE MANAGEMENT RATE OF $345.00 PER MONTH FOR SERVICE ELIGIBLE CONSUMER, EFFECTIVE 01/01/2022 THROUGH 06/30/2022. Beginning 07/01/2022, the County shall pay the contracted provider per unit in accordance with the statewide subcontracted TCM rate methodology. The services under this contract are eligible for the following rate types under the rate methodology, as described on the Minnesota Department of Human Services fiscal reporting and accounting webpage. AMH-TCM the default rate with a caseload size of 26

CORE PROFESSIONAL SERVICES COURT ORDERED JUVENILE SEX OFFENDER TREATMENT SERVICES	CONTRACT IN PLACE 07/01/19 – 06/30/2021	CONTRACT IN PLACE 07/01/21 – 06/30/2023
COOPERATIVE SOLUTIONS, INC FAMILY GROUP DECISION MAKING SERVICES	FAMILY GROUP DECISION MAKING GRANT $120.00 per hour $100.00 per hour co-facilitator $200.00 for liability insurance	FAMILY GROUP DECISION MAKING GRANT $120.00 per hour $100.00 per hour co-facilitator $200.00 for liability insurance
CORTESE, PATRICIA RULE 5 MENTAL HEALTH SCREENINGS AND DIAGNOSTIC ASSESSMENTS	$23,805.00 MAXIMUM COUNTY PAID Rule 5 Screenings $100.00 per screening $15,000 Max Diagnostic Assessments $122.09 per session $1,500 Max Clinical Supervision $ 85.00 per hour $7,305 Max Mileage at Federal Reimbursable Rate	$23,805.00 MAXIMUM COUNTY PAID Rule 5 Screenings $100.00 per screening $15,000 Max Diagnostic Assessments $122.09 per session $1,500 Max Clinical Supervision $ 85.00 per hour $7,305 Max Mileage at Federal Reimbursable Rate
ELDER CIRCLE ELDERCIRCLE PROGRAM/ADULT DAY STAY	$58,702.00 MAXIMUM COUNTY PAID ElderCircle Program $42,982.00 Committee on Aging $2,500.00 Chore Service $13,220.00 Adult Day Stay $94.15/Day Transportation $3.37/15 Min. Increments	$71,281.00 MAXIMUM COUNTY PAID ElderCircle Program $45,281.00 Committee on Aging $4000.00 Chore Service $22,000.00 Adult Day Stay $94.15/Day Transportation $3.37/15 Min. Increments
ELDERCIRCLE – GUARDIANSHIP & CONSERVATORSHIP	$31,500.00 MAXIMUM COUNTY PAID	$31,500.00 MAXIMUM COUNTY PAID
EMBRACE MENTAL HEALTH EMDR (EYE MOVEMENT DESENSITIZATION REPROCESSING) SERVICES	$5000.00 MAXIMUM COUNTY PAID EYE MOVEMENT DESENSITIZATION REPROCESSING FOR TRAUMA AND SECONDARY TRAUMA	$5000.00 MAXIMUM COUNTY PAID EYE MOVEMENT DESENSITIZATION REPROCESSING FOR TRAUMA AND SECONDARY TRAUMA
FIRST CALL FOR HELP CRISIS RESPONSE TEAM SERVICES	$771,478.00 MAXIMUM COUNTY PAID CRISIS RESPONSE TEAM SERVICES, PROTECTED TRANSPORTATION, RESIDENTIAL CRISIS STABILIZATION, AND MEDICAL TRANSPORTATION	$768,147.00 MAXIMUM COUNTY PAID CRISIS RESPONSE TEAM SERVICES, PROTECTED TRANSPORTATION, RESIDENTIAL CRISIS STABILIZATION, AND MEDICAL TRANSPORTATION

FIRST CALL FOR HELP 24 HOUR CRISIS INTERVENTION AND INFORMATION AND REFERRAL SERVICES	$67,000.00 MAXIMUM COUNTY PAID CRISIS INTERVENTION $40,500 FAMILY COLLAB OUTLYING AREAS $4,500 FAMILY COLLAB OUTREACH ASSISTANCE W/COMPLETION OF IVE APS $22,000	$67,000.00 MAXIMUM COUNTY PAID CRISIS INTERVENTION $40,500 FAMILY COLLAB OUTLYING AREAS $4,500 FAMILY COLLAB OUTREACH ASSISTANCE W/COMPLETION OF IVE APS $22,000
FIRST CALL FOR HELP DEPT OF JUSTICE GRANT	$197,000.00 MAXIMUM PAID -- BY US DEPT OF JUSTICE VIA ITASCA COUNTY AS FISCAL HOST	$197,000.00 MAXIMUM PAID -- BY US DEPT OF JUSTICE VIA ITASCA COUNTY AS FISCAL HOST
GO-FORWARD	LICENSED FOR 8 CLIENTS @ $245.00/PER DAY DOC RESIDENTIAL SERVICES FOR MALES AGES 12-18	LICENSED FOR 8 CLIENTS @ $245.00/PER DAY DOC RESIDENTIAL SERVICES FOR MALES AGES 10-21
HOPE HOUSE CHEMICAL DEPENDENCY TREATMENT AND RULE 25 CHEMICAL DEPENDENCY ASSESSMENT SERVICES	$10,000.00 MAXIMUM COUNTY PAID PLUS STATE ALLOCATED CONSOLIDATED FUNDS Men's Chemical Dependency Halfway House: Women's Chemical Dependency Halfway House: (Pear Lake) Residential Treatment: Medium Intensity H2036 HH/TF $140.87 per day Low Intensity H2036 HH/UD $67.70 per day Room and Board $55.72 per day Rates may vary based on modifiers Rule 25 Chemical Dependency Assessments @ $130.00 per Assessment	$10,000.00 MAXIMUM COUNTY PAID PLUS STATE ALLOCATED CONSOLIDATED FUNDS Men's Chemical Dependency Halfway House: Women's Chemical Dependency Halfway House: (Pear Lake) Residential Treatment: Medium Intensity H2036 HH/TF $140.87 per day Low Intensity H2036 HH/UD $67.70 per day Room and Board $55.72 per day Rates may vary based on modifiers Rule 25 Chemical Dependency Assessments @ $130.00 per Assessment
ITASCA COUNTY HRA – HOUSING SUBSIDY SERVICES TO SPMI CLIENTS	$36,000.00 STATE MENTAL HEALTH INITIATIVE FUNDS	$36,000.00 STATE MENTAL HEALTH INITIATIVE FUNDS
ITASCA LIFE OPTIONS DAY TRAINING & HABILITATION SERVICES	$20,000.00 MAXIMUM COUNTY PAID Adult Full Day $72.61 Adult Partial Day $49.38 Transportation $6.07 Senior Program Full Day $65.83 Supported Employment Services $8.64 per 15 min/unit Supported Employment Transportation $17.00 each way	$20,000.00 MAXIMUM COUNTY PAID Day Service Support $4.01 (15 min unit) Day Service Support 1:1 $9.77 (15 min unit) Day Service Support 1:2 $5.45 (15 min unit) One-way Transportation $17.00 Employment Support Group $3.63 (15 min unit) Employment Support 1:1 $10.88 (15 min unit) One-way Transportation $17.00

LAKEPLACE RETREAT CENTER RULE 245G CHEMICAL DEPENDENCY CARE SERVICES	STATE CONSOLIDATED FUNDS Comprehensive Outpatient Chemical Dependency Therapy: DHS/CCDTF Outpatient CD Care Allowed $ 35.03 Per Unit DHS/CCDTF Individual CD Care Allowed $ 72.11 Per Hour DHS/CCDTF Room and Board Allowed $ 55.72 Per Day DHS/CCDTF Comprehensive Assessment $ 162.24 DHS/CCDTF Treatment Coordination $ 11.71 Per 15 Min Unit DHS/CCDT Peer Recovery Support $ 15.02 Per 15 Minute Unit	STATE CONSOLIDATED FUNDS Comprehensive Outpatient Chemical Dependency Therapy: DHS/CCDTF Outpatient CD Care Allowed $ 35.03 Per Unit DHS/CCDTF Individual CD Care Allowed $ 72.11 Per Hour DHS/CCDTF Room and Board Allowed $ 55.72 Per Day DHS/CCDTF Comprehensive Assessment $ 162.24 DHS/CCDTF Treatment Coordination $ 11.71 Per 15 Min Unit DHS/CCDT Peer Recovery Support $ 15.02 Per 15 Minute Unit
LAKEVIEW BEHAVIORAL HEALTH, LLC	$10,000.00 MAXIMUM COUNTY PAID PLUS STATE ALLOCATED CONSOLIDATED FUNDS Outpatient Chemical Dependency Treatment H2035 $72.11 per hour Group Therapy H2035 HQ $35.03 per hour Total State Consolidated Funds Rule 25 Chemical Dependency Assessments @$130.00 per assessment	$10,000.00 MAXIMUM COUNTY PAID PLUS STATE ALLOCATED CONSOLIDATED FUNDS Outpatient Chemical Dependency Treatment H2035 $72.11 per hour Group Therapy H2035 HQ $35.03 per hour Total State Consolidated Funds Rule 25 Chemical Dependency Assessments @$130.00 per assessment
LEGAL AID OF NE MINNESOTA LEGAL SERVICES	$12,150.00 MAXIMUM COUNTY PAID Housing Adv. For disabled $8,100.00 Outreach service $4,050.00	$12,150.00 MAXIMUM COUNTY PAID Housing Adv. For disabled $8,100.00 Outreach service $4,050.00
LIGHTHOUSE GROUP FOSTER HOME	DOC Child Foster Care - 6 individuals @ $140.00 per day	DOC Child Foster Care - 6 individuals @ $170.67 per day
LUTHERAN SOCIAL SERVICE GUARDIANSHIP/ AND CONSERVATORSHIP	$50,000.00 MAXIMUM COUNTY PAID Guardianship and Conservatorship $55.50 per hour	$50,000.00 MAXIMUM COUNTY PAID Guardianship and Conservatorship $55.50 per hour
MDI HIRED HANDS DAY TRAINING AND HABILITATION SERVICE	$180,000.00 MAXIMUM COUNTY PAID Adult Full Day $61.33 Adult Part. Day $48.89 Transportation $ 4.74 Transportation Supervision, MDI/HH $132.30 Supported Employment Services One on One $10.32 per 15 min unit Supported Employment Services One to Four $ 2.58 per 15 min unit Supported Employment Transportation $17.00 each way	$180,000.00 MAXIMUM COUNTY PAID 15 min Pre-Vocational (working in MDI Cohasset) $2.57 15 min Employment Development $13.03 15 min Employment Supports Group $3.63 15 min Employment Supports Individual $10.88 Transportation – one way $17.00 Supported Employment Services One on One $10.32 per 15 min unit Supported Employment Services One to Four $2.58 per 15 min unit Supported Employment Transportation $17.00 each way

MEDS-1 Community Paramedicine Services	Hourly Rate $75.00/Per Hour Mileage .57/Mile	Hourly Rate $100.00/Per Hour Mileage Federal Mileage Rate
MERIDIAN SERVICES NON-WAIVER CASE MANAGEMENT SERVICES	$9,274.20 MAXIMUM COUNTY PAID Non-waiver Case Management Services: 205 hours @ $45.24 per hour @ $11.31 per 15 min	$9,274.20 MAXIMUM COUNTY PAID Non-waiver Case Management Services: 205 hours @ $45.24 per hour @ $11.31 per 15 min
NIEMALA MEDIATION CONFLICT CONSULTING AND CONFLICT ASSESSMENT SERVICES	CONFLICT CONSULTING: $ 50.00 PER HOUR UP TO SIX (6) HOURS PARENTING CONSULTING: $ 100.00 PER HOUR UP TO SIX (6) HOURS MEDIATION $ 100.00 PER HOUR UP TO SIX (6) HOURS	CONFLICT CONSULTING: $ 50.00 PER HOUR UP TO SIX (6) HOURS PARENTING CONSULTING: $ 100.00 PER HOUR UP TO SIX (6) HOURS MEDIATION $ 100.00 PER HOUR UP TO SIX (6) HOURS
NORTH HOMES INC - STABILIZATION SHELTER & RESIDENTIAL MENTAL HEALTH TREATMENT	$1,827,000.00 MAXIMUM ITASCA COUNTY PAID a. SHELTER BEDS : $386.81 per bed b. RULE 5 RESID TRTMT: $348.06 per day c. 35 DAY EVAL: $325.77 per day d. TRANSPORTATION SERVICES: $45.32 per hour	$1,827,000.00 MAXIMUM ITASCA COUNTY PAID a. SHELTER BEDS : $410.02 per bed b. RULE 5 RESID TRTMT: $389.75 per day c. 35 DAY EVAL: $389.75 per day d. TRANSPORTATION SERVICES: $45.32 per hour
FOSTER CARE LICENSING AND SUPERVISION	PROFESSION FAMILY FOSTER CARE $41.07 PER DAY+ DOC RATE SPECIALIZED FOSTER CARE $75.87 PER DAY+ DOC RATE MEDICALLY FRAGILE $81.10 DAY+ DOC RATE EMERGENCY FOSTER CARE $105.82 PER DAY + MAX DOC RATE	PROFESSION FAMILY FOSTER CARE $43.74 PER DAY+ DOC RATE SPECIALIZED FOSTER CARE $80.80 PER DAY+ DOC RATE MEDICALLY FRAGILE $86.37 DAY+ DOC RATE EMERGENCY FOSTER CARE $112.70 PER DAY + MAX DOC RATE
IN-HOME FAMILY SERVICES	IN HOME FAMILY SERVICE AIDES: DIRECT CLIENT CONTACT: $51.20 per hour INDIRECT CLIENT WORK: $51.20 per hour MILEAGE .50 per mile	IN HOME FAMILY SERVICE AIDES: DIRECT CLIENT CONTACT: $51.20 per hour INDIRECT CLIENT WORK: $51.20 per hour MILEAGE .50 per mile
OUTPATIENT MENTAL HEALTH SERVICES	"Thinking for a Change" DAY TREATMENT SERVICES PARENT CAPACITY EVALUATION: $110.00 per hour PSYCHOLOGICAL EVALUATION: $86.94 per hour PSYCHO-SEXUAL ASSESSMENT: $159.00 per hour CHILD CASE MANAGEMENT – MH-TCM: $410.44 per month	"Thinking for a Change" DAY TREATMENT SERVICES PARENT CAPACITY EVALUATION: $110.00 per hour PSYCHOLOGICAL EVALUATION: $86.94 per hour PSYCHO-SEXUAL ASSESSMENT: $159.00 per hour

NORTH HOMES INC – CONTINUED….. OUTPATIENT MENTAL HEALTH SERVICES	ADULT CASE MANAGEMENT (18-21): $345.00 per month	Rate effective 01/01/2022 through 06/30/2022 ADULT CASE MGMT: $345.00 per mo under MH-TCM CHILD CASE MGMT: $410.44 per mo under MH-TCM Beginning 07/01/2022, the County shall pay the contracted provider per unit in accordance with the statewide subcontracted TCM rate methodology. The services under this contract are eligible for the following rate types under the rate methodology, as described on the Minnesota Department of Human Services fiscal reporting and accounting webpage. AMH-TCM the default rate with a caseload size of 26. CMH-TCM (includes children 18-21) the default rate with a caseload size of 15.
DRUG TESTING	$25.00 per test	$25.00 per test
RULE 8 GROUP HOME SERVICES	Rule 8 Group Home / Teens in Transition (TNT) $259.29 day	Rule 8 Group Home / Teens in Transition (TNT) $285.22 day
CCDTF SERVICES	Ind. Outpatient Treatment H2035 $72.11 per hour Group Outpatient Treatment H2035 $35.03 per hour Treatment Coordination T1016 $11.71 per 15 min unit Comprehensive Assessment H0001 $164.24 per session	Ind. Outpatient Treatment H2035 $72.11 per hour Group Outpatient Treatment H2035 $35.03 per hour Treatment Coordination T1016 $11.71 per 15 min unit Comprehensive Assessment H0001 $164.24 per session
RULE 25 CD ASSESSMENTS	Rule 25 CD Assessments (with case mgmt): $190.00 per Assessment Rule 25 CD Assessments (without case mgmt): $130.00 per Assessment Competency Restoration Program $150.00 per hr/per client plus mileage @ state mileage rate Rule 25 Civil Commitment (case mgmt.) $345.00 per client per mo.	Rule 25 CD Assessments (with case mgmt): $190.00 per Assessment Rule 25 CD Assessments (without case mgmt): $130.00 per Assessment Competency Restoration Program $150.00 per hr/per client plus mileage @ state mileage rate Rule 25 Civil Commitment (case mgmt.) $345.00 per client per mo, effective 01/01/2022 through 06/30/2022. Beginning 07/01/2022, the County shall pay the contracted provider per unit in accordance with the statewide subcontracted TCM rate methodology. The services under this contract are eligible for the following rate types under the rate methodology, as described on the Minnesota Department of Human Services fiscal reporting and accounting webpage
BOYS PROGRAM	NORTH HOMES BOYS PROGRAM $259.29 day	NORTH HOMES BOYS PROGRAM $285.22 day
WINNIE SISU & HAWKINS HOUSE GIRLS PROGRAM	HAWKINS HOUSE & WINNIE SISU $316.11 per day	HAWKINS HOUSE & WINNIE SISU $338.24 per day
ADULT CASE MANAGEMENT SERVICES	$345.00 per month	$345.00 PER MONTH EFFECTIVE 01/01/2022 THROUGH 06/30/2022. Beginning 07/01/2022, the County shall pay the contracted provider per unit in accordance with the statewide subcontracted TCM rate methodology. The services under this contract are eligible for the following rate types under the rate methodology, as described on the Minnesota Department of Human Services fiscal reporting and accounting webpage. AMH-TCM the default rate with a caseload size of 26

NORTH HOMES INC – CONTINUED….. CHILD WELFARE TARGETED CASE MANAGEMENT BOYS NEXT STEP PROGRAM SECURE TRANSPORTS	BILLABLE TO MA AT MA RATE CW-TCM SERVICES $220/MONTH Daily Rate $259.29/per child SUPPORT RATE: $45.32/per hour $65.00/per hour	$220.00 per month, effective 01/01/2022 through 06/30/2022. Beginning 07/01/2022, the County shall pay the contracted provider per unit in accordance with the statewide subcontracted TCM rate methodology. The services under this contract are eligible for the following rate types under the rate methodology, as described on the Minnesota Department of Human Services fiscal reporting and accounting webpage. CW-TCM the default rate with a caseload of 25. Daily Rate $285.22/per child SUPPORT RATE: $45.32/per hour $65.00/per hour
NORTH STAR GROUP HOME DOC CHILD FOSTER CARE SERVICES	DOC CHILD FOSTER CARE - LICENSED FOR 6 CLIENTS @ $140.00 per day	DOC CHILD FOSTER CARE - LICENSED FOR 6 CLIENTS @ $170.67 per day
NORTHEAST MINN OFFICE OF JOB TRAINING – MFIP	$173,017.00 MFIP EMPLOYMENT SERVICES DWP & MFIP PROGRAM $ 135,351.00 ADMINISTRATION $ 17,666.00 SUPPORTED SERVICES $ 20,000.00	$167,309.00 MFIP EMPLOYMENT SERVICES DWP & MFIP PROGRAM $ 129,704.00 ADMINISTRATION $ 17,605.00 SUPPORTED SERVICES $ 20,000.00
NORTHERN HABILITATIVE SERVICES – NORTHSTAR SPECIALIZED SERVICES (NHS-NSS) SEMI INDEPENDENT LIVING SERVICES	$262,749.00 MAXIMUM COUNTY PAID SEMI-INDEPENDENT LIVING SKILLS $33.98/ PER HOUR $ 8.49/ PER 15 MN	$262,749.00 MAXIMUM COUNTY PAID SEMI-INDEPENDENT LIVING SKILLS $33.98/ PER HOUR $ 8.49/ PER 15 MN
NORTHLAND COUNSELING - CD PROGRAMS CHEMICAL DEPENDENCY	$363,000.00 MAXIMUM COUNTY PAID PLUS CCDTF DOLLARS CCDTF Main Center Services Room & Board $55.72 per day High Intensity Trtmt H2036 $190.01 per day High Intensity Trtmt H2036 $341.51 per day (Commitment) Medium Intensity H2036 $144.86 per day Room & Board $55.72 per day	$363,000.00 MAXIMUM COUNTY PAID PLUS CCDTF DOLLARS CCDTF Main Center Services Room & Board $55.72 per day High Intensity Trtmt H2036 $190.01 per day High Intensity Trtmt H2036 $341.51 per day (Commitment) Medium Intensity H2036 $144.86 per day Room & Board $55.72 per day

NORTHLAND COUNSELING (CONTINUED)	Adult & Adolescent Services	Outpatient Trtmt.	H2035	$72.11 per hour	Adult & Adolescent Services	Outpatient Trtmt.	H2035	$72.11 per hour
		Outpatient Trtmt. w/Modifier	H2035	$35.03 per hour		Outpatient Trtmt. w/Modifier	H2035	$35.03 per hour
	Women's Center Services	High Intensity Trtmt	H2036	$190.01 per day	Women's Center Services	High Intensity Trtmt	H2036	$190.01 per day
		High Intensity Trtmt (Commitment)	H2036	$341.51 per day		High Intensity Trtmt (Commitment)	H2036	$341.51 per day
		Room & Board.		$55.72 per day		Room & Board.		$55.72 per day
		Medium Intensity	H2036	$144.86 per hour		Medium Intensity	H2036	$144.86 per hour
		Room & board		$55.72 per hour		Room & board		$55.72 per hour
	The cost of physicals and mental health status exams to be done at Northland Recovery Center for inpatients are not part of the per diem costs and will be billed to the client's private/public funding source other than Itasca County.				The cost of physicals and mental health status exams to be done at Northland Recovery Center for inpatients are not part of the per diem costs and will be billed to the client's private/public funding source other than Itasca County.			
DETOXIFICATION	$353,000.00 MAXIMUM COUNTY PAID CLIENT BILLABLE RATE OF $325 PER DAY				$353,000.00 MAXIMUM COUNTY PAID CLIENT BILLABLE RATE OF $325 PER DAY			
RULE 25 CHEMICAL DEPENDENCY ASSESSMENTS	$10,000.00 MAXIMUM COUNTY PAID RULE 25 CHEMICAL DEPENDENCY ASSESSMENTS @ $130.00				$10,000.00 MAXIMUM COUNTY PAID RULE 25 CHEMICAL DEPENDENCY ASSESSMENTS @ $130.00			
NORTHLAND COUNSELING- HEALING FOUNDATIONS THERAPEUTIC SHELTER	LICENSED FOR 16 BEDS @ $257.00 PER DAY MENTAL HEALTH CRISIS RESIDENTIAL SERVICES FOR CHILDREN AGE 4-17				**PROGRAM CLOSED IN 2021**			
NORTHLAND COUNSELING – MENTAL HEALTH SERVICES/CRISIS SERVICES/SPECIALIST SERVICES	$560,060.00 MAXIMUM COUNTY DOLLARS Mental Health Services: $356,960.00 Specialist Services: $18,000.00 Parenting Assessment Services: $45,000.00 Club House: Shared Housing: $7,500.00 Keisler House: $20/day; cap of 6500 days/year not to exceed $132,600.00				$560,060.00 MAXIMUM COUNTY DOLLARS Mental Health Services: $356,960.00 Specialist Services: $18,000.00 Parenting Assessment Services: $45,000.00 Club House: Shared Housing: $7,500.00 Keisler House: $20/day; cap of 6500 days/year not to exceed $132,600.00			
NORTHLAND COUNSELING- NORTHERN OPPORTUNITY WORKS (NOW)	$40,000.00 MAXIMUM COUNTY DOLLARS SUPPORTED EMPLOYMENT SERVICES FOR DWP & MFIP CLIENTS				$40,000.00 MAXIMUM COUNTY DOLLARS SUPPORTED EMPLOYMENT SERVICES FOR DWP & MFIP CLIENTS			
ODC – EMPLOYMENT	$109,500.00 MAXIMUM COUNTY DOLLARS				$109,500.00 MAXIMUM COUNTY DOLLARS			

SERVICES EMPLOYMENT SERVICES FOR DD AND MI PERSONS/ DAY TRAINING AND HABILITATION SERVICES	$60,000.00 DD Clients MAXIMUM COUNTY PAID $30,000.00 MI Clients MAXIMUM COUNTY PAID $19,500.00 DT&H MAXIMUM COUNTY PAID Day Training and Habilitation Services T2020 Adult full day $66.07 T2020 U5 Adult partial day $46.84 T2002 Transportation $17.00 Screen and/or Intake $90.00 Community based $30.00/day Supported Employment – One to One $10.73/15 min unit Supported Employment – One to Four or above $ 2.68/15 min unit	$60,000.00 DD Clients MAXIMUM COUNTY PAID $30,000.00 MI Clients MAXIMUM COUNTY PAID $19,500.00 DT&H MAXIMUM COUNTY PAID Day Training and Habilitation Services T2020 Adult full day $76.00 T2020 U5 Adult partial day $54.00 T2002 Transportation $17.00 Screen and/or Intake $90.00 Community based $34.50/day Supported Employment – One to One $13.00/15 min unit Supported Employment – One to Four or above $ 6.00/15 min unit Screening and/or Intake $90.00 per individual (once) Employment Planning Services On the Job Evaluation $65.00 Person served Hours 9 miles or less $90.00 Person served hours more than 9 miles Job Shadowing $65.00 Staff Hours 9 miles or less No hours charged for Job Shadowing $90.00 Staff Hours more than 9 miles Employment Development Services Job Placement/Individual Planning and Supports $55.00 Per hour 9 miles or less $70.00 Per hour more than 9 miles Job Seeking Skills Training $55.00 Per hour 9 miles or less $70.00 Per hour more than 9 miles Employment Support Services Job Coaching $55.00 Per hour 9 miles or less $70.00 Per hour more than 9 miles Community Based $150.00 per week $30.00 per day Organization Employment Services $150.00 per week $30.00 per day Transportation $12.00 9 miles or under – One Way $24.00 More than 9 miles – One Way
ORION – SILS (NON-WAIVER)	$15,000.00 MAXIMUM COUNTY PAID SEMI-INDEPENDENT LIVING SKILLS $33.98/ PER HOUR $ 8.49/ PER 15 MN	$15,000.00 MAXIMUM COUNTY PAID SEMI-INDEPENDENT LIVING SKILLS $33.98/ PER HOUR $ 8.49/ PER 15 MIN
ROSS RESOURCES, LTD. – RECOVERY SPECIALIST	$260,000.00 MAXIMUM COUNTY PAID KATHLEEN BLATZ FAMILY RECOVERY PROGRAM	$260,000.00 MAXIMUM COUNTY PAID KATHLEEN BLATZ FAMILY RECOVERY PROGRAM
ROSS RESOURCES, LTD.	$340,000.00 MAXIMUM COUNTY PAID	$340,000.00 MAXIMUM COUNTY PAID

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DRUG TESTING & MENTAL HEALTH CASE MANAGEMENT	$320,000.00 MAXIMUM COUNTY PAID	$320,000.00 MAXIMUM COUNTY PAID
CASE MANAGEMENT AND DRUG TESTING	ADULT CASE MGMT: $345.00 per mo under MH-TCM CHILD CASE MGMT: $410.44 per mo under MH-TCM DRUG TESTING: Various rates per service	Rate effective 01/01/2022 through 06/30/2022 ADULT CASE MGMT: $345.00 per mo under MH-TCM CHILD CASE MGMT: $410.44 per mo under MH-TCM Beginning 07/01/2022, the County shall pay the contracted provider per unit in accordance with the statewide subcontracted TCM rate methodology. The services under this contract are eligible for the following rate types under the rate methodology, as described on the Minnesota Department of Human Services fiscal reporting and accounting webpage. AMH-TCM the default rate with a caseload size of 26. CMH-TCM (includes children 18-21) the default rate with a caseload size of 15. DRUG TESTING: Various rates per service
IN HOME SUPPORT SERVICES	$10,000.00 MAXIMUM COUNTY PAID Direct Client Contact: $46.50 per hour Indirect Client Work: $46.50 per hour Federal Mileage Rate	$10,000.00 MAXIMUM COUNTY PAID Direct Client Contact: $46.50 per hour Indirect Client Work: $46.50 per hour Federal Mileage Rate
CHEMICAL DEPENDENCY ASSESSMENTS	$10,000.00 MAXIUM COUNTY PAID Chemical Dependency Assessments: $130.00 per assessment	$10,000.00 MAXIUM COUNTY PAID Chemical Dependency Assessments: $130.00 per assessment
ROSS RESOURCES, LTD. –LCTS	$20,500.00 FEDERAL LCTS DOLLARS COLLABORATIVE AND LCTS COORDINATION	20,500.00 FEDERAL LCTS DOLLARS COLLABORATIVE AND LCTS COORDINATION
ROSS RESOURCES, LTD. – FAMILY VISITATION	$546,000.00 MAXIMUM COUNTY PAID SUPERVISED FAMILY VISITATION $39.00 per hour FEDERAL MILEAGE RATE	$588,000.00 MAXIMUM COUNTY PAID SUPERVISED FAMILY VISITATION $42.00 per hour OUT OF COUNTY FAMILY VISTATION $42.00 per hour FEDERAL MILEAGE RATE
ROSS RESOURCES, LTD. – PRIVATE PARTY SUPERVISED VISITATION	$50,000.00 MAXIMUM COUNTY PAID PRIVATE PARTY SUPERVISED VISITATION $39.00 per hour FEDERAL MILEAGE RATE	$50,000.00 MAXIMUM COUNTY PAID PRIVATE PARTY SUPERVISED VISITATION $42.00 per hour FEDERAL MILEAGE RATE
VICKY SCHOELLER FIDUCIARY SERVICES, LLC ADMINISTRATIVE SERVIS	$10,000.00 MAXIMUM COUNTY PAID Personal Representative and/or Power of Attorney: $40.00 Will Executor or Conservator: $55.00 Guardianship $70.00	$10,000.00 MAXIMUM COUNTY PAID Personal Representative and/or Power of Attorney: $40.00 Will Executor or Conservator: $55.00 Guardianship $70.00

SNYDER GROUP HOME	LICENSED FOR 6 CLIENTS @ $140.00 PER DAY	LICENSED FOR 6 CLIENTS @ $170.67 PER DAY

EXHIBIT “A”

ITASCA COUNTY MENTAL HEALTH CONTRACT RATES
Effective 1/1/2022

	Service Description		Procedure	Proposed Rates
437	Employability		Facility Emp	$20.00/day
			Supported Emp	$20.00/day $11.00/half day
443	Housing Subsidy			$55.00/hr.
454	Interagency Team Psych Consultation			$150.00/hr
490	Child Rule 79 Case Management Beginning 07/01/2022: The County shall pay the contracted provider per unit in accordance with the statewide subcontracted TCM rate methodology. The services under this contract are eligible for the following rate types under the rate methodology, as described on the Minnesota Department of Human Services fiscal reporting and accounting webpage. CMH-TCM (includes children 18-21) the default rate with a caseload size of 15		T2023	$410.44/mo Effective 01/01/2022 – 06/30/2022
491	Adult Rule 79 Case Management Beginning 07/01/2022: The County shall pay the contracted provider per unit in accordance with the statewide subcontracted TCM rate methodology. The services under this contract are eligible for the following rate types under the rate methodology, as described on the Minnesota Department of Human Services fiscal reporting and accounting webpage. AMH-TCM the default rate with a caseload size of 26		T2023	$345.00/mo Effective 01/01/2022 – 06/30/2022
492	Child Welfare Targeted Case Management Beginning 07/01/2022: The County shall pay the contracted provider per unit in accordance with the statewide subcontracted TCM rate methodology. The services under this contract are eligible for the following rate types under the rate methodology, as described on the Minnesota Department of Human Services fiscal reporting and accounting webpage. CW-TCM the default rate with a caseload size of 25		T2023	$220.00/mo Effective 01/01/2022 – 06/30/2022
408	Outpatient Diag Assess		90791	$152.53/session
			90792	$170.74/session
454	Outpatient Medication Monitoring (maximum 8units/yr		99213	$66.22/session
468	Adult Day Treatment (maximum 156 hrs/yr		H2012	$21.43/hr

All services are to be prior authorized by ICHHS
ICHHS will not expand or subsidize MA coverage
All charges to be billed on HCFA 1500 forms

ITASCA COUNTY
BOARD OF COMMISSIONERS
Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, December 7, 2021

REQUEST FOR BOARD ACTION: RBA-2021-1896

DEPARTMENT: Health & Human Services **TIME REQUESTED:** < 5 Minutes
PRESENTER: Kelly Chandler

AGENDA ITEM:
Contracted Nursing Staff for 2022 COVID-19 Response

BOARD ACTION REQUESTED:
Approve contracts for 2022 COVID-19 response with Paula Byrne, Paula Butler, Karen Buchert, Kathryn Miller Lavalier, and Pamela Friesen through December 2022 and with Nancy McKenzie through February 2022.

BACKGROUND:
Itasca County Public Health is in need of ongoing COVID-19 response with assistance of contracted nursing staff. Tasks will include vaccinations and assistance with schools or community level testing on an as needed basis.

COUNTY ATTORNEY REVIEW: Yes

SUPPORTING DOCUMENTATION:
1. PB POS Agreement 2022
2. PBu POS Agreement 2022
3. KML POS Agreement 2022
4. NM POS Agreement 2022
5. KB POS Agreement 2022
6. PF POS Agreement 2022

12/07/2021

RESULT: RECOMMENDED FOR CONSENT NEXT: 12/14/2021 2:30 PM

ITASCA COUNTY HEALTH & HUMAN SERVICES
Itasca County Public Health
1209 SE 2nd Avenue
Grand Rapids, MN 55744

PURCHASE OF SERVICE AGREEMENT

The ITASCA COUNTY HEALTH AND HUMAN SERVICES/ITASCA COUNTY PUBLIC HEALTH (ICPH), 1209 SE 2nd Avenue, Grand Rapids, MN 55744, hereafter referred to as the "Agency", and Paula Byrne, hereafter referred to as the "Contractor", enter into this Agreement for the period from 1-01-2022 THROUGH 12-31-2022.

WITNESSETH

WHEREAS, the Contractor is a vendor certified by the Agency, Itasca Health & Human Services/Itasca Public Health, to provide COVID-19 response services; and

WHEREAS, the Agency, pursuant to Minnesota Statutes, Sections 373.01, 373.02, and 256E.08 wishes to purchase such consultant services from the Contractor; and

WHEREAS, the Contractor represents that he is duly qualified and willing to perform such services;

NOW THEREFORE, in consideration of the mutual understandings and agreements set forth, the Agency and Contractor agree as follows:

I. CONTRACT GENERAL

A. Contractor's Duties:

1. Description of services is attached to this Agreement as Exhibit "A" and/or the Delegation Agreement.

2. The Contractor shall provide proof of liability insurance.

3. (When applicable) The Contractor shall provide proof of license (photocopy for verification).

4. The Contractor shall, in writing within 30 days, notify the Agency whenever s/he is unable to or going to be unable to, provide the required quality or quantity of Purchased Services. Upon such notifications, Agency shall determine whether such inability will require modification or cancellation of said contract.

B. Delivery of Purchased Services:

1. Purchased Services will be provided only to Itasca County Public Health.

C. Safeguard of Client and Provider Information:

1. The use or disclosure by any party of information concerning an eligible client in violation of any rule of confidentiality provided for in Laws of Minnesota, Chapter 13, and 42 CFR Parts 160 and 164 (HIPAA Privacy and Security) or for any purpose not directly connected with the Agency's or Contractor's responsibility with respect to the Purchased Services hereunder is prohibited. The collection, use, maintenance, and dissemination of data on clients shall be in accordance with the laws of Minnesota and the United States applicable to the data. Any persons employed by the Contractor will assure compliance with Minnesota Statute Section 13.46, Subd. 5, 42 CFR Parts 160 and 164, and adhere to the following:

    a. The parties hereto recognize that data collected, used, exchanged, and disseminated for the administration and management of activities and programs authorized by this Agreement may be classified by State or Federal Law as private or confidential. The Parties agree that such data will be collected, used, exchanged, and disseminated consistent with the requirements of Law applicable to that data, including the Minnesota Data Practices Act, Minn. Stat. & 13.01 et seq., as amended, and the Rules of the Commissioner of Administration promulgated hereunder, MN Rules 1205.0100 et seq. as amended, and 42 CFR Parts164 and 164, including responsibilities of Business Associates, as amended. To the extent necessary for the administration and management of activities and programs herein provided and as otherwise specifically authorized by law, private and confidential data may be exchanged and disseminated between the respective parties, including their legal representatives.

2. The Agency and Contractor shall insure a mutual exchange of information between Agency and Contractor.

D. Safeguard of Itasca County Public Health Program Information:

1. The Contractor agrees that any information obtained regarding the ICPH Program in total including administration will be held confidential and released only as may be required by law, or to Itasca County Health and Human Services and others as approved by ICPH.

E. Equal Employment Opportunity and Civil Rights and Nondiscrimination:

1. (When applicable) the Contractor agrees to comply with the Civil Rights Act of 1964, Title VII (42 USC 2000e); including Executive Order No. 11246, and Title VI (42 USC 2000d); and the Rehabilitation Act of 1973, as amended by Section 504;

2. (When applicable) Contractor certifies that s/he has received a certificate of compliance from the Commissioner of Human Rights pursuant to Minnesota Statutes, Section 363.073 (1982). This section shall not apply if the grant is for less than $50,000, and the Contractor has employed 20 or less full-time employees during the previous 12 months.

F. Fair Hearing and Grievance Procedures:
1. The Agency agrees to provide for a Fair Hearing and Grievance Procedure in conformation with Minnesota Statutes, Section 256.045, and in conjunction with the Fair Hearing and Grievance Procedures established by administrative rules of the State Department of Human Services.

G. Conditions of the Parties' Obligations:
1. It is understood and agreed that in the event the reimbursement to the Agency from State and Federal sources is not obtained and continued at a level sufficient to allow for the purchase of the indicated quantity of Purchased Services, the obligations of each party hereunder shall thereupon be terminated.

2. This Agreement may be canceled by either party at any time, with or without cause, upon 30 day notice, in writing, delivered by mail or in person.

3. Before the termination date specified in Section 1 of this Agreement the Agency may evaluate the performance of the Contractor in regard to terms of this Agreement to determine whether such performance merits renewal of this Agreement.

4. Any alterations, variations, modifications, or waivers of provisions of this Agreement shall be valid only when they have been reduced to writing, duly signed, and attached to the original of this Agreement.

5. No claim for services furnished by the Contractor, not specifically provided in the Agreement, will be allowed by the Agency, nor shall the Contractor do any work or furnish any material not covered by this Agreement, unless this is approved in writing by the Agency. Such approval shall be considered to be a modification of the Agreement.

H. Subcontracting:
1. The Contractor shall not enter into subcontracts for any of the goods and services contemplated under this Agreement without written approval of the Agency. All subcontracts shall be subject to the requirements of this Agreement. The Contractor shall be responsible for the performance of any subcontractor.

I. Contractor Interested in Agreement:

1. No county official, or deputy or clerk or employee of such official shall be directly or indirectly interested in any agreement, contract, work, labor, or business to which the County is a party or in which it is or may be interested or in the furnishing of any article to, or the purchase or sale of any property, real or personal, by the County, or of which the consideration, price, or expense is payable from the County treasury. Any violation of the provisions of Minnesota Statutes, Section 382.18, shall be a gross misdemeanor.

2. Contractor is an independent Contractor for purposes of all laws, including but not limited to Minn. Stat. 176 (Worker's Compensation Laws), Minn. Stat. 177.43 (Fair Labor Standards Act) and Minn. Stat. 268 (Unemployment Compensation Laws). Contractor agrees that it/I am an independent Contractor and not a "public employee" as the latter is defined in Minn. Stat. 179A (Public Employment Labor Relations Act). No tenure or any rights or benefits including worker's compensation, unemployment insurance, medical care, sick leave, vacation leave, severance pay, PERA, or other benefits available to county employees shall accrue to the Contractor or employees of the Contractor performing services under this Agreement.

J. Assurance of Compliance with Federal and State Requirements.
1. Contractor assures that s/he will comply in every respect with all applicable Federal and State laws pertaining to human rights.

2. In accordance with the above, Contractor hereby agrees to comply with all applicable Federal and State laws, rules, and regulations relating to non-discrimination and affirmative action.

3. Contractor assures that s/he will comply in every aspect with the Health Insurance Portability & Accountability Act (HIPAA), 42 CFR Parts 160 and 164.

K. Miscellaneous:
1. Entire Agreement: It is understood and agreed that the entire Agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous agreements presently in effect between the Contractor and any county social services agency relating to the subject matter hereof.

2. The Contractor acknowledges and agrees that the Minnesota Department of Human Services is a third-party beneficiary and, as a third-party beneficiary, is an affected party under this Agreement.

II. Contract Specific

A. General Provisions

1. ICPH maintains ultimate responsibility for adhering to and otherwise fully complying with all terms and conditions of its contract with the State of Minnesota.
2. The delegated activities or obligations, and related reporting responsibilities are specified in the Delegation Agreement, incorporated into this contract.
3. The contractor agrees to perform any delegated activities and reporting responsibilities in compliance with Itasca Medical Care's contract obligations.
4. The contractor shall comply with 42 CFR §438.3(k) and 42 CFR 434, Subpart A.
5. The contractor agrees to comply with all applicable Medicare and Medicaid laws, regulations, including subregulatory guidance and contract provisions.
6. The contractor agrees to a performance evaluation of delegated activities through a formal review process at least annually.
7. The contractor agrees to the revocation of delegation or imposition of other sanctions if performance is inadequate.

B. Program Integrity Disclosures

The Contractor agrees to:

1. Notify ICPH (after initial contracting) within five days of the date any agent, person with an Ownership or Control Interest, or Managing Employee who has been convicted of a criminal offense related to the involvement in any program established under Medicare, Medicaid, the Title XX services program, or that have been excluded from participation under §§ 1128 or 1128A of the SSA.
2. Comply with Disclosure of Ownership and Management Information in accordance with 42 CFR § 455.104:
    a. Complete the Ownership and Control Interest Disclosure Statement to include:
        i. The name, address, date of birth, social security number (in the case of an individual), and tax identification number (in the case of a corporation) of each Person with an ownership or control interest in which the disclosing entity has direct or indirect ownership of five percent (5%) of more;
        ii. A statement as to whether any person with an ownership or control interest is related (if an individual) to any other person with an ownership or control interest as spouse, parent, child or sibling;
        iii. The name of any other disclosing entity in which a person with an ownership or control interest in the disclosing entity also has an ownership or control interest; and
        iv. The name, address, date of birth, and social security number of any managing employee of the disclosing entity.

C. Contractor's Duties

1. The Agency agrees to purchase, and the Contractor agrees to furnish the services described in Exhibit A and according to the Delegation Agreement.

D. Monitoring and Evaluation:
   1. Performance of the Contractor will be monitored in accordance with outcomes.

E. Payment for Purchased Services:
   1. The Agency shall, within 30 days of the end of each month make payment to the Contractor per agreed contract rates of **$40 per hour**. Contractor will invoice hours worked and description of services every month by the 7th day to ICPH.
   2. Malpractice insurance per contract limits will be reimbursed upon invoicing to ICPH if needed by Contractor up to **$300**.

F. Recording Requirements or Accountability:
   1. The Contractor agrees to maintain records and these records belong to the Agency.

G. Audit and Record Disclosures:
   1. The Contractor Shall:
      a. Make available financial, statistical and health plan reports to the Agency in regard to services described the Delegation Agreement.
      b. Respond directly and promptly to State inquiries and data requests.
      c. Allow ICPH access to all information and data relevant to this contract, and allow release of the information and data to the State.

G. Bonding, Indemnity, Insurance, and Audit Clause:
   1. Bonding: The Contractor shall obtain and maintain at all times, during the term of this Agreement, a fidelity bond covering the activity of its personnel authorized to receive or distribute monies. Such bond shall be in the amount of **$ NA** .

   2. Indemnity: The Contractor agrees that it will at all times indemnify and hold harmless the Agency from any and all liability, loss, damages, costs or expenses which may be claimed against the Agency or Contractor;

      a. By reason of any service client's suffering personal injury, death, or property loss or damages either while participating in or receiving from the Contractor the care and services to be furnished by the Contractor under this Agreement, or while on premises owned, leased or operated by the Contractor, or while being transported to or from said premises in any vehicle owned, operated, chartered or otherwise contracted for by the Contractor or his assigns; or

b. By reason of any service client's causing injury to another person, or damage to the property of another person during any time when the Contractor or his assigns or employee thereof has undertaken or is furnishing the care and service called for under this Agreement.

3. Insurance: To procure and maintain professional liability insurance consistent with amount determined by Itasca County. Contractors shall provide a certificate of such insurance to ICPH, which documents the following minimum coverage amounts:
   a. $1,500,000 when the claim is one for death by wrongful act or omission and $1,500,000 to any claimant in any other case; and

   b. $3,000,000 aggregate for any number of claims arising out of a single occurrence for the protection of the County of Itasca.

4. The Contractor certifies that s/he is in compliance with the workers' compensation insurance requirements of Minnesota Statutes, Section 176.181, and subdivision 2.

This contract may be extended for a period of one year, at the option of the Contractor. If the Contractor desires to extend the term of the contract, they shall notify the Agency in writing at least 60 days before the expiration of the contract. All terms of this contract will remain in effect pending execution of a Contract Amendment, execution of a new Contract or notice of termination as provided under Section I.

BY_____
Kelly Chandler, Division Manager
Itasca County Public Health

DATED_____

BY_____
Chairperson,
Itasca County Board

DATED_____

BY_____
Paula Byrne, RN

DATED_____

Exhibit A
Itasca County Public Health

Paula Byrne will:

1. Perform duties for COVID-19 Response Services

ITASCA COUNTY HEALTH & HUMAN SERVICES
Itasca County Public Health
1209 SE 2nd Avenue
Grand Rapids, MN 55744

PURCHASE OF SERVICE AGREEMENT

The ITASCA COUNTY HEALTH AND HUMAN SERVICES/ITASCA COUNTY PUBLIC HEALTH (ICPH), 1209 SE 2nd Avenue, Grand Rapids, MN 55744, hereafter referred to as the "Agency", and Paula Butler, hereafter referred to as the "Contractor", enter into this Agreement for the period from 1-01-2022 THROUGH 12-31-2022.

WITNESSETH

WHEREAS, the Contractor is a vendor certified by the Agency, Itasca Health & Human Services/Itasca Public Health, to provide COVID-19 response services; and

WHEREAS, the Agency, pursuant to Minnesota Statutes, Sections 373.01, 373.02, and 256E.08 wishes to purchase such consultant services from the Contractor; and

WHEREAS, the Contractor represents that he is duly qualified and willing to perform such services;

NOW THEREFORE, in consideration of the mutual understandings and agreements set forth, the Agency and Contractor agree as follows:

I. CONTRACT GENERAL

A. Contractor's Duties:
1. Description of services is attached to this Agreement as Exhibit "A" and/or the Delegation Agreement.

2. The Contractor shall provide proof of liability insurance.

3. (When applicable) The Contractor shall provide proof of license (photocopy for verification).

4. The Contractor shall, in writing within 30 days, notify the Agency whenever s/he is unable to or going to be unable to, provide the required quality or quantity of Purchased Services. Upon such notifications, Agency shall determine whether such inability will require modification or cancellation of said contract.

B. Delivery of Purchased Services:
1. Purchased Services will be provided only to Itasca County Public Health.

C. Safeguard of Client and Provider Information:

1. The use or disclosure by any party of information concerning an eligible client in violation of any rule of confidentiality provided for in Laws of Minnesota, Chapter 13, and 42 CFR Parts 160 and 164 (HIPAA Privacy and Security) or for any purpose not directly connected with the Agency's or Contractor's responsibility with respect to the Purchased Services hereunder is prohibited. The collection, use, maintenance, and dissemination of data on clients shall be in accordance with the laws of Minnesota and the United States applicable to the data. Any persons employed by the Contractor will assure compliance with Minnesota Statute Section 13.46, Subd. 5, 42 CFR Parts 160 and 164, and adhere to the following:

    a. The parties hereto recognize that data collected, used, exchanged, and disseminated for the administration and management of activities and programs authorized by this Agreement may be classified by State or Federal Law as private or confidential. The Parties agree that such data will be collected, used, exchanged, and disseminated consistent with the requirements of Law applicable to that data, including the Minnesota Data Practices Act, Minn. Stat. & 13.01 et seq., as amended, and the Rules of the Commissioner of Administration promulgated hereunder, MN Rules 1205.0100 et seq. as amended, and 42 CFR Parts164 and 164, including responsibilities of Business Associates, as amended. To the extent necessary for the administration and management of activities and programs herein provided and as otherwise specifically authorized by law, private and confidential data may be exchanged and disseminated between the respective parties, including their legal representatives.

2. The Agency and Contractor shall insure a mutual exchange of information between Agency and Contractor.

D. Safeguard of Itasca County Public Health Program Information:

1. The Contractor agrees that any information obtained regarding the ICPH Program in total including administration will be held confidential and released only as may be required by law, or to Itasca County Health and Human Services and others as approved by ICPH.

E. Equal Employment Opportunity and Civil Rights and Nondiscrimination:

1. (When applicable) the Contractor agrees to comply with the Civil Rights Act of 1964, Title VII (42 USC 2000e); including Executive Order No. 11246, and Title VI (42 USC 2000d); and the Rehabilitation Act of 1973, as amended by Section 504;

2. (When applicable) Contractor certifies that s/he has received a certificate of compliance from the Commissioner of Human Rights pursuant to Minnesota Statutes, Section 363.073 (1982). This section shall not apply if the grant is for less than $50,000, and the Contractor has employed 20 or less full-time employees during the previous 12 months.

F. Fair Hearing and Grievance Procedures:
1. The Agency agrees to provide for a Fair Hearing and Grievance Procedure in conformation with Minnesota Statutes, Section 256.045, and in conjunction with the Fair Hearing and Grievance Procedures established by administrative rules of the State Department of Human Services.

G. Conditions of the Parties' Obligations:
1. It is understood and agreed that in the event the reimbursement to the Agency from State and Federal sources is not obtained and continued at a level sufficient to allow for the purchase of the indicated quantity of Purchased Services, the obligations of each party hereunder shall thereupon be terminated.

2. This Agreement may be canceled by either party at any time, with or without cause, upon 30 day notice, in writing, delivered by mail or in person.

3. Before the termination date specified in Section 1 of this Agreement the Agency may evaluate the performance of the Contractor in regard to terms of this Agreement to determine whether such performance merits renewal of this Agreement.

4. Any alterations, variations, modifications, or waivers of provisions of this Agreement shall be valid only when they have been reduced to writing, duly signed, and attached to the original of this Agreement.

5. No claim for services furnished by the Contractor, not specifically provided in the Agreement, will be allowed by the Agency, nor shall the Contractor do any work or furnish any material not covered by this Agreement, unless this is approved in writing by the Agency. Such approval shall be considered to be a modification of the Agreement.

H. Subcontracting:
1. The Contractor shall not enter into subcontracts for any of the goods and services contemplated under this Agreement without written approval of the Agency. All subcontracts shall be subject to the requirements of this Agreement. The Contractor shall be responsible for the performance of any subcontractor.

I. Contractor Interested in Agreement:

1. No county official, or deputy or clerk or employee of such official shall be directly or indirectly interested in any agreement, contract, work, labor, or business to which the County is a party or in which it is or may be interested or in the furnishing of any article to, or the purchase or sale of any property, real or personal, by the County, or of which the consideration, price, or expense is payable from the County treasury. Any violation of the provisions of Minnesota Statutes, Section 382.18, shall be a gross misdemeanor.

2. Contractor is an independent Contractor for purposes of all laws, including but not limited to Minn. Stat. 176 (Worker's Compensation Laws), Minn. Stat. 177.43 (Fair Labor Standards Act) and Minn. Stat. 268 (Unemployment Compensation Laws). Contractor agrees that it/I am an independent Contractor and not a "public employee" as the latter is defined in Minn. Stat. 179A (Public Employment Labor Relations Act). No tenure or any rights or benefits including worker's compensation, unemployment insurance, medical care, sick leave, vacation leave, severance pay, PERA, or other benefits available to county employees shall accrue to the Contractor or employees of the Contractor performing services under this Agreement.

J. Assurance of Compliance with Federal and State Requirements.
1. Contractor assures that s/he will comply in every respect with all applicable Federal and State laws pertaining to human rights.

2. In accordance with the above, Contractor hereby agrees to comply with all applicable Federal and State laws, rules, and regulations relating to non-discrimination and affirmative action.

3. Contractor assures that s/he will comply in every aspect with the Health Insurance Portability & Accountability Act (HIPAA), 42 CFR Parts 160 and 164.

K. Miscellaneous:
1. Entire Agreement: It is understood and agreed that the entire Agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous agreements presently in effect between the Contractor and any county social services agency relating to the subject matter hereof.

2. The Contractor acknowledges and agrees that the Minnesota Department of Human Services is a third-party beneficiary and, as a third-party beneficiary, is an affected party under this Agreement.

II. Contract Specific

A. General Provisions

1. ICPH maintains ultimate responsibility for adhering to and otherwise fully complying with all terms and conditions of its contract with the State of Minnesota.
2. The delegated activities or obligations, and related reporting responsibilities are specified in the Delegation Agreement, incorporated into this contract.
3. The contractor agrees to perform any delegated activities and reporting responsibilities in compliance with Itasca Medical Care's contract obligations.
4. The contractor shall comply with 42 CFR §438.3(k) and 42 CFR 434, Subpart A.
5. The contractor agrees to comply with all applicable Medicare and Medicaid laws, regulations, including subregulatory guidance and contract provisions.
6. The contractor agrees to a performance evaluation of delegated activities through a formal review process at least annually.
7. The contractor agrees to the revocation of delegation or imposition of other sanctions if performance is inadequate.

B. Program Integrity Disclosures

The Contractor agrees to:

1. Notify ICPH (after initial contracting) within five days of the date any agent, person with an Ownership or Control Interest, or Managing Employee who has been convicted of a criminal offense related to the involvement in any program established under Medicare, Medicaid, the Title XX services program, or that have been excluded from participation under §§ 1128 or 1128A of the SSA.
2. Comply with Disclosure of Ownership and Management Information in accordance with 42 CFR § 455.104:
    a. Complete the Ownership and Control Interest Disclosure Statement to include:
        i. The name, address, date of birth, social security number (in the case of an individual), and tax identification number (in the case of a corporation) of each Person with an ownership or control interest in which the disclosing entity has direct or indirect ownership of five percent (5%) of more;
        ii. A statement as to whether any person with an ownership or control interest is related (if an individual) to any other person with an ownership or control interest as spouse, parent, child or sibling;
        iii. The name of any other disclosing entity in which a person with an ownership or control interest in the disclosing entity also has an ownership or control interest; and
        iv. The name, address, date of birth, and social security number of any managing employee of the disclosing entity.

C. Contractor's Duties

1. The Agency agrees to purchase, and the Contractor agrees to furnish the services described in Exhibit A and according to the Delegation Agreement.

D. Monitoring and Evaluation:
   1. Performance of the Contractor will be monitored in accordance with outcomes.

E. Payment for Purchased Services:
   1. The Agency shall, within 30 days of the end of each month make payment to the Contractor per agreed contract rates of **$40 per hour**. Contractor will invoice hours worked and description of services every month by the 7th day to ICPH.
   2. Malpractice insurance per contract limits will be reimbursed upon invoicing to ICPH if needed by Contractor up to **$300**.

F. Recording Requirements or Accountability:
   1. The Contractor agrees to maintain records and these records belong to the Agency.

G. Audit and Record Disclosures:
   1. The Contractor Shall:
      a. Make available financial, statistical and health plan reports to the Agency in regard to services described the Delegation Agreement.
      b. Respond directly and promptly to State inquiries and data requests.
      c. Allow ICPH access to all information and data relevant to this contract, and allow release of the information and data to the State.

G. Bonding, Indemnity, Insurance, and Audit Clause:
   1. Bonding: The Contractor shall obtain and maintain at all times, during the term of this Agreement, a fidelity bond covering the activity of its personnel authorized to receive or distribute monies. Such bond shall be in the amount of **$ NA** .

   2. Indemnity: The Contractor agrees that it will at all times indemnify and hold harmless the Agency from any and all liability, loss, damages, costs or expenses which may be claimed against the Agency or Contractor;

      a. By reason of any service client's suffering personal injury, death, or property loss or damages either while participating in or receiving from the Contractor the care and services to be furnished by the Contractor under this Agreement, or while on premises owned, leased or operated by the Contractor, or while being transported to or from said premises in any vehicle owned, operated, chartered or otherwise contracted for by the Contractor or his assigns; or

b. By reason of any service client's causing injury to another person, or damage to the property of another person during any time when the Contractor or his assigns or employee thereof has undertaken or is furnishing the care and service called for under this Agreement.

3. Insurance: To procure and maintain professional liability insurance consistent with amount determined by Itasca County. Contractors shall provide a certificate of such insurance to ICPH, which documents the following minimum coverage amounts:
   a. $1,500,000 when the claim is one for death by wrongful act or omission and $1,500,000 to any claimant in any other case; and

   b. $3,000,000 aggregate for any number of claims arising out of a single occurrence for the protection of the County of Itasca.

4. The Contractor certifies that s/he is in compliance with the workers' compensation insurance requirements of Minnesota Statutes, Section 176.181, and subdivision 2.

This contract may be extended for a period of one year, at the option of the Contractor. If the Contractor desires to extend the term of the contract, they shall notify the Agency in writing at least 60 days before the expiration of the contract. All terms of this contract will remain in effect pending execution of a Contract Amendment, execution of a new Contract or notice of termination as provided under Section I.

BY_____
Kelly Chandler, Division Manager
Itasca County Public Health

DATED_____

BY_____
Chairperson,
Itasca County Board

DATED_____

BY_____
Paula Butler, RN

DATED_____

Exhibit A
Itasca County Public Health

Paula Butler will:

1. Perform duties for COVID-19 Response Services

ITASCA COUNTY HEALTH & HUMAN SERVICES
Itasca County Public Health
1209 SE 2nd Avenue
Grand Rapids, MN 55744

PURCHASE OF SERVICE AGREEMENT

The ITASCA COUNTY HEALTH AND HUMAN SERVICES/ITASCA COUNTY PUBLIC HEALTH (ICPH), 1209 SE 2nd Avenue, Grand Rapids, MN 55744, hereafter referred to as the "Agency", and Kathryn Miller Lavalier, hereafter referred to as the "Contractor", enter into this Agreement for the period from 1-01-2022 THROUGH 12-31-2022.

WITNESSETH

WHEREAS, the Contractor is a vendor certified by the Agency, Itasca Health & Human Services/Itasca Public Health, to provide COVID-19 response services; and

WHEREAS, the Agency, pursuant to Minnesota Statutes, Sections 373.01, 373.02, and 256E.08 wishes to purchase such consultant services from the Contractor; and

WHEREAS, the Contractor represents that he is duly qualified and willing to perform such services;

NOW THEREFORE, in consideration of the mutual understandings and agreements set forth, the Agency and Contractor agree as follows:

I. CONTRACT GENERAL

A. Contractor's Duties:
1. Description of services is attached to this Agreement as Exhibit "A" and/or the Delegation Agreement.

2. The Contractor shall provide proof of liability insurance.

3. (When applicable) The Contractor shall provide proof of license (photocopy for verification).

4. The Contractor shall, in writing within 30 days, notify the Agency whenever s/he is unable to or going to be unable to, provide the required quality or quantity of Purchased Services. Upon such notifications, Agency shall determine whether such inability will require modification or cancellation of said contract.

B. Delivery of Purchased Services:
1. Purchased Services will be provided only to Itasca County Public Health.

C. Safeguard of Client and Provider Information:

1. The use or disclosure by any party of information concerning an eligible client in violation of any rule of confidentiality provided for in Laws of Minnesota, Chapter 13, and 42 CFR Parts 160 and 164 (HIPAA Privacy and Security) or for any purpose not directly connected with the Agency's or Contractor's responsibility with respect to the Purchased Services hereunder is prohibited. The collection, use, maintenance, and dissemination of data on clients shall be in accordance with the laws of Minnesota and the United States applicable to the data. Any persons employed by the Contractor will assure compliance with Minnesota Statute Section 13.46, Subd. 5, 42 CFR Parts 160 and 164, and adhere to the following:

    a. The parties hereto recognize that data collected, used, exchanged, and disseminated for the administration and management of activities and programs authorized by this Agreement may be classified by State or Federal Law as private or confidential. The Parties agree that such data will be collected, used, exchanged, and disseminated consistent with the requirements of Law applicable to that data, including the Minnesota Data Practices Act, Minn. Stat. & 13.01 et seq., as amended, and the Rules of the Commissioner of Administration promulgated hereunder, MN Rules 1205.0100 et seq. as amended, and 42 CFR Parts164 and 164, including responsibilities of Business Associates, as amended. To the extent necessary for the administration and management of activities and programs herein provided and as otherwise specifically authorized by law, private and confidential data may be exchanged and disseminated between the respective parties, including their legal representatives.

2. The Agency and Contractor shall insure a mutual exchange of information between Agency and Contractor.

D. Safeguard of Itasca County Public Health Program Information:

1. The Contractor agrees that any information obtained regarding the ICPH Program in total including administration will be held confidential and released only as may be required by law, or to Itasca County Health and Human Services and others as approved by ICPH.

E. Equal Employment Opportunity and Civil Rights and Nondiscrimination:

1. (When applicable) the Contractor agrees to comply with the Civil Rights Act of 1964, Title VII (42 USC 2000e); including Executive Order No. 11246, and Title VI (42 USC 2000d); and the Rehabilitation Act of 1973, as amended by Section 504;

2. (When applicable) Contractor certifies that s/he has received a certificate of compliance from the Commissioner of Human Rights pursuant to Minnesota Statutes, Section 363.073 (1982). This section shall not apply if the grant is for less than $50,000, and the Contractor has employed 20 or less full-time employees during the previous 12 months.

F. Fair Hearing and Grievance Procedures:
1. The Agency agrees to provide for a Fair Hearing and Grievance Procedure in conformation with Minnesota Statutes, Section 256.045, and in conjunction with the Fair Hearing and Grievance Procedures established by administrative rules of the State Department of Human Services.

G. Conditions of the Parties' Obligations:
1. It is understood and agreed that in the event the reimbursement to the Agency from State and Federal sources is not obtained and continued at a level sufficient to allow for the purchase of the indicated quantity of Purchased Services, the obligations of each party hereunder shall thereupon be terminated.

2. This Agreement may be canceled by either party at any time, with or without cause, upon 30 day notice, in writing, delivered by mail or in person.

3. Before the termination date specified in Section 1 of this Agreement the Agency may evaluate the performance of the Contractor in regard to terms of this Agreement to determine whether such performance merits renewal of this Agreement.

4. Any alterations, variations, modifications, or waivers of provisions of this Agreement shall be valid only when they have been reduced to writing, duly signed, and attached to the original of this Agreement.

5. No claim for services furnished by the Contractor, not specifically provided in the Agreement, will be allowed by the Agency, nor shall the Contractor do any work or furnish any material not covered by this Agreement, unless this is approved in writing by the Agency. Such approval shall be considered to be a modification of the Agreement.

H. Subcontracting:
1. The Contractor shall not enter into subcontracts for any of the goods and services contemplated under this Agreement without written approval of the Agency. All subcontracts shall be subject to the requirements of this Agreement. The Contractor shall be responsible for the performance of any subcontractor.

I. Contractor Interested in Agreement:

1. No county official, or deputy or clerk or employee of such official shall be directly or indirectly interested in any agreement, contract, work, labor, or business to which the County is a party or in which it is or may be interested or in the furnishing of any article to, or the purchase or sale of any property, real or personal, by the County, or of which the consideration, price, or expense is payable from the County treasury. Any violation of the provisions of Minnesota Statutes, Section 382.18, shall be a gross misdemeanor.

2. Contractor is an independent Contractor for purposes of all laws, including but not limited to Minn. Stat. 176 (Worker's Compensation Laws), Minn. Stat. 177.43 (Fair Labor Standards Act) and Minn. Stat. 268 (Unemployment Compensation Laws). Contractor agrees that it/I am an independent Contractor and not a "public employee" as the latter is defined in Minn. Stat. 179A (Public Employment Labor Relations Act). No tenure or any rights or benefits including worker's compensation, unemployment insurance, medical care, sick leave, vacation leave, severance pay, PERA, or other benefits available to county employees shall accrue to the Contractor or employees of the Contractor performing services under this Agreement.

J. Assurance of Compliance with Federal and State Requirements.
1. Contractor assures that s/he will comply in every respect with all applicable Federal and State laws pertaining to human rights.

2. In accordance with the above, Contractor hereby agrees to comply with all applicable Federal and State laws, rules, and regulations relating to non-discrimination and affirmative action.

3. Contractor assures that s/he will comply in every aspect with the Health Insurance Portability & Accountability Act (HIPAA), 42 CFR Parts 160 and 164.

K. Miscellaneous:
1. Entire Agreement: It is understood and agreed that the entire Agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous agreements presently in effect between the Contractor and any county social services agency relating to the subject matter hereof.

2. The Contractor acknowledges and agrees that the Minnesota Department of Human Services is a third-party beneficiary and, as a third-party beneficiary, is an affected party under this Agreement.

II. Contract Specific

A. General Provisions

1. ICPH maintains ultimate responsibility for adhering to and otherwise fully complying with all terms and conditions of its contract with the State of Minnesota.
2. The delegated activities or obligations, and related reporting responsibilities are specified in the Delegation Agreement, incorporated into this contract.
3. The contractor agrees to perform any delegated activities and reporting responsibilities in compliance with Itasca Medical Care's contract obligations.
4. The contractor shall comply with 42 CFR §438.3(k) and 42 CFR 434, Subpart A.
5. The contractor agrees to comply with all applicable Medicare and Medicaid laws, regulations, including subregulatory guidance and contract provisions.
6. The contractor agrees to a performance evaluation of delegated activities through a formal review process at least annually.
7. The contractor agrees to the revocation of delegation or imposition of other sanctions if performance is inadequate.

B. Program Integrity Disclosures

The Contractor agrees to:

1. Notify ICPH (after initial contracting) within five days of the date any agent, person with an Ownership or Control Interest, or Managing Employee who has been convicted of a criminal offense related to the involvement in any program established under Medicare, Medicaid, the Title XX services program, or that have been excluded from participation under §§ 1128 or 1128A of the SSA.
2. Comply with Disclosure of Ownership and Management Information in accordance with 42 CFR § 455.104:
    a. Complete the Ownership and Control Interest Disclosure Statement to include:
        i. The name, address, date of birth, social security number (in the case of an individual), and tax identification number (in the case of a corporation) of each Person with an ownership or control interest in which the disclosing entity has direct or indirect ownership of five percent (5%) of more;
        ii. A statement as to whether any person with an ownership or control interest is related (if an individual) to any other person with an ownership or control interest as spouse, parent, child or sibling;
        iii. The name of any other disclosing entity in which a person with an ownership or control interest in the disclosing entity also has an ownership or control interest; and
        iv. The name, address, date of birth, and social security number of any managing employee of the disclosing entity.

C. Contractor's Duties

1. The Agency agrees to purchase, and the Contractor agrees to furnish the services described in Exhibit A and according to the Delegation Agreement.

D. Monitoring and Evaluation:
   1. Performance of the Contractor will be monitored in accordance with outcomes.

E. Payment for Purchased Services:
   1. The Agency shall, within 30 days of the end of each month make payment to the Contractor per agreed contract rates of **$40 per hour**. Contractor will invoice hours worked and description of services every month by the 7th day to ICPH.
   2. Malpractice insurance per contract limits will be reimbursed upon invoicing to ICPH if needed by Contractor up to **$300**.

F. Recording Requirements or Accountability:
   1. The Contractor agrees to maintain records and these records belong to the Agency.

G. Audit and Record Disclosures:
   1. The Contractor Shall:
      a. Make available financial, statistical and health plan reports to the Agency in regard to services described the Delegation Agreement.
      b. Respond directly and promptly to State inquiries and data requests.
      c. Allow ICPH access to all information and data relevant to this contract, and allow release of the information and data to the State.

G. Bonding, Indemnity, Insurance, and Audit Clause:
   1. Bonding: The Contractor shall obtain and maintain at all times, during the term of this Agreement, a fidelity bond covering the activity of its personnel authorized to receive or distribute monies. Such bond shall be in the amount of **$ NA** .

   2. Indemnity: The Contractor agrees that it will at all times indemnify and hold harmless the Agency from any and all liability, loss, damages, costs or expenses which may be claimed against the Agency or Contractor;

      a. By reason of any service client's suffering personal injury, death, or property loss or damages either while participating in or receiving from the Contractor the care and services to be furnished by the Contractor under this Agreement, or while on premises owned, leased or operated by the Contractor, or while being transported to or from said premises in any vehicle owned, operated, chartered or otherwise contracted for by the Contractor or his assigns; or

b. By reason of any service client's causing injury to another person, or damage to the property of another person during any time when the Contractor or his assigns or employee thereof has undertaken or is furnishing the care and service called for under this Agreement.

3. Insurance: To procure and maintain professional liability insurance consistent with amount determined by Itasca County. Contractors shall provide a certificate of such insurance to ICPH, which documents the following minimum coverage amounts:
   a. $1,500,000 when the claim is one for death by wrongful act or omission and $1,500,000 to any claimant in any other case; and

   b. $3,000,000 aggregate for any number of claims arising out of a single occurrence for the protection of the County of Itasca.

4. The Contractor certifies that s/he is in compliance with the workers' compensation insurance requirements of Minnesota Statutes, Section 176.181, and subdivision 2.

This contract may be extended for a period of one year, at the option of the Contractor. If the Contractor desires to extend the term of the contract, they shall notify the Agency in writing at least 60 days before the expiration of the contract. All terms of this contract will remain in effect pending execution of a Contract Amendment, execution of a new Contract or notice of termination as provided under Section I.

BY_____
Kelly Chandler, Division Manager
Itasca County Public Health

DATED_____

BY_____
Chairperson,
Itasca County Board

DATED_____

BY_____
Kathryn Miller Lavalier, RN

DATED_____

Exhibit A
Itasca County Public Health

Kathryn Miller Lavalier will:

1. Perform duties for COVID-19 Response Services

ITASCA COUNTY HEALTH & HUMAN SERVICES
Itasca County Public Health
1209 SE 2nd Avenue
Grand Rapids, MN 55744

PURCHASE OF SERVICE AGREEMENT

The ITASCA COUNTY HEALTH AND HUMAN SERVICES/ITASCA COUNTY PUBLIC HEALTH (ICPH), 1209 SE 2nd Avenue, Grand Rapids, MN 55744, hereafter referred to as the "Agency", and Nancy McKenzie, hereafter referred to as the "Contractor", enter into this Agreement for the period from 1-01-2022 THROUGH 02-24-2022.

WITNESSETH

WHEREAS, the Contractor is a vendor certified by the Agency, Itasca Health & Human Services/Itasca Public Health, to provide COVID-19 response services; and

WHEREAS, the Agency, pursuant to Minnesota Statutes, Sections 373.01, 373.02, and 256E.08 wishes to purchase such consultant services from the Contractor; and

WHEREAS, the Contractor represents that he is duly qualified and willing to perform such services;

NOW THEREFORE, in consideration of the mutual understandings and agreements set forth, the Agency and Contractor agree as follows:

I. CONTRACT GENERAL

A. Contractor's Duties:
1. Description of services is attached to this Agreement as Exhibit "A" and/or the Delegation Agreement.

2. The Contractor shall provide proof of liability insurance.

3. (When applicable) The Contractor shall provide proof of license (photocopy for verification).

4. The Contractor shall, in writing within 30 days, notify the Agency whenever s/he is unable to or going to be unable to, provide the required quality or quantity of Purchased Services. Upon such notifications, Agency shall determine whether such inability will require modification or cancellation of said contract.

B. Delivery of Purchased Services:
1. Purchased Services will be provided only to Itasca County Public Health.

C. Safeguard of Client and Provider Information:

1. The use or disclosure by any party of information concerning an eligible client in violation of any rule of confidentiality provided for in Laws of Minnesota, Chapter 13, and 42 CFR Parts 160 and 164 (HIPAA Privacy and Security) or for any purpose not directly connected with the Agency's or Contractor's responsibility with respect to the Purchased Services hereunder is prohibited. The collection, use, maintenance, and dissemination of data on clients shall be in accordance with the laws of Minnesota and the United States applicable to the data. Any persons employed by the Contractor will assure compliance with Minnesota Statute Section 13.46, Subd. 5, 42 CFR Parts 160 and 164, and adhere to the following:

    a. The parties hereto recognize that data collected, used, exchanged, and disseminated for the administration and management of activities and programs authorized by this Agreement may be classified by State or Federal Law as private or confidential. The Parties agree that such data will be collected, used, exchanged, and disseminated consistent with the requirements of Law applicable to that data, including the Minnesota Data Practices Act, Minn. Stat. & 13.01 et seq., as amended, and the Rules of the Commissioner of Administration promulgated hereunder, MN Rules 1205.0100 et seq. as amended, and 42 CFR Parts164 and 164, including responsibilities of Business Associates, as amended. To the extent necessary for the administration and management of activities and programs herein provided and as otherwise specifically authorized by law, private and confidential data may be exchanged and disseminated between the respective parties, including their legal representatives.

2. The Agency and Contractor shall insure a mutual exchange of information between Agency and Contractor.

D. Safeguard of Itasca County Public Health Program Information:

1. The Contractor agrees that any information obtained regarding the ICPH Program in total including administration will be held confidential and released only as may be required by law, or to Itasca County Health and Human Services and others as approved by ICPH.

E. Equal Employment Opportunity and Civil Rights and Nondiscrimination:

1. (When applicable) the Contractor agrees to comply with the Civil Rights Act of 1964, Title VII (42 USC 2000e); including Executive Order No. 11246, and Title VI (42 USC 2000d); and the Rehabilitation Act of 1973, as amended by Section 504;

2. (When applicable) Contractor certifies that s/he has received a certificate of compliance from the Commissioner of Human Rights pursuant to Minnesota Statutes, Section 363.073 (1982). This section shall not apply if the grant is for less than $50,000, and the Contractor has employed 20 or less full-time employees during the previous 12 months.

F. Fair Hearing and Grievance Procedures:
1. The Agency agrees to provide for a Fair Hearing and Grievance Procedure in conformation with Minnesota Statutes, Section 256.045, and in conjunction with the Fair Hearing and Grievance Procedures established by administrative rules of the State Department of Human Services.

G. Conditions of the Parties' Obligations:
1. It is understood and agreed that in the event the reimbursement to the Agency from State and Federal sources is not obtained and continued at a level sufficient to allow for the purchase of the indicated quantity of Purchased Services, the obligations of each party hereunder shall thereupon be terminated.

2. This Agreement may be canceled by either party at any time, with or without cause, upon 30 day notice, in writing, delivered by mail or in person.

3. Before the termination date specified in Section 1 of this Agreement the Agency may evaluate the performance of the Contractor in regard to terms of this Agreement to determine whether such performance merits renewal of this Agreement.

4. Any alterations, variations, modifications, or waivers of provisions of this Agreement shall be valid only when they have been reduced to writing, duly signed, and attached to the original of this Agreement.

5. No claim for services furnished by the Contractor, not specifically provided in the Agreement, will be allowed by the Agency, nor shall the Contractor do any work or furnish any material not covered by this Agreement, unless this is approved in writing by the Agency. Such approval shall be considered to be a modification of the Agreement.

H. Subcontracting:
1. The Contractor shall not enter into subcontracts for any of the goods and services contemplated under this Agreement without written approval of the Agency. All subcontracts shall be subject to the requirements of this Agreement. The Contractor shall be responsible for the performance of any subcontractor.

I. Contractor Interested in Agreement:

1. No county official, or deputy or clerk or employee of such official shall be directly or indirectly interested in any agreement, contract, work, labor, or business to which the County is a party or in which it is or may be interested or in the furnishing of any article to, or the purchase or sale of any property, real or personal, by the County, or of which the consideration, price, or expense is payable from the County treasury. Any violation of the provisions of Minnesota Statutes, Section 382.18, shall be a gross misdemeanor.

2. Contractor is an independent Contractor for purposes of all laws, including but not limited to Minn. Stat. 176 (Worker's Compensation Laws), Minn. Stat. 177.43 (Fair Labor Standards Act) and Minn. Stat. 268 (Unemployment Compensation Laws). Contractor agrees that it/I am an independent Contractor and not a "public employee" as the latter is defined in Minn. Stat. 179A (Public Employment Labor Relations Act). No tenure or any rights or benefits including worker's compensation, unemployment insurance, medical care, sick leave, vacation leave, severance pay, PERA, or other benefits available to county employees shall accrue to the Contractor or employees of the Contractor performing services under this Agreement.

J. Assurance of Compliance with Federal and State Requirements.
1. Contractor assures that s/he will comply in every respect with all applicable Federal and State laws pertaining to human rights.

2. In accordance with the above, Contractor hereby agrees to comply with all applicable Federal and State laws, rules, and regulations relating to non-discrimination and affirmative action.

3. Contractor assures that s/he will comply in every aspect with the Health Insurance Portability & Accountability Act (HIPAA), 42 CFR Parts 160 and 164.

K. Miscellaneous:
1. Entire Agreement: It is understood and agreed that the entire Agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous agreements presently in effect between the Contractor and any county social services agency relating to the subject matter hereof.

2. The Contractor acknowledges and agrees that the Minnesota Department of Human Services is a third-party beneficiary and, as a third-party beneficiary, is an affected party under this Agreement.

II. Contract Specific

A. General Provisions

1. ICPH maintains ultimate responsibility for adhering to and otherwise fully complying with all terms and conditions of its contract with the State of Minnesota.
2. The delegated activities or obligations, and related reporting responsibilities are specified in the Delegation Agreement, incorporated into this contract.
3. The contractor agrees to perform any delegated activities and reporting responsibilities in compliance with Itasca Medical Care's contract obligations.
4. The contractor shall comply with 42 CFR §438.3(k) and 42 CFR 434, Subpart A.
5. The contractor agrees to comply with all applicable Medicare and Medicaid laws, regulations, including subregulatory guidance and contract provisions.
6. The contractor agrees to a performance evaluation of delegated activities through a formal review process at least annually.
7. The contractor agrees to the revocation of delegation or imposition of other sanctions if performance is inadequate.

B. Program Integrity Disclosures

The Contractor agrees to:

1. Notify ICPH (after initial contracting) within five days of the date any agent, person with an Ownership or Control Interest, or Managing Employee who has been convicted of a criminal offense related to the involvement in any program established under Medicare, Medicaid, the Title XX services program, or that have been excluded from participation under §§ 1128 or 1128A of the SSA.
2. Comply with Disclosure of Ownership and Management Information in accordance with 42 CFR § 455.104:
    a. Complete the Ownership and Control Interest Disclosure Statement to include:
        i. The name, address, date of birth, social security number (in the case of an individual), and tax identification number (in the case of a corporation) of each Person with an ownership or control interest in which the disclosing entity has direct or indirect ownership of five percent (5%) of more;
        ii. A statement as to whether any person with an ownership or control interest is related (if an individual) to any other person with an ownership or control interest as spouse, parent, child or sibling;
        iii. The name of any other disclosing entity in which a person with an ownership or control interest in the disclosing entity also has an ownership or control interest; and
        iv. The name, address, date of birth, and social security number of any managing employee of the disclosing entity.

C. Contractor's Duties

1. The Agency agrees to purchase, and the Contractor agrees to furnish the services described in Exhibit A and according to the Delegation Agreement.

D. Monitoring and Evaluation:
   1. Performance of the Contractor will be monitored in accordance with outcomes.

E. Payment for Purchased Services:
   1. The Agency shall, within 30 days of the end of each month make payment to the Contractor per agreed contract rates of **$40 per hour**. Contractor will invoice hours worked and description of services every month by the 7th day to ICPH.
   2. Malpractice insurance per contract limits will be reimbursed upon invoicing to ICPH if needed by Contractor up to **$300**.

F. Recording Requirements or Accountability:
   1. The Contractor agrees to maintain records and these records belong to the Agency.

G. Audit and Record Disclosures:
   1. The Contractor Shall:
      a. Make available financial, statistical and health plan reports to the Agency in regard to services described the Delegation Agreement.
      b. Respond directly and promptly to State inquiries and data requests.
      c. Allow ICPH access to all information and data relevant to this contract, and allow release of the information and data to the State.

G. Bonding, Indemnity, Insurance, and Audit Clause:
   1. Bonding: The Contractor shall obtain and maintain at all times, during the term of this Agreement, a fidelity bond covering the activity of its personnel authorized to receive or distribute monies. Such bond shall be in the amount of **$ NA** .

   2. Indemnity: The Contractor agrees that it will at all times indemnify and hold harmless the Agency from any and all liability, loss, damages, costs or expenses which may be claimed against the Agency or Contractor;

      a. By reason of any service client's suffering personal injury, death, or property loss or damages either while participating in or receiving from the Contractor the care and services to be furnished by the Contractor under this Agreement, or while on premises owned, leased or operated by the Contractor, or while being transported to or from said premises in any vehicle owned, operated, chartered or otherwise contracted for by the Contractor or his assigns; or

b. By reason of any service client's causing injury to another person, or damage to the property of another person during any time when the Contractor or his assigns or employee thereof has undertaken or is furnishing the care and service called for under this Agreement.

3. Insurance: To procure and maintain professional liability insurance consistent with amount determined by Itasca County. Contractors shall provide a certificate of such insurance to ICPH, which documents the following minimum coverage amounts:
   a. $1,500,000 when the claim is one for death by wrongful act or omission and $1,500,000 to any claimant in any other case; and

   b. $3,000,000 aggregate for any number of claims arising out of a single occurrence for the protection of the County of Itasca.

4. The Contractor certifies that s/he is in compliance with the workers' compensation insurance requirements of Minnesota Statutes, Section 176.181, and subdivision 2.

This contract may be extended for a period of one year, at the option of the Contractor. If the Contractor desires to extend the term of the contract, they shall notify the Agency in writing at least 60 days before the expiration of the contract. All terms of this contract will remain in effect pending execution of a Contract Amendment, execution of a new Contract or notice of termination as provided under Section I.

BY_____
Kelly Chandler, Division Manager
Itasca County Public Health

DATED_____

BY_____
Chairperson,
Itasca County Board

DATED_____

BY_____
Nancy McKenzie, RN

DATED_____

Exhibit A
Itasca County Public Health

Nancy McKenzie will:

1. Perform duties for COVID-19 Response Services

ITASCA COUNTY HEALTH & HUMAN SERVICES
Itasca County Public Health
1209 SE 2nd Avenue
Grand Rapids, MN 55744

PURCHASE OF SERVICE AGREEMENT

The ITASCA COUNTY HEALTH AND HUMAN SERVICES/ITASCA COUNTY PUBLIC HEALTH (ICPH), 1209 SE 2nd Avenue, Grand Rapids, MN 55744, hereafter referred to as the "Agency", and Karen Buchert, hereafter referred to as the "Contractor", enter into this Agreement for the period from 1-01-2022 THROUGH 12-31-2022.

WITNESSETH

WHEREAS, the Contractor is a vendor certified by the Agency, Itasca Health & Human Services/Itasca Public Health, to provide COVID-19 response services; and

WHEREAS, the Agency, pursuant to Minnesota Statutes, Sections 373.01, 373.02, and 256E.08 wishes to purchase such consultant services from the Contractor; and

WHEREAS, the Contractor represents that he is duly qualified and willing to perform such services;

NOW THEREFORE, in consideration of the mutual understandings and agreements set forth, the Agency and Contractor agree as follows:

I. CONTRACT GENERAL

A. Contractor's Duties:

1. Description of services is attached to this Agreement as Exhibit "A" and/or the Delegation Agreement.

2. The Contractor shall provide proof of liability insurance.

3. (When applicable) The Contractor shall provide proof of license (photocopy for verification).

4. The Contractor shall, in writing within 30 days, notify the Agency whenever s/he is unable to or going to be unable to, provide the required quality or quantity of Purchased Services. Upon such notifications, Agency shall determine whether such inability will require modification or cancellation of said contract.

B. Delivery of Purchased Services:

1. Purchased Services will be provided only to Itasca County Public Health.

C. Safeguard of Client and Provider Information:

1. The use or disclosure by any party of information concerning an eligible client in violation of any rule of confidentiality provided for in Laws of Minnesota, Chapter 13, and 42 CFR Parts 160 and 164 (HIPAA Privacy and Security) or for any purpose not directly connected with the Agency's or Contractor's responsibility with respect to the Purchased Services hereunder is prohibited. The collection, use, maintenance, and dissemination of data on clients shall be in accordance with the laws of Minnesota and the United States applicable to the data. Any persons employed by the Contractor will assure compliance with Minnesota Statute Section 13.46, Subd. 5, 42 CFR Parts 160 and 164, and adhere to the following:

    a. The parties hereto recognize that data collected, used, exchanged, and disseminated for the administration and management of activities and programs authorized by this Agreement may be classified by State or Federal Law as private or confidential. The Parties agree that such data will be collected, used, exchanged, and disseminated consistent with the requirements of Law applicable to that data, including the Minnesota Data Practices Act, Minn. Stat. & 13.01 et seq., as amended, and the Rules of the Commissioner of Administration promulgated hereunder, MN Rules 1205.0100 et seq. as amended, and 42 CFR Parts164 and 164, including responsibilities of Business Associates, as amended. To the extent necessary for the administration and management of activities and programs herein provided and as otherwise specifically authorized by law, private and confidential data may be exchanged and disseminated between the respective parties, including their legal representatives.

2. The Agency and Contractor shall insure a mutual exchange of information between Agency and Contractor.

D. Safeguard of Itasca County Public Health Program Information:

1. The Contractor agrees that any information obtained regarding the ICPH Program in total including administration will be held confidential and released only as may be required by law, or to Itasca County Health and Human Services and others as approved by ICPH.

E. Equal Employment Opportunity and Civil Rights and Nondiscrimination:

1. (When applicable) the Contractor agrees to comply with the Civil Rights Act of 1964, Title VII (42 USC 2000e); including Executive Order No. 11246, and Title VI (42 USC 2000d); and the Rehabilitation Act of 1973, as amended by Section 504;

2. (When applicable) Contractor certifies that s/he has received a certificate of compliance from the Commissioner of Human Rights pursuant to Minnesota Statutes, Section 363.073 (1982). This section shall not apply if the grant is for less than $50,000, and the Contractor has employed 20 or less full-time employees during the previous 12 months.

F. Fair Hearing and Grievance Procedures:
1. The Agency agrees to provide for a Fair Hearing and Grievance Procedure in conformation with Minnesota Statutes, Section 256.045, and in conjunction with the Fair Hearing and Grievance Procedures established by administrative rules of the State Department of Human Services.

G. Conditions of the Parties' Obligations:
1. It is understood and agreed that in the event the reimbursement to the Agency from State and Federal sources is not obtained and continued at a level sufficient to allow for the purchase of the indicated quantity of Purchased Services, the obligations of each party hereunder shall thereupon be terminated.

2. This Agreement may be canceled by either party at any time, with or without cause, upon 30 day notice, in writing, delivered by mail or in person.

3. Before the termination date specified in Section 1 of this Agreement the Agency may evaluate the performance of the Contractor in regard to terms of this Agreement to determine whether such performance merits renewal of this Agreement.

4. Any alterations, variations, modifications, or waivers of provisions of this Agreement shall be valid only when they have been reduced to writing, duly signed, and attached to the original of this Agreement.

5. No claim for services furnished by the Contractor, not specifically provided in the Agreement, will be allowed by the Agency, nor shall the Contractor do any work or furnish any material not covered by this Agreement, unless this is approved in writing by the Agency. Such approval shall be considered to be a modification of the Agreement.

H. Subcontracting:
1. The Contractor shall not enter into subcontracts for any of the goods and services contemplated under this Agreement without written approval of the Agency. All subcontracts shall be subject to the requirements of this Agreement. The Contractor shall be responsible for the performance of any subcontractor.

I. Contractor Interested in Agreement:

1. No county official, or deputy or clerk or employee of such official shall be directly or indirectly interested in any agreement, contract, work, labor, or business to which the County is a party or in which it is or may be interested or in the furnishing of any article to, or the purchase or sale of any property, real or personal, by the County, or of which the consideration, price, or expense is payable from the County treasury. Any violation of the provisions of Minnesota Statutes, Section 382.18, shall be a gross misdemeanor.

2. Contractor is an independent Contractor for purposes of all laws, including but not limited to Minn. Stat. 176 (Worker's Compensation Laws), Minn. Stat. 177.43 (Fair Labor Standards Act) and Minn. Stat. 268 (Unemployment Compensation Laws). Contractor agrees that it/I am an independent Contractor and not a "public employee" as the latter is defined in Minn. Stat. 179A (Public Employment Labor Relations Act). No tenure or any rights or benefits including worker's compensation, unemployment insurance, medical care, sick leave, vacation leave, severance pay, PERA, or other benefits available to county employees shall accrue to the Contractor or employees of the Contractor performing services under this Agreement.

J. Assurance of Compliance with Federal and State Requirements.
1. Contractor assures that s/he will comply in every respect with all applicable Federal and State laws pertaining to human rights.

2. In accordance with the above, Contractor hereby agrees to comply with all applicable Federal and State laws, rules, and regulations relating to non-discrimination and affirmative action.

3. Contractor assures that s/he will comply in every aspect with the Health Insurance Portability & Accountability Act (HIPAA), 42 CFR Parts 160 and 164.

K. Miscellaneous:
1. Entire Agreement: It is understood and agreed that the entire Agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous agreements presently in effect between the Contractor and any county social services agency relating to the subject matter hereof.

2. The Contractor acknowledges and agrees that the Minnesota Department of Human Services is a third-party beneficiary and, as a third-party beneficiary, is an affected party under this Agreement.

II. Contract Specific

A. General Provisions

1. ICPH maintains ultimate responsibility for adhering to and otherwise fully complying with all terms and conditions of its contract with the State of Minnesota.
2. The delegated activities or obligations, and related reporting responsibilities are specified in the Delegation Agreement, incorporated into this contract.
3. The contractor agrees to perform any delegated activities and reporting responsibilities in compliance with Itasca Medical Care's contract obligations.
4. The contractor shall comply with 42 CFR §438.3(k) and 42 CFR 434, Subpart A.
5. The contractor agrees to comply with all applicable Medicare and Medicaid laws, regulations, including subregulatory guidance and contract provisions.
6. The contractor agrees to a performance evaluation of delegated activities through a formal review process at least annually.
7. The contractor agrees to the revocation of delegation or imposition of other sanctions if performance is inadequate.

B. Program Integrity Disclosures

The Contractor agrees to:

1. Notify ICPH (after initial contracting) within five days of the date any agent, person with an Ownership or Control Interest, or Managing Employee who has been convicted of a criminal offense related to the involvement in any program established under Medicare, Medicaid, the Title XX services program, or that have been excluded from participation under §§ 1128 or 1128A of the SSA.
2. Comply with Disclosure of Ownership and Management Information in accordance with 42 CFR § 455.104:
    a. Complete the Ownership and Control Interest Disclosure Statement to include:
        i. The name, address, date of birth, social security number (in the case of an individual), and tax identification number (in the case of a corporation) of each Person with an ownership or control interest in which the disclosing entity has direct or indirect ownership of five percent (5%) of more;
        ii. A statement as to whether any person with an ownership or control interest is related (if an individual) to any other person with an ownership or control interest as spouse, parent, child or sibling;
        iii. The name of any other disclosing entity in which a person with an ownership or control interest in the disclosing entity also has an ownership or control interest; and
        iv. The name, address, date of birth, and social security number of any managing employee of the disclosing entity.

C. Contractor's Duties

1. The Agency agrees to purchase, and the Contractor agrees to furnish the services described in Exhibit A and according to the Delegation Agreement.

D. Monitoring and Evaluation:
   1. Performance of the Contractor will be monitored in accordance with outcomes.

E. Payment for Purchased Services:
   1. The Agency shall, within 30 days of the end of each month make payment to the Contractor per agreed contract rates of **$40 per hour**. Contractor will invoice hours worked and description of services every month by the 7th day to ICPH.
   2. Malpractice insurance per contract limits will be reimbursed upon invoicing to ICPH if needed by Contractor up to **$300**.

F. Recording Requirements or Accountability:
   1. The Contractor agrees to maintain records and these records belong to the Agency.

G. Audit and Record Disclosures:
   1. The Contractor Shall:
      a. Make available financial, statistical and health plan reports to the Agency in regard to services described the Delegation Agreement.
      b. Respond directly and promptly to State inquiries and data requests.
      c. Allow ICPH access to all information and data relevant to this contract, and allow release of the information and data to the State.

G. Bonding, Indemnity, Insurance, and Audit Clause:
   1. Bonding: The Contractor shall obtain and maintain at all times, during the term of this Agreement, a fidelity bond covering the activity of its personnel authorized to receive or distribute monies. Such bond shall be in the amount of **$ NA** .

   2. Indemnity: The Contractor agrees that it will at all times indemnify and hold harmless the Agency from any and all liability, loss, damages, costs or expenses which may be claimed against the Agency or Contractor;

      a. By reason of any service client's suffering personal injury, death, or property loss or damages either while participating in or receiving from the Contractor the care and services to be furnished by the Contractor under this Agreement, or while on premises owned, leased or operated by the Contractor, or while being transported to or from said premises in any vehicle owned, operated, chartered or otherwise contracted for by the Contractor or his assigns; or

b. By reason of any service client's causing injury to another person, or damage to the property of another person during any time when the Contractor or his assigns or employee thereof has undertaken or is furnishing the care and service called for under this Agreement.

3. Insurance: To procure and maintain professional liability insurance consistent with amount determined by Itasca County. Contractors shall provide a certificate of such insurance to ICPH, which documents the following minimum coverage amounts:
   a. $1,500,000 when the claim is one for death by wrongful act or omission and $1,500,000 to any claimant in any other case; and

   b. $3,000,000 aggregate for any number of claims arising out of a single occurrence for the protection of the County of Itasca.

4. The Contractor certifies that s/he is in compliance with the workers' compensation insurance requirements of Minnesota Statutes, Section 176.181, and subdivision 2.

This contract may be extended for a period of one year, at the option of the Contractor. If the Contractor desires to extend the term of the contract, they shall notify the Agency in writing at least 60 days before the expiration of the contract. All terms of this contract will remain in effect pending execution of a Contract Amendment, execution of a new Contract or notice of termination as provided under Section I.

BY_____
Kelly Chandler, Division Manager
Itasca County Public Health

DATED_____

BY_____
Chairperson,
Itasca County Board

DATED_____

BY_____
Karen Buchert, RN

DATED_____

Exhibit A
Itasca County Public Health

Karen Buchert will:

1. Perform duties for COVID-19 Response Services

ITASCA COUNTY HEALTH & HUMAN SERVICES
Itasca County Public Health
1209 SE 2nd Avenue
Grand Rapids, MN 55744

PURCHASE OF SERVICE AGREEMENT

The ITASCA COUNTY HEALTH AND HUMAN SERVICES/ITASCA COUNTY PUBLIC HEALTH (ICPH), 1209 SE 2nd Avenue, Grand Rapids, MN 55744, hereafter referred to as the "Agency", and Pamela Friesen, hereafter referred to as the "Contractor", enter into this Agreement for the period from 1-01-2022 THROUGH 12-31-2022.

WITNESSETH

WHEREAS, the Contractor is a vendor certified by the Agency, Itasca Health & Human Services/Itasca Public Health, to provide COVID-19 response services; and

WHEREAS, the Agency, pursuant to Minnesota Statutes, Sections 373.01, 373.02, and 256E.08 wishes to purchase such consultant services from the Contractor; and

WHEREAS, the Contractor represents that he is duly qualified and willing to perform such services;

NOW THEREFORE, in consideration of the mutual understandings and agreements set forth, the Agency and Contractor agree as follows:

I. CONTRACT GENERAL

A. Contractor's Duties:
1. Description of services is attached to this Agreement as Exhibit "A" and/or the Delegation Agreement.

2. The Contractor shall provide proof of liability insurance.

3. (When applicable) The Contractor shall provide proof of license (photocopy for verification).

4. The Contractor shall, in writing within 30 days, notify the Agency whenever s/he is unable to or going to be unable to, provide the required quality or quantity of Purchased Services. Upon such notifications, Agency shall determine whether such inability will require modification or cancellation of said contract.

B. Delivery of Purchased Services:
1. Purchased Services will be provided only to Itasca County Public Health.

C. Safeguard of Client and Provider Information:

1. The use or disclosure by any party of information concerning an eligible client in violation of any rule of confidentiality provided for in Laws of Minnesota, Chapter 13, and 42 CFR Parts 160 and 164 (HIPAA Privacy and Security) or for any purpose not directly connected with the Agency's or Contractor's responsibility with respect to the Purchased Services hereunder is prohibited. The collection, use, maintenance, and dissemination of data on clients shall be in accordance with the laws of Minnesota and the United States applicable to the data. Any persons employed by the Contractor will assure compliance with Minnesota Statute Section 13.46, Subd. 5, 42 CFR Parts 160 and 164, and adhere to the following:

    a. The parties hereto recognize that data collected, used, exchanged, and disseminated for the administration and management of activities and programs authorized by this Agreement may be classified by State or Federal Law as private or confidential. The Parties agree that such data will be collected, used, exchanged, and disseminated consistent with the requirements of Law applicable to that data, including the Minnesota Data Practices Act, Minn. Stat. & 13.01 et seq., as amended, and the Rules of the Commissioner of Administration promulgated hereunder, MN Rules 1205.0100 et seq. as amended, and 42 CFR Parts164 and 164, including responsibilities of Business Associates, as amended. To the extent necessary for the administration and management of activities and programs herein provided and as otherwise specifically authorized by law, private and confidential data may be exchanged and disseminated between the respective parties, including their legal representatives.

2. The Agency and Contractor shall insure a mutual exchange of information between Agency and Contractor.

D. Safeguard of Itasca County Public Health Program Information:

1. The Contractor agrees that any information obtained regarding the ICPH Program in total including administration will be held confidential and released only as may be required by law, or to Itasca County Health and Human Services and others as approved by ICPH.

E. Equal Employment Opportunity and Civil Rights and Nondiscrimination:

1. (When applicable) the Contractor agrees to comply with the Civil Rights Act of 1964, Title VII (42 USC 2000e); including Executive Order No. 11246, and Title VI (42 USC 2000d); and the Rehabilitation Act of 1973, as amended by Section 504;

2. (When applicable) Contractor certifies that s/he has received a certificate of compliance from the Commissioner of Human Rights pursuant to Minnesota Statutes, Section 363.073 (1982). This section shall not apply if the grant is for less than $50,000, and the Contractor has employed 20 or less full-time employees during the previous 12 months.

F. Fair Hearing and Grievance Procedures:
1. The Agency agrees to provide for a Fair Hearing and Grievance Procedure in conformation with Minnesota Statutes, Section 256.045, and in conjunction with the Fair Hearing and Grievance Procedures established by administrative rules of the State Department of Human Services.

G. Conditions of the Parties' Obligations:
1. It is understood and agreed that in the event the reimbursement to the Agency from State and Federal sources is not obtained and continued at a level sufficient to allow for the purchase of the indicated quantity of Purchased Services, the obligations of each party hereunder shall thereupon be terminated.

2. This Agreement may be canceled by either party at any time, with or without cause, upon 30 day notice, in writing, delivered by mail or in person.

3. Before the termination date specified in Section 1 of this Agreement the Agency may evaluate the performance of the Contractor in regard to terms of this Agreement to determine whether such performance merits renewal of this Agreement.

4. Any alterations, variations, modifications, or waivers of provisions of this Agreement shall be valid only when they have been reduced to writing, duly signed, and attached to the original of this Agreement.

5. No claim for services furnished by the Contractor, not specifically provided in the Agreement, will be allowed by the Agency, nor shall the Contractor do any work or furnish any material not covered by this Agreement, unless this is approved in writing by the Agency. Such approval shall be considered to be a modification of the Agreement.

H. Subcontracting:
1. The Contractor shall not enter into subcontracts for any of the goods and services contemplated under this Agreement without written approval of the Agency. All subcontracts shall be subject to the requirements of this Agreement. The Contractor shall be responsible for the performance of any subcontractor.

I. Contractor Interested in Agreement:

1. No county official, or deputy or clerk or employee of such official shall be directly or indirectly interested in any agreement, contract, work, labor, or business to which the County is a party or in which it is or may be interested or in the furnishing of any article to, or the purchase or sale of any property, real or personal, by the County, or of which the consideration, price, or expense is payable from the County treasury. Any violation of the provisions of Minnesota Statutes, Section 382.18, shall be a gross misdemeanor.

2. Contractor is an independent Contractor for purposes of all laws, including but not limited to Minn. Stat. 176 (Worker's Compensation Laws), Minn. Stat. 177.43 (Fair Labor Standards Act) and Minn. Stat. 268 (Unemployment Compensation Laws). Contractor agrees that it/I am an independent Contractor and not a "public employee" as the latter is defined in Minn. Stat. 179A (Public Employment Labor Relations Act). No tenure or any rights or benefits including worker's compensation, unemployment insurance, medical care, sick leave, vacation leave, severance pay, PERA, or other benefits available to county employees shall accrue to the Contractor or employees of the Contractor performing services under this Agreement.

J. Assurance of Compliance with Federal and State Requirements.
1. Contractor assures that s/he will comply in every respect with all applicable Federal and State laws pertaining to human rights.

2. In accordance with the above, Contractor hereby agrees to comply with all applicable Federal and State laws, rules, and regulations relating to non-discrimination and affirmative action.

3. Contractor assures that s/he will comply in every aspect with the Health Insurance Portability & Accountability Act (HIPAA), 42 CFR Parts 160 and 164.

K. Miscellaneous:
1. Entire Agreement: It is understood and agreed that the entire Agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous agreements presently in effect between the Contractor and any county social services agency relating to the subject matter hereof.

2. The Contractor acknowledges and agrees that the Minnesota Department of Human Services is a third-party beneficiary and, as a third-party beneficiary, is an affected party under this Agreement.

II. Contract Specific

A. General Provisions
   1. ICPH maintains ultimate responsibility for adhering to and otherwise fully complying with all terms and conditions of its contract with the State of Minnesota.
   2. The delegated activities or obligations, and related reporting responsibilities are specified in the Delegation Agreement, incorporated into this contract.
   3. The contractor agrees to perform any delegated activities and reporting responsibilities in compliance with Itasca Medical Care's contract obligations.
   4. The contractor shall comply with 42 CFR §438.3(k) and 42 CFR 434, Subpart A.
   5. The contractor agrees to comply with all applicable Medicare and Medicaid laws, regulations, including subregulatory guidance and contract provisions.
   6. The contractor agrees to a performance evaluation of delegated activities through a formal review process at least annually.
   7. The contractor agrees to the revocation of delegation or imposition of other sanctions if performance is inadequate.

B. Program Integrity Disclosures
   The Contractor agrees to:
   1. Notify ICPH (after initial contracting) within five days of the date any agent, person with an Ownership or Control Interest, or Managing Employee who has been convicted of a criminal offense related to the involvement in any program established under Medicare, Medicaid, the Title XX services program, or that have been excluded from participation under §§ 1128 or 1128A of the SSA.
   2. Comply with Disclosure of Ownership and Management Information in accordance with 42 CFR § 455.104:
      a. Complete the Ownership and Control Interest Disclosure Statement to include:
         i. The name, address, date of birth, social security number (in the case of an individual), and tax identification number (in the case of a corporation) of each Person with an ownership or control interest in which the disclosing entity has direct or indirect ownership of five percent (5%) of more;
         ii. A statement as to whether any person with an ownership or control interest is related (if an individual) to any other person with an ownership or control interest as spouse, parent, child or sibling;
         iii. The name of any other disclosing entity in which a person with an ownership or control interest in the disclosing entity also has an ownership or control interest; and
         iv. The name, address, date of birth, and social security number of any managing employee of the disclosing entity.

C. Contractor's Duties

1. The Agency agrees to purchase, and the Contractor agrees to furnish the services described in Exhibit A and according to the Delegation Agreement.

D. Monitoring and Evaluation:
   1. Performance of the Contractor will be monitored in accordance with outcomes.

E. Payment for Purchased Services:
   1. The Agency shall, within 30 days of the end of each month make payment to the Contractor per agreed contract rates of **$40 per hour**. Contractor will invoice hours worked and description of services every month by the 7th day to ICPH.
   2. Malpractice insurance per contract limits will be reimbursed upon invoicing to ICPH if needed by Contractor up to **$300**.

F. Recording Requirements or Accountability:
   1. The Contractor agrees to maintain records and these records belong to the Agency.

G. Audit and Record Disclosures:
   1. The Contractor Shall:
      a. Make available financial, statistical and health plan reports to the Agency in regard to services described the Delegation Agreement.
      b. Respond directly and promptly to State inquiries and data requests.
      c. Allow ICPH access to all information and data relevant to this contract, and allow release of the information and data to the State.

G. Bonding, Indemnity, Insurance, and Audit Clause:
   1. Bonding: The Contractor shall obtain and maintain at all times, during the term of this Agreement, a fidelity bond covering the activity of its personnel authorized to receive or distribute monies. Such bond shall be in the amount of **$ NA** .

   2. Indemnity: The Contractor agrees that it will at all times indemnify and hold harmless the Agency from any and all liability, loss, damages, costs or expenses which may be claimed against the Agency or Contractor;

      a. By reason of any service client's suffering personal injury, death, or property loss or damages either while participating in or receiving from the Contractor the care and services to be furnished by the Contractor under this Agreement, or while on premises owned, leased or operated by the Contractor, or while being transported to or from said premises in any vehicle owned, operated, chartered or otherwise contracted for by the Contractor or his assigns; or

b. By reason of any service client's causing injury to another person, or damage to the property of another person during any time when the Contractor or his assigns or employee thereof has undertaken or is furnishing the care and service called for under this Agreement.

3. Insurance: To procure and maintain professional liability insurance consistent with amount determined by Itasca County. Contractors shall provide a certificate of such insurance to ICPH, which documents the following minimum coverage amounts:
   a. $1,500,000 when the claim is one for death by wrongful act or omission and $1,500,000 to any claimant in any other case; and

   b. $3,000,000 aggregate for any number of claims arising out of a single occurrence for the protection of the County of Itasca.

4. The Contractor certifies that s/he is in compliance with the workers' compensation insurance requirements of Minnesota Statutes, Section 176.181, and subdivision 2.

This contract may be extended for a period of one year, at the option of the Contractor. If the Contractor desires to extend the term of the contract, they shall notify the Agency in writing at least 60 days before the expiration of the contract. All terms of this contract will remain in effect pending execution of a Contract Amendment, execution of a new Contract or notice of termination as provided under Section I.

BY_____
Kelly Chandler, Division Manager
Itasca County Public Health

DATED_____

BY_____
Chairperson,
Itasca County Board

DATED_____

BY_____
Pamela Friesen, RN

DATED_____

Exhibit A
Itasca County Public Health

Pamela Friesen will:

1. Perform duties for COVID-19 Response Services

ITASCA COUNTY
BOARD OF COMMISSIONERS
Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, December 7, 2021

REQUEST FOR BOARD ACTION: RBA-2021-1897

DEPARTMENT: Health & Human Services **TIME REQUESTED:** < 5 Minutes
PRESENTER: Sarah Anderson

AGENDA ITEM:
IMCare Provider Participation Agreement with Vieau Counseling

BOARD ACTION REQUESTED:
Authorize IMCare Director and County Board Chair to sign a Provider Participation Agreement between IMCare and Vieau Counseling, a mental health provider.

BACKGROUND:

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:
1. 20211122151243708
2. Provider Participation Agreement 2020 - 10.01.17

12/07/2021

RESULT:	**RECOMMENDED FOR CONSENT**	**NEXT: 12/14/2021 2:30 PM**

ITASCA COUNTY
BOARD OF COMMISSIONERS
Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, December 7, 2021

REQUEST FOR BOARD ACTION: RBA-2021-1906

DEPARTMENT: Transportation
PRESENTER: Rachel Metelak

TIME REQUESTED: < 5 Minutes

AGENDA ITEM:
Reduction in Retainage for CSAH 52 Grading Project SAP 031-652-004

BOARD ACTION REQUESTED:
Reduce the retainage for the CSAH 52 grading project from 5% to 1%, resulting in a retainage of $25,029.45.

BACKGROUND:
The contractor, Kern & Tabery Inc., has requested a reduction in the retainage on this project. All work was completed in the summer/fall of 2021. The seeding took place in October and was considered dormant seeding, therefore the Transportation Department wants to confirm turf establishment next spring before closing the project. The retainage amount of $25,029.45 will be a sufficient amount of money to ensure that the contractor returns if needed.

COUNTY ATTORNEY REVIEW: NA

SUPPORTING DOCUMENTATION:
1. SAP 031-652-004 Signed Estimate No. 16-Itasca County

12/07/2021

RESULT:	**RECOMMENDED FOR CONSENT**	**NEXT: 12/14/2021 2:30 PM**

Contract Number: 65204
Pay Request Number: 16

Project Number	Project Description
SAP 031-652-004	CSAH 52 Grading and Aggregate Base

Contractor:	Kern & Tabery Inc. 116 Ash Ave NW, Suite 1 Wadena, MN 56482-1568	**Vendor Number:** **Up To Date:**	000102017 12/01/2021

Contract Amount		**Funds Encumbered**	
Original Contract	$2,586,916.40	Original	$2,586,916.40
Contract Changes	$20,256.80	Additional	N/A
Revised Contract	$2,607,173.20	Total	$2,586,916.40

Work Certified To Date	
Base Bid Items	$2,482,688.44
Contract Changes	$20,256.80
Material On Hand	$0.00
Total	$2,502,945.24

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
$0.00	$2,502,945.24	$25,029.45	$2,377,797.98	$100,117.81	$2,477,915.79
		Percent: Retained: 1%			Percent Complete: 96%

This is to certify that the items of work shown in this certificate of Pay Estimate have been actually furnished for the work comprising the above-mentioned projects in accordance with the plans and specifications heretofore approved.

Approved By
Rachel Motelak
County/City/Project Engineer

12/1/21
Date

Approved By Kern & Tabery Inc.
Brad Kern
Contractor

12-1-2021
Date

Payment Summary				
No.	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	2021-04-19	$79,270.25	$3,963.51	$75,306.74
2	2021-05-04	$43,780.00	$2,189.00	$41,591.00
3	2021-05-17	$50,100.40	$2,505.02	$47,595.38
4	2021-06-01	$63,450.00	$3,172.50	$60,277.50
5	2021-06-15	$226,036.00	$11,301.80	$214,734.20
6	2021-07-05	$204,783.42	$10,239.17	$194,544.25
7	2021-07-19	$156,248.46	$7,812.43	$148,436.03
8	2021-08-03	$448,460.41	$22,423.02	$426,037.39
9	2021-08-10	$14,798.66	$739.93	$14,058.73
10	2021-09-07	$523,849.08	$26,192.45	$497,656.63
11	2021-09-21	$167,792.09	$8,389.61	$159,402.48
12	2021-10-05	$302,858.33	$15,142.92	$287,715.41
13	2021-10-19	$177,213.82	$8,860.69	$168,353.13
14	2021-11-02	$42,331.52	$2,116.57	$40,214.95
15	2021-11-16	$1,972.80	$98.64	$1,874.16
16	2021-12-01	$0.00	($100,117.81)	$100,117.81

Funding Category Name	Funding Category Number	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
CSAH		$2,502,945.24	$25,029.45	$2,377,797.98	$100,117.81	$2,477,915.79

Accounting Number	Funding Source	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
031-652-004-01	Regular (CSAH)	$100,117.81			$2,477,915.79

Contract Item Status										
Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	1	2021.501	MOBILIZATION	LS	$147,261.00	1	0	$0.00	1	$147,261.00
Base Bid	2	2051.501	MAINT & RESTORATION OF HAUL ROADS	LS	$1.00	1	0	$0.00	1	$1.00
Base Bid	3	2101.505	CLEARING (P)	ACRE	$1,700.00	21.2	0	$0.00	21.2	$36,040.00
Base Bid	4	2101.505	GRUBBING (P)	ACRE	$4,000.00	21.2	0	$0.00	21.2	$84,800.00
Base Bid	5	2104.503	REMOVE PIPE CULVERTS	L F	$8.00	824	0	$0.00	1180	$9,440.00
Base Bid	6	2105.507	COMMON EXCAVATION (P)	C Y	$2.00	120604	0	$0.00	120604	$241,208.00
Base Bid	7	2105.507	MUCK EXCAVATION	C Y	$3.50	50824	0	$0.00	43468	$152,138.00
Base Bid	8	2105.507	SELECT GRANULAR BORROW (CV) (P)	C Y	$5.83	86439	0	$0.00	86439	$503,939.37
Base Bid	9	2105.507	COMMON BORROW (EV)	C Y	$4.40	56892	0	$0.00	42102.84	$185,252.50
Base Bid	10	2123.610	1.5 CU YD BACKHOE	HOUR	$150.00	75	0	$0.00	30	$4,500.00

Contract Item Status

Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	11	2130.523	WATER	MGAL	$20.00	600	0	$0.00	590.6	$11,812.00
Base Bid	12	2211.509	AGGREGATE BASE CLASS 5 (P)	TON	$8.94	58668	0	$0.00	58668	$524,491.92
Base Bid	13	2442.501	REMOVE EXISTING BRIDGE	LS	$7,500.00	1	0	$0.00	1	$7,500.00
Base Bid	14	2451.507	COARSE AGGREGATE BEDDING (CV) (P)	C Y	$27.00	1356	0	$0.00	1465	$39,555.00
Base Bid	15	2501.502	18" GS PIPE APRON	EACH	$273.00	4	0	$0.00	4	$1,092.00
Base Bid	16	2501.502	24" GS PIPE APRON	EACH	$312.00	24	0	$0.00	26	$8,112.00
Base Bid	17	2501.502	18" CAS SAFETY APRON & GRATE DES 3128	EACH	$604.00	102	0	$0.00	108	$65,232.00
Base Bid	18	2501.503	18" CAS PIPE CULVERT	L F	$32.69	1872	0	$0.00	1976	$64,595.44
Base Bid	19	2501.503	18" CP PIPE CULVERT	L F	$28.50	114	0	$0.00	114	$3,249.00
Base Bid	20	2501.503	24" CP PIPE CULVERT	L F	$55.00	758	0	$0.00	864	$47,520.00
Base Bid	21	2501.503	66" PC-CS PIPE CULVERT	LF	$165.00	115	0	$0.00	115	$18,975.00
Base Bid	22	2501.503	72" PC-CS PIPE CULVERT	L F	$174.00	194	0	$0.00	194	$33,756.00
Base Bid	23	2501.503	78" PC-CS PIPE CULVERT	LF	$228.00	90	0	$0.00	90	$20,520.00
Base Bid	24	2501.503	142" SPAN PC-CS PIPE-ARCH CULVERT	LF	$533.00	110	0	$0.00	110	$58,630.00
Base Bid	25	2511.507	RANDOM RIPRAP CLASS II	C Y	$50.00	220	0	$0.00	226	$11,300.00
Base Bid	26	2540.602	RELOCATE MAIL BOX SUPPORT	EACH	$110.00	16	0	$0.00	21	$2,310.00
Base Bid	27	2540.602	RELOCATE MAIL BOX	EACH	$15.00	16	0	$0.00	19	$285.00
Base Bid	28	2563.601	TRAFFIC CONTROL	LS	$4,900.00	1	0	$0.00	1	$4,900.00
Base Bid	29	2563.610	FLAGGER	HOUR	$70.00	50	0	$0.00	0	$0.00
Base Bid	30	2573.501	STABILIZED CONSTRUCTION EXIT	LS	$1,500.00	1	0	$0.00	0	$0.00
Base Bid	31	2573.503	SILT FENCE; TYPE MS	L F	$2.10	46515	0	$0.00	43221	$90,764.10
Base Bid	32	2573.503	FLOTATION SILT CURTAIN TYPE MOVING WATER	L F	$19.00	25	0	$0.00	25	$475.00
Base Bid	33	2573.503	SEDIMENT CONTROL LOG TYPE COMPOST	L F	$4.00	840	0	$0.00	410	$1,640.00

Contract Item Status

Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	34	2573.503	SEDIMENT CONTROL LOG TYPE ROCK	L F	$5.00	316	0	$0.00	130	$650.00
Base Bid	35	2574.508	FERTILIZER TYPE 3	LB	$0.80	9284	0	$0.00	9250	$7,400.00
Base Bid	36	2575.504	MULCH MATERIAL TYPE 4 (P)	S Y	$0.26	224672	0	$0.00	224672	$58,414.72
Base Bid	37	2575.504	EROSION CONTROL BLANKETS CATEGORY 3N	S Y	$1.69	7189	0	$0.00	5211	$8,806.59
Base Bid	38	2575.504	RAPID STABILIZATION METHOD 4	S Y	$1.89	2920	0	$0.00	2920	$5,518.80
Base Bid	39	2575.505	SEEDING (P)	ACRE	$145.00	46.4	0	$0.00	46.4	$6,728.00
Base Bid	40	2575.505	DISK ANCHORING (P)	ACRE	$40.00	46.4	0	$0.00	46.4	$1,856.00
Base Bid	41	2575.508	SEED MIXTURE 25-141	LB	$4.00	2740	0	$0.00	2760	$11,040.00
Base Bid	42	2575.509	MULCH MATERIAL TYPE 3	TON	$140.00	69.7	0	$0.00	7	$980.00
Base Bid Totals:								**$0.00**		**$2,482,688.44**

Project Category Totals

Project	Category	Amount This Request	Amount To Date
SAP 031-652-004	PARTCIPATING	$0.00	$2,482,688.44

Contract Change Item Status

Project	CC	CC#	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
SAP 031-652-004	BK	1	43	2105.610	Erosion Control Retainage - Natural Vegetation Removed	AC	($3,500.00)	46.4	0	$0.00	46.4	($162,400.00)
SAP 031-652-004	BK	1	44	2105.610	Erosion Control Retainage - Topsoil Replaced	AC	$1,750.00	46.4	0	$0.00	46.4	$81,200.00
SAP 031-652-004	BK	1	45	2105.610	Erosion Control Retainage - Mulched	AC	$875.00	46.4	0	$0.00	46.4	$40,600.00
SAP 031-652-004	BK	1	46	2105.610	Erosion Control Retainage - Seeded	AC	$875.00	46.4	0	$0.00	46.4	$40,600.00
SAP 031-652-004	CO	1	47	2131.606	MAGNESIUM CHLORIDE SOLUTION	GAL	$1.15	6560	0	$0.00	6560	$7,544.00
SAP 031-652-004	CO	2	48	2101.505	GRUBBING (P)	ACRE	$4,000.00	3	0	$0.00	3	$12,000.00
SAP 031-652-004	CO	4	49	2105.507	ROCK EXCAVATION	C Y	$22.00	32.4	0	$0.00	32.4	$712.80

Contract Change Item Status												
Project	CC	CC#	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Contract Change Totals:										$0.00		$20,256.80

Contract Total	$2,502,945.24

Contract Change Totals			
Number	Description	Amount This Request	Amount To Date
1	Erosion Control Retainage	$0.00	$0.00
1	CSAH 52 is normally part of Itasca County's yearly magnesium chloride contract, it's a very dusty road. Since the road construction project is happening this year it was not include it in the contract. However with the east end of the job having homes close to the road, and the Contactor not working that area until approximately August, the Engineer has determined there is a need to chloride from St. 205+00 to 313+00. There is no contract time revision associated with this work.	$0.00	$7,544.00
2	The Engineer determined additional grubbing was needed in order to fit in permanent storm water treatment areas to meet NPDES permit requirements. The areas are at the following locations and total 3 acres, there was no additional clearing as these areas were mostly small brush. 76+60 – 93+50 – LT 105+85 – 120+00 LT & RT 135+00 – 148+00 – LT & RT 171+60 – 174+70 – LT 206+10 – 213+20 – RT	$0.00	$12,000.00
3	During construction there was an existing centerline pipe at St 289+00 found that was not on the Plan. Item 2451.507 - Coarse Aggregate Bedding (CV) (P) is currently a planned quantity. The Engineer has determined a need for more aggregate bedding and has revised the Coarse Aggregate Bedding item away from a planned (P) quantity so it can be overran.	$0.00	$0.00
4	The plans did not include a pay item for rock excavation. During the common excavation work, numerous large rocks were encountered which qualify as pay rocks per MnDOT specification 2105.D.2. These rocks will be paid for as rock excavation at the specification price of Common Excavation $2.00/CY + $20.00/CY. The contractor provided all equipment, material, and labor to remove the oversized rocks as determined by the Project Engineer. All work was in accordance with all the applicable specifications.	$0.00	$712.80

Material On Hand Additions					
Line	Item	Description	Date	Added	Comments

Material On Hand Balance						
Line	Item	Description	Date	Added	Used	Remaining

ITASCA COUNTY
BOARD OF COMMISSIONERS
Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, December 7, 2021

REQUEST FOR BOARD ACTION: RBA-2021-1904

DEPARTMENT: Land Department
PRESENTER: Cindy Shevich

TIME REQUESTED: < 5 Minutes

AGENDA ITEM:
2022 Land Classification Meeting

BOARD ACTION REQUESTED:
Accept attached land classification list and schedule for 2022 Land Classification Meeting for Tuesday, March 8, 2022 at 10:00 am to 1:00 pm in the County Board Room.

BACKGROUND:
The Land Classification Committee reviews new forfeitures, land sale requests, and land exchange requests annually at the Land Classification Meeting. The Committee consists of the County Board Members with the Land Commissioner as a non-voting ex-officio member. The attached Land Class List is subject to change.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:
1. 2022 RBA List for Classification

12/07/2021

RESULT: RECOMMENDED FOR CONSENT NEXT: 12/14/2021 2:30 PM

2022 LAND CLASSIFICATION - PLATTED PROPERTIES									
Tract	ACRES	PARCEL ID	DISTRICT NAME	TWP	RGE	SEC	LEGAL DESCRIPTION *	PLAT	REASON
1	0.50	05-445-0860	COHASSET CITY	11	55	26	S 197' OF LOT 8 BLK 8	FIRST ADDITION TO COHASSET	New Forfeiture
2	0.70	05-445-0930	COHASSET CITY	11	55	26	BLK 9 LESS PART LYG BETW EXT S OF W BDRY	FIRST ADDITION TO COHASSET	New Forfeiture
3	0.30	05-475-0180	COHASSET CITY	10	55	26	LOTS 12-13 BLK A	GLENWOOD ADDITION TO COHASSET	New Forfeiture
4	0.74	06-435-3000	BEARVILLE TWP	24	60	22	OUTLOT A	STURGEON LAKE	Requested
5	0.50	26-410-0220	MARCELL TWP	30	59	26	LOTS 4-6-BLK 2	ALDER	New Forfeiture
6	2.53	40-460-0210	TROUT LAKE TWP	8	55	24	OUTLOT A	EAGLE VIEW FIRST ADDITION	Requested
7	0.20	64-480-0150	56-26 UNORG	2	56	26	E 50 FT OF LOT 4-BLK A	NORTHLAND PARK	New Forfeiture
8	0.10	64-480-0986	56-26 UNORG	2	56	26	S 50 FT OF LOT 32 BLK I	NORTHLAND PARK	New Forfeiture
9	0.40	86-410-0205	BOVEY CITY	32	56	24	LOTS 1 - 5 BLK 2	BOVEY	New Forfeiture
10	0.10	87-410-1150	CALUMET CITY	21	56	23	LOTS 28-29 BLK 11	CALUMET	New Forfeiture
11	0.30	90-420-0220	EFFIE CITY	23	62	26	LOTS 3-4 BLK 2	BYRNE ADDITION TO EFFIE	New Forfeiture
12	0.30	90-420-0230	EFFIE CITY	23	62	26	LOTS 5-6 BLK 2	BYRNE ADDITION TO EFFIE	New Forfeiture
13	0.48	91-480-1520	GRAND RAPIDS CITY	21	55	25	LOTS 3-8 BLK 15 & N1/2 VAC E/W ALLEY LYG ADJ THERETO	CENTRAL DIV OF GRAND RAPIDS	Requested
14	0.16	91-480-1540	GRAND RAPIDS CITY	21	55	25	LOTS 11-12 BLK 15 & N1/2 VAC E/W ALLEY LYG ADJ THERETO	CENTRAL DIV OF GRAND RAPIDS	Requested
15	1.30	91-663-0660	GRAND RAPIDS CITY	18	55	25	LOT 18-BLK 6	REMER DESCHEPPER ADDITION	New Forfeiture
16	0.10	92-410-0225	KEEWATIN CITY	25	57	22	LOT 6 BLK 2	KEEWATIN	New Forfeiture
17	0.09	92-460-0410	WARBA CITY	28	54	23	LOT 33	AUDITORS SUBDIVISION NUMBER 18	Requested

* Legal description is taken from the tax system, and is subject to inaccuracies. Refer to the deed of record for current legal description.

2022 LAND CLASSIFICATION - UNPLATTED PROPERTIES								
Tract	ACRES	PARCEL ID	DISTRICT NAME	TWP	RGE	SEC	LEGAL DESCRIPTION *	REASON
18	0.20	11-236-3316	DEER RIVER TWP	36	145	25	E 65FT OF OLD R/W OF M&RR LYG W & ADJ TO	New Forfeiture
19	0.08	11-236-3309/3310	DEER RIVER TWP	36	145	25	E 65' OF OLD M & RR RY IN SW SW AS CONT EXT 65' W OF N & S BDRY OF LOT 18 & 19, BLOCK 1 2ND ADD TO ITASCA CITY	Requested
20	38.76	14-009-4200	GOODLAND TWP	9	54	22	NW SE EXCEPT HWY 65	Requested
21	40.65	14-034-4400	GOODLAND TWP	34	54	22	SE SE EXCEPT THE EAST 66 FEET THEREOF	Requested
22	1.80	22-024-4101	LAKE JESSIE TWP	24	148	25	REV DESC NO 1 OF LOT 3	New Forfeiture
23	56.50	23-002-1300/2400 (Split)	LAWRENCE TWP	2	57	24	SW NE & LOT 9, LYG S OF ROAD	Requested
24	4.00	23-022-1229	LAWRENCE TWP	22	57	24	E 345' OF SLY 500' OF LOT 1	New Forfeiture
25	40.05	22-025-1300	LAKE JESSIE TWP	25	148	25	SW NE	Requested
26	38.19	22-035-4100	LAKE JESSIE TWP	35	148	25	NE SE	Requested
27	6.38	26-030-3301	MARCELL TWP	30	59	26	LOT 4 LYG N OF PLAT OF ALDER & E EXT	New Forfeiture
28	38.74	26-214-2100	MARCELL TWP	14	59	27	NE NW LESS HWY 286	Requested
29	10.10	28-017-1201	MOOSE PARK TWP	17	149	29	N 1100' OF E 400' OF NW NE	New Forfeiture
30	40.26	28-017-4300	MOOSE PARK TWP	17	149	29	SW SE	Requested
31	40.16	29-103-1400	MORSE TWP	3	145	25	SE NE	Requested
32	38.68	31-002-4200	NORE TWP	2	150	29	NW SE LESS M & I RY	Requested
33	40.80	32-004-4100	OTENEAGEN TWP	4	146	25	NE SE	Requested
34	39.34	40-021-4400	TROUT LAKE TWP	21	55	24	SE SE	Requested
35	18.45	49-013-2102	59-22 UNORG	13	59	22	E1/2 OF NE NW	Requested
36	20.88	53-007-1400	60-23 UNORG	7	60	23	N1/2 SE NE	New Forfeiture
37	0.60	55-017-1201	59-24 UNORG	17	59	24	REV DESC 1 OF LOT 2	New Forfeiture
38	40.60	62-002-4200	62-25 UNORG	2	62	25	NW SE	New Forfeiture
39	39.60	62-002-4301	62-25 UNORG	2	62	25	SW 1/4 OF SE 1/4 EXC S 214.5 FT OF W	New Forfeiture
40	5.07	64-013-4103	56-26 UNORG	13	56	26	N1/2 S1/2 N1/2 NE SE	Requested
41	5.10	64-013-4106	56-26 UNORG	13	56	26	S 1/2 OF N 1/2 OF S 1/2 OF NE SE	New Forfeiture
42	5.07	64-013-4107	56-26 UNORG	13	56	26	N1/2 S1/2 S1/2 NE SE	Requested
43	37.40	67-021-3400	62-26 UNORG	21	62	26	SE SW	New Forfeiture
44	60.49	69-021-1100	55-27 UNORG	21	55	27	LOT 1	Requested

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2022 LAND CLASSIFICATION - UNPLATTED PROPERTIES

Tract	ACRES	PARCEL ID	DISTRICT NAME	TWP	RGE	SEC	LEGAL DESCRIPTION *	REASON
45	29.77	73-001-3201	143-25 UNORG	1	143	25	PT OF NW SW LYG S & E OF THE FOLLOWING DESCRIBED LINE: BEG AT A POINT ON THE N LINE OF NW SW 290' E OF NW CORNER; TH S 8 DEGREES E 800'; TH S 6 DEGREES W 435'; TH SW 350' MORE OR LESS TO A POINT ON THE W LINE OF NW SW 1270' S OF NW CORNER	Requested
46	0.80	88-001-1403	COLERAINE CITY	1	55	25	W 123.75 FT OF N 281.6FT OF SE NE	New Forfeiture
47	39.32	91-007-2400	GRAND RAPIDS CITY	7	55	25	SE NW	Requested
48	39.32	91-007-3100	GRAND RAPIDS CITY	7	55	25	NE SW	Requested
49	39.28	91-007-4200	GRAND RAPIDS CITY	7	55	25	NW SE	Requested
50	1.50	91-030-3407	GRAND RAPIDS CITY	30	55	25	S 200FT OF N 495FT OF E 330FT OF SE SW	New Forfeiture
51	0.20	95-029-2205	NASHWAUK CITY	29	57	22	REV DESC 1 OF NW NW	New Forfeiture
52	0.88	97-027-3208	TACONITE CITY	27	56	24	REV DESC 2 OF NW SW LESS HWY 169 ROW	New Forfeiture
53	0.34	97-032-4405	TACONITE CITY	32	56	24	UND 1/2 INT REV DESC 1 OF SE SE	Requested

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2022 LAND CLASSIFICATION - UNDIVIDED INTEREST PARCELS									
Tract	ACRES	PARCEL ID	DISTRICT NAME	TWP	RGE	SEC	LEGAL DESCRIPTION *	REASON	UND INT
54	16.00	02-013-4422	ARBO TWP	13	56	25	UND 1.57 INT IN SE SE LESS REV DESC 1	New Forfeiture	0.016
55	8.90	02-024-1111	ARBO TWP	24	56	25	UND .14 INT REV DESC 1 OF NE NE	New Forfeiture	0.001
56	8.90	02-024-1122	ARBO TWP	24	56	25	UND 2.84 INT REV DESC 1 OF NE NE	New Forfeiture	0.028
57	8.90	02-024-1123	ARBO TWP	24	56	25	UND 1.46 INT REV DESC 1 OF NE NE	New Forfeiture	0.015
58	27.00	02-024-1145	ARBO TWP	24	56	25	UND 1.57 INT IN NE NE LESS REV DESCS 1-2	New Forfeiture	0.016
59	27.00	02-024-1150	ARBO TWP	24	56	25	UND 1.57 INT IN NE NE LESS REV DESCS 1-2	New Forfeiture	0.016
60	7.50	02-024-1211	ARBO TWP	24	56	25	UND .14 INT REV DESC 1 OF NW NE	New Forfeiture	0.001
61	7.50	02-024-1222	ARBO TWP	24	56	25	UND 2.84 INT REV DESC 1 OF NW NE	New Forfeiture	0.028
62	7.50	02-024-1223	ARBO TWP	24	56	25	UND 1.46 INT REV DESC 1 OF NW NE	New Forfeiture	0.015
63	25.90	02-024-1311	ARBO TWP	24	56	25	UND .14 INT REV DESC 1 OF SW NE	New Forfeiture	0.001
64	25.90	02-024-1322	ARBO TWP	24	56	25	UND 2.84 INT IN THAT PART OF SW NE DESC AS	New Forfeiture	0.028
65	25.90	02-024-1323	ARBO TWP	24	56	25	UND 1.46 INT IN THAT PART OF SW NE DESC AS	New Forfeiture	0.015
66	41.20	02-024-1411	ARBO TWP	24	56	25	UND .14 INT REV DESC 1 OF SE NE	New Forfeiture	0.001
67	41.20	02-024-1422	ARBO TWP	24	56	25	UND 2.84 INT REV DESC 1 OF SE NE	New Forfeiture	0.028
68	41.20	02-024-1423	ARBO TWP	24	56	25	UND 1.46 INT REV DESC 1 OF SE NE	New Forfeiture	0.015
69	41.19	02-024-1445	ARBO TWP	24	56	25	UND 1.57 INT IN SE NE LESS REV DESC 1	New Forfeiture	0.016
70	41.19	02-024-1447	ARBO TWP	24	56	25	UND 1.57 INT IN SE NE LESS REV DESC 1	New Forfeiture	0.016
71	23.50	02-024-4122	ARBO TWP	24	56	25	UND .14 INT REV DESC 1 OF NE SE	New Forfeiture	0.001
72	18.10	02-024-4123	ARBO TWP	24	56	25	UND .14 INT REV DESC 2 OF NE SE	New Forfeiture	0.001
73	23.50	02-024-4144	ARBO TWP	24	56	25	UND 2.84 INT REV DESC 1 OF NE SE	New Forfeiture	0.028
74	18.10	02-024-4145	ARBO TWP	24	56	25	UND 2.84 INT REV DESC 2 OF NE SE	New Forfeiture	0.028
75	23.50	02-024-4146	ARBO TWP	24	56	25	UND 1.46 INT REV DESC 1 OF NE SE	New Forfeiture	0.015
76	18.10	02-024-4147	ARBO TWP	24	56	25	UND 1.46 INT REV DESC 2 OF NE SE	New Forfeiture	0.015
77	5.60	02-024-4222	ARBO TWP	24	56	25	UND .14 INT REV DESC 1 OF NW SE	New Forfeiture	0.001
78	8.40	02-024-4223	ARBO TWP	24	56	25	UND .14 INT REV DESC 2 OF NW SE	New Forfeiture	0.001
79	5.60	02-024-4244	ARBO TWP	24	56	25	UND 2.84 INT REV DESC 1 OF NW SE	New Forfeiture	0.028
80	8.40	02-024-4245	ARBO TWP	24	56	25	UND 2.84 INT REV DESC 2 OF NW SE	New Forfeiture	0.028
81	5.60	02-024-4246	ARBO TWP	24	56	25	UND 1.46 INT REV DESC 1 OF NW SE	New Forfeiture	0.015
82	8.40	02-024-4247	ARBO TWP	24	56	25	UND 1.46 INT REV DESC 2 OF NW SE	New Forfeiture	0.015
83	33.80	02-024-4312	ARBO TWP	24	56	25	UND .14 INT REV DESC 1 OF SW SE	New Forfeiture	0.001
84	33.80	02-024-4323	ARBO TWP	24	56	25	UND 2.84 INT REV DESC 1 OF SW SE	New Forfeiture	0.028
85	33.80	02-024-4324	ARBO TWP	24	56	25	UND 1.46 INT REV DESC 1 OF SW SE	New Forfeiture	0.015
86	41.40	02-024-4412	ARBO TWP	24	56	25	UND .14 INT SE SE	New Forfeiture	0.001
87	41.40	02-024-4423	ARBO TWP	24	56	25	UND 2.84 INT SE SE	New Forfeiture	0.028
88	41.40	02-024-4424	ARBO TWP	24	56	25	UND 1.46 INT SE SE	New Forfeiture	0.015
89	40.90	02-025-1111	ARBO TWP	25	56	25	UND .14 INT NE NE	New Forfeiture	0.001
90	40.90	02-025-1122	ARBO TWP	25	56	25	UND 2.84 INT NE NE	New Forfeiture	0.028
91	40.90	02-025-1123	ARBO TWP	25	56	25	UND 1.46 INT NE NE	New Forfeiture	0.015
92	40.60	02-025-1411	ARBO TWP	25	56	25	UND .14 INT SE NE	New Forfeiture	0.001
93	40.60	02-025-1422	ARBO TWP	25	56	25	UND 2.84 INT SE NE	New Forfeiture	0.028
94	40.60	02-025-1423	ARBO TWP	25	56	25	UND 1.46 INT SE NE	New Forfeiture	0.015
95	35.82	02-025-4113	ARBO TWP	25	56	25	UND .14 INT NE SE LESS REV DESC 1	New Forfeiture	0.001
96	35.82	02-025-4124	ARBO TWP	25	56	25	UND 2.84 INT NE SE LESS REV DESC 1	New Forfeiture	0.028
97	35.82	02-025-4125	ARBO TWP	25	56	25	UND 1.46 INT NE SE LESS REV DESC 1	New Forfeiture	0.015
98	10.30	88-019-2129	COLERAINE CITY	19	560	24	UND 1.22 INT IN NE NW LESS REV DESC 2 & LESS	New Forfeiture	0.012
99	10.80	88-019-2212	COLERAINE CITY	19	56	24	UND .14 INT IN THAT PT OF LOT 1, A/K/A	New Forfeiture	0.001
100	10.80	88-019-2223	COLERAINE CITY	19	56	24	UND 2.84 INT IN THAT PT OF LOT 1, A/K/A	New Forfeiture	0.028
101	10.80	88-019-2224	COLERAINE CITY	19	56	24	UND 1.46 INT IN THAT PT OF LOT 1, A/K/A	New Forfeiture	0.015

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2022 LAND CLASSIFICATION - UNDIVIDED INTEREST PARCELS

Tract	ACRES	PARCEL ID	DISTRICT NAME	TWP	RGE	SEC	LEGAL DESCRIPTION *	REASON	UND INT
102	13.00	88-019-2252	COLERAINE CITY	19	56	24	UND 1.57 INT IN REV DESC 4 OF LOT 1	New Forfeiture	0.016
103	13.00	88-019-2266	COLERAINE CITY	19	56	24	UND 1.57 INT IN REV DESC 4 OF LOT 1	New Forfeiture	0.016
104	37.00	88-019-2312	COLERAINE CITY	19	56	24	UND .14 INT IN THAT PT OF SW1/4 NW1/4, A/K/A	New Forfeiture	0.001
105	37.00	88-019-2323	COLERAINE CITY	19	56	24	UND 2.84 INT IN THAT PT OF SW1/4 NW1/4, A/K/A	New Forfeiture	0.028
106	37.00	88-019-2324	COLERAINE CITY	19	56	24	UND 1.46 INT IN THAT PT OF SW1/4 NW1/4, A/K/A	New Forfeiture	0.015
107	4.10	88-019-3112	COLERAINE CITY	19	56	24	UND .42 INT IN S 400FT OF E 450FT OF NE SW	New Forfeiture	0.004
108	43.20	88-019-3222	COLERAINE CITY	19	56	24	UND 2.84 INT LOT 3 LESS R/W	New Forfeiture	0.028
109	43.20	88-019-3223	COLERAINE CITY	19	56	24	UND 1.46 INT LOT 3 LESS R/W	New Forfeiture	0.015
110	42.10	88-019-3311	COLERAINE CITY	19	56	24	UND .14 INT LOT 4 LESS R/W	New Forfeiture	0.001
111	42.10	88-019-3322	COLERAINE CITY	19	56	24	UND 2.84 INT LOT 4 LESS R/W	New Forfeiture	0.028
112	42.10	88-019-3323	COLERAINE CITY	19	56	24	UND 1.46 INT LOT 4 LESS R/W	New Forfeiture	0.015
113	9.10	88-019-3414	COLERAINE CITY	19	56	24	UND .14 INT W 300FT OF SE SW	New Forfeiture	0.001
114	9.10	88-019-3425	COLERAINE CITY	19	56	24	UND 2.84 INT W 300FT OF SE SW	New Forfeiture	0.028
115	9.10	88-019-3426	COLERAINE CITY	19	56	24	UND 1.46 INT W 300FT OF SE SW	New Forfeiture	0.015
116	1.50	88-019-3438	COLERAINE CITY	19	56	24	UND .42 INT IN SE SW LYG NE OF FOL LINE	New Forfeiture	0.004
117	29.40	88-019-3484	COLERAINE CITY	19	56	24	UND 2.86% INT IN THAT PT OF SE SW, DESCRIBED	New Forfeiture	0.029
118	29.40	88-019-3485	COLERAINE CITY	19	56	24	UND 1.47% INT IN THAT PT OF SE SW DESCRIBED	New Forfeiture	0.015
119	2.40	88-019-4312	COLERAINE CITY	19	56	24	UND .42 INT IN THAT PT OF SW SE, DESCRIBED	New Forfeiture	0.004
120	6.30	88-019-4336	COLERAINE CITY	19	56	24	UND .25% INT IN THAT PT OF SW SE, DESCRIBED	New Forfeiture	0.002
121	6.30	88-019-4358	COLERAINE CITY	19	56	24	UND 2.86% INT IN THAT PT OF SW SE, DESCRIBED	New Forfeiture	0.029
122	6.30	88-019-4359	COLERAINE CITY	19	56	24	UND 1.47% INT IN THAT PT OF SW SE, DESCRIBED	New Forfeiture	0.015
123	3.10	88-030-1237	COLERAINE CITY	30	56	24	UND .25% INT IN THAT PT OF NW NE, DESCRIBED	New Forfeiture	0.002
124	3.10	88-030-1259	COLERAINE CITY	30	56	24	UND 2.86% INT IN THAT PT OF NW NE, DESCRIBED	New Forfeiture	0.029
125	3.10	88-030-1260	COLERAINE CITY	30	56	24	UND 1.47% INT IN THAT PT OF NW NE, DESCRIBED	New Forfeiture	0.015
126	5.30	88-030-2124	COLERAINE CITY	30	56	24	UND 2.84 INT IN THAT PT OF NE NW, DESCRIBED	New Forfeiture	0.028
127	5.30	88-030-2125	COLERAINE CITY	30	56	24	UND 1.46 INT IN THAT PT OF NE NW, DESCRIBED	New Forfeiture	0.015
128	8.30	88-030-2165	COLERAINE CITY	30	56	24	UND 2.86% INT IN THAT PT OF NE NW, DESCRIBED	New Forfeiture	0.029
129	8.30	88-030-2166	COLERAINE CITY	30	56	24	UND 1.47% INT IN THAT PT OF NE NW, DESCRIBED	New Forfeiture	0.015
130	41.50	88-030-2211	COLERAINE CITY	30	56	24	UND .14 INT LOT 1 LESS R/W	New Forfeiture	0.001
131	41.50	88-030-2222	COLERAINE CITY	30	56	24	UND 2.84 INT LOT 1 LESS R/W	New Forfeiture	0.028
132	41.50	88-030-2223	COLERAINE CITY	30	56	24	UND 1.46 INT LOT 1 LESS R/W	New Forfeiture	0.015
133	41.28	88-030-2313	COLERAINE CITY	30	56	24	UND .14 INT NWLY 38.95 ACRES OF LOT 2	New Forfeiture	0.001
134	41.28	88-030-2324	COLERAINE CITY	30	56	24	UND 2.84 INT NWLY 38.95 ACRES OF LOT 2	New Forfeiture	0.028
135	41.28	88-030-2325	COLERAINE CITY	30	56	24	UND 1.46 INT NWLY 38.95 ACRES OF LOT 2	New Forfeiture	0.015
136	40.34	88-030-3112	COLERAINE CITY	30	56	24	UDI PARCEL CONSISTING OF:	New Forfeiture	0.021
137	40.34	88-030-3121	COLERAINE CITY	30	560	24	UND 2.0834 INT IN SURFACE ON NE SW	New Forfeiture	0.021
138	9.30	88-030-3213	COLERAINE CITY	30	56	24	UND .14 INT NW 9.3 ACRES OF LOT 3	New Forfeiture	0.001
139	9.30	88-030-3224	COLERAINE CITY	30	56	24	UND 2.84 INT NW 9.3 ACRES OF LOT 3	New Forfeiture	0.028
140	9.30	88-030-3225	COLERAINE CITY	30	56	24	UND 1.46 INT NW 9.3 ACRES OF LOT 3	New Forfeiture	0.015
141	4.19	97-018-3333	TACONITE CITY	18	56	24	UND 1.57 INT LOT 4 LESS REV 1-2	New Forfeiture	0.500

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ITASCA COUNTY
BOARD OF COMMISSIONERS
Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, December 7, 2021

REQUEST FOR BOARD ACTION: RBA-2021-1905

DEPARTMENT: Land Department
PRESENTER: Cindy Shevich

TIME REQUESTED: < 5 Minutes

AGENDA ITEM:
Utility Easement for Minnesota Power on Tax-Forfeited Trust Land

BOARD ACTION REQUESTED:
Approve utility easement for fencing and grounding appurtenances associated with existing substation over and across tax-forfeited trust lands in Section 33, Township 57, Range 22 and authorize necessary signatures.

BACKGROUND:
This easement is for fencing and grounding appurtenances associated with an existing substation.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:
1. Esmt w Exhibit A 33-57-22

12/07/2021

RESULT:	**RECOMMENDED FOR CONSENT NEXT: 12/14/2021 2:30 PM**

ITASCA COUNTY UTILITY EASEMENT

This easement is granted this ___ day of _____, 2021, by Itasca County on behalf of the State of Minnesota in trust for the taxing districts, hereinafter referred to as the Grantor, to Minnesota Power, a division of ALLETE, Inc., hereinafter referred to as the Grantee. The address of the Grantee for purposes of any notification required herein shall be 30 W. Superior Street, Duluth, MN 55802.

RECITALS

1. This easement is granted pursuant to the provisions of Minnesota Statutes Section 282.04, Subd. 4, which authorizes the County Auditor to grant easements upon unsold, tax-forfeited lands.
2. The Grantee desires to obtain an easement for overhead power line purposes and the Grantor desires to grant such an easement upon the property below described.
3. The Itasca County Board of Commissioners, by Board Action dated the ____day of _____, 2021, have prescribed the terms set forth below.

NOW, THEREFORE, in consideration of the premises and terms hereinafter set forth, the Grantor hereby grants unto the Grantee its heirs, successors and assigns, until terminated as hereinafter provided, full right and authority to enter at any time upon, across and under a strip of land 20 feet in width on the parcel hereinafter described, to secure fencing and grounding appurtances associated with existing substation, as well as grant the right to, from time to time, to erect, maintain, repair, upgrade, rebuild, relocate, operate and patrol power lines, including the right to erect poles and other power line structures, wires, cables, pipes and any necessary appurtenances, the right to clear said strip and keep it clear from brush, trees, buildings and fire hazards and the right to remove dangerous trees, if any, located beyond the limits of said strip.

TERMS

I.

Said easement is granted upon the following described parcels of unsold, tax-forfeited lands situated in Itasca County, Minnesota:

Over and across part of the Southeast Quarter of the Southwest Quarter (SE SW), Section 33, Township 57, Range 22, more particularly described in the attached Exhibit A.

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DISCLAIMER: Itasca County is relying on ownership information and easement legal descriptions provided by the Grantee. The easement rights conveyed by this document are limited to parcels owned by the State of Minnesota in trust for the taxing districts. Itasca County makes no warranties as to the ownership of the parcels crossed by this easement and assumes no liability for any errors or costs for corrections in that regard.

II.

The Grantee shall comply with the Policy of Itasca County as the same is in effect as of the date of this easement and as hereinafter amended concerning the mapping and documentation of description of easements upon tax-forfeited lands and shall provide a written legal description and maps of the location of the "as built" easement centerline as set forth in the Policy.

III.

The Grantee, before entering upon the premises for construction purposes, shall pay to the Grantor the sum equal to the current market value of the easement.

This amount is consideration for the granting of this easement. This fee is to be determined in accordance with the fee policy that is established by the Itasca County Board of Commissioners.

The Grantee may clear and keep cleared said strip of trees and brush and as progress is made therein the Grantor shall be advised and shall cause the timber to be scaled and the Grantee shall pay the Grantor for such existing timber, and tree reproduction, a price to be determined by the Itasca County Land Commissioner. The Grantee shall also compensate the Grantor for the value of dangerous trees which may from time to time be removed beyond the limits of this easement.

IV.

The Grantee shall comply with all laws, regulations and municipal ordinances affecting said lands, Grantee's activities upon said lands or the area in which they are situated. The Grantee shall keep said strip in a neat and orderly condition and shall remove all refuse and debris that may accumulate as a result of Grantee's or the Grantee's Contractor's use thereof. Nothing herein shall require the Grantee to remove refuse and debris unlawfully deposited by a third party. The Grantee shall take all reasonable precautions to prevent and suppress forest fires. The Grantee shall compensate the Grantor for any damages resulting from the improper use of said strip by the Grantee or damages to adjoining lands in gaining access thereto or egress therefrom.

V.

The Grantee shall pay when due all taxes and assessments levied against the easement granted herein or the improvements thereon.

VI.

Nothing herein shall alter, limit, modify or restrict the authority of the County to sell or lease tax forfeited lands by law conferred. Any such sale or lease shall be subject to this easement and all rights granted by this easement shall be excepted from the conveyance or lease of the land and be reserved, and which may be canceled by the County Board in the same manner and for the same reason as it could have been canceled before sale or lease and in that case the rights granted thereby shall vest in the state in trust as the land on which it was granted was held before sale or lease.

The Grantor shall consult with the Grantee herein prior to the granting of any easements or permits over the property which is the subject of this easement if such easement or permit would substantially conflict with the rights of the Grantee herein.

VII.

Pursuant to Minnesota Statute Section 282.04, Subd. 4, this easement may be canceled for any substantial breach of the terms hereof or if at any time the Itasca County Board of Commissioners determines the continuance of this easement conflicts with the public use of these lands or any part thereof by resolution of said Board after ninety (90) days written notice of its intent to terminate this easement, addressed to Grantee at its address as set forth herein or as subsequently modified by written notice from the Grantee to the Grantor.

VIII.

Grantee may, subject to such other provisions as herein contained, at its own option and at its own peril, allow to remain upon the premises, subsequent to the Grantee's discontinuation of the use of its improvements upon the easement, any below ground equipment, structures, pipes, wires, cables and below ground appurtenances provided that said equipment, structures, pipes, wires, cables and appurtenances are in conformance with all federal, state or other governmental codes, if any, or if no such codes exist are at least three (3') feet below ground. Upon discontinuation of the use of this easement by the Grantee and removal of above ground equipment, structures, poles, wires, pipes and other appurtenances erected above ground, the Grantor shall be entitled to the full use and enjoyment of the surface rights of said easement and the Grantor shall waive any future fees for the granting of this easement.

IX.

Upon termination of this easement, the Grantee shall remove all its equipment, structures, poles, wires, pipes and other appurtenances located upon or above the lands described herein within one (1) year or as otherwise extended by the Itasca County Board of Commissioners; if such property is not removed within the aforesaid period of time, time being of the essence, title to all personal property remaining upon the premises shall vest in the Grantor, the Grantor, at its sole option may remove such property, restore the right of way to an environmentally sound condition and charge the Grantee for all expenses incurred.

Grantee shall, upon the removal of its property, restore the right-of-way to an environmentally sound condition. This may include, but is not limited to, eliminating any erosion problems and re-establishing stable vegetative cover as acceptable to the Land Commissioner.

X.

No delay by the Grantor in enforcing any of the conditions of this easement shall operate as a waiver of any of its rights.

XI

That as additional consideration for the grant of this easement, the Grantee agrees to indemnify, save and hold harmless the Grantor from any loss, liability, damage or cost the Grantor may incur due to any causes of action, claims for damage or damages sustained by the Grantee or the person or property of any third party as a result of the presence of the Grantee, it's use, activities including ingress and egress or placement of improvements and equipment upon the above described premises or lands adjacent thereto, including but not limited to the reasonable value of attorney's fees in the defense of any claims.

A. GRANTEE agrees to defend, indemnify and hold harmless ITASCA COUNTY, its elected officials, officers, agents, volunteers and employees from any liability, claims, causes of action, judgments, damages, losses, costs or expenses, including reasonable attorney fees resulting directly or indirectly from any act or omission of GRANTEE, anyone directly or indirectly employed by them and/or anyone for whose acts and/or omissions they may be liable in the performance of the use and presence required by this Easement and against all loss by reason of failure of said GRANTEE to perform fully, in any respect, all obligations under this Easement.

B. GRANTEE agrees at all times during the term of this Easement to have and keep in force insurance, either under a self-insurance program or separate insurance policy, as follows:

a. Commercial General Liability shall list Itasca County as an additional insured with the following insurance limits:

	Limits
General Aggregate	$3,000,000
Products-Completed	

	Operations Aggregate	$3,000,000
	Personal and Advertising Injury	$1,500,000
	Each Occurrence:	
	Combined Bodily Injury and Property Damage	$1,500,000
		Limits
b.	Automobile Liability - Combined single limit each occurrence for bodily injury and property damage covering owned, non-owned and hired automobiles	$1,500,000
c.	Workers' Compensation and Employer's Liability:	Statutory Limits
	If the Contractor is based outside the State of Minnesota, coverage must apply to Minnesota laws	
		Limits
d.	Employer's Liability	
	Bodily injury by:	
	Accident - Each Accident	$500,000
	Disease - Policy Limit	$500,000
	Disease - Each Employee	$500,000

An umbrella or excess policy over primary liability coverages is an acceptable method to provide the required aggregate insurance amounts.

The above establishes minimum insurance requirements. It is the sole responsibility of GRANTEE to determine the need for and to procure additional coverage that may be needed in connection with this Easement.

GRANTEE shall not commence work on the Easement area (as shown as Proposed easement in Exhibit A), or otherwise occupy the Easement area, until it has obtained required insurance and filed an acceptable Certificate of Insurance with ITASCA COUNTY to the attention of Itasca County Land Department, c/o Land Commissioner, 1177 LaPrairie Avenue, Grand Rapids, MN 55744. The Certificate shall:

1. List Itasca County as Certificate holder and as an additional insured with respect to operations covered under the contract for all liability coverages except Workers' Compensation and Employer's Liability and Professional Liability, if applicable; and,

2. Be amended to show that Itasca County will receive thirty (30) days written notice in the event of cancellation, non-renewal or material change in any described policies.

C. GRANTEE also agrees that any contract let by GRANTEE for the performance of the work on the Easement area as provided herein shall include clauses that will: (1) require the Contractor to defend, indemnify and hold harmless ITASCA COUNTY, its elected officials, officers, agents and employees for any liability, claims, causes of action, losses, demands, damages, judgments, costs, interest, expenses (including, without limitation, reasonable attorney fees, witness fees and disbursements incurred in the defendant thereof) arising out of or by reason of the acts and/or omissions of said Contractor, its subcontractors, anyone directly or indirectly employed by them, and/or anyone for whose acts and/or omissions they may be liable for; (2) require the Contractor to provide and maintain insurance in accordance with the following:

a. Workers' Compensation: (Statutory Limits)

Employer's Liability Insurance:

		Limits
1.	Bodily Injury by Accident, each accident	$500,000
2.	Bodily Injury by Disease, policy limit	$500,000
3.	Bodily Injury by Disease, each employee	$500,000

Note: All states endorsement is required if Contractor is domiciled outside the State of Minnesota.

b. Commercial General and Automobile Liability Insurance:

		Limits
1.	Commercial General Liability:	
	Combined Bodily Injury and Property Damage	
	Each Occurrence Limit	$1,500,000
	General Aggregate Limit	$3,000,000
	Products - Completed Operations Aggregate Limit	$3,000,000
	Personal and Advertising Injury Limit	$1,500,000

Coverages above shall also include:
Premises - Operations
Contractual Liability (including oral and written contracts)
Explosion, Collapse, Underground Property Damage (XCU)

2. Automobile Liability including Hired Car and Employers Non-Ownership Liability:
Combined Bodily Injury and Property Damage:
Each Occurrence Limit $1,500,000

The above subparagraphs establish minimum insurance requirements and it is the sole responsibility of GRANTEE'S Subcontractor(s) to purchase additional insurance that may be necessary for the project.

D. **GRANTEE further agrees the minimum requirements set forth above shall at all times be in an amount at least equal to the maximum liability of ITASCA COUNTY under Minn. Stat. 466.04 now or as said statute is hereafter amended or as otherwise required by law, statute or rule.**

E. In addition to any other rights contained herein ITASCA COUNTY reserves the right to terminate, suspend or rescind this easement if the GRANTEE is not in compliance with the requirements contained herein and retains all its rights thereafter to pursue any legal remedies against GRANTEE. All insurance policies shall be open to inspection by ITASCA COUNTY upon written request.

F. The provisions of this section shall survive the termination of this easement in the event the Grantee has not removed all of the personal property the Grantee had placed upon or under the surface of the premises and the Grantor has not exercised its right to remove the property.

XII.

This easement shall not be assignable except upon written consent of the Grantor except that the execution and delivery by the Grantee of a mortgage and deed of trust, with the indentures supplementary to the same, shall not be deemed to be an assignment of this easement or the interest granted hereunder in violation of the provisions of this paragraph. Subject thereto, this easement shall enure to the benefit of and shall be binding upon the successors, assigns, heirs and legal representatives of the parties hereto.

XIII.

Additional construction and maintenance specifications:

A. Right-of-way construction, maintenance and associated activities must be confined to the stated right-of-way. Grantor agrees to grant temporary easements as are reasonably necessary for the purposes of construction and maintenance. No damage or improvements to access roads and other areas may be done outside of the right-of-way without permission from the Land Commissioner. The Land Commissioner must be notified before motor vehicles are used off traveled roadways or on vehicle restricted County trails, or before heavy equipment is moved across this easement or County lands not described herein. Prior approval and notification is not required during emergencies. However, the Land Commissioner must be notified within five (5) days of such use, damage or improvement to permit timely assessment of the extent of damage, if any, and to ensure proper reparations and repairs.

B. All timber, slash, rocks and similar debris left on County land must be disposed of in an manner acceptable to the Land Commissioner.

C. Organic soil material and mineral soil must be left in place on the right-of-way unless approved by the Land Commissioner.

D. On utilities whose presence is not readily visible on the ground surface, such as on underground service lines with narrow, unmaintained right-of-ways, the utility line location must be signed at all angle points and at other locations as needed so that the distance between signs does not exceed 5 chains or 330 feet.

E. Upon completion of the right-of-way construction and utility installation, the Grantee shall restore the right-of-way to an environmentally sound condition. This may include, but is not limited to, eliminating any erosion problems and re-establishing stable vegetative cover as acceptable to the Land Commissioner.

F. Construction and maintenance of the utility easement and system will be performed by the Grantee without any cost to the Grantor.

G. Grantee must mark all survey markers within the easement prior to right of way construction and maintenance. Grantee shall restore at Grantee's expense all survey markers damaged by Grantee or Grantee's contractors.

XIV

The Grantee shall not add lines, pipes or pipelines within this easement description unless the Grantee shall have provided to the Grantor updated facility locations.

IN TESTIMONY WHEREOF, the County Auditor of the County of Itasca, State of Minnesota, has affixed his hand and seal this _____ day of _____, 20 ___.

COUNTY OF ITASCA
STATE OF MINNESOTA

by_____
Itasca County Chief Deputy Auditor

State of Minnesota)
) ss
County of Itasca)

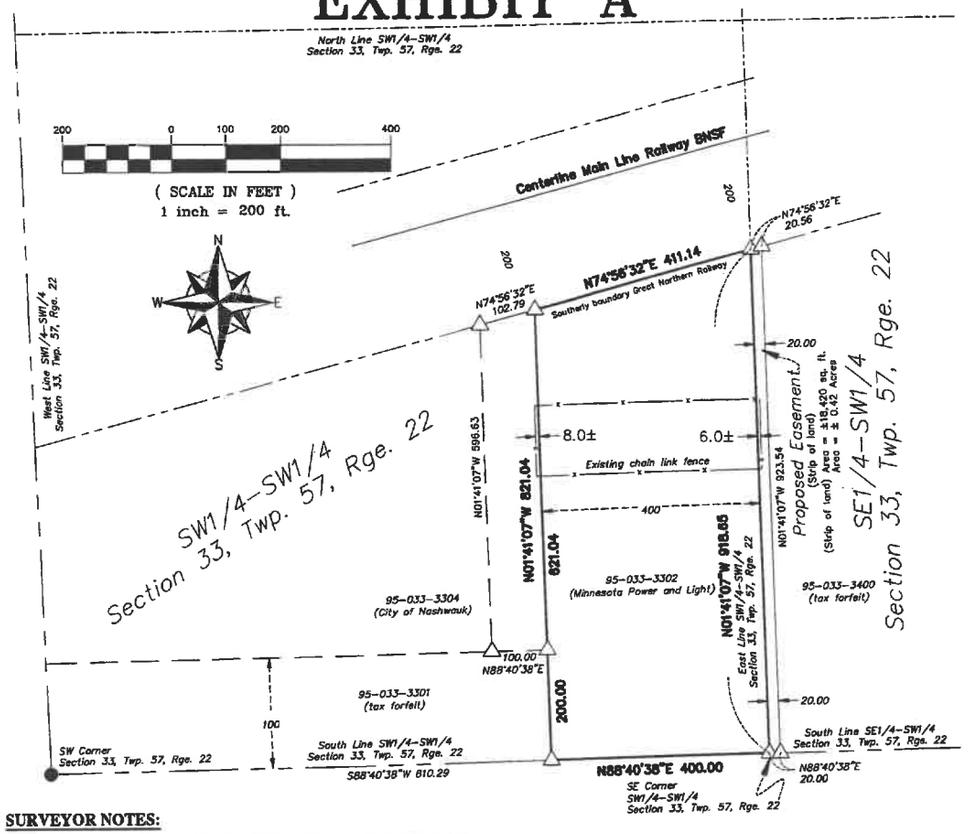
On this _____ day of _____, 20 ___, before me, a Deputy Auditor within and for said County, personally appeared Debra Davis, Chief Deputy Auditor on behalf of Jeffrey T. Walker, County Auditor of said County, to me personally known to be the person who executed the foregoing instrument on behalf of said County and acknowledged that he executed the same in his official capacity as his free act and deed pursuant to statutes in such case made and provided and pursuant to authority of the Itasca County Board of Commissioners.

(Notary Seal)

_____
Deputy Auditor

Drafted by: Cindy Shevich, Real Estate Specialist
Itasca County Land Department
1177 LaPrairie Ave
Grand Rapids, MN 55744

EXHIBIT A



SURVEYOR NOTES:

1. Bearing Orientation: Itasca County South Coordinate system.
2. The field survey was completed on 10/03/2021
3. Arro of the North, LLC has made no investigation or independent search for easements of record, encumbrances, restrictive covenants, ownership title evidence, or any other facts that an accurate and current title search may disclose.

DESCRIPTION:

(RECORD)

REGISTRATION

State of Minnesota, County of Itasca } ss This is to certify that Minnesota Power & Light Company, a Minnesota corporation

of the City of Duluth

County of St. Louis and State of Minnesota

is now the owner of an estate in fee simple, subject to the reservations, exceptions, terms and conditions hereinafter set forth of and in the following described land situated in the County of Itasca and State of Minnesota, to wit:

"That part of the Southwest quarter of Southwest quarter (SW¼ of SW¼) of Section Thirty-three (33) Township Fifty-seven (57) North, Range Twenty-two (22) West, described as follows, Commencing at the Southeast corner of said Southwest quarter of Southwest quarter (SW¼ of SW¼) of Section Thirty-three (33) thence extending westerly along the southerly boundary line thereof, a distance of Four Hundred (400) feet to a point; thence extending northerly in a straight line parallel with the easterly boundary line of said Southwest quarter of Southwest quarter (SW¼ of SW¼) to the point of intersection with the southerly boundary line of the right-of-way of the Great Northern Railway, as at present located and operated across said Southwest quarter of Southwest quarter (SW¼ of SW¼) thence extending northeasterly along the southern boundary line of said railway right-of-way to the point of intersection with the easterly boundary line of said Southwest quarter of Southwest quarter (SW¼ of SW¼), thence extending southerly direction along said easterly boundary line to the place of beginning, all as shown, colored red, on the drawing attached hereto and made a part hereof",

Saving, however, excepting and expressly reserving to the Sargent Land Company, its successors and assigns, forever, all mines, minerals, fossils, mineral oils and mineral paints which may be in or upon said land, with the privilege of searching, digging, boring, shafting and mining thereon on any and every part of said land, and removing the same therefrom, together also with the right of building and maintaining, as long as needed and removing when not needed any buildings, structures, railway tracks, machinery and appliances needed for such mining operations.

EASEMENT DESCRIPTION:

(PROPOSED)

A 20.00 foot wide strip of land over, under and across part of the Southeast Quarter of the Southwest Quarter of Section 33, Township 57 North, Range 22 West. Said strip of land lying 20.00 feet easterly of and parallel the easterly boundary of the following described property to wit:

That part of the Southwest Quarter of the Southwest Quarter of Section 33, Township 57 North, Range 22 West, described as follows: Commencing at the southeast corner of said Southwest quarter of the Southwest Quarter of said Section 33; thence extending westerly along the southerly boundary line thereof a distance of 400 feet to a point; thence extending northerly in a straight line parallel with the easterly boundary line of said Southwest Quarter of the Southwest Quarter to the point of intersection with the southerly boundary line of the right-of-way of the Great Northern Railway, as at present located and operated across said Southwest Quarter of the Southwest Quarter; thence extending northeasterly along the southern boundary line of said railway-right-of-way to the point of intersection with the easterly boundary line of said Southwest Quarter of the Southwest Quarter; thence extending in a southerly direction along said easterly boundary line to the place of beginning.

The easterly line of said strip of land is to be prolonged or shortened to terminate at the southerly right-of-way of said railway and at the southerly boundary of said Southeast Quarter of the Southwest Quarter.

LEGEND

- ● Denotes Found Survey Monument
- ○ Denotes ½" Diameter Iron Pipe Set and Maked with 42380 Cap
- △ Denotes Computed Position

CLIENT:

Minnesota Power

Location

Nashwauk Substation
SW1/4-SW1/4
Section 33, Twp. 57, Rge. 22

ARRO of the North, LLC

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly licensed land surveyor under the laws of the state of Minnesota.

Dated this 4th day of November, 2021

By:

David E. Serrano, Minnesota License No. 42380

DESIGNED BY: ____ DRAWN BY: ____

APPROVED BY: ____ JOB NUMBER: 21-052

NO.	DATE	BY	REVISION DESCRIPTION
01	11/12/21	dss	added easement area

ITASCA COUNTY
BOARD OF COMMISSIONERS
Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, December 7, 2021

REQUEST FOR BOARD ACTION: RBA-2021-1907

DEPARTMENT: Land Department
PRESENTER: Sara Thompson

TIME REQUESTED: < 5 Minutes

AGENDA ITEM:
38er's Snowmobile Club - MNDNR GIA Permit Amendment

BOARD ACTION REQUESTED:
Approve MNDNR Grant-in-Aid permit amendment for the reroute of the Suomi Trail Snowmobile Trail, maintained by the 38er's Snowmobile Club, and authorize necessary signatures.

BACKGROUND:
Due to a private landowner terminating their landowner permit, the 38er's snowmobile club needed to find a re-route around. This is on the Suomi Snowmobile trail near Co Rd 19. The MNDNR Grant-in-Aid (GIA) permit is being amended due to the removal of the State forties originally crossed, and a new forty added as result of the re-route. This is a standard permit through MNDNR that is renewed every 5 years continuously. The Board Chair and County Auditor signatures are needed for this permit.

COUNTY ATTORNEY REVIEW: n/a

SUPPORTING DOCUMENTATION:
1. 38ers Permit - Amendment 2021
2. Suomi Reroute

12/07/2021

RESULT: RECOMMENDED FOR CONSENT NEXT: 12/14/2021 2:30 PM

MINNESOTA DEPARTMENT OF NATURAL RESOURCES

County Itasca
Permit No. LGIA010040
REGION/AREA 221

GRANT-IN-AID TRAIL PERMIT

Amendment 11-1-21 – All changes in red

This permit is granted by the State of Minnesota acting by and through its Commissioner of Natural Resources, hereafter called "State," under the authority and subject to the provisions of Minnesota Statutes, secs. 89.17, 92.50 and other applicable statutes, to the "Permittee," as named below.

Permittee (County/City/Township) Itasca County		
Address (No. & Street, RFD, Box No., City, State, Zip Code) Itasca County Courthouse, 123 NE 4th Street, Grand Rapids, MN 55744		
Term 10 years	Effective Date October 1, 2019 Amendment 11-1-21	Termination Date September 30, 2029
Purpose of Permit Snowmobile Trail, 38er's Club	Location-Legal descriptions of the Premises covered by this Permit are contained on Exhibit A and depicted on Exhibit B (map).	
Type of Trail ☐ ATV ☐ ORV ☐OHM ☐ Ski ☒Snowmobile	Trail Width (Feet) 20	No. of Trail Shelters Permitted 0 Exist 0 New Permitted

This permit is issued under Minnesota Statutes, Section ☒ 89.17 (Forestry) ☐ 92.50 (Other Divisions)

Timber damages for this Permit are $14.76.

Terms (***see Pages 2 and 3)***

This permit is issued and accepted upon the conditions and subject to all terms and limitations contained under Minnesota law and all conditions herein specified.

PERMITTEE HAS READ, UNDERSTANDS, AND AGREES TO COMPLY with all the requirements of the Permit.

This Permit is not valid until signed by all parties and authorizing resolution, if applicable, is attached.

Permittee Signature	Date	Permittee Signature	Date
Print Name	Phone	Print Name	Phone

DNR Signature Wesley D. Belanger Digitally signed by Wesley D. Belanger Date: 2021.11.16 08:24:54 -06'00'	Date	DNR Signature Lonnie Lilly Digitally signed by Lonnie Lilly Date: 2021.11.16 12:16:12 -06'00'	Date
Print Name Darrell Schindler Digitally signed by Darrell Schindler Date: 2021.12.01 13:44:15 -06'00'	Phone	Print Name	Phone

This form approved by the Attorney General's Office on October 22, 2001. Revised June 6, 2005.

It is agreed as follows:

1. The State, in consideration of the terms, conditions and agreements contained herein, hereby permits the Permittee a non-exclusive right to construct, maintain and use a public trail of the type(s) and width noted above, subject at all times to sale, lease, and use for mineral or other purposes, being a right of way crossing the legal descriptions shown on Exhibit A and Exhibit B (the attached map) and hereafter known as the "Premises." The trail shall be developed and maintained in accordance with instructions in the *Minnesota Trail Assistance Manual*.

2. The Permittee is granted the use of the Premises at no cost. The Permittee agrees and understands that it is responsible for all expenses associated with the construction, maintenance and use of the trail. The State is not responsible for any of these expenses.

3. This permit is effective on and shall terminate on the dates shown above.

4. This permit is subject to all existing easements, rights of way, licenses, leases, and other encumbrances upon the Premises.

5. a. Permittee shall maintain the Premises in good repair, keeping them safe and clean, removing all debris and litter that may accumulate.

   b. Permittee shall comply with all local ordinances and state and federal laws and rules. Permittee must comply with all requirements of law regarding the use, storage and disposal of all pollutants, contaminants, solid waste, hazardous waste and other materials. Permittee shall be responsible for any damages to natural resources or property caused by users of the trail.

   c. No timber shall be cut, used, removed, or destroyed by the Permittee without first obtaining written permission from the State.

   d. Use of mechanized equipment for trail grooming during the summer months must be approved in advance by the State.

   e. Signs shall be posted by the Permittee in accordance with the DNR Instruction Manual for the trails program.

6. This permit may be terminated at any time by mutual agreement, or immediately by the State upon serving the Permittee a written notice if termination is for violation of any term of this permit, or at the end of thirty (30) days if cancellation is for any other reason.

   Permittee shall, on or before the termination date, surrender the Premises peacefully, remove all property from the Premises or other property placed thereon with its permission and leave the Premises in a clean and safe condition. Any property left after thirty (30) days shall become the property of the State and disposed of in accordance with the provisions of law. Permittee shall be liable for all costs to dispose of such property.

7. Permittee and the State agree that each party shall be responsible for its own acts and omissions and the results thereof to the extent authorized by law and shall not be responsible for acts and omissions of the other party and the results thereof. The State's liability shall be governed by the provisions of the Minnesota Tort Claims act, MS 3.736, and other applicable law. Permittee's liability shall be governed by the Municipal Tort Claims Act, MS Ch. 466, and other applicable law.

8. The Permittee agrees and understands that this permit does not grant an exclusive right to the Premises and the public lands authorized for use under the permit shall be open to public recreational uses, as defined in Minnesota Statutes Section 604A.21, not inconsistent with the purposes of this permit.

9. The State reserves the right for itself and others to whom it may give authorization, to use or reroute the trail as the State deems necessary.

10. No buildings or structures shall be permitted on the Premises without the State's prior written permission. Trail shelters, if noted above, are permitted as part of this permit. If shelters are permitted, their design and location must be approved by the State, and their locations must be noted on Exhibit A and shown on Exhibit B. Improvements to

permitted shelters must be within the approved design, not add to the existing footprint or go beyond maintaining the existing structure in a safe and sanitary condition.

11. The Permittee shall have the right to close the Premises during an emergency, after first obtaining the State's approval.

12. Additional Terms (check all that apply)

☒ Trail route and placement, construction and reconstruction must be pre-approved by the State. Routing, construction, reconstruction and maintenance shall comply with applicable DNR policies and guidelines which include, but are not limited to:

1. DNR Trail Design and Construction Guidelines Manual
2. Minnesota Trail Assistance Manual
3. MN Forest Resource Council, Voluntary Site-Level Forest Management Guidelines

☐ Portions of this grant-in-aid trail are part of the State Forest Trail system. Other seasonal use of these areas may be authorized by the State in accordance with postings and designations.

.

☐ Portions of this grant-in-aid trail are part of the State Forest Road system. There may be mixed traffic, including heavy trucks and cars. The Permittee will install and maintain signs which have been provided by the State (in accordance with the DNR sign manual) at all points where the trail joins the State Forest Road and at intermediate points, as specified by the DNR. Recreational motor vehicles shall keep to the right side of the road and yield to trucks and cars.

☒ Notwithstanding term #5, trees that have fallen down on the trail may be removed and placed outside the trail right-of-way. Permittee shall also be allowed to cut and remove trees or parts of trees that overhang the trail in such a way that the height or width of the trail does not meet minimum clearances set forth in the DNR Trail Design and Construction Guidelines Manual.

☐ Permittee shall maintain fences to keep livestock out of wooded areas. Permittee shall maintain the line fences identified on the Premises. Major repairs shall be referred to the State.

☐ Permittee shall preserve grass waterways on the Premises.

☐ Permittee shall control noxious weeds on the Premises. Herbicide use shall be in accordance with DNR policy, and in compliance with label directions and EPA registered uses.

☐ DNR reserves the right to construct and maintain water bars and other erosion control structures as needed.

☒ The Permittee is responsible for controlling invasive species on the Premises.
☒ (check if applicable) See the attached Exhibit C, which is made a part of this permit, for additional terms and conditions on the control of invasive species.

☐ Other: ***(Subject to issuing Division Director approval)***

Signature required only if other terms are added.

Division Director Signature	Date
Print Name	

EXHIBIT A

Permit No.	LGIA010040
Old Permit No.	144-017-2205
Club Name	38er's Club (Trails Listed Below)
County	Itasca
Area	221
Region	NE (2)

Clearwater Trail
Suomi Trail

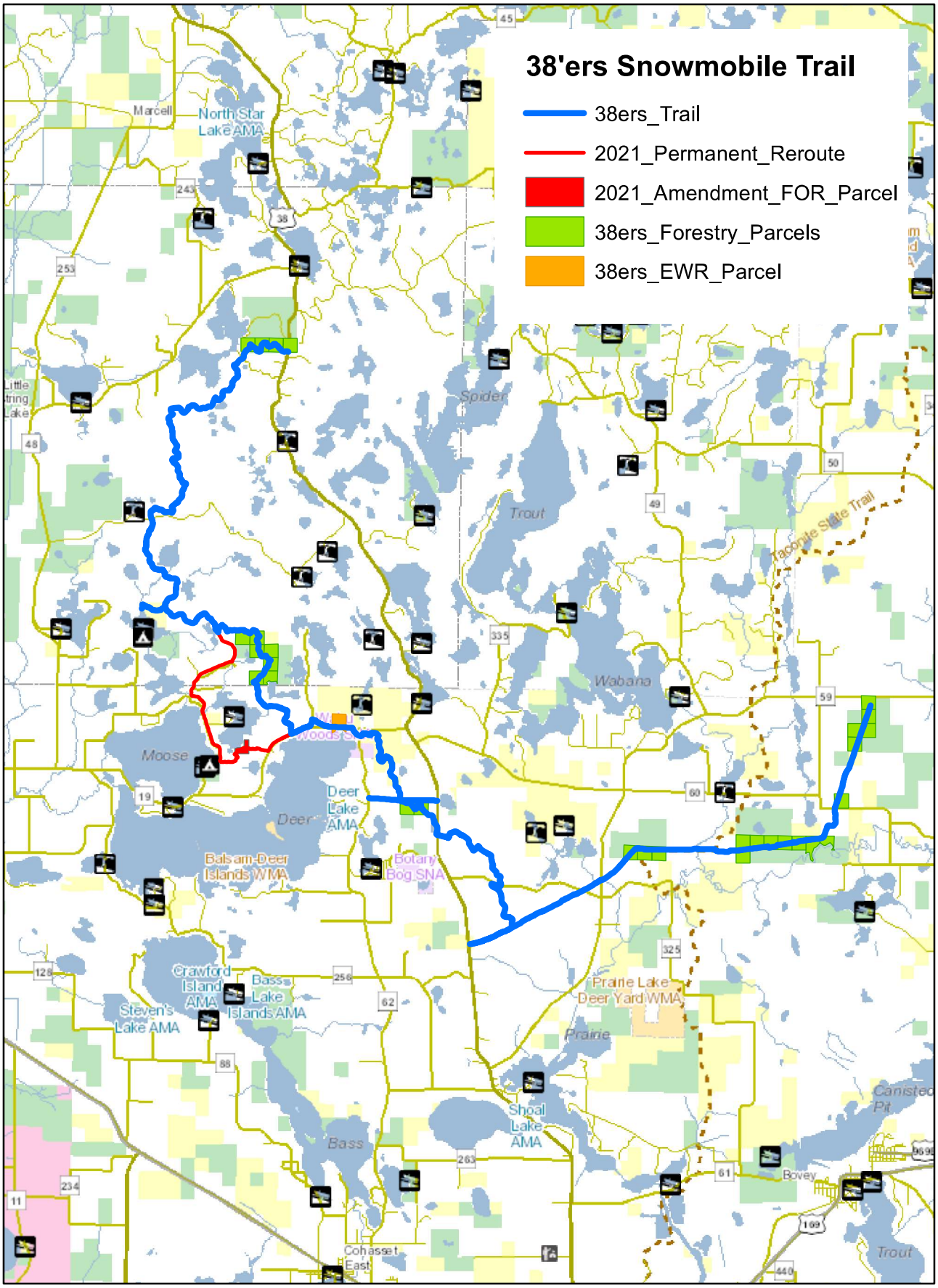
FORTY CODES			
11	NENE	31	NESW
12	NWNE	32	NWSW
13	SWNE	33	SWSW
14	SENE	34	SESW
21	NENW	41	NESE
22	NWNW	42	NWSE
23	SWNW	43	SWSE
24	SENW	44	SESE

Each forty must also include its 40 code. Ex: NENE = 11, NWNE = 12, etc.

LEGAL DESCRIPTION					FORTY CODE	LAND ADMIN	ACQ/TRUST/CON TF/CON
SEC	TWP	RANGE	COUNTY	FORTY			
Amendment REMOVES the following parcels from the permit:							
16	57	26	Itasca	SWNE	13	Forestry	TRUST FUND: SCHOOL
16	57	26	Itasca	NWNW	22	Forestry	TRUST FUND: SCHOOL
16	57	26	Itasca	SESW	34	Forestry	TRUST FUND: SCHOOL
16	57	26	Itasca	NWSE	42	Forestry	TRUST FUND: SCHOOL
16	57	26	Itasca	SWSE	43	Forestry	TRUST FUND: SCHOOL
16	57	26	Itasca	NENW	21	Forestry	TRUST FUND: SCHOOL
16	57	26	Itasca	SENW	24	Forestry	TRUST FUND: SCHOOL
Amendment ADDS the following parcel to the permit:							
28	57	26	Itasca	NWNW	22	Forestry	TRUST FUND: SWAMP
TOTAL parcels after the amendment include:							
20	57	24	Itasca	NENW	21	Forestry	TRUST FUND: SWAMP
20	57	24	Itasca	SENW	24	Forestry	TRUST FUND: SWAMP
20	57	24	Itasca	NESW	31	Forestry	TRUST FUND: SWAMP
20	57	24	Itasca	NWSW	32	Forestry	TRUST FUND: SWAMP
20	57	24	Itasca	SWSW	33	Forestry	TRUST FUND: SWAMP
30	57	24	Itasca	SESE	44	Forestry	TRUST FUND: IND SCHOOL
31	57	24	Itasca	NESW	31	Forestry	TRUST FUND: IND SCHOOL
31	57	24	Itasca	NWSW	32	Forestry	TRUST FUND: IND SCHOOL
31	57	24	Itasca	NWSE	42	Forestry	TRUST FUND: IND SCHOOL
34	57	25	Itasca	SWSE	43	Forestry	TRUST FUND: SWAMP
34	57	25	Itasca	SESW	34	Forestry	TRUST FUND: SWAMP
34	57	25	Itasca	SWSW	33	Forestry	TRUST FUND: SWAMP
36	57	25	Itasca	NESW	31	Forestry	TRUST FUND: SCHOOL
36	57	25	Itasca	NWSW	32	Forestry	TRUST FUND: SCHOOL
36	57	25	Itasca	SWSW	33	Forestry	TRUST FUND: SCHOOL
36	57	25	Itasca	NWSE	42	Forestry	TRUST FUND: SCHOOL
36	57	25	Itasca	NESE	41	Forestry	TRUST FUND: SCHOOL
22	57	26	Itasca	NESE	41	Ecological and Water Res	WABU WOODS SNA
28	57	26	Itasca	NWNW	22	Forestry	TRUST FUND: SWAMP

EXHIBIT A

LEGAL DESCRIPTION					FORTY CODE	LAND ADMIN	ACQ/TRUST/ TF/CON CON
SEC	TWP	RANGE	COUNTY	FORTY			
36	57	26	Itasca	NWNW	22	Forestry	TRUST FUND: SCHOOL
36	57	26	Itasca	NENW	21	Forestry	TRUST FUND: SCHOOL
16	58	26	Itasca	SESW	34	Forestry	TRUST FUND: SCHOOL
16	58	26	Itasca	SESE	44	Forestry	TRUST FUND: SCHOOL
16	58	26	Itasca	SWSW	33	Forestry	TRUST FUND: SCHOOL
16	58	26	Itasca	SWSE	43	Forestry	TRUST FUND: SCHOOL


38'ers Snowmobile Trail
38ers_Trail
2021_Permanent_Reroute
2021_Amendment_FOR_Parcel
38ers_Forestry_Parcels
38ers_EWR_Parcel
Marcell
North Star Lake AMA
Spider
Trout
Wabana
Moose
Deer
Deer Lake AMA
Balsam-Deer Islands WMA
Botany Bog SNA
Crawford Island AMA
Bass Lake Islands AMA
Steven's Lake AMA
Prairie Lake Deer Yard WMA
Prairie
Shoal Lake AMA
Bass
Cohasset East
Bovey
Canisteo Pit
Trout
Taconite State Trail

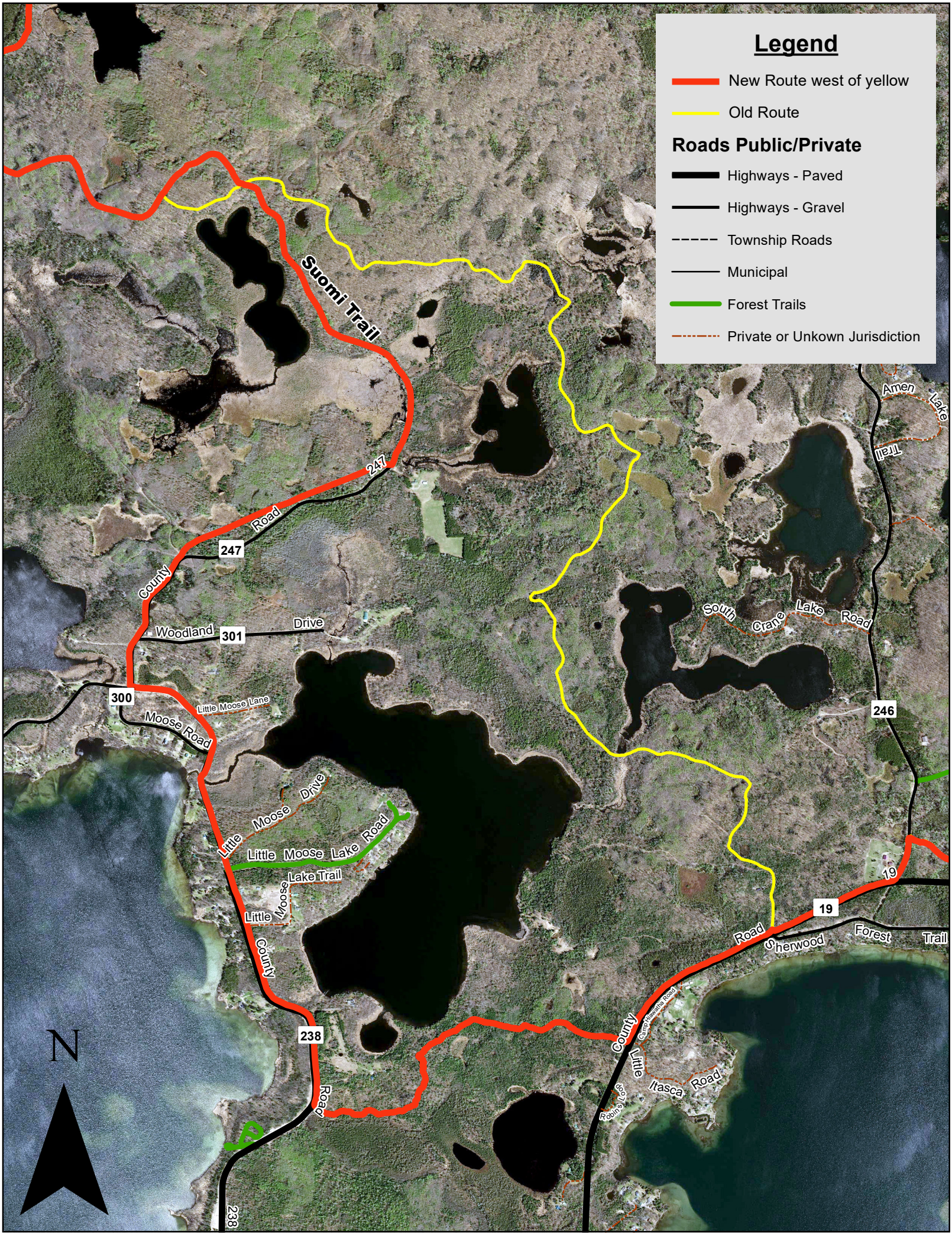
GIA Permit #LGIA010040

Itasca County – 38er's Snowmobile Club

Itasca County

Last Revised September 26, 2011

Check all that apply	
☒	**Mandatory** – (1) Before entering and leaving the site, check clothing, gear, vehicle and equipment and remove caked mud, dirt clods, and reproductive plant parts (seeds, berries, fruit, cones, flowers or seed stalks, and roots). **Using either a power washer or an air compressor is an effective means of cleaning equipment, but is not required unless stated below.**
☐	(2) This site is infested with ☐ gypsy moth, ☐ emerald ash borer, ☐ Asian long horned beetle, ☐ other invasive disease or insect _____. Obtain a compliance agreement from USDA APHIS or Minnesota Dept. of Agriculture prior to hauling wood or woody debris off this site. For more information visit http://www.mda.state.mn.us/en/plants/pestmanagement/eab/regulatoryinfo.aspx
☐	(3)This site is infested with ☐ oak wilt, ☐ Dutch elm disease, ☐ sirex wood wasp, ☐ other invasive plant disease or non-regulated insect_____. ☐ Girdle the marked trees and leave them on site. ☐ Do not haul infected trees between April 1st and Nov 1st. ☐ Other _____.
☐	(4a) This site is infested with ☐ buckthorn, ☐ garlic mustard, ☐ other invasive plant, ☐ exotic earthworms. Before starting work, review known infestations with the site administrator. Avoid traveling through or parking in infested areas. Time operations and organize routes of travel to avoid spreading weed seed or infested soil. If mowing hay, be aware of any chemical applications and honor wait times before mowing. Some herbicides are passed through manure into sensitive crop fields. See other restrictions below.
☐	(4b) This site is infested with ☐ buckthorn, ☐ amur or Norway maple, ☐ peashrub, ☐ honeysuckle, ☐ multiflora rose, ☐ Russian olive, ☐ other: _____. When cutting: ☐ chip, ☐ pile and burn rather than scattering the tops of invasive species.
☐	(5) Using a power washer or air compressor, ☐ daily, ☐ weekly, ☐ monthly; clean all vehicles, equipment and trailers taken on and off site during the snow-free season. Washing may be done at an approved location on site or off site at an appropriate cleaning facility. Avoid letting rinse water run into open bodies of water or native plant communities. Cleaning is not required during frozen conditions.
☐	(6a) All materials (gravel, fill, mulch, chips, sand, etc.) brought to the site are to be weed and pest free. Sources are to be approved prior to purchase or acquisition.
☐	(6b) Before utilizing the underlying gravel or other earth materials, scrape off the top 6-12" and segregate in an on-site location designated by the site administrator.
☐	(7) Plant or reclaim site within: ☐ one month, ☐ three months, ☐ six months of end of lease or project. Use weed and pest free native plant and seed mixes. Where available, use certified or local sources. Sources are to be approved prior to purchase and acquisition.
☐	(8) Upon completion of the project or operation, close, obstruct or gate all access routes. If project is inactive for longer than ☐ one month, ☐ three months, ☐ six months close, obstruct or gate all access routes until project resumes.
☐	When collecting field material (seed, I&D samples, berries, mushrooms, special wood products, etc) use new clean bags or baskets.
☐	In the case invasive plants become an issue during operations (to be determined by the site administrator), the leasee agrees to stop operations and gate or otherwise close the site until the infestation can be controlled.
☐	The leasee is responsible for controlling noxious weeds on the site. Contact the site administrator and county agricultural inspector for details.
☐	Follow other actions as directed by the site administrator to minimize the introduction and/or spread of invasive species.
☐	Before starting work, review known infestations with site administrator(s). When traveling between multiple sites a day, be sure to start at the site with the fewest number of invasive plants, leaving the most heavily infested site to last. Time operations and site visits to avoid the spread of weed seed.


Legend
New Route west of yellow
Old Route
Roads Public/Private
Highways - Paved
Highways - Gravel
Township Roads
Municipal
Forest Trails
Private or Unkown Jurisdiction
Suomi Trail
247
County Road 247
Woodland Drive
301
300
Moose Road
Little Moose Lane
Little Moose Drive
Little Moose Lake Road
Little Moose Lake Trail
County Road 238
238
246
South Crane Lake Road
Amen Lake Trail
19
County Road 19
Sherwood Forest Trail
Little Itasca Road
N

ITASCA COUNTY
BOARD OF COMMISSIONERS
Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, December 7, 2021

REQUEST FOR BOARD ACTION: RBA-2021-1886

DEPARTMENT: Sheriff
TIME REQUESTED: 10 Minutes
PRESENTER: John Linder

AGENDA ITEM:
2021 Emergency Operations Plan

BOARD ACTION REQUESTED:
Adopt the 2021 Itasca County Emergency Operations Plan and authorize the signature of the County Board Chair to the Emergency Operations Plan and Review Form.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:
1. Local-EOP-Review-approval Form
2. 2021 Itasca County Emergency Operations Plan - For Dissemination

12/07/2021

RESULT:	**RECOMMENDED FOR CONSENT**	**NEXT: 12/14/2021 2:30 PM**

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MNWALK REQUIREMENTS

01☒ 02☒ 03☒ 04☒ 05☒ 06☐ 07☒ 08☒ 09☐ 10☐ 11☐ 12☐ 13☐ 14☐ 15☐ 16☐ 17☐ 18☐ 19☐ 20☐
21☐ 22☐ 23☐ 24☐ 25☒ 26☐ 27☐ 28☒ 29☒ 30☐ 31☐ 32☐ 33☒ 34☐ 35☐ 36☒ 37☐ 38☒ 39☐ 40☒
41☒ 42☐ 43☐ 44☐ 45☒ 46☒ 47☐ 48☐ 49☒ 50☐ 51☒ 52☒ 53☐ 54☐ 55☐ 56☐ 57☐ 58☐ 59☐ 60☐
61☐ 62☐ 63☐ 64☐ 65☐ 66☐ 67☐ 68☐ 69☐ 70☐ 71☐

ITASCA COUNTY/ CITY OF



EMERGENCY OPERATIONS PLAN 2021

VERIFICATION OF PLAN APPROVAL[MW 1]

The Itasca County/City of Emergency Operations Plan has been reviewed and approved by the Itasca County Board of Commissioners, the Mayor for the City of and the Itasca County Emergency Management Director or (designee).

Chair, Itasca County Board of Commissioners	Date
Mayor, City of Big Fork	Date
Mayor, City of Bovey	Date
Mayor, City of Calumet	Date
Mayor, City of Cohasset	Date
Mayor, City of Coleraine	Date
Mayor, City of Deer River	Date
Mayor, City of Effie	Date
Mayor, City of Grand Rapids	Date
Mayor, City of Keewatin	Date
Mayor, City of La Prairie	Date
Mayor, City of Marble	Date

Mayor, City of Nashwauk	Date
Mayor, City of Squaw Lake	Date
Mayor, City of Taconite	Date
Mayor, City of Warba	Date
Mayor, City of Zemple	Date

RECORD OF REVISIONS[MW 2]

Page	Revision Date
Old Plan Last Revision	January 26th, 2010
New Plan Revised	February 1st, 2016
Entire Plan Adopted by the Itasca County Board	February 23rd, 2016
Entire Plan – City of changed to City of Grand Rapids	May 20th, 2016
Entire Plan – MNWALK updated	December 2016
Entire Plan – Core Capabilities updated	December 2016
Year 4 Cycle - Plan Reviewed by RPC Roy Holmes	December 12th, 2016
Year 1 Cycle - Plan Reviewed by Itasca County Board of Commissioners	January 01st, 2017
Year 2 Cycle – Plan Reviewed by Regional Review Committee	March 28th, 2018
Year 3 Cycle – Plan Reviewed by Pine County – Peer Review	December 17th, 2019
Year 4 Cycle – Plan Reviewed by RPC Roy Holmes *No plan review in 2020 due to HSEM COVID-19 Restrictions.	*No plan review in 2020 due to HSEM COVID-19 Restrictions.
Year 1 Cycle - Plan Reviewed by Itasca County Board of Commissioners	[Month] [DATE] 2021
Year 2 Cycle – Plan Reviewed by Regional Review Committee	[Month] [DATE] 2022
Year 3 Cycle – Plan Reviewed by – [COUNTY] – Peer Review	[Month] [DATE] 2023
Year 4 Cycle – Plan Reviewed by RPC Roy Holmes	[Month] [DATE] 2024
Year 1 Cycle - Plan Reviewed by Itasca County Board of Commissioners	[Month] [DATE] 2025
Year 2 Cycle – Plan Reviewed by Regional Review Committee	[Month] [DATE] 2026
Year 3 Cycle – Plan Reviewed by – [COUNTY] – Peer Review	[Month] [DATE] 2027
Year 4 Cycle – Plan Reviewed by RPC Roy Holmes	[Month] [DATE] 2028
Year 1 Cycle - Plan Reviewed by Itasca County Board of Commissioners	[Month] [DATE] 2029
Year 2 Cycle – Plan Reviewed by Regional Review Committee	[Month] [DATE] 2030
Year 3 Cycle – Plan Reviewed by – [COUNTY] – Peer Review	[Month] [DATE] 2031

AUTHENTICATION FOR ITASCA COUNTY/CITY OF EMERGENCY OPERATIONS PLAN MW 3

The Itasca County/City of Emergency Operations Plan has been reviewed and approved by the following representatives:

Name, Title	Name, Title
Jurisdiction	Jurisdiction
Name, Title	Name, Title
Jurisdiction	Jurisdiction
Name, Title	Name, Title
Jurisdiction	Jurisdiction
Name, Title	Name, Title
Jurisdiction	Jurisdiction
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Jurisdiction	Jurisdiction
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Jurisdiction	Jurisdiction
Name, Title	Name, Title
Jurisdiction	Jurisdiction
Name, Title	Name, Title
Jurisdiction	Jurisdiction

ITASCA COUNTY/CITY OF EMERGENCY OPERATIONS PLAN – DISTRIBUTION LIST MW 3

Department/Agency	Title	Date	Format

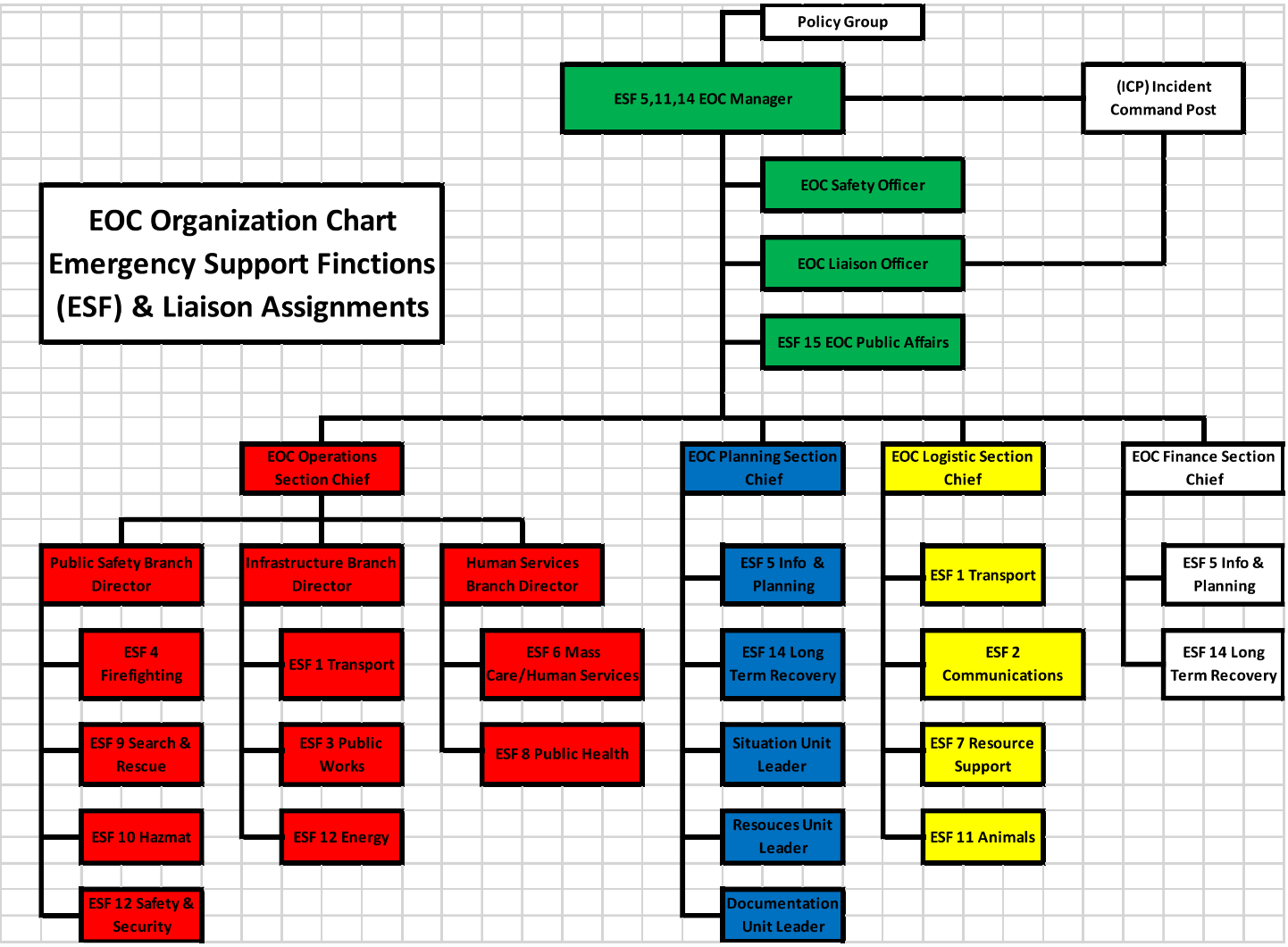
TABLE OF CONTENTS MW 2

Cover	**********	1
Verification of Plan Approval	**********	2 - 3
Record of Revisions	**********	3
Authentication of EOP	**********	4 - 5
Distribution List	**********	6
Table of Contents	**********	7
Attachments	**********	8
EOC Org Chart	**********	9
Annexes/Functional Areas/ESF's	**********	10
ESF'S / SCOPE/ANNEXES	**********	11 - 12
Reason for the Plan	**********	13
Purpose of the Plan	**********	13 - 14
Legal Basis and Reference	**********	14 - 16
Activation	**********	17
Delegation of Authority	**********	17 - 18
Concept of Operations	**********	18 - 24
Organization	**********	25
Responsibilities	**********	25 – 35
Support	**********	35 - 36
Plan Updating and Distribution	**********	36
Records Retention	**********	37
Authentication	**********	37

ATTACHMENTS

Attachment Number	Description	Annex	MNWALK	Page
3	Locations of Government Services	Basic Plan	MW 8	BP-13
2	Continuity of Operation Plan	Basic Plan	MW 8	BP-14
4	Contact Information	Basic Plan	MW 45	BP-28
5	Contact Information	Basic Plan	MW 45	BP-28
6	Contact Information	Basic Plan	MW 45	BP-28
1	Resources for Public and Private Lifeline	K	MW 45	BP-28
14	Resources for Health Care Services	E	MW 45	BP-28
1	Emergency Alert System (EAS)	A	MW 10, 16	A-2
2	IPAWS (Integrated Public Alert & Warning System)	A	MW 17	A-4
3	IPAWS (Integrated Public Alert & Warning System)	A	MW 17	A-4
2	Primary and Alternate EOC Locations	B	MW 21	B-4
7	EOC Org Chart	B	MW 20	B-7
E - Annex E-6 - Attachment 7 – Mass Care Guidance			MW 33	
E - Annex E-8 - Attachment 6 – Shelters			MW 32	
E - Annex E-9 - Attachment 10 – Community Recovery Guidance			MW 51	
E - Annex E-10 - Attachment 9 – Itasca County Solid Waste Ordinance			MW 47	
E - Annex E-11 - Attachment 2 – EMS Service Areas			MW 12	
E - Annex E-11 - Attachment 3 – Procedures for Tracking Victims			MW 13	
E - Annex E-11 - Attachment 4 – 1st Responder Service Areas			MW 12	
E - Annex E-11 – Attachment 5 – Medical Facilities			MW 26, 27	
E - Annex E-13 - Attachment 1 – Access and Functional Needs - Other Related Support			MW 6	
E - Annex E-6 - Attachment 14 – Resources for Health Care Services			MW 43	
F - Annex F-3 - Attachment 1 – Itasca County Evacuation Routes			MW 60	
G - Annex G-3 - Attachment 1 – Fire Service Areas			MW 11	
G - Annex G-3 - Attachment 2 – (MOU) (LOA) (MAA) (CFPA) Agreements			MW 22	
H - Annex H-5 – Attachment 1 – Damage Assessment Guidance			MW 48	
H - Annex H-5 – Attachment 2 – Initial Damage Assessment Field Guidance			MW 48	
H - Annex H-5 – Attachment 3 – Disaster Assistance Guidance			MW 48	

EOC Org Chart



ANNEXES/FUNCTIONAL AREAS/ESF's (Emergency Support Function)

Annex	Functional Area		ESF's	
A	Warning and Notification	**********	#15	A
B	Direction and Control	**********	#05	B
C	Emergency Public Information	**********	#15	C
D	Search and Rescue	**********	#09	D
E	Public Health and Medical	**********	#06, #08	E
F	Evacuation, Traffic and Security	**********	#13	F
G	Fire Protection	**********	#04	G
H	Damage Assessment	**********	#01, #03, #14	H
I	Congregate Care	**********	#06	I
J	Debris Management	**********	#03	J
K	Utilities Restoration	**********	#03, #12	K
L	Hazardous Materials	**********	#10	L
M	Transportation	**********	#01	M
N	Mass Fatalities	**********	#08	N
O	Legal	**********	#15	O
P	Finance and Administration	**********	#05, #14	P
Q	Logistics	**********	#07	Q
R	Donations Management	**********	#14	R
S	Animals	**********	#11	S
T	Planning	**********	#05	T
U	Communications	**********	#02	U

ESF'S (Emergency Support Functions)/ SCOPE/ANNEXES

ESF's	• Scope	Annex

ESF #1 – Transportation **********	H, M
• Aviation/airspace management and control • Transportation safety • Restoration and recovery of transportation infrastructure • Movement restrictions • Damage and impact assessment	

ESF #2 – Communications **********	U
• Coordination with telecommunications and information technology industries • Restoration and repair of telecommunications infrastructure • Protection, restoration, and sustainment of national cyber and information technology resources • Oversight of communications within the Federal incident management and response structures	

ESF #3 – Public Works and Engineering **********	H, J, K
• Infrastructure protection and emergency repair • Infrastructure restoration • Engineering services and construction management • Emergency contracting support for life-saving and life-sustaining services	

ESF #4 – Firefighting **********	G
• Coordination of Federal firefighting activities • Support to wildland, rural, and urban firefighting operations	

ESF #5: Information and Planning **********	B, P, T
• Collects, analyzes, processes, and disseminates information about a potential or actual incident • Conducts planning activities	

ESF #6: Mass Care, Emergency Assistance, Temporary Housing and Human Services **********	E, I
• Mass care • Emergency assistance • Disaster housing • Human services	

ESF #7 – Logistics Management and Resource Support **********	Q
• Comprehensive, national incident logistics planning, management, and sustainment capability • Resource support (facility space, office equipment and supplies, contracting services, etc.)	

ESF #8 – Public Health and Medical Services **********	E, N
• Public health • Medical • Mental health services • Mass fatality management	

ESF #9 – Search and Rescue **********	D
• Life-saving assistance • Search and rescue operations	

ESF #10 – Oil and Hazardous Materials Response **********	L
• Oil and hazardous materials (chemical, biological, radiological, etc.) response • Environmental short- and long-term cleanup	

ESF #11 – Agriculture and Natural Resources **********	S
• Nutrition assistance • Animal and plant disease and pest response • Food safety and security • Natural and cultural resources and historic properties protection • Safety and well-being of household pets	

ESF #12 – Energy **********	K
• Energy infrastructure assessment, repair, and restoration • Energy industry utilities coordination • Energy forecast	

ESF #13 – Public Safety and Security **********	F
• Facility and resource security • Security planning and technical resource assistance • Public safety and security support • Support to access, traffic, and crowd control	

ESF #14: Long-Term Community Recovery **********	H, P, R
• Long-Term Community Recovery was superseded by the National Disaster Recovery Framework (NDRF). • For guidance on long-term community recovery, please refer to the NDRF. http://www.fema.gov/national-disaster-recovery-framework	

ESF #15 – External Affairs **********	A, C, O
• Emergency public information and protective action guidance • Media and community relations • Congressional and international affairs • Tribal and insular affairs	

I. REASON FOR THE PLAN

Tornados, floods, blizzards, homeland security threats and other natural disasters can affect Itasca County and the City of. In addition, major disasters such as train wrecks, plane crashes, explosions, hazardous materials releases, emergency levee failures, pipeline leaks, health related and national security emergencies pose a potential threat to public health and safety in Itasca County/City of. An emergency plan is needed to ensure the protection of the public from the effects of these hazards.

ITASCA COUNTY HAZARDS RANKING BY THE HAZARD MITIGATION COMMITTEE MW 5

Potential Hazards	Frequency	Magnitude	Warning Time	Severity	Special Characteristics	Risk Priority
Tornado	3. Likely	2. Limited	4. Minimal	3. Critical	Mobile Homes	75%
Thunderstorm	3. Likely	3. Critical	3. 6-12 hours	2. Limited	Crop/Home Damage	67%
Flooding	2. Possible	2. Limited	1. 24+ hours	2. Limited	Road Washouts	28%
Snow	2. Possible	3. Critical	1. 24+ hours	3. Critical		39%
Ice Storm	2. Possible	3. Critical	1. 24+ hours	3. Critical		39%
Drought	2. Possible	3. Critical	1. 24+ hours	2. Limited	Agricultural	33%
Wildfire	2. Possible	2. Limited	4. Minimal	2. Limited		44%
Food Safety	1. Unlikely	1. Negligible	4. Minimal	2. Limited		19%
Haz-Mat Spills	3. Likely	2. Limited	4. Minimal	3. Critical		75%
Contaminated Water	2. Possible	2. Limited	4. Minimal	2. Limited		44%
Radiological Event	1. Unlikely	4. Catastrophic	4. Minimal	4. Catastrophic		33%
Train Derailments	2. Possible	2. Limited	4. Minimal	3. Critical		50%
Civil Unrest	1. Unlikely	2. Limited	2. 12-24 hours	2. Limited		33%
Power Outage	3. Likely	3. Critical	4. Minimal	2. Limited	Impacts the Elderly	75%
Bioterrorism	1. Unlikely	4. Catastrophic	4. Minimal	4. Catastrophic		33%
Pandemic	3. Likely	4. Catastrophic	4. Minimal	4. Catastrophic	Sick Public Safety	100%
Cyber Attack	2. Possible	3. Critical	4. Minimal	3. Critical		56%

Additional information can be found in the Itasca County Hazard Mitigation Plan, published separately.

II. PURPOSE OF THE PLAN

Itasca County and the City of have many capabilities and resources that could be used in the response to a major disaster. These include facilities, equipment, personnel and skills of both government and nongovernment personnel in Itasca County/ City of. The purpose of this plan is to ensure the effective, coordinated use of these resources to:

1. Provide support to all areas and political subdivisions MW 8-(c) 0 - Basic Plan.13.Attachment 3.Locations of Government Services in the County, including the City of, which require assistance

2. Answer the questions during emergencies, “Who is in charge?” and “What should I do?”

3. Make sure the necessary jobs get done during emergencies

4. Provide for the continuity of government during emergencies MW 8
0 - Plan.14.Attachment 2.Continuity of Operation Plan

5. Identify organizational structure for emergency response and recovery

6. Provide guidance for disaster education and training

7. Provide references for more detailed information

III. LEGAL BASIS FOR PLANNING AND CONDUCTING ALL-HAZARD EMERGENCY OPERATIONS MW 4

- City of
  - League of Minnesota Cities Handbook
- Itasca County
  - Itasca County Resolution No. 4-59-25, April 17th, 1959
  - Public Law 920, as amended
  - Public Law 99-499, [Superfund Amendments and Reauthorization Act (SARA) of 1986]
  - Minnesota Division of Emergency Management BULLETIN NO. 85-1
  - Common County Emergency Management Agreements
  - Mutual aid agreements
  - Hospital plans
  - Facility Hazardous Materials Plans
  - Itasca County Resolution 05-32, dated February 22, 2005 adopting the NIMS
- State References
  - Minnesota Statutes
  - Chapter 12
  - Chapter 16C
  - Chapter 299J, as amended (Minnesota Pipeline Safety Act)
  - Chapter 299K.01 (MN Emergency Planning and Community Right to Know Act)
  - Chapter 375.08 Board to Fill Vacancies in County Offices
  - Chapter 382.01 Officers Elected: Terms
  - Chapter 390 Coroner; Medical Examiner
  - Chapter 144.419 Public Health
  - Chapter 86B Water Safety, Watercraft, and Watercraft Titling
  - League of Minnesota Cities Handbook
- Federal References
  - Public Law 99-499 of 1986 (SARA)
  - HSPD-5, February 9, 2005 (National Incident Command System)
  - Robert T Stafford Act Public Law 93-288 as amended by Public Law 100-707
  - Federal Emergency Management Executive Order 12148
  - Title 49 – Transportation
  - National Response Framework
  - FEMA Comprehensive Preparedness Guide (CPG-101)

Pets Evacuation and Transportation Standards Act of 2006

- Mutual Aid Agreements
  Mutual Aid Agreement of Itasca County Fire Chief's Association
- Emergency Management Requirements
  Emergency Operations Plan – 100 requirements
  MS 12.25, subd.2
  MS 299K.05 (SARA Title III)
  MS 115E.03
  MS 299J.10
  Post Katrina EM Reform Act (PKEMRA)
  9/11 Commission Report
- Specialized Issue Plans
  PKEMRA
- Disaster Recovery Plan
  PL 101-707 (Stafford Act)
- Interoperable Communications Planning
  9/11 Commission Report
- Emergency Alert System (EAS) Plan
  47 CFR
- Countywide Hazard Analysis
  Disaster Mitigation Act of 2000
- Emergency Management Program
  MS 12.25
- County Hazard Mitigation Plan
  Disaster Mitigation Act of 2000
- Ingestion Pathway Planning
  44 CFR 350
  NUREG 0654
- School Crisis Planning
  MS 121A.035
- Preparedness
  Emergency Operations Plan – MNWALK requirements
  - MS 12.25, subd.2
  - MS 299K.05 (SARA Title III) MS 115E.03
  - MS 299J.10
  - Post Katrina EM Reform Act (PKEMRA)
  - 9/11 Commission Report
  - Sandy Recovery Improvement Act
  - Specialized Issue Plans
    - PKEMRA
    - Pets Evacuation and Transportation Standards of 2006 (PETS)
    - Public Health Act
    - Americans with Disabilities Act (ADA)

- Rail Preparedness
  - M.S. 115E.042, Subd. 3
  - M.S. 115E.08, Subd. 3b.
- Mass Sheltering
  - Public Law 101-707 (Stafford Act) Homeland Security Act of 200 HSPD 5
  - PKEMRA
  - Public Health Service Act PETS
  - ADA
- Standard Operating Guidelines/Procedures Resource Manuals / Mutual Aid documents
  - MS 12.27
  - MS 12.331
- Interoperable Communications Planning
  - 9/11 Commission Report
- Emergency Alert System (EAS) Plan
  - 47 CFR
- Ingestion Pathway Planning
  - 44 CFR 350
  - NUREG 0654
- School Crisis Planning
  - MS 121A.035

- Response and Recovery
  - Disaster Recovery Plan
    - PL 101-707 (Stafford Act)
  - Initial Damage Assessments
    - Stafford Act
    - MS 12B
  - Preliminary Damage Assessments
    - Stafford Act
    - MS 12B
  - Applicant Briefings Coordination
    - Stafford Act
- Mitigation
  - Countywide Hazard Analysis
    - Disaster Mitigation Act of 2000
  - County Hazard Mitigation Plan
    - Disaster Mitigation Act of 2000
- Administration
  - Emergency Management Program Development and Maintenance
    - MS 12.25, subd. 2

IV. ACTIVATION

The Itasca County/City of Emergency Operations Plan may be activated under any of the following conditions:

- On the order of the Emergency Management Director or (designee) provided the existence or threatened existence of a local emergency has been proclaimed in accordance with the appropriate emergency ordinance
- When the Emergency Operations Center is activated
- When the Governor has proclaimed a peacetime emergency in an area that includes Itasca County or the City of
- By a Presidential Declaration of a national emergency
- Automatically on the receipt of an attack of warning or the observation of a nuclear detonation

County and City departments and various agencies have their own emergency plans and procedures that are separate from this plan. If this plan is activated, use it as the primary plan and other plans as supplements. In the event of any conflict between the revisions of this plan and any supplement guide prepared by County or City departments, this Plan takes precedence.

V. DELEGATION OF AUTHORITY MW 8-(b)

The Itasca County Board of Commissioners/City of Mayor has the final responsibility for all County/City government operations. However, the Commissioners/Mayor can delegate the authority to coordinate emergency operations to the Emergency Management Director or (designee). The Emergency Management Director or (designee) is authorized to activate this plan and is responsible for the coordination of emergency operations within the Itasca County and the City of. Contact information for the Emergency Management Director or (designee) can be found in Annex A – Warning and Notification.

The Emergency Operations Plan delegates the Chair of the County Board of Commissioners/City of Mayor authority to specific individuals if he or she is unavailable or delegates his or her authority. The line of succession in a major emergency or disaster is as follows:

Itasca County	**City of**
County Board Chair	Mayor
Vice Chair of County Board	Mayor Pro-Term
County Administrator	City Administrator

A. EMERGENCY OPERATIONS CENTER DIRECTOR

The Emergency Operations Center Director or (designee) will serve the Chairperson of the County Board of Commissioners/City of Mayor as the senior advisor regarding emergency operations and recovery. The Itasca County Emergency Management Director or (designee) serves as the Emergency Operations Center Director. If the Itasca County Emergency Management Director or (designee) is unavailable, the Itasca County Emergency Management Coordinator or (designee) will serve as the Emergency Operations Center Director. If the Emergency Management Coordinator is unavailable the Itasca County Risk Manager or (designee) or the designated Police Department official will be the Emergency Operations Center Director.

VI. CONCEPT OF OPERATIONS – DIRECTION AND CONTROL

Our direction and control structure for emergency operations is pursuant to the National Incident Management System (NIMS), which employs two levels of incident management structure:

1. The Incident Command System includes a core set of concepts, principles, and terminology applicable to single of multiple incidents regardless of their scope or size

2. Multi-Agency Coordination Systems integrate a combination of facilities, equipment, personnel, procedures, and communication into a common framework, which allows for the coordination and support of incident management.

An Incident Commander using response resources from one or two departments or agencies, will normally handle emergency situations classified as incidents. The Emergency Operations Center will generally not be activated. The Incident Commander will manage and direct the on-scene response from the Incident Command Post. The Emergency Operations Center may be opened at the request of the on-scene Incident Commander when an incident overwhelms the on-scene incident command system.

During major emergencies, disasters or catastrophic incidents, a Multi-Agency Coordination System may be advisable. Central to this system is the Emergency Operations Center, which is the nucleus of all coordination of information and resources. The Emergency Operations Center will mobilize and deploy resources for use by the Incident Commander, coordinate external resource and technical support, research problems, provide information to senior managers, disseminate public information and perform other tasks to support on-scene operations.

For some types of emergency situations, the Emergency Operations Center may be activated without activating an incident command field operation. Such situations may include:

1. When a threat of hazardous conditions exists but those conditions have not yet impacted the local area, such as spring flooding. The Emergency Operations Center may accomplish initial

response actions, such as mobilizing personnel and equipment and issuing precautionary warnings to the public. When the hazard impacts an Incident Command Post may be established, and direction and control of the response may be transitioned to the Incident Commander.

2. When the emergency does not have a specific impact site, but rather affects a wide portion of the local area such as an ice storm or public health event.

For operational flexibility, both the Incident Command System and Emergency Operations Center operations may be sized according to the anticipated needs of the situation. The structure of incident command is specifically intended to provide a capability to expand and contract with the magnitude of the emergency and the resources committed to it. The Emergency Operations Center may also be activated on a gradual basis.

A. NIMS/EMERGENCY OPERATIONS CENTER INTERFACE

Most incidents are classified as minor. They affect only a small portion of the community, and most response organizations could manage the incident by committing only limited resources.

Major incidents, however, may threaten the entire community. Whole communities may require evacuation for several days during large scale incidents. A much greater commitment of equipment and personnel is made to control these incidents. The decision-making process moves to the policy level, which involves more people in the procedure. Coordination of the response, responders, and information management moves to the highest level.

Collaboration between Incident Command and the Emergency Operations Center is crucial in addressing issues facing a community during disasters and large-scale emergencies. The Incident Commander is generally responsible for coordination and control of specific activities at an incident site. The Emergency Operations Center is generally responsible for coordination of all incidents occurring within a community. Usually, administrative, and off-site functions are the responsibility of the Emergency Operations Center personnel, while the Incident Commander retains authority at the site of the incident. These functions may overlap, and sometimes conflict may develop. Continual communication and discussion between the Emergency Operations Center and Incident Commander can assist in conflict resolution. In rare instances where there is no resolution, the Emergency Operations Center, which has the responsibility for the entire community, makes the final decision.

The Emergency Operations Center does not dictate actions at the scene but may influence changes in the action plan through the distribution of resources. The Emergency Operations Center does not develop on-scene action plans but must be made aware of them. Possible conflicts and potential problems can be role-played and addressed during planning and exercising before an actual event.

The Emergency Operations Center is a function, not just a building. Itasca County/City of has a mobile Emergency Operations Center with the capability to respond to the scene or any other remote location. This usually happens during partial activation of the Emergency Operations Center when the numbers of persons in the Emergency Operations Center is small. A mobile Emergency Operations Center is sometime more cost-effective than activating the primary.

B. OPERATIONAL POLICIES

Our County and Cities are exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property. A summary of our major hazards is provided below. More detailed information is provided in our Hazard Mitigation Plan, published separately.

HAZARD SUMMARY MW 5

Hazard Type:	Likelihood of Occurrence *	Estimated Impact on Public Health & Safety	Estimated Impact on Property
	(see below)	Limited, Moderate, Major	Limited, Moderate, Major
Natural			
Drought	Highly Likely	Major	Major
Earthquake	Unlikely	Limited	Limited
Flash Flooding	Highly Likely	Moderate	Moderate
Flooding	Highly Likely	Major	Major
Tornado	Highly Likely	Major	Major
Wildfire	Unlikely	Major	Major
Winter Storm	Highly Likely	Major	Moderate
Public Health	Highly Likely	Major	Limited
Technological			
Dam Failure	Unlikely	Major	Major
Energy/Fuel Shortage	Likely	Major	Major
HazMat/Oil Spill (fixed site)	Highly Likely	Moderate	Moderate
HazMat/Oil Spill (transport)	Highly Likely	Moderate	Moderate
Major Structural Fire	Highly Likely	Major	Major
Nuclear Facility Incident	Unlikely	Limited	Limited
Water System Failure	Highly Likely	Major	Major
Security			
Civil Disorder	Highly Likely	Moderate	Moderate
Enemy Military Attack	Unlikely	Limited	Limited
Terrorism	Likely	Limited	Limited
* Likelihood of occurrence: unlikely, occasional, likely, or highly likely			

From Itasca County Hazard Mitigation Plan updated in 2021

Operational concepts presented in this section are applicable to both peacetime and wartime situations. In cases where similarities in operational concepts exist, these concepts have been combined. Operational concepts particular to either peacetime or wartime situations have been so noted. In some instances, emergencies will be preceded by some sort of build-up or warning period which, if recognized and utilized, can provide enough time to warn the population and implement mitigation measures designed to reduce the loss of life and property damage. However, often an emergency occurs with little or no warning, requiring immediate activation of the Emergency Operations Plans and commitment of resources. Considering this continuum of possibilities, this guide will be implemented, to the extent possible, in the following three period and related phases:

1. **Pre-Emergency Period**

   The Pre-Emergency Period is divided into two phases, as follows:

   a. **Normal Preparedness Phase**

      Entities identified in this guide have either a primary or support mission relative to response and recovery should prepared Standard Operations Guidelines and checklists detailing personnel assignments, policies, notification rosters and resource lists. Personnel should be acquainted with these Standard Operating Guidelines and checklists and periodically be trained in their activation and execution. Keep emergency communications systems, warning systems and the Emergency Operations Center ready always. Resource lists should also be prepared and maintained current.

      - Prepare, review, and maintain emergency operations plans, resource lists and checklists
      - Inspection of critical facilities
      - Recruitment of additional staff and disaster service workers

   b. **Increased Readiness Phase**

      This phase will be initiated by the receipt of a warning or the observation that an emergency is imminent. Actions to be accomplished during this phase include, but are not necessarily limited to:

      - Dissemination of accurate, timely, emergency public information
      - Accelerated training of permanent and auxiliary staff
      - Mobilization of resources

2. Emergency Period

The Emergency Period is composed of the following three phases:

a. Pre-impact Phase

Actions to be accomplished during this phase are precautionary and emphasize protection of life. Typical responses might be:

- Evacuation of threatened populations to safer areas
- Advising threatened populations of the emergency and apprising them of safety measures to be implemented
- Identify the need for Mutual Aid and request such through the appropriate channels
- Declaration of a LOCAL EMERGENCY by local authorities

b. Immediate Impact Phase; during this phase

- Evacuations of portions of the County or City are required due to uncontrollable, immediate, or ensuing threats
- Mutual aid from outside the County or City is required
- The County or City is either impacted or not impacted at all, and is requested to provide mutual aid to other jurisdictions

The Itasca County Commissioners or the Mayor of will issue an emergency declaration, when appropriate, to enable the Itasca County Emergency Management staff to operate under Chapter 12. This helps reduce the chance of litigation. When County or City resources are committed to the maximum, and additional resources are required, requests for Mutual Aid will be initiated through the proper channels.

If required, the Minnesota Division of Homeland Security and Emergency Management may activate the State Emergency Operations Center in St. Paul. The mission of the State Emergency Operations Center is coordination and support of operations in affected areas.

The Minnesota Division of Homeland Security and Emergency Management will assist the Governor in direction and coordination or response activities of State agencies, as well as coordinate and support response and recovery activities conducted by local government.

To support the State Emergency Operations Center operation, during statewide emergencies, the State may open the Central MN Region Emergency Operations Center located at the Kandiyohi County Emergency Management office.

Depending on the severity of the emergency, a LOCAL EMERGENCY may be proclaimed. In this case, the County/City Emergency Operations Center will be activated, and the Division of Homeland Security and Emergency Management will be advised. The Division of Homeland Security and Emergency Management Director or (designee) may request gubernatorial declaration of a PEACETIME EMERGENCY. Should a PEACETIME EMERGENCY be proclaimed, State agencies will, to the extent possible, respond to requests for assistance.

If the Governor request and receives a Presidential declaration of an EMERGENCY or a MAJOR DISASTER under the provisions of Public Law 93-288, the President will appoint a State Coordinating Officer. In conjunction with a Federal Coordinating Officer, the State Coordinating Officer will coordinate state and federal support efforts.

c. Sustained Emergency Phase

In addition to continuing life safety and property protection operations, mass care, relocation, registration of displaced persons and damage assessment, operations will be initiated. Disaster Assistance Centers, providing victims' services addressing immediate emergency or rehabilitation needs, may also be established.

3. Post-Emergency Period (Recovery)

As soon as possible, the Minnesota Division of Homeland Security and Emergency Management Director or (designee), operating through the State coordinating Officer, will bring together representatives of federal, state, county, and city agencies, as well as representative of the American Red Cross, for the purpose of coordinating the implementation of assistance programs and establishment of support priorities.

The Post-Emergency Period has at least six prime objectives, which may overlap. These objectives are:

a. Reinstatement of family autonomy

b. Provision of essential public services

c. Permanent restoration of public and private property

d. Identification of residual hazards

e. Plans to mitigate future hazards

f. Recovery of costs associated with response and recovery efforts

4. Peacetime Emergencies

Generally, the level of involvement in peacetime emergencies will be City, to County, to State to Federal. To facilitate the planning process, the Minnesota Division of Homeland Security and Emergency Management has established three levels of emergency response to peacetime emergencies, which are based on the severity of the situation and the availability of local resources.

a. Level I

A minor to moderate incident characterized by adequate local response capability and enough resources to favorably resolve the situation. A LOCAL EMERGENCY may or may not be proclaimed.

b. Level II

A moderate to severe emergency characterized by a need for Mutual Aid to ensure a favorable resolution of the situation. In most cases, a LOCAL EMERGENCY will be proclaimed, and a STATE OF EMERGENCY may be proclaimed.

c. Level III

A major disaster, exemplified by depletion of resources and mutual aid response capability area wide, necessitating extensive Statewide and Federal assistance. Generally, a LOCAL EMERGENCY and STATE of EMERGENCY will be proclaimed. A Presidential declaration may or may not be proclaimed.

5. Wartime Emergencies

The impact of wartime emergency may range from minor inconvenience such as food and petroleum shortages to a worst-case scenario involving an attack on the United States.

Protective measures to be employed in the event of a threatened or actual attack on the United State include:

- In-place protection utilizing designated fallout shelters
- Construction of fallout shelters, given adequate lead-time
- Upgrading homes and other buildings to a radiation protection factor of at least 40, given adequate lead time

- Spontaneous evacuation by an informed citizenry. Crisis relocation is not considered a viable option within the context of this guide

Additional resources and guidance can be found on file in the Emergency Management office.

3. ORGANIZATION

The National Incident Management System (NIMS) was developed to provide a consistent nationwide framework for standardizing incident management practices and procedures. NIMS ensures that federal, state, and local jurisdictions work effectively, efficiently, and cooperatively to prepare for, respond to and recover from domestic incidents of any cause, size, or complexity.

NIMS provides a consistent, flexible, and adjustable national framework within which government and private entities at all levels can work together to manage domestic incidents, regardless of their cause, size, location, or complexity. This flexibility applies across all phases of incident management: prevention, preparedness, response, recovery, and mitigation.

4. RESPONSIBILITIES

A. Policy Group

The City of Mayor/Itasca County Board Chair are the chief elected officials. Local government has the primary role of implementing protective actions to reduce risks to the public from emergency situations or disasters. The elected officials have the overall responsibility to proclaim City of/Itasca County to be in a state of disaster when resources of the jurisdictions are overwhelmed.

B. EOC Director

Responsible for carrying out the emergency management program for City of/Itasca County. The Director will coordinate the activities of all organizations for emergency management within City of/Itasca County and with additional emergency management agencies/organizations throughout the county and state. The EOC Director will establish response and recovery priorities through the EOC and will coordinate the resources needed to support emergency operations. The Emergency Operations Center Director is responsible for identifying personnel to fill the following positions as needed: Liaison, Safety Officer, Operations Section Chief, Planning Section Chief, Situation and Analysis Unit Leader and Logistics Section Chief.

1. Public Information Officer

Provide official information and instructions to the community utilizing all available means of communication, before, during and after an emergency or disaster situations.

2. **Liaison**

The Liaison Officer is a member of the command staff and is the point of contact for cooperating agencies. This may include entities such as the American Red Cross, law enforcement agencies, public works departments, etc. that are not affiliated with local government but provide critical support services in the community following disasters/emergencies.

3. **Legal Advisor**

Advise the Emergency Management Director or (designee) and EOC staff during an emergency on the legal requirements and statutes applicable to the emergency. Especially important are the legal requirements for declaration of local emergency and applying for financial assistance.

4. **Safety Officer**

Responsible for developing measures to monitor and assess unsafe and hazardous conditions, to assure personnel and resident safety, during emergencies.

C. Operations Section Chief

The Operations Section Chief activates and supervises operational elements in accordance with the emergency operations plan and directs its execution. The Operations Section Chief also directs the preparation of unit operational plans, requests or releases resources makes expedient changes to the incident action plan as necessary and reports such to the EOC Director. The Operations Section Chief will be chosen based on the scope of the incident.

1. **Fire Protection and Hazardous Materials**

Provide for rapid systematic mobilization, organization and operation of necessary fire and rescue resources to mitigate the effects of disasters. The Fire Branch Director acts as an advocate on behalf of the fire and rescue services interagency/interdisciplinary activities and provides a regional perspective in requesting aid and in establishing response priorities. In addition to fire and rescue operations fire departments will respond to hazardous materials incidents and provide information regarding health or safety concerns that may impact responders and the surrounding community. A portion of response to hazardous materials incidents may also include identification of hazardous materials/substance and decontamination.

2. **Law Enforcement (Warning and Notification, Search and Rescue and Evacuation and Traffic Control)**

Preserve life and property by ensuring maintenance of law and order and providing for timely and coordinated evacuations of populations. Acts as an advocate and information channel on behalf of law enforcement services in interagency and interdisciplinary activities and provides a regional perspective in requesting and establishing response priorities. Law Enforcement also

collaborates for search and rescue operations, including missing persons, collapsed structure and drownings.

3. **Public Health and Medical**

The responsibility of Public Health is to provide the preventative public health services and coordinate the city and county wide public health related activities of the public and private sectors during disasters. Medical coordination is required to minimize the loss of life, subsequent disability, and human suffering by ensuring timely and coordinated medical response, treatment, and transport.

4. **Utilities Restoration**

Coordinate the restoration and continued operations of water, wastewater, gas, phone, and electric services – including redirection during emergencies and disasters.

5. **Debris Management**

Inspection and restoration of critical infrastructure; repair/restoration of roadways, bridges, overpasses, and tunnels; barricading and signing services to facilitate the safe movement of traffic, pedestrians, and protection of hazardous sites; providing for the safe and legal disposal of solid waste; and emergency support services to other departments.

6. **Congregate Care**

Develop organizational and operational policies and procedures required to meet the food, clothing and shelter needs of people on a mass care basis during natural, technological, and national security hazards. Congregate Care also includes food procurement, handling and distribution to personnel engaged in emergency operations and recovery.

7. **Mass Fatalities**

The County Coroner or Deputy Coroners will be responsible for removal and examination of the deceased and notifications of the next of kin in a manner that will preclude abnormal time delays in releasing the victims to the next of kin.

8. **Animals**

Arrange for or provide care and proper disposition of companion animals, livestock, and wildlife. This will include coordinating with governmental authorities in matters of animal rescue, evacuation, use of equipment, provision of transportation and security, destroying sick or diseased animals as well as facilitating a system for companion animal/owner reunification.

D. Planning Section Chief:

The Planning Section Chief, a member of the general staff, is responsible for the collection, evaluation, dissemination and use of information about the development of the incident and the status of resources. Information is needed to understand the current situation, predict the probable course of incident events, and prepare alternative strategies and control operations for the incident.

1. Situation and Analysis:

Gather and analyze information on the nature, severity, and extent of the disaster, as well as report this information clearly and correctly. These reports will guide response decisions.

2. Damage Assessment:

The damage assessment process consists of a series of activities designed to determine the extent, severity, and financial impacts of damage. The process facilitates effective use of life safety resources, provides a basis for seeking state and federal assistance and ensures appropriate decisions are made regarding the structural safety of buildings, roads, and bridges throughout the impacted jurisdiction.

3. Demobilization:

Prepare an overall plan for demobilization and assist other departments and organizations in the orderly return to normal status.

4. Special Populations:

Provide a framework for local emergency response personnel working with members of the community who have special considerations. Members of the community who may have special considerations include those who are deaf and hard of hearing, totally and legally blind, those with cognitive, developmental, or physical disabilities, and those with limited English proficiency.

E. Logistics Section Chief: MW 45

Annex E.14. Attachment 8. Resources for Health Care Services

Annex K.8. Attachment 1. Resources for Public and Private Lifeline

0 - Basic Plan.28. Attachment 4. Contact Information

0 - Basic Plan.28. Attachment 5. Contact Information

0 - Basic Plan.28. Attachment 6.Contact Information

The Logistics Section Chief, a member of the general staff, is responsible for locating, procuring, cataloging, and prioritizing the distribution of resources. In coordination with planning and operations, tracks availability, distribution, redistribution, and projected resource needs during the

response phase as well as ensuring the return of resources during the recovery and demobilization efforts.

1. **Logistics:**

   The purpose of this annex is to provide guidance and outline procedures for efficiently obtaining, managing, allocating and monitoring the use of resources during emergency situations or when emergency situations appear imminent. This is to include: maintenance of inventory, procedures to obtain necessary additional resources and procedures to deploy all resources in an orderly and timely manner in response to an emergency or potential emergency.

2. **Transportation:**

   When carrying out emergency transportation activities, immediate needs must be considered first, followed by continuing requirements. Immediate transportation needs normally involve the evacuation of people, including residents of special facilities and residents from impacted areas. Continuing transportation needs typically involve the movement of relief supplies, equipment and emergency workers during response and recovery efforts.

3. **Donations Management:**

   Many disaster incidents create a need to coordinate donations of solicited/unsolicited goods and services, along with spontaneous and unaffiliated volunteers. It is not anticipated that every disaster will result in the donation of goods and services. In addition, Donations Management will coordinate the activation of the Community Emergency Response Team (CERT) and will collaborate with other departments and agencies for the utilization of CERT volunteers.

4. **Communications:**

   The communications section is responsible for ensuring that the EOC can communicate with outside agencies, field units and the public. This should include radio, phone, and computer capabilities. The communications section will also handle all communications by radio in to and out of the EOC. Normally operated with logistics and staffed with personnel familiar with acquisition and radio operations, for example, personnel from fire, public works, or law enforcement departments.

E. Administration and Finance Section Chief:

Manage all financial and cost analysis aspects of the incident as well as coordinate the emergency finance units which include cost, time, and claims. This support includes stabilization of regional and local economies, using available programs and resources of Federal departments and agencies

to aid community recovery, especially long-term recovery, and to reduce or eliminate risk from future incidents, where feasible.

1. Personnel/Human Resources:

Coordinate and allocate personnel resources to assist with emergency operations; identify emergency personnel requirements; register, classify and assign emergency workers and auxiliary personnel; recommend priorities to help resolve conflicting needs for personnel.

F. Functional Responsibilities:

1. Organization

Existing government is the basis for emergency operations. That is, government agencies will perform emergency activities related to those they perform on a day-to-day basis. County/City organizations and interrelationships are shown on the following page.

a. A summary of Itasca County/City of emergency responsibility assignments, by function is shown below. Directors or (designees) of the various county and city government departments and agencies will be responsible for carrying out the assignments shown on this chart.

b. Responsibilities have been assigned by the following:

i. Primary

Operational responsibility, which means the official or agency oversees and responsible to make provision for that function

ii. Support

Responsibility, which means the agency so assigned will, if possible, support and assist the official or agency designated primarily responsible

iii. Coordination

Responsibility is assigned when several agencies have support capability but no specific official or agency has obvious primary responsibility. This will be especially true when non-government agencies are involved

As a rule, county officials will be primarily responsible for carrying out emergency functions outside city limits and city officials will have the corresponding responsibility within city limits

ITASCA COUNTY EMERGENCY RESPONSIBILITY ASSIGNMENTS MW 7

Annex	Department/Agency	Responsibility Assignment
Warning and Notification	Itasca County Sheriff's Office Itasca County Emergency Management	Primary Support
Direction and Control	Itasca County Board of Commissioners Itasca County Administration Itasca County Emergency Management	Primary Support Support
Emergency Public Information	Itasca County Administration Itasca County Emergency Management	Primary Support
Search and Rescue	Itasca County Sheriff's Office Fire Departments (as identified in Annex G) Itasca County Emergency Management	Primary Support Support
Public Health and Medical MW 33, MN 51	Itasca County Public Health/Human Services Itasca County Environmental Services Itasca County Emergency Management	Primary Support Support
Evacuation, Traffic Control and Security MW 38	Itasca County Sheriff's Office Itasca County Highway Department Itasca County Emergency Management	Primary Support Support
Fire Protection	Fire Departments (as identified in Annex G) Itasca County Emergency Management	Primary Support
Damage Assessment MN 52	Itasca County Assessor's Office American Red Cross Itasca County Emergency Management	Primary Support Support
Congregate Care MW 25	Itasca County Public Health/Human Services American Red Cross Itasca County Emergency Management	Primary Coordination Support
Debris Management MW 46	Itasca County Highway Department Itasca County Emergency Management	Primary Support
Utilities Restoration MW 29	Itasca County Building Facilities Itasca County Emergency Management	Primary Support
Hazardous Materials	Fire Department (as identified in Annex G) Itasca County Environmental Services Itasca County Emergency Management	Primary Support Support
Transportation MW 41	Itasca County Highway Department Itasca County Emergency Management	Primary Support
Mass Fatalities MW 28	Itasca County Sheriff's Office Area Funeral Home's Itasca County Emergency Management	Primary Support Support
Legal	Itasca County Attorney's Office Itasca County Emergency Management	Primary Support
Finance and Administration	Itasca County Board of Commissioners Itasca County Auditor/Treasurer's Office Itasca County Human Resources	Primary Support Support

	Itasca County Emergency Management	Support
Logistics	Itasca County Purchasing Department Itasca County Emergency Management	Primary Support
Donations and Volunteer Management MW 49	Retired and Senior Volunteer Program Itasca County Emergency Management	Coordination Support
Animals MW 36	Humane Society Itasca County Environmental Services Itasca County Emergency Management	Coordination Primary Support
Special Populations	Special Populations Task Force Itasca County Emergency Management	Coordination Support
Communications MW 40	Itasca County Sheriff's Office Itasca County ARES Itasca County Emergency Management	Primary Support Support

CITY OF EMERGENCY RESPONSIBILITY ASSIGNMENTS MW 7

Annex	Department/Agency	Responsibility Assignment
Warning and Notification	Police Department Itasca County Emergency Management	Primary Support
Direction and Control	Mayor, City of Mayor Pro-Term, City of Administration, City of Itasca County Emergency Management	Primary Primary Support Support
Emergency Public Information	City of Administration Itasca County Emergency Management	Primary Support
Search and Rescue	Police Department Fire Department Itasca County Emergency Management	Primary Primary Support
Public Health and Medical MW 33, MW 51	Local Public Health Authority Health & Inspections Department Itasca County Emergency Management	Primary Support Support
Evacuation, Traffic and Security MW 38	Police Department Public Works Itasca County Emergency Management	Primary Support Support
Fire Protection	Fire Department Itasca County Emergency Management	Primary Support
Damage Assessment MW 52	Building Inspector American Red Cross Itasca County Emergency Management	Primary Support Support
Congregate Care MW 25	Itasca County Public Health/Human Services American Red Cross Itasca County Emergency Management	Primary Coordination Support
Debris Management MW 46	Public Works Parks Department Itasca County Emergency Management	Primary Support Support
Utilities Restoration MW 29	Public Utilities Itasca County Emergency Management	Primary Support
Hazardous Materials	Fire Department (as identified in Annex G) Itasca County Emergency Management	Primary Support
Transportation MW 41	Public Works Itasca County Emergency Management	Primary Support
Mass Fatalities MW 28	Sheriff's Office Area Funeral Home's Itasca County Emergency Management	Primary Coordination Support
Legal	Legal Department Itasca County Emergency Management	Primary Support
Finance and Administration	Mayor, City of	Primary

	Finance Department Human Resources Department Itasca County Emergency Management	Support Support Support
Logistics	Public Works Itasca County Emergency Management	Primary Support
Donations and Volunteer Management MW 49	Retired and Senior Volunteer Program Itasca County Emergency Management	Coordination Support
Animals MW 36	Humane Society Environmental Services Itasca County Emergency Management	Coordination Primary Support
Special Populations	Special Populations Task Force Itasca County Emergency Management	Coordination Support
Communications MW 40	Itasca County Sheriff's Office Itasca County ARES Itasca County Emergency Management	Primary Support Support

5. SUPPORT

A. National Guard

When a natural disaster or other emergency is beyond the capability of local government, support from National Guard units may be available. Only the Governor, as Commander in Chief of the Minnesota National Guard, has the authority to activate the Guard. The purpose of the activation is to ensure the preservation of life and property and to support civil law enforcement agencies. National Guard assistance will compliment and not be a substitute for county and/or local participation in emergency operations.

National Guard Assistance may be provided when:

- The situation is beyond the capacity of local and state government to control, and all civil resources have been exhausted and,
- Required resources are not available from commercial sources and,
- When public service is lost or withdrawn and an immediate substantial threat to public health, safety or welfare is evident.
- Assistance is limited to tasks that the National Guard can perform more efficiently and effectively than any other agency.

Some Important Considerations:

- The National Guard is not a First Responder.
- Communication capabilities (hand-held radios) will be required of the supported agency.
- Local authorities remain in charge of the incident.
- MN Guard soldiers remain under the charge of their military chain of command.
- Mission closure occurs when the protection of life and property, and preservation of peace, order, and public safety is restored.

State Active-Duty Mobilization Procedures:

- Sheriff or Mayor of a city of the first-class requests National Guard Assistance from the State of Minnesota through the State Duty Officer at 651-649-5451 or 1-800-422-0798.
- Division of Homeland Security and Emergency Management (HSEM) coordinates with the National Guard and obtains Governor's decision.
- Governor approves/disapproves request for National Guard support.
- National Guard contacts Sheriff/Police Chief to coordinate mission requirements.

If made available, National Guard personnel always remain under military command but will support and assist county and/or local forces in the accomplishment of a specific task or tasks.

Request procedure – In the case of the county and all cities in Itasca County, the Sheriff must submit the request for assistance to the governor's office.

B. State and Federal Agencies

A summary of state and federal programs available to local governments, which are experiencing or have experienced s disaster is contained in - Disaster Response and Recovery: A Handbook for Local Government. This document was developed by and is available from, the Minnesota Division of Homeland Security and Emergency Management regional program coordinator's office.

Information and assistance in securing state or federal support may be obtained by contacting the MN State Duty Officer at 1-800-422-0798.

6. PLAN UPDATING AND DISTRIBUTION

A. Planning Process

The Itasca County/City of Emergency Operations Plan, including Basic Plan and Annexes, is updated on an annual basis. Each annex representative is responsible for participating in the full review process every other year and for independently reviewing the annex on an annual basis. The overall responsibility for revising the Emergency Operations Plan is that of the Itasca County Emergency Management Department.

Record databases for resources and contacts of each department shall be updated on a regular, scheduled basis to keep the Resource Database current to reflect current capabilities. These resources are also to be reported to emergency management when there has been a significant change in are source, in addition to the scheduled maintenance. These resources still retain confidentiality within the Emergency Management department and sensitive information will not be released without prior approval.

Personnel who will staff the Emergency Operations Center shall receive appropriate training on the operation of the facility, which should be arranged by Itasca County Emergency Management or the annex representative for each of the functional areas. Emergency exercises and drills will periodically include scenarios to test all components of the Emergency Operations Plan.

This plan will be distributed to all county/city government departments and agencies, which have assignments in the event of a major disaster in Itasca County/City of. In addition, Region 2 area Emergency Management Directors or (designees) and Homeland Security and Emergency Management are provided with copies of the emergency plan. The Emergency Management Director or (designee) will maintain a plan distribution list.

Itasca County/City of will comply with Homeland Security and Emergency Management, Federal Emergency Management Agency, and Public Law 99-499 (SARA) training and exercise requirements, as published.

7. RECORDS RETENTION MW 8-(a), MW 40

A serious effort must be made to prevent the irretrievable destruction of document and records that are essential to the continued operation of the archives. A records retention schedule has been developed for each county department as outlined by Minnesota State Statutes.

Itasca County/City of records retention schedule is managed by individual departments based on their own requirements. These records are retained based on the State of Minnesota Records Retention Schedule to protect documents vital to the continued operation of its mandated programs. All County and City data and vital records are stored in different places by different departments and backed up weekly and stored off-site for redundancy purposes.

Itasca County and the City of recognize the need to ensure that key services continue to be provided through a line of succession. Itasca County/City of line of succession for key leadership positions can be found on file with Itasca County Emergency Management as well as in Annex A – Warning and Notification, of the Emergency Operations Plan.

8. AUTHENTICATION

See verification of plan approval.
See authentication for Itasca County/City of Emergency Operations Plan.

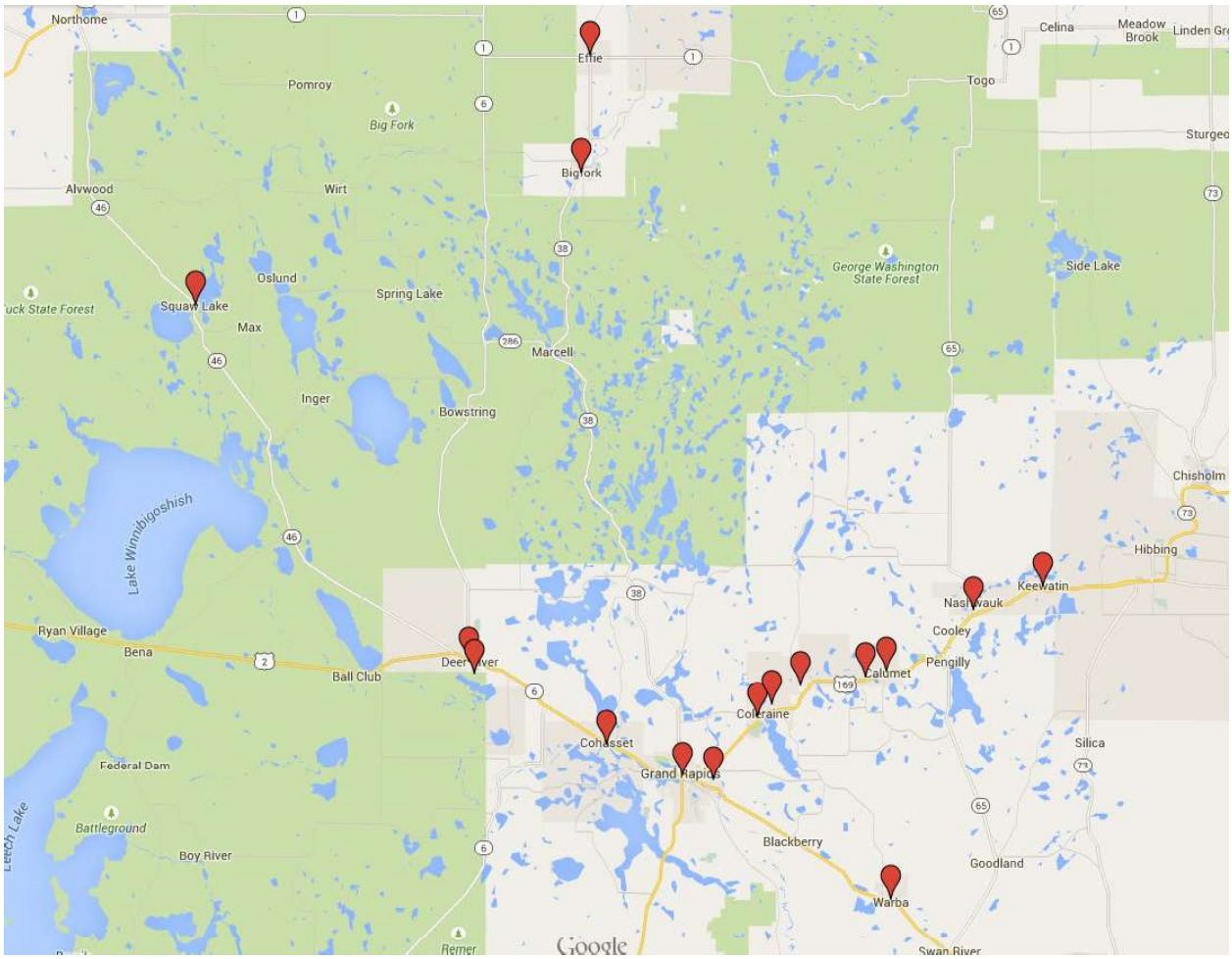
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0 - Basic Plan - 14 - Attachment 2 - Continuity of Operation Plan
BASIC PLAN
Core Capability #1 Planning (Common)
MNWALK Item # 8

ITASCA COUNTY CONTINUITY OF OPERATIONS PLAN (COOP)

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0 - Basic Plan – 13 - Attachment 3 - Locations of Government Services
BASIC PLAN
Core Capability #1 Planning (Common)
MNWALK Item # 8-(c)



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ITASCA COUNTY COURTHOUSE TELEPHONE DIRECTORY

In-House Employee List by Department

Departmental Phone Contacts

ADMIN SERVICES 1363
ASSESSOR.....1861
ATTORNEY 1867
AUDITOR/TREASURER 1860
COURT ADM.....1870
ENVIRONMENTAL SERVICES 1857
EXTENSION 1486
FACILITY MANAGEMENT.....1352
HUMAN RESOURCES.....1836
HUMAN SERVICES (IRC).....2100
Toll Free 800.422.0312
LAND.....1855
M.I.S. 2790
PARK SYSTEM.....1347
PROBATION.....1869
PUBLIC HEALTH 2100
REAL ESTATE SPECIALIST.....1850
RECORDER 1856
SHERIFF.....1476
SURVEY/MAPPING 1854
TRANSPORTATION.....1853
VETERANS.....1858
COUNTY TOLL FREE.....800.422.0312

****

Admin Services Dept/Room #103

Main Line 1363
Direct #.....327-7363
ASD FAX #.....327-2848
Copy Room.....1349

*****

Kebart, Shelley……..1363
Schultz, Amanda.....1362
Skyles, Brett 1359

Assessor Dept/Room #218

Main Line 1861
Direct #.....327-2861
FAX #.....327-7343

*****

Daigle, Nick 1493
Hilback, William 1494
Jetland, Christa 1469
Elich, Tanya.....1488
Leinwander, Cory 1498
Myers, Miranda 1464
Nelson, Carissa.....1497
Nelson, Dustin 1468
Peratalo, Amber.....1467
Pietila, James 1490
Schaefer, Lena 1492
Troumbly, Tony.....1465
Houwman, Jaden 1492
Jackson, Robin……...1468
Maasch, Walker…….1464
Vacant……..1468/1491

Attorney/Room #241

Main Line 1867
Direct #.....327-2867
FAX #.....327-0605

ITASCA COUNTY COURTHOUSE TELEPHONE DIRECTORY

In-House Employee List by Department

Attorney (cont'd)

Adam, Matti.....1489
Fideldy, Becky.....1825
Foster, Dida.....1804
LaDoux, Shelley.....1867
McDonald, Becky.....1880
McKinney, Jan.....1434
Scott, Cara.....1879
Skoglund, Melissa.....1435
Wilson, Peggy.....1433

Auditor/Treasurer Dept/Room #220

Main Line.....1860
Direct #.....327-2859/2860
FAX #.....327-7426

*****

Burgess, Cari.....1883
Davis, Deb.....1887
Dockter, Duane (Risk Manager).....1348
Direct.....327-7348
Fremont, Tony.....1410
Finken, Tanya.....1407
Guck, Gail.....1481
Hornstra, Holly.....1427
Loidolt, Michael.....1407
Martin, Vicki.....1849
Moore, Eva.....1885
Nurnberger, Amber.....1406
Loidolt, Micheal.....1415
Randall, Carolyn.....1422
Swedeen, Terry.....1884
Walker, Jeff.....1408
Computer Station.....1409
Vacant.....1405/1411/1422

ITASCA COUNTY COURTHOUSE TELEPHONE DIRECTORY

In-House Employee List by Department

Commissioners/Room #103

Main Line 1363
Direct # 327-7363
FAX # 327-2848
Boardroom 1507

*****

DeNucci, Ben (Dist. 5) 1346
Ives, Burl (Dist. 4) 1345
Snyder, Terry (Dist. 2) 1342
Tinquist, Davin (Dist. 1) 1341
Trunt, Leo (Dist. 3) 1360

Committee/Meeting/Courthouse Rooms

Admin Services Conf Line (327-0613) 1613
Basement Meeting Room 1898
Basement #E101 ..... no phone
Basement #E102 ..... no phone
Boardroom/East Phone #121/no ext line .. 1507
Analog/Conf. Phone 327-0649
Boardroom/West Phone #121 1508
Cafeteria/Kitchen ..... (327-7438)…1438
Kitchen Mgr ..... (327-0674)…1674
Conference Room #J135 1305
Direct 327-7305
Engineers Conf Room #153 1221
First Floor Conf Room #132 1367
Sheriff's Training Room #J13 1511

Court Administration/Room #357

Main Line 1870
Direct # 327-2870
FAX # 327-2897

*****

Ammerman, Crystal 1448
Anderson, Shannon 1449
Collins, Shari 1459
DiIorio, Stephanie 1455
Henke, Shelley 1664
Jarvi, Crystal 1390
Jones, Sean 1835
Kane, Sophie 1454
Olson, Sarah 1456
Ott, Tiffani 1450
Porterfield, Heather 1451
Serfling, Kelly 1684
Smith, Nevada 1453
Turner, Kimberly 1496
Unterburger, Jericho 1452
Vacant……...1330/1447/1474/1663

Court Administration (cont'd)

Bailiff, Court Security 1896

District Court Judges:
Judge Chandler 1606
Judge McBroom 1600
Judge Wahwassuck 1889

Law Clerks:
Moss, Carly (McBroom) 1330
Rassmussen, Calder (Chandler) 1351
Taskalos, Mike (Wahwassuck) 1329
Library 1355

Court Reporters:
Dame, Laurie (McBroom) 1892
Mustar, Darla (Chandler) 1354
Spaulding, Laura (Wahwassuck) 1602

Emergency Management

Linder, John 1483
Direct# ……327-7483
Or Contact the Sheriff's Dept 326-3477

Environmental Services/Room #146

Main Line 1857
Direct # 327-2857
FAX # 327-7331

*****

Benes, Katie 1430
Bray, Rosann 1466
Gustafson, Jim 1429
Nelson, Diane 1364
Stoltz, Greg 1338
Swenson, Dan 1428
Transfer Station 328-5801

ITASCA COUNTY COURTHOUSE TELEPHONE DIRECTORY

In-House Employee List by Department

Extension Service/4H/Room #103

Main Line 1486
Direct # 327-7486
FAX # 327-2848
Web ..... itasca@extension.umn.edu
Master Gardener Line 327-0676
U of M, Regional Office 327-5958

*****

Cavitt, Keri (kavit005@umn.edu) 218-464-3796
Hansen, Allison 1312
Johnson, Courtney (Y/D) 1365

Extension Service (cont'd)

Nordlund, Jodi (UofM-Nutrition) 1356
Rasmussen, Becky (4-H) 1801
Winegar, Drew 1486
Vacant 1640

Facilities Management

Non-Emergency/Routine Requests:
E-mail ..... facgroup@co.itasca.mn.us

*****

Facilities Management Staff:
Boyd, Joel/John, Bray/Jensen, Dan/O'Claire
Mike/Williamson, Paul (Non-Emergency) ... 1647
Direct 327-0647
Washburn, Randy (Supervisor/Emergency) .. 1352
Direct 327-7352

GIS Mapping/Room #132

Braaten, Jeff 1388
Miskovich, Ryan 1380

Human Resources Dept/Room #132

Main Line 1836
Direct # 327-2836
FAX# 327-7382
Conference Room 1367

*****

Dethloff, Rachelle 1358
Hart, Lynn 1361
Manning-Zelenak, Susan 1663

Human Services/ IRC

Main Line 2100
Direct 327-2941
Toll Free 800.422.0312
1209 S.E. 2nd Avenue
Grand Rapids, MN 55744-3983

Land Dept/Park System/Real Estate

Main Line 1855
Direct # 327-2855
FAX # 327-4160
1177 LaPrairie Avenue
Grand Rapids, MN 55744-3322

*****

Cease, Kory 1392
Clark, Roger 1347
Dabrowski, Casey 1673
Eide, Loren 1337
Gibbons, Mike 1357
Lehner, Jesse 1391
Leone, Perry 1340
Neary, Dan 1311
Newman, Ryan 1381
Olson, Adam 1309
Purdie, Jackson 1850
Rogalla, Renata 1375
Rother, Bob 1395
Schram, Tony 1482
Schreiber, Nick 1396
Thompson, Sara 1393
Shevich, Cindy 1397
Wyatt, Greg (Park Crew) 1669
Vacant 1302/1394

MIS Dept./Room # 205

Main Line 2790
Direct # 327-6790
Help line 2790

*****

Blain, Paul 1379
Gunderson, Chris 1888
Chamberlin, Jason 1862
Mann, Roger (IRC) 1432
Nelson, Josh 2179

ITASCA COUNTY COURTHOUSE TELEPHONE DIRECTORY

In-House Employee List by Department

Royal, Rick 1334
Steve Rossini 2702
Schneider, Dale 2701
Blake Thompson 2712
Whirley, Justin 2791
Worth, Chris (IRC) 2700
Vacant 1862/1437/1811/1431

Park System – see Land/Park System/Real Estate

Probation Dept

Main Line 1869
Direct # 327-2869
FAX # 327-7446

*****

115 N.E. 5th Street.
Grand Rapids, MN 55744
STATE: Adult Felony Probation 322-2920

*****

Anderson, Jason 1443
Anderson, Michelle 1444
Carlson, Tianna 1344
Chuk, Amy 1842
Dumke, Maria 1261
Huffman, Kelly 1324
Kruger, Anne 1445
Kruse, Ryan 1418
Kurtz, Emily 1323
Oja, Josh 1442
Perala, Todd 1419
Rabey, Chelsea 1445
Simonson, Brenda 1424
Juvenile Detention Center 327-3000

Real Estate – see Land/Park System/ Real Estate

Recorder/Room #238

Main Line 1856
Direct # 327-2856
FAX # 327-0689

*****

Riehle, Alissa 1328
Rima-Carlson, Chris 1690
Steel, Tarryn 1822
Fairchild, Tammi 1871
Zuehlke, Nicolle 1398
Vacant 1327

Sheriff

Main Line 1476
Direct # 327-7476
Fax # 326-4663
440 – 1st Avenue N.E.
Grand Rapids, MN 55744

*****

Williams, Vic - Sheriff 1470
Hirt, Denise - Chief Deputy 1471

Emergency Communication Center
Dispatch 1475/1476
Lallak, Mark - Dispatch Coordinator 1403

*****

1500 S.E. 7th Avenue, Suite #100
Grand Rapids, MN 55744

*****

Civil Process
Gustason, Leeha 1400
Cass, Anna – Office Administrator 1421

Emergency Management
John Linder 1483
Direct# 327-7483
(Cell) 244-6952
Or Contact the Sheriff's Dept 326-3477

Investigators
Huffman, Lee 1621
Greiner, Mark 1620
Johnson, Rob 1624
Morse, A.J. 1623
Weller, Mark 1622

Jail
Racine, Shawn 1636
Thompson, Lucas – Corrections Captain . 1638
Jail Annex 1634
TDD 327-2807

ITASCA COUNTY COURTHOUSE TELEPHONE DIRECTORY

In-House Employee List by Department

Jail/Annex Training Room 1511
Jail (Main)/Control Rm 1874/1875
Jail/Nurse 1607
Vacant 1841

Radio Communications
Vacant 999-7029
Cell 256-9321

Records
Cass, Anna – Office Administrator 1421
Erickson, Amy 1479
Kallaus, Amber 1473
Welshinger, Linette 1472
Still, Sarah 1634
Witkofsky, Marcie (Training Room) 1478
Vacant 1477

Jail Programming/Work Crew
O'Brien, Nate 1841

Cafeteria / Kitchen 1420/1438

Surveying/Mapping Dept/Room #156

Main Line 1854
Direct # 327-2854
*****
Carlson, Guy 1436
Hendershott, Corey 1619
Lasecki, Tim 1495
Robertson, Greg 1425
Vacant 1390

Transportation Dept/Room #152

Main Line 1853
Direct # 327-2853
FAX # 327-0688
*****
Alstad, Jason 1687
Benes, Brian 1691
Chambers, Greg 1617
Grandia, Karin 1389
Falck, Joshua 1682
Frieze, Rob 1618
Hanson, Brandy 1853
Herschbach, Brian 1803
Johnson, Kory 1843
Lammon, Kelly 1681
Lindgren, Jacob 1383
Metelak, Rachel 1685
Ridlon, Tony 1686
Rudquist, Al 1802
Sutherland, Ryan 1833
Thunshelle, Beau 1683
Student 1803
Vacant 1384

Veterans – 410 Bldg

Main Line 1858
Direct # 327-2858
FAX # 327-0648
410 – 2nd Avenue N.E.
Grand Rapids, MN 55744
*****
Nelson, Michelle 1695
Pederson, Beth 1840
St. Germain, Luke 1404

ITASCA COUNTY COURTHOUSE TELEPHONE DIRECTORY

In-House Employee List by Department

The Itasca County Board of Commissioners has signed off on the following addresses and phone numbers as public information:

District #1 Commissioner
Davin Tinquist
36756 Indian Point Road
Cohasset, MN 55721
Home: ..... (218) 999-7157
E-Mail: .....Davin.Tinquist@co.itasca.mn.us

District #2 Commissioner
Terry Snyder
32818 South Shoal Lake Road
Grand Rapids, MN 55744
Cell: ..... (218) 360-5905
E-Mail: .....Terry.Snyder@co.itasca.mn.us

District #3 Commissioner
Leo Trunt
12058 County Road 72
Swan River, MN 55784
Home: ..... (218) 492-4595
E-Mail: .....Leo.Trunt@co.itasca.mn.us

District #4 Commissioner
Burl Ives
31035 Sunny Beach Road
Grand Rapids, MN 55744
Cell:.....(218) 259-1279
E-Mail .....Burl.Ives@co.itasca.mn.us

District #5 Commissioner
Ben DeNucci
607 – 2nd Street
Nashwauk, MN 55769
Cell:.....(218) 348-0592
E-Mail .....Ben.Denucci@co.itasca.mn.us

OFFICE/COURTHOUSE INFO:
123 N.E. 4th Street
Grand Rapids, MN 55744
Phone: .....(218) 327-7363

ITASCA COUNTY COURTHOUSE TELEPHONE DIRECTORY

In-House Employee List by Department

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ITASCA COUNTY COMMUNITY RESOURCES

CITY HALL NUMBERS

Administration (City)..... 326-7600
City Engineer 326-7601
City FAX #..... 326-7610
Community Dev..... 326-7601
Finance (City) 326-7603
Fire (Non-emergency)..... 326-7639
Police Department..... 326-3464
Public Utilities/work 326-7024
Recreation 326-2500

COMMUNITY NUMBERS

Advocates for Family Peace 326-0388
Fax #..... 327-4052
1611 NW 4th Street, Grand Rapids, MN
Arrowhead Transit 326-3505
A.R.D.C 800-232-0707
Cass County Surveyor..... 547-1211x6
Chamber of Commerce 326-6619
Community Health Serv 327-5525
Coroner – Dr. Michael Baich..... 245-1484
Credit Union, Affinity Plus..... 326-4314
Crisis Nursery 327-8652
EAP-Employee Assistance Program
..... 800.550.6248
Fed Ex (pickup)..... 800-463-3339
FEMA (flood emergency)..... 800-621-3362
Fire Marshall (State)
Bob Leger..... 218-792-5482
First Call for Help (211) 326-8565
..... 800-442-8565
Grand Village Nursing Home 326-0543
Guardian Ad Litem 327-2298
Fax..... 327-7216
Health, MN Dept. of 218-755-3820
Food Illness Hotline..... 877-366-3455
Herald Review 326-6623
Historical Society..... 326-6431
Hospital 326-3401
Housing & Redev. Authority -city. 326-9515
HRA - county 326-7978
ICTV 999-0088
Job Hotline (Itasca County) 327-7479
Job Service/Workforce Center..... 327-4480
KAXE Radio..... 326-1234
KMFY/KOZY/KBAJ Radio 999-5699
Library..... 326-7640
Motor Vehicle License Bureau 326-4225
Motor Vehicle License Exam 327-4586
Natural Resources, MN Dept of..... 328-8780
Northland Counseling Center 326-1274
O.D.C 326-8574
PCA - Duluth 218-723-4660
Pershern, Joe 888-474-3242
PERA 800-652-9026
Post Office (M-F 8:45-5/Sat 10-12).....326-3956
Public Defenders Office..... 327-4184
Second Harvest Food Bank..... 326-4420
Social Security, Hibbing 866-964-4320
Or 800-772-1213
Soil & Water District 326-0017
Transfer Station..... 328-5801

Transportation Garages:

Arbo/Deer Lake 327-4743or 4374
Balsam/Bovey 245-2042
Bigfork 743-3104
Central Garage 327-4742
Central Garage Purchasing 327-4738
Central FAX..... 327-4741
Cohasset/Bob Frick.....327-5962 or 5979
Deer River..... 246-8179
Max 659-4288
Nashwauk.....885-1246 or 1318
Sign Shop..... 327-4745
Togo 376-4435
Warba..... 492-4234

UPS (local: 327-8262) 800.742.5877
Visitors Bureau 326-9607
WKKQ/WTBX Radio..... 327-1194
YMCA..... 327-1161

ITASCA COUNTY COMMUNITY RESOURCES

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ITASCA RESOURCE CENTER TELEPHONE DIRECTORY

In-House Employee List by Department

COMMUNITY HEALTH BOARD:

(Aitkin-Itasca-Koochiching):

..... 2525

*****

DISTRICT 318:

Early Childhood Special Education Coordinator
Hutchinson, Tracy 2578
ECSE Secretary/Help Me Grow Intake:
Bowers, Sheri 2572

EDUCATIONAL SUPPORT ……2572

SCHOOL NURSE:
Berkeland, Jenny 2579

SPEECH:
Magner, Jeff.....2580

LIGHT BLUE ROOM:..... 2929

RED ROOM:..... 2931
TAPP:
Jerry, Steph 2551

TEACHERS (EARLY CHILDHOOD)-2570/2575

INVEST EARLY (GREEN ROOM) - 2704

KOOTASCA HEAD START:

Head Start Asst. Teacher 2726
Velo, Donald..... 2734

Blue Room:
Dibb, Paula 2544
Kern, Ashlee 2544
Klamm, Shayla 2544
Solo, Tessa..... 2544

Yellow Room:
Phful, Stephine 2719
Siikanen, Kim 2719
Wourms, Kim 2719

Purple Room:
Fracisco, Christina 2722
Kalish, Jodi 2722
Morgan, Betty Jo 2722

Green Room:
Gordon, Allen 2704
Manella, Karen 2704

IRC Kitchen:
Klemens, Darla 2537
Trudel, Denise 2537

HEALTH AND HUMAN SERVICES:

DIRECTOR:
Villeneuve, Eric 2117
Fax # 218-327-5561 2561
Oberg, Brenda..... 2513

ACCOUNTING UNIT:
Fax# 218-327-5567..... . 2567
Beddoe, Sherri 2159
Bergman, Cindy..... 2170
Koski, Melissa……2175
Krebs, Crissy 2152
Rae, Chris 2162
Ritter, Megan..... 2508
Rutherford, Gwen 2514
Zaffke, Caleb 2168

BUILDING SERVICES:
Fax #.....327-5565
Riendeau, SHawn 2515
Cellphone……..
Schultz, Travis…..... 2515
Cellphone…….244-2102
Wald, Anthony 2515
Cellphone……..…398-2694

ITASCA RESOURCE CENTER TELEPHONE DIRECTORY

In-House Employee List by Department

CHILD SUPPORT UNIT:
Fax# 218-327-5547….. 2547

Erickson, Anne 2111
Grover, Jean..... 2125
Holets, Tina 2512
Johnson, Michelle..... 2122
Koch, Becky 2151
Krumrei, Lisa..... 2120
Leppala, Heidi 2158
Mathews, Wendy..... 2132
Lisa Munger..... 2120
Norton, Sarah..... 2593
Nowling, Lee 2128
Pettersen, Doris..... 2501
Shofner-Patnaude, Julie..... 2502
Thompson, Dana..... 2112

DEVELOPMENTAL DISABILITIES UNIT:
Fax #218-327-5535 2535

Arnold, Lisa..... 2119
Bestland, Amy 2142
Gustafson, Sherry…….……2123
Lorentz, Linda……2140
Nelson Schultz, Lindsey..... 2185
Olson, Audra..... 2511
Polhamus, Sarah 2160

FRAUD PREVENTION UNIT:
..... 2191

FRONT DESK:
Fax # 218-327-5532 2532

Isaacs, Kristin 2100
Potter, Bianca 2100

IMCARE UNIT:
Fax # 218-327-5545 ……..2545

Alstad, Matthew 2517
Anderson, Terasa..... 2529
Anderson, Sarah 2789
..... 2505
Berkholz, Lisa..... 2133
Caldwell, Suzanne 2528
Cleveland, Denise..... 2518
Erickson, Myranda 2157
Flatley, Jackie 2533
Fowler, Billie..... 2797
Greniger, Erin 2516
Grover, Laura 2769
Hanson, Robbie 2591
Huffman, Kimberly 2587
Huso, Leah..... 2183
Kerr, Rachel..... 2728
Martire, Alexis..... 2199
Mattson, Stephanie 2766
McNeil, Juli 2145
Moren, Natalie..... 2193
Pavek, Adam..... 2765
Pehl, Dr. Shara..... 2520
Petersen, Mona 2163
Ritter, Karolyn (Kai) 2138
Rosik, Peggy..... 2519
Silliman, Amber 2754
Staydohar, Lindsey..... 2595
Tarbuck, Celeste..... 2118
Whitman, Carris 2527

INCOME MAINTENANCE:
Fax # 218-327-5548 2548

Alm, Tammi 2759
Aronson, Nikki……..……...2782
Benes, Joyce 2137
Berard, Mary..... 2121
Boelter, Becky 2785
Braford, Shelly 2114
Buescher, Holly 2509
Carlos, Melanie..... 2510
Chambers, Mary 2177
Childs, Darlene..... 2127
Demarais, Hope 2197
Elich,Tami 2195
Erickson, Trisha..... 2763
Hagen, Quinn..... 2161
Harthan, Brenda..... 2770

ITASCA RESOURCE CENTER TELEPHONE DIRECTORY

In-House Employee List by Department

Hill, Gwen 2788
Hoey, Tersea 2506
Jackman, Lisa 2198
Johnson, Jason 2136
Keith, Tammy 2182
Kingsley, Stacey (Temp) 2107
Longmore, Stephanie 2154
Mattson, Stephanie 2114
Maki, Nicole 2141
Moen, Jennifer 2141
Nelson, Quinn 2161
Persons, Shannon 2783
Rasley, Holly 2194
Rondeau, Emilie 2148
Sutherland, Vicki 2781
Yeschick, Angela 2126

INFORMATION SYSTEMS:
Help Desk 2790
Mann, Roger 1432
Worth, Chris 2700

PUBLIC HEALTH UNIT:
Fax# 218-327-5546 2546
Bissonette, Karen 2777
Benge, Laurie 2116
Bolton, Lisa 2164
Chandler, Kelly 2144
Edwards, Nicole 2143
Kessler, Keri 2130
Kuck, Heidi 2174
Martinetto, Leah 2134
McCauley, Shelley 2165
O'Rourke, Michelle 2724
Parlanti, Ginger 2196
Patton, Rhonda 2524
Perrington, Megan 2507
Peterson, Pam 2503
Polhamus, Sarah 2160
Predovich, Kendra 2108
Purdum, Juli 2184
Savage, Linsey 2172
Sharp, Casey 2738
Smith, Jayme 2526
Sonder, Kate 2124
Thies, Katie 2176
Tillma, Rebecca (Becky) 2155
Troumbly, Shane 2523
Vork, Samantha 2723
Whirley, Betsy 2189
Wolter, Janna 2129
WIC Office 2703

SOCIAL SERVICES UNIT:
Fax # 218-327-5535 2535

Bruley, Shannin 2706
Cagle, Trudy 2573
Camara, Kari 2187
Clancey, Carol 2786
Cochran, Lynn 2571
Deihl, Jeff 2115
Ellis, Christall 2778
Gielen, Dee 2190
Graeber, Tara 2534
Jacobs, Kristi 2156
Kangas, Maureen 2559
Lauer, Becky 2192
Magnusen, Dawn 2171
Meyer, Paul 2113
Norman, Bruce 2146
Nowling, Lee 2779
Pierce, Craig 2147
Pluff, Kimberly 2590
Riendeau, Beth 2504
Roberts, Brianna 2153
Smith, Tanya 2186
Tarbuck, Samantha 2787
Tessin, Michelle 2181
Troumbly, Brookelyn 2110
Watson, Angie 2522
Winkels, Jodi 2131
Winkels, Matt 2173

CAREERFORCE CENTER
Receptionist 327-6760
Fax 327-4179
Conference Room 327-6744

ITASCA RESOURCE CENTER TELEPHONE DIRECTORY

In-House Employee List by Department

NE MN OFFICE OF JOBS & TRAINING

Bergland, Thor……..……..322-6082
Budach, Lora ……...322-6083
Frimanslund, Jennifer……...322-6080
Voller, Amanda ……...322-6081

ARROWHEAD ECONOMIC OPPORTUNITY AGENCY

Goodrich, Amanda 2745
Nason, Deb 2746
Olson, Jeremiah…….2758

VOCATIONAL REHABILITATION SERVICES

Dirkes, Melissa...……327-5977
Peterson, Eric……218-360-2611
Schmidt, Ashley……....327-5988

THE ITASCA COUNTY BOARD OF COMMISSIONERS HAS SIGNED OFF ON THE FOLLOWING, AS PUBLIC INFORMATION:

District #1 Commissioner
Davin Tinquist
36756 Indian Point Rd
Cohasset, MN 55721
Home:……(218) 999-7157
E-Mail: davin.tinquist@co.itasca.mn.us

District #2 Commissioner
Terry Snyder
32818 South Shoal Lake Rd
Grand Rapids, MN 55744
Home:..... (218) 327-1580
Cell:……(218) 360-5905
E-Mail:… terry.snyder@co.itasca.mn.us

District #3 Commissioner
Leo Trunt
12058 County Rd. 72
Swan River, MN 55784
Home:..... (218) 492-4595
E-Mail:…….. leo.trunt@co.itasca.mn.us

District #4 Commissioner
Burl Ives
31035 Sunny Beach Road
Grand Rapids, MN 55744
Cell:..... (218) 259-1279
E-Mail ..... burl.ives@co.itasca.mn.us

District #5 Commissioner
Ben DeNucci
607 Second Street
Nashwauk, Mn 55769
Cell: 218-348-0592
Work: 218-327-7346
Email…….. ben.denucci@co.itasca.mn.us

ANNEX A - WARNING AND NOTIFICATION
ESF #15 - External Affairs | Standard Operating Procedures
Public Information and Warning (Common)

I. MNWALK REQUIREMENTS

01☒ 02☐ 03☒ 04☐ 05☐ 06☐ 07☐ 08☐ 09☐ 10☒ 11☐ 12☐ 13☐ 14☐ 15☐ 16☒ 17☒ 18☐ 19☐ 20☐
21☐ 22☐ 23☐ 24☐ 25☐ 26☐ 27☐ 28☐ 29☐ 30☐ 31☐ 32☐ 33☐ 34☐ 35☐ 36☐ 37☐ 38☐ 39☐ 40☐
41☐ 42☐ 43☐ 44☐ 45☐ 46☐ 47☐ 48☐ 49☐ 50☐ 51☐ 52☐ 53☐ 54☒ 55☐ 56☐ 57☐ 58☒ 59☐ 60☐
61☐ 62☐ 63☐ 64☐ 65☐ 66☐ 67☐ 68☐ 69☐ 70☐ 71☐

II. PURPOSE

This overview is intended to provide for the proper receipt and dissemination of all warnings and notifications of natural or technological disasters. Warning and Notification is provided for the public within the jurisdictional areas of Itasca County and/or the City of to ensure that immediate action is taken to minimize the effects of an impending or actual disaster.

III. SITUATIONS AND ASSUMPTIONS

A. Situations

1. In an emergency, the County and City must have a means to warn the public of a potential or imminent threat to life and property so they can take proper measures to protect themselves.

2. There are many modes of warning outlets to the community: radio, television, newspaper, Emergency Notification System, outdoor warning sirens, Emergency Alert System, weather radios, computer internet services, or door to door notifications.

3. Members of the community who are deaf and hard of hearing, totally and legally blind, have limited English proficiency, have physical, cognitive, or developmental disabilities, and persons with mental illness are especially vulnerable during a disaster.

4. Some residents are in hazard prone areas such as flood plains and may require warning specific for their areas.

5. Residents with limited English proficiency may not have access to warning information in multiple languages.

6. The 800 MHz radio system will be the primary source to notify emergency response organizations concerning warnings about to be issued.

7. Some people who are directly threatened by a hazard may ignore, not hear, or not understand warnings or important instructions that are issued.

8. Major needs for functional and access needs populations may include assistance with evacuation and transportation, sheltering, and receiving warnings and public information.

B. Assumptions

1. Itasca County and the City of utilize Skywarn Weather Spotters, local law enforcement and fire departments to monitor threatening severe weather.

2. The NAWAS (National Warning System) is used to pass on any national security warnings and any natural or technological incidents at the State level to the county warning points.

3. Residents in Itasca County/City of have access to warnings through radio, television, newspapers, Emergency Notification System, outdoor warning sirens, computer internet services, Emergency Alert System, weather radios, door to door notifications and special weather radios with adaptations for the blind and deaf or hard of hearing.

4. Residents in Itasca County/City of expect their local units of government to provide means for them to know of potential or imminent threats to their lives and property.

5. Every attempt will be made by the county will be made by the county and city warning points to pass on any threat information they receive to the public via the local media and outdoor warning sirens.

6. NOAA Weather Radios will automatically disseminate messages when watches and warnings are issued by the National Weather Service.

7. Some members of the community, especially those who are homeless, may not have access to emergency warning and notification or to public information disseminated by the media.

IV. CONCEPT OF OPERATIONS MW 10, 16, 17 MW 58

A. Emergency Alert System

Annex A.2.Attachment 1. Emergency Alert System (EAS)

The Emergency Alert System is utilized in collaboration with local media outlets to disseminate emergency information to the pubic via radio and television. The Sheriff, Chief Deputy, Captain, Lieutenant, Shift Sergeant, Police Chief, Assistant Chiefs or Emergency Management Director or (designee) are authorized to activate the Emergency Alert System.

B. NOAA Weather Radio

The NOAA Weather Radio system is a tone activated system used by the National Weather Service to provide severe weather information, watches, and warnings to the community. Public and

private entities are encouraged to utilize weather radios as a primary warning tool for emergency situations.

C. Media

Print and electronic media can provide an effective method for disseminating emergency information. Community newspapers are effective in providing detailed self-help information in slow-developing emergency situations (i.e., flooding or drought). The electronic media (radio, television, internet, newspaper) can be helpful in issuing bulletins to inform the public of emergency conditions with or without a formal activation of the Emergency Alert System.

D. Outdoor Warning Sirens

Outdoor Warning Sirens are intended to provide notification to the public to go indoors and turn on the television or radio to listen for instructions. The system is activated through a radio system located in the Itasca County Dispatch Center. Some communities can manually activate their sirens. The sounding of outdoor warning sirens is done in collaboration with the Emergency Alert System to provide important information to the affected populations through pre-scripted messages that apply to many emergency situations. A test of the sirens in completed at 1:00 pm on the first Wednesday of each month.

E. Public Address Systems

Most law enforcement and fire vehicles are equipped with public address systems that may be used for warning the public in localized emergencies. These would be effective as an alternative to door-to-door notification in small areas with limited populations. I most cases, the public should be instructed to tune to local television or radio for emergency information.

F. Emergency Notification System

Emergency Notification System is a notification system that enables emergency management and response personnel to communicate clear and consistent telephone messages in an expedient manner. Once a notification group has been selected, a message is created providing instructions on actions to be taken. After the message has been created, it is delivered to the recipients via landline phone, cell phone, fax machine, pager, and email. Emergency Notification System can make multiple calls at one time, increasing the speed and accuracy of emergency notifications throughout the affected area. The initiation of calls can be made over the phone or through a web-based program that is password protected.

G. Health Alert Network

When a disease or event threatens the health or Minnesotans, fast, efficient, and reliable communication is essential. The Health Alert Network of the Minnesota Department of Health enables public health staff, health care providers, emergency workers, and others working to

protect the public to exchange information during a disease outbreak or disaster. Public Health agencies are encouraged to use these communication tools routinely to ensure that the equipment and skills work well during a health threat crisis. Although non-electronic back-up methods are in place, email, and the Web are the Health Alert Network's first line of communication strategies.

H. ECHO – Emergency & Community Health Outreach MW 16

Emergency & Community Health Outreach (ECHO) is a coalition of professionals across Minnesota including Public Health, Emergency Management, Social Services, ethnic community agencies and non-profit assistance agencies such as the American Red Cross. The objective of ECHO is to develop the public health system's capacity to communicate health and safety advisories and emergency alerts to Minnesota's limited-English proficient populations. ECHO provides health and safety information in multiple languages including Khmer, Somali, Vietnamese, Lao, Spanish and Hmong. These warnings and notifications are delivered via fax, phone, on the television and on the web during emergency and non-emergency times to people with limited English proficiency. ECHO information should be utilized during slowly developing or long-term events (floods, drought, pandemic influenza, and health related emergencies).

I. IPAWS – Intergraded Public Alert and Warning System MW 17(a)

Annex A.4.Attachment 2.IPAWS (Integrated Public Alert & Warning System)

Annex A.4.Attachment 3.IPAWS (Integrated Public Alert & Warning System)

During an emergency, alert and warning officials need to provide the public with life-saving information quickly. The Integrated Public Alert and Warning System (IPAWS) is a modernization and integration of the nation's alert and warning infrastructure and will save time when time matters most, protecting life and property.

Federal, State, Local, Tribal, and Territorial alerting authorities can use IPAWS and integrate local systems that use Common Alerting Protocol standards with the IPAWS infrastructure. IPAWS provides public safety officials with an effective way to alert and warn the public about serious emergencies using the Emergency Alert System (EAS), Wireless Emergency Alerts (WEA), the National Oceanic and Atmospheric Administration (NOAA) Weather Radio, and other public alerting systems from a single interface.

V. RESPONSIBILITIES MW 10, 16

Existing communication systems available at the time of a major emergency shall be used for the dissemination of emergency information and warnings. The warning function for Itasca County/City of requires a coordinated effort between government departments.

Official notification of community members following large scale emergency situations in Itasca County/City of will be provided by the Emergency Notification System in conjunction with IPAWs. EM or local public safety official in a command role can request messages to be sent to designated affected areas on accordance with hazard, threat, and vulnerability.

Emergency Management department will active personnel upon request of public safety officials or at their discretion to support the emergency. The Emergency Notification System will be utilized to call, email, and text all Emergency Operations Center personnel with specific instructions and actions to be taken.

A. Itasca County Emergency Management MW 58 MW 54

Emergency Management is responsible for outlining the intergovernmental warning process and once notified of a major emergency or hazard, for ensuring that the necessary dissemination of emergency information is occurring throughout the County/City to all levels of government and citizens that may be adversely affected by the hazard. Emergency Management shall coordinate the development and maintenance of plans and procedures, to ensure an effective countywide warning process is in place.

Emergency Management maintains the Resource Database; however, each individual department or agency is responsible for providing the information within the database to the Emergency Management Department on a regularly scheduled basis. These resources are also to be reported to emergency management when there has been a significant change in a resource, in addition to the scheduled maintenance. The Database schedule will be maintained by the Emergency Management Department. These resources still retain confidentiality with our department and sensitive information will not be released without prior approval.

B. Sheriff's Office MW 17(a) (b) (c) MW 58

The Sheriff's Office, as a public safety emergency response agency, is responsible for developing and implementing procedures to warn the public in the unincorporated areas of the county and cities by agreement. The Itasca County Emergency Communications Center serves as the public safety answering point for 911 and is the primary warning point for Itasca County. Itasca County Dispatchers will assist in the dissemination of warnings and notifications to the public to ensure that immediate action is taken to minimize the effects of an impending or actual disaster.

The Sheriff's Office is the warning point for Itasca County. The County Warning Point is responsible for the receipt and proper dissemination of all notifications received. The Communications Lieutenant is the Warning Point Supervisor. As such the Communications Lieutenant has the overall responsibility for ensuring that all warnings and notifications received by the warning point are handled correctly. The Itasca County Warning Point is located in, at the Itasca County Emergency Communications Center, which has twenty-four-hour warning capability. The Itasca County Warning Point is responsible for ensuring that all warning and notifications are properly received and disseminated.

Upon receipt of a warning, the Itasca County Warning Point is responsible for notifying key Itasca County and City of officials. Lastly the Itasca County Warning Point may be required to activate the Emergency Alert System, for weather emergencies, hazardous materials incidents, or other emergencies.

C. Police Department MW 58

As the City warning point, the Police Department or (designee) is responsible for ensuring that all warnings and notification which it receives are disseminated expeditiously. The Itasca County Sheriff's Office provides dispatching services for the City of. The City of Warning Officer or (designee) is the Police Chief. The on-duty Sergeant or (designee) and the Emergency Management Director or (designee) is authorized to activate the City's outdoor warning system. In their absence, the County 911 Dispatcher is authorized to activate the City's siren system.

D. Incorporated Cities

Cities maintaining their own emergency operations plans are responsible for developing, maintaining, and implementing a warning annex and procedures to implement the warning function in their jurisdiction. Cities without required emergency operations plans will utilize the County's Warning and Notification Annex. City officials are responsible for ensuring that agreements and procedures outlining the warning process are in place with their respective warning points and that current notification information is provided and maintained. The municipalities in Itasca County are responsible for relaying warnings they receive, from the County Warning Point to their public officials and residents.

All municipalities in Itasca County are responsible for activating their own outdoor warning sirens. Itasca County has the capability to sounds sirens in the cities Grand Rapids, Cohasset, Deer River, Coleraine, and Nashwauk.

E. Fire Protection Districts

As a public safety emergency response agency, fire personnel may have to implement local warning procedures for municipalities without public safety capabilities or assist in the process with those that do.

F. Support Agencies

Support agencies and volunteer groups may aid in the dissemination of warning information, especially to special populations. School districts may also be able to assist with disseminating warning information to schools within their districts.

G. State Government MW 17(d)

State officials may issue warning information because of severe weather watches/warnings, or any other major incident that may affect a large area. Such information may be transmitted over the National Warning System (NAWAS) to local Communications Centers/Public Safety Answering Points. This information should then be disseminated to the public using the Emergency Alert System. The National Warning System is a nationwide private telephone communications system.

The State of Minnesota has a specific answering point that is monitored on a twenty-four-hour basis. The NAWAS is used to pass on any national security warnings and natural or technological incidents at the state level to County warning points.

VI. ANNEX DEVELOPMENT AND MAINTENANCE

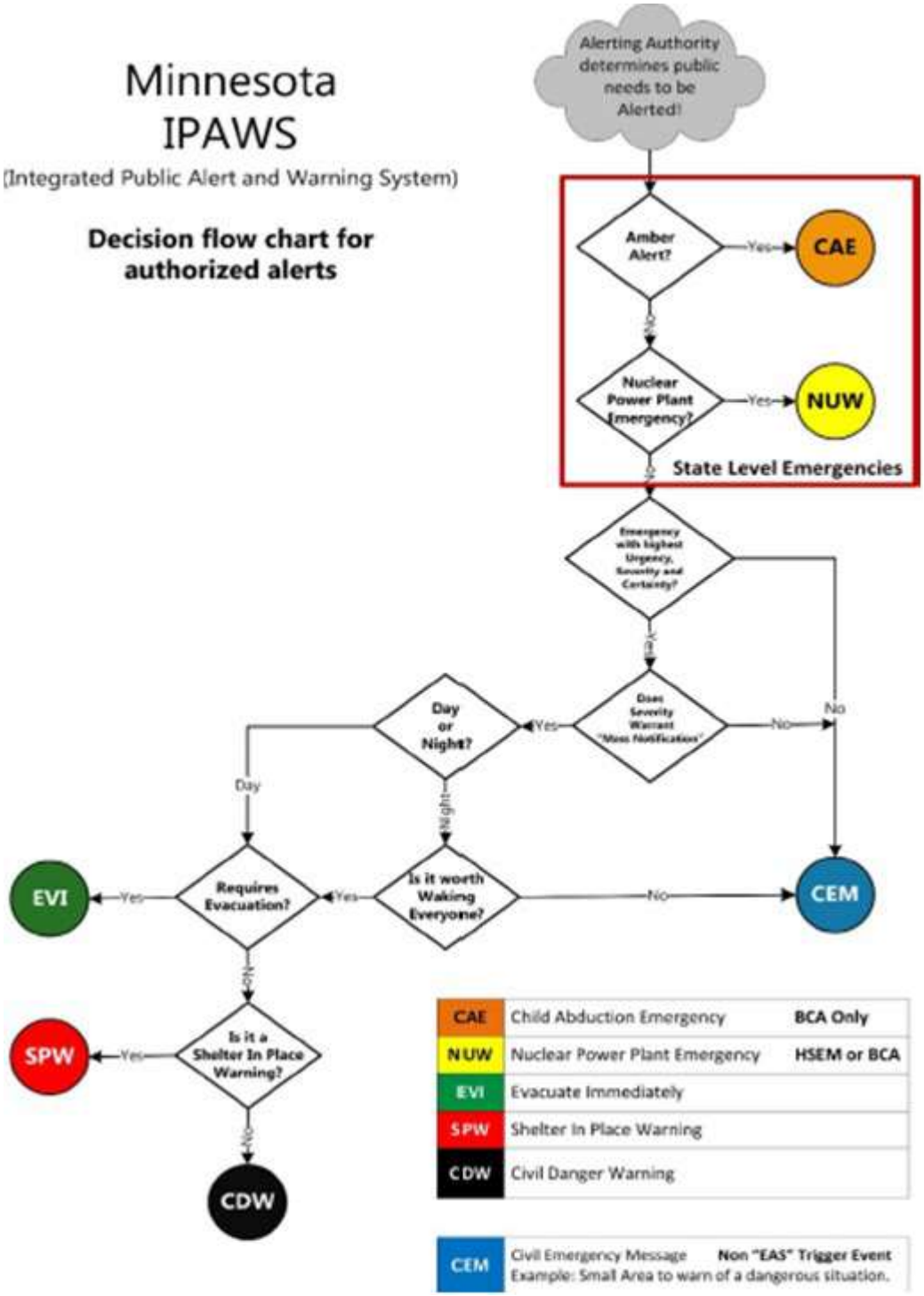
The Itasca County/City of Emergency Operations Plan, including the Basic Plan and Annexes, is updated on an annual basis. Each annex representative is responsible for participating in the full review process every other year and for independently reviewing the annex on an annual basis. The overall responsibility for maintaining the Emergency Operations Plan is that of the Itasca County Emergency Management Department. Any standard operating guidelines, personnel directories, maps, or other tools needed to support emergency operations should be developed and maintained by the responsible department. It is the department's responsibility to ensure access to this information during times of large-scale emergency or disaster, to coordinate training for personnel regarding these procedures and to inform Emergency Management of any changes that directly impact the Emergency Operations Plan.

VII. AUTHENTICATION

See verification of plan approval.
See authentication for Itasca County/City of Emergency Operations Plan.

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A - Annex A-4 - Attachment 3 – IPAWS (Integrated Public Alert & Warning System)
ANNEX A - WARNING AND NOTIFICATION
ESF #15 - External Affairs | Standard Operating Procedures
Public Information and Warning (Common)
MNWALK Item # 17



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A - Annex A-2 – Attachment 1 – Emergency Alert System (EAS)
ANNEX A - WARNING AND NOTIFICATION
ESF #15 - External Affairs | Standard Operating Procedures
Core Capability #2 - Public Information and Warning (Common)
MNWALK Item # 10, 16, 17, 58

Procedures and Guidelines for Activating EAS for a Non-Weather Emergency Message (NWEM)

The National Weather Service has made its NOAA Weather Radio (NWR) system available to local officials for their use in disseminating non-weather emergency messages (NWEM) regarding spills of toxic materials, an explosion in a highly populated area, a dangerous nuclear release, a wildfire, and other similar situations that warrant the activation of the Emergency Alert System for the protection of life and property.

This memorandum gives guidelines to local officials to use in the issuance of a NWEM via the NWS' NWR broadcasts.

Non-weather-related emergency messages broadcast over NWR shall fit the following criteria:

1. Public safety **must** be involved. The message will aid in reducing loss of life or substantial loss of property.
2. The source of the information should be a federal, state, or local government agency.
3. The event requires immediate public knowledge to avoid adverse impact.
4. Other means of disseminating the information are not adequate to ensure rapid delivery.
5. The information length and format are consistent with other NWR program material and kept under two minutes of verbal text. Inclusion of this information shall not compromise the remaining NWR broadcast content.
6. The information shall be non-routine and infrequent.
7. The information should contribute to the NWS Warning Program through increased user awareness.
8. The information should tend to increase NWR listenership.

When a non-weather emergency message (NWEM) needs to be issued, use the following method:

- Fill out the attached template.
- Fax the template to the appropriate NWS office and call them to tell them it is coming

or-

- If time is of the essence, call the appropriate NWS and read to them exactly what you wrote (or would write) on the template.
- Request that the NWS activate EAS for the NWEM.

There may be cases where the NWS and the local authority both have warning messages to issue at approximately the same time. In such situations, the NWS shall decide on the relative priority of the messages based on the potential for the loss of life and/or property.

National Weather Service Emergency Unlisted Phone Numbers.

Office	Phone #	Phone #	Fax #
Aberdeen, SD (ABR)	**605-225-0519**	**605-225-6173**	**605-225-7417**
Chanhassen, MN (MPX)	**952-361-6671**	**952-361-6708**	**952-361-6668**
Duluth, MN (DLH)	**218-729-0653**	**218-729-6572**	**218-729-0690**
Grand Forks, ND (FGF)	**701-795-5127**	**701-795-0224**	**701-772-0751**
Sioux Falls, SD (FSD)	**605-330-4244**	**605-330-4250**	**605-330-4248**

Template for requesting EAS activation of the National Weather Service's NOAA Weather Radio for a Non-Weather Emergency (NWEM)

Date/Time: _____

Name/Title: _____

Agency: _____

Phone: _____

Location (city, county, state):

Circle county that will be in the Civil Emergency Message (CEM):

Itasca- S	Itasca- NW	Itasca- NW

Type of Alert- Circle one: Civil Emergency (CEM) or Evacuation (EVI)

Specific message that will be broadcast:

The Body of message must include what, who, where, and possibly why and how. The message **MUST** also include directions on how to obtain more information. Keep **under 90 seconds** of verbal text.

A - Annex A-4 - Attachment 2 – IPAWS (Integrated Public Alert & Warning System)
ANNEX A - WARNING AND NOTIFICATION
ESF #15 - External Affairs | Standard Operating Procedures
Public Information and Warning (Common)
MNWALK Item # 17(a)

Level	Event Code	Emergency Type	Authorized Originators	Conditions
National	EAN	Emergency Action Notification	POTUS	By order of the President
Regional	Weather Codes	All Weather Types	National Weather Service	See Appendix W
State of Minnesota	CAE	AMBER	Bureau of Criminal Apprehension	Determined by BCA
	NUW	Nuclear Power Plant Accident	HSEM or BCA	Determined by HSEM
State and Local Authorities	EVI	Evacuate Immediately	NWS, State and Local Authorities	See IPAWS Flowchart
	SPW	Shelter in Place	NWS, State and Local Authorities	See IPAWS Flowchart
	CDW	Civil Danger Warning	NWS, State and Local Authorities	See IPAWS Flowchart
	CEM See note below	Civil Emergency Message	NWS, State and Local Authorities	See IPAWS Flowchart

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ANNEX B - DIRECTION AND CONTROL
ESF #5 - Information and Planning – Emergency Management
Planning (Common)
Situational Assessment (Response)
Public Information and Warning (Common)

I. MNWALK REQUIREMENTS

01☒ 02☐ 03☒ 04☐ 05☐ 06☐ 07☐ 08☐ 09☒ 10☐ 11☐ 12☐ 13☐ 14☐ 15☐ 16☐ 17☐ 18☐ 19☐ 20☒
21☒ 22☐ 23☐ 24☐ 25☐ 26☐ 27☐ 28☐ 29☐ 30☐ 31☐ 32☐ 33☐ 34☐ 35☐ 36☐ 37☐ 38☐ 39☐ 40☐
41☐ 42☐ 43☐ 44☐ 45☐ 46☐ 47☐ 48☐ 49☐ 50☐ 51☐ 52☐ 53☐ 54☒ 55☐ 56☐ 57☐ 58☐ 59☐ 60☐
61☐ 62☐ 63☐ 64☐ 65☐ 66☐ 67☐ 68☐ 69☐ 70☐ 71☐

II. PURPOSE

The purpose of this annex is to explain how we will direct and control the activities of government that are essential to save lives, protect property and maintain or restore facilities and services during and following emergency situations. This annex describes the set up and management of the Emergency Operations Center outlines the concept of operations and organization for the direction and control of such operations and assigns responsibilities for tasks that must be carried out to support response and recovery operations.

III. SITUATIONS AND ASSUMPTIONS

A. Situations

1. Many emergency situations that arise are coordinated with public safety resources accessible daily and do not require coordination from the Emergency Operations Center.

2. Itasca County and the City of are vulnerable to many natural and technological disasters; some of which include severe weather, hazardous materials accidents, winter storms, and public health events (see Basic Plan for more detailed information).

3. The Emergency Operations Center will be activated and staffed on a graduated basis as the emergency requires.

4. Our direction and control organization must be able to activate quickly at any time of day or night, operate around the clock and deal effectively with emergency situations that may begin with a single response agency and could expand to multi-agencies requiring effective cross-jurisdictional coordination. These emergency situations include:

5.

a. Incidents – limited area/limited population, handled with local response resources

b. Emergencies – larger area/larger population, may require mutual aid assistance

c. Disasters – widespread damage/destruction, beyond local government capabilities

d. Catastrophes – significant levels of property damage, severe loss of life, overwhelm both State and Local capabilities

B. Assumptions

1. Many emergency situations occur with little or no warning. If warning is available, alerting the public, recommending suitable protective actions, taking preventative measures, and increasing the readiness of and deploying emergency response forces may lessen the impact of some emergency situations.

2. We will use our own resources to respond to emergency situations and if needed request external assistance from other jurisdictions pursuant to mutual aid agreements or from the State. Since it takes time to summon external assistance, it is essential for us to be prepared to carry out the initial emergency response on an independent basis.

3. Itasca County/City of have adopted the National Incident Management System (NIMS) and have implemented all the NIMS procedures and protocols, which will allow us to effectively work with our mutual aid partners, and state and federal agencies during any type of incident response.

4. Volunteers from area groups may provide support to Emergency Operations Center staff in its administrative functions.

5. In some instances, State and Federal Agencies will be required to aid/support in the local community and will need to be integrated into the local Emergency Operations Center.

IV. CONCEPT OF OPERATIONS

Direction and Control of the Emergency Operations Center consists of both the physical set-up of the room as well as the management of the personnel who support the Emergency Operations Plan. Some of the components that go into establishing the Emergency Operations Center include procedures for activation/deactivation, facility information, security, staffing and personnel, management structure and communications. This section will provide guidance on the physical set-up of the Emergency Operations Center including those departments that have functional roles throughout the process.

A. Emergency Operations Center

1. Activation/Deactivation of the Emergency Operations Center

Direction and Control of an emergency may be done through an Incident Command Post, an Emergency Operations Center, or a combination of both. In large scale emergencies requiring extensive coordination it is important that a strong communication link is established between the Incident Commander and the Emergency Operations Center.

In some instance the Emergency Operations Center may be activated prior to the establishment of an Incident Command Post. The Emergency Operations Center may have activated to monitor a potential hazard or to prepare activities prior to the establishment of an Incident Command Post. Once the Incident Command Post is established it is essential that the Emergency Operations Center provide a detailed description and report to the Incident Commander regarding status update, committed resources and any other relevant information.

As the emergency incident evolves, an on-scene operation may no longer be required; therefore, deactivating the Incident Command post may require that the Emergency Operations Center remain operational. When the Incident Command Post is going to demobilize it is important to communicate with the Emergency Operations Center as to what the expected actions are for on-going or future operations.

The Itasca County Emergency Management Director or (designee) may activate the Emergency Operations Center at the request of an Incident Commander, in preparation of a slowly developing incident or upon the impact of an incident that requires coordination of resources for a large geographic area. Once the Emergency Operations Center is activated the Emergency Management Director or (designee) assumes the role of Emergency Operations Center Director.

2. Responsibility for EOC Activation MW 9

The Itasca County Board/ City of, Sheriff/Chief of Police, Emergency Management Director or (designee) will determine to activate the EOC and staff it to meet the needs of the emergency. In a disaster event that requires Emergency Operations Center activation, Emergency Operations Center staff will be contacted by radio, phone, pager or email from the Itasca County Sheriff's or Emergency Management office to respond to the designated Itasca County Emergency Operations Center or alternate site.

3. Activation Criteria for EOC MW 9

The Emergency Operations Center may be fully or partially activated in response to a potential or actual threat to life or property from severe weather, flooding, wildfire, hazardous materials (HAZMAT), terrorist events, or other natural or man-made emergency or disaster involving the

County, Cities and/or Townships within Itasca County/City of. Anytime the Emergency Operations Center is partially or fully activated, the Itasca County Emergency Manager or (designee) will contact HSEM Regional Program Coordinator and/or MN Duty Officer.

The level of activation (partial or full) will be determined by the Itasca County Board Chairperson/Mayor or (designee). This will be based upon the scope and severity of the event, and the resources necessary to respond in a manner which will protect and preserve life and health, property, and the environment; ensure continuity of government services; and/or support local political subdivisions that need assistance.

EVENT	PARTIAL ACTIVATION	FULL ACTIVATION
Wildfire	Population area threatened	State or federal mutual aid response; evacuation of threatened population area
Severe Winter Storm	Major power outages; other damages	Life-threatening conditions; severe damage; multiple communities affected
Multiple Casualties	Upon request of Emergency Medical System leader to acquire resources	Upon request of lead Law Enforcement/Fire or County EMD
Flooding	Damages, especially in many areas throughout the county; impending evacuation	Required evacuation; severe damage; injuries/deaths
Hazardous Material Event	Impending evacuation of persons from homes and businesses	Required evacuation; severe damage or injuries/deaths
Civil Disturbance	Threat to safety of citizen	At direction of Police Department
National Security, Terrorism	Impending evacuation; minor damages	Required evacuation, damages, or injuries/death
Pandemic Influenza	Impending high absenteeism rate (up to 40%)	Multiple casualties, very limited supplies, global effect; at request of Public Health Supervisor.

4. MW 54 Order of succession for the Emergency Operations Center Director:

Itasca County	City of
EM Director or (designee)	EM Director or (designee)
Assistant EM Director or (designee)	Assistant EM Director or (designee)
EM Coordinator or (designee)	Chief – Police Department or (designee)
Itasca County Risk Manager or (designee)	

5. Facilities MW 21

B - Annex B.4.Attachment 2.Primary and Alternate EOC Locations

The primary Emergency Operations Center for Itasca County and the City of is located at the Itasca County Emergency Communications Center, 1500 SE 7th Ave, Grand Rapids, MN 55744. It

will take one hour to set up the Emergency Operations Center with the assistance of Building Facilities and the Information Services/Technology Department. The Law Enforcement Center has an emergency generator with the automatic transfer/switch capabilities and an unlimited fuel supply. Generated power provides for uninterrupted services of electricity, ventilation, security, and sanitation. The generator is tested on a routine basis. Water and sewer service are provided by the City of.

Alternate Emergency Operations Centers are located at the Itasca County Northside Building at 403 NW 16th Street, Grand Rapids, MN 55744. The alternate Emergency Operations Center's will take between two and three hours to set-up. The Itasca County Northside building is not equipped with a back-up generator. Water and sewer service are provided by the City of. The alternate facility does have limited capacity for communications.

The Emergency Operations Center Director shall contact Itasca County Building Facilities and Itasca County Information Services or Information Technology to begin setting up the Emergency Operations Center. Building Facilities will arrange the tables and chairs to a configuration suited for the type of event and the Information Services/Technology department will establish computer network connections, hook up phone lines, and provide technical support to personnel arriving in the Emergency Operations Center.

6. Security

Security will be setup and enforced by the Police Department or the Itasca County Sheriff's Office. Once a Logistics Section has been established security for the Emergency Operations Center will be coordinated by the Logistics Section Chief (additional information can be found in Annex Q – Logistics). Security includes "badging" all Emergency Operations Center personnel in coordination with Human Resources personnel.

7. Staffing/Personnel MW 20 (a)

The Emergency Operations Center may be activated 24 hours a day. Staffing will be accomplished by establishing two twelve-hour operational periods with a minimum two personnel trained for each position in the Emergency Operations Center. Section Chiefs, Branch Directors and Unit Leaders will be responsible for developing a line of succession to staff the Emergency Operations Center twenty-four hours a day. This information will be provided to Human Resources who will work to ensure adequate personnel are notified to work in the Emergency Operations Center. The work rotation will be four days of work then two days off.

Notification of personnel will be accomplished utilizing a variety of methods. Emergency response personnel will be contacted by Dispatch and will follow standard operating guidelines for activating department personnel.

Emergency Operations Center personnel will be notified using the Emergency Notification system (Emergency Notification System activation procedures and contact information for Emergency Operations Center personnel can be found in Annex A – Warning and Notification).

The Emergency Operations Center has been designed based upon the NIMS model utilizing the Incident Command System. The Command Staff includes a Legal Advisor, Public Information Officer, Liaison and Safety Officer. The General Staff includes an Operations Section Chief, Planning Section Chief, Logistics Section Chief, and a Finance/Administration Section Chief. The Command and General Staff all report to the Emergency Operations Center Director. The Emergency Operations Center Director is the Itasca County/City of Emergency Management Director or (designee). In the event where the primary impacts are health related, a unified command structure will be utilized in collaboration with Itasca County Public Health. In addition to these staff positions there are Branch Directors and Unit Leaders that represent the 21 annexes of this emergency operations plan. Branch Directors and Unit Leaders report to Section Chiefs as outlined in the Basic Plan.

8. Communications

The primary methods for communications in the Emergency Operations Center include 800 MHz radios, landline telephones, cell phones, and email. Alternative methods include amateur radio, fax, and runners (more detailed information can be found in Annex U – Communications).

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. Our emergency organization is described in Section IV of the Basic Plan.

2. Incident Command System – EOC Interface

a. Incident Command oversees all on-scene operations and will be located at an Incident Command Post. The Incident Commander can request the EOC be activated to support emergency operations on-scene. Communication between the Incident Command Post and Emergency Operations Center must be established to ensure coordination and to avoid duplication of services.

b. Not all emergencies require on-scene operations or the establishment of an Incident Command Post. For those emergencies that may be over a wide area (flooding, ice storm, winter storm) or are health based the Command Post and Emergency Operations Center may be co-located.

c. A division of responsibility should be agreed upon between the Incident Commander and the EOC. The Incident Commander will manage operations on-scene, while the EOC coordinates operations beyond the incident site, taking into consideration the community at large, while supporting the Incident Action Plan developed by Incident Command.

B. Lines of Succession

1. Lines of succession for the Mayor, County Board Chair and Emergency Management Director or (designee) are outlined in the Basic Plan.

2. Lines of succession for each department and agency director shall be done in accordance with operating guidelines and delegations of authority within each department.

C. Responsibilities MW 20 (c) B - Annex B.7.Attachment 1.EOC Org Chart

1. Policy Group

The City of Mayor and Itasca County Board Chair are the chief elected officials. Local government has the primary role of implementing protective actions to reduce risks to the public from emergency situations or disasters. The elected officials have the overall responsibility to proclaim /Itasca County to be in a state of emergency when resources of the jurisdiction are overwhelmed.

2. EOC Director

Is responsible for carrying out the emergency management program for Itasca County. The Director will coordinate the activities of all organizations for emergency management within Itasca County and with additional emergency management agencies/organizations throughout the county and state. The EOC Director will establish response and recovery priorities through the EOC and will coordinate the resources needed to support emergency operations. The Emergency Operations Center Director is responsible for identifying personnel to fill the following positions as needed: Liaison, Safety Officer, Operations Section Chief, Planning Section Chief, Situation and Analysis Unit Leader and Logistics Section Chief.

3. Public Information Officer

Provide official information and instructions to the community utilizing all available means of communication, before, during and after an emergency or disaster situations.

4. Liaison

The Liaison is a member of the command staff and is the point of contact for cooperating agencies. This may include entities such as the American Red Cross, law enforcement agencies,

public works departments, etc. that are not affiliated with local government but provide critical support services in the community following disasters/emergencies.

5. **Legal Advisor**

Advise the Emergency Operations Center Director and Emergency Operations Center staff during an emergency on the legal requirements and statutes applicable to the emergency. Especially important are the legal requirements for declaration of local emergency and applying for financial assistance.

6. **Safety Officer**

Responsible for developing measures to monitor and assess unsafe and hazardous conditions, to assure personnel and resident safety, during emergencies.

7. **Operations Section Chief**

The Operations Section Chief activates and supervises operational elements in accordance with the emergency operations plan and directs its execution. The Operations Section Chief also directs the preparation of unit operational plans, requests or releases resources makes expedient changes to the incident action plan as necessary and reports such to the EOC Director. The Operations Section Chief will be chosen based on the scope of the incident.

8. **Fire Protection and Hazardous Materials**

Provide for rapid systematic mobilization, organization and operation of necessary fire and rescue resources to mitigate the effects of disasters. The Fire Branch Director acts as an advocate on behalf of the fire and rescue services interagency/interdisciplinary activities and provides a regional perspective in requesting aid and in establishing response priorities. In addition to fire and rescue operations fire departments will respond to hazardous materials incidents and provide information regarding health or safety concerns that may impact responders and the surrounding community. A portion of response to hazardous materials incidents may also include identification of hazardous materials/substance and decontamination.

9. **Law Enforcement (Warning and Notification, Search and Rescue and Evacuation and Traffic Control)**

Preserve life and property by ensuring maintenance of law and order and providing for timely and coordinated evacuations of populations. Acts as an advocate and information channel on behalf of law enforcement services in interagency and interdisciplinary activities and provides a regional perspective in requesting and establishing response priorities. Law Enforcement also

provides guidance and collaboration for search and rescue operations, including missing persons, collapsed structure and drownings.

10. Public Health and Medical

The responsibility of Public Health is to provide the preventative public health services and coordinate the city and county wide public health related activities of the public and private sectors during disasters. Medical coordination is required to minimize the loss of life, subsequent disability, and human suffering by ensuring timely and coordinated medical response, treatment, and transport.

11. Utilities Restoration

Coordinate the restoration and continued operations of water, wastewater, gas, phone, and electric services – including redirection during emergencies and disasters.

12. Debris Management

Inspection and restoration of critical infrastructure; repair/restoration of roadways, bridges, overpasses, and tunnels; barricading and signing services to facilitate the safe movement of traffic, pedestrians and protection of hazardous sites; providing for the safe and legal disposal of solid waste; and emergency support services to other departments.

13. Congregate Care

Develop organizational and operational policies and procedures required to meet the food, clothing and shelter needs of people on a mass care basis during natural, technological, and national security hazards. Congregate Care also includes food procurement, handling and distribution to personnel engaged in emergency operations and recovery.

14. Mass Fatalities

The County Medical Examiner/Coroner will be responsible for removal and examination of the deceased and notifications of the next of kin in a manner that will preclude abnormal time delays in releasing the victims to the next of kin.

15. Animals

Arrange for or provide care and proper disposition of companion animals, livestock, and wildlife. This will include coordinating with governmental authorities in matters of animal rescue, evacuation, use of equipment, provision of transportation and security, destroying sick or diseased animals as well as facilitating a system for companion animal/owner reunification.

16. Planning Section Chief

The Planning Section Chief, a member of the general staff, is responsible for the collection, evaluation, dissemination and use of information about the development of the incident and the status of resources. Information is needed to understand the current situation, predict the probable course of incident events, and prepare alternative strategies and control operations for the incident.

17. Situation and Analysis

Gather and analyze information on the nature, severity, and extent of the disaster, as well as report this information clearly and correctly. These reports will guide response decisions.

18. Damage Assessment

The damage assessment process consists of a series of activities designed to determine the extent, severity, and financial impacts of damage. The process facilitates effective use of life safety resources, provides a basis for seeking state and federal assistance and ensures appropriate decisions are made regarding the structural safety of buildings, roads, and bridges throughout the impacted jurisdiction.

19. Demobilization

Prepare an overall plan for demobilization and assist other departments and organizations in the orderly return to normal status.

20. Special Populations

Provide a framework for local emergency response personnel working with members of the community who have special considerations. Members of the community who may have special considerations include those who are deaf and hard of hearing, totally and legally blind, those with cognitive, developmental, or physical disabilities, and those with limited English proficiency.

21. Logistics Section Chief

The Logistics Section Chief, a member of the general staff, is responsible for locating, procuring, cataloging, and prioritizing the distribution of resources. In coordination with planning and operations, tracks availability, distribution, redistribution, and projected resource needs during the response phase as well as ensuring the return of resources during the recovery and demobilization efforts.

22. Logistics

The purpose of this annex is to provide guidance and outline procedures for efficiently obtaining, managing, allocating and monitoring the use of resources during emergency situations or when emergency situations appear imminent. This is to include: maintenance of inventory, procedures to obtain necessary additional resources and procedures to deploy all resources in an orderly and timely manner in response to an emergency or potential emergency.

23. Transportation

When carrying out emergency transportation activities, immediate needs must be considered first, followed by continuing requirements. Immediate transportation needs normally involve the evacuation of people, including residents of special facilities and residents from impacted areas. Continuing transportation needs typically involve the movement of relief supplies, equipment and emergency workers during response and recovery efforts.

24. Donations Management

Many disaster incidents create a need to coordinate donations of solicited/unsolicited goods and services, along with spontaneous and unaffiliated volunteers. It is not anticipated that every disaster will result in the donation of goods and services. In addition, Donations Management will coordinate and collaborate with other departments and agencies for the utilization of area volunteers.

25. Communications

The communications section is responsible for ensuring that the EOC can communicate with outside agencies, field units and the public. This should include radio, phone, and computer capabilities. The communications section will also handle all communications by radio in to and out of the EOC. Normally operated with logistics and staffed with personnel familiar with acquisition and radio operations, for example, personnel from fire, public works, or law enforcement departments.

26. Administration and Finance Section Chief

Manage all financial and cost analysis aspects of the incident as well as coordinate the emergency finance units which include cost, time, and claims. This support includes stabilization of regional and local economies, using available programs and resources of Federal departments and agencies to aid community recovery, especially long-term recovery, and to reduce or eliminate risk from future incidents, where feasible.

27. Personnel/Human Resources:

Coordinate and allocate personnel resources to assist with emergency operations; identify emergency personnel requirements; register, classify and assign emergency workers and auxiliary personnel; recommend priorities to help resolve conflicting needs for personnel.

VI. ADMINISTRATION AND SUPPORT

A. Records

1. Records will be maintained on the use of all equipment, whether owned, leased, rented, or borrowed. These records/contracts will be used as basis for possible recovery of emergency operations expenses from a responsible party or for potential reimbursement from the State or Federal Government. All records/contracts generated by the Emergency Management Department should be provided to the Finance and Administration Section Chief for cost recovery and reimbursement documentation.

2. Each department, agency or service of government will provide for the maintenance of records during an emergency. These records include work hours, equipment hours, supplies and materials consumed injuries to personnel, and damage to public facilities and equipment. All records generated during an emergency will be collected and maintained in an orderly manner, so a record of actions taken is preserved for use in determining response costs, settling claims, and updating emergency plans and procedures.

B. Resources

1. Local resources can be found on file in the resource database.

C. Post Incident Review

1. Following activations of the Emergency Operations Center or use of the Emergency Operations Plan, Emergency Management will coordinate a review of each annex of the Emergency Operations Plan to identify needed improvements, procedure changes, personnel and facility changes or resource needs.

D. Training and Exercises MW 20 (b)

1. Personnel identified in the Emergency Operations Plan and those who staff the Emergency Operations Center will receive National Incident Management System (NIMS) and Incident Command System (ICS) training. Although some personnel may receive more advanced training, everyone will receive IS-100 and IS-700. A full list of personnel and required training can be found on file in the Emergency Management office. Personnel who staff the Emergency

Operations Center shall also receive appropriate training on their role in the Emergency Operations Center and on the operations of the facility. This training should be arranged by the Emergency Management Department.

2. Emergency Management follows the Emergency Management Performance Grant (EMPG) exercise requirements to exercise and evaluate the Emergency Operations Plan.

VII. ANNEX DEVELOPMENT AND MAINTENANCE

The Itasca County/City of Emergency Operations Plan, including the Basic Plan and Annexes, is updated on an annual basis. Each annex representative is responsible for participating in the full review process every other year and for independently reviewing the annex on an annual basis. The overall responsibility for maintaining the Emergency Operations Plan is that of the Itasca County Emergency Management Department.

Any standard operating guidelines, personnel directories, maps, or other tools needed to support emergency operations should be developed and maintained by the responsible department. It is the department's responsibility to ensure access to this information during times of large-scale emergency or disaster, to coordinate training for personnel regarding these procedures and to inform Emergency Management of any changes that directly impact the Emergency Operations Plan.

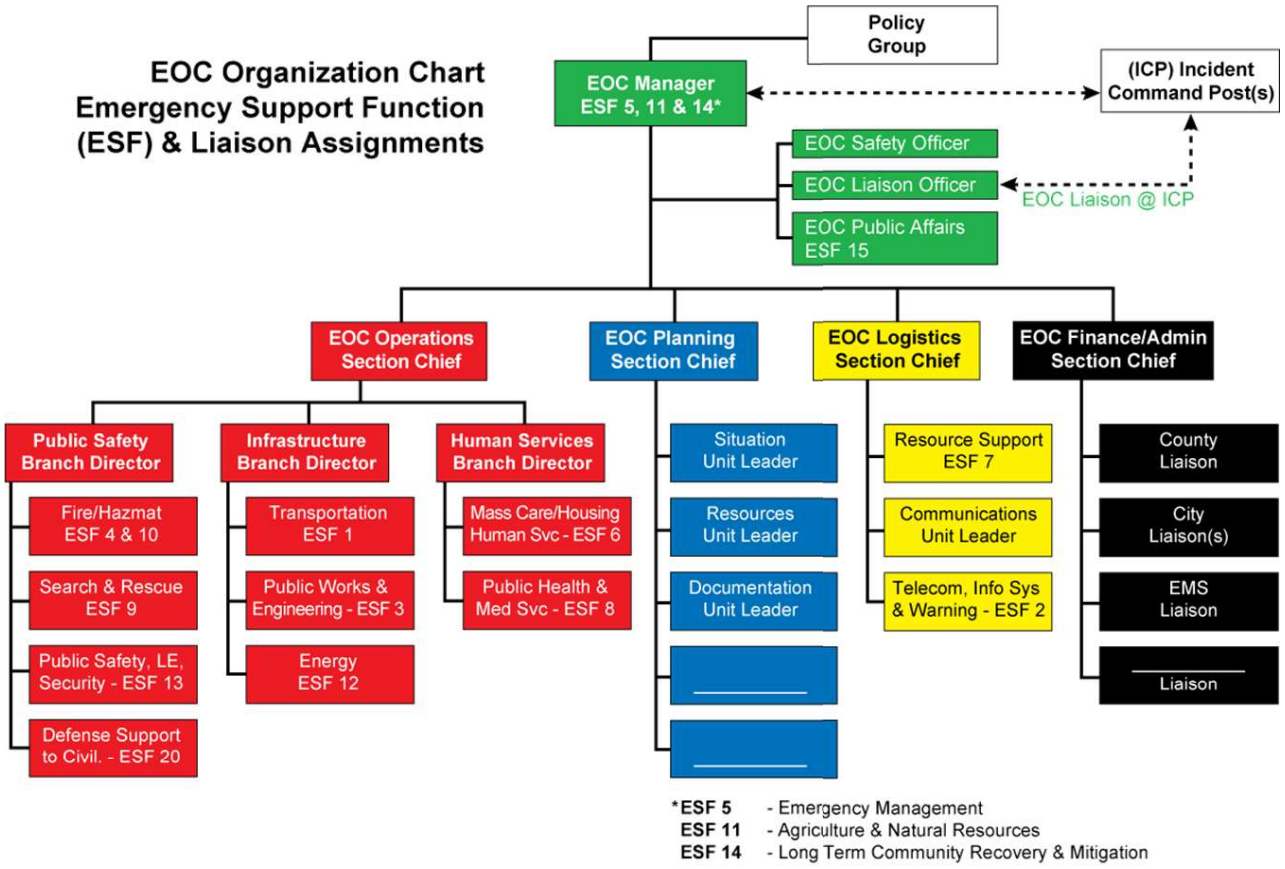
VIII. AUTHENTICATION

See verification of plan approval.
See authentication for Itasca County/City of Emergency Operations Plan.

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B - Annex B-7-Attachment 1–EOC Org Chart
ANNEX B - DIRECTION AND CONTROL
ESF #5 - Information and Planning – Emergency Management
Planning (Common)
Situational Assessment (Response)
Public Information and Warning (Common)
MNWALK Item # 20

EOC Org Chart



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B - Annex B-4-Attachment 2–Primary and Alternate EOC Locations
ANNEX B - DIRECTION AND CONTROL
ESF #5 - Information and Planning – Emergency Management
Planning (Common)
Situational Assessment (Response)
Public Information and Warning (Common)
MNWALK Item # 21

Primary and Alternate EOC Locations

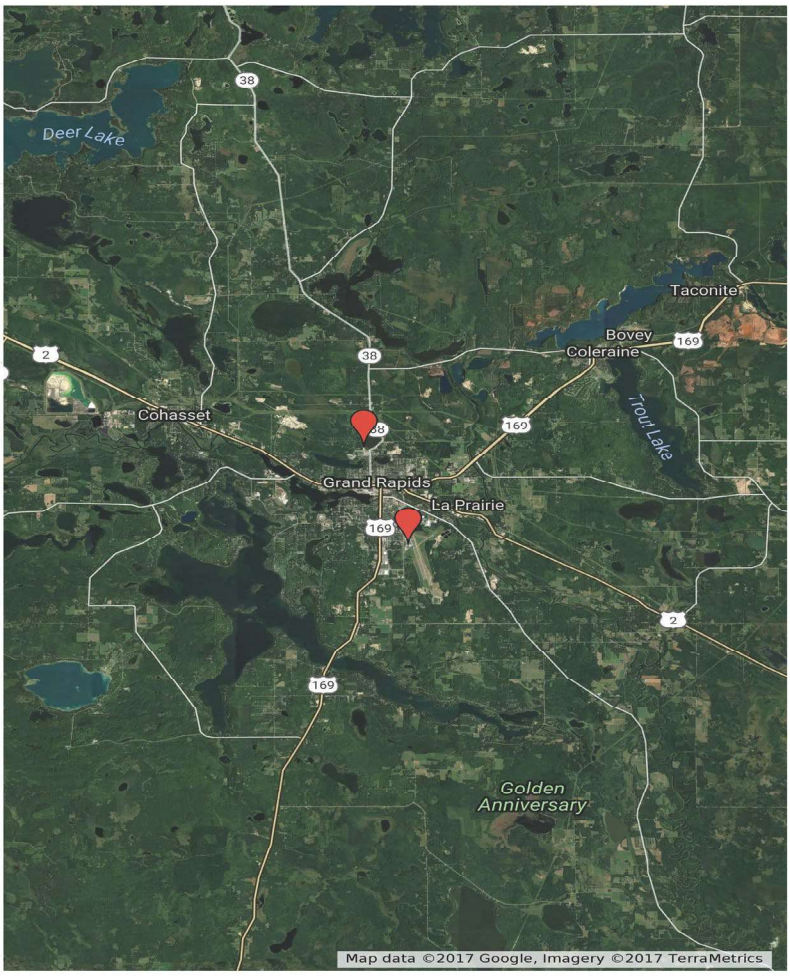
ICECC

Itasca County Northside Emergency Operations Center (Alternate)

Itasca County Emergency Operations Center (Primary)

Itasca County Emergency Operations Center (Primary)

Itasca County Northside Emergency Operations Center (Alternate)



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C - ANNEX C - EMERGENCY PUBLIC INFORMATION
ESF #15 - External Affairs
Public Information and Warning (Common)

I. MNWALK REQUIREMENTS

01☒ 02☐ 03☒ 04☐ 05☐ 06☐ 07☐ 08☐ 09☐ 10☐ 11☐ 12☐ 13☐ 14☐ 15☐ 16☒ 17☐ 18☒ 19☒ 20☐
21☐ 22☐ 23☐ 24☐ 25☐ 26☐ 27☐ 28☐ 29☐ 30☐ 31☐ 32☐ 33☐ 34☐ 35☐ 36☐ 37☐ 38☐ 39☐ 40☐
41☐ 42☐ 43☐ 44☐ 45☐ 46☐ 47☐ 48☐ 49☐ 50☐ 51☐ 52☐ 53☐ 54☐ 55☐ 56☐ 57☐ 58☐ 59☐ 60☐
61☐ 62☐ 63☐ 64☐ 65☐ 66☐ 67☐ 68☐ 69☐ 70☐ 71☐

II. PURPOSE

Provide for the development, coordination, and dissemination of emergency public information. This function provides rumor control, public education and establishing a hotline for public inquiry. Public Information is critical during times of emergency to provide important, timely and accurate instructions and information to those impacted by the emergency/disaster.

III. SITUATION AND ASSUMPTIONS

A. Situation

1. In an emergency Itasca County/City of must have means of communicating with the public the response and recovery activities local government is providing and directions the public should take to assist themselves and public safety officials.

2. There are many modes of communication outlets available through the community. Some of these include, but are not limited to radio, television, newspaper, newsletters, websites, email, emergency hotlines, cable TV, Emergency Alert System, etc.

3. Members of the community who are deaf and hard of hearing, totally and legally blind, have limited English proficiency, have physical, cognitive, or developmental disabilities and persons with mental illness are especially vulnerable during a disaster.

4. The Emergency Operations Center and/or Incident Command will need to replay information to the public in a unified and controlled manner. All forms of these communications must pass through the Public Information Officer.

5. Major needs for functional and access needs populations may include assistance with evacuation and transportation, sheltering, and receiving warnings and public information.

B. Assumptions

1. When multiple organizations are involved in an emergency response, the Incident Commander or EOC Director may establish a Joint Information Center (JIC).

2. All responding agencies will coordinate the release of any information to the public through the Public Information Officer (PIO).

3. All media will be directed to the designated PIO only for the release of information to the public.

4. Some members of the community, especially those who are homeless, may not have access to emergency warning and notification or to public information disseminated by the media.

IV. CONCEPT OF OPERATIONS MW 16

The Emergency Operations Plan has been designed based on the NIMS model utilizing the Incident Command System. The Command Staff includes a Legal Advisor, Public Information Officer, Liaison, and Safety Officer. The General Staff includes the Operations Section Chief, Planning Section Chief, Logistics Section Chief and Finance and Administration Section Chief. The Command and General Staff all report to the Emergency Operations Center Director or (designee). The Emergency Operations Center Director is the Itasca County/City of Emergency Management Director or (designee). In the event where the primary impacts are health related, a unified command structure will be utilized in collaboration with Itasca County Public Health. In addition to these staff positions there are Branch Directors and Unit Leaders that represent the 21 annexes of this emergency operations plan. Branch Directors and Unit Leaders report to Section Chiefs, as outlined in the flow chart in the Basic Plan.

A. Emergency Alert System Annex C.Attachment 1.Emergency Alert System (EAS)

The Emergency Alert System is utilized in collaboration with local media outlets to disseminate emergency information to the pubic via radio and television. This system is activated through procedures outlined in detail as Annex C - Attachment 1 – Emergency Alert System (EAS). The Sheriff, Chief Deputy, Captain, Lieutenant, Shift Sergeant, Police Chief, Assistant Chiefs or Emergency Management Director or (designee) are authorized to activate the Emergency Alert System.

B. NOAA Weather Radio

The NOAA Weather Radio system is a tone activated system used by the National Weather Service to provide severe weather information, watches, and warnings to the community. Public and private entities are encouraged to utilize weather radios as a primary warning tool for emergency situations.

C. Media MW19

Annex C.2.Attachment 1.Available Media Resources

Annex C.2.Attachment 2.Available Media Resources

Annex C.2.Attachment 3.Available Media Resources

Print and electronic media can provide an effective method for disseminating emergency information. Community newspapers are effective in providing detailed information during emergency situations (flooding, drought, etc.). The electronic media (radio, television, and internet) can be helpful in issuing bulletins to inform the public of emergency conditions with or without a formal activation of the Emergency Alert System.

D. Public Address System

Most law enforcement and fire vehicles are equipped with public address systems that may be used for warning the public in localized emergencies. This would be effective as an alternative to door-to-door notification in small areas with limited populations. The public may be instructed to tune to government access channels or radio stations for emergency information.

E. Emergency Notification System

Emergency Notification System is a notification system that enables emergency management and response personnel to communicate consistent messages in an expedient manner. Once a notification group has been selected, a message is created providing information for the call recipients. After the message has been created, it is delivered to the recipients via landline phone, cell phone, fax machine, pager, and email. Emergency Notification System can make multiple calls at one time, increasing the speed and accuracy or emergency notifications throughout the affected area. The initiation of the calls can be made over the phone or through a web-based program that is password protected.

F. First Call 2-1-1

First Call 2-1-1 may serve as an alternate public information inquiry agency for calls relating to disaster response and recovery. 2-1-1 will support Itasca County and the City of by providing and maintaining hotline assistance to relay disaster related information to members of the community, as well as gather information being requested by the community. (Life safety and emergency calls will be directed to 9-1-1). If 2-1-1 services are being requested by the Public Information Officer, that individual will need to ensure that 2-1-1 is briefed on all current and developing situations to be able to address inquiries in the community. Services provided by 2-1-1, in addition to hotline staffing include identifying unmet needs and services requested by community members, tracking of disaster related requests/inquiries from citizens and providing information and referral services to members of the community. 2-1-1 services are available twenty-four hours per day, 365 days per year. Interpreters are available as needed.

G. Health Alert Network

When a disease or event threatens the health of Minnesotans, fast, efficient, and reliable communication is essential. The Health Alert Network of the Minnesota Department of Health enables public health staff, health care providers, emergency workers, and others working to protect the public to exchange information during a disease outbreak or disaster. Public health agencies are encouraged to use these communication tools routinely to ensure that the equipment and skills will work well during a health threat crisis. Although non-electronic methods are in place, email and the Web are the Health Alert Network's first line of communication strategies. Health Alerts are disseminated by Itasca County Public Health Division of Human Services.

H. ECHO – Emergency & Community Health Outreach MW 16

Emergency & Community Health Outreach (ECHO) is a collation of professionals across Minnesota including Public Health, Emergency Management, Social Services, ethnic community agencies and non-profit assistance agencies such as the American Red Cross. The objective of ECHO is to develop the public health system's capacity to communicate preparedness information, health and safety advisories and emergency alerts to Minnesota's limited-English proficient populations. ECHO provides health and safety information in multiple languages, including Khmer, Somali, Vietnamese, Lao, Spanish, and Hmong. These warnings and notifications are delivered by fax, phone, television, print materials, and on the web during emergency and non-emergency times to people with limited English language skills. ECHO information would be utilized during slowly developing or long-term events (floods, drought, and pandemic).

I. Functional and Access Needs Communications

Itasca County/City of Emergency Operations Center would be trying to communicate with people who are seeking information and awareness about the situation, residents that do not have access to information and residents that do not have the technology available to receive messages. Communications will be accomplished through 2-1-1, radio, cable television, newspapers, Emergency Notification System, press releases, listserv, Human Services, Sheriff's Office, government access channels, community organizations, Emergency Community Health Outreach (ECHO), Senior Linkage Line, Twitter, Facebook, etc. Provide official information and instructions to the community utilizing all available means (including, but not limited to TV, radio, websites, closed captioning, large print materials, brail, etc) of communication, before, during and after an emergency or disaster situations.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. Our emergency organization is described in the Basic Plan.

2. Incident Command System – EOC Interface

a. The Incident Command oversees all on-scene operations. This coordination takes plan at an Incident Command Post. On-scene logistics personnel will order supplies, resources, and personnel to manage the scene in accordance with Incident Action Plan.

b. Not all emergencies require on-scene operations or the establishment of an Incident Command Post. For those emergencies that may be over a wide area (flooding, ice storm, winter storm) or are health based, the Command Post and Emergency Operations Center may be co-located.

c. A division of responsibility should be agreed upon between the Incident Commander and the EOC. The Incident Commander will manage operations on-scene, while the EOC coordinates operations beyond the incident site, taking into consideration the community at large, while supporting the Incident Action Plan developed by Incident Command.

B. Lines of Succession

1. Lines of succession for the Mayor, County Board Chair and Emergency Management Director or (designee) are outlined in the Basic Plan.

2. Lines of succession for each department and agency director shall be done in accordance with operating guidelines and delegations of authority within each department.

C. Responsibilities

1. Itasca County Emergency Management Director

The Itasca County Emergency Management Director or (designee) is responsible for carrying out the emergency management program for Itasca County/City of. The Emergency Management Director or (designee) will activate the Emergency Operations Center as required or requested to coordinate/support the activities of all departments/organizations assisting with response and recovery efforts. The Emergency Management Director or (designee) will establish response and recovery priorities through the Emergency Operations Center and will coordinate the resources needed to support emergency operations.

2. Public Information Team MW 19(a)

The Public Information Team is responsible for providing timely and accurate information and instructions to the public prior to, during and following emergency situations. This information may come as a warning or impending emergency, such as a flood; may provide direction, such as evacuation guidelines; or may issue guidance such as debris removal protocols following a tornado. The team is comprised of a Public Information Officer, an Official Spokesperson, Subject Matter Expert(s), Hotline Supervisor, and a Public Education Coordinator.

3. **Public Information Officer** MW 18, 19 (b)

The Public Information Officer (PIO) will establish policies and procedures for the overall coordination and dissemination of information and instructions to the public on a timely basis. The PIO will create press releases and schedule press briefings with the media. All press briefings will be delivered by the designated official Spokesperson. The PIO is also responsible for deciding to establish and staff an emergency hotline. A hotline supervisor will be assigned to respond to all public inquiries and work with rumor control. The Public Information Officer will also ensure that educational materials have been compiled or created for distribution to community members.

4. **Spokesperson**

When a disaster impacts the unincorporated areas of Itasca County an official will be authorized to serve as the official Spokesperson, working in conjunction with the Public Information Officer. The Spokesperson may be the County Administrator, Emergency Management Director or (designee), Sheriff or a designated Department/Division Director. The Spokesperson will be designated due to their knowledge of the incident, technical expertise, and ability to answer questions related to the emergency. All media inquiries will be directed to the Public Information Officer.

For disasters affecting the City of, the Mayor, City Administrator, Fire Chief or Police Chief may serve as the official Spokesperson for the City. Additional technical advisors may be required to address specific requests or concerns. These arrangements would be made by the Public Information Officer.

5. **Subject Matter Expert**

The Subject Matter Expert will be designated as appropriate depending on the nature of the emergency, to assist the Public Information Officer and Spokesperson. This position would be filled by a representative from the lead agency responding to the emergency/disaster. The Subject Matter Expert may assist in the development of press releases, provide detailed guidance on protective actions for community members, create fact sheets, answer questions not already addressed for hotline operators, etc. It is important that the subject matter expert have the authority and credibility to be making comments and providing direction to support the Public Information Team.

6. **Hotline Supervisor**

The Hotline Supervisor will work at the direction of the Public Information Officer. The Hotline Supervisor will set up and operate the emergency hotline and will be responsible for identifying staffing needs to accommodate call volume, will collaborate with the Subject Matter Expert to develop a script for hotline operators, provide training and education for incoming hotline staff,

and ensure all calls and information are being documented in accordance with procedures outlined by the Documentation Unit.

7. Public Education Coordinator MW 19 (c)

The Public Education Coordinator will create publications, brochures, posters, flyers, etc. which can be provided as tools for educating the community. The development of this information should be done in conjunction with the Subject Matter Expert and with the approval of the Public Information Officer. In some instances, it may be more appropriate to gather information developed by other agencies rather than creating new documents (i.e., health related information may be available through the Minnesota Department of Health). The release of this information to the public should be arranged by the Public Information Officer.

8. Policies and Procedures MW 16

a. If it becomes necessary to conduct press briefings for Itasca County, the County Board Room in the Administration Building will be used as the primary location. The Council Chambers at City Hall will be used as the primary site for the City of. An alternate briefing area may be chosen at the discretion of the Public Information Officer.

b. In the event of a protracted disaster/emergency, news releases would be issued on a regular basis.

c. Public information would be disseminated to the community through outlets such as radio, television, newspapers, newsletters, government websites, email, hotlines, etc.

VI. ADMINISTRATION AND SUPPORT

A. Records

1. Records will be maintained on the use of all equipment, whether owned, leased, rented, or borrowed. These records/contracts will be used as basis for possible recovery of emergency operations expenses from a responsible party or for potential reimbursement from the State or Federal Government. All records/contracts generated by the Public Information Officer should be provided to the Finance and Administration Section Chief for cost recovery and reimbursement documentation.

2. Each department, agency or service of government will provide for the maintenance of records during an emergency. These records include work hours, equipment hours, supplies and materials consumed injuries to personnel, and damage to public facilities and equipment. All records generated during an emergency will be collected and maintained in an orderly manner, so a record of actions taken is preserved for use in determining response costs, settling claims, and updating emergency plans and procedures.

B. Resources

1. Local resources can be found on file in the resource database.

C. Post Incident Review

1. Following activations of the Emergency Operations Center or use of the Emergency Operations Plan, Emergency Management will coordinate a review of each annex of the Emergency Operations Plan to identify needed improvements, procedure changes, personnel and facility changes or resource needs.

D. Training and Exercises

1. Personnel identified in the Emergency Operations Plan and those who staff the Emergency Operations Center will receive National Incident Management System (NIMS) and Incident Command System (ICS) training. Although some personnel may receive more advanced training, everyone will receive IS-100 and IS-700. A full list of personnel and required training can be found on file in the Emergency Management office. Personnel who staff the Emergency Operations Center shall also receive appropriate training on their role in the Emergency Operations Center and on the operations of the facility. This training should be arranged by the Public Information Officer or the Emergency Management Department.

2. Emergency Management follows the Emergency Management Performance Grant (EMPG) exercise requirements to exercise and evaluate the Emergency Operations Plan.

VII. ANNEX DEVELOPMENT AND MAINTENANCE

The Itasca County/City of Emergency Operations Plan, including the Basic Plan and Annexes, is updated on an annual basis. Each annex representative is responsible for participating in the full review process every other year and for independently reviewing the annex on an annual basis. The overall responsibility for maintaining the Emergency Operations Plan is that of the Itasca County Emergency Management Department.

Any standard operating guidelines, personnel directories, maps, or other tools needed to support emergency operations should be developed and maintained by the responsible department. It is the department's responsibility to ensure access to this information during times of large-scale emergency or disaster, to coordinate training for personnel regarding these procedures and to inform Emergency Management of any changes that directly impact the Emergency Operations Plan.

VIII. AUTHENTICATION

See verification of plan approval.
See authentication for Itasca County/City of Emergency Operations Plan.

C - Annex C-2 - Attachment 1 – Available Media Resources
ANNEX C - EMERGENCY PUBLIC INFORMATION
ESF #15 - External Affairs
Public Information and Warning (Common)
MNWALK Item # 19

Media E-Mail Contact List

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C - Annex C-2 – Attachment 1 – Emergency Alert System (EAS)
ANNEX A - WARNING AND NOTIFICATION
ESF #15 - External Affairs | Standard Operating Procedures
Core Capability #2 - Public Information and Warning (Common)
MNWALK Item # 10, 16, 17, 58

Procedures and Guidelines for Activating EAS for a Non-Weather Emergency Message (NWEM)

The National Weather Service has made its NOAA Weather Radio (NWR) system available to local officials for their use in disseminating non-weather emergency messages (NWEM) regarding spills of toxic materials, an explosion in a highly populated area, a dangerous nuclear release, a wildfire, and other similar situations that warrant the activation of the Emergency Alert System for the protection of life and property.

This memorandum gives guidelines to local officials to use in the issuance of a NWEM via the NWS' NWR broadcasts.

Non-weather-related emergency messages broadcast over NWR shall fit the following criteria:

1. Public safety **must** be involved. The message will aid in reducing loss of life or substantial loss of property.
2. The source of the information should be a federal, state, or local government agency.
3. The event requires immediate public knowledge to avoid adverse impact.
4. Other means of disseminating the information are not adequate to ensure rapid delivery.
5. The information length and format are consistent with other NWR program material and kept under two minutes of verbal text. Inclusion of this information shall not compromise the remaining NWR broadcast content.
6. The information shall be non-routine and infrequent.
7. The information should contribute to the NWS Warning Program through increased user awareness.
8. The information should tend to increase NWR listenership.

When a non-weather emergency message (NWEM) needs to be issued, use the following method:

- Fill out the attached template.
- Fax the template to the appropriate NWS office and call them to tell them it is coming

or-

- If time is of the essence, call the appropriate NWS and read to them exactly what you wrote (or would write) on the template.
- Request that the NWS activate EAS for the NWEM.

There may be cases where the NWS and the local authority both have warning messages to issue at approximately the same time. In such situations, the NWS shall decide on the relative priority of the messages based on the potential for the loss of life and/or property.

National Weather Service Emergency Unlisted Phone Numbers.

Office	Phone #	Phone #	Fax #
Aberdeen, SD (ABR)	**605-225-0519**	**605-225-6173**	**605-225-7417**
Chanhassen, MN (MPX)	**952-361-6671**	**952-361-6708**	**952-361-6668**
Duluth, MN (DLH)	**218-729-0653**	**218-729-6572**	**218-729-0690**
Grand Forks, ND (FGF)	**701-795-5127**	**701-795-0224**	**701-772-0751**
Sioux Falls, SD (FSD)	**605-330-4244**	**605-330-4250**	**605-330-4248**

Template for requesting EAS activation of the National Weather Service's NOAA Weather Radio for a Non-Weather Emergency (NWEM)

Date/Time:

Name/Title:_____

Agency:_____

Phone: _____

Location (city, county, state):

Circle county that will be in the Civil Emergency Message (CEM):

Itasca- S	Itasca- NW	Itasca- NW

Type of Alert- Circle one: Civil Emergency (CEM) or Evacuation (EVI)

Specific message that will be broadcast:

The Body of message must include what, who, where, and possibly why and how. The message **MUST** also include directions on how to obtain more information. Keep **under 90 seconds** of verbal text.

C - Annex C-2 - Attachment 2 – Available Media Resources
ANNEX C - EMERGENCY PUBLIC INFORMATION
ESF #15 - External Affairs
Public Information and Warning (Common)
MNWALK Item # 19

Area Media



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C - Annex C-2 - Attachment 3 – Available Media Resources
ANNEX C - EMERGENCY PUBLIC INFORMATION
ESF #15 - External Affairs
Public Information and Warning (Common)
MNWALK Item # 19

Area Media



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ANNEX D - SEARCH AND RESCUE
ESF # 9 – Search and Rescue
Mass Search and Rescue Operations (Response)

I. MNWALK REQUIREMENTS

01☒ 02☐ 03☒ 04☐ 05☐ 06☐ 07☐ 08☐ 09☐ 10☐ 11☐ 12☐ 13☐ 14☒ 15☐ 16☐ 17☐ 18☐ 19☐ 20☐
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II. PURPOSE

This annex outlines search and rescue operations assigns roles and responsibilities and provides resources to augment public safety personnel for large scale emergencies.

III. SITUATIONS AND ASSUMPTIONS

A. Situations

1. Businesses, homes, and other local buildings are subject to severe structural damage from tornadoes, floods, explosions and acts of terrorism, which could result in injured people trapped in the damaged or collapsed structure.

2. Large numbers of people may require rescue, in emergency situations involving structural collapse.

3. Secondary hazards may compound problems and threaten both disaster victims and rescue personnel.

4. Weather conditions such as rain, temperature extremes and high winds, may pose additional hazards to disaster victims and rescue personnel.

5. Large-scale emergencies/disasters and acts of terrorism may adversely impact search and rescue personnel, equipment, and facilities as well as communications systems.

6. Search and rescue operations may involve the extrication of victims that may or may not be injured.

7. Emergency responders and other rescue personnel may experience communication barriers while assisting community members who are deaf and hard of hearing, people with cognitive or developmental disabilities, persons with mental illness and those with limited English proficiency.

8. Community members who have cognitive, developmental, or physical disabilities have limited English proficiency, who are deaf and hard of hearing, or totally and legally blind and persons with mental illness may live independently, in community based/assisted living settings or in long term care facilities.

9. During winter months search and rescue operations may include water/ice rescues.

10. Search and rescue operations that involve active crime scenes would be coordinated by local law enforcement.

11. Search and rescue operations may be required for mass casualty events, such as an airplane crash.

12. Rescue at the municipal level is the responsibly of the Fire Department

B. Assumptions

1. A trained, equipped, and organized rescue service will provide the capability to conduct methodical search and rescue operations, shore up and stabilize weakened structures, release trapped persons and locate the missing and dead.

2. Access to disaster areas may be limited because of damaged infrastructure.

3. If Itasca County/City of resources and those obtained pursuant to mutual aid agreements are insufficient and additional support is required a request for assistance from the State will be made.

4. It may be necessary to incorporate a combination of air and ground searches.

5. During major emergency situations, our search and rescue resources may be damaged and specialized supplies depleted.

6. If the search involves a collapsed structure, State resources may be available through the MN Task Force for Urban Search and Rescue.

7. Community resources such as interpreters, health care personnel, and housing managers will aid members of the community and emergency response personnel who require their assistance.

IV. CONCEPT OF OPERATIONS

The Emergency Operations Plan has been designed based on the NIMS model utilizing the Incident Command System. The Command Staff includes a Legal Advisor, Public Information Officer, Liaison and Safety Officer. The General Staff includes the Operations Section Chief, Planning Section Chief,

Logistics Section Chief, Finance and Administration Section Chief. The Command and General Staff all report to the Emergency Operations Center Director or (designee). The Emergency Operations Center Director or (designee) is the Itasca County/City of Emergency Management Director. In the event where the primary impacts are health related, a unified command structure will be utilized in collaboration with Itasca County Public Health. In addition to these staff positions there are Branch Directors and Unit Leaders that represent the 21 annexes of this emergency operations plan. Branch Directors and Unit Leaders report to Section Chiefs, as outlined in the flow chart found in the Basic Plan.

Search and Rescue is part of the Law Enforcement Branch. The Law Enforcement Branch reports directly to the Operations Section Chief. The order of succession will be established by the Sheriff's Office or Police Department as required.

Search and rescue often involves a coordinated effort between public safety agencies. Searching is generally the responsibility of law enforcement while rescue is generally the responsibility of fire departments. Search that is required in an area containing hazardous materials would be the responsibility of the fire department.

Jurisdiction during water/ice rescues is given to the Sheriff's Office who by State Statute has the authority and responsibility to coordinate all searches and rescue efforts involving waterways.

Welfare checks are typically the responsibility of law enforcement but may also be supported through voluntary agencies such as the Itasca County Search and Rescue or the Community Emergency Response Team. Volunteers would only be utilized to assist trained professionals in low-risk scenarios, when additional ground support may be required due to the scope of the incident, the timeframe, etc.

If voluntary agencies are going to be utilized to aid in search and rescue operations affiliated volunteers would be the first called upon. These groups include programs such as CERT, Civil Air Patrol, Itasca County Search and Rescue, Explorers, etc. Volunteers when managed properly can provide additional assistance that may not otherwise be available to the community.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. Our emergency organization described in Section IV of the Basic Plan.

2. Incident Command System – EOC Interface

a. As noted previously, the Incident Commander will normally determine the need for, organize and conduct limited evacuations in the vicinity of the incident site. If large-scale evacuation is required, the Chief Elected Official should make the recommendation for the evacuation of the public.

Search and rescue operations may also be necessary for collapsed structures, damaged infrastructure, etc. These operations will be coordinated on-scene at the Incident Command Post.

b. Not all emergencies require on-scene operations or the establishment of an Incident Command Post. For those emergencies that may be over wide area (flooding, ice storm, winter storm) or are health based the Command Post and Emergency Operations Center may be co-located.

c. A division of responsibility for tasks should be agreed upon between the Incident Commander and the EOC. The Incident Commander will normally manage evacuations operations at the scene, while the EOC coordinates operations beyond the incident site, such as coordinating traffic control along evacuation routes, arranging for activation of shelters and mass care facilities, coordinating public information and warnings, and advising other jurisdictions of evacuation.

Resource request to support search and rescue operations for collapsed structures, damaged infrastructure, etc. may be coordinated through the Emergency Operations Center dependent on the division of tasks established between the Incident Command Post and the Emergency Operations Center.

B. Lines of Succession

1. Lines of succession for the Mayor, County Board Chair and Emergency Management Director or (designee) are outlined in the Basic Plan.

2. Lines of succession for each department and agency director shall be done in accordance with operating guidelines and delegations of authority within each department.

C. Responsibilities

1. Itasca County Emergency Management Director

The Itasca County Emergency Management Director or (designee) is responsible for carrying out the emergency management program for Itasca County/City of. The Emergency Management Director or (designee) will activate the Emergency Operations Center as required or requested to coordinate/support the activities of all departments/organizations assisting with the response and recovery efforts. The Emergency Management Director or (designee) will establish response and recovery priorities through the Emergency Operations Center and will coordinate the resources needed to support emergency operations.

2. Itasca County Sheriff's Office MW 14

The Sheriff's Office is responsible for conducting search and rescue operations within the jurisdiction of Itasca County. Law enforcement is generally responsible for the oversight and

operations for the search component of search and rescue. Search and rescue may include collapsed structures, missing persons, water or ice rescues, and mass casualty events, such as an airplane crash. The Itasca County Sheriff's Office is responsible for coordinating with other supporting agencies, with specific disciplines in search and rescue. Itasca County Sheriff's Office is the lead agency for any search and rescue operations on the water. The Itasca County Sheriff's Office will also provide the communication trailer to coordinate on-scene command and communications.

3. **Police Department** MW 14

The Police Department is responsible for coordinating search and rescue operations within the jurisdiction of the City of. Law enforcement is generally responsible for the oversight and operations for the search component of search and rescue. Search and rescue may include collapsed structures, missing persons, water or ice rescues, and mass casualty events, such as an airplane crash. The Police Department is responsible for coordinating with other supporting agencies, with specific disciplines in search and rescue. The Police Department will coordinate with Fire Department to arrange for the command vehicle to coordinate on-scene command.

4. **Fire Department** MW 14

The area Fire Departments will conduct search and rescue operations within the City of and Itasca County. The fire department generally takes the lead role in the rescue component of search and rescue operations. During hazardous materials incidents the fire department may complete all aspects of search and rescue operations. Search and rescue may include collapsed structures, missing persons, water or ice rescues, and mass casualty events, such as an airplane crash. The area Fire Departments will coordinate with the Police Department to provide the command vehicle for on-scene command.

5. **Community Emergency Response Team (CERT)** MW 14

The CERT team will aid with search and rescue operations as directed by local law enforcement or fire departments. CERT members should be requested through Itasca County Emergency Management.

** Law enforcement, fire departments, ambulance services and other agencies responsible for conducting or participating in a search and rescue operation will develop and maintain whatever standard operating guidelines they may need. Such standard operating guidelines may include guidance and instruction for performing search and rescue following an accident/incident which may have involved hazardous materials.

VI. ADMINISTRATION AND SUPPORT

A. Records

1. Records will be maintained on the use of all equipment, whether owned, leased, rented, or borrowed. These records/contracts will be used as basis for possible recovery of emergency operations expenses from a responsible party or for potential reimbursement from the State or Federal Government. All records/contracts generated by the Law Enforcement Branch should be provided to the Finance and Administration Section Chief for cost recovery and reimbursement documentation.

2. Each department, agency or service of government will provide for the maintenance of records during an emergency. These records include work hours, equipment hours, supplies and materials consumed injuries to personnel, and damage to public facilities and equipment. All records generated during an emergency will be collected and maintained in an orderly manner, so a record of actions taken is preserved for use in determining response costs, settling claims, and updating emergency plans and procedures.

B. Resources

1. Local resources can be found on file in the resource database.

C. Post Incident Review

1. Following activations of the Emergency Operations Center or use of the Emergency Operations Plan, Emergency Management will coordinate a review of each annex of the Emergency Operations Plan to identify needed improvements, procedure changes, personnel and facility changes or resource needs.

D. Training and Exercises

1. Personnel identified in the Emergency Operations Plan and those who staff the Emergency Operations Center will receive National Incident Management System (NIMS) and Incident Command System (ICS) training. Although some personnel may receive more advanced training, everyone will receive IS-100 and IS-700. A full list of personnel and required training can be found on file in the Emergency Management office. Personnel who staff the Emergency Operations Center shall also receive appropriate training on their role in the Emergency Operations Center and on the operations of the facility. This training should be arranged by the Law Enforcement Branch or the Emergency Management Department.

2. Emergency Management follows the Emergency Management Performance Grant (EMPG) exercise requirements to exercise and evaluate the Emergency Operations Plan.

VII. ANNEX DEVELOPMENT AND MAINTENANCE

The Itasca County/City of Emergency Operations Plan, including the Basic Plan and Annexes, is updated on an annual basis. Each annex representative is responsible for participating in the full review process every other year and for independently reviewing the annex on an annual basis. The overall responsibility for maintaining the Emergency Operations Plan is that of the Itasca County Emergency Management Department.

Any standard operating guidelines, personnel directories, maps, or other tools needed to support emergency operations should be developed and maintained by the responsible department. It is the department's responsibility to ensure access to this information during times of large-scale emergency or disaster, to coordinate training for personnel regarding these procedures and to inform Emergency Management of any changes that directly impact the Emergency Operations Plan.

VIII. AUTHENTICATION

See verification of plan approval.
See authentication for Itasca County/City of Emergency Operations Plan.

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ANNEX E - PUBLIC HEALTH AND MEDICAL
ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services
ESF #8 – Public Health and Medical Services
Public Information and Warning (Common)
Critical Transportation (Response)
Environmental Response/Health and Safety (Response)
Fatality Management Services (Response)
Mass Care Services (Response)
Public Health and Medical Services (Response)
Public and Private Services and Resources (Response)

I. MNWALK REQUIREMENTS

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II. PURPOSE

The purpose of this annex is to provide guidance to the local public health authority and regional partners regarding detection, response, and recovery to all types of disasters. It includes planned activities that prevent, minimize, and contain adverse health events resulting from a disaster.

III. SITUATIONS AND ASSUMPTIONS

A. Situations

1. A major or catastrophic disaster may result in a substantial number of disruptions to the health and medical infrastructure of Itasca County/City of.

2. Hospitals, long term care facilities, adult living facilities, pharmacies, and other health/medical facilities may be severely damaged, destroyed or affected by the event.

3. People with special needs may require appropriate intervention services such as relocation to shelters equipped to provide required level of service.

4. The damage and destruction from a catastrophic natural disaster or act of terrorism will produce urgent needs for mental health crisis counseling for disaster victims and response personnel.

5. People refusing to evacuate or in isolation and quarantine will require ongoing follow-up and possible relocation to a medical facility if injuries have been sustained.

6. Ill but uninjured individuals may have difficulty accessing medical care, obtaining daily medications, medical supplies and/or equipment.

7. Itasca County/City of residents, including visiting and vacationing non-residents, may require health related services because of a widespread health event.

8. During a pandemic type of event, residents without insurance, a regular healthcare provider, or doctor may be disinclined to seek medical attention.

9. Extreme heat may cause heat related injuries for senior citizens, small children, and medically fragile individuals. Heat related issues are also a concern for first responders or volunteers responding to an incident.

10. During a pandemic or outbreak type event, healthcare facilities may become overwhelmed.

B. Assumptions

1. Local medical resources will be utilized to respond to the disaster. Regional, State and Federal resources may be available to support local response efforts. However, there may be times when the local public health authority may not be able to rely on these assets in planning to respond.

2. Initially, local resources will be utilized to relocate individuals to a place of safety. Resources within the affected disaster area may be inadequate to clear casualties and/or adequately treat them in local hospitals.

3. In a major disaster, coordination may be required for the transportation of patients by air and ground to areas outside the impacted area having enough hospital beds and treatment capabilities.

4. Normal health and medical services available to the affected population may be disrupted.

5. Assistance in maintaining continuity of health and medical services will be required with specific emphasis on implementation of communicable disease services (prevention, surveillance, etc).

6. Coordination of health and medical services in the community will be the primary responsibility of the local public health authority in coordination with the area Hospitals. Coordination of regional health and medical services will be managed in collaboration with the Regional Multi-Agency Coordination Center.

7. Normal health and medical supply sources may be destroyed, delayed, or damaged requiring control of the remaining resources be a resource management organization and mandatory rationing of available resources.

8. Fatalities and injuries may occur among medical, health, and allied health professionals in about the same ratio as in the general population.

9. There may be an immediate overload from requests for emergency medical aid.

10. Receiving alternate medical care sites will require necessary medical equipment, personnel, and supplies, for the care of people with special needs.

11. Damage to chemical and industrial plants, sewer lines, water distribution centers, and secondary hazards such as fires, may result in toxic environmental and public health hazards for the surviving population and response personnel. This can include contaminated water supplies, crops, livestock, and food products.

12. Disruption of sanitation services and facilities, solid waste services and facilities, loss of power, and massing of people in alternate medical care sites and congregate care facilities may increase the potential for disease and injury and/or require the identification of additional space(s).

13. Acts of terrorism involving chemical agents may result in large numbers of disaster victims as well as emergency response personnel requiring decontamination.

14. Widespread epidemiological consequences can occur because of biological acts of terrorism or natural disease processes, thereby increasing the need for global, national, and local surveillance.

15. Required vaccinations, appropriate antidotes as well as other medications used to counteract the effects of biological, infections and chemical agents may be in short supply or not available through local resources. As a result, Public Health may need to implement non-pharmaceutical interventions and education to control the spread of disease in the county.

16. Some persons will be unable or unwilling to comply with isolation and quarantine directives. For others, social distancing strategies may be less feasible. It will be important to develop and disseminate strategies for infection control appropriate for these environments and populations that may require legal interventions.

IV. CONCEPT OF OPERATIONS

The Emergency Operations Plan has been designed based on the NIMS model utilizing the Incident Command System. The Command Staff includes a Legal Advisor, Public Information Officer, Liaison and Safety Officer. The General Staff includes the Operations Section Chief, Planning Section Chief, Logistics Section Chief and Finance and Administration Section Chief. The Command and General Staff all report to the Emergency Operations Center Director or (designee). The Emergency Operations Center Director or (designee) is the Itasca County/City of Emergency Management Director. In the event where the primary impacts are health related, a unified command structure will be utilized in collaboration with Itasca County Public Health. In addition to these staff positions there are Branch

Directors and Unit Leaders that represent the 21 annexes of this emergency operations plan. Branch Directors and Unit Leaders report to Section Chiefs as outlined in the flow chart in the Basic Plan.

Public Health and Medical is part of the Humans Services Branch. The Human Services Branch reports directly to the Operations Section Chief. The order of succession for Public Health and Medical is as follows:

Itasca County
Health and Human Service Director
Division Manager

A. Objectives

1. The local public health authority will respond to a disaster in a timely manner using a planning contact notification process.

2. The local public health authority will assist Emergency Management to determine the primary impact and scope of the response.

3. The local public health authority will respond to the disaster by operating under the NIMS model, expanding, and contracting, as the disaster dictates.

4. The local public health authority will meet the population's needs by mobilizing health related local, regional, and national resources as determined through an assessment of need.

5. The local public health authority will communicate with all partner agencies within the county throughout the emergency response period.

6. The local public health authority will include recovery plans throughout the response period.

B. Assessment

Each disaster will be assessed for its public health impact. The NIMS command structure will be followed as outlined.

C. Authorities

Various state and local public health officials have overlapping authorities regarding protecting the health and safety of the public. The Governor, Commissioner of Health, Commissioner of Public Safety, and the Local Board of Health, each can implement authorities within their jurisdiction aimed at protecting the health of the public. Close communication and coordination between elected officials and local health staff is needed to ensure decisions and response actions are clear and concise.

1. **Governor**

   a. Minnesota Statute Chapter 12 specifies when the Governor may declare a national security or a peacetime emergency. During an emergency the Governor may exercise additional emergency management powers including the ability to declare either in the event a public health emergency exists. Before the Governor declares a public health emergency, the Governor or the State Director of Emergency Management must consult with the Commissioner of Public Safety, State Director of Homeland Security, the Commissioner of Health, and appropriate tribal authorities. The Governor may declare an emergency without consultation if the situation warrants this action.

   b. In the event of a public health emergency, the Governor and the Commissioner of Health must notify legislative leaders, relevant committee chairs and minority members on relevant legislative committees. The Governor may procure facilities in accordance with the state's emergency operations plan and management program. The Governor may enter into mutual aid or cooperative agreements with tribal authorities as well as other states and Canadian provinces. The Governor also has the authority to control and direct the conduct of people in the state and movement before, during, and after drills and emergencies. Authority also extends to control of who may enter or leave a stricken or threatened public place, who may occupy a facility and all forms of public and private transportation. The Governor may also transfer personnel or duties of state agencies to perform or facilitate response and recovery programs.

2. **Commissioner of Health**

   Minnesota Statutes grant the Commissioner of Health broad authority to protect, maintain, and improve the health of the public. Most of the Commissioner's powers relevant to this Plan are set forth in Chapters 144, 145, 145A, and 157 of Minnesota Statutes. In addition, Chapter 12.13 gives additional responsibility to the Commissioner for emergency response planning for nuclear-generating power plant emergencies.

3. **County Commission/Local Board of Health**

   Minnesota Statute 145A specifies the powers and duties of a Board of Health. Under the general supervision of the Commissioner of Health, the board shall enforce laws, regulations, and ordinances pertaining its powers and duties. Several county and city ordinances also grant authority related to enforcement of housing standards, animal control, the abatement of nuisances and other situations which affect health and safety.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. Our emergency organization is described in Section IV of the Basic Plan.

2. Incident Command System – EOC Interface

   a. The Incident Command oversees all on-scene operations. This coordination takes plan at an Incident Command Post. On-scene logistics personnel will order supplies, resources and personnel to manage the scene in accordance with Incident Action Plan.

   b. Not all emergencies require on-scene operations or the establishment of an Incident Command Post. For those emergencies that may be over a wide area (flooding, ice storm, winter storm) or are health based the Command Post and Emergency Operations Center may be co-located.

   c. A division of responsibility should be agreed upon between the Incident Commander and the EOC. The Incident Commander will manage operations on-scene, while the EOC coordinates operations beyond the incident site, taking into consideration the community at large, while supporting the Incident Action Plan developed by Incident Command.

B. Lines of Succession

1. Lines of succession for the Mayor, County Board Chair and Emergency Management Director or (designee) are outlined in the Basic Plan.

2. Lines of succession for each department and agency director shall be done in accordance with operating guidelines and delegations of authority within each department.

C. Responsibilities

1. Itasca County Emergency Management Director MW 24

The Itasca County Emergency Management Director or (designee) is responsible for carrying out the emergency management program for Itasca County/City of. The Emergency Management Director or (designee) will activate the Emergency Operations Center as required or requested to coordinate/support the activities of all departments/organizations assisting with response and recovery efforts. The Emergency Management Director or (designee) will establish response and recovery priorities through the Emergency Operations Center and will coordinate the resources needed to support emergency operations.

2. Public Health and Human Services

MW 6-(a), MW 23, MW 24-(b), MW 26 (a) (b) (c), MW 27, MW 33 (a) (b) (c) (d) (e) (f) (g) (h)

Annex E.6.Attachment 7.Mass Care Guidance

The local health authority is responsible for assuring the overall health of the community. In a disaster, serious potential, or actual health problems, including disease prevention, injury prevention, food and water safety, surveillance for illness, deaths, and injuries, monitoring the immediate and long-term effects of a health-related event, hazardous chemical or radiological

release and the disposal of dead and diseased humans and animals will be referred to the local public health authority.

When confronting a public health disaster, local public health, with the support of the Minnesota Department of Health, will be the lead agency in response and will respond independently of other local and state agencies. In the event of a large-scale emergency/disaster, the actions of the local public health department will be closely coordinated with local emergency management and other local public health agencies to respond effectively. This agency coordination will also extend to other local, state, federal and non-governmental agencies, as necessary.

a. Public Health

i. Assessment of community needs

- Assess the community needs for services such as medical care, food, water, and medications.

ii. Coordination of community needs

- Assist with coordination of medical and other basic health services needed in the community.
- Public Health is the point of contact for volunteers with MN Responds.
- Public Health will also coordinate MN Responds volunteers.

iii. Surveillance and investigation of diseases, deaths, illness, and injuries MW 24(d)

- Establish and monitor the systems for the detection and tracking of death, disease, and injury incidence.

- Establish and monitor control measures to prevent further spread or incidence including vaccinations (e.g., tetanus, hepatitis A).

- Establish and implement investigative process to determine interventions needed to mitigate disease and injury incidence.

iv. Monitor the potential release of hazardous materials and radiological materials MW 26 (a) (b) (c)

- Assist with hazard assessments including populations at risk and potential adverse health effects.

- Monitor on an on-going basis the potential and real adverse health effect because of the hazardous material exposure.

- Work with area hospitals/providers to inventory stocks of antidotes, medications, and supplies.

v. Health information and education

- Activate the Health Alert Network (HAN) when needed.
- Assist Public Information Officer in the development of health messages to the public, media, disaster responders, providers, hospitals, and others affected by the disaster.
- Follow HIPAA compliance regulations.

vi. Injury prevention and control

- Educate responders and the public regarding injury control measures to be taken during a disaster.

vii. Disease control

- Identify appropriate personal protective equipment and other infection control activities.
- Identify other protective interventions such as isolation and quarantine and social distancing.
- Isolation and quarantine provide for the isolation of ill persons and segregation of possible infected or exposed persons. Public Health, in conjunction with the Minnesota Department of Health and local law enforcement will be responsible for assuring persons follow the quarantine. This will include plans that assure persons have their basic physical cares or needs addressed.

viii. Regional Activities

- Strategic National Stockpile

ix. Extreme Heat

- Distribute extreme heat educational materials to the public.
- Provide surveillance of at-risk populations in an extreme heat event.

b. Health and Human Services MW 33 (a) (b) (c) (d) (e) (f) (g) (h)
Annex S.7.Attachment 1.Pet Sheltering Guidance

i. Safety regarding pet issues

Health and Human Services will ensure the public health and human safety regarding pet issues for all citizens in a disaster.

- Recruiting, training, and credentialing volunteer personnel for assisting with pet friendly evacuation shelters during a disaster or catastrophe.
- Coordinating support agencies to manage pet needs and issues in disasters.
- Coordinating personnel, equipment, and supplies needed to manage pet needs during a disaster.
- Serve as the single point of contact for responding agencies.

ii. Food handling and living conditions MW 23, MW 32 (a) (b) (c) (d) (e) (f) (g) (h), MN 51
Annex E.9.Attachment 10. Community Recovery Guidance

The State Health Inspectors are responsible for the licensing and inspection of the food establishments throughout the County/City. Proper food supply, preparation, storage, and handling procedures are enforced throughout this program. In a disaster situation, there will be a need to maintain proper food service practices and sanitary living conditions amid such needs as temporary housing and sheltering. Restaurants and motels affected by the disaster will want to return to operation as soon as possible and must be monitored for proper practices in doing so. Safe and sanitary procedures should be maintained as practical.

iii. Foodborne outbreaks MW 23

All foodborne outbreaks are handled by the local health authority, staff from the Minnesota Department of Health and the State Epidemiologist. In addition, an important consideration in the areas of food safety is the handling and preparation of food supplied to disaster volunteers, rescue workers, and others involved in such work. Assuring that the continued health of the workforce is protected is critical to the success of relief efforts.

The local health authority will:

- Maintain a list of available resources
- Provide direction and information to the public
- Provide coordination with the Minnesota Department of Health
- Coordinate with the local public health authority
- Coordinate with relief agencies such as American Red Cross or Salvation Army

iv. Community and individual water supply (Utilities Restoration – Annex K)

In the aftermath of a disaster, Itasca County Environmental Services can provide direction on where owners of individual water supplies, who reside in Itasca County, can

obtain testing services. Community water supplies would fall under the jurisdiction of the Minnesota Department of Health.

The local health authority will:

- Provide direction and information to the public
- Provide direction and information for the disinfecting of contaminated wells to restore safe drinking water supplies
- Assist with monitoring floodwater contaminated with sewage, garbage, debris, farm run-off, mud, and silt
- Coordinate with the Minnesota Department of Health and the local public health authority

v. Solid waste management (Debris Management – Annex J) MW 47
Annex E.10.Attachment 9.Itasca County Solid Waste Ordinance

Debris from a disaster often needs to be cleaned up in an expedient manner. This will assist in rescue efforts, protect the public health, and it is important in the community's psychological recovery process. To assure that accepted solid waste procedures are followed, the solids waste program staff of Itasca County Environmental Services will provide technical assistance in the recovery process, for residents of Itasca County. The City of will coordinate with the Minnesota Department of Health as appropriate for solid waste management. Assistance can be offered in the following areas: debris removal, contaminated soil disposal, disposal site identification and recycling efforts.

The local health authority coordination efforts will include:

- County/City Public Works
- County Municipal Public Works
- Provide direction and information to the public
- Provide public information to the Emergency Operations Center
- Provide direction to private waste haulers and county resource recovery facilities
- Coordinate with the Minnesota Pollution Control Agency

vi. Sewage treatment system management

One of the most immediate needs in the aftermath of a disaster is to arrange for temporary sewage handling facilities. Portable toilets with hand sanitizing facilities must be accessible and provided to disaster areas as soon as possible. In a prolonged recovery effort, this is a very important and costly consideration. Another important consideration is the timely removal of sewage from the portable toilets and its proper disposal. Additionally, individual and community sewage treatment systems may have to be addressed prior to bringing those facilities back into use throughout the County.

The local health authority will:

- Provide direction and information to the public and individual sewage treatment system designers and installers
- Provide coordination with private contractors on portable toilets
- Coordinate with the Minnesota Pollution Control Agency on community systems

vii. Public Nuisances

Public Nuisances can create disaster situations (i.e. large sewer failures) but are more often prevalent in the aftermath of a disaster when basic services and have been interrupted.

MN Statute 145A defines Public Health Nuisances to mean any activity or failure to act that adversely affects the public health. These ordinances provide means for the abatement, or removal of nuisances and have provisions for emergency measures.

The local health authority coordination efforts will include:

- Identification of public health nuisances
- Documentation and prioritization of nuisances and related complaints
- Providing direction and information to the public on how to eliminate nuisance conditions safely and properly
- Enforcing applicable laws and utilizing appropriate emergency measures

c. Other Supporting Departments/Agencies

i. Hospitals and Clinics MW 24-(a) MW 26 (a) (b) (c)
Annex E.11.Attachment 5.Medical Facilities

Hospitals and clinics will take the lead role in assessing their capacity to meet the immediate medical needs of the affected populations and triage needs related to the disaster. Services to address the needs as identified will be coordinated by the Public Health and Medical Branch Director in the Emergency Operations Center (EOC). Local hospitals, clinics and public health officials will notify the Minnesota Department of Health when they observe a pattern of unusual disease activity and/or lab results consistent with the list of reportable communicable diseases or pattern of symptoms or deaths not explained by diagnosis. These may be a disease condition, or the result of chemical or biological weapon exposure. All hospitals within Itasca County have decontamination equipment and personnel trained in the use of this equipment, for response during situations that require decontamination of persons presenting at the hospital.

ii. **First Response, First Aid** MW 12
Annex E.11.Attachment 4.1st Responder Service Areas

If notification of an event comes via 9-1-1, the nearest available first response/rescue department will provide immediate care and first aid to disaster victims. First aid/response may also be initiated by local public health officials or the Minnesota Department of Health. The following are the Counties First Response, First Aid; Balsam Fire, Trout Lake Fire, Greenway Fire, Cohasset Fire, Goodland Fire, Keewatin Fire, Squaw Lake Fire, Taconite Fire, Warba Fire and Bearville Fire.

iii. **Ambulance Service** MW 12, 13
Annex E.11.Attachment 2.EMS Service Areas
Annex E.11.Attachment 3.Procedures for Tracking Victims

Ambulance providers in the service area are responsible for scene triage, medical care, transportation, tracking of disaster victims and may also aid with special populations. They are also responsible for assessing the need for resources and requesting those resources as needed. Ambulance companies have a mutual aid agreement among themselves. Ambulances will be dispatched via the 9-1-1 emergency response system based upon the primary service area and the location of the disaster. Additional ambulance services will be used, depending upon the size of the disaster. First response and ambulance services need to coordinate response services with the local hospitals. The following are the Counties Ambulance Service; Meds-1 Ambulance (ACLS), Deer River Ambulance (ACLS) Nashwauk Ambulance (BLS) and Bigfork Ambulance (BLS).

iv. **Emergency Mortuary Operations (Mass Fatalities – Annex N)** MW 28

It is the responsibility of the Itasca County Medical Coroner to establish control of a mass fatalities incident which includes scene security, victim identification, notification of next of kin in a manner that will preclude abnormal time delays, prepare, and sign death certificates and facilitate ways for preparing, processing, and releasing victim remains. In the event of deaths related to communicable disease, the Itasca County Coroner will consult with the Local Public Health Authority or (designee) and/or the Minnesota Department of Health for appropriate handling recommendations.

v. **Decontamination** MW 26 (a) (b) (c)

Each hospital in Itasca County has inflatable decontamination tents provided to them through a grant by the Northeast Regional Health System Preparedness Program. The tents are designed to decontaminate patients that have been contaminated with radiological, biological, and chemical contaminants. Local public health will work in conjunction with local resources when decontamination of large number of people is needed. Local public health will assist with education and guidance in consultation with the Minnesota Department of Health or other government agencies.

vi. Alternate Medical Care Sites

Alternate medical care sites will be requested when a disaster or healthcare event that requires hospitalization of patients exceeds the capacity of the community or the event warrants an alternate care site strategy. Alternate medical care sites will be coordinated by the area hospital. Activation requests will be made to the area hospitals using Health Alert Network (HAN) procedures.

vii. Cleanup

The purpose of this section is to provide a guide to abate a known contamination of a biological or chemical agent. The local emergency manager and the local incident commander will coordinate with the Minnesota Duty Officer, the hazardous materials team, the Minnesota Department of Health, Minnesota Department of Agriculture, the Minnesota Pollution Control Agency, and federal agencies to determine the appropriate course of action dependent upon the type on contamination. In the event of a criminal investigation, the removal of these materials will be coordinated with the investigating agency. The county sheriff or a designated law enforcement official will act as the liaison between public health and the criminal justice system officials conducting the investigations.

viii. Coordination MW 24-(c)

If a disaster resulting in a serious health event occurs in Itasca County, overall management of the public health and medical response to the disaster will take place in the Itasca County Emergency Operations Center. All hospitals and ambulance services used by Itasca County are equipped with radio communications equipment and can therefore communicate both among themselves and with the EOC.

ix. Functional and Access Needs Considerations/Congregate Care MW 6-(c)

Annex E.13.Attachment 1.Access and Functional Needs.Other Related Support

Medical planning involves providing care or support for individuals in the community who have on-going medical needs, that do not require that they are in a hospital but do require support from trained medical professionals. Areas that will need to be addressed following an emergency or disaster include how as a community we can provide care to those individuals who list their support but are able to stay in their own home and how to coordinate medical care for those individuals who may be in a temporary setting such as a community shelter. Community partners that may be involved in medical planning include human services, home health care agencies, waivered services agencies, hospice providers, groups homes, foster homes, and hospitals.

The primary concerns for individuals displaced from their homes are providing safety, security, and basic congregate care needs (food, shelter, medical needs and mental

health support). Maintaining independence may involve assistance from caregivers or family, consumable medical supplies (medications, nutritional supplements, incontinent supplies, tube feeding supplies), and durable medical equipment (wheelchairs, walkers, canes, scooters). Assistance from Medical Reserve Corps volunteers, group home or foster care providers, independent living centers, home care agencies, etc. may allow for individuals to maintain their independence if they are separated from their normal resources. The goal in providing this support is to allow for individuals to maintain their independence regardless of whether they are at home or in a shelter and to prevent them from having to go to the hospital due to lack of supportive services.

The primary considerations for individuals displaced from their homes are providing for safety, security, and basic congregate care needs (food, shelter, medical needs and mental health support). Individuals who may require supervision could be those with memory disorders, cognitive disabilities, developmental disabilities, severe and persistent mental illness, high medical needs consumers and long-term care residents. A critical component in the supervision of individuals will be working with behavioral health workers, human services, psychologists, psychiatrists, etc. Some resources in the community to assist with providing services for these individuals include the American Red Cross.

VI. ADMINISTRATION AND SUPPORT

A. Records

1. Records will be maintained on the use of all equipment, whether owned, leased, rented, or borrowed. These records/contracts will be used as basis for possible recovery of emergency operations expenses from a responsible party or for potential reimbursement from the State or Federal Government. All records/contracts generated by the Public Health and Medical Branch should be provided to the Finance and Administration Section Chief for cost recovery and reimbursement documentation.

2. Each department, agency or service of government will provide for the maintenance of records during an emergency. These records include work hours, equipment hours, supplies and materials consumed and injuries to personnel, and damage to public facilities and equipment. All records generated during an emergency will be collected and maintained in an orderly manner, so a record of actions taken is preserved for use in determining response costs, settling claims, and updating emergency plans and procedures.

B. Resources MW 43, 45

Annex E.6.Attachment 8. Resources for Health Care Services

1. Local resources can be found on file in the resource database.

C. Post Incident Review

1. Following activations of the Emergency Operations Center or use of the Emergency Operations Plan, Emergency Management will coordinate a review of each annex of the Emergency Operations Plan to identify needed improvements, procedure changes, personnel and facility changes or resource needs.

D. Training and Exercises

1. Personnel identified in the Emergency Operations Plan and those who staff the Emergency Operations Center will receive National Incident Management System (NIMS) and Incident Command System (ICS) training. Although some personnel may receive more advanced training, everyone will receive IS-100 and IS-700. A full list of personnel and required training can be found on file in the Emergency Management office. Personnel who staff the Emergency Operations Center shall also receive appropriate training on their role in the Emergency Operations Center and on the operations of the facility. This training should be arranged by the Public Health and Medical Branch Director or the Emergency Management Department.

2. Emergency Management follows the Emergency Management Performance Grant (EMPG) exercise requirements to exercise and evaluate the Emergency Operations Plan.

VII. ANNEX DEVELOPMENT AND MAINTENANCE

The Itasca County/City of Emergency Operations Plan, including the Basic Plan and Annexes, is updated on an annual basis. Each annex representative is responsible for participating in the full review process every other year and for independently reviewing the annex on an annual basis. The overall responsibility for maintaining the Emergency Operations Plan is that of the Itasca County Emergency Management Department.

Any standard operating guidelines, personnel directories, maps, or other tools needed to support emergency operations should be developed and maintained by the responsible department. It is the department's responsibility to ensure access to this information during times of large-scale emergency or disaster, to coordinate training for personnel regarding these procedures and to inform Emergency Management of any changes that directly impact the Emergency Operations Plan.

VIII. AUTHENTICATION

See verification of plan approval.
See authentication for Itasca County/City of Emergency Operations Plan.

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E - Annex E-6 - Attachment 7 – Mass Care Guidance
ANNEX E - PUBLIC HEALTH AND MEDICAL
ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services
ESF #8 – Public Health and Medical Services
Public Information and Warning (Common)
Critical Transportation (Response)
Environmental Response/Health and Safety (Response)
Fatality Management Services (Response)
Mass Care Services (Response)
Public Health and Medical Services (Response)
Public and Private Services and Resources (Response)
MNWALK Item # 33

Mass Care Guidance

I. PURPOSE

In the time of a natural or manmade disaster, many of our county residents may require emergency sheltering and mass care. Providing temporary emergency relief involves a range of emergency human services including food, shelter, health care, mental health support, etc. Meeting these needs will require a whole community approach.

II. OBJECTIVES OF PLAN

1. Coordinate with the American Red Cross (ARC) and other key partners to support the functional and access needs of individuals presenting at the shelter to provide an inclusive, accommodating, and safe atmosphere for sheltering residents.
2. Integrate local resources in the Incident Command Structure.
3. Coordinate jurisdictional partners to assist in providing resources to the shelter when requested.
4. Utilize resources/agencies identified to quickly address the needs of shelter residents.

III. PLAN ASSUMPTIONS

1. The jurisdictional EOC will be activated
2. A request has been made to ARC and other support agencies
3. The shelter will be managed using the Incident Command Structure
4. A shelter will be activated, mobilized, and functioning, within the requested jurisdiction, as soon as possible. (The ARC may be able to arrive in an appropriate time to complete this function due to their activation/mobilization protocols and availability. At this point it will be the responsibility of the county to complete this task until ARC can arrive.)
5. It is likely all residents of the shelter will have a degree of functional and access needs
6. This plan should remain fluid and scalable based on the size and complexity of the incident.
7. This plan will run in conjunction with the Itasca County Emergency Operations Plan.

IV. KEY PARTNERS AND THEIR ROLES

1. Emergency Management (EM)

- Carrying out the Emergency Operations Plan
- Coordinate county resources as needed to shelter
- EOC coordination
- Provide oversight/guidance on local policies/statues to keep things moving

2. Public Health

- Unified Command
- Provide staff/personnel as available
- Provide or designate client care coordinators if possible
- Monitor clients for resource needs and medical status
- Provide needed medical attention and coordinate further medical attention if above and beyond what can be provided in the shelter
- Act to prevent the spread of communicable diseases and disaster-related illnesses.
- Address food and water safety and sanitation issues in shelter
- Store and administer medications as needed for the clients

3. Human Services: Accounting, IMCare, Social Services

- Provide or coordinate mental health services to shelter residents
- Provide recovery assistance and make referrals as needed
- Provide staff/personnel as available
- Monitor clients for resource needs
- Division managers available for the EOC as required

4. American Red Cross

- Unified Command with local jurisdiction
- Provide mass care for shelter clients
- Provide mass feeding for shelter clients
- Provide limited health services for shelter clients
- Provide or coordinate mental health services for shelter clients
- Provide client casework services to the extent possible

5. Local Volunteer Organizations

- Provide resources/support based on needs and services

6. Local Law Enforcement

- Provide 24-hour security for shelter- local law enforcement may call on local reserves or search and rescue to provide security.
- Provide consult if criminal is looking for admittance to the shelter
- Other law enforcement duties as needed

7. Local EMS/EMT

- Coordination of services
- Provide advanced medical services if needed
- Provide transportation of clients to the local hospital in the event of an emergency

8. Local Hospital

- Provide acute care if a shelter resident's health deteriorates or in any emergency.

V. NOTIFICATION AND ACTIVATION

Itasca County Emergency Manager will request Itasca County Health and Human Services to begin the Emergency Sheltering Process during a disaster or other hazards by contacting the Itasca County Health and Human Services Director.

The Itasca County Health and Human Services Director with notify the Public Health Division Manager as well as the other division managers under Health and Human Services. At this time the Public Health Division Manager will notify the Emergency Preparedness Coordinator and all departments will start the call down of staff to begin securing staffing for the shelter.

VI. SHELTER SET-UP

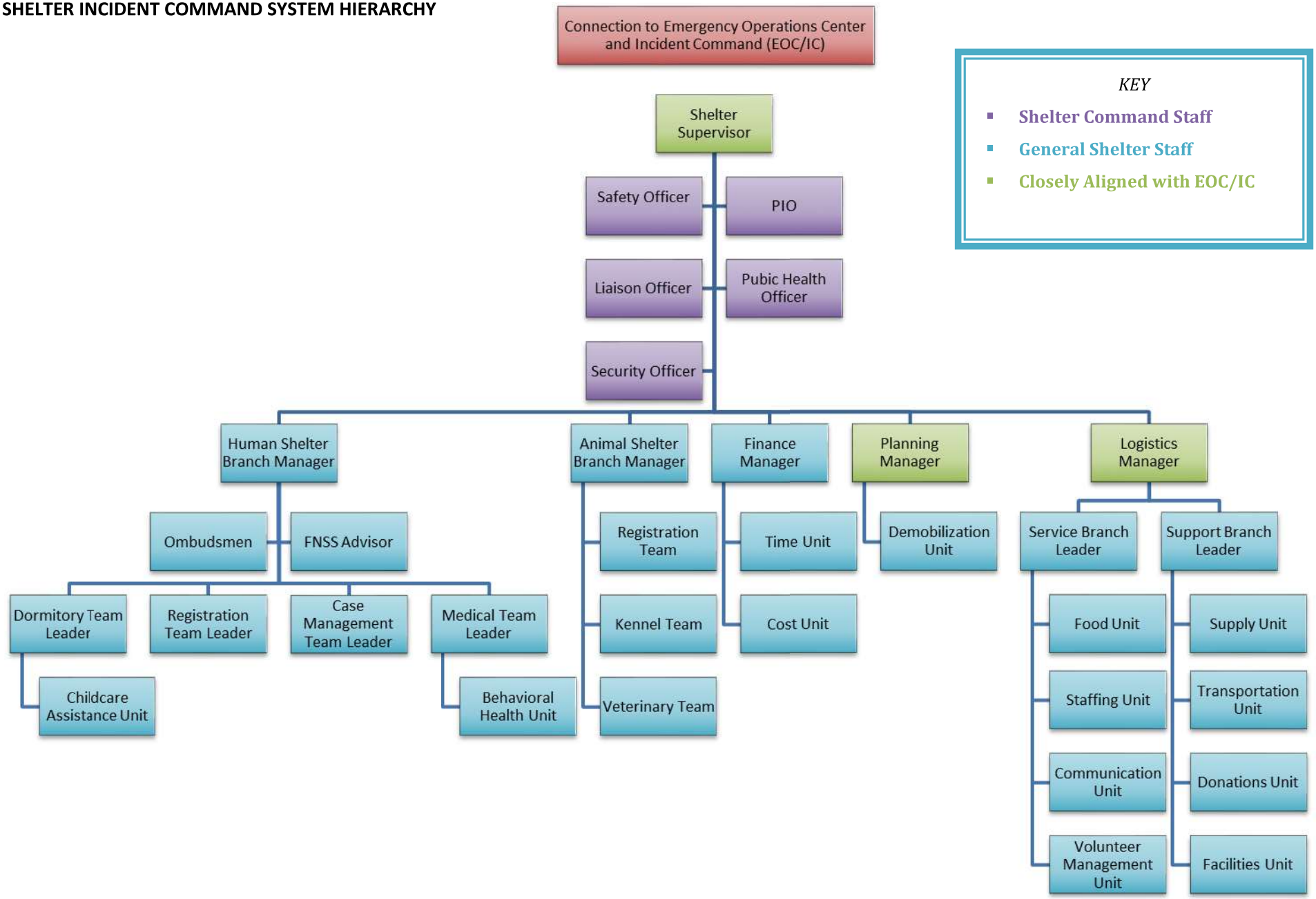
The Shelter Director will conduct a walkthrough of the shelter facility and designate assigned areas for:

- Registration
- Dormitory
- Feeding
- Health Care Services (preferably a room that may be locked)
- Mental Health Services (away from other residents and private)
- Unsafe and/or areas not to be used
- Staff Staging Areas
- Meeting/Work Area for Staff
- Additional rooms to be used as needed: breastfeeding area, quiet zone, etc.

The Shelter Director will complete an initial Environmental Health Shelter Assessment Form. APPENDIX B

Shelter set-up will be completed by Health and Human Services staff members that are available from any/all divisions to assist as well as members from other county divisions and American Red Cross, if available.

SHELTER INCIDENT COMMAND SYSTEM HIERARCHY



VII. SHELTER STAFFING

All shelter staff should be given a Job Action Sheet (JAS), APPENDIX B, upon arriving at the shelter site and be assigned a specific role. Each staff member is responsible for reviewing their JAS. The JAS also includes which command staff they report to, the staff that they oversee and the expectations of their job over the next job period. All shelter staff will be given an ICS 214 activity log and are to document everything that they do during their shift as this form is required by FEMA for sheltering purposes. The shelter director will have a copy of this plan for staff to refer to as needed, but staff should always go to their direct manager with questions, per incident command system.

VIII. SHELTER OPERATIONS

The Itasca County Emergency Manager will be notified once the shelter is prepared and has become operational. The Emergency Manager will then start to coordinate the arrival of people to the shelter.

IX. REGISTRATION

Everyone of a household must register at the shelter, including their date of arrival and departure.

- Document all occupants- All shelter residents much register upon their arrival to the shelter.
- Registration Data—Use the American Red Cross Shelter Registration Form (Form 5972).
- Initial Intake and Assessment Tool must be completed (Top Portion and first 9 questions).
- Identify any functional or access needs on behalf of persons registering.
- Direct resident to Health Care Services to complete the Initial Intake and Assessment tool.
- Give a copy of the shelter rules to each family or resident.
- Maintain a sign-out log for shelter residents leaving temporarily and document when they come back.

1. Special Circumstances:

- Criminal Background Identified- A potential situation could arise if a resident with a criminal background arrives at the shelter requesting services.
  - If this situation should occur, this individual should be cared for and held while local law enforcement is contacted.
  - The request should be made to have local law enforcement make a recommendation on what to do with this individual and if it is safe for all other shelter residents if he/she should stay at the shelter.
  - They should be treated like any other resident while this process is occurring, and confidentiality should be maintained to respect the rights of this person.

- Unaccompanied Minor- If a child arrives at the shelter without a parent, try to get the parent/guardian(s) contact information and locate the parent/guardian(s) as soon as possible.
    - Plan for a qualified staff person to supervise the child, until such a time as a parent or authorized guardian of the child arrives.
    - If necessary, children who arrive at the shelter without parents/adult supervision will be placed in the custody of the Itasca County Children's Protective Services.

X. HEALTH SERVICES

Everyone entering the shelter will receive a health assessment.

- Complete the INITIAL INTAKE AND ASSESSMENT TOOL paperwork.
- All medications will remain in health services and will be counted, with the resident present, and a MAR will be signed by both the nurse and the resident to verify the number of pills brought to the shelter. Narcotics and other controlled substances will be kept in a lockbox and will be counted at the end of every shift with two medical staff. APPENDIX B
- A MAR (Medication Administration Record) will be kept for each resident receiving prescription and/or over the counter medications.
- After the resident has requested a medication, the medication will be placed out for the client to self-administer at the time the resident has requested.
- Assess shelter residents for potential communicable/infectious disease transmission
- Ensure that individuals with possible communicable/infectious diseases are isolated from the general shelter population (See Appendix F-Isolation Precautions in the shelter).

XI. ISOLATION PRECAUTIONS IN THE SHELTER

Standard Precautions will be used for the care of all shelter residents. Residents with known or suspected conditions requiring contact or droplet precautions may be cared for in the shelter provided the appropriate personal protective equipment is available. Clients requiring airborne precautions should not be cared for in the shelter setting since specialized ventilation requirements are not available in the shelter.

1. RECOMMENDED DISEASE CONTROL MEASURES

1) **ASSESSMENT:** Assess all shelter residents for dehydration, discomfort, and general wellbeing. Note specific symptoms indicating infection.
2) **RECORD INFORMATION:** Maintain a health services log noting the name, chief complaint, and date of reported illness for all shelter residents and staff.
3) **REPORTING:** In the event of 2 or more cases with similar symptoms, please contact the Shelter Medical Officer or Shelter Director as soon as possible.
4) **NOTIFICATION OF AN OUTBREAK:** In the case of an outbreak, advise all staff, shelter residents, families, and visitors of the situation. Notices will be posted on all entrances to the shelter and in places visible to all shelter residents.
5) **OBSERVE STANDARD PRECAUTIONS:**

a) Placement

i) Ill shelter residents should be placed with other individuals presenting with the same symptoms.

ii) If there is only one symptomatic resident, this individual should be kept away from healthy residents.

iii) When possible, limit ill resident's mobility as much as possible

(1) If a separate room is not available, designate a specific area the ill resident will be in.

b) Personal Protective Equipment (PPE)

i) Health services staff should wear gloves and any other PPE when in direct contact with an ill shelter resident or when in contact with items from the shelter resident. Please discuss level of PPE required with the Shelter Medical Officer regarding specific situations.

ii) Change gloves and other PPE between contacts with other shelter residents.

iii) Pay close attention to the proper removal and disposal of PPE

iv) Masks should be worn whenever there is a possibility of aerosolization of the contaminated materials.

6) CLEANING OF CONTAMINATED AREAS/EQUIPMENT

a) Masks should be worn when cleaning areas contaminated by feces and/or vomit

b) Paper towels or disposable mop and soap or detergent should be used to completely clean up feces, vomit, and/or body fluid of any kind.

c) After complete cleaning a 10% bleach solution should be used for disinfection

7) HANDWASHING

a) Enforce proper hand washing for all health services staff and shelter residents

b) When possible, use running water and soap for hand washing

c) Hand sanitizers may be used when hands are not grossly soiled

d) Hold a meeting to discuss proper hand washing and give a demonstration

e) Post signs reminding individuals to wash hands

8) WORK RESTRICTIONS

a) Ill health services staff should not be allowed to care for shelter residents

b) Ill workers should be excluded from the shelter until 24-48 hours after symptoms have ended.

XII. BEHAVIORAL HEALTH

Behavioral health services will be available to all shelter residents and staff

- The behavior health status of shelter residents will be monitored by health and human services and public health staff.
- A request will be made to local spiritual leaders, the ARC, MN Responds, and MDH for assistance with behavior health issues
- Shelter staff will assist with debriefing sessions as necessary
- If a mental health crisis arises during the sheltering process First Call will be notified as well as emergency responders. Staff members that are trained in psychological first aide will assist as necessary.

XIII. MASS FEEDING

Shelter staff working under the mass feeding portion of the shelter can refer to their job action sheets for duties that will be involved with mass feeding. Staff can refer to the Shelter Incident Command System Hierarchy with questions as to reporting. Hygiene education will be provided to any response partners or volunteers handling food and staff will complete basic food safety training through their Just in Time Training. Staff members under logistics, the service branch, and the food branch of the hierarchy can determine appropriate ways to report an accurate number of meals and snacks that are served each day in the shelter. The mass feeding portion of the shelter will be culturally and diet restriction appropriate for all shelter residents.

Absolutely no homemade foods will be allowed in the facility and cannot be served to residents or staff members for safety reasons. All food shall be commercially prepared according to current food preparation standards.

Special Diet

Shelter residents with special nutritional needs/requirements shall alert shelter staff upon intake. These needs will be transferred to logistics so that they may work on locating these nutritional needs/requirements as needed.

XIV. ENVIRONMENTAL HEALTH

To prevent the spread of disease and illness in the shelter, environmental health staff will monitor the shelter.

- 1 toilet per 40 residents
- Adequate number of bathrooms, including wheelchair accessible handicapped stalls
  - If not available, notify the Shelter Director to request portable bathrooms from the EOC
- Adequate garbage receptacles per number of shelter residents and staff
- Adequate running water and/or hand washing stations with soap or hand sanitizer will be available to all shelter residents and staff
- Conduct an Environmental Health Shelter Assessment Form daily.

MDH Sanitarian may visit the shelter to observe for any sanitation issues.

XV. ANIMAL/PET CARE

Individuals entering the shelter with pets will be asked to keep their animals in the animal/pet care area.

See the Planning Guide for Pet Shelters

XVI. SHELTER SAFETY

The Shelter Director is responsible for addressing the safety and security needs of the shelter staff and residents within the shelter. Different shelter situations may require different levels of security, depending on the situation. Safety and security must remain a top priority for all

shelter staff and residents. Shelter rules will be posted around the shelter and given to all shelter residents. Please see APPENDIX A.

Shelter Safety Guidelines

- Address safety and security issues during the walkthrough of the facility
- Limit the number of entrances and exits
- Enforce all shelter rules and policies regarding
  - Prohibiting the possession of guns or other weapons
  - Prohibiting the use of tobacco
  - Prohibiting the possession or use of alcohol or illegal drugs
  - Prohibiting other unacceptable activities
- Communicate the basic rules relating to
  - Restricted areas in the shelter
  - Noise levels and quiet hours
  - Lights-out times
  - Other rules that may be established
- Monitor potential conflicts
  - In the event of verbal harassment, verbal altercations, verbal abuse, or other verbal disturbances
    - Issue a verbal warning to the involved individuals. Directly inform them that behavior of that type is not permitted in the shelter or on the property.
    - Inform them that if the disruption continues or occurs again, the next step will be to have law enforcement address the situation which may result in the removal of those involved from the shelter and the property.
    - Document actions in the shelter log for other staff to reference.
    - If it is not possible to stop the altercation safely or it does not stop after a verbal warning, call 9-1-1 for immediate law enforcement intervention.
  - Call 9-1-1 immediately in the event of any physical altercation, contact, fighting, or violence.
    - If possible, issue a verbal warning to safely stop the incident.
    - DO NOT attempt any physical contact if there is an altercation
    - Any incident where physical contact is made, and/or the life safety and security of the shelter staff or residents is at risk, must be reported immediately to law enforcement.
- Clearly mark the locations of the fire extinguishers
- Inform shelter residents that Itasca County Health and Human Services cannot take responsibility for lost or stolen items and post this policy in the shelter
  - Encourage shelter residents to keep their valuables in a safe location, outside of the shelter if possible.
  - Inform residents of this policy when they register
- Maintain and communicate rules for the behavior of children. Be consistent in enforcing the rules and remind parents that they must be responsible for the actions and behaviors of their children.
- Report any suspicious activity that may occur inside or outside the shelter to local law enforcement
- In case of a tornado, make sure that doors and windows remain closed

- At all times during actual storms, shelter staff and residents must remain inside the building.

XVII. VISITORS TO THE SHELTER

It is common for visitors to check in on shelter residents and a separate visiting area should be designated. All visitors to the shelter are required to sign in using the Shelter Visitor and Family Sign in Sheet. APPENDIX A. These visitors will also be required to abide by the shelter rules and may be asked to leave if this is not followed.

XVIII. COMMUNICATIONS

Communicating with Shelter Residents

- It is essential for all shelter staff to maintain open communication with shelter residents.
- Keep residents informed of the status of the disaster, the recovery process, and other resources available to them.
- Communicate the confirmed shelter closing date to residents. Only give out the confirmed date.
- Do not assume everyone can read posted notices. Provide communications in several different ways, including verbally, written, etc., so everyone is made aware of important information.
- It will be decided by the Shelter Director if there is to be a daily meeting with shelter residents at the time of sheltering.

Communicating with the Media

- Media may come to the shelter site, but they are not allowed within the shelter itself.
- Media personnel will be referred to the PIO (Public Information Officer) at the shelter.
- If they ask to meet with shelter residents:
  - The PIO may come back into the shelter and ask if there were a couple of residents who would like to share their stories
  - All interviews will be conducted outside of the shelter or in a designated room, away from all other residents.

XIX. SHELTERING INDIVIDUALS WITH ACCESS AND FUNCTIONAL NEEDS IN MASS SHELTER

Most people with functional needs do not require the level of medical care provided in a health care setting. The ADA requires that people with functional needs be accommodated in the most integrated setting appropriate to their needs. Please see APPENDIX C for additional resources for individuals with access and functional needs.

Assessment

- Initial assessment of shelter residents will be completed by the health services staff during the registration process to determine access and functional needs

- Re-assessment should be completed after the first 24 hours and then periodically as long as the shelter remains open to identify any additional needs
- Shelter residents identified to have functional and/or access needs should be housed with their families, friends, and/or neighbors.
- Respect the right of shelter residents with access and functional needs to make the choice about where they are sheltered.

Physical access

- If the building lacks accessibility in some areas, consider possible accommodations to make it more accessible. Examples include:
  - Bring in accessible portable bathrooms
  - Provide accessible cots for people transferring from wheelchairs (18 inches or more in height, higher weight capacities, and with adjustable head sections)

Reasonable accommodations or modifications should be made unless they would impose an undue financial or administrative burden. The Shelter Director will be informed if there is a situation that goes beyond the abilities of the shelter itself.

Communications

Program functions within a shelter also need to be accessible to individuals with access and functional needs. Shelter residents must be able to get alerts, instructions, and information from shelter staff and other groups.

To make shelter communication more effective:

- Provide a sign language interpreter
- Provide assistive listening devices
- Provide information via text message
- Post information in large print
- Provide access to equipment capable of being used as augmentative communications devices
- Provide print materials in simplified English and other languages, alternate format, or other methods appropriate for persons with functional needs as well as to those who do not speak English.
- Access the language line for interpretation as needed. Information in APPENDIX C.

Service Animals

By ADA (Americans with Disabilities Act) definitions, only dogs are recognized as service animals under titles II and III of the ADA. *A service animal is a dog that is individually trained to do work or perform tasks for a person with a disability.*

Service animals will always remain with their owners and will be allowed in all areas of the shelter in accordance with ADA (Americans with Disabilities Act) standards.

Service animals may be identified by things they wear like harnesses, capes, vests, scarves, or patches or they may have no visible identifier. When it is not obvious what service an animal provides, only limited inquiries are allowed. Staff may ask two questions:

- Is the service dog required because of a disability?
- What work or task has the dog been trained to perform?

Staff CANNOT ask about the person's disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task. Please see APPENDIX B for the most up-to-date requirements regarding service dogs.
The most common activity performed by a service animal is guiding a person who is blind or has extremely low vision. Service animals can also:

- Alter individuals who are deaf or hard of hearing to sounds
- Pull wheelchairs
- Carry or retrieve items for individuals with functional needs or limited use of arms or hands
- Assist people with functional needs to maintain their balance
- Alert bystanders to and protect the individual during medical events such as seizures

XX. CLOSING OF THE SHELTER

Shelter residents will be notified a minimum of 48 hours prior to the closing of the shelter

Prior to closing the shelter, keep the following items in mind:

- Developing the plans to close the shelter is an ongoing responsibility and should start when the shelter is first opened.
  - Be conscious of the indicators of when a shelter might close
  - Communicate with Emergency Manager and community partners in advance of closing the shelter
- Identify other shelter facilities in case the current shelter must be closed
- Communicate only the confirmed shelter closing date to shelter residents
- Signs will be posted in the shelter with the confirmed shelter closing date
- Shelter residents will EXIT INTERVIEW/ASSESSMENT
- The Shelter Director and Emergency Manager will do a walkthrough of the shelter once residents and items have all been removed to assure the shelter is in the condition that it was in before the shelter was open.
- Return resources as they are no longer needed

Appendix-A

Shelter Forms

Please Print in all Sections

Incident Name: _____
Shelter Name: _____
Shelter City, County/Parish, State: _____

Family Name (Last Name):	Total Family Members Registered: Total Family Members Sheltered:
Pre-Disaster Address (City/State/Zip): Post-Disaster Address (*if different):*	Identification verified by (Record type of ID; if none, write none):
Home Phone: Cell Phone/Other:	Primary Language: If Primary Language is not English, please list any family members who speak English.
Method of Transportation: If personal vehicle-plate #/State: (*for security purposes only)*	

INFORMATION ABOUT INDIVIDUAL FAMILY MEMBERS (for additional names, please use back of page)

Name (Last, First)	Age	Gender M/F	Rm./Cot #	Arrival Date	Departure Date	Departing? Relocation address/phone #

Are you required, by law, to register with any state or local government agency for any reason?
_____ Yes _____No If yes, please ask to speak to the shelter manager immediately.

I acknowledge that I have read/been read and understand the Local Shelter rules and agree to abide by them.
Signature: _____ Date: _____

CONFIDENTIALITY STATEMENT
Itasca County Health and Human Services generally will not share personal information that you have provided to them with others without your agreement. In some circumstances, disclosure could be required by law or Itasca County Health and Human Services could determine that disclosure would protect the health or well-being of its clients, others, or the community, regardless of your rights.
Below, please initial if you agree to release information to other disaster relief, voluntary or non-profit organizations and/or governmental agencies providing disaster relief.

I agree to release my information to other disaster relief, voluntary or non-profit organizations _____
I agree to release my information to governmental agencies providing disaster relief _____

By signing here, I acknowledge that I have read the confidentiality statement and understand it.
Signature: _____Date: _____

Shelter Worker Signature: _____ Date: _____

After registration, each family should go through the Shelter Initial Intake Form to determine if further assistance or accommodations are needed.

Itasca County Health and Human Services Shelter/Evacuation Questions

Contact Name: Last: _____ First: _____
Phone Number (s): _____

Are there members of your family who currently need medical attention? ☐Yes ☐No If yes, who? What is their need?
Are there members of your family who are on daily medications? ☐Yes ☐No If yes, who? Do you have their medications with you? ☐Yes ☐No
Are there other evacuated members of your family who are staying elsewhere? ☐Yes ☐No If yes, who? Where are they staying?
Any special dietary needs? ☐Yes ☐No If yes, what?
Special accommodations required:
Housing needs are ☐Permanent ☐Temporary ☐Unknown at this time
Where will everyone stay?
How is family affected by disaster? ☐Home Damaged ☐Home Destroyed ☐Home Inaccessible ☐Evacuated from area
Do you have pets? ☐Yes ☐No If yes, what kind? Where are they currently?
Notes:

Please attach to Red Cross Registration Form.

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Visitor Sign-In/Out Form

Date: _____ Location of Shelter/Evacuation: _____

Time In	Time Out	Name	Agency Name or Name of person you are visiting	Phone

Visitor Sign-In/Out Form

Date: _____ Location of Shelter/Evacuation: _____

Time In	Time Out	Name	Agency Name or Name of person you are visiting	Phone

Shelter Resident Sign-In/Out Form

Date: _____ Location of Shelter/Evacuation: _____

Time In	Time out	Name (Individual or family unit, ex. "_____ Family)	# In Unit	Where are you going (Optional)	Are you returning? Yes/No	Phone # to be reached at

Shelter Resident Sign-In/Out Form

Date: _____ Location of Shelter/Evacuation: _____

Time In	Time out	Name (Individual or family unit, ex. "_____ Family)	# In Unit	Where are you going (Optional)	Are you returning? Yes/No	Phone # to be reached at

Daily Shelter/Evacuation Log

ICS Position: _____ Date: _____

Shelter/Evacuation Log for (location): _____

Time	Staff Name	LOG ENTRY	Follow-up Action Required or Taken

Daily Shelter/Evacuation Log

ICS Position: _____ Date: _____

Shelter/Evacuation Log for (location): _____

Time	Staff Name	LOG ENTRY	Follow-up Action Required or Taken

Shelter/Evacuation Staff Sign-in/Out Form

Date: _____ Location of Shelter/Evacuation: _____

Time In	Time Out	Name	Shelter Position	Volunteer Y/N	Phone

Shelter/Evacuation Staff Sign-in/Out Form

Date: _____ Location of Shelter/Evacuation: _____

Time In	Time Out	Name	Shelter Position	Volunteer Y/N	Phone

Release of Facility

For

☐Evacuation **☐Shelter** **☐Mass Dispensing**

This is to certify that the _____

controlled, owned, or operated by _____,

and used temporarily by Itasca County Health and Human Services as an emergency disaster facility

from _____ to _____ is hereby returned by Itasca County Health and
(Date) (Date)
Human Services in a satisfactory condition, less the following deficiencies:

_____ _____

Signature of Owner/Operator Signature of ICHHS Representative

_____ _____

Date/Time Date/Time

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Itasca County Donation/ Volunteer Request Form

- Use this form to request items or services, offer donations or services or volunteer time in the event of an emergency event in Itasca County
- There is no collection site for donations. Offers are matched with requests as needs arise. Examples of donations include supplies, equipment, housing, food, transportation, and storage space.
- For more information, please contact Itasca County _____ at (218) 326-_____.

☐ Request/Need
☐ Donation
☐ Volunteer

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

----------FOR OFFICE USE ONLY----------

Please fill out a separate form for each type of donation, request, or volunteer offer. Be sure to list as much detail as possible.

Check a category:

Goods: ☐ Supplies ☐Equipment

Services: ☐ Housing ☐ Prepackaged Food ☐Transportation ☐Storage ☐Volunteering

Description of what is being offered or requested:

_____

_____

_____

_____

_____

_____

Disposition:

_____

_____

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Daily Shelter/Evacuation Report

Date: _____

Facility: _____ Telephone: _____

Address: _____ City: _____

Shelter Manager: _____

Shelter Population: _____

Total # of people registered (accumulative): _____

Total # Registered today: _____

Total # sheltered (accumulative): _____

Total # sheltered today: _____

Supplies Needed:

	On Hand	Needed
Cots:	_____	_____
Blankets:	_____	_____
Comfort kits:	_____	_____
Cleanup kits:	_____	_____

Meals Served today:

Breakfast: _____

Lunch: _____

Dinner: _____

Snacks: _____

Total: _____

Special Diet Requirements: _____

Staff:

Volunteer Staff: _____

Paid Staff: _____

Facility Staff: _____

Time of count: _____

Any unusual situations:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Safety, security, & housekeeping check: Time: _____

Comments: _____

Prepared by (signature): _____ Date & Time: _____

Prepared by (printed name): _____

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ITASCA COUNTY SHELTER RULES AND REGULATIONS

- Do not attempt to enter areas marked as RESTRICTED.
- Shelter residents should keep valuables elsewhere. If this is not possible, residents should always keep valuables with them. Itasca County is not responsible for lost or stolen items.
- Keep quiet around established QUIET and SLEEPING AREAS.
- Respect established lights out times. An area will be provided for those who cannot sleep.
- Cell phone usage must not violate quiet areas and lights out rules.
- Keep noise levels at a minimum.
- Phones or computers provided by the shelter shall not be used for more than 15 minutes at a time.
- No smoking is allowed in the shelter. Designated smoking areas will be established outdoors.
- Use SIGN IN and SIGN OUT forms when entering or leaving the shelter.
- Acceptable shelter behavior includes:
    - No foul language
    - No abusive conduct
    - No stealing or destruction of property
    - Be respectful toward staff and shelter residents
- No meals or food allowed in the SLEEPING AREA
- Children must be always accompanied by an adult
- No weapons are allowed in the shelter; including, but not limited to, firearms and knives. See shelter management for additional information or concerns.
- No pets are allowed in the shelter; however, service animals are permitted.
- No drugs or alcohol are allowed in the shelter and no individual will be admitted to the shelter while under the influence of drugs or alcohol
- Shelter residents must be dressed appropriately and always covered up.

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Recommended Shelter Staff Personal Items List

What should shelter staff bring?

To ensure that the shelter staff's personal needs are met during the emergency period, they are encouraged to bring the following items:

- Sleeping bag
- Sleeping pad
- Pillow
- Change of clothing
- Appropriate, comfortable, closed toed shoes
- Toiletry items (toothbrush, toothpaste, deodorant, etc.)
- Towel, washcloth, and soap
- Medications
- ID badge

Cot Cleaning

Considerations for cot cleaning method:

- *Length of time before reuse*
- *Availability of resources (staff, time, equipment, ventilated drying area)*
- *Is the cot going to be reused or packed for storage?*
- *Less saturation of material is preferred for environmental health reasons*

Option A: Cot Cleaning w/ Spray Bottle **PREFERRED CLEANING METHOD**

1. Sweep off or vacuum
2. Clean frame with scrub brush or broom using a liquid household cleaner, such as dishwashing liquid, and water solution
3. Disinfect canvas with ***bleach solution*** disinfectant such as Lysol or Styrene from a ***spray*** bottle to avoid over saturation
4. Allow to air dry
5. Thoroughly dry before reuse

Option B: Cot Cleaning w/ Hose

1. Sweep off or vacuum
2. Spray thoroughly using hose
3. Clean entire cot, including frame, with scrub brush or broom
4. Disinfect with ***bleach solution*** disinfectant such as Lysol or Styrene from a ***spray*** bottle to avoid over saturation
5. Allow to air dry
6. Thoroughly dry before reuse

Option C: Cot Cleaning w/ Power Washer (cold water)

1. Sweep off or vacuum
2. Spray down entire cot, including frame, with power washer with bleach disinfectant solution
3. Allow to air dry
4. Thoroughly dry before use

Option D: Steam Cleaning- Cot Cleaning w/ Pressure Washer

1. Sweep off or vacuum
2. Spray down entire cot, including frame, with pressure washer with bleach disinfectant solution
3. Allow to air dry
4. Thoroughly dry before use

Option D: Clean & Cover

1. Sweep off or vacuum
2. Wipe down entire cot, including frame, with ***bleach solution*** disinfectant such as Lysol or Styrene
3. Apply a sterile, disposable cover such as those used on ambulance gurneys or stretchers
4. Discard cover between uses

Reminders:

- Do not transfer mattresses, sheets, pillows, or blankets among residents
- Any equipment that cannot be decontaminated on-site should be cleaned and transported in heavy gauge plastic bags labeled “Contaminated-To Be Cleaned” to a proper handling facility
- These cleaning methods are not recommended for inflatable air mattresses. Please check policy/guidelines on using these.

Other Required Forms:

These are forms that are found on-line or within the Public Health Shared Drive, under Preparedness Plan. Please print and bring to shelter at opening of shelter.

CMIST Worksheet: This is a document to cover possible considerations for scenarios of access and functional needs. This is not an all-inclusive checklist, but rather serves as a simple guideline for referral purposes. http://www.maphn.org/Resources/Documents/CMIST%20WORKSHEET%20FINAL.pdf

American Red Cross Disaster Health Services Aggregate Morbidity Report Form: Form 2077C
This form is found on the Public Health Shared Drive in the same spot as the Itasca County Health and Human Services Shelter Plan.

Environmental Health Assessment Form for Shelters: This form is to be used when opening the shelter and assessing the condition of the shelter. This form can be found on the Public Health Shared Drive in the same spot as the Itasca County Health and Human Services Shelter Plan.

Shelter Notification Signs: These signs are signs that can be posted in the shelter as needed. They are found on the Public Health Shared Drive in the same spot as the Itasca County Health and Human Services Shelter Plan.

Service Animals Information: This is the most up-to-date information regarding service animals and the ADA requirements. This information is found on the Public Health Shared Drive in the same spot as the Itasca County Health and Human Service Shelter Plan.

Medication Administration Record (MAR): This is a form that will be used to record all medications administered within the shelter. This document is found on the Public Health Shared Drive in the same spot as the Itasca County Health and Human Service Shelter Plan.

ICS 214: This is the Activity Log form that is required to be filled out by all shelter staff/volunteers. You are to document everything on this log as this is the form that FEMA looks to for documentation and reimbursement. This form can be found on the Public Health Shared Drive in the same spot as the Itasca County Health and Human Services Shelter plan or on the internet at:
http://www.fda.gov/downloads/EmergencyPreparedness/NIMS/UCM270447.pdf

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Appendix-B
CMIST References

CMIST RESOURCES

- **Communications**:
  - Language Line:
    - 1-800-367-9559
      - 6-Digit Client ID: 509052
      - Press 1 for Spanish, Press 2 for all other languages
      - Secure Access Code: 328338
      - An interpreter will be connected to the call.
      - Brief the interpreter. Summarize what you wish to accomplish and give any special instructions. SAY "END OF CALL" to the interpreter when the call is completed.
  - TDD: (218) 327-5549
  - ECHO (Emergency & Community Health Outreach): In an emergency, information is available in many languages through ECHO. Their number is (651) 789-4342 or their website is: http://www.echominnesota.org/
  - Provide written materials in large font, contrasting print, and Braille if available.
  - Provide qualified sign language interpreter, cell phone with texting capabilities, and pen and paper.
  - HAM Radio Clubs:
    - Northern Lakes Amateur Radio: Chuck Corwin: (218) 328-5485
    - Bob Ross: (218) 259-3535 or (218) 326-6223
- **Maintaining Health**
  - Provide alternative diets and allergen free foods when necessary
  - Replacing medication or medical supplies
  - Standing orders through physician
  - Provide quiet areas for children and adults with autism, parents with very young children, people with psychiatric disabilities, elderly persons, etc.
  - Provide a private room for breastfeeding mothers
  - Provide sharps containers and disposal of bio-hazard materials.
- **Independence**
  - Salvation Army: Local branch: (218) 326-4847. Could assist with locating durable assistive mobility equipment, infant supplies, food, and supplies for service animals.
  - American Red Cross: Northland Chapter: (218) 722-0071. Could assist with locating durable assistive mobility equipment.
  - Star of the North Humane Society: (218) 245-3732. To help with food and supplies for service dogs.
- **Services, Support and Self-Determination**
  - Itasca County Health and Human Services: (218) 327-2941
  - Itasca County Veteran Services: 218) 327-2858
  - First Call: 2-1-1 or (218) 326-8565
  - Text for Life: Text "LIFE" to 839863

- Chaplain Services: Pastor Al Bolte of Grand Rapids United Methodist Church: (218) 327-2216 or (218) 256-7675. Pastor Al can get in touch with many Faith Based Groups within our community.

- **Transportation**
  - Arrowhead Transit: Dial-A-Ride: 800-862-0175 option 4

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Appendix-C

References

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References

American Red Cross. "*Shelter Operations Management Toolkit, Operation Tips, Checklists and Best Practices for Shelter Managers."* May 2008.

Alameda County Operational Area Emergency Management Organization. "*A Guide for Local Jurisdictions In Care and Shelter Planning"* September 2003.

Alaska Native Tribal Health Consortium Emergency Preparedness Program. "*Model Small Community Shelter Plan During disasters and emergencies."* April 2008.

HSEM. *"Functional Needs Planning Toolkit for Emergency Planners."* February 2013.

Plan outline courtesy of Carlton County Public Health and Human Services Shelter Plan and Cook County Public Health and Human Services Shelter Plan. 2013.

List of Acronyms

ADA	Americans with Disabilities Act
ADC	Animal Disaster Coalition
ADL	Activities of Daily Living
ARC	American Red Cross
CMS	Consumable Medical Supplies
DME	Durable Medical Equipment
DWI	Disaster Welfare Inquiry
EMD	Emergency Management Director
EOC	Emergency Operations Center (local)
FAST	Functional Assessment Service Team
FEMA	Federal Emergency Management Agency
FNSS	Access and Functional Needs Support Services
FOG	Field Operation Guide
HSEM	Minnesota Division of Homeland Security and Emergency Management
ICS	Incident Command System
JAS	Job Action Sheet
MACS/C	Multiple Agency Coordination System/Center
MCI	Mass Casualty Incident
MOU	Means of Understanding
NIMS	National Incident Management System
PAS	Personal Assistance Services
PIO	Public Information Officer
SEOC	State of Minnesota Emergency Operations Center
USDA	United States Department of Agriculture
VOAD	Voluntary Organizations Active in Disasters

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E - Annex E-8 - Attachment 6 – Shelters
ANNEX E - PUBLIC HEALTH AND MEDICAL
ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services
ESF #8 – Public Health and Medical Services
Public Information and Warning (Common)
Critical Transportation (Response)
Environmental Response/Health and Safety (Response)
Fatality Management Services (Response)
Mass Care Services (Response)
Public Health and Medical Services (Response)
Public and Private Services and Resources (Response)
MNWALK Item # 32

Shelters

Bethel-Trinity Lutheran	BOVEY	MN	ITASCA	55709
Bovey City Clerk's Office	BOVEY	MN	ITASCA	55709
Christ Episcopal Church	GRAND RAPIDS	MN	ITASCA	55744
Cohasset Elementary School	COHASSET	MN	ITASCA	55721
Community Presbyterian Church	GRAND RAPIDS	MN	ITASCA	55744
Deer River Bible Church	DEER RIVER	MN	ITASCA	56636
Deer River City Hall	DEER RIVER	MN	ITASCA	56636
Deer River High School	DEER RIVER	MN	ITASCA	56636
First Evangelical Lutheran Church	GRAND RAPIDS	MN	ITASCA	55744
Grace Community Church	BIGFORK	MN	ITASCA	56628
Grace English Lutheran Church	MARBLE	MN	ITASCA	55764
Grand Rapids Evangelical Church	GRAND RAPIDS	MN	ITASCA	55744
Grand Rapids East Elementary School	GRAND RAPIDS	MN	ITASCA	55744
Grand Rapids West Elementary School	GRAND RAPIDS	MN	ITASCA	55744
Grand Rapids Middle School	GRAND RAPIDS	MN	ITASCA	55744
Grand Rapids High School	GRAND RAPIDS	MN	ITASCA	55744
Greenway High School	COLERAINE	MN	ITASCA	55722
Greenway Public Schools	COLERAINE	MN	ITASCA	55722
Jesse Lake Lutheran Church	TALMOON	MN	ITASCA	56637
Keewatin City Hall	KEEWATIN	MN	ITASCA	55753
Keewatin Elementary School	KEEWATIN	MN	ITASCA	55753
King Elementary School	DEER RIVER	MN	ITASCA	56636
Lawron Presbyterian Church	BOVEY	MN	ITASCA	55709
Masonic Lodge Hall	GRAND RAPIDS	MN	ITASCA	55744
Nashwauk-Keewatin School	NASHWAUK	MN	ITASCA	55769
Robert J. Elkington Middle School	GRAND RAPIDS	MN	ITASCA	55744
Salem Lutheran Brethren Church	GRAND RAPIDS	MN	ITASCA	55744
St. Cecilia's Church	NASHWAUK	MN	ITASCA	55769

St. Joseph's Catholic Church	GRAND RAPIDS	MN	ITASCA	55744
St. Joseph's School	GRAND RAPIDS	MN	ITASCA	55744
St. Mary's Catholic Church	DEER RIVER	MN	ITASCA	56636
Vandyke Elementary School	COLERAINE	MN	ITASCA	55722
West Cohasset Chapel	COHASSET	MN	ITASCA	55721
Zion Evangelical Lutheran Church	GRAND RAPIDS	MN	ITASCA	55744

E - Annex E-9 - Attachment 10 – Community Recovery Guidance
ANNEX E - PUBLIC HEALTH AND MEDICAL
ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services
ESF #8 – Public Health and Medical Services
Public Information and Warning (Common)
Critical Transportation (Response)
Environmental Response/Health and Safety (Response)
Fatality Management Services (Response)
Mass Care Services (Response)
Public Health and Medical Services (Response)
Public and Private Services and Resources (Response)
MNWALK Item # 51

Community Recovery Guidance

Community Recovery Planning

Chapter 1

Introduction

This box will be used in the chapters that follow to identify the minimum effort that could be undertaken in each of the sections. A thorough plan is best, but don't be overwhelmed and do nothing.

Introduction

As a part of one of the four phases of emergency management, a well thought-out and executed community recovery plan is an essential part of your all-hazards disaster plan, and to your efforts to improve community resiliency when disasters or emergencies affect your city or county.

The purpose of this guidebook is to provide step-by-step instruction to assist local jurisdictions as they develop a community recovery plan and establish a recovery team. Your community recovery plan should address the effects of any emergency or disaster for which there would be a need for recovery, and should "mesh" with other local plans, standard operating guides (SOGs) and Emergency Operations Plans (EOPs).

Overview

Each guidebook chapter identifies critical items to be completed, particularly if time is limited. The guidebook sections include:

- This introduction
- Community Planning and Capacity Building
- Economic Recovery
- Health and Human Services Recovery
- Housing Recovery
- Infrastructure Recovery
- Natural and Cultural Resource Recovery
- Agricultural Recovery
- Unmet Needs
- Additional Considerations

What this guidebook does not include

In addition to the topics covered in this Community Recovery Guidebook, several other important recovery programs are covered in detail in other documents, located in the Emergency Management Resources section of the MN Homeland Security and Emergency Management website. These additional programs include:

- Debris Management Guidance
- A Local Volunteer and Donations Management Guidebook
- Guidance on the Individual Disaster Assistance (IA) Program
- Guidance on the Public Disaster Assistance (PA) Program
- Guidance on the Hazard Mitigation Program

Resources

Additional forms and links to available resources will be listed at the end of each chapter. An appendix with checklists, directories and other helpful information is also included at the end of the guidebook.

The "seven month plan"

Below is a typical schedule that could be used to create a community recovery plan. If started in August, a plan could be in place by March.

Month 1:

- Obtain Council approval to prepare plan
- Identify team

Month 2:

- Conduct first committee meeting
- Establish monthly meeting times
- Assign sections
- Become familiar with reference materials
- Identifying personnel to be involved with community recovery and create an organizational chart

Month 3:

- Review and confirm organizational chart
- Get progress/status reports on plan sections

Month 4:

- Reach consensus on recovery information to include in plan
- Brainstorm to identify tasks and invite appropriate participants to join the committee.

Month 5:

- Review recovery task worksheets
- Reach consensus on communications plan

Month 6:

- Complete draft plan for council review

Month 7:

- Incorporate comments from council
- Finalize plan
- Obtain City council approval
- Have a committee celebration!

Community Involvement

Before the plan is adopted by the city council, there should be a public review and comment period. This could include a public hearing or open house with a presentation by city staff.

Plan Maintenance

Community recovery planning is only as good as its latest update. Good practices include:

- Maintaining a distribution list and using it to ensure all previous versions are replaced when updated

Committing to annual updates of the plan. People and phone numbers change. The City Council may want to schedule a plan review/approval agenda item annually, to ensure that the plan remains current.

- Maintaining a working group to focus upon ongoing planning issues
- Incorporating lessons learned after every incident and updating all applicable sections as needed

Remember, disaster recovery issues begin immediately during the response phase and can last for many, many years. There is a need to begin quickly but not finish quickly.

Links

- Minnesota Disaster Recovery Assistance Framework
- National Disaster Recovery Framework
- FEMA Community Recovery Management Toolkit

*"**To be prepared** is half the victory."*
Miguel de Cervantes (1547-1616)
Spanish novelist

Checklist

Chapter 1 - Introduction

- ☐ Obtain Council approval to form a Community Recovery Committee
- ☐ Identify potential committee members
- ☐ Assign Community Recovery Plan development tasks to subcommittees
- ☐ Establish a timeline for Community Recovery Plan completion
- ☐ Arrange for necessary reviews of proposed Community Recovery Plan
- ☐ Once approved, Arrange for Community Recovery Plan to be considered for adoption by the city or county, as appropriate
- ☐ Develop a schedule for reviewing and updating the Community Recovery Plan.

Chapter 2

Community Planning and Capacity Building

If you only have time to do one thing regarding Community Planning and Capacity Building, create a list of agency representatives to serve as leaders and members of a Community Recovery Committee.

Overview

When disaster strikes a community, chaos can reign. Community leaders, emergency managers and responding agencies lead the effort to bring order to the chaos and find a "new normal" situation where disaster-caused needs are met and community life can resume with minimal impact to all concerned.

This chapter provides guidance on how to develop a team of government officials and staff, voluntary agency partners, businesses and other local agencies to provide an inclusive approach to community recovery planning.

Community recovery efforts in the aftermath of a disaster can be a massive undertaking. Homes, businesses and government facilities are damaged or destroyed. People may be injured, left homeless, unemployed or have other issues that hinder their recovery. The public may offer donated goods, funds or their services to assist those affected by the event. Help may be required from state, federal and voluntary agencies and from the general public.

After emergency needs are met during the early phases of the event, efforts turn toward disaster recovery. The focus becomes helping community members "bounce back" from the disaster's effects and reach what is called a "new normal" lifestyle.

Well-established community disaster recovery plans and partnerships at the local, state, tribal and federal levels help to drive a successful recovery. Individual, business and community preparation and resilience-building provide a foundation for recovery plans that improve the speed and quality of after-disaster recovery decisions.

Community Recovery Planning Concepts

Disasters impact affected communities in a variety of ways. Because of this, the best community recovery plans are those that are developed before disasters strike, and those that involve all sectors of the local community, including public officials, government and voluntary agencies, community groups, businesses, banks, foundations and the public.

To promote this "whole community" recovery effort, establish a **Community Recovery Committee** (CRC) to help you develop your recovery plan and to implement it, when disaster strikes.

Recommended Community Recovery Team Members

Emergency Managers are responsible for "leading the way," when it comes to disaster recovery. However, the Emergency Manager is not the subject matter expert in all aspects of recovery. A better way to accomplish this would be to appoint a Local Disaster Recovery Manager (LDRM), charging them with the formation of the local Community Recovery Committee (CRC) and with recruiting additional subject matter experts

to develop a community recovery plan and to implement it when necessary.

Local Disaster Recovery Manager (LDRM)

An important first step in the development of an effective community recovery program is to appoint a strong leader to oversee recovery efforts. **The Local Disaster Recovery Manager (LDRM)** serves as a coordinator for community and government collaboration and will convey the importance of the recovery process to local, state and federal officials and the general public. A good leader will draw others into the Community Recovery Committee and solicit individuals to serve as champions for specific projects that evolve during the recovery process. They will also make sure that all community members are given an opportunity to participate in the community recovery program and will assure that the recovery plan and projects focus on the community vision for recovery from the disaster.

The LDRM can be selected from the local government, or from the community at large. In any case, the leader should be someone who has experience leading and managing projects.

The LDRM should maintain contact with recovery managers at the state level and unify rather than divide the community on future recovery actions.

Given the importance of the position and the duties involved, it is recommended that 3 individuals be identified to serve as LDRM's, so that at least one qualified Local Disaster Recovery Manager is always available when needed.

A suggested position description for the Local Disaster Recovery Program Manager can be found in Attachment B of this guidebook.

One of the first duties of Local Disaster Recovery Managers is to establish a **Community Recovery Committee (CRC)**.

Community Recovery Committee (CRC)

An ideal recovery committee will have broad public and private sector representation, so that it can function as a sounding board for the LDRM and provide guidance and solutions in the implementation of the recovery process.

Community Recovery Subcommittees typically include:

- Economic Recovery
- Health and Human Services Recovery
- Housing Recovery
- Infrastructure Recovery
- Natural and Cultural Resources Recovery
- Agriculture Recovery
- Unmet Needs

Recommendations for members of each subcommittee can be found in the chapters of this guidebook discussing each particular function.

Attachments

Annex B - Position description for the Local Disaster Recovery Program Manager (LDRM)

Links

- Minnesota Disaster Recovery Assistance Framework
- National Disaster Recovery Framework
- MN Voluntary Organizations Active in Disaster
- FEMA Long-term Community Recovery

Checklist

Chapter 2 – Community Planning and Capacity Building

- ☐ Identify/Appoint 3 people to serve as Local Disaster Recovery Managers
- ☐ Establish a Community Recovery Committee to oversee planning efforts.
- ☐ Identify/Appoint Community Recovery Subcommittee leadership and members
- ☐ Establish a schedule for Community Recovery Committee meetings.
- ☐ Work with Community Recovery Committee members, develop guidance (by-laws) for committee operation.
- ☐ Begin work with committee members to develop a pre-disaster community recovery plan.
- ☐ Working with subcommittee leaders, develop strategies for identifying and securing financial, material and personnel resources to support the community recovery plan.
- ☐ Develop contact with state recovery program personnel.

*"**Teamwork** is the ability to work together toward a common vision. It is the fuel that allows common people to attain uncommon results."*

Andrew Carnegie -

Community Recovery Planning

Chapter 3

Economic Recovery

If you only have time to do one thing for this section on Economic Recovery, gather fact sheets about how partner agencies can help alleviate economic problems faced by those affected by disaster.

Overview

Recovery from disasters is much more than simply repairing damaged homes and replacing personal property. The economy of the community can also be severely affected and must be addressed in an effective community recovery program. According to the Federal Emergency Management Agency (FEMA), approximately 40% of the businesses damaged by disaster never re-open, creating unemployment, debt and other issues that can complicate community recovery.

Planners on the economic recovery subcommittee work to address these issues, identifying assets that may aid the recovery of residents and businesspeople.

Economic Recovery Subcommittee

To address the economic concerns that may present themselves during disaster recovery, HSEM recommends the formation of an Economic Recovery Subcommittee.

Some of the agencies and organizations that you may wish to include on the Economic Recovery Subcommittee include:

- Local Emergency Manager
- Local Community Development Agency (Community Action Plan - CAP Agency)
- Local Labor Organizations
- Local Human Services Agency
- Local Chambers of Commerce
- Local Business Association(s)
- Local banks, credit unions and savings and loans
- Local Workforce Centers (Employment Offices)
- Local offices of the Internal Revenue Service (IRS) and MN Department and Revenue
- Private/Temporary employment agencies
- Farm Service Agency (FSA – for rural development)
- Community Foundation(s) that could assist with recovery issues

How the Economic Recovery Subcommittee Contributes to Community Recovery

Members of the Economic Recovery Subcommittee participate in several projects that promote recovery and growth of local businesses, including:

- Writing the economic recovery portion of the pre-disaster Community Recovery Plan.
- Promoting “Whole Community” responses to disasters that may affect the local business community.
- Identifying local resources that can be used to facilitate business recovery.
- Identifying and becoming familiar with post-disaster relief programs and sources of assistance (FEMA, SBA loan programs,
- Providing information about available recovery options to owners of affected businesses.

- Developing strategies for relocating businesses from damaged properties.
- Assisting employees that have lost their jobs due to the disaster.
- Developing business district redevelopment incentive programs to attract new businesses.
- Formulating a plan and structure for short-term business resumption following a disaster. Consideration should be given toward including who should be involved in planning, substantive concerns such as transportation, circulation, alternative business locations, temporary locations, etc.
- Gaining support from local businesses for other businesses that have been affected.
- Encouraging private-sector pre-disaster planning for protection and/or redundancy of important business records and documentation.
- Working with the Chamber of Commerce or other business organization that can accept relief contributions for business to establish a tax-deductible business relief fund and a process for distributing relief money.
- Supporting redevelopment activities, including the potential expansion or reconstitution of existing redevelopment districts.
- Preparing mobilization strategies for massive building inspection needs.

Benefits

Some of the benefits of developing a strong Economic Recovery Subcommittee and a well-crafted community economic recovery plan are that:

- Workforce development initiatives are developed, resulting in lower disaster-related unemployment and increased job availability, post-disaster.
- Strategies for quickly adapting to changing market conditions are activated, resulting in fewer disaster-related business closures and increased opportunities to establish new businesses.
- Economic development plans are developed that promote community resiliency.
- Private and public-sector partners have the information necessary to make informed decisions about economic recovery initiatives.
- Unique economic characteristics that apply to your community (i.e., tourist-oriented, reliant on a single industry like mining, manufacturing, or lumber), will be addressed.
- Post-disaster time constraints that may complicate business recovery are addressed.

Minnesota Disaster Recovery (MDRF) Function Links

- MDRF 3 (Insurance Assistance) - This Recovery Function (RF) discusses the roles of agencies and organizations responsible for disaster related insurance and the criteria for obtaining certain insurance coverage.
- MDRF 10 (Business and Economic Recovery) Recovery Function 10 addresses the assistance available to local businesses and communities who have sustained a serious economic impact as a result of a major disaster or significant event. Recovery Function 10 also identifies resources available for immediate and long-term unemployment and job

placement needs of individuals displaced or otherwise impacted by disaster.

Economic Assistance Programs

A variety of federal, state, local community and voluntary agency programs may be available to assist with community economic recovery, depending upon the situation, impact to the community and disaster declarations that have been authorized.

Local Programs

Local Government

Communities should work to build ample reserve funds, which would allow them to "think forward" and begin necessary recovery programs with less concern about how to pay for recovery activities. Adequate reserve funds also allow the community to continue recovery activities during the "lag time" between application for and reception of recovery funds from foundations, the state or federal recovery programs.

Local community leaders can also lead the effort to re-zone affected properties, update outdated building codes and work with the community to develop a vision to improve areas affected by disaster and promote community/business growth.

Local/Community Foundations

Local community foundations (for example. the *Minneapolis Foundation* or Central Minnesota's *Initiative Foundation*), often support local disaster recovery programs.

Local Businesses

Local businesses may be able to offset some disaster recovery costs through a combination of donated materials/supplies, labor and in some cases funds. A good way to do this is to work with your local Chamber of Commerce to determine what recovery needs your business community may have and what kinds of assistance they may be able to provide.

Chambers of Commerce are local organizations of businesses whose goal is to further the interests of the business community. Business owners in towns and cities form these local societies to advocate on behalf of the business community.

During disaster responses and recoveries, local Chambers can also help emergency managers gauge damage and impact to the business community and can connect businesses with resources to assist their recovery efforts with goods, services or funds.

Tourist attractions and recreational sites are also vital parts of your business community and their recovery must also be addressed in your local plans. This is particularly true for communities that rely on the tourism industry or upon only a few major businesses to sustain the local economy. As with other businesses they may be able to provide support (feeding, lodging, etc.) to the recovery effort, or may need additional assistance to recover from the effects of disaster, so that they can continue to employ local workers and attract tourists to the area. To accomplish this, invite representatives from local tourism offices to join your Community Recovery Committee.

State Programs

Tax Assistance Programs - When disaster strikes, The Minnesota Department of Revenue may be able to assist individuals and businesses that cannot file or pay their taxes on time due to a natural disaster.

Information about income tax relief will be included on the HSEM website and provided to local news media outlets. Information will also be provided on the Minnesota Revenue Disaster website.

If the governor or president declares a disaster or state of emergency, affected taxpayers may qualify for special help. For example, they may:

- Allow extra time to file or pay your taxes
- Cancel or reduce penalties and interest charges
- Work with local officials to provide property tax credits or other relief
- Provide copies of damaged or lost tax records

Minnesota Department of Corrections

- "Sentence to Service" Program – Also includes the Institution Community Work Crew (ICWC) provides assistance to local governments with debris clean-up and flood protection work. Facility offenders can also fill and palletize and sandbags at their facilities.

Minnesota Department of Employment and Economic Development (DEED)

- Disaster Unemployment Assistance (DUA)

  The Disaster Unemployment Assistance (DUA) program provides unemployment benefits and re-employment services to individuals who have become unemployed (including individuals not covered by other unemployment compensation programs, such as self-employed, farmers, migrant and seasonal workers, and those who have insufficient employment time to qualify for other unemployment compensation), if the area has received a Presidential Disaster Declaration for Individual Assistance (IA).

  In Minnesota DUA is administrated through local Workforce (Unemployment) Centers.

Minnesota Department of Commerce - After a flood, tornado, or severe storm, the Minnesota Department of Commerce works with local Community Action Program (CAP) agencies to assist Minnesota consumers through the following programs:

- *Consumer Response Team* - Helps consumers with questions about laws concerning industries regulated by the Department of Commerce and may also check on the status of a license held by an industry practitioner. If there is a dispute with a licensee, the CSC will attempt to resolve the matter informally.

- *Petroleum Tank Release Cleanup Fund (Petrofund)* - When a flood or other natural disaster causes a release from a petroleum storage tank that adversely impacts a building, the "Petrofund" can provide reimbursement to building owners of up to 50 percent of the pre-natural disaster estimated building market value, as recorded by the county assessor.
- Minnesota Investment Fund (MIF) – Provides grants to local units of government who provide loans to assist businesses.

  MIF has flood-recovery funding to provide loans to businesses directly and adversely affected by flooding. MIF flood-recovery funds are awarded to local units of government, which use the funding to make loans to individual businesses. For more information, see our Flood-Recovery Financing section. Unlike insurance, MIF flood-recovery funding is not designed to make businesses "whole" or compensate them for losses. The focus of the program is to fund capital expenses, reestablish operations, and retain and create jobs at flood-damaged businesses that were not adequately covered by insurance.

Federal Programs

FEMA Community Disaster Loan Program
The Federal Emergency Management Agency (FEMA) may be able to provide loans to local

governments in areas declared as Major Disaster locations. The Community Disaster Loan Program can be provided to local governments who have experienced a substantial loss in tax or other revenue due to a disaster.

Small/Rural Community Economic Assistance Programs - Several grant and loan programs geared to promoting development and redevelopment in small/rural communities are offered by the US Department of Agriculture Rural Development office. The USDA Rural development's business programs normally do not have disaster assistance authority. However, many programs can help provide financial relief to small businesses as a result of disasters. Some of these programs are:

- Business and Industry (B&I) Guaranteed Loan Programs
- The Rural Business Development Grant Program (RBDG)
- The Intermediary Relending Program (IRP)
- Rural Economic Development Loans and Grants (REDLG)

To learn more about how these programs may contribute to disaster recovery, contact the USDA Regional Coordinator that serves your area. Chapter 8 (Agricultural Recovery) of this guidebook also addresses rural/agricultural recovery initiatives in greater detail.

Small Business Administration - The Small Business Administration Office of Disaster Assistance provides low interest disaster loans to businesses of all sizes, private non-profit organizations, homeowners, and renters to repair or replace real estate, personal property, machinery & equipment, inventory and business assets that have been damaged or destroyed in a declared disaster. The **Small Business Administration (SBA)** may be able to assist individuals and businesses affected by disaster:

- Business Physical Disaster Loans – May be used by businesses in areas declared for FEMA Individual Assistance or a Small Business Administration assistance. Used to repair or replace disaster damaged businesses, real estate, inventories, supplies, etc. Charities, churches, private universities are also eligible to apply.
- Home and Personal Property Loans Homeowners in communities affected by disaster may be eligible to apply for low-interest loans to repair damaged homes (or replace damaged personal property) from the Small Business Administration (SBA) when an SBA disaster declaration is made. See chapter 5 (Housing Recovery) of this guidebook for additional information about SBA Home Loans.
- Economic Injury Disaster Loans (EIDL) Program – Certain types of businesses that have suffered substantial economic injury may be eligible for an SBA Economic Injury Disaster Loan (EIDL). These businesses include small businesses, agricultural cooperatives and most private nonprofit organizations.

US Department of Labor

National Emergency Grants (NEGs) temporarily expand the service capacity of Workforce Investment Act Dislocated Worker training and employment programs at the state and local levels by providing funding assistance in response to large, unexpected economic events which cause significant job losses. NEGs generally provide resources to states and local workforce investment boards to quickly reemploy laid-off workers by offering training to increase occupational skills. The program is administered through local Workforce Centers

and provides assistance for 6 months after a disaster.

Links

US Small Business Administration Office of Disaster Assistance

MN Department of Commerce Disaster Information Center

MN DHS County and Tribal Program Information Directory

SBA Economic Injury Disaster Loans

Minnesota Chambers of Commerce Directory

Minnesota Initiative Foundations (Greater Minnesota)

"From disaster good fortune comes, and in good fortune lurks disaster." *(Author Unknown)*

Checklist

Chapter 3 – Economic Recovery

- ☐ Establish an Economic Recovery Subcommittee
- ☐ Invite representatives from local government, the business community, local Community Action Program (CAP) Agency, Chamber of Commerce, unemployment office and local voluntary agencies to join the Economic Recovery Subcommittee.
- ☐ Explore a variety of possible sources (Grants, loans, etc.) from local, state and federal sources.

Chapter 4

Health and Human Services Recovery

If you only have time to do one thing for this chapter on Health and Human Services, create a directory of government agencies, faith groups and other agencies in your area the assist with Crisis Counseling

Overview

Not all damage suffered by those affected by disasters or emergencies is property damage. Disasters also bring with them physical and emotional injuries.

Health and Human Services recovery planners work to promote locally-led recovery efforts to restore public health, health care and social service networks to promote the resilience, health and well-being of affected individuals and their communities.

Some of the goals of Health and Human Services planners include:

- Reconnecting displaced populations with essential health and social services.
- Protecting the health of the affected population and that of response and recovery workers from the effects of a post-disaster environment.
- Using clear communications and public health messaging to provide accurate, appropriate and accessible information
- Ensuring that information is developed in multiple mediums, multi-lingual formats, is age-appropriate and user-friendly and is accessible to underserved populations.

Related Minnesota Disaster Recovery (MDRF) Function Links

- MDRF Function 6 (Health Protection) - Provides a general description of the various human and animal health protection responsibilities of state government, during disaster recovery. It also provides specific administrative and technical guidance for recovering from significant events involving mass casualties and fatalities.
- MDRF Function 7 (Mass Care and Human Services) - Provides an overview of how the emergency mass care and human service needs of Minnesota residents will be met by state agencies in the event of a major disaster/emergency. In most cases, these resources will be found at community assistance centers, family assistance centers, or disaster recovery centers.

Health and Human Services Recovery Subcommittee

To meet the goals above and address other concerns that may arise during the recovery, HSEM recommends the formation of a Health and Human Services Recovery Subcommittee.

Some of the agencies and organizations that you may wish to include on the Health and Human Services Recovery Subcommittee include:

- Local Emergency Management
- Local Public Health Agency (Medical/Psychological)
- Local Human Services Agency
- Local Fire Department (Paramedic/Ambulance)
- Local Chaplain Corps
- Local Crisis Counseling Services
- Local Citizen Corps and Medical Reserve Corps (MRC) volunteer groups

- Local hospital associations
- Local physician's associations
- Medical transportation agencies
- Local community associations
- Local voluntary agencies (with health and human services missions)
- Animal Control Office
- Local Veterinarians

How the Local Health and Human Services Recovery Subcommittee Contributes to Community Recovery

- Writing the Health and Human Services portion of the pre-disaster Community Recovery Plan.
- Developing a library of health and human services-related disaster information (mold remediation, personal protective equipment requirements, etc., to share with the public during disaster recovery.

Planning Considerations

The recovery of health and human services functions in the aftermath of disaster is critical to community recovery efforts. The pre-disaster health and human services recovery plan is an opportunity to document priorities such as the recovery of hospitals and other health care facilities. Documenting these priorities makes it clear to stakeholders where their resources may be needed most.

Some points to consider when planning for health and human service recovery issues:

- Make sure your recovery plan addresses the restoration and improvement of health and human service provisions in your community.
- Address how to obtain support from state Health and Human Services agencies when local capabilities are overwhelmed.
- Address how assistance with mental health and post-traumatic disorders caused by the disaster and the stress of recovery will be covered.
- How your recovery plan deals with animal and vector control issues.

Assistance Programs

Local Assistance

Local Public Health

Local Public Health offices can provide expert guidance and assistance on how to recover from disaster's effects in the safest and most effective manner possible.

- Mold Remediation – Guidance on safely removing mold from water-damaged properties and preventing its regrowth.
- Well/Water Testing – Providing well test kits to homes and businesses whose wells may have been compromised due to flooding or other disaster effects.
- Immunization – Information on possible needs for Tetanus or other immunizations for volunteers and staff.
- Food Safety – Inspections of food service operations to insure food safety, and provision of guidance to the public on how to deal with food stocks that may be damaged or compromised by the effects of disaster.
- Behavioral Health - A range of mental health problems may surface in the early stages of an emergency situation. These may continue to emerge among the public and among professionals who respond to an event. Addressing these concerns improves the emergency response and the

health of the whole community. Some of the behavioral health issues that Public Health and other agencies may encounter include:

- Post-Traumatic Stress (PTS) issues for victims and responders
- A rise in cases of depression
- Increased alcohol and drug abuse
- Increased incidence of domestic violence
- Suicide
- Children/Teens and behavioral health issues

Contact your Local Public Health Department and Community Health Board for additional information about behavioral Health resources that may be available.

- Disease Surveillance – Local Public Health Offices are an integral part of the Minnesota Health Alert Network (HAN), which enables public health staff, tribal governments, health care providers, emergency workers, and others working to protect the public to exchange information during a disease outbreak, environmental threat, natural disaster, or act of terrorism. The Health Alert Network also allows local health departments to provide people recovering from disaster with the latest details about disease and health concerns (mold remediation or need for vaccinations, for example), caused by the event and provide guidance on how to lessen or prevent their effects.
- Volunteer Systems – Minnesota Local Public Health Agencies participate in the Minnesota Responds Medical Reserve Corps (MRC) Program, a partnership that integrates local, regional, and statewide volunteer programs to assist our public health and healthcare systems during a disaster.
- Health Coalitions – Local Public Health Offices are partners in local "Health Coalitions," which are a collaborative network of healthcare organizations and their respective public and private sector response partners. They facilitate resource sharing/coordination, information sharing and coordination of incident response actions among member organizations.

Local food shelves

Donated food, household products and other needed grocery items can play a big role in the overall recovery of individuals and families affected by disaster in your community. Local food shelves, stocked with products provided by government programs and by area businesses, can meet a part of that need, allowing other funding/resources to be directed toward meeting other additional needs.

Voluntary Agencies

Several voluntary organizations assist people with disaster-caused human service needs, from providing emergency shelter and feeding, to casework services, replacement of needed medical supplies, crisis counseling, representation and advocacy at unmet needs committees (see Chapter 9 for more details) and other functions.

Many voluntary agencies who are active in disaster are members of Minnesota Voluntary Organizations Active in Disaster (MNVOAD), a group that promotes coordination and collaboration among responders.

State

Health Programs – The Minnesota Department of health Assists during times of disaster with environmental and behavioral health programs, including:

- Ensuring an adequate supply of safe drinking water.
- Providing food protection measures.
- Ensuring basic sanitation services.
- Promoting personal hygiene.

- Assisting the efforts of first responders by providing health risk consultations or advising on exposure pathways.
- Providing information to emergency managers to help assess the scale of the emergency to ensure an effective response.
- Augmenting local public health efforts to address behavioral health issues caused by disaster.

Human Services Programs – The MN Department of Human Services Sponsors programs that may provide assistance to people who are affected by disaster.

- Food Assistance
    - Supplemental Nutrition Assistance Program (SNAP) – The Supplemental Nutrition Assistance Program (formerly called the "Food Stamp" program), administered by local human services offices.
    - The Emergency Food Assistance Program (TEFAP) – Administered by the MN Department of Human Services in partnership with Hunger Solutions America, the Emergency Food Assistance Program (TEFAP) provides emergency food commodities to local community food banks through the Second Harvest food bank network.

Disaster Assistance for Veterans

Disaster Relief assistance provides up to a $1,000 reimbursement to veterans and dependents that live in an area affected by a natural disaster, when declared a state of emergency by the Governor of Minnesota.

Veterans and dependents must provide receipts verifying proof of the pre-approved expenditures listed per type of disaster.

Veterans should contact their County Veterans Service Officer (VSO), for more information or assistance. A list of VSO's can be obtained at www.macvso.org or by calling 1-888-LinkVet (546-5838), Minnesota Department of Veteran's Affairs (MDVA's) one-stop customer service line for all Minnesota Veterans and their families.

Federal

FEMA Crisis Counseling Program (CCP) - Funded by FEMA; Administered by FEMA and SAMHSA Center for Mental Health Services (CMHS). The state may be eligible to apply for a CCP grant for disasters where Individual Assistance (IA) is declared. Two grant types are available:

- Immediate Services Program (ISP) – Funding for short-term crisis counseling services up to 60 days after the IA declaration. Extensions may be possible, depending upon the situation.

- Regular Services Program (RSP) – Provides funding for new services within 9 months of the disaster. The services provided include:

  Targeting Individuals/Families

    - Brief educational or supportive contacts (less than 5 minutes; utilizes psychological first aid skills)
    - Assessment, referral, and resource linkage
    - Individual and/or group crisis counseling

  Targeting Communities

    - Hotline and web-based access to information
    - Media messaging and risk communication
    - Development & distribution of educational materials

- Public education presentations/discussions
- Community networking
- Support groups

Links

MN Department of Health Disaster Mental Health

http://www.health.state.mn.us/divs/eh/emergency/natural/floods/factsheets.html

FEMA Crisis Counseling Program (CCP)

""No matter what happens, disaster piled on calamity, no matter what, everything will be okay in the long run."

- Dean Koontz –

CHECKLIST-Chapter 4

Health and Human Services

- ☐ Establish a Health and Human Services Subcommittee
- ☐ Invite local Public Health and Human Services officials to join the Health and Human Services Subcommittee
- ☐ Invite voluntary agencies that offer disaster health, mental health, crisis counseling and other human services assistance to join the Health and Human Services Subcommittee
- ☐ Develop the Health and Human services portion of the Community Recovery Plan
- ☐ Work with the local Public Health agency to apply for FEMA Crisis Counseling Program (CCP) assistance, as required

Community Recovery Plan

Chapter 5

Housing Recovery

If you only have time to do one thing for this section on Housing Recovery, maintain a list of rental units within your community and work with your property records department to determine residential status and insurance status on the homes in your community.

Overview

Housing is often the most immediate disaster recovery impact. Its restoration is vital to community recovery.

The Housing Recovery Subcommittee supports repair, development (or redevelopment) of housing, including affordable and accessible housing, in communities impacted by disaster.

The two-fold goal of housing recovery is:

- To help survivors repair or replace housing
- To revitalize the community's housing stock (and tax base)

Housing recovery planners address efforts to repair or replace disaster damaged homes through a combination of government assistance (when available), and through assistance from the community organizations, local foundations and from local businesses. Some additional considerations that recovery planners may promote include:

- Coordinating with local, state and tribal governments, organizations and others to develop disaster housing strategies.
- Identifying options that address a broad range of disaster housing issues, such as those dealing with planning, zoning, design, production, logistics, codes and financing.
- Incorporating accessibility, resilience, sustainability and mitigation measures into identified housing recovery strategies.
- Coordinating and leveraging local resources to assist those affected by disaster to address housing needs.
- Encouraging rapid and appropriate decisions regarding land use and housing location in the affected area.
- Preparing mobilization strategies for massive housing inspection needs.
- Identifying gaps and coordinating resolution of conflicting policies and program issues.
- Maintaining robust and accessible communications throughout the recovery process between the local government and all other partners to ensure ongoing dialogue and information sharing.

Minnesota Disaster Recovery (MDRF) Function Links

- *MDRF Function 8 (Housing Assistance)* - Provides an overview of how the state will assist local communities meet emergency housing needs in the event of a major disaster or emergency.
- *MDRF Function 9 (Minnesota Disaster Housing Task Force)* - Outlines the actions associated with available housing assessments that will assist the Minnesota Disaster Housing Task Force in identifying housing strategies to assist local communities in response to a major disaster. The Task Force will conduct a needs assessment for housing options based on the magnitude of the disaster to aid in determining available housing options and prioritizing individual and household needs.

Housing Recovery Subcommittee

To meet the goals above and address other concerns that may arise during the recovery, HSEM recommends the formation of a Housing Recovery Subcommittee.

Some of the agencies and organizations that you may wish to include on the Housing Recovery Subcommittee include:

- Local Emergency Manager
- Building code enforcement/zoning officer
- Local Housing (and Redevelopment) Agency
- Community Action Program (CAP) Agency
- Local Realtor Association(s)
- Local Builder's Associations
- Developers
- Local Council on Disability
- MN Housing Link
- USDA Rural Development Agency
- Fair/Affordable Housing Advocates
- Access and functional needs advocates
- Local voluntary agencies (with housing missions)
    - American Red Cross
    - The Salvation Army
    - World Renew
- Building supply stores (Home Depot, Lowe's, local hardware stores and lumberyards, etc.)
- Local/Community Foundations

How the Local Housing Recovery Subcommittee Contributes to Community Recovery

- Developing the Housing portion of the pre-disaster Community Recovery Plan.
- Helping to spread the word about local, state and federal housing assistance options (as appropriate), that may be available for citizens affected by disaster.
- Working with local officials to emphasize retrofit and mitigation programs to lessen or prevent damage to existing housing stock.
- Identifying areas that could serve as sites for interim housing. Also identify sites that would be inappropriate and develop a strategy for discouraging its use following a disaster.
- Working with community officials to develop a policy or ordinance to deal with non-conforming uses of property.
- Identifying resource and assistance programs in advance that can be activated following the disaster. Include foundations or philanthropic agencies that would not otherwise be involved with housing issues.
- Planning ways for existing city/county housing programs (rehabilitation programs, for example), to be refocused following the disaster.
- Working with local non-profit housing agencies to establish how they can assist after disaster strikes.
- Evaluating local housing market conditions to anticipate how varying levels of need could be addressed.
- Preparing a plan for streamlining the issuing of building permits. Include procedures for field-issuing some types of permits.
- Developing and providing "how-to" repair information for commonly damaged items, such as chimneys.

Local Government (and Non-Government) Housing Assistance

Several local government and non-government resources may be available to help residents recover from disaster and repair their damaged homes, or find replacement housing for severely damaged or destroyed properties.

Assistance from Local Government – Local government agencies are typically the conduit for state or federal disaster assistance that may become available. They can also help residents whose homes have been damaged or destroyed in many other ways. Some of these include:

- Local building inspectors and code enforcement officials can assist by conducting damage assessments and expediting issuance of building permits.
- Local public works staff can often assist with disposal of disaster debris, opening blocked streets and vetting, permitting and licensing of contractors to prevent fraud.
- Local assessors can assist by inspecting damaged properties, by adjusting property values to reflect damage and by adjusting property taxes, as appropriate.
- Local governments may be able to make city or county-owned properties (from tax forfeitures) available for sale or rent.
- Local law enforcement/fire and public safety officials safeguard affected properties, preventing additional damage and theft.
- Local Public Health officials provide guidance on recovery topics (Chapter 4 of this guidebook)

Assistance from Landlords (for rental property) Landlords of damaged property may be able to offer renters of damaged properties an opportunity to relocate in other undamaged properties they own and may also be able to help tenants that must relocate by refunding or pro-rating rent costs and returning damage deposits for tenants seeking new homes. In addition, they may be able to work with other landlords to locate available housing options in their properties.

Assistance from Local Home Lenders – Local banks, credit unions, savings and loans and other lenders may be able to assist homeowners with damaged or destroyed properties by delaying or forgiving loan payments and, in some cases, by re-financing existing mortgages to include repair costs.

Assistance from Local Realtors and Real Estate Agents – Can assist by identifying available properties for people who need to re-locate due to the disaster. They can also help with selling damaged properties and can make recommendations about contractors to assist with repair.

Assistance from the Local Business Community - Local businesses (particularly those that sell building supplies) may be able to assist those who need additional assistance with materials and sometimes with volunteer labor.

"Ad Hoc" Community Assistance Funds - Often, local organizations and banks will establish community funds to assist disaster victims to make their recovery. When this happens, HSEM recommends that the organization collecting the funds join the local "Unmet Needs" Subcommittee (Chapter 9 of this guidebook), so that they can make funding decisions based on needs verified by a caseworker.

Voluntary Organizations

Many voluntary agencies have resources to assist those who have been affected by disaster. From providing emergency feeding and sheltering programs in the immediate aftermath of disaster to providing material and financial assistance, casework and crisis counseling during recovery, labor to help "muck out" basements, removing debris from yards and even, in some cases, assisting with construction work.

Information about the Minnesota voluntary agencies that assist people affected by disaster can be found at Minnesota Voluntary Organizations Active in Disaster (MNVOAD) website.

Unmet Needs Assistance – On occasion, insurance proceeds, personal resources and

assistance from traditional federal, state and local disaster programs may not be sufficient to return a damaged home to a condition where a family could return. When this happens, disaster caseworkers advocate for additional assistance for clients from local "Unmet Needs" committees. See chapter 9 of this guidebook for more information about Unmet Needs Subcommittees and how they may be able to help complete the client's recovery.

State Housing Assistance Programs

There are several housing assistance programs that may be offered by the state of Minnesota as well. These include:

Minnesota Department of Employment and Economic Development (DEED)

MN DEED sponsors Small Cities Development and Workforce Housing Programs, to assist communities with housing issues.

The Small Cities Development Program provides funding for housing, public infrastructure and commercial rehabilitation projects.

The Workforce Housing Program provides funding for communities in Greater Minnesota that have inadequate supplies of rental housing for new workers.

Minnesota Housing Finance Agency (MHFA)

The MHFA administers several housing rehabilitation programs that may assist disaster clients, in collaboration with local Community Action Program (CAP) agencies (see attachment C of this guide for a directory of Local Minnesota CAP agencies).

- "Quick Start" Program

  The Quick Start Disaster Recovery Program, sponsored by the MN Housing Finance Agency (MHFA), may be available in some situations, to provide assistance as a last resort when private insurance and federal assistance are not adequate to return a damaged home to its pre-disaster condition.

  The program may be activated in the event of a federally (or state) declared natural disaster and provides a no-interest loan for home repair that is forgiven if the owner remains in the home for 10 years. Funding for repairs to rental housing properties is also available under similar terms and conditions.
  When activated, the MHFA works directly with lenders that wish to participate in the Quick Start program.

Minnesota Department of Commerce

Sponsors several programs (in collaboration with local housing agencies and Community Action Programs), that could assist with housing issues during times of disaster. Among them are:

- Homeowners Insurance Assistance During times of disaster

  The Minnesota Department of Commerce can be a problem-solving entity on behalf of victims and insurers, taking proactive steps to identify barriers and problems to providing disaster services; to provide expeditious claims payments, and to implement immediate actions/solutions.

- Energy Assistance Program

  Local CAP agencies administer funds appropriated to the Energy Assistance Program (EAP) through the U.S. Department of Health and Human Services (HHS). The

program assists consumers with home energy costs, intervention in energy crisis situations and energy-related home repair.

- Weatherization Program

  The Weatherization Program employs energy conservation techniques to reduce the use of energy in low income households. The Weatherization Assistance program works closely with its companion program, the Energy Assistance Program, to help permanently reduce the energy bills for low-income Minnesotans.

- Utility Conservation programs

  Utility Conservation Program funds may be used for emergency repair and replacement of furnaces and water heaters. MN Department of Commerce works with utilities in affected areas to allow flexibility in modifying existing programs for low income customers who have homes damaged by flooding.

  The department works with utilities in affected areas to allow flexibility in modifying existing programs for low income customers who have homes damaged by flooding. The overall scope of program availability is much more limited than either the EAP or Weatherization programs. We are encouraging the utilities to coordinate their efforts with other agencies responses.

  Program changes due to disaster may include:

  - Waiving one-time participation rules for all flooded homes
  - Permitting necessary duct replacements
  - Removing limits on the percentage of Conservation Improvement Program Low-Income Weatherization funds that can be used for equipment replacements in the flooded area
  - Transferring funds to Community Action Program agencies in the affected area as necessary to meet any budget shortfall this response will create.

Federal Housing Assistance

- *FEMA Temporary Housing Assistance*
  Temporary housing assistance may become available if Individual Assistance (IA) is authorized for the disaster. Housing Assistance may also include permanent or semi-permanent construction.
- *FEMA Relocation Assistance*
- Under some circumstances FEMA may assist with certain relocation expenses incurred by people in areas declared for Individual Assistance (IA).
- *Small Business Administration (SBA) Loans*
- Homeowners and renters who are in a SBA declared disaster area or are in contiguous counties and have experienced damage to their homes or personal property may be eligible to apply to the SBA for a loan to help them recover from a disaster.
- Under this program, homeowners may be offered loans up to $200,000 to replace or repair their **primary residence**. The loans may not be used to upgrade homes or make additions, unless required by local building code. If you make improvements that help prevent the risk of future property damage caused by a similar disaster, you may be eligible for up to a 20 percent loan amount increase above the real estate damage, as verified by the SBA. In some cases, SBA can refinance all or part of a **previous mortgage** when the applicant does not have credit available elsewhere and has suffered substantial disaster damage not covered by insurance.

- Renters and homeowners may borrow up to $40,000 to replace or repair **personal property** (such as clothing, furniture, cars and appliances), that are damaged or destroyed in a disaster.
- *Department of Housing and Urban Development (HUD)*
- The US Department of Housing and Urban Development (HUD) can offer communities stricken by disaster Community Development Block Grants), to assist with certain disaster redevelopment projects.
- *US Department of Agriculture (USDA)*
- The US Department of Agriculture (USDA), makes Rural Development (RD) Housing program funds available in some situations to help restore farm homes damaged by disaster.

Links

- Minnesota Housing Link
- Minnesota Voluntary Organizations Active in Disaster
- FEMA Disaster Assistance
- Minnesota Quick Start Program Manual
- MN Housing Finance Agency Rehab Programs
- Minnesota Initiative Foundations (Greater Minnesota)

Attachments

- Sequence of FEMA Disaster Assistance

"The pessimist sees difficulty in every opportunity. The optimist sees opportunity in every difficulty.

Winston Churchill

CHECKLIST-Chapter 5

Housing

- ☐ Establish a Housing Recovery Subcommittee
- ☐ Identify and invite potential Housing Recovery Subcommittee members
- ☐ Work with local housing agency and/or Community Action Program to determine what housing assistance programs may be available to assist those whose homes are affected by disaster
- ☐ Coordinate activities with the MN Disaster Housing Task Force (when activated)
- ☐ Develop the Disaster Housing portion of the Community Recovery Plan
- ☐ Emphasize retrofit and mitigation
- ☐ Establish shelter sites and identify areas that could serve as sites for interim housing. Be sure to identify inappropriate temporary sites and put emergency personnel there immediately following a disaster to direct people to the appropriate areas.
- ☐ Work with local officials to adopt a policy or ordinance to deal with non-conforming uses.

Community Recovery Plan

Chapter 6

Infrastructure Recovery

If you only have time to do one thing for this section on Infrastructure Recovery, assemble an Infrastructure Recovery Group, as described below

Overview

When disaster strikes, all parts of a community may be damaged or destroyed, including homes, businesses and the infrastructure that supports them. Roads, bridges and government buildings are also damaged and utilities, transportation, public safety, medical, social service and educational systems are disrupted as well. Restoration of these support systems is vital to help affected communities recover from disaster's effects and find its "new normal."

The main goal when preparing for recovery of these infrastructure systems is to develop a plan to efficiently restore infrastructure capabilities, systems and services to support a viable, sustainable community and to improve resilience to and protection from future hazards.

Your community infrastructure system is supported by a variety of public, private and community organizations (government agencies, public and private utilities and social service agencies, transportation providers, etc.), so your disaster infrastructure recovery plan should promote a "whole community" recovery effort and promote a holistic approach to disaster recovery coordination, support, planning and implementation for infrastructure systems that serve the community.

Specifically, your infrastructure recovery planning should address:

- Working with government and private sector partners to prioritize and restore utilities damaged by the disaster.
- Working with Public Works staff to develop and implement plans to repair or replace roads, bridges and other transportation assets that have been damaged or destroyed by disaster.
- Working with affected government agencies and Public Works staff to develop plans to restore government services that have been disrupted, and repair or replace public facilities that have been damaged or destroyed by disaster.
- Working with local educational institutions to develop and implement strategies for restoring local educational facilities (and their support structure) to operation when they are impacted by disaster. Plans should include strategies for:
    - Restoring or replacing damaged educational facilities which have been destroyed/damaged.
    - Restoring school transportation systems (busses, etc.) damaged or disrupted by the disaster.
    - Restoring other disrupted school support systems (food preparation, recreational facilities, etc.) to operation after disaster strikes.
- Working with local bus and taxi companies, airports, port authorities and other transportation providers, develop plans to restore transportation systems that have been disrupted by disaster and to repair or replace damaged transportation facilities.
- Working with public and private agency providers, develop and implement plans to restore telephone, television, cable, Internet and other communications systems that are damaged or disrupted by disaster.

Minnesota Disaster Recovery (MDRF) Function Links

- MDRF Function 11 (Public Infrastructure) - Discusses the agencies, organizations, and programs responsible for assistance in the repair or replacement of damaged or destroyed public infrastructure. It identifies their roles and responsibilities and provides descriptions of programs developed to address the recovery needs of the public infrastructure following a major disaster or significant event.

Infrastructure Recovery Subcommittee

As a part of your overall Community Recovery Plan, HSEM recommends the establishment of an Infrastructure Recovery Subcommittee to develop strategies for restoring community infrastructure in the aftermath of disaster, to gather necessary recovery resources, and to develop a team of subject matter experts to address infrastructure restoration issues when necessary.

Recommended Infrastructure Recovery Subcommittee Members

The overall make-up of an Infrastructure Recovery Subcommittee will vary, according to the needs and organization of the community that it serves. We suggest that representatives from these agencies/organizations be considered:

- Local Public Works staff (roads, public buildings, etc./local damage assessments)
- Local Planners/Engineers
- Local Society of Civil Engineers
- Law Enforcement/Fire/Public Safety/Emergency Management
- Ambulance/Paramedic services
- Hospitals and other care facilities
- Representatives of utilities that serve the community
    - Environmental services
    - Electrical utilities
    - Natural gas/Propane providers
    - Water
    - Sewer
    - Cable TV/Wi-Fi
    - Telephone
- Education
    - Public/Private schools
    - Colleges and universities
    - Technical schools
- Debris managers
- Transportation
    - Public, school and private bus companies
    - Taxis
    - Local mobility program (ie. Metro Mobility)
    - Airports
    - Railroads

How the Local Infrastructure Recovery Subcommittee Contributes to Community Recovery

Pre-Disaster

- Develop a list of infrastructure specific priority post-disaster recovery projects including mitigation projects.
- Identify critical facilities and ensure considerations are made to reduce pre- and post- disaster risk.
- Coordinate educational and cross-training opportunities for key participants in infrastructure recovery. Create, encourage, and participate in disaster recovery exercises to enhance skills and develop needed techniques.

Post-Disaster

- Coordinate with local government and other local agencies and municipalities to assist in conducting infrastructure damage and needs assessments.
- Coordinate with local partners to leverage available financial and technical assistance.
- Identify any potential recovery projects and begin data collection and application processes.

- Provide technical assistance and administration of funding associated with physical mitigation of new infrastructure projects against relevant hazards.
- Provide public information related to infrastructure recovery.
- Establish mechanisms for tracking recovery progress.

- Writing the Infrastructure portion of the pre-disaster Community Recovery Plan.
-

Infrastructure Recovery Programs

A wide variety of programs at the Federal and State levels to assist local communities with infrastructure recovery issues in the aftermath of disaster.

Local

During disaster training classes, we often hear that "all disasters are local," This is especially true when it comes to restoring community infrastructure that has been damaged by disaster. Local governments (and the Infrastructure Subcommittees that support them) take the lead in determining the order that damaged infrastructure systems are repaired or replaced, depending on community need. Local emergency managers work with other local government agencies, public and private utilities and transportation providers to restore needed services.

Restoration of Utilities

Disruptions of electrical, water, natural gas/propane and communication systems can seriously slow (or stop) disaster response and recovery efforts. Coordinate with local utilities to include their restoration plans into your community recovery plan.

Debris Management

Debris removal is also one of the first critical recovery activities following a disaster. The HSEM Debris Management Guidebook provides step-by-step instructions to communities on how to develop an effective debris management plan that is right for the community.

Debris management topics to be addressed include:

- Staff roles and responsibilities
- Debris Collection Strategy
- Debris Estimating
- Debris Management Site
- Contracted Services
- Debris Removal on Private Property
- Mutual Aid Agreements
- Communications

Transportation

Many community members depend on local bus and taxi services for mobility, going to and from school, work, medical appointments and other life events. Damaged airports and railroads may slow the arrival of personnel, equipment and resources vital to community recovery. Thus, restoration of affected transportation capabilities is an important recovery issue.

Work with local transit agencies, bus and taxi companies, representatives of railroads, airlines, car rental agencies and other transportation providers to develop plans to prioritize and restore transportation systems that have been disrupted by disaster. Pay particular attention to local transportation systems that serve people with access and functional needs.

Schools

School facilities are often a favorite location for disaster recovery and assistance centers, shelters, donations management, volunteer reception centers and other response and recovery facilities. When schools are in session these alternate uses may interfere with normal school operations. This also means that planning must include operating facilities for recovery work during times when school is not in session (summer vacation, for example).

State

State Public Assistance Program

Under some circumstances, the State of Minnesota may be able to assist with public damage issues through a State Public Assistance Program. Additional information about this program is available in the Resources section of the HSEM website.

Minnesota Department of Employment and Economic Development

The Minnesota Department of Employment and Economic Development (DEED), Sponsors a Small Cities Development Program and Public Facility Grants to local governments, to assist with:

- Wastewater treatment projects
- Collection systems and treatment plants
- Fresh water projects, including wells, water towers and distribution systems
- Storm sewer projects
- Flood control projects
- Street projects

Public Facilities Authority (PFA)

The Minnesota Public Facilities Authority (PFA) also sponsors two programs that support infrastructure recovery efforts:

- *Wastewater Infrastructure Fund*

  Available to local units of government, the Wastewater Infrastructure Fund provides supplemental grants based on affordability criteria to help communities build wastewater treatment projects that address existing environmental or public health problems.
- Drinking Water Revolving Fund

  Also available to local units of government, the Drinking Water Revolving Fund helps communities build drinking water storage, treatment and distribution systems that comply with standards in the Safe Drinking Water Act.

Minnesota Department of Education (MDE)

The Minnesota Department of Education sponsors several aid programs available to local schools that have been affected by disaster, including:

- Disaster Enrollment Impact Aid – Provides grant assistance to school districts that have lost pupils as a result of disaster.
- Disaster Relief Facilities Grant – Provides grant assistance for costs related to facility clean-up, repair and replacement not covered by insurance or other financial programs.
- Disaster Relief Operating Grant – Provides grant assistance for disaster related operating expenses not covered by insurance or other programs.
- Pupil Transportation Aid

  Pupil Transportation Aid provides grant assistance for increased costs associated with transporting students as a result of disaster.

Federal

HSEM Hazard Mitigation Team

The HSEM Hazard Mitigation Team administers the Federal Hazard Mitigation Program for Minnesota. It's mission is to assist local

community efforts to reduce the risk to people and property from natural and human-caused hazards by developing and implementing long term measures that will reduce or eliminate the severe effects of future disasters. On their website, you'll find valuable information including a comprehensive list of mitigation programs that can aid in making your community safer.

The Hazard Mitigation Team works with the following FEMA pre/post disaster grant programs:

•Pre-Disaster Mitigation Grant Program (PDM)

•Hazard Mitigation Grant Program (HMGP)

•Flood Mitigation Assistance (FMA) Program

Hazard mitigation planning reduces the risk to people and property, and reduces the cost of recovering from a disaster. A hazard mitigation plan can help communities become more sustainable and disaster-resistant by focusing efforts on the hazards, disaster-prone areas and identifying appropriate mitigation actions. Effective mitigation planning and efforts can break the cycle of disaster damage, reconstruction, and repeated damage.

US Army Corps of Engineers

When mission assigned by the Federal Emergency Management Agency (FEMA), The US Army Corps of Engineers (USACE) assists Federal, State and Local units of government to restore damaged infrastructure in a wide variety of ways, including:

- Emergency debris clearance
- Temporary construction of emergency access routes
- Emergency restoration of critical public services and facilities
- Emergency demolition or stabilization of damaged structures and facilities

Federal Emergency Management Agency (FEMA) Public Assistance Programs

When authorized, the FEMA Public Assistance Program provides support to state agencies and political subdivisions of the State working to repair public infrastructure damaged by disaster. These activities are designed to help a community return to a "new normal" following a disaster.

The local Public Works Director/Staff typically serve as a local point of contact for both Public Assistance programs.

US Department of Agriculture – Rural Development

The USDA Rural Development office sponsors several programs that can support infrastructure recovery efforts, including:

- The *Water and Waste Loan and Grant Program*
  Available to public entities, Indian tribes and non-profit corporations. The program assists with construction, repair, modification and improvement of water supply and distribution systems, waste collection systems and other related costs.,

- The *Water and Waste Disposal Loan Guarantee Program*
  Available to public entities, Indian tribes and non-profit corporations, this program guarantees funding for projects to address water and waste disposal issues.

- *Solid Waste Management Grants*
  Available to non-profit organizations and public bodies, Solid Waste Management Grants provide technical assistance and training to reduce pollution of water resources and improve management of solid waste facilities.

- Community Facilities Loan and Grant Program
  Available to public bodies, non-profit organizations, cooperatives or private corporations and Federally-recognized

Indian tribes. Funding from this program helps to build facilities and purchase equipment for fire and rescue, early warning systems, police stations, health clinics, schools, libraries, etc.

Links

FEMA Infrastructure Recovery Support Function Fact Sheet

FEMA Public Assistance Recovery Program

HSEM Debris Management Plan Guidebook

CHECKLIST-Chapter 6

Infrastructure Recovery

- ☐ Establish an Infrastructure Recovery Subcommittee
- ☐ Invite representatives from local Public Works, education, Utility, Transportation, Communication, and Debris Management agencies to join the subcommittee
- ☐ Develop the infrastructure portion of the Community Recovery Plan
- ☐ Build capacity to support community infrastructure recovery
- ☐ Participate in local-level coordination of damage and community needs assessments, as appropriate.
- ☐ Prioritize restoration of utilities and services, based upon community needs. Pay particular attention to restoring services to those with access and functional needs
- ☐ Develop strategies to avoid redundant, counterproductive or unauthorized use of limited capital resources necessary for infrastructure recovery.
- ☐ Helps resolve conflicts resulting from competition for key resources essential to infrastructure recovery.
- ☐ Work with members from other Community Recovery Subcommittees to leverage available financial and technical assistance, both from government and nongovernment sources to implement the infrastructure recovery action plan.

"We're not just going to build what was, we're going to build to a level that never was before."

Mario Cuomo, *Governor of New York*

Community Recovery Plan

Chapter 7

Natural/Cultural Resources

If you only have time to do one thing for this section on Natural and Cultural Resources, maintain a list of critical and historical property and eligible organizations that may require assistance following a disaster.

Overview

The Natural/Cultural Resource Recovery Subcommittee assists the community with the restoration of natural and cultural resources that are impacted during a disaster, including environmentally sensitive areas and historically significant places.

Natural/Cultural Resource Recovery Subcommittee members work to:

- Identify programs and incentives that play a role in supporting the preservation, protection, conservation, rehabilitation recovery and restoration of local natural and cultural resources during recovery.
- Develop the Natural and Cultural Resources section of the pre-disaster Community Disaster recovery Plan, identifying and communicating priority actions.
- They help to identify sites of cultural or community significance for inclusion in the community recovery plan.
- Identify and address gaps and inconsistencies within and between relevant regulations, local ordinances, policies, program requirements and processes affecting natural and cultural resource recovery.
- Promote the principles of sustainable and disaster resilient communities through protection of natural resources such as coastal barriers, zones, floodplains, wetlands and other natural resources critical to risk reduction.
- Assess appropriate hazard mitigation strategies for the protection of local cultural resources.

Minnesota Disaster Recovery (MDRF) Function Links

MDRF Function 2 (Floodplain Management)

This Recovery Function discusses the agencies and organizations responsible for floodplain management with their roles and responsibilities, and activating mechanisms and descriptions of activities developed to provide floodplain management.

MDRF Function 18 (Tribal Community Disaster Recovery Assistance) - This Recovery Function addresses the roles, responsibilities, and concepts for the effective coordination and interaction of state and federal disaster recovery activities with those of tribal governments and local communities. The processes described in this Recovery Function help facilitate the delivery of disaster recovery assistance programs, resources, and support to tribal governments and individuals.

Recommended Natural/Cultural Resource Recovery Subcommittee Participants

- Local Parks and Recreation/Natural Resources Department
- Local Public Works Department
- Local representatives of natural resource protection groups
- Neighborhood organizations
- Historic Preservation Committee experts

- Curators/Administrators of local museums, historical centers, landmarks and cultural sites
- Soil and Water Conservation District representative
- Tribal Nation Representatives (as appropriate)
- Local business association representatives
- Local faith community representatives

Local Resources

Local Parks and Recreation Department (Natural/Cultural)

Local Parks and Recreation staff play an important role in the Natural and Cultural Resource Recovery Subcommittee. Parks and Recreation staff care for community parks, golf courses, sports arenas, monuments and other public recreation sites. During times of disaster Parks and Recreation facilities are often pressed into service to serve as shelters and disaster service centers; and staff often assist to

Local Public Works Department (Natural/Cultural)

Public Works staff are responsible for restoring community infrastructure (roads, utilities, etc.), including infrastructure that supports community natural and cultural resource sites.

Tribal Communities (Natural/Cultural Resources)

Work to collaborate and maintain communication with neighboring Tribal communities. Tribal Communities (being sovereign nations), can apply directly to FEMA for federal assistance when disaster strikes, but in certain circumstances it may be more beneficial for the tribe and the neighboring community to do so together as a part of a local or county request.

Tribal nations may also have personnel, facility and other resources that can be offered to assist neighboring communities through joint planning and mutual aid agreements. They can also assist by identifying sites in the community which are culturally significant to Native Americans.

Neighborhood Associations (Natural/Cultural Resources)

Local neighborhood associations can be very helpful in the recovery process, and should be included on the Natural and Cultural Resource Recovery Subcommittee.

Members from neighborhood associations know their communities well, and can help other recovery subcommittees identify people, businesses and facilities affected by disaster or that may have unmet needs. They can also help to distribute recovery information to community members and to mobilize people from the community to help to identify culturally significant sites in the community.

Local Museums and Historical Societies (Cultural Resources)

Local museums and historical societies can provide a wealth of information about the impact of disasters on culturally significant sites, facilities and buildings, and help to develop plans and strategies to repair or rehabilitate facilities and retain their cultural significance.

They may also be able to provide information about available historical preservation grant programs and are well connected to state historical preservation personnel.

Local Faith Groups (Cultural and Natural Resources)

Local faith groups typically play a large role in community recovery efforts and should be included in disaster community recovery planning groups. People who are affected by disaster naturally seek help from fellow churchgoers, and many local, state and national disaster response and recovery organizations are organized, sponsored and directly supported by faith groups. In cases where available government disaster assistance may be limited, assistance from faith groups becomes even more important. Unmet Needs (Long-Term Recovery) committee efforts benefit greatly from faith group support (see chapter 9 of this guidebook).

Faith groups may also be able to mobilize volunteers to assist with community improvement projects in support of community recovery, or assist vulnerable people who have been affected by disaster with important recovery activities, like debris management, home repair, etc.

There are also times when well-meaning but "unguided" faith group disaster relief efforts (used furniture and clothing collection drives and "ad hoc" shelters for example), may actually hinder community recovery activities in some cases. Consult the HSEM Local Volunteer and Donations Management Guidebook for detailed information on resources and strategies to manage donated goods and unaffiliated disaster volunteers.

State Programs/Resources

Minnesota Historical Society (Cultural)

The Minnesota Historical Society (MNHS) has many resources that can assist local communities attempting to preserve, restore and recover historical documents, properties or facilities which have been affected by disaster. Some of these resources include:

- Assistance from the *State Historic Preservation Office (SHPO)* (Cultural)

The Minnesota State Historic Preservation Office (SHPO) works in collaboration with several local historical preservation commissions that can assist your community with local historical preservation efforts. They suggest taking the following actions before disaster strikes to identify and protect historical properties in your community:

  - Identify historic properties in your neighborhood or community, and then work with your local government to develop a disaster plan and include provisions for historic buildings.
  - Research emergency management publications and other resources to get information on disaster preparedness.
  - Consult with an architect, engineer or contractor with historic building expertise to assist you in evaluating your property.
  - Document the existing condition of your historic property with photographs or drawings.

- *Other MNHS Assistance*

The historical society also offers several checklists and tip sheets that aid local communities to deal with damage to historical or culturally significant documents, properties and facilities, including:

  - Disaster Salvage Tip Sheets
  - Emergency Salvage Procedures
  - Disaster Re-entry Checklists
  - Situation Reports
  - An Emergency Salvage Wheel

Minnesota Alliance of Local History Museums (Cultural)

The Minnesota Alliance of Local History Museums offers mutual aid assistance to local historical societies affected by disaster.

Minnesota Department of Natural Resources (DNR) (Natural Resources)

Flooding – The DNR has several flood assistance programs available to help individuals and communities recover from riverine and overland flooding. Some of the DNR's major programs are:

- Flood Damage Reduction Grant Assistance Program

  The Flood Damage Reduction Grant Assistance Program - Under this program, the state makes cost-share grants for up to 50 percent of the cost of flood mitigation projects. The Minnesota Department of Natural Resources (DNR) commissioner may also make grants to local units of government to conduct studies. These studies determine the most feasible, practical, and effective methods and programs for reducing the risk of damage due to flooding. The Division of Ecological and Water Resources coordinates this program for the DNR.
- *Minnesota Interagency Fire Center (MIFC)* – May, in some cases, be able to assist the recovery effort with resources from the Interagency Fire Cache.

Minnesota Board of Soil and Water Resources (BWSR) (Natural Resources) – The Minnesota Board of Soil and Water Resources (BWSR) works with local and federal conservation partners to respond immediately during flooding events by providing available state funds and technical assistance to support the recovery effort. Staff in local Soil and Water Conservation Districts and the USDA Natural Resources Conservation Service (NRCS) are key partners, as they conduct preliminary damage assessments and begin work to complete key projects.

BWSR also offers several programs that address natural resource recovery:

- Re-Invest In Minnesota Initiative (RIM)
  - For private landowners
  - Apply through local Soil and Water Conservation Districts (SWCD)
- Native Buffer Cost-Share Program
  - For private landowners
  - Apply through local SWCD's and BWSR
- State Cost-Share Program
  - For landowners
  - Apply through SWCD's
- Disaster Assistance Recovery Program
- Non-Point Engineering Assistance program

Federal Programs/Resources

Natural Resources Conservation Service (NRCS) (Natural and Cultural Resources)

The Natural Resources Conservation Service (NRCS) offers several programs to assist farmers, ranchers and others whose properties are affected by disaster. These programs include:

- *Environmental Quality Incentives Program (EQIP)* - The Environmental Quality Incentives Program (EQIP) is a voluntary program that provides financial and technical assistance to agricultural producers to plan and implement conservation practices that improve soil, water, plant, animal, air and related natural resources on agricultural land and non-

industrial private forestland. EQIP may also help producers meet Federal, State, Tribal, and local environmental regulations. The EQIP:

- Assists farmers and ranchers
- Provides technical and financial support to treat identified soil, air, water and related natural resource concerns
- Typically a 50-75% cost share, but sometimes as high as 90%
- More information at EQIP Program

- *Emergency Watershed Protection Program (EWP)*

  The U.S. Department of Agriculture's Natural Resources Conservation Service (NRCS) administers the Emergency Watershed Protection (EWP) Program, which responds to emergencies created by natural disasters. The program is designed to help people and conserve natural resources by relieving imminent hazards to life and property caused by floods, fires, windstorms, and other natural occurrences. The EWP is an emergency recovery program. All projects undertaken, with the exception of the purchase of floodplain easements, must have a project sponsor. The NRCS may bear up to 75 percent of the construction cost of emergency measures. The remaining 25 percent must come from local sources and can be in the form of cash or in-kind services. Funding is subject to Congressional approval.

National Historic Preservation Act

Historical properties require additional compliance before any repair or replacement is initiated. These properties are considered significant at the national, state, or local level in American history, architecture, archeology, engineering or culture.

Environmental Planning and Historic Preservation (EHP) Program

The integrity of your community's natural and historic landscape is important to your recovery effort, and steps taken to strengthen or rebuild communities can have long-term environmental and cultural impacts. To ensure proper stewardship of historic properties and the environment, there are more than 30 Federal regulations, directives, and legal mandates-in addition to a number of State laws and codes-in place to protect these resources.

The Environmental Planning and Historic Preservation (EHP) program Established a review process that addresses protection and enhancement of environmental, historic, and cultural resources into programs and activities; ensures that FEMA's activities and programs related to disaster response and recovery, hazard mitigation, and emergency preparedness comply with federal environmental and historic preservation laws and executive orders; and provides environmental and historic preservation technical assistance.

Links

- State of Minnesota Historic Preservation Office
- MN Historic Preservation Office Disaster Guidance
- MN Department of Natural Resources Flood Damage Reduction Program
- Roles of the MN DNR Before During and After Floods
- Environmental Planning and Historic Preservation (EHP)
- Minnesota Indian Affairs Council
- Getting Ready in Indian Country
- Minnesota Council of Churches

- Minnesota Alliance of Local History Museums
- Islamic Community Center of Minnesota

" Even with all our technology and the inventions that make modern life so much easier than it once was, it takes just one big natural disaster to wipe all that away and remind us that, here on Earth, we're still at the mercy of nature."

Neil deGrasse Tyson

CHECKLIST-Chapter 7

Natural/Cultural Resources

- ☐ Establish a Natural/Cultural Resource Recovery Subcommittee
- ☐ Invite representatives from local natural resource and historic preservation agencies and commissions to join the Natural/Cultural Resource Subcommittee. Include:
  - Parks and Recreation staff
  - Natural resource protection groups
  - Historical societies
  - Museum curators
  - Tribal Community representatives
  - Faith Community representatives
- ☐ Create a list of historical sites, parks, buildings and other significant properties in the community.
- ☐ Prepare the Natural/Cultural recovery portion of the Community Recovery Plan
- ☐ Build capacity to support the Natural/Cultural Recovery Plan

Community Recovery Plan

Chapter 8

Agricultural Recovery

If you only have time to do one thing for this section on Agriculture, contact your local agriculture extension agent or Farm Service Agency representative to help you develop your plan/team.

Overview

When disaster strikes, local community farms and agricultural businesses may be affected along with homes, businesses and the rural community's infrastructure.

Agriculture support services may be impacted as well. In many communities, agriculture and its support services is the major driver of the local economy. For these reasons, the restoration of farms and the systems that support them is an important component of community recovery planning.

Minnesota Disaster Recovery (MDRF) Function Links

MDRF Function 13 (Agriculture Recovery) - This Recovery Function discusses the agencies and organizations responsible for agricultural assistance along with their roles and responsibilities, and descriptions of programs developed to provide agricultural assistance to individual farmers and related businesses in a time of disaster.

The Agricultural Recovery Subcommittee

A first step in developing a plan to address agricultural disaster recovery issues is to assemble a team of local representatives of agricultural organizations, farmers, aid groups and others who have expertise in handling agriculture and farm issues.

Members should be selected based on the needs of your community. Consider inviting people from the following organizations to serve as Agricultural Recovery Subcommittee members:

- County agriculture extension agent
- Local representative - University of MN Extension Service
- Local Representative - Farm Service Agency (FSA)
- Rural Development Agencies
- Representatives from local utilities
- Elevator/Storage facility managers
- Farm Bureau representative
- Farm equipment dealers
- Farm equipment repair shops
- Local humane associations
- Voluntary agencies that focus on animal issues
- Local agricultural co-ops
- Local 4H Clubs
- Farmers Legal Action Group (FLAG)
- Local farm advocate program

How the Local Agriculture Recovery Subcommittee Contributes to Community Recovery

Some of the recovery issues that local subcommittee members may address include:

- Development of the Agricultural Recovery portion of the Community Recovery Plan.
- Developing guidelines for mutual assistance (Farmer to Farmer)
- Development of strategies to repair or replace pasture fencing damaged by disaster.
- Repair of damaged farm facilities

- Rescuing lost animals
- Feeding and caring for livestock in damaged facilities
- Relocating animals to alternate facilities
- Finding solutions to livestock/farm product transportation disruptions caused by disaster
- Proper handling and disposal of deceased animal carcasses and damaged/unsaleable crops
- Harvesting crops from damaged fields (or when harvesting equipment is damaged or destroyed).
- Storm debris clean-up in farm fields

Relationship of Agriculture Subcommittee to Community Recovery Committee

The Chair of the Agricultural Recovery Subcommittee is also a member of the Community Recovery Committee, responsible for updating members about subcommittee activities and addressing committee member concerns about agricultural recovery issues.

Local Programs/Resources

Farmer-to-Farmer Assistance – Farm communities are often close-knit. When disaster strikes one farmstead, neighboring farmers band together to help the affected farmer clear fields, harvest crops, feed livestock, repair buildings and do other things to assist with recovery.

Local Co-Operatives – Minnesota co-ops, also known as cooperatives, are local businesses that are owned and run by those who shop at them. There are various kinds of co-ops that offer either goods or services and frequently both. A few examples of Minnesota co-ops include:

- Agricultural Co-0ps
- Food Co-ops
- Marketing Co-ops
- Service Co-Ops
- Purchasing Co-ops

Minnesota co-ops benefit the community by promoting the local economy and allowing consumers a voice and direct control over the variety of services and products that are available to purchase. They may also be able to assist members who have been affected by disaster.

Farm Bureau – The Minnesota Farm Bureau Federation, established 1919, is a general farm organization of affiliated county Farm Bureaus. The organization has 78 county Farm Bureaus and nearly 30,000 member families. The MN Federation sponsors a Farm Bureau Foundation, with activities and programs aimed at serving rural communities. Activities and programs include, but are not limited to supporting education and careers in agriculture, convening community forums and building coalitions and supporting efforts aimed at improving and serving rural communities. Foundation funds have been used, in some cases, to provide disaster assistance to affected farmers.

4H Clubs – Another service of the University of Minnesota Extension Office, Minnesota 4H clubs meet regularly to work on projects, perform community service and develop leadership skills. 4-H offers activities in:

- Science, engineering and technology
- Citizenship and leadership
- Healthy living
- Animal science

No matter which project they choose, 4-H youth will learn public speaking skills, how to collaborate, understand government and

community, and how to develop and reach life and career goals.

State Programs/Resources

Minnesota Department of Agriculture
The Minnesota Department of Agriculture (MDA) Sponsors several programs that can assist farmers recovering from disaster. These programs include:

- *Disaster Recovery Loan Program* - The Disaster Recovery Loan Program is designed to help farmers pay for the cost of clean-up and removal of debris, lost seed or other crop inputs (including machinery repair), feed and livestock when damaged by high winds, hail, tornado or flood and not covered by insurance. The program offers affordable financing to repair existing agricultural buildings to pre-disaster conditions.
- *Farm Advocate Program* - The Farm Advocate Program provides farmers, small business operators and other residents with one-on-one assistance. They are trained and experienced in helping farmers to access federal aid and other resources available to them in a time of crisis. They are also trained to provide emotional support for those recovering from floods and other natural disasters.

- Rural Finance Authority Programs - Ag Improvement Loan Program - This loan program can provide financing for buildings that have been lost to flooding and are being replaced with new buildings.

  Restructure II Loan Program - Farmers can use this loan program to refinance their debt, which will provide them with funds to repair flood damage of an agricultural nature. Under this program, the RFA works with a local lender to help farmers.

- Minnesota Farm Advocates - Farm Advocates provide one-on-one assistance for Minnesota farmers who face crisis caused by either a natural disaster or financial problems. Farm Advocates understand the needs of our agricultural families and communities. They are trained and experienced in agricultural lending practices, mediation, lender negotiation, farm programs, crisis counseling, disaster programs and to recognize the need for legal and/or social services.

- Minnesota Farmer Assistance Network (MFAN) - The Minnesota Farmer Assistance Network provides business and financial guidance at no cost to Minnesota farmers and farm families facing economic hardship. This network of volunteer financial analysts work in collaboration with farm business management instructors, extension educators and others with the expertise to help in several areas, including:
  - Financial Statement Preparation
  - Debt Restructuring
  - Business Reorganization
  - Farm Transition
  - Crisis Hotline - Staffed by veteran financial analysts who help farmers and producers facing crises. Includes referral services for lenders, farm business management instructors, and extension educators as well as legal advice and crisis counseling.
  - MFAN also serves as a referral for legal services, basic needs and mental health counseling.
- The MDA's Dairy and Food Inspection Division also inspects grocery stores and other food facilities to assess damage and help determine when they may reopen.

Farmer's Legal Action Group (FLAG)

FLAG attorneys have developed comprehensive resources for farmers who are recovering from natural disasters. They also help farmers manage their risk so they are better prepared when disaster hits. FLAG's services include:

- Providing training to farmers and farm advocates regarding USDA disaster programs
- Providing advice to farmers and farm advocates trying to navigate the various disaster programs
- Technical assistance for farmers to help them understand the record keeping required to access risk management and disaster programs
- Advocacy when farmers are not getting the benefits to which they are entitled

Federal Programs/Resources

US Department of Agriculture
Farm Service Agency (FSA) - The Farm Service Agency (FSA) is an office of the US Department of Agriculture. They maintain local offices with staff in over 70 Service Centers across Minnesota, assisting local farmers and agricultural businesses with questions about their programs.

In addition, the FSA sponsors a wide range of programs covering a range of areas from land conservation to disaster assistance and farm loans, including:

- Emergency Conservation Program (ECP)
- Emergency Forest Restoration Program (EFRP)
- Emergency Assistance for Livestock, Honeybees and Farm-Raised Fish Program (ELAP)
- Emergency Loan Program (ELP)
- Livestock Forage Disaster Program (LFP)
- Livestock Indemnity Program (LIP)
- Noninsured Crop Disaster Assistance Program (NAP)
- Tree Assistance Program (TAP)
- Dairy Indemnity Payment Program (DIPP)

Links

Farmers Legal Action Group (FLAG)

Farm Bureau

Farm Service Agency Disaster Assistance Programs Fact Sheet

MN Department of Agriculture Food and Agriculture Emergency Response

Minnesota Farmer Assistance Network (MFAN)

Minnesota 4H

U of M Extension Disaster Recovery

U of MN Extension Agriculture/Farm Information Line

MN Department of Agriculture Farm Advocate Program

MN Department of Agriculture Disaster Recovery Loan Program

"Agriculture is not crop production as popular belief holds - it's the production of food and fiber from the world's land and waters. Without agriculture it is not possible to have a city, stock market, banks, university, church or army. Agriculture is the foundation of civilization and any stable economy."
Allan Savory

CHECKLIST-Chapter 8

Agricultural Recovery

- ☐ Establish an Agricultural Recovery Subcommittee to address agricultural issues.
- ☐ Invite representatives of local agricultural agencies to join the Community Recovery Committee, as appropriate:
  - Farm Service Agency (FSA)
  - County (U of M) Agricultural Extension Svc
  - 4H Clubs
  - Farmers Legal Assistance Network (FLAG)

Chapter 9

Unmet Needs

If you only have time to do one thing for this section on Unmet Needs, create a group that will be responsible for initiating an Unmet Needs Subcommittee following a disaster.

Overview

After meeting the immediate needs of people affected by a disaster, efforts soon turn toward assisting them with longer-term challenges for housing, transportation, employment and other major needs.

As was mentioned in Chapter 2 of the guidebook, The Community Recovery Committee often establishes an **"Unmet Needs" Subcommittee**, to assist individuals and families who need additional resources beyond those provided by insurance and by federal, state, local and voluntary agency disaster assistance programs.

While many disaster-caused needs can be met through assistance from normal sources, other needs may appear which cannot be met through traditional means. These unmet needs, if not addressed can hinder an individual's or family's ultimate recovery.

Pre-disaster planning is particularly important when collecting resources and funds to meet these disaster-caused unmet needs.

Effective pre-disaster planning will address:

- Developing by-laws and other procedures for the conduct of meetings and for maintaining records of committee activities through meeting minutes, financial statements and other documents.
- Bringing groups, agencies and organizations together that have potential resources (goods, funds and services) with caseworkers who represent people affected by disaster.
- Developing the Unmet Needs section of the community pre-disaster recovery plan. Plan elements will include:
  - Stating how disaster assistance funds that are established by individuals, voluntary agencies, community organizations, businesses, financial institutions and sometimes governments will be accessed by the Unmet Needs Subcommittee.
  - Working with local human service and voluntary agency partners to develop a case management system, where caseworkers can interview people affected by disaster, verify their recovery needs, guide them through the disaster recovery process and work with the subcommittee to meet recovery needs that cannot be met by other programs.
  - In the event that the scope or length of the recovery effort requires more caseworkers than local resources can provide, the Unmet Needs Subcommittee assists with finding alternatives to augment case management capabilities.
  - Developing a method for people who are affected by disaster to register for Unmet Needs Committee assistance:
    - Through referrals from voluntary agency case workers.
    - Through referrals from government human services programs.
    - Through referrals from government disaster services programs (Individual Assistance, SBA loan programs, etc.), when available.
    - By applying directly to Unmet Needs Committee caseworkers.
  - Developing a system (or adopting an existing one, such as the Consolidated Aid Network - CAN), to collect and share

information collected by caseworkers with other service providers.
- Developing a system to prioritize needs to make sure that requests honored by the committee fulfill the most critical needs of the individuals or families asking for assistance (see Annex E of this guidebook for a sample point system that was used by the Unmet Needs Committee in Joplin, Missouri).
- Working with local government officials to develop or modify policies, ordinances, etc. (zoning, assessment policies, building standards, for example), to address unmet needs issues.
- Determining who will be tasked with handling funds and assets that may become available. Normally, this will be a voluntary organization with 501c (3) (Tax-Free Non-Profit) status, or another agency that has access to a voluntary agency that has 501c (3) status, and is willing to serve as a Fiscal Agent for the group.
- Establishing, developing and leveraging resources that can be used to meet client disaster needs. Establishing and maintaining a directory of available resources.

Minnesota Disaster Recovery (MDRF) Function Links

- MDRF Function 14 (Long-Term Community Recovery) – Provides guidance on establishment of a local Long-Term Recovery Committee and a case management system, which are both necessary to identify unmet needs and assist in developing strategies/solutions to meet them.

Committee Organization and Membership

The Unmet Needs Subcommittee concentrates on identifying, verifying and developing strategies to meet individual and family needs that remain after traditional resources are exhausted. Some suggested members to consider for the Unmet Needs Subcommittee include:

- The Local Emergency Manager
- A representative from Local Public Health
- Caseworkers (from government and/or voluntary agencies)
- Other Voluntary Agencies (with assets to contribute)
- Representatives from local community or "bank" funds established to assist those affected
- Community Organizations (Lions, Elks, VFW, American Legion, Rotary, etc.), that may be able to assist
- Local faith groups
- Local private sector representatives (with assets to contribute)
- Local elected officials
- Citizens
- Financial representatives

Committee Leadership Team

An Unmet Needs Subcommittee leadership team should be considered to coordinate group activities. The following leadership positions are recommended:

- Chair
- Secretary
- Treasurer
- Case Management Coordinator
- Local Volunteer Coordinator
- Local Donated Goods Manager
- Construction Coordinator
- Local government representative

The Unmet Needs Subcommittee is generally operated by staff and caseworkers from community, voluntary agency and faith-based organizations. The Unmet Needs Subcommittee Chair represents the subcommittee at Community Recovery Committee meetings.

Committee Goals and Principles

The goal of the Unmet Needs Subcommittee is to assist affected individuals and families by providing recovery materials, funds and services that they have not been able to obtain through "regular" assistance channels.

Unmet Needs Subcommittee members should be guided by the following principles as they perform their duties:

- *Donor Intent* – Goods and funds are typically offered by donors to meet specific needs, or for specific events. Whenever possible, donated goods and funds should be used to meet those needs before using them on other community projects.

  If donated funds or goods remain after unmet needs are satisfied, other projects that support the overall recovery may be considered by the Unmet Needs Subcommittee. Decisions made to do this should be well documented, so that any questions about the distribution process can be addressed.

- *Sequence of Delivery* and "Unmet Needs" – Individuals, families and businesses recovering from disaster are expected to make maximum use of their own resources (personal funds, insurance proceeds, etc.), before requesting assistance from government or other entities. In order to honor this concept, a Sequence of Delivery of Disaster Assistance has been developed to guide those affected through the assistance process and to prevent possible gaps and duplications in assistance provided.

Public Information

After disaster strikes, communicate with the public quickly about how they can help those affected with donated funds. Emphasize that cash donations to non-profit organizations that are assisting is the best way to help, and highlight any local financial institutions, neighborhood associations and foundations that may have established community disaster recovery funds.

It is also important to let people who have been affected by the event know how they can register to receive disaster assistance.

Identification of Needs and Resources

Donated goods, services and funds should be used to meet needs of those affected that are **verified** and **documented** by disaster case workers (see Disaster Case Management below). Individuals, families and businesses who may need assistance from the Unmet Needs subcommittee should meet with a case worker to discuss possible needs beyond those covered by personal or business funds, insurance proceeds or goods/funds from other assistance programs.

Case Management

Disaster case management is a partnership between the Unmet Needs Subcommittee, resource/service providers and agencies representing clients who need recovery assistance. Together, they collaborate to develop strategies to verify client needs and find resources necessary to assist clients in finding their "new normal," accomplishing their recovery plans.

Typically, voluntary agencies (Red Cross, Salvation Army, Lutheran Social Services, Catholic Charities and others), provide client case management support for individuals and families (for the short-term) and support the Unmet Needs Committee .

For larger, longer-term disaster recovery operations, the Unmet Needs Subcommittee may need to make arrangements for additional case management support to augment their

operations. In some cases, voluntary organizations or faith based groups may provide additional funding for case management to Unmet Needs groups. For disasters that have been declared for Individual Assistance (IA), FEMA may also be able to provide financial assistance for disaster casework through the Disaster Case Management Program (DCMP).

City and county level agencies should take the lead in this process, augmented by state and national level Voluntary Organizations Active in Disaster (VOAD) when available. Be sure to determine which agencies will be present for recovery activities and which will curtail assistance once the response phase ends.

Fundraising

In the immediate aftermath of disaster, members of the public look for ways to help those affected, typically by donating needed goods, volunteering their time and, in many cases, donating money to meet disaster victim needs. In response, voluntary agencies, local banks and foundations, businesses, governments, and in some cases, "ad hoc" groups may establish "funds" to collect donated money during this time. Thanks to increased media reporting, a majority of the funds that will be used later by Unmet Needs Subcommittee members are also collected during this time.

Funds are collected from the public in several ways:

- *Donations to voluntary agencies* – Often the best way for the public to assist those affected by disaster. Goods or funds donated to voluntary agencies are managed, distributed and in some cases, disposed of by the receiving organization. Voluntary organizations receiving donated funds (who are not acting as Fiscal Agents for Community Recovery or Unmet needs Committees) receive, account for and distribute them according their own organization guidelines.

  In the event they are serving as the Fiscal Agent for a Recovery or Unmet Needs Committee, the agency will handle the funds in accordance with committee policies.
- *Local Bank Funds* – Local banks, Credit Unions, Savings and Loans and other financial institutions establish funds where donors can contribute to assist those affected by disaster. A good way for local banks to make the most effective use of donated funds is to contribute them to the general Unmet Needs pool
- *Local Foundations* – Local Foundations (such as the Central MN Initiative Foundation, McKnight Foundation, etc.), can play a significant role in local long-term recovery/unmet needs efforts. Depending upon the situation, the foundation may either contribute funds to the general Unmet Needs pool or dedicate funds to specific needs or projects. When making decisions about using "targeted" funds, foundation representatives would make decisions about needs that the foundation will address, according to their giving guidelines.
- *Funds from local businesses* - In some cases, funds (or goods) may be offered to the general pool or be targeted toward specific needs from local businesses. As with foundations, decisions about using "targeted" funds would be made by business representatives, according to their giving guidelines.
- "*Telethons"* – Local media outlets will sometimes sponsor "telethons" to raise funds for disaster victims. In some cases however, telethon organizers may be unsure about how the funds collected should be used. If this is the case, suggest that the funds received be given to the Unmet Needs fund pool, to be distributed according to needs verified by caseworkers.

- City/County Official ("Mayor's") Funds – Are sometimes established in the heat of a disaster response. Accounting for and distribution of funds donated to the government can prove to be problematic if advance arrangements have not been made to develop policies for how the assets are to be handled. If possible, funds collected should be donated to the Unmet Needs Subcommittee, so that they can be distributed according to verified needs.

The challenge with several of these approaches is that they often collect funds without a specific plan for how funds received will be distributed, or that their plans may interfere with other assistance programs in some manner (duplication of benefits, for example). Your plan should include a strategy for inviting these groups to contribute funds collected to the Unmet Needs Committee pool.

As assistance continues, the public's interest in the community's continuing recovery often wanes, as it becomes overshadowed by other events being reported by the media. It may become necessary to make appeals to funders and to the public during this time, so that Unmet Needs Committee work can continue.

Making Funding Decisions

When well managed and distributed, donated funds can significantly contribute to the level of help available to people affected by disaster. On the other hand, poorly managed funds and poorly thought out distribution strategies can squander available funds and negatively impact the recovery process.

Generally speaking, money offered by the public to "community" or "bank" funds to assist disaster victims should be "pooled" for use by the committee to satisfy unmet needs. Representatives of each fund should be invited to participate in decision-making activities.

Distribution – The best method for determining how funds collected will be distributed to clients is to base funding decisions on **verified needs**, **identified by caseworkers** through interviews with individuals/families requesting assistance. In this way, members will be making funding decisions based on needs identified and validated through the case management process, according to prioritization guidelines, and on consensus of committee members.

Other distribution approaches (such as offering a set amount of money to all residents who can prove that they live/work in the affected area) may seem fair, but will not prove effective, because people who don't really need assistance will receive it and those who need additional help to recover will be underserved. In addition, it will be easier to justify funding decisions made when questions arise about how funds were used if they were based on verified disaster-caused needs.

Often, the Unmet Needs Subcommittee will feel pressure to distribute donated funds early in the recovery effort, rather than to hold them to meet needs not covered by other resources. This should be resisted if possible, so that unnecessary duplications in service are minimized and so that funds are available later to address unmet needs.

Record-Keeping – It is very important for agencies managing donated goods or funds to keep accurate records of details about how donations are being managed and later distributed. Funds received should be handled according to standard accounting procedures.

"Recovery is not only about the restoration of structures, systems and services – although they are critical. A successful recovery is also about individuals and families being able to rebound from their losses, and sustain their physical, social, economic and spiritual "well-being."

-National Disaster Recovery Framework-

Links

- Long-term Recovery Best Practices – Wadena, MN
- National Disaster Recovery Framework
- Minnesota VOAD Long-term Recovery Manual
- Disaster Case Management Program Guidance

CHECKLIST

Chapter 9

Unmet Needs/Long-term Recovery

- ☐ Create an Unmet Needs Subcommittee prior to an event.
- ☐ Convene meetings with potential Unmet Needs Subcommittee members. Members should represent organizations with financial, material or labor assets to provide as assistance, or that provide casework services to verify unmet disaster needs.
- ☐ Arrange for a Fiscal Agent to handle donated recovery funds.
- ☐ Provide unmet needs assistance to clients, based needs verified by caseworkers.
- ☐ For larger (Presidentially declared for Individual Assistance) disasters, work with HSEM to request Disaster Case Management (DCM) support, if needed.

Community Recovery Plan

Chapter 10

Additional Considerations

If you only have time to do one thing for this section on Additional Considerations, make a directory of additional agencies who may be able to assist with the situations noted, including contact numbers for key individuals.

Overview

As was shown in the previous chapters of this guidebook, a plan for community recovery after a disaster strikes can be a very large task, involving many people from government and voluntary agencies, community and faith groups, businesses and local foundations.

In this chapter, we will briefly discuss some additional resources and considerations that you will likely need to include in your community recovery plan, including:

- Establishing or supporting Disaster Recovery (or Assistance) Centers
- Addressing unsolicited donations of goods, funds and the services of unaffiliated disaster volunteers
- Student Aid Assistance
- National Flood Insurance Program (NFIP)
- A timeline for disaster recovery

Disaster Recovery (Assistance) Centers

Temporary facilities are often established in or near impacted areas where those affected can go for information and assistance. These facilities are called **Disaster Recovery Centers** when established by the Federal Emergency Management Agency (FEMA), **Disaster Loan Outreach Centers** (DLOC's – when operated by the Small Business Administration), or **Disaster Assistance Centers** when opened by state or local government.

In some cases, responding voluntary agencies may collaborate to establish **Multi-Agency Resource Centers** (MARC's) as a one-stop-shop location to offer services from several volunteer groups.

Disaster Recovery Centers (DRCs) are staffed with specialists from FEMA, Small Business Administration (SBA), state agencies and a wide variety of disaster recovery representatives from local government and voluntary agencies with disaster-related assistance or information.

For disasters that have not been declared for federal assistance, the state or local government may open *Disaster Assistance Centers (DACs)*, staffed by representatives of state, local and voluntary agencies that may be able to provide advice or assistance to those affected.

In some cases, local voluntary agencies may also establish *Multi-Agency Resource Centers* (MARCs), to provide a single location where clients may come to receive assistance and information from a wide variety of participating voluntary agencies.

Some of the services that Disaster Recovery/Assistance Centers and Multi-Agency Resource Centers may provide include:

- General guidance regarding disaster recovery (All facilities)

- Clarification of any written correspondence received (DRC's and DLOC's)
- Housing assistance and rental resource information (All facilities)
- Answers to questions, resolution to problems and referrals to agencies that may provide further assistance (All facilities)
- Status of applications being processed by FEMA (DRC's)
- SBA program information (DRC's/DLOC's)

FEMA has developed a short video about Disaster Recovery Centers.

Contact state disaster recovery staff for advice on how to establish Disaster Assistance Centers, should they be needed in your area.

The Red Cross has also developed a Multi-Agency Resource Center Planning Resource to provide guidance on establishing a MARC to assist those affected by disaster.

Donations and Volunteer Management

Local government is responsible for managing **unsolicited** (not asked for) donated goods and monetary donations that may be received from the public. They are also responsible for the management of **unaffiliated** disaster volunteers who come to help, but who are not members of a recognized voluntary organization. These goods, funds and volunteers can be used to assist with personal debris removal, cleaning and repair of homes and other community recovery and unmet needs tasks.

Communities establish local Volunteer and Donation Coordination Teams, prepare donated goods and volunteer management plans and develop resources (facilities, warehouses, reception centers, etc.) to manage goods and the efforts of volunteers. The Coordinator of the Volunteer and Donations Management Team is also a member of the Community Recovery and Unmet Needs Committees, so that donated resources and volunteer labor are integrated to the maximum extent possible to address unmet needs.

Detailed information on how to establish and operate Disaster Volunteer Reception Centers and donated goods management facilities and systems is contained in a Local Donations and Volunteer Management Handbook, available in the Resource Section of the HSEM website.

Debris Management

One of the biggest challenges to community recovery involves developing and implementing a strategy to deal with damaged furniture and appliances, building and landscaping materials and other debris caused by disaster or generated by the recovery effort. A Debris Management Guidebook is available on the HSEM website to help communities address these issues.

Disaster Legal Assistance

Free legal help may become available for low-income individuals and families affected by disaster through the Disaster Legal Services (DLS) program.

Under the authority of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 1974, when the President declares a disaster, FEMA, through an agreement with the Young Lawyers Division of the American Bar Association, provides free legal help for survivors of that disaster when requested through state, local, tribal, and territories.

Disaster Legal Services (DLS) provides legal assistance to low-income individuals who, prior to or because of the disaster, are unable to secure legal services adequate to meet their disaster-related needs.

DLS is provided for survivors of presidentially declared major disasters only. Disaster legal advice is limited to cases that will not produce a fee. Cases that may generate a fee are turned over to the local lawyer referral service.
The following are the types of disaster legal assistance that local lawyers typically provide:

- Help with insurance claims for doctor and hospital bills, loss of property, loss of life, etc.
- Drawing up new wills and other legal papers lost in the disaster
- Help with home repair contracts and contractors
- Advice on problems with landlords

Federal Student Aid Disaster Assistance

Students/federal student loan borrowers who have been impacted by a federally declared disaster may be able to receive assistance from the US Department of Education, including extensions of "in-school" time, or administrative forbearances to temporarily postpone or reduce student loan repayments. Additional information about Federal Student Aid Disaster Assistance can be found by clicking on this link.

Public Assistance

Repair/Restoration of roadways, public buildings and other community infrastructure in the aftermath of disaster is an important component of your overall community recovery. Detailed information/guidance on Public Assistance issues and procedures can be found on the HSEM Recovery Resources page.

Hazard Mitigation

Mitigation Plans form the foundation for a community's long-term strategy to reduce disaster losses and break the cycle of disaster damage, reconstruction, and repeated damage. The planning process is as important as the plan itself. It creates a framework for risk-based decision making to reduce damages to lives, property, and the economy from future disasters. Hazard mitigation is sustained action taken to reduce or eliminate long-term risk to people and their property from hazards.

Hazard mitigation planning reduces the risk to people and property, and reduces the cost of recovering from a disaster. A hazard mitigation plan can help communities become more sustainable and disaster-resistant by focusing efforts on the hazards, disaster-prone areas and identifying appropriate mitigation actions. Effective mitigation planning and efforts can break the cycle of disaster damage, reconstruction, and repeated damage.

Visit the HSEM website for detailed information about how the Hazard Mitigation Program can contribute to community recovery planning efforts.

Flood Insurance

In Minnesota, riverine and overland flooding is often responsible for our most destructive, expensive (and hardest to recover from) disasters. This is because damage from most other events (tornadoes and other windstorms, hail, fire, etc.) is covered under homeowner or business insurance policies, but flood damage is not. To address this need, flood insurance from the National Flood Insurance Program, may be available to homeowners. Click on the above link to learn more about the flood insurance program.

Damage from sewer backups is also not covered under traditional business and homeowner's insurance policies, unless an additional "sewer backup rider," is purchased.

A Recovery Timeline

While the response phase of most disasters lasts from a few days to a week, community disaster recovery can take many years to complete.

Pre-Disaster Preparedness (Preparedness Phase") – (Before disasters begin)

From a community preparedness standpoint, this is the most important time period for those developing pre-disaster community recovery plans. In this phase, possible disaster impacts are identified and a team of government officials, voluntary agencies and local business and community groups form a *Community Recovery Committee (CRC)*.

In turn, the CRC collaborates to develop a plan to address identified potential disaster impacts in the most effective and efficient way possible.

A proactive approach to recovery such as this will make available a wider selection of assistance to community members in a timely manner and prevent possible errors/omissions that might be made during a more reactive, "ad hoc" disaster recovery effort.

Short-Term Recovery ("Response Phase") (From event occurrence to days after the event)

During this phase, life safety and property protection activities take place. Government and voluntary agencies care for those affected by the situation. Some of the recovery issues that arise immediately after disaster strikes include:

- Emergency feeding and sheltering (mass care), is provided to disaster victims by government and voluntary agency responders.
- Points-of-Distribution (PODs), may be established to provide necessary bulk supplies to those that need them.
- Local damage and impact assessments are made to determine what types of assistance may be needed to help the community recover.
- Depending on the severity and media coverage of the disaster, be prepared to immediately address the management of donations and volunteers. This can be addressed through use of your existing donation and volunteer plan as well as your public information plan. Release initial messages about how the public can help those affected in the best way. Public interest in the disaster and on recovery efforts will be at its height during this time.
- Activate the Community Recovery Committee (CRC – as required).
- Participate in HSEM/MNVOAD coordination teleconference calls (when established). Contact the HSEM Volunteer Resource Coordinator to initiate these calls if they are needed but have not yet been established.
- Work with emergency management to obtain damage and impact assessment information to determine extent of the event. Based on assessment results, work with other Community Recovery Committee members to begin gather resources to address expected unmet needs.
- Work with local CRC business partners to support business recovery.
- Work with local Public Health officials to address health and welfare issues that may arise, due to the disaster situation. Identify adults and children who may benefit from counseling or behavioral health services. If the situation warrants, work with local public health officials to consider the

possibility of applying for Crisis Counseling Program (CCP) Grants.
- Working with local Public Works officials, identify debris staging areas and procedures for debris removal.

Intermediate-Term Recovery ("Recovery Phase") (weeks to months after the event)

- Support emergency management efforts to establish or activate one or more Disaster Assistance Centers (or working with state and federal officials to jointly open Disaster Recovery Centers, if the situation warrants).
- Work with local Human Services agency and voluntary agency partners to establish (or activate) a local "Unmet Needs" group to assist those affected by disaster with their recovery.
- Provide accessible interim housing solutions
- Initiate the debris removal program, established earlier.
- Support reestablishment of businesses where appropriate
- Ensure continuity of physical and emotional health care through temporary facilities, or repair of existing facilities.
- Inform community members of opportunities to build back stronger

Long-Term (Months to years after the event)

- Develop permanent housing solutions
- Rebuild infrastructure to meet future community needs
- Implement economic revitalization strategies
- Facilitate funding for business rebuilding
- Follow-up for ongoing counseling, behavioral health and case management services

Links

- MN HSEM Local Donations and Volunteer Management Guidebook
- MN VOAD Community Long-Term Recovery Guidance
- FEMA Disaster Recovery Center Video
- FEMA DRC Locator
- FEMA Long-term Community Recovery

- National Voluntary Organizations Active in Disaster
- Minnesota Voluntary Organizations Active in Disaster
- HSEM Recovery Resources
- HSEM Hazard Mitigation Planning
- Federal Student Aid Disaster Assistance guidance
- National Flood Insurance Program (NFIP)

*"Because you never know when the day before…**Is** the day before. Prepare for tomorrow."*

-Bobby Akart-

CHECKLIST-Chapter 10

Additional Considerations

- ☐ Participate in Disaster Recovery Centers and Disaster Loan Outreach Centers, if established by FEMA, or the SBA
- ☐ Consider establishing Disaster Assistance Centers for disasters that are not federally declared
- ☐ Gather information about the scope of the event. Prepare to address recovery possible recovery activities, as required.

Attachments

Attachment A – Community Recovery Planning Checklist

Attachment B – Local Disaster Recovery Manager (LDRM) Position Description

Attachment C – Community Action Program Directory

Attachment D – Recovery Checklist For Unmet Needs Management

Attachment E – Sample Priority List (from Joplin, Missouri Tornado Community Recovery Committee)

Attachment F – Unmet Needs Assessment Form (HSEM)

Attachment G – Sample Community Recovery Committee By-Laws

Attachment A

Community Recovery Planning Checklist

(Pre-Disaster)

Completed	Task
	Appoint a Local Disaster Recovery Manager (LDRM) to lead local preparedness, pre-disaster recovery and mitigation planning efforts. Given the importance of this duty, consider appointing and training more than one person to do this, so that a trained LDRM is always available to lead community recovery efforts.
	Establish a Community Recovery Committee. Typical members include: • City/County agency representatives (Emergency Management, Administration, Public Works, Law Enforcement, Fire, Human Services, Health, Parks and Recreation • Local Donated Goods and Unaffiliated Volunteer Managers • Local Voluntary Organizations (active in disaster) • Faith-Group representatives • Business community representatives • Local Foundations
	Plan for flexible administrative structures adaptable to the particulars of the disaster. Keep in mind that new working relationships will need to be formed and that client groups inside and outside of city hall will seek to work with staff with whom they are most familiar.
	Identify vulnerable areas and people, businesses, etc., who are most at risk in various disaster scenarios. Engage community mapping initiatives that visually depict/identify known vulnerable geographic areas and infrastructure systems, at-risk population groups, economically disadvantaged neighborhoods/communities and other projected post-disaster impacts.
	Make sure that all community groups, businesses and resource organizations understand how the government will respond and where they fit in the recovery process. Establish roles and relationships utilizing the incident command system.
	Establish agreements and mechanisms between agencies to address surge capacity needs.
	Develop a process for informing community leaders and state officials about disaster recovery impacts.
	Work with elected leadership (Mayor, County Commissioner, etc.) to develop an emergency executive order assigning emergency responsibilities to city/county agencies in the event of a disaster/emergency.
	Work with local public information officer to develop a recovery information strategy. Develop contacts with local media: • Newspapers • Radio • Television • Social Media Work with the Public Information Officer to pre-script common disaster recovery messages.

Completed	Task
	Establish and maintain contacts with local community groups and organizations: • Business community • Schools • Chambers of Commerce • Volunteer ("Hands On") centers • Voluntary organizations • Faith-based groups • Access and functional needs groups • Minority/underserved community representatives • Local foundations
	Develop a community recovery vision statement and draft community recovery goals, with input from: • The general public • Local government • The Community Recovery Committee • Other stakeholders (as appropriate)
	Establish subcommittees to address the following recovery activities. Charge each subcommittee with developing the portion of the community recovery plan, covering their activity: • Community Planning and Capacity Building • Economic Recovery • Health and Human Services Recovery • Housing Recovery • Infrastructure Recovery • Natural and Cultural Resource Recovery • Agriculture Recovery • Unmet Needs
	Ensure plans, agreements and operational initiatives address the provision of disability-related assistance and functional needs support services.
	Integrate pre-disaster planning for recovery into other ongoing community planning activities. For example, when preparing economic development strategies, include a component for business hazard mitigation, resumption and recovery. Do likewise for neighborhood planning.
	Be practical; don't focus entirely on catastrophic scenarios. Risk reduction is always an achievable goal and all incremental risk reductions count.
	(Economic) Anticipate how ongoing federal or state economic development assistance programs could be refocused as recovery resources for particular business districts or areas.
	(Economic) Anticipate how redevelopment powers could be applied in the post-disaster setting, including the potential expansion or reconstituting of existing development districts.
	(Economic) Recognize that short-term survival of the damaged business district is critical to long-term recovery.
	(Economic) Encourage private-sector pre-disaster planning for protection and/or redundancy of important business records and documentation.
	(Housing) Work with local non-profit housing agencies to establish post-disaster roles.

Completed	Task
	(Housing) Identify resource and assistance programs in advance that can be activated following a disaster. Do not overlook foundations or philanthropic agencies that would not otherwise be involved in housing. Plan for ways existing city/county housing programs (eg. rehabilitation) to be refocused following a disaster.
	(Housing) Adopt a policy or ordinance to deal with non-conforming uses.
	(Housing) Evaluate local housing market conditions (elasticity) to anticipate how varying levels of need could be addressed.
	(Natural and Cultural) Consider historic preservation needs and strategies in pre-event planning.
	Distribute draft plan for review and solicit comments on it • At public meeting(s) • At special meetings for key individuals/groups • From local government officials • From state/federal partners • From other interested partners/agencies

	Establish a community recovery funding strategy. Review possible funding sources:
	• Local/State/Federal agencies
	  ○ Individual disaster assistance (IA)
	  ○ Public Assistance (PA)
	  ○ Small Business Administration (SBA)
	  ○ Hazard Mitigation Grant Program
	  ○ Agriculture
	  ○ Housing (MHFA “Quick Start” and “Fix Up Fund” loans)
	• Not-For-Profit Organizations (Voluntary, Faith-Based Agencies, etc.)
	• Business community
	• Private foundation grants

	Work with local government officials to develop building and accessibility codes and land use standards, as well as enforcement mechanisms which can reduce vulnerability to future disasters.
	Update the community recovery plan • Establish a schedule for plan reviews • Make changes/modifications to plan as needs/situations change
	Provide regularly progress reports on community recovery activities to stakeholders

(After the Disaster Strikes)

Completed	Task
	Appoint a Local Disaster Recovery Manager (LDRM) and implement disaster recovery management plan. If starting with no pre-arranged plan, define activities and duties described above, as situations permit.
	Implement emergency executive order assigning emergency responsibilities to city/county agencies in the event of a disaster/emergency, as the situation warrants.
	Work with Public Information Officer to inform the public about the most effective way to assist those affected by disaster. Emphasize that the most effective way to help is to give money directly to the voluntary agency of their choice that assists those affected by disaster. A list of Minnesota voluntary agencies that do this can be found at the MNVOAD website (www.mnvoad.org). Also highlight local "bank" or community agency funds that may be established to provide assistance.
	Determine the extent/type of damages (information typically comes from local damage assessment reports submitted by the emergency manager).
	Identify the potential long-term community impacts of the damages noted • Damaged homes and businesses • Damaged public facilities and infrastructure • Utility damage/outages • Temporary/permanent job loss • Physical and emotional injury issues (crisis counseling) • Environmental/natural resource issues
	Ensure that recovery efforts are integrated with government offices, the private sector and Non-Governmental Organizations (NGO's) during the development and implementation phase of recovery projects and activities. Include efforts to raise and leverage recovery funds.
	Work with local donations manager to implement local donated goods management plan (as necessary). If plans were not previously developed, work with State Donations Manager and voluntary agencies with goods management expertise to set up an "ad hoc" donated goods management program. (See the Local Donations and Volunteer Management Guidebook for information on how to do this).
	Work with local volunteer coordinator to implement local volunteer management plan (as necessary). If plans were not previously developed, work with State Volunteer Manager and voluntary agencies with unaffiliated volunteer management expertise to set up an "ad hoc" volunteer management program. (See the Local Donations and Volunteer Management Guidebook for information on how to do this).
	Lead efforts to restore and revitalize all sectors of the community, including local critical infrastructure and essential services, utilities, business retention and the redevelopment of housing units damaged, disrupted or destroyed by the disaster.
	Manage rebuilding so that risk reduction and mitigation opportunities are optimized and comply with standards for accessible design.

Attachment B - Job Description

Local Disaster Recovery Manager

Title: Local Disaster Recovery Manager (LDRM)

Reports to: Emergency Management Director

Job summary

Successful recovery depends on all recovery stakeholders having a clear understanding of pre- and post-disaster roles and responsibilities. In keeping with the *National and Minnesota Disaster Recovery Framework (NDRF/MNDRF)* principles, clearly defined roles and responsibilities are a foundation for unity of effort among all recovery partners to jointly identify opportunities, foster partnerships and optimize resources.

Basic functions of the Local Disaster Recovery Manager

- Serve as primary point of contact (POC) for local community disaster recovery preparedness efforts.
- Coordinate the development, training and exercise of the community disaster recovery plan.
- During times of disaster/emergency, work with the State Disaster Recovery Coordinator (SDRC) to augment local community disaster recovery capabilities.
- Work with recovery coordinators and public information staff leads at the State and Federal levels to facilitate the development of a unified and accessible communications strategy.
- Participate in damage and impact assessments with other recovery partners.
- Organize and support recovery planning processes, which includes individuals with disabilities, limited English proficiency and others with access issues, seniors and members of underserved communities, to fully engage constituents' input and result in development of the Tribe's recovery visions, priorities, resources, capability and capacity.
- Communicate recovery priorities to State and Federal governments and other recovery stakeholders and supporters.
- Incorporate critical mitigation, resilience, sustainability and accessibility-building measures into recovery plans and efforts that are developed.
- Lead the development of the community's recovery plans and ensure that they are publicly supported, actionable and feasible based on available funding and capacity.
- Coordinate State, Tribal, Federal and other funding streams for recovery efforts and communicate issues and solutions to recovery assistance gaps and overlaps.

Minimum Requirements/Abilities

Persons appointed to serve as Local Disaster Recovery Managers must demonstrate good interpersonal skills when dealing with committee members, representatives from government and from voluntary organizations active in disaster, emergency response personnel, donors, the public, and representatives of the business community participating in disaster/emergency response operations. Local Disaster Recovery Managers must be well versed in the concepts surrounding the handling of community

recovery, management of unsolicited donated goods, management of unaffiliated volunteers and strategies for managing and accounting for donated funds. A current driver's license and a clean driving record are necessary, if duties assigned will require the use of a government vehicle. A background check may be required, depending upon the situation. Persons selected must possess basic computer skills and familiarity with MS Word (word processing), MS Excel (spreadsheet) and MS Outlook (messaging/calendar software). Public speaking skills may also be required if asked to speak about community recovery topics or recovery instructions for the public thru media interviews.

Training Requirements

Local Disaster Recovery Managers would benefit from taking the following emergency management courses:

- Donations Management Workshop (G-288)
- The Role of Voluntary Agencies in Emergency Management (Independent Study)(IS-288)
- National Incident Management System (NIMS) An Introduction (Independent Study)(IS-700)
- National Response Plan (NRP) An Introduction (Independent Study)(IS-800)
- Incident Command (Entry/Basic/Intermediate/Advanced Levels) (ICS 100-400) (FEMA version or MNIMS equivalent)

Additional training opportunities may be offered by voluntary organizations that are active in disaster.

Time commitment for the position

Local Disaster Recovery Manager plays a critical role in the operation of the Community Recovery Committee. When staffing situations permit, Local Disaster Recovery Managers will work 8-hour shifts. Under certain circumstances, Local Disaster Recovery Mangers may be asked to work more than eight hours per day while additional support is being arranged for.

Length of Appointment

People selected as Local Disaster Recovery Managers may serve in the position for as long as they wish, with the approval of the appointing authority..

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Minnesota Community Action Programs
(Attachment C)

Itasca

KOOTASCA Community Action
1213 SE 2nd Avenue, Grand Rapids, MN 55744 (Main office)
218-327-2941 or 800-422-0312
www.kootasca.org

Annex D – Recovery Checklist for Unmet Needs Management

Goal – Provide needed assistance for people affected by disaster in cases where government and other traditional assistance programs are not available or are insufficient to do so.

Activity - Establish an Unmet Needs Committee to promote collaboration and coordination among local government agencies, voluntary organizations, community organizations and the business community to address unmet recovery needs of individuals and families.		
Completed	Action Steps	Responsibility
	Include existing community organizations as members of the Unmet Needs Committee • Public Health • Human Services • Voluntary Organizations • Community Organizations and Faith Groups • Foundations • Representatives of local community or bank funds established • Local elected officials • Chamber of Commerce and business community representatives	Emergency Management
	Appoint Unmet Needs Committee Leadership • Chairperson • Secretary • Treasurer • Case Management Coordinator • Local Volunteer Coordinator • Local Donated Goods Manager • Construction Coordinator • Local Government Representative	Emergency Management and Unmet Needs Committee Members
	Participate in Community Recovery Committee meetings and activities	Unmet Needs Committee Chair
	Participate in ongoing Unmet Needs Committee meetings and activities	Emergency Management
Activity – Develop an Unmet Needs Committee Plan and Process.		
Completed	Action Steps	Responsibility
	Convene and facilitate regular meetings of the Unmet Needs Committee	Unmet Needs Committee Leadership

Completed	Action Steps	Responsibility
	Develop "By Laws" to establish: • Organizational structure • How the committee will operate • Guidance on how funds will be used • Accountability for funds received	Unmet Needs Committee Leadership
	Establish a Case Management System • Referrals from Voluntary organizations • Referrals from local human services agencies • From case managers hired by Unmet Needs Committee	Unmet Needs Committee Members
	Make arrangements for additional case management support (for larger or longer-term recovery operations) • Additional caseworkers from voluntary agencies • Assistance from local human services agencies • Hire additional caseworkers with funds donated from voluntary agencies/faith groups • Apply for assistance from Disaster Case Management Program (when available)	Unmet Needs Committee Members
	Establish a client registration system and procedure to identify, collect, verify and share information about client unmet disaster needs • Consolidated Assistance Network (CAN) • Another automated case management system • Pen and paper record-keeping system (if automated case management systems are not available)	Unmet Needs Committee Members
	Establish procedures for coordinating local fundraising efforts with Unmet Needs Committee activities • Community or bank funds • Additional financial assistance from voluntary agencies • Backing from local foundations • Assistance from local businesses • Direct appeals to the public for funds • Discourage establishment of government agency-managed funds	Unmet Needs Committee Members and Public Information Officer
	Establish a strategy for distributing assistance to people with unmet needs • Honor donor intent • Follow the "Sequence of Delivery of Disaster Assistance" • Respect client confidentiality • "Prioritize" assistance so that the most critical needs are addressed first (See Annex E of this guidebook for an example priority list)	Unmet Needs Committee Members

Completed	Action Steps	Responsibility
	Arrange for an agency to serve as a "Fiscal Agent" for funds received by the committee • A local foundation • A voluntary agency with IRS Code 501 (C) (3) status	Unmet Needs Committee Leadership & Members
	Develop public information messages about Unmet needs Committee efforts. • How people who need assistance can register to receive it • Progress reports on committee activities • Appeals for additional funding/support	Unmet Needs Committee Members and Public Information Officer
	Work with local officials to develop or modify policies to address unmet needs issues • Zoning • Building codes • Assessments and local taxes • Debris removal	Unmet Needs Committee Members, Emergency Manager and other applicable government agency staff

Annex E – An Example "Point System" for Needs Prioritization

The following unmet needs point system was established by the Unmet Needs Committee formed in response to the Joplin Tornado on May 22, 2011. Your priority list may differ from this example, based on local threat assessments and community policies.

PRIORITIZING NEED

Assistance will be provided in order of priority and based on the availability of resources. Priority is determined by a variety of factors, including: household size, scope of unmet need, other assistance provided, children in the home, current housing status, elderly individuals or individuals with disabilities residing in the home. Requests that meet the eligibility requirements will be rated and ranked based on the selection criteria in comparison to other projects submitted.

All requests will be rated on a 100-point scoring system and ranked in order of how they scored.

SELECTION CRITERIA

1) **Need and Household Composition (40 points)**
   0-10 points – Number of Persons Impacted

   0-10 points – Number of Children (under the age of 18) residing in the home

   0-10 points – Individuals who are elderly or have significant disabilities residing in the home

   0-10 points – Current Housing Status (homeless, FEMA THU, living with family, etc.)

2) **Impact (30 points)**
   0-10 points – Project Readiness

   0-10 points – Documentation of Lack of Other Affordable Housing Options that meet the household need

   0-10 points – Cost Effectiveness/ Project Feasibility

3) **Other Resources Available (30 points)**
   0-10 points – Other State/Federal Assistance

   0-10 points – Cash Contribution (Out of Pocket, Insurance, etc)

0-10 points – In-Kind Contribution for Construction Projects Only (Manual Labor, Materials)

Annex F – Unmet Needs Assessment Form

PERSONAL CONTACT INFORMATION

Name_____ Phone Number_____

Cell Phone Number_____ Email Address_____

Disaster Address_____Zip_____

Current
Address_____Zip_____

Alternate
Contact_____

DAMAGE AND IMPACT INFORMATION

How much damage did you sustain? _____

_____

Are your damages and losses covered by insurance? _____

_____

Who is your insurance company? _____Have you filed a claim? _____

Are you able to stay in your home? _____

If you are unable to stay in your home, where are you staying? _____

_____

Do you have children living with you? _____

Who have you been depending on for support? _____

Would you like resources for emotional care? _____

What kind of assistance do you need? _____

_____

Have you been working with any agencies or organizations on your disaster recovery? (If yes, list)_____

_____

A long term recovery committee may be formed in your community. Can someone contact you about you and your families unmet needs and may we share this information with other disaster recovery staff in an effort to assist you? _____

(Signature)

(Date)

Attachment G – Sample Community Recovery Committee (or Unmet Needs Committee) By-Laws

The following sample Community Recovery Committee By-Laws were adapted from by-laws for a Community Recovery Committee recommended by the National Voluntary Organizations Active in Disaster (NVOAD). Your Community Recovery Committee by-laws may differ from the sample in order to reflect the make-up of your local committee organization. The sample may also be used for an Unmet Needs Committee by making changes recommended in Article 9, Section 3.

ARTICLE 1: Community Recovery Committee Group Name

Section 1: The name of the committee shall be (Name)

ARTICLE 2: Purpose of the Community Recovery Committee

Section 1: The (Name of Group) sets forth these operational procedures to establish and maintain a network within and on behalf of the faith-based, non-profit, governmental, business and other organization and agencies which will provide a coordinated recovery effort to the (Date, type of disaster, affected counties & State)

Section 2: (Name of Group) will provide coordinated management of the Community recovery to residents and provide additional Community assistance to individuals affected by the disaster who do not have adequate personal resources for basic needs as a result of the disaster.

Section 3: (Name of Group) will provide spiritual, emotional, physical and financial resources to those affected by the disaster regardless of race, creed, color, gender, sexual orientation, disability or religious preference.

ARTICLE 3: Membership

Section 1: Each participating faith-based (diocese, presbytery, conference, et.al.), non-profit, governmental, business, and other organization and agency providing financial support, material, and/or labor for the work of (Name of Group) is considered a Member Organization.

ARTICLE 4: Eligible Voters

Section 1: Only one (1) representative of each Member Organization shall be eligible to vote on matters coming before (Name of Group).

ARTICLE 5: Meetings of the Committee Recovery Committee

Section 1: All meetings of (Name of Group) will be at the call of the Director or any two of the (Name of Group) Steering/Executive Committee Members.

Section 2: Regularly scheduled meetings of (Name of Group) may be established. Notice of these meetings, giving the time and place and the proposed agenda, shall be electronically transmitted or given by written notice to all Individual Members.

Section 3: Special Meetings of (Name of Group) may be called, providing the call shall clearly state the purpose for the meeting and the time and place shall be given electronically or by written notice at least one week (7 days) in advance to all Individual Members.

ARTICLE 6: Quorum

Section 1: A quorum for transaction of business shall consist of at least 50% plus one voting Individual Members present.

ARTICLE 7: Officers

Section 1: There shall be elected from the Individual Members of (Name of Group):

1. A Chair shall preside at all meetings, as well as be the chief executive officer of (Name of Group) and perform other functions as deemed necessary by the Steering/Executive Committee. A member of the Steering/Executive Committee shall preside in the absence of the Chair or at other times as deemed necessary by the Chair.
2. A Secretary who shall record and preserve all minutes of the meetings and perform other functions as deemed necessary by the Steering/Executive Committee. If unable to attend a meeting, the Director or presiding steering committee member shall appoint a secretary pro tem for that meeting.
3. A Treasurer who shall receive, deposit and account for any financial matters of (Name of Group), providing regular financial reports to the Members, and perform other functions as deemed necessary by the Steering /Executive Committee.

ARTICLE 8: Steering /Executive Committee

Section 1: The Steering/Executive Committee of (Name of Group) shall provide direction.

Section 2: The Steering/Executive Committee shall meet at the call of the Chair to perform such actions related to administrative overview of the affairs of (Name of Group), including but not limited to:

1. Hiring, evaluating and terminating of staff, whether compensated or volunteer.

2. Engaging and executing contracts and agreements.
3. Public relations
4. May call regular and special meetings.

Section 3: Except as otherwise required by law or these operational procedures, the Steering/Executive Committee shall have all the authority of (Name of Group) in the management of (Name of Group) during such time as (Name of Group) is not meeting and may authorize contracts and agreements as required.

Section 4: A simple majority of the Steering/Executive Committee must be present to conduct business.

ARTICLE 9: Sub-committees and Task Forces

Section 1: (Name of Group) may create such temporary or permanent sub-committees and task forces made up of its members or other persons as agreed upon. These sub-committees and task forces shall have such authority as (Name of Group) directs.

Section 2: The following are sub-committees of the Community Recovery Committee:

1. **Economic Recovery Subcommittee** – Planners on the economic recovery subcommittee work to address these issues, identifying assets that may aid the recovery of residents and businesspeople.

2. **Health and Human Services Recovery Subcommittee** – Health and Human Services recovery planners work to promote locally-led recovery efforts to restore public health, health care and social service networks to promote the resilience, health and well-being of affected individuals and their communities.

3. **Housing Recovery Subcommittee** – The Housing Recovery Subcommittee supports repair, development (or redevelopment) of housing, including affordable and accessible housing, in communities impacted by disaster.

4. **Infrastructure Recovery Subcommittee** - The Infrastructure Recovery Subcommittee develops a plan to efficiently restore infrastructure capabilities, systems and services to support a viable, sustainable community and to improve resilience to and protection from future hazards.

5. **Natural and Cultural Resources Subcommittee** - The Natural/Cultural Resource Recovery Subcommittee assists the community with the restoration of natural and cultural resources that are impacted during a disaster, including environmentally sensitive areas and historically significant places.

6. **Agricultural Recovery Subcommittee** - . Addresses the restoration of farms, rural communities and the systems that support them.

7. **Unmet Needs Subcommittee** - Receives and acts on referrals from case management subcommittee (see below). Consists of members and non-members bringing money (cash financial support), materials (donations, equipment, supplies furniture, appliances, etc.), or volunteer labor crews and expertise to meet the needs of individuals who have been served by the case management process.

Section 3: Additional Sub-committee information

1. Sub-committees may consist from as few as one, to many members.
2. Membership of sub-committees may consist of both (Name of Group) members and other subject matter experts.
3. Each sub-committee will be chaired or co-chaired by a member or members of (Name of Group).
4. Each sub-committee will be staffed by a "Chair."
5. In some cases, the sub-committee "staffing" and the chair may be the same person.
6. Staffing may be provided by hired staff, loaned staff, grant-funded positions, contracted services, volunteers, or any combination of the above.
7. If you are developing by-laws for an Unmet Needs Committee, consider replacing the Community Recovery Committee subcommittees listed in Article 9, Section 2 (above) with the following function-specific subcommittees:

- A Finance Committee – Works to secure grants, donations and other resources for (Name of Group) and coordinates with other entities (e.g., manufacturers, suppliers, etc.) to secure donations and funding.
- A Construction Committee - Oversees the coordination and scheduling of all rebuilding projects for cases approved by the Community Recovery process – a project manager function.
- A Case Management Committee - Reviews cases for submission to the Unmet Needs Committee. This committee also provides and/or marshals professionals to provide counseling to address emotional and spiritual needs of clients.

ARTICLE 10: Vacancies and Nominating Process

Section 1: Any Officer vacancy shall be filled by a special election in accordance with these procedures concerning meetings of (Name of Group).

Section 2: The Steering/Executive Committee shall determine the appropriate process for securing nominations from among the members for vacancies of any of the offices, announcing the nomination process and conducting an election.

ARTICLE 11: Fiscal Agent

Section 1: If a Fiscal Agent is deemed necessary for (Name of Group) shall be (Name of Organization with a 501c3)), which shall accept and disperse donations on behalf of (Name of Group) as directed by a vote of the Individual Members of the community recovery committee.

NOTE: The Fiscal Agent appointed for the Community Recovery Committee may be the same entity selected to be the Fiscal Agent for Unmet Needs. If so, specify that in this section.

ARTICLE 12: Financial Reports

Section 1: Financial reports will be produced in accordance with direction of the Steering/Executive Committee and will be subject to approval of the Individual members.

ARTICLE 13: Rules

Section 1: Business of (Name of Group) will be conducted in accordance with Robert's Rules of Order.

ARTICLE 14: Selection Criteria (Client)

Section 1: Selection Criteria of clients shall be established and approved by (Name of Group), a written set of "criteria of assistance in priority order" to guide the work of (Name of Group) and the case management process. These criteria or guidelines for distribution of funds may be amended in response to changing circumstances by vote at a regular or special meeting of (Name of Group) called in accordance with these Operational Procedures.

ARTICLE 15: Amendments

Section 1: These Bylaws may be amended, subject to the charter of the Corporation and the laws of the state of (Name), at any annual meeting or special meetings of the Corporation by a two-thirds vote of the voters present, providing that a full written account of the proposed changes have been sent to all Corporate Members two weeks (14 days) prior to the meeting.

ARTICLE 16: Dissolution of the Community Recovery Committee

Section 1: An exit strategy will be developed that allows for the dissolution of (Name of Group), that insures all cases are closed or forward to a member agency for completion and the dispersion of assets shall be determined by the Steering Committee/Executive Committee and its membership.

APPROVED:

AMENDED:

E - Annex E-10 - Attachment 9 – Itasca County Solid Waste Ordinance
ANNEX E - PUBLIC HEALTH AND MEDICAL
ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services
ESF #8 – Public Health and Medical Services
Public Information and Warning (Common)
Critical Transportation (Response)
Environmental Response/Health and Safety (Response)
Fatality Management Services (Response)
Mass Care Services (Response)
Public Health and Medical Services (Response)
Public and Private Services and Resources (Response)
MNWALK Item # 47

SOLID WASTE ORDINANCE

GRAND RAPIDS AREA LANDFILL POLICY STATEMENT

A. HOURS OF OPERATION

1. The hours of operation shall be 8:30 A.M. – 4:30 P.M.

B. DAYS OF OPERATION

1. Monday through Saturday will be the working days of the Landfill.

C. HOLIDAYS CLOSED

1. New Year's Day, Independence Day, President's Day, Good Friday, Thanksgiving Day, Memorial Day, Labor Day, Columbus Day, Veteran's Day, Christmas Day

2. The Landfill will not be closed any two consecutive weekdays in a row. Therefore, the Friday after Thanksgiving Day will not be an observed holiday at the Landfill.

D. AFTER HOURS ACCESS TO THE LANDFILL

1. Access to the Landfill from 5:00 P.M. - 10:00 P.M. and from 6:00 A.M. - 8:30 A.M. may be only permitted on a case-by-case basis with prior approval from the Solid Waste Office and the Minnesota Pollution Control Agency.

2. All access (except authorized personnel or emergency vehicles) will be restricted from 10:00 P.M. to 6:00 A.M.

E. TIPPING FEE FOR SPECIAL WASTES

1. Special wastes, to include asbestos, large animals, and confidential materials, shall be charged a tipping fee as set by the County Board:

	ITASCA COUNTY
ASBESTOS	$9/PER YARD $20.00/TON
LARGE ANIMALS	$120/TON (PRORATED IF UNDER 1 TON)
CONFIDENTIAL	$9/PER YARD

2. No fee will be charged for animals that would not need assistance from Solid Waste Staff to unload.

An ordinance authorizing and providing for County Solid Waste Management establishing powers and duties in connection therewith, establishing standards and requirements for solid waste management operations within the County of Itasca, requiring a license for the establishment and use of solid waste management by rules of the Minnesota Pollution Control Agency; providing for enforcement of said requirements; requiring a performance bond and insurance; and imposing penalties for failure to comply with these provision; in purpose and object to promote health, welfare and safety of the public and protect resources of water, air and land pursuant to Minnesota Statutes, Chapters 115, 115A, 116, and 400.

The County Board of Commissioners of the County of Itasca, hereinafter referred to as the County Board, does ordain:

SECTION I. DEFINITIONS. Unless specifically altered, terms and abbreviations used in this ordinance shall be interpreted in a manner consistent with Minnesota Statutes, Chapters 115, 115A, 116 and 400 and rules of the Agency, which have been or hereafter may be adopted under those provisions. Terms and abbreviations used in accordance with the context and professional usage.

Subd. 1."Agency" means the Minnesota Pollution Control Agency.

Subd. 2."Air Contaminant" means the presence in the outdoor atmosphere of any dust, fume, mist, smoke, vapor, gas or other gaseous fluid, or particulate substance differing in composition from or exceeding in concentration the natural components of the atmosphere.

Subd. 3."Air Pollution" means the presence in the outdoor atmosphere of any air contaminant or combination thereof in such quantity, of such nature and duration, and under such conditions as would be

injurious to human health or welfare, to animal or plant life, or to property, or to interfere unreasonably with enjoyment of life and property.

Subd. 4."Canister System" means one or more commercial solid waste storage containers (such as "green boxes" and “dumpsters”) located to function as intermediate disposal facilities, and which are serviced on a regular basis by a public or private solid waste hauler.

Subd. 5."Commercial Hauler" means any person, as defined in Section I, who owns, operates, or leases vehicles for hire for the purpose of collection and/or transportation of any type of solid waste.

Subd. 6. "County" means any department or representative of the County who is authorized by this ordinance or otherwise by the County Board to represent the County of Itasca in the enforcement or administration of this ordinance.

Subd. 7. "Composting" means the controlled biological decomposition of selected solid waste in a manner resulting in an innocuous final product.

Subd. 8. “Cover Material” is material that is used to cover compacted solid waste in a land disposal site. Important general characteristics of good cover material are low permeability, uniform texture, cohesiveness, and compatibility. Suitable cover materials include, but are not limited to, sandy loam, loam, silt loam, sandy clay loam, silty clay loam, clay loam, sand clay, and loamy sand.

Subd. 9. "Demolition" means stumps, rocks, discarded building material, trees, wood & wood products and cement, old bituminous surfacing, plaster, metal, glass, plastic building parts, and other materials as designated by the Solid Waste Department.

Subd. 10. "Garbage" means discarded material resulting from the handling, processing, storage, preparation, serving and consumption of food.

Subd. 11. "Hazardous Waste" means any refuse or discarded material or combinations of refuse or discarded materials in solid, semi-solid, liquid, or gaseous form which cannot be handled by routine waste management techniques because they pose a substantial presence of potential hazard to human health or other living organisms because of their chemical, biological, or physical properties. Categories of hazardous waste materials include, but are not limited to, explosives, flammables, oxidizers, poisons, irritants, and corrosives. Hazardous waste does not include sewage sludge and source material, special nuclear material or by-product material as defined by the Atomic Energy Act of 1954, as amended.

Subd. 12. "Illegal Dumping" means dumping of any garbage including, littering, demolition, white goods, used oil, batteries, rubbish, tires, or solid waste or hazardous waste anywhere other than an approved site or container.

Subd. 13. "Incineration" means the process by which solid wastes are burned for the purpose of volume or weight reduction or energy recovery in facilities designed for such use.

Subd. 14. "Intermediate Waste Disposal Facility" is a facility or the preliminary or incomplete disposal of solid waste including, but not limited to, transfer station, canister site or system open burning site, incineration, composting, recovery of recyclable materials, reduction, shredding, and compression.

Subd. 15. "Junk Yards" means land or structures where waste, discarded or salvaged materials are brought, sold, exchanged, stored, cleaned, packed, disassembled, or handled, including but not limited to scrap metal, rags, paper, rubber products, lumber products, glass products, and products resulting from the wrecking of automobiles or other vehicles, provided further that the storage of three (3) or more inoperative or not currently licensed motor vehicles or any combination thereof for a period in excess of three (3) months shall also be considered a junk yard.

Subd. 16. “Land Pollution” means the presence in or on the land of any waste in such quantity, of such nature and duration, and under such condition as would affect injuriously any waters of the State, or any land, soils, or minerals or which would create air contaminants or cause air pollution.

Subd. 17. "Licensee" means a person who has been issued a license by the Board for solid waste management purposes pursuant to this ordinance.

Subd. 18. "Operation" means any site, facility, or activity relating to solid waste management.

Subd. 19. "Person" means any human being, any municipality or other governmental or political subdivision or other public association, or other organization, any receiver, trustee, assignee, agent, or other legal representative of any of the foregoing, or any other legal entity.

Subd. 20. "Putrescible Material" means a solid waste which is capable of being rotten, or which may reach a foul state of decay or decomposition.

Subd. 21. "Refuse" means putrescible and non-putrescible solid wastes, including garbage, rubbish, ashes, incinerator ash, incinerator residue, street cleaning, market and industrial solid wastes, and municipal treatment wastes which do not contain free moisture.

Subd. 22. "Rubbish" means non-putrescible solid wastes, including, but not limited to, ashes, consisting of both combustible and noncombustible wastes, such as paper, cardboard, tin cans, yard clippings, furniture, wood, glass, bedding, crockery, or litter of any kind.

Subd. 23. "Sanitary Landfill" means a land disposal site employing an engineered method of disposing of solid waste on land in a manner that minimizes environmental hazards by spreading the solid waste in thin layers, compacting the solid waste to the smallest practical volume, and applying cover material at the end of each operating day, or at intervals as may be required by the Agency.

Subd. 24. "Grand Rapids Area Landfill" means a landfill located in section 26, T56N - R26W, currently owned and operated by Itasca County. The hours of operation, days of operation, holidays closed, and after hour's access to the landfill will be determined by County Board action and set forth in an attached Policy Statement. This statement may be amended time to time as deemed necessary by the Itasca County Board of Commissioners.

Subd. 24. "Scavenging" means collection and removal of salvageable materials by searching through landfills, canisters, or demolition sites.

Subd. 25. "Shoreland" means land located within the following distances from public water: a) 1,000 feet from the ordinary high-water mark of a lake, pond, or flowage; and b) 300 feet from a river or stream or the landward extent of a flood plain designated by ordinance on such a river or stream whichever is greater.

Subd. 26. "Solid Waste" means garbage, refuse, junkyard, white goods, sludge from a water supply treatment plant or air contaminant treatment facility or other discarded waste materials and sludge's, in solid, semisolid, liquid or contained gaseous form, resulting from community activities, but does not include hazardous waste; animal waste used as fertilizer; earthen fill, demolition material; sewage sludge, solid or dissolved material in domestic sewage or other common pollutants in water resources, such as silt, dissolved or suspended point sources subject to permits under Section 402 of the Federal Water Pollution Control Act, as amended, dissolved materials in irrigation return flows; or source material, special nuclear material, or by-product material as defined by the Atomic Energy Act of 1954, as amended.

Subd. 27. "Solid Waste Management Facility" means a sanitary landfill, or an intermediate disposal facility.

Subd. 28. "Solid Waste Management" means the storage, collection, or removal of solid waste from or on public or private property, its transportation to intermediate or final disposal facilities or its final disposal by methods approved by the Agency.

Subd. 29. "Transfer Station" means an intermediate solid waste disposal facility in which solid waste collected from any source is temporarily deposited to await transportation to another solid waste management facility.

Subd. 30. "Vandalism" means willful or malicious defacement or damage to county property including damage to gates, canisters, attendants building, signs or any other county property or buildings either at the main landfill or any of the outlying canister sites or demolition areas.

Subd. 31. "Waste Management Board" means that definition as described in Minnesota Statutes, Chapter 115A, and Section 115.04.

Subd. 32. "Water Pollution" means

the discharge of any pollutant into any waters of the state or the contamination of any waters of the state to create a nuisance or render such waters unclean, or noxious, or impure to be actually or potentially harmful or detrimental or injurious to public health, safety or welfare, to domestic, agricultural, commercial, industrial, recreational or other legitimate uses, or to livestock, animals, birds, fish or other aquatic life; or

The man-made or man-induced alteration of the chemical, physical, biological, or radiological integrity of waters of the state.

Subd. 33. "Waters of the State" means any waters, surface or underground, except those surface waters which are not confined but are spread and diffused over the land. "Waters of the State" includes all boundary and inland waters.

Subd. 34. "White Goods" means refrigerators, stoves, washers, dryers, freezers, and water heaters.

SECTION II. GENERAL PROVISION.

Subd. 1. No person shall cause, permit, or allow land or property under his control to be used for solid waste management purposes, except at an operation for which a license has been granted by the County Board, or a permit/license has been issued by the Agency, unless otherwise provided by this ordinance.

Subd. 2. Any operation to be used for any method of solid waste management not otherwise provided for in this ordinance must be licensed by the County Board before operation may commence. The license application shall include three sets of complete plans, specifications, design data and ultimate land use plans. Proposed operating procedures for a solid waste disposal facility must be prepared by a professional engineer registered in Minnesota. The applicant shall procure a proper zoning permit to accompany the application if required by the County Zoning Ordinance. No license shall be issued for a solid waste facility in accordance with applicable state and local laws, ordinances, and rules.

Subd. 3. After receiving an application for an operation, the County Board shall refer such applications to the County Solid Waste Committee who shall conduct a public hearing and give recommendations to the County Board concerning whether it should issue or deny the license. If an applicant is denied a license, such applicant shall be notified in writing of the reasons therefore by the County Board. A denial shall be without prejudice to the applicant's right to an appearance before the County Board or to the applicant's right to file a further application after revisions are made to satisfy objections specified as reasons for the denial.

Subd. 4. The County Board shall refuse to issue a license for any operation which does not comply with this ordinance, Agency rules and the County's Solid Waste Management Plan.

Subd. 5. Issuance of any license pursuant to the provisions of this ordinance shall be contingent upon the applicant furnishing to the County a bond in an amount to be set by the County Board. This bond shall

name the County as oblige with sufficient sureties duly licensed and authorized to transact business in the State of Minnesota as sureties. The condition of such bond shall be that if the licensee fails to comply with any of the requirements or fails to perform any of the acts required of an operation or ceases to operate or abandons the operation, and the County is required to expend monies to expend any labor or material to restore the operation to a condition in compliance with this ordinance, the bond holder and the sureties on its bond shall reimburse the County for any and all the expenses incurred by the County to remedy failure of the licensee to comply with the terms of this ordinance, and the bond holder and its sureties shall indemnify and save the County harmless from all losses, costs, and changes that may occur to the bond holder or its sureties because of any default of the licensee under the terms of his license to operate in compliance with the terms of the ordinances of the County.

Subd. 6. In addition to the bond referred to in Subd. 5, issuance of any license pursuant to the provisions of this ordinance shall be contingent upon the applicant securing and furnishing to the County a copy of a certificate therefore, the following types of insurance issued to the licensee by insurers duly licensed within general liability including, but not limited to, bodily injury, property damage, motor vehicle, loading and unloading and gradual pollution insurance.

Subd. 7. Any license granted by the County Board under the provisions of this ordinance may be suspended by the County Board at any time for noncompliance with the provisions of the license, this ordinance or applicable state laws or rules, or upon written notification to the licensee and the County Board by the Solid Waste Officer or by an authorized representative of the Agency that the continued use of the operation may endanger the health, welfare, or safety of the public or that the continued use may cause pollution or impairment of the environment. The notice of suspension shall be deemed adequately served whenever it is served upon the licensee personally or by leaving the same at the licensed premises with the person in charge thereof. A copy of the notice of suspension shall be provided to the County Board. The County Board shall remove the license suspension only upon presentation of evidence acceptable to the County Board that the conditions which were cited as cause for suspension have been fully corrected. A license may be revoked only after the County Board has held a public hearing at which the licensee and other persons wishing to be heard concerning the operation shall have the right to be heard. The date of the hearing for license revocation shall be set by the County Board and shall not be held earlier than ten calendar days after notice of said hearing was mailed to the licensee. Evidence may be adduced in a manner consistent with the rules of evidence applied in civil cases. A transcript thereof shall be made by tape recording or other suitable technique. If, pursuant to said hearing, the County Board shall determine that the operation has been conducted in violation of the provisions of the license, this ordinance, State laws or State rules, the County Board may revoke the license or continue such suspension in effect until the operation has demonstrated that full compliance with the provisions of the license, this ordinance, State laws and State rules has been attained and that such compliance will be continued in the foreseeable future.

Subd. 8. Routine inspection and evaluation of an operation shall De made by the Solid Waste Officer at such frequency as to ensure consistent compliance by the operation with the provisions of this ordinance. The licensee shall be provided with a written inspection report containing a precise description of any deficiencies, recommendations for the correction thereof and the date when the corrections shall be accomplished. Copies of said report(s) shall be furnished to the Agency. The licensee shall allow authorized representatives of the County or the Agency access to the facility at any time for the purpose of making such inspections as may be necessary to determine compliance with the requirements of this ordinance, and any other applicable statute, ordinance, or rule. Nothing in this Subdivision shall excuse the licensee from complying with this Ordinance, applicable State laws and rules, or license terms and conditions.

Subd. 9. Where the conditions imposed by any provision of this ordinance are either more restrictive or less restrictive than comparable conditions imposed by any other provision of this ordinance, or any other applicable law, ordinance or rule the provision which established the higher standards for the promotion of the public health, safety, and general welfare shall prevail.

Subd. 9A. notwithstanding Section 2, Subd. 9 of the Solid Waste Ordinance, all provisions of both the Itasca County Zoning Ordinance and the Itasca County Solid Waste Ordinance shall be fully given effect possible, and all requirements of each respective Ordinance shall be given effect and shall be fully complied with possible. In the event of irreconcilable conflict between the provisions and requirements of these respective Ordinances, the provision of the Ordinance imposing the more restrictive standard shall be complied with.

Subd. 10. Every license issued for a solid waste operation shall be registered with the office of the County Solid Waste Department.

Subd. 11. Sanitary landfills (to include demolition sites), reclamation centers, transfer stations, and canister sites shall be permitted, permitted by conditional use, or restricted in the following zoning districts:

PERMITTED: Farm Residential, Heavy Industrial, Public & Open

PERMITTED BY CONDITIONAL USE: Recreational Commercial & Light Industrial Commercial

RESTRICTED: Residential, Seasonal Residential, Waterfront Public, Rural Residential & Residential/Municipal-1

Subd. 12. Except as provided by Section II, Subdivision 14 of this Ordinance, scavenging shall be prohibited at all landfills, canister sites, and demolition sites in Itasca County.

Subd. 13. The County Board, in the exercise of its authority under any provision of this Ordinance, may, in its sole discretion, determine that a disputed matter shall be heard and determined by an administrative law judge pursuant to the contested case procedures of Minnesota Law. The decision of the administrative law judge shall be made available to the parties for at least ten (10) days before the County Board

convenes a public hearing to make its final determination. Each party that would be adversely affected by the decision of the administrative law judge shall be afforded the opportunity to file exceptions and to present argument to the County Board. The County Board shall make the final determination. All fees and expenses including but not limited to attorney fees, expert fees, mileage expenses, witnesses' expenses, and the like, incurred by any party in the contested hearing shall be borne by that party. The costs for the services of the administrative law judge and reporters for administrative proceedings or informal dispute resolution shall be borne by the County Board.

Subd. 14. Upon application pursuant to this subdivision, the Itasca County Board of Commissioners, in its exclusive and sole discretion may authorize and direct the Solid Waste Department to issue a scavenging permit.

A. APPLICATION. The application shall be made on a form prescribed by the Solid Waste Department which shall include the following:

    1. Name and business address and phone number of applicants.

    2. Proof of required insurances.

    3. Designation of sites where scavenging is to be conducted.

    4. Intended storage, use, and disposition of scavenged solid waste, together with location of intended storage and disposition of such scavenged solid waste.

    5. Requested duration of license.

    6. Other data deemed relevant to the license applied for by the Solid Waste Officer or his agent.

    7. Method of salvage operation proposed.

B. CONDITIONS OF LICENSE. A scavenging license shall be subject to the following terms and conditions.

    1. A scavenging license may not be assigned or transferred by that license holder to another.

    2. A scavenging license shall be revocable at the will and in the sole discretion of the Itasca County Board at any time with or without cause upon thirty days written notice by first class mail to the licensee at the address listed upon the licensee's application for said license.

    3. Scavenging shall be conducted only at the sites designated the license itself.

    4. Days and hours of operation are to be set by County Board Policy.

5. The license holder shall maintain in effect continuously comprehensive general liability insurance providing coverage against liability imposed by law for bodily injury or death, in the minimum amount of $600,000.00 for two or more persons for the same occurrence, and for damage of property in the minimum sum of $200,000.00. The County of Itasca shall be named as a co-insured on said policy for incidents arising out of the scavenging activities of the license holder. Such policy of insurance shall provide that coverage may not be terminated or changed by the insurer except upon 10 days written notice to the County Auditor. All endorsements shall apply to both bodily injury or death and property damage coverages.

6. The license holder shall indemnify and hold harmless the County of Itasca and its officials, agents, and employees from and against all claims, damages, losses, and expenses including attorney's fees which may be claimed against the County, or which the County may suffer or for which the County may be held liable, rising out of, or resulting from the negligence of the license holder.

7. Nothing herein shall be construed to make the license holder the agent, employee, contractor, joint venture nor representative of the County.

8. The license holder shall not hinder, obstruct, or otherwise interfere with the County's employees, nor shall the license holder hinder, obstruct, or interfere with use of the County's landfill(s) canister sites, or demolition sites by members of the public.

9. The license holder shall comply with all applicable state laws, state rules, and county ordinances including this ordinance.

10. Scavenging shall be allowed only in designated areas of the landfill and demolition sites. These areas shall be identified by the Solid Waste Department prior to commencing any scavenging.

11. At no time shall daily, intermediate, or final cover be disturbed either through scavenging by hand or with the use of machinery.

12. The license holder shall identify the kinds of machinery to be used at each site for scavenging operations.

SECTION III. SOLID WASTE OFFICER.

Subd. 1. The Solid Waste Officer shall have all necessary authority to implement and carry out the provisions of this ordinance including, but not limited to, the following:

(a) To review and consider all license applications and supporting materials which are referred to the Solid Waste Officer for operations within the County, and after such review and consideration, a license should be granted or denied.

(b) To inspect operations to determine compliance and to investigate complaints about violations of this ordinance.

(c) To recommend to the County Attorney that legal proceedings be initiated against a person or group of persons to compel compliance with the provisions of this ordinance or to terminate or control an operation not in compliance with this ordinance.

(d) To encourage and conduct studies, investigations and research relating to aspects of solid waste management, including, but not limited to methodology, chemical and physical considerations, and engineering.

(e) To advise, consult, and cooperate with the public and other governmental agencies in furtherance of the purpose of this ordinance.

SECTION IV. SOLID WASTE STORAGE.

Subd. 1. Solid wastes shall be stored in a manner which complies with state rules administered by the Agency.

Subd. 2. Toxic or hazardous wastes shall be stored in accordance with State rules administered by the Agency.

Subd. 3. Transfer stations and canister sites may be established and licensed annually according to Section VIII and shall meet all requirements listed in Section IV as well as any additional requirements imposed by the County Board.

Subd. 4. Solid wastes shall not be stored a public or private property for more than two (2) weeks without the written approval of the Solid waste Officer. Non-putrescible wastes suitable for recycling snail nut be stored on public or private property in a manner which creates a nuisance, blight, or health hazards.

SECTION V. COLLECTION AND TRANSPORTATION OF SOLID WASTE.

Subd. 1. The collection and transportation of solid waste shall be performed in accordance with State rules administered by the Agency.

Subd. 2. Toxic or hazardous wastes shall be transported in a manner consistent with State rules administered by the Agency.

Subd. 3. No person may collect solid waste for hire from any source, private or public, within Itasca County without first obtaining a license from the County Board. No person may transport solid waste for hire to

any destination point in Itasca County such as a landfill or transfer station without first obtaining a license from the County Board. The County Board shall not issue a license until the applicant complies with all the following requirements:

(a) The applicant shall submit a completed application form provided by the County for solid waste collection and transportation license.

(b) The applicant shall submit to the County specifications of all vehicles to be used for solid waste collection and transportation. Such vehicles shall have leak-proof bodies of easily cleanable construction, completely covered with metal, heavy canvas, or other suitable covering, and shall be subject to approval and periodic inspection by the Solid Waste Officer.

(c) The applicant shall submit a description of the route(s) to be followed by all solid waste collection and transportation vehicles between the area of collection and the solid waste disposal operation.

(d) The applicant shall meet all the applicable requirements for obtaining a license which are specified in Section II of this Ordinance.

(e) The applicant shall be financially and operationally capable, as determined by the County Board, to properly collect, transport and dispose of all solid waste.

(f) A license fee for commercial haulers of $50.00 shall be paid annually. In addition, a $10.00 vehicle identification sticker shall be purchased for each unit. This vehicle identification number shall be visible on both sides of commercial collection vehicles. The identification numbers will be issued by the Solid Waste Department.

(g) A tipping fee (service charge) of $6.50/cubic yard shall be assessed on all out-of-county solid waste being brought to the Grand Rapids Area Landfill for final disposition by commercial haulers. All commercial haulers shall be required to provide a current list of out-of- county customers to the Solid Waste Department within 15 days of a demand for such lists made by an authorized agent of the Solid Waste Department. Failure on the part of the commercial hauler to report this information or to pay the tipping fee will result in loss of license, as well as landfill privileges.

SECTION VI. SOLID WASTE LAND DISPOSAL FACILITIES.

Subd. 1. Land disposal facilities, including, but not limited to, sanitary landfills, modified landfills, and demolition landfills, shall meet all the requirements of State rules administered by the Agency which govern these facilities.

Additionally, no person shall establish, operate, or maintain a land disposal facility without first obtaining a license or permit from the County Board or Agency in accordance with Section II.

Subd. 2. An application for a county license shall include, but not be limited to, the following:

(a) An operating schedule and a schedule of fees to be levied at the land disposal facility.

(b) A notarized affidavit stating that the applicable local governments have been given at least thirty (30) days notification of the pending application for a license.

(c) A certificate from the County Zoning Administrator that the use proposed is in accordance with the established County Zoning Ordinance.

(d) Sufficient documentation to enable the County Board to determine whether the applicant is financially and operationally capable to properly dispose of all solid waste.

SECTION VII. INTERMEDIATE SOLID WASTE DISPOSAL FACILITIES.

Subd. 1. No intermediate solid waste disposal operation shall be constructed, established, maintained, or operated unless the operator or owner thereof has first been issued therefore a license from the County Board and a permit from the Agency. The applicant shall meet all requirements for obtaining a license as specified in Section II of this ordinance. The application for a license shall contain the following information:

(a) Location, size, and ownership of land upon which the operation will be situated.

(b) General description of property uses in the immediate vicinity of the operation.

(c) Complete construction plans and specifications and proposed operating procedures for the operation.

(d) Rates and charges to be imposed at the operation.

(e) A notarized affidavit stating that the applicable local governments have been given thirty (30) days written notification of the pending application for a license.

(f) Such additional data and information as may be required by the Solid Waste Officer.

Subd. 2. An intermediate solid waste disposal facility shall be constructed, operated, and maintained in compliance with the following requirements and State rules administered by the Agency.

(a) A sign shall be posted on the premises indicating the name of the operation, the days, and hours during which it is open to the public, and user charges, if any. The sign shall be approved by the Solid Waste Officer.

(b) The premises shall be constructed, landscaped, and maintained in such a manner as to be aesthetically pleasing in appearance.

(c) Sanitary facilities and shelter adequate for employees shall be provided on the premises.

(d) Records in a form acceptable to the Solid Waste Officer shall be maintained indicating the type and quantity of solid waste processed by the operation. Such records shall be open at all reasonable times for inspection by the Solid Waste Officer or his designee. Such records shall be reproduced and provided to the Solid Waste Officer or his designee upon request, and the costs of such reproduction shall be borne by the County.

(e) The operation shall be located, equipped, operated, and maintained in a manner which prevents the creation of a nuisance, or unsanitary condition.

(f) The premises' entrances and exits shall be maintained in a clean, neat, and orderly manner always.

(g) All unloading of solid waste from contributing vehicles shall be conducted in such a manner as to prevent or eliminate odor and litter outside the facility.

SECTION VIII. LICENSE FEES.

Approval by the County Board of an application for a license for a solid waste management facility shall be contingent upon the payment to the County of a license fee in the amount established by the County Board. The amounts of the license fees shall be based upon the cost to the County of processing the license applications and administering and enforcing this ordinance with respect to said licenses. The fees prescribed shall be paid by a license applicant for each facility maintained. Solid waste collector's and transporter's fees shall be paid annually as a condition for license renewal. Non-payment of the annual solid waste collector's or transporter's fee shall be ground for denial of license renewal. Fees shall be paid to the County Treasurer prior to issuance of licenses.

SECTION IX. TERMINATION OF SOLID WASTE OPERATIONS.

Subd. 1. All land disposal operations licensed by the County shall be terminated in accordance with State rules administered by the Agency.

Subd. 2. The license of any operation in Subd. 1, which has water monitoring wells or lysimeters, which are reviewed by the County or the Agency to be sampled shall establish with the County an escrow account no later than one year from the effective date of this ordinance or five years prior to termination of the operation, whichever occurs sooner. Nothing herein in any way shall condition, limit, or otherwise restrict the County from asserting any rights or claims against any person as may be authorized by State or Federal Statute, rule, common law or equity.

The purpose of the escrow account is to set aside adequate funds to continue the sampling required by the County or the Agency for a period of no less than 20 years from termination of the operation. The County Board shall specify by resolution the amount of money to be deposited in the account and the terms for payments which shall be made by the licensee to that account. Failure by the licensee to meet the escrow account conditions established by the County Board shall constitute a failure of the licensee to

comply with the terms of this ordinance, thereby enabling the County to use the provisions of Section II, Subd. 5 to make the necessary deposits to the escrow account.

Subd. 3. The County shall draw from the above-mentioned account(s) in order to perform all long-term monitoring required by the County or the Agency following termination or abandonment of a11 solid waste operations.

Subd. 4. The licensee of each solid waste operation shall inform the County Board in writing of a licensee's intent to abandon or terminate the operation. Such notice shall be provided in advance of the abandonment or termination date by the following amounts of time:

Land disposal operation	three years
Transfer station	one year
Incineration facility	three years
Collection/transportation service	one year
All other solid waste operations	one year

Failure of a licensee to comply, for any reason, with the above advance notice requirements shall constitute a failure of the licensee to comply with the terms of this ordinance. The County Board may elect to pay all public and private higher-than-normal solid waste management costs which result from the premature cessation of a solid waste operation. The County may recover these costs through the provisions of Section II,

Subd. 5. Nothing herein in any way shall condition, limit, or otherwise restrict the County from asserting any rights or claims against any person as may be authorized by State or Federal statute, rule, common law, or equity.

SECTION X. VARIANCES.

Upon written application by the applicant or operator, the County Board may grant variances from the provisions of this ordinance to promote the effective and reasonable application and enforcement of the provisions of this ordinance. If such variance would result in noncompliance with Agency rules, a variance application must be filed with the Agency.

A variance may be granted by the County Board after a public hearing where the County Board determines that enforcement of this ordinance would cause the applicant undue hardship, or that the ordinance cannot be complied with due to technological impossibility or economic unreasonableness. Such a variance shall not be granted for a period more than two years but may be renewed upon application by the applicant and after a public hearing is held. A variance may be revoked prior to expiration of the variance by the County Board at a public hearing. An application for a variance shall be accompanied by a plan and schedule for achieving compliance with the ordinance. Prior to any public hearing held by the County Board under this provision, persons who may be adversely affected by the granting of the

proposed variance shall be given at least thirty (30) days' notices to said public hearing. Publication of a notice of hearing in appropriate newspapers shall be considered adequate notice.

SECTION XI. NONCONFORMING SITES AND FACILITIES

Solid waste management facilities in existence on the effective date of this ordinance shall conform to the provisions of this ordinance or terminate operations no later than 60 days from that date unless a variance application is submitted and approved by the County Board within a sixty (60) day period following the effective date of this ordinance.

SECTION XII. ADDITIONAL REQUIREMENTS.

For the purpose of protecting the public health, safety and welfare, the County Board may impose additional requirements consistent with the intent of this ordinance for the operation of solid waste management sites or facilities.

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For the purpose of protecting the public health, safety and welfare, the County Board may impose additional requirements consistent with the intent of this ordinance for the operation of solid waste management sites or facilities.

SECTION XIII. SEVERABILITY.

It is hereby declared to be the intention of the County Board that the several provisions of this ordinance be severable in accordance with the following:

Subd. 1. If any court of competent jurisdiction shall adjudge any provision of this ordinance to be invalid, such judgment shall not affect any other provision of this ordinance not specifically included in said judgment.

Subd. 2. If any Court of competent jurisdiction shall adjudge invalid the application of any provision of this ordinance to a particular structure site, facility or operation, such judgment shall not affect the application of said provision to any other structure, site, facility, or operation not specifically included in said judgment.

SECTION XIV. PROVISIONS ARE CUMULATIVE.

The provisions of this ordinance are cumulative limitations upon all other laws and ordinances heretofore passed or which may be passed hereafter, covering any subject matter of this ordinance.

SECTION XV. NO CONSENT.

Nothing contained in this ordinance shall be deemed to be a consent, license or permit to locate, construct, operate or maintain any site, facility, or operation, or to carry on any activity.

SECTION XVI. VIOLATIONS.

Subd. 1. Any person who violates or fails, neglects, or refuses to comply with the provisions of this ordinance shall be guilty of a misdemeanor and upon conviction thereof shall be punished therefore as provided by Minnesota Statutes. A separate offense shall be deemed committed upon each separate day during or on which a violation occurs or continues.

Subd. 2. This ordinance, in addition to other remedies, may be enforced by injunction, action or compel performance or other appropriate action in District Court to prevent, restrain, correct, or abate violations.

SECTION XVII. OTHER ORDINANCES AND REGULATIONS.

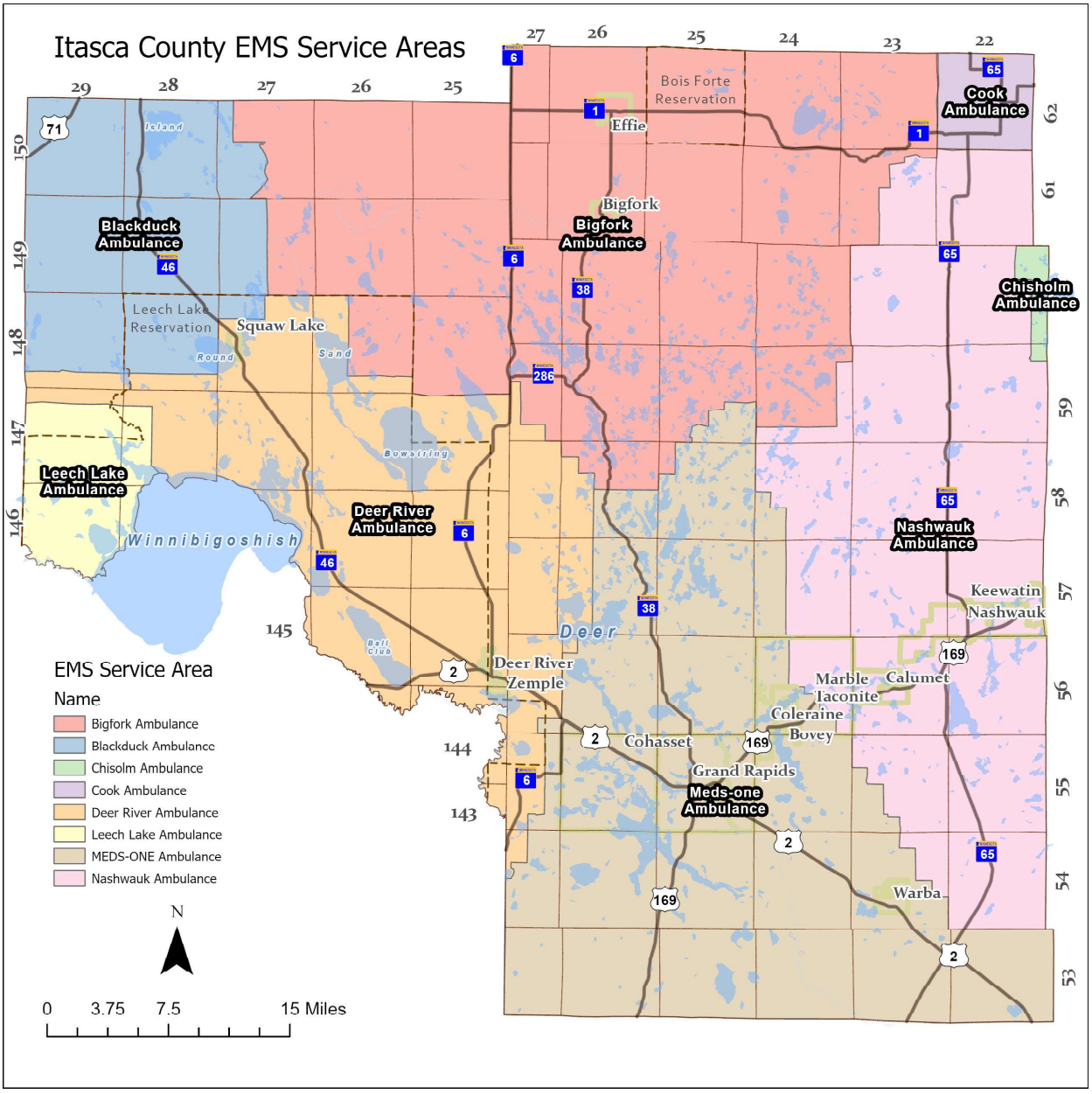
Nothing in this ordinance shall preclude any local unit of government from adopting stricter regulations than this ordinance.

SECTION XVIII. EFFECTIVE DATE.

This ordinance shall be in full force and effect from and after its passage and publication according to law.

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E - Annex E-11 - Attachment 2 – EMS Service Areas
ANNEX E - PUBLIC HEALTH AND MEDICAL
ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services
ESF #8 – Public Health and Medical Services
Public Information and Warning (Common)
Critical Transportation (Response)
Environmental Response/Health and Safety (Response)
Fatality Management Services (Response)
Mass Care Services (Response)
Public Health and Medical Services (Response)
Public and Private Services and Resources (Response)
MNWALK Item # 12



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E - Annex E-11 - Attachment 3 – Procedures for Tracking Victims
ANNEX E - PUBLIC HEALTH AND MEDICAL
ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services
ESF #8 – Public Health and Medical Services
Public Information and Warning (Common)
Critical Transportation (Response)
Environmental Response/Health and Safety (Response)
Fatality Management Services (Response)
Mass Care Services (Response)
Public Health and Medical Services (Response)
Public and Private Services and Resources (Response)
MNWALK Item # 13

PATIENT TRIAGE IN A MULTIPLE CASUALTY INCIDENT

The goal is to provide the most effective care for the greatest number of persons including existing patients, incident patients, and patients who need facility care for routine community emergencies. The surge capacity assessment must be reported to the authority that is managing the flow of transportation of ill or injured patients to facilities. The patient care capacity inventory should be reported in the following categories:

Red Category: Patients requiring medical care in the next hour. These victims have serious life-threatening injuries but have a high probability of survival if they receive immediate care.

Yellow Category: Patients requiring care in the next 1 to 12 hours to prevent long-term complications. These victims are seriously injured, but their lives are not at risk. Triage status of these patients may change to "Red" based on medical resources at any time. This category includes a group of special needs patients in a situation that would only take place in a major multiple casualty incident. These are patients who are not obviously dead or victims with severe injuries with low probability of survival, even with immediate care. Based on limited resources, some patients who are expected to die may not receive immediate care. As this is a difficult field decision, it is expected that these victims may be transported and provided facility treatment.

Green Category: Patients with minor injuries or illnesses that are not life threatening but need medical attention. These victims may be injured, but do not require immediate medical attention and include those apparently not physically injured.

Black Category: Victims who have expired or are expectant to die within a short period of time and require fatality management by the facility to occur. Palliative care resources will be available.

Special Resource Patients: Patients with special medical needs that are provided by the facility best equipped to deliver that care. Depending on the incident, this may mean:

1. Trauma patients at a trauma center, burn patients at a burn center, pediatric patients at a children's facility, or mental health patients.
2. Patients of a mental health facility or obstetrical patients at a center prepared to deliver infants with more intense medical needs.

Identify Nonessential Patient Services: The EOP should provide a process by which nonessential patient services may be modified or discontinued and by which any modifications or discontinuations will be communicated effectively to all facility staff, physicians, patients, and their families. In many circumstances, an event could force the facility to modify admissions and transfer procedures, cancel elective surgeries, postpone elective admissions, and discharge patients early. Emergency transfer plans need to consider the safe management of patients, personal property, and medical records to provide a continuity of quality care.

Emergency Receiving:

1. The emergency receiving area will be the ambulance entrance in the Emergency Department (ED). Emergency medical vehicles bringing in casualties should back up to the emergency entrance and unload the patient at that point. The patient will be met by a team made of the triage physician, a nurse, a patient tagger, patient attendant, and respiratory care personnel. All available hospital carts and wheelchairs will be staged at area hospitals.
2. Patients will be placed on stretchers or on the floor where the triage physician will examine those tagged at the disaster site. An internal disaster tag will be started for each patient by the patient tagger. The patient tagger will fill in the following information: patient name (if known), age/date of birth, and sex. Additional information will be filled out in the patient treatment area, as it becomes known. The number of the disaster tag will be used for identification purposes as necessary. The tag also will indicate what disposition is to be made of the case and where the patient is to be routed. Patient-tagging personnel will maintain a log of patients' names, EMS numbers, and disaster tag numbers using the Disaster Victim/Patient Tracking Form (HICS 254). The patient taggers will give copies of the updated log to the Patient Tracking Manager at appropriate intervals. The completed tag will be attached to the patient's arm or leg.
3. The color-coded strips on the bottom of the external disaster tag (EMS's tag) are to be used in the field only and will be disregarded when the patient arrives in the triage area. The triage team will remove the colored portion of EMS's tag and staple the remaining part of EMS's tag to the internal disaster tag.
4. Patient-tagging personnel will remove the top 2 sheets from the internal disaster tag and give them to a runner. The runner will take 1 copy to the Inpatient Unit and 1 copy to the Patient Tracking Manager. The third copy will be taken to admissions clerks when completed. The hard copy will remain with the patient until the patient is dismissed or admitted as a patient and a chart is generated for him or her.
5. If individuals arrive who are unable to provide personal identification data, patient-tagging personnel will assign available personnel to take a Polaroid picture of the patient. The picture will be stapled to the white copy of the internal disaster tag. The photograph and white copy will be given to the Patient Tracking Manager who will assign someone to attempt to obtain identification from family members in the Family Waiting Area (cafeteria). Write the internal tag number and gender of the patient on the photograph.

Transportation: The Transportation Unit will oversee the transport management of patients requiring movement out of the facility, if needed. Transportation will be needed if the facility is compromised, and patients must be removed for medical care. It will be needed if the incident results in overwhelming numbers

of victims and many existing patients who must be removed to allow care for the victims. The Transportation Unit will:

1. Establish patient staging and loading areas.
2. Develop or obtain MOAs (Memorandum of Agreement) with a transportation company that can move patients.
3. Maintain a log of vehicle and patient destinations.
4. Coordinate patient allocation and transportation with treatment and staging.
5. Determine facility and specialty referral center capabilities and update their status regularly through communications.
6. Assign patients to be transported to other facilities in accordance with predetermined plans and policies and/or consultations with medical facilities or both.
7. Communicate with the receiving facility regarding patient condition and status.
8. Provide progress reports.
9. Report to the Logistics Section Chief when the last patient has been transported.

Patient Transport:

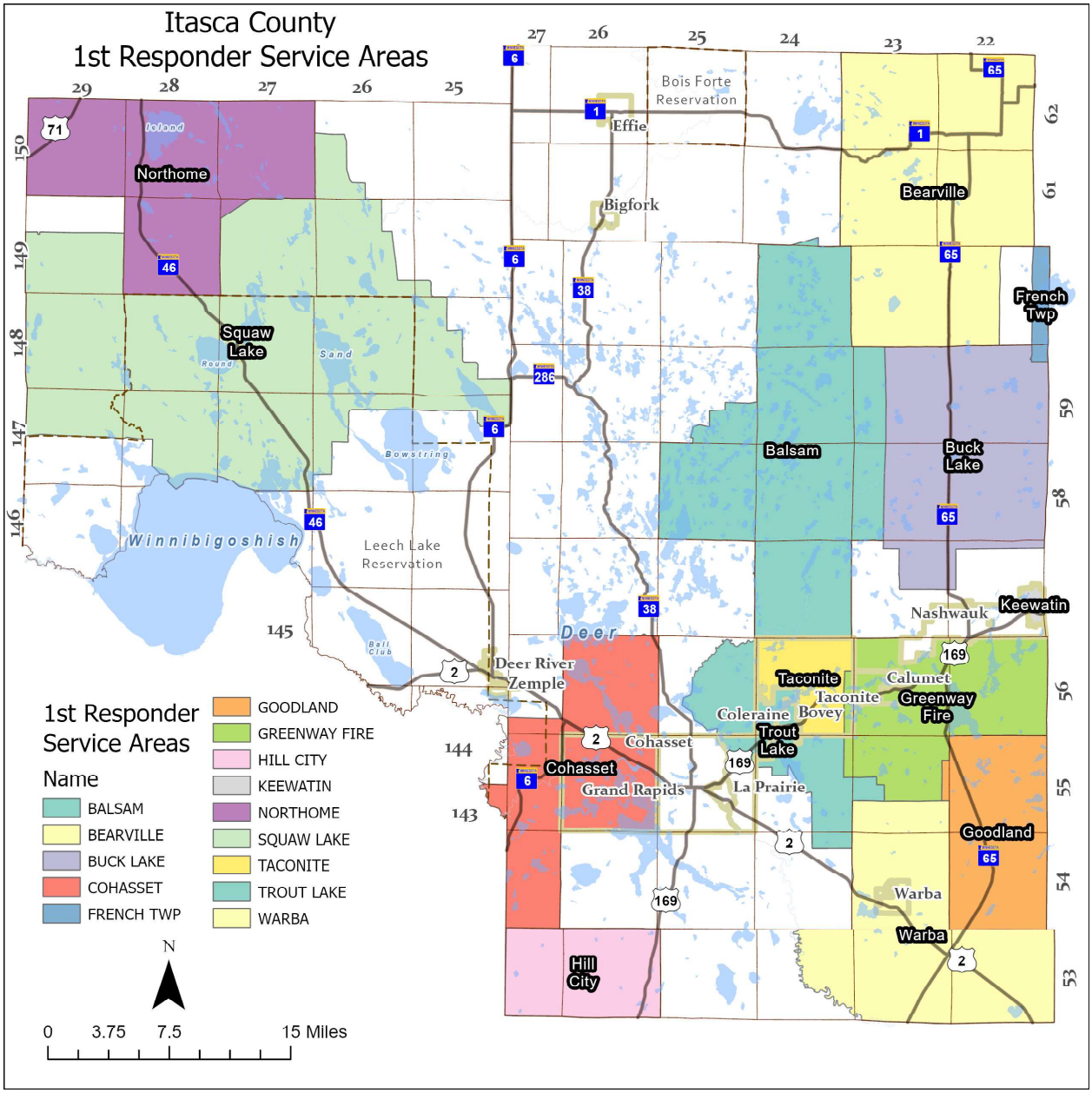
1. As disaster victims are seen by the triage team in the receiving area, they will be evaluated by the triage physician, tagged with internal disaster tag, and transported to one of the treatment areas depending on the nature of their injuries. A patient attendant will be assigned to transport each patient. Attendants will remain with "yellow" and "red" patients until the patients are admitted, transferred out of the facility, or dismissed. Attendants assigned to "green" patients will remain with the patients long enough to perform their duties listed below and return to the triage area for reassignment. (There may be times when an attendant need to remain with a "green" patient, e.g., children, confused patients, etc.) Dismissal of patients will occur from the Outpatient Registration area.
2. Only critical or lay-down patients will be assigned to a cart. Wheelchairs will be used whenever appropriate.

Patient Attendant Responsibilities: The patient attendant will obtain a patient disaster bag for each patient. Patient disaster bags will be kept in the ED with the other disaster supplies and will consist of the patient's belongings bag, 2 Ziplock bags, pen, Sharpie, stapler, and folder with charting forms. The folder will list the attendant's duties, as well as the functional areas and phone extensions. Attendant duties:

1. Remain with "yellow" and "red" patients. Remain with "green" patients as conditions require. Put belongings in bag and keep track of belongings. Put small items in Ziplock bags. If belongings are given to family, document it on patient's record. Otherwise, keep belongings with patient. Record disaster tag number on all items from disaster bag, including the bag itself. Remove EMS tag and staple inside folder.
2. Complete remainder of internal disaster tag to extent possible. When complete, give third copy of tag to a runner to be taken to Admissions. (Hard copies of the internal disaster tag remain with the patient until admitted or dismissed.)
3. Inform supervisor when patient is moved from one area to another.
4. Assist patient making calls to family, etc.
5. May provide patient care if within attendant's legal scope of practice.

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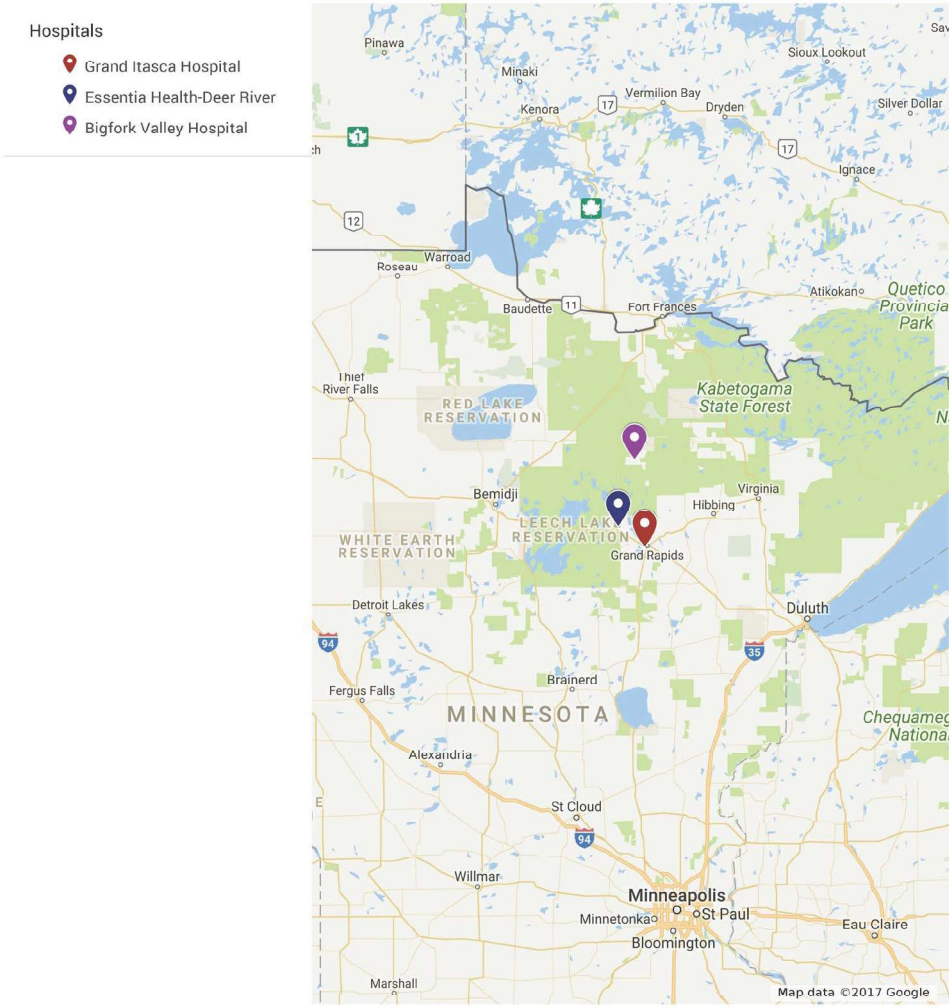
E - Annex E-11 - Attachment 4 – 1st Responder Service Areas
ANNEX E - PUBLIC HEALTH AND MEDICAL
ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services
ESF #8 – Public Health and Medical Services
Public Information and Warning (Common)
Critical Transportation (Response)
Environmental Response/Health and Safety (Response)
Fatality Management Services (Response)
Mass Care Services (Response)
Public Health and Medical Services (Response)
Public and Private Services and Resources (Response)
MNWALK Item # 12



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E - Annex E-11 – Attachment 5 – Medical Facilities
ANNEX E - PUBLIC HEALTH AND MEDICAL
ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services
ESF #8 – Public Health and Medical Services
Public Information and Warning (Common)
Critical Transportation (Response)
Environmental Response/Health and Safety (Response)
Fatality Management Services (Response)
Mass Care Services (Response)
Public Health and Medical Services (Response)
Public and Private Services and Resources (Response)
MNWALK Item # 26, 27

Itasca County Hospitals



NAME	COUNTY	ADDRESS	CITY
Riverwood Healthcare Center	Aitkin	200 Bunker Hill Drive	Aitkin
Community Memorial Hospital	Carlton	512 Skyline Blvd	Cloquet
Mercy Hospital	Carlton	710 Kenwood Ave S	Moose Lake
Cook Co Northshore Hospital & Care Center	Cook	515 5th Ave W	Grand Marais
Deer River Health Care Center	Itasca	115 10th Avenue Northeast	Deer River
Grand Itasca Clinic & Hospital	Itasca	1601 Golf Course Road	Grand Rapids
Bigfork Valley Hospital	Itasca	258 Pine Tree Drive	Bigfork
Rainy Lake Medical Center	Koochiching	1400 Highway 71	International Falls
Lake View Memorial Hospital	Lake	325 Eleventh Avenue	Two Harbors
Essentia Health-Virginia	St. Louis	901 Ninth Street North	Virginia
Essentia Health-Northern Pines	St. Louis	5211 Highway 110	Aurora
Cook Hospital	St. Louis	10 Southeast Fifth Street	Cook
Essentia Health-St Mary’s Medical Center	St. Louis	407 East Third Street	Duluth
St. Lukes Hospital	St. Louis	915 East First Street	Duluth
Fairview University Medical Center Mesabi	St. Louis	750 East 34th Street	Hibbing
Essentia Health-Duluth (Miller Dwan)	St. Louis	502 East Second Street	Duluth
Ely Bloomenson Comm Hospital	St. Louis	328 West Conan Street	Ely

E - Annex E-13 - Attachment 1 – Access and Functional Needs - Other Related Support
ANNEX E - PUBLIC HEALTH AND MEDICAL
ESF #1 - Transportation
ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services
ESF #8 – Public Health and Medical Services
Public Information and Warning (Common)
Critical Transportation (Response)
Environmental Response/Health and Safety (Response)
Fatality Management Services (Response)
Mass Care Services (Response)
Public Health and Medical Services (Response)
Public and Private Services and Resources (Response)
MNWALK Item # 6

ACCESS AND FUNCTIONAL NEEDS

ORGANIZATION	PHONE NUMBER	
Minnesota State Council on Disability (MSCOD)	1-800-945-8913	651-361-7800
American Red Cross (Duluth)	218-722-0071 (24/7 After Hours Number)	
MINNESOTA AREA AGENCIES ON AGING		
Arrowhead Area Agency on Aging	1-800-232-0707	218-722-5545
Minnesota Chippewa Tribe Area Agency on Aging	1-888-231-7886	218-335-8585
MINNESOTA CENTERS FOR INDEPENDENT LIVING		
Access North CIL of Northeastern MN	1-800-390-3681	218-262-6675
Access North CIL of Northeastern MN (Branch)	1-888-625-1401	218-625-1400
DEVELOMENTAL DISABILITY ORGANIZATIONS		
Governor's Council on Developmental Disabilities	1-800-627-3529	651-296-4018
Autism Society of Minnesota		651-647-1083
The Institute on Community Integration		612-624-6300
STATE OF MINNESOTA DEAF AND HARD OF HEARING SERVICES		
State of Minnesota Deaf and Hard of Hearing Services	1-800-964-3663	651-964-1514
DHHS Northeast Virginia	1-888-234-1322	866-553-7987

STATE OF MINNESOTA SERVICES FOR THE BLIND		
Brainerd Office	1-800-657-3779	218-828-2490
Duluth Office	1-800-657-3752	218-302-8418
Hibbing Office	1-800-657-3824	218-262-6754
OTHER AGENCY RESOURCES		
Courage Center	1-888-846-8253	763-588-0811
Epilepsy Foundation of Minnesota	1-800-779-0777	
Down Syndrome Association of Minnesota	1-800- 511-3696	651-603-0720
United Way 211	1-800-543-7709	211
Disability Linkage Line		866-333-2466
Senior Linkage Line	1-800-333-2433	
Veterans Linkage Line	1-888-546-5838	

E - Annex E-6 - Attachment 14 – Resources for Health Care Services ANNEX E - PUBLIC HEALTH AND MEDICAL
ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services ESF #8 – Public Health and Medical Services
Public Information and Warning (Common)
Critical Transportation (Response)
Environmental Response/Health and Safety (Response)
Fatality Management Services (Response)
Mass Care Services (Response)
Public Health and Medical Services (Response)
Public and Private Services and Resources (Response)
MNWALK Item # 43

2021-2022

Itasca & Koochiching Counties

Aging Resource Guide

Please go to:

https://theseniorreporter.org/guides/2021Itasca/HTML5/index.html

ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services ESF #8 – Public Health and Medical Services

Public Information and Warning (Common)

Critical Transportation (Response)

Environmental Response/Health and Safety (Response)

Fatality Management Services (Response)

Mass Care Services (Response)

Public Health and Medical Services (Response)

Public and Private Services and Resources (Response)

MNWALK Item # 43

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ANNEX F – EVACUATION, TRAFFIC AND SECURITY
ESF #13 – Public Safety and Security
On-Scene Security and Protection (Response)

I. MNWALK REQUIREMENTS

01☒ 02☐ 03☒ 04☐ 05☐ 06☐ 07☐ 08☐ 09☐ 10☐ 11☐ 12☐ 13☐ 14☐ 15☐ 16☐ 17☐ 18☐ 19☐ 20☐
21☐ 22☐ 23☐ 24☐ 25☐ 26☐ 27☐ 28☐ 29☐ 30☐ 31☐ 32☐ 33☐ 34☐ 35☐ 36☐ 37☐ 38☒ 39☒ 40☐
41☒ 42☒ 43☐ 44☐ 45☐ 46☐ 47☐ 48☐ 49☐ 50☐ 51☐ 52☐ 53☐ 54☐ 55☐ 56☐ 57☐ 58☐ 59☒ 60☒
61☐ 62☐ 63☐ 64☐ 65☐ 66☐ 67☐ 68☐ 69☐ 70☐ 71☐

II. PURPOSE

The purpose of this annex is to provide for orderly and coordinated evacuation, relocation, traffic control, and security of all or any part of the population of Itasca County/City of, if it is determined that such action is the most effective means available for protecting the population from the effects of the emergency. This annex also provides direction on shelter in place guidelines to protect the population who may not be able to evacuate due to the emergency.

III. SITUATIONS AND ASSUMPTIONS

A. Situations

1. Authority for Evacuations

a. State law provides the Chief Elected Official (County Board Chair, Sheriff or Mayor) with the authority to order an evacuation of all or part of the population from a stricken or threatened area within their respective jurisdictions. Hence, the Chief Elected Official (County Board Chair, Sheriff or Mayor) may order a mandatory evacuation upon issuing a local emergency declaration. The Chief Elected Official (County Board Chair, Sheriff or Mayor) may also take subsequent action to control re-entry, restrict movement and deny building occupancy within a disaster area.

2. There are a wide variety of emergency situations that might require an evacuation of portions of the local area:

a. Limited evacuations of geographical areas might be needed because of a hazardous materials incident, major fire, natural gas leak or localized flooding.

b. Large-scale evacuations may be required in the event of a major hazardous materials incident, terrorist attack, or major devastation from a tornado.

3. Some emergency situations may require members of the community to shelter in place.

4. Some people may utilize hearing dogs, service dogs, and seeing-eye dogs, therefore accommodations for animals should be considered when working on evacuation planning.

B. Assumptions

1. Most people will evacuate when local officials recommend or mandate an evacuation. The portion of the population that will evacuate may depend on the visibility or perception of danger.

2. Some people will refuse to evacuate, regardless of the threat.

3. Residents will evacuate with companion animals and service animals.

4. Residents who evacuate may have specialized equipment they may need to take with them when leaving their homes.

5. In most emergency situations, most evacuees will seek shelter with relatives or friends or in commercial accommodations rather than in public shelter facilities.

6. While some emergency situations are slow to develop, others occur with little or no warning. In some instances, there may be time to carefully plan for an evacuation, in other instances evacuation may need to be done with little time to prepare.

7. Many people will use personal vehicles to evacuate; transportation, including specialized transportation, may be needed for members of the community that do not have personal vehicles or that do not drive.

IV. CONCEPT OF OPERATIONS

A. General

1. Evacuation is one means of protecting the public from the effects of a hazard; protection is achieved by moving people away from the hazard. In planning for evacuation, the characteristics of the hazard and its magnitude, intensity, speed of onset, and anticipated duration are all significant factors. These will determine the number of people to be evacuated, the distance people must be moved to ensure their safety, the need for reception centers, and the extent of traffic control and security required.

2. We must be prepared to conduct both small scale and large-scale evacuations always of the day both from known hazard areas and from unexpected incident locations.

3. The Chief Elected Official (County Board Chair, Sheriff or Mayor) has the general authority for ordering an evacuation, when deemed the most suitable means of protecting the public from a hazard.

4. In situations where rapid evacuation is critical to the continued health and safety of the population, the on-scene Incident Commander may recommend evacuation of people at risk in and around an incident scene and direct and control the required evacuation.

5. Large scale evacuations and evacuations conducted since imminent threat where there is no current incident scene will normally be coordinated and directed by the EOC.

B. Evacuation Decisions MW 41 MW 60 MW 59

Annex F.3.Attachment 1.Itasca County Evacuation Routes

1. The Incident Commander, or for large scale evacuations, the Emergency Operations Center, shall assess the need for evacuation, plan evacuations, and coordinate needed support for the evacuation effort. Evacuation planning should resolve the following questions:

   a. What areas or facilities are at risk and should be notified?

   b. How will the public be advised of what we do?

   c. What do evacuees need to take with them?

   d. What travel routes should be used by evacuees?

   e. What transportation support is required?

   f. What assistance with special populations need?

   g. What traffic control is needed?

   h. Does the anticipated duration of the evacuation make it necessary to activate shelter or mass care facilities?

   i. How will evacuated areas be secured?

2. Evacuations that must be conducted because of incidents that occur without warning may have to be planned quickly and carried out with only those resources that can be mobilized quickly.

3. The decision to recommend an evacuation of the population in and around the area of an incident site rests with the Incident Commander managing the incident. In general, the Chief Elected Official (County Board Chair, Sheriff or Mayor) shall issue the order for large scale evacuations.

C. Shelter in Place MN 59

1. The Incident Commander will make recommendations for community members to shelter in place when the emergency dictates this as the safest way to protect the public. Sheltering in place guidance will be provided through the Public Information Officer at the scene or in the Emergency Operations Center. All recommendations for either evacuations or shelter in place will come with instructions from local public safety officials. The decision to shelter in place will come from a joint decision between local law enforcement and the fire department.

D. Transportation MW 42(c)

1. Individuals. It is anticipated that the primary means of evacuation for most individuals will be personal automobiles. Some people do not own vehicles and others will need assistance in evacuating. Provisions must be made to provide for public transportation during an emergency evacuation.

2. MW 41(a) Special Needs Facilities. Public schools normally maintain transportation resources; private schools and daycare centers may also have limited assets. Most other special needs facilities rely on commercial or contract transportation companies for their specialized transportation needs. Unfortunately, many of these providers cannot provide enough equipment to evacuate a sizeable facility on short notice. Local government may be requested to assist in providing transportation support.

3. Emergency transportation may be provided by local school busses, charter busses, private bus companies, ambulance, and other vehicles. See Annex M – Transportation for more information about transportation coordination and resources. In the case of a large-scale evacuation with advance warning, pick-up points may be designated, and a hotline established to receive request for transportation assistance.

4. Public Information messages emphasizing the need for community members to help their neighbors who lack transportation or need assistance can significantly reduce requirements for public transportation during an evacuation.

E. Traffic Control MW 38

1. Actual evacuation movement will be controlled by local law enforcement agencies.

2. When possible, two-way traffic should be maintained on all evacuation routes to allow for continued access for emergency vehicles.

3. For large scale evacuations when time permits, traffic control devices, such as signs and barricades, will be provided by the County Highway Department or City Public Works Department and Minnesota Department of Transportation (MNDOT) upon request.

4. Law enforcement will request wrecker services when needed to clear disabled vehicles from evacuation routes.

F. Warning and Public Information

1. The Incident Commander will normally decide if an evacuation warning should be issued in and around the incident site. EOCs will assist in disseminating warnings for large-scale evacuations beyond the incident site or where evacuation is conducted because of an imminent threat.

2. Advance notice for Possible Evacuation

a. For slow developing emergency situations, advance warning should be given to affected residents as soon as it is determined that an evacuation may be recommended. Such advance notice is usually disseminated through the media. Advance warning should address suitable preparedness actions such as securing property, assembling disaster supplies, fueling vehicles, and identifying evacuation routes.

b. Advance warning should be made to special needs facilities in a threatened evacuation area as soon as possible. During notification, request facility staff review and prepare to implement their evacuation plans. Facility staff should also report their periodic status and any requests for assistance to the EOC.

c. Special needs populations should also be given advance notice. Notifying and preparing this segment of the population for evacuation will likely require additional time and resources. Any special circumstances or request for assistance should be reported to on-scene authorities of the EOC.

3. Evacuation Warning

a. Evacuation warnings should be disseminated through all available warning systems. See Annex A – Warning and Notification for additional information and resources

b. In the case of immediate evacuation in and around an incident site, public address systems on emergency vehicles and door to door notification are usually effective.

c. Special needs facilities may be notified directly by on-scene authorities or be EOC staff. However, if both the incident command staffs and EOC will be making notifications, a specific division of responsibilities for notification should be made so that no facility is inadvertently overlooked.

d. Law enforcement personnel may go door to door in the evacuation area to ensure all those at risk have been advised of the need to evacuate and have responded.

4. Emergency Public Information

a. Warning messages are disseminated to alert the public to the threat and provide basic instructions. They are usually short and to the point. The public will often require or request additional information. The Public Information Officer (PIO) will need to provide information to the media on a timely basis. Provisions must be made to provide information to people with special needs, including those who are blind, deaf, and hard of hearing, and those with limited English proficiency.

b. Additional information for an evacuation might include locations of shelters and mass care facilities, specific evacuation routes, guidance for securing homes, and information about what residents should take with them when they leave their homes. When school children are evacuated it is important to provide timely information to parents on where children can be picked up.

c. When the incident is resolved evacuees will need to be informed on when it will be safe to return to their homes and businesses.

G. Special Needs Populations MW 41 (b)

1. Special needs facilities are responsible for the welfare and safety of their students, clients, residents, patients, and inmates. Virtually all these facilities are required to maintain an emergency plan that includes provisions for evacuations and sheltering in place; however, to implement these plans, they must be warned of the emergency.

a. Schools and Daycare Centers

i. If evacuation of public schools is required, students will normally be transported on school busses to other schools or designated locations, outside the risk area, where they can be picked up by parents. It is essential that the public be provided with timely information on these arrangements. In the case of a large-scale emergency and with advance warning, schools will generally be closed, and students returned home so they can evacuate with their families.

ii. Private schools and daycare centers, including adult daycare facilities, typically maintain limited transportation resources and may require government assistance in evacuating.

b. Hospitals, Long Term Care Facilities and Correctional Facilities

i. If evacuation of these facilities is required, patients, residents and inmates should be transported, with appropriate medical and security personnel. The facility operator or manager is responsible for deciding for suitable transportation and coordinating use of appropriate host facilities. In the cases of short-notice or no-notice emergency situations, facilities may be unable to make the required arrangements for

transportation and may need assistance from local government with transportation and in identifying suitable reception facilities.

2. Special needs residents may require assistance with transportation, medical assistance, and communications during evacuations. See Annex U – Communications for additional information and resources.

H. Animals During Evacuations MW 41 (c)

1. Evacuees who go to the homes of relatives, friends or commercial accommodations with their pets normally do not pose difficulties during evacuations. However, evacuees with pets seeking public shelter will require a location for their animals to be housed during the extent they are evacuated from their homes. Emergency plans are in place to shelter and provide care for animals.

I. Nuclear Emergency Considerations

1. Through a comprehensive study, the federal government has determined that some areas of Minnesota may be targeted in the event of a large-scale nuclear attack. These areas of high risk are called hazard areas.

2. The Sheriff may be requested to acquire county and/or local law enforcement personnel, highway department personnel and vehicles (with radios) to support the following functions to expedite recovery efforts:

   a. Control of transport of potentially radioactive contaminated food, feed, and water into within or out of the County.

   b. Activities in support of federal and state sampling teams by providing guides, transportation to sampling sites, and radio communications, if possible. In addition, transport samples which have been collected to either the State's "mobile iodine van" the nearest decontamination center, the state health department's laboratory in Minneapolis, or to locations for shipment to other laboratories

   c. Law enforcement backup support for the Minnesota Department of Agriculture and/or responsible state and federal regulatory authorities conducting embargoing, holding, and/or disposing of radioactively contaminated food, feed, and water.

   d. Assisting with the establishment of roadway checkpoints for the purpose of screening and inspecting food and feed items to ensure that unauthorized shipment of food, feed and water are prevented from entering or exiting the County of from being transported within. In addition, assist with the transport and distribution of authorized shipments.

J. Access Control and Security

1. Security in an evacuated area is extremely important. Those who have evacuated may not do so in the future if their property has been damaged or stolen during their absence. Law enforcement personnel should establish access control points to limit entry into evacuated areas and, where possible, conduct periodic patrols within such areas to deter theft by those on foot. To the extent possible, fire departments will take measures to ensure continued fire protection.

2. If an evacuated area has sustained damage and cannot be reoccupied for an extended period, it may be desirable to implement a permit system to limit access to emergency workers, homeowners, business owners, utility workers and contractors restoring damaged structures and removing debris.

K. Return of Evacuees MW 59

1. Evacuees returning to their homes or businesses in evacuated areas require the same consideration, coordination, and control as the original evacuation. For limited incidents, the Incident Commander will normally make the decision to return evacuees and disseminate as appropriate. For large-scale evacuations, the decision will normally be made by the Chief Elected Official (County Board Chair, Sheriff or Mayor) and will be disseminated through the media.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. Our emergency organization, described in Section IV of the Basic Plan, will carry our evacuations and the return of people to their homes or businesses.

2. Incident Command System – EOC Interface

   a. As noted previously, the Incident Commander will normally determine the need for, organize and conduct limited evacuations in the vicinity of the incident site. If large-scale evacuation is required, the Chief Elected Official should make the recommendation for the evacuation of the public.

   b. Not all emergencies require on-scene operations or the establishment of an Incident Command Post. For those emergencies that may be over a wide area (flooding, ice storm, winter storm) or are health based the Command Post and Emergency Operations Center may be co-located.

   c. A division of responsibility for evacuation tasks should be agreed upon between the Incident Commander and the EOC. The Incident Commander will normally manage

evacuations operations at the scene, while the EOC coordinates operations beyond the incident site, such as coordinating traffic control along evacuation routes, arranging for activation of shelters and mass care facilities, coordinating public information and warnings, and advising other jurisdictions of evacuation.

B. Lines of Succession

1. Lines of succession for the Mayor, County Board Chair and Emergency Management Director or (designee) are outlined in the Basic Plan.

2. Lines of succession for each department and agency director shall be done in accordance with operating guidelines and delegations of authority within each department.

C. Responsibilities

1. Itasca County Emergency Management Director

The Itasca County Emergency Management Director or (designee) is responsible for carrying out the emergency management program for Itasca County/City of. The Emergency Management Director or (designee) will activate the Emergency Operations Center as required or requested to coordinate/support the activities of all departments/organizations assisting with response and recovery efforts. The Emergency Management Director or (designee) will establish response and recovery priorities through the Emergency Operations Center and will coordinate the resources needed to support emergency operations.

2. Itasca County Sheriff's Office/ Police Department MW 38, MW 39 (a) (b) (c) (d), MW 41 MW 59

The Sheriff's Office/Police Department will assign an Evacuation, Traffic and Security Supervisor who will be responsible for coordinating evacuation, traffic, and security control within Itasca County/City of. Responsibilities include establishing and staffing traffic control points, maintaining access control and security and providing security for the following areas: perimeter control, shelters, family assistance centers, and mass prophylaxis sites to the affected areas to protect private and public property. The Sheriff's Office/Police Department will work with the On-Scene Incident Commander(s) to provide accurate and expedient information regarding evacuation orders of the affected areas/communities to the Public Information Officer. Sheltering in place recommendations will be a joint decision between local law enforcement and the local fire department. The Evacuation, Traffic and Security Supervisor is also responsible for coordinating the evacuation of special needs populations, including those individuals/families without transportation and those with specialized transportation needs.

3. Fire Department

MW 59 The Local Fire Department (affected jurisdiction) will work with the Itasca County Sheriff's Office/ Police Department to determine requirements for evacuations and/or sheltering in

place as well as areas to be utilized as collection points for those individuals who are required to evacuate and do not have access to personal transportation or require specialized assistance. Following hazardous materials incidents, the Fire Department Chemical Assessment Team (CAT) will provide information to the Evacuation, Traffic and Security Supervisor to determine when it would be safe for community members to return to evacuated areas.

4. American Red Cross

Itasca County/City of will coordinate with the American Red Cross to establish Congregate Care (shelter) sites for evacuees. Congregate Care includes sheltering, feeding, case work, welfare inquiry services, mental health services, and health services for those affected by the disaster/emergency.

5. Transportation MW 38 (a)(b), MW 41, MW 42 (c)

The Itasca County Highway Department and City of Public Works Department are responsible for coordinating the transportation needs of the County/City following a disaster. Transportation includes the moving of people and goods/supplies. The transportation annex addresses modes of transportation and transportation services that may be available to assist special needs populations (those with specialized medical and adaptive equipment) and those individuals/families that do not have access to personal transportation.

Additionally, the Itasca County Highway Department and City of Public Works may also aid as requested to support the Evacuation, Traffic and Security control needs of the community. This support may include developing signage and barricading restricted areas.

6. Public Information Officer

The Public Information Officer will work with the Evacuation, Traffic and Security Supervisor to create and disseminate information regarding evacuations, sheltering in place, and traffic control, as required. Information provided to the public should include clear, descriptive, and easily understandable messages regarding specific actions that should be taken by individuals/families to protect themselves from the hazard.

VI. ADMINISTRATION AND SUPPORT

A. Records

1. Records will be maintained on the use of all equipment, whether owned, leased, rented, or borrowed. These records/contracts will be used as basis for possible recovery of emergency operations expenses from a responsible party or for potential reimbursement from the State or Federal Government. All records/contracts generated by the Law Enforcement Branch should be provided to the Finance and Administration Section Chief for cost recovery and reimbursement documentation.

2. Each department, agency or service of government will provide for the maintenance of records during an emergency. These records include work hours, equipment hours, supplies and materials consumed injuries to personnel, and damage to public facilities and equipment. All records generated during an emergency will be collected and maintained in an orderly manner, so a record of actions taken is preserved for use in determining response costs, settling claims, and updating emergency plans and procedures.

B. Resources

1. Local resources can be found on file in the resource database

C. Post Incident Review

1. Following activations of the Emergency Operations Center or use of the Emergency Operations Plan, Emergency Management will coordinate a review of each annex of the Emergency Operations Plan to identify needed improvements, procedure changes, personnel and facility changes or resource needs.

D. Training and Exercises

1. Personnel identified in the Emergency Operations Plan and those who staff the Emergency Operations Center will receive National Incident Management System (NIMS) and Incident Command System (ICS) training. Although some personnel may receive more advanced training, everyone will receive IS-100 and IS-700. A full list of personnel and required training can be found on file in the Emergency Management office. Personnel who staff the Emergency Operations Center shall also receive appropriate training on their role in the Emergency Operations Center and on the operations of the facility. This training should be arranged by the Law Enforcement Branch or the Emergency Management Department.

2. Emergency Management follows the Emergency Management Performance Grant (EMPG) exercise requirements to exercise and evaluate the Emergency Operations Plan.

VII. ANNEX DEVELOPMENT AND MAINTENANCE

The Itasca County/City of Emergency Operations Plan, including the Basic Plan and Annexes, is updated on an annual basis. Each annex representative is responsible for participating in the full review process every other year and for independently reviewing the annex on an annual basis. The overall responsibility for maintaining the Emergency Operations Plan is that of the Itasca County Emergency Management Department.

Any standard operating guidelines, personnel directories, maps, or other tools needed to support emergency operations should be developed and maintained by the responsible department. It is the department's responsibility to ensure access to this information during times of large-scale emergency

or disaster, to coordinate training for personnel regarding these procedures and to inform emergency management of any changes that directly impact the Emergency Operations Plan.

VIII. AUTHENTICATION

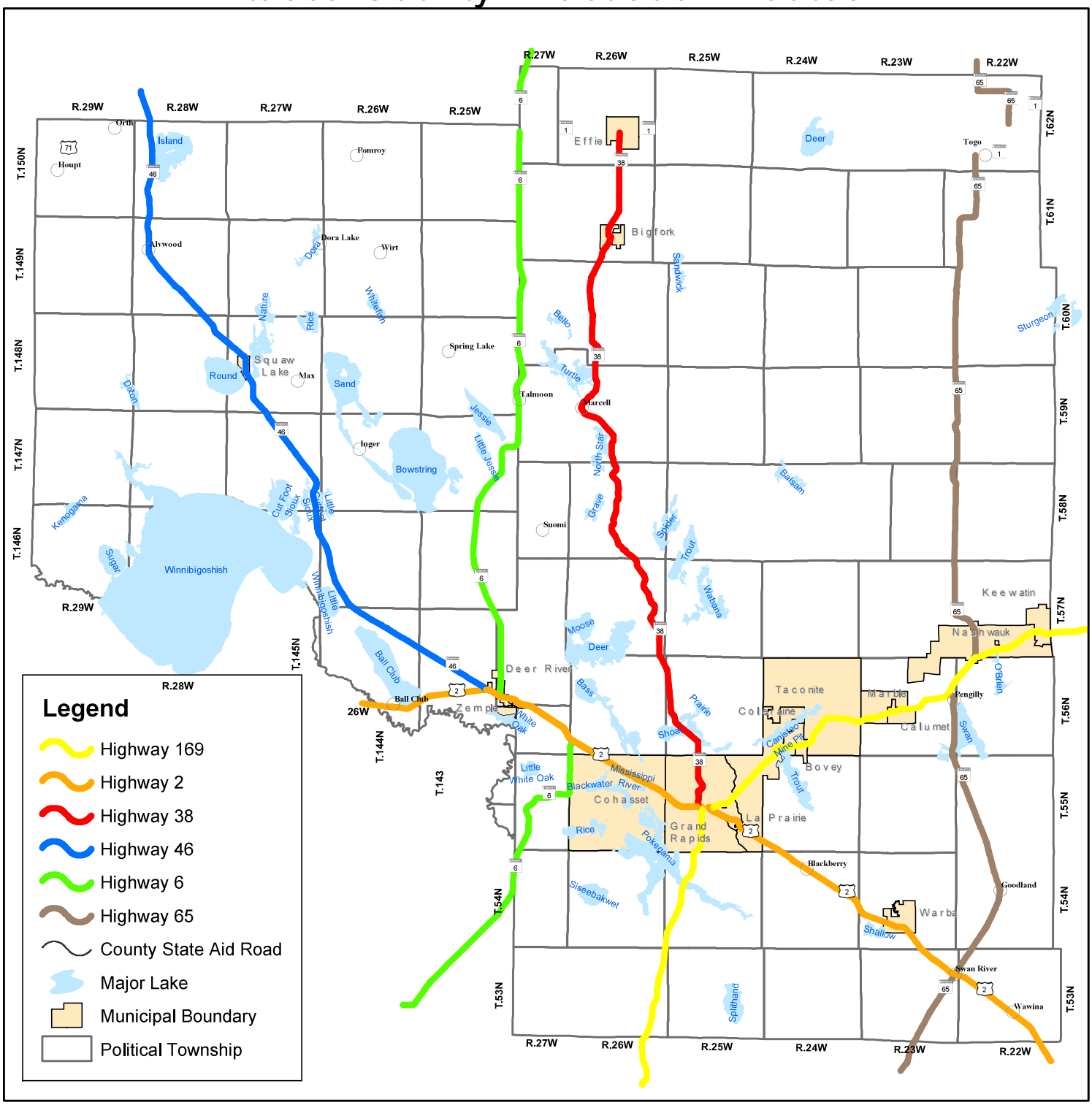
See verification of plan approval
See authentication for Itasca County/City of Emergency Operations Plan

F - Annex F-3 - Attachment 1 – Itasca County Evacuation Routes
ANNEX L - HAZARDOUS MATERIALS
ESF #10 - Oil and Hazardous Materials
Critical Transportation (Response)
Environmental Response/Health and Safety (Response) Infrastructure Systems (Response)
Public Information and Warning (Common)

MNWALK Item # 60

Itasca County Evacuation Routes

Itasca County Evacuation Routes



Legend

- Highway 169
- Highway 2
- Highway 38
- Highway 46
- Highway 6
- Highway 65
- County State Aid Road
- Major Lake
- Municipal Boundary
- Political Township

IGIS

Itasca Geographic Information System
"decision support through automation"

This information is a compilation of data from different sources with varying degrees of accuracy and requires a qualified field survey to verify.

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ANNEX G - FIRE PROTECTION
ESF #4 – Firefighting
Public and Private Services and Resources (Response)
Critical Transportation (Response)
Infrastructure Systems (Response)
Public Health and Medical Services (Response)
Operational Communications (Response)
On-Scene Security and Protection (Response)
Mass Search and Rescue Operations (Response)
Mass Care Services (Response)
Environmental Response/Health and Safety (Response)

I. MNWALK REQUIREMENTS

01☒ 02☐ 03☒ 04☐ 05☐ 06☐ 07☐ 08☐ 09☐ 10☐ 11☒ 12☐ 13☐ 14☒ 15☐ 16☐ 17☐ 18☐ 19☐ 20☒
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II. PURPOSE

This annex describes how fire suppression will be accomplished in Itasca County and the City of. The goal is to ensure a rapid and coordinated response to any emergency to save lives, reduce personal injuries and damage to property and the environment.

III. SITUATIONS AND ASSUMPTIONS

A. Situations

1. Situations can arise that hinder firefighting capability or overwhelm local resources.

2. Outside assistance (other local jurisdictions, state or federal) is available when required.

3. Fire departments may also be responsible for search and rescue activities.

4. Fire departments may assist other agencies to execute their emergency assignments.

5. An intricate system of mutual aid agreements interconnects local fire departments throughout the state.

6. Emergency responders and other rescue personnel may experience communication barriers while assisting community members who are deaf and hard of hearing, people with cognitive and development disabilities, persons with mental illness and those with limited English proficiency.

7. Community members who have cognitive, physical, or developmental disabilities, have limited English proficiency, those who are deaf and hard of hearing, or totally and legally blind and persons with mental illness may live independently, in community based/assisted living setting or in long term care facilities.

B. Assumptions

1. Through existing mutual aid agreements, local fire personnel and equipment should be adequate to deal with most emergency situations.

2. In some areas, trained personnel and specialized equipment are limited, so outside assistance is required for certain situations, like hazardous materials response.

3. All departments throughout the state maintain equipment and training essential to perform fire protection duties.

4. If relocation is necessary, adequate personnel are available to assist with the movement of equipment to maintain fire protection.

5. Community resources such as interpreters, health care personnel, and housing managers will aid members of the community and emergency response personnel who require their assistance.

IV. CONCEPT OF OPERATIONS

The Emergency Operations Plan has been designed based on the NIMS model utilizing the Incident Command System. The Command Staff includes a Legal Advisor, Public Information Officer, Liaison and Safety Officer. The General Staff includes the Operations Section Chief, Planning Section Chief, Logistics Section Chief and Finance and Administration Section Chief. The Command and General Staff all report to the Emergency Operations Center Director or (designee). The Emergency Operations Center Director or (designee) is the Itasca County/City of Emergency Management Director. In the event where the primary impacts are health related, a unified command structure will be utilized in collaboration with Itasca County Public Health. In addition to these staff positions there are Branch Directors and Unit Leaders that represent the 21 annexes of this emergency operations plan. Branch Directors and Unit Leaders report to Section Chiefs as outlined in the flow chart in the Basic Plan.

Fire protection is part of the Fire Branch. The Fire Branch Director reports directly to the Operations Section Chief. The order of succession will be established by the local fire department.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. Our emergency organization described in Section IV of the Basic Plan.

2. Incident Command System – EOC Interface

   a. The Incident Command oversees all on-scene operations. This coordination takes plan at an Incident Command Post. On-scene logistics personnel will order supplies, resources, and personnel to manage the scene in accordance with Incident Action Plan.

   b. Not all emergencies require on-scene operations or the establishment of an Incident Command Post. For those emergencies that may be over a wide area (flooding, ice storm, winter storm) or are health based the Command Post and Emergency Operations Center may be co-located.

   c. A division of responsibility for evacuation tasks should be agreed upon between the Incident Commander and the EOC. The Incident Commander will normally manage operations at the scene, while the EOC coordinates operations beyond the incident site, such as coordinating traffic control along evacuation routes, arranging for activation of shelters and mass care facilities, coordinating public information and warnings, and advising other jurisdictions as required.

B. Lines of Succession

1. Lines of succession for the Mayor, County Board Chair and Emergency Management Director or (designee) are outlined in the Basic Plan.

2. Lines of succession for each department and agency director shall be done in accordance with operating guidelines and delegations of authority within each department.

C. Responsibilities

1. Itasca County Emergency Management Director

The Itasca County Emergency Management Director or (designee) is responsible for carrying out the emergency management program for Itasca County/City of. The Emergency Management Director or (designee) will activate the Emergency Operations Center as required or requested to coordinate/support the activities of all departments/organizations assisting with response and recovery efforts. The Emergency Management Director or (designee) will establish response and recovery priorities through the Emergency Operations Center and will coordinate the resources needed to support emergency operations.

MW 11, 22
Annex G.3.Attachment 1.Fire Service Areas
Annex G.3.Attachment 2.(MOU) (LOA) (MAA) (CFPA) Agreements

Fire protection in Itasca County is the responsibility of the area fire department that provides protection for pre-determined areas. The City of, all fire departments throughout Itasca County

are volunteer departments. Itasca County does not operate a County Fire Department, nor does it have a "County Fire Chief." The following fire departments provide fire protection in Itasca County and have mutual aid agreements between them:

Balsam	Bigfork	Grand Rapids
Greenway (West & East)	Cohasset	Squaw Lake
Deer River	Goodland	Bearville
Keewatin	Nashwauk	Calumet (Greenway East)
Taconite	Warba	
Marble (Greenway West)	Trout Lake Fire (Coleraine)	

MW 11, MW 67 In addition to their primary responsibility of providing fire protection, the fire departments in Itasca County will have other responsibilities in the event of a disaster. This varies from department to department, but generally includes:

a. Assisting with the dissemination of warnings

b. Coordination or assisting with an evacuation within their community

c. Coordinating or assisting with search and rescue efforts within their community

d. Informing other local government personnel of the risks associated with a hazardous materials incident/accident that has occurred within their community

e. Reporting important disaster status information (casualties, damage, evacuation status, chemical release/exposure, radiation levels, etc.) to the Emergency Operations Center during emergency operations

f. Responding to hazardous materials incidents, within the limits of hazmat response training

g. Providing heavy and light rescue services

h. Providing first responder – Emergency Medical Services

2. Communications

All fire departments in Itasca County utilize the 800 MHz interoperable communications system. The 800 MHz system allows for interoperable communications amongst emergency responders, mutual aid partners and other responding agencies, throughout the Itasca County and area. Additional information about communications can be found in Annex U – Communications.

VI. ADMINISTRATION AND SUPPORT

A. Records

1. Records will be maintained on the use of all equipment, whether owned, leased, rented, or borrowed. These records/contracts will be used as basis for possible recovery of emergency operations expenses from a responsible party or for potential reimbursement from the State or Federal Government. All records/contracts generated by the Fire Protection Supervisor should be provided to the Finance and Administration Section Chief for cost recovery and reimbursement documentation.

2. Each department, agency or service of government will provide for the maintenance of records during an emergency. These records include work hours, equipment hours, supplies and materials consumed injuries to personnel, and damage to public facilities and equipment. All records generated during an emergency will be collected and maintained in an orderly manner, so a record of actions taken is preserved for use in determining response costs, settling claims, and updating emergency plans and procedures.

B. Resources

1. Local resources can be found on file in the resource database.

C. Post Incident Review

1. Following activations of the Emergency Operations Center or use of the Emergency Operations Plan, Emergency Management will coordinate a review of each annex of the Emergency Operations Plan to identify needed improvements, procedure changes, personnel and facility changes or resource needs.

D. Training and Exercises

1. Personnel identified in the Emergency Operations Plan and those who staff the Emergency Operations Center will receive National Incident Management System (NIMS) and Incident Command System (ICS) training. Although some personnel may receive more advanced training, everyone will receive IS-100 and IS-700. A full list of personnel and required training can be found on file in the Emergency Management office. Personnel who staff the Emergency Operations Center shall also receive appropriate training on their role in the Emergency Operations Center and on the operations of the facility. This training should be arranged by the Fire Branch or the Emergency Management Department.

2. Emergency Management follows the Emergency Management Performance Grant (EMPG) exercise requirements to exercise and evaluate the Emergency Operations Plan.

VII. ANNEX DEVELOPMENT AND MAINTENANCE

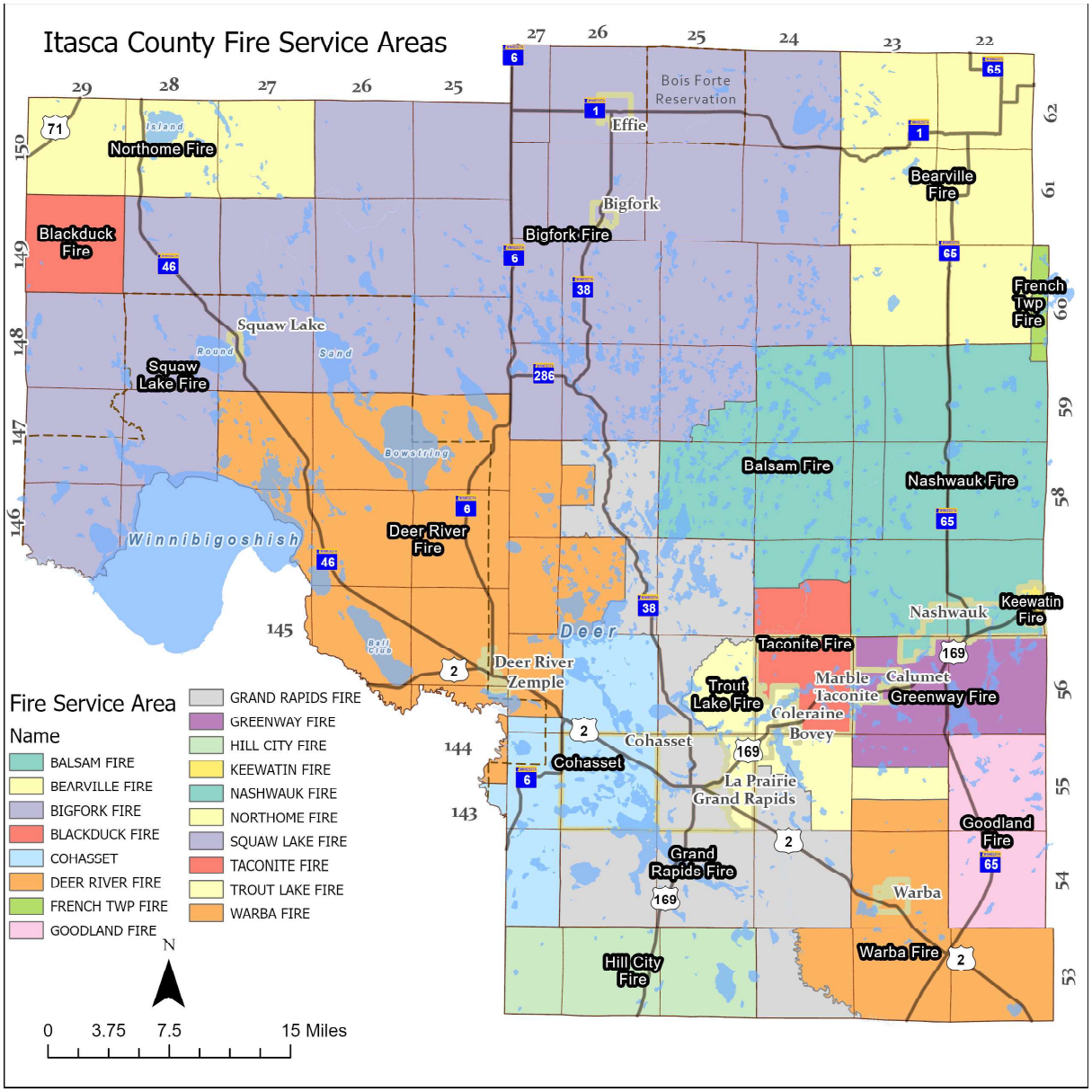
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Any standard operating guidelines, personnel directories, maps, or other tools needed to support emergency operations should be developed and maintained by the responsible department. It is the department's responsibility to ensure access to this information during times of large-scale emergency or disaster, to coordinate training for personnel regarding these procedures and to inform Emergency Management of any changes that directly impact the Emergency Operations Plan.

VIII. AUTHENTICATION

See verification of plan approval
See authentication for Itasca County/City of Emergency Operations Plan

G - Annex G-3 - Attachment 1 – Fire Service Areas
ANNEX G - FIRE PROTECTION
ESF #4 – Firefighting
Public and Private Services and Resources (Response)
Critical Transportation (Response)
Infrastructure Systems (Response)
Public Health and Medical Services (Response)
Operational Communications (Response)
On-Scene Security and Protection (Response)
Mass Search and Rescue Operations (Response)
Mass Care Services (Response)
Environmental Response/Health and Safety (Response)
MNWALK Item # 11



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G - Annex G-3 - Attachment 2 – (MOU) (LOA) (MAA) (CFPA) Agreements
ANNEX G - FIRE PROTECTION
ESF #4 – Firefighting
Public and Private Services and Resources (Response)
Critical Transportation (Response)
Infrastructure Systems (Response)
Public Health and Medical Services (Response)
Operational Communications (Response)
On-Scene Security and Protection (Response)
Mass Search and Rescue Operations (Response)
Mass Care Services (Response)
Environmental Response/Health and Safety (Response)
MNWALK Item # 22, 35

Memoranda of Understanding (MOU)

Letters of Agreement (LOA)

Mutual Aid Agreements (MAA)

Cooperative Fire Protection Agreement (CFPA)

The following Memoranda of Understanding and Letters of Agreement include concept of operations, emergency measures to be provided and arrangements for exchange of information. They are on file with Itasca County Emergency Management:

Origination	Updated	Type	Partners	Description
2007		MAA	Itasca County with Lake County (Region 2)	
2007		MAA	Itasca County with Cook County (Region 2)	
2007		MAA	Itasca County with Kooch County (Region 2)	
2007		MAA	Itasca County with Pine County (Region 2)	
2007		MAA	Itasca County with Mille Lacs Band of Ojibwe (Region 2)	

2007		MAA	Itasca County with Carlton County (Region 2)	
		MAA	Itasca County with Aitkin County (Region 2)	
		MAA	Itasca County with Crow Wing County (Region 2)	
		MAA	Itasca County with Cass County (Region 2)	
		MAA	Itasca County with St. Louis County (Region 2)	
		MAA	Itasca County with Kanabec County (Region 2)	
		MAA	Itasca County with Fond du Lac Reservation (Region 2)	
		MAA	Itasca County with Grand Portage Reservation (Region 2)	
		MAA	Itasca Count with Bois Forte Reservation (Region 2)	
		MAA	Itasca County with Leech Lake Band of Ojibwe	
		MAA	Itasca County with the City of Duluth (Region 2)	
2012		MAA	Itasca County with City of Bigfork	**Mutual Aid Agreement for Emergency Management, Homeland Security, Special Enforcement Activity and the Use of Law Enforcement and Public Works Personnel and Equipment**

2012		MAA	Itasca County with City of Bovey	**Mutual Aid Agreement for Emergency Management, Homeland Security, Special Enforcement Activity and the Use of Law Enforcement and Public Works Personnel and Equipment**
2012		MAA	Itasca County with City of Calumet	**Mutual Aid Agreement for Emergency Management, Homeland Security, Special Enforcement Activity and the Use of Law Enforcement and Public Works Personnel and Equipment**
2012		MAA	Itasca County with City of Cohasset	**Mutual Aid Agreement for Emergency Management, Homeland Security, Special Enforcement Activity and the Use of Law Enforcement and Public Works Personnel and Equipment**
2012		MAA	Itasca County with City of Coleraine	**Mutual Aid Agreement for Emergency Management, Homeland Security, Special Enforcement Activity and the Use of Law Enforcement and Public Works Personnel and Equipment**
2012		MAA	Itasca County with City of Deer River	**Mutual Aid Agreement for Emergency Management, Homeland Security, Special Enforcement Activity and the Use of Law Enforcement and Public Works Personnel and Equipment**

2012		MAA	Itasca County with City of Marcell	**Mutual Aid Agreement for Emergency Management, Homeland Security, Special Enforcement Activity and the Use of Law Enforcement and Public Works Personnel and Equipment**
2012		MAA	Itasca County with City of Grand Rapids	**Mutual Aid Agreement for Emergency Management, Homeland Security, Special Enforcement Activity and the Use of Law Enforcement and Public Works Personnel and Equipment**
2012		MAA	Itasca County with City of Keewatin	**Mutual Aid Agreement for Emergency Management, Homeland Security, Special Enforcement Activity and the Use of Law Enforcement and Public Works Personnel and Equipment**
2012		MAA	Itasca County with City of LaPrairie	**Mutual Aid Agreement for Emergency Management, Homeland Security, Special Enforcement Activity and the Use of Law Enforcement and Public Works Personnel and Equipment**
2012		MAA	Itasca County with City of Marble	**Mutual Aid Agreement for Emergency Management, Homeland Security, Special Enforcement Activity and the Use of Law Enforcement and Public Works Personnel and Equipment**

2012		MAA	Itasca County with City of Nashwauk	**Mutual Aid Agreement for Emergency Management, Homeland Security, Special Enforcement Activity and the Use of Law Enforcement and Public Works Personnel and Equipment**
2012		MAA	Itasca County with City of Squaw Lake	**Mutual Aid Agreement for Emergency Management, Homeland Security, Special Enforcement Activity and the Use of Law Enforcement and Public Works Personnel and Equipment**
2012		MAA	Itasca County with City of Taconite	**Mutual Aid Agreement for Emergency Management, Homeland Security, Special Enforcement Activity and the Use of Law Enforcement and Public Works Personnel and Equipment**
2012		MAA	Itasca County with City of Warba	**Mutual Aid Agreement for Emergency Management, Homeland Security, Special Enforcement Activity and the Use of Law Enforcement and Public Works Personnel and Equipment**
2012		MAA	Itasca County with City of Zemple	**Mutual Aid Agreement for Emergency Management, Homeland Security, Special Enforcement Activity and the Use of Law Enforcement and Public Works Personnel and Equipment**
2015		CFPA	MN DNR – Balsam Fire Department	**Cooperative Fire Protection Agreement MN Department of Natural Resources**

2015		CFPA	MN DNR – Cohasset Fire Department	**Cooperative Fire Protection Agreement MN Department of Natural Resources**
2015		CFPA	MN DNR – Goodland Fire Department	**Cooperative Fire Protection Agreement MN Department of Natural Resources**
2015		CFPA	MN DNR – Bigfork Fire Department	**Cooperative Fire Protection Agreement MN Department of Natural Resources**
2015		CFPA	MN DNR – Deer River Fire Department	**Cooperative Fire Protection Agreement MN Department of Natural Resources**
2015		CFPA	MN DNR – Grand Rapids Fire Department	**Cooperative Fire Protection Agreement MN Department of Natural Resources**
2015		CFPA	MN DNR – Squaw Lake Fire Department	**Cooperative Fire Protection Agreement MN Department of Natural Resources**
2015		CFPA	MN DNR – Taconite Fire Department	**Cooperative Fire Protection Agreement MN Department of Natural Resources**
2015		CFPA	MN DNR – Warba Fire Department	**Cooperative Fire Protection Agreement MN Department of Natural Resources**
2015		CFPA	MN DNR – Trout Lake Fire Department	**Cooperative Fire Protection Agreement MN Department of Natural Resources**
2015		MOU	Itasca County Sheriff's Office – County Health and Human Services	**Emergency Response**
2016		MAA	Itasca County Public Health and Human Services – Aitkin and Koochiching County	**Mutual Aid Agreement for (Public) Health and Human Services and the Use of Resources including Personnel and Equipment**

SHELTER NAME	PHYSICAL STREET	CITY	AGREEMENT DATE
GRAND RAPIDS SENIOR HIGH SCHOOL	800 CONIFER DR.	GRAND RAPIDS	
SOUTHWEST ELEMENTARY	601 SW 7TH STREET	GRAND RAPIDS	
GRACE COMMUNITY CHURCH	401 STATE HIGHWAY 38	BIGFORK	
BETHEL-TRINITY LUTHERAN	116 5TH AVE	BOVEY	08/08/2007
BOVEY CITY CLERKS OFFICE	PO BOX 399	BOVEY	
LAWRON PRESBYTERIAN CHURCH	35254 SCENIC HWY	BOVEY	08/21/2007
COHASSET ELEMENTARY SCHOOL	450 COLUMBUS AVENUE	COHASSET	
WEST COHASSET CHAPEL	24650 STATE HIGHWAY 6	COHASSET	08/03/2007
GREENWAY HIGH SCHOOL	308 ROOSEVELT ST	COLERAINE	
GREENWAY PUBLIC SCHOOLS	200 COLE AVE	COLERAINE	
VANDYKE ELEMENTARY SCHOOL	300 COLE ST.	COLERAINE	08/24/2002
DEER RIVER BIBLE CHURCH	NORTH HIGHWAY 46	DEER RIVER	09/07/2007
DEER RIVER CITY HALL	60 2ND ST. SE	DEER RIVER	
DEER RIVER HIGH SCHOOL	101 1 AVENUE NE	DEER RIVER	08/27/2007
KING ELEMENTARY SCHOOL- ISD 317	500 5TH ST. SE	DEER RIVER	
ST. MARY'S CATHOLIC CHURCH	105 1ST ST NE	DEER RIVER	03/28/2007
CHRIST EPISCOPAL CHURCH	520 N POKEGAMA AVE	GRAND RAPIDS	07/01/2009
COMMUNITY PRESBYTERIAN CHURCH	703 N POKEGAMMA AVE	GRAND RAPIDS	10/04/2007
FIRST EVANGELICAL LUTHERAN CHURCH	735 NE 1ST AVE	GRAND RAPIDS	06/12/2007
FOREST LAKE ELEMENTARY SCHOOL	715 NW 7TH AVE	GRAND RAPIDS	
GRAND RAPIDS EVANGELICAL CHURCH	34384 COUNTY ROAD 63	GRAND RAPIDS	
MASONIC LODGE HALL	2515 EAST HIGHWAY 2	GRAND RAPIDS	
MURPHY ELEMENTARY SCHOOL	822 NE 5TH AVE.	GRAND RAPIDS	
ROBERT J. ELKINGTON MIDDLE SCHOOL	1000 NE 8TH AVE	GRAND RAPIDS	
SALEM LUTHERAN BRETHREN CHURCH	602 NE 8TH AVE	GRAND RAPIDS	08/22/2007
ST. JOSEPH'S CATHOLIC CHURCH	315 SW 21ST ST	GRAND RAPIDS	05/07/2009
ST. JOSEPH'S SCHOOL	614 2ND AVE. NW	GRAND RAPIDS	03/24/2009
ZION EVANGELICAL LUTHERAN CHURCH	2901 SOUTH HWY 169	GRAND RAPIDS	
KEEWATIN CITY HALL	127 WEST 3RD AVENUE	KEEWATIN	07/26/2007
KEEWATIN ELEMENTARY SCHOOL	300 WEST 3 AVENUE	KEEWATIN	08/29/2007
GRACE ENGLISH LUTHERAN CHURCH	200 ETHEL	MARBLE	
NASHWAUK-KEEWATIN SCHOOL	400 2ND STREET	NASHWAUK	08/20/2007
ST. CECILIA'S CHURCH	326 2ND ST	NASHWAUK	
JESSE LAKE LUTHERAN CHURCH	44281 COUNTY ROAD 4	TALMOON	

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ANNEX H - DAMAGE ASSESSMENT
ESF #1 - Transportation
ESF #3 – Public Works and Engineering
ESF #14 – Long Term Community Recovery
Planning (Common)
Public Information and Warning (Common)
Operations Coordination (Common)
Economic Recovery (Recovery)
Health and Social Services (Recovery)
Housing (Recovery)
Infrastructure Systems (Response, Recovery)
Natural and Cultural Resources (Recovery)
Critical Transportation (Response)
Environmental Response/Health and Safety (Response)
Public and Private Services and Resources (Response)
Fatality Management Services (Response)
Mass Care Services (Response)
Mass Search and Rescue Operations (Response)

I. MNWALK REQUIREMENTS

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61☐ 62☐ 63☐ 64☐ 65☐ 66☐ 67☐ 68☐ 69☐ 70☐ 71☐

II. PURPOSE

This annex provides guidance for the assessment and reporting of physical damage resulting from disasters. Damage assessment will help establish priorities for allocation of resources and identify requirements for conducting recovery operations and will assist in the determination of whether the event is significant enough to request assistance from other jurisdictions.

III. SITUATIONS AND ASSUMPTIONS

A. Situations

1. A damage assessment effort will be initiated, as soon as practical, following the occurrence of a disaster.

2. Where possible and when appropriate, pictures will be taken of damaged areas and maps will be used to show the location of damage sites.

3. When damage assessment is carried out in conjunction with a request for state or federal disaster assistance, the county emergency management director will coordinate with the Minnesota Division of Homeland Security and Emergency Management (HSEM).

4. When possible, the county emergency management director and other appropriate local government officials will participate in damage assessment procedure training.

B. Assumptions

1. The prompt and accurate assessment of damage to property following a disaster will be of vital concern to officials.

2. Comprehensive damage assessment evaluation is necessary to support requests for recovery programs offered at the state and federal levels. An accurate damage assessment will also support post disaster mitigation efforts that result in building codes and land-use regulations that could reduce much of the structural damage that could result from future disasters.

3. Higher levels of government will provide assistance in developing damage assessment reports to support requests for major disaster declarations.

IV. CONCEPT OF OPERATIONS

A. Damage assessment consists of four phases:

1. Rapid Damage Assessment (Windshield Survey)

The RDA process also known as a windshield survey, is conducted immediately after an event. This assessment focuses on immediate life-threatening situations. Rapid assessment provides the incident commander and the EOC director with information to assess the size of the event and the extent of the damage, in addition to prioritizing facilities critical to government response and recovery activities. Following HSEM Disaster Recovery Guidance

2. Initial Damage Assessment

The IDA process will provide additional, more detailed, information to determine if an emergency declaration is required and if assistance from other jurisdictions will be required. This assessment is more detailed than the rapid assessment, and begins to identify damage to taxable and exempt property as well as to pre-identified critical infrastructure. The IDA should be completed within 72 hours of an event. Following HSEM Disaster Recovery Guidance

3. **Preliminary Damage Assessment** MW 48 (a)(b)(c)(d)

   The PDA process is generally performed by teams consisting of American Red Cross, Local, and State agency representatives. Teams consist of technical staff who can evaluate emergency and recovery project costs. Following HSEM Disaster Recovery Guidance

4. **Secondary Damage Assessment**

   The SDA is performed by teams or technical staff to determine if buildings, roads, bridges, and other critical infrastructure are safe for use or occupancy. The first priority for assessment is generally given to buildings, roads, and bridges critical to response and recovery efforts, as well as facilities essential to the continuation of government services. This assessment is a collaborative effort between assessors, engineers, building officials and voluntary agencies, and will be coordinated by the Damage Assessment Unit Leader. Following HSEM Disaster Recovery Guidance

The Emergency Operations Plan has been designed based on the NIMS model utilizing the Incident Command System. The Command Staff includes a Legal Advisor, Public Information Officer, Liaison, and Safety Officer. The General Staff includes the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance and Administration Section Chief. The Command and General Staff all report to the Emergency Operations Center Director or (designee). The Emergency Operations Center Director or (designee) is the Itasca County/City of Emergency Management Director. In the event where the primary impacts are health related, a unified command structure will be utilized in collaboration with the Itasca County Public Health. In addition to these staff positions there are Branch Directors and Unit Leaders that represent the 21 annexes of this emergency operations plan. Branch Directors and Unit Leaders report to Section Chiefs, as outlined in the flow chart in the Basic Plan.

The Damage Assessment Unit Leader is part of the planning section and therefore reports directly to the Planning Section Chief. The order of succession for the Damage Assessment Unit Leader is as follows:

Itasca County	City of
County Assessor	Public Works Director
Assistant County Assessor	Community Development Director

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

When a disaster strikes, a survey of the devastated area is done to determine the number of families affected, homes destroyed or damaged, number of buildings destroyed or damaged, boundary of the disaster area, what kind of relief is needed where, and any physical problems regarding transportation and communication systems. The Unit Leader will work with the Emergency Management Director or (designee) or Sheriff in obtaining this information to ensure county, state, and federal resources are provided for a quick and thorough recovery by the community.

Personnel from City and County Government as well as private sector agencies may be involved with the damage assessment team. Some of these people may be County Assessors, County Engineers, American Red Cross, City Engineer, City Building Inspections, Public Works Director, City Assessor, Township Assessor, Realtors, voluntary agencies (specializing in detailed damage assessment for long term recovery operations) and Civil Air Patrol.

A. Organization

1. Our emergency organization is described in Section IV of the Basic Plan.

2. Incident Command System – EOC Interface

a. The Incident Command is in charge of all on-scene operations. This coordination takes plan at an Incident Command Post. On-scene logistics personnel will order supplies, resources and personnel to manage the scene in accordance with Incident Action Plan.

b. Not all emergencies require on-scene operations or the establishment of an Incident Command Post. For those emergencies that may be over a wide area (flooding, ice storm, winter storm) or are health based the Command Post and Emergency Operations Center may be co-located.

c. A division of responsibility should be agreed upon between the Incident Commander and the EOC. The Incident Commander will manage operations on-scene, while the EOC coordinates operations beyond the incident site, taking into consideration the community at large, while supporting the Incident Action Plan developed by Incident Command.

B. Lines of Succession

1. Lines of succession for the Mayor, County Board Chair and Emergency Management Director or (designee) are outlined in the Basic Plan.

2. Lines of succession for each department and agency director shall be done in accordance with operating guidelines and delegations of authority within each department.

C. Responsibilities

1. Itasca County Emergency Management Director

The Itasca County Emergency Management Director or (designee) is responsible for carrying out the emergency management program for Itasca County/City of. The Emergency Management Director or (designee) will activate the Emergency Operations Center as required or requested to coordinate/support the activities of all departments/organizations assisting

with response and recovery efforts. The Emergency Management Director or (designee) will establish response and recovery priorities through the Emergency Operations Center and will coordinate the resources needed to support emergency operations.

2. **Damage Assessment Unit Leader** MW 48 (a)(b)(c)(d), MN 52
   Annex H.5.Attachment 1.Damage Assessment Guidance
   Annex H.5.Attachment 2.Initial Damage Assessment Field Guidance
   Annex H.5.Attachment 3.Disaster Assistance Guidance

   The Damage Assessment Unit Leader is responsible for ensuring that an assessment is completed of the impacted areas to determine, the extent of damage, the types of structures impacted, the potential economic loss, and the overall area that has been affected. Teams will be formed to aid in the collection of the assessment information. Team members may come from City/County Assessing departments, City Building Officials, Public Works/Highway Departments, American Red Cross, local contractors/realtors, appraisers, and other voluntary agencies specializing in damage assessment. Damage assessment reports are vital to the response and recovery activities and should be completed as quickly as possible to provide direction for emergency responders and to provide information to County, State and Federal officials for emergency declaration processes.

3. **Assessing Department**

   The assessing department from the impacted area will work to compile public information as it relates to damage assessment. The assessing department will survey and evaluate damages to the local areas including taxable and exempt property as well as pre-determined critical infrastructure (i.e. Government Facilities, hospitals, utility companies, etc.). The assessing department will provide public information and financial reports to the Damage Assessment Unit Leader. Personnel from the assessing department may be involved in the rapid damage assessment completed in the affected area.

4. **Public Works/Highway Department/Public Utilities Commission** MW 29 (b)

   The Public Works Director or Highway Engineer will coordinate damage assessment activities and safety Inspections prior to re-entry of a facility as it relates to streets, sewer systems, drainage systems, bridges, utility services, transportation and communication systems throughout the City/County. Public Works/Highway Department personnel will be involved in the four phases of damage assessment; including rapid damage assessment, initial damage assessment, preliminary damage assessment, and secondary damage assessment.

5. **Chief Building Official**

   Assist the Damage Assessment Unit Leader in prioritizing and coordinating a community damage assessment. The Building Official will determine which inspection specialties are required to complete the assessment. Building Officials will determine whether public and

private property has been damaged and will placard the structure appropriately (dangerous, limited entry, habitable, unaffected, and approved). Building officials will be involved in the four phases of damage assessment; including rapid damage assessment, initial damage assessment, preliminary damage assessment, and secondary damage assessment. These licensed personnel are the only people who have the authority to determine whether a structure is safe for occupancy/use.

VI. ADMINISTRATION AND SUPPORT

A. Records

1. Records will be maintained on the use of all equipment, whether owned, leased, rented or borrowed. These records/contracts will be used as basis for possible recovery of emergency operations expenses from a responsible party or for potential reimbursement from the State or Federal Government. All records/contracts generated by the Damage Assessment Unit Leader should be provided to the Finance and Administration Section Chief for cost recovery and reimbursement documentation.

2. Each department, agency or service of government will provide for the maintenance of records during an emergency. These records include work hours, equipment hours, supplies and materials consumed injuries to personnel, and damage to public facilities and equipment. All records generated during an emergency will be collected and maintained in an orderly manner so a record of actions taken is preserved for use in determining response costs, settling claims, and updating emergency plans and procedures.

B. Resources

1. Local resources can be found on file in the resource database.

C. Post Incident Review

1. Following activations of the Emergency Operations Center or use of the Emergency Operations Plan, Emergency Management will coordinate a review of each annex of the Emergency Operations Plan to identify needed improvements, procedure changes, personnel and facility changes or resource needs.

D. Training and Exercises

1. Personnel identified in the Emergency Operations Plan and those who staff the Emergency Operations Center will receive National Incident Management System (NIMS) and Incident Command System (ICS) training. Although some personnel may receive more advanced training, everyone will receive IS-100 and IS-700. A full list of personnel and required training can be found on file in the Emergency Management office. Personnel who staff the Emergency Operations Center shall also receive appropriate training on their role in the Emergency

Operations Center and on the operations of the facility. This training should be arranged by the Damage Assessment Unit Leader or the Emergency Management Department.

2. Emergency Management follows the Emergency Management Performance Grant (EMPG) exercise requirements to exercise and evaluate the Emergency Operations Plan.

VII. ANNEX DEVELOPMENT AND MAINTENANCE

The Itasca County/City of Emergency Operations Plan, including the Basic Plan and Annexes, is updated on an annual basis. Each annex representative is responsible for participating in the full review process every other year and for independently reviewing the annex on an annual basis. The overall responsibility for maintaining the Emergency Operations Plan is that of the Itasca County Emergency Management Department.

Any standard operating guidelines, personnel directories, maps or other tools needed to support emergency operations should be developed and maintained by the responsible department. It is the department's responsibility to ensure access to this information during times of large scale emergency or disaster, to coordinate training for personnel in regard to these procedures and to inform Emergency Management of any changes that directly impact the Emergency Operations Plan.

VIII. AUTHENTICATION

See verification of plan approval
See authentication for Itasca County/City of Emergency Operations Plan

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H - Annex H-5 – Attachment 1 – Damage Assessment Guidance
ANNEX H - DAMAGE ASSESSMENT
ESF #1 - Transportation
ESF #3 – Public Works and Engineering
ESF #14 – Long Term Community Recovery
Planning (Common)
Public Information and Warning (Common)
Operations Coordination (Common)
Economic Recovery (Recovery)
Health and Social Services (Recovery)
Housing (Recovery)
Infrastructure Systems (Response, Recovery)
Natural and Cultural Resources (Recovery)
Critical Transportation (Response)
Environmental Response/Health and Safety (Response)
Public and Private Services and Resources (Response)
Fatality Management Services (Response)
Mass Care Services (Response)
Mass Search and Rescue Operations (Response)
MNWALK Item # 48

Damage Assessment Guidance

After disaster strikes, causing damage to people or property, the damage assessment process should be initiated immediately. This plan shall serve as the master plan and official authority for all damage assessment operations in Itasca County/City of.

Purpose

The purpose of this Damage Assessment annex is to provide guidance for the assessment and reporting of physical damage resulting from a disaster. This plan will help provide for allocation of resources and identify requirements for conducting recovery operations and will assist in the determination of whether the event is significant enough to request assistance from additional agencies and/or jurisdictions.

**Please reference the Itasca County/City of Debris Management plan for detailed removal and disposal guidelines.*

1. Scope

This plan describes the policies and procedures for conducting a damage assessment after a disaster has occurred resulting in physical damage to both public and private property.

Although the focus of this document is geared towards a significant, widespread disaster, causing extensive damage, the concepts identified herein can also be utilized for smaller damages from a more minor incident. This plan also establishes the concept under which the Itasca County/Tribe/City of] and municipalities will complete the damage assessment, the associated documentation, and the documents required to submit this information to the appropriate agency.

2. Situation

Itasca County/City of is susceptible to a multitude of natural and human-caused disasters. These disasters, depending on their severity, have the ability to damage structures both on public and private property. This damage may quickly overwhelm the normal capability of the jurisdiction to assess damage effectively; necessitating a larger scale operation which identifies other key personnel and agencies who could be called upon to assist in damage assessment.

The decision from the state or federal government to reimburse disaster damages largely comes from the damage assessments that are conducted on the local level.

3. Assumptions

1. Quick and accurate assessment of damage to property following a disaster is vital to an effective disaster response and is a primary concern to officials.
2. Comprehensive and precise damage assessment evaluation is necessary to support requests for recovery funding offered at the state and federal levels. An accurate damage assessment will also support post disaster mitigation efforts that result in building code changes and land-use regulations that could reduce much of the structural damage resulting from future disasters.
3. Adjacent jurisdictions and other government entities will render assistance in accordance with the provisions of local, regional, and statewide mutual aid agreements in place at the time of the disaster.
4. Many Itasca County/City of employees have multiple job duties and may be preoccupied during post-disaster operations. This may necessitate a delegation of damage assessment authority to other personnel not pre-designated.
5. If promptly implemented, this plan can expedite relief and assistance for those adversely affected.

4. Concept of Operations

When a disaster strikes, a survey of the devastated area is done to determine the number of people affected, homes damaged or destroyed, number of buildings damaged or

destroyed, geographic boundary of the disaster area, type and location of relief needed, and any physical problems regarding transportation and communication systems. The Unit Leader will work with the Emergency Management Director or designee in obtaining this information to ensure county, state, and federal resources are provided for a quick and thorough recovery.

A. Phases of Damage Assessment

1. Rapid Damage Assessment (Windshield Survey)

   The RDA process, also known as a windshield survey, is conducted immediately after an event. This assessment focuses on immediate life-threatening situations. Rapid Damage Assessment provides the incident commander and the EOC director with information to assess the size of the event and the extent of the damage, in addition to prioritizing facilities critical to government response and recovery activities.

   Critical Information: Locations of injuries, deaths, damages; types and extent of damages; impact on people; assistance needed.

2. Initial Damage Assessment (30,000 Foot View)

   The IDA process will provide additional, more detailed information to determine if an emergency declaration is required and if assistance from other jurisdiction or the state will be required. This assessment is more detailed than the rapid assessment but is still not an exact cost estimate. The state of Minnesota requires the IDA to be completed within 48 hours of the event.

3. Preliminary Damage Assessment

   The PDA process is generally performed by teams consisting of local and state agency representatives. Teams consist of technical staff who can evaluate emergency and recovery project costs.

4. Secondary Damage Assessment (If Necessary)

   The SDA is performed by teams or technical staff to determine if buildings, roads, bridges, and other critical infrastructure are safe for use or occupancy. The priority for assessment is generally given to buildings, roads, and bridges critical to response and recovery efforts, as well as facilities essential to the continuation of government services. This assessment is a collaborative effort between assessors, engineers, building inspectors, and voluntary agencies, and will be coordinated by

the Damage Assessment Unit Leader if the Itasca County/City of EOC is operational.

B. Other Considerations

1. If needed, behavioral health specialists will deploy with the Damage Assessment teams. This shall be coordinated with Local Public Health and Human Services. Folders containing all the necessary FEMA and HSEM forms for conducting a Damage assessment are in the Emergency Operations Center.
2. In the event of structural damage to a building on the National Register of Historic Places or the National Historic Landmarks, the Minnesota Historical Society should be notified, and further assessments will be done by that agency.
3. [If Tribal] In the event of damage to a tribal sacred site, officials should contact the National Association of Tribal Historic Preservation Officers (NATHPO) for further guidance.

5. Organization

Personnel from Itasca County/tribal/City of government as well as private sector agencies may be involved with the damage assessment team. Some of these people may be County Assessors, Engineers, Building inspectors, public works members, realtors, insurance agencies, and volunteer groups.

A. Basic Organization

1. The Itasca County/City of emergency organization is described in the basic EOP.
2. Based on an Incident Command System – EOC Interface
    a. The Incident Commander oversees all on-scene operations. This coordination takes place at an Incident Command Post (ICP). On-scene logistics personnel will order supplies, resources, and personnel to manage the scene in accordance with the Incident Action Plan
    b. Not all emergencies require on-scene operations or the establishment of an ICP. For those emergencies that may be over a wider area (flooding, winter storm) or are health based, the Command Post and Emergency Operations Center may be co-located.
    c. A division of responsibility should be agreed upon between the Incident Commander and the EOC. The Incident Commander will manage operations on-scene, while the EOC coordinated operations beyond the incident site, taking into consideration the community at large, while supporting the Incident Action Plan developed by Incident Command.

B. Field Organization

The ultimate responsibility of damage assessment lies with the local governing authority. The Itasca County/City of Emergency Management Director or his/her designee will be responsible for damage assessments, collection of the data and preparation of necessary reports. Damage assessments will be conducted by qualified, training local teams under the supervision of the Assessor's office. The damage assessment teams will be supported by multiple agencies from Itasca County/City of. If the nature of the incident is such that local resources are incapable of assessing the damage, regional or state assistance will be requested through normal request procedures to the state duty officer or State EOC. The tribe can go through the FEMA Region V Tribal Liaison in Chicago for requesting disaster aid.

C. EOC Organization

When the EOC is activated, the Planning Section Liaison will confirm that the Damage Assessment Unit Leader (DAUL) position has been identified and staffed appropriately. The DAUL will fall under the Planning Section of the EOC.

The DAUL will establish and maintain lines of communication to facilitate coordination of activities and resources with all Itasca County/City of EOC command staff and any other agencies/representatives who may aid during major response operations.

D. Lines of Succession and Delegation of Authority

1. Lines of succession for the [County/Tribal] Board Chair and Emergency Management Director are outlined in the Basic Emergency Operations Plan.
2. Lines of succession for each department and agency director shall be done in accordance with operating guidelines and delegations of authority within each department.
3. Where appropriate, officials and department heads may delegate authority for certain tasks and objectives to other qualified individuals who are then responsible for fulfilling the tasks of that position.

6. Responsibilities

A. Lead Agency: Itasca County/City of Assessor's Office [Lead Agency for Damage Assessment Operations]

B. Supporting Agencies:

1. Itasca County/City of Emergency Management Department (Coordinating Agency)
2. Itasca County/City of IT/GIS Department
3. City of Police Department
4. Itasca County/City of Sheriff's Office

5. Itasca County/City of Highway Department
6. Itasca County/City of Building Code Enforcement/Zoning
7. City of Public Works
8. Itasca County/City of Department of Transportation
9. American Red Cross Northland Chapter (as needed)
10. Private Insurance Companies (as needed)

C. Responsibilities by Agency:

All agencies should designate at least 1 individual to serve as a member of the damage assessment team(s). All agencies should also participate in damage assessment trainings and exercises.

1. Assessing Department
    a. Conducts damage assessments and goes structure to structure taking photos, notes, marking damage, getting GPS coordinates, and compiles data.
    b. Relay all damage assessment information to the Damage Assessment Unit Leader in the Emergency Operations Center if open.
    c. Place notification placards on damaged buildings as needed.
2. Department of Emergency Management
    a. Assemble the appropriate team and develop damage assessment plans, policies, and procedures.
    b. Maintain a list of critical facilities that will require immediate repair if damaged;
    c. Reporting damage to the State EOC or Duty Officer within 48 hours of the disaster.
    d. Appoint a representative to be located within the EOC to direct damage assessment operations to include operation of the teams, collecting data, and developing accurate and appropriate reports for Itasca county;
    e. Solicit cooperation from companies and local representatives of support agencies to serve as member of damage assessment teams;
    f. Develop/conduct damage assessment training programs for the teams;
    g. Coordinate disaster teams conducting field surveys
    h. Ensure appropriate and adequate public information and outreach regarding the damage assessment reporting process.
3. IT / GIS Department
    a. Develops maps and locations of structural damage zones and affected critical facilities

b. Assists Damage Assessment Teams and EOC with technological questions and issues that may arise.

4. Sheriff's Office
   a. Ensure mobility of damage assessment teams to move throughout disaster site, providing escort if necessary.
   b. Provide access and security for damage assessment activities

5. Public Works / Highway Department
   a. Collect and compile damage data regarding public and private utilities and provide information to the appropriate Emergency Operations Center Unit Leader.
   b. Participate as requested in Initial Damage Assessment field reviews and escorting for State and Local damage assessments.

6. Building & Zoning
   a. Use existing policies and procedures, facilitate the issuing of building permits and for the review and inspection of the site-related and construction plans submitted for the rebuilding/restoration of buildings.

7. Administration and Support

A. Records

Records will be maintained on the use of all equipment, whether owned, leased, rented, or borrowed. These records/contracts will be used as the basis for possible recovery of emergency operations expenses from a responsible party or for potential reimbursement from the State or Federal Government. All records generated by the Damage Assessment Unit Leader should be provided to the Finance and Administration Section Chief or designated TERC member for cost recovery and reimbursement documentation.

Each agency, department, or service of government is responsible for tracking and keeping records during an emergency of the following items in an orderly manner.

- ✓ Work Hours Supplies & Materials Used, Equipment hours, and other important forms of response costs.

B. Resources

Local resources can be found in the main Itasca County/City of Emergency Operations Plan.

C. Post Incident Review

Following the main response period after a disaster when the situation has wound down, the Itasca County/City of will hold a review of all activities and actions taken by departments and agencies which will help identify gaps and possible corrective actions both in local plans and operational topics.

D. Training and Exercises

1. Personnel identified in the Emergency Operations Plan and those who staff the Emergency Operations Center should receive National Incident Management System (NIMS) and Incident Command System (ICS) training. Although some personnel may receive more advanced training, everyone should receive IS 100, 200, and 700.
   - ✓ A complete list of personnel and required training can be found on file in the Emergency Management Office.
2. Personnel who staff the Emergency Operations Center shall also receive appropriate training on their role in the EOC and on the operation of the facility. Including IS 775.
3. Emergency Management in Itasca County/City of follows the Emergency Management Performance Grant (EMPG) exercise requirements to exercise and evaluate the Emergency Operations Plan. Once every three years a functional exercise including all components of the Emergency Operations Plan is conducted. In the remaining two years of the cycle, tabletop exercises and community wide exercises will include additional opportunities to exercise components of the EOP.

8. Plan Maintenance

Itasca County/City of commits to annually reviewing this Damage Assessment Plan and revising on an as needed basis at the discretion of the Emergency Management Director or other appropriate authority.

Change Record

Change #	Date	Summary of Change(s)	Change Made By	Initials
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Appropriate agencies have been informed of the above changes

9. References

Itasca County/City of Emergency Operations Plan
44 CFR 206.33: Preliminary Damage Assessment
HSEM Preliminary Damage Assessment Field Guide
FEMA Damage Assessment Operations Manual (April 5, 2016)
FEMA IS-559: Local Damage Assessment
HSEM Damage Assessment Documents and Forms:
https://dps.mn.gov/divisions/hsem/emergency-managers-resources/Pages/forms.aspx
HSEM Disaster Management Handbook (2011): Pg. 36
MN Assessors Disaster Response Materials:
http://www.revenue.state.mn.us/local_gov/prop_tax_admin/Pages/disaster.aspx
MN Building Official Disaster Preparedness Manual

10. Plan Authentication & Approval

We the undersigned have read and understand the contents of the Itasca County/City of Damage Assessment Plan, committing to following its policies and procedures in the event of plan activation and hereby approve this document.

Attachment 1

Damage Assessment Street Sheet

County (if applicable)_____ City_____ State_____ Disater Type_____ Date_____ Page____ of _____

FEMA_____ State_____ Local_____ SBA_____

ADDRESS	Affected Habitable								Minor								Major								Destroyed													
	Single Family		Multi Family		Manufactured Home		Low Income	Insured	Single Family		Multi Family		Manufactured Home		Low Income	Insured	Single Family		Multi Family		Manufactured Home		Low Income	Insured	Single Family		Multi Family		Manufactured Home		Low Income	Insured	Not Primary	Inaccessible	Private Road Out	Utilities Out	Wate Dept	
	O	R	O	R	O	R			O	R	O	R	O	R			O	R	O	R	O	R			O	R	O	R	O	R							Basement	
Totals																																					
Category Totals																																					

Attachment 2
DA Matrix – Manufactures Homes

Guidelines for Determining Damage to Manufactured Homes			
	DEFINITION	FLOOD EVENT	WIND EVENT
AFFECTED	Habitable Minimal damages to the dwelling and/or contents and is habitable without repairs.	• No damages affecting habitability; cosmetic damages only	• Dwelling's frame in not bent, twisted or otherwise compromised. No structural components have been damaged.
MINOR	Uninhabitable Damages may be repaired within 30 days making the structure habitable.	• Water line is below the floor system. • Skirting or HVAC may be impacted.	• Minor structural damage (not displaced from foundation). • Other structural components may have minor damage (windows, doors, roof, duct work, etc.)
MAJOR	Uninhabitable Significant structural damages requiring longer than 30 days to repair. Extensive repairs will be required to become habitable.	• Water that impacts the floor system (belly board insulation, duct work, subflooring) or • Water line up to 12 inches in the living area.	• Displaced from foundation. • Other structural components have been damaged (windows, doors, wall coverings, roof, bottom board insulation, utility hook-up)
DESTROYED	Uninhabitable Structure is a total loss. There is no value associated with the structure except for its basic material content (scrap)	• Water line higher than 12 inches. • Frame twisted, bent, or otherwise compromised. • Interior so compromised by contamination, that clean up is infeasible.	• Frame is bent, twisted, or otherwise compromised. • Missing roof or has sustained significant damage to roof covering, sheathing, and framing.
INACCESSIBLE	This group includes dwellings that are inaccessible due to damaged roads/bridges or high water levels.		
SPECIAL CONSIDERATIONS	The above levels are set as guidelines with many factors influencing the final determination. For example, the damage caused by water level is dependent upon several variables, to include: how long the water has been in the dwelling, the presence of contaminants in the flood water (fuel oil, sewage, debris, etc) and if they present a health and safety hazard rendering the dwelling uninhabitable.		

Attachment 3

DA Matrix – Single Family Homes

	DEFINITION	FLOOD EVENT	WIND EVENT
AFFECTED	Habitable Minimal damages to the structure and/or contents and is habitable without repairs.	• Minimal flooding with less than 3" in an occupied or required room.	• Missing shingles
MINOR	Uninhabitable Damages may be repaired within 30 days making the structure habitable.	• 3" to 18" of water in an occupied or required room. • Damage or disaster related contamination to private well or septic system.	• Windows/doors are damaged and unsecurable. • Damage to functional components (Furnace, water heater, HVAC systems)
MAJOR	Uninhabitable Significant structural damages requiring longer than 30 days to repair.	• 18" or more of water on the first floor or water that covers the electrical outlets. • Water in the basement which compromises the structural integrity of the home.	• Structural failure of walls, roof, and foundation which are repairable. • Damage to windows, doors, exterior walls. • Extensive debris and utility problems.
DESTROYED	Uninhabitable Structure is a total loss and damage is to such an extent that repair is not feasible and has left the home permanently uninhabitable.	• Complete failure of 2 or more major structural components, such as collapse of basement walls/foundation, walls or roof. • Only foundation remains. • A structure that will require removal or demolition by local government due to a confirmed imminent danger, such as; impending landslides, mudslides, or sinkholes.	• Complete failure of 2 or more major structural components, such as collapse of basement walls/foundation, walls, or roof. • Only foundation remains. • Condemned structure that will require demolition or removal by local government due to disaster related health and safety concerns.
INACCESSIBLE	This group includes homes that are inaccessible due to damaged roads/bridges or high water levels.		
SPECIAL CONSIDERATIONS	The above levels are set as guidelines with many factors influencing the final determination. For example, the damage caused by water level is dependent upon several variables, to include: how long the water has been in the home, the materials used to build the home, the presence of contaminants in the flood water (fuel oil, sewage, debris, etc) and if they present a health and safety hazard rendering the home uninhabitable.		

Attachment 4
DA Telephone Report

LOCAL GOVERNMENT DAMAGE ASSESSMENT -TELEPHONE REPORT				
1. Caller Name			2. Property Damage *(include apt. no; zip code)*	
3. Telephone Number			4. Type of Property	5. Ownership
Home	Work	Cell	☐ Single Family ☐ Multi-Family ☐ Business ☐ Check here if residence is a vacation home –not a primary residence	☐ Own ☐ Rent ☐ Lease (business only)
Best time to call	Best number to use			

6. Construction Type									
	Masonry		Wood Frame		Mobile Home		Manufactured		Other

7. Type of Insurance									
	Property		Sewer Back-Up		Flood (Structure)		Flood (Contents)		Wind/Hurricane

8. DAMAGES (Circle all that apply)			
HVAC	*Water Heater*	*Electricity*	*Natural Gas*
Roof Intact	*Foundation*	*Windows*	*Sewer*
Major Appliances	*Basement Flooding*	*Furnace*	*Other:*

9. Source of Damages (Circle One)				
Sewer Back-Up	Primarily Flood	Wind	Tornado	Other:_____

10. Status of Property:		Habitable		Uninhabitable

11. Caller's Estimate of Damages		
Repairs	Contents	Total
$	$	$

12. Comments:

13. Call Taker	Date	Time

Attachment 5
Public/State Assistance DA Categories

Category	Purpose	Eligible Activities
A: Debris Removal	Clearance of trees and woody debris; building wreckage; sand, mud, silt, and gravel; vehicles; and other disaster-related material deposited on public and, in very limited cases, private property.	• Debris removal from a street or highway to allow the safe passage of emergency vehicles. • Debris removal from public property to eliminate health and safety hazards.
B: Emergency Protective Measures	Measures taken before, during, and after a disaster to save lives, protect public health and safety, and protect improved public and private property	• Emergency Operations Center Activation • Warning devices (barricades, signs, and announcements) • Search and Rescue • Security forces (police and guards) • Construction of temporary levees • Provision of shelters or emergency care • Sandbagging – Bracing/shoring damaged structures • Provision of food, water, ice, and other essential needs • Emergency Repairs – Emergency demolition • Removal of health and safety hazards.
C: Roads and Bridges	Repair of roads, bridges, and associated features, such as shoulders, ditches, culverts, lighting, and signs.	• Eligible work includes repair to surfaces, bases, shoulders, ditches, culverts, low water crossings, and other features, such as guardrails
D: Water Control Facilities	Repair of irrigation systems, drainage channels, and pumping	• Channel alignment – Recreation • Navigation – Land reclamation • Fish and wildlife habitat • Interior drainage – Irrigation

	facilities. Repair of levees, dams, and flood control channels fall under category D, but the eligibility of these facilities is restricted.	• Erosion prevention – Flood Control.
E: Public Buildings and Equipment	Repair or replacement of buildings, including their contents and systems; heavy equipment; and vehicles	• Buildings, including contents such as furnishings and interior systems such as electrical work. • Replacement of pre-disaster quantities of consumable supplies and inventory. Replacement of library books and publications. • Removal of mud, silt, or other accumulated debris is eligible, along with any cleaning and painting necessary to restore the building. • All types of equipment, including vehicles, may be eligible for repair or replacement when damaged as a result of the declared event.
F: Public Utilities	Repair of water treatment and delivery systems; power generation facilities and distribution lines; and sewage collection and treatment facilities	• Restoration of damaged utilities • Temporary as well as permanent repair costs can be reimbursed.
G: Other (Parks recreational facilities)	Repair and restoration off parks, playgrounds, pools, cemeteries, and Beeches. This category also is used for any work or facility that cannot be characterized by Categories A-F.	• Roads, buildings, and utilities within those areas and other features, such as playground equipment, ball fields, swimming pools, tennis courts, boat docks, and ramps, piers, and golf courses. • Grass and sod are eligible only when necessary to stabilize slopes and minimize sediment runoff. • Repairs to maintained public beaches may be eligible in limited circumstances.

Attachment 6
Other Resources

Preliminary Damage Assessment Field Guide: https://dps.mn.gov/divisions/hsem/disaster-recovery/Documents/preliminary-damage-assessment-field-guide-with-pa.pdf

Damage and Impact Assessment – Local (Savable): https://dps.mn.gov/divisions/hsem/disaster-recovery/Documents/damage-and-impact-assessment%20-%20Local%20SAVE.pdf

Damage and Impact Assessment – County and Tribal Governments: https://dps.mn.gov/divisions/hsem/disaster-recovery/Documents/damage-and-impact-assessment-county-and-tribal-govt.pdf

Public Assistance Damage Estimates Form -- https://dps.mn.gov/divisions/hsem/disaster-recovery/Documents/pa-damage-estimates.docx

Category A Worksheet: https://dps.mn.gov/divisions/hsem/disaster-recovery/Documents/category-a-worksheet.docx

Category B Worksheet: https://dps.mn.gov/divisions/hsem/disaster-recovery/Documents/cat-b-worksheet.docx

Category C Worksheet: https://dps.mn.gov/divisions/hsem/disaster-recovery/Documents/cat-c-worksheet.docx

Category D Worksheet: https://dps.mn.gov/divisions/hsem/disaster-recovery/Documents/cat-d-worksheet.docx

Category E Worksheet: https://dps.mn.gov/divisions/hsem/disaster-recovery/Documents/cat-e-worksheet.docx

Category F Worksheet: https://dps.mn.gov/divisions/hsem/disaster-recovery/Documents/cat-f-worksheet.docx

Category G Worksheet: https://dps.mn.gov/divisions/hsem/disaster-recovery/Documents/cat-g-worksheet.docx

Other HSEM Resources Available at: https://dps.mn.gov/divisions/hsem/emergency-managers-resources/Pages/forms.aspx

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H - Annex H-5 – Attachment 2 – Initial Damage Assessment Field Guidance
ANNEX H - DAMAGE ASSESSMENT
ESF #1 - Transportation
ESF #3 – Public Works and Engineering
ESF #14 – Long Term Community Recovery
Planning (Common)
Public Information and Warning (Common)
Operations Coordination (Common)
Economic Recovery (Recovery)
Health and Social Services (Recovery)
Housing (Recovery)
Infrastructure Systems (Response, Recovery)
Natural and Cultural Resources (Recovery)
Critical Transportation (Response)
Environmental Response/Health and Safety (Response)
Public and Private Services and Resources (Response)
Fatality Management Services (Response)
Mass Care Services (Response)
Mass Search and Rescue Operations (Response)
MNWALK Item # 48

Initial Damage Assessment Field Guidance

This field guide has been designed to serve as a quick reference tool to be utilized by local officials and others in conducting local damage assessment for homes, businesses, and public infrastructure. Inside you will find listed the 5 Degrees of Damage; FEMA criteria for seeking an Individual Assistance Declaration, tips, things to do, and things to remember.

In addition, illustrations have been provided and offer examples of the different degrees of damage for both wind and flood.

Local Damage Assessment Must be Rapid, Detailed and Accurate

- It should be completed and submitted within 36 hours of the event.
- The information collected will then be analyzed to determine if supplemental assistance will be needed from State and/or Federal Agencies.
- If necessary, the State will request a Preliminary Damage Assessment (PDA) with the Federal Emergency Management Agency (FEMA) and/or the Small Business Administration (SBA).
- Delay in completing the assessment may delay supplemental disaster assistance to those most in need.

Why Do Damage Assessment?

Conducting a local damage assessment enables local officials to:

- Determine the severity and magnitude of the event.
- Quantify homes and businesses impacted by the disaster.
- Determine whether local resources will be sufficient to effectively respond and recover from the event.

Do:

- Conduct visual inspection to verify damages.
- Be sensitive when discussing damages with property owner.
- Determine extent of insurance coverage (i.e. homeowner's policy vs. flood insurance).
- Include impact to businesses in your survey.
- Ensure current assessment reports are as accurate as possible.
- Provide initial assessment to HSEM within 36 hours of the event.

Don't:

- Enter a damaged structure or a private home.
- Drive through flood waters.
- Exaggerate the amount of damage as it will be detrimental during a state/federal PDA.
- Promise assistance. The assessment will determine the levels of assistance needed.

REMEMBER

- Focus on degrees of damage and habitability.
- Do not become preoccupied with property value.
- Look for waterline or debris line to determine depth of water.
- Only report disaster-related damages.
- Deferred maintenance and/or pre-existing damage should not be included in your assessment.

INDIVIDUAL ASSISTANCE

- Assess residential damages and identify uninsured losses.
- Residential damages include primary homes, rental units, and personal property.
- Business damage is recorded as impacts to the area and potential losses for state or federal assistance.

There are 5 degrees of damage for FEMA Individual Assistance:

- Destroyed
- Major
- Minor
- Affected
- Inaccessible

Small Business Administration's criteria for requesting assistance is the following:

There must be a minimum of 25 homes and/or businesses with ≥40% uninsured damages.

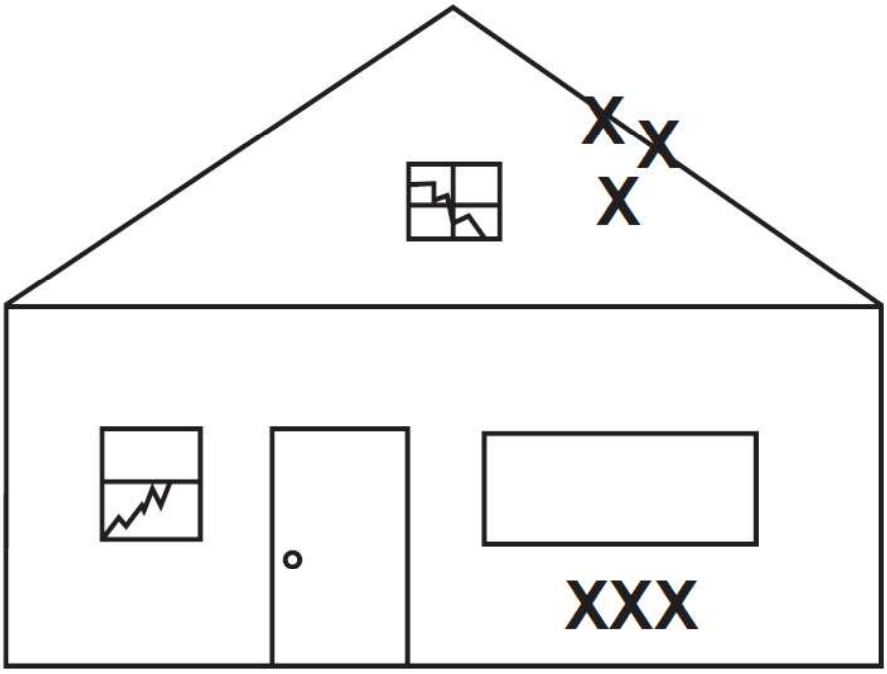
WIND DAMAGE

Conventionally Built Homes

Wind damage can occur from straight-line winds, tornadoes, and severe thunderstorms

AFFECTED

Wind: Conventionally Built Homes

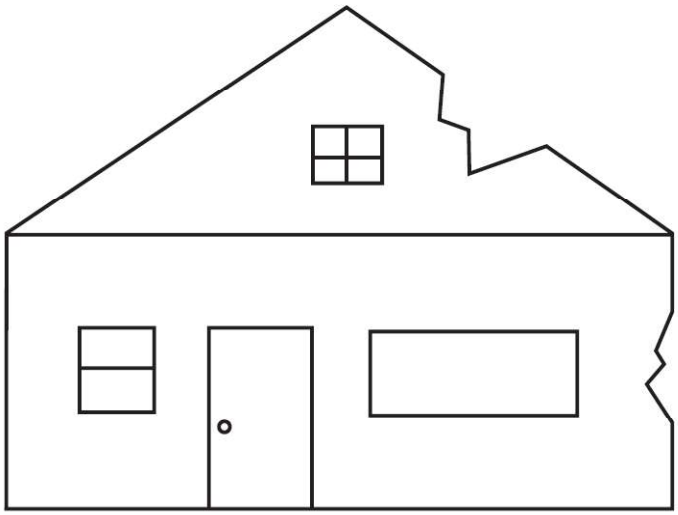


Examples:

- Missing shingles or siding.
- Broken screens.
- Cosmetic damage to siding.
- Damage to an attached structure.
- Damage to landscaping, retaining walls, or downed trees that do not affect access to residence.

MINOR

Wind: Conventionally Built Homes

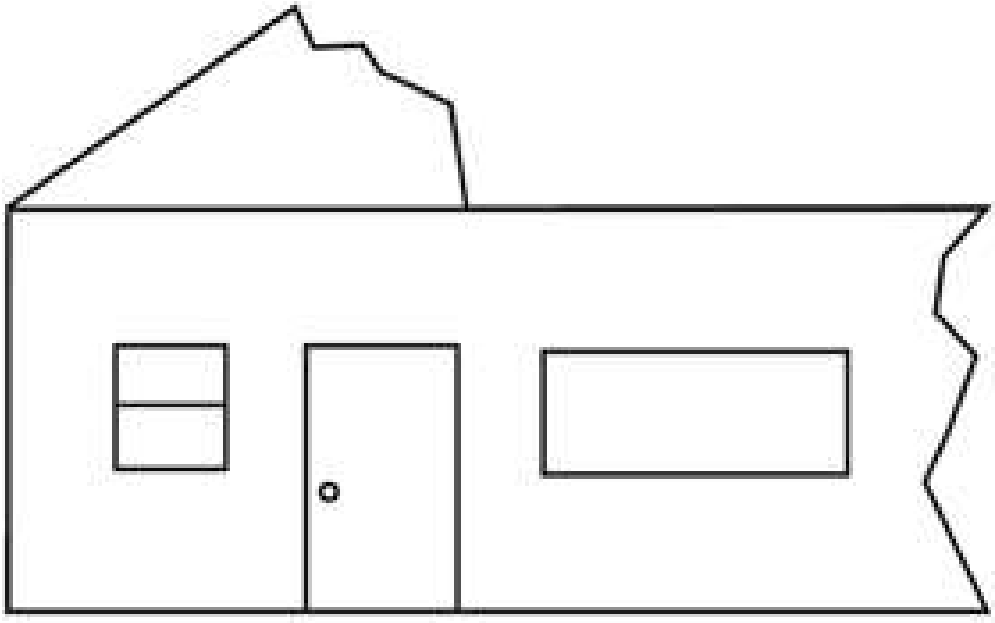


Examples:

- Non-structural damage to roof components over essential living spaces.
- Non-structural damage to exterior components.
- Damage to chimney.

MAJOR

Wind: Conventionally Built Homes

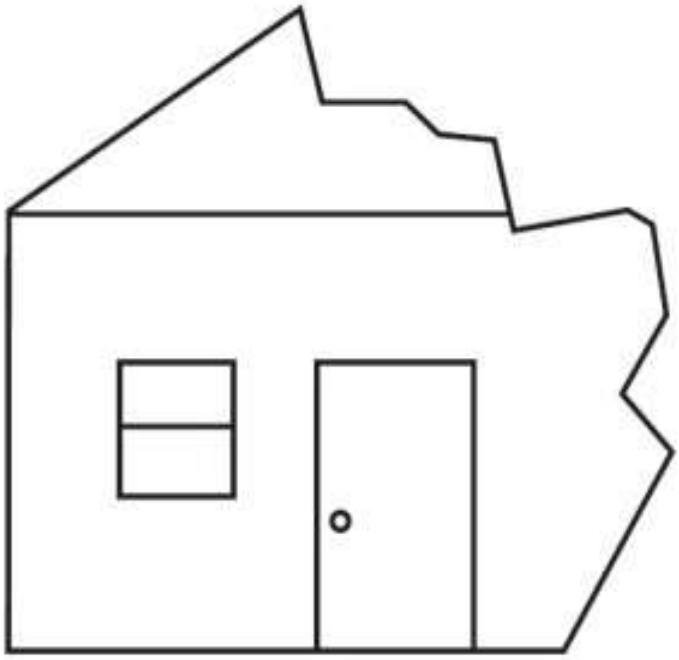


Examples:

- Failure or partial failure of structural elements of the roof and/or exterior walls.
- Failure or partial failure to foundation to include >2 horizontal cracks or >6 foundation shifts.

DESTROYED

Wind: Conventionally Built Homes



Examples:

- Complete failure of 2 or more structural components.
- Only foundation remains.
- Require demolition or removal because of disaster related damage or confirmed imminent danger (impending slope failure or ground collapses).

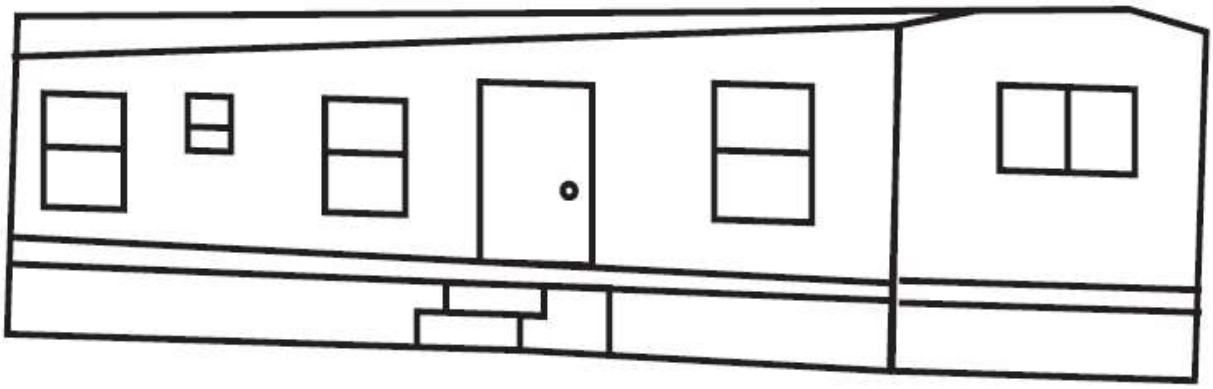
WIND DAMAGE

MANUFACTURED HOMES

Wind damage can occur from straight-line winds, tornadoes, and severe thunderstorms

AFFECTED

Wind: Manufactured Homes

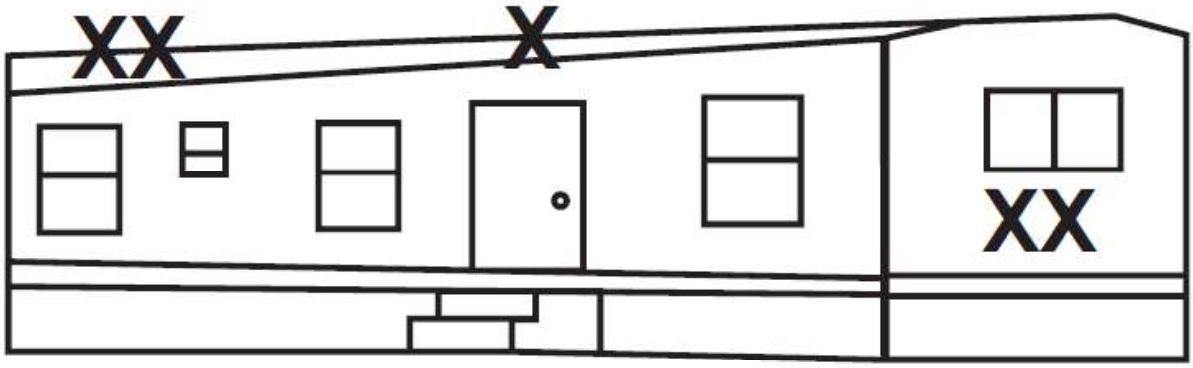


Examples:

- No damage affecting habitability.
- Cosmetic damage only.
- Frame is NOT bent, twisted, or otherwise compromised.
- No structural components have been damaged.

MINOR

Wind: Manufactured Homes

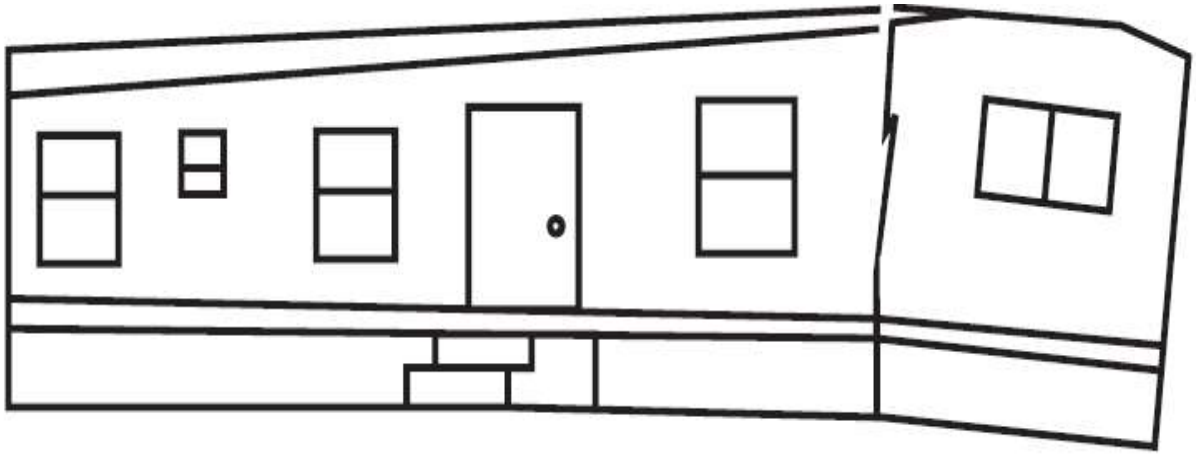


Examples:

- No structural damage (not displaced from foundation).
- Nonstructural components may have minor damage (windows, roof, doors, duct work, and/or utility connections).

MAJOR

Wind: Manufactured Homes

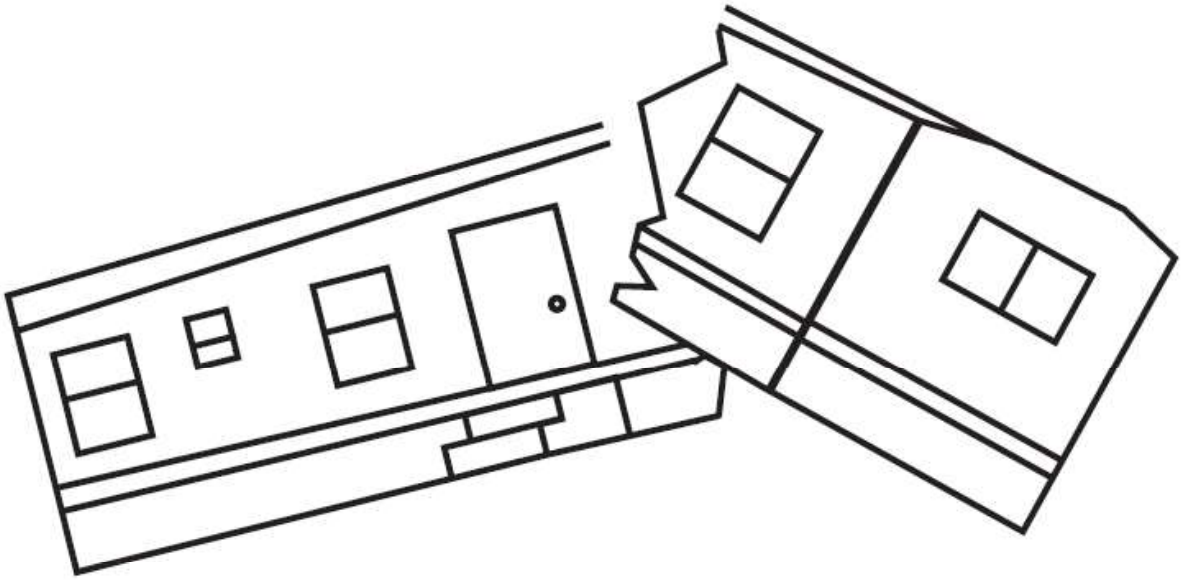


Examples:

- Displaced from foundation.
- Other structural components have been damaged.

DESTROYED

Wind: Manufactured Homes



Examples:

- Structure is a total loss.
- Frame is bent, twisted, or otherwise compromised.
- Missing roof covering, or the structural ribbing has collapsed for most of the roof system.

FLOOD DAMAGE

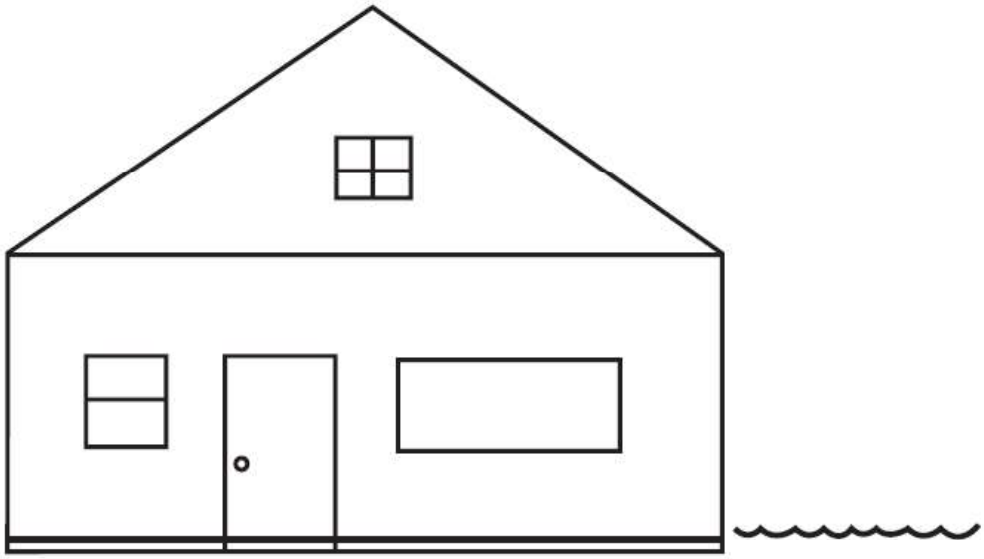


Conventionally Built Homes

Flood damage can occur from heavy rains, rivers, creeks, and manmade events.

AFFECTED

Flood: Conventionally Built Homes

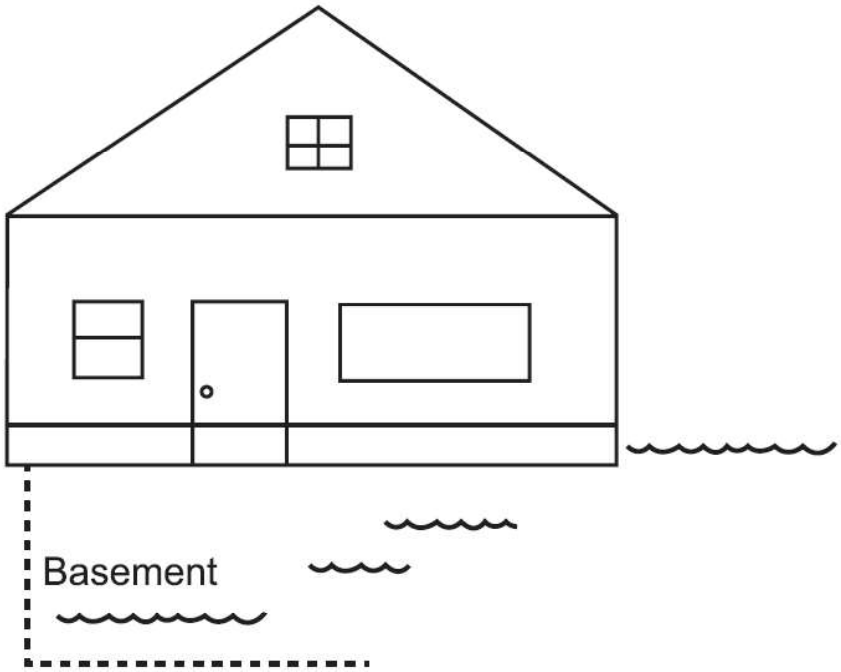


Examples:

- Any water line in the crawl space or basement when essential living space or mechanical components are not damaged or submerged
- Cosmetic damage such as paint discoloration or loose siding
- Broken screens
- Gutter damage and debris
- Damage to an attached structure such as a porch, carport, garage, or outbuilding not for commercial use
- Damage to landscaping, retaining walls, or downed trees that do not affect access to the residence.

MINOR

Flood: Conventionally Built Homes

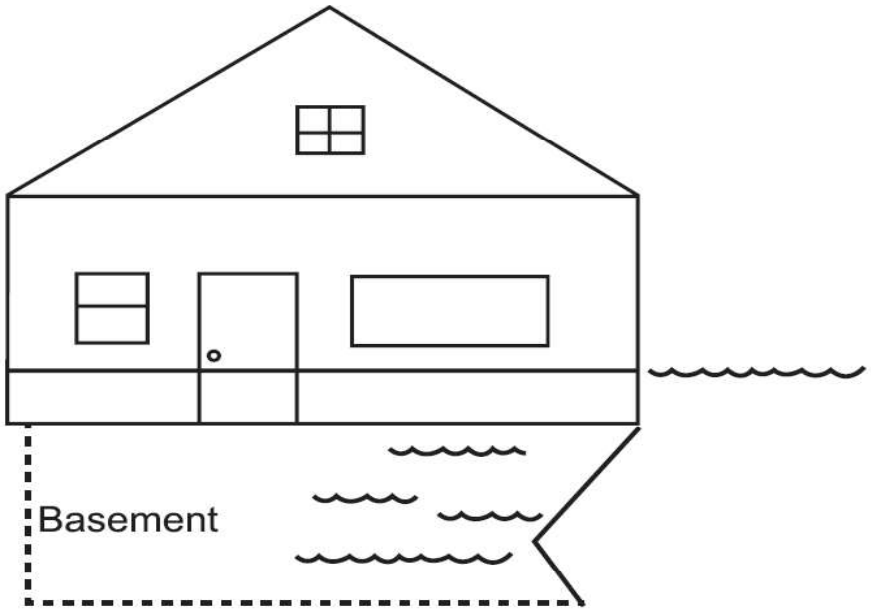


Examples:

- Waterline ≤18 inches in an essential living space.
- Damage to mechanical components. Nonstructural damage to the interior wall component to include drywall, insulation.
- Nonstructural damage to exterior components
- Multiple small vertical cracks in the foundation
- Damage or disaster related contamination to a private well or septic system

MAJOR

Flood: Conventionally Built Homes

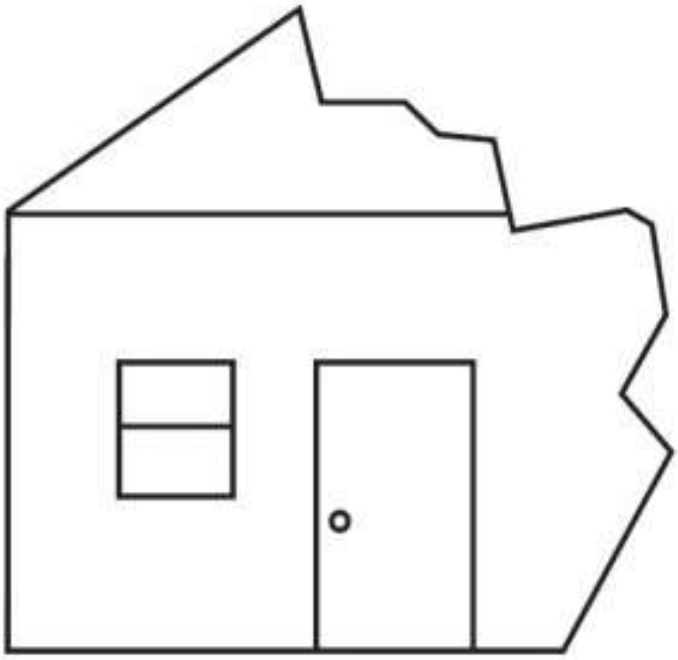


Examples:

- Waterline >18 inches in an essential living space, a waterline above the electrical outlets, or a waterline on the first floor of a residence when basement is completely full.
- Failure or partial failure to structural elements of the walls to include framing, sheathing, etc.
- Failure or partial failure to foundation to include crumbling, bulging, collapsing, horizontal cracks >2, and shifting of the residence on the foundation >6.

DESTROYED

Flood: Conventionally Built Homes



Examples:

- Complete failure of two or more major structural components, such as collapse of basement walls/foundation, walls, or roof
- Only foundation remains
- A residence that will require immediate demolition or removal because of disaster related damage or confirmed imminent danger (e.g., impeding landslides, mudslides, or sinkholes)

FLOOD



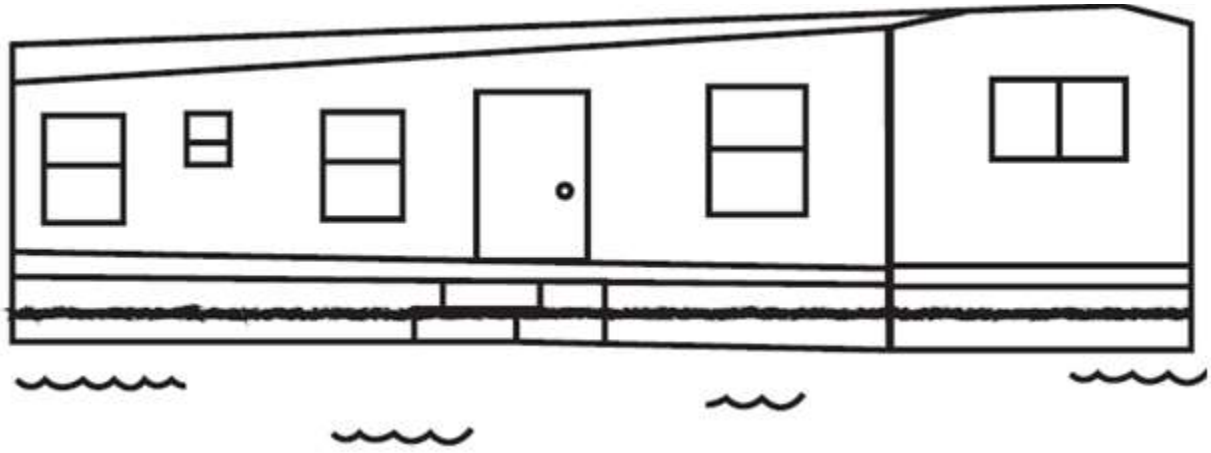
DAMAGE

MANUFACTURED HOMES

Flood damage can occur from heavy rains, rivers, creeks, and manmade events.

AFFECTED

Flood: Manufactured Homes

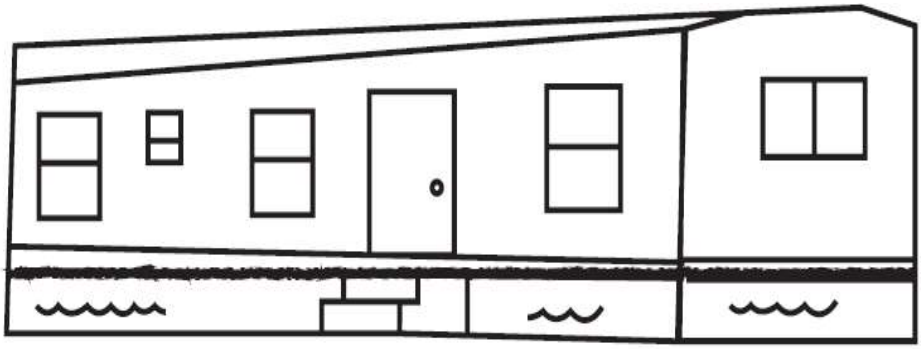


Examples:

- No damage affecting habitability; cosmetic damage only.
- The dwelling's frame is not bent, twisted, or otherwise compromised. No structural components of the dwelling have been damaged.

MINOR

Flood: Manufactured Homes

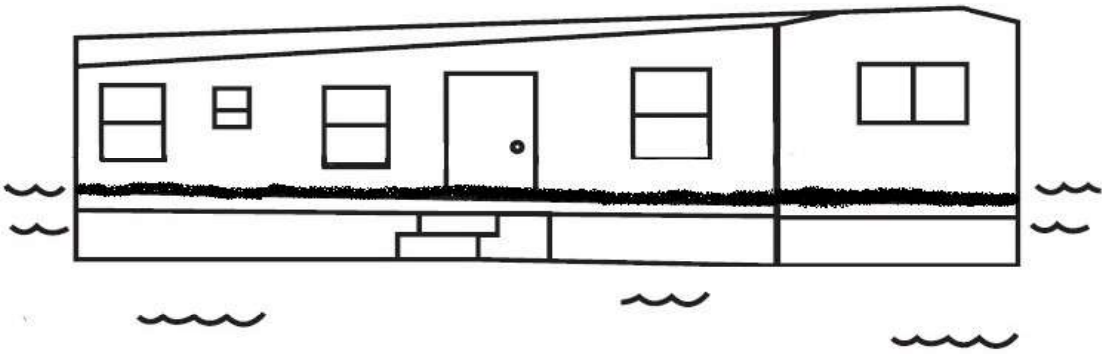


Examples:

- Water line is below the floor system.
- Skirting or HVAC is impacted. There is no structural damage to the residence, and it has not been displaced from the foundation.
- Nonstructural components have sustained damage.

MAJOR

Flood: Manufactured Homes

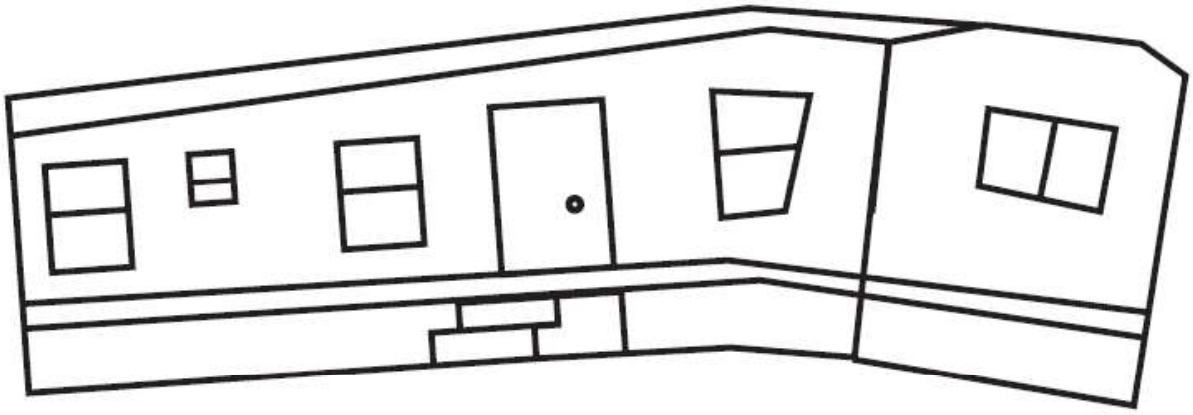


Examples:

- Water has come into contact with the floor system.
- Residence has been displaced from the foundation, block or piers and other structural components have been damaged.

DESTROYED

Flood: Manufactured Homes



Examples:

- The residence is a total loss.
- Frame is twisted, bent, or otherwise compromised.
- Residence is missing the roof covering or the structural ribbing has collapsed for the majority of the roof system

Damage Assessment Criteria

Applicants:

- Damaged facility must belong to one of the following:

- State or local government
- Public entity
- Town, Village, or Rural Community
- Tribal government
- Eligible private non-profit

Eligible damage:

- Facility was damaged due to the event Damaged elements are maintained and were in use at the time of the event
- Document how the disaster is impacting your community. Include information that details:
- Threats to health or safety
- Utility disruption
- Transportation disruption
- Critical Services disruption
- Economic loss

Category A: Debris Removal

Debris removal from public property must be in the public interest and necessary to:

- Eliminate immediate threats to lives, public health & safety
- Eliminate immediate threats of significant damage to improved public or private property

Examples:

- Trees and woody debris
- Building components Sand, mud, silt & gravel
- Removal of temporary levees

Category B: Emergency Protective Measures

Examples:

- Search and rescue
- Security
- Emergency pumping
- Sandbagging
- Detour & warning signs
- EOC activation and operations
- Emergency & temporary repairs
- Emergency repair of overhead power lines
- Emergency medical facilities
- Emergency evacuations
- Activities undertaken before, during and after a disaster to save lives and protect improved property

Category C: Roads & Bridges

Examples:

Roads

- Surfaces
- Bases
- Shoulders
- Ditches
- Drainage structures
- Low water crossings

Bridges

- Decking & pavement
- Piers
- Girders
- Abutments
- Slope protection
- Approaches
- Slope Failures

Category D: Water Control Facilities

Examples:

- Dams & reservoirs
- Levees
- Engineered drainage channels
- Canals
- Aqueducts
- Sediment basins
- Shore protective devices
- Irrigation facilities
- Pumping facilities

Category E: Buildings & Equipment

Examples:

Buildings

- Structural components
- Interior systems
  - Electrical
  - Mechanical
  - Contents

Category F: Utilities

Examples:

- Water treatment plants
- Power generation & distribution
- Facilities
- Natural gas systems
- Wind turbines
- Generators
- Substations
- Power lines

Category G: Parks, Recreation & Other

Examples:

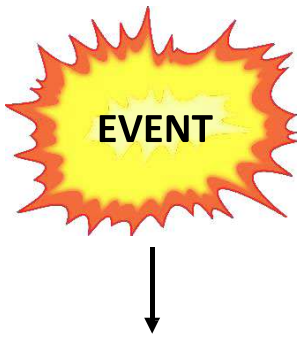
- Playground equipment
- Swimming pools
- Bath houses
- Tennis courts
- Boat docks
- Piers
- Picnic tables
- Golf courses
- Fish hatcheries
- Mass transit facilities

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H - Annex H-5 – Attachment 3 – Disaster Assistance Guidance
ANNEX H - DAMAGE ASSESSMENT
ESF #1 - Transportation
ESF #3 – Public Works and Engineering
ESF #14 – Long Term Community Recovery
Planning (Common)
Public Information and Warning (Common)
Operations Coordination (Common)
Economic Recovery (Recovery)
Health and Social Services (Recovery)
Housing (Recovery)
Infrastructure Systems (Response, Recovery)
Natural and Cultural Resources (Recovery)
Critical Transportation (Response)
Environmental Response/Health and Safety (Response)
Public and Private Services and Resources (Response)
Fatality Management Services (Response)
Mass Care Services (Response)
Mass Search and Rescue Operations (Response)
MNWALK Item # 48

Disaster Assistance Guidance

This document summarizes the steps that will help your jurisdiction apply for federal and state public assistance as an Emergency Management Director after an event, including timelines and necessary forms. This is not meant to be a comprehensive guide as mitigating factors may influence when and what types of information the county, tribe and the state of Minnesota need, but can be followed as a general course of action post-disaster.



STEP 1
Initial Assessment

Timeline: As soon as possible	
Key Tasks	**Think about….**
☐ Site Visit (if necessary) ☐ Discussions with local first responding agencies (Fire, EMS, Police, VOADs) to get scope of event along with concerns/issues ☐ Initial Public Outreach – Contact designated PIO (Update Social Media sites, TV/Radio)	✓ Do we need to open an EOC? ✓ Is the event ongoing or is it finished? ✓ Should an Incident Management Team be called in? *First 48 hrs are free of charge* *(Call MN Duty Officer)* ✓ Are external resources going to be needed?
References	
MN Duty Officer: 1-651-649-5451 or 1-800-422-0798	

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Contact HSEM Regional Program Coordinator for your Region
Roy Holmes: *218-327-4496, 218-259-2221 or*
roy.holmes@state.mn.us
Discuss Situation

STEP 2
Declare a Local Emergency

Timeline: within 36 hours	
Key Tasks	**Think about….**
☐ Decide whether or not this event is a local emergency. If it is….. ☐ Declare local Emergency *(must be done during the incident period*)* **Who is authorized to declare an emergency?** 1. City Council or Mayor 2. County Board/Commission or Chair 3. Tribal Council or Chair 4. Sheriff or their appointee. *Emergency Declaration for reimbursement purposes cannot be a city, township, or other jurisdiction, must either be a county or a tribe.*	✓ Does this event strain your local first responding agencies? ✓ Will this event/cleanup last for more than a week? ✓ A local disaster must be declared before state assistance can be provided. ✓ After it is signed, a local emergency declaration lasts for 72 hours after which the local board can extend. ✓ Declaration provides for fast emergency aid for uninsured damages.
References	
1. Sample Local Emergency Declaration: **Attachment 1 (pg. 7)**	

*The term, *Incident Period*, is a vague span of time inferring, 'while things are still going on'. Whether that be the event itself, or immediate search/rescue/cleanup activities or until the event is stabilized.

STEP 3
Complete Initial Damage & Impact Assessment Report

Timeline: within 48 hours	
Key Tasks	**Think about….**
☐ Complete HSEM Initial Damage and Impact Assessment Report. ☐ Determine whether you will meet the county/tribal damage threshold. *(Must be above 50% of threshold to qualify for state assistance and hit threshold for Federal Assistance)* ☐ Submit Initial Damage Assessment via email to the SEOC Operations Chief eoc.staff.opschief@state.mn.us, or fax to 651-296-0459 and cc your RPC and John Moore (john.moore@state.mn.us).	✓ While it will be difficult, try to submit these documents within 48 hours of the incident occurring so the state can begin their process. ✓ Exact numbers are not required, but try to estimate damages to the best of your ability. (This is the 30,000-foot view) ✓ **Tribes** can apply directly to the Federal government if over $1m threshold or combine with county. *(Contact FEMA Region 5)*

What costs are reimbursable?

A. Public Debris Removal (Temp Work)
B. Emergency Protective Measures (Temp Work)
C. Roads and Bridges
D. Water Control Facilities
E. Public Buildings and Equipment
F. Public Utilities
G. Other

References

1. FEMA Disaster Assistance Threshold Indicators (for federal assistance): **Attachment 2 (pg. 8)**
2. HSEM Disaster Assistance Threshold Indicators (for state assistance): **Attachment 3 (pg. 9)**
3. HSEM Initial Damage and Impact Assessment report: **Attachment 4 (pg. 10)**
4. Public Assistance Category worksheets (A-G): https://dps.mn.gov/divisions/hsem/emergency-managers-resources/Pages/forms.aspx
5. FEMA Region 5: (312) 408-5500



HSEM will review the initial DIA Report to verify that the reported costs and damages are eligible under the program requirements. HSEM will determine if a federal or state Preliminary Damage Assessment (PDA) should be conducted. (If requested, continue to Step 4)
Timeline: 1-2 Weeks (varies)



STEP 4
Submit a PDA Request

Timeline: after prompted by HSEM	
Key Tasks	**Think about….**
☐ Write a Preliminary Damage Assessment (PDA) letter. ☐ Submit PDA Request letter to HSEM Director via email.	✓ If damage falls below what is required for a Federal disaster declaration, the County/Tribal EM will need to submit a formal request seeking state assistance if threshold is 50% of the federal indicator. ✓ A PDA request letter should come from the County or Tribal Emergency Manager and be addressed to the HSEM director.
References	
1. Sample PDA Request Letter **Attachment 5 (pg. 21)** 2. HSEM Director: Joe Kelly - joseph.kelly@state.mn.us	



STEP 5
Conduct Joint PDA with HSEM

Timeline: within 3 weeks	
Key Tasks	**Think about….**
☐ Coordinate and Schedule a joint Preliminary Damage Assessment with HSEM staff and local officials. ☐ Conduct Joint PDA with HSEM staff and local officials. (Document the process using photos, maps with identified damage sites, and other useful information)	✓ At this point, HSEM should be in direct contact with the Emergency Manager coordinating meeting dates and times. ✓ PDA may take between 1 and 3 visits to complete depending on disaster magnitude.
References	

↓

HSEM will review your application and develop a PDA Summary which will then be sent to your jurisdiction.

STEP 6
Write and Submit Letter to Governor

Timeline: within 3 weeks	
Key Tasks	**Think about….**
☐ Write letter to governor requesting Disaster Assistance. ☐ Submit letter to governor via email to HSEM Director.	✓ A county 'Resolution' is no longer needed when submitting a request for assistance. ✓ Applicants assume 25% of total eligible costs. This can be in-kind match of volunteer hours, donation of equipment, etc.
References	
1. Sample Letter to Governor: **Attachment 6: (pg. 22)**	

↓

HSEM will compile the document received from the impacted county(ies) or Tribes and submit them to the Governor for consideration
Timeline: usually takes between 1 to 3 days

Steps 1-6 should be completed within 30 days of event



STEP 7

Work with HSEM on Projects, Reimbursement, Closeout, and Audits

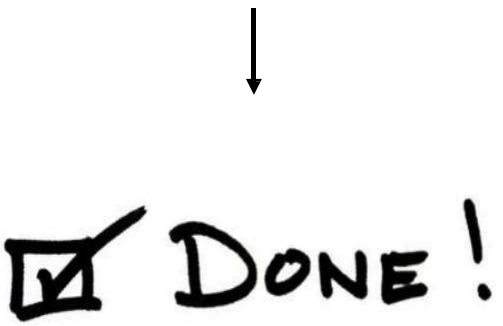
Timeline: Over 30 days	
Key Tasks	**Think about….**
☐ Meet with HSEM staff and the impacted communities to conduct a state Applicant Briefing.	✓ HSEM will be in contact with your county if the Governor determines that state disaster assistance is warranted.
References	



After Step 7, procedures will be based on your jurisdictions progress and specific target goals you identify. You will work with HSEM on the final steps and closeout procedures.

Reminders:

1. A county government has 30 days from the end of the incident period or the president's official denial of the governor's request for a declaration of a major disaster to request that the governor declare a state disaster. - *MN Statute 12B.40(b)*
2. If the (HSEM) director returns and application with a request for more detailed information or for correction of deficiencies, the applicant must submit all required information within 30 days of the applicant's receipt of the director's request. The applicant's failure to provide the requested information in a timely manner without a reasonable explanation may be cause for denial of the application. – *MN Statute 12B.40(e)*
3. An applicant has 60 days from the governor's declaration of a state disaster to submit a complete application for state public disaster assistance to the director. – *MN Statute 12B.40(c)*



Sample Local Emergency Declaration

****

Local Disaster Declaration

WHEREAS,_____County *(or affected city/town)* has suffered from a _____*(i.e. tornado, flood, severe storm, etc.)* that occurred on_____at _____. *(include dates and time).*

WHEREAS, extensive damage was caused to public and private property, disruption of utility service, and endangerment of health and safety of the residents of_____County *(or city/town/tribe)* within the disaster area.

WHEREAS, all locally available public and private used to mitigate and alleviate the effects of this disaster have been insufficient to meet the needs of the situation,

Therefore, the Chair of the_____County Commissioners *(or the Mayor of_____)* had declared that a state of emergency exists on behalf of_____County (*or city/town/tribe)* and will execute for and on behalf of_____*County (or city/town/tribe)*, the expenditure of emergency funds from all available sources, the invoking of mutual aid agreements, and the requesting of assistance from the State.

_____

Chair,_____County Commissioners

(or Mayor of affected jurisdiction
Or appointed authorized representative)

WITNESS my hand and the seal of my office

This_____day of_____, 20__.

_____

County *(or City/Town/Tribe*) Clerk *(or Auditor)*

***Note: Do not include specific dollar amounts in the Resolution. This Resolution does not guarantee that the jurisdiction or any potential applicants will qualify to receive local, state, or federal funding assistance.*

FEMA PUBLIC ASSISTANCE PROGRAM

Per Capita Damage Indicators Fiscal Year October 1, 2020 – September 30, 2021

MINNESOTA	Census 2010 5,303,925	Multiplier $1.55	Indicator $8,221,083.75	Fire Mgt Assistance Calendar Year 2019	Individual $397,794	Cumulative $1,193,383	
COUNTY	Population	Multiplier	Indicator	**COUNTY**	Population	Multiplier	indicator
Aitkin	16,202	$3.89	$63,025.78	Morrison	33,198	$3.89	$129,140.22
Anoka	330,844	$3.89	$1,286,983.16	Mower	39,163	$3.89	$152,344.07
Becker	32,504	$3.89	$126,440.56	Murray	8,725	$3.89	$33,940.25
Beltrami	44,442	$3.89	$172,879.38	Nicollet	32,727	$3.89	$127,308.03
Benton	38,451	$3.89	$149,574.39	Nobles	21,378	$3.89	$83,160.42
Big Stone	5,269	$3.89	$20,496.41	Norman	6,852	$3.89	$26,654.28
Blue Earth	64,013	$3.89	$249,010.57	Olmsted	144,248	$3.89	$561,124.72
Brown	25,893	$3.89	$100,723.77	Otter Tail	57,303	$3.89	$222,908.67
Carlton	35,386	$3.89	$137,651.54	Pennington	13,930	$3.89	$54,187.70
Carver	91,042	$3.89	$354,153.38	Pine	29,750	$3.89	$115,727.50
Cass	28,567	$3.89	$111,125.63	Pipestone	9,596	$3.89	$37,328.44
Chippewa	12,441	$3.89	$48,395.49	Polk	31,600	$3.89	$122,924.00
Chisago	53,887	$3.89	$209,620.43	Pope	10,995	$3.89	$42,770.55
Clay	58,999	$3.89	$229,506.11	Ramsey	508,640	$3.89	$1,978,609.60
Clearwater	8,695	$3.89	$33,823.55	Red Lake	4,089	$3.89	$15,906.21
Cook	5,176	$3.89	$20,134.64	Redwood	16,059	$3.89	$62,469.51
Cottonwood	11,687	$3.89	$45,462.43	Renville	15,730	$3.89	$61,189.70
Crow Wing	62,500	$3.89	$243,125.00	Rice	64,142	$3.89	$249,512.38
Dakota	398,552	$3.89	$1,550,367.28	Rock	9,687	$3.89	$37,682.43
Dodge	20,087	$3.89	$78,138.43	Roseau	15,629	$3.89	$60,796.81
Douglas	36,009	$3.89	$140,075.01	St. Louis	200,226	$3.89	$778,879.14
Faribault	14,553	$3.89	$56,611.17	Scott	129,928	$3.89	$505,419.92
Fillmore	20,866	$3.89	$81,168.74	Sherburne	88,499	$3.89	$344,261.11
Freeborn	31,255	$3.89	$121,581.95	Sibley	15,226	$3.89	$59,229.14
Goodhue	46,183	$3.89	$179,651.87	Stearns	150,642	$3.89	$585,997.38
Grant	6,018	$3.89	$23,410.02	Steele	36,576	$3.89	$142,280.64
Hennepin	1,152,425	$3.89	$4,482,933.25	Stevens	9,726	$3.89	$37,834.14
Houston	19,027	$3.89	$74,015.03	Swift	9,783	$3.89	$38,055.87
Hubbard	20,428	$3.89	$79,464.92	Todd	24,895	$3.89	$96,841.55
Isanti	37,816	$3.89	$147,104.24	Traverse	3,558	$3.89	$13,840.62
Itasca	45,058	$3.89	$175,275.62	Wabasha	21,676	$3.89	$84,319.64
Jackson	10,266	$3.89	$39,934.74	Wadena	13,843	$3.89	$53,849.27
Kanabec	16,239	$3.89	$63,169.71	Waseca	19,136	$3.89	$74,439.04
Kandiyohi	42,239	$3.89	$164,309.71	Washington	238,136	$3.89	$926,349.04
Kittson	4,552	$3.89	$17,707.28	Watonwan	11,211	$3.89	$43,610.79
Koochiching	13,311	$3.89	$51,779.79	Wilkin	6,576	$3.89	$25,580.64
Lac qui Parle	7,259	$3.89	$28,237.51	Winona	51,461	$3.89	$200,183.29
Lake County	10,866	$3.89	$42,268.74	Wright	124,700	$3.89	$485,083.00
Lake of the Woods	4,045	$3.89	$15,735.05	Yellow Medicine	10,438	$3.89	$40,603.82
Le Sueur	27,703	$3.89	$107,764.67				
Lincoln	5,896	$3.89	$22,935.44	**Tribal**	**Population**	**Multiplier**	**Indicator**
Lyon	25,857	$3.89	$100,583.73	Bois Forte	657	$3.89	$2,555.73
McLeod	36,651	$3.89	$142,572.39	Fond du Lac	3,728	$3.89	$14,501.92
Mahnomen	5,413	$3.89	$21,056.57	Grand Portage	557	$3.89	$2,166.73
Marshall	9,439	$3.89	$36,717.71	Leech Lake	10,205	$3.89	$39,697.45
Martin	20,840	$3.89	$81,067.60	Lower Sioux	335	$3.89	$1,303.15
Meeker	23,300	$3.89	$90,637.00	Mille Lacs	4,548	$3.89	$17,691.72
Mille Lacs	26,097	$3.89	$101,517.33	Prairie Island	177	$3.89	$688.53
				Red Lake	5,162	$3.89	$20,080.18
				Shakopee Mdewakanton Sioux	266	$3.89	$1,034.74
				Upper Sioux	57	$3.89	$221.73
				White Earth	9,188	$3.89	$35,741.32

IHP	$36,000
Large Project	$132,800
Project	$3,320

Minnesota State Public Assistance Program

State Per Capita Damage Indicators

Fiscal Year October 1, 2020 – September 30, 2021

COUNTY	Population	Multiplier	Indicator
Aitkin	16,202	$1.945	$31,512.89
Anoka	330,844	$1.945	$643,491.58
Becker	32,504	$1.945	$63,220.28
Beltrami	44,442	$1.945	$86,439.69
Benton	38,451	$1.945	$74,787.20
Big Stone	5,269	$1.945	$10,248.21
Blue Earth	64,013	$1.945	$124,505.29
Brown	25,893	$1.945	$50,361.89
Carlton	35,386	$1.945	$68,825.77
Carver	91,042	$1.945	$177,076.69
Cass	28,567	$1.945	$55,562.82
Chippewa	12,441	$1.945	$24,197.75
Chisago	53,887	$1.945	$104,810.22
Clay	58,999	$1.945	$114,753.06
Clearwater	8,695	$1.945	$16,911.78
Cook	5,176	$1.945	$10,067.32
Cottonwood	11,687	$1.945	$22,731.22
Crow Wing	62,500	$1.945	$121,562.50
Dakota	398,552	$1.945	$775,183.64
Dodge	20,087	$1.945	$39,069.22
Douglas	36,009	$1.945	$70,037.51
Faribault	14,553	$1.945	$28,305.59
Fillmore	20,866	$1.945	$40,584.37
Freeborn	31,255	$1.945	$60,790.98
Goodhue	46,183	$1.945	$89,825.94
Grant	6,018	$1.945	$11,705.01
Hennepin	1,152,425	$1.945	$2,241,466.63
Houston	19,027	$1.945	$37,007.52
Hubbard	20,428	$1.945	$39,732.46
Isanti	37,816	$1.945	$73,552.12
Itasca	45,058	$1.945	$87,637.81
Jackson	10,266	$1.945	$19,967.37
Kanabec	16,239	$1.945	$31,584.86
Kandiyohi	42,239	$1.945	$82,154.86
Kittson	4,552	$1.945	$8,853.64
Koochiching	13,311	$1.945	$25,889.90
Lac qui Parle	7,259	$1.945	$14,118.76
Lake County	10,866	$1.945	$21,134.37
Lake of the Woods	4,045	$1.945	$7,867.53
Le Sueur	27,703	$1.945	$53,882.34
Lincoln	5,896	$1.945	$11,467.72
Lyon	25,857	$1.945	$50,291.87
McLeod	36,651	$1.945	$71,286.20
Mahnomen	5,413	$1.945	$10,528.29
Marshall	9,439	$1.945	$18,358.86
Martin	20,840	$1.945	$40,533.80
Meeker	23,300	$1.945	$45,318.50
Mille Lacs	26,097	$1.945	$50,758.67
Morrison	33,198	$1.945	$64,570.11
Mower	39,163	$1.945	$76,172.04
Murray	8,725	$1.945	$16,970.13
Nicollet	32,727	$1.945	$63,654.02
Nobles	21,378	$1.945	$41,580.21
Norman	6,852	$1.945	$13,327.14
Olmsted	144,248	$1.945	$280,562.36
Otter Tail	57,303	$1.945	$111,454.34
Pennington	13,930	$1.945	$27,093.85
Pine	29,750	$1.945	$57,863.75
Pipestone	9,596	$1.945	$18,664.22
Polk	31,600	$1.945	$61,462.00
Pope	10,995	$1.945	$21,385.28
Ramsey	508,640	$1.945	$989,304.80
Red Lake	4,089	$1.945	$7,953.11
Redwood	16,059	$1.945	$31,234.76
Renville	15,730	$1.945	$30,594.85
Rice	64,142	$1.945	$124,756.19
Rock	9,687	$1.945	$18,841.22
Roseau	15,629	$1.945	$30,398.41
St. Louis	200,226	$1.945	$389,439.57
Scott	129,928	$1.945	$252,709.96
Sherburne	88,499	$1.945	$172,130.56
Sibley	15,226	$1.945	$29,614.57
Stearns	150,642	$1.945	$292,998.69
Steele	36,576	$1.945	$71,140.32
Stevens	9,726	$1.945	$18,917.07
Swift	9,783	$1.945	$19,027.94
Todd	24,895	$1.945	$48,420.78
Traverse	3,558	$1.945	$6,920.31
Wabasha	21,676	$1.945	$42,159.82
Wadena	13,843	$1.945	$26,924.64
Waseca	19,136	$1.945	$37,219.52
Washington	238,136	$1.945	$463,174.52
Watonwan	11,211	$1.945	$21,805.40
Wilkin	6,576	$1.945	$12,790.32
Winona	51,461	$1.945	$100,091.65
Wright	124,700	$1.945	$242,541.50
Yellow Medicine	10,438	$1.945	$20,301.91

Tribal	Population	Multiplier	Indicator
Bois Forte	657	$1.945	$1,277.87
Fond du Lac	3,728	$1.945	$7,250.96
Grand Portage	557	$1.945	$1,083.37
Leech Lake	10,205	$1.945	$19,848.73
Lower Sioux	335	$1.945	$651.58
Mille Lacs	4,548	$1.945	$8,845.86
Prairie Island	177	$1.945	$344.27
Red Lake	5,162	$1.945	$10,040.09
Shakopee Mdewakanton Sioux	266	$1.945	$517.37
Upper Sioux	57	$1.945	$110.87
White Earth	9,188	$1.945	$17,870.66

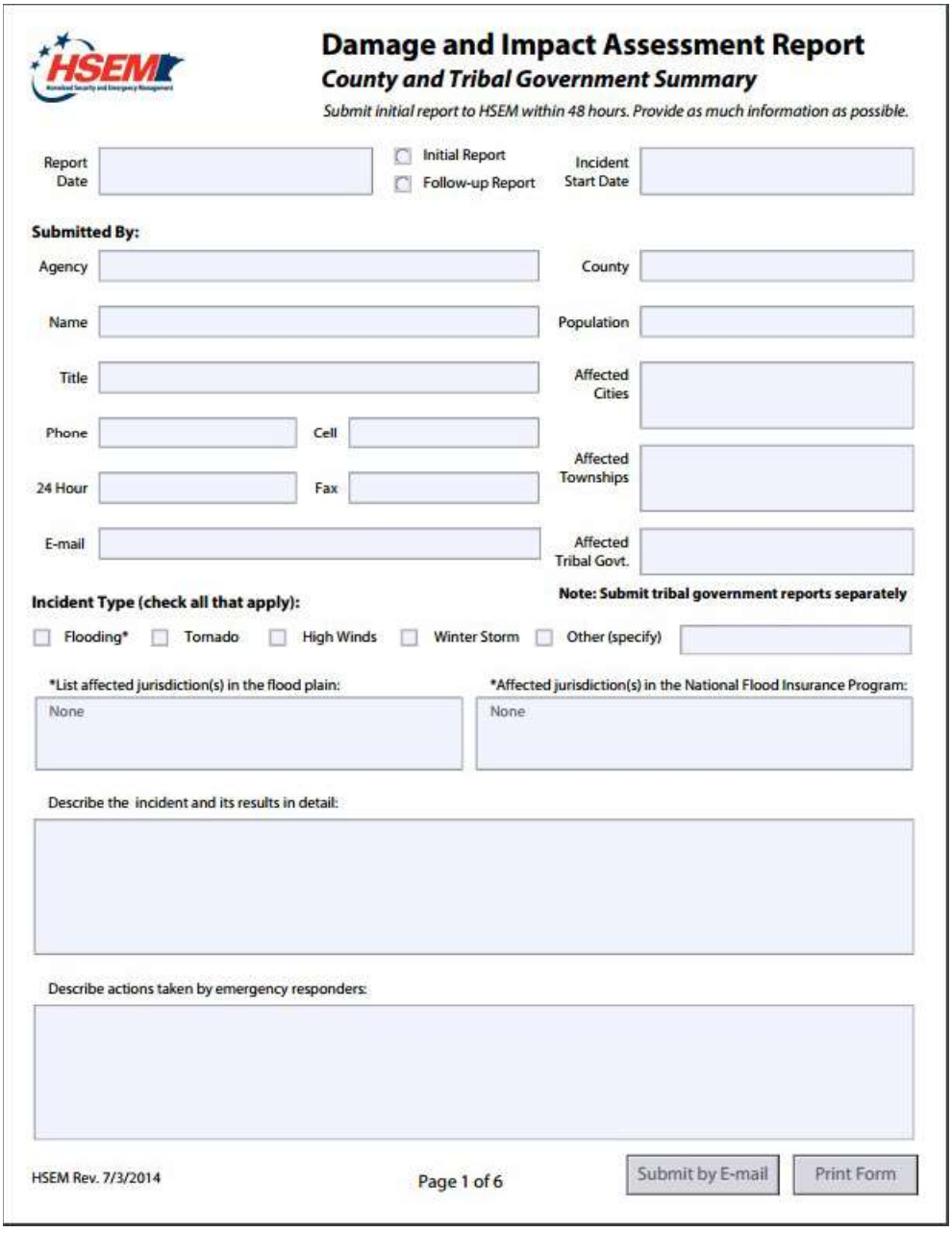
Large Project	$132,800.00
Project Threshold	$3,320.00

HSEM Initial Damage and Impact Assessment Report (DIA)

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https://dps.mn.gov/divisions/hsem/disaster-recovery/Documents/damage-and-impact-assessment-county-and-tribal-govt.pdf

****



HSEM

Damage and Impact Assessment Report

County and Tribal Government Summary

Submit initial report to HSEM within 48 hours. Provide as much information as possible.

Report Date | ☐ Initial Report ☐ Follow-up Report | Incident Start Date

Submitted By:

Agency | County

Name | Population

Title | Affected Cities

Phone | Cell

24 Hour | Fax | Affected Townships

E-mail | Affected Tribal Govt.

Note: Submit tribal government reports separately

Incident Type (check all that apply):

☐ Flooding* ☐ Tornado ☐ High Winds ☐ Winter Storm ☐ Other (specify)

*List affected jurisdiction(s) in the flood plain: None

*Affected jurisdiction(s) in the National Flood Insurance Program: None

Describe the incident and its results in detail:

Describe actions taken by emergency responders:

HSEM Rev. 7/3/2014 Page 1 of 6 Submit by E-mail Print Form

Damage and Impact Assessment Report

County and Tribal Government Summary

Individual Assistance Information

Complete if people, businesses, or agriculture were impacted

Deaths	Injuries	Missing	Evacuated	Sheltered

Special Populations/Facilities Affected:

Single Family Homes:

Destroyed	Major Damage	Minor Damage	Affected	Percentage Insured*

Multi Family Homes:

Destroyed	Major Damage	Minor Damage	Affected	Percentage Insured*

Manufactured Homes:

Destroyed	Major Damage	Minor Damage	Affected	Percentage Insured*

*Explain how you determined the percentage of homes covered by appropriate insurance:

List the major insurance carriers in the area:

Describe the type of construction and characteristics of the damaged homes (basement, slab, frame, brick, prefab, apartments, etc.):

Describe utility or access problems that make homes unlivable:

Families needing alternate housing (est.)

Describe the availability of rental/alternate housing in the area:

HSEM Rev. 7/3/2014

Page 2 of 6

Damage and Impact Assessment Report

County and Tribal Government Summary

Individual Assistance Information

Complete if people, businesses, or agriculture were impacted

Business Property:

Destroyed	Major Damage	Minor Damage	Affected	Percentage Insured*

Disaster-related unemployment(estimate)	Length of unemployment due to Incident (estimated days)	Disaster-related business losses (estimate)	Pre-disaster Unemployment Rate	Pre-disaster Income level (estimate)

List the base industry(ies) of the area:

Additional business/economic impact information:

**Please include a map of the county and a city map for each affected jurisdiction.
Indicate areas of major damage to homes and businesses on the maps.**

Agriculture:

Agricultural impact information:

HSEM Rev. 7/3/2014

Page 3 of 6

Damage and Impact Assessment Report

County and Tribal Government Summary

Public Assistance Information

Compile costs for debris removal, protective measures, and losses/damages to the infrastructure of the county, its cities, townships, and school and watershed districts.

Estimated Total Impact to Infrastructure of _____ County

Potential environmental issues? ☐ Yes ☐ No

Category A - Debris Clearance (Debris on public/private property, building demolition)	
Category B - Protective Measures (Search and rescue, security/traffic control, emergency pumping)	
Category C - Roads and Bridges (Roads, streets, guardrails, sidewalks, curbs, gutters, culverts, bridges)	
Category D - Water Control Facilities (Dams, levees)	
Category E - Buildings and Equipment (Buildings, furnishings, equipment, consumable supplies)	
Category F - Utilities (Storm/sanitary sewers, lift/pump stations, power generation/ transmission/distribution system, solid waste disposal)	
Category G - Recreation and Other (Parks, boat docks and piers, grass and landscape)	

Infrastructure Damages Recap

Emergency Work (Categories A and B)	
Permanent Work (Categories C - G)	
Subtotal	
Less Insurance Coverage	
Total Damages	$0.00

HSEM Rev. 7/3/2014

Page 4 of 6

Damage and Impact Assessment Report

County and Tribal Government Summary

Countywide Impact Statements

Compile this information from the Damage Estimates and Impacts by Category provided by the county's cities, townships, and school and watershed districts.

Emergency Work

Identify and describe damages that constitute a health and/or safety hazard to the general public:

Permanent Work

Describe how the damages will affect services to the general public if completion of permanent work is delayed due to lack of funds:

Damage and Impact Assessment Report

County and Tribal Government Summary

Hazard Mitigation Actions

Does the county have a local hazard mitigation plan? ☐ No ☐ Yes If yes, expiration date:

If yes, what types of projects are identified in the plan?

Identify potential mitigation actions that could reduce future damage in the impacted area. Include potential environmental issues, historic sites, and repetitive loss structures. Attach a map that identifies the potential projects.

Have previous mitigation measures been taken in the impacted area? ☐ No ☐ Yes

If yes, what mitigation techniques were used?

Were the previous mitigation measures successful? ☐ No ☐ Yes Cost Savings (est.)

Explain:

Submit an initial report within 48 hours of the incident start date. Provide as much information as possible. If you are unable to submit this report by e-mail, you may fax it to 651-296-0459.

HSEM Rev. 7/3/2014

Page 6 of 6

Submit by E-mail | Print Form

Sample State PDA Request Letter

****

July 28th, 2018

Mr. Joseph Kelly, Director
Minnesota Department of Public Safety
Division of Homeland Security and Emergency Management
445 Minnesota Street, Suite 223
St. Paul, MN 55101

Dear Mr. Kelly:

Beginning on July 28th, 2018 communities in _____ County experienced extensive damage from_____(i.e., severe storms, tornado, flooding) across a large section of our county.

Our Initial Damage and Impact Assessment Report revealed damages which met and exceeded 50% of our county federal damage indicator.

At this time, we are requesting your assistance to conduct a Preliminary Damage Assessment (PDA) for the State Public Assistance Program beginning the week of_____.

I would like to directly coordinate the logistics for the PDA with your staff if that is acceptable with you.

Thank you for your consideration and please let me know if you require additional information at _____*(insert phone number.)*

Respectfully,

(Include Signature)

John Johnson
County Emergency Manager

Cc:

Sample Letter to Governor

****

Governor Mark Dayton *(insert date here: month, day, year)*
116 Veterans Service Building
20 W. 12th Street
St. Paul, MN 55155

Dear Governor Dayton:
Beginning ***(insert time period that the storm occurred)***, ***(insert county name here)*** was impacted by severe storms which resulted in ***(insert details of storm damage: i.e. heavy rains/flooding)*** across a large section of the county. These severe storms caused extensive damages to the public infrastructure within ***(insert county name here)***.

On ***(insert date that local emergency was declared)***, ***(insert county name here)*** declared a local emergency in response to this disaster. ***(insert county name here)*** submitted a Damage and Impact Assessment Report to the Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management (HSEM) which indicated storm related damages in access of ***(insert amount of Damage and Impact Assessment Report)***.

As a result of our initial damage estimates, ***(insert county name here)*** requested HSEM to conduct a State Preliminary Damage Assessment (PDA), which was conducted on ***(insert date of Preliminary Damage Assessment).***

The PDA revealed storm related costs and damages to our public infrastructure which exceeded 50% of ***(insert county name here***) federal damage indicator.

(insert county name here) is requesting state disaster assistance in accordance with Minnesota Statute 12B.30. ***(insert county name here)*** understands that this is a 75% reimbursement program.

(insert name/s and title/s of requestor/s)

Cc: ***(include name/s and title/s of any applicants and other contacts)***

ANNEX I - CONGREGATE CARE
ESF #6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services
Mass Care Services (Response)
Public and Private Services and Resources (Response)
Public Health and Medical Services (Response)
Critical Transportation (Response)
Fatality Management Services (Response)

I. MNWALK REQUIREMENTS

01☒ 02☐ 03☒ 04☐ 05☐ 06☐ 07☐ 08☐ 09☐ 10☐ 11☐ 12☐ 13☒ 14☐ 15☐ 16☐ 17☐ 18☐ 19☐ 20☐
21☐ 22☐ 23☐ 24☐ 25☒ 26☐ 27☐ 28☐ 29☐ 30☐ 31☐ 32☒ 33☒ 34☒ 35☒ 36☐ 37☐ 38☐ 39☐ 40☐
41☐ 42☐ 43☐ 44☐ 45☐ 46☐ 47☐ 48☐ 49☐ 50☐ 51☐ 52☐ 53☒ 54☐ 55☐ 56☐ 57☐ 58☐ 59☐ 60☐
61☐ 62☐ 63☐ 64☐ 65☐ 66☐ 67☐ 68☐ 69☐ 70☐ 71☐

II. PURPOSE

This plan provides the planning and implementing procedures necessary to meet the congregate care needs of Itasca County/City of residents in the event of a disaster.

III. SITUATIONS AND ASSUMPTIONS

A. Situations

1. Itasca County/City of has identified hazards that could cause an evacuation of some portions of the cities within the County. The most likely scenarios requiring sheltering range from a few families to a large segment of the population. This could occur with severe winter storms, severe flooding, tornadoes, woodland fires, or hazardous materials events, in or near a community.

2. Itasca County and City of residents will need emergency shelter, food, clothing, and other services if they must evacuate their home during a disaster.

3. Some people may utilize hearing dogs, service dogs, and seeing-eye dogs, therefore accommodations for animals should be considered when working on evacuation planning.

B. Assumptions

1. Although local government has the overall responsibility, the American Red Cross (ARC) will support congregate care operations within their capability.

2. Until such time that the American Red Cross arrives on-scene, local government will manage and coordinate all congregate care activities.

3. Other professional and volunteer organizations that normally respond to disaster situations will do so.

4. Facilities planned for congregate care use will be available at the time of need.

5. Information technology, specifically computer and internet access, will be available for the use of providing emergency services.

6. Communications devices, such as radio and/or telephone access, will be available for the use of providing emergency services.

7. Residents from Itasca County/City of may arrive at congregate care shelters requiring medical care.

8. Some members of the community may arrive at congregate care shelters without durable medical supplies and specialized equipment the need (i.e., wheelchairs, walkers, telephones, etc.).

9. Many community members requiring specialized services will have access to family members support or direct care from service providers; others will not have access to their normal resources.

IV. CONCEPT OF OPERATIONS

The Emergency Operations Plan has been designed based on the NIMS model utilizing the Incident Command System. The Command Staff includes a Legal Advisor, Public Information Officer, Liaison and Safety Officer. The General Staff includes the Operations Section Chief, Planning Section Chief, Logistics Section Chief and Finance and Administration Section Chief. The Command and General Staff all report to the Emergency Operations Center Director or (designee). The Emergency Operations Center Director or (designee) is the Itasca County/City of Emergency Management Director. In the event where the primary impacts are health related, a unified command structure will be utilized in collaboration with Itasca County Public Health. In addition to these staff positions there are Branch Directors and Unit Leaders that represent the 21 annexes of this emergency operations plan. Branch Directors and Unit Leaders report to Section Chiefs as outlined in the flow chart in the Basic Plan.

Upon notification from the Logistics Section Chief, Itasca County Human Services will request support for congregate care from the American Red Cross. Itasca County Human Services and the American Red Cross will collaborate to meet the congregate care and behavioral health needs of the affected community/region.

Congregate Care is part of the logistics section and therefore reports directly to the Logistics Section Chief.

1. The Congregate Care response will be determined by the type, location, and estimated longevity of the incident.

2. The American Red Cross will appoint a liaison to serve as the Congregate Care Unit Leader in the Emergency Operations Center, as necessary.

3. The American Red Cross will activate its Response Plan and follow disaster operations protocols as outlined in the American Red Cross Policies and Procedures.

4. All media will be directed to the designated Public Information Officer (PIO) for the release of information to the public.

5. The Congregate Care Unit Leader will be responsible for coordinating security and safety measures at congregate care sites, transportation sites, and if necessary, arranging for decontamination prior to entering the shelter sites.

6. The Congregate Care Unit Leader will be responsible for coordinating community mobile feeding.

A. Functional and Access Needs Considerations MW 32

Medical planning involves providing care or support for individuals in the community who have on-going medical needs, that do not require that they are in a hospital but do require support from trained medical professionals. Areas that will need to be addressed following an emergency or disaster include how as a community we can provide care to those individuals who list their support but are able to stay in their own home and how to coordinate medical care for those individuals who may be in a temporary setting such as a community shelter. Community partners that may be involved in medical planning include human services, home health care agencies, waivered services agencies, hospice providers, groups homes, foster homes and hospitals.

MW 34 The primary concerns for individuals displaced from their homes are providing safety, security, and basic congregate care needs (food, shelter, medical needs and mental health support). Maintaining independence may involve assistance from caregivers or family, consumable medical supplies (medications, nutritional supplements, incontinent supplies, tube feeding supplies), and durable medical equipment (wheelchairs, walkers, canes, scooters). Assistance from Medical Reserve Corps volunteers, group home or foster care providers, independent living centers, home care agencies, etc. may allow for individuals to maintain their independence if they are separated from their normal resources. The goal in providing this support is to allow for individuals to maintain their independence regardless of whether they are at home or in a shelter and to prevent them from having to go to the hospital due to lack of supportive services.

The primary considerations for individuals displaced from their homes are providing for safety, security, and basic congregate care needs (food, shelter, medical needs and mental health support). Individuals who may require supervision could be those with memory disorders, cognitive disabilities,

developmental disabilities, severe and persistent mental illness, high medical needs consumers and long-term care residents. A critical component in the supervision of individuals will be working with behavioral health workers, human services, psychologists, psychiatrists, etc. Some resources in the community to assist with providing services for these individuals include the American Red Cross.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. Our emergency organization is described in Section IV of the Basic Plan.

2. Incident Command System – EOC Interface

a. The Incident Command oversees all on-scene operations. This coordination takes plan at an Incident Command Post. On-scene logistics personnel will order supplies, resources, and personnel to manage the scene in accordance with Incident Action Plan.

b. Not all emergencies require on-scene operations or the establishment of an Incident Command Post. For those emergencies that may be over a wide area (flooding, ice storm, winter storm) or are health based the Command Post and Emergency Operations Center may be co-located.

c. A division of responsibility should be agreed upon between the Incident Commander and the EOC. The Incident Commander will manage operations on-scene, while the EOC coordinates operations beyond the incident site, taking into consideration the community at large, while supporting the Incident Action Plan developed by Incident Command.

B. Lines of Succession

1. Lines of succession for the Mayor, County Board Chair and Emergency Management or (designee) Director are outlined in the Basic Plan.

2. Lines of succession for each department and agency director shall be done in accordance with operating guidelines and delegations of authority within each department.

C. Responsibilities

1. Itasca County Emergency Management Director MW 35

Annex I-4 - Attachment 1 – Coordination with Voluntary Agencies

Annex G-3 - Attachment 2 – (MOU) (LOA) (MAA) (CFPA) Agreements

The Itasca County Emergency Management Director or (designee) is responsible for carrying out the emergency management program for Itasca County/City of. The Emergency Management Director or (designee) will activate the Emergency Operations Center as required

or requested to coordinate/support the activities of all departments/organizations assisting with response and recovery efforts. The Emergency Management Director or (designee) will establish response and recovery priorities through the Emergency Operations Center and will coordinate the resources needed to support emergency operations.

2. **Itasca County Human Services** MW 25 (a) (b) MW 33

The Itasca County Human Services Director is responsible for ensuring that services are available to the county residents who have serious and persistent mental illness and for emergency mental health services. In the event of a major disaster the Itasca County Human Services Director or their delegate is the local mental health authority, and that agency is required to assess whether there is a need for behavioral health services for the disaster victims, their families or responders. The need is based on a completed assessment by the designee who includes the numbers of persons impacted by the disaster and the capabilities of the existing mental health providers.

3. **American Red Cross** MW 13, MW 32 MW 33, MW 34
Annex I-5 - Attachment 2 – Shelters
Annex I-5 - Attachment 3 – Mass Care Guidance

In the event of an emergency that displaces individuals or forces evacuees into the community, the American Red Cross Northern Minnesota chapter is responsible for supporting specific congregate care duties, utilizing other response agencies that provide emergency congregate care needs. The American Red Cross will as it relates to congregate care:

a. Provide congregate care sites, equipment, and supplies, staff, and operations management to operate the shelter incorporating community resources and requesting additional resources as needed.

Types of congregate care sites:

- Reception Center – short term, meets immediate need until long term arrangements can be made for feeding and sheltering
- Assistance Center – location where service providers, insurance companies, building contractors, etc. are located and accessible for disaster victims
- Shelter – long term, provides for feeding, sheltering (overnight) and first aid/medical attention
- Alternate Medical Care Site – logistical support only (can provide equipment, meals, reception, family reunification, etc)

b. Provide food to displaced people, emergency responders, volunteer responders and other community people incorporating community resources and requesting additional resources as needed.

c. Administer case work for the provision of immediate needs such as prescriptions, medical supplies, clothing, and other items incorporating community resources and requesting additional resources as needed.

d. Provide welfare inquiry services for families searching for information regarding displaced disaster victims incorporating community resources and requesting additional resources as needed.

e. MW 25 (a) (b) Provide mental health services for disaster victims and emergency responders incorporating community resources and requesting additional resources as needed.

f. Provide health services for disaster victims and emergency responders incorporating community resources and requesting additional resources as needed.

VI. ADMINISTRATION AND SUPPORT

A. Records

1. Records will be maintained on the use of all equipment, whether owned, leased, rented, or borrowed. These records/contracts will be used as basis for possible recovery of emergency operations expenses from a responsible party or for potential reimbursement from the State or Federal Government. All records/contracts generated by the Congregate Care Unit Leader should be provided to the Finance and Administration Section Chief for cost recovery and reimbursement documentation.

2. Each department, agency or service of government will provide for the maintenance of records during an emergency. These records include work hours, equipment hours, supplies and materials consumed injuries to personnel, and damage to public facilities and equipment. All records generated during an emergency will be collected and maintained in an orderly manner, so a record of actions taken is preserved for use in determining response costs, settling claims, and updating emergency plans and procedures.

B. Resources

1. Local resources can be found on file in the resource database.

C. Post Incident Review

1. Following activations of the Emergency Operations Center or use of the Emergency Operations Plan, Emergency Management will coordinate a review of each annex of the Emergency

Operations Plan to identify needed improvements, procedure changes, personnel and facility changes or resource needs.

D. Training and Exercises

1. Personnel identified in the Emergency Operations Plan and those who staff the Emergency Operations Center will receive National Incident Management System (NIMS) and Incident Command System (ICS) training. Although some personnel may receive more advanced training, everyone will receive IS-100 and IS-700. A full list of personnel and required training can be found on file in the Emergency Management office. Personnel who staff the Emergency Operations Center shall also receive appropriate training on their role in the Emergency Operations Center and on the operations of the facility. This training should be arranged by the Congregate Care Unit Leader or the Emergency Management Department.

2. Emergency Management follows the Emergency Management Performance Grant (EMPG) exercise requirements to exercise and evaluate the Emergency Operations Plan.

VII. ANNEX DEVELOPMENT AND MAINTENANCE

The Itasca County/City of Emergency Operations Plan, including the Basic Plan and Annexes, is updated on an annual basis. Each annex representative is responsible for participating in the full review process every other year and for independently reviewing the annex on an annual basis. The overall responsibility for maintaining the Emergency Operations Plan is that of the Itasca County Emergency Management Department.

Any standard operating guidelines, personnel directories, maps, or other tools needed to support emergency operations should be developed and maintained by the responsible department. It is the department's responsibility to ensure access to this information during times of large-scale emergency or disaster, to coordinate training for personnel regarding these procedures and to inform Emergency Management of any changes that directly impact the Emergency Operations Plan.

VIII. AUTHENTICATION

See verification of plan approval
See authentication for Itasca County/City of Emergency Operations Plan

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ANNEX J - DEBRIS MANAGEMENT
ESF #3 – Public Works and Engineering
Infrastructure Systems (Response)
Critical Transportation (Response)
Environmental Response/Health and Safety (Response)
Public and Private Services and Resources (Response)
Fatality Management Services (Response)
Mass Care Services (Response)
Mass Search and Rescue Operations (Response)

I. MNWALK REQUIREMENTS

01☒ 02☐ 03☒ 04☐ 05☐ 06☐ 07☐ 08☐ 09☐ 10☐ 11☐ 12☐ 13☐ 14☐ 15☐ 16☐ 17☐ 18☐ 19☐ 20☐
21☐ 22☐ 23☐ 24☐ 25☐ 26☐ 27☐ 28☐ 29☐ 30☐ 31☐ 32☐ 33☐ 34☐ 35☐ 36☐ 37☐ 38☐ 39☐ 40☐
41☐ 42☐ 43☐ 44☐ 45☐ 46☒ 47☐ 48☐ 49☐ 50☐ 51☐ 52☐ 53☐ 54☐ 55☐ 56☐ 57☐ 58☐ 59☐ 60☐
61☐ 62☐ 63☐ 64☐ 65☐ 66☐ 67☐ 68☐ 69☐ 70☐ 71☐

II. PURPOSE

The purpose of this annex is to outline the local organization, operational concepts, responsibilities, and procedures to accomplish coordinated public works and engineering activities to address debris management during emergency situations.

III. SITUATIONS AND ASSUMPTIONS

A. Situations

1. The type and quantity of debris generated by an emergency is a function of the type of event, the location of impact and the magnitude, intensity, and duration.

2. The quantity and type of debris generated, its location, the size of the area over which it is spread and the equipment that is available affect the choice of methods to remove and dispose of it, the costs incurred in doing so and the time it will take to accomplish the task.

B. Assumptions

1. Public works departments and agencies can reasonably be expected to accomplish expedient repair and restoration of essential services and vital facilities, but it will probably be necessary to contract for major reconstruction.

2. Public works will be able to organize and carry out debris clearance in the aftermath of an emergency but may require external assistance in debris removal if there are large quantities of debris or if debris includes hazardous materials.

3. Assistance may be available from other jurisdictions through inter-local agreements [and from commercial firms through contingency contracts]. Some types of emergency situations, much like flooding may affect large areas, making it difficult to obtain assistance from usual sources.

4. Damage to chemical plants, power lines, sewer and water distribution systems, and secondary hazards, such as fires, could result in health and safety hazards that may pose a threat to public works and engineering personnel.

5. Local landfills and waste disposal facilities may be inadequate to deal with large amounts of debris and it may be necessary to use alternate methods and facilities for disposal.

6. Local government may have insufficient resources to remove the debris created by a major emergency or disaster and accomplish other recovery tasks.

7. If local debris removal capabilities are insufficient, the chief elected official may issue a local emergency declaration and request the State assist in debris removal. If the local emergency is of such magnitude that the Governor requests a Presidential Disaster Declaration and such a declaration is approved, federal resources could become available.

8. For major emergencies or disasters, private contractors will be needed to collect, reduce the volume of, and dispose of debris.

9. Citizens will assist in removing debris from the immediate area of their homes and businesses but will generally need government assistance in hauling it away for disposal.

10. Citizens are often willing to help their neighbors in removing debris; proper public information can encourage such cooperative action, speeding up the process and reducing costs.

IV. CONCEPT OF OPERATIONS

Annex J-2 – Attachment 1 – Debris Management Guidance

The General Debris Management Tasks To Be Performed During Emergency Situations Include:

1. For slowly developing emergency situations, take actions to protect government facilities, equipment, and supplies prior to the onset of hazardous conditions.

2. Provide heavy equipment support for search and rescue operations.

3. Survey damage to public facilities, roads, bridges, and other infrastructure.

4. Inspect damaged structures.

5. Clear debris from streets and roads and make repairs to reopen transportation arteries.

6. Make expedient repairs to essential public facilities to restore them to operation or protect them from further damage.

7. Remove debris from public property and manage disposal of debris from public and private property.

8. Assist in controlling public access to hazardous areas.

A. Protecting Resources and Preserving Capabilities

1. For slowly developing emergency situations, it may be possible to deploy public works and engineering resources to protect government facilities and equipment as well as essential utilities and thus prevent or reduce damage. Protective actions may include sandbagging, building protective levees, ditching, installing protective window coverings, or removing vital equipment. Debris Management elements are expected to identify buildings and other infrastructure that would benefit from protection and in coordination with the departments or agencies that occupy those facilities, carry out such protective actions.

2. If the time permits, public works elements are also expected to take action in advance of an emergency situation to preserve response and recovery capabilities by protecting vital equipment and supplies, with in place or by temporarily evacuating it to safer locations. It is desirable that agreements with other jurisdictions to host local resources at risk to be developed in advance of an emergency.

The Emergency Operations Plan has been designed based on the NIMS model utilizing the Incident Command System. The Command Staff includes a Legal Advisor, Public Information Officer, Liaison, and Safety Officer. The General Staff includes the Operations Section Chief, Planning Section Chief, Logistics Section Chief and Finance and Administration Section Chief. The Command and General Staff all report to the Emergency Operations Center Director. The Emergency Operations Center Director is the Itasca County/City of Emergency Management Director. In the event where the primary impacts are health related, a unified command structure will be utilized in collaboration with Itasca County Public Health. In addition to these staff positions there are Branch Directors and Unit Leaders that represent the 21 annexes of this emergency operations plan. Branch Directors and Unit Leaders report to Section Chiefs, as outlined in the flow chart in the Basic Plan.

Debris Management is part of the Public Works Branch. The Public Works Branch reports directly to the Operations Section Chief. The order of succession for Debris Management is as follows:

Itasca County	City of
County Engineer	City Engineer
	Public Works Director
	Public Utilities Commissioner

B. Phase 1 – Emergency Roadway Clearance MW 46 (f)

1. Following a disaster, the top priority is to clear major roads and routes providing access to key population support facilities such as hospitals, to allow for the movement of emergency vehicles, resumption of critical services and damage assessment. Emergency roadway clearance also facilitates the deployment of external response elements and delivery of emergency equipment and supplies. In initial roadway debris clearance, debris is normally pushed to the side of the road and no attempt is made to remove or dispose of it.

2. Local government is responsible for clearing streets and county roads and their rights of way. The Minnesota Department of Transportation (MnDOT) is responsible for clearing state and federal highways and rights of way for such highways and disposing of the debris that result from the clearing process.

3. In this phase, crews equipped with chain saws will generally be needed to cut up downed trees, and heavy equipment will be needed to move the remains. If possible, heavy equipment used for moving debris should be equipped with protective cabs and all personnel should wear protective equipment. Fire hydrants, driveway cutouts and utility valves should be left unobstructed.

4. As electrical systems are often damaged by the same hazards that create substantial debris, debris management crews may need to coordinate their efforts to remove debris with utility crews.

C. Phase 2 – Debris Removal and Disposal

1. Debris removal from Public Property:

   a. In the aftermath of a disaster, debris may have to be removed from a variety of public areas including:

      - Roads and rights of way
      - Government buildings, grounds, and parking lots
      - Storm drainage systems and reservoirs

   b. If the emergency situation resulted in a Presidential Disaster Declaration, expenses of debris removal from public property may be partially reimbursed by the federal government if the debris must be removed to:

      - Eliminate immediate threats to life, public health, and safety

- Eliminate immediate threats of significant damage to improved public or private property

- Ensure economic recovery of the affected community

As large-scale debris removal and disposal operations can be extremely costly, it is vital to determine if federal assistance will be provided and the rules that apply to such assistance before commencing debris removal operations.

2. Debris Removal from Private Property MW 46 (g)
Annex J-5 – Attachment 5 – Debris Removal Access Agreement

a. Debris removal from private property, including demolishing condemned structures, is generally the responsibility of the property owner and the cost may be wholly or partially covered by insurance. If there has been a Presidential Disaster Declaration and debris on private property is so widespread that public health, safety, or the economic recovery is threatened, local government may be partially reimbursed for the cost of debris removal from private property. Local government normally has the responsibility for picking up and disposing of debris from private property placed at the curb and bears the cost for the effort.

b. When the Governor has issued a disaster declaration for an emergency situation, § 418.023 of the Government Code law provides that state resources may be used to remove debris from private property. As a general rule, the property owner must authorize removal of debris, grant unrestricted access, and indemnify the state against any claim resulting from the removal. As the Executive order of the Governor Relating to Emergency Management provides that county judges and mayors who have issued a local disaster declaration may exercise the emergency powers of the Governor on an appropriate local scale, local governments may remove debris from private property subject to the same conditions cited above. Annex J – Attachment 1 – Debris Removal Access Agreement that should be used to meet statutory requirements.

D. Preparation for Debris Removal MW 46 (d)
Annex J-5 – Attachment 2 – Curbside Guidance

Considerable time and labor can be saved in the debris removal process by sorting debris from public property and encouraging the public to sort debris from private property before it is picked up. A proactive public information program should advise the public of the actions they can take to facilitate pickup including Annex J – Attachment 2 – Curbside Management

1. Sorting debris into categories – hazardous waste, white goods, soil, mud, sand, garbage, vegetative debris, construction, and demolition debris.

2. Placing sorted debris piles at curbside.

3. Keeping debris out of the road and away from fire hydrants and utility valves.

4. Disposing of household garbage in normal refuse containers.

E. Estimating the Amount of Debris

Annex J-6 – Attachment 4 – Debris Estimating Formulas

In determining the means to be used to remove and dispose of debris, it is essential that local officials have a reasonable estimate of the amount of debris that must be removed and eventually disposed of. Annex J – Attachment 3 – Debris Estimating Formulas provides a methodology that may be used to estimate the amount of debris that must be removed.

F. Determining Debris Removal Strategy MW 46 (e)

1. After an estimate of the amount of debris that needs to be removed is made, options for removing the debris should be evaluated in terms of their cost and timeliness.

2. The general strategies for debris removal and processing are:

   a. Removal and processing of debris by local government

      i. **Advantages**

         - Direct government control

      ii. **Disadvantages**

         - Normally requires diversion of significant government resources from regular functions and makes them unavailable for other recovery tasks.
         - Speed of debris removal may be constrained by the government equipment and personnel available.
         - Local government may lack specialized equipment and skills needed to carry out all aspects of debris removal.

   b. Removal and processing of debris by contractors:

      i. **Advantages**

         - Speed of debris removal may be increased by contracting for additional resources
         - If local contractors are used, may provide local economic benefit

ii. **Disadvantages**

- Requires detailed contracts
- Requires extensive oversight and inspection

c. Removal and processing of debris by a combination of local government and contractors.

3. MW 46 (i) If contractors will be used, the disaster area should be divided into geographical sectors for control purposes and bids solicited based on the estimated quantity of debris in each sector. In defining sectors, it is desirable to group properties of like type, construction and with similar vegetation together. This will also facilitate estimating the quantity of debris that needs to be removed.

4. Debris may be removed by one time collection of all debris at each property or using multiple passes to collect different types of material that have been pre-sorted by the property owner.

G. Establishing Temporary Debris Storage and Reduction (TDSR) Facilities MW 46 (b)

1. The effective disposal of large quantities of disaster debris requires that suitable temporary storage and volume reduction facilities are established. Such facilities hold debris until it can be sorted, reduced in volume, and dispatched to an appropriate disposal facility. Sorting and volume reduction can significantly reduce the costs of disposing of debris and preventing potentially serious environmental problems.

2. TDSR facilities sort debris and send it to the most appropriate facility for treatment or disposal. Sorting is needed to separate burnable from non-burnable materials and segregate hazardous products for disposal at authorized facilities and identify debris that can be burned, chipped, or ground, recycled or simply disposed of at a landfill, without treatment.

3. The volume of debris can be greatly reduced by a variety of methods, including:

a. Incineration. This method includes open burning, use of air curtain pit incineration (trench burners), or use of portable air curtain incinerators. Incineration of burnable debris typically reduces its volume by 95 percent.

b. Chipping and grinding. Chipping and grinding are appropriate for clean, woody debris and typically reduces the volume by 75 percent. However, chipping and grinding usually costs as much as incineration and unless the resulting mulch can be disposed of without cost or at a profit, local government may incur additional costs to have residual material hauled to a landfill.

c. Recycling. Recycling debris may present an opportunity to reduce the overall cost of disposal. Metals, lumber, and soil are the most likely candidates for recycling. Before local government attempts to operate a recycling operation, it is essential to determine if there is, in fact, a market for the materials sorted out in the recycling process; otherwise, the output may simply have to be hauled to a landfill. Specialized contractors may be willing to undertake recycling, particularly for large amounts of debris that are well sorted.

H. Site Selection MW 46 (c)

Annex J-8 – Attachment 3 – MPCA Site and Options for Disposing of Wastes

1. Among the criteria that are pertinent in selecting TDSR facilities are:

a. Preferably government owned

b. Large enough to accommodate a storage area, a sorting area, and volume reduction operation area(s).

c. Reasonable proximity to disaster areas and debris disposal sites

d. Good road access

e. Not in a residential area or in the vicinity of schools, churches, or other facilities with concentrations of the population

f. Not in an environmentally sensitive area, such as wetlands or a water well field

2. Local landfills and possible local sites for TDSR facilities are available in a map format through the GIS maps on the Itasca County network and secure internet site. The selection of specific sites to be used for TDSR facilities will normally be made by a team of local, state, and where appropriate, federal personnel, who are familiar with the local area and the specific environmental regulations governing such facilities. Annex J – Attachment 4 – MPCA Options for Disposing of Wastes provides methods for determining space requirements for TDSR sites and estimating the quantity of debris that must be disposed of after processing.

I. Public Information and Instructions

1. In the aftermath of an emergency situation, the Public Information staff should provide the public with detailed information on debris removal and disposal plans and procedures. Providing appropriate instructions to the public concerning debris removal can significantly reduce the time and costs involved. Public information on debris removal must start as soon as possible after the disaster – before people start moving and stacking large amounts of debris.

2. Public instructions should encourage citizens to:

a. Assist their neighbors, particularly the elderly or infirm, in removing debris

b. Move debris to curbside for pickup

c. Separate debris into categories determined by local officials

d. Keep debris piles away from fire hydrants and utility valves

3. Public information should keep citizens advised of:

a. Assistance may be provided to residents in the community who are not able to self haul debris.

b. Self help disposal guidelines for citizens and businesses that wish to haul their own debris to a debris storage area or landfill.

4. The normal methods of public information dissemination through the media should be used to provide information to the public. If loss of electric power has occurred, extra effort must be made to reach those without power using door hangers, flyers, signs and if necessary, door-to-door outreach.

J. Regulatory Issues and Technical Assistance

1. MW 46 (h) The Minnesota Pollution Control Agency (MPCA) regulates the disposal of waste, including hazardous waste. MPCA also issues emergency permits for debris incineration. Hence, the advice and assistance of MPCA should be obtained in developing and implementing plans for debris disposal.

2. MW 46 (j) The Minnesota Department of Health (MDH) is the state agency responsible for ensuring food safety. The assistance of MDH should be sought when there are questions regarding safety of foodstuffs in damaged retail stores, warehouses, and processing facilities. MDH has the authority to condemn unsafe foodstuffs so that they can be disposed of.

3. MW 46 (h) The Minnesota Board of Animal Health can provide advice and assistance regarding the disposition of dead animals and can help identify stray animals so they can be returned to their owners.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. Our emergency organization is described in Section IV of the Basic Plan.

2. Incident Command System – EOC Interface

a. The Incident Command oversees all on-scene operations. This coordination takes plan at an Incident Command Post. On-scene logistics personnel will order supplies, resources, and personnel to manage the scene in accordance with Incident Action Plan.

b. Not all emergencies require on-scene operations or the establishment of an Incident Command Post. For those emergencies that may be over a wide area (flooding, ice storm, winter storm) or are health based the Command Post and Emergency Operations Center may be co-located.

c. A division of responsibility should be agreed upon between the Incident Commander and the EOC. The Incident Commander will manage operations on-scene, while the EOC coordinates operations beyond the incident site, taking into consideration the community at large, while supporting the Incident Action Plan developed by Incident Command.

B. Lines of Succession

1. Lines of succession for the Mayor, County Board Chair and Emergency Management or (designee) Director are outlined in the Basic Plan.

2. Lines of succession for each department and agency director shall be done in accordance with operating guidelines and delegations of authority within each department.

C. Responsibilities

1. Itasca County Emergency Management Director

The Itasca County Emergency Management Director or (designee) is responsible for carrying out the emergency management program for Itasca County/City of. The Emergency Management Director or (designee) will activate the Emergency Operations Center as required or requested to coordinate/support the activities of all departments/organizations assisting with response and recovery efforts. The Emergency Management Director or (designee) will establish response and recovery priorities through the Emergency Operations Center and will coordinate the resources needed to support emergency operations.

2. Itasca County Road & Bridge / Public Works

The Highway Department/Public Works Department will assign a representative as the Debris Management Division Supervisor. The Debris Management Division Supervisor will supervise debris clearance from the public right-of-way, will coordinate debris management for public and private entities and will oversee the repair and restoration of key facilities and systems following a disaster/emergency. The Debris Management Division Supervisor may assist in completing a damage assessment and may provide heavy equipment to be utilized for search and rescue

operations. Coordination with the Evacuation and Traffic Control Division Supervisor may also be necessary for establishing emergency evacuation routes that are free of debris.

3. **Itasca County Sheriff's Office/ Police Department**

The Sheriff's Office/Police Department is responsible for evacuation and traffic control as well as search and rescue following a disaster/emergency. The Evacuation and Traffic Control Division Supervisor will work with the Debris Management Division Supervisor to establish routes for evacuations. Additionally, the Search and Rescue Branch Division Supervisor may coordinate with the Highway Department/Public Works to utilize heavy equipment for search and rescue operations.

4. **Animals**

The Minnesota Board of Animal Health, Minnesota Department of Agriculture, MPCA, Minnesota Department of Health, Itasca County Environmental Services, and Itasca County Public Health will advise/assist on the disposal of animal carcasses.

5. **Homeowners/Private Property**

Unless directed otherwise by the County Commissioners/Mayor, or under extremely unusual circumstances, removal of debris from private property is the responsibility of the property owner. Residents will be asked to sort debris by: trees and brush, white goods (appliances), household hazardous waste, construction/demolition materials, regular garbage, and vegetation and place it at the curb for pick-up.

6. **Minnesota Pollution Control Agency** MW 47
Annex E-10 - Attachment 9 – Itasca County Solid Waste Ordinance

The Minnesota Pollution Control Agency (MPCA), in coordination with Waste Management, Itasca County Environmental Services or the Minnesota Department of Health will assist with the disposal of hazardous waste.

7. **Public Information Officer**

The Public Information officer should provide the public with detailed information on debris removal and disposal plans and procedures. Providing appropriate instructions to the public concerning debris removal can significantly reduce the time and costs involved. Public information on debris removal must start as soon as possible after the disaster – before people start moving and stacking large amounts of debris. Flyers may prove to be extremely successful in reaching community members with debris management issues.

VI. ADMINISTRATION AND SUPPORT

A. Records

1. Records will be maintained on the use of all equipment, whether owned, leased, rented, or borrowed. These records/contracts will be used as basis for possible recovery of emergency operations expenses from a responsible party or for potential reimbursement from the State or Federal Government. All records/contracts generated by the Debris Management Supervisor should be provided to the Finance and Administration Section Chief for cost recovery and reimbursement documentation.

2. Each department, agency or service of government will provide for the maintenance of records during an emergency. These records include work hours, equipment hours, supplies and materials consumed injuries to personnel, and damage to public facilities and equipment. All records generated during an emergency will be collected and maintained in an orderly manner so a record of actions taken is preserved for use in determining response costs, settling claims, and updating emergency plans and procedures.

B. Resources

1. Local resources can be found on file in the resource database.

C. Post Incident Review

1. Following activations of the Emergency Operations Center or use of the Emergency Operations Plan, Emergency Management will coordinate a review of each annex of the Emergency Operations Plan to identify needed improvements, procedure changes, personnel and facility changes or resource needs.

D. Training and Exercises

1. Personnel identified in the Emergency Operations Plan and those who staff the Emergency Operations Center will receive National Incident Management System (NIMS) and Incident Command System (ICS) training. Although some personnel may receive more advanced training, everyone will receive IS-100 and IS-700. A full list of personnel and required training can be found on file in the Emergency Management office. Personnel who staff the Emergency Operations Center shall also receive appropriate training on their role in the Emergency Operations Center and on the operations of the facility. This training should be arranged by Public Works/Highway Department or the Emergency Management Department.

2. Emergency Management follows the Emergency Management Performance Grant (EMPG) exercise requirements to exercise and evaluate the Emergency Operations Plan.

VII. ANNEX DEVELOPMENT AND MAINTENANCE

The Itasca County/City of Emergency Operations Plan, including the Basic Plan and Annexes, is updated on an annual basis. Each annex representative is responsible for participating in the full review process every other year and for independently reviewing the annex on an annual basis. The overall responsibility for maintaining the Emergency Operations Plan is that of the Itasca County Emergency Management Department.

Any standard operating guidelines, personnel directories, maps, or other tools needed to support emergency operations should be developed and maintained by the responsible department. It is the department's responsibility to ensure access to this information during times of large-scale emergency or disaster, to coordinate training for personnel in regard to these procedures and to inform Emergency Management of any changes that directly impact the Emergency Operations Plan.

VIII. AUTHENTICATION

See verification of plan approval

See authentication for Itasca County/City of Emergency Operations Plan

ANNEX K - UTILITIES RESTORATION
ESF #3 - Public Works and Engineering
ESF #12 – Energy
Infrastructure Systems (Response)
Public and Private Services and Resources (Response)
Situational Assessment (Response)
Critical Transportation (Response)
Environmental Response/Health and Safety (Response)
Fatality Management Services (Response)
Mass Care Services (Response)
Mass Search and Rescue Operations (Response)

I. MNWALK REQUIREMENTS

01☒ 02☐ 03☒ 04☐ 05☐ 06☐ 07☐ 08☐ 09☐ 10☐ 11☐ 12☐ 13☐ 14☐ 15☐ 16☐ 17☐ 18☐ 19☐ 20☐
21☐ 22☐ 23☐ 24☐ 25☐ 26☐ 27☐ 28☐ 29☒ 30☒ 31☐ 32☐ 33☐ 34☐ 35☐ 36☐ 37☐ 38☐ 39☐ 40☐
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61☐ 62☐ 63☐ 64☐ 65☐ 66☐ 67☐ 68☐ 69☐ 70☐ 71☐

II. PURPOSE

The purpose of this annex is to describe the organization, operational concepts and responsibilities to respond to and recover from a major disruption of utility services.

III. SITUATIONS AND ASSUMPTIONS

A. Situations

1. During or after an emergency situation there may be a disruption of service in electrical power, telephone service, water, and wastewater services as well as natural gas service.

2. The loss of utility services, particularly extended outages, could adversely affect the capability of local personnel to respond to and recover from the emergency situation that caused the disruption of utility service and create additional health and safety risks for the general public.

3. Public utilities are defined as those companies and organizations that are authorized to provide utility services, including electricity, water, sewer service, natural gas, and telecommunications, to the general public in a specified geographic area. Utilities may be owned and/or operated by a municipality, a municipal utility district, a regional utility authority, investors, or by a private non-profit organization such as a member of a cooperative (co-op).

4. Virtually all utilities are required by state regulations to have emergency operations plans for restoring disrupted services. Many utilities maintain emergency operations centers and those that do not, normally have procedures to establish temporary facilities when they need them.

5. Extended electrical outages can directly impact other utility systems, particularly water and wastewater systems. In areas where telephone service is provided by above ground lines that share poles with electrical distribution lines, telecommunications providers may not be able to make repairs to the telephone system until electric utilities restore power lines to a safe condition.

6. Municipal utilities and private non-profit utilities, such as electrical cooperatives, may be eligible for reimbursement of a portion of the costs for repair and restoration of damaged infrastructure in the event the emergency situation, which caused the damage, is approved for a Presidential disaster declaration that includes public assistance (PA).

B. Assumptions

1. In the event of damage to or destruction of utility systems, utility operators will put forward their best effort to restore services as quickly as possible.

2. A major disaster or a disaster affecting a wide area may require extensive repairs and reconstruction of portions of utility systems that may take a considerable time to complete.

3. Damage to electrical distribution systems and sewer and water systems may create secondary hazards such as an increased risk of fire and/or public health concerns.

4. Each utility will direct and control its own resources and plan and carry out its own response operations, coordinating as necessary with local government and other utilities.

5. Individual utility operators, particularly small companies, may not have sufficient resources to restore utility systems affected by a major disaster or one having widespread effects. Utilities typically obtain supplementary repair and restoration assistance from other utilities pursuant to mutual aid agreements and by using contractors hired by the utility.

6. Equipment and personnel from other city departments and agencies may be employed to assist a municipal utility in repairing its systems and restoring service to the public.

IV. CONCEPT OF OPERATIONS

The Emergency Operations Plan has been designed based on the NIMS model utilizing the Incident Command System. The Command Staff includes a Legal Advisor, Public Information Officer, Liaison, and Safety Officer. The General Staff includes the Operations Section Chief, Planning Section Chief, Logistics Section Chief and Finance and Administration Section Chief. The Command and General Staff all report to the Emergency Operations Center Director. The Emergency Operations Center Director is the Itasca County/City of Emergency Management Director. In the event where the primary impacts are health related, a unified command structure will be utilized in collaboration with Itasca County Public Health. In addition to these staff positions there are Branch Directors and Unit Leaders that

represent the 21 annexes of this emergency operations plan. Branch Directors and Unit Leaders Report to Section Chiefs, as outlined in the flow chart found in the Basic Plan.

In the event of a major disruption or loss of service for any reason, local government in cooperation with utility providers will work to rapidly assess the possible impact on public health, safety, and property, and on private property, and take appropriate actions to prevent a critical situation from occurring or to minimize the impact. Where utility service cannot be quickly restored, the County and/or City government may have to take timely action to protect people, property, and the environment from the effects of a loss of service.

Utility companies may not be able to restore service to all critical facilities in timely manner, particularly if damage has been catastrophic and a substantial amount of equipment must be replaced or if repairs require specialized equipment or materials that are not readily available. In large scale emergencies, utility companies may have limited access to individuals, businesses, industry, government, and other utility companies for personnel, equipment, and supplies.

A. Local Government Response to a Utility Outage

It is essential for County and/or City officials to obtain an initial estimate of the likely duration of a major utility outage from the utility company as soon as possible for response actions to begin. Once that estimate is obtained, local officials should make a determination of the anticipated impact and determine the actions required to protect public health and safety as well as public and private property.

Extended utility outages may require the County and/or City to take action to protect public health and safety and public and private property. Such actions might include:

1. Water or Sewer Outage

a. Curtail general water service to residents to retain water in tanks for firefighting and for controlled distribution to local residents in containers

b. Arrange for supplies of emergency drinking water for the general public and for bulk water for those critical facilities that require it to continue operations

c. If sewer service is disrupted, arrange for portable toilets and hand washing facilities to meet sanitary needs

2. Electrical or Natural Gas Outage

a. Obtain emergency generators to power water pumping stations, water treatment facilities, sewage lift stations, fueling facilities, and other critical sites.

b. During periods of cold weather, establish public shelters for residents who lack heat in their homes

c. During periods of extreme heat, establish "cooling sites" for residents who do not have air conditioning in their homes

d. Request volunteer groups set-up mass feeding facilities for those without electrical or gas service and cannot prepare meals

e. Coordinate with ice distributors to ensure ice is available locally to help citizens preserve food and medications

f. Arrange for fuel and deliveries to keep emergency generators running at critical facilities

3. Telecommunications Outage

a. Request telecommunications providers implement priority service restoration plans

b. Activate amateur radio support (see Annex U – Communications)

c. Request external assistance in obtaining additional radios and repeaters or satellite telephones

4. General

a. Isolate damaged portions of the utility systems to restore service quickly to those areas where systems are substantially less damaged

b. In cooperation with utilities, institute utility conservation measures

c. Disseminate emergency public information requesting conservation of utilities (see Annex C – Emergency Public Information)

d. Assist in relocating patients to medical facilities, residential schools and similar institutions that cannot maintain the required level of service for their clients

e. Consider staging fire equipment in areas without electrical or water service

f. Consider increased security patrols in areas that have been evacuated due to lack of utility service

B. Water

The City of and surrounding municipalities are responsible for maintaining the city's water treatment system both to support drinking water and wastewater treatment following an emergency or disaster situation. For those areas that are not within the jurisdiction of a municipality, Itasca County may be able to provide potable water through sources such as the Minnesota National Guard and the Department of Natural Resources, while restoration of services is taking place. Additionally, Itasca County may also provide portable restroom facilities until electrical service can be restored to the impacted area, allowing for homeowners to resume use of their individual wells and septic systems. Affected municipalities are responsible for the restoration of public utilities within their political jurisdiction.

C. Prioritization of Services MN 29 (a)

Itasca County and the City of have identified types of essential facilities that should be considered for priority restoration of utilities following a disaster. These facilities may include hospitals/clinics, long term care facilities, water and wastewater treatment facilities, schools, grocery stores, correctional facilities, government buildings, telecommunications facilities, and power facilities. Other facilities may be determined as dependent by the nature of the disaster and the location of the event. The Itasca County Emergency Communications Center including the Dispatch Center should be considered as an essential facility to maintain communications for emergency responders and to direct the emergency operations response and recovery.

D. Safety inspections MN 29 (b)

Safety Inspections prior to re-entry of a facility will be provided by local building inspectors at the municipal and county level. Consultations for safety inspections may include the local historical preservation office, Itasca County Public Health, Itasca County Human Services, and Private organizations.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. Our emergency organization is described in Section IV of the Basic Plan.

2. Incident Command System – EOC Interface

a. The Incident Command oversees all on-scene operations. This coordination takes plan at an Incident Command Post. On-scene logistics personnel will order supplies, resources, and personnel to manage the scene in accordance with Incident Action Plan.

b. Not all emergencies require on-scene operations or the establishment of an Incident Command Post. For those emergencies that may be over a wide area (flooding, ice storm, winter storm) or are health based the Command Post and Emergency Operations Center may be co-located.

c. A division of responsibility should be agreed upon between the Incident Commander and the EOC. The Incident Commander will manage operations on-scene, while the EOC coordinates operations beyond the incident site, taking into consideration the community at large, while supporting the Incident Action Plan developed by Incident Command.

B. Lines of Succession

1. Lines of succession for the Mayor, County Board Chair and Emergency Management Director or (designee) are outlined in the Basic Plan.

2. Lines of succession for each department and agency director shall be done in accordance with operating guidelines and delegations of authority within each department.

City of	Itasca County
Public Utilities Director	Building Facilities Director
Assistant Public Utilities Director (2)	Building Facilities Maintenance Supervisor

C. Responsibilities

1. Itasca County Emergency Management Director

The Itasca County Emergency Management Director or (designee) is responsible for carrying out the emergency management program for Itasca County/City of. The Emergency Management Director or (designee) will activate the Emergency Operations Center as required or requested to coordinate/support the activities of all departments/organizations assisting with response and recovery efforts. The Emergency Management Director or (designee) will establish response and recovery priorities through the Emergency Operations Center and will coordinate the resources needed to support emergency operations.

2. Itasca County Transportation

Itasca County Transportation is responsible for coordinating restoration of public utilities within the townships and unincorporated areas of Itasca County. Utility restoration includes telephone service, natural gas, electricity and water and wastewater services. It is the responsibility of the Itasca County Transportation Director or (designee) to coordinate with service providers to restore utility services in an expedient manner, addressing critical facilities, emergency services and other locations determined as a priority.

3. City of Public Utilities

Public Utilities is responsible for coordinating the restoration of utilities for residents and businesses within the City of. Utility restoration includes telephone service, natural gas,

electricity and water and wastewater services. It is the responsibility of the Public Utilities Director or (designee) to coordinate with service providers to restore utility service in an expedient manner, addressing critical facilities, emergency services, and other locations as determined as a priority.

MN 29 The following government agencies and private sector companies are responsible for providing utility services for Itasca County and the City of.

a. Electrical Service

- Minnesota Power
- Lake Country Power
- Northern Itasca Electric Cooperative
- Grand Rapids Public Utilities
- Keewatin Public Utilities

b. Gas Service

- MN Energy
- Northwest Gas
- Ferrell Gas

c. Telephone Service

- Century Link – Qwest
- Paul Bunyan Telephone
- Mediacom Communications Corporation
- Arvig Communication Systems
- Northern Telephone Services

d. Pipeline Service MN 30

- Northern Natural Gas Pipeline Company
- Enbridge Energy Company
- Great Lakes Gas Transmission Company

VI. ADMINISTRATION AND SUPPORT

A. Records

1. Records will be maintained on the use of all equipment, whether owned, leased, rented, or borrowed. These records/contracts will be used as basis for possible recovery of emergency operations expenses from a responsible party or for potential reimbursement from the State or

Federal Government. All records/contracts generated by the Utilities Restoration Branch Director should be provided to the Finance and Administration Section Chief for cost recovery and reimbursement documentation.

2. Each department, agency or service of government will provide for the maintenance of records during an emergency. These records include work hours, equipment hours, supplies and materials consumed injuries to personnel, and damage to public facilities and equipment. All records generated during an emergency will be collected and maintained in an orderly manner, so a record of actions taken is preserved for use in determining response costs, setting claims, and updating emergency plans and procedures.

B. Resources MN 44, MN 45

Annex K-8 – Attachment 1 – Resources for Public and Private Lifeline

1. Local resources can be found on file in the resource database

C. Post Incident Review

1. Following activations of the Emergency Operations Center or use of the Emergency Operations Plan, Emergency Management will coordinate a review of each annex of the Emergency Operations Plan to identify needed improvements, procedure changes, personnel, and facility changes of resource needs.

D. Training and Exercises

1. Personnel identified in the Emergency Operations Plan and those who staff the Emergency Operations Center will receive National Incident Management System (NIMS) and Incident Command System (ICS) training. Although some personnel may receive more advanced training, everyone will receive IS-100 and IS-700. A full list of personnel and required training can be found on file in the Emergency Management office. Personnel who staff the Emergency Operations Center shall also receive appropriate training on their role in the Emergency Operations Center and on the operations of the facility. This training should be arranged by the Utilities Restoration Branch Director or the Emergency Management Department.

2. Emergency Management follows the Emergency Management Performance Grant (EMPG) exercise requirements to exercise and evaluate the Emergency Operations Plan.

VII. ANNEX DEVELOPMENT AND MAINTENANCE

The Itasca County/City of Emergency Operations Plan, including the Basic Plan and Annexes, is updated on an annual basis. Each annex representative is responsible for participating in the full review process every other year and for independently reviewing the annex on an annual basis. The overall responsibility for maintaining the Emergency Operations Plan is that of the Itasca County Emergency Management Department.

Any standard operating guidelines, personnel directories, maps, or other tools needed to support emergency operations should be developed and maintained by the responsible department. It is the department's responsibility to ensure access to this information during times of large-scale emergency or disaster, to coordinate training for personnel in regard to these procedures and to inform emergency management of any changes that directly impact the Emergency Operations Plan.

VIII. AUTHENTICATION

See verification of plan approval
See authentication for Itasca County/City of Emergency Operations Plan

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ANNEX L - HAZARDOUS MATERIALS
ESF #10 - Oil and Hazardous Materials
Critical Transportation (Response)
Environmental Response/Health and Safety (Response)
Infrastructure Systems (Response)
Public Information and Warning (Common)

I. MNWALK REQUIREMENTS

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II. PURPOSE

It is recognized that emergency situations could develop in which residents may be exposed to the release of hazardous materials, whether intentional or accidental in nature. Planning is needed in order to ensure a coordinated response to all types of hazardous materials incidents, whether they occur at a fixed facility or are a result of a transportation accident. This annex is intended to describe emergency planning and how the county/city will provide for the protection of life and property as a result of a hazardous materials incident.

III. SITUATION AND ASSUMPTIONS

A. Situation

1. A natural or other catastrophic disaster could result in numerous situations in which hazardous materials are released into the environment. Fixed facilities, such as, chemical plants, tank farms, laboratories and operating hazardous materials waste facilities could be so severely damaged that existing spill apparatus and containment measures would not be effective.

2. Hazardous materials that are transported may be involved in rail or traffic accidents. A variety of hazardous or radioactive materials are transported on our highway and rail systems, sometimes in unmarked vehicles. Additionally, hazardous, or radioactive materials may be present on some aircraft.

3. Abandoned hazardous waste sites could be damaged causing further degradation of holding ponds, tanks, and drums.

4. The damage to or rupture of pipelines transporting hazardous materials, if improperly released may present serious problems.

5. A hazardous material is any substance or material in a quantity or form which may be harmful of injurious to humans, domestic animals, wildlife, economic crops, or property when released into the environment, or any substance identified by state or federal law. Hazardous materials are classified in one of the nine classes:

   a. Class 1 – Explosives

   b. Class 2 – Gases

   c. Class 3 – Flammable/combustible liquids

   d. Class 4 – Flammable solids, spontaneously combustible materials and dangerous when wet materials/water-reactive substances

   e. Class 5 – Oxidizing substances and organic peroxides

   f. Class 6 – Poison (Toxic) and Poison Inhalation Hazard

   g. Class 7 – Radioactive materials

   h. Class 8 – Corrosive substances

   i. Class 9 – Miscellaneous hazardous materials/products, substances, or organisms

B. Assumptions

1. Local resources may be overwhelmed by the extent of the response effort required to assess, mitigate, monitor, cleanup and dispose of hazardous materials released into the environment.

2. In the wake of a disaster, many of the local resources will not be available due to damage or inaccessibility. Additionally, resources may not be sufficient to handle major hazardous materials incidents.

3. Response personnel, cleanup crews, and response equipment may have difficulty reaching the site of release because of damage sustained by the transportation infrastructure.

4. Even if the natural or catastrophic disaster does not cause situations where there are actual releases, there will be considerable concern about facilities that are located in or near the affected area.

5. Large scale evacuation may be necessary, in response to a hazardous materials incident.

6. In-place sheltering may be necessary for divisional and assisting personnel as well as community members.

7. We may experience radiological emergency situations which may threaten public health/safety and private/public property and could necessitate the implementation of proactive actions for the public at risk.

8. A nuclear attack against the United States is considered highly unlikely. The deliberate release of radioactive materials by criminals or terrorists in local areas is possible, but also considered unlikely.

IV. CONCEPT OF OPERATIONS

All incidents involving the carrier of goods, material liquids or freight of any kind should be regarded as incidents involving hazardous materials until proven or verified otherwise. The responsibility for the coordination of dealing with hazardous materials incidents is that of the responsible party and public safety officials at the local level. MW 67 Certain governmental agencies are required to respond to hazardous materials incidents – this should be coordinated through the Incident Command Post or the Emergency Operations Center, as applicable.

This annex was developed to address planning requirements for SARA Title III regulations and to provide guidance for Itasca County and the City of when responding to and managing hazardous materials incidents.

The following objectives were considered when developing this plan:

A. Describe concept of operations and identify roles and responsibilities for each department involved in response,

B. Define warning and notification procedures for emergency personnel and the public and identify actions to be taken to protect the public from exposure to the incident.

C. Evacuation and/or shelter in place procedures may need to be implemented during a hazardous materials incident. Additional information can be found in Annex F – Evacuation and Traffic Control.

The State of Minnesota has regionally based Chemical Assessment Teams. These resources can be requested to support operations in a local jurisdiction through the Minnesota State Duty Officer.

Management of a significant hazardous materials incident is a critical function performed by members of different responding agencies. It is vital for personnel to be familiar with standard operating guidelines for their individual departments. Under the best circumstances, the management and coordination of a large hazardous materials response operation is complex and may involve multiple agencies. Emergency or hazardous conditions of potentially disastrous proportions or that are coincident with other emergency situations will place excessive requirements upon local response organizations.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. Our emergency organization as described in Section IV of the Basic Plan will carry out the coordinated efforts required to support response and recovery operations.

2. Incident Command System – EOC Interface MW 67

   a. The Incident Commander will normally determine the need for hazardous materials response and recovery operations for incidents in a limited area. For large scale or extremely complex events this may be coordinated in conjunction with an EOC. The Incident Commander is responsible for determining any necessary actions to be taken by the public including evacuation and shelter in place.

   b. Not all emergencies require on-scene operations or the establishment of an Incident Command Post. For those emergencies that may be over a wide area (flooding, ice storm, winter storm) or are health based the Command Post and Emergency Operations Center may be co-located.

   c. The Incident Commander will manage all operations on-scene. In the event that an EOC is activated, the EOC will support the hazardous materials response and recovery efforts by providing resource and planning support as identified and requested by the Incident Commander. The EOC may assist the Incident Commander in making determinations for evacuation or shelter in place guidance as appropriate.

B. Lines of Succession

1. Lines of succession for the Mayor, County Board Chair and Emergency Management Director or (designee) are outlined in the Basic Plan.

2. Lines of succession for each department and agency director shall be done in accordance with operating guidelines and delegations of authority within each department.

C. Responsibilities

1. **Facilities** MW 30, MW 31, MW 66
   Annex L-4 - Attachment 1 – Proximity to Facilities Maps (Hospitals)

   MW 69 MW 68 MW 63 Annex L-4 - Attachment 6 – Itasca County Transportation Routes Facilities located within Itasca County/City of that use, store, manufacture, or transport hazardous materials are responsible for developing systems and training their employees so as to be able to promptly determine and report that a release of hazardous materials has occurred. MW 71 MW 68 The systems, methods

and/or procedures in place at each facility for determination that a release has occurred, along with a brief description of any specialized system (i.e., monitor or sensor system) are on record at each facility as required by Title III of the Superfund Amendments and Reauthorization Act (SARA) of 1986: The Emergency Planning and Community Right-to-Know Act, Section 304. MW 66 Facilities are required by law to immediately notify the following in the event of a release: local authorities by dialing 911 and State Authorities through the Duty Officer at 1-800-422-0798 and the National Response Center at 1-800-424-8802. Facilities are also required to submit an Emergency Release Follow-up MW 65 MW 64 MW 62 MW 61 MW 57 Report to the Minnesota Emergency Planning and Community Right to Know Act (EPCRA) Program.

Annex L-5 - Attachment 2 – Proximity to Facilities Maps (Natural Gas Facilities)

Annex L-5 - Attachment 3 – SARA Title III Facilities

Annex L-5 - Attachment 4 – SARA Title III Facilities near at Risk Groups

Annex L-5 - Attachment 5 – Family Child Care List

Annex L-5 - Attachment 7 – Tier2Report

When Making Notifications of Spills/Incidents to the MN State Duty Officer please include:

- Materials and quantity involved in incident
- Incident location - (physical address, nearest cross streets, sec. /range, etc.)
- Responsible party of incident - (trucking firm name, property/business owner name, etc.)
- Telephone number of responsible parties
- Any surface waters or sewers impacted
- What has happened or what is happening

2. Itasca County Emergency Management Director

MW 54 The Itasca County Emergency Management Director or (designee) is responsible for carrying out the emergency management program for Itasca County/City of. The Emergency Management Director or (designee) will activate the Emergency Operations Center as required or requested to coordinate/support the activities of all departments/organizations assisting with response and recovery efforts. The Emergency Management Director or (designee) will establish response and recovery priorities through the Emergency Operations Center and will coordinate resources needed to support emergency operations.

3. Local Jurisdiction

MW 70 MW 67 The local jurisdiction, in which the incident has occurred, has the primary responsibility for public safety coordination following a hazardous materials incident. This coordination may include emergency warning and notification, evacuation orders or shelter in place guidance, as well as other tasks identified in the community's emergency operations plans. The local department should work to identify the hazard and provide defense, within the scope of their training. If the level of the incident is beyond the scope of training for the local fire department and law enforcement a Chemical Assessment Team can be requested through the MN State Duty Officer. Once the Chemical Assessment Team arrives, they will work directly

with the Incident or Unified Command System already in place. In addition to a Chemical Assessment Team, additional assistance may be available from mutual aid partners. All fire departments within Itasca County may participate in a hazardous materials response. These departments have developed emergency response plans as appropriate for their level of hazardous materials response capabilities.

4. Fire Department

MW 70 MW 67 The area Fire Department has the primary responsibility for responding to hazardous materials incidents within the City of and throughout Itasca County as requested. MW 69 This response may include but is not limited to, identification and monitoring of hazardous materials and decontamination. MW 55 Area Fire Departments have received Awareness and Operations level training for hazardous materials, while other area Fire Departments have received Technician and Specialist level training for hazardous materials.

MW 69 MW 67 The Grand Rapids Chemical Assessment Team will be the primary response unit (if available) for all hazardous materials incidents within Itasca County. The normal response will be Grand Rapids Fire Department HazMat 1, which contain the necessary hazardous materials equipment and five personnel at technician level of higher. The officer in charge of the fire department may send additional units and personnel as necessary. For response within the City of, the notification should be through the 911 system. For responses outside the City of, the notification should come through the State Duty Officer.

5. Itasca County Environmental Services

Itasca County Environmental Services Household Hazardous Waste Program provides a service to residents of Itasca County to properly dispose of household hazardous waste. For large quantities, unusual substances, or extremely dangerous or volatile materials Itasca County Environmental Services works with contractors to properly accept and dispose of these materials. In the event of a large-scale emergency or disaster in the County, especially ones that damage public and private property, Environmental Services may be able to provide direct assistance or aid with coordination of clean-up efforts throughout the County. Itasca County Environmental Services Household Hazardous Waste personnel are trained for response to hazardous materials incidents therefore their services would be most beneficial in the recovery or clean-up stages of an emergency. Environmental Services can develop and provide emergency public information which could be distributed to local communities regarding the safe handling and disposal of household hazardous waste.

6. Public Information Officer MW 58

The Public Information Officer (PIO) will establish policies and procedures for the overall coordination and dissemination of information and instructions to the public on a timely basis. The PIO will create press releases and schedule press briefings with the media. All press briefings will be delivered by the designated official Spokesperson. The PIO is also responsible

for making arrangements to establish and staff an emergency hotline. A hotline supervisor will be assigned to respond to all public inquiries and work with rumor control. The Public Information Officer will also ensure that educational materials have been compiled or created for distribution to community members.

7. Hospitals

Itasca County has three hospitals located in: Grand Rapids, Deer River and Bigfork. MW 70 MW 67 All of the hospitals have decontamination equipment and have received training on the use of this equipment. In addition to the training, personnel have been identified to assist with decontamination efforts at each hospital. Additional personnel and equipment needed for decontamination could be requested through the Hospital.

8. Sheriff's Office

MW 70 MW 67 The Sheriff's Office, as a public safety emergency response agency, is responsible for developing and implementing procedures to warn the public in the unincorporated areas of the county and cities by agreement. The Itasca County Emergency Communications Center serves as the public safety answering point for 911 and is the primary warning point for Itasca County. Itasca County Dispatchers or (designee) will assist in the dissemination of warnings and notifications to the public to ensure that immediate action is taken to minimize the effects of an impending or actual disaster.

The Sheriff's Office is the warning point for Itasca County. The County Warning Point is responsible for the receipt and proper dissemination of all notifications received. The Sheriff or (designee) is the Warning Point Supervisor. As such the Sheriff or (designee) has the overall responsibility for ensuring that all warnings and notifications received by the warning point are handled correctly. The Itasca County Warning Point is located in, at the Itasca County Emergency Communications Center, which has twenty-four-hour warning capability. The Itasca County Warning Point is responsible for ensuring that all warning and notifications are properly received and disseminated.

9. Police Department

MW 67 Area Law enforcement will work with the fire department and designated safety officer to identify and establish a restricted zone and ensure that non-essential personnel are removed and kept from the zone. Hazardous materials incidents occurring outside of incorporated areas should be reported to the Sheriff's Office. The Sheriff's Office may assist with notification of all appropriate local and state officials, including those responsible for the incident. For all hazardous materials incidents that occur on interstate or trunk highways, the Incident Commander shall work directly with the senior officer present from the Minnesota State Patrol.

10. Federal Bureau of Investigations (FBI)

The FBI becomes the lead law enforcement agency in any jurisdiction involved in a terrorism incident. Local law enforcement will continue to be utilized for response and recovery operations in conjunction with resources provided by the FBI.

11. State Agency of Jurisdiction

MW 67 In the case of major hazardous materials incidents/accidents, the state agency (-ies) having jurisdiction over the regulated commodity/product involved, clean-up and site restoration may send representatives to the scene. Upon the arrival, the Incident Commander should work closely with the State Agency representative(s) from that point on, with regard to further response actions to be taken. However, all parties must keep in mind that Itasca County/City of will remain responsible for both general public and first responder safety.

VI. ADMINISTRATION AND SUPPORT

A. Records

1. Records will be maintained on the use of all equipment, whether owned, leased, rented, or borrowed. These records/contracts will be used as a basis for possible recovery of emergency operations expenses from a responsible party or for potential reimbursement for the State or Federal Government. All records/contracts generated by the Hazardous Materials Supervisor should be provided to the Finance and Administration Section Chief for cost recovery and reimbursement documentation.

2. Each department, agency, or service of government will provide for the maintenance of records during an emergency. These records include work hours, equipment hours, supplies and materials consumed, injuries to personnel, and damage to public facilities and equipment. All records generated during, and emergency will be collected and maintained in an orderly manner so a record of actions taken is preserved for use in determining response costs, settling claims, and updating emergency plans and procedures.

B. Resources

1. Local resources can be found on file in the resource database

C. Post Incident Review

1. Following activations of the Emergency Operations Center or use of the Emergency Operations Plan, Emergency Management will coordinate a review of each annex of the Emergency Operations Plan to identify needed improvements, procedure changes, personnel and facility changes or resource needs.

D. Training and Exercises

1. Personnel identified in the Emergency Operations Plan and those who staff the Emergency Operations Center will receive National Incident Management System (NIMS) and Incident Command System (ICS) training. Although some personnel may receive more advanced training, everyone will receive IS-100 and IS-700. A full list of personnel and required training can be found on file in the Emergency Management office. Personnel who staff the Emergency Operations Center shall also receive appropriate training on their role in the Emergency Operations Center and on the operations of the facility. This training should be arranged by the Fire Department or the Emergency Management Department.

2. MW 56 Emergency Management follows the Emergency Management Performance Grant (EMPG) exercise requirements to exercise and evaluate the Emergency Operations Plan.
Annex L-9 – Attachment 8 – Planning & Exercise Cycle

VII. ANNEX DEVELOPMENT AND MAINTENANCE

The Itasca County/City of Emergency Operations Plan, including Basic Plan and Annexes, is updated on an annual basis. Each annex representative is responsible for participating in the full review process every other year and for independently reviewing the annex on an annual basis. The overall responsibility for maintaining the Emergency Operations Plan is that of the Itasca County Emergency Management Department.

Any standard operating guidelines, personnel directories, maps, or other tools needed to support emergency operations should be developed and maintained by the responsible department. It is the department's responsibility to ensure access to this information during times of large-scale emergency or disaster, to coordinate training for personnel in regard to these procedures and to inform Emergency Management of any changes that directly impact the Emergency Operations Plan.

VIII. AUTHENTICATION

See verification of plan approval
See authentication for Itasca County/City of Emergency Operations Plan

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ANNEX M – TRANSPORTATION
ESF #1 – Transportation
Critical Transportation (Response)

I. MNWALK REQUIREMENTS

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II. PURPOSE

This annex outlines our concept of operations and organizational arrangements for transportation of people, supplies and materials during emergency situations and assigns responsibilities for various transportation tasks, as well as outline related administrative requirements.

III. SITUATIONS AND ASSUMPTIONS

A. Situations

1. In an emergency situation people may have to be transported from areas of risk and equipment/supplies may have to be transported to support response and recovery activities. We have the ultimate responsibility to arrange for or provide the transportation needed to support emergency operations.

2. During emergency situations it may be necessary to rapidly evacuate school children, hospital patients, long term care residents, the elderly, those with limited English proficiency, people with cognitive, developmental, or physical disabilities, deaf and hard of hearing, totally or legally blind, persons with mental illness and prisoners from areas at risk.

3. Specialized transportation may be needed to transport some special needs groups, such as hospital patients and prisoners, from areas of risk. Any specialized equipment or medical supplies should remain with individuals to the best extent possible.

4. Our transportation equipment and that of private transportation companies may sustain damage during emergency situations and trained equipment operators may become disaster victims, limiting the means available to transport people and relief equipment and supplies.

5. Transportation infrastructure, such as roads, bridges, and railroads may sustain damage during emergency situations, making it difficult to use some of the transportation modes which are available.

6. Some cargo may require material handling equipment at the on-load point and the delivery point. The availability of such equipment must be considered in transportation planning.

7. Drivers with commercial driver licenses may operate many cargo trucks and busses. In coordinating for use of these resources, it is desirable to arrange not only for the use of these vehicles, but also for qualified drivers.

8. Public transportation services will be needed during the activation of the Strategic National Stockpile. Community members will require transportation to triage and mass dispensing sites. Transportation and distribution of medical supplies into the community will also be required.

9. Should quarantine be required, for a health-related emergency, such as hoof and mouth disease or an influenza pandemic, transportation will be needed for people within the affected area.

10. Staging and location of vehicles, including personal, commercial, and emergency vehicles, must be coordinated to prevent congestion at pick-up/drop-off sites for passenger busses.

11. Transportation may be required for transport of supplies, equipment, materials, and passengers necessary for response and recovery operations.

12. Animals, including companion animals and livestock, may require specialized transportation following an emergency. Considerations for transportation should include transporting live animals as well as dead and possibly diseased animals.

B. Assumptions

1. If people must be evacuated or relocated, the primary mode of transportation for most residents will be personal vehicles. However, transportation must be provided for people who do not have vehicles.

2. During emergency situations we will use our own transportation resources and those available pursuant to inter-local (mutual aid) agreements to the extent that they are available.

3. If commercial transportation providers that we normally deal with are able to support our emergency needs, we will continue to contract with those companies during emergency situations.

4. As school busses are the primary local passenger transportation resource, we may assume that local school districts will respond to requests for transportation assistance from local government during emergency situations.

5. If we are unable to obtain transportation services from commercial providers, we may rent or lease transportation equipment to provide the required transportation.

6. Businesses or individuals may be willing to donate transportation services or loan transportation equipment during emergency situations.

7. Access to fuel sources may be restricted during a disaster. Fuel needed for transportation vehicles will be obtained from fuel providers used during normal routine operations.

8. Public transportation vehicles will require maintenance, which may include tire repair or replacement. These services will be contracted through the transportation company, with vendors used during normal routine operations.

9. Additional busses/transportation vehicles, above and beyond what is needed for daily operations are available thru school bus companies, Arrowhead Transit.

10. Arrowhead Transit are able to transport people with special needs, which may include, but is not limited to, those who are totally and legally blind, have or have physical, cognitive, or developmental disabilities.

11. Special facilities such as schools, hospitals, long term care facilities, day care facilities, and correctional facilities are responsible for the welfare and safety of their clients, students, patients, and inmates. Virtually all such facilities are required to have an emergency plan that includes provision for emergency evacuation, which includes suitable transportation.

IV. CONCEPT OF OPERATIONS

The Emergency Operations Plan has been designed based on the NIMS model utilizing the Incident Command System. The Command Staff includes a Legal Advisor, Public Information Officer, Liaison, and Safety Officer. The General Staff includes the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance and Administration Section Chief. The Command and General Staff all report to the Emergency Operations Center Director. The Emergency Operations Center Director is the Itasca County/City of Emergency Management Director. In the event where the primary impacts are health related, a unified command structure will be utilized in collaboration with the Itasca County Public Health. In addition to these staff positions there are Branch Directors and Unit Leaders that represent the 21 annexes of this emergency operations plan. Branch Directors and Unit Leaders report to Section Chiefs, as outlined in the flow chart in the Basic Plan.

A. General Concepts of Operations

1. Transportation Requirement

When carrying out emergency transportation activities, immediate needs must be considered first, followed by continuing requirements. Immediate transportation needs normally involve the evacuation of people, including residents of special facilities and from risk areas. Continuing transportation needs typically involve the movement of relief supplies, equipment and emergency workers during response and recovery efforts.

2. Special Facilities MN 41

a. Schools and Day Care Centers

If evacuation of public schools is required, students will normally be transported on school buses. Private schools and day care centers, including adult day care facilities, typically do not have significant transportation resources and may require government transportation assistance during emergencies.

b. Hospitals, Long Term Care Facilities and Correctional Facilities

Transportation of many medical patients and prisoners requires specialized transportation and appropriate medical supplies or security support. The facility operator is responsible for making arrangements for suitable transportation and coordinating use of appropriate host facilities. In the case of short-notice or no-notice emergency situations, facilities may be unable to make the required arrangements for transportation and local government may need to assist. Some long-term care facility residents may be able to use normal transportation vehicles.

3. Individuals with special needs

Individuals who are deaf and hard of hearing, totally and legally blind, have limited English proficiency, have physical, cognitive, or developmental disabilities and persons with mental illness may need special transportation assistance, including boarding assistance and help with their belongings. They may be unable to walk to transport pickup points for the general public. Arrowhead Transit and Ambulance Service Providers may assist with transportation needs of people with disabilities. Specialized equipment and medical supplies should be evacuated with individuals, to the best extent possible.

4. Public Health

Structured transportation systems will be required to provide an expedient means to deliver the Strategic National Stockpile or like products and to safely transport people to the Mass Dispensing Site in times of disaster. It is the responsibility of Emergency Management or (designee) to ensure the coordination of the county and local agencies that oversee transportation. Public Health will coordinate with local law enforcement to protect the vehicles and help avoid traffic congestion and other unforeseen incidents. Public Health has also developed a back-up plan in the event that the primary transportation plan is unable to be activated.

5. Requesting Transportation Support MN 41(c)

a. Requests for transportation support may be generated by the Incident Commander or by departments and agencies that require additional transportation support to carry out the emergency responsibilities assigned in this plan. Requests for transportation support should be made to the Transportation Unit Leader. Those requesting support must assign a priority to their requests.

b. The Transportation Unit Leader shall identify appropriate transportation resources to fill such requests, coordinating as necessary with those requesting transportation and transportation providers.

6. External Support MN 41 (c)

If local transportation resources and those available pursuant to inter-local agreements are insufficient to support emergency requirements, transportation resource support may be requested from the State Department of Homeland Security and Emergency Management through the Minnesota Duty Officer.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. Our emergency organization is described in Section IV of the Basic Plan.

2. Incident Command System – EOC Interface

a. The Incident Command is in charge of all on-scene operations. This coordination takes plan at an Incident Command Post. On-scene logistics personnel will order supplies, resources, and personnel to manage the scene in accordance with Incident Action Plan.

b. Not all emergencies require on-scene operations or the establishment of an Incident Command Post. For those emergencies that may be over a wide area (flooding, ice storm, winter storm) or are health based the Command Post and Emergency Operations Center may be co-located.

c. A division of responsibility should be agreed upon between the Incident Commander and the EOC. The Incident Commander will manage operations on-scene, while the EOC coordinates operations beyond the incident site, taking into consideration the community at large, while supporting the Incident Action Plan developed by Incident Command.

B. Lines of Succession

1. Lines of succession for the Mayor, County Board Chair and Emergency Management Director or (designee) are outlined in the Basic Plan.

2. Lines of succession for each department and agency director shall be done in accordance with operating guidelines and delegations of authority within each department.

C. Responsibilities MW 6-(b), MN 41 (c)

All departments/agencies having transportation assets will provide current information on available transportation equipment to Itasca County Emergency Management, on a regular basis. Public transportation companies will provide equipment and personnel to fulfill requirements for emergency transportation of passengers, cargo and people with access and functional needs, to the extent possible, upon the request of the Transportation Unit Leader.

Arrowhead Transit and private school bus companies may be limited to a designated service area. Public school busses, some private companies, and taxies have little or no restriction on where they can provide service.

1. Itasca County Emergency Management Director

The Itasca County Emergency Management Director or (designee) is responsible for carrying out the emergency management program for Itasca County/City of. The Emergency Management Director or (designee) will activate the Emergency Operations Center as required or requested to coordinate/support the activities of all departments/organizations assisting with response and recovery efforts. The Emergency Management Director or (designee) will establish response and recovery priorities through the Emergency Operations Center and will coordinate the resources needed to support emergency operations.

2. School Buses

School buses have the capability to transport high volumes of people. In addition, school buses have the capability to transport people with special needs, with equipment such as wheelchair lifts. Child restraints are available for transporting small children. School bus companies are responsible for maintaining records of expenditures for disaster response and recovery and should submit to the Transportation Unit Leader upon demobilization.

3. Arrowhead Transit

Arrowhead Transit has the capability to transport high volumes of people. In addition, Arrowhead Transit has the ability to transport people with special needs through the Specialized Transportation Services. Busses are available with wheelchair lifts and low floor accessibility. Arrowhead Transit also has the authority to suspend daily transportation routes to assist in disaster situations. Arrowhead Transit is responsible for maintaining records of expenditures for disaster response and recovery and should submit to the Transportation Unit Leader upon demobilization.

4. Ambulances

Ambulance providers will assist as able to transport passengers affected by the disaster. Highest priority would be given to those individuals requiring high level medical care. Ambulance Service Providers are responsible for maintaining records of expenditures for disaster response and recovery and should submit to the Transportation Unit Leader upon demobilization.

5. Commercial/Charter Carriers

Commercial/Charter carriers can assist with moving large numbers of residents. Few have busses designed for mobility impaired people.

6. County Transportation/City Public Works Department

Provide equipment to clear roadways to make transportation throughout City of/Itasca County possible. Additional support may be provided in transporting goods and equipment via County/City vehicles.

7. Trucks/Flatbeds

Trucks and trailers may be utilized to transport equipment and goods into and out of a disaster affected area. Transport may include but is not limited to the distribution of supplies needed for response and recovery operations as well as the distribution of goods/supplies needed for feeding and sheltering of disaster victims. This type of transportation will be contracted for with local trucking companies for emergency situations.

VI. ADMINISTRATION AND SUPPORT

A. Records

1. Records will be maintained on the use of all equipment, whether owned, leased, rented, or borrowed. These records/contracts will be used as basis for possible recovery of emergency operations expenses from a responsible party or for potential reimbursement from the State or Federal Government. All records/contracts generated by the Transportation Unit Leader should be provided to the Finance and Administration Section Chief for cost recovery and reimbursement documentation.

2. Each department, agency or service of government will provide for the maintenance of records during an emergency. These records include work hours, equipment hours, supplies and materials consumed injuries to personnel, and damage to public facilities and equipment. All records generated during an emergency will be collected and maintained in an orderly manner, so a record of actions taken is preserved for use in determining response costs, settling claims, and updating emergency plans and procedures.

B. Resources

1. Local resources can be found on file in the resource database.

C. Post Incident Review

1. Following activations of the Emergency Operations Center or use of the Emergency Operations Plan, Emergency Management will coordinate a review of each annex of the Emergency Operations Plan to identify needed improvements, procedure changes, personnel and facility changes or resource needs.

D. Training and Exercises

1. Personnel identified in the Emergency Operations Plan and those who staff the Emergency Operations Center will receive National Incident Management System (NIMS) and Incident Command System (ICS) training. Although some personnel may receive more advanced training, everyone will receive IS-100 and IS-700. A full list of personnel and required training can be found on file in the Emergency Management office. Personnel who staff the Emergency Operations Center shall also receive appropriate training on their role in the Emergency Operations Center and on the operations of the facility. This training should be arranged by the Transportation Unit Leader or the Emergency Management Department.

2. Emergency Management follows the Emergency Management Performance Grant (EMPG) exercise requirements to exercise and evaluate the Emergency Operations Plan.

VII. ANNEX DEVELOPMENT AND MAINTENANCE

The Itasca County/City of Emergency Operations Plan, including the Basic Plan and Annexes, is updated on an annual basis. Each annex representative is responsible for participating in the full review process every other year and for independently reviewing the annex on an annual basis. The overall responsibility for maintaining the Emergency Operations Plan is that of the Itasca County Emergency Management Department.

Any standard operating guidelines, personnel directories, maps, or other tools needed to support emergency operations should be developed and maintained by the responsible department. It is the department's responsibility to ensure access to this information during times of large-scale emergency or disaster, to coordinate training for personnel in regard to these procedures and to inform Emergency Management of any changes that directly impact the Emergency Operations Plan.

VIII. AUTHENTICATION

See verification of plan approval
See authentication for Itasca County/City of Emergency Operations Plan

ANNEX N - MASS FATALITIES
ESF #8 - Public Health and Medical Services
Public Information and Warning (Common)
Critical Transportation (Response)
Environmental Response/Health and Safety (Response)
Fatality Management Services (Response)
Mass Care Services (Response)
Public Health and Medical Services (Response)
Public and Private Services and Resources (Response)
Other (Veterinary Medical Support)

I. MNWALK REQUIREMENTS

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II. PURPOSE

To provide an overview of how mortuary services will be established in the event of a mass fatalities incident in Itasca County/City of. The County Coroner will be the lead in the event of a mass fatalities incident and will be responsible for removal and examination of the deceased, notification of next of kin and determination of the need for investigation and/or autopsy or the release of and disposition of remains.

III. SITUATIONS AND ASSUMPTIONS

A. Situations and Assumptions

1. Multiple deaths may occur during an emergency or disaster.

2. Local systems and resources providing victim identification and mortuary services may be insufficient or disrupted by a disaster.

3. The Itasca County Coroner will determine whether local resources and capabilities will be exceeded and can request assistance from the State Disaster Mortuary Emergency Response Team (DMERT).

4. The Itasca County Coroner can ask the State to request Federal assistance from the Disaster Mortuary Operations Response Team (DMORT) if the assts and resources at the State level are insufficient for responding to the mass fatalities incident.

5. Disaster workers and family of the victims may require mental health resources following a mass fatalities incident.

6. Any changes to regular practice pertaining to the management of autopsies and handling of bodies during a pandemic would require the authorization of the Itasca County Coroner.

7. Many religious and ethnic groups have specific expectations about the handling of bodies, the ceremonial wishes, and embalming.

8. Family Assistance Centers will serve as an information collection area and a coordination site for information concerning safe disposition of human bodies and the return of remains as designated by the family/next of kin.

9. An incident involving hazardous materials or weapons of mass destruction event will require precautions when handling, identifying, and processing human remains.

10. Under extreme circumstances mass burial may be required and will be done in accordance with regulations set by the Minnesota Department of Health and the County Coroner.

IV. CONCEPT OF OPERATIONS

Following a mass fatalities event an estimate can be made of the dead, temporary morgue sites will be established; remains will be covered and moved to the temporary morgues for identification purposes and safeguarding personal effects found on the dead. Disaster Mortuary Operations Response Team (DMORT) protocols and forms will be utilized during a response to a mass fatalities incident.

The Emergency Operations Plan has been designed based on the NIMS model utilizing the Incident Command System. The Command Staff includes a Legal Advisor, Public Information Officer, Liaison, and Safety Officer. The General Staff includes the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance and Administration Section Chief. The Command and General Staff all report to the Emergency Operations Center Director. The Emergency Operations Center Director is the Itasca County/City of Emergency Management Director. In the event where the primary impacts are health related, a unified command structure will be utilized in collaboration with the Itasca County Public Health. In addition to these staff positions there are Branch Directors and Unit Leaders that represent the 21 annexes of this emergency operations plan. Branch Directors and Unit Leaders report to Section Chiefs, as outlined in the flow chart in the Basic Plan.

V. ORGANIZATION AND ASSIGNMENT RESPONSIBILITIES

A. Organization

1. Our emergency organization is described in Section IV of the Basic Plan.

2. Incident Command System – EOC Interface

a. The Incident Command is in charge of all on-scene operations. This coordination takes plan at an Incident Command Post. On-scene logistics personnel will order supplies, resources, and personnel to manage the scene in accordance with Incident Action Plan.

b. Not all emergencies require on-scene operations or the establishment of an Incident Command Post. For those emergencies that may be over a wide area (flooding, ice storm, winter storm) or are health based the Command Post and Emergency Operations Center may be co-located.

c. A division of responsibility should be agreed upon between the Incident Commander and the EOC. The Incident Commander will manage operations on-scene, while the EOC coordinates operations beyond the incident site, taking into consideration the community at large, while supporting the Incident Action Plan developed by Incident Command

B. Lines of Succession

1. Lines of succession for the Mayor, County Board Chair and Emergency Management Director or (designee) are outlined in the Basic Plan.

2. Lines of succession for each department and agency director shall be done in accordance with operating guidelines and delegations of authority within each department.

C. Responsibilities

MN 28 (a) (b) (c) (d) (e) (f)

Annex N-3 - Attachment 1 – Mass Fatality Guidance

Annex N-3 - Attachment 2 – Family Assistance Center Guidance

When multiple deaths occur and when requested by the County Coroner, the DMERT or will aid in estimating the number of dead. When required, temporary morgue sites will be selected and activated. The remains will be recovered and taken to the morgue site for identification and sanitary preservation in preparation for final disposition as designated by the County Coroner. Personal effects on the remains will be collected and kept in a secure place. Necessary information about each victim will be compiled using DMORT protocols. Contact the MN Duty Officer for requesting the DMERT Team.

1. Itasca County Emergency Management Director

The Itasca County Emergency Management Director or (designee) is responsible for carrying out the emergency management program for Itasca County/City of. The Emergency Management Director or (designee) will activate the Emergency Operations Center as required or requested to coordinate/support the activities of all departments/organizations assisting with response and recovery efforts. The Emergency Management Director or (designee) will establish response and recovery priorities through the Emergency Operations Center and will coordinate the resources needed to support emergency operations.

2. Local Governing Authority

The Mayor of the municipality or the Chair of the County Board is responsible for determining the need for declaring a local emergency pursuant to Minn. Stat. §12.29, in order to invoke necessary portions of the response and recovery aspects of applicable local or inter-jurisdictional disaster plans. Also, the governing body is responsible for determining whether a request should be made to the governor to declare an emergency and request his assistance relating to the safe disposition of dead human bodies pursuant to Minn. Stat. §12.381.

3. Sheriff's Office

The County Sheriff is responsible for notifying the County Coroner upon notification of a death. Requests for the County Coroner should be coordinated through the Sheriff's Office. The Sheriff's Office, with assistance from local law enforcement, will secure the scene and maintain a perimeter around the impacted area until all operations are complete.

4. Itasca County Coroner

It is the responsibility of the County Coroner to establish control of the mass fatalities incident to include security of the scene and its victims, to coordinate the identification of victims, notification of next of kin in a manner that will preclude abnormal time delays, prepare, and sign death certificates and facilitate ways for preparing, processing and releasing victim's remains. The County Coroner contacted will depend upon County jurisdiction when needed within the City of.

Pursuant to Minn. Stat. §390.11, Subd. 8:
Investigation procedure; County Coroners or medical examiner in charge of body.

Upon notification of the death of any person as defined in this section, the County Coroners or medical examiner staff or their designee may proceed to the body, take charge of it, and arrange for transfer of it, when appropriate. This provision also applies to bones, body parts, and specimens that may be human remains. Discovery of such bones, body parts, and specimens must be promptly reported to the County Coroners or medical examiner. When necessary, the County Coroners or medical examiner staff, in coordination with the applicable law enforcement agency, may order that there be no interference with or compromise of the body or the scene of death. In the event a person is transported to an emergency vehicle or facility and pronounced dead, the scene of death shall include the original location of the decedent when first discovered to be ill, unresponsive, or stricken prior to removal by emergency medical personnel. Any person violating such an order is guilty of a gross misdemeanor. The County Coroners or medical examiner staff shall make inquiry regarding the cause and manner of death and, in cases that fall under the medical examiner's or County Coroners 's jurisdiction, prepare written findings together with the report of death and its circumstances, which shall be filed in the office of the County Coroners or medical examiner.

5. Mortuary Team

The DMORT team's focus is to establish the methods for the sensitive, respectful care and handling of deceased human remains in multi-death disaster situations. The DMORT team is assigned to be available to aid in the necessary acts of recovery, evacuation, identification (sanitation and preservation such as preparation or embalming as authorized), and notification of next of kin, counseling (which may include families as well as disaster workers) and facilitating the release of identified remains to the next of kin or their representative under direction of authorized persons.

VI. ADMINISTRATION AND SUPPORT

A. Records

1. Records will be maintained on the use of all equipment, whether owned, leased, rented, or borrowed. These records/contracts will be used as basis for possible recovery of emergency operations expenses from a responsible party or for potential reimbursement from the State or Federal Government. All records/contracts generated by the Mass Fatalities Section should be provided to the Finance and Administration Section Chief for cost recovery and reimbursement documentation.

2. Each department, agency or service of government will provide for the maintenance of records during an emergency. These records include work hours, equipment hours, supplies and materials consumed injuries to personnel, and damage to public facilities and equipment. All records generated during an emergency will be collected and maintained in an orderly manner, so a record of actions taken is preserved for use in determining response costs, settling claims, and updating emergency plans and procedures.

B. Resources

1. Local resources can be found on file in the resource database.

C. Post Incident Review

1. Following activations of the Emergency Operations Center or use of the Emergency Operations Plan, Emergency Management will coordinate a review of each annex of the Emergency Operations Plan to identify needed improvements, procedure changes, personnel and facility changes or resource needs.

D. Training and Exercises

1. Personnel identified in the Emergency Operations Plan and those who staff the Emergency Operations Center will receive National Incident Management System (NIMS) and Incident Command System (ICS) training. Although some personnel may receive more advanced training, everyone will receive IS-100 and IS-700. A full list of personnel and required training

can be found on file in the Emergency Management office. Personnel who staff the Emergency Operations Center shall also receive appropriate training on their role in the Emergency Operations Center and on the operations of the facility. This training should be arranged by the Law Enforcement Branch or the Emergency Management Department.

2. Emergency Management follows the Emergency Management Performance Grant (EMPG) exercise requirements to exercise and evaluate the Emergency Operations Plan.

VII. ANNEX DEVELOPMENT AND MAINTENANCE

The Itasca County/City of Emergency Operations Plan, including the Basic Plan and Annexes, is updated on an annual basis. Each annex representative is responsible for participating in the full review process every other year and for independently reviewing the annex on an annual basis. The overall responsibility for maintaining the Emergency Operations Plan is that of the Itasca County Emergency Management Department.

Any standard operating guidelines, personnel directories, maps, or other tools needed to support emergency operations should be developed and maintained by the responsible department. It is the department's responsibility to ensure access to this information during times of large-scale emergency or disaster, to coordinate training for personnel in regard to these procedures and to inform Emergency Management of any changes that directly impact the Emergency Operations Plan.

VIII. AUTHENTICATION

See verification of plan approval
See authentication for Itasca County/City of Emergency Operations Plan

ANNEX O – LEGAL
ESF #15 - External Affairs | Standard Operating Procedures
Core Capability #1 Planning (Common)
Core Capability #3 Operational Coordination (Common)

I. MNWALK REQUIREMENTS

Item #: 4 (General Items)

II. PURPOSE

The purpose of this annex is to make provisions for legal services during emergency situations or when such situations appear imminent and to provide guidance for invoking the emergency powers of government.

III. SITUATION AND ASSUMPTIONS

A. Situations

1. We are at risk from a number of hazards that could threaten public health and safety as well as personal and government property. Legal issues requiring timely resolution may arise during pre-disaster hazard mitigation designed to lessen the effects of known hazards, during emergency preparedness activities designed to enhance the local capability to respond to an emergency, during the actual response or during the post-disaster recovery process.

B. Assumptions

1. Local emergency preparedness plans and programs should have sound legal basis.

2. In responding to major emergencies or disasters, local officials may be required to take extraordinary measures to protect public health and safety and to preserve property and they will require timely advice regarding legality of proposed measures.

3. Implementation of measures to protect public health and safety and preserve property during an emergency or recovery and mitigation activities undertaken after an emergency, generally require issuance of appropriate legal documents, which should be prepared by competent legal service professionals.

IV. CONCEPT OF OPERATIONS

The Emergency Operations Plan has been designed based on the NIMS model utilizing the Incident Command System. The Command Staff includes a Legal Advisor, Public Information Officer, Liaison, and Safety Officer. The General Staff includes the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance and Administration Section Chief. The Command and General Staff

all report to the Emergency Operations Center Director. The Emergency Operations Center Director is the Itasca County/City of Emergency Management Director. In the event where the primary impacts are health related, a unified command structure will be utilized in collaboration with the Itasca County Public Health. In addition to these staff positions there are Branch Directors and Unit Leaders that represent the 21 annexes of this emergency operations plan. Branch Directors and Unit Leaders report to Section Chiefs, as outlined in the flow chart in the Basic Plan.

A. Local Emergency Declaration

1. Minnesota Statute §12.29 directs that the presiding officer of the governing body of a political subdivision (the chairperson of the county board of commissioners or the mayor of a municipality) may declare a local state of emergency. A local emergency declaration may be issued when an emergency has occurred or appears imminent. The local emergency declaration process typically is used by the chief elected officials to respond to or recover from a significant disaster. As defined by Minnesota Statute §12.03, Subd. 2, emergency is "an unforeseen combination of circumstances that calls for immediate action to prevent a disaster from developing or occurring". Disaster is defined under the Statute as "a situation that creates an actual or imminent serious threat to the health and safety of persons, or a situation that has resulted or is likely to result in catastrophic loss to property or the environment and for which traditional sources of relief and assistance within the affected areas are unable to repair or prevent the injury or loss". (A sample local emergency declaration is provided). Copies of the local emergency declaration should be filed with the Division of Homeland Security and Emergency Management as well as the County Auditor and City Clerk (according to jurisdiction).

2. Minnesota Statute §12.29, Subd.2 provides that a declaration of a local emergency invokes necessary portions of the response and recovery aspects of applicable local or inter-jurisdictional disaster plans and may authorize aid and assistance under those plans. The chairperson of the County Board of Commissioners and Mayor may, when a state of local emergency has been declared, exercise powers on an appropriate local scale. Minnesota Statute §12.37 sets out specific powers held by political subdivisions in order to provide emergency aid. Once a state of local emergency is declared, a city or county may enact an emergency ordinance or order describing the specific emergency regulations that are to be put into effect during the emergency. (A sample emergency powers ordinance is provided).

3. A local emergency declaration may not be continued in force for more than 72 hours unless renewed by the County Board of Commissioners or City Council. (A sample ordinance/resolution extending a local emergency declaration is provided). The County Board of Commissioners or City Council may terminate a state of local emergency at any time; this approach is typically used when the threat that gave rise to the local emergency declaration has subsided. Alternatively, the County Board of Commissioners or City Council may choose to simply let the declaration expire by taking no action to extend it. (A sample ordinance/resolution terminating a disaster declaration is provided).

B. Peacetime Emergency Declarations

1. Pursuant to Minnesota Statute §12.31, Subd. 2, the Governor may declare a peacetime emergency for a jurisdiction or a portion thereof. The Governor may proclaim a peacetime emergency only when an act of nature, a technological failure or malfunction, a terrorist incident, an industrial accident, a hazardous materials accident, or a civil disturbance endangers life and property, and local government resources are inadequate to handle the situation. Under such circumstances, the chief elected official, or the governing body of a city or county may request the Governor declare a peacetime emergency and issue directives to control or terminate the peacetime emergency and protect life and property. Directives issued by the Governor for a peacetime emergency expire 120 hours after issuance, unless extended by resolution of the Executive Council up to 30 days. (A sample request for a peacetime emergency declaration is provided).

2. If the actions taken by the Governor after the initial peacetime emergency declaration do not resolve the emergency situation, the chief elected official or governing body may request that the peacetime emergency declaration be continued. If the local emergency situation that was the basis for the peacetime emergency declaration is resolved before the Governor's directives expire, it is desirable to advise the Governor that the peacetime emergency declaration is no longer required.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. Our emergency organization is described in Section IV of the Basic Plan.

2. Incident Command System – EOC Interface

   a. The Incident Command is in charge of all on-scene operations. This coordination takes plan at an Incident Command Post. On-scene logistics personnel will order supplies, resources, and personnel to manage the scene in accordance with Incident Action Plan.

   b. Not all emergencies require on-scene operations or the establishment of an Incident Command Post. For those emergencies that may be over a wide area (flooding, ice storm, winter storm) or are health based the Command Post and Emergency Operations Center may be co-located.

   c. A division of responsibility should be agreed upon between the Incident Commander and the EOC. The Incident Commander will manage operations on-scene, while the EOC coordinates operations beyond the incident site, taking into consideration the community at large, while supporting the Incident Action Plan developed by Incident Command.

B. Lines of Succession

1. Lines of succession for the Mayor, County Board Chair and Emergency Management Director or (designee) are outlined in the Basic Plan.

2. Lines of succession for each department and agency director shall be done in accordance with operating guidelines and delegations of authority within each department.

C. Responsibilities

It is the responsibility of the Itasca County Attorney or the City of Attorney to provide legal guidance to other Emergency Operations Center Staff during times of a major emergency or disaster. Especially important are the legal requirements for a declaration of local emergency and for applying for financial aid.

Following the lawful declaration of local emergency by the Itasca County Board of Commissioners or the Mayor, the County/City Legal Officer will report to the Emergency Operations Center. The County/City Legal Officer shall act as legal counsel to other members of the Emergency Staff as necessary. The County/City Legal Officer shall possess upon arrival or arrange for any and all necessary documents required to execute the County/City Attorney's responsibilities.

1. Itasca County Emergency Management Director

The Itasca County Emergency Management Director or (designee) is responsible for carrying out the emergency management program for Itasca County/City of. The Emergency Management Director or (designee) will activate the Emergency Operations Center as required or requested to coordinate/support the activities of all departments/organizations assisting with response and recovery efforts. The Emergency Management Director or (designee) will establish response and recovery priorities through the Emergency Operations Center and will coordinate the resources needed to support emergency operations.

2. County Board of Commissioners or Mayor (according to jurisdiction)

a. Will take such actions that are legal and necessary to manage the declared local emergency.

b. If the situation warrants, may declare a local state of emergency. Issuance of a local emergency declaration is advisable if an emergency situation has resulted in substantial damage to privately-owned or government property or state or federal assistance will be needed to recover from the incident. If a local emergency declaration is issued, it shall be given prompt and general publicity.

c. If the situation warrants, the County Board of Commissioners/Mayor may request the Governor to declare a state of peacetime emergency.

d. If requesting State assistance to cope with a local emergency, copies of the local emergency declaration should be included with the request sent to the State. It may also be important to include a damage assessment report – see Annex H – Damage Assessment.

3. <u>County or City Attorney</u>

a. Advise county/city elected officials and department heads regarding the emergency powers of local government and necessary procedures for invoking measures to: (The following are examples and are not meant to limit or provide for every situation)

- suspend procedural laws and rules.
- establish curfews.
- restrict or deny access to a disaster area.
- control the movement of persons and occupancy of premises in a disaster area.
- implement wage, price, and rent controls.
- establish rationing for critical supplies.
- limit or restrict use of water and other utilities.
- use any publicly owned resource to respond to the disaster.
- commandeer private property, subject to compensation requirements, to respond to the disaster.
- remove debris from publicly or privately owned property.
- restrict outdoor burning and the use of fireworks; and
- quarantine

b. Review and advise county/city officials on possible liabilities arising from emergency operations, including the exercising of any or all of the above powers.

c. Prepare and recommend legislation to implement the emergency powers that may be required during an emergency.

d. Advise county/city officials and department heads on record keeping requirements and other documentation necessary for the exercising of emergency powers.

e. Advise Emergency Operations Center staff to document instances of overcharging for emergency supplies, equipment, and repair materials so that a report/complaint may be submitted to the Consumer Affairs section of the Office of the Attorney General.

4. County Administrator /City Clerk/City Administrator (according to jurisdiction)

a. Publish required agenda of meetings.

b. Prepare a record of public meetings.

c. Receive a copy of emergency and disaster declarations and documents extending or terminating a state of emergency or disaster.

d. Ensure proper protection of all records.

VI. ADMINISTRATION AND SUPPORT

A. Records

1. Records will be maintained on the use of all equipment, whether owned, leased, rented, or borrowed. These records/contracts will be used as basis for possible recovery of emergency operations expenses from a responsible party or for potential reimbursement from the State or Federal Government. All records/contracts generated by the Legal Section should be provided to the Finance and Administration Section Chief for cost recovery and reimbursement documentation.

2. Each department, agency or service of government will provide for the maintenance of records during an emergency. These records include work hours, equipment hours, supplies and materials consumed injuries to personnel, and damage to public facilities and equipment. All records generated during an emergency will be collected and maintained in an orderly manner, so a record of actions taken is preserved for use in determining response costs, settling claims, and updating emergency plans and procedures.

B. Resources

1. Local resources can be found on file in the resource database.

C. Post Incident Review

1. Following activations of the Emergency Operations Center or use of the Emergency Operations Plan, Emergency Management will coordinate a review of each annex of the Emergency Operations Plan to identify needed improvements, procedure changes, personnel and facility changes or resource needs.

D. Training and Exercises

1. Personnel identified in the Emergency Operations Plan and those who staff the Emergency Operations Center will receive National Incident Management System (NIMS) and Incident Command System (ICS) training. Although some personnel may receive more advanced training, everyone will receive IS-100 and IS-700. A full list of personnel and required training can be found on file in the Emergency Management office. Personnel who staff the Emergency Operations Center shall also receive appropriate training on their role in the Emergency Operations Center and on the operations of the facility. This training should be arranged by the Legal Section or the Emergency Management Department.

2. Emergency Management follows the Emergency Management Performance Grant (EMPG) exercise requirements to exercise and evaluate the Emergency Operations Plan.

VII. ANNEX DEVELOPMENT AND MAINTENANCE

The Itasca County/City of Emergency Operations Plan, including the Basic Plan and Annexes, is updated on an annual basis. Each annex representative is responsible for participating in the full review process every other year and for independently reviewing the annex on an annual basis. The overall responsibility for maintaining the Emergency Operations Plan is that of the Itasca County Emergency Management Department.

Any standard operating guidelines, personnel directories, maps, or other tools needed to support emergency operations should be developed and maintained by the responsible department. It is the department's responsibility to ensure access to this information during times of large-scale emergency or disaster, to coordinate training for personnel in regard to these procedures and to inform Emergency Management of any changes that directly impact the Emergency Operations Plan.

VIII. AUTHENTICATION

See verification of plan approval
See authentication for Itasca County/City of Emergency Operations Plan

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ANNEX P - FINANCE AND ADMINISTRATION
ESF #5 - Information and Planning
ESF #14 – Long Term Community Recovery
Planning (Common)
Situational Assessment (Response)
Public Information and Warning (Common)
Operations Coordination (Common)
Economic Recovery (Recovery)
Health and Social Services (Recovery)
Housing (Recovery)
Infrastructure Systems (Response, Recovery)
Natural and Cultural Resources (Recovery)

I. MNWALK REQUIREMENTS

01☒ 02☐ 03☒ 04☐ 05☐ 06☐ 07☐ 08☐ 09☐ 10☐ 11☐ 12☐ 13☐ 14☐ 15☐ 16☐ 17☐ 18☐ 19☐ 20☒
21☐ 22☐ 23☐ 24☐ 25☐ 26☐ 27☐ 28☐ 29☐ 30☐ 31☐ 32☐ 33☐ 34☐ 35☐ 36☐ 37☐ 38☐ 39☐ 40☐
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II. PURPOSE

This annex outlines the framework to manage all financial and cost analysis aspects of an emergency/disaster as well as coordinate the emergency finance units which include cost recovery, personnel, compensation and claims, accounts payable, and employee compensation. This support includes assisting with stabilization of county and local economies, using available programs and resources of Federal departments and agencies to aid community recovery, especially long term recovery, and to reduce or eliminate risk from future incidents, where feasible.

III. SITUATIONS AND ASSUMPTIONS

A. Situations

1. Disasters can create significant financial burdens on our communities. In order to account for and track expenses related to our recovery, the County Auditor-Treasurer and/or the City Finance Director is responsible for overseeing the management of disaster expenses.

2. In order to be eligible to receive possible reimbursement for losses during a disaster, precise records need to be kept for the state and federal government.

3. The National Incident Management System (NIMS) has been adopted in Itasca County/City of. This model appoints the Chief Financial Officer as the Finance and Administrative Section Chief.

4. The Finance and Administration Section Chief is responsible for overseeing the collection and payment of disaster related expenses, the collection of time sheets from disaster responders both public and private, and ensuring all workers' compensation paperwork is filed properly.

5. The Finance and Administration Section Chief will oversee the work in the areas of employee compensation, compensation and claims, personnel, accounts payable and cost recovery. The Finance and Administration Section Chief is responsible for ensuring staffing of these positions.

B. Assumptions

1. In the event of a disaster there will be a need to organize the financial management system that segregates expenditures and tracking from Itasca County/City of day to day operational system.

2. Both public and private organizations will incur expenses when responding to and recovering from a disaster.

3. Itasca County/City of will need to track and pay for disaster expenditures, track time sheets and process workers compensation claims.

IV. CONCEPT OF OPERATIONS

The Emergency Operations Plan has been designed based on the NIMS model utilizing the Incident Command System. The Command Staff includes a Legal Advisor, Public Information Officer, Liaison, and Safety Officer. The General Staff includes the Operations Section Chief, Planning Section Chief, Logistics Section Chief and Finance and Administration Section Chief. The Command and General Staff all report to the Emergency Operations Center Director. The Emergency Operations Center Director is the Itasca County/City of Emergency Management Director. In the event where the primary impacts are health related, a unified command structure will be utilized in collaboration with Itasca County Public Health. In addition to these staff positions there are Branch Directors and Unit Leaders that represent the 21 annexes of this emergency operations plan. Branch Directors and Unit Leaders Report to Section Chiefs, as outlined in the flow chart in the Basic Plan.

The Finance and Administration Section Chief is part of the General Staff and therefore reports directly to the Emergency Operations Center Director. The order of succession for the Finance and Administration Section Chief is as follows:

Itasca County	City of
Auditor/Treasurer	Finance Director
Financial Manager	Accounting Supervisor
Division Director	City Clerk

A. Financial Policy

Ensure that incident related costs for equipment, materials, supplies, service and other contracts and personnel costs are executed in accordance with policies and procedures and are properly tracked and documented. Assist with the preparation and submittal of disaster claims to State and Federal government.

1. Coordinate policies regarding finance and administration functions during disaster preparedness, response, and recovery phases.

2. Ensure that all departments have accurate records to document the cost of disaster recovery, including timesheets, accounting codes, reimbursement forms and other backup documentation.

3. Ensure internal controls and approval paths for the procurement functions carried out in the Logistics Section.

4. Establish policies for use of credit and/or debit cards.

5. Recommend employee compensation and leave guidelines to the Policy Group, in consultation with Human Resources Department.

6. Acquire financial and accounting staff from other departments to fulfill functions for the Finance and Administration Section.

7. Ensure the accuracy of pertinent financial data.

8. Develop policies for contracting with vendors not previously addressed by existing approved vendor lists.

9. Coordinate with the Supply Unit Leader, in Logistics, on all matters involving the need to exceed established purchase order parameters and limits.

10. Ensure that agencies track, record, and report all on-duty time for personnel working during the emergency.

11. Ensure that personnel time records, expense forms and other related forms are prepared and submitted to accounting and the payroll office.

B. Employee Compensation

1. Ensure the continuation of employee compensation processes including payroll, health insurance and retirement payments.

2. Ensure that all on-duty time is tracked and quantified for all emergency response personnel.

3. Ensure that personnel time recording documents are prepared and in compliance with related policy.

4. Process payroll for all personnel.

5. Maintain records of employee compensation for work performed during the disaster.

6. Maintain a file on disaster worker injuries and illnesses associated with the emergency including the result of investigations.

7. Work with Administration and Human Resources for workers compensation claims.

8. Complete all forms required by the workers compensation program.

C. Accounts Payable

1. Ensure that all requests for payment of response related expenses are tracked, validated, and processed for payment in a timely manner.

2. Ensure that financial institutions honor warrants and have adequate cash available during the emergency.

3. Process payments for purchase orders, contracts and claims resulting from the emergency and its response within a reasonable amount of time.

4. Review accounts payable requests for consistency with established policies and parameters.

5. Process payments within a reasonable time.

6. Track, record, and report on all payments made in response to the emergency.

D. Cost Recovery

Documenting and tracking all claims submitted for damaged personal property and/or injuries of disaster workers and for submitting claims for reimbursement for costs of emergency relief provided by the City and/or County. Work with the Risk Manger on issues regarding risk avoidance and participating in the assessment of damages to government owned property.

1. Coordinate the data collection and analysis of all financial information related to disaster response and recovery.

2. Ensure that all response and recovery financial records are maintained throughout the emergency within on paper of in City and/or County financial systems.

3. Ensure that all equipment used, and supplies procured are tracked and quantified for all personnel, including contract emergency personnel.

4. Ensure that all financial recovery documentation is accurately maintained during the response and submitted to the Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services/Homeland Security.

5. Provide onsite reviews and verification of damage to government facilities, as well as equipment, facilities, and other major costs incurred during the relief effort.

6. Establish separate emergency accounts for tracking and documenting emergency related expenses.

7. Ensure that payroll costs for all personnel assigned to support the incident response are captured and appropriate timesheets and other documentation is maintained to validate their assigned roles and activities.

8. Ensure that appropriate response management personnel understand the expense tracking and documentation system and are following related guidelines.

9. Create and provide period management reports outlining the current response expenditures to the Policy Group and EOC Director.

10. Provide response cost projections to leadership as requested.

11. Ensure that supplies, materials, equipment, and vehicle inventory records are captured at the beginning of the response so utilization and replenishment costs can be established.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. Our emergency organization is described in Section IV of the Basic Plan.

2. Incident Command System – EOC Interface

   a. The Incident Command is in charge of all on-scene operations. This coordination takes plan at an Incident Command Post. On-scene logistics personnel will order supplies, resources, and personnel to manage the scene in accordance with Incident Action Plan.

   b. Not all emergencies require on-scene operations or the establishment of an Incident Command Post. For those emergencies that may be over a wide area (flooding, ice storm, winter storm) or are health based the Command Post and Emergency Operations Center may be co-located.

c. A division of responsibility should be agreed upon between the Incident Commander and the EOC. The Incident Commander will manage operations on-scene, while the EOC coordinates operations beyond the incident site, taking into consideration the community at large, while supporting the Incident Action Plan developed by Incident Command.

B. Lines of Succession

1. Lines of succession for the Mayor, County Board Chair and Emergency Management Director or (designee) are outlined in the Basic Plan.

2. Lines of succession for each department and agency director shall be done in accordance with operating guidelines and delegations of authority within each department.

C. Responsibilities

1. Itasca County Emergency Management Director

The Itasca County Emergency Management Director or (designee) is responsible for carrying out the emergency management program for Itasca County/City of. The Emergency Management Director or (designee) will activate the Emergency Operations Center as required or requested to coordinate/support the activities of all departments/organizations assisting with response and recovery efforts. The Emergency Management Director or (designee) will establish response and recovery priorities through the Emergency Operations Center and will coordinate the resources needed to support emergency operations.

2. Itasca County Auditor-Treasurer/City of Finance Department

Coordinate the development and dissemination of policies and procedures designed to facilitate acquiring response resources while effectively tracking their costs. Ensure that cost and utilization documentation is maintained, disaster claims created and submitted to State and the Federal government and proper accounting and risk management procedures are implemented.

a. Financial Policy – Providing policy guidance and establishing procedures to authorize the commitment and payment of funds. Provides recommendations and guidance and receives direction from the Policy Group and EOC Director.

b. Employee Compensation – Accounting for personnel time during the emergency response and recovery efforts, and ensuring that employees continue to receive pay, health insurance and retirement benefits.

c. Accounts Payable – Tracking and processing payments of vendor purchase orders, contracts, claims and other payments during an emergency.

d. Cost Recovery – Ensuring that an accurate accounting of the cost of the emergency (including both response and recovery) is maintained. This includes accounting for personnel time, the cost of services provided and for acquiring and maintaining response facilities, materials, and equipment. This also includes documentation of damage or injury claims for all departments and managing the issuance of disaster reimbursement claims submitted to the State and Federal Government.

3. Itasca County/City of Human Resource Departments

a. The Human Resources Department will provide assistance and resources to support the Emergency Operations Center and Field Operations, upon request by the Itasca County Emergency Management Director or (designee). The department will track personnel, including volunteers (with the assistance from the Donations Management Unit Leader), assist in maintaining departmental and EOC staffing levels, develop, modify, interpret, communicate, and implement policies and procedures for personnel during emergencies/disasters. Documentation of first report of injury notifications and workers compensation investigations/claims will be managed by Itasca County Administration and/or the City of Human Resources department.

b. Documentation of personnel includes, but is not limited to, Itasca County and/or City of personnel, temporary emergency service workers, volunteers, and mutual aid partners. It is critical that anyone involved in the disaster response and recovery be documented for tracking, reimbursement, and liability purposes. Obtaining this information may come from direct contact with personnel but may also be gathered from department directors or supervisors, incident commanders, and volunteer coordinators. Human Resources will provide personnel/volunteer tracking forms for use in the Emergency Operations Center and in Field Operations.

c. Human Resources will establish, interpret, and communicate personnel policies and procedures as requested or dictated by the emergency situation. This communication may include protocols and expectations for employees during the emergency, union contract administration (working out of class, etc.), and time keeping/payroll requirements.

VI. ADMINISTRATION AND SUPPORT

A. Records

1. Records will be maintained on the use of all equipment, whether owned, leased, rented, or borrowed. These records/contracts will be used as basis for possible recovery of emergency operations expenses from a responsible party or for potential reimbursement from the State or Federal Government. All records/contracts generated by the Finance and Administration

Section should be maintained and documented for cost recovery and reimbursement documentation.

2. Each department, agency or service of government will provide for the maintenance of records during an emergency. These records include work hours, equipment hours, supplies and materials consumed injuries to personnel, and damage to public facilities and equipment. All records generated during an emergency will be collected and maintained in an orderly manner, so a record of actions taken is preserved for use in determining response costs, settling claims, and updating emergency plans and procedures.

B. Resources

1. Local resources can be found on file in the resource database.

C. Post Incident Review

1. Following activations of the Emergency Operations Center or use of the Emergency Operations Plan, Emergency Management will coordinate a review of each annex of the Emergency Operations Plan to identify needed improvements, procedure changes, personnel and facility changes or resource needs.

D. Training and Exercises

1. Personnel identified in the Emergency Operations Plan and those who staff the Emergency Operations Center will receive National Incident Management System (NIMS) and Incident Command System (ICS) training. Although some personnel may receive more advanced training, everyone will receive IS-100 and IS-700. A full list of personnel and required training can be found on file in the Emergency Management office. Personnel who staff the Emergency Operations Center shall also receive appropriate training on their role in the Emergency Operations Center and on the operations of the facility. This training should be arranged by the Finance and Administration Section or the Emergency Management Department.

2. Emergency Management follows the Emergency Management Performance Grant (EMPG) exercise requirements to exercise and evaluate the Emergency Operations Plan.

VII. ANNEX DEVELOPMENT AND MAINTENANCE

The Itasca County/City of Emergency Operations Plan, including the Basic Plan and Annexes, is updated on an annual basis. Each annex representative is responsible for participating in the full review process every other year and for independently reviewing the annex on an annual basis. The overall responsibility for maintaining the Emergency Operations Plan is that of the Itasca County Emergency Management Department.

Any standard operating guidelines, personnel directories, maps, or other tools needed to support emergency operations should be developed and maintained by the responsible department. It is the department's responsibility to ensure access to this information during times of large-scale emergency or disaster, to coordinate training for personnel in regard to these procedures and to inform Emergency Management of any changes that directly impact the Emergency Operations Plan.

VIII. AUTHENTICATION

See verification of plan approval
See authentication for Itasca County/City of Emergency Operations Plan

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ANNEX Q – LOGISTICS
ESF #7 – Logistics
Mass Care Services (Response)
Critical Transportation (Response)
Infrastructure Systems (Response)
Operational Communications (Response)
Public and Private Services and Resources (Response)

I. MNWALK REQUIREMENTS

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II. PURPOSE

This annex was developed to ensure the Logistics function is carried out in the Emergency Operations Center in support of on-scene operations. This function includes providing support and coordination for communications, facilities, animal care, donations management, congregate care and supply/procurement units. Logistics is responsible for acquiring equipment, facilities, services, supplies, personnel, food and services to support emergency operations both in the field and in the Emergency Operations Center.

III. SITUATIONS AND ASSUMPTIONS

A. Situations

1. During an emergency, certain critical items will be in short supply due to disruptions in transportation corridors, manufacturers, and supply depots.

2. During an emergency certain critical item will be in short supply because demands for goods will exceed the local supply.

3. Local governments will receive and distribute supplies and implement control procedures so that basic human needs are met during a disaster.

4. Personnel staffing the EOC will need supplies to effectively respond to a disaster.

5. Personnel staffing the EOC will need technical support to set up the EOC's physical equipment, technology, and communications.

6. The EOC will need to be secured with access only to authorized personnel.

B. Assumptions

1. Specific resources may be exhausted due to impacts of disasters. Extraordinary measures may have to be taken to provide needed supplies and resources for emergency operations.

2. Following an emergency or disaster, there may be a need to provide resources, goods, and services to an affected area.

3. Fundamental resources/supplies such as water, food, first aid supplies, shelter, sanitation supplies, fuel, tools etc. may be needed.

4. There may be delays in all normal services such as police, fire, EMS, public works, transportation, water/sewer, and utilities response due to damaged facilities and equipment as well as shortages of personnel.

5. Staging areas will be required for the receiving and distributing of equipment and other resources.

6. Each emergency function will determine its supply requirements and make requests to the Supply/Procurement Unit Leader.

7. Requests for supplies will be coordinated by the Supply/Procurement Unit Leader.

IV. CONCEPT OF OPERATIONS

The Emergency Operations Plan has been designed based on the NIMS model utilizing the Incident Command System. The Command Staff includes a Legal Advisor, Public Information Officer, Liaison, and Safety Officer. The General Staff includes the Operations Section Chief, Planning Section Chief, Logistics Section Chief and Finance and Administration Section Chief. The Command and General Staff all report to the Emergency Operations Center Director. The Emergency Operations Center Director is the Itasca County/City of Emergency Management Director. In the event where the primary impacts are health related, a unified command structure will be utilized in collaboration with Itasca County Public Health. In addition to these staff positions there are Branch Directors and Unit Leaders that represent the 21 annexes of this emergency operations plan. Branch Directors and Unit Leaders report to Section Chiefs, as outlined in the flow chart in the Basic Plan.

A. General

1. Our resource management involves policies, guidelines, processes, and systems that allow for efficient resource allocations during an incident. Resources include personnel and facilities as well as equipment and supplies. In order to facilitate resource management, coordination activities will take place in the EOC during large scale operations.

2. It is the responsibility of local government to protect the lives and property of its residents. We will commit our available resources to do so. In the event of resource shortfalls during

emergency situations, the EOC is responsible for establishing priorities for the use of available resources and identifying the need for additional resources.

3. As a basis for employing our resources to their greatest capacity during emergency situations, we will develop and maintain a current inventory of emergency resources that may be needed during emergency operations. A resource database is maintained and kept on file with the Emergency Management Department.

4. In the event that all local resources have been committed or are insufficient, assistance will be sought from surrounding jurisdictions through pre-established mutual aid agreements. When possible, we will execute agreements in advance with those groups and individuals for use of their resources.

5. Although many non-emergency resources can be diverted to emergency use, certain personnel, equipment, and supplies may be required to continue essential community support functions, such as medical care and fire protection.

6. If the resources available are inadequate or inappropriate for the tasks to be performed, the Supply Unit Leader shall coordinate with the Emergency Operations Center Director (or Liaison) to prepare a request for State resource assistance.

7. The Logistics Section Chief should be among those initially notified of any large-scale emergency. When warning is available, key suppliers of emergency equipment and supplies should be notified that short notice orders may be forthcoming.

The order of succession for the Logistics Section Chief is as follows:

Itasca County	City of
Purchasing Director	Public Services Director
Buyer	Asst. Director of Operations & Maintenance
Purchasing Assistant	

8. When fully staffed the Logistics Section may include the following positions:

- **a.** Animals Unit
- **b.** Communications Unit
- **c.** Congregate Care Unit
- **d.** Donations Management Unit
- **e.** Facilities Unit
- **f.** Security Unit
- **g.** Supply/Procurement Unit
- **h.** Transportation Unit

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. Our emergency organization is described in Section IV of the Basic Plan.

2. Incident Command System – EOC Interface

   a. The Incident Commander is responsible for managing emergency resources at the incident site and shall be assisted by a staff commensurate with the tasks to be performed and resources committed to the operation. The ICS structure includes a Logistics Section, which is responsible for obtaining and maintaining personnel, facilities, equipment, and supplies committed to the emergency operation. The Incident Commander will determine the need to establish a Logistics Section. This decision is usually based on the size and anticipated duration of the incident and the complexity of support.

   b. Not all emergencies require on-scene operations or the establishment of an Incident Command Post. For those emergencies that may be over a wide area (flooding, ice storm, winter storm) or are health based the Command Post and Emergency Operations Center may be co-located.

   c. If the EOC is activated, the Incident Commander shall continue to manage emergency resources committed at the incident site. The Supply Unit Leader in the EOC shall monitor the state of all resources, manage uncommitted resources, and coordinate with the Incident Commander to determine requirements for additional resources at the incident site. Departments and agencies involved in emergency operations that require additional resources should use the request form to communicate their requirements to the resource management staff.

B. Lines of Succession

1. Lines of succession for the Mayor, County Board Chair and Emergency Management Director or (designee) are outlined in the Basic Plan.

2. Lines of succession for each department and agency director shall be done in accordance with standard operating guidelines and delegations of authority within each department.

C. Responsibilities

1. **Itasca County Emergency Management Director**

   The Itasca County Emergency Management Director or (designee) is responsible for carrying out the emergency management program for Itasca County/City of. The Emergency Management Director or (designee) will activate the Emergency Operations Center as required or requested to coordinate/support the activities of all departments/organizations assisting

with response and recovery efforts. The Emergency Management Director or (designee) will establish response and recovery priorities through the Emergency Operations Center and will coordinate the resources needed to support emergency operations.

2. Logistics Section Chief

The Logistics Section Chief is responsible for the overall coordination of all the units within the section. The Units that make up the logistics section include; communications, donations management, transportation, animals, facilities, supply/procurement, and security. The Logistics Section Chief reports directly to the Emergency Operations Center Director and collaborates with Operations, Planning and Finance Section Chiefs to support all incident and EOC objectives. Until assigned all functions of the Logistics Section remain the responsibility of the Logistics Section Chief. Personnel assigned to the functional areas of communications, animals, donations management, transportation and congregate care are found below and, in each annex, respectively. The Logistics Chief retains responsibilities for the functions of supply/procurement, facilities, and security.

The Logistics Section Chief is responsible to initiate the set up for the EOC furnishings and equipment prior to staff arrival, providing EOC equipment and furnishings during a disaster and providing communications and network support to personnel working in the Emergency Operations Center. These functions will be supported through Itasca County Building Facilities. Additionally, the Logistics Section Chief must also make arrangements as required for securing the EOC in cooperation with local law enforcement.

3. Supply Unit

The Supply Unit is responsible for procuring resources required to support emergency operations. Resources include personnel, equipment, facilities, and services. The Supply Unit leader is also responsible for ensuring that all personnel in the field and in the Emergency, Operations Center have access to food and refreshments throughout each operational period. The Supply Unit will work with the Finance and Administration Section for establishing spending authorities, developing procurement guidelines, and documenting all purchases, contracts, agreements, etc.

4. Facilities Unit

Itasca County Building Facilities is responsible for setting up and supporting the Emergency Operations Center in accordance with plans established and documented in the EOC Floor Plan. In addition to the physical set up of the Emergency Operations Center building facilities will work with Information Services/Technology to set up the technology portions of the EOC.

5. Security Unit

Police Department/Itasca County Sheriff's Office is responsible for establishing EOC security and allowing only authorized personnel into the EOC. Permanent records should be kept documenting all personnel that were granted access for the duration of the activation. The

Security Unit will work in conjunction with the Personnel Unit to obtain list of EOC personnel. The Security Unit is also responsible for ensuring that a badging system has been set up to credential all personnel gaining access to the Emergency Operations Center.

6. Transportation Unit

Transportation involves the coordinated effort to effectively move people, animals, cargo, supplies and equipment in support of emergency operations. When carrying out emergency transportation activities, immediate needs must be considered first, followed by continuing requirements. Immediate transportation needs normally involve the evacuation of people, including residents of special facilities and from risk areas. Continuing transportation needs typically involve the movement of relief supplies, equipment and emergency workers during response and recovery efforts.

7. Congregate Care Unit

Congregate Care Unit Leader is responsible for the coordination of sheltering, feeding, clothing, medical care, welfare/inquiry checks, and behavioral health support for community members affected by the emergency or disaster. Itasca County Human Services in coordination with the American Red Cross work together to meet the needs of the community.

8. Donations Management Unit

The Donations Management Leader will assign a Donations Coordination Team (made up of the Volunteer Resource Manager, Donated Goods Resource Manager, Financial Contributions Resource Manager and the CERT Coordinator) to work with public, private and faith-based representatives to determine the initial needs for donated goods/services financial support and volunteers, when the situation warrants. The Unit Leader will oversee the three areas of donations management and will provide coordination as needed.

9. Communications Unit

The Communications Unit Leader for the Emergency Operations Center is responsible for ensuring the operation of emergency communications and establishing and maintaining a link to the emergency response personnel on-scene. There are many systems for communications that may be utilized including public safety radios, cell phones, landline telephones, amateur radios, email, fax machines, etc. The coordination of this communication will be vital to ensure that clear and consistent messages, requests, reports, etc are clearly presented between the Emergency Operations Center, Incident Commander, and any other response organizations. The 911 Communications Center is supervised and managed by the Sheriff's Office therefore requiring a link between the Communication Unit Leader and the Sheriff's Office Dispatch Supervisor. The Communications Unit Leader will also arrange for technical support in the Emergency Operations Center for phone and email communications.

10. Animals Unit

The Animal Unit Leader is responsible for the overall coordination of services regarding animal rescue, evacuation, sheltering, use of equipment, provisions for transportation and security, destroying of sick and diseased animals, as well as facilitating a system for companion animal/owner reunification. The Animal Unit Leader is responsible for coordinating efforts that apply to companion animals, livestock, poultry, and wildlife. The Unit Leader will work with support agencies and animal organizations to coordinate response efforts as well as donations of animal supplies and equipment, in cooperation with the Donations Management Unit Leader. Other coordination will be required surrounding the transportation and disposal of carcasses and the coordination of quarantines for diseased poultry and livestock.

VI. ADMINISTRATION AND SUPPORT

A. Records

1. Records will be maintained on the use of all equipment, whether owned, leased, rented, or borrowed. These records/contracts will be used as basis for possible recovery of emergency operations expenses from a responsible party or for potential reimbursement from the State or Federal Government. All records/contracts generated by the Logistics Section should be provided to the Finance and Administration Section Chief for cost recovery and reimbursement documentation.

2. Each department, agency or service of government will provide for the maintenance of records during an emergency. These records include work hours, equipment hours, supplies and materials consumed injuries to personnel, and damage to public facilities and equipment. All records generated during an emergency will be collected and maintained in an orderly manner, so a record of actions taken is preserved for use in determining response costs, settling claims, and updating emergency plans and procedures.

B. Resources

1. Local resources can be found on file in the resource database.

C. Post Incident Review

1. Following activations of the Emergency Operations Center or use of the Emergency Operations Plan, Emergency Management will coordinate a review of each annex of the Emergency Operations Plan to identify needed improvements, procedure changes, personnel and facility changes or resource needs.

D. Training and Exercises

1. Personnel identified in the Emergency Operations Plan and those who staff the Emergency Operations Center will receive National Incident Management System (NIMS) and Incident

Command System (ICS) training. Although some personnel may receive more advanced training, everyone will receive IS-100 and IS-700. A full list of personnel and required training can be found on file in the Emergency Management office. Personnel who staff the Emergency Operations Center shall also receive appropriate training on their role in the Emergency Operations Center and on the operations of the facility. This training should be arranged by the Logistics Section Chief or the Emergency Management Department.

2. Emergency Management follows the Emergency Management Performance Grant (EMPG) exercise requirements to exercise and evaluate the Emergency Operations Plan.

VII. ANNEX DEVELOPMENT AND MAINTENANCE

The Itasca County/City of Emergency Operations Plan, including the Basic Plan and Annexes, is updated on an annual basis. Each annex representative is responsible for participating in the full review process every other year and for independently reviewing the annex on an annual basis. The overall responsibility for maintaining the Emergency Operations Plan is that of the Itasca County Emergency Management Department.

Any standard operating guidelines, personnel directories, maps, or other tools needed to support emergency operations should be developed and maintained by the responsible department. It is the department's responsibility to ensure access to this information during times of large-scale emergency or disaster, to coordinate training for personnel in regard to these procedures and to inform Emergency Management of any changes that directly impact the Emergency Operations Plan.

VIII. AUTHENTICATION

See verification of plan approval
See authentication for Itasca County/City of Emergency Operations Plan

ANNEX R - DONATIONS AND VOLUNTEER MANAGEMENT
ESF #14 – Long Term Community Recovery
Planning (Common)
Public Information and Warning (Common)
Operations Coordination (Common)
Economic Recovery (Recovery)
Health and Social Services (Recovery)
Housing (Recovery)
Infrastructure Systems (Response, Recovery)
Natural and Cultural Resources (Recovery)

I. MNWALK REQUIREMENTS

01☒ 02☐ 03☒ 04☐ 05☐ 06☐ 07☐ 08☐ 09☐ 10☐ 11☐ 12☐ 13☐ 14☐ 15☐ 16☐ 17☐ 18☐ 19☐ 20☐
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II. PURPOSE

The purpose of this annex is to explain the responsibilities for coordinating volunteers, donated goods, and financial contributions whether solicited or unsolicited, in the event of a natural or technological disaster.

III. SITUATIONS AND ASSUMPTIONS

Many disaster incidents create a need to coordinate donations of unsolicited goods and services, financial contributions and spontaneous or unaffiliated volunteers. It is not anticipated that every disaster incident will result in the donation of goods and services.

A. Situations

1. When circumstances warrant, a united and cooperative effort by local, state, and federal governments, public, private and faith-based volunteer organizations, the private sector and the donor community is necessary for the successful management of unsolicited and non-designated donations. This plan outlines a system for managing the onslaught of unsolicited and non-designated goods, financial contributions and volunteers which invariably make their way to the disaster area.

2. Because public and private volunteer organizations are experienced in managing volunteers and donations and have existing capabilities to receive, process, and deliver needed goods and services to disaster victims, Itasca County/City of will look to those organizations to implement the resource system.

3. Itasca County/Cities of role in the allocation and distribution of donations will be limited to providing a means to coordinate response needs with offers of goods and services. This will be accomplished through a designated local Donations Coordination Team.

B. Assumptions

1. In the event of a large-scale disaster local government and volunteer agencies may need to receive, coordinate and distribute donated goods and services.

2. Donated goods and services may arrive without warning and without being packed appropriately. These goods and services should be documented and sorted as quickly as possible. The amount of donated goods could be sizeable, which may create problems for storage and distribution. Volunteers may assist with the sorting and distribution of these donated goods.

3. Spontaneous volunteers will show up at a disaster scene to offer their skills, which may or may not be helpful. Training and supervision will be required for volunteers assisting with disaster response and recovery. Plans to support these volunteers should be in place.

4. Any financial contributions made will be managed and distributed to support disaster response and recovery operations.

IV. CONCEPT OF OPERATIONS

The Emergency Operations Plan has been designed based on the NIMS model utilizing the Incident Command System. The Command Staff includes a Legal Advisor, Public Information Officer, Liaison, and Safety Officer. The General Staff includes the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance and Administration Section Chief. The Command and General Staff all report to the Emergency Operations Center Director. The Emergency Operations Center Director or designee is the Itasca County/City of Emergency Management Director. In the event where the primary impacts are health related, a unified command structure will be utilized in collaboration with the Itasca County Public Health. In addition to these staff positions there are Branch Directors and Unit Leaders that represent the 21 annexes of this emergency operations plan. Branch Directors and Unit Leaders report to Section Chiefs, as outlined in the flow chart in the Basic Plan.

Donations Management is part of the logistics section and therefore reports directly to the Logistics Section Chief. The order of succession for the Donations Management Unit Leader is as follows:

Itasca County/City of
Retired Senior Volunteer Program (RSVP) Director
United Way Director of Partnership Services
Elder Circle

A. Volunteers MW 49 (a)

Annex R-2 – Attachment 1 – Donations and Volunteer Guidance

Itasca County Emergency Management will encourage individuals aged 18 and older interested in volunteering services to affiliate with a recognized private volunteer organization or other organized group of their choice to facilitate relief activities. Some groups have been identified:

RSVP	United Way of 1000 Lakes	Church Groups
Salvation Army	Catholic Charities	American Red Cross
Ham Radio	Community Organizations	Educational Institutions
CERT (Community Emergency Response Teams)		MNVOAD

Positions to manage volunteer services:

- Donations Management Unit Leader
- Volunteer Resource Manager
- In-take Coordinator - sign waivers, registration forms
- Supply Coordinator (before volunteers are sent out to site)
- Transportation Coordinator to direct them to their work site

1. MW 49 (b) Volunteers must be registered prior to beginning work in the disaster area or with disaster victims. Unaffiliated volunteers will be directed to the Volunteer Resource Manager to register as a volunteer and determine if and where resources may be needed. Volunteers will be directed to call Volunteer Resource Manager at a phone number designated for volunteer recruitment. If the call volume exceeds what is reasonable for the Volunteer Resource Manager office to handle internally other options such as 211, or a hotline may be explored.

2. A team leader will be required to accompany all teams that will be providing volunteer services. This team leader will provide information to team members regarding assignments, special instructions, and emergency information. The team leader will be responsible for checking in and checking out all team members. It is the responsibility of the team leader to ensure that accurate records are kept and provided to the Volunteer Resource Manager (who in turn provides the information to the Donations Management Unit Leader) regarding the status of all team members, work locations, etc.

3. Volunteers will work assigned shifts in assigned locations. Volunteers must sign in and out for each shift. Any changes to the original assignment must be documented.

4. Volunteers will be asked to be prepared to care for themselves for 72 hours upon arriving at the impacted area. Most volunteers will work for one day and then leave the area. Volunteers working for multiple days must arrange for their own lodging. Volunteers must sign in each day to get new assignments.

5. Arrangements for feeding of volunteers and staff will be made when necessary; this coordination will take place in the Emergency Operations Center. Mass feeding may be available through a volunteer agency with a mobile kitchen. Shuttle service to local eateries will be provided when warranted. The Salvation Army or the American Red Cross may be designated to feed volunteers.

6. Volunteers will be discouraged from going directly to any disaster site.

7. Itasca County Emergency Management/City of may be asked to identify potential volunteers with specific technical skills. The Volunteer Resource Manager will work with the Public Information Officer to recruit those volunteers.

8. Certification and credentials will be required of some volunteers such as doctors, nurses and certain other specialists to ensure volunteers chosen are qualified to provide the services they offer.

9. Construction contractors providing both residential and commercial construction must be licensed by the State of Minnesota and show proof of license, insurance, and bonding. All trades, including plumbing, heating, and electrical contractors, must be licensed, bonded and insured either by the State of Minnesota or as applicable by the local municipality.

10. Itasca County Emergency Management may identify a Volunteer Center, depending on the disaster needs and the numbers of offers to volunteer that are received. This will be handled through the Itasca County/City of Emergency Management Director. Facilities could be schools, churches, town halls, etc.

11. Volunteer organizations involved in the disaster will request public volunteers, as needed, through Donations Management. Requests from the disaster affected community for public volunteers will be made through the Donations Management Unit Leader.

12. Businesses and people offering their paid services will be put on a list for future services. County Transportation and City of Public Works Departments will coordinate these services.

B. Donated Goods and Storage Facilities MW 50

1. For the proper management of un-solicited and non-designated donations, operating facilities will include Checkpoints, Collection Centers and Warehouses.

2. The Donations Management Unit Leader will coordinate with the Sheriff's Department, local police, and Minnesota State Patrol to identify and manage checkpoints and staging areas for incoming donations. Weigh stations and rest areas will be considered for this use.

3. The Donations Management Unit Leader will coordinate with the Department of Transportation/City Public Works and the Minnesota State Patrol in directing vehicles and trucks bringing donations into the City/County. Road signs should be posted and clearly marked.

4. Collection centers will be coordinated by the Donated Goods Resource Manager

5. Warehouse centers will be coordinated by the Donated Goods Resource Manager

6. Distribution centers will be coordinated by the Donated Goods Resource Manager.

7. When necessary, Itasca County/City of will coordinate with RSVP, CERT and United Way 1000 Lakes to provide personnel to assist in managing donation facilities, distribution centers and donation phone lines.

8. The State will augment Itasca County/City of efforts when in any resource requirements, as appropriate, to make facilities operable in a timely manner. This request will be made through the Emergency Operations Center to the State Duty Officer or through the State EOC Operations when the State EOC is activated.

9. Coordination with volunteers or local law enforcement will be required to ensure twenty-four-hour security of facilities and personnel is available.

10. Itasca County/City of Emergency Management will make every effort to ensure that information about how to donate and volunteer offers of goods and services are available to volunteer/non-profit agencies.

11. Donors will be encouraged to make their own decision in choosing which organization the donation is to be designated. Donors will be advised to properly package and label all goods and to provide a detailed inventory list with shipments.

12. Itasca County/City of Emergency Management will work with the appropriate state and federal agencies to coordinate waste disposal operations. It may be necessary to maintain a waste disposal contract to effectively dispose of a considerable amount of cardboard, paper, metal and spoiled or unsafe containers of goods.

13. Donors will be discouraged from sending unsolicited donations directly to the disaster site. Donors who insist on donating unsolicited or unwanted goods will be advised that although the goods cannot be accepted at this time, the information will be entered into a data base and made available to federal and state governments, human service organizations and other emergency responders, should a need arise for such goods.

14. Goods not requested but which can be used will be made available to all public, private, faith-based and non-profit organizations. When possible, unneeded goods such as used clothing shall be recycled or redistributed to others in need.

15. When deemed necessary, Itasca County/City of will coordinate transportation of donated goods.

16. Itasca County/City of will follow established guidelines for tracking the receipt and distribution of unsolicited and non-designated goods. The Itasca County Emergency Management Department has a computer program for tracking goods (DLAN).

17. Corporate offers of bulk items will be accepted if the items can be used in the disaster response and relief efforts.

18. Information concerning corporate offers of bulk items will be entered in the resource database.

19. Corporate donors will be advised to label all goods and to provide a detailed inventory list with all shipments.

20. Information on these resources will be made available to community organizations and emergency responders through the resource database.

C. Financial Contributions MW 50

1. Itasca County/City of Emergency Management, through news releases and printed materials, will encourage cash donations to voluntary organizations rather than clothing, food, or other items. The Public Information Officer will coordinate any information provided to the media before being released to the press.

2. Every effort will be made by the City of /Itasca County to encourage the public to contribute cash donations to established, recognized disaster relief organizations of their choice. All inquiries concerning donations for a specified organization will be referred to that organization. The organization accepting/receiving designated donations will follow its own policies and procedures for handling the logistics involved.

3. In circumstances where the donor is undecided or is unaware of which organizations are involved in disaster relief activities, the individual responding to the inquiry may provide a list of those organizations that need and will accept the particular goods or services being offered. No attempts will be made by anyone involved in the coordination and implementation of this plan to solicit donations for any specific organization.

4. Even after being asked not to send cash directly to the Emergency Operations Center, some donations may be received. To prepare for that contingency, Itasca County Emergency Management will establish a Disaster Donations Fund through United Way 1000 Lakes. Cash contributions received but not designated to a specified organization will be deposited in the Disaster Donations Fund account. Donors who do not wish to specify their cash contribution to a particular volunteer organization will be advised to make the donation check payable to the Disaster Donations Fund.

5. The Financial Contributions Resource Manager will coordinate a method to establish an on-line donation program to accept local, national, and international financial donations.

6. The Financial Contributions Resource Manager will coordinate with a 501.3c organization if available. Cash contributions, therefore, are tax deductible.

7. Volunteer organizations, churches and other non-profit entities may apply for grants from the Disaster Donations Fund so long as the grant is used specifically for disaster-related needs and expenses.

8. Grantees cannot use any portion of a grant for administrative expenses. Grantees will be required to submit documentation of expenditures.

9. The Itasca County/City of Emergency Management Director may assign the Donations Coordination Team the responsibility of reviewing applications, preparing a summary for each application and submitting recommendations to Financial Contributions Resource Manager. The team may consult with the Emergency Management Director.

10. Surplus non-designated cash donations will be used only for needs and expenses resulting from Itasca County/City of declared disasters.

11. Undesignated funds, remaining after FEMA has closed all project applications, will be released to volunteer organizations through the Financial Contributions Resource Manager. These organizations must demonstrate the disaster had an adverse impact on their organization's resources.

12. The Financial Contributions Resource Manager will ensure an audit of all financial accounts is performed.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. Our emergency organization is described in Section IV of the Basic Plan.

2. Incident Command System – EOC Interface

   a. The Incident Command is in charge of all on-scene operations. This coordination takes plan at an Incident Command Post. On-scene logistics personnel will order supplies, resources, and personnel to manage the scene in accordance with Incident Action Plan.

   b. Not all emergencies require on-scene operations or the establishment of an Incident Command Post. For those emergencies that may be over a wide area (flooding, ice storm, winter storm) or are health based the Command Post and Emergency Operations Center may be co-located.

   c. A division of responsibility should be agreed upon between the Incident Commander and the EOC. The Incident Commander will manage operations on-scene, while the EOC coordinates operations beyond the incident site, taking into consideration the community at large, while supporting the Incident Action Plan developed by Incident Command.

B. Lines of Succession

1. Lines of succession for the Mayor/County Board Chair and Emergency Management Director or (designee) are outlined in the Basic Plan.

2. Lines of succession for each department and agency director shall be done in accordance with operating guidelines and delegations of authority within each department.

C. Responsibilities

Donations Management, as a function, primarily occurs during the recovery phase of an emergency. However, some donations management activities may occur during the preparedness and response phases of emergency management.

1. **Itasca County Emergency Management Director**
   The Itasca County Emergency Management Director or (designee) is responsible for carrying out the emergency management program for Itasca County/City of. The Emergency Management Director or (designee) will activate the Emergency Operations Center as required or requested to coordinate/support the activities of all departments/organizations assisting with response and recovery efforts. The Emergency Management Director or (designee) will establish response and recovery priorities through the Emergency Operations Center and will coordinate the resources needed to support emergency operations.

2. **Volunteer and Donations Management Unit Leader**

   The Volunteer and Donations Management Leader or (designee) will assign a Donations Coordination Team (made up of the Volunteer Resource Manager, Donated Goods Resource Manager, Financial Contributions Resource Manager and the CERT Coordinator) to work with public, private and faith-based representatives to determine the initial needs for donated goods/services financial support and volunteers, when the situation warrants. The Unit Leader will oversee the three areas of donations management and will provide coordination as needed.

3. **Volunteer Resource Manager**

   Volunteer Resource Manager is responsible for recruiting, assigning and following-up with volunteers supporting disaster response and recovery operations. RSVP will coordinate the Community Emergency Response Team (CERT). CERT volunteers will be recruited, trained, and assigned to support disaster response and recovery operations when requested through Itasca County Emergency Management. Community members or spontaneous volunteers wanting to assist in the community will also be managed by Volunteer Resource Manager. All volunteer efforts will be coordinated through Volunteer Resource Manager.

4. Financial Contributions Resource Manager

Financial Contributions Resource Manager will process and provide documentation for non-designated monetary donations. Non-designated donations may include funds allocated to disaster response and recovery that are not designated to a specific organization. This may include private donations from community members as well as donations made through businesses and corporations. Financial Contributions Resource Manager also provides a resource to the community through 211, a phone number to give or get help in Northern Minnesota. 211 is free, confidential, and available twenty-four hours a day. Additionally, Financial Contributions Resource Manager will assist with the recruitment of volunteers needed to support disaster response and recovery operations, as requested by Volunteer Resource Manager.

5. MNVOAD

The purpose of Minnesota Voluntary Organizations Active in Disaster is to be the counterpart for the State of Minnesota to National Voluntary Organizations Active in Disaster. The objectives of MNVOAD shall be to foster more effective service to people who have been, or may be in the future, affected by disaster through communication, coordination, cooperation, collaboration, convening mechanisms and outreach. MNVOAD will collaborate with local communities to provide services through voluntary agencies specializing in a variety of services. Some of these services include debris management, mass care, donations management etc.

VI. ADMINISTRATION AND SUPPORT

A. Records

1. Records will be maintained on the use of all equipment, whether owned, leased, rented or borrowed. These records/contracts will be used as basis for possible recovery of emergency operations expenses from a responsible party or for potential reimbursement from the State or Federal Government. All records/contracts generated by the Donation Management Unit Leader should be provided to the Finance and Administration Section Chief for cost recovery and reimbursement documentation.

2. Each department, agency or service of government will provide for the maintenance of records during an emergency. These records include work hours, equipment hours, supplies and materials consumed injuries to personnel, and damage to public facilities and equipment. All records generated during an emergency will be collected and maintained in an orderly manner so a record of actions taken is preserved for use in determining response costs, settling claims, and updating emergency plans and procedures.

B. Resources

1. Local resources can be found on file in the resource database.

C. Post Incident Review

1. Following activations of the Emergency Operations Center or use of the Emergency Operations Plan, Emergency Management will coordinate a review of each annex of the Emergency Operations Plan to identify needed improvements, procedure changes, personnel and facility changes or resource needs.

D. Training and Exercises

1. Personnel identified in the Emergency Operations Plan and those who staff the Emergency Operations Center will receive National Incident Management System (NIMS) and Incident Command System (ICS) training. Although some personnel may receive more advanced training, everyone will receive IS-100 and IS-700. A full list of personnel and required training can be found on file in the Emergency Management office. Personnel who staff the Emergency Operations Center shall also receive appropriate training on their role in the Emergency Operations Center and on the operations of the facility. This training should be arranged by the Donations Management Unit Leader or the Emergency Management Department.

2. Emergency Management follows the Emergency Management Performance Grant (EMPG) exercise requirements to exercise and evaluate the Emergency Operations Plan.

VII. ANNEX DEVELOPMENT AND MAINTENANCE

The Itasca County/City of Emergency Operations Plan, including the Basic Plan and Annexes, is updated on an annual basis. Each annex representative is responsible for participating in the full review process every other year and for independently reviewing the annex on an annual basis. The overall responsibility for maintaining the Emergency Operations Plan is that of the Itasca County Emergency Management Department.

Any standard operating guidelines, personnel directories, maps, or other tools needed to support emergency operations should be developed and maintained by the responsible department. It is the department's responsibility to ensure access to this information during times of large-scale emergency or disaster, to coordinate training for personnel in regard to these procedures and to inform Emergency Management of any changes that directly impact the Emergency Operations Plan.

VIII. AUTHENTICATION

See verification of plan approval
See authentication for Itasca County/City of Emergency Operations Plan

ANNEX S – ANIMALS
ESF #11 - Agriculture and Natural Resources
Public and Private Services and Resources (Response)
Mass Care Services (Response)
Critical Transportation (Response)
Environmental Response/Health and Safety (Response)
Public Health and Medical Services (Response)
Infrastructure Systems (Response)

I. MNWALK REQUIREMENTS

01☒ 02☐ 03☒ 04☐ 05☐ 06☐ 07☐ 08☐ 09☐ 10☐ 11☐ 12☐ 13☐ 14☐ 15☐ 16☐ 17☐ 18☐ 19☐ 20☐
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II. PURPOSE

The purpose of this annex is to outline the concept of operations for coordinating the effective use of public and private partnerships for the care and proper disposition of companion animals, livestock and wildlife following a natural or technological disaster. This includes coordinating with governmental authorities in matters of animal rescue, evacuation, sheltering, use of equipment, provision of transportation and security, destroying sick or diseased animals, as well as facilitating a system for companion animal/owner reunification.

III. SITUATIONS AND ASSUMPTIONS

A. Situations

1. In the event of a major disaster in our area, it is likely that the number of companion animals coming to Itasca County Humane Society (and other facilities) will increase. That increase may come from:

   a. Abandoned animals – owner fleeing without their pets

   b. Lost animals – displaced by storms, fires, etc.

   c. Rescued animals – whose owners are unable to take them in after rescue

   d. Short term displacement care-for animals requiring only short-term care due to the event

   e. Permanent surrenders – for animals who have permanently lost their home due to surrender or lack of owner response (i.e., death with no next of kin contact info)

f. Emergency sheltering related to other animal care site evacuations and/or overflow of shelter care facilities

2. In a major disaster, livestock and wildlife are likely to be injured or dead or need special attention. These conditions may exist because of:

a. Natural Disasters

b. Power failures impacting confined animals such as poultry, swine and milking operations at dairy or goat farms.

c. Several highly contagious diseases may attack livestock or wildlife

d. An accidental release of radiation or a hazardous material/chemical incident

B. Assumptions

1. Disasters have reflected the human-animal bond that affects large segments of the human populations and their behaviors in disasters.

a. People with companion animals frequently will choose not to evacuate rather than leave animals behind

b. People will try to re-enter an area to retrieve animals left behind, putting themselves as well as emergency personnel at risk

c. People will live in their cars or stay on the streets rather than abandon animals. Many emergency shelters do not allow animals.

d. The majority of pet owners will evacuate with some supplies for their pets

e. Animal Population Estimates – U.S. Pet Ownership and Demographics Sourcebook

All Pets: Number of pet-owning households = .56 x total number of households
Dogs: Number of dog-owning households = .365 x total number of households
Cats: Number of cat-owning households = .304 x total number of households
Birds: Number of bird-owning households = .031 x total number of households
Horses: Number of horse-owning households = .015 x total number of households

f. The American Veterinary Medical Association estimates the number of households and pets for a population of 145,000 to be:

Types of Animal	# of Households	Pet Population
Dogs	22,146	38,802
Cats	19,523	42,963
Birds	2,350	5,950
Horses	1,085	3,796

Therefore, it is essential that Itasca County/City of and Itasca County Humane Society, as lead agency for companion animal care, develop policies and procedures for responding to and managing small and mid-sized events that could become disasters.

2. According to the United States Department of Agriculture during the 2017 Census of Agriculture, Itasca County had 337 farms, with an average size of 213 acres.

Itasca County Environmental Services reports the following registrations for livestock in 2011:

Cattle and Calves	4,558
Horses and Ponies	477
Swine	161
Sheep & Lamb	533
Chicken	207
Turkey	No Data Available
Other	2,377

* Other includes buffalo, goats, mink, other poultry, and animals not listed above

3. When livestock is impacted as a result of a disaster, there may be a massive response from multiple levels of government that require close coordination. Some assumptions are:

a. Livestock will need to be sheltered and fed in place during a release of radiological materials

b. Livestock will need to be quarantined during a release of radiological materials or a highly contagious disease outbreak

c. In the event of an evacuation, livestock may temporarily be sheltered at the Itasca County Fairgrounds, or possibly at abandoned feedlots

d. The State of Minnesota will provide identification of highly contagious diseases

e. Biosecurity will need to be established to prevent the movement of animals and cross-contamination from personnel and equipment

f. Depopulation of livestock and wildlife may need to occur in order to eliminate the diseased or injured animals

g. The Department of Natural Resources in collaboration with the Minnesota Pollution Control Agency, Department of Agriculture, and the Board of Animal Health will determine the best manner of depopulating and disposing of livestock and wildlife potential methods for disposal may include composting, air curtain incineration, controlled open burning, rendering, on-site burial and permitted lined landfill

h. Destroying and disposing of animals requires proper disposal methods to avoid soil and water contamination. Itasca County has a water table that may hinder burial of animals.

i. Loss of domestic animals may have major financial impacts on Itasca County/City of producers

IV. CONCEPT OF OPERATIONS

The Emergency Operations Plan has been designed based on the NIMS model utilizing the Incident Command System. The Command Staff includes a Legal Advisor, Public Information Officer, Liaison, and Safety Officer. The General Staff includes the Operations Section Chief, Planning Section Chief, Logistics Section Chief and Finance and Administration Section Chief. The Command and General Staff all report to the Emergency Operations Center Director. The Emergency Operations Center Director is the Itasca County/City of Emergency Management Director. In the event where the primary impacts are health related, a unified command structure will be utilized in collaboration with Itasca County Public Health. In addition to these staff positions there are Branch Directors and Unit Leaders that represent the 21 annexes of this emergency operations plan. Branch Directors and Unit Leaders report to Section Chiefs, as outlined in the flow chart in the Basic Plan.

A. General

The sheltering of companion animals and livestock is the responsibility of their owners. Animals that are lost, abandoned, permanently surrendered or are a danger to the public will be the responsibility of the local animal control authority.

Animal operations will be coordinated by the Itasca County Humane Society and Itasca County Environmental Services, in cooperation with the City of and other private resources from the area. During large scale emergency situations, requests for animal protection assistance and resources such as food, shelter, rescue, veterinary care, etc. will be managed at the Itasca County/City of Emergency Operations Center.

Public health concerns will take precedence over all other animal care operations and will be coordinated by the local health authority.

Wild animals should be left alone unless they are creating a public safety issue. The Minnesota Department of Natural Resources (DNR) will be contacted for animal protection requirements involving wild animals. References to licensed wildlife rehabilitators will be made for hurt/sick animals.

B. Sheltering

Congregate Care shelters that have been established for people may not be equipped to support the requirements of sheltering animals. The Itasca County Humane Society and Itasca County Environmental Services will provide an assessment of community need to best determine an appropriate course of action. The following guidance will be used to determine the requirements for providing animal protection in the community:

1. Companion Animals

a. Level one:
Coordinate with local animal shelter service providers to place animals in kennels and boarding facilities while owners are displaced from their homes.

b. Level two:
Collaborate with animal shelter service providers in surrounding communities to accept companion animals for boarding while owners are displaced from their homes.

c. Level three:
Establish animal shelters to house and provide care for companion animals while homeowners are displaced from their homes. The Minnesota Animal Disaster Coalition can assist with this process and can be contacted through MNVOAD and the MN Duty Officer.

2. Livestock

a. Level one:
The first option for livestock requiring shelter would be to re-locate animals on the same property/farm.

b. Level two:
An alternative to moving animals from one location on the farm to another might be to coordinate with a neighboring farm to shelter displaced animals.

c. Level three:
The third option would be to establish a shelter for livestock who must be moved from the property/farm and have no other means for care. A memorandum of understanding with the Itasca County Fairgrounds is in place with Itasca County Emergency Management. Other potential options temporary housing/shelter sites may include abandoned feedlots (sales barns might be an option) (this information would be available through Itasca County Environmental Services).

C. Transportation

Overall responsibility for transporting animals is that of the owner for all companion animals and livestock. Itasca County/City of may assist in coordination of transportation resources for companion animal and livestock owners but does not assume responsibility for transporting animals from one location to another. For disposal of dead animals that were contaminated, sick or diseased Itasca County/City of will coordinate with the Board of Animal Health for any environmental health and public health concerns relating the transport and disposal of the dead animals.

D. Veterinary Care

Veterinary care may be required for animals that are in a shelter setting. Veterinarians would be consulted for physical checks on sheltered animals, examining and treating injured animals, sick animals, and to vaccinate and provide medications. This care would be coordinated by Itasca County/City of when shelters are established to meet the needs of the community regarding companion animals and livestock.

E. Rescue

Animal's control and rescue is the responsibility of each political jurisdiction. All companion animals that are located or rescued following a large-scale emergency should be reported to the Itasca County Humane Society, as they are the lead for coordinating companion animal care in Itasca County/City of. Protocols established for animal control and lost animal disposition within each jurisdiction should still be utilized.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. Our emergency organization is described in Section IV of the Basic Plan.

2. Incident Command System – Emergency Operations Center – Interface

a. The Incident Command oversees all on-scene operations. This coordination takes plan at an Incident Command Post. On-scene logistics personnel will order supplies, resources, and personnel to manage the scene in accordance with Incident Action Plan.

b. Not all emergencies require on-scene operations or the establishment of an Incident Command Post. For those emergencies that may be over a wide area (flooding, ice storm, winter storm) or are health based, the Command Post and Emergency Operations Center may be co-located.

c. A division of responsibility should be agreed upon between the Incident Commander and the EOC. The Incident Commander will manage operations on-scene, while the EOC coordinates operations beyond the incident site, taking into consideration the community at large, while supporting the Incident Action Plan developed by Incident Command.

B. Lines of Succession

1. Lines of succession for the Mayor, County Board Chair and Emergency Management Director or (designee) are outlined in the Basic Plan.

2. Lines of succession for each department and agency director shall be done in accordance with operating guidelines and delegations of authority within each department.

C. Responsibilities MN 36 (a) (b) (c)

1. Itasca County Emergency Management Director

The Itasca County Emergency Management Director or (designee) is responsible for carrying out the emergency management program for Itasca County/City of. The Emergency Management Director or (designee) will activate the Emergency Operations Center as required or requested to coordinate/support the activities of all departments/organizations assisting with response and recovery efforts. The Emergency Management Director or (designee) will establish response and recovery priorities through the Emergency Operations Center and will coordinate the resources needed to support emergency operations.

2. Health and Human Services

Annex S-7 – Attachment 1 – Pet Sheltering Guidance

Health and Human Services will ensure the public health and human safety regarding pet issues for all citizens in a disaster.

A. Recruiting, training, and credentialing volunteer personnel for assisting with pet friendly evacuation shelters during a disaster or catastrophe.

B. Coordinating support agencies to manage pet needs and issues in disasters.

C. Coordinating personnel, equipment, and supplies needed to manage pet needs during a disaster.

D. Serve as the single point of contact for responding agencies.

3. Animal Unit Leader MN 37, MN 41

Annex S-7 - Attachment 2 – Animal Disease Response Guidance

The Animal Unit Leader (Itasca-County Humane Society Director and/or Itasca County Environmental Services) is responsible for the overall coordination of services regarding animal rescue, evacuation, sheltering, use of equipment, provisions for transportation and security, destroying of sick and diseased animals, as well as facilitating a system for companion animal/owner reunification. The Animal Unit Leader is responsible for coordinating efforts that

apply to companion animals, livestock, poultry, and wildlife. The Unit Leader will work with support agencies and animal organizations to coordinate response efforts as well as donations of animal supplies and equipment, in cooperation with the Donations Management Unit Leader. Other coordination will be required surrounding the transportation and disposal of carcasses and the coordination of quarantines for diseased poultry and livestock.

4. Local Animal Authority

The local animal authority will assist with rescue operations within the impacted jurisdiction. This coordination will include development and deployment of animal rescue teams as well as arranging for transportation of rescued animals to shelter areas. The local animal authority will assist the Itasca County Humane Society with the sheltering and care of displaced, rescued, or sheltered animals. Prior to a disaster the local animal authority will work with the Itasca County Humane Society to develop a training program and protocol for animal rescue teams.

5. Itasca County Humane Society

The Itasca County Humane Society will develop and maintain a current list of animal care facilities, food supplies, cage supplies, and hotels/motels willing to accept pets. They will also develop a list of volunteers willing to assist in setting up and maintaining an emergency animal shelter and identify those people, who are willing to accept animals into their homes for the duration of the disaster, and/or transport them to temporary shelters.

6. Itasca County Environmental Services

Itasca County Environmental Services will assist with services for animals, especially livestock, when preparing for, responding to and recovering from disasters. Some of these services include providing preparedness education and training to producers, maintaining current databases of information such as agricultural property owners, feedlot operators, farms, and agricultural businesses.

7. Minnesota Animal Disaster Coalition

The Minnesota Animal Disaster Coalition provides assistance in preparedness activities including animal guideline development, exercises, and improvement efforts, at the local and state levels. They also can assist with efforts to identify facilities, locate resources, and recruit personnel that may be able to provide assistance working with animals during a disaster. The Minnesota Animal Disaster Coalition will also participate in training and exercises that build capacity to respond to animal-related emergencies. Some of the emergency response functions provided by the Minnesota Animal Disaster Coalition include gathering information on the status of animals during a disaster, assisting with screening, decontamination, sheltering and care of animals impacted by the disaster. The Coalition will also advise and assist the State Animal Coordinator, as required, in the development of strategies to deal with issues that arise during disaster situation that involve animals.

8. American Red Cross

The American Red Cross will coordinate a resource list for animal welfare, boarding sites, and/or local veterinarians to provide information or referrals to pet owners who contact the Red Cross for assistance. Shelter residents/disaster victims, who may need temporary care for their pets while staying at shelters, will have referral information provided to them. The Red Cross shelter information/intake desk will provide pet sheltering information and assistance with making food available to animal shelter workers through on-going mass feeding efforts that are supporting human shelters. They will coordinate with the Itasca County Humane Society, animal control and the EOC in disseminating information to the media regarding the availability and location of emergency animal sheltering. The Red Cross will offer pet first aid courses to the community to support preparedness of pet owners to care for their animals in emergencies and to augment training of potential volunteers.

VI. ADMINISTRATION AND SUPPORT

E. Records

1. Records will be maintained on the use of all equipment, whether owned, leased, rented, or borrowed. These records/contracts will be used as basis for possible recovery of emergency operations expenses from a responsible party or for potential reimbursement from State or Federal Government. All records/contracts generated by the Animals Unit Leader should be provided to the Finance and Administration Section Chief for cost recovery and reimbursement documentation.

2. Each department, agency or service of government will provide for the maintenance of records during an emergency. These records include work hours, equipment hours, supplies and materials consumed injuries to personnel, and damage to public facilities and equipment. All records generated during an emergency will be collected and maintained in an orderly manner, so a record of actions taken is preserved for use in determining response costs, settling claims and updating emergency plans and procedures.

F. Resources

1. Local resources can be found on file in the resource database

G. Post Incident Review

1. Following activations of the Emergency Operations Center or use of the Emergency Operations Plan, Emergency Management will coordinate a review of each annex of the Emergency Operations Plan to identify needed improvements, procedure changes, personnel and facility changes or resource needs.

H. Training and Exercises

1. Personnel identified in the Emergency Operations Plan and those who staff the Emergency Operations Center will receive National Incident Management System (NIMS) and Incident Command System (ICS) training. Although some personnel may receive more advanced training, everyone will receive IS-100 and IS-700. A full list of personnel and required training can be found on file in the Emergency Management office. Personnel who staff the Emergency Operations Center shall also receive appropriate training on their role in the Emergency Operations Center and on the operations of the facility. This training should be arranged by the Itasca County Humane Society, Itasca County Environmental Services, or the Emergency Management Department.

2. Emergency Management follows the Emergency Management Performance Grant (EMPG) exercise requirements to exercise and evaluate the Emergency Operations Plan.

VII. ANNEX DEVELOPMENT AND MAINTENANCE

The Itasca County/City of Emergency Operations Plan, including Basic Plan and Annexes, is updated on an annual basis. Each annex representative is responsible for participating in the full review process every other year and for independently reviewing the annex on an annual basis. The overall responsibility for maintaining the Emergency Operations Plan is that of the Itasca County Emergency Management department.

Any standard operating guidelines, personnel directories, maps, or other tools needed to support emergency operations should be developed and maintained by the responsible department. It is the department's responsibility to ensure access to this information during times of large-scale emergency or disaster, to coordinate training for personnel in regard to these procedures and to inform Emergency Management of any changes that directly impact the Emergency Operations Plan.

VIII. AUTHENTICATION

See verification of plan approval
See authentication for Itasca County/City of Emergency Operations Plan

ANNEX T – PLANNING
ESF #5 – Information and Planning
Core Capability #1 Planning (Common)
Core Capability #2 Public Information and Warning (Common)
Core Capability #3 Operational Coordination (Common)

I. MNWALK REQUIREMENTS

Item #:

II. PURPOSE

Responsible for the collection, evaluation, and internal dissemination of information related to the incident, and for the documentation of incident action plans. The Section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident. The planning section is comprised of the following units: Situation, Resources, Documentation, and Demobilization Units, as well as Technical Specialists.

III. SITUATIONS AND ASSUMPTIONS

A. Situations

1. Most emergency situations that arise are coordinated by public safety officials without the assistance of the Emergency Operations Center.

2. The Emergency Operations Center will be activated and staffed as appropriate to support the needs of incident command/unified command and the community.

3. Situational awareness is key for agencies and departments providing support and coordination to the incident and to the Emergency Operations Center.

B. Assumptions

1. Planning is a component of the general staff and should be notified immediately upon the activation of the Emergency Operations Center.

2. Planning in the emergency operations center provides for situational awareness and documentation.

3. The Planning section is responsible for outlining the demobilization of personnel and resources in accordance with the incident action plan provided by the Incident Commander/Unified Command.

4. This section is made up of five units, situation and analysis, resource tracking, documentation, demobilization, and technical specialists.

IV. CONCEPT OF OPERATIONS

The Emergency Operations Plan has been designed based on the NIMS model utilizing the Incident Command System. The Command Staff includes a Legal Advisor, Public Information Officer, Liaison and Safety Officer. The General Staff includes the Operations Section Chief, Planning Section Chief, Logistics Section Chief, Finance and Administration Section Chief. The Command and General Staff all report to the Emergency Operations Center Director. The Emergency Operations Center Director is the Itasca County/City of Emergency Management Director. In the event where the primary impacts are health related, a unified command structure will be utilized in collaboration with Itasca County Public Health. In addition to these staff positions there are Branch Directors and Unit Leaders that represent the 21 annexes of this emergency operations plan. Branch Directors and Unit Leaders report to Section Chiefs, as outlined in the flow chart found in the Basic Plan.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. Our emergency organization, described in Section IV of the Basic Plan, will carry our evacuations and the return of people to their homes or businesses.

2. Incident Command System – EOC Interface

a. The Incident Command oversees all on-scene operations. This coordination takes plan at an Incident Command Post. On-scene logistics personnel will order supplies, resources, and personnel to manage the scene in accordance with Incident Action Plan.

b. Not all emergencies require on-scene operations or the establishment of an Incident Command Post. For those emergencies that may be over a wide area (flooding, ice storm, winter storm) or are health based, the Command Post and Emergency Operations Center may be co-located.

c. A division of responsibility should be agreed upon between the Incident Commander and the EOC. The Incident Commander will manage operations on-scene, while the EOC coordinates operations beyond the incident site, taking into consideration the community at large, while supporting the Incident Action Plan developed by Incident Command.

B. Lines of Succession

1. Lines of succession for the Mayor, County Board Chair and Emergency Management Director or (designee) are outlined in the Basic Plan.

2. Lines of succession for each department and agency director shall be done in accordance with operating guidelines and delegations of authority within each department.

C. Responsibilities

1. Itasca County Emergency Management Director

The Itasca County Emergency Management Director or (designee) is responsible for carrying out the emergency management program for Itasca County/City of. The Emergency Management Director or (designee) will activate the Emergency Operations Center as required or requested to coordinate/support the activities of all departments/organizations assisting with the response and recovery efforts. The Emergency Management Director or (designee) will establish response and recovery priorities through the Emergency Operations Center and will coordinate the resources needed to support emergency operations.

2. Planning Section Chief

The Planning Section Chief, a member of the general staff, is responsible for the collection, evaluation, dissemination and use of information about the development of the incident and the status of resources. Information is needed to understand the current situation, predict the probable course of incident events, and prepare alternative strategies and control operations for the incident.

3. Situation and Analysis Unit Leader

Gather and analyze information on the nature, severity, and extent of the disaster, as well as report this information clearly and correctly. These reports will guide response decisions.

4. Documentation Unit Leader

This is a Functional Unit within the Planning Section responsible for collecting, recording, and safeguarding all documents relevant to the incident.

5. Resource Unit Leader

Functional Unit within the Planning Section responsible for recording the status of resources committed to the incident. The Unit also evaluates resources currently committed to the incident, the impact that additional responding resources will have on the incident, and anticipated resource needs.

6. Demobilization Unit Leader

Prepare an overall plan for demobilization and assist other departments and organizations in the orderly return to normal status.

7. Technical Specialist

Technical specialists would be identified and utilized to support specific roles in the Emergency Operations Center. Technical Specialists are people who have knowledge or skills that are particular to the hazard, disaster, service, industry, resource, etc. These individuals would be utilized as needed to support emergency operations.

VI. ADMINISTRATION AND SUPPORT

A. Records

1. Records will be maintained on the use of all equipment, whether owned, leased, rented, or borrowed. These records/contracts will be used as basis for possible recovery of emergency operations expenses from a responsible party or for potential reimbursement from the State or Federal Government. All records/contracts generated by the Planning Section should be provided to the Finance and Administration Section Chief for cost recovery and reimbursement documentation.

2. Each department, agency or service of government will provide for the maintenance of records during an emergency. These records include work hours, equipment hours, supplies and materials consumed injuries to personnel, and damage to public facilities and equipment. All records generated during an emergency will be collected and maintained in an orderly manner so a record of actions taken is preserved for use in determining response costs, settling claims, and updating emergency plans and procedures.

B. Resources

1. Local resources can be found on file in the resource database.

C. Post Incident Review

1. Following activations of the Emergency Operations Center or use of the Emergency Operations Plan, Emergency Management will coordinate a review of each annex of the Emergency Operations Plan to identify needed improvements, procedure changes, personnel and facility changes or resource needs.

D. Training and Exercises

1. Personnel identified in the Emergency Operations Plan and those who staff the Emergency Operations Center will receive National Incident Management System (NIMS) and Incident Command System (ICS) training. Although some personnel may receive more advanced training, everyone will receive IS-100 and IS-700. A full list of personnel and required training can be found on file in the Emergency Management office. Personnel who staff the Emergency Operations Center shall also receive appropriate training on their role in the Emergency

Operations Center and on the operations of the facility. This training should be arranged by the Planning Section or the Emergency Management Department.

2. Emergency Management follows the Emergency Management Performance Grant (EMPG) exercise requirements to exercise and evaluate the Emergency Operations Plan.

VII. ANNEX DEVELOPMENT AND MAINTENANCE

The Itasca County/City of Emergency Operations Plan, including the Basic Plan and Annexes, is updated on an annual basis. Each annex representative is responsible for participating in the full review process every other year and for independently reviewing the annex on an annual basis. The overall responsibility for maintaining the Emergency Operations Plan is that of the Itasca County Emergency Management Department.

Any standard operating guidelines, personnel directories, maps, or other tools needed to support emergency operations should be developed and maintained by the responsible department. It is the department's responsibility to ensure access to this information during times of large-scale emergency or disaster, to coordinate training for personnel regarding these procedures and to inform Emergency Management of any changes that directly impact the Emergency Operations Plan.

VIII. AUTHENTICATION

See verification of plan approval
See authentication for Itasca County/City of Emergency Operations Plan

ANNEX U - COMMUNICATIONS
ESF #2 - Communications
Operational Communications (Response)

I. MNWALK REQUIREMENTS

01☒ 02☐ 03☒ 04☐ 05☐ 06☐ 07☐ 08☐ 09☐ 10☐ 11☐ 12☐ 13☐ 14☐ 15☒ 16☐ 17☐ 18☐ 19☐ 20☐
21☐ 22☐ 23☐ 24☐ 25☐ 26☐ 27☐ 28☐ 29☐ 30☐ 31☐ 32☐ 33☐ 34☐ 35☐ 36☐ 37☐ 38☐ 39☐ 40☒
41☐ 42☐ 43☐ 44☐ 45☐ 46☐ 47☐ 48☐ 49☐ 50☐ 51☐ 52☐ 53☐ 54☐ 55☐ 56☐ 57☐ 58☐ 59☐ 60☐
61☐ 62☐ 63☐ 64☐ 65☐ 66☐ 67☐ 68☐ 69☐ 70☐ 71☐

II. PURPOSE

The purpose of this annex is to outline communications responsibilities, capabilities, and procedures to be utilized in the event of an emergency or disaster that affects Itasca County/City of. This annex also describes the methods for communication between on-scene command, Itasca County Emergency Communications Center, and the Emergency Operations Center.

Interoperability describes a multi-disciplinary system of equipment, training, and education for public safety communications. Interoperable communications allow for local, state, federal, private and public agencies to communicate and share information during times of emergency, through systems and coordination in the Itasca County Emergency Communications Center.

III. SITUATION AND ASSUMPTIONS

A. Situations

1. The Emergency Operations Center must be capable of providing rapid and reliable means of communications to support emergency operations for all emergency situations.

2. The Itasca County Emergency Communications Center is the primary Public Safety Answering Point (PSAP) for the county and cities within the county. Calls for services are received by the Itasca County Emergency Communications Center, prioritized, and then assigned to public safety agencies.

3. Fire, Law Enforcement and EMS communications are integrated with the Itasca County Emergency Communications Center, the Emergency Operations Center and the Itasca County Command and Communication Trailer.

4. The loss of some or all telephone service will reduce or eliminate the effectiveness of the Itasca County Emergency Communications Center and Emergency Operations Center public information lines.

5. Emergency communications are accomplished through established partnerships with government agencies, non-government partners and local businesses.

6. Communication methods include public safety radios, cell phones, landline telephones, email, fax machines, Amateur radios, pagers, and text messaging.

7. The Amateur Radio Emergency Services (ARES) Club is an important component to emergency communications throughout Itasca County. The radio club provides auxiliary communications for public, private, and non-government partners through the community.

8. Volunteer amateur radio operators will be used to fill the void in those areas not covered by public safety radios, such as congregate care facilities, hospitals, joint information centers, reception centers and central resource receiving and distribution points.

B. Assumptions

1. A natural disaster may disrupt service to all or a major portion of both the telephone and radio systems.

2. A technological disaster may disrupt a local exchange in the telephone system.

3. Incidents involving radiation or chemical hazards may require evacuation of significant numbers of surrounding populations. Such evacuations may require extensive coordination of intra-state and intra-county communications and may exceed normal radio communications capabilities.

4. Traditional methods of communications may be unavailable (i.e., phone lines overloaded).

5. Existing radio communications capabilities from departments throughout the County may not be compatible but with the assistance of the Itasca County Emergency Communications Center communications equipment can be patched together without undue delay.

6. In the event of a major loss of communications a mobile communications van will be available to support emergency operations.

7. Agencies that have their own operational radio networks will be responsible for maintaining their own networks, services, and equipment.

IV. CONCEPT OF OPERATIONS

Itasca County and the City of have adopted the National Incident Management System (NIMS) to manage all emergencies and disasters regardless of the size or complexity of the incident. On-scene operations are managed in accordance with the Incident Command System (ICS) and are under the direction of an Incident Commander. An Incident Commander will most likely come from the department that has jurisdictional responsibility for the incident. Most often this person will be from a fire, law enforcement or public works department. The primary method for communication amongst emergency responders will be public safety radios and cell phone. Back-up methods include landline telephones and point to point communications with public safety radios.

The Itasca County Emergency Communications Center will receive initial emergency calls. Dispatchers gather information from the caller and take appropriate action to notify emergency responders and other response organizations. The Itasca County Emergency Communications Center is operational 24 hours a day, 365 days a year and is supported by an automatic switch generator to maintain continuity of operations. The generator at the Law Enforcement Center has the capability to support uninterrupted services of electricity, ventilation, security, and sanitation with an unlimited fuel supply. (Natural Gas) This back-up system is tested on a regular basis. Another alternative would be to transfer 911 services to neighboring Counties.

Public safety personnel and other responders maintain communications with the Itasca County Emergency Communications Center throughout the duration of the event to communicate arrival and departure information, to request additional resources, to activate mutual aid agreements, to alert Emergency Management, etc. This communication link is critical in keeping the Emergency Operations Center appraised of the on-scene situation. In addition to information that is conveyed through the Itasca County Emergency Communications Center Operational Liaisons will be in the Emergency Operations Center to be a direct link to departments on the scene. This communication will likely occur through public safety radios and/or telephone.

MW 15(a) The Emergency Operations Center is established to support field operations, to provide direction for an event that does not have a single point of impact and/or to coordinate emergencies that may cross multiple jurisdictions. The Itasca County Emergency Management Director or (designee) is responsible for the management and oversight of all operations in the Emergency Operations Center. The primary method for communications in the Emergency Operations Center will be telephone, public safety radios and email. Secondary communications include amateur radios. Tertiary forms of communications may include runners. Communications between the Emergency Operations Center and all outside activities will be by telephone, public safety radios, amateur radio, or e-mail. Fax machines are also available at many locations. If all these methods or communications fail, messengers/runners will be utilized.

Ensuring Interoperable Communications MW 15(b) (c)

All intra-county radio users are equipped and trained in the use of the 800 MHz radio system. This includes law enforcement, fire, EMS, and public works departments. Various shared talk groups and standardized regional and incident command layouts are programmed into all entity's radios. Local radio layouts, although necessarily not identical, were programmed with consistency in mind.

The Itasca County Emergency Communications Center is equipped with necessary local, regional, and statewide talk groups. Additionally, the center's staff is trained in the patching of 800 MHz resources upon request. The limited ability to patch VHF radio systems to the 800 MHz radio system is in place in the Itasca County Emergency Communications Center.

Dissemination of security sensitive information during response and recovery operations will be done in accordance with policies and procedures established by local law enforcement, fire departments and EMS providers throughout the County/City. Many departments currently have in place methods and

procedures for disseminating secure information. Some methods for sharing secure information include encryption of email and radio talk groups as well as discussions that occur face to face in private meetings. Packet communications by amateur radio operators is another way that secure information can be disseminated by trained radio operators. The determination for what is considered security sensitive information will be deemed appropriately by public safety officials at the time of the event.

The Emergency Operations Plan has been designed based on the NIMS model utilizing the Incident Command System. The Command Staff includes a Legal Advisor, Public Information Officer, Liaison and Safety Officer. The General Staff includes the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance and Administration Section Chief. The Command and General Staff all report to the Emergency Operations Center Director. The Emergency Operations Center Director is the Itasca County/City of Emergency Management Director or (designee). In the event where the primary impacts are health related, a unified command structure will be utilized in collaboration with Itasca County Public Health. In addition to these staff positions there are Branch Directors and Unit Leaders that represent the 21 annexes of this emergency operations plan. Branch Directors and Unit Leaders report to Section Chiefs, as outlined in the flow chart located in the Basic Plan.

Communications is part of the Logistics Section; therefore, the Communications Unit Leader will report directly to the Logistics Section Chief. The order of succession for the Communications Unit Leader will be established by the Sheriff's Office as required. The organization for emergency communications is identical to that which is used by law enforcement, fire departments, EMS, and support organizations during normal daily operations and during emergencies.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. Our emergency organization is described in Section IV of the Basic Plan.

2. Incident Command System – EOC Interface

a. The Incident Command oversees all on-scene operations. This coordination takes plan at an Incident Command Post. On-scene logistics personnel will order supplies, resources, and personnel to manage the scene in accordance with Incident Action Plan.

b. Not all emergencies require on-scene operations or the establishment of an Incident Command Post. For those emergencies that may be over a wide area (flooding, ice storm, winter storm) or are health based the Command Post and Emergency Operations Center may be co-located.

c. A division of responsibility should be agreed upon between the Incident Commander and the EOC. The Incident Commander will manage operations on-scene, while the EOC coordinates operations beyond the incident site, taking into consideration the community at large, while supporting the Incident Action Plan developed by Incident Command.

B. Lines of Succession

1. Lines of succession for the Mayor, County Board Chair and Emergency Management Director or (designee) are outlined in the Basic Plan.

2. Lines of succession for each department and agency director shall be done in accordance with operating guidelines and delegations of authority within each department.

C. Communications Unit Leader

The Communications Unit Leader for the Emergency Operations Center is responsible for ensuring the operation of emergency communications and establishing and maintaining a link to the emergency response personnel on-scene. There are many systems for communications that may be utilized including public safety radios, cell phones, landline telephones, amateur radios, email, fax machines, etc. The coordination of this communication will be vital to ensure that clear and consistent messages, requests, reports, etc. are clearly presented between the Emergency Operations Center, Incident Commander, and any other response organizations. The Itasca County Emergency Communications Center is supervised and managed by the Sheriff's Office therefore requiring a link between the Communication Unit Leader and the Sheriff's Office Dispatch Supervisor. The Communications Unit Leader will also arrange for technical support in the Emergency Operations Center for phone and email communications.

D. Itasca County Emergency Management

The Itasca County Emergency Management Director or (designee) is responsible for carrying out the emergency management program for Itasca County/City of. The Emergency Management Director or (designee) will activate the Emergency Operations Center as required or requested to coordinate/support the activities of all departments/organizations assisting with response and recovery efforts. The Emergency Management Director or (designee) will establish response and recovery priorities through the Emergency Operations Center and will coordinate the resources needed to support emergency operations.

E. Itasca County Sheriff's Office

The Itasca County Sheriff's Office coordinates county wide public safety communications through 911 and public safety radios and supervises the overall operation of the Itasca County Emergency Communications Center. The Itasca County Emergency Communications Center makes contact and establishes a link with adjacent jurisdictions, as necessary. Emergency communications support is provided as requested. Normal day-to-day dispatching is administered by the Itasca County Emergency Communications Center in accordance with established procedures and agreements with the Sheriff's Office. The Sheriff's Office is responsible for coordinating communications amongst responding agencies in support of response and recovery.

F. Itasca County Emergency Communications Center

The Itasca County 911 Center is made up of 11 dispatchers who work various shifts, including weekends and holidays. The center dispatches for 6 area police departments, 16 fire and rescue units, and 4 ambulance services. The 911 Center uses a CAD (Computer-Aided Dispatch) system. Dispatchers enter all of the calls for all agencies that they serve, and thus can check for previous hazards or prior calls from the location and can monitor the officers' location and status through this system. The radio control screen allows instant access to the deputies on duty, the police, fire, and ambulance services, the Public Works Department, and the Itasca County Dive Team and Search and Rescue Team as necessary.

G. Fire Department

The Fire Department is the primary responding Fire and Emergency Medical First Response entity within Itasca County and City of. The Fire Department responds to calls for service including, fire suppression, emergency medical response, fire prevention, fire investigation, fire inspection, technical rescue, auto extrication and water rescue. Emergency fire requests are received via 911 through the Itasca County Dispatch. The Fire Department has the interoperable abilities, within its current portable and mobile radio programming, to utilize local, regional and statewide talk groups. Limited console patching availability to VHF resources is present in the Itasca County Emergency Communications Center.

H. Police Department

The Police Department is the primary responding law enforcement entity within the City of. The Police Department responds to calls for service including, criminal and non-criminal offenses, traffic issues, and medical emergencies. It is Radio dispatched through the Itasca County Emergency Communications Center via the ARMER 800 MHz Radio system. The Police Department has the interoperable abilities, within its current portable and mobile radio programming, to utilize local, regional, and statewide talk groups. Limited console patching availability to VHF resources is present in the Itasca County Emergency Communications Center.

I. Itasca County ARES

Itasca County ARES is responsible for recruiting, assigning, and training individuals for radio operations (Net Control and mobile). Amateur radio operators will provide a communication link between the Emergency Operations Center and designated locations (i.e., congregate care facilities) throughout the County/City. Additional responsibilities include assigning net control operators, organizing nets, as well as establishing communication links throughout the County/Region as dictated by the emergency.

J. Communications Chart MW 15 (a) (b) (c)

Line of Communication	Primary	Secondary	Tertiary	Alternative
County EOC to SEOC	Commercial telephone/ Fax machine	Commercial Cellular Phone	Public Safety Radio VHF/800 MHz ARMER system	Amateur Radio Video Teleconference
County EOC to Command Post	800 MHz ARMER	Commercial cellular telephone		Video Teleconference
County EOC to Cities	Commercial telephone/ Fax machine	Public Safety Radio VHF/800 MHz ARMER system		Video Teleconference
County EOC to County Departments not in EOC	Commercial telephone/ Fax machine	Commercial Cellular Phone	Public Safety Radio VHF/800 MHz ARMER system	Video Teleconference
County EOC to Response Organizations (FEMA, VOAD, USACE, NWS)	Commercial telephone/ Fax machine	Commercial Cellular Phone	Amateur Radio	Video Teleconference
County EOC to MDO	Commercial telephone/ Fax machine	Public Safety Radio VHF/800 MHz ARMER system	Amateur Radio	Video Teleconference
County EOC to Fixed Medical Support Facility (primary and backup hospitals)	Commercial telephone/ Fax machine	Public Safety Radio VHF/800 MHz ARMER system	Amateur Radio	Video Teleconfer ence

VI. ADMINISTRATION AND SUPPORT

A. Records MN 40

1. Records will be maintained on the use of all equipment, whether owned, leased, rented, or borrowed. These records/contracts will be used as basis for possible recovery of emergency operations expenses from a responsible party or for potential reimbursement from the State or Federal Government. All records/contracts generated by the Communications Unit Leader

should be provided to the Finance and Administration Section Chief for cost recovery and reimbursement documentation.

2. Each department, agency or service of government will provide for the maintenance of records during an emergency. These records include work hours, equipment hours, supplies and materials consumed injuries to personnel, and damage to public facilities and equipment. All records generated during an emergency will be collected and maintained in an orderly manner, so a record of actions taken is preserved for use in determining response costs, settling claims, and updating emergency plans and procedures.

B. Resources

1. Local resources can be found on file in the resource database.

C. Post Incident Review

1. Following activations of the Emergency Operations Center or use of the Emergency Operations Plan, Emergency Management will coordinate a review of each annex of the Emergency Operations Plan to identify needed improvements, procedure changes, personnel and facility changes or resource needs.

D. Training and Exercises

1. Personnel identified in the Emergency Operations Plan and those who staff the Emergency Operations Center will receive National Incident Management System (NIMS) and Incident Command System (ICS) training. Although some personnel may receive more advanced training, everyone will receive IS-100 and IS-700. A full list of personnel and required training can be found on file in the Emergency Management office. Personnel who staff the Emergency Operations Center shall also receive appropriate training on their role in the Emergency Operations Center and on the operations of the facility. This training should be arranged by the Communications Unit Leader or the Emergency Management Department.

2. Emergency Management follows the Emergency Management Performance Grant (EMPG) exercise requirements to exercise and evaluate the Emergency Operations Plan.

VII. ANNEX DEVELOPMENT AND MAINTENANCE

The Itasca County/City of Emergency Operations Plan, including the Basic Plan and Annexes, is updated on an annual basis. Each annex representative is responsible for participating in the full review process every other year and for independently reviewing the annex on an annual basis. The overall responsibility for maintaining the Emergency Operations Plan is that of the Itasca County Emergency Management Department.

Any standard operating guidelines, personnel directories, maps, or other tools needed to support emergency operations should be developed and maintained by the responsible department. It is the department's responsibility to ensure access to this information during times of large-scale emergency or disaster, to coordinate training for personnel in regard to these procedures and to inform Emergency Management of any changes that directly impact the Emergency Operations Plan.

VIII. AUTHENTICATION

See verification of plan approval
See authentication for Itasca County/City of Emergency Operations Plan

ITASCA COUNTY
BOARD OF COMMISSIONERS
Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, December 7, 2021

REQUEST FOR BOARD ACTION: RBA-2021-1414

DEPARTMENT: Administrative Services
TIME REQUESTED: 10 Minutes
PRESENTER: Chair

AGENDA ITEM:
Citizen Input

BOARD ACTION REQUESTED:
Receive Citizen Input

BACKGROUND:
The Itasca County Board of Commissioners encourages citizen input. Each citizen will be allowed to address the County Board one time for up to three (3) minutes in length. Comments should be directed to the Board as a body. When addressing the Board, please state your name and address for the record. The Board will take all information under advisement. As part of County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a County Board meeting. In addition, no political grandstanding, candidate endorsement, or other attempts to influence the outcome of an election shall be permitted. Any violation of the above statement shall result in the loss of your remaining time.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:
1. Citizen eInput - Gregory Lindahl

RESULT:	**INFORMATIONAL - NO ACTION TAKEN**

From: noreply@civicplus.com
To: Davin Tinquist; Terry Snyder; Leo Trunt; Burl Ives; Ben Denucci; Brett Skyles; Amanda Schultz
Subject: Online Form Submittal: Citizen eInput
Date: Monday, November 29, 2021 9:04:24 AM

CAUTION: This email originated from outside of the Itasca County email system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Citizen eInput

Citizen eInput Form

The Itasca County Board of Commissioners values your opinion and encourages Citizen Input. All comments submitted through this form are sent to the County Board members and the County Administrator for their consideration, as well as the Deputy Clerk of the County Board for placement into the public record.

All information submitted through this form becomes part of the official public record for the selected meeting. This service is provided as a convenience to the public and comments are subject to the following terms: • Submissions must include the submitter's true name and address. • It is unacceptable for any submission to slander or engage in character assassination. • No political grandstanding, candidate endorsement, or other attempts to influence the outcome of an election shall be permitted.

The County Board will read submissions at the selected meeting, in accordance with the 3-minute time limit, and take all information under advisement; responses are not provided to comments submitted through this form. Please complete the following items to submit your input. For questions or concerns regarding the use of this form, please contact Amanda Schultz, Deputy Clerk of the County Board via email at amanda.schultz@co.itasca.mn.us or via phone at (218) 327-7362.

(Section Break)

First Name	gregory
Last Name	lindahl
Address	58753 county road 126
City	northome
State	minnesota
Zip Code	56661

Meeting Date	December 7, 2021
Citizen Input	With the tremendous increase in property taxes the county should now be able afford to include return envelopes with tax bills. I would like to see that happen.

Email not displaying correctly? View it in your browser.

ITASCA COUNTY
BOARD OF COMMISSIONERS
Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, December 7, 2021

REQUEST FOR BOARD ACTION: RBA-2021-1902

DEPARTMENT: Management Information Services **TIME REQUESTED:** 10 Minutes
PRESENTER: Chris Gunderson

AGENDA ITEM:
MIS Department Update

BOARD ACTION REQUESTED:
Receive annual MIS Department update.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:
1. 2021 Annual Report

RESULT:	**INFORMATIONAL - NO ACTION TAKEN**

2021 MIS Department Update

Prepared and presented by: Chris Gunderson

MIS Accomplishments:

- 4,438 Work Orders/Trouble Tickets since January (Current as of 30 November)
    - 2020 4,775 Work Orders total
    - On track to exceed 2020 by approximately 100 Work Orders

- Overtime
    - 802.25 OT hours worked by MIS staff since January
    - 2020 total OT was 858.06 hours
    - On track to be very similar to 2020 hours even with several significant incidents of extended maintenance.

- MIS Projects:
    - CaseTrakker server rebuild
    - New Help Desk personnel both attended Microsoft Endpoint Configuration Manager training.
    - Perceptive Content enhancements
        - Data normalization for HR
        - Disaster recovery methodology
    - Multiple server upgrades to latest, most secure operating systems
    - ARCGIS Infrastructure upgrade
    - Software version upgrades to CashDrawer and IFS

- Minnesota County IT Leadership Association (MNCITLA) Annual Conference
    - 22-24 September
    - Key Conference insights/recommendations:
        - Small organizations have become a primary cybersecurity threat vector due to limited staffing vs. growing state and federal compliance requirements and recommendations.
        - Counties should be regularly reviewing, exercising, and updating our Continuity of Operations and Incident Response plans.
        - Regular review of technology policy to keep pace with rapid changes to IT.
        - Counties should be migrating their web presence to the .gov domain.
        - Review Cyber Insurance policy to ensure we have sufficient coverage.
        - Next Gen 9-1-1 systems are becoming more dependent on IT and will require greater collaboration between IT and law enforcement.
        - Counties should closely review FCC Rural Digital Opportunity Fund (RDOF) awards because those funding decisions may impact their ability to receive additional grant dollars toward broadband initiatives for the next 10 years.

    - Appointed Vice Chair of MNCITLA Board for the 21-22 year.

On-going initiatives for 2022:

- Continued realignment of the MIS Department
    - Full staff as of July 2021
    - Emergency Communications Technician(s)
- Expansion of Disaster Recovery platforms to include a true remote site capability (this will probably be a capital improvements proposal in the future)
- Jail project
- Security upgrades for County buildings and tower sites
- Infrastructure and software modernization to meet or exceed industry-standard security standards.
- Evaluation of County printer usage to determine if centralizing/reducing devices to drive cost savings.
- Multiple software platform upgrades
- Technology policy review
- Facility/Site security (HIPAA Committee and LASO)

Significant Challenges:

- Recruitment/retention of well-qualified personnel
- Increasing demand for more robust security controls (both physical and network)

ITASCA COUNTY
BOARD OF COMMISSIONERS
Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, December 7, 2021

REQUEST FOR BOARD ACTION: RBA-2021-1900

DEPARTMENT: Management Information Services **TIME REQUESTED:** 5 Minutes
PRESENTER: Chris Gunderson

AGENDA ITEM:
Migrate Itasca County Website and Systems to .gov Domain

BOARD ACTION REQUESTED:
Authorize County Administrator Skyles to sign a letter requesting that ItascaCountyMN.gov domain be allocated for Itasca County's use.

BACKGROUND:
A .GOV domain reassures the public that our Internet presence is secure, registered, and authorized by the US Government. In addition, some federal agencies are beginning to require that local governments obtain a .GOV domain name for email communications involving secure information. Failure to move to a .GOV domain may also impact the availability of federal grant money in the future.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:
1. DOT GOV Registration Letter

RESULT:	**APPROVED (3 TO 0)**
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner Davin Tinquist
AYES:	Davin Tinquist, Terry Snyder, Burl Ives
ABSENT:	Leo Trunt, Ben DeNucci

ITASCA COUNTY

123 NE 4th Street, Courthouse
Grand Rapids, MN 55744-2600
Office (218) 327-2836 Fax (218) 327-7382

[Date]

.Gov Domain Registration
c/o Verisign, Inc.
12061 Bluemont Way
Reston, Virginia 20190

To the .gov Program:

As County Administrator for Itasca County, Minnesota, I request that responsibility for the domain name itascacountymn.gov be delegated to my municipality.

This domain will be used by the county to build confidence within our community that their county agencies such as the Sheriff's Office, County Attorney, Assessor, Treasurer, Recorder, Veterans' Services and others are hosted in secure, trusted fashion.

In order to obtain and maintain itascacountymn.gov, Itasca County will meet the general and specific requirements for federal agencies, found at https://home.dotgov.gov/registration/requirements.

The following will be listed as contacts for itascacountymn.gov, which Itasca County will keep up to date in the .gov registrar.

[*Administrative, billing, and technical contacts are named individuals and must be unique; a security contact should generally be a team email address.*

As of April 26, 2021, .gov domains no longer have a fee associated with them. However, the .gov registrar has not yet been updated to remove the billing contact role. Until then, you may consider the billing contact to be a secondary administrative contact.]

Administrative contact
Chris Gunderson
IT Director
123 NE 4th Street
Grand Rapids, MN 55744
218-327-2888
chris.gunderson@co.itasca.mn.us

Billing contact
Chris Gunderson
IT Director
123 NE 4th Street
Grand Rapids, MN 55744
218-327-2888
chris.gunderson@co.itasca.mn.us

ITASCA COUNTY

123 NE 4th Street, Courthouse
Grand Rapids, MN 55744-2600
Office (218) 327-2836 Fax (218) 327-7382

Technical contact
Joshua Nelson
Senior Network and Security Engineer
123 NE 4th Street
Grand Rapids, MN 55744
218-327-6179
Joshua.nelson@co.itasca.mn.us

Security contact [recommended]
misgroup@co.itasca.mn.us

I understand that if I wish to retire itascacountymn.gov, I must submit a written request to registrar@dotgov.gov.

Sincerely,
[Signature]

Brett P. Skyles
Itasca County Administrator

ITASCA COUNTY
BOARD OF COMMISSIONERS
Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, December 7, 2021

REQUEST FOR BOARD ACTION: RBA-2021-1901

DEPARTMENT: Management Information Services **TIME REQUESTED:** 5 Minutes
PRESENTER: Chris Gunderson

AGENDA ITEM:
CISA Network Vulnerability Scanning

BOARD ACTION REQUESTED:
Authorize IT Director to sign necessary forms to initiate network vulnerability scans by the Cybersecurity and Infrastructure Security Agency (CISA).

BACKGROUND:
The Cybersecurity and Infrastructure Security Agency (CISA) can provide network vulnerability scanning at no cost to local government agencies. Scanning of this type helps identify potential weaknesses in our security posture. It is also a compliance requirement for various mandates including IRS-1075.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:
1. CISA Assessments - Service Request Form V4
2. CISA ROE SLTT - V4.03 04.24.20
3. Acceptance Letter - Cyber Hygiene - SLTT_PS v5
4. Acceptance Letter - Cyber Hygiene - WAS App A v1.0
5. CISA Assessments - Appendix C 05.26.20

RESULT:	**APPROVED (3 TO 0)**
MOVER:	Commissioner Davin Tinquist
SECONDER:	Commissioner Terry Snyder
AYES:	Davin Tinquist, Terry Snyder, Burl Ives
ABSENT:	Leo Trunt, Ben DeNucci

ITASCA COUNTY
BOARD OF COMMISSIONERS
Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, December 7, 2021

REQUEST FOR BOARD ACTION: RBA-2021-1903

DEPARTMENT: Transportation
PRESENTER: Karin Grandia

TIME REQUESTED: < 5 Minutes

AGENDA ITEM:
Swan River Garage Bonds

BOARD ACTION REQUESTED:
Authorize the transfer of the unspent Swan River garage bond funds to the Transportation Department 2022 equipment budget.

BACKGROUND:
During the 2022 budget meetings, the Board authorized transferring the estimated excess bond funds from the Swan River garage to the Transportation Department to be used for equipment purchases. At the time, it was estimated that there would be $800,000 of funds remaining once the construction of CR 433 was complete. The construction has been completed and the only remaining expenditure from the bond funds will be the final payment in the amount of $12,308.06 and the retainage in the amount of $19,318.01. That will leave just over $86,700 unspent. An accounting of the Swan River garage bonds is attached.

I am requesting the remaining bond funds be transferred to the Transportation Department to continue upgrading equipment. Attached is a list of 2022 equipment needs.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:
1. Swan River Garage Bond Summary
2. 2022 Equipment Needs

12/07/2021

RESULT:	**RECOMMENDED FOR CONSENT**	**NEXT: 12/14/2021 2:30 PM**

Swan River Garage Bonds Summary

Original Bond	**$3,000,000.00**
Printing & Publishing	$1,449.12
Professional Services	$97,060.97
Contracted Services	$1,927,166.88
Insurance	$3,540.00
Field Supplies	$12,729.00
Other Site Construction	$4,681.00
Purchase of Land	$34,965.65
Remaining amount to date	**$918,407.38**
Last Construction Payment	$12,380.06
Construction Retainage	$19,318.01
Transferred to equipment	$800,000.00
Unallocated bond funds	**$86,709.31**

Equipment Budget 2022

All Costs Are Estimated - Final Quotes vs Budget Will Determine Final Purchases

05-330-6620 Equipment Purchase					
#	Equipment Type	Quantity	Unit Price	Amount	Notes
1	Elgin Sweeper	1	$25,197.48	$25,197.48	Sweeper Lease
2	Enterprise Trucks Back Racks, Lights, Toolbox, Brush Guards	8	$800.00	$6,400.00	Outfit Enterprise lease trucks with safety equipment.
3	John Deere 672G Grader 6WD	1	$301,692.00	$301,692.00	Replaces Grader 1071 with 12,282 Hours > Recommended Max Hours of 12,000
4	Tandem Plow Truck	2	$125,506.80	$251,013.60	Replaces Units 976 & 1028. Both Trucks > 10,000 Hours
4A	Plow Equipment Set Up	2	$106,439.17	$212,878.34	
4B	Sales Tax & License Fees	2	$8,423.44	$16,846.88	
5	John Deere 333G	1	$58,586.96	$58,586.96	100 HP Skid Steer to Run Large Brushing Equipment
6	Lease Mowing Tractor	2	$5,000.00	$10,000.00	Annual Lease MNDOT T-743 Tractor Rental Contract
6A	Rear PTO Mower	1	$18,670.00	$18,670.00	Mower Required for Lease Tractor
7	Skid Steer - Kubota SVL75	2	$55,361.29	$110,722.58	Moving to 7 Year Rotations, 1 Undercarrage Replacement. This Minimizes Reparis and Maximizes Resale. Max and Balsam Replacements
			Total	**$1,012,007.84**	
			Budget	**$0.00**	
			Reserves	**$1,100,000.00**	
			+/-	**$87,992.16**	
			Percent of Budget	**92%**	

CIP FUNDS					
#	Equipment Type	Quantity	Unit Price	Amount	Notes
A	Motor Grader - John Deere 672G	1	$318,895.00	$318,895.00	Replaces Grader 1072 with 11,603 Hours > Recommended Max Hours of 12,000
B	Wheel Loader - John Deere 644P	1	$239,739.84	$239,739.84	Replaces Loaders 755 & 756 that are 36 Years Old, Normal Wear, Hard to Get Parts
C	Wheel Loader - John Deere 644K (2012 4500 Hours)	1	$138,500.00	$138,500.00	Replaces Loaders 755 & 756 that are 36 Years Old, Normal Wear, Hard to Get Parts
E	John Deere 5090E Mowing Tractor	3	$90,000.00	$270,000.00	Replaces Tractors 869, 898, 929 that are all > 20 Years Old. Normal Wear, Hard to Get Parts. We currently have 6 of 11 tractors > 20 years old. All Wheel Drive
			Total	**$967,134.84**	
			Budget	**$800,000.00**	
			Additional Bond Funds	**$86,709.00**	
			+/-	**-$80,425.84**	
			Percent of Budget	**121%**	

05-330-6620 & CIP		
Total	**$1,979,142.68**	
Budget	**$1,986,709.00**	
+/-	**$7,566.32**	
Percent of Budget	**100%**	

Unmet Additional Needs					
1	Thumbs for Excavators	5	$10,000.00	$50,000.00	Quick Attach
2	Long Arm Mowing Attachment	1	$15,000.00	$15,000.00	Mowing Steep Slopes, Large ROWs
3	Tailgate Shouldering Machine	1	$6,500.00	$6,500.00	
4	Fuel Pump Replacements	7	$5,500.00	$38,500.00	Max, Bigfork, Balsam, Togo, Cohasset, Arbo, Nashwauk
5	Loader Scales	9	$8,000.00	$72,000.00	Salt and Gravel Measurements
6	Hydrovac	1	$25,000.00	$25,000.00	Pothole Utilities, Clean Out Manholes/Catch Basins
			Total	**$207,000.00**	

ITASCA COUNTY
BOARD OF COMMISSIONERS
Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, December 7, 2021

REQUEST FOR BOARD ACTION: RBA-2021-1895

DEPARTMENT: Probation
TIME REQUESTED: 10 Minutes
PRESENTER: Jason Anderson

AGENDA ITEM:
Probation Department Update

BOARD ACTION REQUESTED:
Receive an annual update/report from the Probation Department.

BACKGROUND:
In this brief presentation, the Board will be provided with an overview of workloads/caseloads, local trends and issues relative to community supervision as well as an update as to what is taking place at a state level that may impact local probation funding.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:
1. Department Updates Probation Nov 2021

RESULT:	**INFORMATIONAL - NO ACTION TAKEN**

Itasca County Probation Department
115 NE 5th Street
Grand Rapids, MN 55744

Jason Anderson, Director
jason.anderso@co.itasca.mn.us
218-327-2869

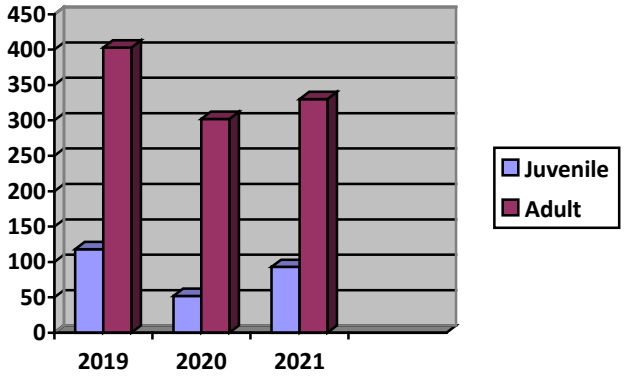
Itasca County

November 23, 2021 Departmental Stats

Current Caseloads:

Juveniles: 98 Adults: 583

New Cases Per Year:



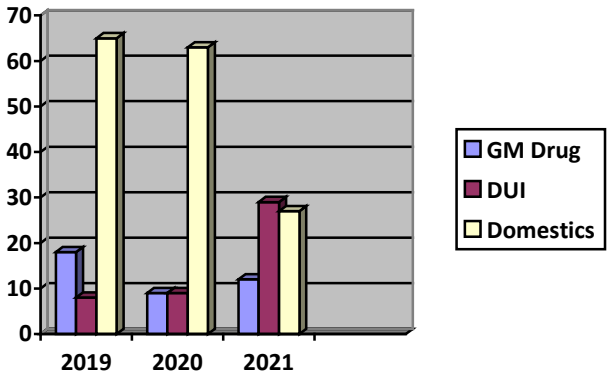
New Juvenile Cases:

2021 (Year to date):	93
2020:	52
2019:	118

New Adult Cases:

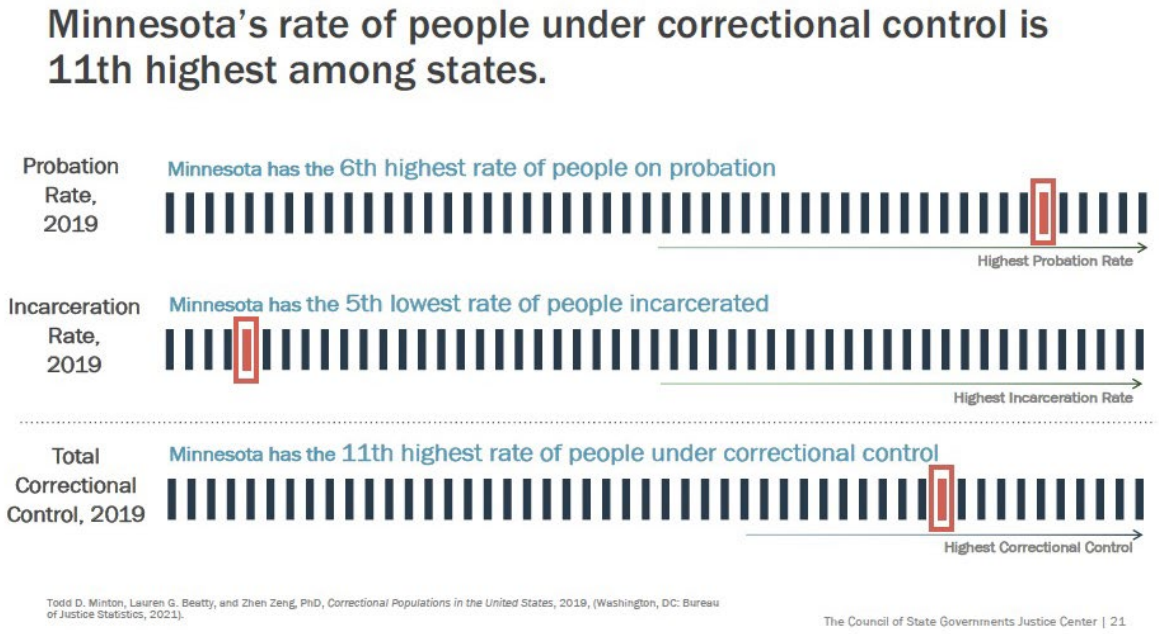
2021 (Year to date):	330
2020:	302
2019:	403

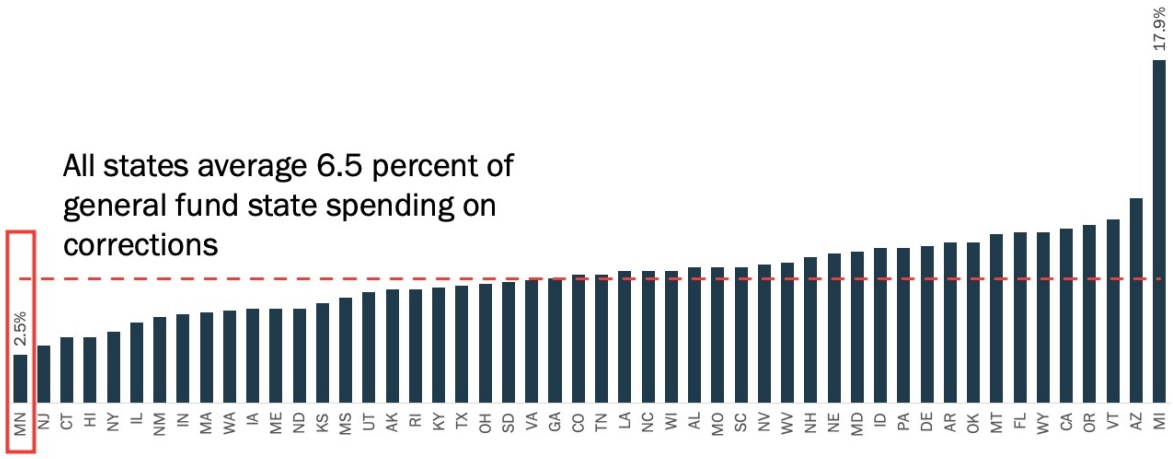
Pre-Trial:



New Pre-Trial Clients:

Year	GM Drug:	DUI (EHM):	Domestics:
2021	12	8	27
2020	9	9	63
2019	18	26	65





Minnesota spends the lowest proportion of state general funds on corrections.

ITASCA COUNTY
BOARD OF COMMISSIONERS
Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, December 7, 2021

REQUEST FOR BOARD ACTION: RBA-2021-1913

DEPARTMENT: Administrative Services
TIME REQUESTED: 15 Minutes
PRESENTER: Mike Liljegren

AGENDA ITEM:
DNR Update on the Canisteo Pit

BOARD ACTION REQUESTED:
Receive an update from the DNR on the Canisteo Pit

BACKGROUND:

COUNTY ATTORNEY REVIEW:

RESULT:	**INFORMATIONAL - NO ACTION TAKEN**

SUPPORTING DOCUMENTATION:
1. Mn DNR Presentation

RESULT:	**INFORMATIONAL - NO ACTION TAKEN**



Itasca County Board Meeting
Canisteo Legacy Mine Pit

December 7, 2021

DEPARTMENT OF NATURAL RESOURCES

Michael Liljegren
Assistant Director
DNR Lands and Minerals

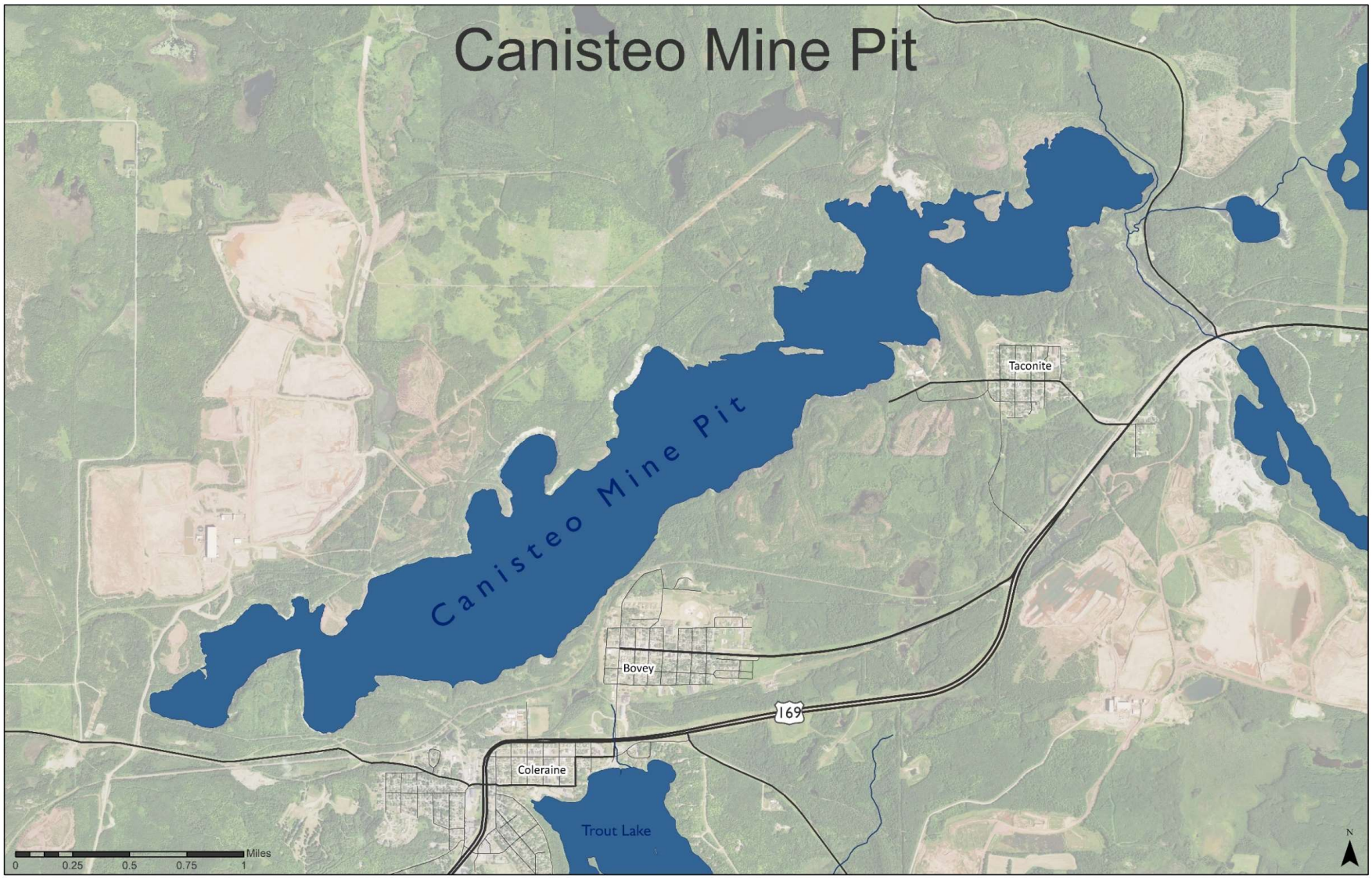
DEPARTMENT OF NATURAL RESOURCES



Canisteo Mine Pit

Canisteo legacy Mine Pit Background Information

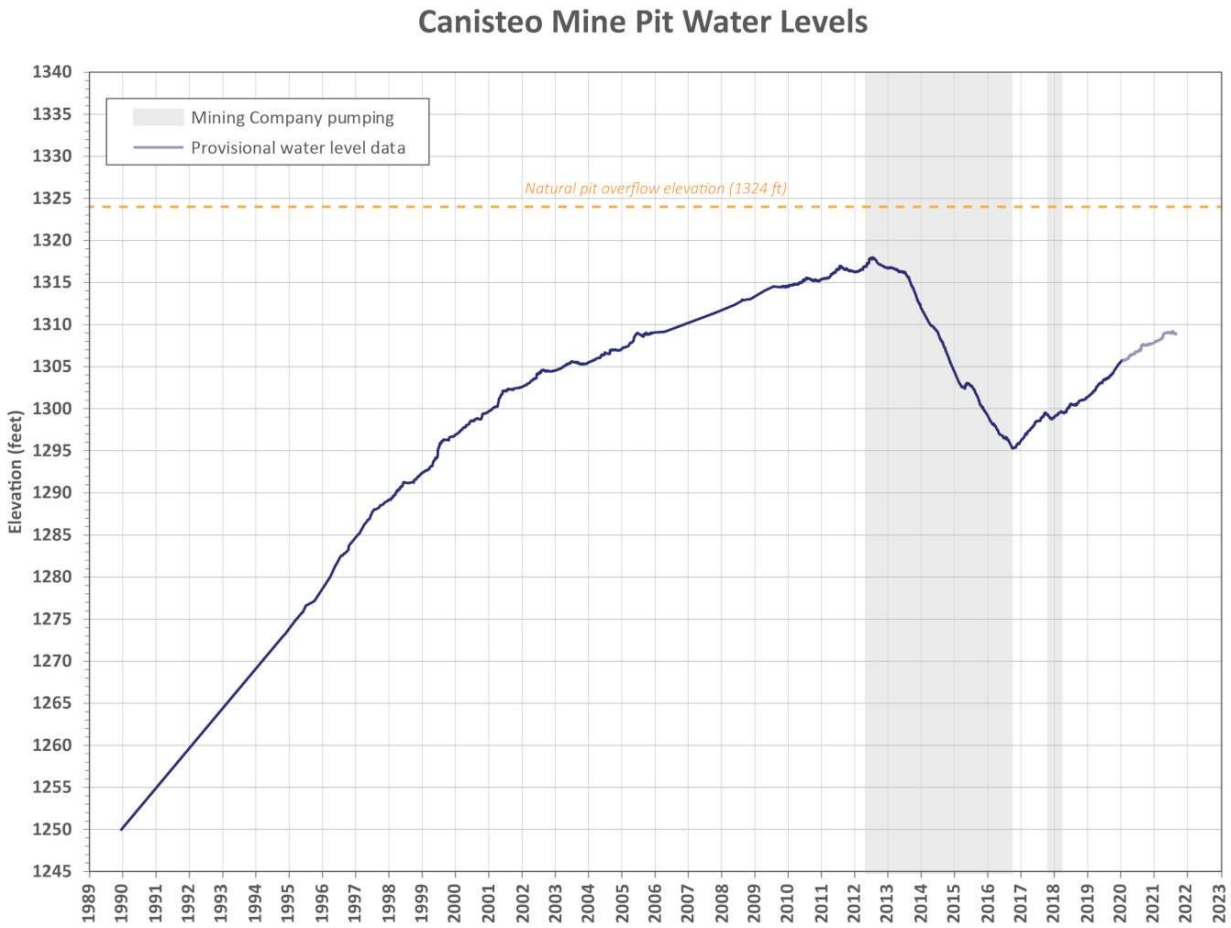
- The Canisteo Legacy Mine Pit (Canisteo) is located north of the cities of Coleraine, Bovey, and Taconite in Itasca County, Minnesota. It is a pit lake formed in a complex of numerous inactive iron ore mine pits.
- Mineral exploration began in the area around 1888. Iron ore mining began in the Canisteo in 1907 and operations continued through 1986. Mining operations in the Canisteo consisted exclusively of scram operations between 1980 and 1986, which used previously blasted rock from the pit bottom. The Mineland Reclamation Rules (link is external) for ferrous mining were adopted in 1980 and require mining operations to plan for closure and reclamation at the onset of mining. Thus, reclamation was only required for disturbances in the Canisteo as a result of the scram mining operations and not the entire pit. Since the majority of the Canisteo is considered essentially a legacy mine pit, there is no private party responsible for water management.


Canisteo Mine Pit
Canisteo Mine Pit
Taconite
Bovey
169
Coleraine
Trout Lake
0
0.25
0.5
0.75
1
Miles
N

Canisteo legacy Mine Pit Background Information

- Water has been rising in a legacy group of mine pits north of Coleraine, Bovey, and Taconite. Legacy Mine Pits are pits that were associated with mines that closed prior to the 1980 Mineland Reclamation Rules being adopted. Rising water in these pits has created a situation in which control measures are necessary to protect public safety, property, and water quality.
- Current water level has reached the desired, safe outlet elevation. Water will continue to rise 5-7 ft per year without installation of control measures. Any additional pit water adds costs to the project, because water would need to be pumped down for constructing the outlet
- None of the involved stakeholders – including the local impacted communities and townships, City of Bovey, Arbo Township, Western Mesabi Mine Planning Board, Itasca County, the IRRR, and the DNR – have funding for this construction, lease, and O&M project.

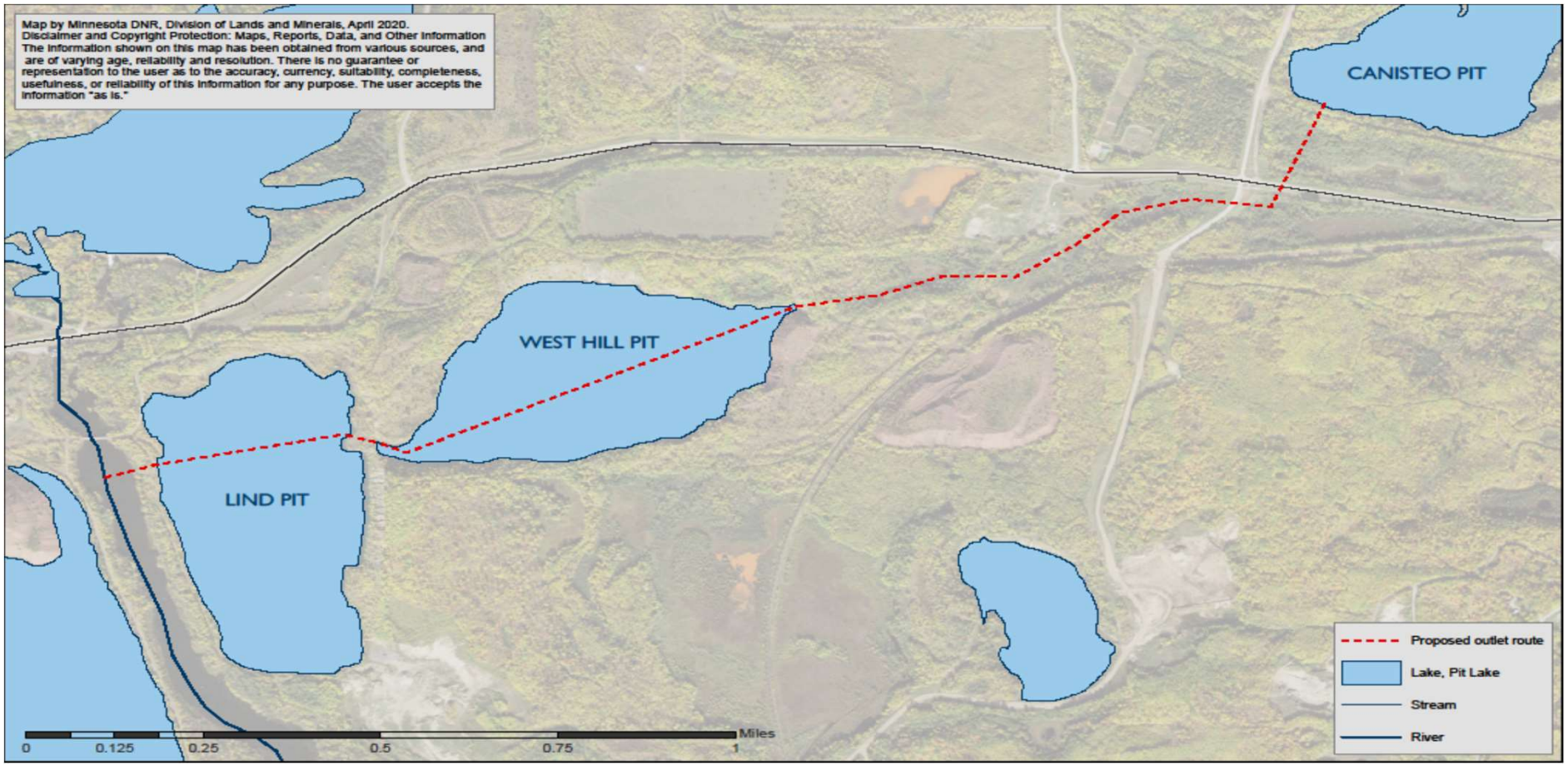
Canisteo Legacy Mine Pit Water Elevations



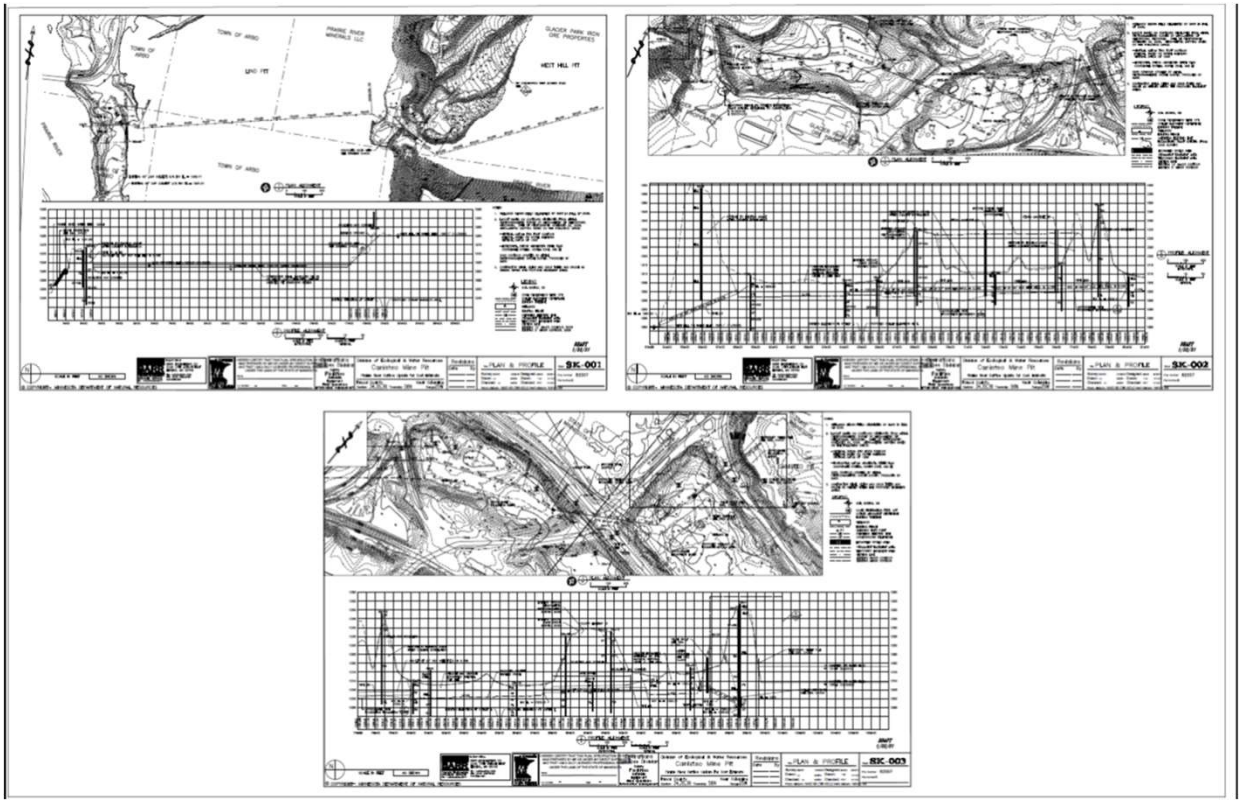
Canisteo Legacy Mine Pit

- Flooding, wet basements, saturated soils, and increased property and infrastructure damage is likely to occur, especially in the City of Bovey, if mitigation is not implemented.. A drain tile system installed in 2011 will likely become overwhelmed within the next 2 years, unless the proposed outlet is constructed.
- A long-term solution to create a safe outlet has been developed and will require funding for leasing, construction, operation, maintenance, and management of an outlet.
- The involved stakeholders agree that an engineered outlet is the best long-term solution – stakeholders include the local impacted communities and townships, City of Bovey, Arbo Township, Western Mesabi Mine Planning Board, Itasca County, the IRRR, and the DNR.
- Based on the projected time needed for construction, and placement into operation, when considering the projected water level and rate of rise, bond funding and an O&M appropriation should be provided this legislative session. ($5.5M Construction and Leases, $900,000 Operation and Maintenance over the 40 lease term.
- DNR has a Contingency Plan along with cost estimates if funding for the outlet is not passed this session. However, the contingency plan would also need funded.

Proposed Outlet Route



Proposed Engineered Outlet Route



DEPARTMENT OF NATURAL RESOURCES

Thank You!

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