

OCTOBER 2014

ISSUE 10



# Ohio EMA Field Journal

Supporting Local Programs through Grants, Training, Exercising & Field Support

## Training Update

### FUNDS FOR TRAINING:

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Since the implementation of the new training request procedure, one year ago, we have completed over 120 trainings from our training catalogue as well as courses provided by our partners at the Emergency Management Institute (EMI), the National Domestic Preparedness Consortium (NDPC) and the Rural Domestic Preparedness Consortium (RDPC). Ohio EMA has offered these trainings to over 2,500 participants in 29 counties over the last year. Our average cost per student to conduct is about \$60.

The goal of the Ohio EMA training section is to make it easy for the counties and our partner agencies to request and receive free training. To date we have 63 trainings scheduled between October 1, 2014 and August 31, 2015. Currently all of our Homeland Security funds for training are spoken for until September 1, 2015.

We are working to make additional training funds available, but until that time the training section will NOT be accepting training applications for the next few months. This will allow our training officers some time to get caught up, and for me to analyze my budgets and ensure that we do not overspend.

However, below are a couple classes that we will continue to take training applications for in addition to working with all of you to coordinate the delivery of EMI, NDPC and RDPC trainings in your counties.

- G-265: Basic Instructional Skills
- G-361: Flood Fight Operations

If there are classes you would like to fund out of your own budget we can help to coordinate those for you as well. Once funds become available I will notify all of the counties and send out an update in this newsletter. As always you can find the training application at: [http://ema.ohio.gov/Training\\_PolicyForRequestingTraining.aspx](http://ema.ohio.gov/Training_PolicyForRequestingTraining.aspx). This policy is periodically updated and reposted to the above web address.

Please let me know if I can assist you and your training needs.

Sincerely,

David Nunley  
Training & Exercise Supervisor

Phone: 614.799.3677  
[dbnunley@dps.state.oh.us](mailto:dbnunley@dps.state.oh.us)

## SOCIAL MEDIA TRAINING

Would you like to Host the PER-304 Social Media for Natural Disaster Response and Recovery course? If so, feel free to contact Lisa Jones at [ljones@dps.ohio.gov](mailto:ljones@dps.ohio.gov) or 614-799-3824 and she will help you coordinate the delivery of the course.



## Training Update cont.

### TRAINING PARTNERS

#### **FEMA'S EMI NATIONAL EMERGENCY MANAGEMENT ACADEMIES**

(Contact Lisa Jones at [ljones@dps.ohio.gov](mailto:ljones@dps.ohio.gov) or 614-799-3824 for more information)

#### **FEMA's Emergency Management Professional Program (EMPP)** <http://training.fema.gov/EMPP/>

1. National Emergency Management (Basic) Academy  
Focus: Foundational knowledge and skills  
<http://training.fema.gov/empp/basic.asp>
2. National Emergency Management (Leaders) Academy  
Focus: Multi-Agency Coordination in EOC and JFO; Specializing in Protection, Prevention, Mitigation, Response, and Recovery Areas  
<http://training.fema.gov/empp/leaders.asp>
3. National Emergency Management (Executive) Academy  
Focus: Strategic Leadership and Critical Thinking  
<http://training.fema.gov/empp/executive.asp>



### CONSORTIUM TRAINING SITES

Information about FEMA's National Domestic Preparedness Consortium (NDPC) and Rural Domestic Preparedness Consortium (RDPC) training opportunities are located at the following links. **NDPC Website** <http://www.ndpc.us/> & **RDPC Website** <https://www.ruraltraining.org/>. Contact Lisa Jones at [ljones@dps.state.oh.us](mailto:ljones@dps.state.oh.us) or 614-799-3824 for more information about the various training opportunities.

The **National Domestic Preparedness Consortium (NDPC)** is a partnership of seven nationally recognized organizations whose membership is based on the urgent need to address the counter-terrorism preparedness needs of the nation's emergency first responders within the context of all hazards including chemical, biological, radiological, and explosive Weapons of Mass Destruction (WMD) hazards. **NDPC Overview YouTube Video** <http://youtu.be/JhMuMcsczSk> (the YouTube video gives a brief description of what each NDPC Training Partner specializes in and where they are located).

The **Rural Domestic Preparedness Consortium (RDPC)** is a DHS funded program providing training and resources to rural first responders. RDPC courses are offered both in-person and online, and are provided at no cost. More information about the RDPC can be found in the overview. **RDPC Overview YouTube Video** <http://www.youtube.com/therdpc>.

## Field Report

As football season begins and there is a chill in the night air it's time for another tried and true event, annual LEPC hazmat plan submissions. LEPC plans are due by October 17<sup>th</sup>.

Many eastern Ohio counties are adapting to the new hazard of oil shale drilling. Many counties are experiencing an economic boom with a side of hazardous materials. Small volunteer fire departments are working to adapt to the new fire and chemical threats.

Ohio has over a century of experience developing gas and oil deposits. The latest expansion brings with it new challenges that LEPCs need to address in their planning efforts. Knowing what chemicals are present at drilling sites and for what length of time is crucial for firefighter safety and citizen protection. The SERC addressed drilling facilities last year requiring any operation which has reportable quantities of hazardous and extremely hazardous materials on sight for 24 hours or more to file Tier II reports with all appropriate departments. As one county experienced recently, the very equipment used to develop the resources can become a hazard. Working together fire departments & LEPCs are planning for what resources might be necessary to address these new threats to Ohio's citizens



## Grants Gallery

### COMPETITIVE PROCUREMENT REQUIREMENTS AND PROCUREMENT RECORDS MAINTENANCE

Proper bid packages, quotes and/or sole source forms are required with submitted reimbursement requests and should be uploaded into EGMS. Sole source forms will be coming out via a separate email in the near future. This will be effective **November 1, 2014**.

The procurement process is one of, if not the most, scrutinized aspects of federal grant program audits and monitoring. The emphasis on how procurements are made is based from the 44 CFR Part 13 requirements that "all procurement transactions be conducted in a manner providing full and open competition with the standards of section 13.36". Additionally, sub-grantees must ensure that they meet the procurement requirements of the Ohio Revised Code and local procurement regulations. All sub-grantees are strongly urged to seek out their procurement department/individual to seek guidance on implementing the grant requirements into the procurement of any grant funded item or service. In accordance with this requirement, sub-grantees will be required to document actions that demonstrate compliance with the "full and open" regulation. The following guidance is provided in an effort to help sub-grantees navigate the requirements of procurement:

- For procurements that range from \$0 through the jurisdictions locally established or ORC established bidding threshold, the sub-grantee should be able to demonstrate that it solicited quotes from a reasonable number - generally defined as three or more - of qualified sources. Procurements done in this manner are considered "small purchase procedures".
- Procurements that exceed the local and/or ORC established bidding threshold but do not exceed \$100,000 should follow the local jurisdiction's competitive bidding process. However, the process must still demonstrate full and open competition. Purchases from State Term Contract and/or GSA schedules must be supported by solicited quotes from multiple vendors (as applicable) on the state term or GSA list showing the best price was received.
- Procurements that exceed \$100,000 must follow a procedure that ensures compliance with 44 CFR Part 13 requirements.
- Any procurement in excess of \$100,000 must be **pre-coordinated** with Ohio EMA to ensure proper documentation and procedures are met.
- If the procurement process is followed and the sub-grantee identifies that there is a lack of competition or the item is only available from one source, the purchase must be pre-coordinated with Ohio EMA. As the purchase will be considered "non-competitive" it must be documented in a specific manner.
- Procurements that are completed outside of the competitive process without documented pre-coordination with Ohio EMA will not be reimbursed.

Sub-grantees should note that the following situations are considered to be restrictive of competition and should be avoided:

- Placing unreasonable requirements on firms in order for them to qualify to do business,
- Requiring unnecessary experience and excessive bonding,
- Noncompetitive pricing practices between firms or between affiliated companies,
- Noncompetitive awards to consultants that are on retainer contracts,
- Organizational conflicts of interest,
- Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance of other relevant requirements of the procurement, and
- Any arbitrary action in the procurement process.

Sub-grantees will maintain records sufficient to detail the significant history of any procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price. Sub-grantees alone will be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements.

Kathleen Nelson  
Grants Administrator  
Phone: 614-799-3836  
Fax: 614-799-3823



## Upcoming Training

1	G191 ICS/EOC Interface Course	Oct. 2, 2014	Hamilton County
2	G-311 Hazardous Material Planning	Oct. 7, 2014	Ohio EMA
3	G290 & G291 Basic PIO Series	Oct. 7 – 9, 2014	Putnam County
4	L958 Operations Section Chief	Oct. 7-10, 2014	Medina County
5	ICS-300 Intermediate Course	Oct. 14 -16, 2014	Cuyahoga County
6	ICS-400 Advanced Course	Oct. 20-21, 2014	Butler County
7	G-290 / G-291 Basic PIO Series	Oct. 21 – 23, 2014	Ohio EMA
8	L146 Homeland Security Exercise and Evaluation Program	Oct. 21 - 23, 2014	Portage County
9	ICS-300 Intermediate Course	Oct. 25 - 26, 2014	Miami County
10	ICS-300 Intermediate Course	Oct. 27 – 29, 2014	Cuyahoga County
11	G-235 Emergency Planning Course	Oct 28 – 29, 2014	Ohio EMA
12	ICS-300 Intermediate Course	Oct 28 – 30, 2014	Hamilton County
13	ICS-300 Intermediate Course	Oct 28 – 30, 2014	Summit County
14	G-402 ICS for Executives	Oct. 29, 2014	Cuyahoga County
15	G557 Rapid Needs Assessment	Oct. 29, 2014	Richland County
16	L-965 Resources Unit Leader (RESL)	Nov. 3 - 6, 2014	Cuyahoga County
17	G-366 Planning for Special Needs of Children	Nov. 4, 2014	Ohio EMA
18	ICS-400 Advanced Course	Nov. 4- 5, 2014	Clark County
19	ICS-300 Intermediate Course	Nov. 4 – 6, 2014	Franklin County
20	ICS-400 Advanced Course	Nov. 5 – 6, 2014	Summit County
21	ICS-300 Intermediate ICS Course	Nov. 5 – 7, 2014	Shelby County
22	ICS-400 Advanced Course	Nov. 6 – 7, 2014	Franklin County
23	ICS-300 Intermediate Course	November 7 - 9, 2014	Richland County
24	ICS-300 Intermediate Course	Nov. 12 – 14, 2014	Geauga County
25	G191 ICS/EOC Interface Course	Nov. 13, 2014	Shelby county
26	ICS-300 Intermediate ICS	November 17 - 19, 2014	Franklin County (CPD)
27	G202 Debris Management	Nov. 18 – 20, 2014	Ohio EMA
28	PER-304 Social Media for Natural Disaster Response and Recovery	Nov. 19, 2014	Ohio EMA
29	ICS-400 Advanced Course	Nov. 19 - 20, 2014	Franklin County (CPD)
30	G-289 Public Information Officer (PIO) Awareness Course	Nov. 20, 2014	Washington County
31	ICS-300 Intermediate Course	Dec. 2 – 4, 2014	Lucas County
32	ICS-400 Advanced Course	Dec. 4 – 5, 2014	Lucas County
33	ICS-400 Advanced Course	Dec. 9-10, 2014	Hamilton County
34	OH-361 Fundamentals of Safe Room Design and Construction	Dec. 16, 2014	Ohio EMA
35	ICS-400 Advanced Course	Jan. 10 - 11, 2015	Richland County
36	G-270.4 Recovery From Disaster	Jan. 13-14, 2015	Ohio EMA
37	L146 Homeland Security Exercise and Evaluation Program	Jan. 13 - 15, 2015	Jackson County
38	G288 Local volunteer and Donations Management & G489 Management of Spontaneous Volunteers	Jan. 27-29. 2015	Ohio EMA
39	L146 Homeland Security Exercise and Evaluation Program	Jan. 28 - 30, 2015	Hamilton County
40	MGT-347 ICS Forms Review Course (TEEX Instructors)	Feb. 3, 2015	Ohio EMA
41	ICS-300 Intermediate Course (TEEX Instructors)	Feb. 3 – 5, 2015	Ohio EMA
42	G358 Evacuation and Re-Entry Planning	February 10 – 11, 2015	Ohio EMA
43	PER-304 Social Media for Natural Disaster Response and Recovery	Feb. 19, 2015	Ohio EMA
44	ICS-400 Advanced Course (TEEX Instructors)	March 3 -4, 2015	Ohio EMA
45	EMA-G108 & G366 Mass Care & Special Needs of Children	March 10-12, 2015	Ohio EMA
46	G775 EOC Management and Operations	March 24 – 25, 2015	Ohio EMA
47	OH-200 Spring Directors' Conference	April 15 - 16, 2015	Ohio EMA - Crown Plaza
48	MGT906-Incident Command System (ICS) TtT (L-449)	May 5 - 8, 2015	Ohio EMA
49	PER-304 Social Media for Natural Disaster Response and Recovery	May 14, 2015	Ohio EMA

## Contact Corner

**Patrick Sheehan**  
**Operations Administrator**

(614) 799-3693

[pcsheehan@dps.state.oh.us](mailto:pcsheehan@dps.state.oh.us)

### INTERNAL OPERATIONS

**Andrew Elder**  
**Internal Operation Branch Chief**  
 (614) 889-7178  
[adelder@dps.state.oh.us](mailto:adelder@dps.state.oh.us)

### TRAINING AND EXERCISE

**David Nunley**, Training & Exercise Supervisor  
 Phone: (614) 799-3677  
[dbnunley@dps.state.oh.us](mailto:dbnunley@dps.state.oh.us)

Darren Price, Exercise Program Manager  
 Phone: (614) 799-3660  
[deprice@dps.state.oh.us](mailto:deprice@dps.state.oh.us)

Lisa Jones, Training Officer  
*(ICS Classes and Consortium Classes)*  
 Phone: (614) 799-3824  
[ljones@dps.state.oh.us](mailto:ljones@dps.state.oh.us)

Susan Traylor, Training Officer  
*(FEMA G Courses and HazMat Courses)*  
 Phone: (614) 799-3666  
[sctraylor@dps.state.oh.us](mailto:sctraylor@dps.state.oh.us)

### PLANNING

**Phillip R. Johnson**, Planner Supervisor  
 (614) 799-3680  
[prjohnson@dps.state.oh.us](mailto:prjohnson@dps.state.oh.us)

Brad Schwartz, Planner  
 (614) 799-3839  
[baschwartz@dps.state.oh.us](mailto:baschwartz@dps.state.oh.us)

Rudi Blaser, Planner  
 (614) 799-3825  
[rblaser@dps.state.oh.us](mailto:rblaser@dps.state.oh.us)

Portia Pulsifer, Planner  
 (614) 889-7167  
[ppulsifer@dps.state.oh.us](mailto:ppulsifer@dps.state.oh.us)

Chas Keeley, Planner  
 (614) 799-3695  
[crkeeley@dps.state.oh.us](mailto:crkeeley@dps.state.oh.us)

Rhonda Meggitt, Planner  
 (614) 799-3838  
[rmeggitt@dps.state.oh.us](mailto:rmeggitt@dps.state.oh.us)

Josh Sigmon, Planner  
 (614) 799-3827  
[jsigmon@dps.state.oh.us](mailto:jsigmon@dps.state.oh.us)

### EXTERNAL OPERATIONS

**Ted Filer**  
**External Operation Branch Chief**  
 (614) 799-3688  
[cefiler@dps.state.oh.us](mailto:cefiler@dps.state.oh.us)

**Field Staff Supervisor**  
**Rick Warren**  
 (614) 889-7169  
[rwarren@dps.state.oh.us](mailto:rwarren@dps.state.oh.us)

**Central Ohio will be located in Columbus (Franklin County)**  
 1855 W. Dublin-Granville Road, Columbus, Ohio 43235

**Northwest Ohio will be located in Findlay (Hancock County)**  
 8210 County Road (CR) 140, Findlay, Ohio 45840

**Northeast Ohio will be located in Parma (Cuyahoga County)**  
 12000 Snow Road, Parma, Ohio 44130

**Southeast Ohio will be located in Jackson (Jackson County)**  
 502 Mc Carty Lane, Jackson, Ohio 45640

**Southwest Ohio will be located in West Chester (Butler County)**  
 2950 East Crescentville Road, West Chester, Ohio 45069

### GRANTS

**Kathleen Nelson**, Grants Supervisor  
 Phone: (614) 799-3836  
[knelson@dps.state.oh.us](mailto:knelson@dps.state.oh.us)

Joseph Haller, Grant Specialist  
 Phone: (330) 837-3078  
[jdhaller@dps.state.oh.us](mailto:jdhaller@dps.state.oh.us)



For more information on Ohio EMA Training and Exercises please visit:

<http://ema.ohio.gov/Training.aspx>



To log in to the Ohio Department of Public Safety Training Campus visit:

<https://trainingcampus.dps.ohio.gov/cm6/cm0682/pstc/pstc.html>

