

**PLACER COUNTY
OFFICE OF EMERGENCY SERVICES**

MEMORANDUM

TO: Honorable Board of Supervisors

FROM: Thomas Miller, County Executive Officer
Richard Simmons, Emergency Services Coordinator, OES

DATE: February 22, 2011

SUBJECT: Approve a resolution authorizing designated staff to execute for and on behalf of Placer County in specified federal grant programs

ACTION REQUESTED

That your Board approve the attached resolution designating staff, by position, to execute for and on behalf of Placer County, for all actions necessary to obtain funds and administer specified federal grant programs.

BACKGROUND

Placer County is subgrantee of the State of California for numerous federal grants including the Homeland Security Grant Program, Buffer Zone Protection Program, Volunteer Fire Assistance Program, and the Emergency Management Performance Grant.

Two state agencies, the California Emergency Management Agency and the California Department of Forestry and Fire Protection, administer these grants on behalf of the Federal Government. Each requires the local governing body (i.e., your Board) to approve by resolution specific staff, by name or by position, to execute for and on behalf of the County for all actions related to approved grant programs. In Placer County, there are four approved, pertinent grant programs:

- Homeland Security Grant (HSG): FY 2008, 2009, 2010
- Buffer Zone Protection Plan (BZPP): FY 2008
- Emergency Management Performance Grant (EMPG) : FY 2009, 2010
- Volunteer Fire Assistance Grant (VFA): FY 2009, 2010

Due to a retirement and several position realignments within the County Executive's Office (CEO), your Board is now requested to approve newly designated CEO staff to assist previously appointed staff in management of these grant programs. Based on staff responsibilities within CEO pertaining to grants management for fire protection, law enforcement, and homeland security, the below listed positions (with current staff member indicated) are the most appropriate to execute for and on behalf of the County in the four grant programs above.

- Program Manager, Office of Emergency Services (Richard Simmons)
- Assistant Director, Emergency Services (Rui Cunha)
- Budget and Fiscal Operations Manager (Linda Oakman)
- Assistant County Executive Officer (Holly Heinzen)

FISCAL IMPACT

There is no fiscal impact to the General Fund as a result of this action.

Attachment

Resolution

Before the Board of Supervisors County of Placer, State of California

In the matter of:

Resol. No: _____

**A RESOLUTION AUTHORIZING COUNTY STAFF,
DESIGNATED BY POSITION, TO EXECUTE FOR AND
ON BEHALF OF PLACER COUNTY ANY ACTIONS
NECESSARY TO ADMINISTER SPECIFIED FEDERAL
GRANT PROGRAMS.**

The following **RESOLUTION** was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held **FEBRUARY 22, 2011** by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Chairman, Board of Supervisors

Attest:

Clerk of said Board _____

WHEREAS, the County of Placer is subgrantee of the State of California for federal Homeland Security, Buffer Zone Protection, Emergency Management Performance and Volunteer Fire Assistance grant programs, and it has at least one active, open grant in each program; and

WHEREAS, codes, guidelines and procedures for federal grants administered by the California Emergency Management Agency and California Department of Forestry and Fire Protection require your Board to designate specified staff, by name or by position, on a per-grant, per-performance period basis to execute for and on behalf of the County for all actions related to these state administered grant programs; and

WHEREAS, in the area of grants management of fire protection, law enforcement and homeland security, and based on position as well as staff responsibilities, the following County Executive Office staff positions are most appropriate to administer Placer County participation in the currently open grant programs listed above:

- Program Manager, Office of Emergency Services
- Assistant Director, Emergency Services
- Budget and Fiscal Operations Manager
- Assistant County Executive Officer

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors of the County of Placer that staff in the offices designated above are authorized to execute for and on behalf of Placer County for actions related to all currently open Homeland Security, Buffer Zone Protection, Emergency Management Performance and Volunteer Firefighter federal grant programs.