

**BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER**

**Topic: Emergency Management Coordinators (2 FTE's)**

**Presented by: Sheriff Reggie Marinelli, JCSO**

**Date: 7/30/2024**

For Information

For Discussion/Board Direction

Consent to  
Place on Business/  
Hearing Agenda

**Issue:**

The Jefferson County Sheriff's Office (JCSO) requests the creation of two Emergency Management Coordinator FTEs to address dissolution of the Adams-Jeffco Hazardous Substance Response Authority as well as increased needs related to homeless response.

**Background:**

The Emergency Services Section (ESS) of the JCSO is tasked with providing a variety of services within the competence of or statutorily required by the Sheriff. These include serving as the hazardous substance designated emergency response authority (DERA), and providing emergency, fire, and incident management. Demand for these services, increases in scope, and the loss of long-tenured staff over the past year have strained JCSO and Jefferson County's emergency response capabilities.

The two main drivers for this request:

- Preparing for the dissolution of the of the regional Hazardous Response Authority by end of 2024, and
- Increased impacts and response need for the growing unhoused population.

**Discussion:**

Increases in responsibilities and scope of the ESS including, but not limited to, hazardous substance response and increased homelessness, have demonstrated the need for additional staffing. Specific areas these FTEs will be concentrating on include:

**1. Emergency Management Coordinator 1.0 FTE**

Primary Duties

- Incident Management Team Coordination
- IMT / EOC Logistics Coordination
- Conduct physical inventories and system function checks within the JCIMT.

Secondary Duties

- Coordinate the creation, evaluation and participation of department and regional training and exercises for ESS related knowledge, skills, and abilities.

### Tertiary Duties

- Creating and sustaining partnerships across a broad range of stakeholders
- Perform Emergency Services Section tasks such as public briefings (fairs, church groups, Jefferson County Deputies and Cadets), procurement, and document creation.

## **2. Emergency Management Coordinator 1.0 FTE**

### EOC Readiness support

- Provide training support to engage the logistics section.
- Work with the Incident Management Team on process and systems.
- Provide training and support of EOC software and auxiliary systems I.e. VEOCi, Salamander, Weather Stem and Crisis Track

### Critical Infrastructure Known Resources (CIKR Identification)

- CIKR Awareness Training
- CIKR Work Plan
- LEPC support with Hazmat deputy
- Work with GIS based risks identified during CIKR outreach.
- Mass Sheltering Coordination
- Work with internal and external partners to build and support mass sheltering capability.
- Create and track sheltering supplies.
- Coordinate with County agencies that lead sheltering missions for non-disaster related events such as Extreme Weather Events
- Update shelter lists, capacity availability within the Emergency Management software system.
- Determine available shelters in Jefferson County and work with designated contacts for each.
- Planning Support
- Provide knowledge and expertise in strategic planning priorities identified.
- Conduct planning supports events that lead to the successful completion on initiatives.

### Awareness, education and outreach

- Community outreach
- Community engagement
- Intranet and Internet
- External stakeholder engagement (citizen and business engagement preparedness)
- Social media PIO integration to enhance more EM (and ESS) understanding and visibility
- This position would report to the ESS DERA/ Incident Management sworn Supervisor.

**Fiscal Impact:**  **yes**  **no**

This is an ongoing request, beginning in 2024 for additional personnel expenditures in the General Fund for a total of \$205,000 to support 2.0 Emergency Management Coordinators.

- Year of impact: 2024 and beyond
- TABOR impact: No
- Existing grant or project: No
- New grant or project: No
- Requested in adopted budget: Yes, will be included in 2025 budget request
- Ongoing or one-time: Ongoing
- General Fund impact: Yes
- Staffing impact: Yes
- ARPA impact: No
- Match requirements: No
- Mandate/Contractual obligation: No

**Revenue Limits Impact:**  yes  no

There is no request for additional revenue.

**SPA Review:** Does Not Support.

This request is General Fund impacting. The request does not identify offsetting revenue, represents an off-budget cycle base personnel budget increase, and does not identify a legal mandate or contractual obligation.

**County Attorney Review:** Kurt Behn 6/27/24

**Facilities Review:** N/A – no financial impact

**BIT Review:** N/A – no financial impact

**Fleet Review:** N/A – no financial impact

**Human Resources Review (new FTE only):** HR has reviewed this request and supports the use of the Emergency Management Coordinator job profile. This is a Standard 1.0 FTE, Comp Grade EP619, benefits should be accounted for at 33.65% (2024 rate) along with the salary.

**Recommendations:** The JCSO recommends that the Board of County Commissioners approve the addition of 2.0 FTE, additional General Fund expenditures of \$205,000 and that this request be included as a future hearing agenda item for a supplemental appropriation to the 2024 Sheriff's Office Budget to address these new and growing emergency response needs and that these also be included the FY2025 Sheriff's Office Budget.

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