



# County of Santa Cruz

## GENERAL SERVICES DEPARTMENT

701 OCEAN STREET, SUITE 330, SANTA CRUZ, CA 95060-4073

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**BOB WATSON, DIRECTOR**

July 25, 2000

AGENDA: August 8, 2000

Board of Supervisors  
COUNTY OF SANTA CRUZ  
701 Ocean Street  
Santa Cruz, CA 95060

### GRANT APPLICATION: HAZARDOUS MATERIALS AREA PLAN

Dear Members of the Board:

The Santa Cruz Office of Emergency Services and County Environmental Health Services have been working with local agencies for the purposes of updating the County Hazmat area plan for response to hazardous material releases. As part of this planning process, staff submitted a letter of interest for funding assistance for this planning effort to the state Local Emergency Planning Committee (LEPC) - Coastal Region for consideration of grant funds in the upcoming fiscal year.

On July 6, 2000, staff was notified that the LEPC had tentatively approved allocation of a \$15,000 grant pending the completion and submission of a formal grant application by July 31, 2000. Since your Board was not in session during July, 2000, staff requested an extension from the LEPC for the submission deadline, which was approved and extended to August 10, 2000 by the LEPC contact representative.

Grant funds will be used to update, rewrite, enhance and print the Hazmat Area Plan and a Field Operations Guide, which will enable first responders to efficiently identify a hazardous materials incident, help determine the level of response necessary and outline the sequence of notifications of all appropriate response personnel. Furthermore, these funds will also be used to provide training for all local first responders, to develop and provide training to incident commanders and to develop a simulated exercise. The grant requires a minimum 20% match of which soft matches are acceptable. The attached grant proposes that salaries and benefits of existing staff in the amount of \$5,466 be used to meet the match requirement.

It is therefore **RECOMMENDED** that your Board authorize the County Office of Emergency Services to submit the attached application in the amount of \$15,000 to the state Local Emergency Planning Committee (LEPC) - Coastal Region for the purposes of updating the County area plan for hazardous materials releases.

Very truly yours,

BOB WATSON  
Director

BW/NCG/DB/mc  
Attachments

RECOMMENDED:

SUSAN A. MAURIELLO  
County Administrative Officer

cc: Diane Evans, Director Environmental Health  
Steven Schneider, Environmental  
Len Miller, LEPC Coastal Region

# CHECKLIST

## Items to be submitted for HMEP Grant Application Approval

<u>    X    </u>	Completed Application Form
<u>    X    </u>	Completed Designation Statement
<u>    X    </u>	Completed Project Narrative
<u>    X    </u>	Completed Work Schedule and Deliverables
<u>    X    </u>	Completed Budget Sheet (Make sure that the match share is 20% of the <u>TOTAL COSTS</u> )
<u>    N/A    </u>	Completed Vendor Data Record Form

# APPLICATION FORM

## Hazardous Materials Emergency Preparedness Planning Grant

0035

<b>Applicant</b> SANTA CRUZ COUNTY OFFICE OF EMERGENCY SERVICES SANTA CRUZ COUNTY ENVIRONMENTAL HEALTH SERVICES	<b>Date</b> 7-21-00
<b>Project Title</b> PROJECT "UPDATE" HAZARDOUS MATERIALS AREA PLAN	
<b>Mailing Address</b> 701 OCEAN STREET, ROOM 330 SANTA CRUZ CA 95060	<b>Project Start Date</b> September 2000
	<b>Project End Date</b> September 2001
<b>Project Manager (Name, Title and Phone Number)</b> Steven Schneider - Hazardous Materials Program Manager Daryl Betancur - Sr. Analyst/Emergency Planner	
<b>Estimated Budget</b>	<b>Office Use Only</b>
HMEP Share: \$ <u>15,000</u>	LEPC Region _____
Match Share: \$ <u>5,466</u>	Project # _____
Total Budget: \$ <u>20,466</u>	State FY _____ FY _____

### CERTIFICATION

I certify that I have read and understand the terms and conditions contained in the HMEP Guidelines and Application, and that to the best of my knowledge the information contained in this application and supplemental information is correct and complete.

<b>Name and Signature of Applicant</b> Nancy Carr-Gordon - Emergency Services Office	<b>Date</b>
Diane Evans - Environmental Health!	7-21-00

### ADMINISTRATIVE APPROVALS

<b>Name and Signature of LEPC Chair</b>	<b>Date</b>
<b>Name and Signature of OES LEPC Staff Support</b>	<b>Date</b>
<b>Name and Signature of OES Grant Administrator</b>	<b>Date</b>
<b>Name and Signature of HazMat Unit Manager</b>	<b>Date</b>

Application Form 6100



# PROJECT NARRATIVE

0037

**Applicant:** County Office of Emergency Services and County Environmental Health

**Project Title:** PROJECT "UPDATE" HAZARDOUS MATERIALS AREA PLAN

The County of Santa Cruz Environmental Health Services Agency has been working cooperatively for the past six months with the County Office of Emergency Services (OES) and numerous other jurisdictions including: Scotts Valley Fire Protection District, City of Watsonville Fire Department, and Aptos/LaSelva Fire Protection District, to update and rewrite the County's Hazmat Area Plan (HMAP) for dealing with hazardous material incidents. In March of 2000, the plan went through extensive revisions, which detail a new regional approach in handling hazardous material releases in the County's jurisdiction.
The goal of the County of Santa Cruz Hazardous Materials Emergency Preparedness Planning Grant Proposal is to enhance, update, revise and print the Hazardous Materials Incident Response Plan and its accompanying Field Operations Guide (FOG). The FOG will enable all first responders to identify a hazardous materials incident, help determine the level of responses necessary, and outline the sequence of notifications of all appropriate response agencies. Once the FOG is developed and printed, it will then be distributed on a Countywide basis to all first responders, providing a quick reference guide in HAZMAT response incidents.
The next phase in reaching our planning goal will require expanding our efforts to involve all agencies and political bodies with response responsibility and/or authority. The plan includes the City of Capitola, City of Santa Cruz, City of Scotts Valley, City of Watsonville, and the unincorporated areas of the Santa Cruz County. This plan expansion is necessary to fine tune the roles of all participating parties and put the plan into its final version.
Upon distribution of the FOG, a training element consisting of several modules of HAZMAT response (based on state/federal laws as instructed by CSTI criteria) will be part of the curriculum and will be offered to all local response personnel (OES, Fire, Law Enforcement, Environmental Health, Public Works and other allied agencies). The training will focus on both the new plan and the procedural contents of the FOG. Staff estimates that this training will involve approximately 500 people, requiring a substantial coordinating effort consisting of several instructional sessions.



# WORK SCHEDULE AND DELIVERABLES

0039

**Applicant** SANTA CRUZ COUNTY OFFICE OF EMERGENCY SERVICES AND COUNTY ENVIRONMENTAL HEALTH SERVICES

**Project Title** "PROJHA" UPDATE" ZARDOUS MATERIALS AREA PLAN

Project Activities, Tasks, And Deliverables	MONTHLY PROGRESS SCHEDULE													
	1	2	3	4	5	6	7	8	9	10	11	12		
UPDATE, REVISE AREA PLAN	-----▶													
HMAP & FOG RECEIVED & DISTRIBUTED				◆										
PLAN EXPANSION TO INCLUDE MORE LOCAL JURISDICTIONS	-----▶													
DEVELOP TRAINING EXERCISES			-----▶											
TRAINING ON HMAP & FOG BEGINS					-----▶									
TRAINING I						-----▶								
Training Completed						◆								
TRAINING II							-----▶							
Training Completed							◆							
TRAINING III								-----▶						
Training Completed								◆						
TRAINING IV									-----▶					
Training Completed									◆					
FUNCTIONAL TABLETOP										-----▶				
Tabletop Conducted											◆			
SIMULATED EXERCISE												-----▶		
Exercise Completed												◆		
CRITIQUE/RE-EVALUATION													-----▶	

ID	Task Name	Duration	Start	Finish	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Month 13	Month 14	Month 15	
					Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
1	UPDATE, REVISE AREA PLA	66 days	Fri 09/01/00	Fri 12/01/00																
2	HMAP & FOG BIDDED	30 days	Fri 12/01/00	Thu 01/11/01																
3	HMAP & FOG RECEIVED &	0 days	Thu 01/11/01	Thu 01/11/01																
4	PLAN EXPANSION	114 days	Tue 07/25/00	Fri 12/29/00																
5																				
6	TRAIN. EXER DVLMT	43 days	Wed 11/01/00	Fri 12/29/00																
7																				
8	TRAINING HMAP & FOG	1 day	Thu 01/11/01	Thu 01/11/01																
9																				
10	TRAINING I	34 days	Fri 01/12/01	Wed 02/28/01																
11	TRAINING COMPLETED	0 days	Wed 02/28/01	Wed 02/28/01																
12																				
13	TRAINING II	43 days	Thu 03/01/01	Mon 04/30/01																
14	TRAINING COMPLETED	0 days	Mon 04/30/01	Mon 04/30/01																
15																				
16	TRAINING III	44 days	Tue 05/01/01	Fri 06/29/01																
17	TRAINING COMPLETED	0 days	Fri 06/29/01	Fri 06/29/01																
18																				
19	TRAINING IV	45 days	Mon 07/02/01	Fri 08/31/01																
20	TRAINING COMPLETED	0 days	Fri 08/31/01	Fri 08/31/01																
21																				
22	FUNCTIONAL TABLETOP	6 days	Wed 09/05/01	Wed 09/12/01																
23	Tabletop Conducted	0 days	Wed 09/12/01	Wed 09/12/01																
24																				
25	SIMULATED EXERCISE	1 day	Mon 09/17/01	Mon 09/17/01																
26	Exercise Completed	0 days	Mon 09/17/01	Mon 09/17/01																
27																				
28	CRITIQUE/RE-EVALUATION	1 day	Mon 09/24/01	Mon 09/24/01																

Project: HMAPPNECT  
 Date: Tue 07/25/00

Task		Milestone		Rolled Up Split		External Tasks	
Split		Summary		Rolled Up Milestone		Project Summary	
Progress		Rolled Up Task		Rolled Up Progress			

# BUDGET SHEET

0041

**Applicant** County of Santa Cruz Office of Emergency Services & County Environmental Health

**Project Title** PROJECT "UPDATE" HAZARDOUS MATERIALS AREA PLAN

	<b>HMEP SHARE</b>	<b>MATCH SHARE</b>	<b>TOTAL COSTS</b>
<b>PERSONNEL SERVICES</b>			
<b>Salaries and Wages</b>	-0-	\$ 5,466	\$ 5,466
<b>OPERATING EXPENSES</b>			
<b>Travel</b>	-0-	-0-	-0-
<b>Office Supplies</b>	\$ 250	-0-	\$ 250
<b>Facility Rental</b>	\$1,800	-0-	\$ 1,800
<b>Communications</b>	<b>-0-</b>	<b>-0-</b>	-0-
<b>Printing</b>	\$7,300	-0-	\$ 7,300
<b>Postage</b>	\$ 150	-0-	\$ 150
<b>Other Direct Expenses</b>	\$5,500	-0-	\$ 5,500
<b>SUBTOTAL</b>	\$15,000	\$-0-	\$ 20,496
<b>PROFESSIONAL SERVICES</b>			
<b>Professional/Consultant</b>	-0-	-0-	-0-
<b>TOTAL COSTS</b>	\$15,000	\$ 5,466	\$ 20,466

**NOTE:** The operating expenses line items require brief written justifications describing the need for these items, how the dollar amounts were derived and how the items will be used for the project.

**MATCH SHARE:** The minimum required match percentage must be itemized per line item. The required match share is no less than 20% of the total cost of the project.

## PROPOSED HMAP PROJECT BUDGET

	HMEP SHARE	MATCH SHARE	TOTAL COSTS	NOTES
<b>PERSONNEL SERVICES</b>				
<i>Salaries &amp; Wages</i>				
Clerical Support	\$0	\$1,278	\$1,278	(1*)
Fiscal Officer	\$0	\$1,129	\$1,129	(2*)
Sr. Analyst/Emergency Planner	\$0	\$930	\$930	(3*)
Hazmat Trainer	\$0	\$2,129	\$2,129	(4*)
<b>OPERATING EXPENSES</b>				
Travel	\$0	\$0	\$0	
Office Supplies	\$250	\$0	\$250	(5)
Facility Rental	\$1,800	\$0	\$1,800	(6)
Communications	\$0	\$0	\$0	
<i>Printing Costs</i>				
Area Plan	\$300	\$0	\$300	(7)
FOG	\$7,000	\$0	\$7,000	(8)
Postage	\$150	\$0	\$150	(9)
<i>Other direct expenses</i>				
Functional tabletop	\$1,500	\$0	\$1,500	(10)
Simulated Exercise	\$2,000	\$0	\$2,000	(11)
Re-evaluation/Critique	\$2,000	\$0	\$2,000	(12)
<b>TOTAL COSTS</b>	<b>\$15,000</b>	<b>\$5,466</b>	<b>\$20,466</b>	

- Note 1\* (Using Department Secretary to provide 65 hrs of clerical support @ \$19.67 phr: includes salaries and benefits )
- Note 2\* (Using Financial Officer to provide 35hours of fiscal oversight @\$ 32.27 phr: hourly rate includes salaries & benefits)
- Note 3\* (Using Sr. Analyst to serve as co-project manager to provide 25 hrs of project management @ \$ 37.20 phr: hourly rate includes salaries and benefits)
- Note 4\* (Using Staff Hazmat Trainer to conduct 12 training sessions for 500 people @ \$32.27 phr) (each training session consists or 3 hours + 2 hours ( in pre-post session set up and clean up/12 sessions x 3 hrs each session=36 training hours, 24 hrs pre-post event, 30 hrs on curriculum development Only charging for training hours 36 + 30 hours for curriculum development (66 hrs x \$ 32.27phr) hourly rate includes salaries and benefits
- Note 5 Includes cost of paper, envelopes, copying documents for meetings, other miscellaneous related expenses
- Note 6 Includes renting training facility for 5 hrs each training session(12) or 12x5=60 hrsx\$ 30phr=\$ 1,800
- Note 7 Includes printing 30 copies of the Hazardous Materials Area Plan in-house @ \$ 10.00 each inclusive of materials and labor
- Note 8 Includes printing 250 copies of the FOG consisting of flip charts front back lamination with nine tabs (1/3 cut), and about 43 sheets text @ \$28.00 per copy
- Note 9 To cover cost of regular mailings, meeting notices, handouts, and other related miscellaneous expenses
- Note 10 Facilitating tabletop, facility rental, handouts, audio visual equipment rental
- Note 11 Includes cost of technical and other required governmental expertise, coordination, equipment deployment, materials used in exercise, video taping
- Note 12 Cost of facilitating critique session, facilitators, and other required governmental technical expertise, room rental, critique worksheet and lessons learned handbook