



FEMA

SEP 06 2018

Supervisor Michael Ranalli
Board of Supervisors
Placerville Office
330 Fair Lane
Placerville, CA 95667

Subject: Engagement Letter

Dear Mr. Ranalli:

I am pleased to confirm the intent of the Federal Emergency Management Agency's (FEMA) Emergency Management Institute (EMI) to conduct the Preparing Communities for a Complex Coordinated Attack Integrated Emergency Management Course (IEMC) for El Dorado, California to be conducted at a suitable and mutually agreed upon location in your community, April 15-18, 2019. Our next steps are contingent upon receiving a signed copy of the enclosed Letter of Agreement (LOA). Please sign and return this LOA by December 1, 2018.

Your IEMC will be assigned a class manager from the Integrated Emergency Management Branch training staff. Within one month of receipt of your signed LOA, the class manager will contact your community point of contact to begin the process of building an IEMC specific to El Dorado, California. Among the first steps of this process will be the scheduling of an on-site Pre-Course Analysis meeting. This meeting will facilitate a discussion of the course details and requirements; and will allow the assigned class manager to begin gathering needed information from and about El Dorado, California.

Experience has shown that this course is most successful when chief elected and/or appointed officials, executives and department heads participate and learn how to enhance their community's emergency management system. The active participation of these officials is a key factor considered by EMI in assessing the value and benefit of conducting an IEMC program for your jurisdiction.

To meet federal requirements, the class manager and exercise director will need to complete all course related documents no later than 16 weeks prior to the start of your IEMC. This will include instructional and exercise related material provided by El Dorado, California. A template for community submitted Section 508 compliant material will be provided by the class manager at a later date.

A Student Identification (SID) Number is required to complete General Admissions Application (FEMA Form 119-25-1). If participants do not have a SID, they may register and obtain a SID

Michael Ranalli, Supervisor
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number at <https://cdp.dhs.gov/femasid>. The General Admission Applications will be collected by the class manager during the course delivery.

We look forward to working with you and your staff in the development and delivery of this community-specific IEMC. If you have questions about your upcoming IEMC, please contact Hakim B. Allah, D.M., Chief, Integrated Emergency Management Branch, EMI, at 301-447-1097 or email hakim.allah@fema.dhs.gov.

Sincerely,



Steven Heidecker
Deputy Superintendent (Acting)
Emergency Management Institute

Enclosures
Letter of Agreement

cc:

Ahsha Tribble, Regional Administrator (Acting), FEMA Region IX
Tomas Kaselionis, Regional Training Manager, FEMA Region IX
Robert Pesapane, Federal Preparedness Coordinator, FEMA Region IX
Kelly Rogers, State Training Officer, California Governor's Office of Emergency Services (Cal OES)

**LETTER OF AGREEMENT
BETWEEN
EL DORADO, CALIFORNIA
DEPARTMENT OF HOMELAND SECURITY,
FEDERAL EMERGENCY MANAGEMENT AGENCY
FOR CONDUCT OF AN
INTEGRATED EMERGENCY MANAGEMENT COURSE**

By acceptance of the Federal Emergency Management Agency's (FEMA) offer to conduct an Integrated Emergency Management Course (IEMC) for El Dorado, California, April 15-18, 2019, we mutually agree to the following conditions:

1. El Dorado, California will:

- a. Recommend key elected and appointed officials attend the entire course and participants represent positions as appropriate for your jurisdiction.
- b. In addition to appropriate personnel, at a minimum, provide one qualified individual from each of the following disciplines to assist by working in the exercise design team: fire, Emergency Medical System (EMS), and law enforcement. Other individuals may be needed for specialized assistance to include emergency management, public health, hospital/medical, community/human services (mass care/shelter) and public administration.
- c. Provide FEMA with copies of plans [e.g., emergency operations, Continuity of Operations (COOP), Continuity of Government (COG)], standard operating procedures, maps, etc., needed for exercise scenario development.
- d. Provide at no cost to FEMA, suitable location(s) for the delivery of the in-class portions of the course and exercise locations necessary for the successful completion of the IEMC.
- e. Provide a Community Point of Contact (POC) who has principal responsibility for emergency management/homeland security in El Dorado, California, to meet with FEMA staff during a Pre-Course Analysis (PCA) site visit to:
 - address course logistics and requirements;
 - determine and select the type of hazard(s) and core capabilities to be addressed during course exercises;
 - establish course objectives;
 - assist in assembling an exercise design team meeting (initial planning conference) for the course exercise activities;
 - in conjunction with the EMI POC, establish a mutually agreed upon strategy/timeline for periodic communication and coordination updates/status to be used prior to course start date; and
 - provide Community POC (who may be the same person as in (§1.e) to coordinate student logistics, including: collecting and forwarding applications; classroom and exercise facility audiovisual and communication needs; arranging for classroom breaks, etc.

- f. Each participant will need to complete and submit the General Admissions Applications (FEMA Form 119-25-1) to the POC. If participants need to obtain a Student Identification (SID) number have them register at <https://cdp.dhs.gov/femasid>.
- g. Section 508 of the American with Disabilities Act Compliance:
 - all electronic and information technology deliverables developed for EMI will meet the standard outlined in Section 508 of the American with Disabilities Act. If proposing the addition of any non-FEMA materials for inclusion in the training, all materials must be submitted 16 weeks in advance of April 15, 2019, no later than December 24, 2018.
 - agree that materials that are not submitted before the deadline to be made Section 508 compliant will not be incorporated into the Integrated Emergency Management Course (IEMC).
 - FEMA reserves the right to exclude materials from inclusion that are inconsistent with Section 508 of the American with Disabilities Act.
 - arrangements will be made in advance to present any necessary non-incorporated materials, either before or after the IEMC, but in every case outside of the IEMC. All materials presented or used during the IEMC must be approved and Section 508 compliant
 - FEMA is committed to making its electronic and information technologies accessible to individuals with disabilities by meeting or exceeding the requirements of Section 508 of the Rehabilitation Act (29 U.S.C 749d), as amended in 1998. Section 508 is a federal law that requires agencies to provide individuals with disabilities equal access to electronic information and data comparable to those who do not have disabilities.

2. FEMA will:

- a. Conduct a PCA, usually by site visit, with community officials to accomplish administrative requirements and begin the development of jurisdiction-specific exercises.
- b. In conjunction with the jurisdiction, establish a mutually agreed upon strategy/timeline for periodic communication and coordination updates/status to be used prior to course start date.
- c. Develop a community-specific IEMC and conduct the course at the location designated by the jurisdiction.
- d. Provide instructors and student course materials for the IEMC. Course material will be delivered in paperless format whenever possible.
- e. Develop all course exercise materials for the IEMC.
- f. Provide course certificates to participants who successfully complete the program.

Letter of Agreement

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Return this completed Letter of Agreement (LOA) to:

FEMA/EMI
IEM Branch, Room F-114
16825 South Seton Avenue
Emmitsburg, MD 21727

In the event that any of the conditions cannot be met, it is understood that FEMA has the option to cancel the course and will not be responsible for any expenses incurred in preparation for the training activity.

For Jurisdiction:

For FEMA:

MICHAEL RANALLI
Supervisor
Board of Supervisors

STEVEN HEIDECKER
Deputy Superintendent (Acting)
Emergency Management Institute

Date

Date

