



## City of Hallandale Beach City Commission Agenda Cover Memo

Meeting Date:	Item Type:		1 <sup>st</sup> Reading	2 <sup>nd</sup> Reading
<b>9/13/2023</b>	<input checked="" type="checkbox"/> <b>Resolution</b> <input type="checkbox"/> <b>Ordinance</b> <input type="checkbox"/> <b>Other</b>	Ordinance Reading	<b>N/A</b>	<b>N/A</b>
		Public Hearing	<input type="checkbox"/>	<input type="checkbox"/>
		Advertising Required	<input type="checkbox"/>	<input type="checkbox"/>
		Quasi-Judicial:	<input type="checkbox"/>	<input type="checkbox"/>
File No.:				
<b>23-249</b>				
Fiscal Impact (\$):	Account Balance (\$):	Funding Source:	Project Number:	
<b>\$74,300</b>	<b>\$74,300</b>	<b>8090-552270</b>	<b>N/A</b>	
Contract/P.O. Required	RFP/RFQ/Bid Number:	Sponsor Name:	Department:	
<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	<b>N/A</b>	<b>Jeffrey Odoms</b>	<b>Public Works</b>	
Strategic Plan Focus Areas:				
<input checked="" type="checkbox"/> <b>Finance &amp; Budget</b>		<input type="checkbox"/> <b>Organizational Capacity</b>		<input checked="" type="checkbox"/> <b>Infrastructure/Projects</b>
Implementation Timeline:				
Estimated Start Date: 9/3/2023			Estimated End Date: 9/30/2023	

**SHORT TITLE:**

**A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF HALLANDALE BEACH, FLORIDA, AUTHORIZING A CHANGE ORDER WITH OPTIMUM CONSULTING TO AUTHORIZE ADDITIONAL EMERGENCY MANAGEMENT CONSULTING AND TRAINING FOR AN ADDITIONAL AMOUNT NOT-TO-EXCEED SEVENTY-FOUR THOUSAND AND THREE HUNDRED DOLLARS (\$74,300); PROVIDING FOR AN EFFECTIVE DATE.**

## STAFF SUMMARY:

### **Summary:**

This agenda item seeks City Commission approval for additional services exceeding the City Manager's threshold of \$25,000 for professional services involving peculiar skill, ability, experience or expertise, which are in their nature unique and not subject to competitive bidding.

Staff seeks to have Optimum Consulting D/B/A Consult Optimum, LLC develop/revise a Continuity of Operations Plan (COOP) and a Threats and Hazard Identification and Risk Assessment (THIRA), provide additional ICS 300 and 400 level courses, perform additional tabletop exercise(s) (either one day or two day exercise), and to provide continued assistance developing the City's Comprehensive Emergency Management Plan (CEMP) and the City's Standard Operating Procedures (SOPs) relative to emergency management for a total not to exceed amount of \$74,300.

### **Background:**

The City of Hallandale Beach is responsible for the well-being and protection of the residents, visitors, and property located within its political jurisdiction. The Hallandale Beach Comprehensive Emergency Management Plan, commonly referred to as the CEMP, is the City's plan to accomplish that goal. The CEMP is designed to provide an outline and guide for the City's response to large scale events, emergencies, and disasters identified through a risk assessment.

In July 2017, the City administration issued a directive to update the CEMP, which at the time was considered outdated and focused primarily on hurricanes. The objective was to expand the scope to include an all-hazards approach which would prepare the City to respond to a multitude of hazards while improving coordination, collaboration, and communication not only within the organization, but with other governmental agencies as well. At that time, the City's fire department held the responsibility of emergency management and was tasked with spearheading this effort.

On May 16, 2018, the City Commission approved the adoption of the City's Comprehensive Emergency Management Plan. Such a plan is to be reviewed annually to incorporate new/updated regulations, changes in operations, internal structures, personnel changes, etc.

### ***Original Cost Proposal:***

On August 9, 2022, the City issued Purchase Order 20220999 for an amount not exceeding the City Manager's threshold of \$25,000. Optimum Consulting submitted a cost proposal for the initial work in the amount of \$23,850 (Exhibit 2). The original proposal consisted of the development of a comprehensive training and exercise program, including developing a tabletop scenario used to train members of the emergency operations center with an after-action report issued to the City Manager. The original cost proposal also included work to enhance the emergency management program by providing written standard operating procedures, along with training personnel in order to ensure the capacity to respond to and recover from all hazards impacting the City.

### ***Supplemental Cost Proposal #1:***

In the process of updating the CEMP, recommended changes to the original scope of work were proposed by Optimum Consulting to include expansion of plans, policies, procedures, and personnel training to ensure that the City has the capacity to respond to and recover from all hazards that may impact the community. The firm submitted a supplemental proposal to include these new elements of the scope of work (Exhibit 3) in the amount of \$14,950. The scope of work included a 2-day ICS 300 course and a 2-day ICS 400 course which is described below in more depth.

On May 17, 2023, the City Commission approved Resolution No. 2023-048 (Exhibit 4) ratifying authorization for the additional scope of work and relating payment in the of \$14,950 based on the City Manager's request for Optimum Consulting to update the current CEMP.

Many areas of our plan have been updated to better reflect the Incident Command and Emergency Operation Center procedures that demonstrate best practices developed as part of the National Incident Management System (NIMS). Many of the courses and training performed during the updating of our emergency plan have been revised over the years and have moved from being hazard specific to better reflect an "All-Hazards" approach to emergency preparedness and management. The "All-hazards" approach is a comprehensive emergency preparedness framework that takes the full scope of emergencies or disasters into account when planning for response capacities and mitigation efforts.

As part of the City's preparedness protocol, introductory Incident Command courses are to be taken by all City personnel who are employed at varying levels of our organization from entry level to management. These courses are available via an online training opportunity and can be taken by our team at any time as their schedules allow.

ICS 100 - Introduction to Incident Command

ICS 200 - Basic Incident Command

ICS 700 - An Introduction to the National Incident Management System

ICS 800 - National Response Framework

There are additional courses that are required by our senior management team and designees assigned to work during emergencies at our Emergency Operations Center (EOC). These courses are best done live in a classroom training environment and are a part of the scope of services being provided by Optimum Consulting to complete with our team.

ICS 300 - Intermediate ICS for Expanding Incidents

This 2-day course is designed for those City team members who would serve as emergency response personnel functioning in a Command or General Staff position during a large, complex incident or event, or personnel who are or would likely be part of a local or regional Incident Management Team during a major incident, whether single agency, multi-agency or Unified Command.

### ICS 400 - Advanced Incident Command System for Complex Incidents

This course is intended for an audience of responders and senior management personnel who may be involved in a management capacity for major or complex incidents that extend into multiple operational periods and rapidly expand to multi-jurisdictional and/or multi-disciplinary efforts necessitating outside resources and support.

### All-Hazards Tabletop Training Exercise

The consultant performed an exercise developed around real-world events with our team. This type of exercise is planned to be run annually affording us the opportunity to work through our emergency management plan to ensure the team is prepared to respond, not just for hurricane season but all-hazards that may occur.

### **Current Situation:**

On June 20, 2023, a tabletop training exercise was conducted by Optimum Consulting with essential personnel from the City. The exercise helped bring to focus the need for additional contracted services as outlined in the summary section above. City Administration is seeking approval for this additional training as outlined in Exhibit 5 – page 15, for a total cost of \$74,300.

The additional scope will ensure that the City has the following in place, which is part of a well rounded Emergency Management Program:

- Conduction a Threat & Hazard Identification and Risk Assessment – to include pre-assessment preparation work, risk context analysis, stakeholder engagement and information gathering, risk assessment and modeling, mitigation and preparedness strategies, reporting and presentation.
- Development of a Continuity of Operations Plan – to include assessment and analysis, business impact analysis, strategy development, plan development, training and exercise, and plan maintenance and review.
- Additional required ICS training for essential personnel
- Additional support for the City's Comprehensive Emergency Management Plan (CEMP)

### **Why Action is Necessary:**

Pursuant to Section 23-8 Exception to Bid Requirements, (2) Professional Services, of the City of Hallandale Beach Code of Ordinances, contracts for professional services involving peculiar skill, ability, experience or expertise, which are in their nature unique and not subject to competitive bidding, are exempt from the competitive bidding requirements of this article; however, a formal written contract, approved by the commission, shall be required for all such contracts in excess of twenty-five thousand (\$25,000.00) dollars.

### **Cost Benefit:**

The enhancement of the City of Hallandale Beach's Comprehensive Emergency Management Program (CEMP), the development/revision of a COOP and THIRA, the continued development of SOP's and additional training for City essential personnel ensures the City's capacity to respond to and recover from all hazards impacting the community.

**PROPOSED ACTION:**

City Commission to approve the attached Resolution.

**ATTACHMENT(S):**

Exhibit 1 – Resolution  
Exhibit 2 – Initial Cost Proposal  
Exhibit 3 – Supplemental Cost Proposal No. 1  
Exhibit 4 – Resolution No. 2023-048  
Exhibit 5 – COOP, THIRA and Training Proposal

Prepared By: James Hepburn  
James Hepburn  
Special Projects Coordinator

Reviewed By: Jeffrey Odoms  
Jeffrey Odoms  
Public Works Director

Reviewed By: Sharon Ragoonan  
Sharon Ragoonan  
Assistant City Manager

Reviewed By: Noemy Sandoval  
Noemy Sandoval  
Assistant City Manager