

MEMORANDUM OF UNDERSTANDING
between the
LARIMER COUNTY BOARD OF COUNTY COMMISSIONERS
and the
SHERIFF OF LARIMER COUNTY

I. PURPOSE

The purpose of this Memorandum of Understanding is to provide guidelines concerning the direction and control of the Larimer County Office of Emergency Management (OEM), and staff supervision of its personnel and administrative activities under the dual authorities of the Board of County Commissioners and the Sheriff of Larimer County.

II. AUTHORITY

The Colorado Disaster Emergency Act, as revised October 18, 2013, requires that each county in Colorado have an OEM with a Director or Coordinator, who is appointed and governed by the Chief Executive Officer or governing body, which shall be responsible for the planning and coordination of the local disaster services.

The Board of County Commissioners through the Emergency Management Resolution of Larimer County, Colorado, dated November 18, 2014, established the current guidelines and organization of the OEM, including the appointment of a Director of Emergency Management (Director), by the Board of County Commissioners, who shall be the executive head of OEM. The Director is responsible for the administration, organization, and operation of the OEM.

III. SCOPE OF OPERATIONS

A. Management

The Director of OEM shall be appointed by the Board of County Commissioners (BCC). The Sheriff shall submit recommendations to the BCC which shall be given priority consideration when the Board selects the Director.

The Director shall be governed by the BCC and shall respond to their policy direction in carrying out the duties of his or her office. The Sheriff's views shall be considered in the formulation of such policy direction. The Director shall be responsive to the Sheriff in preparing annual programs, goals, and objectives in accordance with the stated policy direction of the BCC.

The Director shall also respond to program objectives established by the Colorado Division of Homeland Security and Emergency Management (DHSEM) and the Federal Emergency Management Agency (FEMA) as applicable to Larimer County. If those objectives are in conflict with the policy directives of the BCC, the Director shall convey the BCC's views to DHSEM in seeking to obtain resolution or compromise of the conflict.

B. Administration

The OEM is a separate county department under the direction of the BCC for the purpose of coordinating disaster preparedness, response, mitigation, and recovery operations; and the Director, OEM, is a department head when coordinating the county emergency preparedness program with other department heads, division chiefs and elected officials.

The Sheriff's Office shall designate an Emergency Management Coordinator who shall work for the Sheriff's Office but whose primary duties will be emergency management. The Emergency Management Coordinator will work in coordination with the Director of Emergency Management.

For the purposes of administration, the Emergency Management Coordinator shall be a member of the Sheriff's Office. Responsibility for evaluation, assignment, pay, leave, and other personnel matters shall be carried out by the Sheriff's Office and pursuant to its policies. The Emergency Management Coordinator will indirectly report to the Director to ensure coordinated emergency management functions within the county. The OEM will consider and account for Sheriff's Office procedures with regard to emergency operations to ensure coordinated response.

C. Correspondence

All administrative correspondence pertaining to matters under the purview of the Sheriff shall be approved for dispatch in accordance with the policies of the Sheriff. All correspondence of an operational nature that pertains to matters under the policy direction of the BCC, shall be approved for dispatch in accordance with policy prescribed by the Commissioners.

D. Facilities

The OEM shall be located in the offices of the BCC, with the Emergency Management Coordinator located within the Sheriff's Office. The primary location for the Emergency Operations Center and the Joint Information Center will be the Sheriff's Office training rooms. For facility security reasons, the Sheriff controls access within the EOC and JIC. Any adjustment of space and facilities within the OEM shall be coordinated among and concurred in by the BCC and the Sheriff.

E. Budget

The Director shall prepare an annual budget for the OEM and submit such budget to the BCC for consideration. It shall be separate from the Sheriff's budget, which will include the Emergency Response Coordinator role and function. Once approved by the BCC, it shall be the responsibility of the Director to insure that the OEM budget is administered in compliance with state and federal regulations and that appropriate application is made for available state and federal grants under the FEMA cost-sharing program.

The Director shall also be responsible for making recommendations for the administration of the County Disaster Fund, and, as the County Coordinating Officer during disasters, approving expenditures as directed by the Board.

F. Disasters

As described in the Resolution of November 18, 2014, it shall be the duty of the Chairman of the Board of County Commissioners to declare that a disaster or emergency exists within Larimer County. The BCC will normally operate as a Policy Group from and through the county offices; but will be able to operate from any location where they feel they can best carry out their responsibilities. Acting for the BCC, the Director will coordinate all county agency activities in meeting the disaster and may obtain vital supplies, equipment and services needed for the protection of life and property of the people of Larimer County.

As described in the Larimer County Emergency Operations Plan, the Sheriff will be responsible for establishing a field command post (if he feels one is required) and for conducting field operations to carry out his law enforcement, life-preserving and other statutory and assigned responsibilities. The Sheriff will normally operate from and through the field command post but will be able to operate from any location from which he feels he can best carry out his responsibilities.

The OEM will operate out of the Emergency Operations Center for all response operations and will communicate to the Sheriff and the BCC via a Policy Group organization as outlined in the Emergency Operations Plan for Larimer County.

IV. DURATION AND TERMINATION

This Memorandum of Understanding shall become effective upon the date of last signatory, and shall replace any prior MOUs between the BCC and Sheriff regarding the OEM, Director, and Emergency Management Coordinator. This agreement may be amended from time to time as mutually agreed upon by the BCC and Sheriff. The period of this agreement shall be from the date of execution until termination by either party.

BOARD OF COMMISSIONERS OF
LARIMER COUNTY, COLORADO

By: _____
Chairman

11/18/14
Date

LARIMER COUNTY SHERIFF'S OFFICE

By: _____
Sheriff

11-18-14
Date

ATTEST:

Heather Cookman
County Clerk

