

**Lee County Board Of County Commissioners
Agenda Item Summary**

Blue Sheet No. **20040117**

1. REQUESTED MOTION:

ACTION REQUESTED: Approve an application with the State of Florida Department of Community Affairs that provides a \$35,000.00 grant to enhance a Citizen Corps Council.

WHY ACTION IS NECESSARY: The Board of County Commissioners must approve all agreements.

WHAT ACTION ACCOMPLISHES: Provides continued support for Lee County Citizen Corps Council.

**2. DEPARTMENTAL CATEGORY:
COMMISSION DISTRICT #:**

C7A

3. MEETING DATE:

02-17-2004

4. AGENDA:

- CONSENT
- ADMINISTRATIVE
- APPEALS
- PUBLIC
- WALK ON
- TIME REQUIRED:

**5. REQUIREMENT/PURPOSE:
(Specify)**

- STATUTE
- ORDINANCE
- ADMIN. CODE
- OTHER

6. REQUESTOR OF INFORMATION:

- A. COMMISSIONER
- B. DEPARTMENT Independent
- C. DIVISION Public Safety
- BY: John D. Wilson, Director *[Signature]*

7. BACKGROUND:

The Florida Department of Community Affairs is offering Lee County a \$35,000.00 performance grant to complete the following initiatives: 1) act as coordinating and collaborating body for enhancement of activities that support emergency services, law enforcement, and disaster prevention, preparedness and response 2) assist in recruitment of volunteers by publicizing and expanding existing community programs, and 3) facilitate communications between Lee County, state and federal agencies to enable all member agencies to identify grants, equipment and training opportunities available to further community service missions and activities.

Four (4) Copies of Grant Application

- Attachment A Lee County Citizen Corps Council Members
- Attachment B Lee County Citizen Corps Council By-Laws
- Attachment C Letter of Endorsement

8. MANAGEMENT RECOMMENDATIONS: Staff recommends approval of request.

9. RECOMMENDED APPROVAL:


A Department Director	B Purchasing or Contracts	C Human Resources	D Other	E County Attorney	F Budget Services Risk			G County Manager
<i>[Signature]</i> 2/2/04	<i>[Signature]</i> 2/2/04	<i>[Signature]</i> 2/2/04		<i>[Signature]</i> 2/3/04	OA <i>[Signature]</i> 2/3/04	OM <i>[Signature]</i> 2/3/04	Risk <i>[Signature]</i> 2/3/04	GC <i>[Signature]</i> 2/3/04

10. COMMISSION ACTION:

- APPROVED
- DENIED
- DEFERRED
- OTHER

Rec. by CoAtty
Date: *2/3/04*
Time: *1 pm*
Forwarded To: *Co. Admin*
2/3/04

RECEIVED BY
COUNTY ADMIN: *[Signature]*
2/3/04
3:30 pm
COUNTY ADMIN
FORWARDED TO: *[Signature]*
2/3/04
3pm

Lee County
citizen  ***corps***

Lee County Emergency Management
2665 Ortiz Avenue
P.O. Box 398
Fort Myers, FL. 33902-0398

FDEM (DHS) FY04 Citizen Corps (General Operating Sub-grant) APPLICATION

FDEM- Engaging Florida's Communities in All-hazard Preparedness

FDEM/DHS FY 04 Applicant Questionnaire Citizen Corps/ CERT Sub-grant Program		Date Received by DEM
Applicant Information		
Legal Name: Lee County Citizen Corps Council		
Address (give city, county, state and zip code): Lee County Emergency Management Attention: Citizen Corps Council Coordinator 2665 Ortiz Avenue Fort Myers, Florida 33905		
Employer Identification Number: 59 6000 702		
Agency Contact: John M. Campbell	Agency Contact Phone: (239) 477-3600	
Agency Contact E-mail: jcampbell@leegov.com	Agency Contact Fax: (239) 477-3636	
To the best of my knowledge and belief, all data in this application are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is awarded.		
Type Name of Authorized Representative John E. Albion	Phone Number: (239) 335-2225	
Title Chairman, Board of County Commissioners	E-mail: Dist5@leegov.com	
Signature of Authorized Representative	Date Signed:	

Title Page

Application Type (please check one): Start-Up X Expansion

Amount Requested for Sub-Grant: \$35,000.00

Applicant Information

Name of Organization: Lee County Citizen Corps

Address: 2665 Ortiz Avenue

City: Fort Myers **County:** Lee **Zip Code:** 33905

Federal ID #: 59 6000 702

Point of Contact *(If this changes at any time please send e-mail with new individuals information to: thomas.weaver@dca.state.fl.us)*

Name: John M. Campbell, Chief of Operations, Lee County Emergency Management

Phone: (239) 477-3600

Fax: (239) 477-3636

Email: jcampbell@leegov.com

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Authorized Signature

John E. Albion
Chairman

Signature: _____

Title: _____ **Date:** _____

Section I Questionnaire

APPLICATION

Section I – Questionnaire (maximum 20 points)

1. Is this request for a Citizen Corps General Sub-grant for a “ Start-up” of a whole new program in a jurisdiction currently without a Florida Registered Citizen Corps program ___ Yes (or) is this request for an expansion/enhancement of a currently Florida Registered Citizen Corps program X Yes.

1. If this is a request for an expansion/enhancement of a current program –what is it's name, address & program director's name:

Lee County Citizen Corps
2665 Ortiz Avenue
Fort Myers, FL 33905
Council Chairman: Keith Denning
Staff Coordinator: John M. Campbell

3. If this request is for a “Start-Up” of a whole new program, who will be the sponsoring agency/group:

<u>X</u> Not a “start-up”	___ City Emergency Management Office
___ County Emergency Management	___ Citizen Corps Council
___ Fire/Rescue Service	___ Native American Tribe
___ Fire Tax District	___ City Government/County Government
___ Sheriff/Police Agency	___ Other (specify)

4. Is a letter of support from the corresponding County Emergency Management Agency included with this application? X Yes ___ No

5. If you are requesting a Citizen Corps General “Start-up” Sub-grant, once notified of grant award, how long would it be before your Citizen Corps Council could be operational.? N/A ___ (N/A-existing Citizen Corps Program)

6. Tracking and reporting the number of trained volunteers is not only a State of Florida priority, but also a DHS priority. Do you currently have a database in which to track the number of trained volunteers as well as someone to monitor such a database. X Yes ___ No

7. While this Sub-grant is a "No Match" grant, do you plan to provide "in-kind" support extending this grant to train more members. ___ Yes X No If yes - briefly detail "In-kind" functions:

8. There will be a brief (one page) but important Monthly Training Report due on the 5th of each month. It will also include brief monthly grant \$ expenditure status information. Quarterly reports will be due as indicated in the signed contract. Do you agree to timely abide by these reporting requirements .

X yes ___ no

9. Approximately how many paid staff members would you have supporting your counsel? ___ full-time ___ part-time ___ (FTEE equivalent if PT 208 hrs=.1)

10. Approximately how many volunteers would you anticipate donating time directly to the Council & its specific Council Sponsored activities

1100

11. How many persons are (or will be) on your Council Board? 22 Will all be voting members? X yes ___ no

12. How many different groups or organizations are (or will) be represented on your Council Board ? 22 List the various groups represented and their general category of activity. (Attach on separate sheet of paper) (See Attachment A)

13. Is there a Voluntary Organizations Active in Disaster (VOAD) or an interfaith/interagency coalition that services your county? X yes ___ no

If yes: Name of the organization: FIND
Phone Number: (239) 540-8069 E-Mail: edwschmidt@aol.com

14. It is not necessary that a Citizen Corps Council participate in disaster related activities; however, it is highly desirable. If your program will be participating in disaster related activities, do you have a letter of support from your County Office of Emergency Management? X yes ___ no (If yes please attach to application.)

15. Do you have now (or if a start-up will have) an office location? X yes ___ no
Is it "free" space? ___ yes X no Estimated Council Budget 2004 \$ _____
Where will \$s come from above the amount of this sub- grant request? N/A

16. Is there a designated Front porch Community Initiative in your jurisdiction? ___ yes X no If yes- will a representative be on your Board? ___ yes ___ no If yes will your Council be directly involved in partnership opportunities to improve that neighborhood? ___ yes ___ no

17. If your Citizen Corps Council is already registered on the official Florida Citizen Corps Council website is the information up to date? X Yes ___ No. If you are a "start-up" program will you officially register your Council with the Florida Citizen Council website and keep that information updated ___ Yes ___ No

Section II Questionnaire (For Existing Programs)

SECTION II-Questionnaire (FOR EXISTING PROGRAMS ONLY)-(max. 10 points)

Detail in a maximum of 3 pages the goals originally set out for your program and how it has accomplished these goals through December 2003. Part A - Give as specific information as possible: regarding accomplishments, partnership activities, recruitment success, numbers of volunteers referred and to what agencies, specific Citizen Corps sponsored activities that occurred & successes/problems, effective interaction or problems with governmental bodies and other volunteer agencies, assistance to other Citizen Corps Council programs, success in getting the Citizen Corps mission recognized in the community via media, presentations , sponsored events etc and any other pertinent information. Also address the cost effectiveness of your program in relationship to your previous grant, if your received a previous grant. Part B – Give as specific information as possible: regarding specific milestones to accomplish this year, if you receive a Sub-grant award (i.e.: recruiting goals for volunteers, screening program in place, training for volunteers, recognition awards program, marketing , CC sponsored events, etc. [Utilize bullet format for Part B] {Start-up program indicate N/A-not applicable in this Section.}

A. Goals:

1. **Act as coordinating and collaborating body for enhancement of activities that support emergency services, law enforcement, and disaster prevention, preparedness and response.** The 22 organizational members of the Lee Citizen Corps Council represent most county and city agencies that are active in emergency services. The council has brought all of these organizations together for an interchange of ideas and resources for support of our citizens. By-Laws were written by the coordinator and approved by the Council (see Attachment B). Council meetings are held monthly. Member organizations report incidents and activities in which citizen corps volunteer members took part. They also report public outreach activities at which promotional literature was disseminated. Council members share information on training events and conferences that can be beneficial to other member organizations. The Council purchased a laptop computer and projector that are available to all council members for off-site presentations. The Council also purchased a video camera, megaphones, handheld radios, laser jet printer, table covers and numerous promotional items that are available for use by all member organizations.
2. **Assist in recruitment of volunteers by publicizing and expanding existing community programs.** The Council has a published website that offers citizens an opportunity to read about various volunteer opportunities within the member organizations. The website provides a potential volunteers an opportunity to ask questions or express interest to a specific point of contact of each member organization. The Council also participated in a recent volunteer fair where citizens were able to visit with council members and gain more information on volunteer opportunities. The council used some of the 2003 grant money to fund numerous outreach publications for member organizations. The laser jet printer, mentioned above will be used by council members to printer

their own publication, thus saving on future printing costs. It is believed that the 10% growth in volunteers joining member organization in 2003 is directly attributed to resources and programs provided under the Citizen Corps Council umbrella.

3. **Facilitate communications between Lee County, state and federal agencies to enable all member agencies to identify grants, equipment and training opportunities available to further community service missions and activities.** The Council staff coordinator stays in touch with the State Emergency Management office concerning current programs and future opportunities to better prepare and equip our volunteer groups to serve the community. CERT, Neighborhood Watch and the Sheriff Department V.O.I.C.E program are three first responder member organizations that are growing rapidly and benefiting most from the training opportunities identified. It is anticipated that the same level of growth will be achieved within the cities first responder volunteer organizations in 2004.

B. Milestones for 2004:

1. **Improve public awareness of volunteer service opportunities in support of emergency and disaster response organizations by expanding dissemination of information.**
 - a. The Council plans to sponsor its first Volunteer Fair this year to assist member organizations with recruitment efforts. Unlike previous fairs that included the entire spectrum of volunteer organizations, this fair will be limited to member organizations that are active in disaster response.
 - b. The Council Chairperson will seek opportunities to appear on television and radio programs to attract citizens to volunteer opportunities available within member organizations.
 - c. Grant money from 2004 will be used to expand the number and quality of publications available to member organizations for dissemination during public forums, volunteer fairs and seminars.
 - d. The Council members will emphasize training and personal development opportunities available to those looking for public service volunteer opportunities.
 - e. Most Council member organizations have a volunteer screening process in place. The Council will assist in developing procedure for those who don't.
 - f. A goal of the Council is to assist in expanding the number of CERT organizations within the county and municipalities to the point that every geographic Division within the county has an expanding CERT program capable of training new organizations. The Council will host a Skill Stakes program this year to measure the responder proficiency of member organizations wishing to participate.

- 2. Publish literature and an Internet website that will expand public awareness of natural and made-made hazard protective measures.**
 - a. The Council will continue to enhance the quality of the Lee County Citizen Corps website <www.leecitizen.com>. Grant money from 2003 was used to have the site professional developed. This year we will continue to expand and enhance the site to make it easy for a visitor to navigate through the information and opportunities.
 - b. The site will have links to member organization websites that provide more specific information of interest to all citizens. Citizens will be able to access information relative to domestic security, and natural and man-made hazards within the area.

- 3. Improve collaboration among member organizations and volunteer support organizations through formalized information exchange programs.**
 - a. Monthly meetings will be held by the Council to disseminate information on the activities and programs of member organizations. The goals are to improve all programs by sharing information on training opportunities, highlighting programs that are working well, and providing recognition to organizations that are growing.
 - b. The Council will also endeavor to keep member organization apprised of Citizens Corps activities and achievements happening in other parts of the State and the nation.

- 4. Proactively identify training opportunities to further develop member organization volunteer programs and improve the level of knowledge of individual volunteers. (This is the primary thrust of our plan for 2004)**
 - a. The Friendship Volunteer Resource Center will present a six-part Volunteer Management training program this year for Citizen Corps Council member organizations. This course will include topics such as: Understanding Volunteers, Planning Your Volunteer Program, Recruiting and Placing Volunteers, Orientating and Training Volunteers, Supervising Volunteers, and Evaluating your Volunteer Program. These classes will be funded with 2004 Citizen Corps Grant money.
 - b. The Council has asked the Lee County Chapter of the American Red Cross to train up to 10 people from Citizen Corps organizations to become CPR/First Aid/AED instructors. The instructor course consists of 60 hours of training over a 7-day period. These instructors must make a commitment to provide training to other member organizations desiring training for new volunteers or

FDEM (DHS) FY04 Citizen Corps (General Operating Sub-grant) APPLICATION

refresher training requirements. These train the trainer classes will be funded with 2004 Citizen Corps grant money.

- c. In conjunction with the Lee County Chapter of the American Red Cross, the Lee County Citizen Corps Council will fund classes for 48 volunteers to become Community Disaster Education (CDE) instructors. These instructors will be the bedrock for educating other volunteers within member organizations, civic groups, public school students and others on preparation for disasters. These classes will be funded with 2004 Citizen Corps grant money.
- d. The Citizen Corps Council will also fund the Lee County Chapter of the American Red Cross to present the, Together We Prepare Initiative training to 300 volunteers, high school students, teachers, coaches, nurses and others. This will be a real community effort funded by the Council.
- e. If approved, the Council will also purchase training aids to be used by Lee County Emergency Management for advance training and testing of Corps members. These will include manikins, AED practice packs and training materials.

Section III Proposed Budget

Section III - Proposed Budget
(maximum 10 points)

Program Name: Lee County Citizen Corps

	Federal Funds	Total
1. Personnel		
A. Salary and Fringe Benefits		
B. Contractual Services (trainer costs, etc.)	\$15,000.00	\$15,000.00
<i>Subtotal</i>	\$15,000.00	\$15,000.00
2. Travel (no greater than 10% of the total award)	\$2000.00	\$2000.00
<i>Subtotal</i>	\$2000.00	\$2000.00
3. Expenses		
A. PPE Equipment (Promotional Items)		
B. Reproduction Costs	\$8500.00	\$8500.00
C. Non-expendable equipment (no greater than 20% of total award w/o special FDEM-CC approval)*	\$8000.00	\$8000.00
D. General Office Supplies	\$1000.00	\$1000.00
<i>Subtotal</i>	\$17,500.00	\$17,500.00
4. Indirect Costs (no greater than 3% of total award)	\$500.00	\$500.00
<i>Subtotal</i>	\$5000.00	\$5000.00
Total	\$35000.00	\$35000.00

**Examples of non-expendable equipment include: laptops, LCD projectors, video screens, etc.*

Proposed Budget Narrative:

Please provide more detail regarding the line items listed above.

1. Personnel:
 - a. Salary and Fringe Benefits: None
 - b. Contractual Services: **\$15000.00**. These costs are for training service and rental agreements for facilities as follows:
 1. Volunteer Management training to be conducted for individuals. The training is outlined in the goals stated above=
\$3600.00
 2. CPR/First Aid/AED Train the Trainer instruction for people. This training is outlined in the goals stated above=
\$2000.00
 3. Disaster Educator Training for 48 people. This training is outlined in the goals stated above=
\$600.00
 4. Together We Prepare Initiative training for 300 people. This training is also outlined in the goals stated above=
\$5900.00
 5. Miscellaneous training and speaker fees. These costs are for training support costs that will be used to address unmet needs not current identified within the above requirements during the year=
\$1900.00
 6. Internet Support for Website=
\$1000.00
2. Travel: The budget is for **\$2000.00** for a Citizen Corps Council representative to attend the Governors Hurricane Conference and the State of Florida CERT conference. Travel expenses will be limited to registration fees and accommodation cost only. The individual will have to cover food and transportation costs. These cost are estimates and it may be possible to attend additional conferences or training sessions not yet identified within this funded amount.

3. Expenses: **\$17,500.00**
 - a. **Reproduction Costs: \$8500.00.** We will use these funds for printing brochures, trifolds and other public outreach materials. Those currently planned are: 1) A new Citizen Corps trifolds which will describe the program and volunteer opportunities. 2) Directory of the volunteer services involved with the Citizen Corps program. 3) Trifolds for Medical Reserve Corps, ARES/R.A.C.E.S., and V.O.I.C.E.
 - b. **Non-Expendable Equipment: \$2000.00.** This money will be used to purchase training aids which will be used by Emergency Management to teach advanced level course material to organizations such as CERT, Neighborhood Watch and V.O.I.C.E. The items will consist of manikins, AED 6 pack trainers, safety vests, and training manuals.
 - c. **General Office Supplies: \$1000.00.** This money will be used to replenish stocks of printer cartridges, printing paper and miscellaneous office supplies to support the administrative needs of the Council.
PPE Equipment (Promotional Items): \$6000.00. These are expendable items with the Lee County Citizen Corps Logo imprinted on them. They are used to promote the program with Lee County citizens. These items consisted of: Tee Shirts, caps, polo shirts, note pads, table clothes, table runners, coffee mugs, logo lapel pins, writing pens and beverage wrenches. We will replenish stocks of some items purchase last year and other a number of additional items for 2004. Promotional items purchased in 2003 amounted to \$5194.00.
4. **Indirect Costs: \$500.00.** This money will be used to cover freight costs, mailing costs and logo design costs.

**Section IV Lee County Citizen Corps Mission
Implementation Strategy Plan**

Section IV. Lee County Citizen Corps Mission Implementation Strategy Plan

- 1. Name of the Jurisdiction: Lee County, Florida**
- 2. Area Covered: Unincorporated Lee County and resident municipalities**
- 3. Does this jurisdiction currently have a Florida Registered Citizen Corps Council? Yes (Name of Council: Lee County Citizen Corps Council)**
- 4. Sponsoring Agency Applying for Sub-Grant: Lee County Emergency Management**
- 5. Specific Mission Implementation Strategy Plan:**

A. Introduction:

Purpose: The purpose of the Council is to serve as the catalyst to educate and prepare citizens and citizen groups in our communities to respond to natural and man-made disasters. In this regard, FY 04 grant funds will be used to increase recruiting efforts for new members to join existing volunteer organizations. Additionally, funds will be used to focus on train the trainer programs so that we can reach the maximum number of qualified volunteers in the shortest time possible.

Scope: The greatest risks of natural hazards faced by Lee County are from: Tropic Storms/Hurricanes, Inland and Tidal Flooding, and Wild Land Fires. The possibility of man-made hazards also exists in Lee County. The great risks of man-made hazards come from: Terrorism, Hazardous Substance Spills, Air Transport Accidents and Highway Accident involving hazardous substances.

Demographics: Lee County is a coastal jurisdiction in Southwest Florida. The County has approximately 1100 square miles of area. The population of Lee County is approximately 475,000 fulltime residents. The primary sources of income for the population are from construction and service industries and retirement funds. Approximately 1100 registered special needs citizens.

Methodology: Emergency Management, CERT, Red Cross, Medical Reserve Corps and the Friendship Volunteer Resource Center compose the steering committee members who were most active in the preparation of this document.

Emergency Management Support: Lee County Emergency Management sponsors Lee County Citizen Corps Council. The Program Manager is a voting member of the Council.

B. Specific Goals and Objectives:

- Serve as a coordinating and collaborating body to enhance volunteer activities that support emergency services, law enforcement, and disaster preparedness, prevention and response.
- Enhance recruitment of qualified volunteers for member organizations by publicizing and expanding new and existing programs.
- Facilitate horizontal lateral communication to identify resources and training for member organizations.
- Improve public awareness of volunteer positions available and needed within the member organizations.
- Provide initial and continuous training opportunities for volunteers and volunteer organizations.
- Serve as an example to other jurisdictions interested in forming Citizen Corps Councils.

C. The Lee County Citizen Corps Council consists of 22 member organizations with the goal of having up to 30 members. This Council was formed in the spring of 2003 with the objective of having as members a diverse collection of organizations that support natural and man-made disaster preparation, response and relief. Member organizations represent Emergency Management, Law Enforcement, Emergency Medical Services, Fire and Rescue, Health, Economic Development and City and County Officials (see attachment A for a complete list of member organizations). During the coming year, we hope to expand the council to include more business organizations and the public school system. These are valuable partners in education and disaster recovery. We sustain the momentum within our council by having regular meeting and requiring monthly reports on activities. We have found that the more activities we have in regards to recruiting and training, the more interest we gain in the desired outcome. Therefore, our thrust in 2004 is toward an expanded training program.

D. As stated above we have 22 partner organizations within the Lee County Citizen Corps Council. These partner organizations are shown in Attachment A to this application. We are working with several additional business organizations to interest them in the benefits of membership in the council. The Lee County School District is another organization that we hope to have join the council in 2004. Much of the education and training that we want to conduct starts at the grade school level. We also hope to work with Florida Gulf Coast University as a new member since they provide a source for shelter workers and managers at their new sports center.

E. We hope to engage all of our citizens in homeland through the following ways:

- Expanding the number of member organizations to include all sectors of our community.

- Expand our outreach programs to all sectors of the community and make our citizens aware of the need for everyone to share in this important responsibility. No effort is too small if properly directed.
- Expand the number of people we reach with training programs by increase the number of trainers with the train the trainer programs.
- Expand the amount of promotional materials that identify the Lee County Citizen Corps, its mission and benefits to all citizens who want to contribute their time and energies to homeland security activities.
- We will publicize our accomplishments to the general public at every opportunity to increase visibility of our effort and the interest in helping.
- Through our council's efforts, we hope to make citizen support of the homeland security efforts a part of our culture.

F. One of our goals is to increase education and outreach program as has been previously mentioned.

- We will conduct volunteer management training for members of our organization.
- We will train CPR/First Aid/AED instructor who can go into our communities, offices, schools and businesses to provide citizens with these important life saving.
- We will train Community Disaster Education Presenters to go into our communities and teach the general public and students about the importance of adequate preparation and response to emergency situations.
- We will train 30 leaders within our organization with the "Together We Prepare" classes so they can train additional classes in all areas of the community in these important disaster preparation skills.
- We will continue to support the proliferation of the neighborhood watch program, Law Enforcement Volunteer programs, Amateur radio operator's organizations and training, CERT, Medical Reserve Corps and a multitude of other organizations active in disasters.
- We will take advantage of civic meeting, school function, professional conferences and local preparedness seminars to disseminate outreach materials to the general public.
- We want every citizen to feel an obligation to play a part, no matter how small, in the homeland security efforts already started by our member organizations.

G. CERT Specific Information:

1. Four Fire Districts and two cities within Lee County currently have active CERT programs. There are currently four classes being taught within these organizations. The Citizen Corps point of contact for CERT is Marie Hagan of the North Fort Myers Fire District.

2. North Fort Myers Fire District has a CERT program and is applying for CERT Sub-Grant. Lee County Citizen Corps Council accepts the CERT annex prepared by North Fort Myers Fire District CERT program as a valid documentation of the role of CERT to partially meet the education/training/auxiliary response mission role of the Lee County Citizen Corps Council.

H. Ways in which the Lee County Citizen Corps offers training and opportunities to support first responders, disaster relief groups and community safety efforts.

- Training and volunteer opportunities are offered through established programs available within existing member organizations. Citizen Corps grant funds provide resources for these organizations to reach more individuals and groups with their opportunities and training.
- Emergency Management offers approximately 100 storm preparation seminars each year.
- Emergency Management briefs the weekly County new employee orientation classes on volunteer and training opportunities within the Emergency Management program.
- Emergency Management provides a series of annual Damage Assessment classes to county employees and members of the general public who volunteer to assist with disaster damage assessment.
- Selected Lee County Citizen Corps Council members are trained to teach CERT classes to jurisdictions wishing to start CERT or those expanding CERT team membership. This relieves the burden on the original small group of trainers.
- Lee County Chapter of the American Red Cross offers shelter worker training, first aid/CPR/AED training to members of all Citizen Corps organizations on an as needed basis. They are expanding the number of qualified instructor using grant money.
- The Friendship Volunteer Resource Center holds an annual volunteer fair in which the Citizen Corps Council has a table for information dissemination.
- Lee County Sheriff's Office hosts Respect for Law Day functions at four locations within the county where they explain their volunteer opportunities in Neighborhood Watch and V.O.I.C.E.
- The Lee County Citizen Corps Council will host their first volunteer fair for member organizations during the summer of 2004 to exhibit opportunities for volunteers to support homeland security efforts.
- Medical Reserve Corps has established a viable organization in Lee County with close to 200 volunteer members. They participate in numerous local training exercises.

1. The strength of the Lee County Citizen Corps Council is in the dedication of its charter member organizations. The type organization we are building will

be self-perpetuating once the grant ends. We have purchased equipment and materials that will allow us to migrate to producing our own public outreach materials and training aids. Emergency Management, the sponsor organization, will provide necessary administrative supplies and funds to cover cost of the annual website fee. All other expenses, such as replenishment logo promotional items, will be borne by the member organizations. A goal of the council is to build an organization that will be synonymous with success and established as the bedrock of the homeland security volunteer effort.

**Attachment A Lee County Citizen Corps
Council Members**

Attachment A to Sub-Grant Application

Lee County Citizen Corps Council Members

- 1. American Red Cross, Lee County Chapter**
- 2. Americorp, Lee County Representative**
- 3. Business Disaster Preparedness Council**
- 4. City of Bonita Springs Administration**
- 5. City of Cape Coral Emergency Management**
- 6. City of Cape Coral Police Department**
- 7. City of Sanibel Police Department**
- 8. City of Fort Myers Police Department**
- 9. Clergy Disaster Team**
- 10. Florida Interagency Networking in Disasters (FIND)**
- 11. Friendship Volunteer Resource Center**
- 12. Lee County Amateur Radio Club**
- 13. Lee County Emergency Management**
- 14. Lee County Emergency Medical Services**
- 15. Lee County Fire Chiefs Association**
- 16. Lee County Government Administration**
- 17. Lee County Health Department**
- 18. Lee County Sheriff's Office/ V.O.I.C.E./Neighborhood Watch**
- 19. Community Emergency Response Team Representative**
- 20. Salvation Army**
- 21. Town of Fort Myers Beach Administration**
- 22. Lee County Economic Development**

**Attachment B By Laws Of The Lee County Citizen
Corps Council**

**BY LAWS OF THE
LEE COUNTY CITIZEN CORPS COUNCIL**



**ARTICLE I:
NAME AND RELATIONSHIPS**

This council shall be named the **Lee County Citizens Corps Council**. The Citizen Corps is one of four components of the USA Freedom Corps. The Florida Division of Emergency Management was named by Governor Bush as the lead agency for the development and implementation of the Citizen Corps program under the **Florida Prepares** initiative umbrella. The Florida Division of Emergency Management in turn designated county Emergency Management Directors to implement the program at the county level. The Citizens Corps Council will provide a focused approach to the collaborative efforts and resource exchange strategies utilized to promote volunteerism, as a means to meet the communities' unique emergency preparedness needs among all emergency response and emergency management organizations.

**ARTICLE II:
MISSION STATEMENT AND PURPOSE**

Mission Statement

The mission of the Lee County Citizen Corps Council (herein called the COUNCIL) is to make our communities safer, stronger and better prepared to respond to threats of domestic terrorism, crime, fire, public health impacts, and hazards of all kinds by engaging citizens in civic service, crime prevention, and emergency preparedness through education, training and volunteer service.

Purpose

The Lee County Citizen Corps Council will serve as the catalyst to educate and prepare citizens in our communities to respond to natural and man-made disasters. Additionally, the Citizen Corps Council's efforts will assure that volunteer resources are utilized effectively eliminating duplication of services and promoting effective communications.

Section 1 – Goals

- A. Act as a coordinating and collaborating body for enhancement of activities that support emergency services, law enforcement, and disaster prevention, preparedness and response.
- B. Assist in recruitment of volunteers by publicizing and expanding existing community programs.

- C. Facilitate communication between Lee County and state and federal agencies to enable all member agencies to identify grants, equipment and training opportunities available to further community service missions and activities.

Section 2 – Objectives:

- A. Improve public awareness of volunteer service opportunities in support of emergency and disaster response organizations by expanded dissemination of information.
- B. Publish literature and a internet website that will expand public awareness of natural and man-made hazard protective measures.
- C. Improve collaboration among public service organizations and volunteer support organizations through formalized information exchange programs with the Citizen Corps web site being the primary delivery mechanism.
- D. Proactively identify training opportunities to further development of the over all volunteer program and knowledge of individual volunteers.

ARTICLE IV: MEMBERSHIP

Membership on the COUNCIL shall be available to all professional and volunteer organizations involved in supporting public safety. Initial membership invitations were extended to representatives of the following organizations:

- American Red Cross
- AmeriCorps
- Business Disaster Preparedness Council
- City of Bonita Springs
- City of Cape Coral
- City of Fort Myers
- City of Sanibel
- Clergy Disaster Team
- Florida Interagency Networking in Disasters (FIND)
- Friendship Volunteer Resource Center
- Lee County Amateur Radio Club
- Lee County Emergency Management
- Lee County Emergency Medical Services
- Lee County Fire Chiefs Association
- Lee County Government Administration
- Lee County Health Department
- Lee County Sheriff's Office/V.O.I.C.E./Neighborhood Watch
- Community Emergency Response Team (CERT)
- Salvation Army
- Town of Fort Myers Beach
- Lee County Economic Development

Each member shall be considered a liaison between his or her respective agency to the COUNCIL. Representatives will be identified to the Council Chair in letter from the agency head. Additional membership requests, other than the charter members, may be submitted to the Council Chair for consideration and nomination. New agency membership requires a majority approval of COUNCIL members present at a general membership meeting. Total membership will be limited to thirty (30) agencies.

Section 1 – Alternate Membership

In order to promote attendance at the meetings of the COUNCIL, each agency or organization represented on the COUNCIL is encouraged to appoint an alternate voting representative in addition to the primary member. This alternate member must also be identified to the Council Chair by letter from the agency head.

ARTICLE V: RESIGNATION AND TERMINATION PROCESS

Failure of an agency voting member to attend three (3) consecutive scheduled meetings of the COUNCIL without advance notification to the President places an agency in a delinquent status. The COUNCIL may make a written request that the agency or organization participate in COUNCIL activities. If there is no favorable response to such a request, the Chair may entertain a motion to remove a delinquent member. A member or an officer may be removed by a two-thirds (2/3) vote of the respective membership of the COUNCIL at any regular or special general membership meeting provided such member or officer has been given at least seven (7) days notice of a pending vote.

ARTICLE VI: MEETINGS AND PROCEDURES

There will be a minimum of four (4) regular business meetings of the COUNCIL annually. The COUNCIL Chair may call additional special meetings. Each member agency or organization has one vote.

Section 1 – Quorum

A quorum shall constitute fifty-percent (50%), plus one (1) member of a current COUNCIL membership. Meeting site and date may be confirmed as a final act of the business at each current meeting or delegated to the decision of the COUNCIL President if no consensus is reached. When a quorum is present, a majority of those present may take action on matters properly presented at the meeting.

Section 2 – Procedures within the Meeting

Behavior and conduct during the meetings will be consistent with that expected of responsible individuals. When there is a conflict on procedural matters, Robert's Rules of Order, Amended, will be consulted to determine correct action.

Section 3 – Agendas

The COUNCIL Staff Coordinator will prepare an agenda for each general membership meeting with items for action that must be addressed. Any COUNCIL member may suggest items for the agenda at least eight working days before a scheduled meeting. The agenda will be flexible to allow other items of business that may be addressed. Every effort will be made to provide an advance copy of the agenda to all COUNCIL members at least one day prior to a scheduled meeting.

- (1) Guests and Speakers – Members may request the COUNCIL Chair to invite guest to attend meetings at their own expense. The COUNCIL may also request the Chair invite individuals to attend meetings to inform them on items being reviewed by the COUNCIL.

Section 4 – Minutes

Minutes will be kept for the meetings in summary form. The exact language of matters that are voted upon will be entered into the minutes. A copy of the minutes for the current meeting will be provide to each COUNCIL member before the following COUNCIL meeting by the Staff Coordinator.

ARTICLE VII OFFICERS, TERMS, DUTIES, SUBCOMMITTEES

The officers shall perform the duties prescribed by these bylaws, the Administrative Policy, Rules and Procedures, by the parliamentary authority adopted by the COUNCIL or as a directive by a majority vote of the membership.

Section 1 – Officers

There will be three (3) officers of the COUNCIL:

- Chair
- Vice Chair
- Second Vice Chair

Section 2 – Election of Officers and Term of Office

The term of office for COUNCIL officers is one (1) year. Elections will be hold annually in December of each year as an agenda item of business. The Staff Coordinator will prepare a list of candidates for office in December of each year. Nominations for a specific office will be submitted to the Staff Coordinator not later than November 15 for the December elections. The slate of nominations will be provided to each Council member prior to the December general meeting. Nominations cannot be taken from the floor at the December General meeting. Officers may be elected for multiple terms of

office provided that the multiple terms of office do not exceed two (2) consecutive years in the same office. No member shall hold more than one office at a time.

Section 3 – Duties

The duties of the Chair will be to preside over the meetings of the COUNCIL and to carry out duties as directed by the council at large. The Vice-Chair will act as an alternate for the Chair.

The Second Vice-Chair will preside over the proceedings in the absence of the other two officers.

Lee County Emergency Management will provide the Staff Coordinator to the COUNCIL and will assist the Chair in carrying out the duties and responsibilities of the office, pursuant to the stated objectives.

Section 4 – Committees

The following standing committees will be established by the COUNCIL Chair to assist with accomplishment of the Goals and Objectives of the COUNCIL:

- Training Committee
- Public Information Committee
- Resource/Finance Committee
- Volunteer Services Coordination Committee

In addition, an Executive Steering Committee will be established. This committee will consist of the Chair, Vice-Chair, Second Vice Chair and Chairperson for each standing committee. The Staff Coordinator will coordinate meetings for the Executive Steering Committee. This committee will be the primary planning body that recommends goals and objectives, and guides the COUNCIL through the organizational process and beyond.

ARTICLE VIII **RESPONSIBILITIES AND AUTHORITY**

Section 1 – Tasks and Functions

- A. Members are expected to share information within the body of the COUNCIL as it pertains to the goals and objectives of the COUNCIL.
- B. Members are expected to report information and data to the COUNCIL Staff Coordinator, on a monthly basis, that concerns Citizen Corp related activities within their agencies or organizations. The report should include: 1) all activities supported by volunteers groups, 2) quantity and type of public outreach materials distributed, 3) any training, drills or exercises conducted for volunteers. This

information will be used for public dissemination and to justify grant applications and expenditures.

- C. The Staff Coordinator will announce COUNCIL meetings to the members, provide a copy of the meeting agenda to members, keep minutes of the meetings, maintain and issue COUNCIL equipment and supplies for official use by the COUNCIL, and assist the Chair during COUNCIL meetings as required.

Section 2 – Financial Management

- A. The Staff Coordinator and the Finance Committee will prepare an annual budget for approval by the COUNCIL. Lee County Emergency Management will provide annual website fees if no grant monies are available.
- B. Lee County purchasing and contracting procedures will be used for all acquisitions. The Staff Coordinator will process all purchases through the Director of Public Safety Fiscal Officer.
- C. The Finance Committee will be responsible to apply for grants that might be available from the State or Federal Government for Citizen Corps Council operations. The Staff Coordinator will process grant applications through the Director of Public Safety to the State of Florida.
- D. Fund expenditures may be made by the Staff Coordinator to support budgeted items throughout the year. Any none-budgeted items require the approval of the Executive Steering Committee.
- E. Members shall not be reimbursed for meals or travel expenses to attend Council or committee meetings.

Attachment C Letter of Endorsement



BOARD OF COUNTY COMMISSIONERS

Writer's Direct Dial Number: _____

Bob Janes
District One

LETTER OF TRANSMITTAL

Douglas R. St. Cerny
District Two

Ray Judah
District Three

February 3, 2004

Andrew W. Coy
District Four

John E. Albion
District Five

Tom Magnuson
Florida Division of Emergency Management
Office of the Director
2555 Shumard Oak Blvd. (Room 120)
Tallahassee, FL. 32399-2100
ATTN: Citizen Corps Sub-grant Application

Donald D. Stilwell
County Manager

James G. Yaeger
County Attorney

Diana M. Parker
County Hearing
Examiner

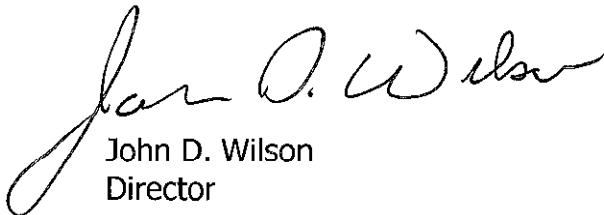
Dear Mr. Magnuson,

Lee County Emergency Management is pleased to submit the attached grant application for a Citizen Corps Sub-grant in the amount of \$35,000.00. Lee County Emergency Management will be the proponent agency for the Citizen Corps Council in Lee County.

Should you have questions concerning this application or need additional information, please call John M. Campbell at (239) 477-3614 or contact him by email at jcampbell@leegov.com.

Sincerely,

DIVISION OF PUBLIC SAFETY



John D. Wilson
Director