

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

Blue Sheet No. 20050135

1. REQUESTED MOTION:

ACTION REQUESTED: Approve and execute an Agreement to present an application for Citizen Corps Grant to the State of Florida Division of Emergency Management.

WHY ACTION IS NECESSARY: Grant requests require Board approval.

WHAT ACTION ACCOMPLISHES: Authorizes Lee County Emergency Management to apply for a grant to fund Citizen Corps program in the amount of \$20,000.00.

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

C7C

3. MEETING DATE:

02-15-2005

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

7. BACKGROUND:

This will be the third time Lee County Emergency Management has requested grant funding for the Lee County Citizen Corps Council. This particular grant will focus on advanced training for volunteers and paid staff as well as continue to increase the collaboration between agencies active in emergency preparedness.

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

8. MANAGEMENT RECOMMENDATIONS: Staff recommends approval.

9. RECOMMENDED APPROVAL:

A Department Director	B Purchasing or Contracts	C Human Resources	D Other	E County Attorney	F Budget Services				G County Manager
<u>[Signature]</u> 1/31/05	<u>[Signature]</u> 2/11	<u>N/A</u>		<u>[Signature]</u> 2/2/05	OA <u>[Signature]</u> 2/2/05	OM <u>[Signature]</u> 2/2/05	Risk <u>[Signature]</u> 2/3/05	GC <u>[Signature]</u> 2/3/05	<u>[Signature]</u> 2-3-05

10. COMMISSION ACTION:

- APPROVED
- DENIED
- DEFERRED
- OTHER

Rec. by CoAtty

Date: 2/9/05

Time: 10:00

Forwarded To:
Budget
2/10/05 10:30AM

RECEIVED BY
COUNTY ADMIN: PM
2/2/05
1:25 PM
COUNTY ADMIN
FORWARDED TO:
2/3/05
4:45 PM



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

(Important Note: Please DO NOT include copies of the application instruction pages 1-8 in your application package)

Title Page

Application Type (please check one): **XXX E** sion

Amount Requested for Sub-Grant: \$ 20,000.00

Applicant Information

Name of Organization: Lee County Emergency Management

Address: 2665 Ortiz Avenue

City: Ft Myers, FL **County:** Lee **Zip Code:** 33905

Federal ID #: _____

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

Name: John Campbell

Phone: 239-477-3600

Fax: 239-477-3636

Email: jcampbell@leegov.com

Authorized Signature
Please refer to instructions page 5, #9.

Signature: _____
Title: _____ **Date:** _____

(Note: If the signature is not by the Mayor, Chairman of the County Commission, President or Chairman of the Tax or Fire District or government jurisdiction then a formal notice of delegation of authority to sign contracts by the governing body must be attached to this sheet.

APPLICATION-FY05

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 maintenance of a currently Florida Registered Citizen Corps program **XX Yes**

2. If this is a request for maintenance of a current program – what is it's name, address & program director's name: ___ N/A (start up program)

**Lee County Citizen Corps
2665 Ortiz Avenue
Ft Myers, FL. 33905
Staff Coordinator: John Campbell**

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

- | | |
|------------------------------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> N/A (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** (If yes-attach letter) ___ No
(Point score will be affected if proposal does not have a letter of support)

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. **XX** 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 **XX** No If yes-detail "In-kind" functions and dollar amounts: (either here or on a separate page labeled Item 7A. [IMPORTANT – elaborate with details & dollar amounts]

8. There will be a brief (one page) but important Monthly Training Report due on the 10th of each month. It will also include brief monthly grant \$ expenditure status information. Quarterly reports will be due as indicated in the signed contract. If your Counsel actually sponsors the CERT training then a separate CERT Training "Flask" e-mail report will be due the 5th of each month. 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 (head count) would you anticipate donating time directly to the Council, it's specific Council Sponsored activities and estimated total hours of volunteer hours by the volunteers.

400 "volunteer head count estimate" **1200**"volunteer estimated hours"

11. How many persons are (or will be) on your Council Board? **22** Are all (or will all be voting members

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. (Type here or attach on separate sheet of paper – labeled Item 12A) ? **(Attached on a 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? ___ yes **XX** no If yes:

Name of the organization: _____

Phone Number: () _____ E-Mail: _____

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

FDEM /DHS FY05 Citizen Corps Council (General Operating Sub-grant) APPLICATION

15. Is there a designated Front Porch Community Initiative in your jurisdiction? ___ yes
XX 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

16. If your Citizen Corps Council is already registered on the official Florida Citizen
Corps Council website is the information up to date? XX 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

FORMAT:

1. Name of Jurisdiction: **Lee County, Florida**
2. Area Covered: **Unincorporated Lee County and resident municipalities**
3. Does the jurisdiction currently have a Florida Registered Citizen Corps Council
XX Yes ___ No (If yes name of 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 05 grant funds will be used to increase recruitment efforts and expand volunteer training to include more advanced classes, seminars, and lectures.

Additionally, funds will be used to focus on train the trainer programs so that we can reach the maximum number of qualified educated volunteers in the shortest time possible.

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

Demographics: Lee County is a coastal jurisdiction located in Southwest Florida. The County has approximately 1100 square miles of area. The population of Lee County is approximately 519,000 fulltime residents. The primary sources of income for the population come from construction and service industries and retirement funds. Approximately 1200 registered special needs citizens.

Methodology: Emergency Management, CERT, Disaster Medical Reserve Corps and the Lee County Sheriff's Office compose the steering committee members who were most active in preparation of this document.

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

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 County 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 Amateur Radio supplies, shoulder microphones for the Lee County Sheriffs Office, CERT equipment, and promotional items and educational materials for training.
- 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 volunteer an opportunity to ask questions or express interest to a specific point of contact of each member organization.
- 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 2005.

B. Milestone 2005 Improve public awareness of volunteer service opportunities in supporting of emergency and disaster response organizations by expanding dissemination of information.

- a. Council plans to focus attention on training and advanced training for volunteers.
Grant money for 2005 will be used to expand the number and quality of publications available to member organizations for dissemination during public forums, fairs and seminars.
- b. The Council will emphasize training and personal development opportunities available to those looking for public service volunteer opportunities.
- c. Council Members plan to seek opportunities to appear on television and radio programs to attract citizens to volunteer opportunities within member organizations.
- d. A goal of the Council is to place major emphasis on expanding the number of CERT organizations with the county and municipalities to the point that every geographic Division within the county has an expanding CERT program capable of training new organizations.
- e. The Council will sponsor a CERT Train the Trainer program.

2. Publish literature and an Internet website that will expand public awareness of natural and man-made hazard protective measures.

- a. The Council will continue to enhance the quality of Lee County Citizen Corps website (www.leecitizen.com). Grant money from 2004 was used to enhance the site to make it easy for a visitor to navigate through the information and opportunity.
- 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 activities and programs of member organizations. The goals are to improve all programs by sharing information on training opportunities.
- b. The Council will also endeavor to keep member organizations apprised of Citizen Corps activity 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 members.

- a. In conjunction with the Lee County Chapter of the American Red Cross, the Lee County Citizen Corps Council will fund advanced level classes for **50** volunteers to advance in the Red Cross Disaster Human Resource System.
- b. The Council will support students and instructors seeking advanced training In disaster related subject matter.
- c. If approved, the Council will purchase training aids to be used by CERT and Lee County Emergency Management to enhance volunteer training.

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.)	\$5000.00	\$5000.00
<i>Subtotal</i>	\$5000.00	\$5000.00
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)	\$5000.00	\$5000.00
B. Reproduction Costs	\$2000.00	\$2000.00
C. Non-expendable equipment (no greater than 20% of total award w/o special FDEM-CC approval)*	\$5000.00	\$5000.00
D. General Office Supplies	\$750.00	\$750.00
<i>Subtotal</i>	\$ 12750.00	\$12750.00
4. Indirect Costs (no greater than 3% of total award)	\$250.00	\$250.00
<i>Subtotal</i>	\$250.00	\$250.00
Total	\$20000.00	\$20000.00

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

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 goals stated above **\$3600.00**.
 2. Advanced Level Training/CERT Train the Trainer. This is outlined in the goals stated above **\$2000.00**
 3. American Red Cross advanced level training for the Disaster Services Human Resource System. \$
 4. Internet Support for Website **\$1000.00**
 5. Miscellaneous training and speaker fees. These costs are for training support costs that will be used to address unmet needs not currently identified within the above.
 6. Disaster Educator Training for **50** people. This training is outlined in goals stated above. **\$600.00**.

2. Travel: The budget is for **\$2000.00** for Citizen Corps Council representatives to attend the Governors Hurricane Conference and the State of Florida CERT conference. Travel expenses will be limited to registration fees and accommodation costs only. The individual will have to cover food and transportation cost only. These cost are estimates and it may be possible to attend additional conferences or training session 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, tri-folds and other public outreach materials. Those currently planned are: 1) A new Citizen Corps tri-fold which will describe the program and volunteer opportunities. 2) Directory of volunteers involved in Disaster Medical Reserve Corps and 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 safety vests, flashlights, first aid kits 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.

FDEM /DHS FY05 Citizen Corps Council (General Operating Sub-grant) APPLICATION

- d. 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 consist of: Polo Shirts, Patches, Pins, and additional items as deemed appropriate.

4. Indirect Costs: **\$500.00**. This money will be used to cover freight costs, mailing costs and logo designs.

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**

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



**ARTICLE I:
NAME AND RELATIONSHIPS**

This council shall be named the **Lee County Citizen 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 Community Based Organizations in civic service, crime prevention, and emergency preparedness through education, training and volunteer service.

Purpose

The COUNCIL will serve as a catalyst to educate and prepare citizens in our communities to respond to natural and man-made disasters. Additionally, the 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 other agencies involved in 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 organizations 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. Publish literature and create an Internet website that will expand public awareness of natural and man-made hazard protective measures.
- B. Improve collaboration among public service organizations and community based volunteer support organizations through formalized information exchange programs with the Citizen Corps web site being the primary delivery mechanism.
- C. Proactively identify individual and organizational training opportunities to further develop the overall volunteer program.

**ARTICLE IV:
MEMBERSHIP**

Membership on the COUNCIL shall be available to all community based professional and volunteer organizations involved in supporting public safety. Initial membership invitations were extended to and accepted by 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 organization will designate a primary and alternate representative 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 shall 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. The alternate member may vote only in the absence of the primary member.

ARTICLE V: RESIGNATION AND TERMINATION PROCESS

Failure of an organization's 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 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

The COUNCIL shall meet at 2 p.m. on the third Friday of each month or at the call of the Chairperson. Committees may meet at other times to carry out the business of the committee.

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.

- a. 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 Policies, Rules and Procedures, as 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 held 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 serve 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.



LEE COUNTY

SOUTHWEST FLORIDA

BOARD OF COUNTY COMMISSIONERS

Writer's Direct Dial Number: _____

Bob Janes
District One

January 28, 2005

Douglas R. St. Cerny
District Two

Ray Judah
District Three

Tammy Hall
District Four

John E. Albion
District Five

Donald D. Stilwell
County Manager

Diana M. Parker
County Hearing Examiner

Mrs. Marcia Chiricos
Department of Community Affairs
Florida Division of Emergency Management
2555 Shumard Oak Blvd. (Room 215-B)
Tallahassee, FL. 32399-2100

RE: Citizen Corps Grant Application

Dear Mrs. Chiricos:

Lee County Emergency Management is again seeking funding for a Citizen Corps grant. Over the past two years our Citizen Corps has funded numerous project to include advanced training for CERT, equipment for Amateur Radio Operations, equipment for Lee County Sheriff's Office, computers and projectors for joint presentations, tri-fold brochures and recognition items.

The Citizen Corps Council and local agencies greatly enhanced our response and recovery during the past hurricane season. We have increased volunteers from our collaborative effort through Citizen Corps projects. In April of 2005 our volunteer recognition event will honor 61 persons with Presidential Service Awards.

Lee County Emergency Management endorses this grant application for Citizen Corps funding.

Sincerely,
DIVISION OF PUBLIC SAFETY
Emergency Management Program

John M. Campbell
Acting Emergency Programs Manager

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

<p>FDEM/DHS Federal FY 05 Applicant Questionnaire Citizen Corps/ CERT Sub-grant Program</p>	<p>Date Received by DEM</p>	
<p><i>Applicant Information</i></p>		
<p>Legal Name: Lee County Citizen Corps Council</p>		
<p>Address (give city, county, state and zip code): Lee County Emergency Management Attention: Citizen Corps Council Coordinator 2665 Ortiz Avenue Fort Myers, Florida 33905</p>		
<p>Employer Identification Number: 59 6000 702</p>		
<p>Agency Contact: John M. Campbell</p>	<p>Agency Contact Phone: (239) 477-3600</p>	
<p>Agency Contact E-mail: Jcampbell@leegov.com</p>	<p>Agency Contact Fax: (239) 477-3636</p>	
<p><i>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.</i></p>		
<p>Type Name of Authorized Representative Douglas R. St. Cerny</p>	<p>Phone Number: (239) 335-2227</p>	
<p>Title Chairman, Board of County Commissioners</p>	<p>E-mail: Dist2@leegov.com</p>	
<p>Signature of Authorized Representative</p>	<p>Date Signed:</p>	

(Important Note: Please DO NOT include copies of the application instruction pages 1-8 in your application package)

Title Page

Application Type (please check one: **XXX E** sion

Amount Requested for Sub-Grant: \$ 20,000.00

Applicant Information

Name of Organization: Lee County Emergency Management

Address: 2665 Ortiz Avenue

City: Ft Myers, FL **County:** Lee **Zip Code:** 33905

Federal ID #: _____

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

Name: John Campbell

Phone: 239-477-3600

Fax: 239-477-3636

Email: jcampbell@leegov.com

.....
Authorized Signature

Please refer to instructions page 5, #9.

Signature: _____

Title: _____ **Date:** _____

(Note: If the signature is not by the Mayor, Chairman of the County Commission, President or Chairman of the Tax or Fire District or government jurisdiction then a formal notice of delegation of authority to sign contracts by the governing body must be attached to this sheet.

APPLICATION-FY05

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 maintenance of a currently Florida Registered Citizen Corps program **XX Yes**

2. If this is a request for maintenance of a current program – what is it's name, address & program director's name: ___ N/A (start up program)

**Lee County Citizen Corps
2665 Ortiz Avenue
Ft Myers, FL. 33905
Staff Coordinator: John Campbell**

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

- | | |
|------------------------------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> N/A (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** (If yes-attach letter) ___ No
(Point score will be affected if proposal does not have a letter of support)

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. 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 No If yes-detail "In-kind" functions and dollar amounts: (either here or on a separate page labeled Item 7A. [IMPORTANT – elaborate with details & dollar amounts]

8. There will be a brief (one page) but important Monthly Training Report due on the 10th of each month. It will also include brief monthly grant \$ expenditure status information. Quarterly reports will be due as indicated in the signed contract. If your Counsel actually sponsors the CERT training then a separate CERT Training "Flask" e-mail report will be due the 5th of each month. Do you agree to timely abide by these reporting requirements .

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 (head count) would you anticipate donating time directly to the Council, it's specific Council Sponsored activities and estimated total hours of volunteer hours by the volunteers.

400 "volunteer head count estimate" 1200"volunteer estimated hours"

11. How many persons are (or will be) on your Council Board? 22 Are all (or will all be voting members

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. (Type here or attach on separate sheet of paper – labeled Item 12A) ? (Attached on a 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? yes no If yes:
Name of the organization: _____

Phone Number: () _____ E-Mail: _____

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

FDEM /DHS FY05 Citizen Corps Council (General Operating Sub-grant) APPLICATION

15. Is there a designated Front Porch Community Initiative in your jurisdiction? ___ yes
XX 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

16. If your Citizen Corps Council is already registered on the official Florida Citizen
Corps Council website is the information up to date? XX 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

FORMAT:

1. Name of Jurisdiction: **Lee County, Florida**
2. Area Covered: **Unincorporated Lee County and resident municipalities**
3. Does the jurisdiction currently have a Florida Registered Citizen Corps Council
XX Yes **__** No (If yes name of 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 05 grant funds will be used to increase recruitment efforts and expand volunteer training to include more advanced classes, seminars, and lectures.

Additionally, funds will be used to focus on train the trainer programs so that we can reach the maximum number of qualified educated volunteers in the shortest time possible.

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

Demographics: Lee County is a coastal jurisdiction located in Southwest Florida. The County has approximately 1100 square miles of area. The population of Lee County is approximately 519,000 fulltime residents. The primary sources of income for the population come from construction and service industries and retirement funds. Approximately 1200 registered special needs citizens.

Methodology: Emergency Management, CERT, Disaster Medical Reserve Corps and the Lee County Sheriff's Office compose the steering committee members who were most active in preparation of this document.

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

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 County 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 Amateur Radio supplies, shoulder microphones for the Lee County Sheriffs Office, CERT equipment, and promotional items and educational materials for training.
- 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 volunteer an opportunity to ask questions or express interest to a specific point of contact of each member organization.
- 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 2005.

B. Milestone 2005 Improve public awareness of volunteer service opportunities in supporting of emergency and disaster response organizations by expanding dissemination of information.

- a. Council plans to focus attention on training and advanced training for volunteers.
Grant money for 2005 will be used to expand the number and quality of publications available to member organizations for dissemination during public forums, fairs and seminars.
- b. The Council will emphasize training and personal development opportunities available to those looking for public service volunteer opportunities.
- c. Council Members plan to seek opportunities to appear on television and radio programs to attract citizens to volunteer opportunities within member organizations.
- d. A goal of the Council is to place major emphasis on expanding the number of CERT organizations with the county and municipalities to the point that every geographic Division within the county has an expanding CERT program capable of training new organizations.
- e. The Council will sponsor a CERT Train the Trainer program.

2. Publish literature and an Internet website that will expand public awareness of natural and man-made hazard protective measures.

- a. The Council will continue to enhance the quality of Lee County Citizen Corps website (www.leecitizen.com). Grant money from 2004 was used to enhance the site to make it easy for a visitor to navigate through the information and opportunity.
- 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 activities and programs of member organizations. The goals are to improve all programs by sharing information on training opportunities.
- b. The Council will also endeavor to keep member organizations apprised of Citizen Corps activity 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 members.

- a. In conjunction with the Lee County Chapter of the American Red Cross, the Lee County Citizen Corps Council will fund advanced level classes for 50 volunteers to advance in the Red Cross Disaster Human Resource System.
- b. The Council will support students and instructors seeking advanced training in disaster related subject matter.
- c. If approved, the Council will purchase training aids to be used by CERT and Lee County Emergency Management to enhance volunteer training.

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.)	\$5000.00	\$5000.00
<i>Subtotal</i>	\$5000.00	\$5000.00
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)	\$5000.00	\$5000.00
B. Reproduction Costs	\$2000.00	\$2000.00
C. Non-expendable equipment (no greater than 20% of total award w/o special FDEM-CC approval)*	\$5000.00	\$5000.00
D. General Office Supplies	\$750.00	\$750.00
<i>Subtotal</i>	\$ 12750.00	\$12750.00
4. Indirect Costs (no greater than 3% of total award)	\$250.00	\$250.00
<i>Subtotal</i>	\$250.00	\$250.00
Total	\$20000.00	\$20000.00

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

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 goals stated above **\$3600.00**.
 2. Advanced Level Training/CERT Train the Trainer. This is outlined in the goals stated above **\$2000.00**
 3. American Red Cross advanced level training for the Disaster Services Human Resource System. \$
 4. Internet Support for Website **\$1000.00**
 5. Miscellaneous training and speaker fees. These costs are for training support costs that will be used to address unmet needs not currently identified within the above.
 6. Disaster Educator Training for **50** people. This training is outlined in goals stated above. **\$600.00**.

2. Travel: The budget is for **\$2000.00** for Citizen Corps Council representatives to attend the Governors Hurricane Conference and the State of Florida CERT conference. Travel expenses will be limited to registration fees and accommodation costs only. The individual will have to cover food and transportation cost only. These cost are estimates and it may be possible to attend additional conferences or training session 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, tri-folds and other public outreach materials. Those currently planned are: 1) A new Citizen Corps tri-fold which will describe the program and volunteer opportunities. 2) Directory of volunteers involved in Disaster Medical Reserve Corps and 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 safety vests, flashlights, first aid kits 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.

FDEM /DHS FY05 Citizen Corps Council (General Operating Sub-grant) APPLICATION

d. 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 consist of: Polo Shirts, Patches, Pins, and additional items as deemed appropriate.

4. Indirect Costs: **\$500.00**. This money will be used to cover freight costs, mailing costs and logo designs.

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**

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



**ARTICLE I:
NAME AND RELATIONSHIPS**

This council shall be named the **Lee County Citizen 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 Community Based Organizations in civic service, crime prevention, and emergency preparedness through education, training and volunteer service.

Purpose

The COUNCIL will serve as a catalyst to educate and prepare citizens in our communities to respond to natural and man-made disasters. Additionally, the 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 other agencies involved in 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 organizations 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. Publish literature and create an Internet website that will expand public awareness of natural and man-made hazard protective measures.
- B. Improve collaboration among public service organizations and community based volunteer support organizations through formalized information exchange programs with the Citizen Corps web site being the primary delivery mechanism.
- C. Proactively identify individual and organizational training opportunities to further develop the overall volunteer program.

ARTICLE IV: **MEMBERSHIP**

Membership on the COUNCIL shall be available to all community based professional and volunteer organizations involved in supporting public safety. Initial membership invitations were extended to and accepted by 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 organization will designate a primary and alternate representative 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 shall 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. The alternate member may vote only in the absence of the primary member.

ARTICLE V: RESIGNATION AND TERMINATION PROCESS

Failure of an organization's 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 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

The COUNCIL shall meet at 2 p.m. on the third Friday of each month or at the call of the Chairperson. Committees may meet at other times to carry out the business of the committee.

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.

- a. 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 Policies, Rules and Procedures, as 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 held 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 serve 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.

Bob Janes
District One

Douglas R. St. Cerny
District Two

Ray Judah
District Three

Tammy Hall
District Four

John E. Albion
District Five

Donald D. Stilwell
County Manager

Diana M. Parker
County Hearing Examiner

January 28, 2005

Mrs. Marcia Chiricos
Department of Community Affairs
Florida Division of Emergency Management
2555 Shumard Oak Blvd. (Room 215-B)
Tallahassee, FL. 32399-2100

RE: Citizen Corps Grant Application

Dear Mrs. Chiricos:

Lee County Emergency Management is again seeking funding for a Citizen Corps grant. Over the past two years our Citizen Corps has funded numerous project to include advanced training for CERT, equipment for Amateur Radio Operations, equipment for Lee County Sheriff's Office, computers and projectors for joint presentations, tri-fold brochures and recognition items.

The Citizen Corps Council and local agencies greatly enhanced our response and recovery during the past hurricane season. We have increased volunteers from our collaborative effort through Citizen Corps projects. In April of 2005 our volunteer recognition event will honor 61 persons with Presidential Service Awards.

Lee County Emergency Management endorses this grant application for Citizen Corps funding.

Sincerely,
DIVISION OF PUBLIC SAFETY
Emergency Management Program



David J. Saniter, CEM
Emergency Programs Manager

cc: John D. Wilson, Public Safety Director

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

<p>FDEM/DHS Federal FY 05 Applicant Questionnaire Citizen Corps/ CERT Sub-grant Program</p>	<p>Date Received by DEM</p>	
<p><i>Applicant Information</i></p>		
<p><i>Legal Name:</i> Lee County Citizen Corps Council</p>		
<p><i>Address (give city, county, state and zip code):</i> Lee County Emergency Management Attention: Citizen Corps Council Coordinator 2665 Ortiz Avenue Fort Myers, Florida 33905</p>		
<p><i>Employer Identification Number:</i> 59 6000 702</p>		
<p><i>Agency Contact:</i> John M. Campbell</p>	<p><i>Agency Contact Phone:</i> (239) 477-3600</p>	
<p><i>Agency Contact E-mail:</i> Jcampbell@leegov.com</p>	<p><i>Agency Contact Fax:</i> (239) 477-3636</p>	
<p><i>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.</i></p>		
<p><i>Type Name of Authorized Representative</i> Douglas R. St. Cerny</p>	<p><i>Phone Number:</i> (239) 335-2227</p>	
<p><i>Title</i> Chairman, Board of County Commissioners</p>	<p><i>E-mail:</i> Dist2@leegov.com</p>	
<p><i>Signature of Authorized Representative</i></p>	<p><i>Date Signed:</i></p>	