

City of Alexandria, Virginia

MEMORANDUM

DATE: JUNE 6, 2005

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: JAMES K. HARTMANN, CITY MANAGER 

SUBJECT: LOCAL CAPABILITY ASSESSMENT FOR READINESS (LCAR) FUNDS FROM THE VIRGINIA DEPARTMENT OF EMERGENCY MANAGEMENT (VDEM)

ISSUE: City Council consideration of acceptance of funds in the amount of \$2,000, from the Virginia Department of Emergency Management (VDEM) to assist the City in the completion of the Local Capability Assessment for Readiness (LCAR), as required by the General Assembly.

RECOMMENDATION: That City Council:

- (1) Accept the funds, in the amount of \$2,000 provided to complete the LCAR; and
- (2) Authorize the City Manager to execute all necessary documents that may be required.

BACKGROUND: The 2003 Virginia General Assembly amended and enacted the Virginia Emergency Services and Disaster Laws of 2000, Code Section 44-146.19, that states: "All political subdivisions shall provide an annually updated emergency management assessment to the State Coordinator of Emergency Management on or before July 1 of each year."

The purpose of the emergency management assessment, called the Local Capability Assessment for Readiness (LCAR), is to provide a self-assessment instrument for local jurisdictions to identify the emergency management program strengths and areas for improvement. LCAR also provides a forum for collaborative dialog between local and State emergency management agencies and assists the State in accurately assessing the status of its partnership with each of its local emergency management jurisdictions.

City staff completed the LCAR for the years 2003 and 2004. The results of those assessments were sent to the State Coordinator of Emergency Management each of those years.

DISCUSSION: This year VDEM is providing one-time funding to each jurisdiction, in the amount of \$2,000, to assist in meeting the requirement for 2005. The funds will be used for the sole purpose of conducting the LCAR and will be used to offset the salaries of the City staff assigned to complete the LCAR. No City match is required.

ATTACHMENT: Award Letter

STAFF:

Mark Penn, Emergency Management Coordinator
Gary Mesaris, Fire Chief



COMMONWEALTH of VIRGINIA
Department of Emergency Management

MICHAEL M. CLINE
 State Coordinator

JANET L. CLEMENTS
 Deputy Coordinator

JAMES W. KECK
 Deputy Coordinator

10501 Trade Court
 Richmond, Virginia 23236-3713
 (804) 897-6500
 (TDD) 674-2417
 FAX (804) 897-6506
 www.vaemergency.com

LETTER OF ACKNOWLEDGEMENT

PLEASE RETURN BY MAY 15, 2005

As the official representative for _____ County/City, Virginia, I acknowledge receipt of the Virginia Department of Emergency Management funds to conduct a Local Capability Assessment for Readiness (LCAR), as set forth by the Virginia Emergency Services and Disaster Laws of 2000, as amended, Code Section 44-146.19, paragraph F, which reads: "All political subdivisions shall provide an annually updated emergency management assessment to the State Coordinator of Emergency Management on or before July 1 of each year."

The LCAR assessment is to be coordinated by a team of key people in each of the functional areas identified below. Please identify at least one key person in each functional area.

#	EMF FUNCTION	KEY PERSON
1	Laws and Authorities	
2	Hazard Identification and Risk Assessment	
3	Hazard Mitigation	
4	Resource Management	
5	Planning	
6	Direction, Control and Coordination	
7	Communications and Warning	
8	Operations and Procedures	
9	Logistics and Facilities	
10	Training	
11	Exercises, Evaluations, and Corrective Actions	
12	Crisis Communications, Public Education, and Information	
13	Finance and Administration	

Signed: _____
 City Manager/County Administrator

Date: _____

"Working to Protect People, Property and Our Communities"