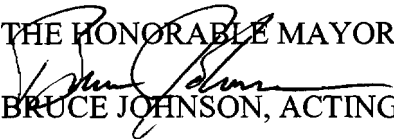


City of Alexandria, Virginia

MEMORANDUM

**DATE:** JUNE 9, 2011

**TO:** THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

**FROM:**  BRUCE JOHNSON, ACTING CITY MANAGER

**SUBJECT:** CONSIDERATION OF AN APPLICATION FOR DEPARTMENT OF DEFENSE GRANT FUNDS BY THE FIRE DEPARTMENT TO FUND AN EMERGENCY PLANNER FOR WORK RELATED TO THE BRAC-133 FACILITY

**ISSUE:** Grant application to the Department of Defense (DOD) Office of Economic Adjustment (OEA) to fund an emergency planner for work related to the BRAC-133 facility.

**RECOMMENDATION:** That City Council:

- (1) Approve the submission of an application to amend the original grant award made to the Department of Planning and Zoning by the DOD Office of Economic Adjustment; and
- (2) Authorize the Acting City Manager to execute the necessary documents that may be required.

**BACKGROUND:** In September 2011, the Department of Defense (DOD) Washington Headquarters Service (WHS) plans to move DOD employees to new facilities in the City as part of the Base Realignment and Closure-133 (BRAC 133) process. The BRAC-133 facility is located off of North Beauregard Street, near the intersection with Seminary Road and I-395. The City is responsible for providing fire and EMS services to the facility and its workers. We have been told DOD will provide its own on-site security and police services. To fulfill its mission to protect the DOD facility and its occupants, while continuing to provide the full range of fire and emergency services to the City's residents, businesses, and visitors, the Alexandria Fire Department (AFD) will lead the effort to define emergency response processes and procedures for the WHS facility; to provide training to first responders; to conduct exercises among first responders for preparation in the event of an emergency incident at the WHS; and to coordinate all plans, training, and exercises with the AFD's mutual aid partners and with other City, Commonwealth and Federal organizational units, as appropriate. Part of the emergency planning efforts will also entail coordination with the Alexandria Police Department who also are working on BRAC-133 response protocols, but who have a smaller role at this site than will the AFD.

**DISCUSSION:** The DOD OEA previously awarded funds to the Department of Planning and Zoning for the Beauregard Corridor Small Area Plan in the amount of \$612,000. In order to prepare for the upcoming influx of thousands of workers into the City, the AFD is requesting funds to cover six months of salary and fringe benefits for one full time captain position as an amendment to the original grant award. DOD OEA indicated that the quickest way to fund this emergency planning work was to add it to the DOD OEA Planning and Zoning grant. The incumbent in this emergency planning position will be tasked with:

- Writing and publishing four WHS Standard Operating Procedures (SOPs) for Fire Emergency Response, Emergency Medical Response, Hazardous Material Response, and Technical Rescue Response;
- Working with the AFD Professional Development Center staff to research, draft and publish training manuals; and,
- Working with the AFD Office of Emergency Management (OEM) staff to research, revise and finalize exercises and drills. An existing Fire Department Captain will be tasked with this work.

These documents and exercises will be used to prepare AFD first responders and mitigate any shortcomings the AFD foresees.

**FISCAL IMPACT:** The AFD is requesting salary and benefits in the amount of \$73,811. City staff will administer the grant. The City is also responsible for the normal administrative costs associated with this grant, including financial and reporting oversight provided by the Fire Department, the Department of Planning and Zoning, as well as the Office of Management and Budget, and the Finance Department. In order to expedite this project, City staff have already submitted this request to DOD OEA contingent upon City Council ratification. There is no cash match requirement.

**STAFF:**

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Mark Jinks, Deputy City Manager, City Manager's Office

Adam K. Thiel, Fire Chief

James Lynch, Chief, Administrative Services, Fire Department

John North, Special Operations Battalion Chief, Fire Department

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