

## FINANCIAL IMPACT STATEMENT For Council Action Items

(Deliver original to Financial Planning Division. Retain copy.)

1. Name of Initiator <p style="text-align: center;">Carmen Merlo</p>	2. Telephone No. <p style="text-align: center;">503-823-2691</p>	3. Bureau/Office/Dept. <p style="text-align: center;">Office of Emergency Management</p>
4a. To be filed (date) <p style="text-align: center;">August 19, 2010</p>	4b. Calendar (Check One) <div style="display: flex; justify-content: space-around;"> <span>Regular <input type="checkbox"/></span> <span>Consent <input checked="" type="checkbox"/></span> <span>4/5ths <input type="checkbox"/></span> </div>	5. Date Submitted to FPD Budget Analyst: <p style="text-align: center;">August 18, 2010</p>

**1) Legislation Title:**

Authorize Memorandum of Understanding as executed by the Oregon Department of Forestry (ODF) and the City of Portland by and through the Portland Office of Emergency Management allowing for qualified City personnel to participate in ODF Incident Management Team Shadow Program. (Resolution)

**2) Purpose of the Proposed Legislation:**

Oregon Department of Forestry operates highly trained Incident Management Teams to respond to forest fires which uses the Incident Command System (ICS) to manage the operations of the fire; the same management system that City employees are trained and will be employed in response to any hazard.

The opportunity to work side by side or "shadow" experienced professionals understanding the benefits and intricacies of ICS in an emergency response event affords Portland's qualified employees the experiential learning that far surpasses any classroom or simulation training.

This Memorandum of Understanding establishes the requirements and procedures for participation of employees.

**3) Revenue:**

**Will this legislation generate or reduce current or future revenue coming to the City? If so, by how much? If new revenue is generated please identify the source.**

Will this legislation generate or reduce current or future revenue coming to the City? If so, by how much? If new revenue is generated please identify the source.

No reduction or generation of revenue will be created by this legislation.

**4) Expense:**

**What are the costs to the City as a result of this legislation? What is the source of funding for the expense? (Please include costs in the current fiscal year as well as costs in future years) (If the action is related to a grant or contract please include the local contribution or match required)**

No costs will be incurred as a result of this legislation.

**Staffing Requirements:**

**5) Will any positions be created, eliminated or re-classified in the current year as a result of this legislation? (If new positions are created please include whether they will be part-time, full-time, limited term or permanent positions. If the position is limited term please indicate the end of the term.)**

No positions will be created or eliminated.

**6) Will positions be created or eliminated in future years as a result of this legislation?**

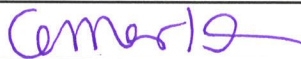
No future positions will be created or eliminated.

**Complete the following section only if an amendment to the budget is proposed.**

**7) Change in Appropriations** *(If the accompanying ordinance amends the budget please reflect the dollar amount to be appropriated by this legislation. Include the appropriate cost elements that are to be loaded by accounting. Indicate "new" in Center Code column if new center needs to be created. Use additional space if needed.)*

Fund	Fund Center	Commitment Item	Functional Area	Funded Program	Grant	Amount

Director Carmen Merlo



APPROPRIATION UNIT HEAD (Typed name and signature)



## CITY OF PORTLAND, OREGON

### Portland Office of Emergency Management

Sam Adams, Mayor

Carmen Merlo, Director

Phone: 503-823-4375 Fax: 503-823-3903

1001 SW Fifth Avenue, Suite 650. Portland, OR 97204

[www.portlandonline.com/oem](http://www.portlandonline.com/oem)

**DATE:** August 17, 2010

**TO:** Mayor Sam Adams

**FROM:** Carmen Merlo, Director *CM*  
Office of Emergency Management

**FOR MAYOR'S OFFICE USE ONLY**

Reviewed by Bureau Liaison \_\_\_\_\_

**RE:** Authorize Memorandum of Understanding as executed by the Oregon Department of Forestry (ODF) and the City of Portland by and through the Portland Office of Emergency Management allowing for qualified City personnel to participate in ODF Incident Management Team Shadow Program. (Resolution)

1. **INTENDED THURSDAY FILING DATE:** August 19, 2010
2. **REQUESTED COUNCIL AGENDA DATE:** August 25, 2010
3. **CONTACT NAME & NUMBER:** CARMEN MERLO, DIRECTOR – 823-2691
4. **PLACE ON:** ☒ **CONSENT** ☐ **REGULAR**
5. **BUDGET IMPACT STATEMENT ATTACHED:** ☐ **Y** ☐ **N** ☒ **N/A**
6. **(2) ORIGINAL COPIES OF CONTRACTS APPROVED AS TO FORM BY CITY ATTORNEY ATTACHED:** ☒ **Yes** ☐ **No** ☐ **N/A**

### 7. BACKGROUND/ANALYSIS

Oregon Department of Forestry operates highly trained Incident Management Teams to respond to forest fires. The Incident Management Team uses the Incident Command System to manage the operations of the fire. This is the same management system that City employees are trained and will be employed in response to any hazard.

The opportunity to work side by side or “shadow” experienced professionals in an emergency response event affords Portland’s qualified employees the experiential learning that far surpasses any classroom or simulation training. The benefit to Portland is the development of a cadre of employees who understand the intricacies of the incident command system well enough to train and influence other employees and ultimately manage a hazard event in a systematic professional and coordinated manner.

This Memorandum of Understanding establishes the requirements and procedures for participation of employees. City of Portland will designate a primary point of contact for employees to call to sign up. In turn the City of Portland contact will be in communication with the regional contact who will give the ODF a list of qualified shadow team responders. Obligations of the City are outlined on page 2 & 3 of the MOU (Exhibit A).

### 8. FINANCIAL IMPACT

Each bureau that approves qualified personnel to shadow an ODF Incident Management Team will cover the employee’s salary and benefits.

### 9. RECOMMENDATION/ACTION REQUESTED

Authorize, by signature, the acceptance of the MOU as executed by the Oregon Department of Forestry and the City of Portland to allow qualified employees to participate in ODF Incident Management Shadow Teams Program