

AGENDA ITEM #: 22-81  
COUNCIL MTG OF: July 5, 2022  
FROM: Dave Caron, Town Administrator  
OFFERED BY: James Richardson, EM Director  
PREPARED BY: Ryan Bump, EM Project Manager  
SUBJECT: Emergency Management Performance Grant Request

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**PURPOSE:**

Request authorization to apply for and accept, if awarded, NH Homeland Security and Emergency Management Performance Grant funds for the purpose of developing a Continuity of Operations Plan (COOP) for the Town of Derry.

**TOWN ADMINISTRATOR COMMENTS:**

*The Bureau of Emergency Management is requesting permission to apply for an Emergency Management Performance Grant (EMPG) through the New Hampshire Department of Homeland Security and Emergency Management. The amount of this grant request is \$6,500 with a 50% (\$6,500) cost share. The Town's cost share would be funded through soft, in-kind matches from existing funds in the FY 22 and FY 23 Emergency Management budgets. If awarded, this grant funding would help provide a coordinated plan for all municipal departments, stakeholders, and vendors to minimize the adverse effects on residents, visitors, employees, and organizations during and immediately following a major incident that impacts municipal functions.*

**BACKGROUND:**

In 2019, the Derry Bureau of Emergency Management identified the need to develop contingency plans to maintain essential government functions in the event of a large scale and/or extended duration emergency incident. Specifically, we identified the need to:

- Better prioritize essential functions within the local government and clarify orders-of-succession to ensure continuity of town leadership and authority;
- Diversify our communication and information systems to ensure we have the ability to effectively communicate with town employees and the public in a timely manner;
- Securely maintain, protect, and access vital public records;
- Better identify and plan for alternate physical and virtual command and control locations during the disruption;
- Develop contingency plans to sustain and support essential employees that are likely to be adversely affected during the incident.

This plan would also provide a template for conducting future training and exercises to ensure the plan remains up-to-date and is "real-world" ready.

Currently, the Town does not have a Continuity of Operations Plan (COOP). Although we have Emergency Operations plans and proactive Hazard Mitigation plans, maintaining or reconstituting local government operations will be essential to the expedient recovery of the community.

**DISCUSSION:**

This project consists of two components:

1. Completion of the Town of Derry Continuity of Operations Plan (COOP).
2. The establishment of an alternative communications system for notifying and informing staff during continuity of operations incidents.

The purpose of this plan is to provide continuity of government procedures, information and assignments of responsibility applicable to planning, preparation, mitigation, response, and recovery operations related to an incident disrupting municipal operations with the Town of Derry.

**FISCAL IMPACT:**

The match for this grant will be in-kind through existing funds in the FY 22 and FY 23 Emergency Management budgets. No additional funding requests are anticipated.

**RECOMMENDED MOTION:**

*Please see Resolution #2022-049*