

**SUBJECT:** INFORMING THE ASSEMBLY OF THE MANAGERS SIGNATURE ON AND SUBMITTAL OF THE FEDERAL FISCAL YEAR 2025 EMERGENCY MANAGEMENT PERFORMANCE GRANT APPLICATION REQUESTING \$213,082.10 TO COVER 50 PERCENT OF THE WAGES AND BENEFITS FOR EMERGENCY OPERATIONS CENTER STAFF.

**AGENDA OF: October 21, 2025**

**ASSEMBLY ACTION:**

**AGENDA ACTION REQUESTED:** For information only.

Route To	Signatures
Originator	10/7/2025 X Pamela Graham <small>Signed by: Pamela Graham</small>
Department/Finance Director	X Cheyenne Heindel <small>Signed by: Cheyenne Heindel</small>
Borough Attorney	10/7/2025 X Nicholas Spiropoulos <small>Signed by: Nicholas Spiropoulos</small>
Borough Manager	10/8/2025 X Michael Brown <small>Signed by: Mike Brown</small>
Borough Clerk	10/8/2025 X Lonnie McKechnie <small>Signed by: Lonnie McKechnie</small>

**ATTACHMENT (S):** EMPG Grant Application (6 pages)

**SUMMARY STATEMENT:**

The Department of Emergency Services prepares and submits an application for the Emergency Management Performance Grant (EMPG) on an annual basis.

The purpose of the EMP Grant is to support staff that are budgeted each year in the operating budget. If awarded the grant, the \$213,082.10 in requested funding will cover up to 50% of the salaries for those employees when they are performing related activities. Activities include compressive emergency management

programming, planning and outreach related to Emergency Management, preparedness, planning, response and recovery.

The Department of Emergency Services will prepare additional legislation if the grant when the grant is awarded.

# Alaska Division of Homeland Security and Emergency Management

## Federal Fiscal Year 2025 Emergency Management Performance Grant (EMPG) Application

**Application Deadline 11:59 p.m., Sunday, October 5, 2025**

Jurisdiction:	<b>Matanuska-Susitna Borough</b>		
EMPG Status	<input checked="" type="checkbox"/> Current EMPG Program participant <input type="checkbox"/> New EMPG Program applicant	Total Amount Requested	<b>\$ 213,082.10</b>

1. **Briefly explain why these funds are needed to support the Emergency Manager or Coordinator position:** By funding these positions, it allows for scarce funds to be distributed to other sections of the department and allows funds to be used to effectively mitigate, plan, respond, and recover from future emergency events in and outside the Borough. The borough population continues to grow and is currently at an all-time high, increasing the demand for local emergency management activities at the same time as funding for those services are being cut back. The Borough continues to be very fiscally conservative and funds very few new positions across the spectrum of departments (including Emergency services). This funding allows for full-time commitment of part-time staff positions to augment the work plans developed in this area.
2. **Complete the Funded Staff Worksheet and the Program-Funded Staff Budget attached to application.**
3. **Briefly describe the method used to code or track funded staff time spent on emergency management activities charged to the grant and used to meet local match requirement:** Employees are responsible for tracking how their time is allocated. Non-Exempt employees submit timesheets identifying projects. Exempt employees also submit a timesheet. All employee wages are tracked by payroll personnel in a spreadsheet designating sources of funding for specific activities. Funding resources for matching funds are identified by the finance department through a distinct account code.
4. **Complete the EMPG Annual Work Plan. Attached.**
5. **Complete the EMPG Annual Spend Plan. Attached**
6. **Complete Signatory Form and attach to application. Attached**

**Jurisdiction EMPG Point of Contact**

**Name:** Casey Cook

**Telephone Number:** 907-861-8004

**Address:** 1800 E Parks Highway, Wasilla, AK 99654

**Fax Number:** N/A

**Email Address:** casey.cook@matsugov.us

**Authorization to Submit Application:**

By signature below the undersigned acknowledge they have been duly authorized by the jurisdiction to submit this application and will comply with the assurances, agreements, and special conditions set forth upon receipt of grant award.

**Jurisdiction Financial Officer:**

**Printed Name:** Cheyenne Heindel



\_\_\_\_\_  
Signature

**Jurisdiction Signatory Official:**

**Printed Name:** Michael Brown



\_\_\_\_\_  
Signature

Project Applications may be submitted electronically (in PDF format) to:

**Division of Homeland Security and Emergency Management**  
**Attn: Homeland Security Grants Administrator**  
**Email: [mva.grants@alaska.gov](mailto:mva.grants@alaska.gov)**  
**Fax: (907) 428-7009 / Phone: (907) 428-7000 or 1-800-478-2337**

**Federal Fiscal Year 2025  
Emergency Management Program Funded Staff Worksheet**

Local EMPG Program Funded Staff			Indicate whether Full-time or Part-time in Emergency Management Duties		If Part-time, indicate number of hours worked per week on Emergency Management Duties
<b>Name:</b> Casey Cook			<b>Full Time</b>		
<b>Position:</b> Emergency Manager					
<b>Required Training</b>	<input checked="" type="checkbox"/> IS 100	<input checked="" type="checkbox"/> IS 200	<input checked="" type="checkbox"/> IS 700	<input checked="" type="checkbox"/> IS 800	<input checked="" type="checkbox"/> IS 120
<input checked="" type="checkbox"/> IS 230	<input checked="" type="checkbox"/> IS 235	<input checked="" type="checkbox"/> IS 240	<input checked="" type="checkbox"/> IS 241	<input checked="" type="checkbox"/> IS 242	<input checked="" type="checkbox"/> IS 244
<b>Name:</b> Eric Mohrman			<b>Part Time</b>		29.9
<b>Position:</b> Emergency Management Specialist					
<b>Required Training</b>	<input checked="" type="checkbox"/> IS 100	<input checked="" type="checkbox"/> IS 200	<input checked="" type="checkbox"/> IS 700	<input checked="" type="checkbox"/> IS 800	<input checked="" type="checkbox"/> IS 120
<input checked="" type="checkbox"/> IS 230	<input checked="" type="checkbox"/> IS 235	<input checked="" type="checkbox"/> IS 240	<input checked="" type="checkbox"/> IS 241	<input checked="" type="checkbox"/> IS 242	<input checked="" type="checkbox"/> IS 244
<b>Name:</b> Talon Boeve			<b>Part Time</b>		29.9
<b>Position:</b> EOC Specialist					
<b>Required Training</b>	<input checked="" type="checkbox"/> IS 100	<input checked="" type="checkbox"/> IS 200	<input checked="" type="checkbox"/> IS 700	<input checked="" type="checkbox"/> IS 800	<input checked="" type="checkbox"/> IS 120
<input checked="" type="checkbox"/> IS 230	<input checked="" type="checkbox"/> IS 235	<input checked="" type="checkbox"/> IS 240	<input checked="" type="checkbox"/> IS 241	<input checked="" type="checkbox"/> IS 242	<input checked="" type="checkbox"/> IS 244
<b>Name:</b> Tracy Woelfel			<b>Part Time</b>		29.9
<b>Position:</b> EOC Specialist					
<b>Required Training</b>	<input checked="" type="checkbox"/> IS 100	<input checked="" type="checkbox"/> IS 200	<input checked="" type="checkbox"/> IS 700	<input checked="" type="checkbox"/> IS 800	<input checked="" type="checkbox"/> IS 120
<input checked="" type="checkbox"/> IS 230	<input checked="" type="checkbox"/> IS 235	<input checked="" type="checkbox"/> IS 240	<input checked="" type="checkbox"/> IS 241	<input checked="" type="checkbox"/> IS 242	<input checked="" type="checkbox"/> IS 244
<b>Name:</b> Jason Bauer			<b>Part Time</b>		29.9
<b>Position:</b> EOC Specialist					
<b>Required Training</b>	<input checked="" type="checkbox"/> IS 100	<input checked="" type="checkbox"/> IS 200	<input checked="" type="checkbox"/> IS 700	<input checked="" type="checkbox"/> IS 800	<input checked="" type="checkbox"/> IS 120
<input checked="" type="checkbox"/> IS 230	<input checked="" type="checkbox"/> IS 235	<input checked="" type="checkbox"/> IS 240	<input checked="" type="checkbox"/> IS 241	<input checked="" type="checkbox"/> IS 242	<input checked="" type="checkbox"/> IS 244
<b>Name:</b> Breanna Love			<b>Part Time</b>		29.9
<b>Position:</b> EOC Specialist					
<b>Required Training</b>	<input checked="" type="checkbox"/> IS 100	<input checked="" type="checkbox"/> IS 200	<input checked="" type="checkbox"/> IS 700	<input checked="" type="checkbox"/> IS 800	<input checked="" type="checkbox"/> IS 120
<input checked="" type="checkbox"/> IS 230	<input checked="" type="checkbox"/> IS 235	<input checked="" type="checkbox"/> IS 240	<input checked="" type="checkbox"/> IS 241	<input checked="" type="checkbox"/> IS 242	<input checked="" type="checkbox"/> IS 244
<b>Name:</b> Kiela Cott			<b>Part Time</b>		29.9
<b>Position:</b> EOC Specialist					
<b>Required Training</b>	<input checked="" type="checkbox"/> IS 100	<input checked="" type="checkbox"/> IS 200	<input checked="" type="checkbox"/> IS 700	<input checked="" type="checkbox"/> IS 800	<input checked="" type="checkbox"/> IS 120
<input checked="" type="checkbox"/> IS 230	<input checked="" type="checkbox"/> IS 235	<input checked="" type="checkbox"/> IS 240	<input checked="" type="checkbox"/> IS 241	<input checked="" type="checkbox"/> IS 242	<input checked="" type="checkbox"/> IS 244
<b>Name:</b> David Phillips			<b>Part Time</b>		29.9
<b>Position:</b> EOC Specialist					
<b>Required Training</b>	<input checked="" type="checkbox"/> IS 100	<input checked="" type="checkbox"/> IS 200	<input checked="" type="checkbox"/> IS 700	<input checked="" type="checkbox"/> IS 800	<input checked="" type="checkbox"/> IS 120
<input checked="" type="checkbox"/> IS 230	<input checked="" type="checkbox"/> IS 235	<input checked="" type="checkbox"/> IS 240	<input checked="" type="checkbox"/> IS 241	<input checked="" type="checkbox"/> IS 242	<input checked="" type="checkbox"/> IS 244
<b>Name:</b> Diane Rush			<b>Part Time</b>		29.9
<b>Position:</b> EOC Specialist					
<b>Required Training</b>	<input checked="" type="checkbox"/> IS 100	<input checked="" type="checkbox"/> IS 200	<input checked="" type="checkbox"/> IS 700	<input checked="" type="checkbox"/> IS 800	<input checked="" type="checkbox"/> IS 120
<input checked="" type="checkbox"/> IS 230	<input checked="" type="checkbox"/> IS 235	<input checked="" type="checkbox"/> IS 240	<input checked="" type="checkbox"/> IS 241	<input checked="" type="checkbox"/> IS 242	<input checked="" type="checkbox"/> IS 244

**Federal Fiscal Year 2025  
Program-Funded Staff Budget**

<b>Name/Position Title</b>	<b>Salary and Benefits</b>	<b>Percentage of Position Time Spent on Eligible EMPG Activity</b>	<b>Amount Paid by Local Jurisdiction</b>	<b>EMPG Amount Requested</b>
Casey Cook	224,099.20	100	112,049.60	112,049.60
Eric Mohrmann	58,110	100	29,055	29,055
Talon Boeve	41,130	100	20,565	20,565
Tracy Woelfel	41,130	100	20,565	20,565
Jason Bauer	41,130	100	20,565	20,565
Breanna Love	41,130	100	20,565	20,565
Kiela Cott	41,130	100	20,565	20,565
David Phillips	41,130	100	20,565	20,565
Diane Rush	41,130	100	20,565	20,565
<b>TOTAL</b>	<b>\$ 426,164.20</b>		<b>\$213,082.10</b>	<b>\$213,082.10</b>

**Federal Fiscal Year 2025**  
**Emergency Management Program Grant Work Plan**

<b>Jurisdiction:</b>	<b>Matanuska-Susitna Borough</b>
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**Reminder:** The Alaska Division of Homeland Security and Emergency Management requires local jurisdictions to pass EMPG funding directly to their Emergency Management (EM) program. These funds can **only** be used to pay the salary and benefits of the EM staff listed in the attached application.

Only the portion of the EM staff's time spent working on approved emergency management goals and activities can be reimbursed or counted as local match under EMPG.

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**A. 2025 EMPG State of Alaska Requirements:**

- Signatory Authority Form kept current and on-file with DHS&EM
- Emergency Management Performance Grant mid-year grant review (review by DHS&EM staff following second quarterly report). Jurisdictions may be required to provide a spending plan to DHS&EM if at least 45% of awarded funds are not expended.
- EMPG personnel (funded and documented for match requirement) must complete IS 100, IS 200, IS 700, IS 800, and the FEMA Independent Study Program (ISP) Professional Development Series (PDS) by September 30, 2026.
- Jurisdictions are required to have met, at a minimum, the National Qualifications System (NQS) Implementation Phase 0 and 1 by December 31, 2025, AND must, at a minimum, plan for implementation of Phases 2 and 3
- Develop a local jurisdiction multi-year Integrated Preparedness Plan (IPP) to be submitted to DHS&EM by March 1, 2026.
- Jurisdictions shall complete the Local Staging Area (LSA) and Commodity Point of Distribution (CPOD) surveys.
- Complete THIRA/SPR/NIMS Implementation survey annually.
- Participate in the state multi-year Integrated Preparedness Planning Workshop (IPPW) to be held in conjunction with DHS&EM's Emergency Management Conference, in its entirety.
- As subrecipients of federal preparedness (non-disaster) grant awards, jurisdictions must achieve, or be actively working to achieve, all of the NIMS Implementation Objectives. <https://www.fema.gov/emergency-managers/nims/implementation-training>

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**B. 2025 EMPG Grant Activities**

Check the boxes of the emergency management (EM) goals your jurisdiction's emergency management program plans to accomplish this grant performance period. Your jurisdiction will be required to report quarterly on your progress for each identified activity.

**Emergency Management and Operation Plans**

- Maintain a current EOP that is aligned with guidelines set out in [Comprehensive Preparedness Guide \(CPG\) 101: Developing and Maintaining Emergency Operations Plan](#)
- Modify existing incident management and emergency operations plans
- Develop or enhance large-scale and catastrophic event incident plans
- Develop or enhance comprehensive emergency management plans

**Continuity and Administrative Plans**

- Develop or enhance Continuity of Operation (COOP) and Continuity of Government (COG) plans
- Develop or enhance financial and administrative procedures for use before, during, and after disaster events in support of a comprehensive emergency management program
- Public and private sector outreach and messaging regarding continuity resilience strategies

**Federal Fiscal Year 2025  
EMPG Work Plan (continued)**

Jurisdiction: **Matanuska-Susitna Borough**

**Whole Community Engagement and Planning**

- Develop or enhance emergency management and operations plans to integrate citizen, volunteer, and other non-governmental organization resources and participation
- Provide training and other support as necessary to assist local jurisdictions to further develop preparedness through community, school, private sector, and business outreach
- Build new partnerships to expand planning and citizen capabilities
- Community-based plans to advance "whole community" security and emergency management
- Public education and awareness on emergency management and preparedness
- Plans to foster public-private sector partnerships
- Brief civic groups and senior citizens on local hazards and family preparedness plans
- Conduct awareness, individual response training, and evacuation drills in schools
- Integrate program design and delivery practices that ensure representation and services for disaster vulnerable, at-risk populations that may be more impacted by disasters, including children, seniors, individuals with disabilities or other access and functional needs, non-English speaking individuals, individuals with lower economic capacity, and other at-risk populations
- Planning for transitioning from congregate sheltering to non-congregate sheltering options for families unable to return to their pre-disaster homes
- Conduct workshops on the local Emergency Operations Plan (EOP) or Emergency Response Plan (ERP)
- Arrange for disaster preparedness and response information to be included in utility bills, or as inserts in the local newspaper
- Publish emergency preparedness information in the local telephone directory
- Prepare an emergency preparedness calendar for distribution throughout the community
- Work with and provide training opportunities to Local Emergency Planning Committee (LEPC) (where LEPC exists)
- Public education and awareness
- Develop or formalize agreements through letters or memorandums of understanding (MOU) to clarify mutual expectations, if existing, with local agencies or private organizations that can assist with emergency planning preparation, response, or recovery
- Develop intra-state mutual aid agreements that encourage building partnerships across all levels of government, tribal organizations, non-governmental organizations, and private entities in neighboring jurisdictions
- Program evaluations
- Development of Standard Operating Procedures that address continuity and recovery of emergency communication systems
- Planning for transitioning from congregate sheltering to non-congregate sheltering options for families unable to return to their pre-disaster homes
- Cyber incident, Cyber risk to critical Infrastructure, Cyber event consequence management plans

**Resource Management Planning**

- Develop or enhance logistics and resource management plans
- Develop or enhance volunteer and donations management plans
- Planning to mobilize and deliver governmental, nongovernmental, and private sector resources to save lives, sustain lives, meet basic human needs, stabilize the incident, and transition to recovery, to include moving and delivering resources and services to meet the needs of disaster survivors

**Mitigation Plans**

- Conduct a hazard analysis and risk assessment before mitigation plan development
- Developing or enhancing all-hazards mitigation plans

**Federal Fiscal Year 2025  
EMPG Work Plan (continued)**

<b>Jurisdiction:</b>	<b>Matanuska-Susitna Borough</b>
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**Shelter and Evacuation Planning**

- Develop or enhance evacuation plans, including plans for: alerts and warning, crisis communications, pre-positioning of equipment for areas potentially impacted by mass evacuations sheltering, and re-entry
- Identify planning gaps and capability shortfalls
- Identify access and functional needs considerations
- Identify animal evacuation considerations
- Identify embarkation/debarkation sites
- Development of phased-zone evacuation approach
- Develop of evacuation plans in accordance with exacerbated risk (e.g., mass evacuation during catastrophic fast-moving events, like wildfires)

**Pre-Disaster Recovery Planning**

- Disaster housing plans; such as create or support a local disaster housing task force and develop or enhance local disaster housing plans
- Pre-event response, recovery, and mitigation plans in coordination with State, local, and tribal governments
- Develop and enhance other response and recovery plans
- Develop recovery plans and preparedness programs consistent with the principles and guidance in the National Disaster Recovery Framework (NDRF) that will provide the foundation for recovery programs and whole community partnerships. Preparedness and pre-disaster planning were given special attention within the NDRF with specific guidance: *Planning for a Successful Disaster Recovery* (pages 63-70). For more information on the NDRF see [National Disaster Recovery Framework](#). [National Disaster Recovery Framework | FEMA.gov](#)

**Recovery Planning**

- Develop or enhance long-term recovery plans

**Training and Exercise**

- Develop, update, enhance, or conduct exercise activities
- Develop, update, enhance, or conduct training activities

**Additional EMPG Program Related Activity**

- Additional EMPG program eligible activity described within the 2025 EMPG work plan

**Applications are due no later than 11:59 p.m., Sunday, October 5, 2025**