

MATANUSKA-SUSITNA BOROUGH INFORMATION MEMORANDUM IM No. 20-102



SUBJECT: ACCEPTING AND APPROPRIATING A GRANT IN THE AMOUNT OF \$7,000 FROM THE INTERNATIONAL ASSOCIATION OF FIRE CHEIFS READY, SET, GO GRANT PROGRAM, AND APPROVING THE SCOPE OF WORK AND BUDGET FOR PROJECT NUMBER 20399, FUND 405, FOR A WILDFIRE MITIGATION DEFENSIBLE SPACE DEMONSTRATION.

AGENDA OF: May 19, 2020

ASSEMBLY ACTION:

MANAGER RECOMMENDATION: Introduce and set for public hearing.

APPROVED BY JOHN MOOSEY, BOROUGH MANAGER: John Moosey Digitally signed by John Moosey
Date: 2020.05.08 07:00:47 -0800

Route to:	Department/Individual	Initials	Remarks
	Originator/DES	Casey Laughlin <small>Digitally signed by Casey Laughlin Date: 2020.05.07 10:21:55 -0800</small>	
	Emergency Services Director	Ken Barkley <small>Digitally signed by Ken Barkley Date: 2020.05.07 11:27:51 -0800</small>	
	Finance Director	Cheyenne Heindel <small>Digitally signed by Cheyenne Heindel Date: 2020.05.07 13:48:37 -0800</small>	
	Borough Attorney	Nicholas Spiropoulos <small>Digitally signed by Nicholas Spiropoulos Date: 2020.05.07 14:35:09 -0800</small>	
	Borough Clerk		

ATTACHEMENT (S) : Fiscal Note: YES X NO
Ordinance Serial No. 20-051 (2 pp)
Resolution Serial No. 20-049 (2 pp)
Award Letter Documents (5 pp)

SUMMARY STATEMENT:

The borough has been awarded a grant from the International Association of Fire Chiefs, Ready, Set, Go Grant Program in the amount of \$7,000 for a wildfire mitigation defensible space presentation.

RECOMMENDATION OF ADMINISTRATION:

The administration recommends approval of the attached legislation, which will accept and appropriate \$7,000 from the International Association of Fire Chiefs Ready, Set, Go grant program, and approve the scope of work and budget for Project 20399, Fund 405.

MATANUSKA-SUSITNA BOROUGH
FISCAL NOTE

Agenda Date: May 19, 2020

SUBJECT: Accepting and appropriating a grant in the amount of \$7,000 from the International Association of Fire Chiefs Ready, Set, Go grant program, and approving the scope of work and budget for Project No. 20399, Fund 405, for a wildlife mitigation defensible space demonstration.

ORIGINATOR: Ken Barkley

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT YES NO
AMOUNT REQUESTED	FUNDING SOURCE
FROM ACCOUNT #	PROJECT #
TO ACCOUNT :	PROJECT #
VERIFIED BY:	CERTIFIED BY:
DATE:	DATE:

EXPENDITURES/REVENUES:

(Thousands of Dollars)

OPERATING	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
Personnel Services						
Travel						
Contractual						
Supplies						
Equipment						
Land/Structures						
Grants, Claims						
Miscellaneous						
TOTAL OPERATING						

CAPITAL						
---------	--	--	--	--	--	--

REVENUE						
---------	--	--	--	--	--	--

FUNDING:

(Thousands of Dollars)

General Fund						
State/Federal Funds						
Other						
TOTAL						

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

PREPARED BY: _____ PHONE: _____

DEPARTMENT: _____ DATE: _____

APPROVED BY: _____ DATE: _____

IM No. 20-102
Ordinance Serial No. 20-051
Resolution Serial No. 20-049



International Association of Fire Chiefs

4795 Meadow Wood Lane, Suite 100 • Chantilly, VA 20151
Tel: 703.273.0911 • Fax: 703.273.9363 • IAFC.org

May 4, 2020

Fire Chief Tawnya Hightower
West Lakes Fire Department
PO Box 520869
Big Lake, AK 99652

Dear Chief Hightower,

The International Association of Fire Chiefs (IAFC) and Ready, Set, Go! (RSG) Program thank you for your continued community-wide wildfire mitigation efforts. On behalf of the IAFC, it is my pleasure to inform you that your department has been selected as a recipient of the RSG! Program Targeted Risk Reduction Assistance. Funding for this opportunity is provided through an FY2018 FEMA Fire Prevention & Safety grant that was awarded to the IAFC. RSG! Program staff will begin working with you on the project once this award letter and the terms and conditions on Page 2 are signed and submitted.

The RSG! Program staff will be available to provide guidance to your organization to help meet administrative requirements of the grant.

Please review the grant conditions outlined on page 2, sign and return that page to the IAFC by May 15, 2020 to move forward.

Congratulations and thank you for all you and your department do to help your community be wildfire ready!

Sincerely,

A handwritten signature in black ink, appearing to read "J. Robert Brown, Jr.", is written over a horizontal line.

J. Robert 'Rob' Brown, Jr.
Interim CEO and Executive Director

This IAFC Wildland Fire Program is funded through a DHS/FEMA/AFG/FP&S grant awarded FY2018. EMW-2018-FP-00279

1M 20-102
OR 20-051
RS 20-049

Targeted Risk Reduction Assistance

Terms & Conditions:

1. Grantee will provide meeting locations for site visits from IAFC staff and contracted subject matter experts.
2. Grantee agrees that key department personnel will assist in planning and will participate in site visits.
3. Grantee agrees that department personnel will participate in all scheduled meetings, conference calls and/or webinars related to the site visits and RSG! Program resources and grant deliverables.
4. Grantee will respond to email, phone and written communication in a timely manner.
5. Grantee will submit a W-9 for the organization that is being awarded.
6. Grantee will provide the necessary financial documentation of personnel costs for the defensible space demonstration day in order to process reimbursement.
7. Grantee ensures that all personnel working on the defensible space demonstration day are properly trained in the use of equipment required for the project.
8. Grantee ensures that all personnel working on the defensible space demonstration day will wear the recommended standard personal protective equipment.
9. Grantee agrees that the department will assume the risk and liability to itself, its agents, employees, and volunteers for any injury to or death of persons or loss or destruction of property resulting in any manner from the conduct of the organization's own operations and/or the operations of its agents, employees, and/or volunteers during the defensible space demonstration day. The grantee further releases and waives all claims against the IAFC for compensation for any loss, cost, damage, expense, personal injury, death, claim, or other liability arising out of the performance of this award.
10. Grantee will complete input of hours worked on grant deliverables in the RSG Achievement Management System (AMS) every other month.
 - a. Development of customized RSG materials
 - b. Education & outreach with community
 - c. WUI planning
 - d. WUI trainings
 - e. Partner collaboration
 - f. Home assessments using Action Guide
 - g. Fuels reduction/treatment
11. Grantee will work with IAFC to complete all project deliverables and reporting by August 31, 2021.
12. Grantee will cooperate with any efforts of the IAFC to publicize success stories and lessons learned from the grant.

Please acknowledge your agreement with the terms of this letter by signing and returning a copy of this letter by May 15, 2020.

ACCEPTED BY (sign): _____

Name (print) _____

Date (print): _____

Title _____

IM 20-102
OR 20-051
RS 20-049

From: [Jennifer Dietz](#)
To: [Tawnya Hightower](#)
Cc: [Casey Laughlin](#)
Subject: RE: RSG! Program Targeted Risk Reduction
Date: Tuesday, May 5, 2020 5:46:37 AM
Attachments: [image002.png](#)

[EXTERNAL EMAIL - CAUTION: Do not open unexpected attachments or links.]

Chief Hightower,

Thank you for your quick response, we are excited to work with your department on this project. For the demonstration day it is reimbursed, so you will need to provide documentation of hourly rates and timesheets/logs for the amount you are requesting reimbursement for. The maximum amount that can be reimbursed is \$6000, and it only pertains to the demonstration day (both the actual date of the demonstration as well as any work the crews may need to perform the day before for set up). We can also reimburse up to an additional \$1,000 for safety supplies needed for the demonstration (eye protection, gloves, safety helmets).

We can provide some flexibility in the date for the award letter to be signed, but we are asking by June 1st because waiting longer will delay us being able to work on the project and push the timeline back. We don't want to delay working on the project with you too long. Let me know if having the letter signed by June 1st will be an issue.

Thank you,

Jennifer Dietz
Program Manager
Wildland Fire Programs
International Association of Fire Chiefs
4795 Meadow Wood Lane, Suite 100
Chantilly, VA 20151
(p) 703-896-4823
(cell) 703-509-5822
(fax) 703-273-0920
Email: JDietz@iafc.org



From: Tawnya Hightower <Tawnya.Hightower@matsugov.us>
Sent: Monday, May 4, 2020 9:12 PM
To: Jennifer Dietz <JDietz@iafc.org>
Cc: Casey Laughlin <Casey.Laughlin@matsugov.us>
Subject: RE: RSG! Program Targeted Risk Reduction

IM 20-102
OR 20-051
RS 20-049

Hi Ms. Dietz,

Thank you! West Lakes Fire is grateful and excited to have this opportunity. We are looking forward to further helping our community through a targeted risk reduction plan and demonstration.

I have a couple questions before I can send the agreement back. West Lakes Fire Department is part of the Matanuska-Susitna Borough and our acceptance has to go through the legislative assembly and their grant acceptance procedures. I've copied Casey Laughlin, Emergency Services Department, Administrative Specialist, who writes the legislation. We have to include any monetary value to the grant in the legislation otherwise, it goes through as a Memorandum of Understanding/Agreement.

Under Terms & Conditions; the only mention of reimbursements for the defensible space demonstration day. Does this have a dollar amount appropriated?

The Matanuska-Susitna Borough Assembly meets twice a month and June may be the earliest this can get on the agenda. Is May 15th an absolute date to get the Terms & Conditions signed and back to you?

Respectfully,
Tawnya Hightower



Tawnya Hightower
Fire Chief, West Lakes Fire Department
(907) 861-8084 | (907) 982-4948 | tawnya.hightower@matsugov.us
Big Lake and Meadow Lakes, Alaska

From: Jennifer Dietz <JDietz@iafc.org>
Sent: Monday, May 4, 2020 6:10 AM
To: Tawnya Hightower <Tawnya.Hightower@matsugov.us>
Cc: Roy Roistacher <Roy.Roistacher@matsugov.us>
Subject: RSGI Program Targeted Risk Reduction
Importance: High

[EXTERNAL EMAIL - CAUTION: Do not open unexpected attachments or links.]
Chief Hightower,

Congratulations, your department has been selected as a recipient of the RSGI Program Targeted Risk Reduction Assistance award. We are excited to work with you to help your community get wildfire ready, and we appreciate all the time you spent on the application as well as taking the time to discuss the opportunity further during our phone interview.

*1M 20-102
OR 20-051
RS 20-049*

Attached you will find your award letter. Please review and return (via email if possible) a signed copy to us no later than May 15, 2020.

If you have any questions, please do not hesitate to reach out. Again, thank you for the time your department has already contributed to this effort and we are looking forward to working with you. Once you have returned the signed award letter agreeing to the terms and conditions, we will reach out to coordinate a kickoff call.

Thank you,

Jennifer Dietz
Program Manager
Wildland Fire Programs
International Association of Fire Chiefs
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Chantilly, VA 20151
(p) 703-896-4823
(cell) 703-509-5822
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IM 20-103
OR 20-051
RS 20-049