

CONTRACT APPROVAL FORM

RECEIVED

2011 JUL 29 AM 10:11

COUNTY ATTORNEY

(Contract Management Use only)

CONTRACT TRACKING NO.

CM1756

CONTRACTOR INFORMATION

Name: Northeast Florida Regional Council

Address: 6850 Belfort Oaks Place Jacksonville Florida 32216
City State Zip

Contractor's Administrator Name: Brian Teeple Title: Executive Director

Tel#: 904-279-0880 Fax#: 904-279-0881 Email: nefrpc@nefrc.org

CONTRACT INFORMATION

Contract Name: Northeast Florida Regional Council Contract Value: \$49,999

Brief Description: Temporary Emergency Management Services

Contract Dates: From July 1, 2011 to _____ Status: New Renew Amend# WA/Task Order

How Procured: Sole Source Single Source ITB RFP RFQ Coop. Other

If Processing an Amendment:

Contract #: _____ Increase Amount of Existing Contract: _____ No Increase

New Contract Dates: _____ to _____ TOTAL OR AMENDMENT AMOUNT: _____

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY, SECTION 6

- | | | | |
|----|--|----------------|-----------------------|
| 1. | _____ | _____ | 01258525-531020 |
| | Department Head Signature | Date | Funding Source/Acct # |
| 2. | <u>Charlotte Young</u> | <u>7-25-11</u> | |
| | Contract Management | Date | |
| 3. | <u>[Signature]</u> | <u>7-26-11</u> | |
| | County Attorney (approved as to form only) | Date | |
| 4. | <u>[Signature]</u> | <u>7-29-11</u> | |
| | Office of Management & Budget | Date | |

Comments: _____

COUNTY MANAGER - FINAL SIGNATURE APPROVAL

[Signature] 7/28/11
 Ted Selby, County Manager Date

11 JUL 26 PM 4:35

11 AUG -2 AM 11:29

RECEIVED
OFFICE OF CLERK OF COURTS
NASSAU COUNTY FLORIDA

RETURN ORIGINAL(S) TO CONTRACT MANAGEMENT FOR DISTRIBUTION AS FOLLOWS:

- Original: Clerk's Services; Contractor (original or certified copy)
- Copy: Department
- Office of Management & Budget
- Contract Management
- Clerk Finance

**AGREEMENT FOR
TEMPORARY EMERGENCY MANAGEMENT SERVICES**

THIS AGREEMENT FOR TEMPORARY EMERGENCY MANAGEMENT SERVICES made this 15 day of July, 2011 by and between the Board of County Commissioners of Nassau County, Florida, a political subdivision of the State of Florida, hereinafter referred to as ("Nassau County"), and the Northeast Florida Regional Council, hereinafter referred to as ("NEFRC").

NOW, THEREFORE, for good and valuable consideration in hand received and acknowledge both as to receipt and sufficiency, the Parties do hereby agree as follows:

1. NEFRC shall perform duties as described in the Scope of Work, attached hereto as Exhibit "A".
2. NEFRC's compensation shall be \$65.00 per hour as further detailed in Exhibit "A", which shall be paid by Nassau County.
3. This Agreement for Temporary Emergency Management Services Agreement may be terminated by and effective upon written notification by either party to the other upon written notice to the following addresses:

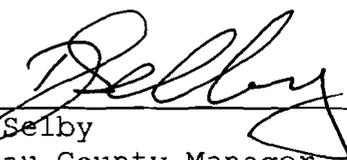
- Northeast Florida Regional Council
6850 Belfort Oaks Place
Jacksonville, FL 32216
- Ted Selby
County Manager
Nassau County Board of County Commissioners
96135 Nassau Place, Suite 1
Yulee, Florida 32097

Either the County or NEFRC may terminate this agreement. Upon mailing of the notice or otherwise delivered, the termination shall be effective.

4. NEFRC and its employees are independent contractors for purposes of this agreement, and not employees of Nassau County.

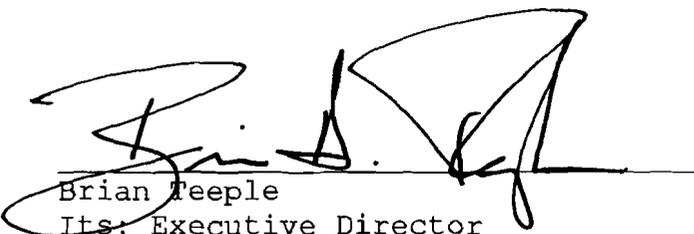
IN WITNESS WHEREOF, the Parties have executed this Agreement for Temporary Emergency Management Services as of the date first above written.

BOARD OF COUNTY COMMISSIONERS
NASSAU COUNTY, FLORIDA



Ted Selby
Nassau County Manager

NORTHEAST FLORIDA REGIONAL COUNCIL



Brian Teeple
Its: Executive Director

EXHIBIT "A"

Introduction

This requirement is for coverage of the Nassau County Emergency Management functions. The purpose of this agreement is to provide Nassau County the necessary resources to maintain continuity of operations and to ensure the safety and protection of its citizens by providing interim staffing for the County Emergency Management Office. The Northeast Florida Regional Council shall provide temporary staffing on an as needed basis to provide direction and support to the County Emergency Operations Center and provide surge support in the event of a disaster or threat of disaster necessitating the activation of the Emergency Operations Center.

Background

The State of Florida is vulnerable to many hazards; hurricanes are among the most dangerous and wildfires are among the most common. Florida is currently in wildfire season and hurricane season is from June to November. Nassau County is currently without an Emergency Management Director and it is in the best interest of the County to ensure this position is staffed.

Tasks

1. Current assessment – conduct an assessment with the county Staff to determine the state of readiness of the County Emergency Operations Center, County Plans, and staff. This task is estimated to require approximately 48 hours
 - a. Set priorities for preparation updates.
 - b. Determine statutory or contractual requirements to be addressed and develop plans for completion.
 - c. Identify Emergency Management staff responsibilities and distribute workloads.
 - d. Provide meeting summary and assessment.

2. Provide ongoing oversight and monitoring of County preparations.
 - a. On average once every ten days provide a full day of onsite staffing to review progress, and provide direction on work products.
 - b. As needed by the County, provide onsite coverage of meetings that require Emergency Management participation.
 - c. As needed by the County, provide staffing onsite to ensure programmatic issues are addressed.
 - d. Provide telephone support as needed to County Staff.
 - e. Provide bi-weekly status reports to the County Manger.

3. Provide Surge Staff capacity. In the event the County is threatened by a disaster necessitating the activation of the Emergency Operations Center the Council will provide:
 - a. Staffing to activate the Emergency Operations Center up to 24 hours a day or as required by the County/event, including as needed;
 - i. Emergency Management Director (as defined in FS 252)
 - ii. Operations Chief

- iii. Logistical Chief
- iv. Planning Chief
- v. Other EOC staff

Note: The above staffs are not required to come from the Regional Council Staff. The Nassau County staff and the normal mutual aid procedures of the State of Florida may be utilized as needed to ensure the positions are filled by competent staff.

- b. Coordination with the Nassau County finance and administration to ensure County expenditures are documented and appropriate, and receiving authorization.
4. Provide a staff member to be designated as the Interim County Emergency Management Director.
- a. Duties will be within the confines of this agreement.
 - b. Duties may be expanded by a Declaration of Disaster by the County.
 - c. When performing duties in or for Nassau, report to the County Manger or County Commission as required by Florida Statutes Chapter 252.
5. Provide assistance to the County in the Selection of a replacement full time Emergency Management Director.
- a. Assemble a committee of professional experts to meet with the County Manager.
 - b. Provide as needed support to the County selection process as determined by the County Manager.

Funding

The Council shall be paid for completion of the tasks listed at the rate of \$65.00 an hour. The Council is authorized to commit staff to complete Task 1 within 21 days of the execution of this agreement.

The Council is authorized to commit staff to the remaining tasks not to exceed 20 hours per week, unless requested in writing by the County manager.



Bringing Communities Together

Baker • Clay • Duval • Flagler • Nassau • Putnam • St. Johns

July 11, 2011

Ted Selby
County Manager
Nassau County
96135 Nassau Place, Suite 1
Yulee, FL 32097

Dear Mr. Selby:

Please find enclosed two original of the contract between the Northeast Florida Regional Council and Nassau County for temporary Emergency Management Services.

Please return one signed copies to me for my records.

Should you have any questions, please do not hesitate to contact me at (904) 279-0885 ext. 109 or at dstarling@nefrc.org.

Sincerely,

Donna Starling
Chief Financial Officer

11 JUL 19 PM 1:20

OFFICE OF THE COUNTY CLERK
NASSAU COUNTY

NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS
NOTES OF REGULAR SESSION, JUNE 27, 2010

4:00 p.m. Special Session - Cornerstone Presentation

No action taken.

6:00 p.m. Regular Session

1. Approved Tabs A, B, C, E, F, G, I, J, K, M, and N.
2. Tab H - Approved to send to the Planning and Zoning Board for their next meeting discussion of Legislative interpretation regarding use of shipping containers in residential areas and bring back to the Board.
3. Tab L - Continue to July 25, 2011 proposal from Business Controls, Inc., to provide an on-site security assessment for the James S. Page Governmental Complex and the Public Services Building, (not to exceed \$10,00.00 plus travel expenses).
4. Tab O - Continue to July 25, 2011 at 7:00 p.m. Considering an Ordinance Creating Certain Exemptions to Owners of Single-Family Residences, Including Manufactured Residential Homes, From Permitting and Code Requirements of the Florida Building Code, Section 102.2.5, as Amended, and Florida Statutes, Section 553.80(3), Who Perform Their Own Construction of Porches, Decks, Patios, and Storage Sheds on Their Property; Providing for Sunset; and Providing an Effective Date.
5. Tab P - Approved Ordinance 2011-06, an Ordinance Providing for Authority for the Board of County Commissioner to Pass by Resolution a Ban on the Discharge of Fireworks Within the Unincorporated Areas of Nassau County Due to Weather Conditions Including Lack of Substantial Rainfall, Low Temperatures, Worsening Drought, and Systems With Significant Wind; Providing for Applicability of Open Fires Ban to Said Area; Providing Term of Ban; Providing Penalties; Providing for Jurisdiction; and Providing an Effective Date to include the following changes: {1} sixth line in the header change "low" to "high", {2} page 3, Section 5, third line after "of" add "seven" {3} Section 5(a), first line delete "by resolution" and

add after "extended" "in seven day increments,"; and on the third line after "County" add "or by proclamation of the Chairman of the Board of County Commissioners or in his/her absence the Vice Chairman;" and include expediting through the Clerk's Office sending Ordinance to the State for filing. (Federal Expressed on June 28, 2011)

6. Continue to July 11, 2011 consideration of revised legal description for the Revocable License and Indemnification Agreement between the Nassau County Board of County Commissioners, the Golf Club at North Hampton, LLC, and Amelia National Enterprises, LLC, for construction of a decorative sign at the southeast corner of Amelia Concourse and SR200/A1A (approved at a public hearing held on May 9, 2011) in order for the County Attorney to review.
7. Expansion Item - Approved the following: (1) waive Purchasing Policy requirements to allow John T. Ferreira Insurance to provide Risk Management Services effective July 1, 2011; (2) approve the agreement between Nassau County and John T. Ferreira Insurance; and (3) authorize the Chairman to sign Contract No. CM1750 in the amount of \$25,000.00 annually.
8. Expansion Item - Authorized the Chairman to sign the Community Development Block Grant application for disaster recovery funding for the following projects: desnagging of a portion of Thomas Creek, installation of a sewage pump station in the Town of Callahan, and rehabilitation of a sewer line in the Town of Hilliard. {award amount - \$240,355.95}.
9. Expansion Item - Schedule a public hearing for July 25, 2011 at 7:00 p.m. for the consideration of the Long Term Master Plan Conversion Agreement for the East Nassau Comprehensive Planning Area pursuant to Section 163.3245(10), Florida Statutes.
10. Expansion Item - Approved addendum to contract between Nassau County, The American Beach Property Owners Association (POA), and AC General, Inc. for the construction work at the American Beach Historic Park to (1) restate the requirement for the performance and payment bonds; (2) limit the amount of liability for the American Beach Property Owners Association; (3) clarify the reference to contractor under Article 6.2 of the A101 Contract; and (4) provide that if there are any unfeasible scope changes that will affect the

pricing, it shall be approved by the POA. If this exceeds the funding available to the POA, then the contract shall be terminated for convenience.

11. Expansion Item - Consensus of the Board for the County Manager to contract with Northeast Florida Regional Council for interim help in the Emergency Management Department. Mr. Selby advised that he would be moving forward with hiring a Fire Chief and a Emergency Management Director.
12. Expansion Item - Schedule a special meeting for July 14, 2011 at 6:00 p.m. for presentation of the tentative balance budget.
13. Expansion Item - Approved Resolution 2011-103 extending the Burn Ban from July 2, to July 9, 2011.
14. Public Works Director to research driving golf carts on Dornbush Road, Armstrong Road, Bea Road, Trooper Court, and Sherwood Road.
15. County Manager to research whether permits are being pulled and inspection are being done on County projects.

Sue Butler

From: Sabrina Robertson
Sent: Wednesday, June 29, 2011 10:46 AM
To: Becky Jordi; Charlotte Young; Chili Pope; Danny L. Wright; Dawn Bostwick; Debbie Moody; Deborah Biggs; Guy Riner; Matt Graves; Robert Mckinney; Scott Herring; Shanea Jones; Ted Selby; Tim Milligan; Walter Fufidio
Cc: Ann Gregory; Becky Diden; Claire Shepherd; Constance Holmes; David Hearn; Dawn Krass; George Aviles; James Warren; Janet Loveless; Janet Wylie; Jennifer Beaver; Lily Sabo; Melba Hendrix; Robyn Mobley; Ronda Sikes; Sandy Solomon; Shelley Caldwell; Sue Butler; Suzie Fontes; Tina Keiter; Winifred Favors; Yvonne Thomas
Subject: RE: Corrected Notes - Changed Month in the title

FYI – Clerk's Office just sent another email notifying us that they had the wrong year listed on the notes and will not be making the changes. Please make changes to the word document sent to you a few minutes ago.

Sabrina Robertson
 Nassau County Manager's Office
 96135 Nassau Place, Suite 1
 Yulee, Florida 32097
 Phone (904) 491-7380 or
 Toll Free (866) 474-1446
 Fax (904) 321-5784

From: Sabrina Robertson
Sent: Wednesday, June 29, 2011 10:43 AM
To: Becky Jordi; Charlotte Young; Chili Pope; Danny L. Wright; 'Dawn Bostwick'; Debbie Moody; Deborah Biggs; Guy Riner; Matt Graves; 'Robert Mckinney'; 'Scott Herring'; Shanea Jones; Ted Selby; Tim Milligan; Walter Fufidio
Cc: 'Ann Gregory'; 'Becky Diden'; 'Claire Shepherd'; 'Constance Holmes'; David Hearn; Dawn Krass; George Aviles; James Warren; 'Janet Loveless'; 'Janet Wylie'; Jennifer Beaver; Lily Sabo; Melba Hendrix; Robyn Mobley; Ronda Sikes; Sandy Solomon; Shelley Caldwell; Sue Butler; 'Suzie Fontes'; Tina Keiter; 'Winifred Favors'; 'Yvonne Thomas'
Subject: FW: Corrected Notes - Changed Month in the title

Please follow up on items pertaining to your departments.
 Thank you.

Sabrina Robertson
 Nassau County Manager's Office
 96135 Nassau Place, Suite 1
 Yulee, Florida 32097
 Phone (904) 491-7380 or
 Toll Free (866) 474-1446
 Fax (904) 321-5784

From: Brenda Linville [mailto:blinville@nassauclerk.com]
Sent: Wednesday, June 29, 2011 10:33 AM
To: Becky Liddell; Cathy Lewis; Connie Arthur; David A. Hallman; Dawn Krass; Deborah Biggs; Eron Thompson; Gene Knaga; Glenita Mitchell; Jerry Greeson; John Crawford; Joyce Bradley; Karen Struss; Kari Ulmer; Lisa Barry; Mary Potochnick; Melanie Bowers; Peggy Snyder; Becky Jordi; Sabrina Robertson; Scott Herring; Shanea Jones; Shannon Shaw; Sharon Johns; Sue Butler; Suzie Fontes; Tammy Conley; Ted Selby; Thomas A. Hughes; Tim Milligan; Tina Clark; Walter Fufidio
Subject: Corrected Notes - Changed Month in the title

Sorry!

7/12/2011