

CONTRACT FOR SERVICES AGREEMENT  
Emergency Management Consulting

This Agreement, entered into this 14th Day of May 2024, by and between the County of Huerfano, Colorado, whose address is 401 Main Street, Suite 201, Walsenburg, CO 81089, hereinafter referred to as the "County" and **Ciarlo's Emergency Management & Consultation, LLC** whose address is **142 Seneca Circle, Walsenburg, CO 81089**, hereinafter referred to as "Contractor".

WHEREAS, the County desires the smooth transition of both its Office of Emergency Management leadership and said office's ongoing project management, hereinafter referred to as the "transition"; and,

WHEREAS, the transition can be effected both in-person and remotely; and,

WHEREAS, such transition ensures the County maintains compliance with ongoing state and federal processes; and,

WHEREAS, the Contractor desires to contract for such services.

NOW, THEREFORE, the parties mutually agree, promise, stipulate, and covenant as follows:

1. The County does hereby agree to contract with the Contractor to do and perform the acts and services hereinafter more specifically set out, on the terms and conditions hereinafter enumerated for period commencing on the **4th day of June 2024 and shall continue on a month to month basis** until terminated as provided herein.
2. The Contractor shall do, perform and carry out, in a satisfactory and proper manner, as determined by the Board of County Commissioners, all elements of work as indicated below:
  - a. State Burn Permitting Report Requirements-monthly;
  - b. EMPG Grant: all ESF goals with quarterly progress report and request for reimbursement;
    - i. CEPA & IPP updates, EOP CPG-101 review and update, TIC Plan update;
    - ii. Alert & Warning plan update to meet DHSEM's new assessment;
    - iii. Required monthly stakeholder coordination meetings;
    - iv. This would be done as part of EM training as well as basic EOC training;
  - c. BRIC Grant: HMP updates, in-kind tracking & requests for reimbursement;
    - i. Continue coordination with the consultants to complete the updated Hazard Mitigation Plan and receive both State and FEMA approval;
  - d. CSFS: progress reports & request for reimbursement;
    - i. Continue oversight of mitigation task planning;
  - e. SHS grant requirements & reporting (purchasing & requests for reimbursement);
    - i. Continue working with CyberReady to complete County COOP plan and coordinate TTX;
  - f. Fire Suppression Pond designation- manage project with Fire Chiefs and landowners to complete Needs Assessment so initial application can be submitted;
  - g. Dispatch policy & procedure updates and maintenance, as well as director-related duties;
  - h. New Emergency Manager training and onboarding;
  - i. EOC Kansas Building project management;
  - j. Budgeting and purchasing for Emergency Management Department;

- k. Huerfano County social media posting.
3. Huerfano County agrees to pay the Contractor \$7,000 monthly in consideration of the described work elements above.
  4. In the event of large-scale incidents in which the Board of County Commissioners determine Contractor's immediate in-person services are required, Contractor shall receive additional compensation at an hourly rate of \$50 for each hour worked.
  5. It is understood by the parties that the Contractor will provide all materials, supplies, and equipment necessary to carry out the elements of work listed above. However, the Contractor may utilize County equipment and supplies with prior approval.
  6. The parties intend that an independent contractor relationship is created by this agreement. The County is only interested in the results to be achieved and the conduct and control of the work will lie solely with the Contractor.
  7. The work to be performed under this contract will be performed entirely at the Contractor's risk and Contractor assumes all responsibility for the condition of tools and equipment used in the performance of this contract. The Contractor agrees to indemnify the County for any and all liability or loss arising in any way out of the performance of this contract.
  8. This contractual agreement constitutes the entire agreement and understanding between the parties hereto and it shall not be considered modified, altered, changed, or amended in any respect until in writing and designed by both parties.
  9. This contractual agreement may be terminated by either party in writing with fifteen (15) days written notice sent to the address as provided therein by United States Mail, postage prepaid.

IN WITNESS WHEREOF, the parties hereto have executed this Contract for Services Agreement to signify their acceptance of all the terms and conditions stated above, to be effective as of the Effective Date, regardless of the date of actual signature

By: \_\_\_\_\_  
 Name: John Galusha  
 Title: Chairman, Board of County Commissioners

Date Signed: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_  
 County Clerk and Recorder

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Ciarlo's Emergency Management & Consultation, LLC

By: \_\_\_\_\_  
 Name: Brittney Ciarlo

Date Signed: \_\_\_\_\_