

PROPOSAL

PREPARED BY

Michael Brady EM Consulting

michaelbradyem.com

PREPARED FOR

City of Kerman

Emergency Operations Plan (EOP) Development, EOP Table-Top Orientation and Emergency Operations Center (EOC) Training/Exercise

DATE

June 3, 2023





June 3, 2023

Michael Brady

Michael Brady Emergency Management Consulting (Sole Proprietor)

Small Business Certification #2015702

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Arroyo Grande, CA 93420

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(805) 215-4009

Mr. John Jansons
City Manager
City of Kerman

Thank you for the opportunity to allow me to submit this scope of work and proposal to assist the City of Kerman to meet its Emergency Management Preparedness Goal.

I have over 39 years of extensive experience in the field of Emergency Management preparedness, response, and recovery. My focus regarding emergency preparedness consists of:

1. Develop Emergency Operations Plans (EOP) that are understandable and usable based on current State mandates and best practices.
2. Engage Stake Holders and End Users in the Planning Process.
3. Provide relevant training that will enhance overall emergency disaster preparedness and response.
4. Apply skills through Table-Top and Practical Functional-Scale Exercises.
5. Evaluate response efforts and identify any future opportunities for development.

I look forward to working with you and the City of Kerman on your emergency management preparedness and readiness efforts.

Sincerely,

Michael Brady

June 3, 2023

Sole Proprietor, Michael Brady Emergency Management

Michaelbradyem.com

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Scope of Work/Services

Michael Brady, Emergency Management Consulting, intends to provide the following basic scope of services:

Phase 1 – Emergency Operations Plan (EOP) Development:

- Based on current State standards, develop and update the City of Kerman Emergency Operations Plan (EOP)
- Work consists of:
 - Develop a draft EOP based on current City of Kerman Hazards, Demographics, Existing Plans and City Organization/Structures
 - Hold onsite Stakeholder workshop to review draft plan and develop input. Participants may include:
 - City Personnel
 - North Central Fire District
 - Assisted Living Centers
 - Kerman Unified School District
 - Day Disabled Training Center
 - Medical/Health Facilities
 - Business Leaders
 - Volunteer Organizations
 - Community Based Organizations
 - Cultural Leaders
 - Access and Functional Needs Advocates
 - Others as identified
 - Update Plan based on feedback
 - Present final plan to Stakeholders for review
 - Revise as needed
 - Submit to City Council for Approval and Adoption
 - Services to include the digital linkage of plan to other City of Kerman Plans: i.e. General Plan/Safety Element
 - Digital file presented to the City of Kerman

Phase 2 – Emergency Operations Plan (EOP) Orientation and Table-Top Exercise:

- Develop and conduct a 2-4 hour Orientation Presentation and Training on the Updated Emergency Operations Plan
- Develop and conduct a 2-4 hour Homeland Security Exercise Evaluation Program (HSEEP) Table-Top Exercise focusing on:
 - Elements of the EOP
 - Hazard and Risk Analysis
 - Roles and Responsibilities
 - Alert and Warning
 - Situation Analysis and Common Operating Picture

- Resource Management
- Public Information Officer

- Conduct a Hot Wash and Improvement Plan (IP)
- Work consists of:
 - Development of an EOP Presentation.
 - Develop HSEEP Table-Top Exercise
 - Print material for 50 participants.
 - Include allied agencies as appropriate
 - Conduct the Training and Exercise (up to 6 hours).
 - Facilitate a Hot Wash
 - Develop a Survey Instrument to collect After Action Report Data
 - Analyze data and develop an After-Action Report and Improvement Plan
 - Present the AAR/IP to HHS Management for Future Action
- Consultant requests the City to provide:
 - Participants
 - Provide facility For the Training and Exercise.
 - Copies of the EOP
 - Provide Snacks – if appropriate

Phase 3 – Emergency Operations Center (EOC) Section Position Training and Table-Top Exercise:

- Develop and conduct a 4 hour EOC Section and Position Training Course for EOC members
- Develop and conduct a 3-hour Homeland Security Exercise Evaluation Program (HSEEP) Functional Exercise focusing on:
 - EOC Processes and Procedures
 - EOC Forms
 - Roles and Responsibilities
 - Alert and Warning
 - Situation Analysis and Common Operating Picture
 - Resource Management
 - Public Information Officer
- Conduct an After-Action Report and Improvement Plan

In summary:

I have all the resources, tools, and knowledge to support the City of Kerman disaster preparedness efforts to ensure the plan development, exercises and training will enhance your preparedness and readiness goals.

Cost Proposal

Tasks	Start date -estimate	Cost
Phase 1 Emergency Operations Plan (EOP) Development	July 1, 2023	\$20,000
Phase 2 Emergency Operations Plan (EOP) Orientation and Table-Top Exercise:	October 1, 2023	\$9,000
Phase 3 Emergency Operations Center (EOC) Section Position Training and Table-Top Exercise:	December 1, 2023	\$8,000

Resume

Michael Brady	Cell: (805) 215-4009
	E-mail: Michaelbradyem@gmail.com
	Address: 891 Stagecoach Rd, Arroyo Grande, CA 93420

Career Background

Over the last 40 years, I have been involved and managed all elements of the Emergency Management profession. What started off as a Red Cross volunteer supporting disaster operations ended up as a full-time career supporting emergency response/management prevention, planning, mitigation, response, and recovery in California. Even though my emphasis was on professional training, I have an extensive background in operations/response, exercises, and plan development. My philosophy has always and continues to be to promote the level of readiness to reduce the impact of lives, property, and environment during disasters/emergencies.

Significant Accomplishments

- Directed, Managed, and Developed an Instructor Certification Program including curriculum developed which resulted in the certification of over 400,000 emergency responders throughout the California, United States, and other Countries
- Developed, Delivered, and Evaluated over 40 Disaster Response/Management Course Curriculum in the field of Emergency Management including the phases of Emergency Management – Mitigation, Preparedness, Response, and Recovery
- Developed and Managed the State of California EOC Position Credentialing Program and Emergency Manager Professional Development/Certification Program
- Developed and Delivered Course Material throughout the United States and a number of other countries
- Responded to over 40 Disaster Operations throughout California and United States

Professional Experience

2018 to Current [Michael Brady Emergency Management Consulting]

Consultant services in the field of Emergency Management: Training, Exercises, Planning, Response, Mitigation and Recovery

Clients Include:

- Disaster Management Area C, D, E – LA County OEM
- Cal State Bakersfield
- City of Berkeley
- County of Tulare
- County of Solano
- Orange County Health Care Agency
- Yolo, Solano, Contra Costa, San Joaquin, Sacramento County OES
- Cal OES – CSTI (Various EM Courses)

**Michael Brady,
Consultant - Sole
Proprietor**

**Senior
Emergency
Management,
Chief of
Emergency
Management
Program**

Contract Work Included:

- Emergency Operations Plan (EOP) Development
- Emergency Operations Plan (EOP) Template and Checklist
- Discussion and Operations Based HSEEP Exercises
- Functional/Full-Scale HSEEP Delta Flood Exercise
- Manage and implement the LA County CADRE Training Program
- EOC Section Position Development and Training
- Development of After-Action Reports (AAR)
- EOC Concept, Structure, Process & Position Training and Exercises
- Emergency Management Mitigation, Planning, & Recovery Training

**2014 to 2018 [Governor's Office of Emergency Services/Cal OES California
Specialized Training Institute]**

- Program oversight of Emergency Management Professional Certification
- Program oversight of the EOC Section Position Credentialing
- Curriculum quality assurance and audits -
- Grant Management (EMPG/HMEP/SHGP)
- Program responsibility for the Emergency Management /Hazardous Materials Outreach Training
- Curriculum research, update, and delivery EOC Operations, Planning, Mitigation, Disaster Recovery and Sustained Operations
- Chair of the Standardized Emergency Management System (SEMS) Training, Exercise and Credentialing Committee, State of Ca. equivalency to the National Incident Management System (NIMS)
- State and Regional Emergency Operations Center Response and Operations and Joint Field Office (JFO)

**2005 to 2014 [Governor's Office of Emergency Services/Cal OES California
Specialized Training Institute]**

**Emergency
Management
Coordinator
Instructor II**

- Chair and Program Management of the Cal OES Emergency Management/Responder Credentialing Program – Serve on the NIMS Credentialing Guidance Committee.
- Course Development, Management, and Instruction of the Emergency Medical Services Authority: Medical Operations Center Support Activities (MOCSA) and Mission Support Team (MST) training.
- Course Development, Management, and Instruction of the Enhanced Exercise Design Conduct and Evaluation Course (EEDCE).
- Design, Developed and Conduct multiple venue/operational period Full-Scale Exercises (Terrorism/Emergency Management).
- Design, Develop, and Conduct Functional and Discussion Based Exercises (including EOC Exercises).
- Course Development, Management, and Instruction of the Access and Functional Needs (Special Populations) curriculum.
- Course Development, Management, and Instruction of the Schools Emergency Planning and Response curriculum.
- Provide SEMS Approved Course of Instruction review and course offering.
- Offer the ICS 100-400 Training.

- Development and Course Offering of the Cal OES Regional Emergency Operations Center training.
- Management of the Hazardous Materials Emergency Response Instructor Certification Program.
- Reviewed and provide feedback regarding the State Emergency Plan and 5-year Strategic Plan.
- Provide training in all facets of Emergency Management (Planning/Sustained Operations/EOC Positions/Recovery/Response), Terrorism, and Hazardous Materials course content.
- Submitted multiple curriculums for Homeland Security (Grants and Training) Review and Approval.
- Oversee Emergency Management Performance Grant (EMPG)/State Homeland Security Grant Program (SHSGP) funding specific to program responsibility.
- Oversee the development of contracts and budgets related to program/project responsibilities
- SOC/REOC/JFO Response and Operations

1989 to 2005 [Governor's Office of Emergency Services/Cal OES California Specialized Training Institute]

California Specialized Training Institute

- Manage a 1.3 million dollar budget, including multiple federal funds including DOT HMEP, FEMA, EMPG, SHSGP.
- Received Homeland Security Approval for over 20 Courses.
- Supervise a staff of 13 instructors and administration personnel
- Develop Section Budgets, Workplans, and Contracts.
- Oversaw the development of a Haz Mat Specialists Hands-on Training Venue.
- Manage the State of California hazardous materials and terrorism training program which:
 - Certified over 1,500 Outreach Instructors
 - Certified over 300,000 responders
 - Certified 24,000 responders annually
- Oversee the development and implementation of over 40 Terrorism & Haz Mat training, exercises, and planning courses.
- Terrorism & Emergency Mgt Contingency plan development.
- Participated in every major disaster in California at the State Operations Center (SOC) and Regional Emergency Operations Center (REOC) as EOC Director or General Staff Chief Positions.
- Provide training in all facets of emergency management, terrorism, and hazardous materials courses
- Developed Curriculum for FEMA, EMI
- State and Regional Emergency Operations Center Response and Operations

**Senior
Emergency
Management
Coordinator
Instructor, Chief of
the Hazardous
Materials Section**

**Senior
Emergency**

1985 to 1989 [Governor's Office of Emergency Services/Cal OES California Specialized Training Institute]

**Management
Coordinator
Instructor**

- Developed, coordinated, and taught in over 100 Emergency Management Courses and Exercises
- Management and Course Offering of the FEMA Professional Development Series: Planning, EOC, Emergency Mgt.
- Development, Management and Course Offering of Disaster Recovery Course.
- State Training/Exercise Officer
- Emergency contingency plan development
- Administrative lead over the Institutes fiscal budgets, procurement, and personnel
- SOC/REOC Response and Operations
- Lead over computer applications for CSTI

1980 to 1985 [American Red Cross]

Disaster Volunteer

- Responded to over 20 disaster operations
- Developed the Youth Disaster Action Team Program
- Featured presenter at the Disaster Institute

Education

- Master of Business Administration (Mgt Information System) – 1985, Cal Poly San Luis Obispo
- Bachelor of Science – (Political Science) – 1984, Cal Poly San Luis Obispo

Special Awards/Certificates

- William J Patterson Haz Mat Lifetime Achievement Award -2007 Haz Mat Continuing Challenge Conference
- California Emergency Management Agency – Emergency Management Specialists Certificate
- California National Guard Recognition of Excellence Award
- California Emergency Services Association (CESA) Senator Petris Award

Recent Projects (2018-Current)

- Designed, Facilitated and Developed the Orange County Health Care Agency (OCHCA) COVID-19 After Action Report (AAR) Process and Final Report
- Manage and Implemented the EOC Training CADRE Project 2018-2022 for Los Angeles County Operational Area (over 80 Emergency Management Courses and Exercises)
- Development of a best practice Emergency Operations Plan (EOP) Assessment Tool (which included the Cal OES Emergency Plan Review 2020 Crosswalk and Proposed FEMA Comprehensive Preparedness Guide 101 (CPG 101) revised document), EOP Reference Document, and EOP Template for the LA County Area C, D, E Disaster Area Mgt Partnership. This project was awarded at the Ca. Emergency Services Association (CESA) Southern Conference Silver Award for Excellence.
- Development of 40 EOC Position Checklist for the Orange County Medical and Health Agency Operations Plan based on the After-Action Report
- Emergency Management Training/Exercise programs/courses for LA County DMAC CADRE Program, Cal State Bakersfield, City of Berkeley, Orange County Health Care Agency, Tulare County OES, San Mateo County OES, Yolo County OES, San Joaquin OES, Sacramento OES, Solano County OES, Contra Costa OES and the Governor's Office of Emergency Services California Specialized Training Institute (CSTI)
- Review and Update of the Sacramento County Emergency Operations Plan
- Development of COVID 19 Pandemic Procedures for Orange County Health Care Agency based on the findings of the COVID-19 AAR (current)
- Development and Conduct of Delta Flood Exercises which included 5 Orientation Exercises and 1 Full Scale Exercise (Aug 2023). Players consisted of 5 Counties (Yolo, Contra Costa, Solano, Sacramento, San Joaquin), 80 Reclamation Districts, State/Federal Partners, and Engineering Companies.

Over my tenure working in the field of Emergency Management I have worked closely with many governmental entities (Local, County, State, Special Districts, Federal, private, non-profits and volunteer organizations). As Project Manager, I will oversee the management of the project and participate in each of the steps necessary to develop and conduct the exercises. I will bring other consultants into the project as needed.

Some of My Recent Clients:

1. Mary Young
Orange County Health Care Agency
Strategic Program Manager
Office of Strategy and Development, Public Health Services
myoung@ochca.com
(714) 834-8025
Pandemic Reference Guide

Type of Work: Strategic Planning

2. Dr. Gagandeep Grewal
Orange County Health Care Agency
ggrewal@ochca.com
(657) 219-4865
OCHCA AAR/IP Development COVID Response Agency Operations Center
(AOC)

Type of Work: Assessment and Improvement

3. Mr. David Ashman
Disaster Mgt Area Coord E
dmac@dmae.ca.gov
(562) 505-6443
2019, 2020, 2021 CADRE Training and Exercise Program

Type of Work: Staff Development, Capability Building

4. Ms. Diana Manzano-Garcia
Disaster Mgt Area Coord D
dmanzano@areadonline.com
(626) 201-0919
2021 EOP Template Development and Table-Top Exercises

Type of Work: Planning, Staff Development, Capability Building

5. Ms. Robyn Rains
Solano County OES
rlrains@solanocounty.com
(707) 372-8076
Solano County Training/Exercises

Type of Work: Staff Development, Capability Building

6. Matthew Hawkins
Sacramento County OES
HawkinsM@sacoes.org
(916) 293-2769
Sacramento County EOP Update and Exercise

Type of Work: Planning, Staff Development, Capability Building

7. Kurt Johnson
Yolo County OES
Kurt.Johnson@yolocounty.org
Delta Flood Exercise

Type of Work: Exercise Development, Conduct, and Evaluation AAR/IP