

**LEVY COUNTY BOARD OF COUNTY COMMISSIONERS COMMISSIONERS****Government Serving Citizens****Charlie Kennedy, District 1****Rock Meeks, District 2****Desiree Mills, Chair, District 3****Tim Hodge, Vice Chair, District 4****Johnny Hiers, District 5****County Department Quarterly Report Process**

Levy County Department Heads shall be responsible for reporting on their department's activities every quarter beginning with the first quarter of Fiscal Year 2025.

Quarter	Period	Quarterly Report Due to the County Manager	Quarterly Report Included in the BoCC Agenda
First Quarter FY 2025	October-December	January 10, 2025	January 21, 2025
Second Quarter FY 2025	January-March	April 11, 2025	April 22, 2025
Third Quarter FY 2025	April-June	July 11, 2025	July 22, 2025
Fourth Quarter FY 2025	July-September	October 14, 2025	October 21, 2025
First Quarter FY 2026	October-December	January 14, 2026	January 20, 2026

All Levy County Departments shall use the following Quarterly Report Template.

Levy County Quarterly Department Report

Department Information

Name of Department	Emergency Management
Name of Department Head	Leatha Keene
Department Mission	Commit to protect the communities by coordinating and integrating all activities necessary to build, sustain, and improve the capability to mitigate against, prepare for, respond to, and recover from disasters.

Department Staffing

	First Quarter FY 2025	Second Quarter FY 2025	Third Quarter FY 2025	Fourth Quarter FY 2025	First Quarter FY 2026
Number of Budgeted Full- Time Employees	3	3	3		
Number of Actual Full- Time Employees	2	3	3		
Number of Budgeted Part- Time Employees	0	0	0		
Number of Actual Part- Time Employees	0	0	0		
Comment	Job Posting in 2nd Qtr. (3rd employee)				

Department Deliverables

Deliverable <i>(To be determined by the Department Head)</i>	First Quarter FY 2025	Second Quarter FY 2025	Third Quarter FY 2025	Fourth Quarter FY 2025	First Quarter FY 2026
Preparedness	Attended community stakeholders meeting to gather information	Community Outreach & Education: Distributed emergency supply checklist,	5 – Community Outreach and Education Events.		

		and engaged residents through local events			
Response	Deployed State/FEMA Damage and Needs Assessment Teams	Worked to support 2 residential fire victims by navigating the process for immediate assistance	Enhancing response by actively engaging with community organizations and volunteer groups.		
Recovery	Held community partners meeting to assist in recovery	Participated in regional training focused on disaster recovery	Participated in FDEM training focused on disaster recovery		
Mitigation	Provided information and assistance for mitigation programs	Provided on-site assistance for Elevate Florida Program for residents	Participated in FEPA Mitigation Working Group Meetings.		
Comment					

Department Highlights

During the 3rd quarter, Emergency Management participated in a number of Emergency Management activities, meetings, trainings, conferences, and events that advanced our program including but not limited to:

County Meetings – Cedar Key Big Dock Meeting, FE Communications Meeting, Hurricane Damage Insurance Meeting, CDBG Grant Workshop, Disposition of Travel Trailer Meeting, Special BoCC RFP Design of Public Safety Complex Meeting, CDR Maquire Big Dock Meeting, Division Directors County Engineer Meeting, and the McClarens Insurance Claims Review Meeting,

Community Events – Chiefland Rotary Storm Preparation Presentation, Tri-County Resource Sharing Meeting, Rafter Cross Home School Students and Parents Educational EOC Tour, Community Disaster Preparedness and Community Resource Expo, and the Cedar Key Hurricane Awareness Day.

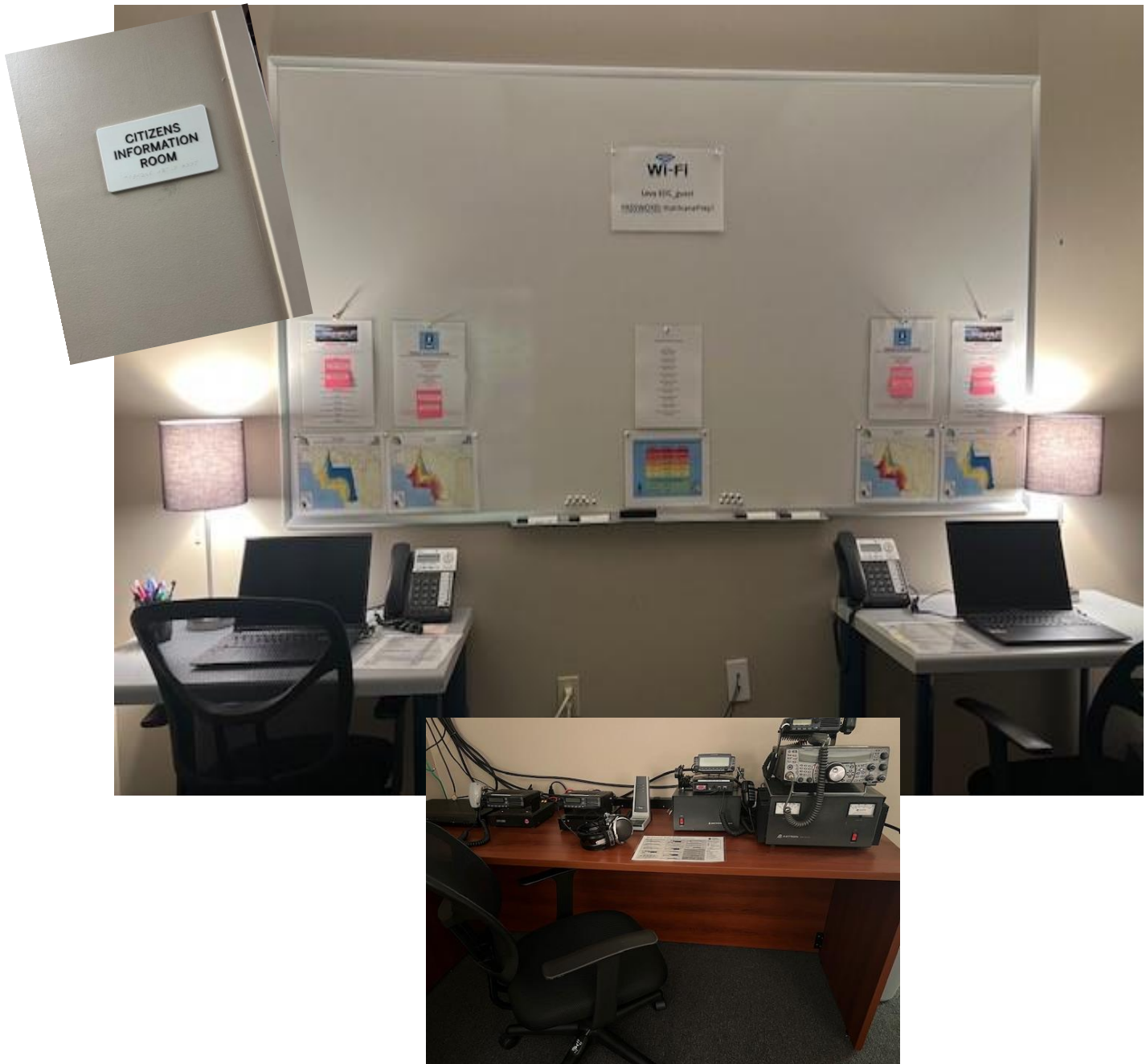
Staff Training – FL608 Emergency Work Eligibility Training, FL609 Permanent Work Eligibility Training, 2025 Governor’s Hurricane Conference, and the Central Florida Electric Co-op. Power Line Safety Training.

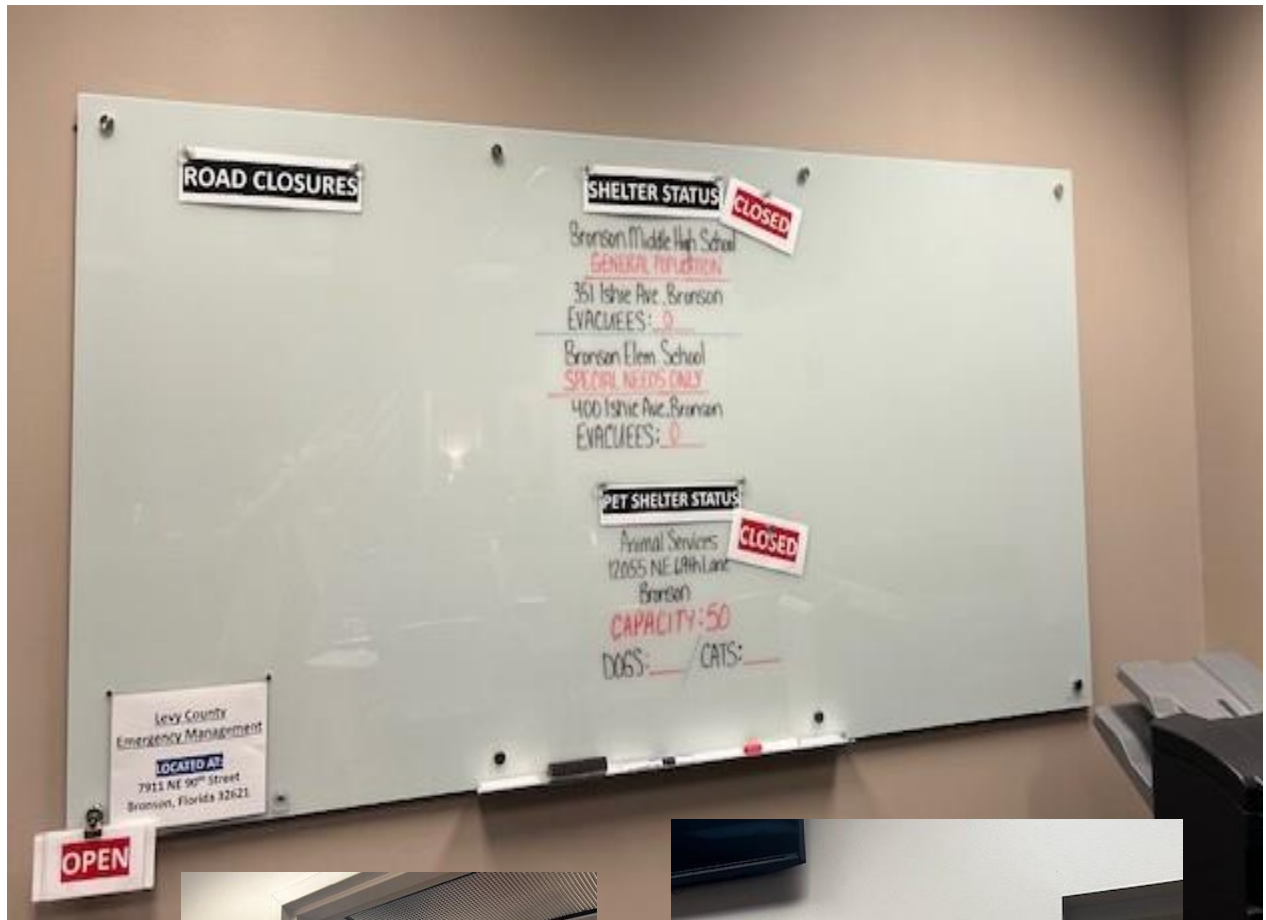
State/FEMA Meetings – Director’s Meeting with Director Guthrie, FEPA Mitigation Working Group Meeting, FEMA Bi-Weekly Meetings, FEMA Recovery Transition Meetings, FEPA Director’s Working Group Meetings, Local Emergency Planning Council Meeting, DEM and County EM Director’s Monthly Meetings, and the Region 3 Quarterly Meeting.

Partners Discussion Meetings – County School District Superintendent of Schools and Admin. Staff Meeting, City of Cedar Key Mayor Webb Meeting, and the Town of Inglis and Yankeetown Leadership Roundtable Meeting.

The EM Director and staff continue to improve the organization of the Emergency Operations Center by identifying the space and how the space functions best within the EOC.

- * Added an Operations/Planning Status Board in the EOC
- * Identified Seating in the EOC with Signage
- * Signage throughout the Building to Identify Areas
- * Improved the Citizen's Information Room for better flow of information by upgrading the computers, added a status board, posted quick reference materials, and reorganized communications.





The EM Director and staff developed a Public Education Campaign and provided a day for the residents to call the Citizens Information Lines to determine their Evacuation Zones.

Levy County Evacuation Zones



Starting Hurricane Season 2025, all evacuation orders for Levy County will be issued by evacuation zone.



How do I find out my evacuation zone?

ONLINE

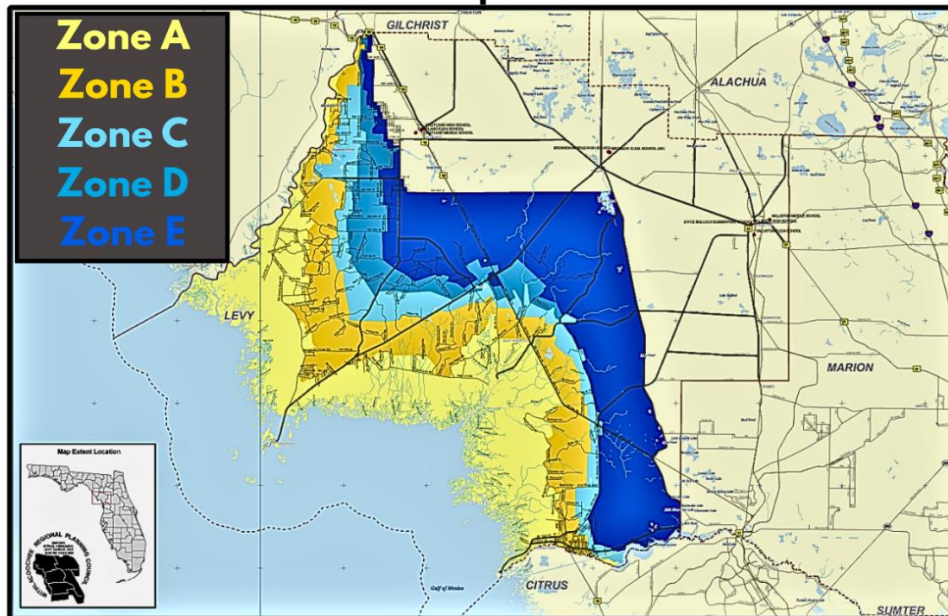
Find out your evacuation zone using Florida's KNOW YOUR ZONE tool:

www.floridadisaster.org/knowyourzone/



CALL US

Call us at (352) 486-5155 or (352) 486-5576 on Wednesday, June 4th, 2025 from 8:30 AM to 4:30 PM and one of our staff members will look up your evacuation zone for you.



On June 10th, the EM Director and staff were interviewed by Mr. Nick Anscheltz, Levy Citizen News Reporter and Editor



COMING SOON

In the Development Phase is the:

EOC Kitchen Meal Plan

Emergency Pet Shelter Guide

County Public Infrastructure and Critical Facilities Recovery Plan