



Jefferson County

Department of Emergency Management

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Also serving the
City of Port Townsend



NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) COMPLIANCE IN JEFFERSON COUNTY

(June 10, 2010)

1. Under the federal NIMS compliance requirements, each jurisdiction (county/ city) will identify a principal Point of Contact (POC) to coordinate NIMS implementation. **Jefferson County Emergency Management is the POC** for local emergency response agencies.

NOTE: If anybody else would like this task, or if there is any objection to this department coordinating the NIMS compliance process, please let me know.

2. **NIMS compliance is a prerequisite for several federal grant programs** including all of the Homeland Security grants. You can find a partial list of grants requiring NIMS compliance at the NIMS RESOURCE CENTER < <http://www.fema.gov/emergency/nims/> >

3. NIMS compliance means the emergency response agency must meet the NIMS compliance objectives or **have a Plan of Action for achieving those objectives**. That activity is verified through a reporting system known as NIMSCAST. The NIMS principal POC coordinates the reporting process by providing training to the reporting agencies on use of the NIMS assessment tool, and approving access to the on-line reporting process.

4. The NIMS objectives are several and cannot be quickly summarized here so I put the entire assessment survey on the web site at www.jeffcoeoc.org. Click on the LOCAL NIMS IMPLEMENTATION button on the first page. I have taken the liberty to suggest "book" answers.

5. The NIMS implementation activities of each agency will be reported by them individually on a new on-line reporting system (replacing the State Emergency Management Division system – no longer used); and the results of the assessment will be entered directly into a Homeland Security database. That database will be used to determine eligibility for the several federal preparedness grants.

6. To be NIMS compliant, **each agency will designate a "sub-agency" Point of Contact** to work with me on this. I will then coordinate with that POC to help with the reporting process. I cannot provide access to the NIMSCAST reporting tool until you identify your POC.

7. The required NIMS report will ask several yes/no questions as well as request some simple statistical data such as the number of agency members required to take NIMS courses (at various levels) and how many have completed them.

8. When there is an objective that is not fully met, the sub-agency will be required to create a corrective action plan to achieve that performance metric. The plan of action should detail how you are going to make up the short fall. A corrective action plan will not meet NIMS requirements if it only explains why the objective was not previously met. When there is a NO response to a NIMS metric, a corrective action plan will be required before the report can be submitted.

9. When all of the sub-agency POC's are identified, I will schedule an opportunity to meet with each of them to go over the reporting process. When that is complete, I will provide password "permissions" to access the NIMS reporting web site so that each agency can individually report.

10. Reporting will be required thereafter on an annual basis. Subsequent reports will reflect what has been done to achieve objectives not previously met, and updated statistical data will be included.

11. The agencies that should complete the NIMS assessment/report are:

- Jefferson County Sheriff's Office
- Port Townsend Police Department
- East Jefferson Fire and Rescue
- Port Ludlow Fire and Rescue
- Jefferson County Fire District No. 2
- Jefferson County Fire District No. 4
- Jefferson County Fire District No. 5
- Jefferson County Department of Public Health
- Jefferson County Department of Emergency Management

12. NIMS objective 1.1 (Adoption) requires formal adoption of NIMS by the appropriate legal instrument. If the resolutions do not expire, I will assume they are still in force in compliance with the objective. Here is what I have on file:

- Jefferson County Department of Public Health (Jefferson County Resolution 49-05, August 2005).
- Jefferson County Department of Emergency Management (Jefferson County Resolution 49-05, August 2005).
- Jefferson County Sheriff's Department (Jefferson County Resolution 49-05, August 2005).
- East Jefferson Fire and Rescue (as Fire District No. 1) (Resolution 2005-12, September 2005).
- Port Ludlow Fire and Rescue (as Fire District No. 3) (Resolution 2005-01, September 2005).
- Jefferson County Fire District No. 2 (Resolution 2005-02, August 2005).
- Jefferson County Fire District No. 4 (Resolution 050809-4001, August 2005).
- Jefferson County Fire District No. 5 (Resolution 01-06, February 2006).
- Port Townsend Police Department (will need a NIMS resolution). I will help you with this.

13. What I would like you to do:

1. Provide me with your agency Point of Contact (POC) name by July 15.
2. Provide me with your POC contact information (email and day phone).
3. Review the NIMS objectives on the web site < www.jeffcoeoc.org >.
4. Have your agency POC participate in one of the training sessions on how to use the NIMSCAST reporting tool (or schedule a one-on-one with me).
5. Update your adoption resolution if it is expired or no longer valid for some reason (I have copies of the recommended wording).
6. Complete the NIMS assessment/report no later than September 1, 2010.

14. Let me know if you have any questions about the NIMS assessment process.