



Marty Kelly
Goodhue County Sheriff

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TO: Goodhue County Commissioners

FROM: Sheriff Marty Kelly

DATE: May 13, 2022

SUBJECT: Approval to apply for a grant with 25% matching funds

Summary

On April 19, 2022, we requested county board approval to apply for a Port Security Grant for a Mobile Command & Communications Vehicle. The total cost of the vehicle was \$687, 726.00. If awarded the grant, Goodhue County would fund 25%, which is \$171, 931.50.

At that time, this item was tabled until the grant application process opened. There were also some questions regarding deployment of the vehicle and a policy for its use.

The application opened today, May 13, 2022 with an application deadline of June 13, 2022.

We have a draft policy in place to implement if awarded this grant and vehicle. The draft policy is included with this packet for your review.

We will be receiving a letter of support from Representative Angie Craig to submit with our grant application. We also received a letter of support from Red Wing Fire Chief Mike Warner, attached for your review and submitting with our grant application.

Also included are the 2 previous requests from the Sheriff's Office.

Recommendation

Authorize the Sheriff's Office to apply for the Port Security Grant for a Mobile Command and Communications Vehicle and commit to the cost share requirement of \$171, 931.50 at the time of application.

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Mobile Command & Communications Vehicle

707.1 POLICY

It is the goal of the Goodhue County Sheriff's Office to utilize equipment to create a safer and more efficient working environment for members of the agency. The utilization of the Mobile Command & Communications Vehicle as a command and control platform during incidents is advantageous in obtaining this goal.

707.2 PURPOSE

To establish the procedures for the deployment of, and safe operation and use of the Mobile Command & Communications Vehicle. To establish training guidelines for personnel authorized to use, set up and maintain the Mobile Command & Communications Vehicle and to establish a list of equipment necessary for the operation and maintenance of the Mobile Command & Communications Vehicle.

707.3 PROCEDURES

707.3.1 GENERAL OPERATION

- A. The operations of the Mobile Command & Communications Vehicle and its associated equipment shall be in accordance with all manufacturers' recommendations and training as provided by the Sheriff's Office.
- B. The Communications Captain shall keep all records pertaining to the Mobile Command & Communications Vehicle equipment inventory, inspection and training.
- C. The Emergency Communications Division shall be responsible for training, operational control, maintenance of onboard computers and associated electronic equipment and the re-stocking of consumables within the Mobile Command & Communications Vehicle. However; operators of the Mobile Command & Communications Vehicle may be utilized from other Divisions within the Sheriff's Office.

707.3.2 EQUIPMENT

- A. A list of equipment necessary for the operation and maintenance of the Mobile Command & Communications Vehicle shall be maintained by the Sheriff's office.
- B. This equipment shall be inspected at least monthly to ensure that it is maintained in a state of operational readiness.
- C. Only computer hardware and software approved by the Sheriff or Chief Deputy, in consultation with Goodhue County IT personnel, will be used in the Mobile Command & Communications Vehicle.
- D. Under no circumstance shall computer hardware or software be used or installed that has not been approved by the Sheriff or his designee.
- E. Software approved for use will only be installed by or under the supervision of Communications Captain and Goodhue County IT personnel.

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Mobile Command & Communications Vehicle

707.3.3 CARE, MAINTENANCE AND INSPECTION

- A. Maintenance shall be in accordance with all manufactures' recommendations.
- B. The Mobile Command & Communications Vehicle shall be inspected visually for damage before and after each deployment.
 - 1. Any damage will be documented.
- C. A maintenance record shall be maintained for equipment associated with the Mobile Command & Communications Vehicle.
- D. Maintenance, repair or replacement of radio communications, computer and associated computer network equipment will be performed only by authorized personnel.
- E. No alterations will be made to the Mobile Command & Communications Vehicle without authorization from the Sheriff or his designee.
- F. Fluid levels of all motorized components, Engine and Generator(s) will be checked prior to operation and topped off as appropriate.
- G. The fuel tank shall be topped off following each use.
- H. Any equipment failures during a deployment shall be reported to the Communications Captain.

707.3.4 TRAINING

- A. The Communications Captain shall maintain a list of Sheriff's Office personnel trained in the use and operation of the Mobile Command & Communications Vehicle.
- B. All personnel prior to being authorized to operate the Mobile Command & Communications Vehicle shall receive training as deemed appropriate by the Sheriff or his designee.
- C. This training shall include at a minimum the following:
 - 1. General operations.
 - 2. Operational restrictions such as height clearances, etc.
 - 3. Parking location considerations.
 - 4. Generator operation.
 - 5. Shore power operations.
 - 6. Electrical Panel switches and required positions for generator and shore power startup, operations and shut down.
 - 7. Sequence of systems startup.
 - 8. Mast and Cameras set up and operation.
 - 9. Retractable canopy deployment.
 - 10. Heating and A/C operation.
 - 11. Turning on monitors and computers.

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Mobile Command & Communications Vehicle

12. Internal computer network set up and operations.
 13. Monitor switch panel operations.
 14. Radio operations.
 15. Direct TV satellite receiver deployment and DTV operation.
 16. Broadcast TV antenna operation and broadcast TV operation.
 17. Troubleshooting.
- D. Training shall be completed and documented for all individuals authorized to use or operate the Mobile Command & Communications Vehicle.

707.3.5 STAFFING

- A. The Mobile Command & Communications Vehicle has a driver and passenger position as well as a command area and a 4 station work area at the back of the unit.
- B. When deployed, the Mobile Command & Communications Vehicle will be staffed with a qualified driver/operator who will be responsible for the following:
1. Selecting the most expedient route to use keeping in mind height restrictions.
 2. Delivering and setting up the Mobile Command & Communications Vehicle at the designated location.
 3. Serving as access control and site security until relieved.
 4. Breaking down the Mobile Command & Communications Vehicle following the deployment and returning the unit to parking.
- C. Depending on the nature of the incident, the Mobile Command & Communications Vehicle may also be staffed by the following:
1. Major
 2. Captain,
 3. Sergeant,
 4. Patrol Deputy,
 5. Dispatcher
 6. Other Security
 7. Other personnel as deemed necessary by the Incident Commander or Command Staff on scene.

707.3.6 DEPLOYMENT

- A. The Mobile Command & Communications Vehicle is equipped with valuable tools and can provide incident commanders a location to document and coordinate operations of a routine and tactical nature.
- B. The Mobile Command & Communications Vehicle may be utilized for the following:
1. Special Events,

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Mobile Command & Communications Vehicle

2. Community Events,
 3. Civil disturbances or demonstrations,
 4. Extended incidents that require and on scene command such as, but not limited to, search and rescue operations or missing persons,
 5. Tactical/Hostage Barricade Situations,
 6. Crime Scenes,
 7. Post disaster scenes,
 8. Any other situation deemed appropriate by the Sheriff, his designee.
- C. Any supervisor with the Goodhue County Sheriff's Office may request use of the Mobile Command & Communications Vehicle.
- D. Supervisors requesting the Mobile Command & Communications Vehicle shall do the following:
1. Notify the Emergency Communications Division they are requesting the Mobile Command & Communications Vehicle and the location where the Mobile Command & Communications Vehicle is to respond to.
- E. The Emergency Communications Division shall send out a text/alert message to the person or persons designated as qualified operators of the Mobile Command & Communications Vehicle and the Communications Captain and Patrol Major.
- F. The text/alert shall include:
1. The nature of the incident.
 2. The supervisor who is requesting the Mobile Command & Communications Vehicle.
 3. The location where the Mobile Command & Communications Vehicle is requested.
- G. The Communications Captain or Patrol Major shall determine and notify which qualified operator will deliver and operate the Mobile Command & Communications Vehicle.
- H. The assigned driver/operator shall determine the most expedient route to the scene taking into consideration height and width obstacles when selecting the route.

707.3.7 OUTSIDE AGENCY REQUEST FOR THE MOBILE COMMAND & COMMUNICATIONS VEHICLE

- A. Agencies and county departments, other than, the Goodhue County Sheriff's Office may request the use of the Mobile Command & Communications Vehicle.
- B. Outside agency requests will be handled as follows:
1. Requests will be made through a Goodhue County Sheriff's Office Supervisor.
 2. The requestor will be asked to provide the following information:

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Mobile Command & Communications Vehicle

- (a) The nature of the incident.
 - (b) The location where the Mobile Command & Communications Vehicle is to be delivered to.
 - (c) The point of contact and/or Incident Commander.
 - (d) Approximate amount of time the Mobile Command & Communications Vehicle will be needed.
 3. Once approved, the Emergency Communications Division shall send out a text/alert message to the person or persons designated as qualified operators of the Mobile Command & Communications Vehicle and the Communications Captain and Patrol Major.
 4. The Communications Captain or Patrol Major shall determine and notify which qualified operator will deliver and operate the Mobile Command & Communications Vehicle.
- C. Under no circumstances may an outside agency connect computer hardware to or install computer software on the Mobile Command & Communications Vehicle computers or network without the permission of the Sheriff or Chief Deputy.
 - D. If the Sheriff or Chief Deputy approves of an outside agency to install software or hardware in the Mobile Command & Communications Vehicle such installation shall be performed by Goodhue County IT personnel.
 - E. The designated operator(s) shall remain with and assist in the operation of the Mobile Command & Communications Vehicle until the Mobile Command & Communications Vehicle is no longer needed, relieved by another qualified Goodhue County Sheriff's Office operator or recalled by the Sheriff or his designee.
 - F. Only the Sheriff or Chief Deputy may approve the Mobile Command & Communications Vehicle be left with an outside agency without the presence of a Goodhue County Sheriff's Office qualified operator.
 - G. The designated operator shall document any damage done by the requesting agency as well as any consumables that need to be replaced.
 1. Documentation of damage or consumables that need to be replaced shall be forwarded to the Communications Captain.



To: Sheriff Marty Kelly
Re: Port Security Grant
Date: 4-15-2022

To Whom it concerns,

The Red Wing Fire Department supports Sheriff Kelly's request to apply for a Federal Port Security Grant for a Mobile Command and Communications vehicle. The use of the vehicle would be an asset available to the Red Wing Fire Department through the Goodhue County Sheriff's Office. The combined efforts would aid our community during major disasters and events.

Sincerely,

A handwritten signature in blue ink that reads "Michael S. Warner".

Mike Warner | Fire Chief
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Goodhue County Sheriff

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To: Goodhue County Board

From: Sheriff Marty Kelly

Re: **U.S. DHS Port Security Grant Application Authorization**

Date: March 25, 2022

Summary & Background

As we continue to identify possible funding sources for the purchase of a Mobile Command & Communications Vehicle (MCCV), we'd like authorization to make application under the FY2022 Port Security Grant Program (PSGP). The Port Security Grant would require Goodhue County fund a 25% local match of \$171,931.50. The total cost of the MCCV is \$687,726.00 with grant funding of \$515,794.50 if awarded.

The application process for this grant requires that we identify our funding source to meet the 25% match requirement. Those monies would not be needed until 2023. I am requesting the County Board approve budgeting \$171,931.40 in the 2023 Capital Plan in order to show our funding source for the match requirement.

Should we not be awarded the grant, the match monies budgeted will be removed from the 2023 CP prior to the CP being finalized. Other funding avenues would then be further explored.

Recommendation

It is the recommendation of the Sheriff that the County Board approve the FY2022 Port Security Grant Program application and commit to budgeting the \$171,931.50 in the 2023 Capital Plan as the 25% match requirement for the procurement and purchase of a MCCV.

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Goodhue County Grant Form

Application Acceptance

Grant Information

Grant Award: \$515,794.50

Name of Grant: FY2022 Port Security Grant Program (PSGP)

Sponsoring Agency: U.S. Department of Homeland Security

Grant Period: 10/01/22-9/30/25

Department Information

Department: Goodhue County Sheriff's Office

Primary Contact Person: Captain Chad Steffen

Phone number: 651-267-2857

Purpose: To allow the Sheriff's Office to apply for a grant which will allow us to purchase a Mobile Command & Communications Vehicle (MCCV) to be used as an All-Hazard Incident Command & Communications support vehicle. This vehicle would support on-scene Incident Command as an Incident Command Post, serve as an alternate Emergency Operations Center (EOC) and include mobile 9-1-1 PSAP capabilities with interoperable public safety communications systems.

Sheriff Kelly has identified the need to replace the existing mobile command trailer. It is now 17 years old, requires a one-ton truck to deploy, has no ability to expand or be updated to meet today's technologies and is becoming unreliable overall. Emergency and non-emergency events and incidents occur throughout the years at which a Mobile Command & Communications Vehicle should be used. Our preparedness plans require a working asset for any matter that may take place at the PINGP, Lake Byllesby Dam or other critical infrastructure.

Restrictions: The application process for this grant requires we identify our funding source to meet the 25% match requirement. These monies would *not* be needed until 2023. To apply for this grant in 2022 we are requesting the County Board approve budgeting \$171,931.50 in the 2023 Capital Plan so we can show our funding source for the match requirement. The total cost of the MCCV is \$687,726.00 with the grant funding \$515,794.50 if awarded. Should we not be awarded the grant, the match monies budgeted will be removed from the 2023 CP prior to the CP being finalized.

Reimbursement Payment up front Match (\$171,931.50)

Website Address: www.fema.gov/port-security-grant-program

CFDA # (if Federal Grant): 97.056

Date sent to Administration: 3/30/22

Board Approval Date (for office use only): _____



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TO: Goodhue County Commissioners

FROM: Sheriff Marty Kelly

DATE: April 13, 2022

SUBJECT: Approval to apply for a grant with 25% matching funds

Summary

On April 5, 2022, we requested county board approval to apply for a Port Security Grant for a Mobile Command & Communications Vehicle. The total cost of the vehicle was \$687, 726.00. If awarded the grant, Goodhue County would fund 25%, which is \$171, 931.50, and the remaining cost covered under the grant. The board tabled this item for further research and questions.

Questions and Research

Could we collaborate with Red Wing or Prairie Island Indian Community so we do not have three vehicles in a small radius?

- We met with the City of Red Wing and discussed their mobile command vehicle. They stated this vehicle is outdated and would not currently be capable for a backup emergency communications center without significant upgrades. They stated theirs could be a secondary vehicle if needed and they are not replacing their vehicle.
- We spoke with Prairie Island Tribal Police Chief Priem regarding this. He stated their command vehicle would possibly be capable for two dispatch positions for a backup emergency communications center. He stated this would need Tribal Council approval. He stated some of the concerns would be if it was used jointly and needed in multiple locations Prairie Island Indian Community would have preference. He also stated that they would need their own if there are any incidents at the nuclear generating plant. He stated they are not replacing theirs at this time.

How often is it used?

- This is a difficult question to answer since our current one is not easily deployable without a one-ton truck to pull it. If we had a mobile vehicle, we could see an increase in use since it is easier to deploy. A couple of examples of where :

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- Recent Wanamingo Structure fire with a death scene. A mobile vehicle would have been easy to deploy to be used collaboratively with Wanamingo Fire Department, Sheriff's Office, State Fire Marshal and Southeast Minnesota Regional Medical Examiner during this fire and death investigation.
- A mobile vehicle would be easy to deploy around the county for immunization or vaccination clinics instead of trying to find locations willing to host these events. A mobile vehicle could be set up in any city parking lot and easily accessible.

This mobile command and communications vehicle could be used countywide for any fire department or law enforcement incident. I reached out to all of the fire departments in Goodhue County and asked if they would support this and write letters of support to be included with the grant application. I am meeting with the police chiefs on Thursday and will ask if they would support this and write letters of support to be included with the grant application. This could be used collaboratively and we would see an increase in use and an asset that would benefit all of Goodhue County.

Recommendation

It is the recommendation of the Sheriff's Office that the County Board authorize the Sheriff's Office to apply for the Port Security Grant for a Mobile Command and Communications Vehicle and commit to the cost share requirement of \$171, 931.50 at the time of application.