

Date: August 2018

To: Human Resources Committee

From: Kurt Eggebrecht

RE: Change in organizational chart

I am requesting that our current Public Health Preparedness Coordinator position be changed from .75 FTE to 1.0 FTE. I am also requesting that the title of the position be changed to Emergency Management Coordinator to reflect the expanded duties of this position. Currently the funding for this position comes from two sources; from federal pass through grant funds from the State and also supported by contracted communities. Changing to 1.0 FTE allows us to maintain grant objectives and support for contracted communities while also filling a need of emergency management services within the City. The additional funding for this added .25FTE will come from carry over funds from contracted communities. It has been estimated that these dollars are sufficient to support the .25FTE until 2021 at which time City supported funds may need to be added to the department budget if grant and contracted communities remain static.

Currently this position is responsible for leading local efforts to assess, develop, coordinate and implement public health emergency plans within the Health Department. This includes activities to increase readiness to respond to bioterrorism and other naturally occurring public health emergencies such as power outage, weather related health risk and communicable disease.

Specifically, the individual performs work for the Appleton Health department and collaborate with other partners including the Fox Valley Area Health Care Coalition. This position also currently provides contracted services with other communities within Northeast Wisconsin. We have contracts with the counties of Green Lake, Marquette, and Waushara and the City of Menasha. This position works to meet all requirements found within the State public health preparedness grant.

Adding .25 FTE to this current position will allow for an expanded role of Emergency Management related services. Emergency management in Wisconsin operates utilizing an all-hazards planning approach which includes mitigation, preparedness, response and recovery from major incidents. Working with City departments this position will:

- Support the review and update of hazard specific planning documents used in conjunction with the EOP and supporting operations plans and documents.
- Supporting City departments which are responsible for identifying emergency personnel, developing and updating Standard Operating Procedures.
- Priority will be placed on those hazards that pose a threat, significant in frequency, magnitude or both, to the lives, property and/or environment in the City. These hazards include: tornadoes; downbursts and other violent storms; floods; ice storms; drought; fires; hazardous materials releases to the air, ground or water during transportation or at fixed locations, aircraft

crashes; civil disturbances, communicable disease outbreaks and terrorism. Other scenarios not readily identifiable may pose significant threats to the City as well.

- Consequences of disasters could include, but are not limited to: mass casualties; disruption of power, fuel, communications, water and other vital services; damage and destruction of homes, facilities, vehicles and other property; damage to infrastructure; contamination of people, food, water, property or the environment; looting and other disruption of law and order; disruption of government functions and economic and financial disruption.

It should be noted this position will not replace existing roles related to emergency management within our public safety departments rather this EM coordinator role will support these efforts.

Essential job functions currently include, but are not limited to, the following:

- Responsible for ongoing development of the Public Health Emergency Plan.
- Regular Interaction with the Appleton Public Health Officer, Emergency Management staff, elected officials; Hazmat, law enforcement, public safety officials and other non-profit agencies.
- Coordinate bioterrorism-related surveillance and preparedness activities with existing communicable disease activities with state and local public health agencies.
- Integrate bioterrorism and communicable disease communication activities with existing and proposed public health communication networks.
- Coordinate and participate in all planning and training processes for biologic, chemical and radiological terrorism preparedness.
- Coordinate local activities with other grant funded positions relative to bioterrorism related surveillance and preparedness.
- Write policies, program proposals, grants, emergency preparedness plans, technical papers, publications and/or reports.
- Develop necessary partnerships and provide linkage to all of the public health community, including any necessary Memoranda of Understanding (MOUs) with counties, public or private organizations, academic institutions, and border jurisdictions.

WHAT IMPACT WILL IT HAVE IF THIS POSITION IS NOT FILED?

Governments have the legal and moral duty to protect the lives, property and environment within their jurisdictions

In order to meet the requirements of the federal pass through grant funds from the State we need to demonstrate progress on each year's requirements. Funds received are contingent on successfully completing objectives through on site audit of work twice a year with formal written report at years end. These objectives would be difficult to complete without a position focusing on this effort.

The most important impact will be that our community and region will struggle to remain current with new emerging health threats and response to these public health challenges. In the few years alone we have needed to prepare response plans for Ebola, MERS, and Measles and researched Zika virus in anticipation of a response to new cases. Without this position we would risk our ability to protect the public from new and sometimes reemerging diseases that are brought to our local communities from other parts of the globe.

CURRENT SALARY/RATE?

The hiring range (80% to Control Point) is \$ 32.10 per hour. The full salary range for this position is (80% to 120%) is \$25.68 to \$38.52 per hour.