



## Job Description

### Northwest All Hazards Emergency Management Region (NWAHEMR) Coordinator

Northwest Colorado Council of Governments (NWCCOG) is seeking a qualified individual to serve as the coordinator for the Northwest All Hazards Emergency Management Region (NWAHEMR). This is a part-time, contract position.

Northwest Colorado Council of Governments (NWCCOG) is a voluntary association of county and municipal governments that believes in the benefits of working together on a regional basis. NWCCOG serves 30 member jurisdictions in a 6-county region of northwest Colorado.

The NWAHEMR is a ten-county region located in the northwest corner of the state. It is comprised of Eagle, Garfield, Grand, Jackson, Mesa, Moffat, Pitkin, Rio Blanco, Routt, and Summit counties. An Executive Board, made up of each county's Emergency Manager, meets on a regular basis to develop strategies to improve the emergency preparedness of the region through the use of homeland security grant funds from the U.S. Department of Homeland Security. NWCCOG provides fiscal management and program coordination for the NWAHEMR. This is a part-time, contracted position at the hourly rate of up to \$60/hour and the estimated amount of (*yearly average*) time required is 10- 15 hours/week.

Proposals will be accepted until close of business on July 12, 2022. To apply, submit a cover letter, resume, and a list of professional references to: [office@nwccog.org](mailto:office@nwccog.org)

## SCOPE OF WORK

### CONTRACTED SERVICE:

Coordinator, Northwest All Hazards Emergency Management Region (NWAHEMR)

### CLARIFICATION OF SERVICES:

The CONTRACTOR, serving in the capacity of Coordinator for the Northwest All Hazards Emergency Management Region (NWAHEMR):

- Does not make decisions for the NWAHEMR or individual entities within the NWAHEMR, but rather facilitates information and communication that will be utilized by the appropriate persons responsible for decision-making.
- Represents the NWAHEMR and not individual entities within the NWAHEMR.
- Is authorized to work on projects, and deliverables associated with the development and implementation of the *Homeland Security Grant Programs* for the NWAHEMR.
- While the coordinator and field manager work closely together, the coordinator does not work for DHSEM or the Division of Public Safety and does not complete work for the field manager without approval from board.
- Coordinator is not an operational position

## DESCRIPTION OF SERVICES:

The CONTRACTOR, serving in the capacity of Coordinator for the Northwest All Hazards Emergency Management Region (NWAHEMR):

1. Serve as the primary point of contact for the NWAHEMR with regard to the Division of Homeland Security and Emergency Management Grants Program.
2. Act as a liaison between the NWAHEMR and the appropriate state agencies and offices for planning, training and exercises related to the Grant Programs in coordination with Regional Field Manager.
3. Attend monthly Homeland Security Coordinator Meetings, now known as the Interface Meeting, as well as special meetings that may be scheduled for urgent situations.
  - Coordinators' Interface meeting - 1<sup>st</sup> Weds of every month.
  - NWAHEMR Regional meeting - quarterly with the potential of additional meetings on an as needed basis.
  - Other meetings as they arise.
4. Facilitate multi-jurisdictional planning including and not limited to the IPP workshop, updating the strategic plan and other assessments, planning as required under the terms of the State Homeland Security Grant Program (HSGP) related to NWAHEMR Grant Program efforts.
5. Serve as the primary point of contact for regional risk and capability assessments including coordinating representatives from stakeholder agencies to provide input for assessment processes, such as the Threat and Hazard Identification and Risk Assessment (THIRA) and/or other assessment processes of DHSEM. Attend DHSEM training on state capability assessment process and tools to educate and share the process with regional representatives.
6. Communicate the requirement of multi-jurisdictional and multi-disciplinary membership to the NWAHEMR Executive Committee and requirement of engaging and gathering input from the whole community as now required under the terms of the Homeland Security Grant Program and the National Preparedness System. The Homeland Security Grant Program is a regional, whole community approach to prevent, protect against, mitigate, respond to and recover from acts of terrorism and other threats. The administration of the grant program must maintain the integrity of the program as defined by DHS/FEMA, the National Preparedness System and the State of Colorado.
7. Update the NWAHEMR Regional Homeland Security Strategic Plan so that it aligns with the HSAC Strategic Framework.
8. Assist in updating the NWAHEMR Tactical Interoperable Communications Plan (TICP).
9. Attend annual CEMA Conference and State Training and Exercise Planning Workshop. Assist the Division of Homeland Security and Emergency Management in identifying key stakeholders that should be invited to provide input to these events.
10. Review past minutes from regional meetings, functional group meetings to collect information regarding training and exercise needs identified over the past year in preparation of the IPT workshop. Share the data with Emergency Managers and DHSEM IPP Specialist.
11. Submit quarterly narrative and financial reports, in coordination with the fiscal agent. Submit grant change request form, EHP (Environment Historical Preservation) Form with supporting documents to DHSEM. Upload and enter data into EM Grants Pro.
12. In coordination with the fiscal agent, support the preparation of reimbursement

- requests. These requests are submitted at a minimum quarterly and must follow the guidelines and format provided by the Office of Grants Management.
13. Coordinate purchasing with the fiscal agent and grant project recipients of the NWAHEMR, assuring the efficient acquisition and delivery of purchased items. Provide grant status reports at each meeting.
  14. Track all equipment and services purchased and their delivery, including visual inspection of purchased equipment. Ensure compliance with 2 CFR 200 federal guidelines for grant acquisition, maintenance, transfer, disposal, and monitoring of equipment.
  15. Provide facilitation/coordination services to the NWAHEMR Executive Committee and Functional Working Groups.
  16. Notify the state training office of upcoming Integrated Preparedness Plan POC of upcoming exercises at least 45 days before delivery if funded by the grant.
  17. Coordinate with state training office training software to manage and track types of regional trainings and attendance at all training **funded by HSGP**.
  18. Submit regional exercise AARs/IPs within 45 days after exercise completion if funded through by HSGP.
  19. Submit training attendance form received from course coordinator within 30 days after training if funded through SHGP.
  20. Submit non-approved regional course request at least 45 days prior to delivery of course if funded by SHGP.
  21. Assist with the infrastructure protection prioritization effort as identified NWAHEMR.
  22. Execute a signed MOU between fusion center and jurisdictional fiscal agent should a Fusion Center Analyst is provided to the Region.
  23. Work with functional working group lead on the coordination and recording of the group's meetings. The NWAHEMR supports communication within and between functional groups. Coordinator with share communications among the members and provide updated as needed.
  24. Serve as the lead for the NWAHEMR Homeland Security grant development process.
  25. On an annual basis, the Homeland Security Coordinator or program manager, the fiscal agent, the Regional Chair and Vice Chairpersons of the Board of Directors and the Division of Homeland Security and Emergency Management staff, shall undergo a program evaluation.
  26. Coordinate and communicate with the region's Colorado Division of Homeland Security and Emergency Management field representative, and the Office of Grants Management personnel, including the Director, Grant Analysts and the monitoring team.
  27. Other duties as assigned including regional projects as approved by the NWAHEMR board.