



MEMORANDUM

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**DATE:** June 26, 2023

**TO:** Honorable Mayor and City Councilmembers  
Dave Perrault, City Administrator

**FROM:** Matt Sather (Deputy Fire Chief, Arden Hills Emergency Manager)  
Jeff Frid (Public Works Superintendent, Emergency Management Liaison)

**SUBJECT:** Ramsey County Comprehensive Emergency Operations Plan (CEOP) Adoption

<b>Budgeted Amount:</b> N/A	<b>Actual Amount:</b> N/A	<b>Funding Source:</b> N/A
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**Council Should Consider**

Motion to approve, table or deny the following:

- Resolution 2023-036 adopting the updated Ramsey County Comprehensive Emergency Operations Plan (CEOP).

**Background/Discussion**

On June 13, 2023 the [Ramsey County Board approved a resolution adopting the updated CEOP](#). Please reference the link to view the plan.

<https://www.ramseycounty.us/sites/default/files/Public%20Safety%20and%20Law/CEOP%20full%20plan-%20Public.pdf>

Ramsey County Emergency Management and Homeland Security (EMHS), after many months of work with partners, communities, and their contractor, has distributed the updated Countywide CEOP and it is ready for adoption by Ramsey County Cities who wish to adopt the plan.

If we adopt the plan, the benefits are:

For all who re-adopt the countywide CEOP, Ramsey County EMHS will continue to maintain the plan, obtain compliance documentation from the state of MN HSEM (MN Homeland Security and Emergency Management), and provide the various backbone services they currently do. Their contracts and agreements are negotiated such that jurisdictions that are covered by this countywide CEOP are included – so we do not pay extra. Among the benefits of being part of the common county plan are:

- We all operate under a common concept of operations. This simplifies interactions between us and streamlines grants, PA, etc.
- Common plan jurisdictions can apply for projects by application to the Ramsey County aspects of the UASI (Urban Areas Security Initiative) program. If funding in that program is insufficient, Ramsey County EMHS automatically adds city projects to the UASI competitive pool and the SHSGP pool without the city having to do the detailed state application
- Ramsey County EMHS handles all reviews from the HSEM RPC (Regional Program Coordinator) and RRC 6 (Regional Review Committee's).
- Jurisdictions who are part of the countywide CEOP group will continue to be included under the cooperative contract agreements for BOLD Planning (software provider) COOP (Continuity of Operations Plan) system and Crisis Track.
- UASI training and exercise funds will continue to be available to cities without application, etc.

That said, the law does not require that individual cities adopt the common countywide CEOP. Should Arden Hills choose to create our own sperate plan, there are some things we will need to do.

- State and federal law require that each jurisdiction develop and maintain an Emergency Operations Plan of our own if we do not adopt the CEOP
- We would then be responsible for maintaining our own plan following the four year HSEM cycle
- Arden Hills will need to provide a copy of that plan, updated each year as required by HSEM, to Ramsey County EMHS by August 1 of each year.
- Arden Hills would need to apply directly for competitive UASI and SHGP (State Homeland Security Grant Program) grants rather than through Ramsey County EMHS
- We would be eligible to apply for training and exercise funding from Ramsey County EMHS
- Ramsey County EMHS contracts with BOLD Planning and Crisis Track specify that eligible jurisdictions are those covered by the common county CEOP. So, we would lose access to Ramsey County's instance of these systems. However, Ramsey County's contracts with these companies do allow us to contract with them directly without having to go to RFP.

It should also be noted that Arden Hills adopted the previous countywide CEOP, as well as, all other cities in Ramsey County except St. Paul, which has their own office of emergency management. In talking with other cities, it is anticipated the other cities will also adopt the plan.

### **Budget Impact**

N/A

### **Attachments**

- A. Resolution 2023-036
- B. Letter of Promulgation