

**MEMORANDUM**

**TO:** Brent Hibbert, Assembly President  
Members, Kenai Peninsula Borough Assembly

**THRU:** Charlie Pierce, Borough Mayor *CP*  
Brandi Harbaugh, Finance Director *BH*

**FROM:** Dan Nelson, Sr. Manager - OEM *DN*

**DATE:** May 20, 2021

**RE:** Resolution 2021-040, Modifying the Scope of the Existing Emergency Operations Center Capital Improvement Project (Mayor)

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In FY2021, the Office of Emergency Management ("OEM") identified a capital project to update the Borough Emergency Operations Center ("EOC"), located in the Emergency Response Center in Soldotna to bring updated workstations and technology to the facility in order to better serve the Incident Management Team and other agencies during emergencies within the Borough. As a result, \$81,290 was appropriated for this capital project during the FY2021 annual budgetary process.

Beginning in FY2022, the OEM, Human Resources Departments, and the Seward Bear Creek Flood Service Area will be moving into the vacant space at the Bear Creek Fire Station. The OEM Department will be establishing a secondary EOC in that facility to serve as an incident command post for emergencies that occur in the Eastern Peninsula. The intent is to have identical furniture, workstations, and equipment that mirrors the main EOC in Soldotna.

The update for the Soldotna EOC came in under budget, and the remaining amount can accommodate up fitting the additional space in Seward to be compatible with the EOC in Soldotna. This resolution would expand the scope of the original capital project to include OEM space within the Bear Creek Fire Station, allowing both projects to be completed within the existing budget.

Your consideration of this resolution is appreciated.

<b>FINANCE DEPARTMENT MATCH &amp; ADMIN FEE FUNDS/ACCOUNT VERIFIED</b>	
Account: <i>pp</i> 705.94910.21E05.49999	Date: 5/20/2021
By: _____	_____