

RESOLUTION 1805

A RESOLUTION ADOPTING A DISASTER/EVENT PURCHASING POLICY.

WHEREAS, the City of West Branch desires to maintain a prudent financial practices to guard its stakeholders against service disruption in the event of an unexpected temporary crisis or emergency; and

WHEREAS, this policy is also intended to be document that provide protocol and guidance during crisis or emergency disaster / event; and

WHEREAS, Cedar County EMA is charged with both certifying that the jurisdictional executive requesting a resource is the appropriate person to do so and that the person requesting resources has the financial authority to ensure reimbursement should reimbursement be required.; and

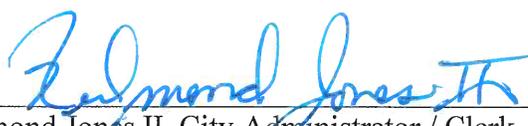
WHEREAS, it is now necessary to approve said agreement.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa that the aforementioned is to be established and funded as prescribed herein; is hereby approved. Further, the City Administrator is directed to execute this policy.

Passed and approved this 6th day of May, 2019.



Colton Miller, Mayor Pro Tem

ATTEST: 

Redmond Jones II, City Administrator / Clerk



Cedar County Emergency Management exists to advance the preservation of life and protecting property in the face of any hazard.

Cedar County Emergency Management Commission
1410 Cedar Street - Tipton, IA 52772
563-886-3355

DISASTER/EVENT PURCHASING POLICY

POLICY

It is the policy of Cedar County Emergency Management Agency (hereafter referred to as Cedar County EMA) to ensure reasonable fiscal control during times of disaster through a clear and consistent process of resource acquisition and reimbursement. Cedar County EMA is charged with both certifying that the jurisdictional executive requesting a resource is the appropriate person to do so, and that the individual requesting the resource has the financial authority to ensure reimbursement for the use of the resource (should reimbursement be required).

SCOPE

This policy is applicable to all requests for assistance received by Cedar County EMA from a jurisdiction during times of disaster. The requests for assistance can include, but are not limited to goods, services, materials, supplies, and equipment used for responding to and stabilizing an emergency event/situation.

REQUIREMENTS

1. It shall be the duty of each jurisdiction to provide the name of those jurisdictional executive(s) who are authorized to make purchases on behalf of the jurisdiction, along with their respective purchasing limits. This information shall be provided, in writing and on jurisdictional letterhead, to the Cedar County EMA Director by January 15 and July 15 of each year. This information shall be retained by Cedar County EMA for the purposes of certifying responsibility for purchases/reimbursements during times of emergency.
2. When a resource request is made during an emergency/event, a request can be made to the Cedar County EMA Director via phone, email, or formal written request. The request shall include the type of resource requested, the approximate time the resource will be needed, the jurisdiction's willingness to travel (if needed) to obtain the resource, and the name of the responsible jurisdictional executive.
3. Once the Cedar County EMA Director receives the request, immediate efforts will be made to procure the requested resource. The Cedar County EMA Director will contact both the requesting party and the jurisdictional executive to advise of the status of the request, the location of the resource and any associated costs for the resource. *The resource will not be procured until financial authorization is received from the jurisdictional representative.*
 - a. The financial authorization can be provided via written documentation or email, or the authorization can be provided verbally.
 - b. If the authorization is provided verbally, the jurisdictional executive is responsible for sending a written authorization within 14 (fourteen) days.
 - c. The written authorization will be kept on file and included with the after-action report, if any.

- d. The written authorization will apply to the procurement of the requested resource, during that particular event only; new authorizations will be required for each additional/separate requisition and for each separate event.
 - e. If needed, the Cedar County EMA Director will provide the name of the jurisdiction as the financial guarantor to be used as the Purchase Order Number.
 - f. If jurisdiction is billed for use of resource, all questions, billing issues and other concerns must be discussed with the billing party. Cedar County EMA is not responsible for late charges, payment, inaccurate billing, or any other billing or statement issues that the jurisdiction might incur.
 - g. During times of emergency or a locally declared disaster, it may not be possible to secure competitive bidding or multiple quotes for a resource.
 - i. Definition of locally declared disaster: a locally declared disaster occurs when any municipality within Cedar County signs a local disaster declaration, or when on behalf of the County or any municipality within, the EMA Commission Chair, his or her designee, or the EMA Coordinator, or Chair of the Cedar County Board of Supervisors or their designee signs a declaration of local disaster.
 - ii. Once a locally declared disaster declaration is signed, the emergency management agency may waive all normal purchase procedures as outlined in the Procurement Policy and Procedures due to the need for rapid purchase of essential items. This waiver shall be in place for only 14 (fourteen) calendar days from the date of the declaration unless a written declaration extension is signed.
 - iii. Even when this waiver is in place during a disaster, every effort shall still be made to assure best pricing and follow all outlined general rules as per Cedar County EMA's Procurement Policy, however the need for an RFP process shall be waived.
 - iv. Every effort will be made to have pre-established contracts with vendors for goods and services that may be needed during times of a declared disaster so the requesting jurisdiction is assured pre-negotiated best pricing prior to a disaster. Examples of this would be pre-negotiated debris management hauling and clean up contracts or pre-negotiated force labor contracts for outside vendors to provide goods and services during a declared disaster.
4. At no time will Cedar County EMA or the Cedar County Board of Supervisors be financially responsible for any requested resource, unless an agreement has been signed prior to an event. This signed authorization will specifically state the resource needed, spending limit, length of use and jurisdiction for which the resource will be procured.

Adopted 10 January, 2019