

**MINUTES
BUDGET AND PERSONNEL
REGULAR MEETING
TUESDAY, OCTOBER 12TH, 2021
5:30 P.M.**

THE BUDGET AND PERSONNEL COMMITTEE MET IN REGULAR SESSION IN THE COUNCIL CHAMBER AT 12 NORTH ROWE STREET, PRYOR, OKLAHOMA AT THE ABOVE DATE AND TIME.

Committee Members: Briana Brakefield, Choya Shropshire, Yolanda Thompson, Randy Chitwood (alt.)

1. CALL MEETING TO ORDER.

The meeting was called to order at 5:30 p.m. by Briana Brakefield. Members present: Briana Brakefield, Choya Shropshire and Yolanda Thompson. Members absent: none.

Others present: Mayor Larry Lees, Police Chief Dennis Nichols, Assistant Police Chief James Willyard, Police Captain Kevin Tramel, Police Officer Dustin VanHorn, Animal Control Officer Becki Sams-Benham, Terry Aylward and Kemmie Shropshire.

2. DISCUSS, POSSIBLY APPROVE THE MINUTES OF THE SEPTEMBER 14TH, 2021 REGULAR MEETING.

Motion was made by Shropshire, second by Thompson to approve the minutes of the September 14th, 2021 regular meeting. All voted yes.

3. PETITIONS FROM THE AUDIENCE.

There were no petitions.

4. MAYOR'S REPORT.

a. Tax Reports.

Mayor reported that taxes continue to be strong. He annualized all three tax reports, which total: \$11,131,000.00. He recognizes that we are only four months in the new year and we should not hang our hat on that, but he hopes it will stay strong like that. Use tax was up considerably this month, as there is a great deal of building taking place around town. Shropshire asked how much tax revenue the dispensaries are providing. Mayor stated that it is approximately 8% - 10%.

b. Review of Financial Status.

Mayor handed out the Combined Cash Investment Report to the committee for reference. He directed them to page 4. Insurance amounts appear to be out of balance, but that is because the amounts have not yet been divided into the different departments. He also pointed out that, with 25% of the year having lapsed, each department has spent less than 25% of their budgets. He directed them to page 13, which is the COVID fund account. This fund will pay for the Salt Branch Phase 1 project that goes to Council for approval next week.

5. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING CHANGES TO THE HARASSMENT POLICY OF THE CITY OF PRYOR CREEK PERSONNEL MANUAL, AS REQUIRED FOR THE VAWA GRANT.

Motion was made by Thompson, second by Shropshire to recommend Council action regarding changes to the Harassment Policy of the City of Pryor Creek Personnel Manual, as required for the VAWA Grant. All voted yes.

6. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING APPROVAL OF 2022 BUDGET / PERSONNEL MEETING SCHEDULE.

Motion was made by Shropshire, second by Thompson to recommend Council action regarding approval of 2022 Budget / Personnel Meeting Schedule. All voted yes.

- 7. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING FILLING VACANT DISPATCH POSITION AT THE PRYOR CREEK POLICE DEPARTMENT, RANGE R, STEP 1 (ANNUAL WAGE - \$33,510.00). THIS POSITION WAS BUDGETED IN THE 21-22 BUDGET.**

Motion was made by Shropshire, second by Thompson to recommend Council action regarding filling vacant dispatch position at the Pryor Creek Police Department, Range R, Step 1 (annual wage - \$33,510.00). This position was budgeted in the 21-22 budget. All voted yes.

- 8. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING FILLING VACANT DISPATCH POSITION AT THE PRYOR CREEK POLICE DEPARTMENT, RANGE R, STEP 2 (ANNUAL WAGE - \$36,158.00). THIS APPLICANT IS OLETS CERTIFIED AND HAS BEEN A DISPATCHER SINCE 2019. THIS POSITION WAS BUDGETED IN THE 21-22 BUDGET.**

Motion was made by Thompson, second by Shropshire to recommend Council action regarding filling vacant dispatch position at the Pryor Creek Police Department, Range R, Step 2 (annual wage - \$36,158.00). This applicant is OLETS certified and has been a dispatcher since 2019. This position was budgeted in the 21-22 budget. All voted yes.

- 9. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING FILLING VACANT PATROL POSITION AT THE PRYOR CREEK POLICE DEPARTMENT. THIS POSITION WAS BUDGETED IN THE 21-22 BUDGET.**

Motion was made by Shropshire, second by Thompson to recommend Council action regarding filling vacant patrol position at the Pryor Creek Police Department. This position was budgeted in the 21-22 budget.

Shropshire and Thompson then amended their motion and second to include Range J, Step 1 (annual wage - \$37,843.00). All voted yes.

- 10. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING FILLING VACANT PATROL POSITION AT THE PRYOR CREEK POLICE DEPARTMENT AT RANGE J, STEP 2 (ANNUAL WAGE - \$43,561.00). THIS OFFICER HAS BEEN CLEET CERTIFIED FOR OVER 2 YEARS. THIS POSITION WAS BUDGETED IN THE 21-22 BUDGET.**

Motion was made by Thompson, second by Shropshire to recommend Council action regarding filling vacant patrol position at the Pryor Creek Police Department at Range J, Step 2 (annual wage - \$43,561.00). This officer has been CLEET certified for over 2 years. This position was budgeted in the 21-22 budget. All voted yes.

- 11. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING LEASE PURCHASE OF SIX (6) FORD POLICE INTERCEPTORS FOR THE PRYOR CREEK POLICE DEPARTMENT.**

Motion was made by Shropshire, second by Thompson to recommend Council action regarding lease purchase of six (6) Ford Police Interceptors for the Pryor Creek Police Department.

Willyard explained that they paid off the first lease purchase early, in order to save money on interest. They now only have the one that began in 2022. He handed out a list of the vehicles that need to be surplused or used for pool cars. There are two different lease purchase amounts to be considered. If Budget and Council choose to get cars without all their equipment, the amount will be \$237,148.80. For this amount, Bank of Commerce has offered an interest rate of 1.75%, Arvest offered 2.31%, RCB offered 2.20% and Yorktown offered 3%. If Budget and Council choose to include equipment, the lease purchase amount will be \$309,148.80. For this amount, Bank of Commerce still offered 1.75%, Arvest still offered

2.31%, RCB offered 1.95% and Yorktown still offered 3%. The department is requesting the \$309,148.80, which will make payments \$6,676.72 per month, for which they have budgeted. All voted yes.

12. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING APPROVAL OF THE ADDITIONAL LEASE PURCHASE THAT HAS BEEN APPROVED FOR THE PURCHASE OF TOWER AND RADIO EQUIPMENT FOR THE POLICE / FIRE EMERGENCY SERVICES CENTER.

Motion was made by Thompson, second by Shropshire to recommend Council action regarding approval of the additional lease purchase that has been approved for the purchase of Tower and radio equipment for the Police / Fire Emergency Services Center.

Willyard stated that more information will be available about the cost of this equipment within the next three weeks, so he would be fine with tabling this until the next Budget meeting.

Thompson and Shropshire then amended their motion and second to table until the next Budget / Personnel Committee meeting in November. All voted yes.

13. UNFORESEEABLE BUSINESS. (Any matter not reasonably foreseen prior to posting agenda.)

There was no unforeseeable business.

14. ADJOURN.

Motion was made by Thompson, second by Shropshire to adjourn at 6:05 p.m. All voted yes.

Sales Tax Totals

City of Pryor Creek, OK

	2019	2020	2021	2022	2023	2024	2025
January	\$ 751,820.11	\$ 750,055.85	\$ 763,166.19				
February	\$ 705,422.56	\$ 747,343.85	\$ 784,577.85				
March	\$ 692,054.30	\$ 673,114.50	\$ 758,530.01				
April	\$ 707,734.29	\$ 769,552.84	\$ 805,283.96				
May	\$ 716,194.09	\$ 830,287.14	\$ 888,357.25				
June	\$ 778,619.10	\$ 931,868.08	\$ 871,739.01				
July	\$ 762,210.98	\$ 883,069.62	\$ 858,434.01				
August	\$ 772,969.72	\$ 874,325.09	\$ 815,988.59				
September	\$ 797,162.40	\$ 778,537.41	\$ 846,481.64				
October	\$ 791,341.32	\$ 743,529.37	\$ 836,959.44				
November	\$ 729,869.64	\$ 761,329.87	\$ 857,087.62				
December	\$ 752,605.85	\$ 793,356.56					
Total	\$8,958,004.36	\$ 9,536,370.18	\$ 9,086,605.57	\$ -	\$ -	\$ -	\$ -

FISCAL YEAR

	FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025	FY 2025-2026
July	\$ 762,210.98	\$ 883,069.62	\$ 858,434.01				
August	\$ 772,969.72	\$ 874,325.09	\$ 815,988.59				
September	\$ 797,162.40	\$ 778,537.41	\$ 846,481.64				
October	\$ 791,341.32	\$ 743,529.37	\$ 836,959.44				
November	\$ 729,869.64	\$ 761,329.87	\$ 857,087.62				
December	\$ 752,605.85	\$ 793,356.56					
January	\$ 750,055.85	\$ 763,166.19					
February	\$ 747,343.85	\$ 784,577.85					
March	\$ 673,114.50	\$ 758,530.01					
April	\$ 769,552.84	\$ 805,283.96					
May	\$ 830,287.14	\$ 888,357.25					
June	\$ 931,868.08	\$ 871,739.01					
Total	\$ 9,308,382.17	\$ 9,705,802.19	\$ 4,214,951.30	\$ -	\$ -	\$ -	\$ -


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City Sales Tax Deposit Letter

- Choose a year and month, and click 'Search'.
- Results include all counties. To display a single county, enter the county.
- The past 3 years of data is available for searching. For data older than 3 years view Archived Data.

For Treasurers:

Funds have been electronically transferred to your bank account, effective the date shown, for your city's tax collections received by the Oklahoma Tax Commission during the previous month.

This payment represents taxes collected during the previous month and may include interest, penalty, and delinquent remittances due from an earlier month.

If there are any questions concerning this payment, please call or write Dave Francis, (405) 522-6600, Account Maintenance Division, Oklahoma Tax Commission.

Year	2021	▼
Month	11. November	▼
Entity	4909 - Pryor	▼

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Effective Date	Tax, Penalty & Interest	Refunded	Suspended	Retention	Interest	Total
08-Nov-2021	860,993.94	0.00	0.00	4,304.97	398.65	857,087.62
	860,993.94	0.00	0.00	4,304.97	398.65	857,087.62

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Data is updated each business day



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Use Tax Totals

City of Pryor Creek, OK

	2019	2020	2021	2022	2023	2024	2025
January	\$ 68,525.36	\$ 128,366.65	\$ 47,239.19				
February	\$ 75,691.84	\$ 116,848.79	\$ 101,872.56				
March	\$ 82,273.50	\$ 93,213.07	\$ 70,027.53				
April	\$ 149,970.94	\$ 101,408.96	\$ 51,642.76				
May	\$ 102,655.42	\$ 81,120.35	\$ 95,247.85				
June	\$ 97,779.29	\$ 85,146.64	\$ 173,325.88				
July	\$ 139,814.46	\$ 72,780.21	\$ 68,145.11				
August	\$ 139,921.75	\$ 20,686.72	\$ 69,921.89				
September	\$ 46,037.38	\$ 61,303.56	\$ 68,791.50				
October	\$ 73,880.30	\$ 87,415.09	\$ 116,979.12				
November	\$ 109,959.30	\$ 85,479.26	\$ 76,090.86				
December	\$ 73,391.80	\$ 115,292.71					
Total	\$ 1,159,901.34	\$ 1,049,062.01	\$ 939,284.25	\$ -	\$ -	\$ -	\$ -

FISCAL YEAR

	FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025	FY 2025-2026
July	\$ 139,814.46	\$ 72,780.21	\$ 68,145.11				
August	\$ 139,921.75	\$ 20,686.72	\$ 69,921.89				
September	\$ 46,037.38	\$ 61,303.56	\$ 68,791.50				
October	\$ 73,880.30	\$ 87,415.09	\$ 116,979.12				
November	\$ 109,959.30	\$ 85,479.26	\$ 76,090.86				
December	\$ 73,391.80	\$ 115,292.71					
January	\$ 128,366.65	\$ 47,239.19					
February	\$ 116,848.79	\$ 101,872.56					
March	\$ 93,213.07	\$ 70,027.53					
April	\$ 101,408.96	\$ 51,642.76					
May	\$ 81,120.35	\$ 95,247.85					
June	\$ 85,146.64	\$ 173,325.88					
Total	\$ 1,189,109.45	\$ 982,313.32	\$ 399,928.48	\$ -	\$ -	\$ -	\$ -


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City Use Tax Deposit Letter

- Choose a year and month, and click 'Search'.
- Results include all cities. To display a single city, enter the city COPO.
- The past 3 years of data is available for searching. For data older than 3 years, view Archived Data

For Treasurers:

Funds have been electronically transferred to your bank account, effective the date shown, for your city's tax collections received by the Oklahoma Tax Commission during the previous month.

This payment represents taxes collected during the previous month and may include interest, penalty, and delinquent remittances due from an earlier month.

If there are any questions concerning this payment, please call or write Dave Francis, (405) 522-6600, Account Maintenance Division, Oklahoma Tax Commission.

Year	2021	▼
Month	11. November	▼
Entity	4909 - Pryor	▼

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Effective Date	Tax, Penalty & Interest	Refunded	Suspended	Retention	Interest	Total
08-Nov-2021	76,435.61	0.00	0.00	382.18	37.43	76,090.86
	76,435.61	0.00	0.00	382.18	37.43	76,090.86

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TOBACCO Tax Totals

City of Pryor Creek, OK

	2019	2020	2021	2022	2023	2024	2025
January	\$ 7,183.48	\$ 6,797.30	\$ 8,038.11				
February	\$ 4,392.65	\$ 6,340.63	\$ 5,785.89				
March	\$ 5,212.38	\$ 5,556.34	\$ 5,509.70				
April	\$ 7,092.57	\$ 9,111.80	\$ 7,684.27				
May	\$ 6,997.49	\$ 6,594.97	\$ 8,952.43				
June	\$ 7,394.72	\$ 8,343.59	\$ 7,525.81				
July	\$ 7,651.74	\$ 9,952.29	\$ 7,053.48				
August	\$ 7,002.62	\$ 8,432.39	\$ 7,836.26				
September	\$ 7,626.68	\$ 8,131.46	\$ 7,353.37				
October	\$ 6,979.41	\$ 7,502.43	\$ 6,453.01				
November	\$ 7,031.16	\$ 7,192.36	\$ 7,400.29				
December	\$ 6,403.07	\$ 7,910.53					
Total	\$ 80,967.97	\$ 91,866.09	\$ 79,592.62	\$ -	\$ -	\$ -	\$ -

FISCAL YEAR

	FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025	FY 2025-2026
July	\$ 7,651.74	\$ 9,952.29	\$ 7,053.48				
August	\$ 7,002.62	\$ 8,432.39	\$ 7,836.26				
September	\$ 7,626.68	\$ 8,131.46	\$ 7,353.37				
October	\$ 6,979.41	\$ 7,502.43	\$ 6,453.01				
November	\$ 7,031.16	\$ 7,192.36	\$ 7,400.29				
December	\$ 6,403.07	\$ 7,910.53					
January	\$ 6,797.30	\$ 8,038.11					
February	\$ 6,340.63	\$ 5,785.89					
March	\$ 5,556.34	\$ 5,507.90					
April	\$ 9,111.80	\$ 7,684.27					
May	\$ 6,594.97	\$ 8,952.43					
June	\$ 8,343.59	\$ 7,525.81					
Total	\$ 85,439.31	\$ 92,615.87	\$ 36,096.41	\$ -	\$ -	\$ -	\$ -

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Year-To-Date Tobacco/Cig Tax

- Choose a year and month, and click 'Search'.
- Results include all COPOs. To display a single COPO, enter the COPO.
- The past 3 years of data is available for searching, For data older than 3 years view Archived Data.

Fiscal Year 2022

Entity 4909 - Pryor

Export

Cop	Description	Distribution Date	Amount
4909			
	Pryor	13-Jul-2021	7,053.48
	Pryor	11-Aug-2021	7,836.26
	Pryor	13-Sep-2021	7,353.37
	Pryor	11-Oct-2021	6,453.01
	Pryor	10-Nov-2021	7,400.29
			36,096.41

6. The Subrecipient must submit a list of their Jurisdictional All – Hazard, Whole Community Planning Group Annexes or Emergency Support Function (ESF) representatives, Tribal representatives, Higher – Education representatives, business partners, as well as any other persons the Local Planning Group deems necessary to promote the "whole community" concept of planning. The Planning Group list will include name, position, email, and phone number.
7. Maintain a 24-hour point of contact who will promptly report to the State Emergency Operations Center (SEOC) Duty Officer at 1-800-800-2481, all significant impacting events happening within the jurisdiction, per State Statute, Title 63-683.11. E.
8. Maintain a current Emergency Operations Plan (EOP) to be updated and / or reviewed annually, per State Statute, Title 63-683.11. D.
9. The Subrecipient or the jurisdiction they represent must have a National Incident Management System (NIMS) Compliance Certificate for the grant cycle for funded jurisdiction.

Article 3: Scope of Work

Advancing the Whole Community approach reinforces the concept that it is the community's responsibility to take necessary and appropriate actions to protect people and property from the consequences of local emergencies and disasters. Communities are challenged to develop collective local abilities to withstand the potential impacts of these events, respond quickly, and recover in a way that sustains and improves the community's overall well-being. Achieving this collective capability calls for innovative approaches in a community-wide effort. The efforts of the Oklahoma Department of Emergency Management and Homeland Security (ODEMHS) are to assist and support a local Subrecipient's Emergency Management Program with the capabilities to mitigate against, prevent, protect against, respond to, and recover from both natural and man-made disasters. This includes enhancing the local Subrecipient's Emergency Management Program's existing practices, programs, institutions, and organizations.

The following ten (10) activities are the minimum requirements that shall be completed by the Subrecipient. All deliverables will be submitted to ODEMHS via the OK EMGrants platform.

Planning and Preparedness

1. Quarterly All-Hazard, Whole Community Planning Group Meetings

An All-Hazard, Whole Community Planning Group within your jurisdiction will be formed or continued, consisting of all Community Lifeline / Annexes and / or Emergency Support Function (ESF) representatives, Tribal representatives, Higher Education representatives, and business partners, as well as any other persons the Planning Group deems necessary to promote the "whole community" concept of planning. Meetings must be conducted quarterly at a minimum.

Note: In the case meetings are not permitted in person due to an unforeseen circumstance, online meetings are allowed and encouraged.

Note: Regional Emergency Management Meetings do not fulfill this requirement.



Measurement Methods / Required Documentation:

- a. A meeting invitation letter for each meeting to include a mailing list (can be an email copy)
- b. An agenda
- c. Minutes for each quarterly meeting. EOP planning should be reflected within these minutes
- d. Dated sign-in sheets for each quarterly meeting.

2. Emergency Operations Plan

The Subrecipient must have an Emergency Operations Plan (EOP) to participate in the EMPG program. The All-Hazard, Whole Community Planning Group will be directly involved in the quarterly planning and updates of the Subrecipient's EOP. The EOP will be updated in accordance with the Comprehensive Preparedness Guide (CPG) 101 Version 2.0 (2010) and by the State Statute (see **Article 2.8 Eligibility Criteria**).

Note: Approval pages signed outside of the grant cycle will not be accepted.

Measurement Methods / Required Documentation:

- a. The All-Hazard, Whole Community Planning quarterly report submitted to ODEMHS via OK EMGrants (see previous task for more information)
- b. Quarterly updates utilizing the CPG 101, Version 2.0 Plan Analysis Tool
- c. An EOP approval page signed annually by each of the Annexes or ESF representatives and the Subrecipient's highest elected (officials) by the 4th quarter report and no later than October 10, 2022. A form has been provided for this requirement.

3. Communication Initiative

The Emergency Management Director or designee must check in with the State Emergency Operations Center (SEOC) monthly through radio communication, calling the State Duty Desk, and / or creating a Daily Operations entry into the Oklahoma Emergency Management WebEOC Portal.

Note: Monthly is the required time frame to conduct this check in, however it is highly encouraged to do so on a weekly basis on Wednesdays, unless otherwise specified.

Note: No documentation needs to be submitted by the Subrecipient. Participation will be collected by the ODEMHS Grants Management Division from respective agency programs.

Measurement Methods / Required Documentation:

- a. Drill Documentation from ODEMHS Support Services and/or Office of Homeland Security.
- b. Local event posting from WEBEOC
- c. Duty Officer log entry



4. Current List of Training and Exercises

The current Training and Exercise plans will be a topic of discussion of the All-Hazard, Whole Community Planning Group.

Measurement Methods / Required Documentation:

- a. A list of the training produced by all Annex or ESF agencies will be submitted to OK EMGrants quarterly.
- b. A list of the exercises produced by all Annex or ESF agencies will be submitted to OK EMGrants quarterly

5. List of Current and Ongoing Whole Community Preparedness Projects / Activities

A list of new and / or ongoing Whole Community Preparedness activities, projects, and events should be completed quarterly. These can include Whole Community preparedness projects, local preparedness events, schools, and / or civic group presentations, preparedness fairs, etc. Remember to include all Emergency Response Agencies / Organizations' preparedness efforts in the reports, including those of the Annexes or ESF representatives within the All-Hazard, Whole Community Planning Group.

Note: A summary of activities/events/projects will be utilized to fulfill this requirement. Screenshots, pictures, newspaper clippings, etc. will be considered "additional narrative" and will not fulfill the requirement on their own.

Measurement Methods / Required Documentation:

- a. Submit a summary of your anticipated Emergency Management / Whole Community Preparedness activities for the current grant year with the application
- b. On a quarterly basis, submit progress reports / summaries for preparedness activities within your jurisdiction. Examples of appropriate preparedness projects include, but are not limited to, outreach at the Subrecipient's events and some social media presence.

6. Attendance of the Regional (Strategic) Planning Workshop

The ODEMHS Planning Division, in conjunction with local Emergency Managers within the region, will host a Regional (Strategic) Planning Meeting. The Emergency Management Director or designee must attend their Region's Workshop in its entirety.

Note: This requirement may be waived by the ODEMHS Agency Director and / or Deputy Director due to certain circumstances such as a disaster. The decision will be announced to Subrecipients prior to the event.

Measurement Methods / Required Documentation:

- a. A copy of the Region's Attendance Certificate and / or other appropriate document, such as the agenda, hotel receipt, and sign – in sheets for all days, shall be submitted to OK EMGrants by the 4th quarter report and no later than October 10, 2022.



Training and Exercises

7. EMPG Required Training

All paid emergency management staff working for the Subrecipient are required to complete eleven (11) FEMA courses within one (1) year of their hire date. This includes all courses listed in Group 1, and either all the courses in Group 2 (Independent Study Online- Personal Development Series) or all the courses in Group 3 (In-Person Basic Academy). Please see the table below regarding these required courses.

Measurement Methods / Required Documentation:

- Submit either FEMA Transcript and / or FEMA Course Certificates proving the completion of course work for all paid emergency management staff must be turned in with the application, with the exception of personnel that have not reached their one (1) year anniversary as a paid employee.
- The new staff members will have until the end of the grant cycle following their work anniversary to submit their training documentations.
- Unless otherwise stated, only the listed versions or newer of the courses below are accepted. Any other version, aside from Group 1, will fulfill this requirement.

Group 1		
- IS – 100 (any version) - IS – 200 (any version)		- IS – 700 (any version) - IS – 800 (any version)
Group 2	Or	Group 3
- IS – 120 version a, b, or c - IS – 230 version d or e - IS – 235 version b or c - IS – 240.b - IS – 241.b - IS – 242.b - IS-244.b		- IS – 230 version d or e - E / L 101 - E/L 102 - E/L 103 - E/L 104 or 146 - E/L 105

8. Two (2) Exercises of Any Type

The Subrecipient must conduct two (2) exercises of any type annually within their jurisdiction. The exercises should be based on local – approved plans, including but not limited to the Emergency Operations Plan (EOP), Hazard Mitigation Plan, Recovery / Maintenance Plans, etc. The types of exercises are Seminars, Workshops, Tabletops, Games, Drills, Functional, and Full – Scale, and they can be conducted as stand – alone



events or in conjunction of an event such as the local planning meeting. All exercises must comply with the Homeland Security Exercise and Evaluation Program (HSEEP) requirements and format.

Note: ODEMHS and/or Regionally hosted exercises, such as WebEOC Drills and Regional Coordination, will not fulfill this requirement. These exercises must exercise the Subrecipient's jurisdictional Emergency Operations Plan.

Measurement Methods / Required Documentation:

- a. A copy of the Subrecipient's After Action Report and Improvement Plan (AAR / IP) for each exercise must be submitted to OK EMGrants by the 4th quarter report and no later than October 10, 2022.

9. Attendance of the Annual Oklahoma Emergency Management Conference

The Emergency Management Director or designee must attend the Annual Oklahoma Emergency Management Conference.

Note: This requirement may be waived by the ODEMHS Agency Director and / or Deputy Director due to certain circumstances such as a disaster. The decision will be announced to Subrecipients prior to the event.

Measurement Methods / Required Documentation:

- a. A copy of the Attendance Certificate or other appropriate documentation (such as sign-in sheets) shall be submitted to OK EMGrants by the 4th quarter report and no later than October 10, 2022.

Additional Requirements

10. Event Reporting

Pursuant to Oklahoma Statute Title 63-683.11.E 63, all impacting significant events within the Subrecipient's jurisdiction resulting in a threat to life, safety, or public health, and adverse impact on the local economy, or stress placed on local resources, any mutual aid request outside of the county, and / or regional resources must be reported to the and / or regional resources must be reported to the Oklahoma Department of Emergency Management and Homeland Security (ODEMHS). In addition, any event that your local jurisdiction would sign a disaster / emergency proclamation and request the State for Federal declaration assistance must also be reported to qualify for potential disaster assistance.

Measurement Methods / Required Documentation:

- a. Create and maintain updates via WebEOC Local Boards and / or through contacting the State Emergency Operations Center (SEOC) Duty Officer (See **Article 2.7: Eligibility Criteria**).



From: Johnny Janzen
Sent: Monday, November 8, 2021 2:05 PM
To: Larry Lees
Subject: Fw: [EXTERNAL] Pryor Grant

Larry, they don't have a "form letter" that shows that requirement so I had the Director of the grants division write an email explaining the amount required. If you have any other questions please let me know. I'll see you tomorrow evening.

Sent from Yahoo Mail for iPhone

Begin forwarded message:

On Monday, November 8, 2021, 2:02 PM, Johnny Janzen <mayescountyem@yahoo.com> wrote:

Thank you sir.

Sent from Yahoo Mail for iPhone

On Monday, November 8, 2021, 1:58 PM, Daniel Piltz <Daniel.Piltz@oem.ok.gov> wrote:

Johnny,

Yes, EMPG requires a 50% local cost share match as a reimbursement of salary and fringe. So to receive \$10,000, Pryor will need \$20,000 in EM specific salary and fringe.

Daniel Piltz

Director of Grants Administration and Federal Compliance

Oklahoma Department of Emergency Management and Homeland Security

Desk: (405) 522-6688

Mobile: (405) 517-5269

daniel.piltz@oem.ok.gov