

LETTER OF AGREEMENT

**FIRST DISTRICT ASSOCIATION
OF LOCAL GOVERNMENTS
PO BOX 1207
WATERTOWN SD 57201**

**BROOKINGS COUNTY
520 3rd Street Suite 210
BROOKINGS, SD 57006**

Referred to as District

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The County hereby enters into an agreement with the District.

THE DISTRICT

- A. This agreement shall commence on December 1, 2018 and end on or about September 30, 2019.
- B. The District agrees to perform the following work activities:
- Verification or collection of existing and new facility sites/locations.
 - Incorporation of updated facility site information--pictures, site plans, etc., and GIS data into a Geographic Information System, which would be utilized by the Brookings County Office of Emergency Management.
 - Facilitating a process which will result in the update of the "hard copy" Hazardous Materials Plan, which would contain:
 - Emergency Notification Roster
 - Brookings County OEM Organizational Structure
 - Hazardous Materials Incident Reporting Information
 - Plan of Operation
 - Fixed Facility Site Information
 - Hazardous Materials Facility Plans
 - Transportation Routes
 - Emergency Equipment Listings
 - Hazmat Hazardous Analysis Chemical Summary/Contacts
 - Emergency Responders Procedures Guidelines
 - Farmers and SARA Title III
 - Glossary
 - Definitions
 - Update GIS geodatabase to latest ESRI version
- C. The District will provide two (2) hard copies of the completed plan and a copy of the Microsoft.doc file, so new information can be printed and updated in the existing HAZMAT document by Brookings County Emergency Management.
- D. The District will provide any new GIS data and new ESRI.mxd to the Brookings County Emergency Management Director.

THE COUNTY

A. Brookings County will make payment of four thousand dollars (\$4,000) after submittal of the Hazardous Materials Plan to the State of South Dakota.

B. Total agreement amount (not to exceed) four thousand dollars (\$4,000).



11/13/18

District Signature

Date

County Signature

Date