

## Stacy Steffensen

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**From:** Todd Kays <todd@1stdistrict.org>  
**Sent:** Tuesday, November 13, 2018 10:32 AM  
**To:** Robert Hill; Stacy Steffensen  
**Cc:** Suzie Zirbel  
**Subject:** Brookings County Hazmat  
**Attachments:** 2019 Brookings County Hazmat Contract.docx

**Follow Up Flag:** FollowUp  
**Flag Status:** Completed

Greetings,

Congratulations on receiving funding for a 2019 update to your HazMat Plan. Once again, the First District is offering assistance in the development of your plan. I have included a contract for services related to the development of the Plan. Total cost is \$4,000. \$3,200 will be paid by the grant and I will utilize \$800 of the County's FY 2019 dues as a hard cash match for the grant. It is my understanding that the County has to sign the grant agreement with OEM before entering into a contract with the District to provide services. Once the County has signed the State's agreement, please make 2 copies of the attached. Sign and return one copy to the First District.

Let me know if you have any questions



Todd A. Kays  
Executive Director  
First District Association of Local Governments  
605-882-5115

## LETTER OF AGREEMENT

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

**BROOKINGS COUNTY  
520 3<sup>rd</sup> Street Suite 210  
BROOKINGS, SD 57006**

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Referred to as District

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Referred to as County

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

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District Signature

Date

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County Signature

Date