

1161 -2025

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

March Session of January Adjourned


Term 520

In the County Commission of said county, on the 25th day of March 20 25

the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby approve the attached Budget Amendment for Department 6240.


Done this 25th day of March 2025.


Kip Kendrick
Presiding Commissioner


Justin Aldred
District I Commissioner


Janet M. Thompson
District II Commissioner

ATTEST:


Brianna L. Lennon
Clerk of the County Commission

BOONE COUNTY, MISSOURI REQUEST FOR BUDGET AMENDMENT

3/25/25

EFFECTIVE DATE

FOR AUDITORS USE

(Use whole \$ amounts)

**Transfer From Transfer To
Decrease Increase**

Dept	Account	Fund/Dept Name	Account Name	Transfer From Decrease	Transfer To Increase
6240	92200	Capital R&R - R&B	Replacement Bldgs & Imprv		860,000
				-	860,000

Describe the circumstances requiring this Budget Amendment. Please address any budgetary impact for the remainder of this year and subsequent years. (Use an attachment if necessary):

Cover salt bulding improvements.

Requesting Official

TO BE COMPLETED BY AUDITOR'S OFFICE

- A schedule of previously processed Budget Revisions/Amendments is attached
- A fund-solvency schedule is attached.
- Comments:

Auditor's Office

PRESIDING COMMISSIONER

DISTRICT I COMMISSIONER

DISTRICT II COMMISSIONER

BUDGET AMENDMENT PROCEDURES

- County Clerk schedules the Budget Amendment for a first reading on the commission agenda. A copy of the Budget Amendment and all attachments must be made available for public inspection and review for a period of at least 10 days commencing with the first reading of the Budget Amendment.
- At the first reading, the Commission sets the Public Hearing date (at least 10 days hence) and instructs the County Clerk to provide at least 5 days public notice of the Public Hearing. **NOTE: The 10-day period may not be waived.**
- The Budget Amendment may not be approved prior to the Public Hearing

GENLSCR BOONE GENERAL LEDGER INQUIRY MAIN SCREEN 3/12/25 12:59:58
 Year, 2025 Opening Balance, 2,190,639.86
 Fund 624 CAPITAL R & R - ROAD & BRIDGE Actual, YTD, Credits, _____
 Acct, 1000 CASH & INVEST IN TREASURY Actual, YTD, Debits, 300,000.00
 Account, Type A ASSET
 Normal, Balance, D DEBIT Current, Balance, 2,490,639.86

Period	Debits	Credits	Current Balance
January			<u>2,190,639.86</u>
February	<u>300,000.00</u>		<u>2,490,639.86</u>
March			<u>2,490,639.86</u>
April			
May			
June			
July			
August			
September			
October			
November			
December			
Post Closing			

F2=Key Scr F3=Exit F5=Ledger Transactions F7=Transactions

2,490,639.86 - Cash
 (1,573,000.00) - New fuel stations
 (860,000.00) - Salt building repair
57,639.86 ✓

MAINSCR BOONE

Budget Summary Screen

ADJEFF

12:36:07

Dept 6240

View Only

3/11/25

Name CAPITAL R&R - R&B

(1)

(2)

1= Class/ Exp Acct	FY 2024 Curr Bdgt	FY 2024 YTD	FY 2024 Estimate	FY 2025 Core Rqst	% Chg	FY 2025 Supp Rqst	% Chg
3500	873,845	873,845	873,845	305,310	65-	0	65-
3700	16,020	91,950	23,285	32,220	101	0	101
TtlRev	889,865	965,795	897,130	337,530	62-	0	62-
70000	0	0	0	0	0	0	0
90000	620,000	60,062	620,000	0	100-	1,573,000	154
TtlExp	620,000	60,062	620,000	0	100-	1,573,000	154
Ttl12-8	0	0	0	0	0	0	0

Bottom

(1) Core % Change from Budget, (2) Core + Supplemental % Change from Budget

F1=Expand/Unexp F2=Key Scr F3=Exit F6=Supplemental F11=Fold/Drop

Fund Statement - Road & Bridge Fund 204 (Major Fund)

	2023 Actual	2024 Budget	2024 Estimated	2025 Budget
FINANCIAL SOURCES:				
Revenues				
Property Taxes	\$ 2,061,959	2,075,100	2,051,300	2,133,396
Assessments	-	-	-	-
Sales & Use Taxes	21,525,666	21,137,757	22,325,000	21,343,000
Franchise Taxes	-	-	-	-
Licenses and Permits	17,709	9,325	16,416	12,325
Intergovernmental	2,574,145	2,917,222	3,325,395	2,478,045
Charges for Services	10,016	126,135	143,670	27,085
Fines and Forfeitures	-	-	-	-
Interest	1,037,615	260,575	282,000	381,405
Hospital Lease	-	-	-	-
Other	62,508	47,698	52,240	74,400
Total Revenues	27,289,618	26,573,812	28,196,021	26,449,656
Other Financing Sources				
Transfer In from other funds	-	-	13,792	-
Proceeds of Long-Term Debt	-	-	-	-
Other (Sale of Capital Assets, Insurance Proceeds, etc)	304,762	114,175	218,652	27,300
Total Other Financing Sources	304,762	114,175	232,444	27,300
Fund Balance Used for Operations	-	-	-	17,279,722
TOTAL FINANCIAL SOURCES	\$ 27,594,380	26,687,987	28,428,465	43,756,678
FINANCIAL USES:				
Expenditures				
Personal Services	\$ 4,018,407	5,518,527	4,501,849	5,832,317
Materials & Supplies	2,148,906	2,919,533	2,938,009	3,171,180
Dues Travel & Training	25,055	54,537	41,912	69,575
Utilities	108,474	133,248	119,014	131,211
Vehicle Expense	762,708	937,925	828,231	989,408
Equip & Bldg Maintenance	53,596	131,293	100,212	127,119
Contractual Services	9,906,440	11,109,433	10,166,676	10,546,908
Debt Service (Principal and Interest)	-	-	-	-
Emergency	-	250,000	-	250,000
Other	902,291	1,884,232	1,659,334	1,453,360
Fixed Asset Additions	2,445,544	1,779,572	1,435,976	605,600
Total Expenditures	20,371,421	24,718,300	21,791,213	23,176,678
Other Financing Uses				
Transfer Out to other funds	979,750	-	-	20,580,000
Early Retirement of Long-Term Debt	-	-	-	-
Total Other Financing Uses	979,750	-	-	20,580,000
TOTAL FINANCIAL USES	\$ 21,351,171	24,718,300	21,791,213	43,756,678
FUND BALANCE:				
FUND BALANCE (GAAP), beginning of year	\$ 22,037,935	29,021,040	29,021,040	34,051,053
Less encumbrances, beginning of year	(867,343)	(1,607,239)	(1,607,239)	-
Add encumbrances, end of year	1,607,239	-	-	-
Fund Balance Increase (Decrease) resulting from operations	6,243,209	1,969,687	6,637,252	(17,279,722)
FUND BALANCE (GAAP), end of year	29,021,040	29,383,488	34,051,053	16,771,331
Less: FUND BALANCE UNAVAILABLE FOR APPROPRIATION, end of year	(7,285,527)	(5,800,000)	(5,400,000)	(4,500,000)
NET FUND BALANCE, end of year	\$ 21,735,513	23,583,488	28,651,053	12,271,331
Net Fund Balance as a percent of expenditures	106.70%	95.41%	131.48%	52.95%



February 8, 2025

Mr. Greg Edington, Director
Boone County Road & Bridge
Boone County, Missouri
5551 S. Tom Bass Road
Columbia, MO 65201

Via E-mail: gedington@boonecountymo.org

Re: Architectural and Engineering Services Proposal
Boone County Road & Bridge-Salt Storage Building
Columbia, Missouri

Dear Greg:

Thank you for the opportunity to submit this proposal for Professional Design Services for the Boone County Road & Bridge Department Salt Storage building. PWA is excited to have the opportunity to be a part of the process in continuing our relationship and the many hours we have worked together on recent facilities for Boone County.

Our services are geared specifically to bring you custom designed enhancements that are representative of the quality that you expect and fitting with your current department needs.

We plan to produce work with all parties involved through the Preliminary Design Phase to establish the scope of work for the project. Schematic Design Phase, Design Development phases will follow to be able to produce designs and documents for your facility that will provide for accurate estimating for the work. After an approval to proceed we will utilize the approved design to complete construction documents and will work with you through bidding and construction of the project.

We have summarized the scope of work based on preliminary information that you have provided to us:

1. The general project scope consists of the repair, replacement, cleaning and re-coating of existing steel structure and siding for the building as well as retrofitting of electrical branch circuiting and retrofitting/replacement of all light fixtures.
2. The A/E Design Team consists of the following Design Professionals: Architectural, Mechanical/Electrical/Plumbing Engineering and Structural Engineering in this proposal.
3. The services are inclusive of all meetings and production necessary for proposed design solutions and cost estimating and proper production of documents through the process. *There are no limits assumed in this proposal for meeting quantity or time.* All necessary presentations you determine necessary are included. *We will be available to properly service this project.*
4. We will work diligently to achieve consensus in design efforts for all involved in decision making and final resolution of design including The Boone County Purchasing Department as well as the County Commission, County Road & Bridge Department, Facilities Department, and IT Department where applicable.

5. Initial budget estimates for building cost suggest a project cost of \$600,000-\$800,000. The budgets will be determined based on the finalized scope determined.
- 6.e The A/E design team will complete Schematic Design, Design Development and Construction Documents for permitting and bidding/constructing requirements. We will coordinate reviews during this process with you to keep all informed and to provide the most necessary information for the project and successful bidding.e
- 7.e The process of Bidding and Negotiation will be handled through an open public bidding process for Lowest and Best General Contractor bid. We will plan to coordinate General Conditions and Bidding Requirements for Construction along with Technical Specifications, within a single project manual. We will work directly with Boone County Purchasing for inclusion of all necessary items and final production of the bidding documents. We will work with Purchasing and plan to attend a pre-bid conference with all bidders as well as making any clarifications through Addenda necessary during this phase.e
- 8.e Following the completion of Bidding and Negotiation we will handle Construction Administration working with Boone County and the selected contractor through the process by leading progress meetings,e inspecting work on regular intervals or specific instances where necessary. We will process paye requests and other documents to further the proper process and progress of the work while working with the contractor to ensure quality projects that meet all required specifications.e
- 9.e PWA is fully prepared throughout the process to work with Commissioner Thompson and the Commission regarding the normal Capital process of Procurement and the required Internal Responsibility Matrix.e

Included is a detailed description of our proposed services along with fee proposals for the project as you have requested. Your project is important to us. This fee proposal is based on our current understanding of project needs and we are open to negotiation regarding fees and scope of work.

If you have any questions, please call.

Sincerely,
PWARECHITECTS, INC.



Erik Miller, AIA, CDT
Vice President

EM
Encl

PWArchitects Inc. - Detail of Services

Design Services to develop the project for Boone County Road & Bridge as detailed above and below. The schedule for each phase assumes time following the approval of each phase for Owner acceptance. PWA is prepared to begin work within two weeks following your notice to proceed.

Professional Design Services:

Schematic Design Phase:

Schedule: 3-4 weeks

- e Meet with the Owners Team which includes all necessary departments. We will meet with each department and include Boone County Facilities Representative in all meetings. Other County Departments such as the IT department will be consulted where necessary.e
- e Investigate building code and life safety issues as related to the proposed project. Coordinate those efforts with a Boone County Plan review for any Code related issues, as necessary.e
- e Prepare design sketches, with drawings consisting of a computer-generated set of floor plans, elevations and basic building section information, drawn to scale.e
- e Coordination between Architectural and Engineering disciplines.e
- e Completion of a Schematic Design Cost estimate for the proposed scope of work.e
- e Discuss and document preliminary phasing plans for construction without disruption of service to the Campus.
- e Review Design with Owner and make necessary revisions to design.e

Design Development Phase:

Schedule: 3-4 weeks

- e Meet with the Owners Team which includes all necessary departments. We will meet all departments required and include Boone County Facilities Representative in all meetings as necessary. Other County Departments such as the IT department will be consulted where necessary.e
- e Continue to investigate building code and life safety issues as related to the proposed project and any changes that have occurred in the design process.e
- e Prepare drawings consisting of computer-generated fully dimensioned floor plans, exterior elevations as needed, interior elevations, building sections as needed and details as needed with Electrical plans and structural plans drawn to scale.e
- e Coordinate plans for IT review where needed.e
- e Presentation of the final design plan to Owner.e
- e Coordination between Architectural and Engineering disciplines.e
- e Coordination work with Owner for finish selections.e
- e Review Design with Owner and make necessary revisions to approved plans.e
- e Completion of Design Development Cost estimate for the proposed scope of work updated from the SDe estimate.e
- e Submit and Review design with the Building Department to confirm conformance with the Building Code prior to beginning the Construction Documents Phase.e

Construction Documents Phase:

Schedule: 3-4 weeks

- e Meet with the Owner's Team which includes all necessary departments. We will meet with each department and include Boone County Facilities Representative in all meetings. Other County Departments such as the IT department will be consulted where necessary.e
- Investigate any final building code and life safety issues as related to the proposed project.e
- e Finalize Design Drawings based on our review meeting and prepare Construction Documents including detailed, fully dimensioned floor plan, appropriate interior and exterior elevations and details, building sections and section details of assemblies, finish schedule, door schedule, door details, and details.e Electrical drawings and specifications as prepared by consultants, structural drawings and details. This includes Technology systems for cameras and access control where directed by the County IT department.e

- Completion of Construction Documents Cost estimate for the proposed scope of work updated from the DD estimate.
- Select and document final finishes for the project.
- Prepare proprietary specifications describing all materials and finishes to be incorporated in the project.
- Coordinate selection of all material finishes and colors with the Owner.
- Prepare Contract and bidding documents as required in consultation with the Purchasing Department.
- Coordinate with Owner prior to submitting to the Building Code Department.
- Submit construction documents to the Building Department and Boone County Fire District for plan review.
- Make revisions to drawings and specifications related to Building Department review.

Bidding & Negotiation Phase: **Schedule: To Be Determined**

- Work with County Purchasing as necessary to compile and coordinate bid documents.
- Meet with Purchasing as necessary during this process.
- Attend and preside over the Pre-Bid Conference and fully review all technical design aspects of the project for bidders. Coordinate with the Purchasing Department for their review of all bidding requirements in this meeting.
- Prepare and distribute any Addenda to Purchasing for distribution because of any required clarification or updates of bid documents to provide appropriate direction to bidders.
- Answer bidder questions during the bid period through the Purchasing Department.
- Make a recommendation for acceptance of the Lowest and Best Bid.

Construction Administration Phase: **Schedule: To Be Determined**

Construction time and schedule cannot be fully determined based on the information available. PWA will be available and attend all meetings for the duration of the project through closeout.

- Review product substitution requests.
- Review shop drawings and submittals.
- Attend and coordinate monthly progress meetings.
- Visit the site regularly and conduct required on-site inspections during construction. An expected visitation schedule will be developed with you and coordinated with the construction schedule. All visits required will be completed with no additional cost to the Owner.
- Daily availability via phone or e-mail to answer questions during construction.
- Daily availability for the County Road & Bridge Department, Facilities Department or Building Code Representatives.
- Availability throughout the project for the Department Representatives or County Commission.
- Prepare Change Orders if necessary.
- Prepare other official instructions for the contract as necessary such as Architect's Supplemental Instructions, Construction Change Directives or Response to Requests for Information from the Contractor.

DESIGN SERVICES FEE PROPOSAL

Fees indicated below include Architectural, Mechanical/Electrical/Plumbing Engineering, Structural Engineering, Civil Engineering Services, and Furniture Design coordination as detailed above. For the listed scope of work the services listed above can be performed for the following fees:

Schematic Design, Design Development, Construction Documents, Bidding & Negotiation, Construction Administration Services fees:

Total Stipulated Sum Fee: **\$ 56,750.00**

Reimbursable Expenses:

Typical reimbursable expenses would include out-of-town mileage, postage, shipping and delivery, artists renderings, sub-consultants not listed in proposal (If requested by Owner), printing of phase review or bid documents, plan review fees.

This proposal assumes that Boone County will handle printing for all phase review, permit review and bidding documents as well as any plan review and permit fees. With the above in mind we do not anticipate any reimbursable expenses for the project.

Reimbursable expenses will not be incurred without prior notification and approval by the Owner.

OTHER AVAILABLE SERVICES:

Services not included in the proposal that are by others or can be performed for an additional fee if necessary or requested:

- Furniture or Equipment Design
- Printing of Bid Documents

Work above and beyond the scope of services and Owner Initiated Changes following phase approvals will be billed at a negotiated stipulated sum fee or at the following hourly rates plus expenses:

PWArchitects, Inc.

PRINCIPAL	\$215.00
PROJECT MANAGER	\$160.00
ARCHITECT IV	\$140.00
ARCHITECT III	\$125.00
ARCHITECT II	\$110.00
ARCHITECTURAL DESIGNER	\$110.00
INTERIOR DESIGNER	\$110.00
ARCHITECT I	\$100.00
CAD TECHNICIAN	\$ 95.00
SR. ADMINISTRATIVE	\$ 80.00
ADMINISTRATIVE	\$ 65.00

Engineering Hourly rates are to be determined based on final consultant selection.

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

March Session of January Adjourned

Term 20


In the County Commission of said county, on the 25th day of March 20 25

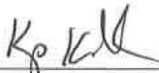
the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby approve the attached Budget Amendment for Department 1195 to increase the budget to reflect increased insurance activity.

Done this 25th day of March 2025.

ATTEST:


Brianna L. Lennon
Clerk of the County Commission


Kip Kendrick
Presiding Commissioner


Justin Aldred
District I Commissioner


Janet M. Thompson
District II Commissioner

03/06/25 13:44:49

LEDGER YEAR	DEPT	Department Name	ACCOUNT CLASS	ACCOUNT	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	ACTUAL REV/EXP	REMAINING BALANCE
2024	1195	GF INSURANCE ACTIVIT	3800	3882	RESTITUTION REIMB/		.00	20.47	20.47-
					TOTAL		.00	20.47	20.47-
2024	1195	GF INSURANCE ACTIVIT	3900	3945	INSURANCE RECOVERI		.00	70,780.44	70,780.44-
		1195 GF INSURANCE ACTIVIT		3946	INS PROCEEDS-CAP A		.00	11,047.55	11,047.55-
					TOTAL		.00	81,827.99	81,827.99-
2024	1195	GF INSURANCE ACTIVIT	50000	59100	VEHICLE REPAIRS/MA		.00	95,644.64	95,644.64-
					TOTAL		.00	95,644.64	95,644.64-
2024	1195	GF INSURANCE ACTIVIT	70000	71001	AUTO PHYSICAL DAMA	108,048.00	108,048.00	125,883.00	17,835.00-
		1195 GF INSURANCE ACTIVIT		71002	AUTO LIABILITY INS	45,000.00	45,000.00	57,618.00	12,618.00-
		1195 GF INSURANCE ACTIVIT		71004	PROPERTY INSURANCE	291,750.00	291,750.00	361,626.00	69,876.00-
		1195 GF INSURANCE ACTIVIT		71006	ERRORS & OMISSIONS	11,816.00	11,816.00	8,369.01	3,446.99
		1195 GF INSURANCE ACTIVIT		71007	LAW ENFORCEMENT IN	290,500.00	290,500.00	277,454.00	13,046.00
		1195 GF INSURANCE ACTIVIT		71008	GENERAL LIABILITY	169,500.00	169,500.00	109,778.45	59,721.55
		1195 GF INSURANCE ACTIVIT		71011	PUBLIC OFFICIALS B	17,000.00	18,000.00	11,380.00	6,620.00
		1195 GF INSURANCE ACTIVIT		71016	AUTO CLAIMS DEDUCT	20,000.00	28,000.00	33,818.40	5,818.40-
		1195 GF INSURANCE ACTIVIT		71018	OTHER CLAIMS DEDUC	15,000.00	17,000.00	34,884.48	17,884.48-
		1195 GF INSURANCE ACTIVIT		71020	UNINSURED CLAIMS	500.00	500.00	.00	500.00
		1195 GF INSURANCE ACTIVIT		71021	AUTO LIABILITY DED	5,000.00	5,000.00	.00	5,000.00
		1195 GF INSURANCE ACTIVIT		71022	SMALL INCIDENT WOR	500.00	500.00	.00	500.00
		1195 GF INSURANCE ACTIVIT		71023	UNINSURED REIMBURS	1,000.00	1,000.00	.00	1,000.00
		1195 GF INSURANCE ACTIVIT		71101	PROFESSIONAL SERVI		18,300.00	.00	18,300.00
		1195 GF INSURANCE ACTIVIT		71104	ADMINISTRATIVE SER		14,900.00	.00	14,900.00
					TOTAL	975,614.00	1,019,814.00	1,020,811.34	997.34-
					TOTAL	975,614.00	1,019,814.00	1,198,304.44	178,490.44-

*** END OF REPORT 0***

03/07/25 10:01:14

LEDGER YEAR	DEPT	Department Name	ACCOUNT CLASS	ACCOUNT	ACCOUNT NAME	ORIGINAL FUDGET	CURRENT BUDGET	ACTUAL REV/EXP	REMAINING BALANCE
2024	2011	ASSESSMENT INSURANCE	70000	71001	AUTO PHYSICAL DAMA	2,687.00	2,687.00	2,654.00	33.00
	2011	ASSESSMENT INSURANCE		71002	AUTO LIABILITY INS	1,500.00	1,500.00	1,616.00	116.00-
	2011	ASSESSMENT INSURANCE		71006	ERRORS & OMISSIONS	560.00	560.00	363.87	196.13
	2011	ASSESSMENT INSURANCE		71008	GENERAL LIABILITY	2,750.00	2,750.00	2,387.00	363.00
	2011	ASSESSMENT INSURANCE		71016	AUTO CLAIMS DEDUCT	2,000.00	2,000.00	.00	2,000.00
	2011	ASSESSMENT INSURANCE		71021	AUTO LIABILITY DED	1,000.00	1,000.00	.00	1,000.00
					TOTAL	10,497.00	10,497.00	7,020.87	3,476.13
					TOTAL	10,497.00	10,497.00	7,020.87	3,476.13

* * * END OF REPORT * * *

03/07/25 10:01:30

LEDGER YEAR	DEPT	Department Name	ACCOUNT CLASS	ACCOUNT	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	ACTUAL REV/ EXP	REMAINING BALANCE
2024	2048	R&B INSURANCE ACTIVI	3900	3945	INSURANCE RECOVERI		.00	23,652.03	23,652.03-
					TOTAL		.00	23,652.03	23,652.03-
2024	2048	R&B INSURANCE ACTIVI	50000	59100	VEHICLE REPAIRS/MA		.00	22,345.69	22,345.69-
					TOTAL		.00	22,345.69	22,345.69-
2024	2048	R&B INSURANCE ACTIVI	70000	71001	AUTO PHYSICAL DAMA	86,000.00	86,000.00	104,825.00	18,825.00-
	2048	R&B INSURANCE ACTIVI		71002	AUTO LIABILITY INS	18,000.00	18,000.00	19,798.00	1,798.00-
	2048	R&B INSURANCE ACTIVI		71004	PROPERTY INSURANCE	50,000.00	50,000.00	37,457.00	12,543.00
	2048	R&B INSURANCE ACTIVI		71006	ERRORS & OMISSIONS	10,500.00	10,500.00	7,338.05	3,161.95
	2048	R&B INSURANCE ACTIVI		71008	GENERAL LIABILITY	60,000.00	60,000.00	48,137.79	11,862.21
	2048	R&B INSURANCE ACTIVI		71016	AUTO CLAIMS DEDUCT	7,000.00	7,000.00	1,000.00	6,000.00
	2048	R&B INSURANCE ACTIVI		71018	OTHER CLAIMS DEDUC	10,000.00	10,000.00	3,214.78	6,785.22
	2048	R&B INSURANCE ACTIVI		71021	AUTO LIABILITY DED	5,000.00	5,000.00	1,495.59	3,504.41
	2048	R&B INSURANCE ACTIVI		71022	SMALL INCIDENT WOR	500.00	500.00	.00	500.00
	2048	R&B INSURANCE ACTIVI		71023	UNINSURED REIMBURS	500.00	500.00	.00	500.00
					TOTAL	247,500.00	247,500.00	223,266.21	24,233.79
					TOTAL	247,500.00	247,500.00	269,263.93	21,763.93-

* * * E N D O F R E P O R T * * *

03/07/25 10:01:44

LEDGER YEAR	DEPT	Department Name	ACCOUNT CLASS	ACCOUNT	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	ACTUAL REV/EXP	REMAINING BALANCE
2024	2712	911/EM	INSURANCE ACT	70000	71001	AUTO PHYSICAL DAMA	6,000.00	6,000.00	510.00
	2712	911/EM	INSURANCE ACT		71002	AUTO LIABILITY INS	2,750.00	2,750.00	313.00-
	2712	911/EM	INSURANCE ACT		71004	PROPERTY INSURANCE	55,000.00	55,000.00	6,998.00-
	2712	911/EM	INSURANCE ACT		71006	ERRORS & OMISSIONS	4,000.00	4,000.00	806.03
	2712	911/EM	INSURANCE ACT		71008	GENERAL LIABILITY	21,500.00	21,500.00	547.46
	2712	911/EM	INSURANCE ACT		71016	AUTO CLAIMS DEDUCT	2,000.00	2,000.00	2,000.00
	2712	911/EM	INSURANCE ACT		71018	OTHER CLAIMS DEDUC	7,000.00	7,000.00	7,000.00
	2712	911/EM	INSURANCE ACT		71021	AUTO LIABILITY DED	1,000.00	1,000.00	1,000.00
					TOTAL	99,250.00	99,250.00	94,697.51	4,552.49
					TOTAL	99,250.00	99,250.00	94,697.51	4,552.49

0 * END OF REPORT *0* *

03/07/25 10:02:04

LEDGER YEAR	DEPT	Department Name	ACCOUN CLASS	TACCOUNT	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	ACTUAL REV/EXP	REMAINING BALANCE
2024	6106	FM INSURANCE ACTIVIT	70000	71001	AUTO PHYSICAL DAMA	7,500.00	7,500.00	6,209.00	1,291.00
	6106	FM INSURANCE ACTIVIT		71002	AUTO LIABILITY INS	5,500.00	3,500.00	3,686.00	186.00-
	6106	FM INSURANCE ACTIVIT		71004	PROPERTY INSURANCE	5,000.00	3,000.00	3,150.00	150.00-
	6106	FM INSURANCE ACTIVIT		71006	ERRORS & OMISSIONS	1,300.00	1,300.00	889.46	410.54
	6106	FM INSURANCE ACTIVIT		71008	GENERAL LIABILITY	9,500.00	9,500.00	5,834.88	3,665.12
	6106	FM INSURANCE ACTIVIT		71016	AUTO CLAIMS DEDUCT	3,000.00	3,000.00	122.75	2,877.25
	6106	FM INSURANCE ACTIVIT		71018	OTHER CLAIMS DEDUC	5,000.00	5,000.00	.00	5,000.00
	6106	FM INSURANCE ACTIVIT		71021	AUTO LIABILITY DED	5,000.00	3,000.00	.00	3,000.00
					TOTAL	35,800.00	35,800.00	19,892.09	15,907.91
2024	6106	FM IN SURANCEACTIVIT	80000	83810	INTERFUND SERVICES		.00	12.60	12.60-
					TOTAL		.00	12.60	12.60-
					TOTAL	35,800.00	35,800.00	19,904.69	15,895.31

*** END OF REPORT ***

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

March Session of January Adjourned

Term. 20 25


In the County Commission of said county, on the 25th day of March 20 25

the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby approve the attached Budget Amendment for Department 2712 to increase the budget to reflect increased insurance activity.

Done this 25th day of March 2025.

ATTEST:


Brianna L. Lennon
Clerk of the County Commission


Kip Kendrick
Presiding Commissioner


Justin Aldred
District I Commissioner


Janet M. Thompson
District II Commissioner

03/07/25 09:36:08

PAGE 1

LEDGER YEAR	DEPT	Department Name	ACCOUNT CLASS	ACCOUNT	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	ACTUAL REV/EXP	REMAINING BALANCE	
2025	2712	911/EM	INSURANCE ACT	70000	71001	AUTO PHYSICAL DAMA	6,597.00	6,597.00	9,083.00	2,486.00-
	2712	911/EM	INSURANCE ACT		71002	AUTO LIABILITY INS	3,248.00	3,248.00	4,249.00	1,001.00-
	2712	911/EM	INSURANCE ACT		71004	PROPERTY INSURANCE	71,811.00	71,811.00	76,684.13	4,873.13-
	2712	911/EM	INSURANCE ACT		71006	ERRORS & OMISSONS	4,000.00	4,000.00	5,333.15	1,333.15-
	2712	911/EM	INSURANCE ACT		71008	GENERAL LIABILITY	22,588.00	22,588.00	29,522.81	6,934.81-
	2712	911/EM	INSURANCE ACT		71016	AUTO CLAIMS DEDUCT	6,000.00	6,000.00	.00	6,000.00
	2712	911/EM	INSURANCE ACT		71018	OTHER CLAIMS DEDUC	5,000.00	5,000.00	.00	5,000.00
	2712	911/EM	INSURANCE ACT		71021	AUTO LIABILITY DED	1,000.00	1,000.00	1,000.00	.00
						TOTAL	120,244.00	120,244.00	125,872.09	5,628.09-
						TOTAL	120,244.00	120,244.00	125,872.09	5,628.09-

*** END OF REPORT ***

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

March Session of January Adjourned

Term. 20 25

In the County Commission of said county, on the 25th day of March 20 25

the following, among other proceedings, were had, viz:


Now on this day, the County Commission of the County of Boone does hereby approve the award of County Contract C000986 awarded from Sole Source 179-123125SS with NewCom Wireless Services LLC of Pembroke, Massachusetts for the NewCom Neverfail Continuous Availability Software upgrade for the Boone County IT Department. The contract is set out in the attached and the Presiding Commissioner is authorized to sign the same.

Done this 25th day of March 2025.

ATTEST:


Brianna L. Lennon
Clerk of the County Commission


Kip Klendrick
Presiding Commissioner


Justin Aldred
District I Commissioner


Janet M. Thompson
District II Commissioner

Commission Order: 164-2025

Boone County Purchasing

Melinda Bobbitt, CPPO, CPPB
Director of Purchasing



5551 S. Tom Bass Rd.
Columbia, MO 65201
Phone: (573) 886-4391

SOLE SOURCE/NO SUBSTITUTE FACT SHEET

Originating Office	Information Technology 911/EM
Person Requesting	Beth Boos
Date Requested	02/11/2025
Contact Phone Number	573-554-7858e

UPON THE COMPLETION OF THIS FORM, PLEASE SUBMIT TO THE PURCHASING DEPARTMENT.

PURCHASING DEPARTMENT APPROVAL: [Signature] 2-13-25
Signature Date

SOLE SOURCE NUMBER: 179-12312555
(Assigned by Purchasing)

COMMISSION APPROVAL: [Signature] 3.25.25
Signature Date

Expiration Date: 20 through 20 One Time Purchase (check)

Vendor Name	Newcom
Vendor Address	575 Washington Street, Pembroke, MA 02359
Vendor Phone and Fax	781-826-7989
Product Description	Neverfail Continuous Availability software
Estimated Cost	\$19,144.10
Department/Account #s) / Amt. Budgeted	2708-71100

The following is a list of questions that must be answered when making sole source requests. This is a formal document for submission to the County Commission. If a question is not applicable, please indicate N/A. Use layman's terms and avoid jargon and the use of acronyms.

- i.e Please check the reason(s) for this sole request:e
- Only Known Source-Similar equipment or material not available from another vendore
 - Equipment or materials must be compatible with existing equipment.e
 - Immediate purchase is necessary to correct situations threatening life/property.e
 - Lease Purchase - Exercise purchase option on leasee
 - Medical device or supply specified by a physician.e
 - Used Equipment - Within price set by one/two appraisal(s) by a disinterested party(ies)e
 - Other - List (attach additional sheets if necessary)e

2. Briefly describe the commodity/material you are requesting and its function.
●e We are requesting professional services to assist with the upgrade of our Neverfail Continuouse Availability software. This product is defined as the supported product for disaster recover ande business continuity for the CentralSquare Technologies OneSolution product used by Boone Countye Joint Communications for 911 dispatch.e
- 3.e Describe the unique features/compatibility of the commodity/material that precludes competitive bidding.e
●e Neverfail software is solely manufactured by Neverfail, LLC and is sold and distributed by Newcom.e
- 4.e What research has been done to verify this vendor as the only known source?e
●e Neverfail was contacted for a quote for assistance in upgrading the software and they directed us toe Newcom.e
- 5.e Does this vendor have any distributors, dealers, resellers, etc. that sell the commodity/material?e
e Yes (please attach a list of known sources)e
 Noe
- 6.e Must this commodity/material be compatible with present inventory/equipment, or in compliance with thee manufacturer's warranty or existing service agreement? If yes, please explain.e
●e Yes, this is for software we already own.e
- 7.e If this is an initial purchase, what are the future consequences of the purchase? That is, once this purchasee is approved and processed, what additional upgrades/additions/supplies/etc. are anticipated/projected overe the useful life of this product?e
●e None, this is for professional services for a product we already own.e
- 8.e If this is an upgrade/add-on/supply/repair/etc. to existing equipment, how was the original equipmente purchased (sole source or competitive bid)? What additional, related, sole source purchases have occurrede since the initial purchase? Please state the previous purchase order number(s).e
●e The original purchase was part of the competitive bid process for a new dispatching software in 2015e and was part of the OneSolution purchase at that time.e
- 9.e How has this commodity/material been purchased in the past? (Sealed Bid, Sole Source, RFP, other)e Please provide document numbers.e
●e The software was originally purchased as part of the OneSolution contract in 2015.e
10. What are the consequences of not securing this specific commodity/material?
● We will not be able to upgrade the infrastructure for 911 dispatch to meet CJIS and security requirements.
- 11.e List any other information relevant to the acquisition of this commodity/material (additional sheets may be attached, if necessary).e
- 11.e How long is sole source approval necessary for this type of purchase? Is this a one-time purchase or is theree an identified time period needed?e
●e This is a one-time purchase.e

Boone County Purchasing

Liz Palazzolo, CPPO, C.P.M.
Senior Buyer



613 E. Ash St, Room 110
Columbia, MO 65201
Phone: (573) 886-4392
Fax: (573) 886-4390

MEMORANDUM

TO: Boone County Commission
FROM: Liz Palazzolo, Senior Buyer
DATE: March 4, 2025
RE: Award of Contract C000986 from Sole Source 179-123125SS – NewCom
Neverfail Continuous Availability Software Upgrade for the Boone
County IT Department

Purchasing requests approval for the award of Contract C000986 which is based on Sole Source 179-123125SS. The Sole Source form is attached for the Commission's approval.

Contract C000986 is for the purchase of professional services to upgrade the County's Newcom Neverfail Continuous Availability software. It is necessary to upgrade the infrastructure of the 911 dispatch system to meet CJIS and security requirements. The Neverfail software is the only product supported by Central Square Technologies One Solution product used by Boone County Joint Communications for 911 dispatch.

The Sole Source has been advertised in both the Columbia Missourian and the Columbia Daily Tribune. No other vendors have come forth indicating an ability to provide the same or similar service. Newcom Wireless Services LLC located in Pemboke, Massachusetts is the only manufacturer and source for the Neverfail software upgrade.

Payment will reference 2708 – 911/EM IT Hardware & Software/71100 – Outsourced Services: \$19,144.10

/lp

c: Contract File

**PURCHASE AGREEMENT
FOR
NEWCOM NEVERFAIL CONTINUOUS AVAILABILITY UPGRADE**

THIS AGREEMENT, County Contract **C000986**, awarded for Sole Source **179-123125SS**, dated the 25th day of March 2025 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Newcom Wireless Services LLC.**, herein "Vendor."

IN CONSIDERATION of the parties' performance of the respective obligations contained herein, the parties agree as follows:

1. **Contract Documents** - This agreement shall be for purchase of professional services for the upgrade of Newcom Wireless Services LLC's NewCom Neverfail Continuous Availability software as priced in the attached quote number 00012439 dated 2/11/2025 and incorporated into the contract as **Attachment One** and Boone County's Standard Terms and Conditions. All such documents shall constitute the contract documents which are incorporated herein by reference. Service or product data, specifications and literature submitted with the quote response may be permanently maintained in the County Purchasing Office file for this contract if not attached. In the event of conflict between any of the foregoing documents, this Purchase Agreement and Boone County's Standard Terms and Conditions shall prevail and control over the vendor's quote response. All transactions under the Purchase Agreement must reference the contract number referenced above.

2. **Purchase** - The County agrees to purchase from the Vendor and the Vendor agrees to supply the County with the following:

Quote 00012439:

Qty	Material#	Term	Unit Price	Total
10	PS-SPG-HA	Neverfail Professional Services for Upgrade Assistance	\$19,144.10	\$19,144.10

Performed Remotely

Grand Total \$19,144.10

3. **Billing and Payment** - All billing shall be invoiced to the **Boone County Information Technology Department**, 801 E. Walnut Street, Room 220, Columbia, Missouri 65201-4890. Billings may only include the prices listed in the vendor's quote response. No additional fees for paperwork processing, labor, or taxes shall be included as additional charges in excess of the charges in the Vendor's quote response to the specifications. The County agrees to pay all invoices within thirty days of receipt. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the Vendor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

4. **Contract Period:** The contract period shall be **April 01, 2025 through March 31, 2026**. The contract period may be extended on a month-to-month basis until the upgrade is completed to the County's sole satisfaction.

5. **Entire Agreement** - This agreement constitutes the entire agreement between the parties and supersedes any prior negotiations, written or verbal, and any other bid or bid specification or contractual agreement. This agreement may only be amended in writing by the Boone County Purchasing Office using the same formality as this agreement.

6. **Binding Effect** - This agreement shall be binding upon the parties hereto and their successors and assigns for so long as this agreement remains in full force and effect.

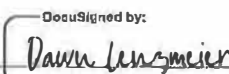
7. **Termination** - This agreement may be terminated by the County upon thirty days advance written notice for any of the following reasons or under any of the following circumstances:

- a. The County may terminate this agreement due to a material breach of any term or condition of this agreement, or
- b. The County may terminate this agreement if in the opinion of the Boone County Commission if delivery of products is delayed or products delivered are not in conformity with bidding specifications or variances authorized by the County, or
- c. Termination for Convenience – The county may terminate this Agreement for any reason or no reason upon sixty (60) days' written notice to the contractor, or
- d. If appropriations are not made available and budgeted for any calendar year.

IN WITNESS WHEREOF the parties, through their duly authorized representatives have executed this agreement on the day and year first above written.

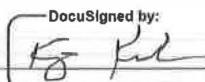
NEWCOM WIRELESS SERVICES LLC

BOONE COUNTY, MISSOURI

by  _____
DocuSigned by:
5318ADE4447443D...

by: Boone County Commission

title Chief Operating Officer

 _____
DocuSigned by:
57400BED96434D4...

Presiding Commissioner

APPROVED AS TO FORM:

ATTEST:

 _____
DocuSigned by:
7D71DEAE89D74DD...

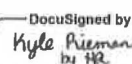
 _____
DocuSigned by:
958D3DB2877643D...

County Counselor

County Clerk

AUDITOR CERTIFICATION: In accordance with RSMo 50.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) arising from this contract. (Note: Certification of this contract is not required if the terms of this contract do not create a measurable county obligation at this time.)

2708/71100: \$19,144.10

 _____
DocuSigned by:
EB91DB24AAAC49D...

3/13/2025

Signature

Date

Appropriation Account



NEVERFAIL

Ship To Name Boone County Government (MO)
 Ship To 801 E Walnut
 Rm 220
 Columbia, MO 65201
 Contact Name Steve Hite
 Phone (573) 886-4000e
 Email shite@boonecountymo.org

Quote Number 00012439
 Quote Name Boone County, MO - Neverfail Upgrade Services
 Created Date 2/11/2025
 Expiration Date 3/17/2025
 Prepared By Keith Bumgarner
 Email keith.bumgarner@newcomglobal.com

Terms

Payment Terms Net 30
 Delivery via Email. Valid email address required.

INTERNATIONAL ORDERS:
 Payment required in advance of order processing. All funds payable in USD. Wire transfer instructions will be provided.

Item Pricing

Quantity	Product Code	Product	Product Description	Sales Price	Line Total
10.00	PS-UPG-HA	Neverfail Professional Services for Upgrade Assistance	Neverfail Professional Services Engagement For Upgrade Assistance (HA).e	\$1,914.41	\$19,144.10

Subtotal \$19,144.10
 Total Price \$19,144.10
 Grand Total \$19,144.10

If you would like to proceed with the order, please sign below and email/fax back to our office along with a purchase order. To accept this quotation, sign here and return: _____

STANDARD CONTRACT TERMS AND CONDITIONS - BOONE COUNTY, MISSOURI

1. Contractor shall comply with all applicable federal, state, and local laws and failure to do so, in County's sole discretion, shall give County the right to terminate this Contract.
2. Prices shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department.
3. The Boone County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Boone County reserves the right to award this bid on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County. The Purchasing Director reserves the right, when only one bid has been received by the bid closing date, to delay the opening of bids to another date and time in order to revise specifications and/or establish further competition for the commodity or service required. The one (1) bid received will be retained unopened until the new Closing date, or at request of bidder, returned unopened for re-submittal at the new date and time of bid closing.
4. When products or materials of any particular producer or manufacturer are mentioned in our contracts, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
5. Do not include Federal Excise Tax or Sales and Use Taxes in billing, as law exempts the County from them.
6. The delivery date shall be stated in definite terms.
7. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
8. In case of default by the Contractor, the County of Boone will procure the articles or services from other sources and hold the Contractor responsible for any excess cost occasioned thereby.
9. Failure to deliver as guaranteed may disqualify Contractor from future bidding.
10. Prices must be as stated in units of quantity specified and must be firm.
11. The County of Boone, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
12. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms. The resulting contract will be considered "Non-Exclusive". The County reserves the right to purchase advertising from other vendors.
13. The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the Federal Transit Administration's Best Practices Procurement Manual – Appendix A. Any questions regarding the applicability of federal clauses to

a particular bid should be directed to the Purchasing Department prior to bid opening.

14. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
15. Should an audit of Contractor's invoices during the term of the Agreement, and any renewals thereof, indicate that the County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30-days of being notified of the same.
16. Pursuant to Section 34.600 RSMo, for contracts \$100,000 and greater, Contractor/Vendor certifies it is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel.
17. **For all titled vehicles and equipment, the dealer must use the actual delivery date to the County** on all transfer documents including the Certificate of Origin (COO), Manufacturer's Statement of Origin (MSO), Bill of Sale (BOS), and Application for Title.
18. **Equipment and serial and model numbers** - The contractor is strongly encouraged to include equipment serial and model numbers for all amounts invoiced to the County. If equipment serial and model numbers are not provided on the face of the invoice, such information may be required by the County before issuing payment.
19. All equipment and supplies offered in a quote must be new, of current production, and available for marketing by the manufacturer unless the County clearly specifies that used, reconditioned, or remanufactured equipment and supplies may be offered.
20. This agreement may be extended beyond the expiration date by order of the County on a month-to-month basis in the event the County is unable to re-bid and/or award a new contract prior to the expiration date.
21. The County as a public governmental body is subject to the Missouri Sunshine Law (Chapter 610 RSMo) and will comply with requests for documents in accordance with that law.

Revised 01/10/24

165 -2025

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

March Session of January Adjourned

Ter 2520

In the County Commission of said county, on the 25th day of March 20 25

the following, among other proceedings, were had, viz:

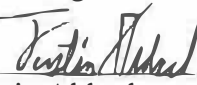
Now on this day, the County Commission of the County of Boone does hereby approve the award of Amendment #3 to County Contract C000719 awarded from cooperative contract 109 for Storm Warning Signals with Blue Valley Public Safety Inc. of Grain Valley, Missouri for the Boone County Emergency Management Department. The contract amendment is set out in the attached, and the Presiding Commissioner is authorized to sign the same.

Done this 25th day of March 2025.

ATTEST:


Brianna L. Lennon
Clerk of the County Commission


Kip Kendrick
Presiding Commissioner


Justin Aldred
District I Commissioner


Janet M. Thompson
District II Commissioner

Boone County Purchasing

Liz Palazzolo, CPPO, C.P.M.
Senior Buyer



555 S. Tom Bass Road
Columbia, MO 65202
Phone: (573) 886-4392

MEMORANDUM

TO: Boone County Commission
FROM: Liz Palazzolo, Senior Buyer
DATE: March 18, 2025
RE: Amendment #3 to Contract C000719 from cooperative contract 109 for Storm Warning Sirens – Term & Supply with Blue Valley Public Safety, Inc. for the Boone County Emergency Management Department

Purchasing requests approval for Amendment #3 to contract C000719 awarded from cooperative contract 109 set up by MARC/KCRPE for Storm Warning Signals. The original contract was established with Blue Valley Public Safety, Inc. on February 01, 2024 through Commission Order 51-2024.

Amendment #3 adds the CommanderOne service with CommanderOne Messaging. This is a Cloud-based platform that enables monitoring and control of the County's warning sirens. It is an annual subscription. Also included is On-Site Configuration for setting up CommanderOne.

Payment will reference this coding:

- 2708 – 911/Emergency IT Hardware & Software /70100 – Software Subscriptions: \$6,825.00;
- 2708 – 911/Emergency IT Hardware & Software/71100 – Outsourced Services for \$1,500.00.

Commission Order #: 165-2025

Date: 3/25/2025

**CONTRACT AMENDMENT NUMBER THREE
STORM WARNING SIRENS**

The Agreement, Boone County Contract **C000719**, (**MARC/KCRPC cooperative contract 109**), dated February 1, 2024, made by and between Boone County, Missouri and **Blue Valley Public Safety, Inc.** for and in consideration of the performance of the respective obligations of the parties set forth herein, is amended as follows:

1. **ADD** the CommanderOne Annual Sub Standard and CommanderOne Messaging Subscriptions, and the On-Site Commander One Configuration as described and priced in the quote # ANS 115251505 dated 1/15/25 from Federal Signal to Blue Valley Public Safety, Inc. for the Boone County Emergency Management Department incorporated into the contract as **Amendment Three – Attachment One** for the total firm price of **\$8,325.00**.
2. Except as specifically amended hereunder, all other terms, conditions and provisions of the original agreement as previously amended shall remain in full force and effect.

IN WITNESS WHEREOF the parties through their duly authorized representatives have executed this agreement on the day and year first above written.

BLUE VALLEY PUBLIC SAFETY, INC.

BOONE COUNTY, MISSOURI

By: Boone County Commission

By  _____
41AD8F04B326489

 _____
57400BED96434D4...

Presiding Commissioner

Title General Manager

APPROVED AS TO FORM:

ATTEST:

 _____
7D71DEAEB9D74DD...

County Counselor

 _____
98BD3DB2877643D...

County Clerk

AUDITOR CERTIFICATION

In accordance with RSMo 50.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) arising from this contract. (Note: Certification of this contract is not required if the terms of the contract do not create a measurable county obligation at this time.)

DocuSigned by: <i>Kyle Pieman</i> by HP E891DB24AAAC48D	3/18/2025	2708/71100:\$1,500.00; 2708/70100: \$6,825.00
Signature	Date	Appropriation Account



2645 Federal Signal Drive
 University Park, Illinois 60484-0975
 800.548.7229
 www.fedsig.com

Contact Name: Chris Kelley, Director
 Customer: Boone County Emergency Mgmt.
 Address: 2145 E County Dr
 City: Columbia
 State: MO
 Zip: 65202
 Phone: 573-554-7908
 Cell: *
 Fax: *
 Email: ckelley@boonecountymo.org

Quotation No.: ANS 115251505 Please reference quote no. on your order Date Quoted: 1/15/25
--

Notes: Upon receipt of your order and acceptance by Federal Signal Corporation, the equipment herein will be supplied at the quoted prices below. Delivery schedule cannot be established until radio information is supplied, if applicable.

Item No.	Qty.	Model/Part No.	Description	Unit Price	Total
Commander One Cloud Services					
1	1	COMMANDER1-S	COMMANDERONE ANNUAL SUB STANDARD	\$ 6,300.00	\$ 6,300.00
2	1	COMMANDER1-M	COMMANDERONE MESSAGING	\$ 525.00	\$ 525.00
3	1	C1-Prerequisites	Commander One is a secure cloud based service. The following are required: -Stable Internet Connection It may require opening ports or manipulating firewalls. Your IT Dept. would need to provide those services. -PC or Server running Commander version 15.0.0.0 or higher -Each User must provide a Cellular number for 2 Factor Authentication -\$52000+ Encoder and Radio System for siren activation -It may require FCC license to be modified to allow for transmission by the siren sites -Full remote support included (Tech Support - 1-800-524-3021. 8:00 am – 4:30 pm (CST) Monday-Friday. In the event that all of our techs are on a call, our return call time is within 24 business hours. Onsite support would be additional. *Unless Canceled In Writing This Service Will Be Billed Annually*	\$ -	\$ -
4	1	BV-C1-CONFIG	On-site Commander One Configuration	\$ 1,500.00	\$ 1,500.00
				Total Equipment	\$ 8,325.00
				Total of Project	\$ 8,325.00

Prices are firm for 90 days from the date of quotation unless shown otherwise. Upon acceptance, prices are firm for 6 months. This quotation is expressly subject to acceptance by Buyer of all Terms stated in the attached Terms document, and any exception to or modification of such Terms shall not be binding on Seller unless expressly accepted in writing by an authorized agent or Officer of Seller. Any order submitted to Seller on the basis set forth above, in whole or in part, shall constitute an acceptance by Buyer of the Terms. Any such order shall be subject to acceptance by Seller in its discretion. If the total price for the items set forth above exceeds \$50,000 then this quotation IS ONLY VALID if countersigned below by a Regional Manager of the Safety & Security Systems Group, Federal Signal Corporation. Installation is not included unless specifically quoted as a line item above. Adverse Site Conditions, including rock, caving soil conditions, contaminated soil, poor site access availability, and other circumstances which result in more than 2 hours to install a pole, will result in a \$385.00 per hour fee, plus equipment. Trenching is additional. Power Clause, bringing power to the equipment is the responsibility of the purchaser. Permit Clause, any special permits, licenses or fees will be additional. See attached Terms sheet. Site Restoration is not included in this quote unless specifically called out above. As the site has typically not been determined at the time of quoting we cannot forecast what landscaping, seeding or backfilling will be required to restore a site. It is recommended to keep sites within 15' of a paved surface so as to avoid damage to landscaping at the time of installation and for future service. Adverse Site Conditions, including rock, caving soil conditions, contaminated soil, poor site access availability, and other circumstances which result in more than 2 hours to install a pole, will result in a \$385.00 per hour fee, plus equipment. Power Clause: Bringing power to the siren equipment is the responsibility of the purchaser. Trenching is additional. Traffic Control Clause: Traffic control, if required, will be an additional \$250.00 per site. Permit Clause: Any special permits, licenses or fees will be additional. FCC Licensing Clause: The buyer is responsible for maintaining any FCC licensing requirements associated with the use of this equipment. Classified Location Clause: No equipment or services are designed or installed to meet the requirements of a classified location installation unless noted. Sales Tax: Sales Tax will be additional unless an Exemption Certificate is provided.

Proposed By: Dee W
 Company: Blue Valley Public Safety Inc.
 Address: P.O. Box 363 - 509 James Rollo Dr.
 City, State, Zip: Grain Valley, MO 64029
 Country: USA
 Work Phone: 1-800-288-5120
 Fax: 816-847-7513
 Approved By: Brian Cates
 Title: General Manager

Delivery: 12-16 weeks
 Freight Terms: FOB University Park
 Terms:
 Equipment, Net 30 Days upon receipt
 Services, Net 30 Days as completed,
 billed monthly. Net 30 will not be held
 for installations.



2645 Federal Signal Drive
University Park, Illinois 60484-0975
800.548.7229
www.fedsig.com

*** Purchase Order MUST be made out to: ***
Federal Signal Corporation, 2645 Federal Signal Drive, University Park, IL 60484
Purchase Order MUST be e-mailed, mailed or faxed to:
Blue Valley Public Safety, Inc., PO Box 363, Grain Valley, MO 64029 Fax: 816-847-7513
dee@bvpsonline.com

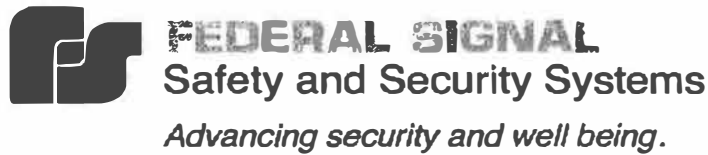
Contact Name: Chris Kelley, Director
Customer: Boone County Emergency Mgmt.
Address: 2145 E County Dr
City: Columbia
State: MO
Zip: 65202
Phone: 573-554-7908
Cell: *
Fax: *
Email: ckelley@boonecountymo.org
Notes: Delivery schedule cannot be established until radio information is supplied, if applicable.

Quotation No.: FWS
115251505
Please reference quote
no. on your order
Date Quoted: 1/15/25

I hereby agree to the Terms stated on this quotation and in the attached Terms document on behalf of the above mentioned Company or Government Entity.

Signature:

Title:



2645 Federal Signal Drive
University Park, Illinois 60484-0975
800.548.7229
www.fedsig.com

Quotation No.: FWS
115251505

Sales Agreement

- (1) **Agreement.** This agreement (the "Agreement") between Federal Signal Corporation ("FSC") and Buyer for the sale of the products and services described in FSC's quotation and any subsequent purchase order shall consist of the terms herein. This Agreement constitutes the entire agreement between FSC and Buyer regarding such sale and supersedes all prior oral or written representations and agreements. This Agreement may only be modified by a written amendment signed by authorized representatives of FSC and Buyer and attached hereto except that stenographic and clerical errors are subject to correction by FSC or upon FSC's written consent. FSC objects to and shall not be bound by any additional or different terms, whether printed or otherwise, in Buyer's purchase order or in any other communication from Buyer to FSC unless specifically agreed to by FSC in writing. Prior courses of dealing between the parties or trade usage, to the extent they add to, detract from, supplant or explain this Agreement, shall not be binding on FSC. This Agreement shall be for the benefit of FSC and Buyer only and not for the benefit of any other person.
- (2) **Termination.** This Agreement may be terminated only upon FSC's written consent. If FSC shall declare or consent to a termination of the Agreement, in whole or in part, Buyer, in the absence of a contrary written agreement signed by FSC, shall pay termination charges based upon expenses and costs incurred in the assembly of its products or in the performance of the services to the date such termination is accepted by FSC including, but not limited to, expenses of disposing of materials on hand or on order from suppliers and the losses resulting from such disposition, plus a reasonable profit. In addition, any products substantially completed or services performed on or prior to any termination of this Agreement shall be accepted and paid for in full by Buyer. In the event of a material breach of this Agreement by Buyer, the insolvency of Buyer, or the initiation of any solvency or bankruptcy proceedings by or against Buyer, FSC shall have the right to immediately terminate this Agreement, and Buyer shall be liable for termination charges as set forth herein.
- (3) **Price/Shipping/Payment.** Prices are F.O.B. FSC's Factory. Buyer shall be responsible for all shipping charges. If this Agreement is for more than one unit of product, the products may be shipped in a single lot or in several lots at the discretion of FSC, and Buyer shall pay for each such shipment separately. FSC may require full or partial payment or payment guarantee in advance of shipment whenever, in its opinion, the financial condition of Buyer so warrants. FSC will invoice for product upon shipment to Buyer and for services monthly as completed. Amounts invoiced by FSC are due 30 days from date of invoice, except that payment terms for turn-key sales of product and services are 10% of total contract mobilization fee due with Buyer's order. Invoice deductions will not be honored unless covered by a credit memorandum. Minimum billing per order is \$75.00.
- (4) **Risk of Loss.** The risk of loss of the products or any part thereof shall pass to the Buyer upon delivery thereof by FSC to the carrier. Buyer shall have sole responsibility for processing and collection of any claim of loss against the carrier.
- (5) **Taxes.** Price quotes by FSC do not include taxes. Buyer shall pay FSC, in addition to the price of the products or services, any applicable tax (however designated) imposed upon the sale, production, delivery or use of the products or services to the extent required or not forbidden by law to be collected by FSC from Buyer, whether or not so collected at the time of the sale, unless valid exemption certificates acceptable to the taxing authorities are furnished to FSC before the date of invoice.
- (6) **Delivery.** Although FSC shall in good faith endeavor to meet estimated delivery dates, delivery dates are not guaranteed but are estimated on the basis of immediate receipt by FSC of all information required from Buyer and the absence of delays, direct or indirect, as set forth in paragraph 29 herein.
- (7) **Returns.** Buyer may return shipped product to FSC only upon FSC's prior written consent (such consent to be in the sole discretion of FSC) and upon terms specified by FSC, including prevailing restocking and handling charges. Buyer assumes all risk of loss for such returned product until actual receipt thereof by FSC. Agents of FSC are not authorized to accept returned product or to grant allowances or adjustments with respect to Buyer's account.
- (8) **Inspection.** Buyer shall inspect the product immediately upon receipt. All claims for any alleged defect in FSC's product or deficiency in the performance of its services under this Agreement, capable of discovery upon reasonable inspection, must be fully set forth in writing and received by FSC within 30 days of Buyer's receipt of the product or FSC's performance of the services. Failure to make any such claim within said 30 day period shall constitute a waiver of such claim and an irrevocable acceptance of the product and services by Buyer.
- (9) **Limited Warranty.** FSC warrants each new product to be free from defects in material and workmanship, under normal use and service, for a period of two years from delivery to Buyer (one-year for Informers and all software products, five years on 2001 & ECLIPSE Series siren head). During this warranty period, FSC will provide warranty service for any unit which is delivered, shipping prepaid by the Buyer, to a designated warranty service center for examination and such examination reveals a defect in material and/or workmanship. FSC will then, at its option, repair or replace the product or any defective part(s), or remit the purchase price of the product to Buyer. This warranty does not cover travel expenses, the cost of specialized equipment for gaining access to the product, or labor charges for removal and re-installation of the product for warranty service at any location other than FSC's designated warranty service center. This warranty shall not apply to components or accessories that have a separate warranty by the original manufacturer, such as, but not limited to, radios and batteries, and does not extend to any unit which has been subjected to abuse, misuse, improper installation or which has been inadequately maintained, nor to units with problems due to service or modification by other than an FSC warranty service center. FSC will provide on-site warranty service during the first 60 days after the completion of the installation when FSC has provided a turn-key installation including optimization and/or commissioning services. THERE ARE NO OTHER WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.
- (10) **Remedies and Limitations of Liability.** Buyer's sole remedy for breach of warranty shall be as set forth above. IN NO EVENT SHALL FSC BE LIABLE FOR ANY LOSS OF USE OF ANY PRODUCT, LOST PROFITS OR ANY INDIRECT, CONSEQUENTIAL OR PUNITIVE DAMAGES, NOR SHALL FSC'S LIABILITY FOR ANY OTHER DAMAGES WHATSOEVER ARISING OUT OF OR CONNECTED WITH THIS AGREEMENT OR THE MANUFACTURE, SALE, DELIVERY OR USE OF THE PRODUCTS OR SERVICES EXCEED THE PURCHASE PRICE OF THE PRODUCTS OR SERVICES.
- (11) **PATENTS.** FSC shall hold Buyer harmless, to the extent herein provided, against any valid claim by any third person of infringement of any United States Patent by product manufactured by FSC, but if Buyer furnished product or system design specifications to FSC, Buyer shall hold FSC harmless against any infringement claim consisting of the use of product manufactured by FSC in accordance with Buyer's product or system design or in combination with product manufactured by Buyer or others. In the event that any product manufactured by FSC is held to infringe any patent and its use is enjoined by any competent court of law, FSC, if unable within a reasonable time to secure for Buyer the right to continue using such product, either by suspension of the injunction, by securing for Buyer a license, or otherwise, shall, at its own expense, either replace such product with non-infringing product or modify such product so that it becomes non-infringing, or accept the return of the enjoined product and refund the purchase price paid by Buyer less allowance for any period of actual use thereof. FSC makes no warranty that its product will be delivered free of a valid claim by a third person of infringement or the like and Buyer's remedies for such a claim will be limited to those provided in this paragraph.
- (12) **Assignment and Delegation.** Buyer shall not assign any right or interest in this Agreement, nor delegate the performance of any obligation, without FSC's prior written consent. Any attempted assignment or delegation shall be void and ineffective for all purposes unless made in conformity with this paragraph.



2645 Federal Signal Drive
University Park, Illinois 60484-0975
800.548.7229
www.fedsig.com

(13) **Severability.** If any term, clause or provision contained in this Agreement is declared or held invalid by a court of competent jurisdiction, such declaration or holding shall not affect the validity of any other term, clause or provision herein contained.

(14) **Installation.** Installation shall be by Buyer unless otherwise specifically agreed to in writing by FSC.

Governing Law is Missouri (law) LP

(15) **Governing Law and Limitations.** This Agreement shall be governed by the laws of the State of Illinois. Venue for any proceeding initiated as the result of any dispute between the parties that arises under this Agreement shall be either the state or federal courts in Cook or DuPage County, Illinois. Whenever a term defined by the Uniform Commercial Code as adopted in Illinois is used in this Agreement, the definition contained in said Uniform Commercial Code is to control. Any action for breach of this Agreement or any covenant or warranty contained herein must be commenced within one year after the cause of action has accrued.

(16) **Receiving Product and Staging Location.** Buyer is responsible to receive, store and protect all products intended for installation purposes, including, but not exclusively, siren equipment, poles, batteries, and installation materials. Materials received in cardboard containers must be protected from all forms of precipitation. Additionally, Buyer is to provide a staging area of an appropriate size for installation contractors to work from and to store equipment overnight.

(17) **Installation Methods & Materials.** Installation is based on methods and specifications designed and intended by FSC to meet or exceed all national, state & local safety and installation codes and regulations. Design changes required by Buyer may result in additional charges.

(18) **Radio Frequency Interference.** FSC is not responsible for RF transmission and reception affected by system interference beyond its control.

(19) **Installation Site Approval.** Buyer must provide signed documentation to FSC, such as the "WARNING SITE SURVEY FORM" or a document with the equivalent information, that FSC is authorized to commence installation at the site designated by Buyer before FSC will commence installation. Once installation has started at an approved site, Buyer is responsible for all additional costs incurred by FSC for redeployment of resources if the work is stopped by Buyer or its agents, property owners, or as the result of any governmental authority or court order, or if it is determined that installation is not possible at the Intended location, or the site is changed for any reason by the Buyer.

(20) **AC Power Hookup.** Buyer is responsible to coordinate and pay for all costs to bring proper AC power to the electrical service disconnect installed adjacent to the controller cabinet, unless these services are quoted by FSC. All indoor installations assume AC power is available within 10 feet of the installation location.

(21) **Permits & Easements.** FSC will obtain and pay for electrical and right-of-way work permits as necessary for installations. Buyer is responsible for obtaining and payment of all other required easements, permits, or other fees required for installation, unless specifically quoted.

(22) **Soil Conditions Clause.** In the event of poor site conditions including, but not limited to rock, cave-ins, high water levels, or inability of soil to provide stable installation to meet specifications, FSC will direct installation contractors to attempt pole installation for a maximum of 2 hours. Buyer approval will be sought when pole installation exceeds 2 hours and abandoned if FSC cannot obtain approval in a timely manner.

(23) **Contaminated Sites.** FSC is not responsible for cleanup and restoration of any installation sites or installer equipment where contaminated soil is encountered. FSC will not knowingly approve installation at any site containing contaminants. Buyer must inform FSC when known or suspected soil contaminants exist at any Intended installation site.

(24) **Site Cleanup.** Basic installation site cleanup includes installation debris removal, general site cleanup, and general leveling of affected soil within 30' of the pole. Additional Site Restoration quotes are available.

(25) **Waste Disposal.** Buyer is responsible for providing disposal of all packing materials including shipping skids and containers.

(26) **Work Hours.** All installation quotes are based on the ability to work outdoors during daylight hours and indoors from 7 AM to 7 PM Monday through Saturday. Work restrictions or limitations imposed by Buyer or its agents may result in additional charges being assessed to Buyer for services.

(27) **Project Reporting.** Installation & Service Progress Reports will be provided on a regular basis, normally every week during active installation, unless prearranged otherwise by mutual agreement.

(28) **Safety Requirements & Compliance.** FSC requires that all subcontractors and their employees follow applicable laws and regulations pertaining to all work performed, equipment utilized and personal protective gear common to electrical and construction site work performed in the installation of FSC equipment. Additional safety compliance requirements by Buyer may result in additional charges assessed to Buyer for the time and expenses required to comply with the additional requirements.

(29) **Project Delays.** FSC shall not be liable in any regard for delivery or installation delays or any failure to perform its obligations under this Agreement resulting directly or indirectly from change order processing, acts or failure to act by Buyer, unresponsive inspectors, utility companies and any other causes beyond the direct control of FSC, including acts of God, weather, local disasters of any type, civil or military authority, fires, war, riot, delays in transportation, lack of or inability to obtain raw materials, components, labor, fuel or supplies, or other circumstances beyond FSC's reasonable control, whether similar or dissimilar to the foregoing.

2645 Federal Signal Drive
University Park, Illinois 60484-0975
800.548.7229
alertnotification.com

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

March Session of January Adjourned

Term 520

In the County Commission of said county, on the 25th day of March 20 25

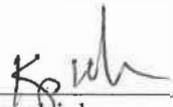
the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby approve the attached Budget Amendment for Department 1253 to cover Class 7 costs.

Done this 25th day of March 2025.

ATTEST:


Brianna L. Lennon
Clerk of the County Commission


Kip Kendrick
Presiding Commissioner


Justin Aldred
District I Commissioner


Janet M. Thompson
District II Commissioner

PRICE QUOTATION

CARASOFT TECHNOLOGY CORP

11493 SUNSET HILLS ROAD | SUITE 100 | RESTON, VIRGINIA 20190
PHONE (703) 871-8585 | FAX (703) 871-8505
WWW.CARASOFT.COM | SALES@CARASOFT.COM



TO: Cody Bounds
Detective
Boone County Sheriff's Office- Internet Crimes Task Force
2121 County Drive
Columbia, MO 65202 USA

FROM: Nikki Paxson
Carahsoft Technology Corp.
11493 Sunset Hills Road
Suite 100
Reston, Virginia 20190

EMAIL: CBounds@boonecountymmo.org

EMAIL: Nikki.Paxson@carahsoft.com

PHONE: (573) 875-1111

PHONE: (571) 591-6149

TERMS: Contract Number: CT170457009
NASPO Master Contract Number: AR2472
Contract Term: 04/21/2018-09/10/2026
Shipping Point: FOB Destination
Credit Cards: VISA/MasterCard/AMEX
Remit To: Same as Above
Payment Terms: Net 30 (On Approved Credit)
Sales Tax May Apply

QUOTE NO: 52608986
QUOTE DATE: 02/10/2025
QUOTE EXPIRES: 03/12/2025
RFQ NO:
SHIPPING: ESD
TOTAL PRICE: \$4,504.50
TOTAL QUOTE: \$4,504.50

Table with 5 columns: LINE NO., PART NO., DESCRIPTION, QUOTE PRICE, QTY, EXTENDED PRICE. Contains 2 line items and a subtotal.

device ID: B202105120000248

MAINSCR BOONE Core Budget Description Screen ADAARON 13:12:35
 Year 2025 Dept 1253 GF SHERIFF GRANTS Finalized Y 3/05/25
 Account 70100 SOFTWARE SUBSCRIPTIONS 2024 Est 79,800
 2024 Bdgt 75,533 YTD 72,111 % of Bdgt 96 Est % of Bdgt 106

Description	Qty	Unit	Amount	Total
CELLEBRITE UFED ULTIMATE	1		6,900	6,900
GRIFFEYE ANALYZE PRO	1		2,290	2,290
SUMARI RECON	1		450	450

Class 9,640	Class 2-8 12,840	Proposed Core	9,640	Bottom % Chg 17
F1=Add Account F2=Key Scr F3=Exit		Proposed Supp		
F5=Hist F6=Dept Supp Rqst F7=Recls as Supp		Auditor Rev		
F8=Copy F10=Notes * F12=Return		Commission Rev		
F15=Summary F17=Lock/Unlock		Total Budget	9,640	17

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

March Session of January Adjourned

Term 520


In the County Commission of said county, on the 25th day of March 20 25


the following, among other proceedings, were had, viz:


Now on this day, the County Commission of the County of Boone does hereby approve the attached Budget Amendment for Department 1253 to cover Budget Traffic Grants from October to December 2024.


Done this 25th day of March 2025.

ATTEST:


Brianna L. Lennon
Clerk of the County Commission


Kip Kendrick
Presiding Commissioner


Justin Aldred
District I Commissioner


Janet M. Thompson
District II Commissioner

Budget Query by Department/Account

Run on 02/20/25 by ADHEATHE

Selection criteria

Ledger Year Equal to 2024 And
 Detail Type Equal to ra And
 Department Is in the range 1253 1253 And
 Account Is in the range 10000 19999 And
 Proposed Equal to y

Department	Department Name	Account	Account Name	Request Number	Comment	Detail Total	Detail Type
	1253 GF SHERIFF GRANTS	10100	SALARIES & WAGES		AUDIT ADJUST FOR TRAFFIC GRANTS ENDING SEPT	(28,730.00)	RA
	1253 GF SHERIFF GRANTS	10200	FICA		AUDIT ADJUST FOR TRAFFIC GRANTS ENDING SEPT	(2,198.00)	RA
	1253 GF SHERIFF GRANTS	10300	HEALTH INSURANCE		AUDIT ADJUST FOR TRAFFIC GRANTS ENDING SEPT	(4,095.00)	RA
	1253 GF SHERIFF GRANTS	10325	DISABILITY INSURANCE		AUDIT ADJUST FOR TRAFFIC GRANTS ENDING SEPT	(104.00)	RA
	1253 GF SHERIFF GRANTS	10350	LIFE INSURANCE		AUDIT ADJUST FOR TRAFFIC GRANTS ENDING SEPT	(36.00)	RA
	1253 GF SHERIFF GRANTS	10375	DENTAL INSURANCE		AUDIT ADJUST FOR TRAFFIC GRANTS ENDING SEPT	(210.00)	RA
	1253 GF SHERIFF GRANTS	10400	WORKERS COMP		AUDIT ADJUST FOR TRAFFIC GRANTS ENDING SEPT	(635.00)	RA
	1253 GF SHERIFF GRANTS	10500	401(A) MATCH PLAN		AUDIT ADJUST FOR TRAFFIC GRANTS ENDING SEPT	(325.00)	RA
	1253 GF SHERIFF GRANTS	10510	CERF-EMPLOYER PD CONTRIBUTION		AUDIT ADJUST FOR TRAFFIC GRANTS ENDING SEPT	(575.00)	RA
						(36,908.00)	

CONTRACT

Form HS-1 Revision Reason: Other Version: 4 11/06/2024

Missouri Department of Transportation
Highway Safety and Traffic Division
 P.O. Box 270
 830 MoDOT Drive
 Jefferson City, MO 65102
Phone: 573-751-4161
Fax: 573-634-59771

Project Title: Dedicated Impaired Driving Enforcement
Project Number: 25-ENF-03-008
Project Category: Impairment Enforcement I
Program Area: Impaired Driving Countermeasures I

Name of Grantee
 Boone County Sheriff's Office

Funding Source: 154 AL / 20.607

Grantee County
 Boone

Type of Project: Initial

Started: 10/01/2024

Grantee Address
 2121 County Dr.

 Columbia, MO 65202-9064

Federal Funds Benefiting

State:	
Local:	\$86,121.04
Total:	\$86,121.04

Telephone
 573-875-1111

Fax
 573-874-89531

Source of Funds

Federal:	\$86,121.04
State:	
Local:	\$84,921.04
Total:	\$171,042.08

Contract Period
Effective: 10/01/2024
Through: 09/30/2025

Prepared By
 Van Loo, Tara

DocuSigned By: <i>Commissioner kip kundrick</i>	2024-11-14 4:16 PM CST
Subrecipient Authorizing Official <i>Sheriff Dwayne Caray</i>	2024-11-12 9:19 AM CST
Subrecipient Project Director <i>Jon Nelson</i>	2024-11-15 8:09 AM CST
MHTC Authorizing Official	Date

It is mutually agreed by the parties executing this contract to the following: the reimbursable costs shall not exceed the **total obligated amount of \$86,121.04**; the recipient of funds shall proceed with the implementation of the program as detailed in attached forms (which become part of this agreement) and shall adhere to conditions specified in attachments (which become part of this agreement); all Federal and State of Missouri laws and regulations are applicable and any addendums or conditions thereto shall be binding; any facilities and/or equipment acquired in the connection with this agreement shall be used and maintained for highway safety purposes; the recipient of funds must comply with the Title VI of the Civil Rights Act of 1964, and the Federal Funds from other sources, excluding Federal Revenue Sharing Funds, will not be used to match the Federal funds obligated to this project.

BUDGET

Category	Item	Description	Quantity	Cost	Total	Local	Total Requested
Personnel							
	Enforcement Hours and/or Fringe	2,080 hours of Dedicated DWI enforcement which includes fringe.	2.00	\$84,921.04	\$169,842.08	\$84,921.04	\$84,921.04
					\$169,842.08	\$84,921.04	\$84,921.04
Training							
	Professional Development	Training and Conference for Dedicated Enforcement Deputies (ex: DWI/DRE conferences).	2.00	\$600.00	\$1,200.00	\$0.00	\$1,200.00
					\$1,200.00	\$0.00	\$1,200.00
Total Contract					\$171,042.08	\$84,921.04	\$86,121.04

CONTRACT

Form HS-1 Revision Reason: Other Version: 5 11/08/2024

Missouri Department of Transportation
Highway Safety and Traffic Division
 P.O. Box 270
 830 MoDOT Drive
 Jefferson City, MO 65102
 Phone: 573-751-4161
 Fax: 573-634-5977e

Project Title: Dedicated HMV Enforcement
Project Number: 25-PT*-02-006
Project Category: Traffic Enforcement Services
Program Area: State and Community Programse

Name of Grantee
 Boone County Sheriff's Office

Funding Source: 402 / 20.600

Grantee County
 Boone

Type of Project: Initial

Started: 10/01/2024

Grantee Address
 2121 County Dr.
 Columbia, MO 65202-9064

Federal Funds Benefiting

State:
Local: _____ \$90,397.89
Total: _____ \$90,397.89

Telephone
 573-875-1111e

Fax
 573-874-8953e

Source of Funds

Federal: \$90,397.89
State:
Local: _____ \$88,397.89
Total: _____ \$178,795.78

Contract Period
Effective: 10/01/2024
Through: 09/30/2025

Prepared By
 Van Loo, Tara

DocuSigned by: <i>Commissioner kip kendrick</i>	2024-11-14 4:16 PM CST
Subsigning Authorizing Official	Date
<i>Sheriff Dwayne Cory</i>	2024-11-12 9:20 AM CST
Subsigning Project Director	Date
<i>Jon Nelson</i>	2024-11-15 8:09 AM CST
MHTC Authorizing Official	Date

It is mutually agreed by the parties executing this contract to the following: the reimbursable costs shall not exceed the total obligated amount of \$90,397.89; the recipient of funds shall proceed with the implementation of the program as detailed in attached forms (which become part of this agreement) and shall adhere to conditions specified in attachments (which become part of this agreement); all Federal and State of Missouri laws and regulations are applicable and any addendums or conditions thereto shall be binding; any facilities and/or equipment acquired in the connection with this agreement shall be used and maintained for highway safety purposes; the recipient of funds must comply with the Title VI of the Civil Rights Act of 1964, and the Federal Funds from other sources, excluding Federal Revenue Sharing Funds, will not be used to match the Federal funds obligated to this project.

BUDGET

Category	Item	Description	Quantity	Cost	Total	Local	Total Requested
Personnel							
	Enforcement Hours and/or Fringe	2,080 hours of Dedicated HMV enforcement which includes fringe.	2.00	\$88,397.89	\$176,795.78	\$88,397.89	\$88,397.89
					\$176,795.78	\$88,397.89	\$88,397.89
Training							
	Professional Development	LETSAC Conference for Deputies who fill the Dedicated HMV position.	2.00	\$1,000.00	\$2,000.00	\$0.00	\$2,000.00
					\$2,000.00	\$0.00	\$2,000.00
Total Contract					\$178,795.78	\$88,397.89	\$80,397.89

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

March Session of January Adjourned

Term 520

In the County Commission of said county, on the 25th day of March 20 25

the following, among other proceedings, were had, viz:


Now on this day, the County Commission of the County of Boone does hereby approve the attached Budget Amendment for Department 1244 for the Stop VAWA Grant.

Done this 25th day of March 2025.

ATTEST:


Brianna L. Lennon
Clerk of the County Commission


Kip Kendrick
Presiding Commissioner


Justin Aldred
District I Commissioner


Janet M. Thompson
District II Commissioner

SUBSIDIARY LEDGER ACTIVITY FOR: 1/01/2024 THRU 12/31/2024 REPORT RUN DATE: 3/03/2025

RUN BY: BCPUBLIC

PAGE: 9

REPORT RUN TIME: 13:57:41

100 GENERAL FUND

1244 GF COURT OPS GRANTS

DEPT	ACCOUNT				
TRANSCODE	EFFECT DATE	PROCESS DATE	COMMIT	DESCRIPTION	
50 10	12/27/2024	1/02/2025	2024 7130	TMT CONSULTING	
50 10	12/31/2024	1/24/2025	2024 7620	COMPASS HEALTH INC	
50 10	12/31/2024	1/24/2025	2024 7520	COMPASS HEALTH INC	
50 10	12/31/2024	1/24/2025	2024 7619	TMT CONSULTING	
	71100	OUTSOURCED SERVICES		ENDING BALANCE*****	
	70000	CONTRACTUAL SERVICES		CLASS TOTALS*****	
		TOTAL EXPENDITURES		*****	

ORIGINAL BUDGET	BUSING AMOUNT	REVENUE/EXPEND	ENCUMBRANCES	ENDING BALANCE
.00	.00	272.90	.00	
.00	.00	200.00	.00	
.00	.00	695.00	.00	
.00	.00	304.00	.00	
.00	34,728.00	27,578.00	.00	7,150.00
.00	34,728.00	27,578.00	.00	7,150.00
.00	52,045.00	76,465.33	.00	5,579.67

Amount added for roll over.

MICHAEL L. PARSON
Governor

SANDRA K. KARSTEN
Director



Lewis & Clark State Office Bldg.
Mailing Address: P.O. Box 749
Jefferson City, MO 65101-0749
Telephone: 573-751-4905
Fax: 573-751-5399

STATE OF MISSOURI
DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DIRECTOR

March 6, 2024

KIP KENDRICK
13TH JUDICIAL CIRCUIT COURT

Re: **Subaward Numbers: 2024-VAWA-001 and 2024-VAWA-002**
Project Title: Integrated Domestic Violence Program

Dear Mr. Kendrick:

On behalf of Director Sandra Karsten, it is my pleasure to inform you that the Department of Public Safety has approved your application for funding under the 2024-2025 STOP Violence Against Women Act (VAWA) grant program in the amount of **\$159,809.96**.

This subaward is subject to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, and resolution of all interim audit findings.

Should you *not* adhere to these requirements, you will be in violation of the terms of this agreement and the subaward will be subject to termination for cause, or other administrative action as appropriate. You are strongly encouraged to review the Certified Assurances thoroughly prior to accepting the award.

NEW: Electronic Signatures are Acceptable. The Authorized Official and Project Director may sign the documents with a handwritten signature or a digital signature. Stamped signatures are not acceptable. ALL SIGNATURE FIELDS MUST BE COMPLETED ON THE SUBAWARD AND THE CERTIFIED ASSURANCES. The Authorized Official must also initial each page of the Certified Assurances.

Change of Contact Information. If there has been a change in either the Authorized Official or the Project Director since the date the application was submitted, you are required to notify DPS of the correct information in an email to cvsu@dps.mo.gov.

To accept this subaward, the following documents must be properly signed and submitted to DPS-OVC no later than 14 days from the date of this letter:

- Subaward Document Number **2024-VAWA-001**
 - Subaward Document Number **2024-VAWA-002**
 - The Certified Assurances document.e
- IMPORTANT:** Each page of this document must be initialed by the Authorized Official.e
- If applicable, official notice of any contact information changes since the time of application.

In an effort to fully expend existing federal funds that were unexpectedly deobligated by subrecipients, DPS OVC is issuing two subaward documents for this project. You will receive detailed instructions from your Grant Officer once your project is moved to "Underway" status.

Both Subaward documents need to be signed and returned along with the Certified Assurances.

DO NOT SEND A PRINTED COPY OF YOUR VAWA APPLICATION

IMPORTANT: The above referenced documents can be scanned and emailed to cvsu@dps.mo.gov. Make sure to include both Subaward Numbers in the subject line. If you prefer to mail the originals, please mail to:

Missouri Department of Public Safety
Attn: Office for Victims of Crime-ATTN: Grants
PO Box 749
Jefferson City, MO 65102

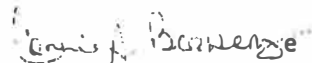
If you are unable to meet this deadline, contact us at 573-526-1464 or cvsu@dps.mo.gov.
PLEASE DO NOT OVERNIGHT OR EXPRESS MAIL YOUR DOCUMENTS.

You will be notified via the WebGrants system when a signed copy of the fully executed Subaward Documents, Certified Assurances, and/or Special Conditions (if applicable) are available for you to download for your records.

This subaward is not final until fully executed by the Missouri Department of Public Safety.

Congratulations! The Office for Victims of Crime team looks forward to working with you!

Sincerely,



Connie Berhorst, Program Manager
Office for Victims of Crime

cc: Cindy Garrett

Attachments

The Missouri Department of Public Safety is an equal opportunity employer and agency. Those with limited English proficiency or who need auxiliary aids or other services can contact dpsinfo@dps.mo.gov. For Relay Missouri, please dial 711. For TTY/TDD please dial (800) 735-2966.



MISSOURI DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DIRECTOR
SUBAWARD

P.O. Box 749
Jefferson City, MO 65102
Phone: (573) 751-4905

Subrecipient Name:		Subrecipient UEI Number:	
13th Judicial Circuit Court		T3NHKKJW27K8	
DPS Funding Opportunity Title:	Project Period Start Date:	Project Period End Date:	
2024-2025 STOP Violence Against Women (VAWA)	January 1, 2024	December 31, 2025	
Project Title:		Subaward Number:	
Integrated Domestic Violence Program		2024-VAWA-002	
Project Description:			
The integrated Domestic Violence Program consists of the specialized domestic violence dockets; the utilization of MEND and EMBRACE/EMBRACE U programs as part of a graduated range of sanctions for offenders; and the DACC, who tracks and reports on participants in both BIP programs as well as all domestic cases, acts as a liaison to domestic violence docket stakeholders, and assists with the processing of domestic violence cases.			
Subaward Total:		CFDA Number	
\$80445.46		16.588	
Research and Development Project:		Indirect Cost Rate for Federal Award:	
No		N/A	
Name of Federal Awarding Agency:			
Department of Justice Office on Violence Against Women			
Name of State Administering Agency (SAA):		SAA Federal Award Number and Award Date:	
Missouri Department of Public Safety Office of the Director P.O. Box 749 Jefferson City, MO 65102		15JOVW-21-GG-00529-STOP, 09/13/2021 15JOVW-22-GG-00432-STOP, 09/13/2022	
This Subaward is made in the amount and for the project period referenced above to the Subrecipient identified above. This Subaward is subject to compliance with the general conditions governing grants and subawards and any attached Certified Assurances or Special Conditions. This Subaward is subject to compliance with all federal and state laws and all guidelines identified in the above mentioned DPS Funding Opportunity.			
The undersigned Subrecipient Authorized Official hereby acknowledges he/she is authorized to legally bind the Subrecipient and certifies acceptance of the above-described Subaward on the terms and conditions specified or incorporated by reference above and those stated in the approved application.			
Subrecipient Authorized Official (AO) Name:		Subrecipient Project Director (PD) Name:	
Kip Kendrick Presiding Commissioner		Cindy Garrett Court Administrator	
Subrecipient AO Signature:	Date:	Subrecipient PD Signature:	Date:
This Subaward shall be in effect for the duration of the project period stated above and funds shall be made available on the Subaward Date with return of this signed document to the Missouri Department of Public Safety, and upon full execution by signature of the Authorized Official of the Missouri Department of Public Safety, Office of the Director.			
Authorized Official, Missouri Department of Public Safety			Subaward Date
			01/01/2024



MISSOURI DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DIRECTOR
SUBAWARD

P.O. Box 749
Jefferson City, MO 65102
Phone: (573) 751-4905

Subrecipient Name:		Subrecipient UEI Number:	
13th Judicial Circuit Court		T3NHKKJW27K8	
DPS Funding Opportunity Title:	Project Period Start Date:	Project Period End Date:	
2024-2025 STOP Violence Against Women (VAWA)	January 1, 2024	December 31, 2024	
Project Title:		Subaward Number:	
Integrated Domestic Violence Program		2024-VAWA-001	
Project Description:			
The integrated Domestic Violence Program consists of the specialized domestic violence dockets; the utilization of MEND and EMBRACE/EMBRACE U programs as part of a graduated range of sanctions for offenders; and the DACC, who tracks and reports on participants in both BIP programs as well as all domestic cases, acts as a liaison to domestic violence docket stakeholders, and assists with the processing of domestic violence cases.			
Subaward Total:		CFDA Number	
\$79364.50		16.588	
Research and Development Project:		Indirect Cost Rate for Federal Award:	
No		N/A	
Name of Federal Awarding Agency:			
Department of Justice Office on Violence Against Women			
Name of State Administering Agency (SAA):		SAA Federal Award Number and Award Date:	
Missouri Department of Public Safety Office of the Director P.O. Box 749 Jefferson City, MO 65102		2020-WF-AX-0023, 09/17/2020 15JOVW-21-GG-00529-STOP, 09/13/2021	
This Subaward is made in the amount and for the project period referenced above to the Subrecipient identified above. This Subaward is subject to compliance with the general conditions governing grants and subawards and any attached Certified Assurances or Special Conditions. This Subaward is subject to compliance with all federal and state laws and all guidelines identified in the above mentioned DPS Funding Opportunity.			
The undersigned Subrecipient Authorized Official hereby acknowledges he/she is authorized to legally bind the Subrecipient and certifies acceptance of the above-described Subaward on the terms and conditions specified or incorporated by reference above and those stated in the approved application.			
Subrecipient Authorized Official (AO) Name:		Subrecipient Project Director (PD) Name:	
Kip Kendrick Presiding Commissioner		Cindy Garrett Court Administrator	
Subrecipient AO Signature:	Date:	Subrecipient PD Signature:	Date:
This Subaward shall be in effect for the duration of the project period stated above and funds shall be made available on the Subaward Date with return of this signed document to the Missouri Department of Public Safety, and upon full execution by signature of the Authorized Official of the Missouri Department of Public Safety, Office of the Director.			
Authorized Official, Missouri Department of Public Safety		Subaward Date	
		01/01/2024	

100 GENERAL FUND

1244 GF COURT OPS GRANTS

ACCOUNT	DESCRIPTION	2021	2022	2023	2024	2024	2024	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	
		ACTUAL	ACTUAL	ACTUAL	BUDGET + REVISIONS	ACTUAL TO DATE	YTD %	ESTIMATE	CORE REQUEST	SUPPLEMENTAL REQUEST	PROPOSED SUPPLEMENTAL	ADDITIONAL REVISIONS	PROPOSED BUDGET	FROM BUDGET	COMMISSION REVISIONS	ADOPTED BUDGET	FROM BUDGET	% CHG
3411	FEDERAL GRANT REIMBURSE	60,119	60,890	61,938	80,445	55,138	68	50,125	0	0	0	79,905	79,905	0	0	0	79,905	0
	STOP VANA GRANT											79,905						
3451	STATE REIMB-GRANT/PROGRAM/OT	38,755	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3400	INTERGOVERNMENTAL REVENUE	98,874	60,890	61,938	80,445	55,138	68	50,125	0	0	0	79,905	79,905	0	0	0	79,905	0
3880	CONTRIBUTIONS	300,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3800	MISCELLANEOUS	300,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	TOTAL REVENUES *****	398,874	60,890	61,938	80,445	55,138	68	50,125	0	0	0	79,905	79,905	0	0	0	79,905	0
10100	SALARIES & WAGES	30,843	33,931	37,112	33,882	34,522	101	34,193	33,957	0	0	890	34,847	2	0	0	34,847	2
	Salaries & Wages RETENTION INCENTIVE								33,957			890					33,957	
10110	OVERTIME	59	38	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Overtime																	
10200	FICA	2,356	2,415	2,709	2,462	2,534	102	2,594	2,597	0	0	0	2,597	5	0	0	2,597	5
	FICA - COURT ***								2,597				2,597					
10300	HEALTH INSURANCE	0	5,280	6,452	7,560	7,864	104	8,075	8,004	0	0	0	8,004	5	0	0	8,004	5
	Employee Health Insurance								8,004				8,004					
10310	COUNTY RSA CONTRIBUTIONS	0	1,200	1,200	1,200	600	50	550	1,200	0	0	0	1,200	0	0	0	1,200	0

2025 DEPARTMENT BUDGET REPORT

REPORT RUN DATE: 3/05/2025
 REPORT RUN TIME: 15:31:16

RUN BY: ADBARON

PAGE: 2

100 GENERAL FUND

1244 GP COURT OPS GRANTS

ACCOUNT	DESCRIPTION	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET + REVISIONS	2024 ACTUAL TO DATE	2024 YTD %	2024 ESTIMATE	2025		2025		2025		2025		2025	
									CORE REQUEST	SUPPLEMENTAL REQUEST	PROPOSED SUPPLEMENTAL	2025 ADJUSTOR REVISIONS	2025 PROPOSED BUDGET	2025 FROM 2024 COMMISSION	2025 ADJUSTED BUDGET	2025 FROM 2024 BUDGET		
	SEA Contribution							1,200					1,200					
10325	DISABILITY INSURANCE	136	116	117	117	135	116	136	122	0	0	0	122	4	0	122	4	
	Disability Insurance								122				122					
10330	CITY PD DEPARTMENT PREM-HEALT	0	0	0	0	567	0	0	3,601	0	0	0	3,601	0	0	3,601	0	
	Dependent Health Premium								3,601				3,601					
10331	CITY PD DEPARTMENT PREM-DENTIA	0	0	0	0	24	0	0	147	0	0	0	147	0	0	147	0	
	Dependent Dental Premium								147				147					
10350	LIFE INSURANCE	72	72	72	72	74	103	75	72	0	0	0	72	0	0	72	0	
	Life Insurance								72				72					
10375	DENTAL INSURANCE	0	0	0	0	234	0	235	420	0	0	0	420	0	0	420	0	
	Employee Dental Insurance								420				420					
10400	WORKERS COMP	641	685	593	720	914	125	915	611	0	0	0	611	16-	0	611	16-	
	Workers Comp								611				611					
10500	401(A) MATCH PLAN	650	650	675	650	725	111	675	520	0	0	130	650	0	0	650	0	
	401(A) Match Plan								520				520					
	ADJUSTMENT FOR PARTICIPATION										130							
10510	EMP-EMPLOYER PD CONTRIBUTIO	618	679	742	646	690	106	679	679	0	0	0	679	5	0	679	5	

100 GENERAL FUND

1244 CP COURT OPS GRANTS

ACCOUNT DESCRIPTION	2021	2022	2023	2024	2024	2024	2024	2025	2025	2025	2025	2025	2025	2025	2025	2025
	ACTUAL	ACTUAL	ACTUAL	BUDGET + REVISES	ACTUAL TO DATE	YTD	ESTIMATE	CORE REQUEST	SUPPLEMENTAL REQUEST	PROPOSED SUPPLEMENTAL	AUDITOR REVISIONS	PROPOSED BUDGET	% CHG 2024 BUDGT	COMMISSION REVISIONS	ADOPTED BUDGET	% CHG 2024 BUDGET
10000 PERSONAL SERVICES	35,376	45,068	49,981	47,317	48,867	103	48,127	51,930	0	0	1,020	52,950	11	0	52,950	11
23820 COMPUTER HARDWARE <\$1000	0	443	0	0	0	0	0	0	0	0	0	0	0	0	0	0
20000 MATERIALS & SUPPLIES	0	443	0	0	0	0	0	0	0	0	0	0	0	0	0	0
71100 OUTSOURCED SERVICES	25,317	24,880	26,713	34,728	27,578	79	20,000	0	0	0	0	0	100-	0	0	100-
71101 PROFESSIONAL SERVICES	38,755	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
71105 LEGAL SERVICES	300,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
70000 CONTRACTUAL SERVICES	364,072	24,880	26,713	34,728	27,578	79	20,000	0	0	0	0	0	100-	0	0	100-
TOTAL EXPENDITURES *****	399,440	70,392	76,694	82,045	82,045	93	68,127	51,930	0	0	1,020	52,950	35-	0	52,950	35-
CLASS 2 THRU 8 TOTAL *****	364,072	25,323	26,713	34,728	27,578	79	20,000	0	0	0	0	0	100-	0	0	100-

Decimal values have been truncated

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

March Session of January Adjourned

Term 520

In the County Commission of said county, on the 25th day of March 20 25

the following, among other proceedings, were had, viz:

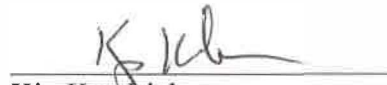
Now on this day, the County Commission of the County of Boone does hereby adopt the Boone County Emergency Management Continuity of Operations Plan (COOP) attached to this order. The Boone County Emergency Management COOP has been prepared to cover the functions, operations, and resources required to maintain the Boone County Office of Emergency Management's essential activities during any disruption or threat, with or without warning.

Done this 25th day of March 2025.

ATTEST:



Brianna L. Lennon
Clerk of the County Commission



Kip Kendrick
Presiding Commissioner



Justin Aldred
District I Commissioner



Janet M. Thompson
District II Commissioner



CONTINUITY OF OPERATIONS PLAN (COOP)

**Boone County Office of
Emergency Management**

2024

Boone County Office of
Emergency Management
2145 E County Drive
Columbia, MO 65202

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Review Table

Element(s) Reviewed	Date of Review	Individual(s) Conducting Review
Continuity Plan	11/13/24	Chris Kelley
Continuity Plan	11/15/24	All OEM Staff
Continuity Plan	11/14/24	Julia Lutz/Beth Boos
Continuity Plan	11/15/24; 12/2/24	Angela Wehmeyer
Continuity Plan	11/18/24	Gary German
Continuity Plan	11/18/24	Christie Davis
Continuity Plan – Backup EOC at Road & Bridge	12/16/24	Greg Edington
Continuity Plan	12/23/24	Boone County Commissioners
Continuity Plan	12/23/24	CJ Dykhouse

Document Change Table

Change #	Section	Date of Change	Individual Making Change	Description of Change
1	Pg. 4	11/13/24	J. Waller	Change TEMA to SEMA
2	Pg. 9	11/13/24	J. Waller	Change cycle occurrence to 2-year
3	Pg. D-1	11/13/24	J. Waller	Under Security, change CPD to BCSO
4	Pg. F-1	11/13/24	J. Waller	Correct the Chain of Command for the Presiding Commissioner
5	Pg. G-2	12/4/24	J. Waller	Add liability section to Appendix G
6.	Multiple	12/4/24	J. Waller	Change HR Director to Director of HR and Risk Management
7.	Pg. 5	12/12/24	J. Waller	Add I.T. to Alert and Notification Procedures
8.	Pg. G- 3	12/12/24	J. Waller	Added I.T. section
9.	Pg. E-2	12/12/24	J. Waller	Added satellite communications
10.	Pg. D-1	12/12/24	J. Waller	Added primary facility information
11.	Pg. E-2	12/12/24	J. Waller	Added BCARES information
12.	Pg. E-2	12/13/24	J. Waller	Updated BCARES information
13.	Pg. H-1	12/13/24	J. Waller	Updated Appendix H

14.	Multiple	12/12/24	J. Waller	Remove 2-hr deadline for I.T.

Document Transmittal Record

Date of Delivery	# of Copies	Method of Delivery	Name, Title, and Organization of Receiver
11/13/24	1	Hand delivery	Chris Kelley, Director, BCOEM
11/14/24	1	Electronic	Julia Lutz, Director, Boone County IT
11/15/24	1	Electronic	All OEM Staff
11/15/24	1	Electronic	Angela Wehmeyer, Director, Boone County HR
11/18/24	1	Electronic	Christie Davis, Director, BCJC
11/18/24	1	Electronic	Gary German, Major, Boone County SO
12/16/24	1	In-person	Greg Edington, Director, Road & Bridge
12/23/24	3	Electronic	The Boone County Commission
12/23/24	1	Electronic	CJ Dykhouse, County Counselor

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II. PURPOSE, SCOPE, SITUATIONS, AND ASSUMPTIONS

A. PURPOSE

The Boone County Office of Emergency Management's mission is to protect life and property during emergencies through proactive planning and coordination. To achieve this, the Office ensures operations continue efficiently and with minimal disruption during crises.

This document provides guidance for implementing the Continuity Plan, enabling essential functions to continue under all threats and conditions. While emergencies are unpredictable, effective contingency planning minimizes impacts on the Office's missions, personnel, and facilities.

Continuity planning ensures that essential functions persist through all conditions. Given today's evolving threats—including natural disasters, accidents, technological failures, and potential attacks—there is a heightened need for robust continuity plans across all levels of government to support essential operations in an all-hazards environment.

B. SCOPE

This Continuity Plan covers the functions, operations, and resources required to maintain the Boone County Office of Emergency Management's essential activities during any disruption or threat, with or without warning. The plan applies to all personnel, unless stated otherwise, and all staff should be familiar with continuity policies, procedures, and their specific roles and responsibilities.

C. SITUATION OVERVIEW

Per the National Continuity Policy Implementation Plan, the U.S. policy requires maintaining a robust continuity capability. By ensuring essential functions during catastrophic emergencies, the Boone County Office of Emergency Management supports Missouri and Boone County's ability to deliver essential services to citizens. An integrated continuity capability strengthens state security and enables quicker, more effective response and recovery.

Continuity planning assumes no warning will precede an emergency. Boone County's continuity facilities were chosen based on hazard assessments, capabilities, and accessibility needs. Missouri's key hazards include drought, earthquakes, extreme temperatures, wildfires, floods, severe weather, communicable diseases, infrastructure incidents, and more, as outlined in the State Hazard Mitigation Plan. The Boone County Continuity Plan is designed to sustain essential functions with minimal disruption under any hazard or threat.

D. PLANNING ASSUMPTIONS

This Continuity Plan is based on the following assumptions:

- Continuity operations must be implementable with or without prior warning.
- Success requires senior leadership support, tested procedures, and effective communication.
- Emergencies may necessitate relocating Boone County Office of Emergency Management personnel to a secondary facility.
- The secondary facility will support personnel and essential functions with available communication and information systems until normal operations resume.
- If operations are unaffected, they will continue under the direction of the Emergency Management Director or designee. If relocation is not possible due to personnel loss, the Office may implement devolution per this plan's guidelines. The Boone County Office of Emergency Management continuity operations must be implementable for emergency events with or without warning.

E. OBJECTIVES

The Boone County Office of Emergency Management's continuity objectives:

- Ensure essential functions are performed under all conditions.
- Minimize loss of life and property damage.
- Establish a clear order of succession for leadership during disruptions.
- Reduce or mitigate operational disruptions.
- Maintain facilities to support essential functions.
- Protect critical personnel, facilities, equipment, records, and assets.
- Enable timely recovery and reconstitution after emergencies.
- Validate readiness through ongoing testing, training, and exercises.

F. SECURITY AND PRIVACY STATEMENT

This document contains sensitive information that may be exempt from mandatory disclosure under § 610.011, RSMo, of the Sunshine Law and/or the Freedom of Information Act (5 U.S. Code § 552, 41 CFR Part 105-60). It must be controlled, stored, handled, transmitted, distributed, and disposed of according to departmental policies and requires Boone County Office of Emergency Management Director approval before release to the public or personnel without a valid "need to know."

Some information in this Plan, if publicly released, could endanger employee safety and privacy and compromise the security of critical equipment, services, and systems, affecting the office's essential functions. Therefore, access to the Continuity Plan is limited to personnel who require it to implement the plan effectively.

The Boone County Office of Emergency Management will distribute the Continuity Plan as needed, either electronically, physically, or on a shared drive. Copies may also be provided to partner organizations to support information sharing and coordinated continuity efforts. Further distribution is prohibited without Director approval.

Updated versions of the Continuity Plan will be issued as needed. A copy will be provided to the Missouri State Emergency Management Agency (SEMA) annually or upon request.

III. CONCEPT OF OPERATIONS

A. PHASE I: READINESS AND PREPAREDNESS

The Boone County Office of Emergency Management will engage in a range of preparedness activities to ensure personnel can maintain essential functions in an all-hazards environment.

- Staff will familiarize themselves with this plan and their specific roles and responsibilities, supporting organizational readiness through training and exercises.
- Personnel will prepare for continuity events and plan for emergency actions.
- Alternate continuity facilities will undergo annual testing to verify operational capabilities for radio, digital, and phone communications.
- The COOP will be incorporated into operations or exercises to test plan elements.
- A dedicated COOP exercise will occur every five years.

B. PHASE II: ACTIVATION

To ensure minimal disruption to operations, the Boone County Office of Emergency Management will implement activation plans as described below.

Decision Process

Activating the Continuity Plan is a scenario-based process designed to enable flexible, scalable responses to various hazards and threats. Activation may not be necessary for all disruptions, as other actions might be more appropriate. The decision will be tailored to each situation, based on projected or actual impact, and may occur with or without warning.

If normal operations are interrupted or if an evacuation of the Emergency Communications Center is imminent, the Continuity Plan may be activated as follows:

1. Presiding Commissioner or designee may initiate activation.
2. Emergency Management Director or designee may activate the plan in response to threats or emergencies affecting the office.
3. Boone County Joint Communications Director or designee may activate the plan for threats specifically targeting the Emergency Communications Center.

The Emergency Management Director, as the decision authority, will stay informed of the threat environment using resources like SEMA's State Watch Office, regional notifications, local operations, and media. In evaluating the situation, the Director will consider:

- Guidance from the Boone County Commission
- Personnel health and safety
- Ability to perform essential functions
- Changes in threat advisories
- Intelligence reports
- Impact on communications, information systems, facilities, and equipment
- Expected duration of the emergency

Alert and Notification Procedures

The Boone County Office of Emergency Management has established procedures for communicating and coordinating with personnel before, during, and after a continuity event.

Personnel will monitor advisories, and if normal operations are disrupted or an incident is imminent, the Emergency Management Director (or designee) will communicate the organization's operating status to all staff. Notifications of Continuity Plan activation will follow the Boone County Emergency Management Organizational Chart and will be sent via phone tree, mass text, or mass email. Staff are responsible for notifying their family members or emergency contacts as needed.

Once the Continuity Plan is activated, the Emergency Management Director (or designee) will inform all Emergency Management personnel and relevant interdependent entities about the activation, operational status, and anticipated relocation duration. These entities include:

- Missouri State Emergency Management Agency (SEMA)
- Boone County Commission
- All Emergency Management employees (with instructions and guidance)
- The Boone County Information Technology (I.T.) and Graphic Information Systems (GIS) Department
- Local first responders, elected officials, and community partners

Relocation Process

Once the Continuity Plan is activated, the Boone County Office of Emergency Management will, if necessary, relocate personnel and essential records to a secondary facility.

Personnel will move to the continuity facility to perform essential functions as outlined. A map and directions to secondary facilities are in Appendix I.

Emergency Procedures:

- Personnel will transport minimal equipment needed for emergency operations to a secondary facility within 2 hours.
- Personnel will depart from the Emergency Communications Center or current location to the designated continuity facility.
- Safety precautions and route information will be provided at the time of notification, if available.
- If additional personnel, equipment, or supplies are required for continuity operations, the Emergency Management Director (or designee) is authorized for emergency procurement, as detailed in Appendix G: Logistics and Resources.

In the event of a pandemic, a traditional continuity response may not be necessary, though partial or full relocation of essential functions may still be required.

C. PHASE III: CONTINUITY OPERATIONS

Upon activating the Continuity Plan, the Boone County Office of Emergency Management will continue operations at the primary Emergency Communications Center (EOC) until the Director (or designee) orders relocation to a secondary facility. Essential functions must be operational within 2 hours of plan activation.

The first staff to arrive at the secondary facility will prepare it by:

- Preparing an EOC Go Kit and transporting it to a secondary facility
- Ensuring infrastructure systems (power, HVAC) are functional
- Establishing communications and internet services
- Setting up IT equipment
- Preparing additional operational functions
- Setting up administrative and fiscal support systems
- Securing the facility with safety and security measures

As personnel arrive, check-ins will be conducted to ensure accountability, and available leadership will be identified. Upon check-in, personnel will:

- Receive instructions and equipment
- Report to assigned workspaces
- Access pre-positioned information and activate necessary systems
- Monitor the status of personnel and resources
- Continue essential functions
- Prepare and distribute instructions and reports as needed

If an unplanned evacuation of the Emergency Communications Center occurs, personnel will use the department's phone tree or group text to establish accountability.

During operations, emergency acquisitions of personnel, equipment, and supplies may be necessary to sustain operations for up to 30 days or until normal operations resume. The Director (or designee) is authorized for emergency acquisitions, as outlined in Appendix G: Logistics and Resources.

D. PHASE IV: RECONSTITUTION OPERATIONS

Within 24 hours of an emergency relocation, the Boone County Office of Emergency Management will begin steps to salvage, restore, and recover its primary facility, the Emergency Communications Center. The Emergency Management Director (or designee) will keep personnel updated on reconstitution progress.

Reconstitution will begin once the Director (or designee), in coordination with relevant authorities, determines the emergency has ended and is unlikely to recur. Reconstitution plans can be adapted based on the level of disruption and may include one or more of the following options:

- Continue operating from the secondary facility
- Restore the primary facility and initiate a phased return
- Establish a reconstituted Office of Emergency Management in a new location
- Before returning to any facility, security, safety, and health assessments will verify its suitability, and all systems and communications will be tested to ensure readiness.

Upon determining that the Emergency Communications Center is suitable for reoccupation, or that a new location will serve as the Office's base, the Emergency Management Director (or designee) will:

- Notify stakeholders, partners, and relevant operations centers about continuity status, secondary facility location, and expected relocation duration.
- Organize space allocation and facility requirements.
- Inform all personnel that the emergency has passed and outline reconstitution steps.
- Develop procedures for any necessary restructuring.
- Operations will continue at the secondary facility until the Director (or designee) authorizes a return. Essential functions, records, and critical elements will be transferred back to the original facility in the same order as the displacement.

An After-Action Review (AAR) will follow reconstitution to evaluate the continuity plan’s effectiveness, identify improvement areas, and develop a remedial action plan.

E. DEVOLUTION OF CONTROL AND DIRECTION

The Boone County Office of Emergency Management will be prepared to transfer essential functions to personnel at an alternate location if leadership or staff are unavailable during an emergency. If deploying personnel is not feasible, temporary leadership will transfer to Boone County Joint Communications, as applicable.

The Emergency Management Planning and Preparedness Specialist is responsible for keeping the devolution plan up to date.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Key positions within the Boone County Office of Emergency Management, including continuity members and those in the orders of succession and delegation of authority, have additional continuity responsibilities. The following roles and responsibilities have been established to prepare for COOP activation. Detailed responsibilities and assignments for all continuity personnel are provided in Appendix B: Continuity Personnel.

Position	Responsibilities
Emergency Management Director	<ul style="list-style-type: none"> • Provide strategic leadership and overarching policy direction for the department • Implement the Continuity Plan when necessary, or when directed by a higher authority • Update and promulgate orders of succession and delegations of authority • Ensure all organization components participate in continuity exercises

Position	Responsibilities
Deputy Director	<ul style="list-style-type: none"> • Fulfill the duties of the Director, if called upon to do so • Coordinate COOP Planning process • Coordinate with leadership personnel on policy, development, approval, and maintenance of the COOP and integration of other emergency plans • Provide departmental information on essential functions, systems, personnel, and records for COOP planning
Administrative Assistant	<ul style="list-style-type: none"> • Assist with resource requests and equipment deployments as needed • Assist with office activities
Administrative Coordinator	<ul style="list-style-type: none"> • Ensure adequate funding is available for emergency operations • Coordinate office activities in the absence of the Director and Deputy Director
Mitigation & Recovery Specialist	<ul style="list-style-type: none"> • Collect and document preliminary damage assessments for the agency • Collect data related to the economic, operational, and community impact of an event, providing initial data for recovery planning
Planning & Preparedness Specialist	<ul style="list-style-type: none"> • Conduct reviews of COOP documents, materials, and the plan • Update Continuity Plan annually • Serve as the COOP program point-of-contact • Conduct alert and notification tests in Rave • CERT activity coordination, as needed
Training & Exercise Specialist	<ul style="list-style-type: none"> • Conduct continuity exercises • Coordinate After-Action Reviews (AAR) • Program direction and coordination for CERT
All OEM staff members	<ul style="list-style-type: none"> • Be prepared to deploy and support organizational essential functions in the event of Continuity Plan implementation • Be familiar with continuity planning and know individual roles and responsibilities in the event of Continuity Plan activation • Participate in continuity training and exercises as directed

V. DIRECTION, CONTROL, AND COORDINATION

During Continuity Plan activation, the Emergency Management Director is responsible for the control and direction of the Boone County Office of Emergency Management. If the Director becomes unavailable or incapacitated, the organization will follow the order of succession outlined in Appendix F: Orders of Succession and Delegations of Authority.

VI. DISASTER INTELLIGENCE

During a continuity event, the Boone County Office of Emergency Management will gather and share critical disaster intelligence. All staff will collect and disseminate this information following approval from the Emergency Management Director or designee.

VII. COMMUNICATIONS

The Boone County Office of Emergency Management has identified available and redundant critical communications systems at both the primary and secondary facilities. Continuity communications are fully capable of supporting organizational needs during all hazards, including pandemics, and all necessary communications capabilities are expected to be operational within 2 hours of continuity activation.

Detailed information on communications systems and requirements is available in Appendix E: Continuity Communications.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

The Planning and Preparedness Specialist is responsible for maintaining the Boone County Office of Emergency Management Continuity Plan. Continuity capabilities will be developed, maintained, and reviewed annually in accordance with office policies and procedures.

Plan Review

The Planning and Preparedness Specialist will review the Continuity Plan, essential functions, and supporting activities annually, recording updates in the Annual Review Table. Full plan revisions will occur on a two-year cycle. The Boone County Office of Emergency Management is responsible for plan review and updates.

The plan will also be updated as needed to reflect significant organizational or procedural changes. Comments or suggestions for improvements may be directed to the Planning and Preparedness Specialist.

Record of Changes

Any changes occurring outside of the regular review cycle will be tracked and recorded in the **Document Change Table**.

Record of Distribution

The Boone County Office of Emergency Management will maintain records of distribution of the COOP to other agencies and/or stakeholders that do not have regular access in the **Document Transmittal Record Table**.

IX. AUTHORITIES AND REFERENCES

- 1) Presidential Policy Directive 8 (PPD-8), *National Preparedness*, dated December 2003.
- 2) Homeland Security Presidential Directive 20, *National Continuity Policy*, dated May 2007.
- 3) Continuity Guidance Circular 1 (CGC 1), *Continuity Guidance for Non-Federal Governments (States, Territories, Tribes, and Local Government Jurisdictions)*, dated July 2013.
- 4) Continuity Guidance Circular 2 (CGC 2), *Continuity Guidance for Non-Federal Governments: Mission Essential Functions Identification Process (States, Territories, Tribes, and Local Government Jurisdictions)*, dated September 2013.
- 5) Comprehensive Preparedness Guide 101, *Developing and Maintaining Emergency Operations Plans*, dated January 2013.
- 6) Emergency Management Accreditation Program (EMAP), *Emergency Management Standard*, dated May 2022.
- 7) RSMO 44.080 - <https://revisor.mo.gov/main/OneSection.aspx?section=44.080>

APPENDIX A. ESSENTIAL FUNCTIONS

Identification of Essential Functions

The Boone County Office of Emergency Management has completed the Mission Essential Functions (MEFs) process, as outlined in the Continuity Guidance Circular 2 (CGC 2), to identify functions that must be maintained. These MEFs, aligned with the office's mission and role in supporting Boone County and the State of Missouri, enable a faster and more effective response and recovery during incidents.

Mission Essential Functions

Mission Essential Functions (MEFs) are critical organizational functions that must continue or resume quickly after a disruption. Following CGC 2 guidance, the Boone County Office of Emergency Management identified and prioritized its MEFs, which have been validated and approved by the Emergency Management Director. These MEFs are listed below in priority order.

Boone County Office of Emergency Management Mission Essential Functions (MEFs)
MEF 1: Emergency Response Coordination: Coordinate and manage emergency response efforts at the local level, ensuring rapid and effective deployment of resources during crises.
MEF 2: Public Warning and Notification: Maintain and operate systems to alert and inform the public of potential or ongoing hazards, such as through emergency alert systems and social media updates.
MEF 3: EOC Support: Establish and support an EOC Command Structure to ensure effective communication and decision-making during emergencies.
MEF 4: Resource and Document Management: Identify, manage, and distribute critical resources, including personnel, equipment, and supplies, to support response and recovery operations.
MEF 5: Damage Assessment and Recovery Coordination: Conduct damage assessments post-disaster and coordinate short- and long-term recovery efforts, including the administration of disaster relief funds.
MEF 6: Mutual Aid and Interagency Collaboration: Establish and maintain mutual aid agreements and coordinate with neighboring jurisdictions and partner agencies for support and resource sharing.

APPENDIX B. CONTINUITY PERSONNEL

The Boone County Office of Emergency Management staff positions are all designated as critical continuity personnel, responsible for performing Mission Essential Functions (MEFs) and supporting tasks during emergencies. These staff are essential for relocation under Continuity Plan activation. The Emergency Management Director (or designee) is responsible for maintaining an updated roster and aligning personnel with necessary roles.

Personnel are selected based on:

- Their role in performing essential functions, regardless of the status of the primary facility
- Knowledge and expertise in these essential functions
- Ability to rapidly deploy to the relocation site in an emergency

Function	Title/ Position
MEF 1 Emergency Response Coordination	1. Emergency Management Director
	2. Deputy Director
	3. Mitigation and Recovery Specialist
	4. Planning and Preparedness Specialist
	5. Training and Exercise Specialist
	6. Administrative Coordinator
	7. Administrative Assistant

Function	Title/ Position
MEF 2 Public Warning and Notification	1. Emergency Management Director
	2. Deputy Director
	3. Mitigation and Recovery Specialist
	4. Planning and Preparedness Specialist
	5. Training and Exercise Specialist
	6. Administrative Coordinator

Function	Title/ Position
MEF 3 EOC Support	1. Emergency Management Director
	2. Deputy Director
	3. Mitigation and Recovery Specialist
	4. Planning and Preparedness Specialist
	5. Training and Exercise Specialist
	6. Administrative Coordinator
	7. Administrative Assistant

Function	Title/ Position
MEF 4 Resource and Document Management	1.e Emergency Management Directore
	2. Deputy Directore
	3.e Mitigation and Recovery Specialiste
	4. Planning and Preparedness Specialiste
	5. Training and Exercise Specialiste
	6.e Administrative Coordinatore
	7. Administrative Assistante

Function	Title/ Position
MEF 5 Damage Assessment and Recovery Coordination	1.e Emergency Management Directore
	2. Deputy Directore
	3. Mitigation and Recovery Specialiste
	4.e Planning and Preparedness Specialiste
	5. Training and Exercise Specialist

Function	Title/ Position
MEF 6 Mutual Aid and Interagency Collaboration	1.e Emergency Management Directore
	2. Deputy Directore
	3.e Mitigation and Recovery Specialiste
	4.e Planning and Preparedness Specialiste
	5. Training and Exercise Specialist

Personnel Duties			
Title/ Position	Name	Duties/Responsibilities	Resource Requirements
Emergency Management Director	Christopher Kelley	<ul style="list-style-type: none"> Provides strategic guidance & makes decisions based on developing situation Act as the primary liaison with county leadership and external agencies 	
Emergency Management Deputy Director	Jacob Waller	<ul style="list-style-type: none"> Support the director in managing operations and step in if the director is unavailable. Coordinate with each specialist to ensure all functional areas are addressed. Track and manage resources, including staff assignments and logistical support. 	
Administrative Assistant	Bart Messer	<ul style="list-style-type: none"> Provides facility support and services, etc. Assist with scheduling and coordinating meetings, briefings, and updates. 	
Administrative Coordinator	Della Luster	<ul style="list-style-type: none"> Assure necessary finance/administration documents are available Coordinate with finance for tracking and reporting costs associated with COOP efforts. Assist with records management to ensure documentation aligns with regulatory requirements. 	

Title/ Position	Name	Duties/Responsibilities	Resource Requirements
Mitigation & Recovery Specialist	Chris Lewin	<ul style="list-style-type: none"> • Evaluate potential risks and coordinate initial recovery actions as needed. • Act as a liaison with community recovery partners to streamline recovery efforts. 	
Planning & Preparedness Specialist		<ul style="list-style-type: none"> • Support situational awareness and information sharing by gathering and analyzing incoming data. • Update the team on emerging hazards and provide resources or guidance to mitigate them. • Support communication using the Rave system. 	
Training & Exercise Specialist	Matt Brown	<ul style="list-style-type: none"> • Facilitate just-in-time training on COOP roles and procedures for personnel as necessary. • Provide guidance on role-specific responsibilities and offer real-time coaching if needed. • Document lessons learned and areas for improvement during the event to inform future training. 	

APPENDIX C. ESSENTIAL RECORDS MANAGEMENT

“Essential Records” include information systems, applications, and both electronic and hard copy documents—sensitive or classified—necessary to support Mission Essential Functions (MEFs) during a continuity event. These records include:

- Documents outlining emergency or disaster operations
- Records critical for ongoing organizational functions
- Records that protect the organization’s legal and financial rights

Identifying Essential Records

The Boone County IT Department is responsible for transferring and safeguarding the Office of Emergency Management’s electronic databases, including performing necessary backups. Ideally personnel at the secondary facility should have access to:

- The Boone County network
- Electronic versions of Essential Records
- Supporting information systems and data
- Internal and external email, including archives
- Paper copies of Essential Records (Maintained by OEM staff)

Depending on the severity of the disaster, restoration of these services may take 24-48 hours or longer.

Maintenance and Protection of Essential Records

Protecting Essential Records is critical to ensuring access during a continuity event, enabling the performance of Mission Essential Functions (MEFs). The Boone County IT Department is responsible for providing necessary access requirements and identifying equipment sources (e.g., hardware, software, internet access, and dedicated phone lines).

Essential Records are stored and maintained as follows:

- On the Boone County Shared Drive
- On external hard drives
- In physical copies

The Emergency Operations Plan (EOP) and other applicable records will be reviewed annually by the Planning and Preparedness Specialist or other designated staff member. Updated documents will be added to the shared drive and securely maintained for easy access by authorized personnel.

The Boone County Office of Emergency Management has identified the following as vital to its operations:

Vital File, Record	Description	Form of Record	Storage/Transport Method	Maintenance Frequency
Delegations of Authority	Directive	Paper and/or Electronic	Accessed through Shared Drive or hand carried to secondary site	Annually
Emergency Plans	Directive	Paper and/or Electronic	Hand-carried to secondary site	Annually
Fiscal, Budget, and Grant Data	Directives and Reports	Paper and/or Electronic	Accessed through Shared Drive or hand carried to secondary site	Annually
OEM and ICS Forms	Forms	Paper and/or Electronic	Hand-carried to secondary site	As needed
Legal and Regulatory Authorities	Directives	Electronic	Accessed through Shared Drive	Annually
Memorandum of Understanding and Memorandum of Agreements	Online Drive and Office Files	Paper and/or Electronic	Accessed through Shared Drive or hand carried to secondary site	Annually
Systems Manuals	Operating Guides	Paper and/or Electronic	Accessed through Shared Drive	As needed
Telephone Directories and Listings	Online Drive	Electronic	Accessed through Shared Drive or hand-carried to alternate site	Quarterly
Working Documents	Online Drive and Office Files	Paper and/or Electronic	Accessed through Shared Drive or hand-carried to alternate site	Quarterly

APPENDIX D. CONTINUITY FACILITIES

The Boone County Office of Emergency Management has designated continuity facilities as part of its Continuity Plan, preparing personnel for unannounced relocation to maintain essential functions. Continuity facilities were selected based on their ability to support mission essential functions, personnel, and equipment.

Primary Facility: Boone County Emergency Communications Center

- a. Location: 2145 County Drive Columbia, MO 65202
- b. Facility Amenities: The alternate site includes the following amenities:
 - a. Full kitchen (Oven/stove, refrigerators, deep freezer, dishwasher commercial ice machine)
 - b. Dining area (Seats 25)
 - c. Two small kitchenettes (sink, refrigerator, and microwave)
 - d. Parking lots to the north and east of the building
 - e. Secured door access with a security system
 - f. Restrooms
 - g. Locker room area with showers
 - h. Bunk rooms for sleeping
 - i. Water fountains
 - j. Access to the 911 dispatch floor
 - k. Four conference rooms
 - l. Press briefing room
 - m. Boone County Wi-Fi access (Provided by the County of Boone network)
 - n. Redundant power supply
 - i. Two diesel powered generators
 - ii. Battery backup system
 - o. Emergency provisions
 - i. Emergency food supply
 - ii. Bottled water supply
- c. Facility Management: This facility is owned by the County of Boone. For facility coordination needs, contact:

Boone County Facilities Maintenance
Phone: (573) 886-4400
Email: facmaint@boonecountymo.org
- d. Security: Provided by the Boone County Sheriff's Office. Contact Boone County Joint Communications to have a deputy dispatched.
- e. Medical Support: In case of a medical emergency, the closest hospital is Boone Hospital Center at 1600 E Broadway in Columbia. This is approximately 5.6 miles and a 13-minute drive from the primary facility.

Alternate Facility #1: Boone County OEM Back-up EOC

A map of the surrounding area, including directions and routes from the primary operating facility, is found in Appendix I. Additional facility details are as follows:

- f.e **Location:** 609 Walnut Street Columbia, MO 65201e
- g.e **Facility Amenities:** The alternate site includes the following amenities:
 - a.e A small kitchenette (sink, refrigerator, and microwave)e
 - b.e Small parking lot to the west with limited street parkinge
 - c.e Secured door access with a security systeme
 - d.e Restroomse
 - e.e Water fountaine
 - f.e Access to the 911 dispatch floore
 - g.e OEM conference room (EOC)e
 - i.e Conference tablee
 - ii.e Chairse
 - iii.e Projector with remote meeting capabilitye
 - iv.e Copier/printere
 - h.e Boone County Wi-Fi access (Provided by the City of Columbia network)e
- h.e **Facility Management:** This facility is owned by the County of Boone. For facility coordination needs, contact:
 - Boone County Facilities Maintenance
 - Phone: (573) 886-4400
 - Email: facmaint@boonecountymo.org
- i.e **Security:** Provided by the Boone County Sheriff's Office. Contact Boone County Jointe Communications to have a deputy dispatched.e
- j.e **Medical Support:** In case of a medical emergency, the closest hospital is Boonee Hospital Center at 1600 E Broadway in Columbia. This is approximately 1 mile and a 5-minute drive from the alternate site.e

Alternate Facility #2: Boone County Road & Bridge Conference Room

A map of the surrounding area, including directions and routes from the primary operating facility, is found in Appendix I. Additional facility details are as follows:

- a.e **Location:** 5551 S. Tom Bass Road Columbia, MO 65201e
- b.e **Facility Amenities:** The alternate site includes the following amenities:
 - a.e A large parking lote
 - b.e A kitchen with a sink, refrigerator, and microwavee
 - c.e Secured door access with a security systeme
 - d.e Restroomse
 - e.e Water fountaine
 - f.e Boone County Wi-Fi access (Provided by the County of Boone)e
 - g.e Large conference roome

- i. Tables and chairs
- ii. Remote meeting capability
- iii. Copier/printer
- h. Secondary conference rooms
- c. **Facility Management:** This facility is owned by the County of Boone. For facility coordination needs, contact:
Greg Edington, Director
Road and Bridge Department
Phone: (573) 449-8515
Email: publicworks@boonecountymo.org
- d. **Security Management:** Provided by the Boone County Sheriff's Office. Contact Boone County Joint Communications to have a deputy dispatched.
- e. **Medical Support:** In case of a medical emergency, the closest hospital is University Hospital at 1 Hospital Drive in Columbia. This is approximately 7.3 miles and a 12-minute drive from the alternate site.

Continuity Facility Information

The Boone County Office of Emergency Management's continuity facilities are equipped to support operations for up to 30 days or until normal activities resume, providing:

- Sufficient space, computer equipment, and software (floor plans and equipment inventory maintained by Boone County Facilities Management).
- Capability to perform MEFs within 12 hours of activation for up to 30 days.
- Reliable logistical support, services, and infrastructure (see Essential Records Plan for infrastructure details).
- Consideration for personnel health, safety, security, and well-being.
- Interoperable communications (see Appendix E: Continuity Communications for details).
- Access to Essential Records (see Appendix C: Essential Records Management for access details).
- Systems and configurations aligned with daily activities, supported by Boone County IT.
- Emergency backup power (details available from Boone County Facilities Management or Road and Bridge Department).

Continuity Facility Logistics

The Boone County Office of Emergency Management's continuity facilities have pre-positioned resources, and detailed activation plans to achieve full operational capability within 2 hours of notification. See Appendix G for further details.

Continuity Facility Orientation

The Boone County Office of Emergency Management ensures continuity personnel are familiar with its continuity facilities through site visits, training, and deployment exercises as needed. This familiarization training is conducted annually, per the COOP maintenance schedule.

APPENDIX E. CONTINUITY COMMUNICATIONS

The Boone County Office of Emergency Management has identified redundant critical communication systems at secondary facilities to support organizational needs during all hazards. These systems enable both internal and external communication.

If communication capabilities are impacted, each system is assigned a priority level. High-priority capabilities serve as primary methods for completing MEFs, while low-priority capabilities act as backups as needed.

All necessary communications and IT capabilities for the Boone County Office of Emergency Management should be operational as soon as possible post-activation, including communication support for senior leadership while in transit to continuity facilities.

Communication Capability	Supports Mission Essential Function	Current Provider	Priority	Additional Notes
Landline phones	MEFs 1, 2, 3, 4, 5, 6	Lumen	Low	Back-up for cell phone
Personal cell phones	MEFs 1, 2, 3, 4, 5, 6	Misc	High	
Email	MEFs 1, 2, 3, 4, 5, 6	Microsoft Outlook	High	
Bridge4PS	MEF 1, 3, 4, 5, 6	Bridge4PS	High	
Shared drives	MEFs 4, 6		High	
Portable/mobile radio	MEFs 1, 3, 6	Motorola	High	Maintained by the BCJC radio technicians
Rave	MEFs 1, 2, 3	Motorola	High	Able to send Rave Alerts and Wireless Emergency Alerts using IPAWS

WebEOC	MEFs 1, 3, 5	Juvare	High	
Teams	MEFs 1, 2, 3, 4, 5, 6	Microsoft	High	
Satellite System	MEFs 1, 2, 3, 4, 5, 6	Ground Control	High	
Amateur Radio	MEFs 1, 2, 3, 4, 5, 6	BCARES	High	Services provided by the Boone County Amateur Radio Emergency Service (BCARES)

Boone County Amateur Radio Emergency Service (BCARES)

Amateur radio can function completely independently of the internet and phone systems and be set up and ready for use quickly during an emergency.

The Boone County Amateur Radio Emergency Service (BCARES) maintains an Amateur Radio Station in the Emergency Communications Center with five amateur radios and four computers and are able to staff that station upon request.

With VHF, UHF, and HF radio capabilities, BCARES can transmit digital information such as email and files via Winlink, operating when all other communications systems are inoperable.

APPENDIX F. LEADERSHIP AND STAFF

Orders of Succession

Pre-identifying orders of succession is essential for maintaining effective leadership during an emergency. Successors have been designated to prevent any lapse in decision-making authority if an incumbent is unavailable to perform essential duties. The Boone County Office of Emergency Management keeps an updated copy of these orders.

Key elements of the orders of succession:

- At least three positions deep, where feasible, to ensure continuity in managing essential functions.
- Defined by position or title, not by individual names.
- Classified as essential records, with copies available at both the primary and continuity facilities.

Successors for key leadership positions within the organization have been identified.

Position	Designated Successors
Presiding Commissioner (Authority Delegated)	1. Acting successor identified by the Boone County Clerk
Emergency Management Director	1. Deputy Director
	2. Administrative Coordinator (Acting)
	3. Commission-appointed successor
Mitigation & Recovery Specialist	1. Deputy Director
	2. Planning & Preparedness Specialist
	3. Training & Exercise Specialist
Planning & Preparedness Specialist	1. Deputy Director
	2. Mitigation & Recovery Specialist
	3. Training & Exercise Specialist
Training & Exercise Specialist	1. Deputy Director
	2. Planning & Preparedness Specialist
	3. Mitigation & Recovery Specialist
Administrative Coordinator	1. Emergency Management Director
	2. Deputy Director
Administrative Assistant	1. Emergency Management Director
	2. Deputy Director

If there is a change in leadership, the Boone County Office of Emergency Management will notify successors and relevant internal and external stakeholders. If the Emergency Management Director is unreachable or unable to perform their duties, the Deputy Director will assume leadership. Stakeholders will be informed of the leadership change as needed.

All designated successors are required to be familiar with the authorities and responsibilities of their potential roles and will receive the necessary training. Training records are maintained by the Training and Exercise Specialist or Administrative Coordinator.

Delegations of Authority

The Boone County Office of Emergency Management’s pre-determined delegations of authority take effect when normal leadership channels are disrupted and end once they are restored.

Delegations of authority include:

- An orderly succession of personnel to the role of acting Emergency Management Director in case of absence, vacancy, or inability of the Director to act during an emergency.

Chain of Command / Line of Succession	
ORDER	TITLE
1	Presiding Commissioner (Authority Delegated)
2	Emergency Management Director
3	Emergency Management Deputy Director
4	Administrative Coordinator (Temporary)
5	Commission-appointed successor to be determined

The Boone County Office of Emergency Management’s delegations of authority:

- Are included as Essential Records.
- Comply with applicable laws and policies to ensure MEFs are performed.
- Clearly state the authority of officials to re-delegate functions and activities as needed.
- Define the limits and any exceptions to authority and accountability.

APPENDIX G. LOGISTICS AND RESOURCES

Each mission essential function lead must identify and maintain equipment, supplies, and other resources either at an alternate facility or in a state for quick relocation to a secondary site. Pre-positioning and off-site storage should be used where possible.

Necessary resources include computer equipment and connections, temporary file storage, office supplies, telecommunications, IT support, copies of critical data or plans, and parking accommodations.

Boone County OEM personnel are responsible for transporting equipment and supplies to alternate locations and assisting with setup. Where feasible, prepared Go Kits should be used to provide essential resources for conducting core functions.

Budgeting and Acquisition of Resources

The Boone County Office of Emergency Management allocates budget for resources and capabilities essential to continuity operations, supporting up to 30 days of emergency functions or until normal operations resume.

Using a risk management approach, the Office identifies and prioritizes budget allocations for continuity needs. During a continuity event, the budget aligns with objectives and metrics set by Emergency Management leadership based on situational needs. Resource procurement is handled by the Administrative Coordinator, Director, Deputy Director, or designated Specialist.

For critical contracts supporting essential functions, the Boone County Purchasing Office and the Office of Emergency Management have included provisions for emergency staffing, services, and resources. Vital contracts, budget documentation, and related policies are maintained by the Boone County Purchasing Office.

Continuity Facilities

The Boone County Office of Emergency Management maintains site preparation and activation plans to achieve full operational capability within 2 hours of notification, maintained by the Planning and Preparedness Specialist.

Procedures for event response:

- No-warning event: Personnel will move to the continuity facility using departmental or personal vehicles, depending on timing and event type.
- With-warning event: Personnel are transported to the continuity facility via department vehicle.

The Emergency Management Director (or designee) will ensure continuity facilities are equipped with:

- Computers/laptops with internet access
- Phone access (landline and/or cell)
- Adequate workspace
- Office supplies

All Staff

The Boone County Office of Emergency Management prioritizes keeping all staff, including those not designated as continuity personnel, informed and accounted for during a continuity event. Procedures are in place for contacting and accounting for employees and sharing operating status updates.

- Employees are expected to maintain contact with the Emergency Management Director (or designee) during any facility closure or relocation, using the phone tree for check-ins.
- Staff are familiarized with Human Resources guidance, provided by Boone County HR, to support essential functions during emergencies.

To account for personnel during a continuity event, the Emergency Management Director or Deputy Director will initiate contact via the phone tree or mass text.

Recognizing that continuity events may personally impact staff, the Boone County Human Resources (HR) Department is responsible for creating provisions to assist employees, especially disaster-affected individuals, with any special HR concerns following a catastrophic event.

Human Resources Considerations

The Boone County Office of Emergency Management's continuity program integrates guidance on human resources management, including leave, scheduling, benefits, telework, hiring, and flexibilities. Boone County HR is responsible for HR issues, maintaining copies of relevant policies and guidance.

The Emergency Management Director (or designee) collaborates with the Boone County Director of HR and Risk Management to address HR issues during a continuity event. Boone County HR provides personnel with guidance on:

- Work schedules and leave
- Employee Assistance Program
- Support for employees with special needs
- Telework
- Benefits
- Merit and annual pay

Additionally, Boone County HR communicates emergency-related HR guidance (e.g., pay, leave, staffing, scheduling, benefits, hiring authorities) to Directors to support continuity of essential functions, with any special HR concerns following a catastrophic event.

Risk Management Considerations

The Emergency Management Director (or designee) collaborates with the Boone County Director of HR and Risk Management to address risk management issues during a continuity event. Boone County HR provides personnel with guidance on:

- Liability concerns, including property or equipment damage.
- Personnel concerns, including employee injury or fatality, hazardous materials or disease exposure, or mental health challenges from prolonged operations.
- Cybersecurity events affecting critical Boone County infrastructure.

In the event of a cybersecurity event, the Boone County IT department will be the primary Boone County Government agency, supported by Boone County HR. The Boone County Director of HR and Risk Management and the Risk Management Specialist will coordinate with the appropriate insurance company to apply policy and claims administration.

Information Technology (I.T.) Considerations

The Boone County Information Technology (IT) Department provides IT support, server installation and maintenance, internet connectivity, hardware and software procurement, and VoIP phone services for Boone County Government.

Redundant systems ensure the Emergency Communications Center remains functional. These measures include:

- Housing servers in two separate locations, with each site periodically backing up the other. Tape drives are exchanged monthly between locations.
- Connecting the primary facility to the internet through two independent lines.
- Powering the facility with generators capable of sustaining operations for two weeks.

In the event of a disaster, the Boone County IT Department's response will depend on the severity and an initial assessment of which services remain operational. Full restoration may take 24–48 hours or longer, depending on the affected services.

APPENDIX H. TRAINING AND EXERCISE

The Boone County Office of Emergency Management has established a Training and Exercise (T&E) program to enhance preparedness and validate continuity capabilities. Program details are available in the Integrated Preparedness Planning Workshop (IPPW) documentation.

The T&E program is vital for demonstrating, assessing, and improving our jurisdiction’s ability to execute continuity plans and essential functions during emergencies:

- Training ensures personnel are familiar with their roles and responsibilities during a continuity event.
- Tests and exercises assess, validate, and identify improvements for continuity plans, policies, procedures, systems, and facilities, keeping them in a constant state of readiness.

The Boone County Office of Emergency Management conducts continuity events at regular intervals.

Continuity T&E Requirements	Monthly	Quarterly	Annually	As Required
Test and validate equipment to ensure interoperability and reliability of internal and external communications systems.	✓			
Test alert, notification, and activation procedures for office personnel.		✓		
Test primary and back-up infrastructure systems and services at continuity facilities.			✓	
Test capabilities to perform essential functions.			✓	
Test plans for recovering Essential Records, critical information systems, services, and data.			✓	
Test and exercise of required physical security capabilities at continuity facilities.			✓	
Test internal and external interdependencies with respect to performance of essential functions.			✓	
Provide training for continuity personnel on roles and responsibilities.				✓
Conduct continuity awareness briefings or orientation for staff.				✓
Train organization’s leadership on essential functions.				✓

Continuity T&E Requirements	Monthly	Quarterly	Annually	As Required
Conduct exercise that incorporates the deliberate and preplanned movement of personnel to continuity facilities.			✓	
Conduct assessment of organization’s continuity plans and programs and report findings to the Emergency Management Director.			✓	
Conduct successor training for all personnel designated to assume leadership authority and responsibilities if current leadership is unavailable during a continuity situation.				✓
Train all essential staff on the identification, protection, and availability of electronic and hardcopy documents, records, information systems, and data management tools needed to support essential functions during a continuity situation. Records program.				✓
Test capabilities for protecting classified and unclassified Essential Records and for providing access to them from the continuity facility.		✓		
Conduct personnel briefings on continuity plans that involve using or relocating to continuity facilities, existing facilities, or virtual offices.				✓

The Boone County Office of Emergency Management documents and reports all continuity Testing, Training, and Exercise (T&E) events, including the date, type, participants, test results, feedback, and other relevant records. The Training and Exercise Specialist manages T&E documentation. After each exercise, a debriefing or hotwash is conducted to identify weaknesses and recommend updates to the continuity plan.

The Boone County Office of Emergency Management has a Corrective Action Program (CAP) to document, prioritize, and address continuity issues identified during T&E activities, assessments, and emergency operations. The CAP integrates evaluations, After-Action Reports (AARs), and lessons learned to guide updates to the continuity plan. The CAP is maintained by the Training and Exercise Specialist.

APPENDIX I. OPERATIONAL PROCEDURES

Operational procedures serve to provide additional information on sections presented in this plan. Attached are tools that will ensure all required tasks are accomplished so that the Boone County Office of Emergency Management can continue operations at an alternate location.

TABS

- A. Continuity Checklists**
- B. Boone County Office of Emergency Management Organizational Chart**
- C. Contact Lists**
 - 1. Boone County Office of Emergency Management Personnel Roster & Call List**
 - 2. Boone County Government Contact Information**
- D. Maps and directions to the Secondary Facilities**
- E. Delegation of Authority template**

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TAB A.

CONTINUITY CHECKLISTS

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Emergency Operations Center (EOC) Go Kit Contents

- ICS Forms
- Resource request forms
- Laptop computers
- Office Supplies:
 - Pens, pencils, markers
 - Steno pads
 - Printer paper
 - Stapler
 - Paper clips
 - Binder clips
 - Tape
 - Painter's tape
 - Dry erase supplies
 - Easel and large memo pads
- File folders
- Emergency Operations Plan
- EOC SOGs
- T-cards and rack
- USB drives
- Time sheets
- Purchasing forms
- Charging cords
- Portable radios and chargers
- Consider:
 - Bottled water
 - Non-perishable food

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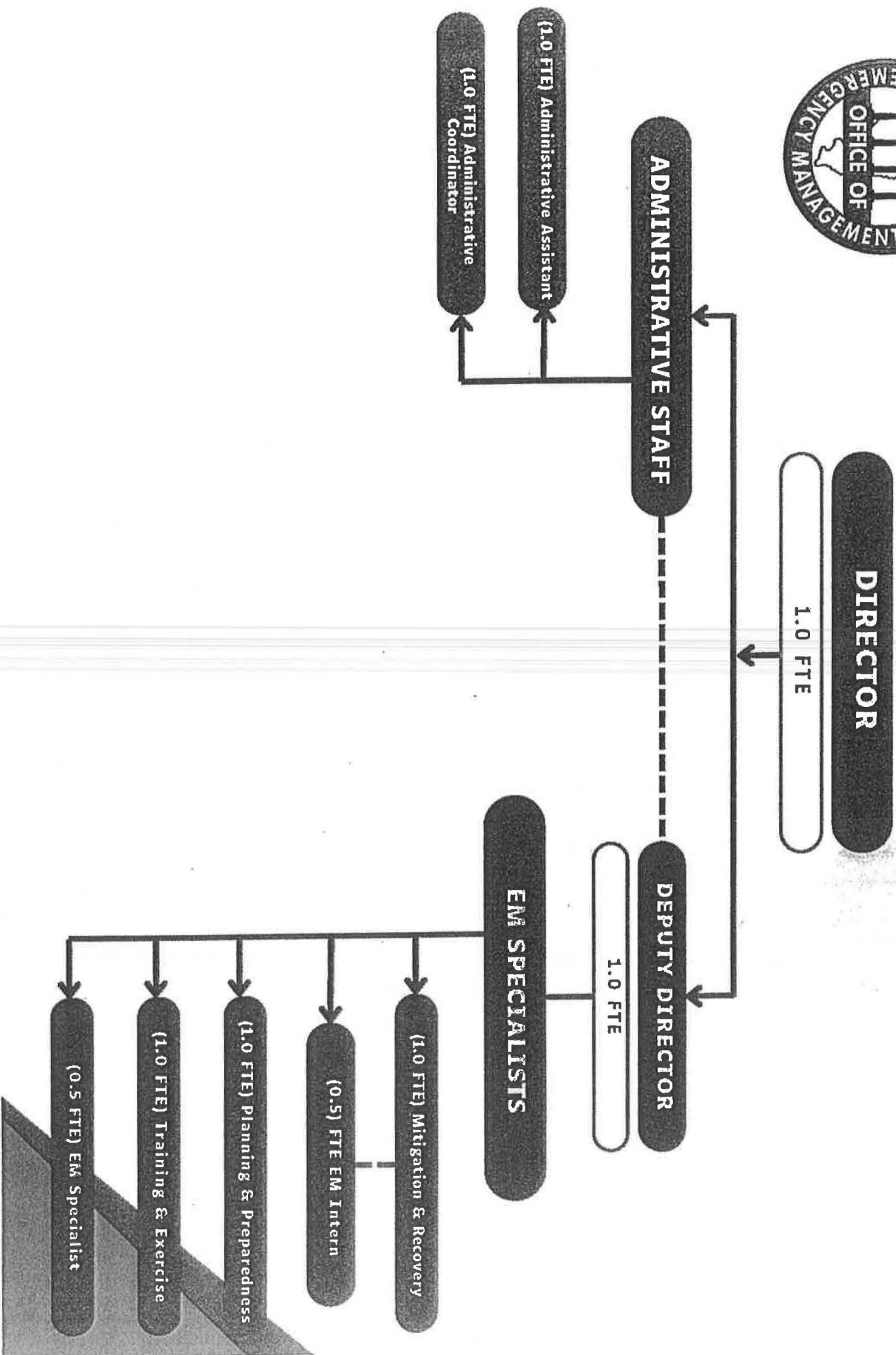
TAB B.

ORGANIZATIONAL CHART

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ORGANIZATIONAL STRUCTURE



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TAB C.

PERSONNEL ROSTER & CALL LIST

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PERSONNEL ROSTER & CALL LIST

Christopher Kelley, Director <ul style="list-style-type: none">○ Cell – (573) 268-6707○ Office – (573) 554-7908
Jacob Waller, Deputy Director <ul style="list-style-type: none">○ Cell – (573) 356-1677○ Office – (573) 554-7909
Barton Messer, Administrative Assistant <ul style="list-style-type: none">○ Cell – (641) 919-3662○ Office – (573) 554-7900
Della Luster, Administrative Coordinator <ul style="list-style-type: none">○ Cell – (573) 819-9811○ Office – (573) 554-7907
Christopher Lewin, Mitigation & Recovery Specialist <ul style="list-style-type: none">○ Cell – (954) 279-4318○ Office – (573) 554-7912
Vacant, Planning & Preparedness Specialist
Matthew Brown, Training & Exercise Specialist <ul style="list-style-type: none">○ Cell – (573) 639-5665○ Office – (573) 554-7911

BOONE COUNTY GOVERNMENT CONTACT INFO

Boone County Assessor's Office	
Assessor	Kenny Mohr
Chief Deputy Assessor	Jacquelyn Davidson
Email	assessor@boonecountymo.org
Office	(573) 886-4270
Address	Boone County Government Center 801 E. Walnut St., Rm 143 Columbia, MO 65201-7733

Boone County Auditor's Office	
Auditor	Kyle Rieman
Email	auditor@boonecountymo.org
Office	(573) 886-4275
Address	Boone County Government Center 801 E. Walnut St., Rm 304 Columbia, MO 65201-7729

13th Circuit Court Clerk	
Clerk	Sherry Terrell
Office	(573) 886-4000
Address	Boone County Courthouse 705 E. Walnut St. Columbia, MO 65201

Boone County Collector's Office	
Collector	Brian McCollum
Chief Deputy Collector	Crystal Desilva
Email	collector@boonecountymo.org
Office	(573) 886-4285
Address	Boone County Government Center 801 E. Walnut St., Rm 118 Columbia, MO 65201-4890

Boone County Commission	
Presiding Commissioner	Kip Kendrick
District I Commissioner	Justin Aldred
District II Commissioner	Janet Thompson
Email	commission@boonecountymo.org
Office	(573) 886-4305
Address	Boone County Government Center 801 E. Walnut St., Rm 333 Columbia, MO 65201-7732

Boone County Clerk's Office	
Clerk	Brianna Lennon
Email	clerk@boonecountymo.org
Office	(573) 886-4375
Address	Boone County Government Center 801 E. Walnut St., Rm 236 Columbia, MO 65201-7731

Boone County Prosecuting Attorney	
Prosecutor	Roger Johnson
Email	pa@boonecountymo.org
Office	(573) 886-4100
Address	Boone County Court House 705 E. Walnut St. Columbia, MO 65201-4485

Boone County Public Administrator's Office	
Public Administrator	Sonja Boone
Email	publicadmin@boonecountymo.org
Office	(573) 886-4190
Address	Boone County Court House 705 E. Walnut St. Columbia, MO 65201

Boone County Recorder of Deeds	
Recorder	Bob Nolte
Email	recorder@boonecountymo.org
Office	(573) 886-4345
Address	Boone County Government Center 801 East Walnut, Rm 132 Columbia, MO 65201-7728

Boone County Sheriff's Office	
Sheriff	Dwayne Carey
Email	bcso@boonecountymo.org
Office	(573) 875-1111
Address	Boone County Sheriff's Office 2121 County Dr. Columbia, MO 65202

Boone County Treasurer	
Treasurer	Jenna Redel
Chief Deputy Treasurer	Alissa Marlow
Email	treasurer@boonecountymo.org
Office	(573) 886-4365
Address	Boone County Government Center 801 E. Walnut St., Rm. 205 Columbia, MO 65201-7798

Boone County Community Services	
Director	Joanne Nelson
Deputy Director	Kristin Cummins
Email	communityservices@boonecountymo.org
Office	(573) 886-4298
Address	107 N 7th St. Columbia, MO 65201

Boone County Facilities Management	
Director	Johnny Mays
Deputy Director	Jody Moore
Email	facmaint@boonecountymo.org
Office	(573) 886-4400
Address	Boone County Annex 613 E. Ash, Room 106 Columbia, MO 65201

Boone County Information Technology	
Director	Julia Lutz
Deputy Director	Beth Boos
Email	helpdesk@boonecountymo.org
Office	(573) 886-4443
Address	Boone County Government Center 801 E Walnut, Room 220 Columbia MO 65201

Columbia/Boone County Department of Public Health and Human Services	
Director	Rebecca Roesslet
Email	Health@CoMo.gov
Office	(573) 874-7355
Address	1005 W. Worley St., Columbia, MO 65203

Boone County Human Resources & Risk Management	
Director	Angela Wehmeyer
Email	hr@boonecountymo.org
Office	(573) 886-4395
Address	Boone County Annex 613 E. Ash, Rm 102 Columbia, MO 65201-4432

Boone County Joint Communications	
Director	Christie Davis
Email	jointcommunications@boonecountymo.org
Office	(573) 554-1000
Address	Boone County Emergency Communications Center 2145 County Drive Columbia, MO 65202

Boone County Purchasing	
Director	Melinda Bobbitt
Email	purchasing@boonecountymo.org
Office	(573) 886-4391
Address	Boone County Purchasing 5551 S. Tom Bass Road Columbia, MO 65201

Boone County Resource Management	
Assessor	Bill Florea
Email	resmgt@boonecountymo.org
Office	(573) 886-4330
Address	Boone County Government Center 801 E Walnut, Rm. 315 Columbia, MO 65201-7732

Boone County Road & Bridge	
Director	Greg Edington
Email	publicworks@boonecountymo.org
Office	(573) 449-8515
Address	Boone County Purchasing 5551 S. Tom Bass Road Columbia, MO 65201

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TAB D.

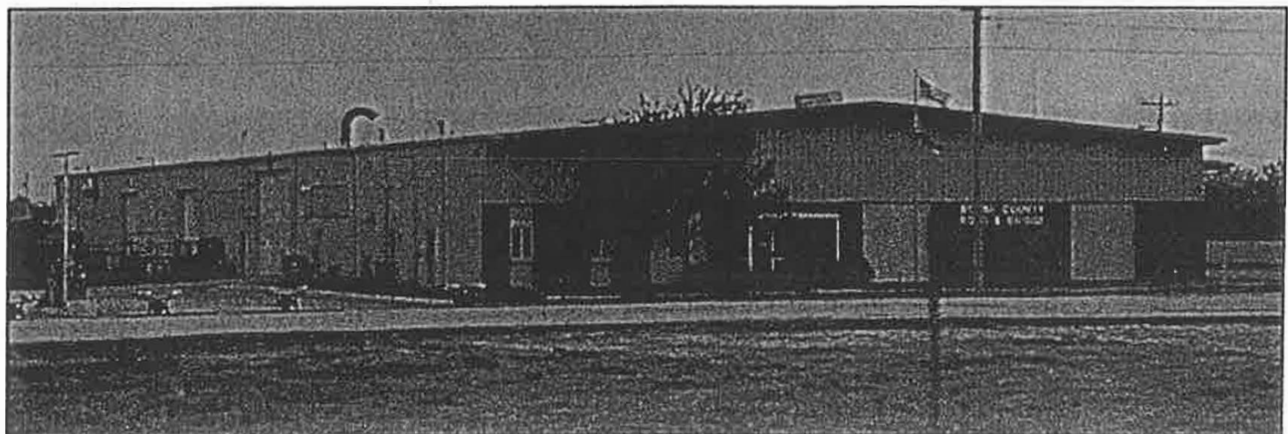
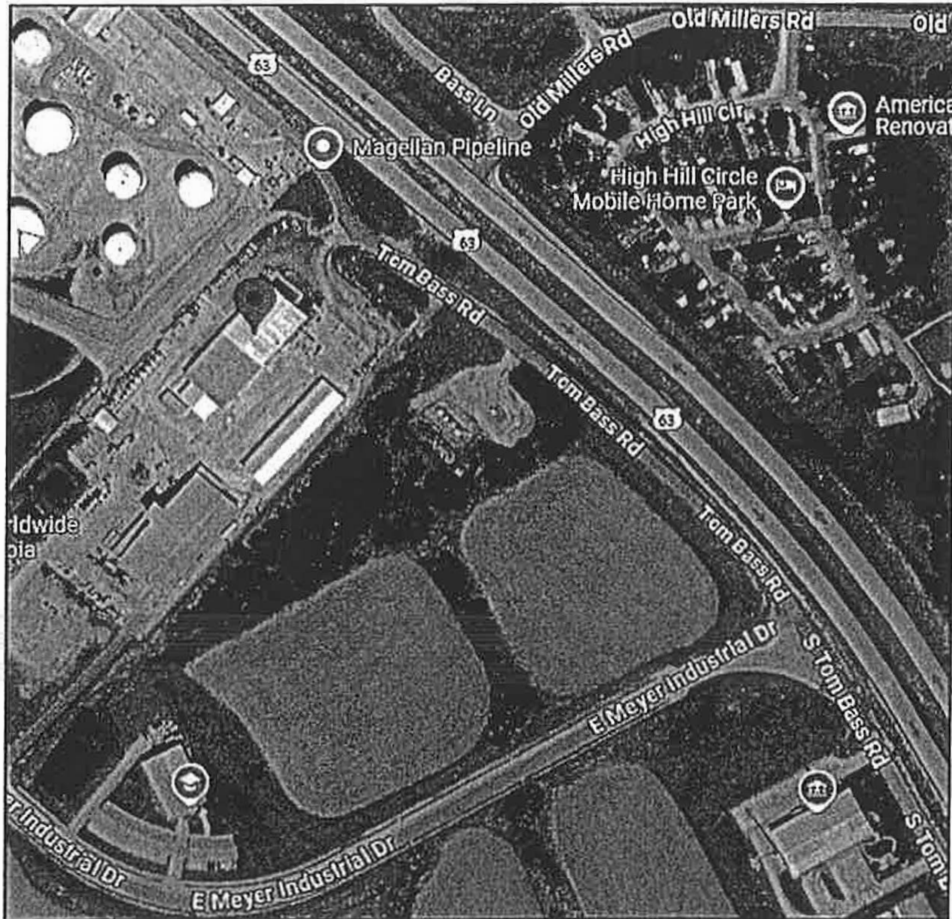
SECONDARY FACILITY MAPS

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Secondary Facility #1 – 609 Walnut Street



Secondary Facility #2 – 5551 Tom Bass Road



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TAB E.

DELEGATION OF AUTHORITY TEMPLATE

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DELEGATION OF AUTHORITY TEMPLATE

To Whom It May Concern:

By means of this letter, I, [name and title], delegate the authority herein described to the [position title], on the following terms and conditions:

1. The [title] may review and execute, on my behalf, contracts in an amount and duration not to exceed [dollar limit] and [period of time].
2. The contracts subject to this delegation are those relating to [describe nature of contracts].
3. The effective date of this delegation is [specify] and shall run [indicate time limit if any; if none, indicate that it shall run until revoked by delegating official or his/her successor].
4. The authority delegated is not subject to sub-delegation without my prior and express written consent.
5. This delegation is made pursuant to the xxx Contract Approval and Signatory Authority Policy and is subject thereto

[Signature]

Name and Title [delegating official]

Date:

[Signature]

Acknowledged and agreed:

Name and Title [delegate]

Date:

cc: File [delegating official]

General Counsel [copy to be transmitted within three calendar days of execution]

APPENDIX K. GLOSSARY

Activation: When the continuity of operations plan is implemented, either fully or partially, it is considered "activated."

Organization Head: The top-ranking official or their designated successor.

All-Hazards: Covers all types of hazards, including natural disasters, technological events, accidents, terrorist attacks, and pandemics.

Alternate Facilities: Locations other than the primary facility, used to carry out essential functions, including telework and mobile office options.

Business Impact Analysis (BIA): Identifies the effects of not performing a function or requirement.

Business Process Analysis (BPA): Examines and maps the workflows, activities, and systems involved in a function.

Communications: Voice, video, and data capabilities for leadership and staff to perform essential functions and coordinate with external entities.

Continuity: The uninterrupted ability to provide services and support, before, during, and after an event.

Continuity Facilities: Locations used in place of the primary facility to ensure the continuity of essential functions.

Continuity of Operations: Ensures agencies can continue Mission Essential Functions (MEFs) during emergencies.

Continuity Event: Any event causing relocation to ensure continuance of essential functions.

Continuity Personnel: Staff responsible for maintaining essential operations.

Corrective Action Program (CAP): Documents and tracks improvement actions, often through a web-based tool for emergency management.

Delegation of Authority: Pre-identified positions authorized to make decisions if normal direction channels are disrupted.

Devolution: Transfers authority for essential functions to alternate employees and facilities for an extended period.

Essential Functions: Critical activities that must continue during disruptions.

Facilities: Locations where staff operate and must ensure survivable protection and operational capability.

Interoperable Communications: Systems allowing essential functions across organizations under all conditions.

Leadership: Senior decision-makers elected or designated to head an organization.

MOA/MOU: Agreements between agencies for specific goods, services, or tasks in support of continuity.

Mission Essential Functions: Core functions that must continue or resume quickly after a disruption.

Orders of Succession: Provisions for filling senior leadership roles during emergencies.

Pandemic: A widespread epidemic affecting a substantial population.

Primary Operating Facility: The usual site of day-to-day operations.

Reconstitution: Resuming normal operations at the original or replacement facility.

Risk Analysis: Identifying and evaluating risks.

Risk Assessment: Identifying and assessing hazards.

Risk Management: Controlling and minimizing the impact of uncertain events.

Telework: Working remotely, using technology to perform work or emergency duties.

Testing, Training, and Exercises (TT&E): Measures ensuring continuity plan effectiveness throughout an emergency.

Virtual Offices: Remote work environments relying on technology to conduct operations across multiple locations.

Essential Records: Records needed to support essential functions during continuity, including emergency operations and rights/interests records.

APPENDIX L. ACRONYMS

AAR	After Action Report
BIA	Business Impact Analysis
BPA	Business Process Analysis
CAP	Corrective Action Program
CEP	Comprehensive Exercise Plan
CGC	Continuity Guidance Circular
COG	Continuity of Government
COOP	Continuity of Operations Plan
DOHR	Department of Human Resources
EMAP	Emergency Management Accreditation Program
ERP	Essential Records Plan
ESF	Emergency Support Function
JIC	Joint Information Center
IT	Information Technology
MEF	Mission Essential Function
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MYTEP	Multi-Year Training & Exercise Program
PAO	Public Affairs Officer
PIO	Public Information Officer
POC	Point-of-Contact
RCC	Regional Coordination Center
SEOC	State Emergency Operations Center
SOG	Standard Operating Guide
SOP	Standard Operating Procedures
STS	Strategic Technology Solutions
STTEF	State, Territorial, and Tribal Essential Function
TT&E	Test, Training, and Exercise
WHO	World Health Organization

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

March Session of January Adjourned

Term 520


In the County Commission of said county, on the 25th day of March 20 25

the following, among other proceedings, were had, viz:

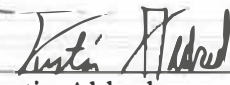
Now on this day, the County Commission of the County of Boone does hereby adopt the Boone County Emergency Management Strategic Plan attached to this order. The Boone County Emergency Management Strategic Plan has been prepared to provide a transparent report of the goals and intentions of the Office of Emergency Management to grow and improve services to meet the mission of preventing, protecting, mitigating, responding to, and recovering from disasters which may impact Boone County. The plan is intended to act as a roadmap for the period of 2025 to 2029 when a new plan will be produced for the next three-year period.

Done this 25th day of March 2025.

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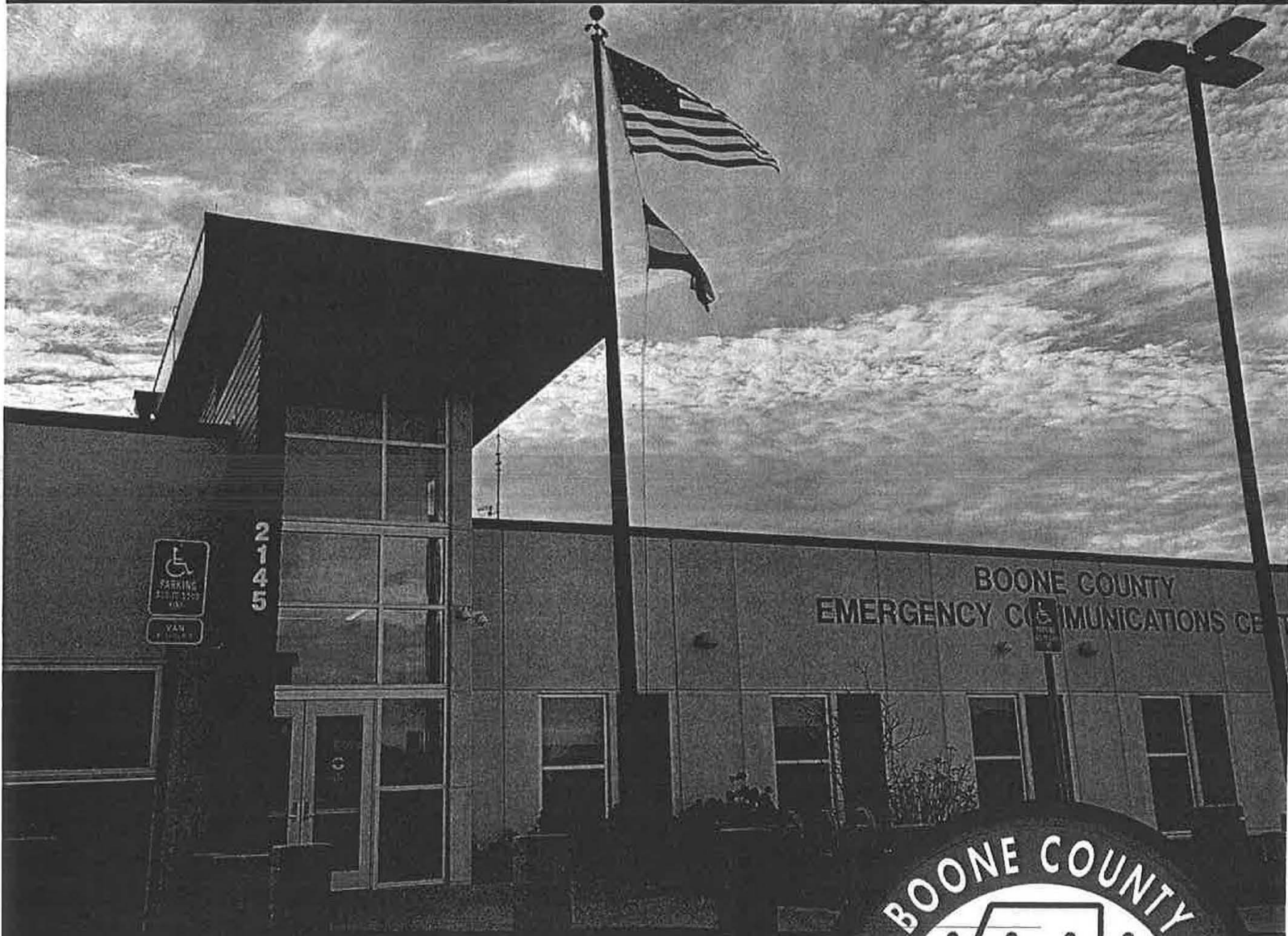

Brianna L. Lennon
Clerk of the County Commission


Kip Kendrick
Presiding Commissioner


Justin Aldred
District I Commissioner


Jane M. Thompson
District II Commissioner

Boone County Office of Emergency Management



2025 - 2029
Strategic Plan



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- b. Executive Summary

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- i. Strategic Goal - Create an emergency management program that supports both non-emergency and emergency operations.

b. Mission Areas

- i. Prevention
 - Strategic Goal - Foster a community culture of prevention by building a whole community approach.
- ii. Mitigation
 - Strategic Goal - Reduce the potential impact of natural, technological, and human-caused hazards through mitigation efforts.
- iii. Preparedness
 - Strategic Goal - Improve whole community readiness and resilience.
- iv. Response
 - Strategic Goal - Coordinate and support response actions associated with any disasters, emergencies, or special events within Boone County.
- v. Recovery
 - Strategic Goal - Improve Boone County's capacity to efficiently restore community systems and services post-disaster.

III. Appendix

- a. Organizational Structure
- b. SWOT Analysis
- c. Plan Maintenance and Revision
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EXECUTIVE SUMMARY

Boone County Emergency Management is pleased to share its 2025–2029 Strategic Plan, building on the successes of the 2022–2024 plan. This new framework strengthens our commitment to protecting the community’s health, safety, and resilience through preparedness, response, recovery, and mitigation.

We prioritize collaboration across all levels. Local government agencies, community organizations, businesses, and residents are encouraged to participate in training, public education, volunteer initiatives, and community discussions to help achieve the plan’s goals and strategies.

To ensure alignment with broader county objectives, the 2025–2029 Strategic Plan is closely integrated with the Boone County Emergency Operations Plan, Hazard Mitigation Plan, Disaster Recovery Plan, and Integrated Preparedness Plan. Together, these documents offer comprehensive guidance on risk assessment, resource management, community preparedness, and coordinated emergency response.

By unifying plans, pooling resources, and promoting open communication, Boone County Emergency Management is equipped to meet emerging challenges and seize new opportunities. Ultimately, the 2025–2029 Strategic Plan lays a strong foundation for a safe, prepared, and resilient community—one that can quickly adapt to and recover from any emergency.

Fostering
Partnerships.



Building
Resilience.

Motto:

“Boone County Ready”

Mission Statement

“Forging partnerships to ensure community preparation for all hazards and disasters.”

Vision Statement

“Improving upon the past, empowering the present, and preparing for the future to create a strong and resilient Boone County.”

Core Values

Ethical

As a publicly funded emergency management department, Boone County Office of Emergency Management will perform all duties and functions with integrity, transparency, and honesty.

Innovative

Boone County Office of Emergency Management will strive to be a leader in the emergency management field by embracing new and emerging technologies and best practices.

Comprehensive

Our emergency management program will provide services consistent with the Four Pillars of Emergency Management – mitigation, preparedness, response, and recovery.

Whole Community-oriented

The Boone County Office of Emergency Management will seek to understand the cultural, spiritual, and physical needs of our community before, during, and after a disaster.

II. Strategic Goals

I. Program Management

a. **Strategic Goal – Create an emergency management program that supports both non-emergency and emergency operations.**

- i. Subgoal 1 – Obtain Emergency Management Accreditation Program (EMAP) accreditation.
- ii. Subgoal 2 – Proactively acquire grant funding to support routine department initiatives, as well as funding post-disaster.
- iii. Subgoal 3 – Develop an effective resource management plan.
- iv. Subgoal 4 – Ensure efficient project management that meets projected deadlines while being fiscally responsive.
- v. Subgoal 5 – Support community-based initiatives deemed to be of strategic value.

b. **Rationale**

- i. EMAP accreditation is the standard for emergency management programs across the nation.
- ii. Grant funding is a fiscally responsible way to reduce personnel and equipment costs, as well as help obtain reimbursement post-disaster.
- iii. Effective resource management guarantees needed supplies, equipment, and space will be available when needed.
- iv. Managing projects efficiently allows teams to complete applicable projects on time, within budget, and to the expected quality of work.
- v. OEM supports community-based projects like the Community Emergency Response Team (CERT), HERricane Camp for high school students, and internship program. These important programs provide important outreach opportunities for our office.

c. **Subgoal Objectives**

- i. Subgoal 1 – Obtain Emergency Management Accreditation Program (EMAP) accreditation.

1. Objective 1 – Maintain a subscription to EMAP.
 2. Objective 2 – Have program specialists and department management undergo EMAP training.
 3. Objective 3 – Identify a program manager.
 4. Objective 4 – Create a project roadmap to direct the accreditation process and inform stakeholders of ongoing progress.
 5. Objective 5 – Demonstrate compliance to the EMAP standards.
 6. Objective 6 – Track progress in PowerDMS.
 7. Objective 7 – Submit EMAP accreditation packet.
- ii. Subgoal 2 – Acquire grant funding to support routine department initiatives, as well as obtaining funding post-disaster.
1. Objective 1 – Procure and manage annual grant funding, such as the Emergency Management Performance Grant (EMPG).
 2. Objective 2 – Procure other types of grants related to the five phases of emergency management.
 3. Objective 3 – Manage federal disaster recovery funding obtained post-disaster.
- iii. Subgoal 3 – Develop an effective resource management plan.
1. Objective 1 – Develop a long-term space management plan.
 2. Objective 2 – Develop a replacement plan for supplies and equipment.
 3. Objective 3 – Evaluate stakeholder needs and obtain equipment and supplies to meet those needs as required.
 4. Objective 4 – Track equipment and supplies in a logistics platform.
- iv. Subgoal 4 – Ensure efficient project management that meets project deadlines while being fiscally responsible.
1. Objective 1 – Create a project management policy and guidelines.
 2. Objective 2 – Use a project management platform for department projects.
- v. Subgoal 5 – Support community-based initiatives deemed to be of strategic value.
1. Objective 1 – Increase the capacity and capability of Boone County CERT through ongoing training, exercise, and collaboration with regional CERTs.
 2. Objective 2 – Continue to expand the HERricane Program to reach high school aged students throughout Boone County.

3. Objective 3 – Develop and maintain a robust internship program to develop future emergency management professionals and support departmental goals.

d. **Measurement**

- i. Submit a packet for Emergency Management Accreditation Program (EMAP) accreditation by December 31, 2026.
- ii. Secure at least one new grant each strategic plan cycle that aligns with a phase of emergency management.
- iii. Required supplies and equipment are available and sufficient for 100% of activations.
- iv. Assure 100% of designated department projects are tracked in a project management tool (e.g., Microsoft Project, Asana) by the end of this 5-year strategic plan cycle.
- v. Continued support for the CERT, HERricane, and internship programs.

e. **Applicable EMAP Standard(s)**

- i. Standard 1.1: EMAP Purpose
- ii. Standard 3.4: Administration and Finance
- iii. Standard 3.5: Laws and Authorities
- iv. Standard 4.7: Resource Management, Mutual Aid, and Logistics
- v. Standard 4.10: Training

II. Mission Areas

a. **Prevention**

- i. **Strategic Goal – Create a culture of prevention by fostering a whole community approach.**
 1. Subgoal 1 – Increase community awareness and participation in emergency management initiatives.
 2. Subgoal 2 – Participate in regional and state prevention and preparedness initiatives.
 3. Subgoal 3 – Increase prevention activities for critical infrastructure and key resources (CIKR).
- ii. **Rationale**
 1. Community involvement is critical to the success of emergency management. The benefits of using a Whole

Community approach include a more informed populus and increased resource availability through community resilience.

2. Involvement in preparedness projects outside of Boone County will give our office more situational awareness of what is occurring in the rest of the state and allow more opportunities for collaboration and response during disasters.
3. Identifying CIKR in Boone County and engaging with CIKR authorities will provide opportunities to protect those vital resources and restore them quickly post-disaster.

iii. **Subgoal Objectives**

1. Subgoal 1 – Increase community awareness and participation in emergency management initiatives.
 - a. Objective 1 – Increase opportunities to promote emergency management initiatives on social media.
 - b. Objective 2 – Look for more opportunities to provide in-person outreach to Boone County citizens, regardless of age, gender, race, and socioeconomic status.
 - c. Objective 3 – Continue to engage the faith-based community.
2. Subgoal 2 – Participate in regional and state preparedness initiatives.
 - a. Objective 1 – Attend regional emergency management meetings as they occur.
 - b. Objective 2 – Participate in information sharing with the region.
 - c. Objective 3 – Promote state emergency management initiatives.
3. Subgoal 3 – Increase prevention activities for critical infrastructure and key resources.
 - a. Objective 1 – Identify critical infrastructure and key resources (CIKR) within Boone County.
 - b. Objective 2 – Share information related to CIKR locations with community partners.
 - c. Objective 3 – Conduct exercises to identify potential weaknesses or strengths in critical operations or systems.

iv. **Measurement**

1. Boone County OEM will increase in-person community outreach events by 10% each year, with at least one event developed for the faith-based community.
2. Have representation at 100% of the State Emergency Management (SEMA) emergency management director regional meetings.
3. Participate in at least one exercise every two years to test readiness at or for a CIKR location.

v. Applicable EMAP Standard(s)

1. Standard 4.3: Prevention
2. Standard 4.4: Continuity Planning and Procedures
3. Standard 4.11: Exercises, Evaluations, and Corrective Actions
4. Standard 4.12: Emergency Public Information and Education

b. Mitigation

i. Strategic Goal – Reduce the impact of natural, technological, and human-caused hazards through mitigation efforts.

1. Subgoal 1 – Identify hazards and vulnerabilities that may impact Boone County and/or Region F.
2. Subgoal 2 – Identify community mitigation projects.
3. Subgoal 3 – Implement and maintain mitigation activities.

ii. Rationale

1. Mitigation of area hazards and vulnerabilities supports the National Preparedness Goal of a secure and resilient nation while lessening the impact of disasters.

iii. Subgoal Objectives

1. Subgoal 1 – Identify hazards that may impact Boone County and/or Region F.
 - a. Objective 1 – Participate in regional THIRA/HIRA meetings.
 - b. Objective 2 – Incorporate the most current hazardous materials flow study into a Boone County THIRA/HIRA.

- c. Objective 3 – Assist the Mid-Missouri Regional Planning Commission with developing the upcoming 5-year Hazard Mitigation Plan for Boone County.
- 2. Subgoal 2 – Identify community mitigation projects.
 - a. Objective 1 – Identify stakeholders interested in supporting mitigation efforts.
 - b. Objective 2 – Identify repetitive loss properties and other areas ideal for mitigation projects.
 - c. Objective 3 – Identify mitigation funding sources.
 - d. Objective 4 – Gather information to support mitigation project requests.
- 3. Subgoal 3 – Implement and maintain mitigation activities.
 - a. Objective 1 – Assist stakeholder organizations with implementing mitigation projects.
 - b. Objective 2 – Maintain mitigation activities according to grant funding requirements or current best practice.

iv. **Measurement**

- 1. Assure the 2025 Hazard Mitigation Plan for Boone County contains the most current hazards for Boone County and municipalities within it.
- 2. A list of viable hazard mitigation projects will be kept on file with the Mitigation and Recovery Specialist.
- 3. At least one mitigation project will be implemented per 5-year Hazard Mitigation Plan cycle.

v. **Applicable EMAP Standard(s)**

- 1. Standard 4.1: Hazard Identification, Risk Assessment, and Consequence Analysis
- 2. Standard 4.2: Hazard Mitigation

c. **Preparedness**

i. **Strategic Goal – Improve community readiness and resilience.**

- 1. Subgoal 1 – Continue to improve the Boone County outdoor warning siren network.

2. Subgoal 2 – Support professional growth opportunities for OEM staff.
3. Subgoal 3 – Serve the training and exercise needs for our office, partners, stakeholders, and the community.
4. Subgoal 4 – Ensure required plans are developed and updated on a regular basis.
5. Subgoal 5 – Increase community readiness by providing preparedness education in-person, online, and through traditional media.

ii. **Rationale**

1. Outdoor warning sirens are a critical part of the broader public emergency notification system. Sirens are used to alert citizens outdoors of a hazardous situation and need to be added as the population of Boone County increases.
2. Continuing education, training opportunities, and extra job duties or projects help staff members gain experience and become more well-rounded employees.
3. Our office supports community resilience by providing necessary training and exercise support to local first responders, government agencies, and the community.
4. Emergency planning is critical to the successful mitigation of disasters, as well as the effective recovery of the community post-disaster.
5. Providing preparedness education ensures residents have the tools and knowledge to respond to emergencies.

iii. **Subgoal Objectives**

1. Subgoal 1 – Continue to improve the Boone County outdoor warning siren network.
 - a. Objective 1 – Extend warning siren coverage as the population of Boone County increases.
 - b. Objective 2 – Perform ongoing maintenance of existing sirens.
2. Subgoal 2 – Support professional growth opportunities for OEM staff.
 - a. Objective 1 – Advocate for and facilitate internal and external professional growth opportunities for OEM personnel.

- b. Objective 2 – Create a Watch Officer program for emergency management staff.
 - 3. Subgoal 3 – Serve the training and exercise needs for partners, stakeholders, and the community.
 - a. Objective 1 – Complete annual assessments of community training and exercise needs.
 - b. Objective 2 – Conduct exercises to support interoperability, capability development, and readiness.
 - 4. Subgoal 4 – Ensure required plans are developed and updated on a regular basis.
 - a. Objective 1 – Determine which plans and/or annexes need to be developed.
 - b. Objective 2 – Determine update cycles for each plan or annex, considering local, state, and federal best practices.
 - 5. Subgoal 5 – Increase community readiness by providing preparedness education in-person, online, and through traditional media.
 - a. Objective 1 – Develop and deliver preparedness messages tailored to specific demographics, such as families, seniors, and individuals with disabilities.
 - b. Objective 2 – Collaborate with schools, businesses, and community organizations to promote preparedness education.

IV. **Measurement**

- 1. OEM has an outdoor warning siren system that is regularly maintained and that keeps pace with population increases in Boone County.
- 2. To maintain proficiency as emergency management professionals, OEM staff will work to obtain the FEMA Basic Academy, Advanced Professional Series, and any other courses that pertain to their specialization(s).
- 3. OEM maintains a training and exercise schedule that meets the stated needs of our partners, stakeholders, and community.
- 4. OEM will create a schedule by which each plan or annex will be updated.
- 5. Track the number and frequency of educational offerings conducted.

v. Applicable EMAP Standard(s)

1. Standard 4.4: Continuity Planning and Procedures
2. Standard 4.5: Operational Planning and Procedures
3. Standard 4.8: Communications and Warning
4. Standard 4.10: Training
5. Standard 4.11: Exercises, Evaluations, and Corrective Actions

d. Response**i. Strategic Goal – Enhance coordination and support for incident response during disasters, emergencies, and special events across Boone County.**

1. Subgoal 1 – Ensure effective and efficient operations within the Emergency Operations Center (EOC).
2. Subgoal 2 – Ensure effective communication between partner agencies, local stakeholders, and internal staff.
3. Subgoal 3 – Develop damage assessment capability within Boone County, to include OEM staff.

ii. Rationale

1. The operation of the Boone County EOC is a critical task for our office. Ensuring staff, stakeholders, and other community partners are able to work within an equipped and efficiently run EOC is critical to disaster operations.
2. Effective communication is a key component of successful emergency management.
3. Performing damage assessments is one of the core capacities emergency management agencies need to maintain proficiency in.

iii. Subgoal Objectives

1. Subgoal 1 – Ensure effective and efficient operations within the Emergency Operations Center (EOC).
 - a. Objective 1 – Maintain updated Emergency Operations Center (EOC) policies and procedures.
 - b. Objective 2 – Create checklists and task books for positions within the EOC.

- c. Objective 3 – Look for ways to improve operations within the EOC by improving technology, equipment, and streamlining processes.
 - d. Objective 4 – Provide EOC training to internal and external stakeholders using current policies, procedures, and position-specific guides.
 - e. Objective 5 – Construct a secondary EOC to be used as a back-up location.
 - f. Objective 6 – Contract with an emergency management consultancy firm to help with long-term staffing during disaster or recovery operations.
2. Subgoal 2 – Ensure effective communication between partner agencies, local stakeholders, and internal staff during emergency and non-emergency situations.
 - a. Objective 1 – Encourage further development of the Boone County Crisis Communications group.
 - b. Objective 2 – Participate in local, regional, and state-wide efforts to gather and disseminate information.
 - c. Objective 3 – Improve communication by purchasing equipment and technology.
 - d. Objective 4 – Create a Communications annex to the Boone County Emergency Operations Plan (EOP)
 3. Subgoal 3 – Develop damage assessment capability within the OEM staff.
 - a. Objective 1 – Train OEM staff on how to perform damage assessments.
 - b. Objective 2 – Create a damage assessment plan with worksheets and forms.

iv. **Measurement**

1. Boone County has a group of internal and external stakeholders capable of staffing the primary Emergency Operations Center (EOC) and back-up EOC location during an activation.
2. OEM has the ability to notify partner agencies, local stakeholders, and internal staff during emergency and non-emergency situations using several methods.
3. OEM staff will be able to conduct damage assessments using provided technology during exercises and in real-world situations.

v. **Applicable EMAP Standard(s)**

1. Standard 3.2: Coordination
2. Standard 4.5: Operational Planning and Procedures
3. Standard 4.8: Communications and Warning
4. Standard 4.9: Facilities

e. **Recovery**

i. **Strategic Goal – Strengthen Boone County's ability to quickly and efficiently restore community systems and services.**

1. Subgoal 1 – Update the Boone County Disaster Recovery Plan.
2. Subgoal 2 – Increase and improve the mass care capability in Boone County.
3. Subgoal 3 – Improve processes associated with volunteer and donation management during disasters.
4. Subgoal 4 – Create a Community Organizations Active in Disasters (COAD) network.
5. Subgoal 5 – Enhance the resilience of local businesses and organizations by developing and promoting continuity of operations plans (COOP), ensuring they can maintain or rapidly restore critical services during and after a disaster.

ii. **Rationale**

1. In addition to being a required plan, creating a recovery specific plan with Boone County stakeholder input will increase the resiliency of our community and reduce the time to return to normal post-disaster.
2. Working with community partners like the Red Cross will allow us to increase the capacity for sheltering during a disaster.
3. Developing a volunteer and donation management annex to our Emergency Operations Plan (EOP) will enable our organization to follow best practice during a disaster.
4. Community Organizations Active in Disasters (COAD) are proven to increase community resiliency and reduce the long-term impact of disasters.

5. Continuity of operations planning ensures an organization can maintain essential functions and rapidly recover during and after any disruption, safeguarding mission-critical operations and resources.

iii. **Subgoal Objectives**

1. Subgoal 1 – Complete the Boone County Disaster Recovery Plan.
 - a. Objective 1 – Continue to host stakeholder meetings to build the main recovery plan.
 - b. Objective 2 – Continue to encourage individual Recovery Support Function (RSF) meetings developing the RSF sections.
 - c. Objective 3 – Update the Disaster Recovery Plan document as needed.
 - d. Objective 4 – Submit the draft plan for approval to the stakeholder group for feedback.
 - e. Objective 5 – Submit the draft plan for approval to the Boone County Commission.
2. Subgoal 2 – Increase the disaster sheltering capability in Boone County.
 - a. Objective 1 – Work with the Red Cross and local faith-based organizations to increase the number of shelter agreements in Boone County.
 - b. Objective 2 – Exercise plans related to mass sheltering to identify any needs or gaps.
3. Subgoal 3 – Improve processes associated with volunteer and donation management during disasters.
 - a. Objective 1 – Identify partners, facilities, and strategies to develop a volunteer and donation management system in Boone County.
 - b. Objective 2 – Develop a volunteer and donations management plan, with input from local stakeholders.
4. Subgoal 4 – Create a Community Organizations Active in Disasters (COAD) network.
 - a. Objective 1 – Use the Disaster Recovery Plan stakeholder working group to discuss the COAD concept.
 - b. Objective 2 – Create COAD structure.

- c. Objective 3 – Approve COAD guidance documents (policies and bylaws).
 - d. Objective 4 – Create basic COAD plan.
 - 5. Subgoal 5 – Enhance the resilience of local businesses and organizations by developing and promoting continuity of operations plans (COOP), ensuring they can maintain or rapidly restore critical services during and after a disaster.
 - a. Objective 1 – Maintain a continuity of operations plan for the OEM office.
 - b. Objective 2 – Assist County Government with maintaining continuity of operations plans.
 - c. Objective 3 – Assist local municipalities with maintaining continuity of operations plans.
 - d. Objective 4 – Assist local businesses and non-profits with maintaining continuity of operations plans.

iv. **Measurement**

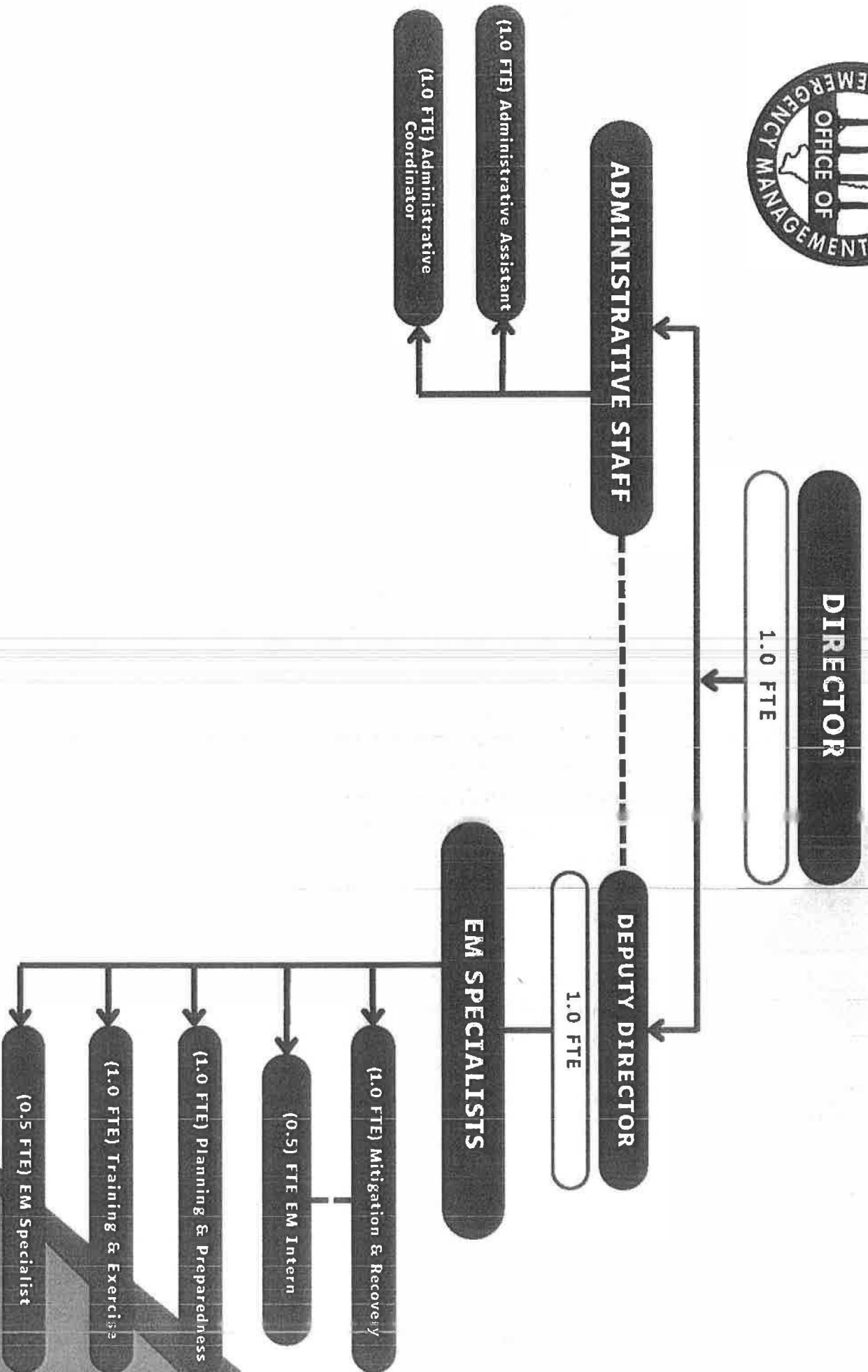
- 1. The draft Boone County Disaster Recovery Plan is submitted for Commission approval by December 31, 2024.
- 2. Disaster sheltering capacity in Boone County is increased to provide emergency shelter to 10% of the population.
- 3. Creation of a Volunteer and Donations Management annex to the Boone County Emergency Operations Plan (EOP), that has been validated through exercise.
- 4. Have a Community Organizations Active in Disasters (COAD) network in Boone County by December 31, 2027.
- 5. Increase the percentage of departments, organizations, or agencies that have a formally adopted, up-to-date continuity of operations plan each year.

v. **Applicable EMAP Standard(s)**

- 1. Standard 4.4: Continuity Planning and Procedures
- 2. Standard 4.5: Operational Planning and Procedures
- 3. Standard 4.6: Incident Management
- 4. Standard 4.7: Resource Management, Mutual Aid, and Logistics



ORGANIZATIONAL STRUCTURE



B. SWOT Analysis

<p>Strengths</p> <ul style="list-style-type: none"> • All budgeted positions are filled with experienced staff members that are passionate about emergency management. • Staff size allows each employee to concentrate on core job responsibilities. • The sales tax allows for a budget that supports both routine and emergency operations. • The Boone County area has a lot of resources that can be leveraged. • Buy-in from our local officials is high. • Lots of available training. 	<p>Opportunities</p> <ul style="list-style-type: none"> • Improvement in communication. • Project management software and guidelines. • Cross-training on key roles and responsibilities for OEM staff. • Building an understanding of what OEM does as a department and what our capabilities are. • Updating policies and procedures. Team building exercises. • Salary reassessment for Boone County employees. • Updating the strategic plan. • Joint training with external agencies.
<p>Weaknesses</p> <ul style="list-style-type: none"> • OEM does not have statutory authority and operates in an advisory capacity only. • Employee turnover. • Communication breakdowns. • Resistance to new ideas. • Complex budgetary process. 	<p>Threats</p> <ul style="list-style-type: none"> • Staff retention/staff turnover. • Exclusivity/silos between agencies. • Change fatigue. • Decline in morale and motivation.

C. Plan Maintenance and Revision

This plan is a “living document.” Accordingly, BCOEM will review, revise, and redistribute it frequently, and on an as-needed basis.

The document will be formally reviewed annually as part of the annual work plan development, with addendums added. Every five years the strategic plan will be reviewed.

As the mission, scope, vision, capabilities, and technologies of emergency management as a discipline, and OEM as a department evolve, this document should also evolve in a reflective and relevant manner.

- Identify current goals and objectives.
- Create associated tasks to meet current goals and objectives.
- Submit to internal and external stakeholders for comment.
- Submit an updated 5-year plan to the Boone County Commission in December of 2024.

D. Measuring Improvement

As BCOEM addresses each of the goals in this strategic plan, methods for measuring improvement and meeting objectives include ongoing documentation of the target action steps included in the appendix.

The ownership of each objective has been updated and changed to represent job position instead of specific employees' names, to account for any changes in staffing throughout the planning period. The abbreviations below will be substituted for names:

- DIR = Director
- DD = Deputy Director
- AC = Administrative Coordinator
- PP = Planning and Preparedness Specialist
- TE = Training and Exercise Specialist
- MR = Mitigation and Recovery Specialist
- AA = Administrative Assistant
- ALL = All BCOEM staff members

E. Action Steps

Program Management			
Strategic Goal – Create an emergency management program that supports both non-emergency and emergency operations.			
Subgoals and Objectives	Personnel Assigned	Start	Completion
Subgoal 1 – Obtain Emergency Management Accreditation Program (EMAP) accreditation.			
• Objective 1: Maintain a subscription to EMAP.	AC	Ongoing	N/A
• Objective 2: Have program specialists and department management undergo EMAP training.	DD	Ongoing	N/A
• Objective 3: Identify a program manager.	DIR	1/1/25	
• Objective 4: Create a project roadmap to direct the accreditation process and inform stakeholders of ongoing progress.	DD	1/1/25	5/1/25
• Objective 5: Demonstrate compliance to the EMAP standards.	ALL	1/1/25	12/31/26
• Objective 6: Track progress in PowerDMS.	DD	1/1/25	12/31/26
• Objective 7: Submit EMAP accreditation packet.	DD	1/1/25	12/31/26
Subgoals and Objectives	Personnel Assigned	Start	Completion
Subgoal 2 – Acquire grant funding to support routine department initiatives, as well as obtaining funding post-disaster.			
• Objective 1: Procure and manage annual grant funding, such as the Emergency Management Performance Grant (EMPG).	AC	Ongoing	N/A
• Objective 2: Explore and procure other types of grants related to the five phases of emergency management.	ALL	Ongoing	N/A

<ul style="list-style-type: none"> Objective 3: Manage federal disaster recovery funding obtained post-disaster. 	MR; DIR; AC	Ongoing	N/A
Subgoals and Objectives			
Subgoal 3 – Develop an effective resource management plan.			
<ul style="list-style-type: none"> Objective 1: Develop a long-term space management plan. 	ALL	1/1/25	
<ul style="list-style-type: none"> Objective 2: Develop a replacement plan for supplies and equipment. 	ALL	1/1/25	
<ul style="list-style-type: none"> Objective 3: Evaluate stakeholder needs and obtain equipment and supplies to meet those needs as required. 	ALL	1/1/25	
<ul style="list-style-type: none"> Objective 4: Track equipment and supplies in a logistics platform. 	ALL	1/1/25	
Subgoals and Objectives			
Subgoal 4 – Ensure efficient project management that meets project deadlines while being fiscally responsible.			
<ul style="list-style-type: none"> Objective 1: Create a project management policy and guidelines. 	DD	1/1/25	
<ul style="list-style-type: none"> Objective 2: Use a project management platform for department projects. 	ALL	1/1/25	12/31/29
Subgoals and Objectives			
Subgoal 5 – Support community-based initiatives deemed to be of strategic value.			
<ul style="list-style-type: none"> Objective 1: Increase the capacity and capability of Boone County CERT through ongoing training, exercise, and collaboration with regional CERTs. 	PP; TE	1/1/25	
<ul style="list-style-type: none"> Objective 2: Continue to expand the HERricane Program to reach high school aged students throughout Boone County. 	MR	1/1/25	
<ul style="list-style-type: none"> Objective 3: Develop and maintain a robust internship program to develop future emergency management professionals and support departmental goals. 	DD; MR	1/1/25	

Prevention			
Strategic Goal – Create a culture of prevention by fostering a whole community approach.			
Subgoals and Objectives	Personnel Assigned	Start	Completion
Subgoal 1 – Increase community awareness and participation in emergency management initiatives.			
<ul style="list-style-type: none"> Objective 1: Increase opportunities to promote emergency management initiatives on social media. 	DD; MR	Ongoing	N/A
<ul style="list-style-type: none"> Objective 2: Look for more opportunities to provide in-person outreach to Boone County citizens, regardless of age, gender, race, and socioeconomic status. 	DIR; DD; MR	Ongoing	N/A
<ul style="list-style-type: none"> Objective 3: Continue to engage the faith-based community. 	ALL	Ongoing	N/A
Subgoals and Objectives	Personnel Assigned	Start	Completion
Subgoal 2 – Participate in regional and state prevention and preparedness initiatives			
<ul style="list-style-type: none"> Objective 1: Attend regional emergency management meetings as they occur. 	ALL	Ongoing	N/A
<ul style="list-style-type: none"> Objective 2: Participate in information sharing with the region. 	ALL	Ongoing	N/A
<ul style="list-style-type: none"> Objective 3: Promote state emergency management initiatives. 	ALL	Ongoing	N/A
Subgoals and Objectives	Personnel Assigned	Start	Completion
Subgoal 3 – Increase prevention activities for critical infrastructure and key resources.			
<ul style="list-style-type: none"> Objective 1: Identify critical infrastructure and key resources (CIKR) within Boone County. 	PP	Ongoing	N/A
<ul style="list-style-type: none"> Objective 2: Share information related to CIKR locations with community partners. 	PP	Ongoing	N/A

<ul style="list-style-type: none"> Objective 3: Conduct exercises to identify potential weaknesses or strengths in critical operations or systems. 	TE; PP	1/1/25	
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Mitigation			
Strategic Goal – Reduce the impact of natural, technological, and human-caused hazards through mitigation efforts.			
Subgoals and Objectives	Personnel Assigned	Start	Completion
Subgoal 1 – Identify hazards and vulnerabilities that may impact Boone County and/or Region F.			
<ul style="list-style-type: none"> Objective 1: Participate in regional THIRA/HIRA meetings. 	DIR; DD; PP; MR	Ongoing	
<ul style="list-style-type: none"> Objective 2: Incorporate the most current hazardous materials flow study into a Boone County THIRA/HIRA. 	PP; DIR; MR	1/1/25	
<ul style="list-style-type: none"> Objective 3: Assist the Mid-Missouri Regional Planning Commission with developing the upcoming 5-year Hazard Mitigation Plan for Boone County. 	MR; DIR	10/1/24	
Subgoals and Objectives	Personnel Assigned	Start	Completion
Subgoal 2 – Identify community mitigation projects.			
<ul style="list-style-type: none"> Objective 1: Identify stakeholders interested in supporting mitigation efforts. 	MR; DIR	1/1/25	
<ul style="list-style-type: none"> Objective 2: Identify repetitive loss properties and other areas ideal for mitigation projects. 	MR; PP	1/1/25	
<ul style="list-style-type: none"> Objective 3: Identify mitigation funding sources. 	MR; AC	1/1/25	
<ul style="list-style-type: none"> Objective 4: Gather information to support mitigation project requests. 	MR	1/1/25	
Subgoals and Objectives	Personnel Assigned	Start	Completion
Subgoal 3 – Implement and maintain mitigation projects.			

<ul style="list-style-type: none"> Objective 1: Assist stakeholder organizations with implementing mitigation projects. 	MR	1/1/25	
<ul style="list-style-type: none"> Objective 2: Maintain mitigation activities according to grant funding requirements or current best practice. 	MR	1/1/25	

Preparedness			
Strategic Goal – Improve community readiness and resilience.			
Subgoals and Objectives	Personnel Assigned	Start	Completion
Subgoal 1 – Continue to improve the Boone County outdoor warning siren network.			
<ul style="list-style-type: none"> Objective 1: Extend warning siren coverage as the population of Boone County increases. 	DI R	Ongoing	
<ul style="list-style-type: none"> Objective 2: Perform ongoing maintenance of existing sirens. 	DIR; AC	Ongoing	
Subgoals and Objectives	Personnel Assigned	Start	Completion
Subgoal 2 – Support professional growth opportunities for OEM staff.			
<ul style="list-style-type: none"> Objective 1: Advocate for and facilitate internal and external professional growth opportunities for OEM personnel. 	ALL	Ongoing	
<ul style="list-style-type: none"> Objective 2: Create a Watch Officer program for emergency management staff. 	DD	1/1/25	
Subgoals and Objectives	Personnel Assigned	Start	Completion
Subgoal 3 – Serve the training and exercise needs for our office, partners, stakeholders, and the community.			
<ul style="list-style-type: none"> Objective 1: Complete annual assessments of community training and exercise needs. 	TE; MR; PP	1/1/25	
<ul style="list-style-type: none"> Objective 2: Conduct exercises to support interoperability, capability development, and readiness. 	TE	Ongoing	
Subgoals and Objectives	Personnel Assigned	Start	Completion

Subgoal 4 – Ensure required plans are developed and updated on a regular basis.			
• Objective 1: Determine which plans and/or annexes need to be developed.	PP; DIR	1/1/25	
• Objective 2: Determine update cycles for each plan or annex, considering local, state, and federal best practices.	PP; MR	1/1/25	
Subgoals and Objectives			
Personnel Assigned			
Start			
Completion			
Subgoal 5 – Increase community readiness by providing preparedness education in-person, online, and through traditional media.			
• Objective 1: Develop and deliver preparedness messages tailored to specific demographics, such as families, seniors, and individuals with disabilities.	DD; MR; PP	Ongoing	
• Objective 2 – Collaborate with schools, businesses, and community organizations to promote preparedness education.	DD; MR; PP	Ongoing	

Response			
Strategic Goal – Enhance coordination and support for incident response during disasters, emergencies, and special events across Boone County.			
Subgoals and Objectives			
Personnel Assigned			
Start			
Completion			
Subgoal 1 – Ensure effective and efficient operations within the Emergency Operations Center (EOC).			
• Objective 1: Maintain updated Emergency Operations Center (EOC) policies and procedures.	PP	Ongoing	
• Objective 2: Create checklists and task books for positions within the EOC.	DD; PP; TE; MR	11/1/23	3/21/24
• Objective 3: Looks for ways to improve operations within the EOC by improving technology, equipment, and streamlining processes.	ALL	Ongoing	

<ul style="list-style-type: none"> Objective 4: Provide EOC training to internal and external stakeholders using current policies, procedures, and position-specific guides. 	TE	Ongoing	
<ul style="list-style-type: none"> Objective 5: Construct a secondary EOC to be used as a back-up location. 	DIR; DD	1/1/25	
<ul style="list-style-type: none"> Objective 6: Contract with an emergency management consultancy firm to help with long-term staffing during disaster or recovery operations. 	DIR; DD	8/16/24	11/22/24
Subgoals and Objectives			
Personnel Assigned			
Start			
Completion			
Subgoal 2 – Ensure effective communication between partner agencies, local stakeholders, and internal staff during emergency and non-emergency situations.			
<ul style="list-style-type: none"> Objective 1: Encourage further development of the Boone County Crisis Communications group. 	DIR	Ongoing	
<ul style="list-style-type: none"> Objective 2: Participate in local, regional, and state-wide efforts to gather and disseminate information. 	AL L	Ongoing	
<ul style="list-style-type: none"> Objective 3: Improve communication by purchasing equipment and technology. 	AL L	Ongoing	
<ul style="list-style-type: none"> Objective 4: Create a communications annex to the Boone County Emergency Operations Plan (EOP). 	PP	1/1/25	
Subgoals and Objectives			
Personnel Assigned			
Start			
Completion			
Subgoal 3 – Develop damage assessment capability within Boone County, to include OEM staff.			
<ul style="list-style-type: none"> Objective 1: Train OEM staff on how to perform damage assessments. 	TE	1/1/25	
<ul style="list-style-type: none"> Objective 2: Create a damage assessment plan with worksheets and forms. 	PP; TE	1/1/25	

Recovery			
Strategic Goal – Strengthen Boone County’s ability to quickly and efficiently restore community systems and services.			
Subgoals and Objectives	Personnel Assigned	Start	Completion
Subgoal 1 – Update the Boone County Disaster Recovery Plan.			
<ul style="list-style-type: none"> Objective 1: Continue to host stakeholder meetings to build the main recovery plan. 	MR	9/2023	
<ul style="list-style-type: none"> Objective 2: Continue to encourage individual Recovery Support Function (RSF) meetings developing the RSF sections. 	MR	9/2023	
<ul style="list-style-type: none"> Objective 3: Update the Disaster Recovery Plan document as needed. 	MR	9/2023	
<ul style="list-style-type: none"> Objective 4: Submit the draft plan for approval to the stakeholder group for feedback. 	MR	1/1/25	
<ul style="list-style-type: none"> Objective 5: Submit the draft plan for approval to the Boone County Commission. 	MR; DIR	1/1/25	
Subgoals and Objectives	Personnel Assigned	Start	Completion
Subgoal 2 – Increase the disaster sheltering capability in Boone County.			
<ul style="list-style-type: none"> Objective 1: Work with Red Cross and local faith-based organizations to increase the number of shelter agreements in Boone County. 	PP; MR	1/1/25	
<ul style="list-style-type: none"> Objective 2: Exercise plans related to mass sheltering to identify any needs or gaps. 	TE	Ongoing	
Subgoals and Objectives	Personnel Assigned	Start	Completion
Subgoal 3 – Improve processes associated with volunteer and donation management during disasters.			
<ul style="list-style-type: none"> Objective 1: Identify partners, facilities, and strategies to develop a volunteer and donation management system in Boone County. 	PP; MR	1/1/25	
<ul style="list-style-type: none"> Objective 2: Develop a volunteer and donations management plan, with input from local stakeholders. 	PP; MR	1/1/25	

Subgoals and Objectives	Personnel Assigned	Start	Completion
Subgoal 4 – Create a Community Organizations Active in Disasters (COAD) network.			
<ul style="list-style-type: none"> Objective 1: Use the Disaster Recovery Plan stakeholder working group to discuss the COAD concept. 	MR	1/1/25	
<ul style="list-style-type: none"> Objective 2: Create COAD structure. 	MR	1/1/25	
<ul style="list-style-type: none"> Objective 3: Approve COAD guidance documents (policies and bylaws). 	MR; DIR	1/1/25	
<ul style="list-style-type: none"> Objective 4: Create basic COAD plan. 	MR	1/1/25	
Subgoals and Objectives	Personnel Assigned	Start	Completion
Subgoal 5 – Enhance the resilience of local businesses and organizations by developing and promoting continuity of operations plans (COOP), ensuring they can maintain or rapidly restore critical services during and after a disaster.			
<ul style="list-style-type: none"> Objective 1: Maintain a continuity of operations plan for the OEM office. 	PP; DD	11/12/24	1/1/25
<ul style="list-style-type: none"> Objective 2 – Assist County Government with maintaining continuity of operations plans. 	PP; DD	1/1/25	
<ul style="list-style-type: none"> Objective 3 – Assist local municipalities with maintaining continuity of operations plans. 	PP; DD	1/1/25	
<ul style="list-style-type: none"> Objective 4 – Assist local businesses and non-profits with maintaining continuity of operations plans. 	PP; DD	1/1/25	

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Get weather, emergency, and special-event text and email alerts.

Emergency Alerts:

Text BCALERT to 67283 to opt-in to receive emergency notifications.

Preparedness Notifications:

Text READY to 67283 to opt-in to non-emergency preparedness messaging.

**Boone County
Office of Emergency Management
2145 E. County Drive
Columbia, MO 65202
(573) 554-7900**

[www.https://www.showmeboone.com/oem/](http://www.showmeboone.com/oem/)

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

March Session of January Adjourned

Term 520


In the County Commission of said county, on the 25th day of March 20 25

the following, among other proceedings, were had, viz:

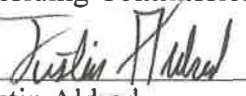
Now on this day, the County Commission of the County of Boone does hereby approve the application for the organizational use of the Boone County Courthouse Plaza by Columbia, MO NAACP on April 5, 2025, from 9:30am to 3:00pm for the Rally for Democracy.

Done this 25th day of March 2025.

ATTEST:


Brianna L. Lennon
Clerk of the County Commission


Kip Kendrick
Presiding Commissioner


Justin Aldred
District I Commissioner


Janet M. Thompson
District II Commissioner

Daniel K. Atwill, Presiding Commissioner
Fred Parry, District I Commissioner
Janet M. Thompson, District II Commissioner



Roger B. Wilson
Boone County Government Center
801 East Walnut, Room 333
Columbia, MO 65201-7732
573-886-4305 • FAX 573-886-4311

Boone County Commission

APPLICATION FOR ORGANIZATIONAL USE OF BOONE COUNTY COURTHOUSE PLAZA

The undersigned organization hereby applies for a use permit to use the Boone County Courthouse Plaza as follows:

Organization: Columbia MO NAACP

Address: 211 Park Deville DR.

City: Columbia State: MO ZIP Code 65203

Phone: 573-673-4923 Website: Columbiamo

Individual Requesting Use: MARY A. RATLIFE

Position in Organization: Pres. Armentus

Address: SAME AS ABOVE

City: _____ State: _____ ZIP Code _____

Phone: _____ Email: _____

Event: RALLY FOR DEMOCRACY

Description of Use (ex. Concert, speaker, SK): Speakers, youth education etc.

Date(s) of Use: April 5

Start Time of Setup: 9:30 AM/PM

Start Time of Event: 10:00 AM/PM (If start times vary for multiple day events, please specify)

End Time of Event: 2:00 AM/PM (If end times vary for multiple day events, please specify)

End Time of Cleanup: 3:00 AM/PM

Emergency Contact During Event: Pamela Hartin Phone: 573-424-0299

Will this event be open to the public? Yes No

If yes, please explain the publicity that will be used to promote the event, including names and contact information of any promoters: social media, flyers Radio & T.V.

How many attendees (including volunteers) do you anticipate being at your event? 100+

If you anticipate more than 50 attendees (including volunteers) at your event, please detail your safety plan in the event of an emergency. If you have a separate Fire Safety, Public Safety and Evacuation Plan, please submit with application.

If you anticipate more than 1000 attendees (including volunteers), please provide the names and contact information of your crowd managers (1 per every 250 attendees):

Will the majority of attendees be under the age of 18? Yes No

If yes, please note the number of adult supervisors in attendance: _____ # adults per _____ # minors _____

Will you need access to electricity? Yes No

Will you be using amplifiers? Yes No

Will you be serving food and/or non-alcoholic drinks? Yes No

If yes, will you be **selling** food and/or non-alcoholic drinks? Yes No

If yes, please provide the following with copies of licenses attached to application: _____

Missouri Department of Revenue Sales Tax Number: _____

County Merchant's License Number: _____

City Temporary Business License Number: _____

Will you be serving alcoholic beverages? Yes No

If yes, will you be **selling** alcoholic beverages? Yes No

If yes, please provide the following with copies of licenses attached to application: _____

State Liquor License Number: _____

County Liquor License Number: _____

City Liquor License Number: _____

Will you be selling non-food items? Yes No

If yes, please provide the following with copies of licenses attached to application:

Missouri Department of Revenue Sales Tax Number: 43.151.438

County Merchant's License Number: N/A

City Temporary Business License Number: N/A

Will outside vendors be selling food, beverages or non-food items at this event? Yes No

If yes, please provide the following information (use separate sheet if necessary):

Vendor	Type of Sale	Contact Information	License Number(s)

Will you be requesting a road and/or sidewalk closure? Yes No

If yes, what road(s) and/or sidewalk(s)? _____

Please attach to application a copy of the order showing City of Columbia City Council approval.

Does your event include cooking or use of open flames? Yes No

If yes, please provide the Columbia Fire Department Special Events Permit Number: _____

Please attach to application a copy of the approved Columbia Fire Department Special Events Permit

Events that may pose increased responsibilities to the local law enforcement may be required to enlist the services of a professional security company. This will be determined by the Boone County Sheriff's Department and Boone County Commission. If necessary, have you hired a security company to handle security arrangements for this event?

Yes No

If yes, please provide the following:

Security Company: _____

Contact Person Name and Position: _____

Phone: _____ Email: _____

Will you be using portable toilets for your event? Yes No

**Please note: portable toilets are not permitted on the Boone County Courthouse Plaza grounds. Please contact the City of Columbia for options.

If your event is such that requires insurance per the Boone County Courthouse Plaza Rules and Regulations, please provide a copy of acquired insurance plan.

The undersigned organization agrees to abide by the following terms and conditions in the event this application is approved:

1. To notify the Columbia Police Department and Boone County Sheriff's Department of time and date of use and abide by all applicable laws, ordinances and county policies in using Courthouse Plaza grounds.
2. To abide by all rules and regulations as set forth in the Boone County Courthouse Plaza Rules and Regulations document updated July 11, 2013 and attached to this document.
3. To remove all trash or other debris that may be deposited (by participants) on the courthouse grounds and/or in rooms by the organizational use.
4. To repair, replace, or pay for the repair or replacement of damaged property including shrubs, flowers or other landscape caused by participants in the organizational use of courthouse grounds and/or carpets and furnishings in rooms.
5. To conduct its use of Courthouse Plaza grounds in such a manner as to not unreasonably interfere with normal courthouse and/or Boone County Government building functions.
6. To indemnify and hold the County of Boone, its officers, agents and employees, harmless from any and all claims, demands, damages, actions, causes of action or suits of any kind or nature including costs, litigation expenses, attorney fees, judgments, settlements on account of bodily injury or property damage incurred by anyone participating in or attending the organizational use on the courthouse grounds and/or use of rooms as specified in this application.

Organization Representative/Title: _____

Address: _____

Phone Number: 573-673-4923 Date of Application: 3/13/2005

Email Address: _____

Signature: Mary A Ratiff

Applications may be submitted in person or by mail to the Boone County Commission, 801 E. Walnut, Room 333, Columbia, MO 65201 or by email to commission@boonecountymo.org.


PERMIT FOR ORGANIZATIONAL USE OF BOONE COUNTY COURTHOUSE PLAZA

The County of Boone hereby grants the above application for permit in accordance with the terms and conditions above written. The above permit is subject to termination for any reason by duly entered order of the Boone County Commission.

ATTEST:

BOONE COUNTY, MISSOURI


County Clerk


County Commissioner

DATE: 3/25/25