

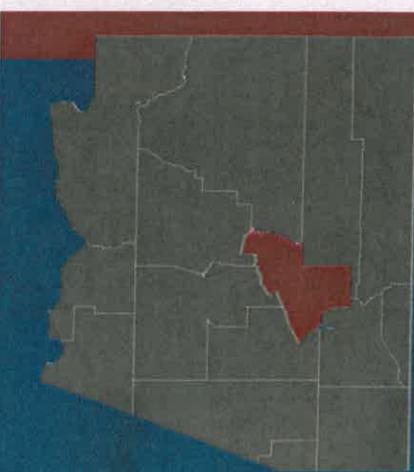
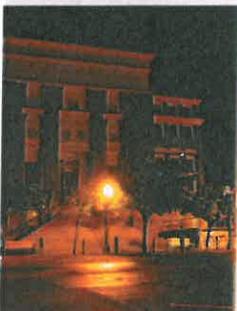
# GILA COUNTY

Proposal FOR

## **Emergency Management Program Consultant Services for Wildfire Plans**

Request for Proposals No. 010815

January 23, 2015



REQUEST FOR SEALED PROPOSALS  
BID NO. 010815  
EMERGENCY MANAGEMENT PROGRAM CONSULTATION SERVICES  
FOR WILDFIRE PLANS

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**QUALIFICATION AND CERTIFICATION FORM**

**EXHIBIT "D" Bidder Qualifications and Certification**

**Purpose**

This exhibit shall serve as a requirement to enable the evaluation team to assess the qualifications of Contractors under consideration for final award.

The information may or may not be a determining factor in award.

**Contract Number 010815 Emergency Management Program Consultation Services for Wildfire Plans**

The applicant submitting this Proposal warrants the following:

1. Name, Address, and Telephone Number of Principal Contractor:

Willdan Homeland Solutions

1440 E. Missouri Avenue, Suite C170, Phoenix, Arizona 85014

602-315-4263

2. Has Contractor (under its present or any previous name) ever failed to complete a contract? \_\_\_\_\_ Yes  No. If "Yes", give details, including the date, the contracting agency, and the reasons Contractor failed to perform in the narrative part of this Contract.
3. Has Contractor (under its present or any previous name) ever been disbarred or prohibited from competing for a contract? \_\_\_\_\_ Yes  No. If "Yes", give details, including the date, the contracting agency, the reasons for the Contractors disqualification, and whether this disqualification remains in effect in the narrative part of this Contract.
4. Has a contracting agency ever terminated a contract for cause with Contractor (under your Contractor's present or any previous name)? \_\_\_\_\_ Yes  No. If "Yes", give details including the date, the contracting agency, and the reasons Contractor was terminated in the narrative part of this Contract.
5. Contractor must also provide at least the following information:
- a. A brief history of the Contractor.
  - b. A Cost Proposal shall be submitted on the Price Sheet, attached hereon and made a full part of this contract by this reference.
  - c. A list of previous and current customers, which are considered identical or similar to the Scope of Services described herein; shall be submitted on the Reference List, attached hereon and made a full part of this contract by this reference.
  - d. List the specific qualifications the Contractor has in supplying the specified services.
  - e. Gila County reserves the right to request additional information.

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Qualification & Certification continued....

6. **Contractor Experience Modifier (e-mod) Rating in Arizona:** 131%  
(If Applicable)

A method the National Council on Compensation Insurance (NCCI) uses to measure a business' computed loss ratio and determine a factor, which when multiplied by premium, can reward policyholders with lower losses. E-mod rate may be a determining factor in bid award.

7. **Current Contractor Business Arizona License Number:** F-1705117-4  
(If Applicable)

James E. Bailey  
**Signature of Authorized Representative**

James E. Bailey  
**Printed Name**

President and Chief Executive Officer  
**Title**

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**PRICE SHEET**

Please complete price sheet in its entirety for the services provided in RFP 010815 Emergency Management Program Consultation Services for Wildfire Plans.

Contractor Name: Willdan Homeland Solutions

Phone No.: 602-315-4263

COSTS	
<i>SOUTHERN GILA COUNTY WILDFIRE PROTECTION PLAN</i>	\$ <u>22,500</u>
<i>NORTHERN GILA COUNTY WILDFIRE PROTECTION PLAN</i>	\$ <u>22,500</u>
<b>TOTAL COST</b>	<b>\$ <u>45,000</u></b>

**\*CONTRACTOR SHALL ATTACH A SHEET TO THE PRICE SHEET SHOWING THE BREAK DOWN AND DETAILED DESCRIPTION OF EACH OF THE ABOVE COSTS.**

See attached sheet on following page for pricing breakdown and detailed description of each of the above costs.

**\*\*All applicable taxes shall be included in proposed amount.**

James E. Bailey  
Signature of Authorized Representative

James E. Bailey  
Printed Name

President and Chief Executive Officer  
Title

## Cost Breakdown

The following tables detail a breakdown of our proposed costs for both the Southern Gila County Wildfire Protection Plan and the Northern Gila County Wildfire Protection Plan. The following costs, provided by milestone, are all-inclusive of travel and other direct costs.

SOUTHERN GILA COUNTY WILDFIRE PROTECTION PLAN	
Milestone	Cost
Kick Off Meeting	\$500
Discovery	\$1,000
Planning Meeting 1	\$2,500
Draft Plan	\$6,500
Planning Meeting 2	\$2,500
Final Draft Plan	\$8,000
Final Plan Approval	\$1,500
<b>TOTAL COST</b>	<b>\$22,500</b>

NORTHERN GILA COUNTY WILDFIRE PROTECTION PLAN	
Milestone	Cost
Kick Off Meeting	\$500
Discovery	\$1,000
Planning Meeting 1	\$2,500
Draft Plan	\$6,500
Planning Meeting 2	\$2,500
Final Draft Plan	\$8,000
Final Plan Approval	\$1,500
<b>TOTAL COST</b>	<b>\$22,500</b>

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**REFERENCE LIST**

These references are required to enable the evaluation team to assess the qualifications of the Contractor under consideration for final award.

**References**

Please list a minimum of three (3) references for contracts of similar size and scope as this Request for Proposals during the past twenty-four (24) months, in or as close to Gila County as possible. Bidder may attach further reference information as necessary.

1. **Company:** Pinal County Public Health Services District (PCPHSD)  
**Contact:** Kore Redden, MPH, Assistant Director of Public Health for Operations/Public Health Emergency Preparedness and Response Administrator  
**Phone:** 520-866-7331  
**Address:** 971 North Jason Lopez Circle, Building D, Florence, AZ 85132  
**Job Description:** Willdan has been supporting PCPHSD in plan development, training and exercise support since March 2014. Willdan conducted Facilitated Discussion for PCPHSD staff to test emergency response plans and protocols in response to a wildland fire. Willdan designed the exercise, facilitated conduct, and developed the After Action Report. Willdan is also currently developing the Continuity of Operations Plan and the Pandemic Influenza Response Plan for PCPHSD, as well as providing adhoc training and exercise support. PCPHSD just renewed Willdan's contract through June 2015 to include multiple exercises including facilitated discussion, tabletop exercise, and full scale exercise formats.
2. **Company:** Greenlee County Government  
**Contact:** Steve Rutherford, Director of Health  
**Phone:** 928-865-2601  
**Address:** 253 Fifth Street, PO Box 908, Clifton, AZ 85533  
**Job Description:** Willdan provided technical expertise and plan development to the Greenlee County Health Department (GCHD) in support of the participation in the Project Public Health Ready (PPHR) program and subsequent accreditation. This included the revision and updating of various health department plans including the GCHD All-Hazards Emergency Operations Plan so it could meet the PPHR Evident Elements. Subsequent contractual support included the creation of a GCHD Continuity of Operations Plan (COOP) and a Pandemic Influenza COOP. Willdan is currently developing the Community Health Assessment (CHA), Commur Health Improvement Plan (CHIP), and the County Health Department Strategic Plan.
3. **Company:** Orange County Health Care Agency (HCA)  
**Contact:** Mike Steinkraus, Healthcare Preparedness Manager  
**Phone:** 714-834-3124  
**Address:** 405 W. Fifth Street, Suite 301A, Santa Ana, CA 92701  
**Job Description:** Willdan was awarded a contract to develop a Disaster Medical Response Plan (2014-2015), consistent with current best practices and recommendations from the California Department of Public Health and California Emergency Medical Services Association. The plan will focus on HCS and the health system response actions to a medical surge event in the county.

Willdan Homeland Solutions

**Name of Business**

James E. Bailey

**Signature of Authorized Representative**

James E. Bailey, President and Chief Executive Officer

**Title**

**REQUEST FOR SEALED PROPOSALS  
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**AFFIDAVIT BY BIDDER  
CERTIFYING THAT THERE WAS NO COLLUSION  
IN BIDDING FOR CONTRACT**

STATE OF ARIZONA            )  
  )ss  
COUNTY OF GILA            )

James E. Bailey  
\_\_\_\_\_  
(Name of Individual)

being first duly sworn, deposes and says:

That he/she is President and Chief Executive Officer  
\_\_\_\_\_  
(Title)

Of Willdan Homeland Solutions and  
\_\_\_\_\_  
(Name of Business)

That he/she is submitting a proposal on **EMERGENCY MANAGEMENT PROGRAM CONSULTATION SERVICES FOR WILDFIRE PLANS, RFP NO. 010815** and,

That pursuant to Section 112 (C) of Title 23 USC, he certifies as follows:

That neither he nor anyone associated with the said \_\_\_\_\_  
\_\_\_\_\_  
Willdan Homeland Solutions  
(Name of Business)

has, directly or indirectly entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with the above mentioned service.

Willdan Homeland Solutions  
\_\_\_\_\_  
Name of Business

James E. Bailey James E. Bailey  
\_\_\_\_\_  
By

President and Chief Executive Officer  
\_\_\_\_\_  
Title

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Notary Public SEE Attached

My Commission expires: \_\_\_\_\_

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**

**CIVIL CODE § 1189**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )  
County of Orange )  
On Jan. 13, 2015 before me, Patricia Magallanes, Notary Public,  
Date Here Insert Name and Title of the Officer  
personally appeared James E. Baitey  
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature Patricia Magallanes  
Signature of Notary Public

Place Notary Seal Above

**OPTIONAL**

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

**Description of Attached Document**

Title or Type of Document: \_\_\_\_\_ Document Date: \_\_\_\_\_  
Number of Pages: \_\_\_\_\_ Signer(s) Other Than Named Above: \_\_\_\_\_

**Capacity(ies) Claimed by Signer(s)**

Signer's Name: \_\_\_\_\_  
 Corporate Officer — Title(s): \_\_\_\_\_  
 Partner —  Limited  General  
 Individual  Attorney in Fact  
 Trustee  Guardian or Conservator  
 Other: \_\_\_\_\_  
Signer Is Representing: \_\_\_\_\_

Signer's Name: \_\_\_\_\_  
 Corporate Officer — Title(s): \_\_\_\_\_  
 Partner —  Limited  General  
 Individual  Attorney in Fact  
 Trustee  Guardian or Conservator  
 Other: \_\_\_\_\_  
Signer Is Representing: \_\_\_\_\_

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**CERTIFICATION: INTENTIONS CONCERNING SUBCONTRACTING**

At the time of the submission of bids on **Bid No. 010815 Emergency Management Program Consultation Services for Wildfire Plans**, my intention concerning subcontracting a portion of the work is as indicated below.

A list of any subcontractors (if applicable) to be used in performing the service must accompany the Bid. The list must include the subcontractors name, address, phone number, and Arizona ROC. List must be provided in a sealed envelope marked "List of Subcontractors".

- YES**, it is my intention to subcontract a portion of the work.
- NO**, it is not my intention to subcontract a portion of the work.

James E. Bailey  
Signature of Authorized Representative

James E. Bailey  
Printed Name

President and Chief Executive Officer  
Title

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**LEGAL ARIZONA WORKERS ACT COMPLIANCE**

Contractor hereby warrants that it will at all times during the term of this Contract comply with all federal immigration laws applicable to Contractor's employment of its employees, and with the requirements of A.R.S. § 23-214 (A) (together the "State and Federal Immigration Laws"). Contractor shall further ensure that each subcontractor who performs any work for Contractor under this contract likewise complies with the State and Federal Immigration Laws.

County shall have the right at any time to inspect the books and records of Contractor and any subcontractor in order to verify such party's compliance with the State and Federal Immigration Laws.

Any breach of Contractor's or any subcontractor's warranty of compliance with the State and Federal Immigration Laws, or of any other provision of this section, shall be deemed to be a material breach of this Contract subjecting Contractor to penalties up to and including suspension or termination of this Contract. If the breach is by a subcontractor, and the subcontract is suspended or terminated as a result, Contractor shall be required to take such steps as may be necessary to either self-perform the services that would have been provided under the subcontract or retain a replacement subcontractor, as soon as possible so as not to delay delivery of services.

Contractor shall advise each subcontractor of County's rights, and the subcontractor's obligations, under this Article by including a provision in each subcontract substantially in the following form: "Subcontractor hereby warrants that it will at all times during the term of this contract comply with all federal immigration laws applicable to Subcontractor's employees, and with the requirements of A.R.S. § 23-214 (A). Subcontractor further agrees that County may inspect the Subcontractor's books and records to insure that Subcontractor is in compliance with these requirements. Any breach of this paragraph by Subcontractor will be deemed to be a material breach of this contract subjecting Subcontractor to penalties up to and including suspension or termination of this contract."

Any additional costs attributable directly or indirectly to remedial action under this Article shall be the responsibility of Contractor.

  
\_\_\_\_\_  
**Signature of Authorized Representative**

James E. Bailey  
\_\_\_\_\_  
**Printed Name**

President and Chief Executive Officer  
\_\_\_\_\_  
**Title**

REQUEST FOR SEALED PROPOSALS  
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**BIDDER CHECKLIST & ADDENDA ACKNOWLEDGMENT**

**NOTICE IS HEREBY GIVEN** that all Bid Documents shall be completed and/or executed and submitted with this RFP. If Contractor fails to complete and/or execute any portion of the Bid documents, all with original signatures, the RFP may be determined to be "non-responsive" and rejected.

**CHECKLIST:**

<u>REQUIRED DOCUMENT</u>	<u>COMPLETED / EXECUTED</u>
QUALIFICATION & CERTIFICATION FORM	<u>COMPLETED</u>
PRICE SHEET	<u>COMPLETED</u>
REFERENCE LIST	<u>COMPLETED</u>
NO COLLUSION FORM	<u>COMPLETED</u>
INTENTIONS IN SUBCONTRACTING	<u>COMPLETED</u>
LEGAL ARIZONA WORKERS ACT COMPLIANCE	<u>COMPLETED</u>
CHECKLIST & ADDENDA ACKNOWLEDGMENT	<u>COMPLETED</u>
OFFER PAGE	<u>COMPLETED</u>

**ACKNOWLEDGMENT OF RECEIPT OF ADDENDA: NO ADDENDA**

	#1	#2	#3	#4	#5
Initials	_____	_____	_____	_____	_____
Date	_____	_____	_____	_____	_____

Signed and dated this 13th day of January, 2015

Willdan Homeland Solutions  
 Contractor:  
James E. Bailey, President and Chief Executive Officer  
 By: *James E. Bailey*

Each proposal shall be sealed in an envelope addressed to the Public Works Division, Gila County and bearing the following statement on the outside of the envelope: Request for Sealed Proposals: Bid No. 010815 Emergency Management Program Consultation Services for Wildfire Plans. All proposals shall be filed with the Gila County Finance Department Division in the Guerrero Building at 1400 E. Ash St., Globe, AZ on or before January 23, 2015, by 11:00 AM.

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**OFFER PAGE**

**TO GILA COUNTY:**

The undersigned hereby offers and agrees to furnish the material or service in compliance with all terms and conditions, instruction, specifications, and any amendments contained in this Request for Proposal document.

Signature also certifies the Contractors bid proposal is genuine, and is not in any way collusive or a sham; that the bid proposal is not made with the intent to restrict or prohibit competition; that the Contractor submitting the proposal has not revealed the contents of the proposal to, or in any way colluded with, any other Contractor which may compete for the contract; and that no other Contractor which may compete for the contract has revealed the contents of a proposal to, or in any way colluded with, the Contractor submitting this proposal.

**CONTRACT NUMBER: 010815 Emergency Management Program Consultation Services for Wildfire Plans**

**Contractor Submitting Proposal:**

**For clarification of this offer, contact:**

Willdan Homeland Solutions  
Company Name

Name: Eliza Gregory Coll, MHA, CEM

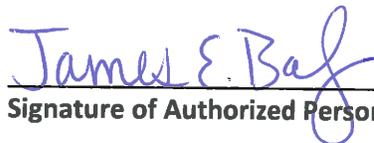
1440 E. Missouri Avenue, Suite C170  
Address

Phone No.: 602-315-4263

Phoenix                      AZ                      85014  
City                              State                      Zip

Fax 714-937-8085

Email: ecoll@willdan.com

  
Signature of Authorized Person to Sign

James E. Bailey  
Printed Name

Chief Executive Officer  
Title

Proposal must be signed by a duly authorized officer(s) eligible to sign contract documents for the Contractor.

REQUEST FOR SEALED PROPOSALS  
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**ACCEPTANCE OF OFFER**

(For Gila County use only)

***The Offer is hereby Accepted:***

The Contractor Willdan Homeland Solutions is now bound to provide the materials or services listed in RFP No.: 010815 including all terms and conditions, specifications, amendments, etc. and the Contractor's Offer as accepted by County/public entity.

The contract shall henceforth be referenced to as Contract No. 010815. The Contractor has been cautioned not to commence any billable work or to provide any material or service under this Contract until Contractor receives written notice to proceed from Gila County.

**GILA COUNTY:**

  
\_\_\_\_\_  
Don E. McDaniel, Jr., County Manager

1/28/15  
\_\_\_\_\_  
Date

## Brief History of Contractor

**Willdan Homeland Solutions (Willdan)** is a preeminent full services homeland security professional services firm that has provided planning, training, exercise, and communications technologies support to public health departments, hospitals, public safety agencies, state and local jurisdictions throughout the United States since our inception in 2004.

Specifically, we have provided public health preparedness planning services to each of the 15 counties in Arizona including Gila County. The following three projects detail our recent Gila County experience which serve as an advantage to our team on this project as we are intimately familiar with the agencies within the county and their processes. Further, we have already reviewed several planning documents which will provide our team with further insight to the County's response plans.

### Communication Exercise Support Project

Willdan provided planning, conduct and evaluation of two communication exercises, including one tabletop and one functional exercise for the purpose of testing and enhancing the County's interoperable communications plans and protocols. The exercises included emergency response disciplines, volunteer groups including RACES and CERT and private sector resources (hospitals). A public information component will also be included in this exercise. The tabletop exercise tested communications with county, city and town Emergency Operations Centers, emergency response agencies and local hospitals, utilizing the Nxt Communicator. The functional exercise tested deployment of TOAD3, use of the AIRS frequency, 800 MHz EOC network and provided agencies an opportunity to make use of regional NIMS and ICS training.

Willdan involvement in this project helped strengthened communications with county Emergency Operations Centers by assisting emergency response agencies, volunteer groups and private sector (hospitals) to review and enhance communications plans and protocols, both county and region-wide

Willdan tested county emergency operations center interoperable communications resources, plans, protocols and infrastructure for the purpose of identifying shortfalls and developing corrective actions. By collaborating with local emergency response agencies, volunteer groups and private sector (hospitals), Willdan assisted the involved agencies to update emergency communications plans and protocols, with the final outcome being improved emergency communication and information between responders, private entities and the public.

### Project Public Health Ready (PPHR) Planning Support

Gila County requested support from Willdan in the successful completion of the county's 2009-2010 *Project Public Health Ready* tasks. Support from Willdan included:

- Compiling and writing the Executive Summary
- Goal II: Workforce Capacity Development (all sections). Gathering and development of the county's workforce development plan.
- Goal III: Exercise/Real Event

### Emergency Management Services:

- Public health preparedness and emergency management planning support services
- Homeland Security Exercise and Evaluation Program (HSEEP) exercises
- Public safety and emergency management training, including DHS certified NIMS training
- Hazard mitigation planning
- Terrorism threat and vulnerability assessments
- Infrastructure protection evaluations
- Communications interoperability and technology solutions

- Assisting with organizing and compiling AAR/H1N1 info to meet capability using existing data, including attending the H1N1 debriefing on April 28th, 2010
- Assisting with completing the crosswalk to ensure all areas were adequately addressed prior to submission.
- Compiling of all PPHR documents in accordance with PPHR guidance.

#### Pandemic Influenza Tabletop Exercise

The counties of Greenlee, Graham, Santa Cruz, Gila, Cochise and Pima requested support from Willdan in the design, development and evaluation of one pandemic influenza tabletop exercise. The exercise utilized H1N1 pandemic influenza funds and met the objective to provide a regional perspective and discussion on challenges, best practices and lessons learned during the 2009/2010 H1N1 response. There were 56 participants in this event, including representation from Arizona Department of Health Services and Arizona Division of Emergency Management.

#### **Subject Matter Expert Staff**

What differentiates Willdan from others is our staff's uniquely credible and practical expertise, as well as our ability to offer clients a one-stop shop to meet all of their public safety and homeland security needs. With extensive hands-on experience in local, state, and federal agencies, our outstanding professionals have served as incident commanders, emergency managers, first responders, and investigators.

Each Willdan project team member has an impeccable professional record, possesses formal educational experience and is highly credible and skilled in varied disciplines. The Willdan team also has the availability of a variety of mid-level and support staff to assist with this project. These team members may be utilized for project research, editing and administrative support.

#### **Emergency Preparedness Planning**

The act of writing an emergency plan serves as a catalyst for improved safety and security to reduce the risk of an emergency or disaster. The professionals at Willdan have extensive hands-on experience and offer services in reviewing, evaluating, designing, and implementing a multitude of emergency plans.

#### **NIMS Compliance**

Since our inception in 2004, the National Incident Management System (NIMS) has been at the center and the basis of all our core business services, which include homeland security, emergency management, and public safety planning, training, and exercises.

For over 10 years, Willdan has been the "go to" company for public health, public safety and emergency management training. Our U.S. Department of Homeland Security (USDHS) certified approved courses have taught over 10,000 first responder personnel and produced over 1,800 NIMS instructors.

Willdan personnel are imbued with a thorough understanding of emergency management systems and functions, including NIMS, the Incident Command System (ICS), and the National Response Framework (NRF). Willdan understands how these systems are implemented and work together in response to an emergency. Furthermore, Willdan was at the forefront of the Federal mandate for training in NIMS and ICS and has trained and certified more than 10,000 public agency employees in the NIMS emergency management curriculum.

## Proposed Approach

### Proven Project Team

*As a best practice, our project teams are task-organized based on function and subject matter to offer our clients the right mix of personnel who are supported by a cadre of subject matter experts and administrative staff.* For this project, Willdan has specifically assembled a project team skilled in plan development and communication with experience working with local emergency management.

Our Project Manager and primary point of contact for all services to be provided to Gila County, Mrs. Eliza Coll, MHA, CEM, has over 10 years of experience working with Public Health Preparedness and Emergency Management programs, NIMS compliance, and plan writing. For the past 5 years, Mrs. Coll has worked in Arizona with local health departments and local emergency management on planning, training, and exercise projects.

**Primary Point of Contact**  
Eliza Coll, MHA, CEM  
Project Manager  
602-315-4263 (cell)

**Mr. Peter Montgomery will serve as the Wildfire Planning Subject Matter Expert.** Mr. Montgomery has over 30 years of fire planning experience having served in roles such as a Fire Engineer/Firefighter to Fire Department Division Chief, with extensive NIMS fire education. Mr. Montgomery has developed Community Wildfire Protection Plans. He currently teaches Firefighter Safety and Survival, Tactics and Strategy and Building Construction which all provide invaluable insight for Wildfire planning.

**Additionally, Ms. Wendy Kleinman, MPH, MEP, will serve as the back-up to the Project Manager, as the Planning Subject Matter Expert.** Ms. Kleinman, a certified Master Exercise Practitioner, has over 12 years of experience working with local health departments and local emergency management on planning, training, and exercise projects, including 12 years working in Arizona.

### Understanding Your Project Goal

Willdan will ensure that the overall goal of this project *—to contribute to the development of emergency preparedness plans that achieve best practice emergency outcomes based on federal regulations and client expertise and experience relative to evidence-based public health planning—* will be met and exceeded. Willdan understands these plans impact and involve all services within Gila County Division of Health and Emergency Services (GCDHES), and will take great care in delivering the highest quality product.

### Kick Off Meeting

Upon finalizing contract details, the Willdan team will conduct a “Kick Off Meeting” by February 2015 with the Gila County leads to review the project scope and timeline, to identify the working groups (including Gila County and other key stakeholders) for Northern and Southern county, to develop the draft Plan outline, and to receive any existing plans or protocols for reference. At this time, Willdan will provide contact information for the primary (Mrs. Coll) and secondary (Ms. Kleinman and Mr. Montgomery) points of contact. This meeting will likely combine the “kick off” for both the Southern and Northern Gila County Community Wildfire Protection Plans (CWPP).

For this meeting, and for all meetings throughout the course of the project, Willdan will develop meeting invitations, minutes, and facilitate other logistical considerations for exercise planning meetings with sufficient lead time.

**Discovery Phase**

Willdan will then enter the Discovery Phase, in which team members will review the existing Southern Gila County Community Wildfire Protection Plan and Northern Gila County Community Wildfire Protection Plan. The Willdan team will identify necessary updates and prepare to enter the Plan Development Phase.

**Working Groups and Planning Meetings**

Willdan will convene separate working groups for the Southern and Northern County CWPPs. Each working group will take a similar planning path. In the first meeting (Planning Meeting 1), each Working Group will review the existing plan, discuss identified updates and the proposed draft Plan outline and revisions, and provide information and feedback to the Willdan team.

As a result of each meeting, Willdan will develop meeting minutes and a draft Southern Gila County CWPP and draft Northern Gila County CWPP for each respective work group to review.

**Draft Plans**

Willdan will develop and submit at least one draft version of each plan for review by Gila County Emergency Management and the respective Working Group. Willdan will provide sufficient time for review and comment, and then will convene each Working Group to meet again (Planning Meeting 2) to discuss the identified edits. Willdan will gather any further information and feedback from Working Group at this time and incorporate into the final draft version of each plan. Meeting minutes will also be developed for each respective Working Group.

**Final Plans**

Willdan will develop and submit a final version of each plan for approval by the GCDHES and the respective Working Group. Each stakeholder will be provided sufficient time to review and provide comment. Each final draft plan will also be posted on the Gila County Website for 30 day period for public comment.

At the end of this 30 day period, Willdan will incorporate any final identified edits, and submit the final version of each plan (Southern Gila County CWPP and Northern Gila County CWPP) to the GCDHES, no later than December 31, 2015. Once these final plans have been submitted, this project will be concluded.

**Adherence to Project Timeline**

Willdan will meet or exceed the timeline to begin the project by February 2015, and submit final plans no later than December 31, 2015. Our locally based staff and our extensive Gila County experience will ensure our team's ability to meet or exceed GCDHES' project deadline. In addition to the identified meeting schedule discussed above, Willdan will also be available for additional ad hoc meetings via phone or in person as necessary.

The tables on the following pages detail the project milestones and dates, staffing, tasks and deliverables for both the Southern and Northern Gila County Community Wildfire Protection Plan (CWPP) Revisions.

**SOUTHERN GILA COUNTY COMMUNITY WILDFIRE PROTECTION PLAN (CWPP) REVISION**

<b>Milestone and Date</b>	<b>Staffing</b>	<b>Tasks and Deliverables</b>
<b>Kick Off Meeting</b> February 12, 2015	- Willdan - Gila County Project Lead(s)	✓ Review project scope, timeline ✓ Identify working group ✓ Develop draft Plan outline ✓ Receive any existing plans or protocols  <i>Note: may be held at same time as Northern Gila County CWPP Kick Off</i>
<b>Discovery</b> February 2015	- Willdan	✓ Review existing plans ✓ Review relevant best practices, planning guidance
<b>Planning Meeting 1</b> March 17, 2015	- Willdan - Southern Gila County CWPP Working Group	✓ Review draft Plan outline ✓ Gather information and feedback from Working Group ✓ Develop Meeting minutes
<b>Draft Plan</b> June 2015	- Willdan	✓ Revise plan ✓ Reach out to Working Group members as needed throughout plan development ✓ Submit draft Plan to Working Group for review
<b>Planning Meeting 2</b> July 8, 2015	- Willdan - Southern Gila County CWPP Working Group	✓ Review of draft plan ✓ Gather information and feedback from Working Group ✓ Develop Meeting minutes
<b>Final Draft Plan</b> August 2015	- Willdan - Southern Gila County CWPP Working Group	✓ Develop final draft for review by working group ✓ Post draft plan on Gila County Website for 30 day period for public comment
<b>Final Plan Approval</b> November 30, 2015	- Willdan - Gila County	✓ Incorporate feedback and comments into final draft ✓ Submit final Plan to Gila County

**NORTHERN GILA COUNTY COMMUNITY WILDFIRE PROTECTION PLAN (CWPP) REVISION**

Milestone and Date	Staffing	Tasks and Deliverables
<b>Kick Off Meeting</b> February 12, 2015	- Willdan - Gila County Project Lead(s)	✓ Review project scope, timeline ✓ Identify working group ✓ Develop draft Plan outline ✓ Receive any existing plans or protocols  <i>Note: may held at same time as Southern Gila County CWPP Kick Off</i>
<b>Discovery</b> February 2015	- Willdan	✓ Review existing plans ✓ Review relevant best practices, planning guidance
<b>Planning Meeting 1</b> March 18, 2015	- Willdan - Northern Gila County CWPP Working Group	✓ Review draft Plan outline ✓ Gather information and feedback from Working Group ✓ Develop Meeting minutes
<b>Draft Plan</b> June 2015	- Willdan	✓ Develop draft Plan ✓ Reach out to Working Group members as needed throughout plan development ✓ Submit draft Plan to Working Group for review
<b>Planning Meeting 2</b> July 9, 2015	- Willdan - Northern Gila County CWPP Working Group	✓ Review of draft plan ✓ Gather information and feedback from Working Group ✓ Develop Meeting minutes
<b>Final Draft Plan</b> August 2015	- Willdan	✓ Develop final draft for review by working group ✓ Post draft plan on Gila County Website for 30 day period for public comment
<b>Final Plan Approval</b> November 30, 2015	- Willdan - Gila County	✓ Incorporate feedback and comments into final draft ✓ Submit final Plan to Gila County

**Minimum Qualifications:**

Willdan is the best choice for the GCDHES Emergency Management Program Grant (EMPG) to provide operational and programmatic Emergency Management consultation services for planning deliverables required by the Arizona Department Emergency Management (ADEM) as we fully meet and exceed the minimum qualifications listed in the RFP as detailed in the table below. Willdan will assist with the coordination and collaboration efforts of the GCDHES in meeting the federal grant obligations related to emergency management and compliance emergency preparedness plans.

QUALIFYING EXPERIENCE	WILLDAN FULFILLMENT
<p><i>Individual or agency that employs a Master of Public Health.</i></p>	<ul style="list-style-type: none"> <li>- All members of the Willdan team have high ranking education and credentials that exceed qualifying experience for this project.</li> <li>- Specifically:                             <ul style="list-style-type: none"> <li>- Our Planning Subject Matter Expert, Ms. Wendy Kleinman, holds a Master of Public Health</li> <li>- Our Project Manager is a Certified Emergency Manager and holds a Master of Healthcare Administration</li> <li>- Our Wildfire Planning Subject Matter Expert is a Fire Department Division Chief; certified Fire Officer; certified Fire Instructor; certified Safety Officer; and possesses extensive fire education in ICS 100, 200, 300, 400; ICS 401 Safety Officer; and NIMS 100, 200, 700, 800.</li> </ul> </li> </ul> <p><i>Our team’s education and credentials are in direct parallel with the subject matter of this project and provides the GCDHES with the unmatched technical expertise and knowledge needed to make this project a success for the County.</i></p>
<p><i>Five (5) years of experience working with Public Health Preparedness and Emergency Management programs, NIMS compliance, and plan writing.</i></p>	<ul style="list-style-type: none"> <li>- Not only has our firm provided Public Health Preparedness and Emergency Management program, NIMS compliance and plan writing services for over 10 years to agencies similar to the GCDHES, but each of our team members have as well.</li> <li>- Our Project Manager and Primary Point of Contact, Mrs. Eliza Coll, has over ten (10) years of experience with Public Health Preparedness and Emergency Management programs, NIMS compliance, and plan writing.</li> <li>- Both of our Subject Matter Experts each have over ten (10) years of experience with Public Health Preparedness and Emergency Management programs, NIMS compliance, and plan writing.</li> <li>- Further, our project team members have recent, direct Gila County experience, which provides our team with agency familiarity.</li> </ul>
<p><i>Experience with local public health agencies using grant management principles is preferred, but not required.</i></p>	<ul style="list-style-type: none"> <li>- The Willdan team has experience with local public health agencies using grant management principles. Specifically, Willdan has worked with each of the 15 counties in Arizona, as well as other local public health agencies across the nation.</li> </ul> <p><i>This local public agency experience will enable our team to implement lessons learned and best practices gleaned from the successful completion of similar projects for similar agencies to this project, thus resulting in the most efficient team and project for the GCDHES.</i></p>

**Resumes**

To further exemplify the superior qualifications and directly relevant technical experience of our proposed team, on the following pages we have included resumes of our key personnel, including our Project Manager and Point of Contact (Eliza Coll), Planning Subject Matter Expert (Wendy Kleinman), and Wildfire Planning Subject Matter Expert (Peter Montgomery).

## Eliza Gregory Coll, MHA, CEM

Project Manager and Primary Point of Contact

### Education

*Master, Healthcare Administration, Simmons College, Boston, MA*

*Bachelor of Science, Health: Science, Society and Policy (HSSP) Brandeis University, Waltham, MA*

### Registration/ Certifications

*Hazmat Operations Level B and Level C certified*

*FEMA ICS/NIMS training: IS-100, IS-200, IS-300, IS-400, IS-700, IS-800, HSEEP*

*Certified Emergency Manager (CEM, International Association of Emergency Managers)*

### Affiliations

*American College of Healthcare Executives*

*International Association of Emergency Managers*

### 9 Years' Experience

**Mrs. Eliza Gregory Coll** is an emergency management professional with over nine years of experience in hospital emergency management, state public health emergency preparedness, and consulting with local, county, and state clients. Her operational emergency management experience encompasses training, development and conduct of exercises; plan and policy development; and in-depth project and personnel management. Mrs. Coll has earned designation as a Certified Emergency Manager. She is equipped to operate across diverse organizational cultures, and to manage and facilitate group collaboration. Mrs. Coll has successfully managed budgets and grants, assessed and set work plans, and managed wide ranging projects through to completion.

### Relevant Experience

#### **Willdan Homeland Solutions, Phoenix, Arizona. Emergency Management and Public Health Preparedness Consultant.**

Provides subject matter expertise in the development of emergency preparedness trainings and exercises utilizing Homeland Security Exercise and Evaluation Program (HSEEP) methodology, and development and revisions to a variety of emergency preparedness planning and response documents. Contracted work with state, county, and local clients for customized, agency-specific products. Examples of work include the creation or revision of written plans, the development and conduct of HSEEP compliant exercises, and relevant training and workshop delivery. Some recent projects include:

- **Maricopa County Department of Public Health (MCDPH) 2013 Strategic National Stockpile Full Scale Exercise.** Developed materials for and facilitated conduct and evaluation of full scale exercise with MCDPH and its Cities Readiness Initiative (CRI) co-recipient Pinal County Public Health Services District. During the three day exercise, MCDPH activated the Public Health Incident Command Center, (2) Receipt Stage and Store Warehouses, and (12) Closed Point of Dispensing Sites. There were over 2000 participants from 21 agencies.
- **Maricopa County Department of Public Health 2013 Community Disaster Resilience Workshop and Tabletop Exercise.** Developed materials for and facilitated conduct and evaluation of an interactive workshop and tabletop exercise engaging community partners from over 30 organizations including state and local emergency response agencies, private business, hospitals and healthcare, faith-based, schools, and other disciplines.
- **Orange County Health Care Agency (OCHCA) 2013 Statewide Exercise Series.** Designed, conducted, and evaluated participation in the California Statewide Exercise tabletop and functional exercises for OCHCA and healthcare participants. The scenario was foodborne illness outbreak, and was customized from the state-provided materials to test local plans and policies, and included three days of functional participation by OCHCA, hospitals, clinics, skilled nursing facilities, and dialysis centers.
- **Orange County Health Care Agency (OCHCA) 2013 Code Yellow Full Scale Exercise.** Designed, conducted, and evaluated this full scale exercise focusing on county-wide response to and recovery from bomb threats at area hospitals.

Eliza Gregory Coll, MHA,  
CEM  
*Continued*

One hospital evacuated and transported patients to receiving facilities, while others evaluated continuity of operations. There were over 1540 participants from hospitals, ambulance providers, OCHCA, Orange County Intelligence Assessment Agency, Orange County Sheriff's Department Hazardous Devices Squad, and the Anaheim/Santa Ana Urban Area Strategic Initiative.

- **Orange County Transportation Authority (OCTA): Frontline Personnel Training Program, 2011-2012.** Conducted assessment of existing infrastructure on six (6) different transportation bases, conducted trainings to include local first responders on site infrastructure and hazardous materials, developed and conducted six (6) tabletop exercises with OCTA staff and local first responders, and developed and conducted a Full Scale Exercise evaluating Unified Command and response capabilities for a hazardous materials event on a transportation base with OCTA staff and local first responders including law enforcement, fire, and Sheriff's Office bomb squad.
- **Santa Clara County Public Health Department (SCCPHD) Strategic National Stockpile Training Materials (2013) -** Willdan provided SNS training to the County of Santa Clara Public Health Department including, development of course materials and tools that were required to enable implementation of six medical countermeasure-related modules from the SCCPHD's Support Annex (SA) 1.0 Multi-Year Training & Exercise Plan (MYTEP). Trainings will be delivered throughout the county to public health, law enforcement, volunteers, and other related participants in medical countermeasure distribution and dispensing program.
- **Hospital Active Shooter Full Scale Exercise (2010) –** Santa Clara County selected Willdan for the development, conduct and evaluation of an Active Shooter Full-Scale Exercise. This exercise was the largest ever conducted in the County and included hundreds of medical staff, first responders and a significant exercise control/evaluation network. The County's objectives were to evaluate current active shooter plans and make improvements in hospital and law enforcement plans moving forward as a result of the key findings.

**Bureau of Public Health Emergency Preparedness, Arizona Department of Health Services (ADHS), Phoenix, Arizona.** Communications and Training Coordinator. Facilitation of communications from the state to county, hospital, and tribal stakeholders, as well as to the media and the general public. Coordination of the statewide training program. Oversight of related federal grants, and compliance with grant deliverables.

- Assessment of the existing state training program, including a needs assessment of stakeholders, and the coordination of new and existing trainings to meet the needs of internal and external stakeholders
- Management of a multi-year training and exercise plan
- Management of education and exercise requirements for the 2010 CDC Technical Assistance Review
- Management of education and exercise requirements for the 2010 Hospital Preparedness Program (HPP) grant

**Beth Israel Deaconess Medical Center (BIDMC), Boston, Massachusetts. Manager, Emergency Management Department.** Management of the emergency management program, including identification, design, and implementation of departmental and hospital-wide projects and initiatives, plan and policy writing, staff training and education, and management and expenditure of operational budget and federal grant monies.

Eliza Gregory Coll, MHA,  
CEM  
*Continued*

- Successful 2009 CMS survey and 2007 unannounced Joint Commission survey; subsequently met and exceeded current Joint Commission and other state and federal regulatory standards.
- Recruited, hired, and mentored a new project manager, and supervised professional employees.
- Interfaced with external agencies, including the Conference of Boston Teaching Hospitals, the Massachusetts Department of Public Health, the Mayor's Office of Emergency Preparedness, peer hospitals and local first responder agencies.
- Developed a contract with satellite facility to provide design, implementation, management, and oversight of a new emergency management program. Led meetings, identified new projects, interfaced with senior leadership, facilitated work, complied with state and federal mandates, managed the budget, and passed an unannounced 2008 Joint Commission survey.
- Created and managed department metrics that improved training programs and attendance, increased drilling frequency, improved management of mitigation activities and successful corrective actions, and increased documentation.
- Completed major initiatives and projects concerned with evacuation and surge planning, alternate care sites, communications, volunteer management, patient decontamination, and regulatory compliance.

**Beth Israel Deaconess Medical Center (BIDMC), Boston, Massachusetts. Project Manager, Emergency Management Department. Responsible for** implementation of the new emergency management program, including identification and management of new projects, staff training, and plan and policy formation and edits.

- Designed hospital decontamination program; recruited and managed on-call HazMat teams, including 30+ volunteer staff, equipment procurement, and database management
- Implemented the Hospital Incident Command System (HICS) within BIDMC and National Incident Management System (NIMS) compliance per federal regulations; provided over six hours of training to over 100 key personnel and senior leadership
- Planned and managed over 20 disaster drills, including two of the largest drills conducted nationwide
- Promoted to department manager

**Emergency Department, Massachusetts General Hospital, Boston, Massachusetts. Emergency Planner.** Provided project coordination and management assistance to emergency department administrators. Developed plans and the implementation of the HazMat decontamination response team program. Planned and coordinated three successful hospital-wide chemical hazmat drills, including preparations for the July 2004 Democratic National Convention.

**Process Improvement Department, Beth Israel Deaconess Medical Center (BIDMC), Boston, Massachusetts. Project Manager.** Provided project coordination and management as an internal process improvement consultant to departments hospital-wide. Projects were followed from concept to implementation, and then turned over to departments for internal management and maintenance.

## Wendy Kleinman, MPH, MEP

Planning Subject Matter Expert / Back-Up Point of Contact

### Education

*MPH, Health Education and Behavioral Sciences, University of Arizona*

*BA, Sociology, University of Arizona*

*Master Exercise Practitioner*

### Additional Education

*FEMA IS 120A, 130 and 139*

*HSEEP Mobile Training Course and HSEEP Train the Trainer, 2006*

*Terrorism Prevention Exercise Program (TPEP) Training, 2006*

*FEMA IS 800B, National Response Framework, 2008*

*FEMA IS 700 National Incident Management Systems, 2004*

*FEMA Incident Command System IS-195, 2003*

*Incident Command System 100 and 200, 2008*

*FEMA Incident Command and EOC Interface, 2003*

*FEMA Public Information Officer, 2002*

### Professional Societies/Affiliates

*American Public Health Association 2000-Present*

### Security Clearance

*Secret*

### 12 Years' Experience

**Ms. Wendy Kleinman** currently serves as Vice President of Public Health Preparedness Services with Willdan. Over the last 12 years, Ms. Kleinman has managed a wide range of homeland security training and exercise programs, from federal to local implementation. Most recently she has been the manager for an extensive 3-year training and exercise program for Orange County Transportation Authority. She has been the lead instructor for numerous DHS-direct support Homeland Security Exercise & Evaluation Program (HSEEP) mobile training courses and HSEEP Train-the-Trainer courses in Guam, CNMI, Alabama, Arizona, San Francisco DEM, and Santa Clara County Public Health (CA). In addition to her program management skills and emergency preparedness exercise expertise, she has a strong and varied background in the field of Public Health. Her Public Health experience includes health education, cancer research, program planning, implementation and evaluation. Ms. Kleinman has valuable knowledge and experience in how states need to prepare and respond to natural and unnatural public health emergencies.

### Relevant Experience

**Vice President, Public Health Preparedness Services, Willdan Homeland Solutions, CA, 2008-Present.** Provides subject matter expertise in the development of emergency preparedness exercises utilizing HSEEP methodology, development and revisions to a variety of emergency preparedness planning documents, instructs courses on behalf of DHS, lead instructor for HSEEP training courses, and assists in the implementation of all Public Health related projects. Ms. Kleinman is also responsible for program and project management and business development in her regional area including Northern California and Arizona. She currently manages two staff members in Arizona as well as the project manager on 9 projects in her regional area. Ms. Kleinman is a support contractor for FEMA (Regional Exercise Support Program) for Region V, and planned and implemented a Tri-State Communications FSE.

Recent projects include implementing and managing a Three-Year Training & HSEEP Exercise Program for Orange County Transportation Authority (OCTA), Hospital Preparedness Program (HPP) Exercise Series for the State of Arizona, and ongoing Anaheim/Santa Ana UASI emergency preparedness projects including supporting Orange County Healthcare Agency in the California statewide health exercise. Ms. Kleinman most recently completed the Santa Clara County Hospital Active Shooter Full-Scale Exercise as the exercise support lead. She was responsible for coordinating, planning, developing and ensuring all aspects of the large full-scale exercise were successfully managed. This FSE was one of the largest exercises the Bay Area has ever conducted, with over 300 participants responding to the hospital active shooter incident.

A few examples of her management and team lead projects include:

- **Arizona Department of Health Services (ADHS):** Phoenix National Disaster Medical System (NDMS) Full Scale Exercise, approximately 500 participants including Federal and State NDMS stakeholders, National Guard, ADHS, local Fire, Emergency Management, Public Health, Hospitals, Ambulance Providers, and Red Cross. The exercise evaluated emergency response plans, policies, and procedures as they pertained to an NDMS activation affecting the Phoenix NDMS Federal Coordinating Center (FCC)

Wendy Kleinman, MPH,  
MEP  
Continued

- **Stanford Hospital Active Shooter FSE.** This exercise will include first responders from Palo Alto, Santa Clara County Sheriff's Office and Stanford Hospital & Clinics, Lucile Packard Children's Hospital, Stanford University School of Medicine.
- **Greenlee County (AZ) Community Health Assessment, Community Health Improvement Plan and Strategic Plan.** Ms. Kleinman is leading the efforts to ensure Greenlee County Public Health Department completes pre-accreditation documents in advance of application to participate in the Public Health Accreditation Board (PHAB).
- **Riverside County (CA) Public Health Emergency Operation Plan revision.** This project is designed to update the Public Health EOP and provide suggestions to revisions to other plans, appendices and annexes. A significant portion of this project is to educate stakeholders about the plan and the necessary changes, suggestions based on best practices and current guidance.
- County of Santa Clara Public Health Department:
  - **Pandemic Flu Functional Exercise (2009)** – Willdan was selected via competitive solicitation to work with the SCCPHD in the design and development of a countywide pandemic flu functional exercise.
  - **H1N1 Operational Debrief and Seminar (2009)** – SCCPHD chose Willdan to support the County's efforts to debrief responders and develop a Countywide, public health-focused after-action report (AAR) in response to the H1N1 outbreak. Willdan personnel successfully conducted a workshop to gather the information needed to develop the AAR from stakeholders throughout Santa Clara County.
  - **Hospital Active Shooter Full Scale Exercise (2010)** – Santa Clara County selected Willdan for the development, conduct and evaluation of an Active Shooter Full-Scale Exercise. This exercise was the largest ever conducted in the County and included hundreds of medical staff, first responders and a significant exercise control/evaluation network. The County's objectives were to evaluate current active shooter plans and make improvements in hospital and law enforcement plans moving forward as a result of the key findings.
  - **Statewide Medical and Health Exercise Series, Tabletop and Functional Exercises (2012)** – Willdan performed exercise design, conduct, and evaluation for SCCPHD participation in the 2012 Statewide Medical and Health Exercise series, including a tabletop exercise and functional exercise, with a scenario of an earthquake resulting in prolonged power loss. Stakeholder participation included hospitals, Skilled Nursing Facilities/Long-Term Care, amateur radio operators, Community Health Partnership, and the SCCPHD.
  - **Pandemic Influenza Tabletop Exercises and Seminar** – Most recently, the SCCPHD awarded Willdan with the Pandemic Influenza Tabletop Exercises and Seminar contract, which will include an educational seminar and tabletop exercise design, conduct, and evaluation.
  - **Strategic National Stockpile Training Materials (2013)** - Most recently, Willdan provided SNS training to the County of Santa Clara Public Health Department including, development of course materials and tools that were required to enable implementation of six medical countermeasure-related modules from the SCCPHD's Support Annex (SA) 1.0 Multi-Year Training & Exercise Plan (MYTEP).

Wendy Kleinman, MPH,  
MEP  
*Continued*

**Exercise Planner/Instructor, EG&G Technical Services, Inc., Phoenix, AZ, 2003-2008.** Lead planner/controller for over 100 HSEEP compliant exercises. Provided expertise in support of a wide range of homeland security, exercise, and domestic preparedness activities, to include lead instructor for HSEEP mobile training courses and HSEEP Train-the-Trainer courses in Guam, CNMI, Alabama, Arizona, San Francisco DEM; supported TOPOFF 4 as the Assistant Chief of Control for FEMA AZ venue instructing over 250 Federal, State and local exercise control staff during the Controller Training. Specific exercise experience includes:

**Controller/Evaluator, Bay Area Metropolitan Transportation Commission (MTC) Transportation Response Plan (TRP) Functional Exercise, EG&G Technical Services, Inc., Oakland, CA, 2007.** This large-scale functional exercise incorporated the participation of all Bay Area transit agencies, including Bay Area Rapid Transit (BART), Municipal Transportation Agency (MUNI) and Caltrans. Ms. Kleinman was located at the BART EOC where she provided exercise control in coordination with the 13 transportation agencies participating, facilitated the safety briefings, and evaluated the agency's response to the terrorist scenario. Ms. Kleinman was tasked with providing an assessment of the BART emergency plan following the exercise as part of the After Action process.

**Exercise Planner/Facilitator/Controller, Arizona/Sonora Bi-National Exercise, Nogales, AZ, EG&G Technical Services, Inc., 2003.** The first bi-national exercise effort between the U.S. and Mexico utilizing DHS guidelines and funding, this is prior to HSEEP being formally developed. Responsibilities included coordinating the actor/victim plan for the chemical full-scale exercise and facilitating the Public Health forum for the recovery tabletop.

**Exercise Planner/Facilitator/Controller, Arizona/Sonora Bi-National Exercise, Nogales, AZ, EG&G Technical Services, Inc., 2003.** The first bi-national exercise effort between the U.S. and Mexico utilizing Office for Domestic Preparedness (now G&T) guidelines and funding, this is prior to HSEEP being formally developed. Responsibilities included coordinating the actor/victim plan for the chemical full-scale exercise and facilitating the Public Health forum for the recovery tabletop.

**Health Educator, Arizona Department of Health Services, Phoenix, AZ, 2002-2003.** Evaluator, Arizona National Pharmaceutical Stockpile (NPS) Exercise, Arizona Department of Health Services, Tucson, AZ, 2002. Participated as an evaluator at the Receipt, Staging and Storage (RSS) warehouse and the Mass Dispensing Site. Throughout this exercise worked closely with the Arizona Air National Guard, Arizona Division of Emergency Management, and the Arizona Department of Health Services. Exercise was a first for Arizona in evaluating the process to receive and distribute the National Pharmaceutical Stockpile (presently known as the Strategic National Stockpile) from the CDC as well as one of the first utilizing Federal Homeland Security funding through the direct support program to the States.

### Publications

Contributor, EG&G Technical Services Inc., "San Diego County 2007 Firestorms After Action Report", written for the San Diego County Office of Emergency Services, February 2008.

Kleinman, W.A., "Camelpox," Encyclopedia of Bioterrorism Defense, (Eds. Richard F. Pilch and Raymond A. Zilinskas), Wiley-Liss Publishing, June 2005.

## Peter C. Montgomery

Wildfire Planning Subject Matter Expert

### Education

*BS, Occupational Studies,  
California State University  
Long Beach, Long Beach,  
California.*

*California Certified Chief  
Officer*

*California Certified Fire  
Officer*

*California State Certified Fire  
Instructor*

*California State Certified  
Safety Officer*

*California State Certified  
Division Supervisor*

*California State Certified  
Strike Team/Task Force*

### Fire Education

*ICS 100, 200, 300, 400*

*ICS 401 Safety Officer*

*NIMS 100, 200, 700, 800*

**40+ Years' Experience**

**Mr. Peter C. Montgomery** is a retired Division Chief with the Escondido Fire Department. His firefighting career has spanned more than 40 years which included firefighting, program management and emergency medical experience. He is currently an Adjunct Instructor at the community college level and teaches State and Federal wildland, command and firefighting classes. As a member of the Fire Department Command staff he successfully managed emergency responses to EMS, wildland, hazardous materials and structural emergencies. He successfully created and administered the Escondido Fire Department's Community Wildfire Protection Plan (CWPP) and structural fire safety assessment surveys in 2008. Mr. Montgomery was a member of State and County Training Committees and coordinated the development and completion of regional exercises. He was one of the planning managers at the annual San Diego County Wildland exercise. He was also a member of Camp Pendleton Fire School cadre and a lead instructor. He has served as a member of State curriculum committees as a regional representative for San Diego County.

### Relevant Experience

**Palomar Community College, San Marcos, California.** Adjunct Instructor. Adjunct Instructor in the Fire Technology program. Currently teaching Firefighter Safety and Survival, Tactics and Strategy and Building Construction. Developed course curriculum for Tactics & Strategy and Firefighter Safety classes.

**Capstone Fire Management Inc.** Division Chief for a private fire and safety services company. Responsible for hiring, scheduling personnel and equipment on job sites, equipment maintenance program and training. Regularly met with public and private firefighting agencies, public utility managers and private contractors to coordinate fire and emergency standby services. Served as Company representative at fires involving utility and construction partner assets.

### Escondido Fire Department

- **Division Chief Support Services, Training and Safety.** Wrote the City of Escondido's Community Wildfire Protection Plan based on City, Fire Department and Mutual Aid capabilities and State Fire Danger Classifications. Developed 13 individual communities within the City assessing fire history, fuel types, and weather factors. Held community based meetings, met with partners in developing specific mitigation recommendations for each identified community. Developed community evacuation corridors and safe refuge cities based on projected fire activity. Developed home and business fire preparedness checklists and coordinated completion of over 1000 individual home assessments. Annually updated individual and department training plans. Maintained training budget and standards for the department and individuals.
- **Battalion Chief-Training and Safety-Department.** Developed annual department and individual training plans for 100 personnel. Responsible for annual training budget. Maintained training standards for the department and individuals as mandated by private and governmental agencies. Coordinated Regional, Countywide and State training activities with firefighting, emergency medical services and military personnel and agencies. Served as a member of the California State Fire Marshal's Education Committee rewriting state curriculum. Served as the Fire department representative on the City's Central Safety Committee.

**Peter C. Montgomery**  
*Continued*

Reviewed fire department accidents and injuries, made recommendations for correction. Selected as a Safety Officer on California Incident Management Team 6. Served on deployments statewide on numerous wildland fires.

- **Captain-Escondido Fire Department.** Supervised and coordinated a Fire Company in fire suppression, EMS, public education, fire inspections and company training. Training manual coordinator for department and regional fire academy, duties included writing, editing and distribution of manual to departments within the San Diego North Zone. Fire Apparatus Committee member for seven years, responsibilities included assisting in obtaining and developing apparatus specifications. Deployed as a Division Supervisor throughout the western United States.
- **Firefighter/Fire Engineer-Escondido Fire Department.** Responsibilities included firefighting, EMS other duties of a Firefighter. Drove fire apparatus, maintained equipment and apparatus, assisted on emergency scene operations, assisted with company training and reports. First line supervisor for company.

**Fire Engineer/Firefighter U.S. Forest Service, Cleveland N.F.** Worked as a firefighter on Type III engines, Helitack and Hotshot crews. Supervised four firefighters in the absence of the Captain. Promoted to Engineer on a Type III engine, supervised and managed four firefighters.