

MSD Office: MSD Board Agenda Item Request Form

This form and supporting documents (if applicable) are due the Thursday before the MSD Board Meeting the following Wednesday at 4:00pm

Date Received (Office Use)	1/6/2021
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Date of Request:	Dec 9, 2020
Requested by:	Brian Hartsell
Requested MSD Board Date:	1/13/2021
Topic/Discussion Title:	Resolution Adopting a Continuity of Operations Plan (COOP). Since the implementation of the agreement with UFA for contracted emergency mgmt services, the MSD has been working w/UFA on the development of an EOP and COOP.
Description:	An Emergency Operations Plan was approved by the board in May 2020. Now, the COOP is a supplemental plan to that EOP and will be included in the EOP binder. The COOP outlines how the MSD will maintain operations if the primary work location is disrupted by a disaster or other emergency event. This is a living document that will be updated periodically.
Requested Action:¹	Request Board approval of resolution adopting the COOP
Presenter(s):	Brian Hartsell, Julie Harvey
Time Needed:²	25 minutes
Time Sensitive³	No
Specific Time(s)⁴	Dec 9, 2020
Contact Name & Phone:	Brian Hartsell, 385-468-6685

¹ What you will ask the MSD Board to do (e.g., discussion only, appropriate money, adopt policy, approve contracts) – in specific terms.

² Assumed to be 10 minutes unless otherwise specified.

³ Urgency that the topic be scheduled on the requested date.

⁴ If important to schedule at a specific time, list a few preferred times.