

**SUBJECT: DISCUSSION / DIRECTION - BOULDER OFFICE OF DISASTER  
MANAGEMENT PROPOSAL**

**DATE: SEPTEMBER 16, 2025**

**PREPARED BY: DIANA LANGLEY, CITY MANAGER**

**PRESENTED BY: DIANA LANGLEY, CITY MANAGER**

**SUMMARY:**

Staff received a proposal from the Boulder Office of Disaster Management (Boulder ODM) for Louisville to join Boulder ODM and receive disaster management services. The proposal identifies the annual cost for Louisville to join Boulder ODM, \$213,652.08, and the programmatic delivery areas for Louisville. If the City joins Boulder ODM, Louisville will have access to six disaster management staff and administration with qualifications, knowledge, and experience that spans across all disaster management skill sets, capabilities, and competencies. Louisville will also receive a seat on the Boulder ODM Board and have Emergency Operations Center (EOC) coverage and services.

Staff is requesting authorization for the City Manager to work with Mike Chard, Boulder ODM's Director, to develop an updated Intergovernmental Agreement (IGA) for Louisville to join Boulder ODM.

**BACKGROUND / PRIOR DISCUSSIONS:**

Boulder Office of Disaster Management

In 2005, the City of Boulder and Boulder County executed an Intergovernmental Agreement (IGA) to form the Office of Emergency Management to oversee the delivery of disaster services. In 2022, the name was changed to the Office of Disaster Management (ODM) for the City of Boulder and Boulder County, with a mission focusing on disaster management through community preparedness, mitigation of hazards, and effective disaster response and recovery.

ODM has a highly skilled and dedicated team, led by Director Mike Chard, and is overseen by a Board of Directors currently consisting of Sheriff Curtis Johnson, City of Boulder Police Chief Stephen Redfearn, Boulder Fire-Rescue Chief Mike Calerazzo, Boulder County Administrator Jana Peterson, and City of Boulder City Manager Nuria Rivera-Vandermyde.

Prior Council Action

On [May 6, 2025](#), Council authorized the City Manager to initiate discussions related to joining Boulder ODM.

On [July 23, 2025](#), Council held a 2026 Budget Retreat and preliminarily approved the funding necessary to join Boulder ODM.

**ANALYSIS:**

The attached proposal from Director Chard outlines the scope of services that the City will receive upon joining Boulder ODM. The proposal is based on the City receiving an allocation of approximately 1,872 hours/year for disaster management services, broken down 1,310 hours for a variety of disaster management activities and 562 hours for emergency operations center (EOC) readiness.

The 1,310 hours for disaster management activities are intended to assist Louisville in creating a yearly work plan and may include:

- Emergency Operations Plan (EOP)
  - Louisville will be included in Boulder ODM's update to their EOP and will have its own annex in the plan.
- Training & Exercise
  - Boulder ODM will provide two tabletop exercises or one tabletop and one drill.
- Continuity of Operations Planning (COOP)
  - Boulder ODM will review the City's COOP to make sure the plan is complete and meets the core elements of a COOP.
- Community Preparedness
  - Boulder ODM will partner with the City on existing Boulder ODM and Louisville programs and events.
- Operational Readiness Preparedness/Incident Command, Department Operations Center (DOC)
  - Boulder ODM will help the City to identify the resources and materials needed to establish a proper DOC.
- Threat and Hazard Identification and Risk Assessment (THIRA) and Capability Assessments
  - Performed every two years to help inform hazards that the EOP annex for Louisville must address.
- Public Messaging
  - Boulder ODM staff will coordinate with City staff on consistent messaging.
- Local Emergency Planning
  - Boulder ODM will coordinate with the Police Department and Louisville Fire Protection District on evacuation planning.

The 562 hours for EOC readiness are for Boulder ODM to activate an EOC on the City's behalf should an emergency occur.

Staff is requesting authorization for the City Manager to work with Director Chard to develop an IGA for Louisville to join Boulder ODM. If authorized, the next step is for Director Chard to present the proposal for Louisville to join Boulder ODM to the ODM Board and obtain authorization to coordinate an IGA amendment to include Boulder County, the City of Boulder, and Louisville. Once the IGA is drafted, it will need to be approved by the parties.

**2025 COUNCIL WORK PLAN:**

Disaster preparedness and emergency response are vital to support the City Council's 2025 Work Plan, focusing on Council's priorities of economic vitality, safety, core services, and housing. Residents and business owners need to feel secure in the City's ability to adequately prepare for, respond to, and recover from emergencies.

**FISCAL IMPACT:**

Budgeted?: **No**

Funds are not currently budgeted but are included in the recommended 2026 Supplemental Budget for Council consideration.

**ALTERNATIVE(S):**

Do not continue with the process to join Boulder ODM and direct staff to identify the resources necessary for the City to provide similar disaster management services.

**RECOMMENDATION:**

Staff recommends that Council authorize the City Manager to work with Director Chard to develop an updated Intergovernmental Agreement that will allow Louisville to join Boulder ODM and outline the scope of services that Louisville will receive.

**ATTACHMENT(S):**

1. Director Chard proposal dated July 1, 2025
2. Staff Presentation



## DISASTER MANAGEMENT

CITY OF BOULDER • BOULDER COUNTY

3280 Airport Road  
Boulder CO, 80301

Date: July 1, 2025

To: ODM Board

Subject: ODM Cost Share to Incorporate Louisville into the ODM System

---

### Existing Budget

FTE 5: \$800,534      Operating Expenses \$175,202      Cost Share 50%: \$487,868

This report presents a proposed cost share model for disaster management service delivery for the City of Boulder, Boulder County, and the City of Louisville. The cost share proposal is based on the addition of 1 FTE and additional operating expenses required to add the City of Louisville.

The cost share has a planning assumption that to take on additional communities additional FTE and operating expenses are required. The existing ODM staff FTE per population is 1/30,475. Expanding service areas requires adding staff and increasing operating funds. The additional duties and costs associated with programmatic duties of a municipal disaster management system (list of programs provided at the end of the report).

### Option #1: Neutral Cost Increase Proposal BOCO, COB and Louisville

The cost share is based on adding the cost of one full-time employee and operating expenses to include Louisville to the Boulder Office of Disaster Management Intergovernmental Agreement. For this to be executed additional expenses to the City of Boulder and Boulder County shall not occur because of incorporating the City of Louisville to the existing agreement.

Added value from this agreement is the expansion of ODM staff to deliver services and on-call coverage to the City and County at no increased cost. The value of this proposal is that the City of Louisville obtains access to six disaster management staff and administration with qualifications, knowledge and experience that spans across all disaster management skill sets, capabilities, and competencies. At the proposed price point the City of Louisville would also receive a seat on the Boulder ODM Board and EOC coverage and services as defined in a newly updated IGA.

---

## Totals

- **Total Population** = 143,900
  - **Total Area** = 685 sq mi
- 

## Agency Data

### Agency    Population    Area (sq mi)

BOCO    16,900    650

COB    105,000    27

Louisville 22,000    8

## Cost Share of \$1,186,956

**Budget** = 6 FTE- \$936,956 + Operating- \$250,000= \$1,186,956

| Agency     | Percentage of Budget | Proposed Funding Level |
|------------|----------------------|------------------------|
| BOCO       | 41%                  | <b>\$486,651.96</b>    |
| COB        | 41%                  | <b>\$486,651.96</b>    |
| Louisville | 18%                  | <b>\$213,652.08</b>    |
|            |                      | <b>\$1,186,956.00</b>  |

---

**5 ODM Coordinator FTE & Operating Expenses based on 52 weeks at 40 hours per week = 10,400 hours.**

**FTE \$936,596 & \$250,000 = 1,186,956**

| <b>Agency</b> | <b>Weighted Share</b> | <b>Hours</b> | <b>Cost Share</b> | <b>Per Hour Cost</b> | <b>EOC Readiness % of Time</b> |
|---------------|-----------------------|--------------|-------------------|----------------------|--------------------------------|
| BOCO          | 41%                   | 4264         | \$486,651.96      | \$114.1341           | 30% 1,279 hours                |
| COB           | 41%                   | 4264         | \$486,651.96      | \$114.13             | 30% 1,279 hours                |
| Louisville    | 18%                   | 1872         | \$213, 652.08     | \$114.13             | 30% 561.60 hours               |

---

### **Disaster Management Program Requirements of the Agreement**

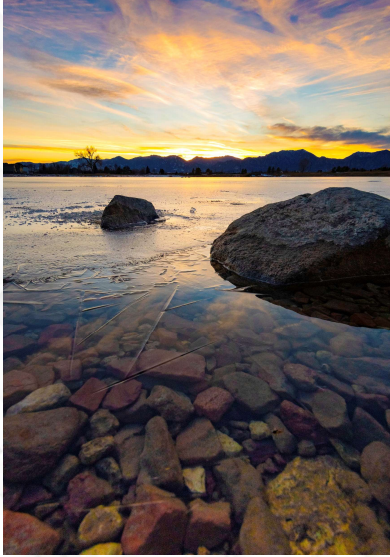
To run an effective program, you must address the following programmatic areas. Each one carries with it requires several staff hours to prepare, deliver, resource, and perform improvement processes afterward to be successful. The following shows the programmatic delivery areas for Louisville. The allocated 1872 hours – 561 hours for EOC readiness to create their yearly work plan.

- Emergency Operations Plan: Annex to the existing EOP
- EOC Readiness and Preparedness- Boulder ODM and awareness training with Louisville
- Training & Exercise: 2 tabletop exercises or 1 tabletop and 1 drill.
- Continuity of Operations Planning: Training and Web EOC Training only
- Community Preparedness: Existing preparedness programs and community events
- Operational Readiness Preparedness / Incident Command / Department Operations Center
- THIRA and Capability Assessments: Performed every two years.
- Resource Management Systems: Inventory and asset management City responsibility
- Public Messaging: City of Louisville
- Alert and Warning: Sheriff's Office 911 Center Contract
- Local Emergency Planning Commission: ODM administrative duties and Police responsible for Tier 2 facility evacuation planning, Fire Department responsible for hazardous materials response.
- Recovery: City of Louisville picks up from transition to recovery provided at EOC.

**EOC Basic Cost Estimate**

| Staff Description                   | Staff Numbers | Activation Rate / Hr. |
|-------------------------------------|---------------|-----------------------|
| EOC Manager                         | 1             | 70.00                 |
| Deputy EOC Manager                  | 1             | 70.00                 |
| SAS Chief                           | 1             | 65.00                 |
| Situational Awareness Section Staff | 2             | 55.00                 |
| Resource Management Chief           | 1             | 65.00                 |
| Resource Management Staff           | 4             | 55.00                 |
| ESF 1 Transportation                | 1             | 55.00                 |
| ESF 3- Public Works                 | 1             | 55.00                 |
| ESF 6- Mass Care                    | 6             | 55.00                 |
| ESF 8- Public Health                | 2             | 55.00                 |
| ESF 13- Public Safety               | 2             | 75.00                 |
| ESF 15- PIO                         | 3             | 70.00                 |
| ESF 26 GIS                          | 1             | 65.00                 |
| EOC Facility                        |               | 300.00                |
| Vehicles                            | 2             | 150.00                |
|                                     |               | 1260                  |

Standard EOC activation period is 12 hours. Cost per operational period is \$15,120.



# **Proposal from Boulder Office of Disaster Management**

September 16, 2025



## **Background**

- Boulder Office of Disaster Management (ODM)
  - Formed in 2005 between Boulder County and the City of Boulder to oversee the delivery of disaster services.
  - Mission focuses on disaster management through community preparedness, mitigation of hazards, and effective disaster response and recovery.
  - ODM has a highly skilled and dedicated team led by Mike Chard.
  - Overseen by a Board of Directors consisting of Sheriff Curtis Johnson, City of Boulder Police Chief Stephen Redfearn, Boulder Fire-Rescue Chief Mike Calerazzo, Boulder County Administrator Jana Peterson, and City of Boulder City Manager Nuria Rivera-Vandermyde.



## Prior Council Action

- May 6, 2025 – Council authorized the City Manager to initiate discussions related to Louisville joining Boulder ODM.
- July 23, 2025 - Council held a 2026 Budget Retreat and preliminarily approved the funding necessary to join Boulder ODM.

## Analysis

- Boulder ODM Proposal
  - Allocates 1,872 hours/year to Louisville for disaster management services
    - 1,310 hours to assist Louisville in creating a yearly work plan
    - 562 hours for emergency operations center readiness

## 2025 Council Work Plan

- Disaster preparedness and emergency response are vital to support the City Council's 2025 Work Plan, focusing on Council's priorities of economic vitality, safety, core services, and housing. Residents and business owners need to feel secure in the City's ability to adequately prepare for, respond to, and recover from emergencies.

## Fiscal Impact

- \$213,652.08 - First Year
- Funds are not currently budgeted but are included in the recommended 2026 Supplemental Budget for Council consideration.

## Alternatives

- Do not continue with the process to join Boulder ODM and direct staff to identify the resources necessary for the City to provide similar disaster management services.

## Recommendation

- Council authorize the City Manager to work with Director Chard to develop an updated Intergovernmental Agreement that will allow Louisville to join Boulder ODM and outline the scope of services that Louisville will receive.