



## "OPEN MEETINGS ACT"

City of Blair 5th Tuesday Special Meeting  
City Council Chambers  
September 30, 2025 - 6:00 PM

**A Copy of the "Open Meetings Act" Has Been Posted at Both Exits**

### AGENDA

**NOTE: A current copy of the agenda can be obtained at the City Clerk's Office at 218 S. 16th Street, Blair, Nebraska or on the City website at [www.blairnebraska.org](http://www.blairnebraska.org). The City Council reserves the right to go into Executive Session at any time.**

- 1.Meeting was called to order by Mayor Rump.
- 2.Roll Call.
- 3.Pledge of Allegiance.
- 4.Approval of Consent Agenda - The following items are considered to be routine by the city council and will be enacted by one motion. There will be no separate discussion of these items unless a city council member or citizen so requests, in which event the item will be removed from consent status and considered in its normal sequence on the agenda.
  - 4.a. Approval of Minutes of the September 23, 2025 meeting.
- 5.Discussion regarding the National Incident Management System (NIMS) framework, local government implementation objectives, training requirements, and hazard mitigation opportunities.
- 6.Discussion regarding additional funding sources for the City of Blair through additional Occupation Taxes and through an additional 1/2 cent sales tax.
- 7.Discussion regarding policy and procedural changes regarding utility billing, building permits, and zoning permits to be implemented with the transition to the BS&A accounting and permitting system.
- 8.City Administrator Report.
- 9.Motion and second by Council members to adjourn the meeting.

**A Copy of the "Open Meetings Act" Has Been Posted at Both Exits**

City of Blair Regular Council Meeting  
September 23, 2025

The Mayor and City Council met in regular session in the City Council Chambers on September 23, 2025, at 7:00 PM. The following were present: Gary Banner, Brent Clark, Kirk Highfill, James Letcher, Kent Long, Rick Paulsen, Kevin Willis, and Frank Wolff. Also present were City Administrator Green, Assistant City Administrator Barrow, Director of Public Works Heaton, City Attorney Talbot, Non-Lawyer Assistant Ferrari, Library Director Lukert, HR Manager Guhl, Community Development Director Beiermann, and Chief Kinsey.

The Mayor publicly stated to all in attendance that a current copy of the Nebraska Open Meetings Act was available for review and indicated the location of such copy posted in the room where the meeting was being held. Notice of the meeting was given in advance thereof by publication in the Enterprise or the Pilot -Tribune as shown by the affidavit of publication filed in the City Clerk's office. Notice of the meeting was simultaneously given to the Mayor and all members of the City Council, and a copy of their acknowledgement of receipt of notice and the agenda is filed in the City Clerk's office. Availability of the agenda was communicated in the advance notice and in the notice to the Mayor and Council of this meeting. All proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public.

Agenda Item #1, #2, & #3 – The meeting was called to order by Mayor Rump at 7:00 p.m. followed by roll call and the Pledge of Allegiance.

Agenda Item #4 – Consent agenda approved the following: 4a) Approval of Minutes of September 9, 2025, Budget Hearing and the September 9, 2025, Regular Council meeting, 4b) Clerk report of Mayoral Action of the September 9, 2025, meeting, 4c) Claims as approved by the Finance Committee, and 4d) Approve Fall Up and Open Burn with a permit for 2025. Motion by James Letcher, second by Brent Clark to approve the Consent Agenda. Council members voted as follows: Gary Banner: Yea, Brent Clark: Yea, Kirk Highfill: Yea, James Letcher: Yea, Kent Long: Yea, Rick Paulsen: Yea, Kevin Willis: Yea, Frank Wolff: Yea. All Council members voted: Yea: 8, Nay: 0. Mayor Rump declared the motion carried.

Agenda Item #5 – Mike Rooks, 11961 S 113th Ave Papillion NE with Gateway Development stated Gateway Development and the Chamber are hosting a Pop-Up Night Market featuring a local food truck, vendors, and a complimentary s'mores bar. This is the first event to be held in the art alley to showcase the six murals painted earlier this summer. They would also like to have a special designated liquor license for the event to serve beer and wine from 6:00 p.m. to 8:30 p.m. This is the first of many events they plan to hold in the art alley. Motion by Kevin Willis, second by Kirk Highfill to recommend approval of a Special Designated Liquor License for El Vallarta Mexican Restaurant, 1995 Ridgeview Rd, Blair for a beer garden on October 2, 2025, for the Art Alley Pop Up Night Market at 1709 Washington St., Blair, and notify the Nebraska Liquor Control Commission. Council members voted as follows: Gary Banner: Yea, Brent Clark: Yea, Kirk Highfill: Yea, James Letcher: Yea, Kent Long: Yea, Rick Paulsen: Yea, Kevin Willis: Yea, Frank Wolff: Yea. All Council members voted: Yea: 8, Nay: 0. Mayor Rump declared the motion carried.

Agenda Item #6 – Dillion Johnson, 111 N. Brewster Ave, Oakland NE 68045 appeared before the Mayor and Council to request a special designated liquor license for Nelson's Bar & Grill, 310 N Oakland Ave, Oakland NE 68045 on November 1, 2025 for the Blair Volunteer Fire Department appreciation Council Meeting September 23, 2025

dinner located at St. Francis Borgia, 2005 Davis Dr., Blair, NE 68008. Motion by Brent Clark, second by James Letcher to recommend approval of a Special Designated Liquor License for Nelson's Bar & Grill, 310 N Oakland Ave, Oakland NE 68045 on November 1, 2025, for the Blair Volunteer Fire Department appreciation dinner located at St. Francis Borgia, 2005 Davis Dr., Blair, NE 68008. Council members voted as follows: Gary Banner: Yea, Brent Clark: Yea, Kirk Highfill: Yea, James Letcher: Yea, Kent Long: Yea, Rick Paulsen: Yea, Kevin Willis: Yea, Frank Wolff: Yea. All Council members voted: Yea: 8, Nay: 0. Mayor Rump declared the motion carried.

Agenda Item #7 – Fire Chief Leonard stated Skyler Puffer who was approved by the Blair Volunteer Fire Department meet on September 4 to fill one of the three open Fire Captain positions. Skyler applied for this position after completing multiple rounds of training to ensure he is capable of the position. If approved, he will serve in this position until the next round of elections in December 2026. He has been in the department for three years and serves as a certified firefighter for Fremont. Council member Paulsen introduced Resolution 2025-90 approving promotion of Skyler Puffer to Fire Captain with the Blair Volunteer Fire Department. Motion by Rick Paulsen, second by James Letcher to adopt Resolution No. 2025-90 as presented. Council members voted as follows: Gary Banner: Yea, Brent Clark: Yea, Kirk Highfill: Yea, James Letcher: Yea, Kent Long: Yea, Rick Paulsen: Yea, Kevin Willis: Yea, Frank Wolff: Yea. All Council members voted as follows: Yea: 8, Nay: 0. Mayor Rump declared the motion carried.

Agenda Item #8 – Mayor Rump opened a public hearing to consider a Conditional Use Permit Renewal Application submitted by Royce Rentals, LLC, Mike Royce & Associates, 15707 S. 234th St, Gretna, Nebraska, for the continuation of a contractor's yard and office on the West 15 feet of Lot 14 and all of Lot 15, Block 16, in the City of Blair, Washington County, Nebraska, together with part of vacated street adjoining (330 N. 16th Street) for 10 years. Community Development Director Beiermann stated the zoning district is A/ML - Agricultural Light Industrial & Manufacturing District. The request is for 10 years. The property is covered by an overlay district. The Special Use Near Residential (SUR) District is an overlay district for use in commercial and industrial districts intended to protect nearby residential districts which may be adversely impacted by businesses. To encourage increased public input, all permit. business uses and structures within this overlay district which are also within 300 feet of a residential district are considered exceptions and require a Conditional Use Permit. The city has not received any complaints regarding this permit. The applicant was not present. The Planning Commission recommended approval. There were no comments from the floor or in writing. Mayor Rump closed the public hearing. Motion by Kevin Willis, second by Frank Wolff to recommend approval of the Conditional Use Permit Renewal Application submitted by Royce Rentals as presented for ten (10) years. Council members voted as follows: Gary Banner: Yea, Brent Clark: Yea, Kirk Highfill: Yea, James Letcher: Yea, Kent Long: Yea, Rick Paulsen: Yea, Kevin Willis: Yea, Frank Wolff: Yea. All Council members voted: Yea: 8, Nay: 0. Mayor Rump declared the motion carried.

Agenda Item #9 – Mayor Rump opened a public hearing to consider a Conditional Use Permit Application submitted by Michael Bierman, 10930 Lariat Lane, Blair, Nebraska, for the use of part of the building for golf driving-range simulators on Tax Lot 257, Section 12, Township 18 North, Range 11, East of the 6th P.M., City of Blair, Washington County, Nebraska (660 Grant Street) for five (5) years. Community Development Director Beiermann stated the property is zoned A/ML - Agricultural Light Industrial & Manufacturing District. The request is for five (5) years. Tee'd Up Golf will be housed within the Bierman Inc Building at 660 Grant St., Blair, NE offering a spacious and accessible environment for golf enthusiasts. This facility features ample pave parking, handicap accessibility, restrooms, and room for multiple players to enjoy the simulators comfortably. It is a convenient location and well-equipped space that makes it the ideal setting for a premium, self-service golf experience. The Council Meeting September 23, 2025

zoning regulations do not address this type of use, but the A/ML zoning does allow golf driving ranges, golf courses, miniature golf courses, and bowling alleys Staff determined this is a similar use allowing the applicant to apply for the CUP. Michael Bierman, applicant, stated the facility will function like a 24-hour fitness club. It will require membership and will allow people to come in that might have odd working hours. The facility will be closed between midnight and 5:00 a.m. and will include two simulators. He has no plans at this time to include alcohol. The Planning Commission recommended approval. There were no comments from the floor or in writing. Mayor closed the public hearing. Motion by Brent Clark, second by Kirk Highfill to approval of the Conditional Use Permit Application submitted by Michael Bierman, for the use of part of the building for golf driving-range simulators as presented for five (5) years. Council members voted as follows: Gary Banner: Yea, Brent Clark: Yea, Kirk Highfill: Yea, James Letcher: Yea, Kent Long: Yea, Rick Paulsen: Yea, Kevin Willis: Yea, Frank Wolff: Yea. All Council members voted: Yea: 8, Nay: 0. Mayor Rump declared the motion carried.

Agenda Item #10 – Mayor Rump opened a public hearing to consider an amendment to the City of Blair Zoning Regulations, Article 7, Section 701, RRE - Rural Residential Estate District and other Rural Residential Estate references in the zoning book by removing “Rural” from “Rural Residential Estate” titles and descriptions and modifying Article 7, Section 701, to include “inside the city limits and in the city’s Extra Territorial Jurisdiction (ETJ)”. Community Development Director Beiermann stated the proposed ordinance would rebrand the current RRE Rural Residential Estate District to RE Residential Estate. This district is intended primarily for application to a subdivision of land in agricultural and scenic areas to: (a) permit the opportunity of developing estate type lots which are inside the city limits and in the city’s Extra Territorial Jurisdiction (ETJ); and (b) to encourage the provision of estate type lots as a subdivision of land which will assure the provisions of at least those minimum physical improvements necessary to protect the health, safety and general welfare of people living on estate type lots or parcels. There are no changes to the zoning district. Rich Zelensky, 8696 Victory Lane, Kristina Barta, 12861 CR P26 and John Curtis, 12790 CR P26 all in Blair, spoke against the change in the zoning definition stating it would have negative effects on any property currently zoned RRE. There were no comments in writing. Mayor Rump closed the public hearing. Council member Wolff introduced Ordinance 2594 for an amendment to the City of Blair Zoning Regulations, Article 7, Section 701, RRE - Rural Residential Estate District and other Rural Residential Estate references in the zoning book by removing “Rural” from “Rural Residential Estate” titles and descriptions and modifying Article 7, Section 701, to include “inside the city limits and in the city’s Extra Territorial Jurisdiction (ETJ)”.

**AN ORDINANCE TO AMEND THE BLAIR CITY ZONING REGULATIONS, ARTICLE 7, AMENDING SECTION 701, RURAL RESIDENTIAL ESTATE DISTRICT AND OTHER RURAL RESIDENTIAL ESTATE REFERENCES IN THE ZONING BOOK BY REMOVING “RURAL” FROM “RURAL RESIDENTIAL ESTATE” TITLE AND DESCRIPTIONS AND MODIFYING ARTICLE 7, SECTION 701, TO INCLUDE “INSIDE THE CITY LIMITS AND IN THE CITY’S EXTRATERRITORIAL JURISDICTION (ETJ), REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH, PROVIDING WHEN THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT AND PUBLISHING IN PAMPHLET FORM.**

Council member Frank Wolff moved that the statutory rule requiring reading on three different days be suspended. Council member James Letcher seconded the motion to suspend the rules and upon roll call vote the following Council members voted: Gary Banner: Yea, Brent Clark: Yea, Kirk Highfill: Yea, James Letcher: Yea, Kent Long: Yea, Rick Paulsen: Yea, Kevin Willis: Yea, Frank Wolff: Yea. All Council members voted: Yea: 8, Nay: 0. The motion to suspend the rules was adopted by three-fourths of

the Council and the statutory rule was declared suspended for consideration of said Ordinance. Mayor Rump declared the motion carried.

Said Ordinance was then read by title and thereafter Council member Frank Wolff moved for final passage of the Ordinance, which motion was seconded by Council member James Letcher. The Mayor then stated the question was "Shall Ordinance No. 2594 be passed and adopted?" Upon roll call vote, the following Council members voted: Gary Banner: Yea, Brent Clark: Yea, Kirk Highfill: Yea, James Letcher: Yea, Kent Long: Yea, Rick Paulsen: Nay, Kevin Willis: Yea, Frank Wolff: Yea. All Council members voted: Yea: 7, Nay: 1. The passage of said Ordinance having been concurred by a majority of all members of the Council, the Mayor declared the Ordinance adopted. A true, correct, and complete copy of said Ordinance can be found in the Ordinance Record Book.

Agenda Item #11 – City Administrator Green stated the five agenda items will present the job descriptions that are related to the positions that were discussed during the budget process. The Judiciary Committee met and reviewed all the applications. The first job description is for the Deputy City Administrator of Operations position that supports the City Administrator by overseeing the operations, administration, and coordination of the Library, Finance, Human Resources, City Clerk's Office, Legal, and Information Technology (IT). This position ensures that these departments and functions operate efficiently, in compliance with city ordinances, and in alignment with community goals. The Deputy City Administrator of Operations provides professional advice and support to the City Administrator, Mayor, and City Council in all areas within assigned responsibility. The Judiciary Committee recommended approval. Motion by Kirk Highfill, second by James Letcher to approve the job description for the Deputy City Administrator of Operations position. Council members voted as follows: Gary Banner: Yea, Brent Clark: Yea, Kirk Highfill: Yea, James Letcher: Yea, Kent Long: Yea, Rick Paulsen: Yea, Kevin Willis: Yea, Frank Wolff: Yea. All Council members voted: Yea: 8, Nay: 0. Mayor Rump declared the motion carried.

Agenda Item #12 – HR Manager Guhl presented the job description for the HR Generalist position. The higher lever HR position is being extracted and will report to the Operations Deputy position. The Human Resource (HR) Generalist will be responsible for managing the organization's day-to-day HR and payroll functions. This position independently administers employee relations, payroll processing, HRIS updates, recruitment, benefits, and compliance activities. The HR Generalist ensures HR processes are conducted accurately, in accordance with applicable laws and policies, and provides direct support to employees and supervisors on routine HR matters. The Judiciary Committee recommended approval. Motion by Kirk Highfill, second by Frank Wolff to approve the job description for the HR Generalist position. Council members voted as follows: Gary Banner: Yea, Brent Clark: Yea, Kirk Highfill: Yea, James Letcher: Yea, Kent Long: Yea, Rick Paulsen: Yea, Kevin Willis: Yea, Frank Wolff: Yea. All Council members voted: Yea: 8, Nay: 0. Mayor Rump declared the motion carried.

Agenda Item #13 – Chief Kinsey and HR Manager Guhl presented the job description for the Community Service Officer (CSO) position. Chief Kinsey stated the part time Animal Control Officer position will be converted into a full-time position as the Community Service Officer. This position will be a non-sworn civilian position within the Blair Police Department. The CSO provides community-oriented services such as code enforcement, animal control, traffic and event support, and public outreach. This position serves as a visible representative of the Police Department, assisting sworn officers with non-emergency functions while promoting positive community relations and public safety. The CSO will not be armed, and their uniform will be different but can write a criminal citation. The schedule will be flexible with the CSO working one Saturday a month and working later into the day several times a week.

The Judiciary Committee recommended approval. Motion by Kirk Highfill, second by James Letcher to approve the job description for the Community Service Officer position. Council members voted as follows: Gary Banner: Yea, Brent Clark: Yea, Kirk Highfill: Yea, James Letcher: Yea, Kent Long: Yea, Rick Paulsen: Yea, Kevin Willis: Yea, Frank Wolff: Yea. All Council members voted: Yea: 8, Nay: 0. Mayor Rump declared the motion carried.

Agenda Item #14 – IT Director White and HR Manager Guhl presented the job description for the Technology Support Specialist position. White stated the Technology Support Specialist will provide daily help desk support to City of Blair staff and assist with IT services across multiple City facilities, including City Hall, the Police Department, the Library, Public Works, utility plants, and other municipal locations. It will also assist the City's growing GIS program with data entry, mapping, and overall editing. This position may occasionally require evening or weekend hours to support system upgrades, maintenance, or citywide technology projects. The Judiciary Committee recommended approval. Motion by James Letcher, second by Rick Paulsen to approve the job description for the Technology Support Specialist position. Council members voted as follows: Gary Banner: Yea, Brent Clark: Yea, Kirk Highfill: Yea, James Letcher: Yea, Kent Long: Yea, Rick Paulsen: Yea, Kevin Willis: Yea, Frank Wolff: Yea. All Council members voted: Yea: 8, Nay: 0. Mayor Rump declared the motion carried.

Agenda Item #15 – Director of Public Works Heaton and HR Manager Guhl presented the job description for the Public Works Technician position. The Public Works Technician is primarily responsible for providing maintenance support to the City of Blair's Water Treatment Plant, Wastewater Treatment Plant and collection and distribution systems. This includes preventative and corrective maintenance on equipment, facility upkeep, and various departments in ensuring safe and efficient operations. The budget included three positions for this technician position. Currently the city has nine water operators. This new position will add three technicians to help out with maintenance and equipment support. This will also eliminate having only one person on duty at night. The Judiciary Committee recommended approval. Motion by Kirk Highfill, second by James Letcher to approve the job description for the Public Works Technician position. Council members voted as follows: Gary Banner: Yea, Brent Clark: Yea, Kirk Highfill: Yea, James Letcher: Yea, Kent Long: Yea, Rick Paulsen: Yea, Kevin Willis: Yea, Frank Wolff: Yea. All Council members voted: Yea: 8, Nay: 0. Mayor Rump declared the motion carried.

Agenda Item #16 – Erica Stark stated she is the chairperson of the City Alliance Team (CAT) that serves as a collaborative body to support the City's mission by assisting with employee events and special programs, reviewing and discussing policy initiatives that impact employees, providing employee representation in salary negotiations (in lieu of a civilian union), and addressing additional employee-related issues as assigned. The CAT Advisory Committee will foster interdepartmental communication, teamwork, and a unified approach to City operations and policies that impact employees. On behalf of the committee, the next seven agenda items will cover the proposed changes submitted by CAT. The first amendment is parental leave which will provide paid parental leave to eligible employees following the birth, adoption, or foster care placement of a child. This leave allows employees time to care for and bond with their child. Employees will be allowed to use up to four (4) weeks of paid parental leave per qualifying event. Leave must be taken in a continuous block within 12 months of birth, adoption, or placement. After paid parental leave is used, employees may use accrued sick, vacation, or comp time leave to cover any remaining FMLA time (up to the 12-week maximum). Once all accrued leave is exhausted, the balance of FMLA leave will be unpaid. The Finance Committee recommended approval. Council member Clark introduced Resolution 2025-91 amending the Employee Handbook adopting a new

Parental Leave Policy as recommended by the City Alliance Team and Finance Committee. Motion by Brent Clark, second by Frank Wolff to approve Resolution No. 2025-91 as presented. Council members voted as follows: Gary Banner: Yea, Brent Clark: Yea, Kirk Highfill: Yea, James Letcher: Yea, Kent Long: Yea, Rick Paulsen: Yea, Kevin Willis: Yea, Frank Wolff: Yea. All Council members voted: Yea: 8, Nay: 0. Mayor Rump declared the motion carried.

Agenda Item #17 – Erica Stark and HR Manager Guhl stated this amendment will recognize and reward employees for their dedication and years of continuous service. Eligible employees will receive a percentage increase to their base salary according to the following schedule: 10-14 years 1% of base salary, 15-19 years 2% of base salary, and 20 years and above 3% of base salary. Eligible employees are full-time employees. Longevity Pay is added to base salary and becomes part of the employee's regular compensation. Years of service must be continuous. Longevity Pay increases take effect on the employee's anniversary date when the qualifying years of service are reached. The Finance Committee recommended approval. Council member Clark introduced Resolution 2025-92 amending the Employee Handbook to include the new Longevity Pay policy as recommended by the City Alliance Team and Finance Committee. Motion by Brent Clark, second by Frank Wolff to approve Resolution No. 2025-92 as presented. Council members voted as follows: Gary Banner: Yea, Brent Clark: Yea, Kirk Highfill: Yea, James Letcher: Yea, Kent Long: Yea, Rick Paulsen: Yea, Kevin Willis: Yea, Frank Wolff: Yea. All Council members voted: Yea: 8, Nay: 0. Mayor Rump declared the motion carried.

Agenda Item #18 – Erica Stark and HR Manager Guhl stated this amendment would include the new on-call reimbursement policy. The Streets, Utilities, Wastewater Plant, and Parks Departments are required to have an employee on call. Each full-time employee who is on call will be paid (one employee per department per week) \$175.00. The timeframe for which each employee shall be on call is from 7:00 AM on Monday until 6:59 AM on the following Monday, whether or not the employee is called out. While on call, employees are required to: Remain fit for duty, in compliance with the City's Drug-Free Workplace and Substance Abuse Policy, be reachable and able to respond within 45 minutes of notification and keep communication devices charged, accessible, and respond promptly to calls. The Finance Committee recommended approval. Council member Wolff introduced Resolution 2025-93 amending the Employee Handbook to include the new on-call policy raising on-call rate from \$150 per week to \$175 per week as recommended by the City Alliance Team and Finance Committee. Motion by Frank Wolff, second by Kevin Willis to approve Resolution No. 2025-93 as presented. Council members voted as follows: Gary Banner: Yea, Brent Clark: Yea, Kirk Highfill: Yea, James Letcher: Yea, Kent Long: Yea, Rick Paulsen: Yea, Kevin Willis: Yea, Frank Wolff: Yea. All Council members voted: Yea: 8, Nay: 0. Mayor Rump declared the motion carried.

Agenda Item #19 – Erica Stark and HR Manager Guhl stated this amendment raise the minimum hours paid for call out from one hour to two hours. Employees who are called outside of their normal working hours for City-related duties shall be compensated with a minimum of two (2) hours pay per call-out incident, regardless of the actual time worked. Compensation beyond the minimum shall be based on the actual time worked, calculated in 15-minute increments, in accordance with applicable overtime regulations. The Finance Committee recommended approval. Council member Wolff introduced Resolution 2025-94 amending the Employee Handbook raising the minimum hours paid for call-out from one hour to two hours as recommended by the City Alliance Team and Finance Committee. Motion by Frank Wolff, second by Brent Clark to approve Resolution No. 2025-94 as presented. Council members voted as follows: Gary Banner: Yea, Brent Clark: Yea, Kirk Highfill: Yea, James Letcher: Yea, Kent Long: Yea, Rick Paulsen: Yea, Kevin Willis: Yea, Frank Wolff: Yea. All council members voted: Yea: 8, Nay: 0. Mayor Rump declared the motion carried.

Agenda Item #20 – Erica Stark and HR Manager Guhl stated this amendment updated sick leave accrual rate from 3.75 hours to 4.00 hours per pay period. Sick leave may not be accumulated beyond 944 hours for full-time employees working 40-hour weeks and a proportionate lesser amount for eligible part-time employees. The Finance Committee recommended approval. Council member Wolff introduced Resolution 2025-95 amending the Employee Handbook updating the Sick leave accrual rate from 3.75 hours to 4.00 hours as recommended by the City Alliance Team and Finance Committee. Motion by Frank Wolff, second by Brent Clark to approve Resolution No. 2025-95 as presented. Gary Banner: Yea, Brent Clark: Yea, Kirk Highfill: Yea, James Letcher: Yea, Kent Long: Yea, Rick Paulsen: Yea, Kevin Willis: Yea, Frank Wolff: Yea. All Council members voted: Yea: 8, Nay: 0. Mayor Rump declared the motion carried.

Agenda Item #21 – Erica Stark and HR Manager Guhl stated this amendment will approve a new sick leave payout chart for employee who leave or retire from the city. Upon death or retirement an employee shall be paid for 55% of the unused accumulated sick leave not to exceed the allotted accumulation. Upon resignation in good standing and specifically excluding resignations prompted by any action of the employee which may result in disciplinary action, an employee who has current continuous employment with the City for not less than ten (10) years shall be paid a percentage of unused accumulated sick leave not to exceed 944 hours based on the number of years of service as follows: 7-9 years – 5%, 10-12 years – 10%, 13-14 years – 20%, 15-16 years – 30%, 17-19 years – 40%, 20-24 years – 50%, and 25+ years – 60%. No payment for unused accumulated sick leave shall be paid to an employee in the event of termination for cause or resignation prompted by an action of the employee that could result in disciplinary action. The Judiciary Committee recommended approval. Council member Willis introduced Resolution 2025-96 amending the Employee Handbook approving a new sick leave payout chart for employees who leave or retire from the City of Blair as recommended by the City Alliance Team and Finance Committee. Motion by Kevin Willis, second by James Letcher to approve Resolution No. 2025-96 as presented. Council members voted as follows: Gary Banner: Yea, Brent Clark: Yea, Kirk Highfill: Yea, James Letcher: Yea, Kent Long: Yea, Rick Paulsen: Yea, Kevin Willis: Yea, Frank Wolff: Yea. All Council members voted: Yea: 8, Nay: 0. Mayor Rump declared the motion carried.

Agenda Item #22 – Erica Stark and HR Manager Guhl stated this amendment approved a new extended Bereavement Leave policy to allow employees to use up to 80 hours of sick leave for extended bereavement due to the loss of an immediate family member. In the event of the death of an immediate family member, employees may use accrued sick leave, up to a maximum of 80 hours per year, in addition to the bereavement leave provided under Section 6.05 Bereavement. The Finance Committee recommended approval. Council member Clark introduced Resolution 2025-97 amending the Employee Handbook approving the new Extended Bereavement Leave policy to allow employees to use up to 80 hours of sick leave for extended bereavement due to the loss of an immediate family member as recommended by the City Alliance Team and Finance Committee. Motion by Brent Clark, second by Frank Wolff to approve Resolution No. 2025-97 as presented. Council members voted as follows: Gary Banner: Yea, Brent Clark: Yea, Kirk Highfill: Yea, James Letcher: Yea, Kent Long: Yea, Rick Paulsen: Yea, Kevin Willis: Yea, Frank Wolff: Yea. All Council members voted: Yea: 8, Nay: 0. Mayor Rump declared the motion carried.

Agenda Item #23 – City Administrator Green thanked the Council for being very supportive of the city's employees. This benefit package helps the city to keep employees and recruit them. Effective with the start of the first pay period after October 1, 2025, the hourly salary rate for all employees not covered by the contract between FOP Lodge #83 and the City of Blair shall be increased three percent (3%). Effective with the start of the first pay period after October 1, 2026 the hourly salary rate for all employees

not covered by the contract between the FOP Lodge #83 and the City of Blair shall be increase to either two and a half percent (2.5%) or two percent (2%) dependent on the percentage of employees who utilize the extra retirement match established in 2025/2026. All employees represented by FOP Lodge #83 shall continue to be governed by the salary schedule and personnel policy as outlined in their union contract. The Finance Committee recommended approval. Council member Banner introduced Ordinance 2595 setting and fixing compensation for the Officers and Employees of the City of Blair for FY 2025-2026.

**AN ORDINANCE SETTING AND FIXING THE COMPENSATION FOR THE EMPLOYEES OF THE CITY OF BLAIR, NEBRASKA, NOT REPRESENTED BY FOP LODGE #83 FOR THE FISCAL YEARS 2025/2026 AND 2026/2027; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH, AND PROVIDING WHEN THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT AND PROVIDING FOR PUBLICATION OF THIS ORDINANCE IN PAMPHLET FORM.**

Council member Frank Wolff moved that the statutory rule requiring reading on three different days be suspended. Council member James Letcher seconded the motion to suspend the rules and upon roll call vote the following Council members voted: Gary Banner: Yea, Brent Clark: Yea, Kirk Highfill: Yea, James Letcher: Yea, Kent Long: Yea, Rick Paulsen: Yea, Kevin Willis: Yea, Frank Wolff: Yea. All Council members voted: Yea: 8, Nay: 0. The motion to suspend the rules was adopted by three-fourths of the Council and the statutory rule was declared suspended for consideration of said Ordinance. Mayor Rump declared the motion carried.

Said Ordinance was then read by title and thereafter Council member Frank Wolff moved for final passage of the Ordinance, which motion was seconded by Council member James Letcher. The Mayor then stated the question was "Shall Ordinance No. 2595 be passed and adopted?" Upon roll call vote, the following Council members voted: Gary Banner: Yea, Brent Clark: Yea, Kirk Highfill: Yea, James Letcher: Yea, Kent Long: Yea, Rick Paulsen: Yea, Kevin Willis: Yea, Frank Wolff: Yea. All Council members voted: Yea: 8, Nay: 0. The passage of said Ordinance having been concurred in by a majority of all members of the Council, the Mayor declared the Ordinance adopted. A true, correct, and complete copy of said Ordinance can be found in the Ordinance Record Book.

Agenda Item #24 – Non-Lawyer Assistant Ferrari reviewed the recently negotiated FOP contract with the police union. The contract is for two years so it will be on the same rotation as the City Alliance Team. The contract includes changes to field training pay, night shift differential, uniform allowance for new officers, health insurance split from 86/14 percent to 83/17 percent and wages increase for 2025-2026 is 4% and for 2026-2027 is 3%. The Finance Committee recommended approval. Council member Wolff introduced Resolution 2025-98 approving an agreement between the City of Blair and the Fraternal Order of Police (FOP) Lodge 83 dated October 1, 2025 - September 30, 2027. Motion by Frank Wolff, second by Rick Paulsen to adopt Resolution No. 2025-98 as presented. Council members voted as follows: Gary Banner: Yea, Brent Clark: Yea, Kirk Highfill: Yea, James Letcher: Yea, Kent Long: Yea, Rick Paulsen: Yea, Kevin Willis: Yea, Frank Wolff: Yea. All Council members voted: Yea: 8, Nay: 0. Mayor Rump declared the motion carried.

Agenda Item #25 – Director of Public Works Heaton stated staff have been working through projects with Olsson & Associates through the Master Service Agreement, or the on-call agreement, with a total spending limit of \$100,000. As requested, when the original agreement was signed, staff are returning for approval when any one item exceeds \$10,000. Staff would like to reallocate funds in the agreement from ongoing projects to focus on added items and expand on current projects. Staff are not

asking for an increase to any of the already approved spending limits, and the new breakdown is as follows: Annexation planning - continue work on the Hollow Road/Hwy 75 annexation area to provide sanitary sewer concepts and capacity review will continue and expand, doubling the budget for this item from \$10,000 to \$20,000; General Engineering - Remains the same at \$10,000; Engineering Design and Construction - will reallocate funds to cover the deficit in other areas and focus on assistance with an update to the outfall structure design and possible reconstruction from \$55,000 to \$40,000 and Supplemental Services - Expanded to provide a draft memo on possible sanitary sewer connections to the Southwest Annexation area from \$25,000 to \$40,000. \$100,000 will be budgeted for professional services through Water/Sewer funds. The Water and Sewer Committee recommended approval. Council member Wolff introduced Resolution 2025-99 approving an Amendment to the Master Service Agreement with Olsson Associates. Motion by Kevin Willis, second by James Letcher to adopt Resolution No. 2025-99 as presented. Council members voted as follows: Gary Banner: Yea, Brent Clark: Yea, Kirk Highfill: Yea, James Letcher: Yea, Kent Long: Yea, Rick Paulsen: Yea, Kevin Willis: Yea, Frank Wolff: Yea. All Council members voted: Yea: 8, Nay: 0. Mayor Rump declared the motion carried.

Agenda Item #26 – Director of Public Works Heaton presented sewer rate increases for the next three years. These would go into effect January 1, 2026, which would be reflected in the March 2026 billing cycle, and be in line with the increase in water rate. The average user would expect \$1.50 - \$3.00 increase each month and would add about \$300,000 more per year to the sewer fund. These funds are needed to help with aging infrastructure and plant improvements. Staff are also working on options for a more comprehensive rate study or possible software that can be used to model funding levels and rates. The Water and Sewer Committee recommended approval. Council member Paulsen introduced Resolution 2025-100 approving an increase in city sewer rates. Motion by Rick Paulsen, second by James Letcher to adopt Resolution No. 2025-100 as presented. Council members voted as follows: Gary Banner: Yea, Brent Clark: Yea, Kirk Highfill: Yea, James Letcher: Yea, Kent Long: Yea, Rick Paulsen: Yea, Kevin Willis: Yea, Frank Wolff: Yea. All Council members voted: Yea: 8, Nay: 0. Mayor Rump declared the motion carried.

Agenda Item #27 – Chief Kinsey stated the proposed software subscription would assist the department in maintaining their policies. Currently they have around 200 active standard operating procedures that are updated, reissued or when a new officer is hired, the policies would manage through this system. It would provide a web app and a mobile app to allow the department to manage the policies and reduce the liability for the city. There is a scheduling software that goes along with it which will also provide additional proficiency because they are currently using an excel spreadsheet. It will provide 99 licenses available for all employees should other departments decide to use this subscription software for policy management. This type of policy management is also a requirement for CALEA for when and if the city should pursue that designation for the department. The Technology Committee recommended approval. Council member Willis introduced Resolution 2025-101 approving a software subscription for digital management called Power DMS. Motion by Kevin Willis, second by James Letcher to adopt Resolution No. 2025-101 as presented. Council members voted as follows: Gary Banner: Yea, Brent Clark: Yea, Kirk Highfill: Yea, James Letcher: Yea, Kent Long: Yea, Rick Paulsen: Yea, Kevin Willis: Yea, Frank Wolff: Yea. All Council members voted: Yea: 8, Nay: 0. Mayor Rump declared the motion carried.

Agenda Item #28 – Director of Public Works Heaton stated the city received a \$10,000 Public Water Security Grant through NDWEE, with a 10% match required. This grant is designed to help bolster security and redundancy for public water systems. Staff have several projects in various phases of design (Black Elk Pump Station, Hwy 75 Pump Station, New Elevated Tower). One major aspect in need of

Council Meeting September 23, 2025

upgrades is the SCADA system, which manages all aspects of the system and currently communicates through radio across town to the water treatment plant. These radio systems are prone to interference from storms and are all facing end-of-life situations with costly upgrades required. Staff would like to use the grant funds to install fiber on each site, allowing us a direct connection to each site that would be more secure, faster, and dependable going forward. Also, having internet available at each site will allow for security cameras to be installed at each site and public Wi-Fi could be a possibility in each park. IT Director White stated the proposal would establish dark fiber connections between key municipal facilities to improve security, reliability, and monitoring of critical infrastructure. The initial phase would follow a hub-and-spoke model with City Hall as the central hub and connections extending to the South Pump Station, Black Elk Pump Station, the Water Treatment Plant, and the Public Library. City Hall, the Water Treatment Plant, and the Library already have existing service and fiber in place, while new construction would be required to extend fiber to the South Pump Station and Black Elk Pump Station. The South Pump Station would include a specific one-time construction charge in addition to standard monthly recurring costs. The proposed design would use a single fiber strand, managed and lit with City-owned equipment. The Public Library is included in the initial design to serve as a convenient point for network management systems (NMS) and centralized security monitoring, in addition to its role as a connected city facility. Primary uses of the dark fiber network would include carrying SCADA traffic for water system monitoring and control, as well as supporting security camera systems to protect critical infrastructure. Benefits of Dark Fiber over Current Radio/Point-to-Point Solutions: Improved Reliability: Fiber connections are not affected by line-of-sight, interference, or weather-related issues, and establishes a long-term foundation for advanced applications, including smart city technologies and expanded security systems. Enhanced Security: A dedicated private network provides better protection against interception and cyber risk. No SCADA or network traffic will traverse the public Internet. Greater Scalability and Performance: Bandwidth can be expanded by upgrading electronics rather than constructing new paths or needing to subscribe to higher speeds. Dedicated private dark provides fast, consistent communication essential for SCADA operations and real-time monitoring. The grant funds will cover the upfront costs of \$10,000. The monthly costs will be as follows: Library - \$295, Water Plant - \$295, Black Elk Water Tower - \$295, 17<sup>th</sup> Street Water Tower - \$295 for a total monthly reoccurring charge of \$1180. The Water and Sewer Committee recommended approval. Council member Letcher introduced Resolution 2025-102 approving a lease with Great Plains for dedicated dark fiber to operate the utility monitoring system and controls. Motion by James Letcher, second by Rick Paulsen to adopt Resolution No. 2025-102 as presented. Council members voted as follows: Gary Banner: Yea, Brent Clark: Yea, Kirk Highfill: Yea, James Letcher: Yea, Kent Long: Yea, Rick Paulsen: Yea, Kevin Willis: Yea, Frank Wolff: Yea. All Council members voted: Yea: 8, Nay: 0. Mayor Rump declared the motion carried.

Agenda Item #29 – Motion by Council member Willis, second by Council member Wolff to receive and place on file the bids received for the renovations and improvements to the City Hall Annex located at 1516 Grant St. Council members voted as follows: Gary Banner: Yea, Brent Clark: Yea, Kirk Highfill: Yea, James Letcher: Yea, Kent Long: Yea, Rick Paulsen: Yea, Kevin Willis: Yea, Frank Wolff: Yea. All Council members voted: Yea: 8, Nay: 0. Mayor Rump declared the motion carried. Assistant City Administrator stated over the past several weeks, Facilities Director Mark Wulff has worked with contractors to secure bids for necessary improvements to the City Hall Annex located at 1516 Grant Street. The proposed upgrades aim to enhance functionality, safety, and accessibility of the facility. Barrow reviewed the summary of bids being recommended for approval: Plumbing - O2 Plumbing - \$\$7,450.00; Asbestos Removal – Jamco - \$975.00; Carpet Installation - Kelly's - \$5,918.00; Electrical Work - Fremont Electric - \$14,030.00; Interior Painting - BK Painting - \$5,125.00; Carpentry & ADA Improvements - Longview Renovation - \$28,639.00; Network Cabling (Hardware Only) - In-House Staff - \$3,419.00 for a total estimated cost of \$\$65,556.00. Barrow noted that while DPS submitted a lower bid, it did not Council Meeting September 23, 2025

include any interior improvements. Longview's bid encompasses both carpentry and ADA compliance upgrades, which are essential to the project scope. The Finance Committee recommended moving forward with the staff recommendation. Council member Clark introduced Resolution 2025-103 approving bids for renovations and improvements to the City Hall Annex located at 1516 Grant St. Motion by Brent Clark, second by Frank Wolff to adopt Resolution No. 2025-103 as presented. Council members voted as follows: Gary Banner: Yea, Brent Clark: Yea, Kirk Highfill: Yea, James Letcher: Yea, Kent Long: Yea, Rick Paulsen: Yea, Kevin Willis: Yea, Frank Wolff: Yea. All Council members voted: Yea: 8, Nay: 0. Mayor Rump declared the motion carried.

Agenda Item #30 – Non-Lawyer Assistant Ferrari stated the city is committed to identifying parties responsible for increasing the costs of water treatment and system maintenance and taking reasonable steps to avoid passing on these costs to its consumers. Stag Liuzza, LLC and Mattson Ricketts Law Firm, LLP have put together a team of uniquely qualified and experienced attorneys who have joined together to assist public entities facing the challenges posed by potential per- and polyfluoroalkyl substances ("PFAS"). The Firm is comprised of experienced attorneys in both in PFAS litigation and in the representation of public entities pursuing legal claims involving cost recovery related to remediation of water contamination. Ferrari stated it is in the City's best interest to enter into the Legal Services Agreement with the Firm and pursue any settlement and other legal damage claims it may have related to PFAS in Aqueous Film-Forming Foams (AFFF) Litigation MDL No. 2873 class action suit. They will provide legal services related to the filing of a civil action and/or claims in Aqueous Film-Forming Foams Litigation MDL No. 2873 ("AFFF") related to the pending settlements for recovery of costs associated with damages to the public drinking water system and/or public wastewater system against Defendants who manufactured, marketed, distributed, and/or sold aqueous film-forming foam. Council member Clark introduced Resolution 2025-104 approving the contract for legal services with Stag Liuzza LLC and Mattson Ricketts Law Firm Aqueous Film-Forming Foams (AFFF) PFAS Litigation. Motion by Brent Clark, second by Rick Paulsen to adopt Resolution No. 2025-104 as presented. Council members voted as follows: Gary Banner: Yea, Brent Clark: Yea, Kirk Highfill: Yea, James Letcher: Yea, Kent Long: Yea, Rick Paulsen: Yea, Kevin Willis: Yea, Frank Wolff: Yea. All Council members voted: Yea: 8, Nay: 0. Mayor Rump declared the motion carried.

Agenda Item #31 – City Administrator Green stated the traffic signals will be turned on later this week, the 5<sup>th</sup> Tuesday meeting will be held on September 30, 2025, at 6:00 p.m. and addressed the Mayor and Council regarding a letter that will be sent to the developer working on the 1600 Washington St. to address the concerns regarding the status of the project and the safety concerns along the sidewalks. Staff will be attending the League Fall conference this week in Lincoln.

Agenda Item #32 – Motion by Gary Banner, second by Kent Long to adjourn the meeting 9:31 p.m. Council members voted as follows: Gary Banner: Yea, Brent Clark: Yea, Kirk Highfill: Yea, James Letcher: Yea, Kent Long: Yea, Rick Paulsen: Yea, Kevin Willis: Yea, Frank Wolff: Yea. All Council members voted: Yea: 8, Nay: 0. Mayor Rump declared the motion carried.

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Melinda K. Rump, Mayor

ATTEST:

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Brenda Wheeler, City Clerk Seal

Council Meeting September 23, 2025

# NIMS / ICS Introduction

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National Incident  
Management System  
Training Program

*Summer 2020*



FEMA

# Background

- Originally issued in 2004, the National Incident Management System (NIMS) provides a consistent nationwide template to enable partners across the Nation to work together to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity.
- 9/11 was the direct catalyst for creating this system, these tragic events exposed huge failures in coordination for first responders coming from all over to help.

# NIMS 2017 Update

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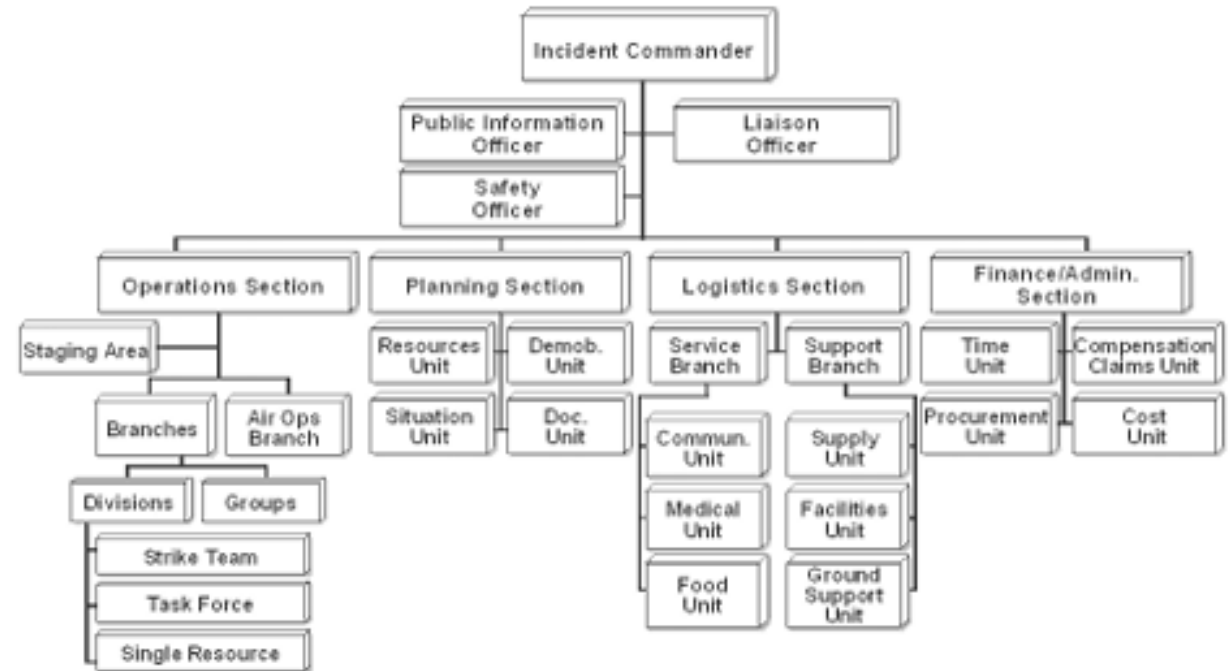
- In October 2017 FEMA published a revision of the National Incident Management System (NIMS).
- The 2017 NIMS document replaces the 2008 NIMS.
- This content is to provide information to emergency management practitioners on the key changes contained in the new NIMS 2017 document.



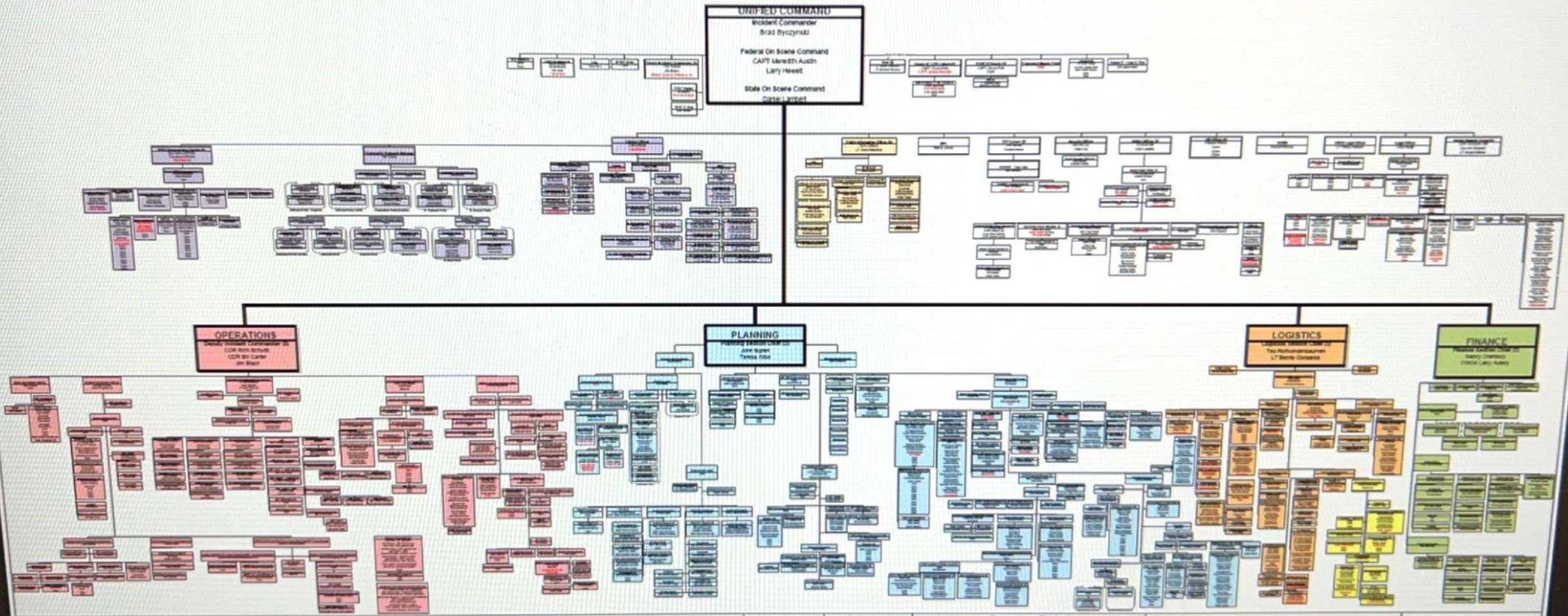
# General NIMs

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- ICS/NIMS was designed by identifying the primary activities or functions necessary to effectively respond to incidents. Analyses of incident reports and review of military organizations were all used in ICS development. These analyses identified the primary needs of incidents.
- As incidents became more complex, difficult, and expensive, the need for an organizational manager became more evident. Thus, in ICS, and especially in larger incidents, the Incident Commander manages the organization and not the incident.



# DEEPWATER HORIZON - HOUMA INCIDENT MANAGEMENT TEAM



Changes from previous period noted in red

Position Count  
981

Approved  
18 August 2010

Operating Period  
19 August 2010 - 121

DEEPWATER HORIZON IMT

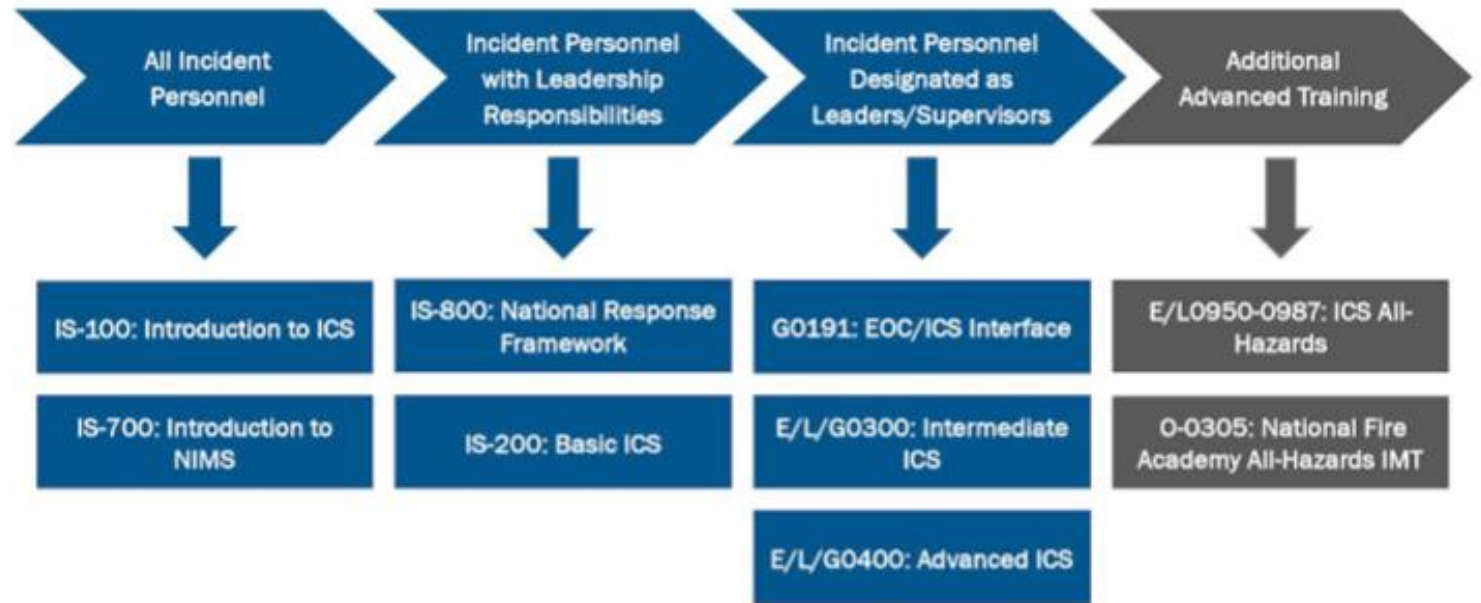
COMMON OPERATIONAL PICTURE  
SECTOR HOUMA

# ICS Courses to Start

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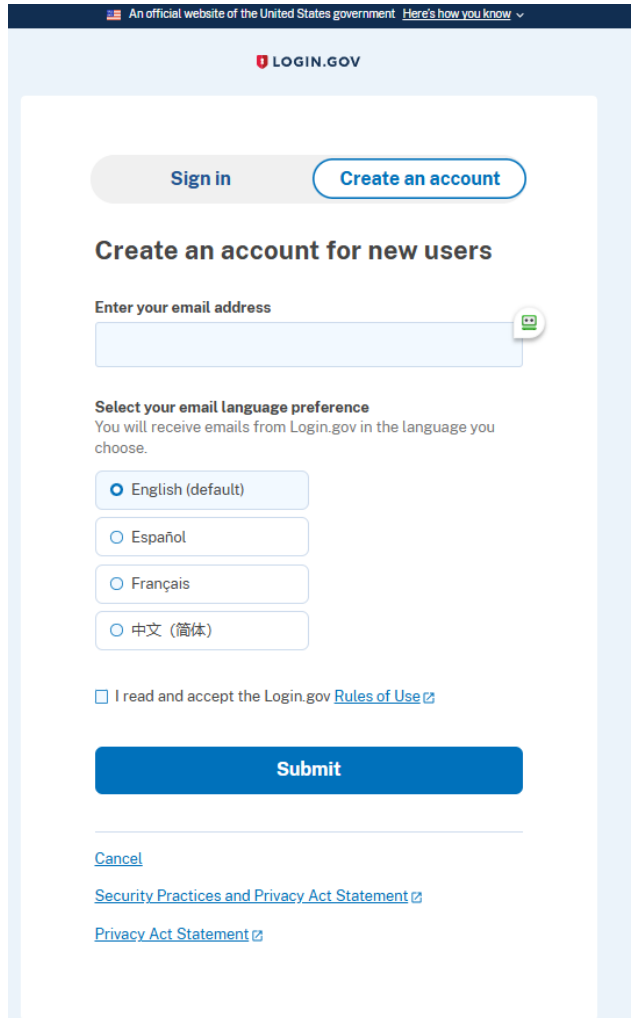
Core Curriculum is 100, 200, 700

All
ICS - 100: Intro to Incident Command System
ICS - 700: National Incident Management System, An Introduction
ICS - 800: National Response Framework, An Introduction
ICS - 200: Basic Incident Command System
<b><u>Public Safety Supervisors</u></b>
ICS - 300: Intermediate Incident Command System **
ICS - 800A: National Response Plan
ICS - 2200: Basic Emergency Operations Center Functions
<b><u>Public Safety Command Staff</u></b>
ICS - 400: Advanced Incident Command System **
ICS - 2300: Intermediate Emergency Operations Center Functions**
G-191: Incident Command System / Emergency Operations Center Interface**
G-402: Incident Command System Overview for Executives/Senior Officials**
<b><u>Mayor / City Council / City Leaders</u></b>
ICS - 200: Basic Incident Command System
ICS - 908: Emergency Management for Senior Officials
ICS - 800A: National Response Plan
ICS - 2200: Basic Emergency Operations Center Functions
G-402: Incident Command System Overview for Executives/Senior Officials**
<b><u>Water and Wastewater employees</u></b>
MGT-343: Disaster Management for Water & Wastewater Utilities**
<b><u>Employees Managing Social Media</u></b>
ICS - 42A: Social Media in Emergency Management
ICS - 29A: Public Information Officer Awareness
<b>** Denotes in person training</b>



- All ICS Personnel: All incident personnel working within the ICS should complete the following courses for foundational knowledge of incident response:
  - IS-100: Introduction to the Incident Command System, ICS 100 – This course introduces ICS and provides the foundation for higher-level ICS training.
  - IS-700: National Incident Management System, An Introduction – This course introduces NIMS concepts and principles.
- ICS Personnel with Leadership Responsibilities: Supervisory personnel working within the ICS should complete the following courses for additional background in incident management systems with leadership responsibilities:
  - IS-800: National Response Framework, An Introduction – This course introduces participants to the concepts and principles of the National Response Framework (NRF).
  - IS-200: Basic Incident Command System for Initial Response, ICS-200 – This course enables personnel to operate efficiently within the ICS during an incident or event

# How to Create Login: Login.Gov



The screenshot shows the 'Create an account' page on Login.gov. At the top, there is a navigation bar with the text 'An official website of the United States government' and a link 'Here's how you know'. Below this is the 'LOGIN.GOV' logo. The main content area has two buttons: 'Sign in' and 'Create an account'. Underneath, it says 'Create an account for new users'. There is a text input field for 'Enter your email address'. Below that, it asks to 'Select your email language preference' with four radio button options: 'English (default)', 'Español', 'Français', and '中文 (简体)'. A checkbox is present for 'I read and accept the Login.gov Rules of Use'. A large blue 'Submit' button is at the bottom. At the very bottom, there are links for 'Cancel', 'Security Practices and Privacy Act Statement', and 'Privacy Act Statement'.

- [https://secure.login.gov/sign\\_up/enter\\_email](https://secure.login.gov/sign_up/enter_email) or <https://secure.login.gov/>
- Click create an account.
- Enter work email address.
- Select your email language preference.
- Check I read and accept the login.gov rules of use and hit submit.
- A confirmation email will be sent automatically to the email you entered, open email and click confirm email address.
- After clicking link it will take you to site to create password
- Authentication Method Setup
  - Multiple methods to use, pick the option best fits you.
- Agree and then link your FEMA Student Identification System number to your account, if you do not have a FEMA SID follow next set of directions.

# FEMA Student Identification System (SID)

- <https://cdp.dhs.gov/femasid> or google FEMA SID

 Looking for FEMA Independent Study (IS-100, IS-200, etc.), NIMS, and EMI courses? [Read this and 2 other messages.](#) 

 An official website of the United States government [Here's how you know](#) 



## Federal Emergency Management Agency Student Identification System

[→ Log in to FEMA SID](#)

[Forgot your FEMA SID?](#)

[Register for a FEMA SID](#)

# FEMA SID continued

- Register for FEMA SID
- Enter personal information (Name, contact information, DOB, Security questions)
- Create your password and then click Register at the bottom.



FEMA

Student  
Identification System

Complete this form to register for your  
FEMA Student Identification Number (FEMA SID)

[Paperwork Burden Disclosure Notice \(click to view\)](#)

All fields are required unless indicated otherwise.

## Full Legal Name

Please provide your full legal name. Do not use shortened versions, nick names or abbreviat

First Name

Full Legal First Name

Middle Name *(optional)*

Middle Name

Suffix

Maiden Name *(optional)*

Maiden or Alternate Last Nar

# Taking the courses!

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- <https://training.fema.gov/nims/>  
or google FEMA NIMS
- Select the course you are looking to take



FEMA

Emergency  
Management  
Institute

Enter Sea

works in collaboration with the whole community to provide training in support of the NIMS. EMI coordinates EMI's NIMS training efforts with the National Integration Center (NIC) to integrate

NIMS and NIMS training program information is detailed at <https://www.fema.gov/national-integration-center>

NIMS online course certificate contact [Independent.Study@fema.dhs.gov](mailto:Independent.Study@fema.dhs.gov)

NIMS resident course certificate contact [netadmissions@fema.dhs.gov](mailto:netadmissions@fema.dhs.gov)

[Frequently Asked Course and Training Questions](#)

NIMS Core Curriculum Courses are comprised of ICS, NIMS, and All-Hazards Position Specific

## ICS and NIMS Courses

- [ICS-100: Introduction to the Incident Command System](#)
- [ICS-200: ICS for Single Resources and Initial Action Incidents](#)
- [ICS-300: Intermediate ICS for Expanding Incidents](#)
- [ICS-400: Advanced ICS for Command and General Staff](#)
- [IS-700: National Incident Management System, An Introduction](#)
- [IS-703: NIMS Resource Management](#)
- [IS-706: NIMS Intrastate Mutual Aid – An Introduction](#)
- [IS-800: National Response Framework, An Introduction](#)
- [G-191: Incident Command System/ Emergency Operations Center Interface](#)
- [G-402 Incident Command System \(ICS\) Overview for Executives/Senior Officials](#)

# Taking the course cntd

- Once you select the course look to the right-hand side to start the class.
- Go through the interactive web based course before the exam
- You can take the test however many times you need to

The screenshot shows the FEMA Emergency Management Institute website. At the top, there is a navigation bar with links for Home, Blog, Photos, Videos, and Contact Us. A search bar is located on the right side of the header. Below the header is a main navigation menu with several categories: Courses & Schedule, EMI Students & Instructors, Apply, Programs & Activities, Independent Study, and Contact Us. Each category has a brief description of its content. Below the navigation menu is a search bar with the text 'Enter Keyword(s) or Course Code'. The main content area features a large image of the FEMA Emergency Management Institute building in a snowy landscape. To the right of the image is the course title 'IS-100.C: Introduction to the Incident Command System, ICS 100'. Below the title is a link for 'Curso en Español'. The course date is listed as 6/25/2018. The course overview section provides a detailed description of the course, including its purpose and the organizations that collaborated on its development. A list of course objectives is provided, and a section for 'Course Objectives' states that upon completion, students should be able to... On the right side of the page, there are several call-to-action buttons: 'TAKE THIS COURSE' with a link to 'Interactive Web Based Course', 'CLASSROOM MATERIALS' with a link to 'Download Classroom Materials', 'FINAL EXAM' with a link to 'Take Final Exam Online', and 'NOTICES' with a link to 'Test questions are scrambled to protect test integrity'.

**Emergency Management Institute**

Enter Search Term(s):

**Courses & Schedule**  
Information on a Course On Campus

**EMI Students & Instructors**  
Information for Students and Instructors

**Apply**  
Learn how to apply to our programs

**Programs & Activities**  
Resident/Non-Resident, Trainer Program, etc.

**Independent Study**  
Online courses available free of charge

**Contact Us**  
Contact Information, Admissions

Course Schedule | Search Course Catalog | Enrollment Period | Application Timeline | Application Procedures and Forms | EMI Courses

Enter Keyword(s) or Course Code

**IS-100.C: Introduction to the Incident Command System, ICS 100**

[Curso en Español](#)

**Course Date**  
6/25/2018

**Course Overview**  
ICS 100, Introduction to the Incident Command System, introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS). The Emergency Management Institute developed its ICS courses collaboratively with:

- National Wildfire Coordinating Group (NWCG)
- U.S. Department of Agriculture
- United States Fire Administration's National Fire Programs Branch

**Course Objectives:**  
At the completion of this course, you should be able to:

**TAKE THIS COURSE**  
[Interactive Web Based Course](#)

**CLASSROOM MATERIALS**  
[Download Classroom Materials](#)

**FINAL EXAM**  
[Take Final Exam Online](#)

**NOTICES**  
Test questions are scrambled to protect test integrity

# Taking the Test

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- Click on take the exam online
- Login to your login.gov account
- Fill out the student information
- Click Continue to exam

## Student Information

If any of the following pre-populated information is incorrect, please sign in to your FEMA account and begin your exam again.

Student Identification Number (SID): 0007721963  
First Name: Jacob  
Middle Initial: C  
Last name: Dunn  
Suffix (Jr., Sr., PhD., III, etc.):

## Mailing Address

Please be sure to add [Independent.Study@fema.dhs.gov](mailto:Independent.Study@fema.dhs.gov) to your Friendly Email list to receive your course completion certificate at your email address.

\*Street Address: 848 N 26th Avenue  
Street Address (continued):  
\*City: Blair  
\*State: Nebraska  
\*Zip Code: 68008

## Organization

If you do not have an associated organization, please skip this section.

Position: Public Safety and Communicati  
Years in Position: 1  
Jurisdiction: City/Town/Village  
Organization Type: All Career  
Employment Status: Paid Full Time  
Discipline: Emergency Management  
Organization Name: City of Blair  
Organization State: Nebraska  
Organization Zip Code: 68008

# Saving Certificate


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Send to Jake when completed  
until further notice!

## NDEMU Exam Submission and Certificate



Independent.Study@fema.dhs.gov

To:  Jacob Dunn

### Congratulations!

You have **successfully passed** the NDEMU Independent Study course **IS-42.a: Social Media in Emergency Management**:

- You may download your certificates and request transcripts using the [NDEMU Student Portal](#).
- Or enter this link directly into your browser: <https://training.fema.gov/student/sssp.aspx>
- For assistance, please contact us at the information below:

Sincerely,

Independent Study Program  
National Disaster & Emergency Management University  
Phone: [301-447-1200](tel:301-447-1200)  
Email: [Independent.Study@fema.dhs.gov](mailto:Independent.Study@fema.dhs.gov)  
Site: <https://training.fema.gov/is>



FEMA



NATIONAL DISASTER &  
EMERGENCY MANAGEMENT  
UNIVERSITY



PAPIO-MISSOURI RIVER  
NATURAL RESOURCES DISTRICT

2021 Papio-Missouri River Natural Resources District



**MULTI-HAZARD  
MITIGATION PLAN**



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# Hazard Mitigation

# Hazard Mitigation and the 4 Steps

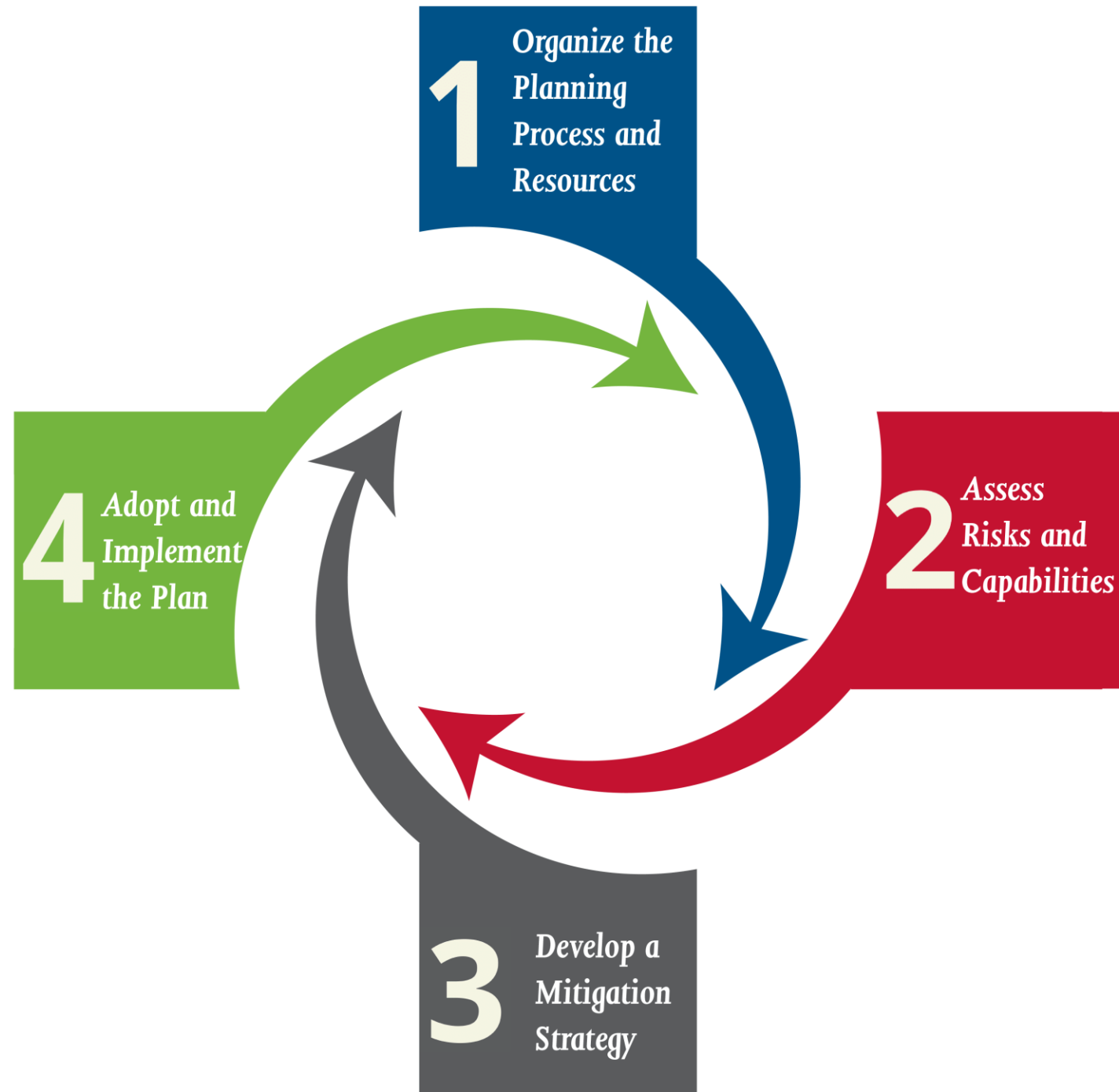
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1<sup>st</sup> Organize the Planning Process and Resources

2<sup>nd</sup> Assess Risks and Capabilities

3<sup>rd</sup> Develop a Mitigation Strategy

4<sup>th</sup> Adopt and Implement the Plan



# 1. Organize the Planning Process and Resources

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- At the start local government should focus on assembling the resources needed for a successful mitigation planning process.
- This includes securing technical expertise, defining the planning area, and identifying key individuals, agencies, neighboring jurisdictions, businesses, and/or other stakeholders to participate in the process.
- The planning process for local governments must include opportunities for the public to comment on the plan.

# 2. Assess Risks

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- Next, local government needs to identify the characteristics and potential consequences of hazards. It is important to understand what geographic areas each hazard might impact and what people, property, or other assets might be vulnerable.
- The four basic components of a risk assessment are:
  - Hazard identification;
  - Profiling of hazard events;
  - Inventory of assets; and
  - Estimation of potential human and economic losses based on the exposure and vulnerability of people, buildings, and infrastructure.

# 3. Develop a Mitigation Strategy

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- The local government then sets priorities and develops long-term strategies for avoiding or minimizing the undesired effects of disasters. The strategy is based on an assessment of the unique set of regulatory, administrative, and financial capabilities to undertake mitigation.
- The mitigation strategy also includes a description of how the mitigation actions will be implemented and administered.

# 4. Adopt and Implement the Plan

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- Once FEMA has received the adoption from the governing body and approved the plan, the state, local tribe, or territory government can bring the mitigation plan to life in a variety of ways, ranging from implementing specific mitigation actions to changing aspects of day-to-day organizational operations.
- To ensure success, the plan must remain a relevant, living document through routine maintenance. The state, tribe, or local government needs to conduct periodic evaluations to assess changing risks and priorities and make revisions as needed.

# So what now?

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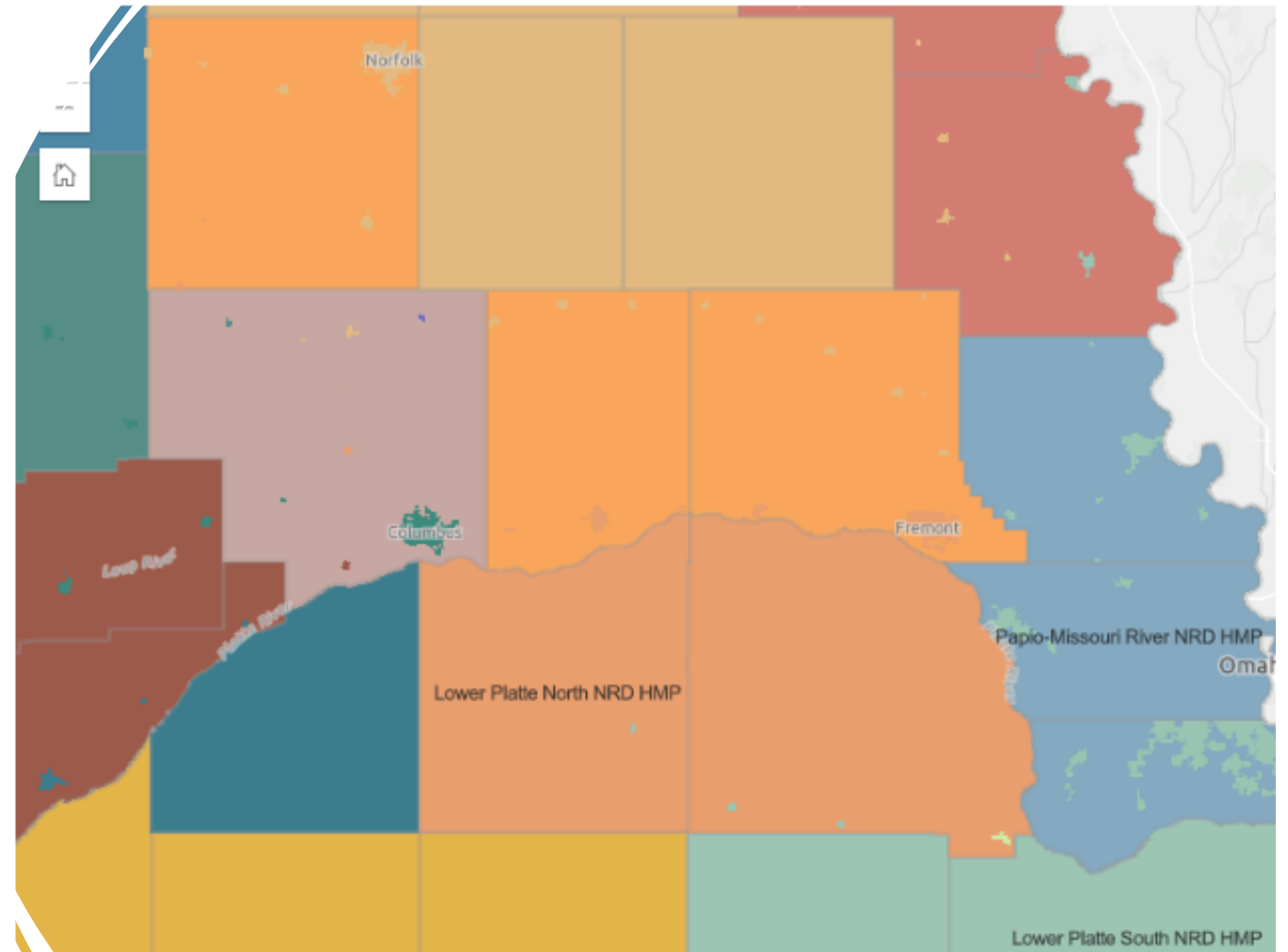
- The planning cycle is broken down into 5 years aka updated every 5 years.
- Years 1-2 are used editing, adoptions, and other changes to the plan
- Year 3 is used to start to secure funding for the next round of updating
- Year 4 planning process begins utilizing a planning lead/consultant and creating a planning team
- Year 5 risk assessment is completed, mitigation strategies developed/updated and plan writing is completed.



# Whose involved?

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- For the City of Blair we are part of the Papio-Missouri River NRD Hazard Mitigation Plan
- The State of Nebraska also has a Hazard Mitigation Plan however more broad.
- Key stakeholders from the region work together



# Papio-Missouri River NRD Hazard Mitigation Plan

- The Hazard Mitigation Plan for our region is 276 pages long and was drafted in 2021 ([1\\_Papio-Missouri-River-NRD\\_Upfront\\_5.26.pdf](#))
- 2021 City of Blair Profile ([Blair\\_Community-Profile.pdf](#))
- 2024 Mid-Cycle Update of which City of Blair participated in ([Papio-Missouri-River-NRD-HMP\\_Maintenance-Appendix\\_2024-07.pdf](#)) page14

