

# **WORKFORCE DEVELOPMENT PLAN**

Recovery Act: Local Energy Assurance Planning City of Hailey

June 10, 2010

## **WORK PERFORMED UNDER AGREEMENT**

DE-OE0000389

### **SUBMITTED BY**

City of Hailey  
115 South Main St., Suite H  
Hailey, Idaho 83333

### **PRINCIPAL INVESTIGATOR**

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### **SUBMITTED TO**

U. S. Department of Energy  
National Energy Technology Laboratory  
Katherine T. Kweder

Submitted through: <https://www.eere-pmc.energy.gov/SubmitReports.aspx>

**1. EXECUTIVE SUMMARY**

Hailey will conduct a Local Energy Assurance Planning initiative to build energy assurance capability and enhance coordination and communication locally, regionally and statewide. The project goals are to:

- Strengthen and expand Hailey’s energy assurance planning and resiliency
- Reduce the impacts from energy supply disruptions
- Create jobs and save jobs in energy assurance planning at the city level
- Create a new Hailey Energy Assurance Plan that integrates with Hailey’s Emergency Operations Plan draft, Blaine County’s All Hazards Mitigation Plan and the State of Idaho’s Energy Plan
- Collaborate with stakeholders throughout the planning process, including local utilities, Blaine County, the Local Emergency Planning Committee, the Idaho Homeland Security Office, and the Idaho Office of Energy Resources
- Create an energy assurance plan that is easily and readily utilized by building in realistic timeline and finance elements, education and ongoing training activities, and an annual plan review and update; assure the plan is comprehensible
- Plan for incorporation of new technologies and renewable energy into the city’s and region’s energy supply, including exploration of geothermal, hydro and solar
- Share lessons learned and best practices with other local governments

The project results are expected to include 1) a city better prepared for the energy landscape of tomorrow, 2) improved preparedness, continuity of operations and response in an emergency or during an energy disruption event, 3) increased knowledge of city officials and staff on the full spectrum of energy assurance planning issues, 4) a better informed public on energy assurance planning issues, 5) increased knowledge of alternative energy sources for future planning.

**2. JOB CREATION/RETENTION**

Hailey will hire an Energy Emergency Assurance Coordinator who will also act as the Project Manager for creating the plan. The position is a shared position, with additional engineering and project duties in Hailey’s Public Works Department. The employee would continue to be permanently responsible for energy assurance planning activities. This combination assures a permanent workload for the employee beyond the grant period.

Existing internal resources also have time committed to the project in the form of grant administration, project administrative support, and technical guidance and support from the Public Works Director, City Administrator, Fire Chief and Police Chief.

<b>Task / Subtask</b>	<b>Position</b>	<b>Est. % of Time Paid with LEAP Funding</b>
Task 1 Project Management Plan	EEAC/PM	50%
	Grant Admin	5%
	Project Admin Support	10%
	PW Director	8%

Task 2 Workforce Development	EEAC/PM Grant Admin Project Admin Support PW Director City Administrator	50% 5% 10% 8% 5%
Task 3 Energy Assurance Planning	EEAC/PM Grant Admin Project Admin Support PW Director City Administrator Fire Chief Police Chief	50% 5% 10% 8% 5% 5% 3%
Task 4 Energy Assurance Plan Implementation Activities	EEAC/PM Grant Admin Project Admin Support PW Director City Administrator Fire Chief Police Chief	50% 5% 10% 8% 5% 5% 3%
Task 5 Tabletop Exercise	EEAC/PM Grant Admin Project Admin Support PW Director City Administrator Fire Chief Police Chief	50% 5% 10% 8% 5% 5% 3%
Task 6 Energy Emergency Operations	EEAC/PM Grant Admin Project Admin Support PW Director City Administrator Fire Chief Police Chief	50% 5% 10% 8% 5% 5% 3%

Task 7 Outreach Activities	EEAC/PM	50%
	Grant Admin	5%
	Project Admin Support	10%
	PW Director	8%
	City Administrator	5%
	Fire Chief	5%
	Police Chief	3%

### 3. TRAINING

Provide a description of anticipated training opportunities and targeted participants.

#### Training

Project Management Training

Basic EA Awareness Education

Energy Back-up Technologies

Facility Consolidation Plan

Communications Plan

Tabletop Training Exercise

Presentation to Local Governments

#### Targeted Participants

New EEAC

Hailey city staff, Hailey elected officials, project stakeholders and the general public

Appropriate city department personnel

Appropriate city department personnel, elected officials

Hailey city staff, Hailey elected officials, project stakeholders, emergency personnel

Hailey city staff, facility owners, emergency personnel and project stakeholders

Area local governments