

**buffalo.aud@midstatesd.net**

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**From:** buffalo.aud@midstatesd.net  
**Sent:** Friday, November 14, 2025 2:46 PM  
**To:** 'Doug DeBoer'; 'Hand County EM Arlen Gortmaker'  
**Subject:** FW: LEMPG Agreement Matrix Progress Report  
**Attachments:** Hand-Bufferalo Co 4th qtr LEMPG Matrix.pdf

I will add this to the Dec 2, 2025, Regular Buffalo County Commissioners Meeting. Starts at 1.

**From:** Silbernagel, Amanda <Amanda.Silbernagel@state.sd.us>  
**Sent:** Friday, November 14, 2025 2:02 PM  
**To:** Doug DeBoer <auditor@handcountysd.org>; Debra Morrison <buffalo.aud@midstatesd.net>; Emergency Manager <emergencymanager@handcountysd.gov>  
**Cc:** Miller, Allan <Allan.Miller@state.sd.us>  
**Subject:** LEMPG Agreement Matrix Progress Report

Thank you for participating in the Local Emergency Management Performance Grant (LEMPG) program. Based on feedback from counties and to create increased communications from the SD Office of Emergency Management, we are sending a copy of the 4<sup>th</sup> quarter LEMPG Agreement Matrix Progress Report to the Hand/Bufferalo County Commissions and your county emergency manager for review. Auditors, we ask that you please provide this to your commission at your next regularly scheduled meeting as an information item.

This report contains progress reporting, obtained through regular monitoring visits and phone calls between your county emergency manager and me. The report covers the required activities listed in the LEMPG Agreement. The data contained in the report is provided by your county emergency manager, so if there are any questions regarding the specific tasks, those questions should be directed to your county emergency manager.

The LEMPG Agreement requires that All activities need to be completed by the end of the grant performance period (September 30<sup>th</sup>) for the jurisdiction to receive reimbursement. It is our hope that this additional information will ensure all parties are aware of the activities that are conducted by LEMPG county emergency managers over the course of the year.

If you have questions regarding the LEMPG Agreement Matrix Progress Report process, please contact me.

**Amanda Silbernagel**  
SDOEM Region 3 Coordinator  
Aberdeen, SD 57401  
Office: (605) 626-2031



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## LEMPG Section 25 Tasks

### Jurisdiction

Name: Arlen Gortmaker

County: Hand

Region: Region 3

### Admin 1: Submit Quarterly Reports

Due: 30 days after end of each quarter

1st Quarter: 1/10/2025

2nd Quarter: 4/14/2025

3rd Quarter: 7/10/2025

4th Quarter: 10/9/2025

Task Completed: Yes

Notes:

### Admin 2: Submit Workplan Reports

Due: 30 days after end of each quarter

1st Quarter: 1/10/2025

2nd Quarter: 4/8/2025

3rd Quarter: 7/1/2025

4th Quarter: 10/1/2025

Task Completed: Yes

Notes:

### Admin 3: Attend Quarterly Monitoring Visits with Regional Coordinator

Due: Quarterly

1st Quarter: 11/25/2024

2nd Quarter: 3/19/2025

3rd Quarter: 5/8/2025

4th Quarter: 9/23/2025

Task Completed: Yes

Notes:

### Admin 4: Complete LCAR with Regional Coordinator

Due: December 31st

1st Quarter: 11/25/2024

2nd Quarter:

3rd Quarter:

4th Quarter:

Task Completed: Yes

Notes:

### Admin 5: Complete EM101 and EM102 Courses (First Year) and EM103 Course (Second Year)

Due: September 30th

1st Quarter:

2nd Quarter:

3rd Quarter:

4th Quarter:

Task Completed: Yes

Notes: Completed EM101 (2018) EM102 (2022) EM103 (2024)

### Admin 6: Complete ICS Courses: IS100, IS200, IS700, IS800, and ICS300 (First Year) and ICS400 (Second Year)

Due: September 30th

1st Quarter:

2nd Quarter:

3rd Quarter:

4th Quarter:

Task Completed: Yes

Notes: Completed in 2019

### Admin 7: Complete PDS Courses (Second Year)

Due: September 30th

1st Quarter:

2nd Quarter:

3rd Quarter:

4th Quarter:

**Task Completed:** Yes

**Notes:** Completed in 2020

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### Admin 8: Complete APS Courses (By End of Sixth Year)

Due: September 30th

**1st Quarter:**

**2nd Quarter:**

**3rd Quarter:**

**4th Quarter:**

**Task Completed:** Yes

**Notes:** Completed in 2021

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### Admin 9: Complete HSEEP Course (Second Year)

Due: September 30th

**1st Quarter:**

**2nd Quarter:**

**3rd Quarter:**

**4th Quarter:**

**Task Completed:** Yes

**Notes:** Completed in 2019

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### Admin 10: Complete at Least One Continuing Education Course Annually

Due: September 30th

**1st Quarter:**

**2nd Quarter:**

**3rd Quarter:**

**4th Quarter:**

**Task Completed:** Yes

**Notes:** NA for FY25

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### Prepare 1: Conduct LEOP, Shelter, and DRRI Updates; Upload Updated Documents to the County Plans Board in WebEOC

Due: September 30th

**1st Quarter:**

**2nd Quarter:**

**3rd Quarter:**

**4th Quarter:** 9/8 Hand & 9/22 Buffalo

**Task Completed:** Yes

**Notes:**

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### Prepare 2: Conduct CRMCS Salamander Equipment Updates

Due: September 30th

**1st Quarter:** 12/02/2024

**2nd Quarter:**

**3rd Quarter:**

**4th Quarter:**

**Task Completed:** Yes

**Notes:** As of 12/02/2024 All equipment is updated.

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### Prepare 3: Conduct CRMCS Salamander Personnel Updates

Due: September 30th

**1st Quarter:** 1/31/2025

**2nd Quarter:**

**3rd Quarter:**

**4th Quarter:**

**Task Completed:** Yes

**Notes:** As of 1/31/2025 All personnel are updated.

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### Prepare 4: Attend Annual CRMCS Salamander Software Workshop

Due: September 30th

**1st Quarter:** No activity to report.

**2nd Quarter:** 2/25/2025

**3rd Quarter:**

**4th Quarter:**

**Task Completed:** Yes

**Notes:** Pierre Workshop

## Prepare 5: Identify and Maintain Primary and Alternate EOC Facilities

Due: September 30th

1st Quarter: 11/25/2024

2nd Quarter:

3rd Quarter:

4th Quarter:

Task Completed: Yes

Notes: Identified and discussed during LCAR visit.

## Prepare 6: Maintain EOC Regional Staffing Capabilities

Due: September 30th

1st Quarter: No activity to report.

2nd Quarter: No activity to report.

3rd Quarter: No activity to report.

4th Quarter: 8/13/2025

Task Completed: Yes

Notes: Attended and participated in the August Region EOC exercise in Mobridge.

## Prepare 7: Maintain Jurisdictional PIO and Finance EOC Staffing Capabilities

Due: September 30th

1st Quarter: 11/25/2024

2nd Quarter:

3rd Quarter:

4th Quarter:

Task Completed: Yes

Notes: Identified and discussed during LCAR visit.

## Prepare 8: Develop and Participate in Regional EOC Staffing Exercise

Due: September 30th

1st Quarter: No activity to report.

2nd Quarter: No activity to report.

3rd Quarter: No activity to report.

4th Quarter: 8/13/2025

Task Completed: Yes

Notes: Attended and participated in the August Region EOC exercise in Mobridge.

## Prepare 9: Maintain Just-in-Time EOC Staffing Plans

Due: September 30th

1st Quarter: No activity to report.

2nd Quarter: 3/19/2025

3rd Quarter:

4th Quarter:

Task Completed: Yes

Notes: Just in time training materials in the office.

## Prepare 10: Conduct a Minimum of Two Public Preparedness Outreach Activities

Due: September 30th

1st Quarter: 11/2024 - Attended Township meeting to discuss mitigation.

2nd Quarter: 1/17/2025 Farm and Home Show EM booth.

3rd Quarter:

4th Quarter:

Task Completed: Yes

Notes:

## Prepare 11: Design, Conduct, and Evaluate a Jurisdictional Exercise

Due: September 30th

1st Quarter:

2nd Quarter:

3rd Quarter:

4th Quarter:

Task Completed: Yes

Notes: NA for FY25.

**Prepare 12: Participate in One Drill Per Quarter**  
Due: Quarterly

<b>1st Quarter:</b> 10/10/24 - SDHAN 11/6/2024 - Radio	<b>2nd Quarter:</b> 1/9/25, 2/5/25, 3/11/25	<b>3rd Quarter:</b> 4/10/2025 - SDHAN Drill	<b>4th Quarter:</b> 9/18/2025 - Salamander Drill
<b>Task Completed:</b> Yes		<b>Notes:</b>	

**Response 1: Conduct Duty Officer Reporting Per Guidance**  
Due: Quarterly

<b>1st Quarter:</b> No activity to report.	<b>2nd Quarter:</b> 3/12/25 - Wildland Fire	<b>3rd Quarter:</b> 5/29/2025 - Vehicle Accident	<b>4th Quarter:</b> 7/25/2025 - Vehicle Accident
<b>Task Completed:</b> Yes		<b>Notes:</b>	

**Recovery 1: Attend Annual Crisis Track Software Workshop**  
Due: September 30th

<b>1st Quarter:</b> Discussed no activity to report	<b>2nd Quarter:</b> Discussed no activity to report	<b>3rd Quarter:</b> 7/8/2025	<b>4th Quarter:</b>
<b>Task Completed:</b> Yes		<b>Notes:</b> Aberdeen class	

**Hours Worked**

<b>First Quarter Required Hours:</b> 496	<b>Hours Worked:</b> 514	<b>Notes:</b>
<b>Second Quarter Required Hours:</b> 488	<b>Hours Worked:</b> 510.5	<b>Notes:</b>
<b>Third Quarter Required Hours:</b> 504	<b>Hours Worked:</b> 530	<b>Notes:</b>
<b>Fourth Quarter Required Hours:</b> 512	<b>Hours Worked:</b> 554	<b>Notes:</b>