



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Raymond Riordan

SUBJECT: EMERGENCY SERVICES
COUNCIL MEMBERSHIP

DATE: October 17, 2018

Approved

Date

10/18/18

RECOMMENDATION

Accept the proposed initial Emergency Services Council Membership to allow for a meeting in December 2018.

OUTCOME

Approval of the Emergency Services Council Membership will allow this Council to meet, review and approve the updated Emergency Operations Plan, approve the Curriculum, Calendar of Training and Operational Plan for the Community Emergency Response Team (CERT) and other volunteer programs, and provide direction on policies and plans required by the Emergency Services Ordinance.

BACKGROUND

The City of San José is preparing to re-launch the Community Emergency Response Team (CERT) program. In the preparation for this effort, the California Office of Emergency Services (CalOES) Volunteer Disaster Service Worker Program requires the city to have an active Disaster Council that approves the CERT Curriculum, CERT schedule of classes, method of registering CERT members as Disaster Service Workers, and a plan that describes how the CERT program is integrated and supervised during response to an emergency. The Disaster Council must approve any disaster volunteer program and listed components of the program. By following the CalOES requirements, the State of California provides immunity of liability of volunteer actions and provides Workers Compensation for any injured registered Disaster Service Worker.

The City of San José Disaster Council was established in 1947, consistent with the California Emergency Services Act, and accredited by the California Office of Emergency Services. The Council was renamed the Emergency Services Council in 2004, which was the last time it has met. The purpose of the Disaster Council or Emergency Services Council is to:

- A. Review plans and procedures and when appropriate recommend approval by the City Council.
- B. Review agreements (mutual aid or others) and when appropriate recommend approval by the City Council.
- C. Review and approve how volunteer organizations are organized and integrated with city response, including Community Emergency Response Teams (CERT), Radio Amateur Civil Emergency Services (RACES) and Search and Rescue organized volunteer programs.

City of San José Municipal Code, Chapter 8.08 states that the Emergency Services Council shall meet upon call of the chair or, in his or her absence from the city or inability to call such meeting, upon call of the vice chair. The Municipal Code further states that the City Manager shall be the director of emergency services, and shall be chair. Additional members of the Emergency Services Council include:

1. Assistant Emergency Services Director;
2. Mayor;
3. Emergency services coordinator;
4. Such chiefs of emergency services as are provided for in the current emergency plan of San José, adopted pursuant to resolution; and
5. Representatives of other organizations having an official emergency responsibility, as may be appointed by the director of emergency services with the advice and consent of the city council.

ANALYSIS

Emergency Services Council Members for items 1-4 previously listed above is clear. The City Council must consent to the list of representatives (number 5 above) of other organizations having official emergency responsibility and support during emergency response. Staff reviewed lists of members from the last meeting in 2004, looked to how other local jurisdictions have convened their Emergency Services Council, and identified a similar group. The selected list of organizations below will help identify key planning issues, identify key agencies that could provide immediate assistance in a catastrophic incident, and can provide ongoing support in planning and response to the next disaster. Staff did request City Council input at the December 1, 2017 City Council Study Session, and subsequent contacts.

The following are the staff suggested organizations that would form the initial re-initiated Emergency Services Council and who are seen as integral to the success of planning, training and response to the next disaster. Additional organizations can be identified for future inclusion.

Organization	Emergency Support Considerations
American Red Cross, Silicon Valley	Care and Shelter, Case Management
Collaborating Agencies Disaster Response Effort (CADRE)	Response and Recovery activities by coordinating non-profit organizations
Interfaith Council on Economics and Justice	Association of clergy and laity who address the crisis of vulnerable populations who require resources during a disaster, a key requirement of CalOES and FEMA planning and response plans.
City of San José Neighborhood Association	Neighborhood associations will be key in the delivery of the CERT program and can provide organized support following a disaster.
San José Arena Authority	The Arena Authority leads the Emergency Response Network that includes all the large city venues who are jointly planning and preparing for response to a catastrophic event that would require their involvement in mass care operations or other response and recovery activities
San José Unified School District	Schools are the first mass care center. Coordination with their plans and programs would be valuable.
Valley Transportation Authority	Transportation services are vital in evacuation, response and recovery
Silicon Valley Organization	Integration of private sector resources are vital for resiliency and recovery of the city
Santa Clara County Office of Emergency Services	County support for emergency response planning, training and recovery
California Office of Emergency Services (CalOES), Coastal Region	State support resources for planning, response and recovery
CalOES, Access and Functional Needs Department	All emergency plans and agreements must account for access and functional needs of our vulnerable populations
Federal Emergency Management Agency, Region IX	FEMA is the lead agent on recovery and actions required for public and individual assistance following a disaster

The Office of Emergency Management will reach out to the approved list of organizations to identify the appropriate representative. The OEM will work with the City Attorney's Office to conduct any conflict analysis with any organizations that receive funding from the City.

The Emergency Services Council will meet on an a six month basis, as the City continues to accomplish tasks from the Emergency Management Roadmap created following the 2017 Coyote Creek Flood. It will adjust to an annual meeting, as progress is made on the roadmap.

EVALUATION AND FOLLOW-UP

Upon approval of the organizational membership, staff will reach out to identify the appropriate representatives. A meeting date will be identified and invitations distributed for the first meeting targeted in December. All activities of the Emergency Services Council must follow the Brown Act and normal rules of decorum. An agenda will be posted and meeting minutes taken. The Emergency Services Council will meet at least every six months for the next two years to help move the policies, plans and programs along as the City improves its emergency preparedness and readiness. The council will then meet on at least an annual basis for the approval of CERT trainings and other volunteer programs.

PUBLIC OUTREACH

The purpose of the Emergency Services Council was discussed at:

- August 7, 2017 City Council Meeting on the 2017 Coyote Creek Flood After Action Report,
- December 1, 2017 City Council Study Session,
- May 17, 2018 Community Resiliency Plan Status Report to the Public Safety, Finance and Strategic Support Committee, and
- August 16, 2018 Emergency Management Workplan Report at the Public Safety, Finance and Strategic Support Committee.

This memorandum will be posted on the City's website for the October 30, 2018 City Council meeting agenda.

COORDINATION

This memo has been coordinated with the City Manager's Office and City Attorney's Office.

COMMISSION RECOMMENDATION/INPUT

As noted in Public Outreach, the purpose, intent, membership and input requests for the Emergency Services Council have been described in reports submitted to the Public Safety, Finance and Strategic Support Committee.

HONORABLE MAYOR AND CITY COUNCIL
October 17, 2018
Subject: Emergency Services Council Membership
Page 5

CEQA

Not a Project, File No. PP17-009, Staff Reports, Assessments, Annual Reports, and Informational Memos that involve no approvals of any City action.

/s/
RAYMOND RIORDAN
Director, Office of Emergency Management

For questions, please contact Raymond Riordan, Director, Office of Emergency Management, at (408) 794-7055.