



SONOMA COUNTY

575 ADMINISTRATION
DRIVE, ROOM 102A
SANTA ROSA, CA 95403

Summary Report

Agenda Date: 3/19/2019

To: Board of Supervisors

Department or Agency Name(s): Fire and Emergency Services; Department of Emergency Management

Staff Name and Phone Number: Jim Colangelo/565-1152; Christopher Godley/565-1152

Vote Requirement: 4/5th

Supervisory District(s): All Districts

Title:

Formally Establish the Department of Emergency Management

Recommended Actions:

- A) Adopt a Resolution formally establishing the Department of Emergency Management effective March 19, 2019.
- B) Adopt a Resolution amending the Fiscal Year 2018-19 Budget transferring appropriations related to the Emergency Management division to a newly created Department of Emergency Management as detailed in Attachment A, with no net change in total appropriations.
- C) Adopt a Personnel Resolution amending the Fire and Emergency Department Allocation list and establishing the Department Allocations List for the Department of Emergency Management as detailed in Attachment B.

(4/5th Vote Required) (All Districts)

Executive Summary:

This item recommends approval of two Resolutions that transfer emergency management-related activities from the Fire and Emergency Services Department to the newly established Department of Emergency Management as a component of a phased effort that reimagines how emergency services will be provided in Sonoma County. Adoption of these Resolutions enables the County to focus on creating the new Emergency Management Department approved by the Board on June 11, 2018.

The request includes transferring \$2,012,438 million in appropriations, adopted by the Board in the FY 2018-19 Budget, from the Fire and Emergency Services Department into a newly created budget for the Department of Emergency Management. The Department will be staffed with a total of 12 Full Time Equivalent Allocations (FTE) as detailed in Attachment B.

Discussion:

Background

The Board of Supervisors received two separate reports on June 11, 2018, and December 4, 2018, respectively, that provided updates on the Emergency Management and Warning Program assessments and efforts to provide more in Sonoma County. Subsequent to the October 2017 Wildfire disaster, the Board directed staff to assess and make recommendations regarding the County's Alert & Warning program

capabilities, assess and make recommendations regarding the organization and alignment of the County's emergency management program, and assess the performance of the County's Emergency Operations Center (EOC) during the event. The recommendations presented to the Board included creating a separate Emergency Management Department to enable the County to more fully focus on these high priority efforts.

Emergency management is the organizational function charged with creating the framework within which communities reduce vulnerability to hazards and create the capability to respond to, and recover from, disasters. The County of Sonoma's Emergency Management and Response programs must enable our communities to meet the challenges of future disasters.

The recommendations before you are the second phase of a multi-phased effort to reorganize the Fire and Emergency Services Department. This item will focus on the services performed by the Emergency Management Division and the recommendations related to Emergency Management. On December 11, 2018, the Board approved the transfer of the Fire Prevention and Hazardous Materials programs to Permit Sonoma. Options for transitioning fire operations or phase three of the effort is currently being developed.

Development of the Department of Emergency Management

On June 11, 2018, the Board of Supervisors directed to staff to develop an expanded emergency management organization. During this meeting, five new positions in addition to five existing positions were authorized to support the new Department, including the Director of Emergency Management. Four of the new job classifications were formalized by the Civil Service Commission on June 7, 2018 and January 17, 2019, and the Board of Supervisors on August 28, 2018 and February 5, 2019, respectively. One of the job classifications, Deputy Emergency Services Coordinator, is an existing County classification that does not require Civil Service review.

The five new positions authorized by the Board on June 11th include:

- 1.0 Director of Emergency Management
- 1.0 Deputy Director of Emergency Management,
- 1.0 Community Alert and Warning Manager
- 1.0 Community Preparedness Manager
- 1.0 Community Alert and Warning Program Coordinator (CST: Deputy Emergency Services Coordinator)

The five existing positions that will be transferred to support the Department include:

- 1.0 Department Program Manager (will function in the capacity of Department Public Information/ Communications Officer)
- 2.0 Deputy Emergency Services Coordinators
- 1.0 Administrative Aide to manage grants (currently .75 and will add .25)
- 1.0 Deputy Emergency Services Coordinator that is being converted from the existing Emergency Services Coordinator position

Based on consultation with the County Administrator's Office and Human Resources, the Department is requesting two additional FTE to support the Department's administrative needs:

- 1.0 Administrative Services Officer I
- 1.0 Secretary

The Human Resources Department has reviewed the job duties and has determined these to be the appropriate classification and administrative support needs. The FY 2019-20 budget impact is \$316,102 for the Administrative Services Officer I, Secretary, and .25 Administrative Aide, and there are sufficient 2018-19 appropriations to cover these additional positions.

Adoption of this item will lead to increased and enhanced preparedness efforts in planning, training, and exercises as well as reinforce capacities to coordinate emergency public warning, incident response and recovery.

Prior Board Actions:

February 5, 2019: Formalized job classifications of Deputy Director of Emergency Management and Community Preparedness Program Manager

December 11, 2018: Appointment of Director of Emergency Management

December 4, 2018: Emergency Management Program Update

August 28, 2018: Formalized job classifications of Director of Emergency Management and Community Alert and Warning Program Manager

June 11, 2018: Emergency Operations Center After Action Report, Community Alert & Warning Program Assessment and Emergency Management Program Assessment

FISCAL SUMMARY

Expenditures	FY 18-19 Adopted	FY19-20 Projected	FY 20-21 Projected
Budgeted Expenses	\$2,012,438	\$2,575,000	\$2,575,000
Additional Appropriation Requested			
Total Expenditures	\$2,012,438	\$2,575,000	\$2,575,000
Funding Sources			
General Fund/WA GF	\$1,665,238	\$2,297,300	\$2,297,300
State/Federal	\$347,200	\$277,700	\$277,700
Fees/Other			
Use of Fund Balance			
Contingencies			
Total Sources	\$2,012,438	\$2,575,000	\$2,575,000

Narrative Explanation of Fiscal Impacts:

Agenda Date: 3/19/2019

A Budget Resolution authorizing the transfer of FY 2018-19 appropriations from the Fire and Emergency Services Department into a newly created budget for the Department of Emergency Management is included in Attachment A. The estimated annual budget for the new Department of Emergency Management is \$2,575,000 for FY 2019-20. Approval of this item will allow the department to move forward with the development of next fiscal year's budget, which will be presented to the Board at the FY 2019-20 budget hearings.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A - I Step)	Additions (number)	Deletions (number)
Emergency Services Coordinator	\$7,870 - \$9,566		1.0
Community Alert and Warning Program Coordinator (CST: Deputy Emergency Services Coordinator)	\$5,611 - \$6,820	1.0	
Deputy Emergency Services Coordinator	\$5,611 - \$6,820	1.0	
Administrative Services Officer I	\$6,627 - \$8,056	1.0	
Secretary	\$3,800 - \$4,618	1.0	
.25 Administrative Aide	\$4,433 - \$5,390	.25	

Narrative Explanation of Staffing Impacts (If Required):

4.25 new FTE are being requested with this item as detailed above. A total of 12 FTE will be transferred to the Department of Emergency Management, as noted in Attachment B.

Attachments:

Attachment A: Budget Resolution

Attachment B: Personnel Resolution

Related Items "On File" with the Clerk of the Board:

None.



County of Sonoma

State of California

Date: March 19, 2019

Item Number: _____

Resolution Number: _____

☒ 4/5 Vote Required

Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Authorizing A Budgetary Adjustment To The 2018-2019 Budget Transferring Appropriations Related To The Emergency Management and Administration Divisions of the Fire and Emergency Services Department to The Department of Emergency Management Resulting In No Net Change in County Appropriations.

Whereas, the Board of Supervisors has adopted a Fiscal Year 2018-2019 Final Budget for the County of Sonoma **Fire and Emergency Services Department**; and

Whereas, the Board of Supervisors is establishing a Fiscal Year 2018-2019 Budget for the County of Sonoma **Department of Emergency Management**; and

Whereas, the Board of Supervisors wishes to transfer the Emergency Management Division from the **Fire and Emergency Services Department** to the **Department of Emergency Management**; and

Whereas, the Government Code allows for adjustments to the Final Budget during the 2018-2019 Fiscal Year.

Now, Therefore, Be It Resolved that the County Auditor-Controller-Treasurer-Tax Collector is hereby authorized and directed to make all necessary operating transfers, accounting entries, and the following budgetary adjustments:

Revenues

Fund ID	Dept/Section	Dept. ID	Category	Description	Amount
10005	FES – Emergency Management	20010100	4XXXX	All Revenues	(\$347,200)
10005	Department of Emergency Management - Administration	38010100	4XXXX	All Revenues	\$347,200
10005	FES – Operational Area Grants	20010200	4XXXX	All Revenues	(\$581,227)
10005	Dept. of Emergency Management – Operational Area Grants	38010500	4XXXX	All Revenues	\$581,227

Expenditures

Fund ID	Dept.	Dept. ID	Category	Description	Amount
10005	FES – Emergency Management	20010100	50000	Perm. Positions	(\$1,489,949)
10005	Department of Emergency Management - Administration	38010100	50000	Perm. Positions	\$1,489,949
10005	FES – Emergency Management	20010100	5XXXX	All Expenditures	(\$824,164)
10005	Department of Emergency Management - Administration	38010100	5XXXX	All Expenditures	\$824,164
10005	FES – Operational Area Grants	20010200	5XXXX	All Expenditures	(\$626,752)
10005	Dept. of Emergency Management – Operational Area Grants	38010500	5XXXX	All Expenditures	\$626,752

Supervisors:

Gorin: Zane: Gore: Hopkins: Rabbitt:

Ayes: Noes: Absent: Abstain:

So Ordered.



County of Sonoma

State of California

Date: March 19, 2019

Item Number: _____

Resolution Number: _____

☒ 4/5 Vote Required

Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Establishing the Department of Emergency Management and Amending The Fire and Emergency Services Department Allocation List To Transfer 7.75 Full-Time Equivalent Staff Positions To The Department of Emergency Management, Deleting 1.0 Full-Time Equivalent Emergency Services Coordinator Position, Adding 2.0 Full-Time Equivalent Deputy Emergency Services Coordinators, 1.0 Full-Time Equivalent Administrative Services Officer I, 1.0 Full-Time Equivalent Secretary and .25 Full-Time Equivalent Administrative Aide Positons To The Department of Emergency Management Allocation List Effective March 19, 2019.

Whereas, the Board approved recommendation of the establishment of the Department of Emergency Management to strengthen the emergency services function of Sonoma county and increase preparedness efforts in planning, training, and reinforcing capacities to coordinate emergency public warning, incident response and recovery; and

Whereas, the Board of Supervisors, at its June 11, 2018, meeting approved additional Budget appropriations to the Emergency Services Division of the Fire and Emergency Services Department for enhancement of the emergency services program; and

Whereas, the Board of Supervisor's approved the appointment of the Director of Emergency Manager on December 4, 2018; and

Whereas, the Board of Supervisors has adopted a Fiscal Year 2018-2019 Position Allocation List for the Fire and Emergency Services Department; and

Whereas, the Board of Supervisors wishes to transfer the functions and staff of the Emergency Management Division from the Fire and Emergency Services Department to the new Department of Emergency Management; and

Whereas the Department of Emergency Management is requesting the deletion of one Emergency Services Coordinator; and

Whereas the Department of Emergency Management is requesting the addition of allocations for two Deputy Emergency Services Coordinators, one Administrative Services Officer I, one Secretary, and .25 Administrative Aide; and

Whereas, the Human Resources Department has reviewed the job duties and determined the Secretary and Administrative Services Officer to be the appropriate job classifications for the positions.

Now, Therefore, Be It Resolved that the Department of Emergency Management is established with an Allocation Table as follows:

Prior Board Approved New Allocations:

Job Class #	Job Class	Existing Allocation (FTE)	Existing Position Code	Proposed Change	New Allocation (FTE)	New Depart. Code (proposed)
0775	DIRECTOR OF EMERGENCY MANAGEMENT	1.00	ESO-52-0775-0001	Move	1.00	38010100
0774	DEPUTY DIRECTOR OF EMERGENCY MANAGEMENT	1.00	ESO-50-0774-0001	Move	1.00	38010100
0776	COMMUNITY ALERT AND WARNING PROGRAM MANAGER	1.00	ESO-50-0776-0001	Move	1.00	38010400
0773	COMMUNITY PREPAREDNESS PROGRAM MANAGER	1.00	ESO-50-0773-0001	Move	1.00	38010300

Existing Allocations:

Job Class #	Job Class	Existing Allocation (FTE)	Existing Position Code	Proposed Change	New Allocation (FTE)	New Depart. Code (proposed)
0777	DEPUTY EMERGENCY SERVICES COORDINATOR	1.00	ESO-00-0777-0001	Move	1.00	38010200
0777	DEPUTY EMERGENCY SERVICES COORDINATOR	1.00	ESO-00-0777-0002	Move	1.00	38010200
0810	ADMINISTRATIVE AIDE	0.75	ESO-00-0810-0002	Move	0.75	38010100
3085	DEPARTMENT PROGRAM MANAGER	1.00	ESO-50-3085-0001	Move	1.00	38010100

Add/Delete New Allocations:

Job Class #	Job Class	Existing Allocation (FTE)	Existing Position Code	Proposed Change	New Allocation (FTE)	New Depart. Code (proposed)
0780	EMERGENCY SERVICES COORDINATOR	1.00	ESO-50-0780-0001	DELETE	0.00	38010200
0777	COMMUNITY ALERT AND WARNING PROGRAM COORDINATOR (CST Deputy Emergency Services Coordinator)	0.00	NEW	ADD	1.00	38010400
0777	DEPUTY EMERGENCY SERVICES COORDINATOR	0.00	NEW	ADD	1.00	38010200
0827	ADMINISTRATIVE SERVICES OFFICER I	0.00	NEW	ADD	1.00	38010100
0810	ADMINISTRATIVE AIDE	0.00	ESO-00-0810-0002	ADD 0.25	0.25	38010100
0023	SECRETARY	0.00	NEW	ADD	1.00	38010100

Supervisors:

Gorin:

Zane:

Gore:

Hopkins:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.