



## Legislation Details (With Text)

**File #:** 2019-0190  
**Type:** Consent Calendar Item **Status:** Agenda Ready  
**File created:** 2/15/2019 **In control:** Fire And Emergency Services  
**On agenda:** 3/19/2019 **Final action:**  
**Title:** Formally Establish the Department of Emergency Management  
**Sponsors:** Fire And Emergency Services  
**Indexes:**  
**Attachments:** 1. Summary and attachments

Date	Ver.	Action By	Action	Result
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**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:

- Adopt a Resolution formally establishing the Department of Emergency Management effective March 19, 2019.
- 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.
- 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.

(4/5<sup>th</sup> 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 11<sup>th</sup> 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**

<b>Expenditures</b>	<b>FY 18-19 Adopted</b>	<b>FY19-20 Projected</b>	<b>FY 20-21 Projected</b>
Budgeted Expenses	\$2,012,438	\$2,575,000	\$2,575,000
Additional Appropriation Requested			
<b>Total Expenditures</b>	<b>\$2,012,438</b>	<b>\$2,575,000</b>	<b>\$2,575,000</b>
<b>Funding Sources</b>			
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			
<b>Total Sources</b>	<b>\$2,012,438</b>	<b>\$2,575,000</b>	<b>\$2,575,000</b>

**Narrative Explanation of Fiscal Impacts:**

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.

<b>Staffing Impacts:</b>			
<b>Position Title (Payroll Classification)</b>	<b>Monthly Salary Range (A - I Step)</b>	<b>Additions (number)</b>	<b>Deletions (number)</b>
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.