



# Memorandum

**TO:** EMERGENCY SERVICES  
COUNCIL

**FROM:** Raymond Riordan

**SUBJECT:** EMERGENCY SERVICES  
COUNCIL ONBOARDING

**DATE:** December 3, 2018

Approved

Date

3 DECEMBER 2018

## RECOMMENDATION

Accept Staff Report on the Emergency Services Council onboarding.

## OUTCOME

This memo outlines the purpose, organization, and actions of the Emergency Services Council. The memo is meant to generate discussion among the members to understand the intent and responsibilities of the Emergency Services Council in relation to the City Council and City of San Jose emergency response organization.

## BACKGROUND

The authority for the formation and accreditation of a Disaster Council can be found in the California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code), and in the California Code of Regulations, Title 19, Division 2, Chapter 2, Subchapter 3, §2571. The City of San Jose Disaster Council was accredited through certification by the California Office of Emergency Services (CalOES) in 1947. With an update to the City of San Jose Municipal Code, Chapter 8.08, the Disaster Council was renamed the Emergency Services Council.

The purpose of the Emergency Services Council (ESC) 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 registered, organized, and trained volunteers are integrated with city response, such as Community Emergency Response Teams (CERT) and Radio Amateur Civil Emergency Services (RACES) and others as developed and approved by the ESC.

EMERGENCY SERVICES COUNCIL MEMO

December 3, 2018

**Subject: Emergency Services Council Onboarding**

Page 2

City of San José Municipal Code, Chapter 8.08 states that the Emergency Services Council (ESC) 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 ESC 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.

To fulfill the actions noted in number 5, on October 30, 2018 the City Council approved the following list of organizations to the Emergency Services Council:

<b>Organization</b>	<b>Emergency Support Considerations</b>
American Red Cross, Silicon Valley	ARC is the nationally chartered organization for care and shelter and immediate case management
Collaborating Agencies Disaster Response Effort (CADRE)	CADRE provides response and recovery activities by coordinating non-profit organizations
Interfaith Council on Economics and Justice	The Interfaith Council of clergy and laity can 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 Commission	Neighborhood commission 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 Resources 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 commonly the first mass care center; coordination with their plans and programs would be valuable
East Side Unified School District	Schools are commonly 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 OES provides support for emergency response planning, training, and recovery

<b>Organization</b>	<b>Emergency Support Considerations</b>
California Office of Emergency Services (CalOES), Coastal Region	CalOES is the lead agent on recovery and actions required for State supported 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 Federal public and individual assistance following a disaster

**ANALYSIS**

State law allows local government, via municipal code, to decide how the Emergency Services Council (ESC) is formed, the responsibilities bestowed on the ESC, and how it operates. The basic intent is to create an advisory board for the Emergency Services Director (City Manager) in the planning effort required to create emergency plans and agreements, and provide an opportunity for input from the city departments, response partners, and non-governmental groups. While members of the ESC have response responsibilities, the ESC as a body does not have a response role.

The planning role of the ESC is most important for effective response. Planning together, prior to an emergency, provides for recognition of independent and common response actions by each agency and each level of government, creating a more fluid response and comprehensive recovery. The collaborative effort leads to a resilient community that includes consideration for all the residents, businesses, and visitors to San Jose, including the most vulnerable of our population.

All activities of the Emergency Services Council must follow the Brown Act and Rosenberg’s Rules of Order, as confirmed by the City Attorney’s Office and City Clerk. An agenda will be posted seven days in advance of all meetings, and meeting minutes taken. The City Manager is the designated Chair of the Emergency Services Council.

All members of the Emergency Services Council have one equal vote on matters that require a decision. Each department and public agency member may have multiple staff attend, and designate one attendee to vote. Each City Council approved outside organization may have more than one attendee, and designate one attendee to vote.

**EVALUATION AND FOLLOW-UP**

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 opportunity for the Emergency Services Council to meet has been identified at the following public meetings:

- 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, and

## **COORDINATION**

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

## **CEQA**

According to CEQA Guideline PP17-009 this report is a Staff Report or Informational Memo that involves 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.