



Staff Report

RESOLUTION APPROVING DISASTER EMERGENCY PREPAREDNESS SUCCESSION PLAN

Honorable Mayor and Council Members:

Summary

During disaster emergency situations, the City Manager is the Executive leader of the City Government emergency response system. If for some reason the City Manager is unable to be in Belmont on a timely basis, an emergency succession plan is required. The City Manager recommends Council approve the attached resolution , Attachment A, delineating the sequence of emergency succession.

Background

Municipal Code

The City of Belmont Municipal Code Article III, Section 8, empowers the City Manager to be the Director of Emergency Services during a disaster. During such a disaster emergency, the City Manager may order emergency forces to the aid of other communities when required and he/she may request assistance from the other communities as well as the State or Federal Governments. Section 8 also creates a Disaster Council headed by the Mayor. The full text of Article III, section 8 is attached as Attachment B. This section, last updated in 1975, merits a review as part of the City's ongoing municipal code update.

Disaster Response:

The City of Belmont responds to disasters in accordance with National Integrated Emergency Management System protocols (NIMS). The City routinely participates in preparedness exercises using these NIMS protocols. In a disaster, the Emergency Operations Center (EOC) is activated and the City's emergency organization is called to the Emergency Operations Center on the second floor of City Hall. The City of Belmont has a written City Emergency Response Plan, which articulates procedures during an emergency. Citizens can find emergency preparedness information at the City's website homepage at www.belmont.gov under "Emergency Preparedness Manual." Trained citizen volunteers involved in the CERT (Citizen Emergency Response Teams) are also a part of the City response system.

It is the policy of the City of Belmont to protect lives, property and resources within the City from the effects of hazardous events. The goal of a disaster response plan is to save lives, reduce casualties and minimize damage to property and resources. A “Best Practice” as part of the City’s disaster response plan is to have a City Council adopted resolution articulating the order of succession in case of a disaster. Such a resolution avoids leadership confusion and ensures the continuous coverage of executive duties and the continuity of City government. The attached resolution, Attachment A, adopts the following succession sequence in the event the City Manager is not available:

- 1) Assistant City Manager
- 2) Director of Finance
- 3) Community Development Director
- 4) Parks & Recreation Director

The positions of Police Chief, Fire Chief and Public Works Director are not recommended to be a part of this succession sequence as it is assumed they will be fully occupied during a disaster with incident command operational responsibilities.

Training

Functioning as a Disaster Emergency Services Director requires special skills in emergency incident command. Should the City Council approve this succession plan recommendation, incumbents in these Department Director positions will receive formal and appropriate training during 2008.

Disaster Mitigation

The Association of Bay Area Governments (ABAG), is the regional planning and services agency for the nine-county San Francisco Bay Area. The federal Disaster Mitigation Act of 2000 (DMA 2000) requires that cities, counties, and special districts have a Local Hazard Mitigation Plan to be eligible to receive Federal Emergency Management Agency (FEMA) hazard mitigation funds. To assist local governments in meeting this requirement, ABAG received a grant from FEMA through the California Governor's Office of Emergency Services to prepare a multi-jurisdictional plan that fulfills the requirements of DMA 2000. Cities and counties can adopt and use all or part of this multi-jurisdictional plan in lieu of preparing all or part of a Local Hazard Mitigation Plan themselves. They need to have participated in the development of the multi-jurisdictional plan to adopt it, however. The Plan and ABAG Annex were adopted by ABAG's Executive Board on March 17, 2005. Concurrently, the City of Belmont adopted its City of Belmont annex. The Belmont annex is attached to this report as Attachment C. This annex can also be found at either the Belmont Police Department section of the City of Belmont website www.belmont.gov/citydepartments/police or the ABAG website www.abag.ca.gov.

General Plan/Vision Statement

The City Vision Statement describes our City as “Belmont is a wonderfully safe and supportive

place to raise a family.” Also, “we get involved in town matters because we care about living here.” (CERT)

Fiscal Impact

Costs associated with this Council action are fully reimbursable from the Federal Emergency Management Agency (FEMA).

Costs incurred during a declared disaster are generally reimbursable from FEMA. It is therefore extremely important that complete records are kept of all cost incurred during the disaster emergency event.

Public Contact

Posting to the City Council agenda

Recommendation

The City Manager recommends Council approve the attached Resolution, Attachment A, delineating the sequence of emergency succession in the event the City Manager is unavailable.

Alternatives

1. Take no action at this time and refer the issue back to staff for further analysis
2. Modify the staff recommendation

Attachments

- A. Resolution adopting Emergency Response Succession Sequence
- B. Municipal Code Article III, Section 8
- C. ABAG-Belmont Annex Hazard Mitigation Plan

Respectfully submitted,

Jack R. Crist
City Manager

Staff Contact:

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RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT APPROVING THE ORDER OF SUCCESSION DURING A DISASTER EMERGENCY IN THE EVENT THE CITY MANAGER IS NOT IMMEDIATELY AVAILABLE

WHEREAS, during a disaster emergency, a disaster response plan “Best Practice” is to have a City Council adopted order of succession for the Director of Emergency Services; and,

WHEREAS, the City of Belmont Municipal Code, Article III authorizes the City Manager to be the Director of Emergency Services during a disaster emergency; and

WHEREAS, in the absence of the City Manager, it is important to have prearranged the order of succession; and

WHEREAS, it is important during a disaster emergency that the Police Chief, the Fire Chief and the Director of Public Works remain available for command operational responsibilities and are therefore not recommended to be a part of this succession sequence as it is assumed they will be fully occupied during a disaster.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Belmont that the order of succession during a disaster emergency in the event the City Manager is not immediately available will be:

Assistant City Manager

- Director of Finance
- Community Development Director
- Parks & Recreation Director

* * * * *

I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of Belmont at a regular meeting thereof held on November 13, 2007, by the following vote:

AYES, COUNCILMEMBERS: _____

NOES, COUNCILMEMBERS: _____

ABSTAIN, COUNCILMEMBERS: _____

ABSENT, COUNCILMEMBERS: _____

CLERK of the City of Belmont

APPROVED:

MAYOR of the City of Belmont