

**MOORPARK CITY COUNCIL
DISASTER COUNCIL
AGENDA REPORT**

TO: Honorable City Council and Disaster Council

FROM: Deborah Traffenstedt, Deputy City Manager *DST*
Prepared by: Teri Davis, Senior Management Analyst *TD*

DATE: July 10, 2014 (CC Meeting of 7/16/14)

SUBJECT: Consider Resolution Adopting the 2014 City of Moorpark Emergency Operations Plan (EOP) and Rescinding 2004 and 1993 Multihazard Functional Plan Approvals

BACKGROUND AND DISCUSSION

On January 21, 2004, the City Council adopted an update of the City's Standardized Emergency Management System (SEMS) Multihazard Functional Plan, replacing the City's 1993 Multihazard Functional Plan. The 2004 Multihazard Functional Plan is no longer current and does not contain vital information developed locally and nationally since 2004, and is proposed to be replaced in its entirety by the adoption of an Emergency Operations Plan (EOP) in conformance with current law.

The Ventura County Sheriff's Office of Emergency Services (Sheriff OES) coordinates comprehensive regional emergency planning and preparedness coalitions for the Ventura County region. One result of these regional efforts is the production of a draft EOP, developed by Terra Firma Enterprises, a consulting firm retained by Sheriff OES, using grant funding. The draft EOP that was prepared for each participating local jurisdiction incorporates elements of the National Incident Management System and California's SEMS, both of which are standardized emergency response systems. Staff reviewed the draft EOP prepared for the City of Moorpark, and made revisions as needed to reflect the City's organization and threat assessment, and has scheduled this EOP for consideration and adoption to replace the out-of-date Multihazard Functional Plan. The draft resolution that is attached to this agenda report (Attachment A) only includes the first page of the 2014 EOP. A paper copy of the draft 2014 EOP has been provided to the City Council and City Manager under separate cover, and a copy is also available at the City Hall Public Counter and the Library. An electronic copy of the draft 2014 EOP is also available on the City's website in conjunction with the July 15 City Council meeting agenda files. The attached draft resolution includes clarification that the 2004 and 1993 Multihazard Functional Plan approvals would be rescinded with the adoption of the 2014 EOP (this includes rescinding Resolution No. 93-941, which had not been previously rescinded with the 2004 approval).

Additional clean up revisions may be necessary to provide the 2014 EOP with consistent formatting, referencing, phrasing, pagination, abbreviations, and other editorial corrections. None of these revisions would impact the intent or scope of the EOP. Also, the State of California in 2013 renamed the prior Emergency Management Agency (EMA) to the California OES (Cal OES), and some of the graphics refer to EMA instead of OES. Staff will make further edits as needed to remove any remaining references to EMA on the EOP exhibits.

The EOP has Appendices; however, those Appendices are not currently attached due to the confidential nature of these resource documents, an example being emergency contact information for City Council and staff. The draft EOP provided to the City Council includes an index to the Appendices as the last page of the EOP. The material in the Appendices is also subject to frequent changes. It is intended that staff will update the Appendices, as necessary, but no less than annually, to ensure the EOP contains current information that is critical for emergency response. The Appendices will not be included in all copies of the EOP when distributed. The City Manager, Assistant City Manager, Deputy City Manager, and Emergency Coordinator will be provided with the entire EOP, including the Appendices. In addition, an EOP with full Appendices will be placed in the Director's office located at the City's Emergency Operations Center (EOC). An electronic file copy of the EOP will also be available with password protection in a City shared files folder, and will be accessible from the EOC computers.

At the June 4, 2014, City Council Meeting, the Council adopted Ordinance No. 430 revising Section 2.48.040, Disaster Council – Creation – Membership of Chapter 2.48, Emergency Preparedness and Section 2.48.050, Disaster Council – Power and Duties of Title 2 of the Moorpark Municipal Code. The revision reorganized the membership of the Disaster Council to be the City Council, reducing membership from fifteen seats to five. The role of the Disaster Council is to, among other duties, develop and recommend for adoption emergency plans consistent with local, state, and federal requirements. The Disaster Council is also responsible for forwarding emergency plans to Cal OES.

Staff is seeking the recommendation of adoption from the Disaster Council followed by adoption of the EOP by the City Council to ensure a current EOP is in place. The EOP would be used during any emergency following the adoption of the EOP. Jurisdictional EOPs are subject to approval by the Sheriff OES and Cal OES. Following City Council adoption of the EOP, staff will submit the EOP to Sheriff OES and Cal OES for approval. Once the EOP is approved by Sheriff OES and Cal OES, the EOP will become fully implemented and recognized by all affected jurisdictions. If any substantive revisions are required by Sheriff OES and/or Cal OES, staff will return the EOP to the Disaster Council and City Council for review and adoption. The City Council's adoption action should include direction to the Mayor to sign a promulgation letter constituting the adoption of the Multihazard Functional Plan by the City of Moorpark.

FISCAL IMPACT

There is no direct Fiscal Impact.

STAFF RECOMMENDATION

- 1) **Disaster Council** – Recommend approval of the 2014 City of Moorpark Emergency Operations Plan; and
- 2) **City Council** – Adopt Resolution No. 2014-_____, approving the 2014 City of Moorpark EOP, and Rescinding 2004 and 1993 Multihazard Functional Plan Approvals, subject to EOP final language approval by the City Manager, and authorize the Mayor to sign a promulgation letter constituting the adoption of the EOP by the City of Moorpark.

Attachment A: Resolution No. 2014-_____

RESOLUTION NO. 2014-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOORPARK, CALIFORNIA, ADOPTING THE 2014 CITY OF MOORPARK EMERGENCY OPERATIONS PLAN

WHEREAS, the City of Moorpark recognizes the threat that emergencies pose to people and property within the community; and

WHEREAS, undertaking emergency preparedness and planning incident management will reduce the potential for harm to people and property from future emergencies; and

WHEREAS, an Emergency Operations Plan (EOP) has been prepared consistent with the requirements of the National Incident Management System and the California Standardized Emergency Management System; and

WHEREAS, the Moorpark Disaster Council and the City Council have reviewed the EOP at a joint meeting held on July 16, 2014, finding the EOP is consistent with the requirements of Chapter 2.48, Emergency Preparedness, of the Moorpark Municipal Code and defines the scope of preparedness and emergency management activities necessary for the City to meet any condition constituting a local emergency or state of emergency, and provides for the organization, powers and duties, services, and staff of the emergency organization; and

WHEREAS, the Moorpark Disaster Council has recommended approval of the EOP.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOORPARK DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The 2014 emergency plan, included as Exhibit 1 to this resolution, entitled "City of Moorpark Emergency Operations Plan" is hereby adopted, subject to final language approval by the City Manager, County of Ventura Sheriff's Office of Emergency Services, and California Office of Emergency Services.

SECTION 2. The City of Moorpark recognizes the 2014 City of Moorpark Emergency Operations Plan as a document containing multiple Appendices and that those Appendices will be updated regularly.

SECTION 3. The 2004 Multihazard Functional Plan and the 1993 Multihazard Functional Plan approvals are rescinded including rescinding Resolution No. 93-941.

SECTION 4. The City Clerk shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the book of original resolutions.

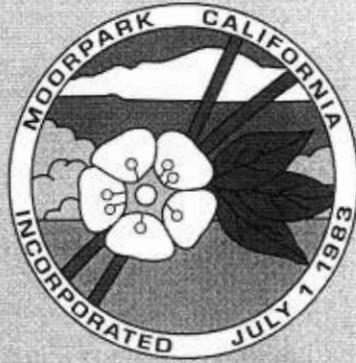
PASSED AND ADOPTED this 16th day of July, 2014.

Janice S. Parvin, Mayor

ATTEST:

Maureen Benson, City Clerk

Attachment: Exhibit 1



CITY OF MOORPARK

EMERGENCY OPERATIONS PLAN

2014