



City Council Staff Report

DATE: September 21, 2016

CONSENT AGENDA

SUBJECT: ACCEPT A FISCAL YEAR 2016 EMERGENCY MANAGEMENT PERFORMANCE GRANT FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY IN THE AMOUNT OF \$12,142 AND AUTHORIZE FUNDING OF THE "ESSENTIAL EMERGENCY MANAGEMENT CONCEPTS" COURSE FROM THE CALIFORNIA SPECIALIZED TRAINING INSTITUTE

FROM: David Ready, City Manager

BY: Fire Department

SUMMARY

Staff recommends the City Council authorize the City Manager to accept a \$12,142 Emergency Management Performance Grant (EMPG) for partial funding of the Essential Emergency Management Course that will be taught by the California Specialized Training Institute (CSTI), a division of the California Office of Emergency Services.

The CSTI Essential Emergency Management Concepts course furthers participants training of key emergency management principles and practices that will be utilized when working in the Emergency Operations Center (EOC). Throughout the four day, forty hour course, participants will engage in a progressive series of training and exercises to prepare for the final cumulative exercise on the final day of the course. In partnership with the Agua Caliente Band of Cahuilla Indians, the City and Tribe will share the cost to bring this extensive course to Palm Springs.

RECOMMENDATION:

- 1) Accept a Fiscal Year 2016 Emergency Management Performance Grant through the California Governor's Office of Emergency Services in the amount of \$12,142;
- 2) Authorize the City Manager to contract with the California Specialized Training Institute (CSTI) through the California Office of Emergency Services (CalOES) for the course delivery of the Essential Emergency Management Concepts course in an amount not to exceed \$65,000;

ITEM NO. 11

- 3) Authorize the City Manager to execute all necessary documents.

STAFF ANALYSIS

The Fire Department submitted an Emergency Management Performance Grant (EMPG) FY 2016 application to the California Office of Emergency Services via Riverside County Emergency Management Department. The City was notified via an Award Letter that it will receive \$12,142 during FY 2016 (See Attachment 1). The EMPG requires the City to match the awarded dollar amount of \$12,142 for personnel, services or equipment. The City can utilize the EMPG to partially fund the CSTI Essential Emergency Management Course. The total cost of the course will be funded in partnership with the Agua Caliente Band of Cahuilla Indians.

The CSTI Essential Emergency Management Course will provide advanced simulation training for City and Tribe staff that will operate Emergency Operations Centers during the response, recovery, and mitigation phases of an emergency or major disaster. Having an EOC prepared with trained and credentialed personnel is critical for the City to be able to quickly respond to and recover from an emergency or major disaster. The course will instruct City staff in the following:


- Their position and role in the Emergency Operations Center
- Anatomy of an earthquake
- Finance, damage assessment, and recovery
- Master Mutual Aid (MMA) system
- Action Planning Process
- EOC Activation
- EOC Sections: Management, Finance, Logistics, Operations, and Planning
- Principals of Emergency Management: Standardized Emergency Management System (SEMS), Emergency Support Functions (ESFs)
- Management/Policy Briefing
- Emergency public information
- Resource tracking

The course will be customized for an earthquake occurring in the City of Palm Springs and incorporate the City of Palm Springs and Agua Caliente Tribal Emergency Operations Plan.

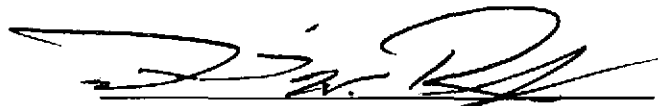
FISCAL IMPACT

The total cost of the CSTI Essential Emergency Management Concepts course is \$65,000. A combination of four sources will fund the course:

- EPMG FY 2016 - \$12,142
- City's EMPG required 50% match - \$12,142 (Fire Account 001-3522-42195)
- Disaster Services Continuing Appropriations - \$10,716
- Agua Caliente Band of Cahuilla Indians - \$30,000



J. Kevin Nalder
Fire Chief



David H. Ready, Esq., Ph.D.
City Manager

Attachments:

1. County of Riverside Emergency Management Department Award Letter
2. Essential Emergency Management Concepts Course description



Kim Saruwatari, MPH
Emergency Management Department Director

August 15, 2016

Palm Springs
Anjila Lebsack

RE: FY16 Emergency Management Performance Grant Program (EMPG) Award - \$12,142
Grant #2016-00010 CFDA#: 97.042

The California Office of Emergency Services (CalOES) has approved Riverside County's FY16 Emergency Management Performance Grant Program (EMPG) application and has authorized the commencement of reimbursement requests. The performance period of this grant is **July 1, 2016 (for personnel and services) August 13, 2016 (for equipment) – April 30, 2017**. All final reimbursement requests are due no later than **May 10, 2017**.

Please remember that changes to your grant will require the approval of the OA prior to incurring any costs. All modifications, EHP's, sole source procurement, EOC and construction requests require additional approvals from CalOES through the OA prior to incurring any costs. Some of your projects may require these additional approvals. It is your Agency's responsibility to obtain all additional approvals prior to expending the funds. Your Agency will also be responsible for providing all necessary documentation for reimbursements. If you are purchasing maintenance agreements, upgrades, service fees, etc. for your equipment or continuation of a service it is your responsibility to provide proof that these costs follow the guidelines of the grant. Your Agency's Financial Workbook is being provided to you via email along with a copy of this letter. Please complete the facesheet on your workbook and please have the Grant Assurances read, signed and dated by your authorized agent in blue ink and return both to me. Reimbursements will not be processed without these. Keep in mind that this grant has a **dollar-for-dollar match** requirement.

By accepting this award it will be understood that you are agreeing to conform to the requirements of the grant as put forth in the FY16 EMPG Grant Assurances, the State Supplemental Guidance, the Federal Guidance, the Federal Single Audit Act of 1984 and amendment of 1996, and the Robert T. Stafford Disaster Relief and Emergency Assistance Act as amended.

As always, please feel free to contact me with any questions you may have. I look forward to working with you and appreciate your cooperation and support.

Regards,

Kim Dana

Kim Dana
Administrative Services Analyst II
Riverside County EMD
951-955-0419

CALIFORNIA SPECIALIZED TRAINING INSTITUTE

Essential Emergency Management Concepts

CA-040-RESP



CSTI

Under the reorganization of CalOES, CSTI has evolved into a statewide enterprise with responsibility for supporting training, exercises and education in a wide variety of public safety areas including but not limited to; emergency management, homeland security, hazardous materials, disaster recovery and crisis communications.

For more information regarding this or other courses we offer, please call:
(805)549-3535

Email us at:
CSTIinfo@caloes.ca.gov

Find us online by visiting:
www.caloes.ca.gov/CSTI

COURSE SCHEDULE

JOIN OUR MAIL LIST
WWW.CALOES.CA.GOV/CSTIUPDATES



Essential Emergency Management Concepts - Earthquake: This course introduces participants to key emergency management principles and practices using a complex earthquake scenario. Content includes SEMS Intro and specific EOC section/position training.

Topics include:

- Anatomy of an Earthquake
- California's Disaster Response System
- Emergency Operations Center Organization and Multiagency
- Crisis Communications
- Resource Identification and Tracking
- Recovery Operations
- Emergency Management Training and Exercises

Completion of this course satisfies the requirements of G-775, EOC Management and Operations, and a certificate of completion for that course will also be provided.

Course Length: 40 hours
Course Code: EEMCE
CA Approval: CA-040-RESP

Please contact us for more information.
For the course schedule visit www.caloes.ca.gov/CSTI

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Find us online @ www.caloes.ca.gov/CSTI
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