



Office of the City Manager

CONSENT CALENDAR

November 28, 2006

To: Honorable Mayor and  
Members of the City Council

From: *PK* Phil Kamlarz, City Manager

Submitted by: Debra Pryor, Fire Chief

Subject: Contract: Governor's Office of Emergency Services

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute a contract and any amendments with the Governor's Office of Emergency Services in an amount not to exceed \$33,000 to provide to City staff a class entitled Earthquake: An Introduction to Emergency Management in California.

FISCAL IMPACTS OF RECOMMENDATION

The cost for this training will be absorbed by the participating departments in their existing FY07 budgets. Sixty-three City employees will attend this class, at a cost of approximately \$500 per employee. The Fire Department will use budget code 010-6202-420-4063 (CMS #NVXDX) to pay the vendor and will be reimbursed by participating departments.

CURRENT SITUATION AND ITS EFFECTS

The City is committed to training its staff and residents to be prepared for disasters. City staff are trained in their roles as Disaster Service Workers and in their new responsibilities under the National Incident Management System. The City also conducts regular disaster exercises in the Emergency Operations Center (EOC), to give staff the opportunity to practice their roles in a true disaster.

The City has a relatively new workforce, many of whom have not received in-depth training in emergency management. The City Manager's Office has reviewed the list of staff with key roles in the EOC in a disaster, and has chosen 63 employees to attend the Earthquake class. This is a four-day, 32-hour course, which gives participants the opportunity to plan for and participate in a realistic earthquake simulation as an emergency team official. Key topics include emergency management principles, EOC organization and functions, risk assessment, damage assessment, mutual aid procedures, and emergency public information dissemination.

BACKGROUND

California Specialized Training Institute (CSTI), the training branch of the Governor's Office of Emergency Services, has been providing training for disasters for more than 25 years. The curriculum focuses on comprehensive emergency management, including preparedness, mitigation, response and recovery.

CSTI holds most of its classes in San Luis Obispo. Classes are open to emergency personnel throughout California. The City has made special arrangements for the class to be conducted in Berkeley, specifically for Berkeley employees.

RATIONALE FOR RECOMMENDATION

It is considerably more cost-effective for us to offer this class in Berkeley, specifically for Berkeley employees. We are able to train 63 people at one time, and they will be trained to work as a team in a Berkeley-specific training. If employees were sent to San Luis Obispo, the tuition for the class (\$575), food (\$235), lodging (\$462) and transportation (\$192) would cost close to \$1,600 per person, instead of \$500 per person. By holding the training in Berkeley, the City will save \$1,000 per person.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Gil Dong, Assistant Fire Chief, (510) 981-5502

Attachments:

1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT: GOVERNOR'S OFFICE OF EMERGENCY SERVICES

WHEREAS, the City is committed to training its staff to be prepared for disasters; and

WHEREAS, California Specialized Training Institute, the training branch of the Governor's Office of Emergency Services, has agreed to conduct a Berkeley-specific "Earthquake" training; and

WHEREAS, the City has reviewed the list of staff with key roles in the Emergency Operations Center in a disaster, and will be able to train 63 employees; and

WHEREAS, each department head has agreed to pay for the employees who will attend the class; and

WHEREAS, funds are available in the General Fund (budget code 010-6202-420-4063 and CMS #NVXDX).

NOW THEREFORE, BE IT RESOLVED that the Council of the City of Berkeley hereby approves a contract with the Governor's Office of Emergency Services to provide City staff a class entitled "Earthquake: An Introduction to Emergency Management in California," in an amount not to exceed \$33,000.

