



# *CITY COUNCIL AGENDA REPORT*

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MEETING DATE: July 2, 2013

ITEM NUMBER:

**SUBJECT:** CITY OF COSTA MESA EMERGENCY OPERATIONS PLAN

**DATE:** JUNE 13, 2013

**FROM:** ADMINISTRATIVE SERVICES/TELECOMMUNICATIONS DIVISION

**PRESENTATION BY:** KEITH DAVIS, POLICE LIEUTENANT / EMS MANAGER

**FOR FURTHER INFORMATION CONTACT:** KEITH DAVIS, 754-5660

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## **RECOMMENDATION:**

1. Approve the City of Costa Mesa's revised Emergency Operations Plan and adopt by resolution.

## **BACKGROUND:**

The City of Costa Mesa's Emergency Operations Plan identifies the City's emergency planning, organization, and response policies and procedures. The plan also addresses the integration and coordination with other governmental agencies, special districts and non-governmental organizations involved in emergency preparedness, management and response operations. By its nature, an Emergency Operations Plan is a living document. It is acknowledged that processes, guidance and protocols change and so too must this document. The City's Office of Emergency Management, within the Police Department, is responsible for reviewing the entire plan on an annual basis, and coordinating the revision of the plan as required. Formal revision of this plan will be completed every 3 years. The last revision to this plan and adoption by resolution was in 2003. The emergency management function was absorbed by the Police Department in 2011 from a different department. A complete review of the program and revision was initiated to update the plan and city preparedness.

## **ANALYSIS:**

For the last year, staff from the City has participated in the Plan Writing Committee to rewrite the plan and have it reviewed by the California Emergency Management Agency (CalEMA), Southern Region. This was completed in April 2013.

## **ALTERNATIVES CONSIDERED:**

Since the adoption of a local jurisdiction's Emergency Plan is defined in the State of California's Emergency Service Act, no other alternative was considered.

## **FISCAL REVIEW:**

None.

**LEGAL REVIEW:**

The City Attorney’s Office has participated in the planning process and does not require additional review.

**CONCLUSION:**

The approval of the City’s Emergency Operations Plan and adoption by resolution will formalize the document as an integral part of the City’s Emergency Preparedness Program under Ordinance no. 80-20.

The Plan is subject to review and will undergo periodic updates due to experience gained via training and empirical situations that may impact the City.

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KEITH DAVIS  
EMS Manager  
Lieutenant

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TOM GAZSI  
Chief of Police

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BOBBY YOUNG  
Director of Finance

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TOM DUARTE  
City Attorney

**DISTRIBUTION:**

- ATTACHMENTS:   1   [Resolution](#)  
                          2   [Emergency Operations Plan-City Clerk’s Page](#)

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COSTA MESA, CALIFORNIA, ADOPTING THE CITY OF COSTA MESA EMERGENCY OPERATIONS PLAN AS REQUIRED BY THE CALIFORNIA EMERGENCY SERVICES ACT.

THE CITY COUNCIL OF THE CITY OF COSTA MESA DOES HEREBY  
RESOLVE AS FOLLOWS:

WHEREAS, the City of Costa Mesa has long recognized its responsibilities to mitigate the effects of natural, man-made or war-caused emergencies which result in conditions of disaster of extreme peril to life, and resources of the City, and generally to protect the health and safety and preserve the life and property of the people of the City of Costa Mesa; and

WHEREAS, the purposes of Ordinance No. 80-20 (Costa Mesa Municipal Code, Title 6) on November 3, 1980, establishing the Costa Mesa Disaster Council, and the office of Director of Emergency Services; and

WHEREAS, the purpose of Ordinance No. 80-20 are to provide for preparation and carry out of plans for protection of persons and property within the City of Costa Mesa in the event of an emergency, and to provide for coordination of the emergency functions; and

WHEREAS, the California Emergency Services Act, Tile 2, Division 1, Chapter 7 of the Government Code, Section 8550, et seq., provides authority for local agencies to adopt plans to meet any condition constituting a local emergency, state of emergency, and to provide for coordination of the emergency functions; and

WHEREAS, ordinance No. 80-20 provides that the Costa Mesa Disaster Council shall be responsible for development of emergency service plans, which shall provide for effective mobilization of all resources of the City, both public and private, to meet any condition constituting a local emergency or disaster, state of emergency, or state of war emergency, and shall provide for organization, powers and duties, services, and staff of the emergency organization; and

WHEREAS, the Director of Emergency Services has caused the preparation of a new Costa Mesa Emergency Operations Plan dated July 2013 and the plan has been submitted to and reviewed by the City Council; and

WHEREAS, the plan has been reviewed as required by the California Environmental Quality Act (CEQA) and has been found to be satisfactorily exempt under Section 15061(b)(3) of the CEQA guidelines.

THE CITY COUNCIL OF THE CITY OF COSTA MESA HEREBY RESOLVES AS FOLLOWS:

SECTION 1. The City of Costa Mesa Emergency Operations plan dated July 2013 is hereby adopted as the official emergency plan for the City of Costa Mesa. A copy of said plan is on file in the office of the City Clerk.

SECTION 2. All emergency plans previously adopted by the City of Costa Mesa are hereby rescinded.

SECTION 3. The City Council adopts the policy attached to this Resolution as Exhibit A.

SECTION 4. The City Clerk is directed to forward two certified copies of this Resolution to the State of California, Emergency Management Agency.

PASSED, APPROVED AND ADOPTED this \_\_\_day of July, 2013, by the following vote:

AYES: COUNCIL MEMBERS:  
NOES: COUNCIL MEMBERS:  
ABSENT: COUNCIL MEMBERS:

\_\_\_\_\_  
JIM RIGHEIMER, MAYOR

ATTEST:

\_\_\_\_\_  
BRENDA GREEN, CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
THOMAS P. DUARTE, CITY ATTORNEY

STATE OF CALIFORNIA )  
COUNTY OF ORANGE ) ss.  
CITY OF COSTA MESA )

I, Brenda Green, hereby certify that I am the duly appointed Interim City Clerk of the City of Costa Mesa and that the foregoing resolution was duly adopted at a regular meeting of the City Council of the City of Costa Mesa held on the \_\_\_\_ day of July, 2013.

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Brenda Green, City Clerk

Item # 8

ATTACHMENT - 2

Emergency Operations Plan

Hard Copy Available Through City Clerk's Office