

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: CAROLYNN PETRU, ACTING CITY MANAGER 

DATE: AUGUST 5, 2014

SUBJECT: EMERGENCY PREPAREDNESS COMMITTEE
FY 2014-15 ANNUAL WORK PLAN

Staff Coordinator: Tracy Bonano, Senior Administrator Analyst/Emergency Services
Coordinator 

RECOMMENDATION

Approve the proposed FY 2014-15 Emergency Preparedness Committee (EPC) Annual Work Plan.

BACKGROUND

As directed by Resolution No. 2008-61, Section 5. Annual Work Plan, the EPC and City Staff liaison shall prepare an annual work plan to be presented to the City Council for approval.

At the July 17, 2014 EPC meeting, the FY 2014-15 EPC Annual Work Plan (Plan) was discussed by EPC members and City Staff. Specifically, EPC members and City Staff agreed to:

1. Produce two Public Service Announcements (PSA's). EPC members will submit on screen talent recommendations and scripts to staff. PSA's will be promoted through the City's EPC website, the City Manager's weekly report, PV Patch, YouTube and televised on RPVTV Channel 33/38, Government Access Channel 35, and featured on RPVTV's "Peninsula Beat."
2. Continue the "Beauty and the Beast" emergency preparedness public outreach presentations to City Homeowners Associations (or other similar community groups) and hold one special EPC meeting focused on the "Beauty and the

- Beast” presentation at Hesse Park.
3. Continue participation in the 4th of July community outreach event.
 4. Continue the two Personal Preparedness Kits (Kits) drawings at the first City Council meeting of each month and selling the Kits at the Point Vicente Interpretive Center (PVIC).
 5. Invite the City’s utilities and Cable TV Company to attend designated EPC monthly meetings and provide their individual Peninsula Emergency Response Plans.
 6. One presentation by Dr. Lucy Jones of USGS to be held at one in one of the Peninsula’s larger venues (possibly utilize a library or school).
 7. Best practices outreach to other Area G cities in regards to how their emergency preparedness committees and/or disaster councils operate.

DISCUSSION

The mission of the EPC is to advise and make recommendations to City Council on matters pertaining to emergency preparedness to help ensure that the City of Rancho Palos Verdes develops and maintains a high state of readiness to respond to a wide variety of emergencies and disasters. The aforementioned list of recommendations supports the EPC’s Mission Statement and Scope of Responsibility. The EPC approved the Plan at its July 17, 2014 meeting and is submitting the Plan to City Council for consideration at its FY 2014-15 Budget Workshop on August 5, 2014 – Fred Hesse Community Park at 7:00 PM.

FISCAL IMPACT

The cost of the Plan is approximately \$2,700 which have been included in the adopted FY14-15 Budget through the Public Safety Emergency Preparedness program budget.

Attachment

FY 2014-15 Emergency Preparedness Committee Annual Work Plan

**FY 2014-15
EMERGENCY PREPAREDNESS COMMITTEE
WORK PLAN**

COMMUNITY OUTREACH

On July 15, 2008, the City Council adopted Resolution No. 2008-61 formalizing The Emergency Preparedness Committee's (EPC) Mission Statement and Scope of Responsibility, as detailed in City Council Resolution No. 2008-61, the EPC's Scope of Responsibility includes:

- Communicating with and educating residents about the importance of preparedness in case of disasters and emergencies.
- Encouraging residents to participate in local volunteer disaster response organizations.
- Review and make recommendations to the City Council regarding the City's Emergency Disaster Preparedness Plan to address existing, new and emerging threats.

In order to fulfill these responsibilities, the EPC will implement the following activities during FY 2014-15:

1. Produce two Public Service Announcements (PSA's). EPC members will submit on screen talent recommendations and scripts to staff. PSA's will be promoted through the City's EPC website, the City Manager's weekly report, YouTube and televised on RPV Channel 33, Government Access Channel 35 and featured on Channel 33's "Peninsula Beat."
2. Continue the "Beauty and the Beast" emergency preparedness public outreach presentations to City Homeowners Associations (or other community group) and hold one special EPC meeting focused on the "Beauty and the Beast" at Hesse Park.
3. Continue participation in the 4th of July community outreach event.
4. Continue the two Personal Preparedness Kits (Kits) drawings at the first City Council meeting of each month and selling the Kits at the Point Vicente Interpretive Center (PVIC).
5. Invite the City's utilities and Cable TV Company to attend designated EPC monthly meetings and provide their individual Peninsula Emergency Response Plans.
6. One presentation by Dr. Lucy Jones of USGS to be held at one in one of the Peninsula's larger venues (possibly utilize a library or school).
7. Best practices outreach to other Area G cities in regards to how their emergency preparedness committees and/or disaster councils operate.

Committee Responsibilities

The EPC will assist staff with: 1) work on producing two PSA's, 2) coordination and volunteering their time to speak at homeowner association meetings or other community groups providing the "Beauty and the Beast" presentation, 3) working at the emergency preparedness booth at the City's 4th of July Annual Celebration, 4) continue to support the two Personal Preparedness Kit drawings at the City Council meeting each month, 5) coordinate utility companies and Cable TV technical representatives to provide their individual Peninsula Emergency Response Plans, 6) schedule Dr. Lucy Jones for an emergency preparedness presentation on the Peninsula, and 7) coordinate meeting with other Area G cities emergency preparedness committees and/or disaster council's to discuss best practices.

Staff Responsibilities

Staff will assist EPC members with: 1) coordinating two PSA's by supplying each community presentation and / or event with staff and equipment resources (i.e. connecting EPC Members with Channel 33 & 35 staff to set location and filming schedules), 2) assisting with updating and oversight of the Beauty and the Beast presentation, 3) setting up, working, and breaking down the 4th of July booth, 4) overseeing the Personal Preparedness Kits drawing and sales program, 5) inviting the City's utilities and Cable TV Company to present individual Peninsula Emergency Response Plans, 6) scheduling Dr. Lucy Jones for an emergency preparedness presentation on the Peninsula, and 7) coordinating meetings with other Area G disaster committees and/or disaster council's to discuss best practices.

Budget

For the FY 2014-15 budget cycle, the EPC requests a budget allocation of \$2,700 to purchase 100 Personal Preparedness Kits, 4th of July Celebration takeaways and to continue their community emergency preparedness and response program.

Estimated Staff Resources

(2) Public Service Announcements:	
Staff Time	6 hours
RPV TV Staff Time	30 hours
(5) Beauty and the Beast Presentations to City Homeowner Associations or Other Community Groups:	
Staff Time	5 hours
IT Tech Time	5 hours
(1) Community Outreach City 4 th of July Annual Celebration:	
Staff Time	18 hours
(11) Personal Preparedness Kit Drawing at Council Meetings:	
Staff Time	4 hours
(3) Invite the City's utilities and Cable TV Company to attend designated EPC monthly meetings and provide their individual Peninsula Emergency Response Plans	
Staff Time	6 hours
IT Staff Time	
(1) One presentation by Dr. Lucy Jones of USGS to be held at one in one of the Peninsula's larger venues (possibly utilize a library or school):	
Staff Time	5 hours
IT Staff Time	2 hours
Venue Time	2 hours

(1) Best practices outreach to other Area G cities in regards to how their emergency preparedness committees and/or disaster councils operate. Staff Time	5 hours
<hr/> Total Estimated Staff, Consultant and Venue Time Required	88 hours