CITY OF LODI
SPECIAL INFORMAL INFORMATIONAL MEETING
"SHIRTSLEEVE" SESSION
LODI POLICE DEPARTMENT, 215 W. ELM STREET
TUESDAY, OCTOBER 25, 2005

A Special Informal Informational Meeting ("Shirtsleeve" Session) of the Lodi City Council was held Tuesday, October 25, 2005, commencing at 7:03 a.m.

A. ROLL CALL

Present: Council Members – Hansen, Hitchcock, Johnson, Mounce, and Mayor Beckman

Absent: Council Members – None

Also Present: City Manager King, City Attorney Schwabauer, and City Clerk Blackston

B. TOPIC(S)

B-1 "Review of Emergency Management Plan at the Emergency Operations Center, 215 W. Elm Street"

Fire Chief Pretz described various areas of the Emergency Operations Center (EOC), which included sections for operations, planning, logistics, and finance. The EOC serves as the center of the City's emergency operations. All of the functions of the Emergency Plan operate under the Incident Command System. The City of Lodi is part of the county and statewide mutual aid system. There is a joint Police and Fire mobile command post for use in the field that has the capability of communicating with the EOC.

With the aid of an overhead presentation (filed), Kevin Donnelly, Fire Division Chief, reported that the National Incident Management System (NIMS) is a comprehensive national approach to incident management, applicable to federal, state, and local governments. The Homeland Security Presidential Directive, issued by the President on February 28, 2003, directed the Secretary of Homeland Security to develop and administer the NIMS. The Governor of California issued an executive order that the Standardized Emergency Management System (SEMS) Advisory Board develop a program to integrate the NIMS into the State's emergency management system. As of 2007, federal funding grants will not be available to jurisdictions not in compliance with NIMS.

Division Chief Donnelly reviewed the EOC organization chart and work flow models. The City Manager acts as the Director of Emergency Services. The Executive Officer would be either the Fire Chief, Police Chief, or Public Works Director depending upon the type of emergency. The Community Development Director serves as the Planning Section Chief, the Electric Utility Director serves as the Logistics Section Chief, and the Finance Director serves as the Finance Section Chief. Division Chief Donnelly explained that there are three levels of EOC activation: 1) Normal operation would be to review the Emergency Plan and update resource lists, 2) Partial activation occurs for a small emergency where a limited number of responders can handle the situation, and 3) Full activation would take place when a greater response effort is needed and all or most of the positions identified in the Emergency Plan are filled. If Lodi were to activate its EOC, it would cause the County to activate its EOC and communicate the situation to the State. Optional EOC locations are the library community room, wastewater treatment plant, and Hutchins Street Square. A full-scale Office of Emergency Services exercise is planned for 2006 in Sacramento and both the County of San Joaquin and the City of Lodi will be participating. In 2007, Lodi will conduct an EOC "table top" and full-scale exercise.

In response to Council Member Johnson, Division Chief Donnelly reported that communication sources include phone, internet, intranet, and radio frequency to the field. Police and Fire share the same band frequency and the Office of Emergency Services has satellite communication. Mark White, Information Systems Coordinator, added that there is a special device that cross patches Lodi's radio communications with others.

City Manager King stated that he (serving as the Director of Emergency Services) can declare a local emergency, after which the City Council would take action to confirm it. He noted that all City employees are considered emergency service workers.

In reply to Mayor Pro Tempore Hitchcock, Fire Chief Pretz reported that it has been estimated that Lodi would be under three to six feet of water if both Camanche and Pardee Dams broke. Police Chief Adams recalled that the Army Corps of Engineers had explained to him previously that flooding in Lodi would be gradual because Camanche is an earthen dam.

In response to Council Member Hansen, Chief Pretz stated that evacuation routes have been considered; however, it would depend upon where the emergency is situated before the public could be instructed on the best exit.

Note: At 8:17 a.m., Council toured the mobile command post, EOC, and Police conference room.

C. COMMENTS BY THE PUBLIC ON NON-AGENDA ITEMS

None.

D. ADJOURNMENT

No action was taken by the City Council. The meeting was adjourned at 8:30 a.m.

ATTEST:

Susan J. Blackston
City Clerk

CITY OF LODI

FIRE DEPARTMENT

MEMORANDUM

FROM: Division Chief Donnelly, Operations

DATE: 10/21/2005

RE: 10/25/2005 Council Shirtsleeve Meeting Agenda

At the City Council Shirtsleeve meeting scheduled for Tuesday October, 25, 2005, the Fire Department, in cooperation with the Police Department and Information Systems Division, will be showcasing the City's Emergency Operations Center (EOC). During this session the City Council, along with the press and public, will be invited to tour the facility, review the City's current Emergency Operations Plan, and provided a summary of the hazard planning and training development.

The meeting will begin with an introduction to the new Emergency Operations Center. A demonstration of the flexibility of the facility will be conducted through a tour. The Council and press will be provided direction on the locations provided for them in the event of an EOC activation. The tour will also provide insight into the planned use of the Mobile Command Post and how it fits in during a large emergency event.

Following the tour a presentation will be given. This will encompass the activation and operations of the Emergency Operations Center. Included will be a Power Point presentation and discussion related to emergency management systems, EOC organization, the Lodi Emergency Operations Plan, future training and improvements planned.

Below is the agenda for the morning of 10/25/2005 @ 0700

I. Introduction to Emergency Operations Center Facility
    a. Sign in
    b. Tour facility
II. Presentation
    a. National Emergency Management System
    b. Emergency Operations Center Operations
    c. Lodi Emergency Operations Plan
    d. Planned Training
III. Questions

CITY OF LODI

EMERGENCY
OPERATIONS
CENTER

OBJECTIVES

1. Familiarize Council with current EOC facility
2. Overview of the National Incident Management System (NIMS)
3. Describe the EOC work flow
4. Review EOC objectives, activation and structure
5. Identify positions and responsibilities as outlined in the City Emergency Plan
6. Outline Training Plan
7. Acquaint Council with technology and resource planning

OBJECTIVE #1

Familiarize Council
with the current EOC Facility

Tour Highlights

- Mobile Command Post
- EOC Main Room
- Breakout Rooms
- Council Member's Facility
- Media Accommodations
- Comments and Questions

OBJECTIVE # 2

Overview of the National Incident Management System (NIMS)

Reasons For NIMS

- After the September 11, 2001, attacks on the World Trade Center and the Pentagon
- A comprehensive national approach to incident management, applicable at all jurisdictional levels and across functional disciplines.
- February 28 2003 the President issued Homeland Security Presidential Directive (HSPD)-5

Homeland Security Presidential Directive (HSPD)-5

- Directs the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS)
- This System will provide a consistent nationwide approach for
  - Federal
  - State
  - and local governments
- to work effectively together to
  - prepare for
  - respond to
  - recover from domestic incidents regardless of
    - cause
    - size
    - or complexity.
- Provide for interoperability and compatibility

Reasons For SEMS

- October 1991 Oakland Hills Fire
- A comprehensive approach to incident management, applicable at all jurisdictional levels and across functional disciplines.
- Senate Bill 1841 (Petris) – Government Code §8607.

EXECUTIVE DEPARTMENT STATE OF CALIFORNIA

- EXECUTIVE ORDER S-2-05 by the Governor of the State of California
  - Standardized Emergency Management System Advisory Board, will develop a program to integrate the National Incident Management System, to the extent appropriate, into the state's emergency management system.
  - The Office of Emergency Services will identify any statutes or regulations that need to be eliminated or amended to facilitate implementation of the National Incident Management System.
  - The Office of Emergency Services will report on the status of the implementation of the National Incident Management System to the Governor's Emergency Council

SEMS / NIMS ASSIMILATION

- Department of Homeland Security
- The NIMS Integration Center
- California Office of Emergency Services
- Standardized Emergency Management Advisory Board

The Fine Print

A. INTRODUCTION. Since the September 11, 2001, attacks on the World Trade Center and the Pentagon, much has been done to improve prevention, preparedness, response, recovery, and mitigation capabilities and coordination processes across the country. A comprehensive national approach to incident management, applicable at all jurisdictional levels and across functional disciplines, would further improve the effectiveness of emergency response providers1 and incident management organizations across a full spectrum of potential incidents and hazard scenarios. Such an approach would also improve coordination and cooperation between public and private entities in a variety of domestic incident management activities. For purposes of this document, incidents can include acts of terrorism, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, typhoons, war- related disasters, etc. On February 28, 2003, the President issued Homeland Security Presidential Directive (HSPD)-5, which directs the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). According to HSPD-5: "This system will provide a consistent nationwide approach for Federal, State,2 and local3 governments to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, and local capabilities, the NIMS will include a core set of concepts, principles, terminology, and technologies covering the incident command system; multiagency coordination systems; unified command; training; identification and management of resources (including systems for classifying types of resources); qualifications and certification; and the collection, tracking, and reporting of incident information and incident resources." While most incidents are generally handled on a daily basis by a single jurisdiction at the local level, there are important instances in which successful domestic incident management operations depend on the involvement of multiple jurisdictions, functional agencies, and emergency responder disciplines. These instances require effective and efficient coordination across this broad spectrum of organizations and activiaties. The NIMS uses a systems approach to integrate the best of existing processes and methods into a unified national framework for incident management.This framework forms the basis for interoperability and compatibility that will, in turn, enable a diverse set of public and private organizations to conduct well-integrated and effective incident management operations. It does this through a core set of concepts, principles procedures, organizational processes, terminology, and standards requirements applicable to a broad community of NIMS users. B. CONCEPTS AND PRINCIPLES. To provide this framework for interoperability and compatibility, the NIMS is based on an appropriate balance of flexibility and standardization. 1. Flexibility. The NIMS provides a consistent, flexible, and adjustable national framework within which government and private entities at all levels can work together to manage domestic incidents, regardless of their cause, size, location, or complexity. This flexibility applies across all phases of incident management: prevention, preparedness, response, recovery, and mitigation. 2. Standardization. The NIMS provides a set of standardized organizational structures—such as the Incident Command System (ICS), multiagency coordination systems, and public information systems—as well as requirements for processes, procedures, and systems designed to improve interoperability among jurisdictions and disciplines in various areas, including: training; resource management; personnel qualification and certification; equipment certification; communications and information management; technology support; and continuous system improvement. C. OVERVIEW. The NIMS integrates existing best practices into a consistent, nationwide approach to domestic incident management that is applicable at all jurisdictional levels and across functional disciplines in an all-hazards context. Six major components make up this systems approach. Each is addressed in a separate chapter of this document. Of these components, the concepts and practices for Command and Management (Chapter II) and Preparedness (Chapter III) are the most fully developed, reflecting their regular use by many jurisdictional levels and agencies responsible for incident management across the country. Chapters IV-VII, which cover Resource Management, Communications and Information Management, Supporting Technologies, and Ongoing Management and Maintenance, introduce many concepts and requirements that are also integral to the NIMS but that will require further collaborative development and refinement over time. 1. NIMS Components. The following discussion provides a synopsis of each major component of the NIMS, as well as how these components work together as a system to provide the national framework for preparing for, preventing, responding to, and recovering from domestic incidents, regardless of cause, size, or complexity. A more detailed discussion of each component is included in subsequent chapters of this document. a. Command and Management. NIMS standard incident command structures are based on three key organizational systems: (1) The ICS. The ICS defines the operating characteristics, interactive management components, and structure of incident management and emergency response organizations engaged throughout the life cycle of an incident; (2) Multiagency Coordination Systems. These define the operating characteristics, interactive management components, and organizational structure of supporting incident management entities engaged at the Federal, State, local, tribal, and regional levels through mutual-aid agreements and other assistance arrangements; and (3) Public Information Systems. These refer to processes, procedures, and systems for communicating timely and accurate information to the public during crisis or emergency situations. b. Preparedness. Effective incident management begins with a host of preparedness activities conducted on a "steady-state" basis, well in advance of any potential incident. Preparedness involves an integrated combination of planning, training, exercises, personnel qualification and certification standards, equipment acquisition and certification standards, and publication management processes and activities. (1) Planning. Plans describe how personnel, equipment, and other resources are used to support incident management and emergency response activities. Plans provide mechanisms and systems for setting priorities, integrating multiple entities and functions, and ensuring that communications and other systems are available and integrated in support of a full spectrum of incident management requirements. (2) Training. Training includes standard courses on multiagency incident command and management, organizational structure, and operational procedures; discipline- specific and agency-specific incident management courses; and courses on the integration and use of supporting technologies. (3) Exercises. Incident management organizations and personnel must participate in realistic exercises—including multidisciplinary, multijurisdictional, and multisector interaction—to improve integration and interoperability and optimize resource utilization during incident operations. (4) Personnel Qualification and Certification. Qualification and certification activities are undertaken to identify and publish national-level standards and measure performance against these standards to ensure that incident management and emergency responder personnel are appropriately qualified and officially certified to perform NIMS- related functions. (5) Equipment Acquisition and Certification. Incident management organizations and emergency responders at all levels rely on various types of equipment to perform mission essential tasks. A critical component of operational preparedness is the acquisition of equipment that will perform to certain standards, including the capability to be interoperable with similar equipment used by other jurisdictions. (6) Mutual Aid. Mutual-aid agreements are the means for one jurisdiction to provide resources, facilities, services, and other required support to another jurisdiction during an incident. Each jurisdiction should be party to a mutual-aid agreement with appropriate jurisdictions from which they expect to receive or to which they expect to provide assistance during an incident. (7) Publications Management. Publications management refers to forms and forms standardization, developing publication materials, administering publications—including establishing naming and numbering conventions, managing the publication and promulgation of documents, and exercising control over sensitive documents—and revising publications when necessary. c. Resource Management. The NIMS defines standardized mechanisms and establishes requirements for processes to describe, inventory, mobilize, dispatch, track, and recover resources over the life cycle of an incident. d. Communications and Information Management. The NIMS identifies the requirement for a standardized framework for communications, information management (collection, analysis, and dissemination), and information- sharing at all levels of incident management. These elements are briefly described as follows: (1) Incident Management Communications. Incident management organizations must ensure that effective, interoperable communications processes, procedures, and systems exist to support a wide variety of incident management activities across agencies and jurisdictions. (2) Information Management. Information management processes, procedures, and systems help ensure that information, including communications and data, flows efficiently through a commonly accepted architecture supporting numerous agencies and jurisdictions responsible for managing or directing domestic incidents, those impacted by the incident, and those contributing resources to the incident management effort. Effective information management enhances incident management and response and helps insure that crisis decision- making is better informed. e. Supporting Technologies. Technology and technological systems provide supporting capabilities essential to implementing and continuously refining the NIMS. These include voice and data communications systems, information management systems (i.e., record keeping and resource tracking), and data display systems. Also included are specialized technologies that facilitate ongoing operations and incident management activities in situations that call for unique technology-based capabilities. f. Ongoing Management and Maintenance. This component establishes an activity to provide strategic direction for and oversight of the NIMS, supporting both routine review and the continuous refinement of the system and its components over the long term.

CONCEPTS AND PRINCIPLES

- To provide a framework for interoperability and compatibility, based on an appropriate balance of;
  - Flexibility
  - Standardization

Flexibility

- Provide a consistent, flexible, and adjustable framework within which government and private entities at all levels can work together to manage domestic incidents

- This flexibility applies across all phases of incident management: prevention, preparedness, response, recovery, and mitigation.

Standardization

- Provides a set of standardized organizational structures, such as the Incident Command System (ICS), multi-agency coordination systems, and public information systems,
- Requires processes, procedures, and systems designed to improve interoperability among jurisdictions and disciplines in various areas, including:
  - ✓ Training
  - ✓ Resource Management
  - ✓ Personnel Qualification and Certification
  - ✓ Equipment Certification
  - ✓ Communications
  - ✓ Information Management
  - ✓ Technology Support
  - ✓ Continuous System Improvement

THE INCIDENT COMMAND SYSTEM (ICS):

- Developed by Federal, State, and Local Fire services
- A National “Generic” ICS has been adopted by NIMS for use at the Field Level
- ICS was adopted for SEMS for use at the Field Level

WHY ?

ALL AGENCIES

- MUST USE NIMS!

To be eligible for funding of

- FEDERAL RESPONSE RELATED PERSONNEL COSTS!
- FEDERAL GRANT AND FUNDING!

OBJECTIVE # 3

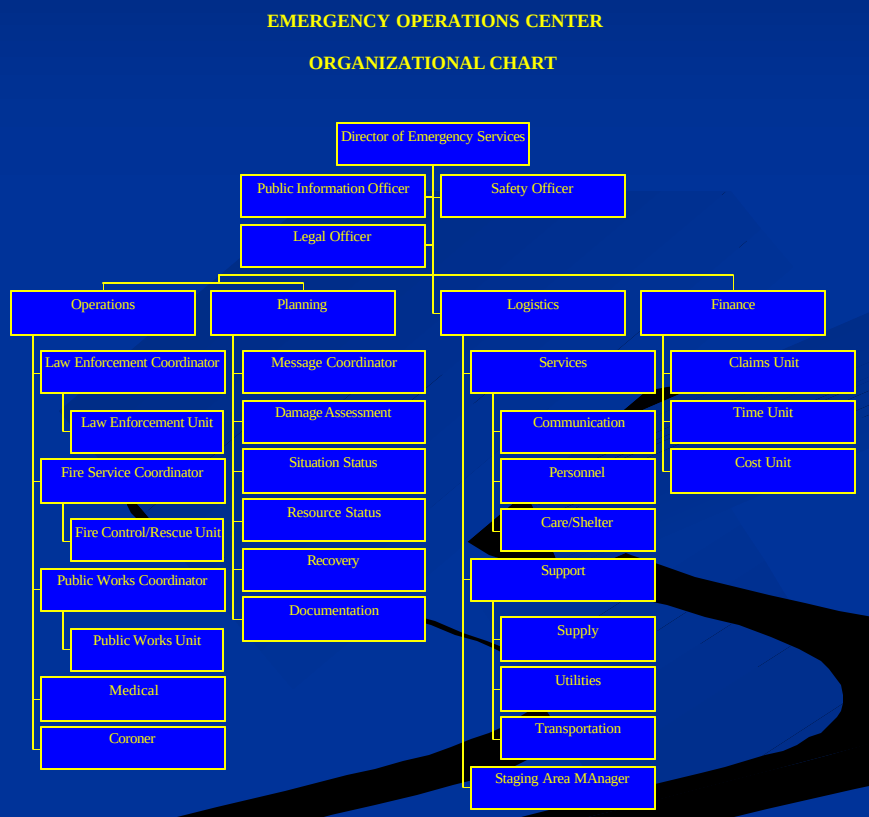
Describe EOC work flow

EOC POSITION INTERACTION

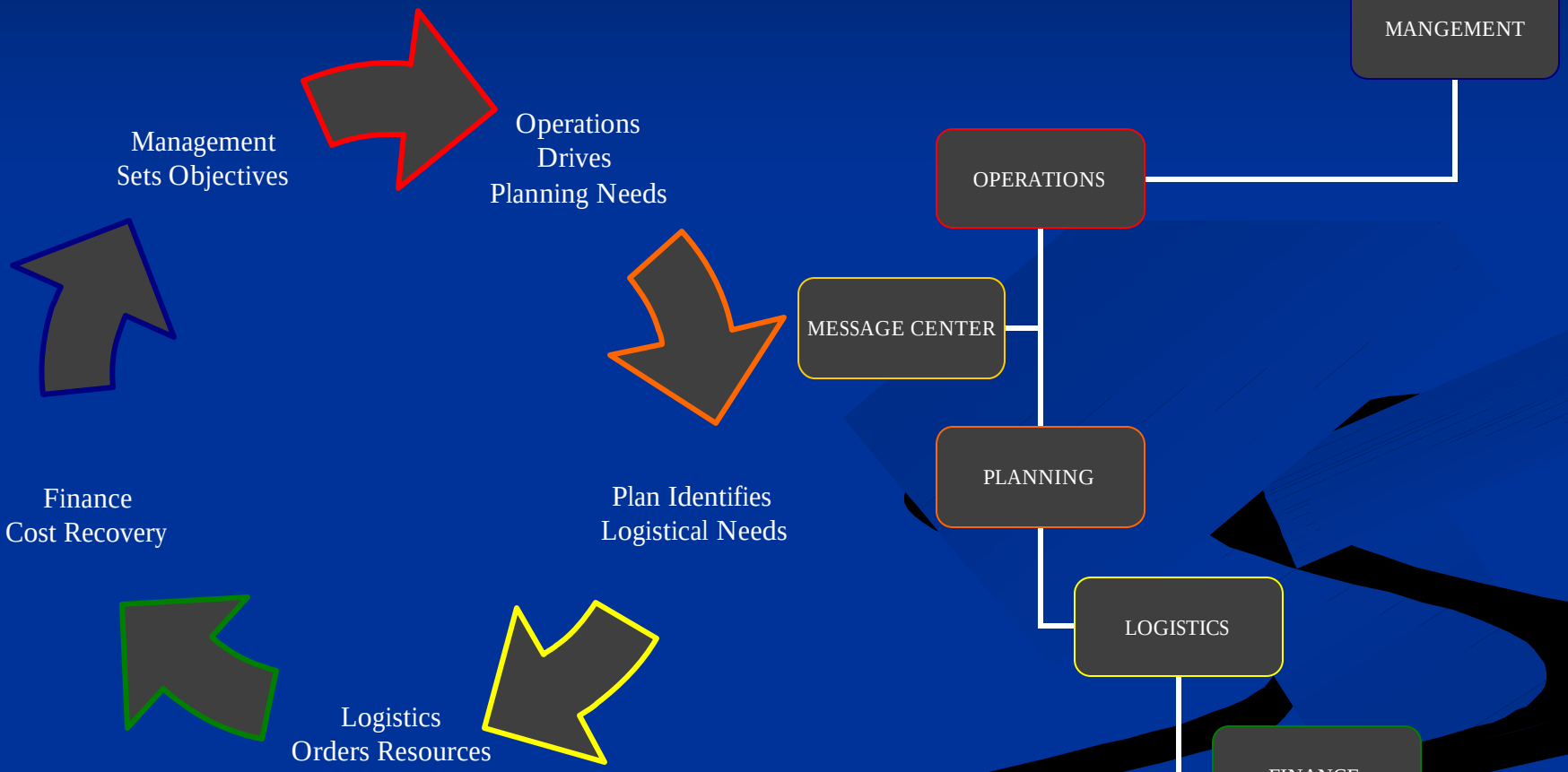
- LINEAR
  - Chain of Command
  - Work Flow Chart
  - Message Flow
- UNIFIED
  - Close Interaction
  - Shared work relationships
  - Work Functions Support Each Other
  - Horizontal Communications

LINEAR / UNITED

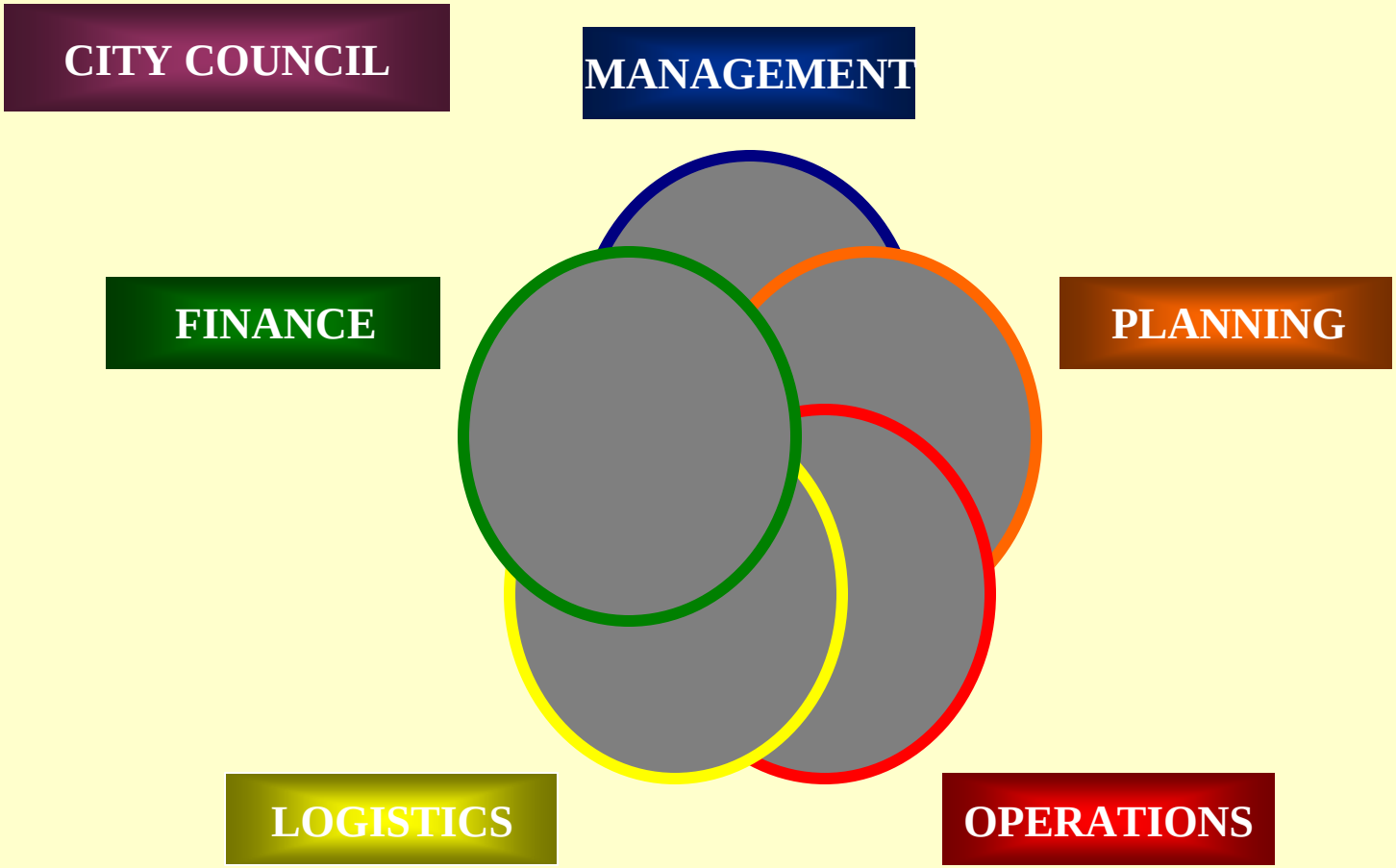
- LINEAR
  - Chain of Command
  - Work Flow Chart
  - Message Flow



EOC WORK FLOW MODELS



EOC UNIFIED INTERACTION



OBJECTIVE # 4

Review EOC objectives, activation and function

Incident and Disaster Management Have Common Goals:

- Save Lives
- Care for casualties
- Limit further threats to life, property, or the environment
- Reassure and care for the public
- Restore the affected area to normal

EOC OBJECTIVES

- Overall management and coordination of emergency operations
- Coordination and liaison with appropriate federal, state, and other local governmental agencies and private sector resources
- Management of mutual aid
- Establishment of priorities
- Collection, evaluation, and dissemination of damage information and other essential data

EOC ACTIVATION

Who - As required by the emergency

What - Based on tactical situations of the emergency

When – Anytime field resource agencies need support

Why - To provide support to field operations

Where - Public Safety Building, Community Room; Library Community Room; Wastewater Treatment Plant or Hutchins Street Square?

How - Outlined in Emergency Plan

Process - Department head or Watch Commander

Alerting - Senior Police or Fire Official - Dispatch

Five Functions of the EOC:

- Management
- Operations
- Planning Intelligence
- Logistics
- Finance Administration

EMERGENCY OPERATIONS CENTER

ORGANIZATIONAL CHART

OBJECTIVE # 5

Identify positions and responsibilities as outlined in the City Emergency Plan

Management

Director of Emergency Services - City Manager

Public Information Officer - Deputy City Manager

Legal Advisor - City Attorney

Safety Officer - As Assigned

Liaison Officer – City Clerk

Executive Officer - Fire Chief, Police Chief, or Public Works Director; Depending upon type of emergency

Operations Section

Section Chief - Fire Chief, Police Chief, or Public Works Director; Depending upon type of emergency

- **Police Branch -** Senior Law Enforcement Representative
- **Fire/Rescue Branch -** Senior Fire Representative
- **Public Works Branch -** Senior Public Works Representative
- **Medical Branch -** EMS Coordinator as assigned
- **Coroner Branch -** Police Official as assigned

Planning Section

Section Chief - Community Development Director

- **Resource Status Unit Leader – Associate Planner**
- **Situation Status Unit Leader – Senior Planner**
- **Damage Assessment Unit Leader – Building Official**
- **Documentation Unit Leader – Deputy City Clerk**
- **Recovery Unit Leader – Community Improvement Manager**
- **Demobilization Unit Leader - As assigned**

Logistics Section

Section Chief – Electric Utility Director

- **Services Branch Coordinator -**
  - **Communications Unit Leader – ISD Manager**
  - **Care and Shelter – Community Center Director**
  - **Food Unit – Recreation Supervisor**
  - **Personnel Unit Leader – Human Resource Analyst II**
- **Support Branch Coordinator -**
  - **Supply Unit Leader – Purchasing Officer**
  - **Facilities Unit Leader - Fleet & Facilities Manager**
  - **Utilities Unit Leader – Electrical Utility Superintendent**
  - **Transportation Unit Leader – Transportation Manager**

Finance Section

Section Chief - **Finance Director**

Time Unit Leader – **Accounting Tech / Payroll**

Compensation / Claims Unit Leader – **Risk Manager**

Cost Unit Leader – **Accountant I**

OBJECTIVE # 6

Discuss Technology and Resource Development

Technology

- Grant application through`05 FEMA Fire Act
  - Seek grants for communications & technology
- Information systems infrastructure planning
  - Develop EOC network
  - Develop web pages
  - Equipment acquisition plan
- Communications plan for level III activation

RESOURCES

- City Departments
  - Risk Hazard Assessment
  - Update asset lists
  - Develop resources list
- Engage Shareholders
  - Business leaders
  - Lodi Unified School District
  - Lodi Memorial Hospital
  - Community outreach
  - Special needs groups

OBJECTIVE # 7

Outline Training Plan

Office of Emergency Services Exercises

- 2006 Full Scale Exercise in Sacramento
  - San Joaquin County OES plans to activate EOC
    - City of Lodi – planning to activate EOC
- 2007 Exercise tentatively planned in County
  - San Joaquin County OES is lead agency
  - City of Stockton has committed to participating
  - City of Lodi – Planning for full scale Exercise

PLANNED LODI EOC TRAININGS

- 2005
  - Citywide SEMS/NIMS update training
- 2006
  - EOC Activation and Notification Exercise
  - EOC Table Top Exercise
- 2007
  - EOC Table Top Exercise
  - Full Scale Exercise

WEB SITES
Offering Training Opportunities

- **CALIFORNIA GOVENORS OFFICE OF EMERGENCY SERVICES**
  - http://www.oes.ca.gov/Operational/OESHome.nsf/1?OpenForm

NIMS SEMS

California Specialized Training Institute CSTI

- **FEDERAL EMERGENCY MANAGEMENT AGENCY**
  - http://training.fema.gov/EMIWeb/IS/crslist.asp

DISCUSSION