

CITY COUNCIL
Lori Wilson, Mayor
Wanda Williams, Mayor Pro-Tem
Anthony Adams
Jane Day
Michael A. Segala



CITY COUNCIL MEETING
First and Third Tuesday
Every Month

A G E N D A

REGULAR MEETING OF THE SUISUN CITY COUNCIL

SUISUN CITY COUNCIL ACTING AS SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY OF THE CITY OF SUISUN CITY,

AND HOUSING AUTHORITY

TUESDAY, SEPTEMBER 1, 2020

6:30 P.M.

SUISUN CITY COUNCIL CHAMBERS -- 701 CIVIC CENTER BOULEVARD -- SUISUN CITY, CALIFORNIA

NOTICE

Pursuant to Government Code Section 54953, Subdivision (b), and Executive Order released on March 12, 2020, the following Council/Successor Agency/Housing Authority meeting includes teleconference participation by: Council/Board Members Anthony Adams, Jane Day, Michael A. Segala, and Mayor Pro Tem Wanda Williams. Teleconference locations are on file at City Hall, 701 Civic Center Blvd., Suisun City, CA 94585.

PER CITY POLICY, MEMBERS OF THE PUBLIC ARE REQUIRED TO WEAR FACE MASKS WHILE IN CITY FACILITIES. IF YOU DO NOT HAVE A FACE MASK, ONE WILL BE PROVIDED FOR YOU.

DUE TO CORONAVIRUS COVID-19 RESIDENTS ARE ENCOURAGED TO ATTEND THE CITY COUNCIL MEETING VIA THE APPLICATION, ZOOM.

ZOOM MEETING INFORMATION:

WEBSITE: <https://us02web.zoom.us/j/85954114842>

MEETING ID: 859 5411 4842

CALL IN PHONE NUMBER: (707) 438-1720

*TO VIEW TONIGHT'S MEETING ON SUISUN WEBSITE, LIVESTREAM
(URL: <https://www.suisun.com/government/meeting-video/>)*

*REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE CITY COUNCIL MEETING
BY EMAILING CLERK@SUISUN.COM (PRIOR TO 6pm) OR
VIA WEBSITE OR PHONE APPLICATION, ZOOM*

*(If attending the meeting via phone press *9 to raise your hand and *6 to unmute/mute for public comment.)*

(Next Ord. No. – 775)

(Next City Council Res. No. 2020 – 111)

Next Suisun City Council Acting as Successor Agency Res. No. SA2020 - 02)

(Next Housing Authority Res. No. HA2020 – 01)

DEPARTMENTS: AREA CODE (707)

ADMINISTRATION 421-7300 ■ PLANNING 421-7335 ■ BUILDING 421-7310 ■ FINANCE 421-7320

FIRE 425-9133 ■ RECREATION & COMMUNITY SERVICES 421-7200 ■ POLICE 421-7373 ■ PUBLIC WORKS 421-7340

SUCCESSOR AGENCY 421-7309 FAX 421-7366

ROLL CALL

Council / Board Members

Pledge of Allegiance

Invocation

PUBLIC COMMENT

(Request by citizens to discuss any matter under our jurisdiction other than an item posted on this agenda per California Government Code §54954.3. Comments are limited to no more than 3 minutes unless allowable by the Mayor/Chair. Speaker cards are available on the table near the entry of the meeting room and should be given to the City Clerk. By law, no prolonged discussion or action may be taken on any item raised during the public comment period, although informational answers to questions may be given and matters may be referred for placement on a future agenda.)

CONFLICT OF INTEREST NOTIFICATION

(Any items on this agenda that might be a conflict of interest to any Councilmembers / Boardmembers should be identified at this time.)

REPORTS: (Informational items only.)

1. COVID-19 Update – (Folsom: gfolson@suisun.com).

PRESENTATIONS/APPOINTMENTS

(Presentations, Awards, Proclamations, Appointments).

2. LNU Lightning Complex Fire Update – (Vincent: jvincent@suisun.com).
3. Appointment of Voting Delegate and Alternate(s) for the League of California Cities Annual Conference – (Wilson: lwilson@suisun.com).

CONSENT CALENDAR

Consent calendar items requiring little or no discussion may be acted upon with one motion.

City Council

4. Council Adoption of Resolution No. 2020 - ____: Ratifying the Director of Emergency Services' Local Emergency Directive to Allow Limited Encroachment on Public Property for Outdoor Dining – (Kearns: jkearns@suisun.com).
5. Council Adoption of Resolution No. 2020 - ____: Authorizing the City Manager to Execute the Lease Agreement Between the City of Suisun City and Bulldog Baseball & Softball Club For Field Use at the Lambrecht Sports Complex – (Lofthus: klofthus@suisun.com).
6. Council Adoption of Resolution No. 2020-____: Authorizing the Application for Proposition 64 Youth Community Access Grant - (Lofthus: klofthus@suisun.com).
7. Council Adoption of Resolution No. 2020-__: Authorizing the City Manager to Enter into an Agreement with C&J Painting for the Lawler Ranch Masonry Wall and Monument Sign Painting Project - (Lofthus: klofthus@suisun.com).
8. Council Adoption of Resolution No. 2020 - ____: Adopting the Emergency Operations Center Plan for the City of Suisun City – (Vincent: jvincent@suisun.com).
9. Council Adoption of Resolution No. 2020 - ____: Authorizing the City Manager, acting as the Director of Emergency Services, to continue a short term lease agreement for the Suisun City Senior Center with Optum/LHI, to be utilized as a COVID-19 testing site – (Vincent: jvincent@suisun.com).

Joint City Council / Suisun City Council Acting as Successor Agency/Housing Authority

10. Council/Agency/Authority Approval of the Minutes of the Regular and/or Special Meetings of the Suisun City Council, Suisun City Council Acting as Successor Agency, and Housing Authority held on July 14, 2020, July 21, 2020, August 4, 2020, August 10, 2020 and August 18, 2020 – (Hobson: Clerk@suisun.com).

PUBLIC HEARINGS**GENERAL BUSINESS****REPORTS: (Informational items only.)**

11. a. Council/Boardmembers
- b. Mayor/Chair
12. City Manager/Executive Director/Staff

PUBLIC COMMENT

(Additional time for request by citizens to discuss any matter under our jurisdiction other than an item posted on this agenda limited to no more than 3 minutes.)

ADJOURNMENT

A complete packet of information containing staff reports and exhibits related to each item for the open session of this meeting, and provided to the City Council, are available for public review at least 72 hours prior to a Council /Agency/Authority Meeting at Suisun City Hall 701 Civic Center Blvd., Suisun City. Agenda related writings or documents provided to a majority of the Council/Board/Commissioners less than 72 hours prior to a Council/Agency/Authority meeting related to an agenda item for the open session of this meeting will be made available for public inspection during normal business hours. An agenda packet is also located at the entrance to the Council Chambers during the meeting for public review. The City may charge photocopying charges for requested copies of such documents. Assistive listening devices may be obtained at the meeting

PLEASE NOTE:

1. The City Council/Agency/Authority hopes to conclude its public business by 10:00 P.M. Ordinarily, no new items will be taken up after the 10:00 P.M. cutoff and any items remaining will be agendized for the next meeting. The agendas have been prepared with the hope that all items scheduled will be discussed within the time allowed.
2. Suisun City is committed to providing full access to these proceedings; individuals with special needs may call 421-7300.
3. Agendas are posted at least 72 hours in advance of regular meetings at Suisun City Hall, 701 Civic Center Boulevard, Suisun City, CA. Agendas may be posted at other Suisun City locations including:
 - Suisun City Fire Station, 621 Pintail Drive, Suisun City, CA;
 - Suisun City Senior Center, 318 Merganser Drive, Suisun City, CA;
 - Joe Nelson Center, 611 Village Drive, Suisun City, CA;
 - Harbor Master Office, 800 Kellogg Street, Suisun City, CA.

I, Donna Pock, Deputy City Clerk for the City of Suisun City, declare under penalty of perjury that the above agenda for the meeting of September 1, 2020 was posted and available for review, in compliance with the Brown Act.

THIS PAGE INTENTIONALLY LEFT BLANK

AGENDA TRANSMITTAL

MEETING DATE: September 1, 2020

CITY AGENDA ITEM: Council Adoption of Resolution No. 2020-___: A Resolution of the City Council of the City of Suisun City Ratifying the Director of Emergency Services' Local Emergency Directive to Allow Limited Encroachment on Public Property for Outdoor Dining.

FISCAL IMPACT: There is no fiscal impact.

STRATEGIC PLAN IMPACT: Provide Good Governance; Develop Sustainable Economy; Ensure Fiscal Solvency.

BACKGROUND/STAFF REPORT: The COVID-19 pandemic continues to be an ever-changing situation requiring modifications to normal city operations. On March 16, 2020, the Director of Emergency Services declared a state of local emergency based on the threat to the health and safety of residents of Suisun City from COVID-19. This declaration was ratified by City Council under Resolution No. 2020-40 on March 17, 2020 pursuant to Chapter 2.32 of the Suisun City Municipal Code.

The Suisun City Economic Pandemic Impact Citizen Advisory Committee met on June 15, 2020 and collectively expressed support to loosen outdoor commercial activities during the health order. The Suisun City Municipal Code has a section of the zoning code Section 18.64 "Sidewalk Cafes" which provides provisions relative to outdoor commercial activities. To be more flexible and allow businesses with challenging social distancing requirements to continue to operate, it has been determined that allowing outdoor use of sidewalks, streets, and parking spaces would help to offset the loss (or limitation) of use of interior spaces for the same activities. Similar approaches have been taken by several California cities.

On June 23rd the Council ratified the Director of Emergency Services directive relaxing some of the rules for a revocable encroachment permit and waiving the fees for such. As restaurants are working with other agencies, it was discovered that the California Department of Alcoholic Beverage Control (ABC) agency requires a five-foot barricade to separate alcohol drinkers from others. The City Council ratified the Director of Emergency Services Directive regarding Sidewalk Cafes on June 23rd, 2020.

Per Resolution 2020-40 the Director of Emergency Services has the authority to issue directives deemed necessary for public health and safety. Pursuant to Section 2.32070(A) of the Suisun City Municipal Code, the Director of Emergency Services issued a new order with the following directives on August 26, 2020, effective immediately:

1. Effective immediately, and for the duration of this directive, enforcement of the following provisions of the Suisun City Municipal Code (SCMC) pertaining to revocable sidewalk cafe encroachment permits shall be modified as follows:

PREPARED BY:
REVIEWED BY:

John Kearns, Senior Planner
Greg Folsom, City Manager

- a. ***Section 18.64.050 – The height of the perimeter barrier shall be three feet minimum and four feet maximum, unless a higher barrier is required by the California Department of Alcoholic Beverage Control for purposes of serving alcohol.
2. Notwithstanding anything to the contrary, this directive may be rescinded or amended by the Director of Emergency Services or by the City Council for any reason prior to the lifting of the local state of emergency or of the *Industry Standards*.
3. I hereby reserve the right to issue additional directives as needed.

These directives will be ratified by the City Council within the earliest practicable time. Staff will be implementing the necessary procedures to ensure the above directives are adhered to.

RECOMMENDATION: It is recommended that the City Council Adopt Resolution No. 2020-_;
A Resolution of the City Council of the City of Suisun City Ratifying the Director of Emergency Services’ Local Emergency Directive to Allow Limited Encroachment on Public Property for Outdoor Dining.

ATTACHMENTS:

1. Resolution No. 2020-___: A Resolution of the City Council of the City of Suisun City Ratifying the Director of Emergency Services’ Local Emergency Directive to Allow Limited Encroachment on Public Property for Outdoor Dining.
2. Director of Emergency Services’ Local Emergency Directive.

RESOLUTION NO. 2020-

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY RATIFYING THE DIRECTOR OF EMERGENCY SERVICES' LOCAL EMERGENCY DIRECTIVE ALLOWING TEMPORARY ENCROACHMENTS ONTO SIDEWALKS, STREETS, AND PARKING LOTS FOR RESTAURANT DINE-IN SERVICES

WHEREAS, in December 2019, an outbreak of illness due to a novel coronavirus (a disease now known as COVID-19) was first identified in Wuhan City, Hubei Province, China; and

WHEREAS, on March 3, 2020, Governor Newsom declared the existence of a state of emergency for the State of California; and,

WHEREAS, on March 11, 2020, the Director-General for the World Health Organization declared that COVID-19 can be characterized as a “pandemic”; and

WHEREAS, on March 13, 2020, the President of the United States declared that the outbreak of COVID-19 in the United States constitutes a national emergency; and

WHEREAS, on March 16, 2020, the City’s Director of Emergency Services declared a local emergency pursuant to Chapter 2.32 of the Suisun City Municipal Code, finding that that conditions of extreme peril to the safety of persons and property have arisen within the City of Suisun City and that these conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of the City of Suisun City; and,

WHEREAS, on March 17, 2020, the City Council of the City of Suisun City adopted Resolution No. 2020-40, ratifying the Director of Emergency Services’ declaration of local emergency; and

WHEREAS, on June 23, 2020, the City Council adopted Resolution No. 2020-79 ratifying the Director of Emergency Services directive temporarily allowing encroachment onto sidewalks, streets, and parking lots for outdoor dining for existing restaurants; and

WHEREAS, based on the public health threat caused by COVID-19, the City’s businesses have been shut down (except in some limited capacity) for almost three months. As a result, businesses have lost a great deal of revenue. The economic devastation affects the City’s health, safety, and welfare.

WHEREAS, the County of Solano is now allowing certain businesses to reopen with certain restrictions. One such business is dine-in restaurants. Cal-OSHA/CDPH’s COVID-19 Industry Guidance: Dine-In Restaurants requires that restaurants maintain social distancing between patrons and prioritize outdoor seating (Found here: <https://covid19.ca.gov/pdf/guidance-dine-in-restaurants.pdf>); and

WHEREAS, the Mayor and City Council of the City of Suisun City find that the social distancing limitations restrict the number of customers that can be served. In order to allow restaurants to serve more customers and increase their revenue at a time when economic recovery is critically important, expansion of dining areas into sidewalks, streets, and parking

1 areas is desirable, as this can provide additional space where tables can be located in
2 compliance with the *Industry Guidance*; and

3 **WHEREAS**, after consideration of all facts reasonably available presently for review
4 and all items, the City Council now desires to ratify the Director of Emergency Services’
5 August 26, 2020 directive allowing perimeter barriers for revocable sidewalk café
6 encroachment permits to exceed the normal maximum in certain circumstances.

7 **NOW, THEREFORE**, the City Council of the City of Suisun City does resolve and
8 order as follows:

9 1. The above recitals are true and correct and are incorporated herein by
10 reference.

11 2. The Director of Emergency Services has the authority to issue directives as
12 deemed necessary for the protection of the public health during the existence of the local
13 emergency.

14 1. 3. Effective immediately, and for the duration of this directive, enforcement of the
15 following provisions of the Suisun City Municipal Code (SCMC) pertaining to
16 revocable sidewalk cafe encroachment permits shall be modified as follows:

17 a. ***Section 18.64.050 – The height of the perimeter barrier shall be three feet
18 minimum and four feet maximum, unless a higher barrier is required by the
19 California Department of Alcoholic Beverage Control for purposes of serving
20 alcohol.

21 4. Notwithstanding anything to the contrary, this resolution may be rescinded or
22 amended by the City Council for any reason prior to the lifting of the local state of emergency
23 or of the *Industry Standards*.

24 5. Violation of or failure to comply with this resolution, any directives of the
25 Director of Emergency Services, or the Solano County Shelter at Home health order is a
26 misdemeanor punishable by fine, imprisonment, or both (Health and Safety Code § 120275, et
27 seq.; Penal Code §§ 69,148(a)(1).)

28 6. During the existence of the local emergency, the Director of Emergency
Services has the authority to issue additional directives as needed to address the effects of
COVID 19.

7. This Resolution shall take effect immediately. This Resolution and its contents
will be published and promulgated in as widespread a manner as is reasonable feasible under
the conditions prevailing during this local emergency.

[Remainder of page intentionally left blank]

1 The foregoing resolution was adopted by the City Council of the City of Suisun City at a
2 special meeting thereof held on the 1st day of September 2020.

3 **AYES:** Councilmembers: _____
4 **NOES:** Councilmembers: _____
5 **ABSENT:** Councilmembers: _____
6 **ABSTAIN:** Councilmembers: _____

7 _____
8 Lori Wilson, Mayor

9 ATTEST:

10 Donna Pock, CMC, Deputy City Clerk

11 APPROVED AS TO FORM:

12
13 By: _____
14 Anthony R. Taylor, City Attorney
15 Aleshire & Wynder, LLP

THIS PAGE INTENTIONALLY LEFT BLANK

CITY COUNCIL

Lori Wilson, Mayor
Wanda Williams, Mayor Pro-Tem
Anthony Adams
Jane Day
Michael A. Segala



CITY COUNCIL MEETING

First and Third Tuesday
Every Month

CITY OF SUISUN CITY

701 Civic Center Blvd.
Suisun City, California 94585
Incorporated October 9, 1868

August 26, 2020

LOCAL EMERGENCY DIRECTIVE TO ALLOW LIMITED ENCROACHMENT ON PUBLIC PROPERTY FOR OUTDOOR DINING

On March 16, 2020, in my capacity as Director of Emergency Services and pursuant to the authority vested in that position by Chapter 2.32 of the Suisun City Municipal Code, I declared a state of local emergency related to the rapidly evolving public health threat caused by Coronavirus (COVID-19). That declaration was ratified on March 17, 2020 by City Council Resolution No. 2020-40.

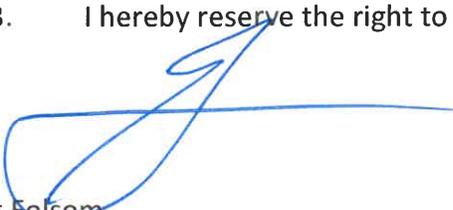
As provided by the declaration of local emergency, and by Resolution No. 2020-40, as Director of Emergency Services I have the authority to issue directives as deemed necessary for the protection of the public health.

Based on the public health threat caused by COVID-19, the City's businesses were shut down (except in some limited capacity) for almost three months. As a result, businesses have lost a great deal of revenue. The economic devastation affects the City's health, safety, and welfare. The County of Solano has moved towards allowing certain businesses to reopen with certain conditions. One such business is dine-in restaurants. Cal-OSHA/CDPH *COVID-19 Industry Guidance: Dine-In Restaurants* requires that restaurants maintain social distancing between patrons and prioritize outdoor seating. (Found here: <https://covid19.ca.gov/pdf/guidance-dine-in-restaurants.pdf>.)

The above limitations restrict how many customers can be served. In order to allow restaurants to serve more customers and increase their revenue at a time when economic recovery is critically important, expansion of dining areas into sidewalks, streets, and parking areas is desirable as this can provide additional space where tables can be located in compliance with the *Industry Guidance*. On June 23rd the Council ratified my directive relaxing some of the rules for a revocable encroachment permit and waiving the fees for such. As restaurants are working with other agencies, it was discovered that the California Department of Alcoholic Beverage Control (ABC) agency requires a five-foot barricade to separate alcohol drinkers from others.

Therefore, in order to allow Suisun City requirements to match the State ABC requirements, I hereby authorize the following pursuant to Section 2.32.070(A) of the Suisun City Municipal Code, to be ratified by the City Council within the earliest practicable time:

1. Effective immediately, and for the duration of this directive, enforcement of the following provisions of the Suisun City Municipal Code (SCMC) pertaining to revocable sidewalk cafe encroachment permits shall be modified as follows:
 - a. ***Section 18.64.050 – The height of the perimeter barrier shall be three feet minimum and four feet maximum, unless a higher barrier is required by the California Department of Alcoholic Beverage Control for purposes of serving alcohol.
2. Notwithstanding anything to the contrary, this directive may be rescinded or amended by the Director of Emergency Services or by the City Council for any reason prior to the lifting of the local state of emergency or of the *Industry Standards*.
3. I hereby reserve the right to issue additional directives as needed.



Greg Folsom
City Manager and Director of Emergency Services

AGENDA TRANSMITTAL

MEETING DATE: September 1, 2020

CITY AGENDA ITEM: Council Adoption of Resolution No. 2020-__: Authorizing the City Manager to Execute the Lease Agreement Between the City of Suisun City and Bulldog Baseball & Softball Club for Field Use at the Lambrecht Sports Complex.

FISCAL IMPACT: This action will have a positive impact on the City. Rental income will be \$24,000 per year for the use of field 2 and additional revenue will be collected with the need for supplemental fields at the rate of \$35 (thirty-five dollars) per hour.

BACKGROUND: The Vacaville Bulldog Baseball Club is an organization designed for young athletes. Their purpose is to develop lifelong skills both on and off the baseball field by encouraging integrity, sportsmanship, a strong work ethic, and to emphasize the importance of being a positive role model. They challenge young players to help them understand the meaning of personal sacrifice for themselves as well as for others. The Bulldog Baseball Club has a responsibility to represent and uphold integrity, fair play, and proper sportsmanship during any type of athletic competition and extra-curricular activity. They are aware of the impact their behavior has on players and parents, as well as the fans. They strive to teach players the fundamentals of the game and the importance of character, leadership, and teamwork, by teaching the athletes the significance of a strong work ethic, working through adversity, the importance of maintaining a positive environment on the field, in the dugout and in the stands, and how to respect the game and its participants. The Bulldog Baseball Club believes that we all gain valuable knowledge from every experience on or off the field, and we apply that knowledge to future opportunities. Youth play this game to have fun, challenge themselves, and make every effort to do their best at all times.

STAFF REPORT: The Recreation, Parks, and Marina Department is dedicated to working with various sports organizations from throughout Solano County and to providing opportunities for Suisun City youth to participate in athletics in their own community. This agreement provides advanced level baseball and softball opportunities at the Lambrecht Sports Complex.

The Little League currently operates and maintains four fields at the Complex under a separate agreement with the City of Suisun City. The Lease Agreement between the City of Suisun City and Bulldog Baseball and Softball does not change this arrangement.

Programs coordinated by the City, such as Junior Giants, adult softball leagues, softball tournaments, soccer use, and baseball tournaments, will still occur and this agreement will have no effect on those activities being scheduled at the sports complex.

Due to COVID-19 the operation of baseball will be limited to training only and must adhere to all policies set forth by the State of California and Solano County. There will be no games, scrimmages, or tournaments allowed until the time it is deemed safe. Any violation of COVID-19 protocols can result in termination of the lease.

PREPARED BY:

Kris Lofthus, Recreation and Community Services Director

REVIEWED/APPROVED By:

Greg Folsom, City Manager

RECOMMENDATION: It is recommended that the City Council Adopt Resolution No. 2020-__: Authorizing the City Manager to Execute the Lease Agreement Between the City of Suisun City and Bulldog Baseball & Softball Club For Field Use at the Lambrecht Sports Complex.

ATTACHMENTS:

1. Resolution No. 2020-__: Authorizing the City Manager to Execute the Lease Agreement Between the City of Suisun City and Bulldog Baseball & Softball Club For Field Use at the Lambrecht Sports Complex.
2. Bulldogs Baseball and Softball Club Lease Agreement

RESOLUTION NO. 2020-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY AUTHORIZING THE CITY MANAGER TO EXECUTE THE LEASE AGREEMENT BETWEEN THE CITY OF SUISUN CITY AND BULLDOG BASEBALL & SOFTBALL CLUB FOR FIELD USE AT THE LAMBRECHT SPORTS COMPLEX.

WHEREAS, the Vacaville Bulldog Baseball Club is an organization designed for young athletes; and

WHEREAS, this action will have a positive impact on the City providing rental income of \$24,000 per year for the use of field 2 and additional revenue will be collected with the need of supplemental fields at the rate of \$35 (thirty-five dollars) per hour; and

WHEREAS, the Recreation, Parks, and Marina Department is dedicated to work with various sports organizations from throughout Solano County and to provide opportunities for Suisun City youth to participate in athletics in their own community; and

WHEREAS, Bulldog Baseball and Softball Club will provide advanced level baseball and softball opportunities at the Lambrecht Sports Complex; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council further authorizes the City Manager to execute the lease agreement with Vacaville Bulldog Baseball Club, and further authorizes the City Manager to take all actions necessary to implement the Lease.

PASSED AND ADOPTED at a Regular Meeting of said City Council held on Tuesday, the 1st day of September 2020 by the following vote:

AYES:	Councilmembers:	_____
NOES:	Councilmembers:	_____
ABSENT:	Councilmembers:	_____
ABSTAIN:	Councilmembers:	_____

WITNESS my hand and the seal of said City this 1st day of September 2020.

Donna Pock, CMC
Deputy City Clerk

THIS PAGE INTENTIONALLY LEFT BLANK

**RECORDING REQUESTED BY AND
WHEN RECORDED RETURN TO:**

City of Suisun City
701 Civic Center Blvd.
Suisun City, CA 94585
Attn: City Manager

APNs. APN 0174-160-070

[SPACE ABOVE FOR RECORDER'S USE ONLY]
Exempt from filing/recording fees per Govt. Code §27383

LEASE AGREEMENT

by and between

CITY OF SUISUN CITY,
a municipal corporation
as Landlord

and

Bulldog Baseball & Softball Club,
a California non-profit public benefit corporation
as Tenant

LEASE AGREEMENT

This Lease Agreement ("**Lease**") is entered into as of _____, 2020 by and between **CITY OF SUISUN CITY**, a municipal corporation ("**Landlord**" or "**City**"), and **BULLDOG BASEBALL & SOFTBALL CLUB**, a California non-profit public benefit corporation ("**Tenant**"). Landlord and Tenant may be referred to, individually or collectively, as "**Party**" or "**Parties**."

RECITALS:

- A.** Landlord is the owner of certain improved land known as APN 0174-160-070 and located on Peterson Road in the City of Suisun, County of Solano, California ("**Property**"), and more particularly described in attached Exhibit A.
- B.** The Property consists of the City Yard, the Mandatory Open Area, and the Complex, as described in Exhibit A.
- C.** A major portion of the Property has been improved as a sports complex commonly known as the Lambrecht Sports Complex located at 4489 Petersen Road, Suisun City ("**Complex**"), which is improved with 8 baseball diamonds, a snack bar, a clubhouse, restrooms, parking, and other amenities. The following areas in the Complex are depicted on Exhibit B:
 - i. The 8 baseball fields identified by field numbers ("**Field**" or "**Fields**");
 - ii. The snack bar ("**Snack Bar**");
 - iii. The clubhouse area ("**Clubhouse**");
 - iv. Portable shed location ("**Portable Shed Location**"); and
 - v. The parking area ("**Parking Area**").
- D.** Landlord previously entered into that certain Lease Agreement dated September 1, 1991 with the Suisun American Little League, a California non-profit public benefit corporation ("**Little League**") which was amended by that certain Amendment to the Lease Agreement approved by Landlord Council on February 20, 2007 ("**Little League Lease**"), attached hereto as Exhibit C, and which provides for the Little League to have certain rights to use the Fields and the Snack Bar.
- E.** On the terms and conditions in this Lease and reserving the right to perform the Little League Lease, Landlord desires to lease to Tenant and Tenant desires to lease from Landlord, on a nonexclusive basis, the Fields, Snack Bar, and Clubhouse for certain days and times.

NOW, THEREFORE, in consideration of the mutual agreements contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and intending to be legally bound hereby, the Parties agree as follows:

AGREEMENT:

1. **Effective Date.** This Lease shall be effective on the last to occur of (i) the date of Landlord's signature on the last page of this Lease; or (ii) the date that Tenant delivers the Security Deposit (as defined in Section 6) to Landlord ("**Effective Date**"). Landlord shall send Tenant a letter confirming the Effective Date.

2. **Lease Subordinate to Little League Lease.** Tenant understands and acknowledges that this Lease and Tenant's use of the Leased Premises is subordinate to the Little League Lease, See Exhibit C.

3. **Leased Premises. Subject to the terms and conditions of this Lease,** Landlord hereby leases to Tenant and Tenant leases from Landlord, the Fields, Restrooms, Clubhouse Area, and Parking Area for the specific days and times as set forth below (collectively the "**Leased Premises**"):

3.1. **Field Two.** Tenant shall have the right to use Field Two at all times. However, Landlord reserves the right to designate another Field for use due to field wear, necessary maintenance, or if Field Two is needed for a specific program by Landlord. However, Landlord must provide written notice of such change not less than 14 (fourteen) days prior to the change of Fields specifying the substituted Field. However in the event of emergency, Landlord shall provide reasonable notice to Tenant of the change.

3.2. **Additional Fields.** From time to time, Tenant may request the right to lease Field One, Field Three and/or Field Four for tournament and game play. Tenant shall provide at least 14 (fourteen) days prior written notice to Landlord specifying (i) the requested additional Fields; and (ii) the dates and times such Fields will be used. Tenant shall pay to Landlord the Additional Field Fees as specified in Section 5.3.

3.3. **Portable Storage Shed.** Tenant may elect to install a portable storage shed ("**Storage Shed**") adjacent to the right field walkway of Field Two no larger than 8'x25', subject to Landlord approving the size and condition of the storage shed. See Exhibit B attached, depicting the Storage Shed Location.

3.4. **Clubhouse Area.** Tenant may request the use of the Clubhouse upon 14 (fourteen) days prior written notice and Landlord may, in its sole discretion, consent to such use for a limited time period. Tenant shall not be required to pay any additional charge.

3.5. **Parking.** Concurrently with Tenant's use of the portions of the Complex as specified in this Section 3, Tenant (and Tenant's patrons) may use the parking areas in compliance with rules and regulations imposed by Landlord from time to time. Tenant will enforce that its patrons only park in the designated parking areas. Landlord must approve any parking on unpaved areas prior to doing so. When Tenant is conducting tournaments, a parking plan must be provided to Landlord two (2) weeks prior to the tournament commencement.

3.6. **Disclosures.** Tenant is advised as follows: (i) the Leased Premises has not undergone an inspection by a certified accessibility specialist as defined in Civil Code Section 1938; (ii) the Leased Premises is located adjacent to Travis Air Force Base; and (iii) the area to the north of the Complex is subject to certain recorded safety restrictions.

3.7. **"AS-IS, Where Is" Condition.** Tenant acknowledges and agrees that, except as otherwise specifically set forth herein, Landlord has not made, does not make, and specifically negates and disclaims any representations, warranties, promises, covenants, agreements or guaranties of any kind or character whatsoever, whether express or implied, oral or written, past, present or future, of, as to, concerning or with respect to (a) the Leased

Premises (or Landlord's interest therein), (b) the value, nature, quality or condition of the Leased Premises, including, without limitation, the improvements thereon, soil, topography, and geology thereof, (c) the suitability of the Leased Premises for any and all activities and uses which Tenant is conducting thereon or may hereafter conduct thereon, (d) the compliance of the Leased Premises (or any aspect thereof) with any law (including, without limitation, zoning laws or environmental laws rule, regulation, entitlement, order of law, statute, bylaw or ordinance of a governmental agency having jurisdiction governing or regulating the Leased Premises, as they may be amended from time to time (collectively, "**Laws**"), (e) the fitness of the Leased Premises for any use to be made or intended to be made by Tenant, (f) the merchantability, marketability, profitability or fitness for a particular purpose or use of the Leased Premises, (g) the future development of the Leased Premises, (h) the zoning of the Leased Premises, (i) any governmental approvals, permits, licenses, entitlements, or other agreements concerning the Leased Premises, (j) survey and title condition of the Leased Premises, (k) any buildings, structures, perimeter fencing, or other improvements on the Leased Premises, or (l) any other matter with respect to the Leased Premises, and specifically, that Landlord has not made, does not make, and specifically disclaims any representations regarding compliance with any environmental protection, pollution or land use Laws (including, Environmental Laws).

Tenant further acknowledges and agrees that it has had the opportunity to fully inspect the Leased Premises and as of the Effective Date is fully familiar with the Leased Premises and all aspects thereof (including, without limitation, its physical, environmental, title, leasing, financial, and regulatory condition), and, as of the Effective Date will be relying solely on its own investigation of the Leased Premises by Tenant and Tenant's agents, employees, officers, attorneys, consultants and experts. Landlord is not liable or bound in any manner by any oral or written statements, representations or information pertaining to the Leased Premises, furnished by any person, including, without limitation, Landlord's directors, managers, agents, representatives, attorneys, or employees. Tenant further acknowledges and agrees that, except as otherwise specified herein, it is leasing the Leased Premises and has the right to use certain aspects of the Leased Premises (as specifically set forth in this Lease) on an "as is", "where is", and "with all faults" basis, and subject to all Laws and Existing Conditions. As of the Effective Date, Tenant and anyone claiming by, through or under Tenant shall be deemed to have fully and irrevocably released Landlord, its elected officials, employees, volunteers, representatives, attorneys, and agents (collectively, "Landlord and its agents") from any and all claims that it or they may now have or hereafter acquire against Landlord and its agents for any cost, loss, liability, damage, expense, demand, action or cause of action arising from or related to any matters affecting the Leased Premises. This release includes claims of which Tenant is unaware of as of the Effective Date, or which Tenant does not suspect to exist in its favor as of the Effective Date and which, if known by Tenant, would materially affect Tenant's release of Landlord. As of the Effective Date, Tenant specifically waives the provisions of California Civil Code Section 1542, which provides as follows:

"A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS THAT THE CREDITOR OR RELEASING PARTY DOES NOT KNOW OR SUSPECT TO EXIST IN HIS OR HER FAVOR AT THE TIME OF EXECUTING THE RELEASE AND THAT, IF KNOWN BY HIM OR HER, WOULD HAVE MATERIALLY AFFECTED HIS OR HER SETTLEMENT WITH THE DEBTOR OR RELEASED PARTY."

The foregoing releases shall be effective as of the Effective Date and survive the expiration or termination of the Lease.

Initials by Tenant: _____

4. Term. The term of this Lease shall commence on the Effective Date and continue for a period of one (1) year ("**Term**"). If Tenant wishes to extend the Term for an additional Lease Year, or negotiate a subsequent lease, Tenant shall deliver written notice to Landlord not later than ninety days (90) prior to the conclusion of the Term.

5. Rent.

5.1. Base Rent. For each Lease Year, Tenant shall pay to Landlord the sum of \$24,000 (Twenty Four Thousand Dollars), which shall be paid in equal monthly installments of \$2,000 (Two Thousand Dollars ("**Monthly Payment**")) in advance on the first day of each month ("**Base Rent**"). If the Effective Date is on a date other than the first day of the month, Tenant shall pay a prorated amount of the Monthly Payment to Landlord for that month. If the first of the month falls on a weekend or holiday, the Monthly Payment shall be due on the first business day following the first of the month.

5.2. Additional Field Fees. At least three (3) days prior to the approved dates of use, Tenant shall pay Landlord the sum of \$35 (Thirty Five Dollars) per hour for each additional Field Tenant has reserved for use ("**Additional Field Fees**"). If Tenant reserves the additional Fields but does not use the Fields, the Additional Field Use Fees shall still be due and owing to Landlord except if the events are cancelled due to inclement weather.

5.3. Miscellaneous Requirements. All monetary obligations of Tenant under this Lease, shall be additional rental monies and deemed "**Rent**" for purposes of this Lease. All Rent to be paid by Tenant to Landlord shall be paid without deduction or offset, prior notice or demand.

5.4. Late Charges. Tenant acknowledges that late payment by Tenant to Landlord of rent and other sums due hereunder will cause Landlord to incur costs not contemplated by this Lease, the exact amount of which will be extremely difficult to ascertain. Therefore, if any installment of Rent or any other sum due from Tenant shall not be received by Landlord within 5 (five) days after such amount is due, then, without any requirement for notice to Tenant, Tenant shall pay to Landlord a late charge equal to six percent (6%) of the overdue amount. The Parties hereby agree that such late charge represents a fair and reasonable estimate of the costs Landlord will incur because of late payment by Tenant. Acceptance of such late charge by Landlord shall not constitute a waiver of Tenant's Default with respect to such overdue amount, nor prevent Landlord from exercising any of the other rights and remedies granted hereunder.

5.5. Payment of Rent. Tenant shall deliver all Rent payments by check or money order to Landlord in person or by certified mail at the address specified in Section 18.8. If Tenant desires to pay Rent by mail, the date that the payment is postmarked shall be the construed as the payment date provided that Tenant shall take all reasonable steps to ensure that all rental payments are postmarked on or before the first (1st) day of each month.

5.6. Security Deposit. As of the Effective Date, Tenant shall deliver to Landlord the sum of \$2,500 (Two Thousand Five Hundred Dollars) as a security deposit ("**Security Deposit**") to be held during the Term as security for the faithful performance by Tenant of all of its obligations under this Lease. If Tenant defaults with respect to any provisions of this Lease, including, but not limited to, the provisions relating to the payment of Rent, Landlord may,

without notice to Tenant, but shall not be required to apply all or any part of the Security Deposit for the payment of any Rent or any other sum in default and Tenant shall, upon demand therefor, restore the Security Deposit to its original amount. Any unapplied portion of the Security Deposit shall be returned to Tenant within sixty (60) days following the termination of this Lease. Tenant shall not be entitled to any interest on the Security Deposit and Landlord shall have the right to commingle the Security Deposit with Landlord's other funds.

6. Use Covenants and Restrictions.

6.1. Field(s) Use. Tenant may use the Fields solely to provide both competitive and recreational baseball programs to youth ("**Youth Programs**"). From time to time, Tenant may use the Field(s) conduct baseball tournaments. Upon Landlord's written request from time to time, Tenant shall promptly provide a written summary of the Youth Programs being conducted by Tenant at the Leased Premises. Tenant agrees that Field lights shall be kept to a minimum and not to exceed 4 (four) hours per night with the exception that during day light savings time the lights usage shall not exceed 5 (five) hours per night per Field.

6.2. Storage Shed. If Tenant elects to install the Storage Shed in accordance with Section 3.3, the Storage Shed shall only be used for storage of equipment.

6.3. Signs. Tenant may, with Landlord's prior written consent, install such signs as are reasonably required to advertise the Youth Programs. Upon Landlord's approval, Tenant shall obtain any necessary permits to install any approved signs and shall then install the approved signs at its sole cost and expense. Tenant shall maintain such signs in good condition and repair.

6.4. Compliance with Laws. Tenant shall comply with all applicable laws, ordinances and regulations. Tenant shall not sell or permit to be kept, used, displayed or sold in or about the Leased Premises (a) pornographic or sexually explicit books, magazines, literature, films or other printed material, sexual paraphernalia, or other material which would be considered lewd, obscene or licentious; (b) any article which may be prohibited by standard forms of fire insurance policies; (c) any controlled substances, narcotics, or the paraphernalia related to the same; or (d) alcoholic beverages. Tenant shall not do or permit anything to be done in or about the Leased Premises which will in any way obstruct or interfere with the rights of other parties, including the Little League or Landlord's use of the Complex or injure or annoy them or use or allow or permit the Leased Premises to be used for any improper, immoral, unlawful, or objectionable purpose. Tenant shall not cause, maintain or permit any nuisance in or about the Leased Premises, or commit or suffer to be committed any waste upon the Leased Premises.

7. Taxes. Tenant acknowledges that its leasehold interest in the Leased Premises is a possessory interest that is subject to the imposition of real estate taxes by the Solano County Assessor's Office unless Tenant otherwise qualifies for an exemption. Tenant shall be solely responsible for the payment of any possessory interest taxes and assessments ("**Possessory Interest Taxes**") that become due on the Premises during the Lease Term. Tenant shall also be responsible for any taxes and assessments that become due for fixtures, equipment, or Tenant Improvements installed or constructed by Tenant on the Premises ("**Other Property Taxes**"). Tenant shall pay all Other Property Taxes promptly. Landlord will not be obligated to pay delinquent Other Property Taxes; but, if Landlord elects to pay delinquent Other Property Taxes, Tenant shall immediately pay Landlord the full amount of the delinquent Other Property Taxes including any late charges, penalties, or interest. The terms of this section survive the expiration or earlier termination

of this Lease. Tenant shall also indemnify, defend and hold harmless Landlord against any and all such taxes, fees, penalties or interest assessed, or imposed against Landlord hereunder.

8. Utilities. During the Term, Landlord shall provide water, sewer, gas, heat, electricity, garbage disposal, and trash disposal for the Leased Premises. Tenant covenants to be environmentally responsible in the use of utilities (especially water and electricity) and, upon notice, shall comply with reasonable requirements imposed by the Landlord. If Tenant violates the light usage restriction as specified in Section 7.1, Tenant shall promptly pay to Landlord the additional costs incurred by such usage upon Landlord's written demand.

9. Maintenance. Tenant, at its sole cost and expense, shall maintain in good condition and repair, free and clear of rubbish, litter, and graffiti: (i) Every part of the Leased Premises, (ii) the Storage Shed (if installed), (iii) any approved signs (pursuant to Section 13); (iv) the structural portions, restrooms, and turf areas, and all other portions of the Complex. Tenant shall promptly repair any damage caused by Tenant or its invitees to any portion of the Complex.

10. Modifications to Leased Premises. Tenant shall not make any modification or improvements to any portion of the Leased Premises without Landlord's prior written approval. Upon termination of this Lease, any improvements shall be the property of Landlord without any duty to reimburse Tenant.

11. Insurance; Indemnity.

11.1. Insurance Requirements.

- a. **Liability Insurance Coverage.** Prior to entering the Leased Premises, Tenant, at its sole expense, shall obtain and thereafter maintain during the entire term of this Lease, comprehensive general liability insurance, including, but not limited to, owned and non-owned vehicle liability, personal injury, blanket contractual, broad form property damage, and product/completed operations liability coverage shall be on a per occurrence basis and shall have limits of not less than Two Million Dollars (\$2,000,000.00) combined single-limit per occurrence for bodily injury, personal injury and property damage liability.
- b. **Worker's Compensation Insurance.** Tenant and all persons performing work for, or on behalf of Tenant, including, but not limited to, their contractors or sub-contractors, shall, at Tenant's own cost and expense, procure and maintain during the performance of the said work, a policy of workers' compensation insurance and employer's liability insurance in such amount as to willfully comply with the laws of the State of California.
- c. **Miscellaneous.** All of the above policies of insurance, except workers' compensation insurance, shall name Landlord, its officers, employees, and agents as additional insureds. Copies of all insurance policies shall be delivered to Landlord. Acceptance by Landlord of delivery of any certificates of insurance does not constitute approval or agreement by Landlord that the insurance requirements of this section have been met, and failure of Landlord to identify a deficiency from evidence provided will not be construed as a waiver of Tenant's obligation to maintain such insurance. In the event any of the insurance policies required to be carried by Tenant under this Lease are cancelled prior to the expiration date of such policy, or

if Tenant receives notice of any cancellation of such insurance policies from the insurer prior to the expiration date of such policy, Tenant shall (a) immediately deliver notice to Landlord that such insurance has been, or is to be, cancelled, (b) shall promptly replace such insurance policy in order to assure no lapse of coverage occurs, and (c) shall deliver to Landlord a certificate of insurance for such replacement policy. The insurance required to be maintained by Tenant hereunder are only Landlord's minimum insurance requirements, and Tenant agrees and understands that such insurance requirements may not be sufficient to fully meet Tenant's insurance needs. Copies of all policies of insurance and proof that they are in effect shall be provided to Landlord prior to the Effective Date. Tenant shall comply with additional insurance requirements that Landlord may impose from time to time. Tenant shall be solely responsible to maintain any other insurance for its protection.

11.2. Indemnity. Tenant shall defend, indemnify and hold harmless Landlord, and its officers, employees, invitees and agents ("**Landlord Parties**") from and against any and all claims, actions, costs, expenses, judgments, awards, liabilities, penalties and demands whatsoever, together with reasonable attorney's fees and court costs (collectively "**Damages**") arising out of or concerning the activities of Tenant under this Lease, including, but not limited to, injury or death or damage to persons or property of the Landlord Parties, Tenant or others, occurring in, on or about the Leased Premises and any resulting from hazardous materials brought to the Leased Premises by or on behalf of Tenant by any of its officers, employees, invitees or agents; provided, that Tenant's obligation to indemnify and hold harmless not extend to Damages caused by the gross negligence or willful misconduct of the Landlord Parties. If any action or proceeding in connection with any such matters is brought against the Landlord Parties, notice shall be given to Tenant and Tenant shall be furnished with a copy of any papers served. In the event any action or proceeding is brought against any Landlord Parties by reason of any of the foregoing matters, Tenant shall, upon written notice from the Landlord Parties, defend the Landlord Parties, at Tenant's sole expense, by counsel reasonably satisfactory to the Landlord Parties. However, Landlord shall have the right to chose to defend any such action or proceeding for itself, employing legal counsel selected by it. As between Landlord and Tenant, Landlord shall not be responsible or liable in any way for the presence of any toxic or hazardous materials on the Leased Premises, including compliance with any requirements imposed by applicable governmental authorities. Termination of this Lease notwithstanding, the provisions of this Section shall continue in full force and effect as to any claims or other matter listed therein, without limitation in time by virtue or any other provisions of this Lease. Any acceptance by the Landlord of insurance certificates and endorsements does not relieve Tenant from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause also shall apply whether or not such insurance policies shall have been determined to be applicable to any of such damages or claims for damages.

12. Assignment and Subleasing. Tenant shall not assign this Lease in whole or in part, nor sublet all or any part of the Leased Premises, without the prior written consent of Landlord which consent may be withheld by Landlord in its reasonable discretion. As part of the approval process, Landlord may consider a sublessee or assignee provided Tenant provides the following information: (i) financial statements and other evidence reasonably acceptable to Landlord to show financial responsibility; (ii) Landlord is provided evidence and assurance that assignee can provide the Required Youth Programs; (iii) Landlord is provided evidence and assurance that assignee has the expertise to operate the Snack Bar; (iv) no amount is paid by assignee to Tenant for the assignment or there is no sublease rent paid to Tenant in excess of the amounts required to be paid under this Lease to Landlord; and (v) proof of insurance as set forth in Section 11. The consent by Landlord to

any assignment or subletting shall not constitute a waiver of the necessity for such consent to any subsequent assignment or subletting. Irrespective of any assignment or sublease, Tenant shall remain fully liable under this Lease and shall not be released from performing any of the terms, covenants and conditions of this Agreement.

13. Default; Remedies.

13.1. Default. The occurrence of any of the following events shall constitute a default on the part of Tenant under this Lease ("**Default**"):

- a. **Monthly Payment.** A failure by Tenant to pay any sum due under this Lease within three (3) days after written notice that such payment is due.
- b. **Youth Programs.** Tenant fails to continuously provide the Required Youth Programs.
- c. **Abandonment.** Tenant abandons the Leased Premises
- d. **Assignment or Subletting.** Tenant has assigned or sublet the Leased Premises in violation of Section 12.
- e. **Failure to Comply.** Tenant's failure to comply with the insurance provisions contained in Section 11.
- f. **Non Profit Status.** Tenant ceases to be a non-profit corporation.
- g. **Bankruptcy.** The bankruptcy or insolvency of Tenant, any transfer by Tenant to defraud creditors, any assignment by Tenant for the benefit of creditors, or the commencement of any proceedings of any kind by or against Tenant under any provision of the Federal Bankruptcy Act or under any other insolvency, bankruptcy or reorganization act unless, in the event any such proceedings are involuntary, Tenant is discharged from the same within 60 (sixty) days thereafter; the appointment of a receiver for a substantial part of the assets of Tenant; or the levy upon this Lease or any estate of Tenant hereunder by any attachment or execution.
- h. **Performance of Lease Terms.** Tenant's failure to perform any of the terms, covenants, agreements or conditions of this Lease to be observed or performed by Tenant which default has not been cured within 15 (fifteen) days after written notice thereof by Landlord to Tenant; provided, however, that if the nature of the default is such that the same cannot reasonably be cured within the 15 (fifteen) period, Tenant shall not be deemed to be in default if cure is promptly commenced within the 15-day period and thereafter diligently pursued to completion.

13.2. Landlord's Remedies. In the event of a Default by Tenant, Landlord may at any time thereafter, without limiting Landlord in the exercise of any right or remedy at law or in equity which Landlord may have by reason of such Default:

- a. **Continue Lease.** Pursue the remedy described in California Civil Code Section 1951.4 whereby Landlord may continue this Lease in full force and effect after Tenant's breach and recover the Rent and any other monetary charges as they become due, without terminating Tenant's right to sublet or assign this Lease, subject

only to reasonable limitations as herein provided. During the period Tenant is in default, Landlord shall have the right to do all acts necessary to preserve and maintain the Premises as Landlord deems reasonable and necessary, including removal of all persons and property from the Premises, and Landlord can enter the Premises and re-let them, or any part of them, to third parties for Tenant's account. Tenant shall be liable immediately to Landlord for all costs Landlord incurs in reletting the Premises, including, without limitation, brokers' commissions, expenses of remodeling the Premises required by the reletting, and like costs. Re-letting can be for a period shorter or longer than the remaining Term.

- b. Perform.** Pay or perform such obligation due (but shall not be obligated to do so), if Tenant fails to pay or perform any obligations when due under this Lease within the time permitted for their payment or performance. In such case, the costs incurred by Landlord in connection with the performance of any such obligation will be additional Rent due under this Lease and will become due and payable on demand by Landlord.
- c. Terminate.** Terminate Tenant's rights to possession by any lawful means, in which case this Lease shall terminate and Tenant shall immediately surrender possession of the Premises to Landlord. In such event Landlord shall be entitled to recover from Tenant all damages incurred by Landlord by reason of Tenant's default, including, without limitation, the following: (A) the worth at the time of award of any unpaid Rent which had been earned at the time of such termination; plus (B) the worth at the time of award of the amount by which the unpaid Rent which would have been earned after termination until the time of award exceeds the amount of such Rent loss that is proved could have been reasonably avoided; plus (C) the worth at the time of award of the amount by which the unpaid Rent for the balance of the Term after the time of award exceeds the amount of such Rent loss that is proved could be reasonably avoided; plus (D) any other amount necessary to compensate Landlord for all the detriment proximately caused by Tenant's failure to perform its obligations under this Lease or which in the ordinary course of events would be likely to result therefrom; plus (E) at Landlord's election, such other amounts in addition to or in lieu of the foregoing as may be permitted from time to time by applicable State law. In addition, Landlord shall be entitled to recover from Tenant the unamortized portion of any Tenant improvement allowance, free rent or other allowance provided by Landlord to Tenant and any brokerage commission or finder's fee paid or incurred by Landlord in connection with this Lease (amortized with interest at the Interest Rate on a straight line-basis over the Lease Term of this Lease.) Upon any such termination of Tenant's possessory interest in and to the Premises, Tenant (and at Landlord's sole election, Tenant's sublessees) shall no longer have any interest in the Premises, and Landlord shall have the right to make any reasonable repairs, alterations or modifications to the Premises which Landlord in its sole discretion deems reasonable and necessary. The "worth at the time of award" of the amounts referred to in subparagraphs (A) and (B) above is computed by allowing interest at the maximum rate an individual is permitted by law to charge. The worth at the time of award of the amount referred to in subparagraph (C) above is computed by discounting such amount at the discount rate of the Federal Reserve Bank of San Francisco at the time of award plus one percent (1%). In addition, any notice required to be given by Landlord under this Lease shall be in lieu of, and not in addition to, any notice required under Section 1161 of the California Civil Code of Procedure.
- d. No Surrender.** No act or omission by Landlord or its agents during the Term shall be an acceptance of a surrender of the Leased Premises, and no agreement to accept

a surrender of the Premises shall be valid unless accepted in writing executed by a duly authorized representative of Landlord.

- e. **Additional Remedies.** Pursue any other legal or equitable remedy available to Landlord. Unpaid installments of Rent and other unpaid monetary obligations of Tenant under the terms of this Lease shall bear interest from the date due at the rate of 10% (ten percent) per annum.
- f. **Effect of Termination.** Neither the termination of this Lease nor the exercise of any remedy under this Lease or otherwise available at law or in equity will affect Landlord's rights of indemnification set forth in this Lease or otherwise available at law or in equity for any act or omission of Tenant, and all rights to indemnification and other obligations of Tenant intended to be performed after termination or expiration of this Lease shall survive termination or expiration of this Lease.

13.3. Tenant's Remedies.

- a. **Tenant's Right to Terminate.** Tenant shall have the right to terminate this Lease for any reason at any time during the Lease Term provided that Tenant shall give Landlord a minimum of 30 (thirty) days written notice.
- b. **Landlord Default.** If Landlord fails to perform any of its obligations under this Lease, and Landlord does not perform such obligation within 30 (thirty) days after receipt of written notice from Tenant, Tenant shall be entitled to exercise all remedies available to Tenant at law or in equity, including but not limited to, mandatory injunctions. Notwithstanding the foregoing, if due to the nature of such default, cure is not reasonably possible within such 30 (thirty) day period, Landlord shall not be deemed in breach if cure is promptly commenced within the 30-day period and diligently pursued to completion.
- c. **Limitations.** Notwithstanding any other provision in this Lease. Tenant hereby releases Landlord and its agents from any liability whatsoever to Tenant arising out of or in connection with any default or other wrongful act by Landlord or its agents under this Lease. Neither the Landlord nor its agents will have any liability for any act, gross negligence or omission of Landlord or its agents, and Tenant expressly waives and releases such personal liability on behalf of itself and all persons claiming by, through or under Tenant except for malicious acts or omissions and fraud. Notwithstanding anything to the contrary in this Lease, neither Landlord nor its agents shall be liable under any circumstances for Tenant's loss of profit, loss of rents or other revenues, loss of business opportunity, loss of goodwill or loss of use, or other similar forms of consequential damages, in each case however occurring.
- d. **COVID-19 Release.** Tenant further releases Landlord from liability for any and all claims of any kind related to the COVID-10 emergency that may be made in connection with or arising out of the operation of this Lease. Tenant shall be wholly responsible for implementing and enforcing any and all safety protocols to protect its staff and program participants. Landlord and its agents shall in no way or under any circumstances incur any liability for any COVID-19 transmission that may occur among program participants at the Leased Premises or as a result of the activities performed at the Leased Premises.

14. Right of Entry. Landlord or its agents shall have the right to enter the Leased Premises at all reasonable times upon prior notice to inspect the Leased Premises to determine whether Tenant is complying with the terms of this Lease and to do other lawful acts that may be necessary to protect Landlord's interest in the Leased Premises under this Lease or to perform Landlord's duties under this Lease. Landlord's entry and any work conducted by Landlord or its agents shall be performed so as to minimize interruption or interference with Tenant's ability to conduct the Youth Programs and to operate the Snack Bar.

15. Surrender of Premises; Holding Over. On the expiration or termination of this Lease, Tenant shall promptly surrender and deliver the Leased Premises to Landlord in good condition subject to reasonable wear and tear. At the expiration of this Lease, if Tenant holds over for any reason, the tenancy shall then be a monthly lease and not a renewal or extension of this Lease. Tenant shall pay monthly rent in an amount of 150% (one hundred fifty percent) of the Monthly Rent previously payable under this Lease and otherwise comply with all obligations under this Lease.

16. Damage and Destruction. If the Complex or Leased Premises is damaged or destroyed, whether partially or entirely, by any cause, then Landlord may elect, in its sole discretion, to repair, restore, or reconstruct the damaged building or to terminate this Lease. Landlord shall have no obligation to rebuild the Complex. Tenant shall give prompt notice to Landlord in case of fire or accidents in the Leased Premises or of any damage or defects in the Leased Premises or any fixtures or equipment therein.

17. General Provisions.

17.1. Entire Agreement. This Lease constitutes the entire agreement between the Parties and supersedes any and all other prior agreement, either oral or written, between Tenant and Landlord pertaining to Leased Premises.

17.2. Interest. Any monetary payment due Landlord, other than late charges, not received by Landlord within three (3) days following the date on which it was due shall bear interest from the third day after it was due until paid in full at the rate of ten 10% (percent) per annum, but, in no event, exceeding the maximum rate allowed by law, in addition to the late charge provided for in Section 15.3.

17.3. Authority. Each person signing this Lease for Tenant represents and warrants to Landlord that it has the authority to enter into this Lease, that the execution and delivery of this Lease has been duly authorized, and that upon such execution and delivery this Lease shall be binding upon and enforceable against Tenant.

17.4. Amendment. This Lease shall not be amended, revised, modified or revoked at any time without the written agreement of both Parties.

17.5. Binding Effect. This Lease shall be binding on the Parties, their representatives, successors, and assigns.

17.6. Governing Law. This Lease shall be governed by, construed, interpreted and enforced in accordance with the laws of the State of California. If any legal action is necessary to enforce the terms and conditions of this Lease, the Parties agree that a court of competent jurisdiction in the County of Solano shall be the sole venue and jurisdiction for the bringing of such action.

17.7. Attorney's Fees. If either Party commences litigation against the other under this Lease, the prevailing Party shall be entitled to recover from the other Party such costs and reasonable attorneys' fees as may have been incurred, including any and all costs incurred in enforcing, perfecting and executing such judgment.

17.8. Notices. Any notice herein required or permitted to be given shall be deemed given (i) three (3) days following the date the same is mailed, by United States certified mail, postage prepaid, return receipt requested, properly addressed to the Party; or (ii) one (1) day following the date the same is mailed by a national overnight delivery service prepaid and delivery receipt requested, properly addressed to the Party. Notices personally delivered shall be deemed given as of the date of personal delivery. Until changed, as hereinafter provided, notices and communications to the Parties shall be addressed as follows

To Landlord: City of Suisun City
701 Civic Center Blvd.
Suisun City, CA 94585
Attn: City Manager

With a copy to: Aleshire & Wynder
1881 Von Karmen Avenue
Suite 1700
Attn: City of Suisun City Attorney

To Tenant: Bulldog Baseball & Softball Club

Attn: _____

With a copy to: _____

Attn: _____

17.9. Construction. The provisions contained herein shall not be construed in favor of or against either Party, but shall be construed as if both Parties prepared and drafted this Lease.

17.10. Interpretation. The masculine and neuter genders, the singular number and the present tense shall be deemed to include the feminine gender, the plural number and past and future tense, respectively, where the context so requires. The headings contained in this Lease are inserted for convenience only and shall not affect in any way the meaning or interpretation of this Lease.

17.11. Severability. The invalidity or unenforceability of any particular provision of this Lease shall not affect the validity or enforceability of the other provisions. In the event of invalidity or unenforceability of a particular provision, this Lease shall be construed in all respects as if the invalid or unenforceable provisions were omitted.

17.12. Waiver. Either Party's waiver of any breach of any provision contained in this Lease shall not be deemed to be a waiver of the same provision for subsequent acts of the other Party. Each Party's performance under this Agreement shall be excused to the extent that such

performance is hindered, delayed or made commercially impractical by causes beyond that party's reasonable control.

17.13. Force Majeure. A Party shall not be chargeable with, liable for or responsible to the other Party for anything or in any amount for any failure to perform or delay caused by: fire; earthquake; explosion; flood; hurricane; the elements; Acts of God or the public enemy; actions, restrictions, limitations or interference of governmental authorities or agents; war; invasion; insurrection; pandemics; rebellion; riots; strikes or lockouts; inability to obtain necessary materials, goods, equipment, services, utilities or labor; or any other cause whether similar or dissimilar to the foregoing which is beyond the reasonable control of the Party; and any such failure or delay due to said causes or any of them shall not be deemed a breach of or default in the performance of this Lease by that Party.

17.14. Public Records. Each Party acknowledges that any and all written information submitted to or obtained by the other Party or any other person or entity having to do with or related to this Lease or the Leased Premises, either pursuant to this Lease or otherwise may be treated as a public record open to inspection by the public pursuant to the California Public Records Act (California Government Code Section §§ 6250 through 6276.48) as now in force or as may be amended ("**Act**"). Each Party waives, for itself, its agents, employees, subtenants, and any person claiming by, through or under the other Party, any right or claim that any such information is not a public record or that the same is a trade secret or confidential information and hereby agrees to indemnify, defend, and hold the other Party harmless from any and all claims, demands, liabilities, or obligations arising out of or resulting from a claim by the Party that such information is a trade secret, or confidential, or is not subject to inspection by the public, including without limitation reasonable attorney's fees and costs.

17.15. Counterparts. This Lease may be executed in several counterparts of which each shall be deemed a duplicate original but all of which shall constitute a single document.

17.16. Exhibits. Exhibits A and B attached hereto are incorporated herein by reference.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties hereto have executed this Lease as of the Effective Date.

LANDLORD:

CITY OF SUISUN CITY,
a municipal corporation

By: _____
City Manager, Greg Folsom
_____, 2020

ATTEST: _____
_____, City Clerk

APPROVED AS TO FORM:

ALESHIRE & WYNDER, LLP

By: _____

City Attorney

TENANT:

BULLDOG BASEBALL & SOFTBALL CLUB,
a California non-profit public benefit corporation

By: _____

Its: _____

Exhibit A

Legal Description of the Property

LEGAL DESCRIPTION OF PROPERTY

APN. 0174-160-070

City Yard:

Being all that certain real property situate in the City of Suisun City, State of California, being a portion of Assessor's Parcel Number 0174-160-070 as said Parcel is shown on that certain Assessor's Map in Book 174 Page 19 in the Office of Solano County Assessor, and further being a portion of the lands described in the Quit Claim Deed filed for record June 18, 2004 as Document 2004-00082913 in the office of the Solano County Recorder, being more particularly described as follows:

Beginning at the intersection of the northerly projection of the east line with the easterly projection of the south line; thence along a line North, 850 feet; thence along a line West, 350 feet; thence along a line South, 850 feet; thence along said projection and said south line South 89d10'54" East, 350.04 feet to the Point of Beginning.

Mandatory Open Area: All the land within APN 0174-160-070 which is subject to the following:

- (i) Restrictive Easement for Safety Area dated August 9, 1954 and recorded on September 20, 1954 as Instrument No. 14387 in Book 731 at Page 552 in the Official Records of Solano County, State of California.
- (ii) Easement Deed dated November 6, 1990 and recorded on December 31, 1990 as Instrument No. 900101329 in the Official Records of Solano County, State of California.

Complex:

Being all that certain real property situate in the City of Suisun City, State of California, being a portion of Assessor's Parcel Number 0174-160-070 as said Parcel is shown on that certain Assessor's Map in Book 174 Page 19 in the Office of Solano County Assessor, and further being a portion of the lands described in the Quit Claim Deed filed for record June 18, 2004 as Document 2004-00082913 in the office of the Solano County Recorder, **BUT excluding** the property described above as City Yard and Mandatory Open Area.

Exhibit B
Depiction of Complex



THIS PAGE INTENTIONALLY LEFT BLANK

AGENDA TRANSMITTAL

MEETING DATE: September 1, 2020

CITY AGENDA ITEM: Council Adoption of Resolution No. 2020-____: Authorizing the Application for Proposition 64 Youth Community Access Grant.

FISCAL IMPACT: There is no negative impact to the General Fund. If awarded the grant would produce \$298,304 in funding over a three-year period. There is no match required.

BACKGROUND: California voters passed the Control, Regulate and Tax Adult Use of Marijuana Act (Proposition 64) on November 8, 2016. Proposition 64 created the Youth Education, Prevention, Early Intervention and Treatment Account whereby the State Controller deposits 60 percent (60%) of the marijuana tax for programs that emphasize accurate education, effective prevention, early intervention, school retention, and timely treatment services for youth, their families and caregivers. In 2019, the Legislature appropriated \$5.7 million to the California Natural Resources Agency (the State) for competitive grants to support youth access to natural or cultural resources with a focus on low-income and disadvantaged communities including, but not limited to, community education and recreational amenities to support youth substance use prevention and early intervention.

Research demonstrates the connection between the outdoors and the physical, emotional, and mental success of young people. From camp experiences to urban parks, being in nature reduces stress, builds confidence, promotes creativity, encourages exercise, and teaches responsibility. Each of these aspects, in addition to others, contribute to a young person's health and well-being, including substance use prevention.

STAFF REPORT: In line with the guidelines set forth by the California Natural Resources Agency, Suisun City Recreation, Parks, & Marina (RPM) Department will submit a grant proposal in the amount of \$298,304 for Proposition 64, Youth Community Access Grant Program. The proposed program will include youth school break programs throughout the 3-year funding cycle that are free for Suisun City youth, and emphasize youth access to natural and cultural resources. Conversely, the program will also have a large focus on youth employment, as the program itself will be youth-led (i.e., work study eligible youth will be able to plan and facilitate school break programs under the guidance of RPM management staff). RPM's grant proposal will center on three components: Cultural Awareness, Outdoor Education and Environmental Conservancy, and Environmental Stewardship Youth Employment.

Cultural Awareness

Program curriculum will have an emphasis on exposure to and acknowledgement of the different cultures that make up our communities. Within this component, there is an opportunity to increase the cultural competency of RPM Youth Leaders and program participants, as well as to attend different cultural festivals and outreach opportunities to supplement their experiences. Activities within this component may include youth-led cultural fairs, interactive educational instruction, and age appropriate projects highlighting cultural heritage. Field trips will also be included into each school break program, with local possibilities including the California Museum, Asian Art

PREPARED BY:

Kris Lofthus, Recreation, Parks, and Marina Director

REVIEWED/APPROVED By:

Greg Folsom, City Manager

Museum of San Francisco, Contemporary Jewish Museum, Museum of the American Indian, El Museo Mexicano, Museum of the African Diaspora, Chinese Historical Society Museum, & Museo Italo Americano.

Outdoor Education & Environmental Conservancy

The Outdoor Education component of the school break program that will emphasize the importance of simply being in nature, and is designed to give participants an appreciation of the great outdoors. Research has demonstrated the positive effect of youth being in nature can lead to stress reduction, building of confidence, promotion of exercise and creativity, development of risk taking, and creation of social networks. Program participants will be exposed to outdoor skills that may not be stressed in current times including pitching tents, building fire, providing basic first aid, environmental respect, and experiencing natural eco systems. Field trips can include camping trips to local campgrounds such as Lake Solano and Sandy Beach, hiking at a Solano Land Trust protected land (Lynch Canyon, Rush Ranch), birdwatching, learning about tide pools at a local State Park, and boat excursions through the Suisun Marsh. Teaching both RPM Youth Leaders and program participants the importance of the preservation and sustainability of our natural resources. Program participants will also learn about responsible practices such as Solar and Wind Energy, Clean Air Transportation alternatives, water conservation, and recycling. This component is designed for both RPM Youth Leaders and program participants to gain an appreciation of natural resources and to understand their active role in preserving those resources for the next generation to enjoy and grow from.

Environmental Stewardship Youth Employment

RPM Youth Leaders will have a separate educational component during the summer break program where they have hands-on learning about responsible and sustainable environmental practices from Suisun City Public Works Department, Suisun City Marina staff, and from other local agencies such as Solano Transportation Authority, Republic Services, Solano Land Trust, & Solano Resource Conservation District. RPM Youth Leaders will be exposed to important environmental conservation practices such as recycling, planting and maintenance of trees, proper drainage of areas, and land cultivation. In preparation for each school break program session, RPM management staff will facilitate trainings for RPM Youth Leaders in order to fine-tune group management skills, encourage cohesion amongst the group, and to effectively hone critical thinking skills. The school break programs are intended to be youth-led, where RPM Youth Leaders will be able to plan out their curriculum, learn to manage implemented budgets, and to carry out their vision with program participants. In leading these programs, RPM Youth Leaders will have valuable experiences in program planning, working in large groups with their peers, and conflict management with other youth leaders and with program participants. RPM Youth Leaders will also become mentors to program participants as a result, as the relationships they build and how they guide them through the curriculum will teach valuable lessons regarding embracing diversity, cultural acceptance, environmental awareness, and making smart ecological choices.

RECOMMENDATION: It is recommended that the City Council Adopt Resolution No. 2020-___ Authorizing the Application for Proposition 64 Youth Community Access Grant.

ATTACHMENTS:

1. Resolution No. 2020-___: Authorizing the Application for Application for Proposition 64 Youth Community Access Grant.
2. Proposition 64 Youth Community Access Grant Proposed Budget

RESOLUTION NO. 2020-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
AUTHORIZING THE APPLICATION FOR PROPOSITION 64 YOUTH
COMMUNITY ACCESS GRANT**

WHEREAS, the Legislature and Governor of the State of California have provided funds for the program shown above; and

WHEREAS, the California Natural Resources Agency has been delegated the responsibility for the administration of this grant program, establishing necessary procedures; and

WHEREAS, said procedures established by the California Natural Resources Agency require a resolution certifying the approval of application(s) by the Applicant's governing board before submission of said application(s) to the State; and

WHEREAS, the Applicant, if selected, will enter into an agreement with the State of California to carry out the project.

NOW, THEREFORE, BE IT RESOLVED that the Suisun City, City Council

1. Approves the filing of an application for the (Youth Environmental Cultural Employment Program (YECE)); and
2. Certifies that Applicant understands the assurances and certification in the application package; and
3. Certifies that Applicant or title holder will have enough funds to operate and maintain the project(s) consistent with the land tenure requirements; or will secure the resources to do so; and
4. Certifies that it will comply with all provisions of Section 1771.5 of the California Labor Code; and
5. If applicable, certifies that the project will comply with any laws and regulations including, but not limited to, the *California Environmental Quality Act (CEQA)*, legal requirements for building codes, health and safety codes, and disabled access laws, and that prior to commencement of construction all applicable permits will have been obtained; and
6. Certifies that Applicant will work towards the State Planning Priorities intended to promote equity, strengthen the economy, protect the environment, and promote public health and safety as included in Government Code Section 65041.1; and
7. Appoints the City Manager, or designee, as agent to conduct all negotiations, execute and submit all documents including, but not limited to, applications, agreements, payment requests and so on, which may be necessary for the completion of the aforementioned project(s).

1 **PASSED AND ADOPTED** at a Regular Meeting of said City Council of the City of
2 Suisun City duly held on Tuesday, the 1st day of September 2020, by the following vote:

3 **AYES:** Councilmembers: _____
4 **NOES:** Councilmembers: _____
5 **ABSENT:** Councilmembers: _____
6 **ABSTAIN:** Councilmembers: _____

7 **WITNESS** my hand and the seal of said City this 1st day of September 2020.

8 _____
9 Donna Pock, CMC
10 Deputy City Clerk

11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

Proposed Proposition 64 Annual Budget

<u>Personnel Budget</u>	FY 21-22	FY 22-23	FY 23-24	TOTAL	
Youth Leaders (10) - \$16.75 x 270 hours	\$ 45,400	\$ 45,400	\$ 5,221	\$ 96,021	
Travel & Training (Web/In-person)	\$ 4,000	\$ 4,000	\$ 920	\$ 8,920	
Recreation Supervisor (.1 FTE)	\$ 8,000	\$ 8,000	\$ 8,000	\$ 24,000	
Overtime	\$ 500	\$ 500	\$ 115	\$ 1,115	
				\$ 130,056	TOTAL PERSONNEL
<u>Services/Supplies</u>	FY 21-22	FY 22-23	FY 23-24	TOTAL	
Office Supplies	\$ 1,000	\$ 1,000	\$ 300	\$ 2,300	
IT Equipment/Software	\$ 2,900	\$ 2,900	\$ 700	\$ 6,500	
Postage	\$ 750	\$ 750	\$ 750	\$ 2,250	
Marketing	\$ 2,000	\$ 2,000	\$ 1,000	\$ 5,000	
Vehicle Rentals	\$ 8,000	\$ 8,000	\$ 3,000	\$ 19,000	
Fees/Permits	\$ 1,500	\$ 1,500	\$ 400	\$ 3,400	
Contract Services	\$ 3,500	\$ 3,500	\$ 805	\$ 7,805	
Educational Supplies	\$ 4,000	\$ 4,000	\$ 1,000	\$ 9,000	
General Supplies/Provisions	\$ 7,500	\$ 7,500	\$ 1,650	\$ 16,650	
				\$ 71,905	TOTAL SERVICES/SUPPLIES
<u>Capitol</u>	FY 21-22	FY 22-23	FY 23-24	TOTAL	
Equipment Trailer	\$ 8,000	\$ -	\$ -	\$ 8,000	
Clean Air Vehicle - Van	\$ 45,000	\$ -	\$ -	\$ 45,000	
				\$ 53,000	TOTAL CAPITOL
PROGRAM TOTAL				\$ 254,961	
ADMINISTRATIVE OVERHEAD - 10%				\$ 25,496	
CONTINGENCY - 7%				\$ 17,847	
TOTAL GRANT SUBMISSION				\$ 298,304	

THIS PAGE INTENTIONALLY LEFT BLANK

AGENDA TRANSMITTAL

MEETING DATE: September 1, 2020

CITY AGENDA ITEM: Council Adoption of Resolution No. 2020-__: Authorizing the City Manager to Enter into an Agreement with C&J Painting for the Lawler Ranch Masonry Wall and Monument Sign Painting Project.

FISCAL IMPACT: There would be no impact on the General Fund. The cost for the Lawler Ranch Masonry Wall and Monument Sign Painting Project (Project), if awarded, would be up to \$388,102 plus an addition contingency of \$60,000 for a total maximum contract cost of \$448,102. The Project would be fully paid for by the Lawler Ranch Landscaping and Lighting District. Account 420-93140-6425 and 420-93410-6425 have sufficient funds to cover this project.

STRATEGIC PLAN IMPACT: Provide Good Governance, Ensure Public Safety, and Enhance the Environment.

BACKGROUND: The residents of the Lawler Ranch Landscaping & Lighting District (District) have requested that the City facilitate the painting of the masonry wall and monument signs within the District. The Project will include painting and minor refurbishment of the District's masonry wall, which primarily runs along the Highway 12 Corridor, the two (2) entrances and the associated monument signs, neighborhood monument signs, and low-lying neighborhood signs. See Attachment No. 2 for a Project Location Map.

STAFF REPORT: Per resident request and through the course of normal wear and tear it is now necessary to patch, prime, and paint Lawler Ranch's masonry walls and monument signs.

Staff initiated discussions with the District property owners which included a community survey of District priorities and the repainting of the masonry wall was a top priority for the community. Staff followed up discussions with the District property owners and received confirmation that a neutral color scheme was preferred. The Project scope includes painting masonry walls and monument signs within the Lawler Ranch Subdivision. In addition to painting, the Project scope will also include minor clearing of vines and vegetation, stucco patching, pressure washing, and and/or any other tasks necessary to prepare the masonry walls, columns, monument signs, and Project location for painting. Paint will be applied to the street side of the walls and columns and monument signs. The exception will be the planters at each entrance which will be painted on both sides.

The new colors palette is as follows:

- Primary Paint Color – Ivory Brown by Valspar 6006-1C

PREPARED BY:
REVIEWED BY:
APPROVED BY:

Amanda Dum, Management Analyst I
 Matthew Medill, Public Works Director | City Engineer
 Greg Folsom, City Manager



- Accent Paint Color – Safari Beige by Valspar 6006-2B



Staff released a Request for Proposals (RFP), rather than a Bid Package, to identify the most qualified Contractor to perform the variety of work that must be done to complete this Project. Staff received eight (8) proposals. Three (3) of the proposals were deemed non-responsive as they did not include complete proposals and/or sealed cost proposals. The five (5) responsive proposals were reviewed and ranked by the Evaluation Panel using proposal ranking criteria included in the RFP. Proposals were ranked prior to the opening of the contractor's Cost Proposal. C&J Painting was identified as the most responsive and responsible bidder and provided a Cost Proposal of \$388,102.

In addition to the painting scope of the Project, the District has also expressed interest in adding raised letters, rock facing, and stucco to update the existing monument signage at each entrance. As this scope of work includes stucco repair staff may request a proposal to refinish the monument signs and work with the contractor to add raised letters.

Staff requests the City Council authorize the City Manager to execute an Agreement with C&J Painting for \$388,102 for the Lawler Ranch Masonry Wall and Monument Sign Painting Project. Staff requests that the City Council further authorize the City Manager with a \$60,000 project contingency to execute Contract Change Orders (CCOs) for unforeseen extra work and for the addition of monument sign refurbishment if staff can negotiate a cost effective CCO for this extra work within the limits of the authorized contingency.

STAFF RECOMMENDATION: It is recommended that the City Council adopt resolution No. 2020-__: Authorizing the City Manager to Enter into an Agreement with C&J Painting for the Lawler Ranch Masonry Wall and Monument Sign Painting Project.

ATTACHMENTS:

1. Resolution No. 2020-__: Authorizing the City Manager to Enter into an Agreement with C&J Painting for the Lawler Ranch Masonry Wall and Monument Sign Painting Project.
2. Project Location Map.

RESOLUTION NO. 2020-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH
C&J PAINTING FOR THE LAWLER RANCH MASONRY WALL AND MONUMENT
SIGN PAINTING PROJECT**

WHEREAS, the Lawler Ranch Landscaping & Lighting District (District) has masonry walls and monument signs within its boundaries, these include the length of masonry wall along the Highway 12 Corridor, on Lawler Ranch Parkway between Whitby Avenue and Potrero Street, along both sides of Lawler Ranch Parkway from Highway 12 to the first intersections at both entrances along with monument signs at both entrances (East and West) and also has medium to low-lying monument signs within the District that need to be painted periodically; and

WHEREAS, Staff initiated discussions with the District property owners which included a community survey of District priorities and the repainting of the masonry wall was a top priority for the community; and

WHEREAS, Staff followed up discussions with the District property owners at the annual District meeting and received confirmation that a neutral color scheme was preferred; and

WHEREAS, in addition to resident requests, it is part of routine maintenance to patch and/or paint these locations; and

WHEREAS, it is now necessary to prepare and paint the stucco and concrete surfaces of the masonry wall and monument signs; and

WHEREAS, staff released a Request for Proposals (RFP) on July 28th with bids due by 2:00pm on August 20th, and City staff received and reviewed five (5) responsive proposals for this project and ranked the top responding bidder to be C&J Painting with a project proposal cost of three hundred eighty-eight thousand one hundred and two dollars (\$388,102);and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Suisun City does hereby approves the Lawler Ranch Park Masonry Wall and Monument Sign Painting Project (Project), and authorizes the City Manager to execute an agreement with C&J Painting in the amount of three hundred eighty-eight thousand one hundred and two dollars (\$388,102), and to authorize the City Manager to execute contract change orders with a contingency of up to sixty thousand dollars (\$60,0000).

PASSED AND ADOPTED at a Regular Meeting of the City Council of the City of Suisun City duly held on Tuesday, the 1st day of September 2020, by the following vote:

AYES: Councilmembers: _____
NOES: Councilmembers: _____
ABSENT: Councilmembers: _____
ABSTAIN: Councilmembers: _____

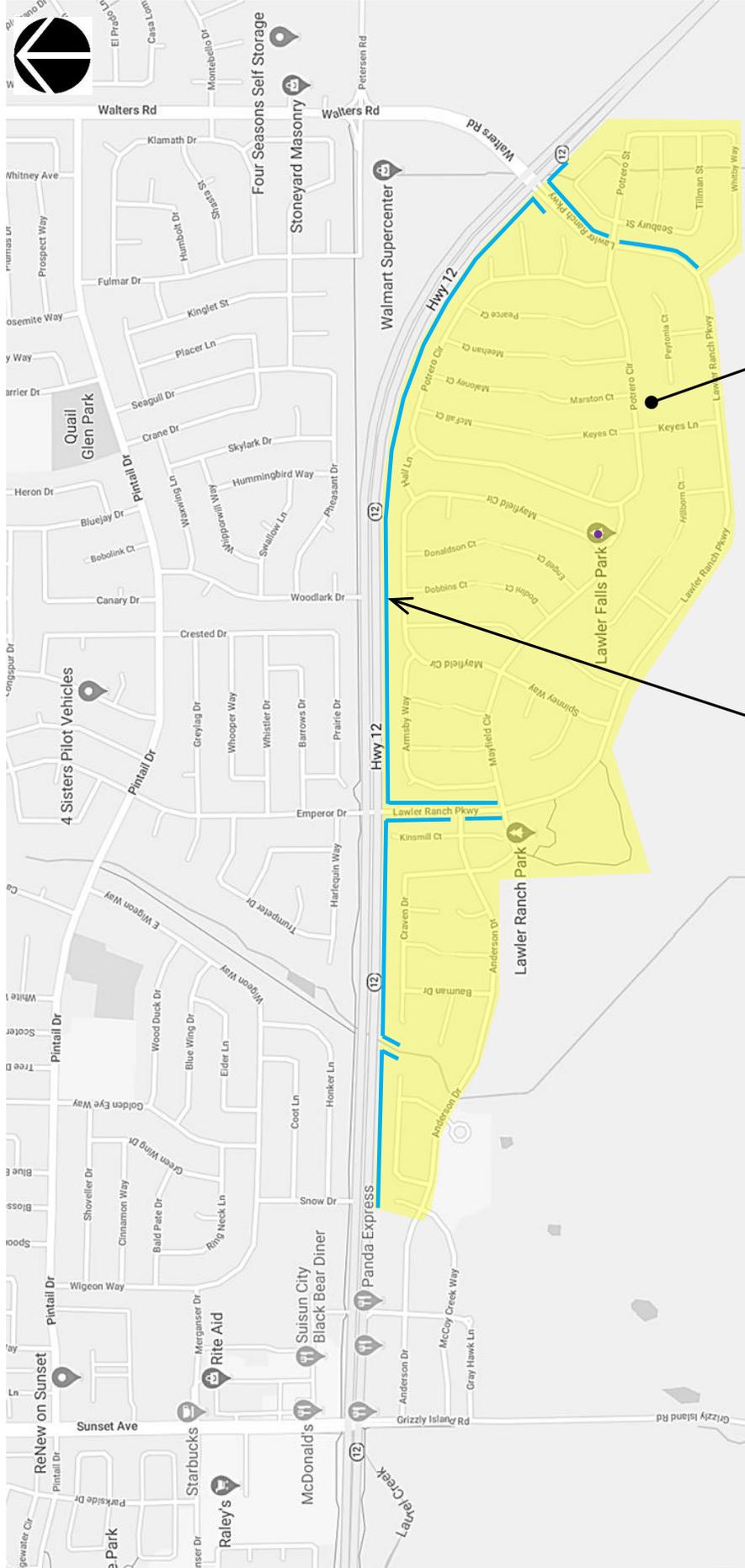
WITNESS my hand and the seal of the City of Suisun City this 1st day of September 2020.

Linda Hobson, CMC
City Clerk

THIS PAGE INTENTIONALLY LEFT BLANK

ATTACHMENT 2 - LOCATION MAP

Lawler Ranch Masonry Wall and Monument Sign Painting Project



Lawler Ranch Subdivision – Approximate Area Highlighted Yellow

Masonry Wall – Approximate Locations Shown with Blue Lines

THIS PAGE INTENTIONALLY LEFT BLANK

AGENDA TRANSMITTAL

MEETING DATE: September 1, 2020

CITY AGENDA ITEM: Council Adoption of Resolution No. 2020-__: A Resolution Adopting the Emergency Operations Center Plan for the City of Suisun City.

FISCAL IMPACT: There is no fiscal impact at this time.

STRATEGIC PLAN: Ensure Public Safety, Section 3.6 Develop and implement emergency preparation, response and recovery plans across the organization in collaboration with other community efforts. Section 3.8 Develop and Emergency Operation Center (EOC).

BACKGROUND: An Emergency Operations Center (EOC) is a central command and control facility responsible for carrying out the principles of emergency preparedness and emergency management, or disaster management function at a strategic level during an emergency and ensuring the continuity of operations within the city.

STAFF REPORT: In these times of great uncertainty, it is more important than ever that the city proves to the citizens that we are prepared for any type of emergency that we may face. The Emergency Operations Center (EOC) will be organized and maintained by the fire department in accordance to the Emergency Operations Plan (EOP). Adopting the EOC plan will provide the city with a template for operating and maintaining a functional EOC for emergency situations.

The EOC plan was thoroughly reviewed by the Suisun City Council's Public Safety Committee. Staff and the Public Safety Committee recommend that the City Council of Suisun City adopt the Emergency Operations Center Plan.

STAFF RECOMMENDATION: It is recommended that the City Council:

1. Adopt Resolution No. 2020- A Resolution Adopting the Emergency Operations Center Plan for the City of Suisun City.

ATTACHMENTS:

1. Adopt Resolution No. 2020 - A Resolution Adopting the Emergency Operations Center Plan for the City of Suisun City.
2. City of Suisun City Emergency Operations Center Plan

PREPARED BY:
REVIEWED AND APPROVED BY:

Justin Vincent, Fire Chief
 Greg Folsom, City Manager

THIS PAGE INTENTIONALLY LEFT BLANK

RESOLUTION NO. 2020-

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

A RESOLUTION ADOPTING THE EMERGENCY OPERATIONS CENTER PLAN FOR THE CITY OF SUISUN CITY.

WHEREAS, the City of Suisun City, California adopted the Emergency Operations Plan in February 2020; and

WHEREAS, an Emergency Operations Center (EOC) is a central command and control facility responsible for carrying out the principles of emergency preparedness and emergency management, or disaster management function at a strategic level during an emergency, and ensuring the continuity of operations within the city; and

WHEREAS, the Emergency Operation Center Plan is a guideline to how an Emergency Operations Center should be managed and establishes roles and responsibilities for each position; and

WHEREAS, adopting the Emergency Operations Center Plan will enable the city staff to begin training in their respective roles; and

WHEREAS, the plan establishes the most suitable location in the city for the Emergency Operation Center as the Burdick Center; and

WHEREAS, the Public Safety Committee has reviewed and recommended the City Council adopt the Emergency Operations Center plan.

NOW, THEREFORE, be it here resolved by the City Council of Suisun City that: resolves to adopt the Emergency Operation Center Plan for the City of Suisun City.

PASSED AND ADOPTED at a regular meeting of said City Council held on Tuesday, the 1st day of September 2020 by the following vote:

AYES:	Councilmembers:	_____
NOES:	Councilmembers:	_____
ABSENT:	Councilmembers:	_____
ABSTAIN:	Councilmembers:	_____

WITNESS my hand and the seal of said City this 1st day of September 2020.

Donna Pock, CMC
Deputy City Clerk

THIS PAGE INTENTIONALLY LEFT BLANK

City of Suisun City Emergency Operations Plan Volume 2 – Draft EOC Guidance Documents

Suisun City, California



April 2019



This page intentionally left blank



Table of Contents

Section 1 EOC Activation

1.1 EOC Purpose	5
1.2 EOC Facilities	5
1.2.1 Main EOC Facility	5
1.2.2 Alternate EOC Facility	7
1.3 EOC Activation	8
1.3.1 Initial Response	8
1.3.2 Levels of EOC Activation	8
1.4 Notification – EOC Emergency Call List	10
1.5 Notification Implementation	11
1.6 Recalled Personnel	11

Section 2 EOC Operations

2.1 Summary of EOC Operations	12
2.2 Emergency Operations Center Protocols	12
2.3 Management Organization	13
2.4 Resource Management	14
2.5 EOC Information Management	14
2.6 EOC Action Planning	17
2.7 EOC Coordination	19
2.7.1 Field Responders	19
2.7.2 Departmental Operations Centers (DOCs)	19
2.7.3 Operational Area Member Jurisdictions	20
2.7.4 Special Districts	20
2.7.5 Private and Volunteer Agencies	20
2.7.6 Coastal Region Emergency Operations Center	21
2.7.7 State and Federal Field Response	21
2.8 Recovery Operations	22

Section 3 EOC Position Checklist

EOC Director	23
Emergency Services Manager	26
Public Information Officer	33
Liaison Officer	35
Agency Representative	41
Safety Officer	44
Security Officer	47
Operations Section Chief	52
Fire and Rescue Branch	56
Fire and Rescue Unit	60
HazMat Unit	62
Law Enforcement Branch Director	65



Law Enforcement Operations Unit Leader	68
Coroner Unit Leader	71
Search and Rescue (SAR) Unit Leader	74
Evacuation Movement Unit Leader	77
Engineering Branch Director	81
Public Works Unit Leader	84
Utilities Unit Leader	87
Damage/Safety Assessment Unit Leader	90
Medical and Health Branch Director	93
Emergency Medical Unit Leader	96
Public Health Unit Leader	99
Mental Health Unit Leader	102
People with Access and Functional Needs Unit Leader	105
Planning Section Chief	110
Situation Analysis Unit Leader	114
Documentation Unit Leader	117
Advance Planning Unit Leader	121
Demobilization Unit Leader	125
Technical Specialists	127
Logistics Section Chief	131
Services Branch Director	134
Communications Unit Leader	137
Care and Shelter Unit Leader	140
Human Resources Unit Leader	143
Animal Care and Welfare Unit Leader	146
Support Branch Director	149
Transportation Unit Leader	152
Facilities Unit Leader	154
Supply/Procurement Unit Leader	157
Resource Tracking Unit Leader	160
Finance/Administration Section Chief	165
Time Recording Unit Leader	168
Cost Accounting Unit Leader	170
Compensation and Claims Unit Leader	173
Purchasing Unit Leader	175
Recover Unit Leader	178

Section 4 EOC Forms and Tools



Section 1 EOC Activation

1.1 EOC Purpose

The City of Suisun City EOC is the centralized facility through which the local area responders will coordinate all emergency related services. The City of Suisun City EOC has the capability of serving as the central point for:

- Coordination with local governments within the operational area
- Information gathering and dissemination within the operational area.
- Reporting of information to the regional level
- Coordination with the Solano/Regional EOC and other operational areas

1.2 EOC Facilities

1.2.1 Main EOC Facility

The following table provides location and logistics data useful for activating to the EOC. In addition, diagrams of the EOC set-up are located in EOC Set-up binders on wall behind door to EOC.

Location: City of Suisun City Burdick Center
 1101 Charleston Street
 Suisun City, CA 94510
 707-421-7300

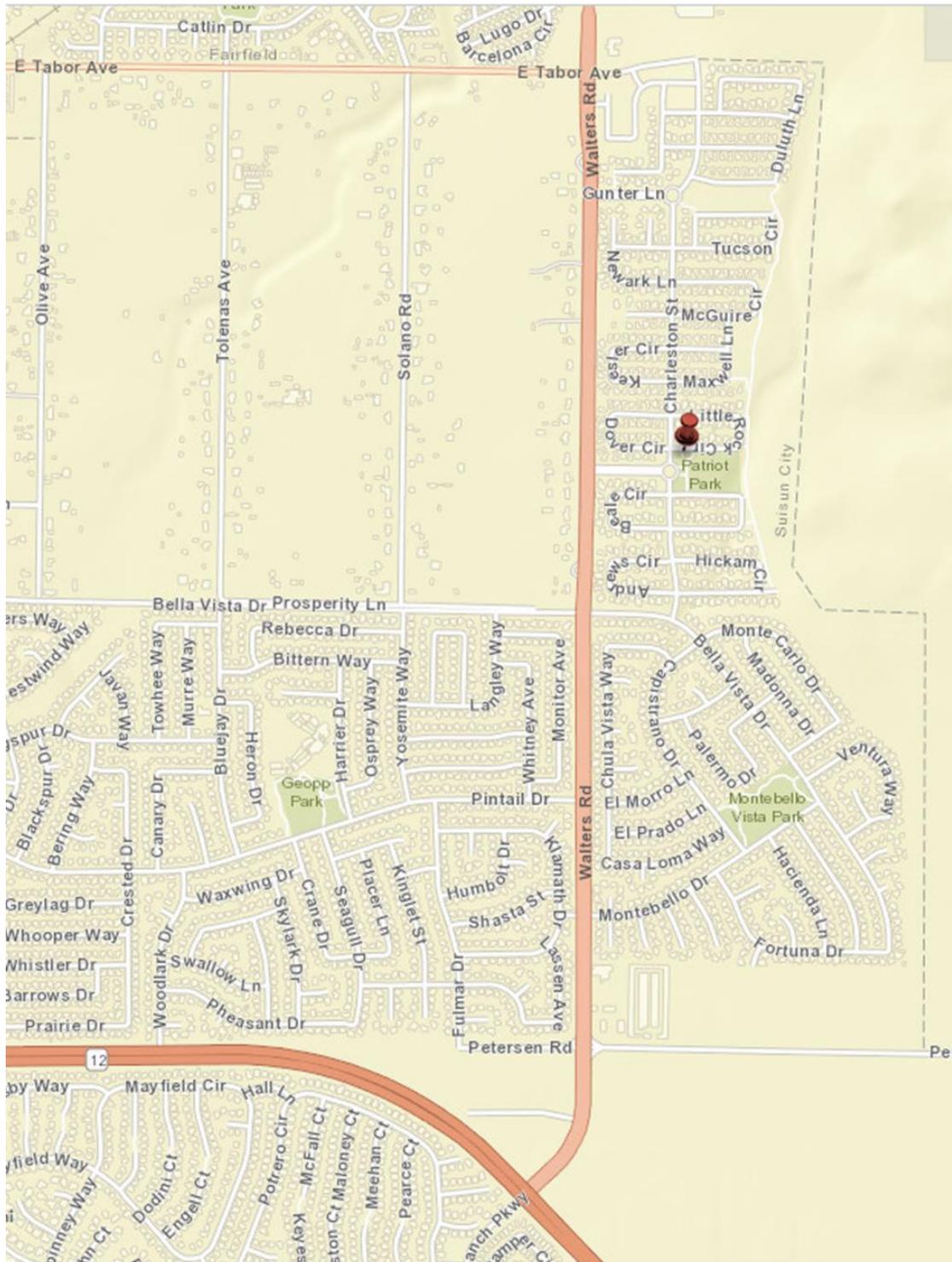
Parking: Parking is available on the street near the Burdick Center on Charleston Street and Little Rock Circle

Directions: From SR-12 proceed north on Walters Road. Turn right on Charleston St. Follow the roundabout to proceed north on Charleston St. Burdick Center located on the corner of Charleston and Little Rock Circle.

From E. Tabor/Air Base Parkway proceed south on Walters Road Turn left onto Charleston Street follow roundabout to proceed north on Charleston St. Burdick center is on the corner of Charleston ad Little Rock Circle.



A map showing the EOC location and the surrounding areas is shown below.





Suisun City, California
Emergency Operations Plan – EOC

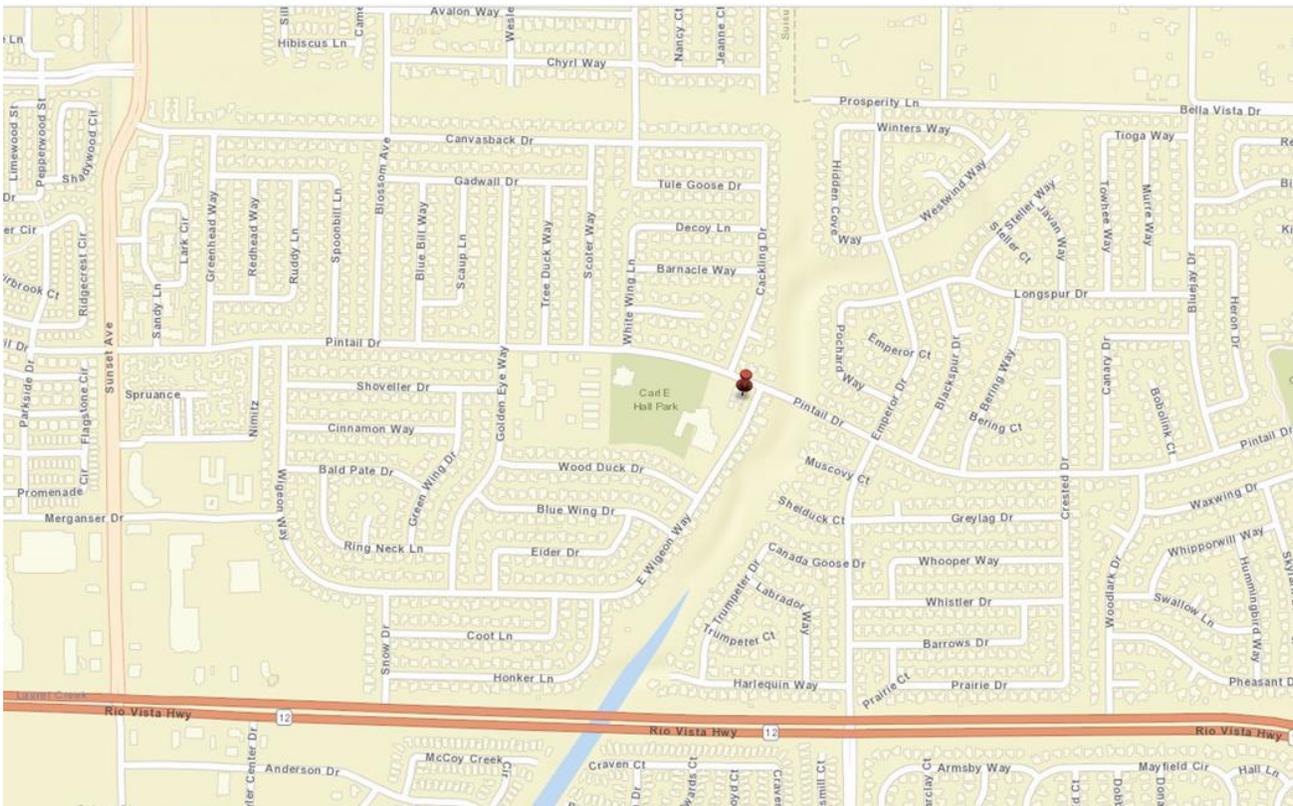
1.2.2 Alternate EOC Facility

The alternate EOC location is Suisun City Fire Department Station 47. The following provides the location and directions to the alternate EOC.

Location: Suisun City Fire Department
Station 47
621 Pintail Drive
Suisun City, CA 94585
707-421-7205

Directions: From SR12 turn on Emperor Drive, (second stop sign) turn left on Pintail Drive, Station 47 is located at 621 Pintail Drive on the corner of E. Wigeon Way and Pintail Drive. There is on-street parking, or a public parking lot west of the Station.

The alternate EOC location is shown on the map below.





1.3 EOC Activation

1.3.1 Initial Response

Initial field response operations will be accomplished by the appropriate City Departments, volunteer agencies, and segments of the private sector. During initial response operations, City of Suisun City field responders will place emphasis on saving lives, property, and the environment, controlling the situation, and minimizing the effects of the emergency. The Incident Command System will be used to manage and control the response operations.

The disaster/event may be controlled solely by City emergency responders or with other agencies through the mutual aid system. If the resources available at the field response level are not sufficient to mitigate the situation, the Incident Commander may request that the City of Suisun City Emergency Operations Plan, or the Emergency Operations Center, be activated to support the field operations.

Field Reports. A field report is provided by the incident responders and includes information concerning the nature, severity, and extent of the situation. The information will be used to assess the extent of the disaster/event and determine the appropriate level of response for the City.

1.3.2 Levels of EOC Activation

The City of Suisun City EOC may be activated as needed to support Suisun City emergency operations. The EOC may be activated by one of the following City employees:

- City Manager (Director of Emergency Services)
- Fire Chief (Emergency Services Manager)
- Police Chief (Assistant / Alternate Emergency Services Manager)
- Field Incident Commander, with approval from any of the above

SEMS Guidelines identifies three circumstances in which the City EOC may be activated and SEMS used. The City EOC should be activated when:

- Local emergency declared or proclaimed §2407 (a)(2)
- Local government EOC activated §2407(a)(1)
- Local government activates EOC and requests Operational Area EOC activation §2407(a)(1)

The City of Suisun City has developed EOC activation criteria that include conditions based on a hazard analysis as well as regulatory requirements. The goal is a rapid EOC activation when operational area involvement or neighboring resources will be needed.



Three levels of activation have been identified that will provide EOC staffing commensurate with the coordination needs of varying emergency situations. The following page contains the activation criteria for the City of Suisun City EOC.

Event/Situation	Activation Level	Minimum Staffing
<ul style="list-style-type: none"> • Severe Weather Advisory • Small incidents involving multiple departments • Earthquake Advisory • Flood Watch • Activation requested by a local government with activated EOC • Terrorism threat or incident 	One	<ul style="list-style-type: none"> • Emergency Services Manager • Department Representatives as required
<ul style="list-style-type: none"> • Moderate Earthquake • Major wildfire affecting developed area • Major wind or rain storm • Two or more large incidents involving two or more departments • Imminent Earthquake Alert • Local emergency declared or proclaimed 	Two	<ul style="list-style-type: none"> • Emergency Services Manager • All Section Chiefs • Branches and Units as appropriate to situation
<ul style="list-style-type: none"> • The city or the county requests a governor’s proclamation of a state of emergency • A state of emergency is proclaimed by the governor for the county or two or more adjacent cities • Terrorism threat or incident 	Two	<ul style="list-style-type: none"> • Representatives as appropriate
<ul style="list-style-type: none"> • Major county wide or regional emergency, Multiple departments with heavy resource involvement • Major Earthquake • Terrorism threat or incident 	Three	<ul style="list-style-type: none"> • All EOC Positions



1.4 Notification – EOC Emergency Recall List

If activation is required, the Suisun City Police Dispatch or Fire Department personnel will notify everyone on the EOC Recall List and provide directions to the primary EOC. If the primary EOC is not available or is inaccessible, the alternate EOC will be activated.

The EOC Emergency Recall List includes personnel who are part of each SEMS function in the City Emergency Operations Center, as well as other technical support employees of the County. The Emergency Recall List is to be activated and implemented when an emergency or disaster affects the City and poses a major threat to life, property, and/or the environment.

Maintenance of Emergency Recall List. The Suisun City Fire Department Administrative Secretary maintains the Emergency Recall List. The Suisun City Police/Fire Dispatch, the Emergency Services Manager, and the Assistant Emergency Services Manager have current copies of the Emergency Recall List. The Emergency Recall list is activated by Suisun City Police/Fire Dispatch or Fire Department personnel and will only be implemented when directed by one of the following City employees:

- City Manager or Designee (EOC Director)
- Fire Chief (Emergency Services Manager)
- Police Chief (Assistant / Alternate Emergency Service Manager)
- Field Incident Commander, with approval from any of the above

1.5 Notification Implementation

Once activation is requested and properly authorized, the Emergency Recall List will be implemented by Suisun City Dispatch or Fire Department personnel. Notifications and alerts begin with the Fire Chief (Emergency Services Manager). If the Emergency Services Manager cannot be reached, other directors will be contacted until someone is reached to assume the Emergency Services Manager position.

The dispatchers will provide the Emergency Services Manager with a complete status of the incident or disaster, identifying damage sustained, current response actions, resource status, etc. Based on the information provided by the dispatcher, the Director of Emergency Services will determine what parts of the Emergency Alert List will be implemented, including what sections of the City Emergency Operations Center will be activated and requested to respond.

Additionally, the City Manager or Assistant City Manager, when appropriate, will personally contact and inform the Suisun City City Council of the situation in the City. The Director may request that the dispatchers notify the City Council Members.



The City of Suisun City Emergency Recall List consists of the following sections:

- Management/Command – City Manager, Police Chief, and Fire Chief
- Operations – Dependent on Incident Type
- Planning – Resource Management
- Finance – Finance Director’s Office
- Logistics – Support Services Staff

1.6 Recalled Personnel

When notified of an Emergency Recall, personnel should notify their families, retrieve their emergency operations kit, and report to the designated City Emergency Operations Center. Personnel should be prepared for a lengthy stay, which will be dependent upon the nature of the disaster and its expected duration.

It is the responsibility of each department head to assign two (2) alternates for each key position. It is also the department head’s responsibility to ensure that all designated alternates have knowledge and training in their EOC assigned job functions. The Fire and Police Departments will assist other departments in Emergency Operations training.

Section 2 EOC Operations

2.1 Summary of EOC Operations

The Standard Emergency Management System (SEMS) is state law, and under SEMS regulations, Suisun City is established as a Local Area, one of the five SEMS levels, for use in all emergencies and disasters involving multiple agencies or multiple jurisdictions.

As a Local Area, Suisun City is the lowest level of the state's emergency services organization that encompasses city, county, and all political subdivisions. The Local Area manages and coordinates information, resources and priorities among City Departments within the Local area, and serves as the coordination and communication link between Local Government Level and the Operational Area Level (County OES).

All local governments, and most special districts, within the geographic area of Solano County are part of the same Operational Area.

The Solano County government is the Lead Agency of the operational area, and is responsible for:

- Coordinating information, resources and priorities among the local governments within the operational area
- Coordinating information, resources and priorities between the regional level and the



local government level

- Using inter-agency coordination to facilitate decisions for overall operational area level emergency response activities

The role of the operational area lead agency does not change the coordination of discipline-specific resources, such as fire, law, and medical/health, through their established mutual aid systems.

2.2 Emergency Operations Center Protocols

An EOC provides a central location of authority and information, and allows for face-to-face coordination among personnel who must make emergency decisions. The following functions are performed in the City of Suisun City EOC:

- Managing and coordinating emergency operations.
- Receiving and disseminating warning information.
- Developing emergency policies and procedures.
- Collecting intelligence from, and disseminating information to, the various EOC representatives, and, as appropriate, to State agencies, military, and federal agencies.
- Preparing intelligence/information summaries, situation reports, operational reports, and other reports as required.
- Maintaining general and specific maps, information display boards, and other data pertaining to emergency operations.
- Continuing analysis and evaluation of all data pertaining to emergency operations.
- Controlling and coordinating, within established policy, the operational and logistical support of departmental resources committed to the emergency.
- Maintaining contact and coordination with support DOCs, other local government and Solano County EOCs, and the Sacramento Operational Area.
- Providing emergency information and instructions to the public, making official releases to the news media and the scheduling of press conferences as necessary.

Departments with critical response functions may also activate their Department Operation Centers (DOC) that act as conduits of information between field operations and the EOC.

2.3 Management Organization

The SEMS regulation requires operational areas to provide for five functions: command, operations, planning, logistics, and finance/administration. These functions are the basis for structuring the operational area EOC organization.



Primary SEMS Function	Role at the Operational Area Level
Management/Command	Responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations
Operations	Responsible for coordinating support to local government's emergency response, coordinating inter- jurisdictional responses, and coordinating county-wide activities through implementation of the operational area action plan
Planning	Responsible for collecting, evaluating, and disseminating information; developing the operational area action plan in coordination with other functions; and maintaining documentation
Logistics	Responsible for providing facilities, services, personnel, equipment, vehicles, and materials to support the emergency response
Finance/Administration	Responsible for financial and other administrative activities, including documenting all costs and expenditures associated with a declared disaster

The organizational structure for the local area EOC provides for:

- Departments within local governments within the operational area
- A Field Representative sent by REOC
- Coordinators for other major functions needed for mutual aid and inter- jurisdictional coordination
- Representatives from other agencies, community based organizations, private sector and volunteer service programs to function as liaison between their organizations and the operational area EOC
- Other functions as needed to carry out the local government responsibilities of the lead agency (in a combined operational area and county or other lead agency EOC)

2.4 Resource Management

Resource requests from local government assets and requests to the regional level will be made through one of the following processes:

- Discipline-specific mutual aid systems: requests for resources that are normally within the inventories of the mutual aid system will go from local coordinator to Operational Area Mutual Aid Coordinator to Regional Mutual Aid Coordinator.
- All other resource requests will be made through appropriate branches in the Operations Section who will then initiate the resource request through the Logistics Section at each level with emphasis on the need for lateral coordination with other EOC functions.



Resource requests from local department assets will be coordinated within the Local Area to determine if the resource is available from within the City or other sources within the Local Area. Available resources will be allocated to the requesting City asset.

If requests for a specific resource exceed the supply, the available resources will be allocated by the Operations Section consistent with priorities established through the action planning process. The Management/Command Staff is responsible for ensuring that priorities are followed.

Resources not available within the local area will be requested through the operational level. Resource requests should be coordinated internally at the local area level before being placed to the operational level.

Functional coordinators in Operations and Logistics are responsible for tracking resource requests.

2.5 EOC Information Management

Within the City of Suisun City EOC, the EOC Message Form will be used to provide written communications between the Sections, Branches and Units. Each Section, Branch and Unit will use this form to order disaster/event related resources and to record information to be transmitted to other Sections/Branches/Units. The message system provides an audit trail of all pertinent information necessary to document the actions taken by the City during the response to a disaster, not merely every word uttered between the various EOC Staff.

The EOC Message Form will not replace face-to-face communications, but will ensure a paper trail of critical verbal communication is maintained, if not recorded on the individual's or Section's/Branches'/Units' duty logs. A copy of the City of Suisun City EOC Message Form is located in the Form and Tools section of this Plan, and electronically at: <https://training.fema.gov/icsresource/icsforms.aspx>.

Acting as the Local Area, the City of Suisun City coordinates emergency activities within the Local Area. It also serves as the communications link between the City's Emergency Operating Center and the operating centers of the Solano Operational Area. It provides a single point of contact for information on the emergency situation, as well as resource needs and priorities.

Transmission of information to the Solano County Emergency Operations Center will be accomplished electronically. If the regular telephone lines servicing the City are not operable, the Local Area Satellite telephones will be used to establish the link to the Solano County EOC, allowing the City to transmit the data to the County. In circumstances where telephone / satellite telephone communications fail, the City EOC will utilize licensed HAM operators assigned to the EOC to transmit data to the County.

Critical information from the City of Suisun City will be submitted to the Solano County Operational Area EOC on a Preliminary Report, Situation Summary, Status Report, and a Flash



Report.

Preliminary Report. The Preliminary Report form will be used by the City to transmit information to the Operational Area Emergency Operations Center during the first two hours after an event.

Situation Summary. The Situation summary is an assessment of the emergency and identifies major incidents/problems and response and recovery priorities. It is intended for use after the first two hours of an event.

Status Report. The Status Report is informational, providing data about the effects of the emergency in several categories.

Flash Report. The Flash Report is used to transmit vital and/or time-sensitive information between the City and County/Operational Area outside regularly scheduled Situation Summaries and Status Reports.

Resources requests will be made through one of the following processes:

- Discipline-specific mutual aid systems: Requests for resources that are normally within the inventories of the mutual aid system will go from local coordinator to Operational Area Mutual Aid Coordinator to the Regional Mutual Aid Coordinator.
- All other resource requests will be made through the operations and logistics functions at each level.

Resource requests from jurisdictions within the City will be coordinated to determine if the resource is available within the City. Mutual Aid Coordinators at each level will keep the Operations Chiefs informed of the status of resource requests and allocations. Mutual Aid Coordinators at each level will communicate and coordinate with each other to maintain current status on resource requests and allocations within the disaster area.

Resource requests from Solano Operational Area members are usually submitted on RIMS. Resources requested from outside of the Local Area will be allocated to the requesting local government by the Operational Area EOC (County). If requests for a specific resource exceed the supply, the available resources will be allocated consistent with the priorities established through the action planning process. The Section Chiefs of the County EOC are responsible for ensuring that priorities are followed.

Resources that are not available within the Operational Area will be requested through the regional level, the State's Coastal Region EOC. Resource requests should be coordinated internally at the Operational Area level before being forwarded to the regional level. The Resource Status Unit Leader in the Logistics Section, in coordination with various Operations Branches, is responsible for tracking resource requests.



Response Information Management System (RIMS). The purpose of the Response Information Management System (RIMS) is to maintain an accurate flow of information, and to improve County Office of Emergency Services’ ability to respond to major disasters. The system will increase their level of service and efficiency by improving their ability to respond to, manage and coordinate requests for resources; and collect, process, and disseminate information during and after a disaster.

Each computer in the City Emergency Operations Center has internet capability. The following forms may be found at <https://www.fema.gov/media-library/assets/documents/33584>. The following reports or requests will be provided to the Operational Area EOC during and after the emergency or disaster:

- Situation Status Reports
- Mutual Aid Requests
- Local Declarations, Gubernatorial, and Presidential Declaration requests
- After Action/Corrective Action Reports

Operational Area Satellite Information System (OASIS). The Operational Area Satellite Information System (OASIS) has a low susceptibility to geologic hazards and is independent of the public telephone system. OASIS is intended to be a backup to the existing City / County communication resources, which include a county-wide radio system, amateur radio systems, and digital packet radio for data communications.

The major component of the system is the satellite communications system. The City owns/maintains handheld satellite phones exclusively for this purpose. Handheld phone sets provide access to the system and are located in the City of Suisun City EOC.

2.6 EOC Action Planning

The use of action plans in the City EOC must provide a clear and measurable process for identifying objectives and priorities for a given event. Action planning is an important management tool that involves:

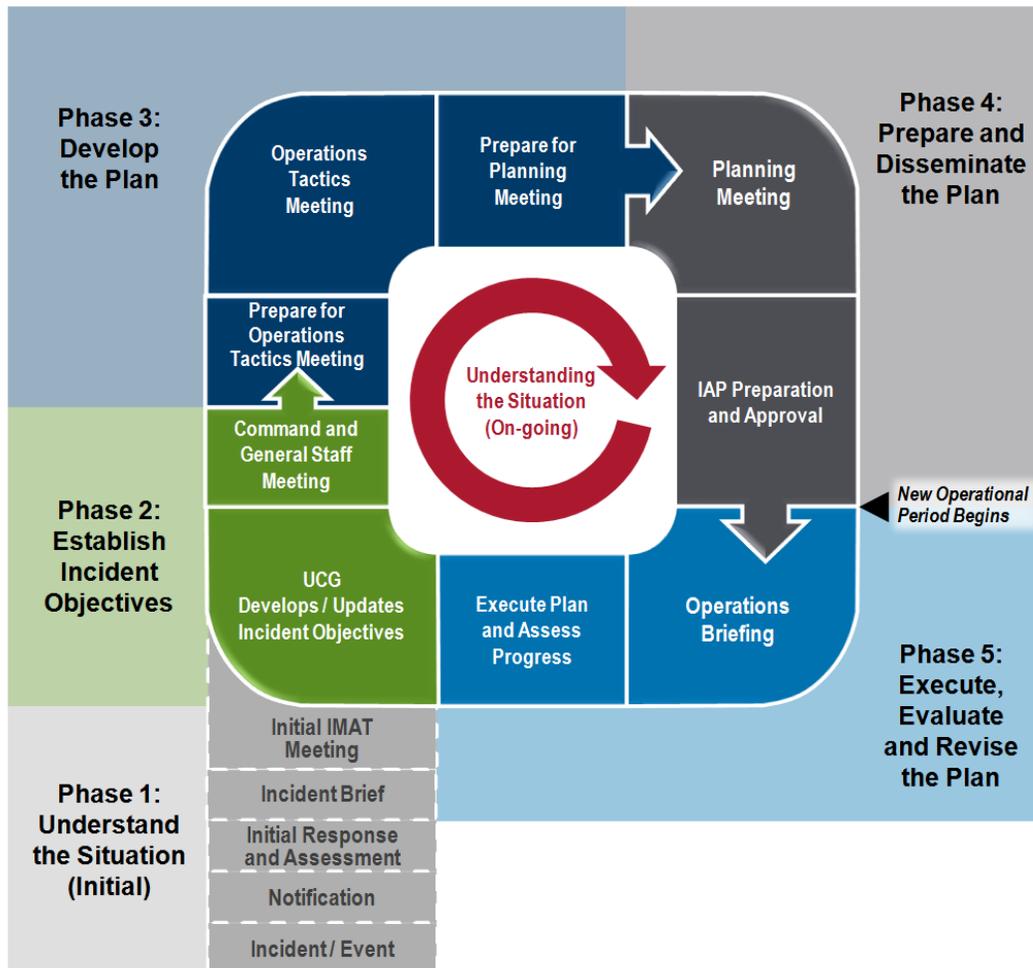
- A process for identifying priorities and objectives for emergency response or recovery efforts
- Plans which document the priorities and objectives, and the tasks and personnel assignments associated with meeting the objectives

Use of the Planning “P”

The Planning “P” (diagram below) depicts the stages in the EOC Action Planning process. The leg of the “P” includes the initial steps to gain situational awareness and establish the organizational incident response. Although maintaining situational awareness is essential throughout the life



cycle of the incident, the steps in this initial stage are done only one time. Once they are accomplished, incident management shifts into a cycle of planning, operations, and ongoing situational awareness that is repeated each operational period.



The action planning process should involve the EOC Director and Section Chiefs (which includes the Chiefs of each Section), along with other EOC staff, as needed, such as special districts, and other agency representatives.

The Planning Section is responsible for facilitating the action planning meeting and completing and distributing the action plan. Action plans are developed for a specified operational period, which may range from a few hours to 24 hours. The operational period is determined by first establishing a set of priority actions that need to be performed. A reasonable time frame is then established for accomplishing those actions.

The action plans need not be complex, but should be sufficiently detailed to guide EOC elements in implementing the priority actions. Guidelines for developing action plans and an action plan format are contained in the Forms and Tools section.



2.7 EOC Coordination

Inter-agency coordination inside and outside the EOC is important for:

- Establishing overall priorities
- Allocating critical resources
- Development of strategies for handling multi-agency and multi-jurisdictional response problems
- Sharing information
- Facilitating communications

Inter-agency coordination is an integral part of the functioning of a local area EOC. The EOC is staffed by representatives from the departments and agencies working together to coordinate the operational area's emergency response. Agency representatives from local governments including special districts, community based organizations, volunteer services (VSPs), and private organizations, may also participate with EOC functional elements in coordinating the operational area response effort. Coordination with agencies not represented in the EOC may be accomplished through telecommunications, satellite, or other electronic means.

2.7.1 Field Responders

Since the City of Suisun City EOC is the Local Area's operating center, communications and coordination must be established with City field responders who are responding to various parts of the City. When no Departmental Operations Centers (DOCs) are activated, the Incident Commander(s) operating in the field will report directly to the Operations Section Chief in the City EOC, via the Suisun City Police / Fire dispatchers or through other methods that are available.

When City Departments have activated their DOCs, the Field Incident Commander will continue to report directly to the Operations Section Chief in the City EOC and provide status reports to their DOC. When the City EOC is directly overseeing Incident Command teams, it is operating in a centralized coordination and direction mode.

2.7.2 Departmental Operations Centers (DOCs)

The appropriate City EOC Section/Branch/Unit will coordinate with DOCs to obtain information for advance planning, logistical needs, available personnel and equipment resources, and other information as required. The DOCs will assist the City of Suisun City EOC in supporting field operations.



2.7.3 Operational Area Member Jurisdictions

During Operational Area EOC activation, direct communications and coordination may be established between The City of Suisun City, Solano County, and any Operational Area member jurisdictions. Additionally, as time permits, communications will be established with other member jurisdictions that have not activated their EOCs. Initially, communications will be established by any means available and with whoever is available, regardless of his functional EOC position. Ideally, communications and coordination with the city EOCs will occur along functional lines.

Whenever feasible, an agency representative from each jurisdiction which activated its EOC should be at the Solano County EOC. Each of the Operational Area member jurisdictions has agreed to send a representative to the Solano County EOC. The city representatives will ensure that adequate coordination and information exchange arrangements are made with the Operational Area.

2.7.4 Special Districts

The emergency response role of special districts is generally focused on their normal services or functional area of responsibility. During disasters, some types of special districts, such as fire districts, will be more extensively involved in the emergency response by directly coordinating, communicating, and assisting local governments.

In Suisun City, relationships with special districts and the local governments are complicated by overlapping boundaries. During EOC activations and emergency incidents, coordination with the Fairfield Suisun Unified School District (FSUSD) is critical. Having a unified dissemination of accurate information is key to ensuring a calm response by the community. For the special districts that serve more than one local government and/or serve the County unincorporated areas, they will coordinate and communicate directly with the County EOC.

Ideally, the special district involved in the emergency response will have a representative at the City EOC, serving as the focal point of coordination and work with other local government representatives in the EOC. If a special district is unable to send a representative, then the Liaison Officer in the EOC will be responsible for establishing communications and coordination with the special district.

2.7.5 Private and Volunteer Agencies

Within Suisun City, coordination of response activities with many non-governmental agencies may occur. However, the City EOC will establish coordination with private and volunteer agencies that have response roles. The agencies that play key roles in the response should have representatives at the City EOC.



Coordination with volunteer and private agencies that do not have representatives there may be accomplished through telecommunications, liaison with community councils that represent several agencies, or involvement of agencies in special multi-agency groups on specific issues.

2.7.6 Coastal Region Emergency Operations Center

Direct coordination and communications with the Coastal Region Emergency Operations Center (REOC) are essential. These communications will be established and maintained by the Operational Area with the Coastal EOC:

- Primary Method - The REOC sends a field representative to the Operational Area
- Alternate Method - The Operational Area and the REOC coordinate through various telecommunications systems

Coordination and communications between the County EOC and the Coastal Region EOC will occur between the five SEMS functions. Direct coordination and communications will also be established between the Operational Area Mutual Aid Coordinators, who are located in the County EOC, and the Region's Mutual Aid Coordinator, who is located in the State's Coastal Region EOC. These coordinators may be functioning from their respective Operational Area and regional EOCs or from other locations depending on the situation and the mutual aid system.

2.7.7 State and Federal Field Response

There are some instances where a state or federal agency will be part of a field response in the City. State agency field response may result of a flood fight effort, oil spill, hazardous materials accident or other hazard scenarios. Federal field response could result from the same scenarios or a military aircraft accident, where the federal military authorities are the Incident Commander.

When a state agency or federal agency is involved in field operations, coordination will be established with Solano County Office of Emergency Services and the Suisun City EOC. State or federal agencies operating in the field may be found in any ICS section, branch, or unit; or part of a Unified Command. The incident will determine their location.

2.8 Recovery Operations

As the threat to life, property, and the environment dissipates, the EOC Manager will consider deactivating the EOC. The EOC Manager will direct Section Chiefs to deactivate their sections, ensuring that each unit/branch/section provides its logs and files to the Recovery Unit. The Recovery Unit will organize these materials so they can be archived and/or utilized for the financial recovery process.

The Recovery Unit Leader will coordinate the recovery effort, ensuring that all damaged public facilities and services are restored. In coordination with the Emergency Services Manager, the



Suisun City, California
Emergency Operations Plan – EOC

Recovery Unit will prepare the After-Action/Corrective Action Report, submitting it to Solano County, which will be forwarded to the State's Coastal Region Office of Emergency Services within 60 days of the disaster/event.

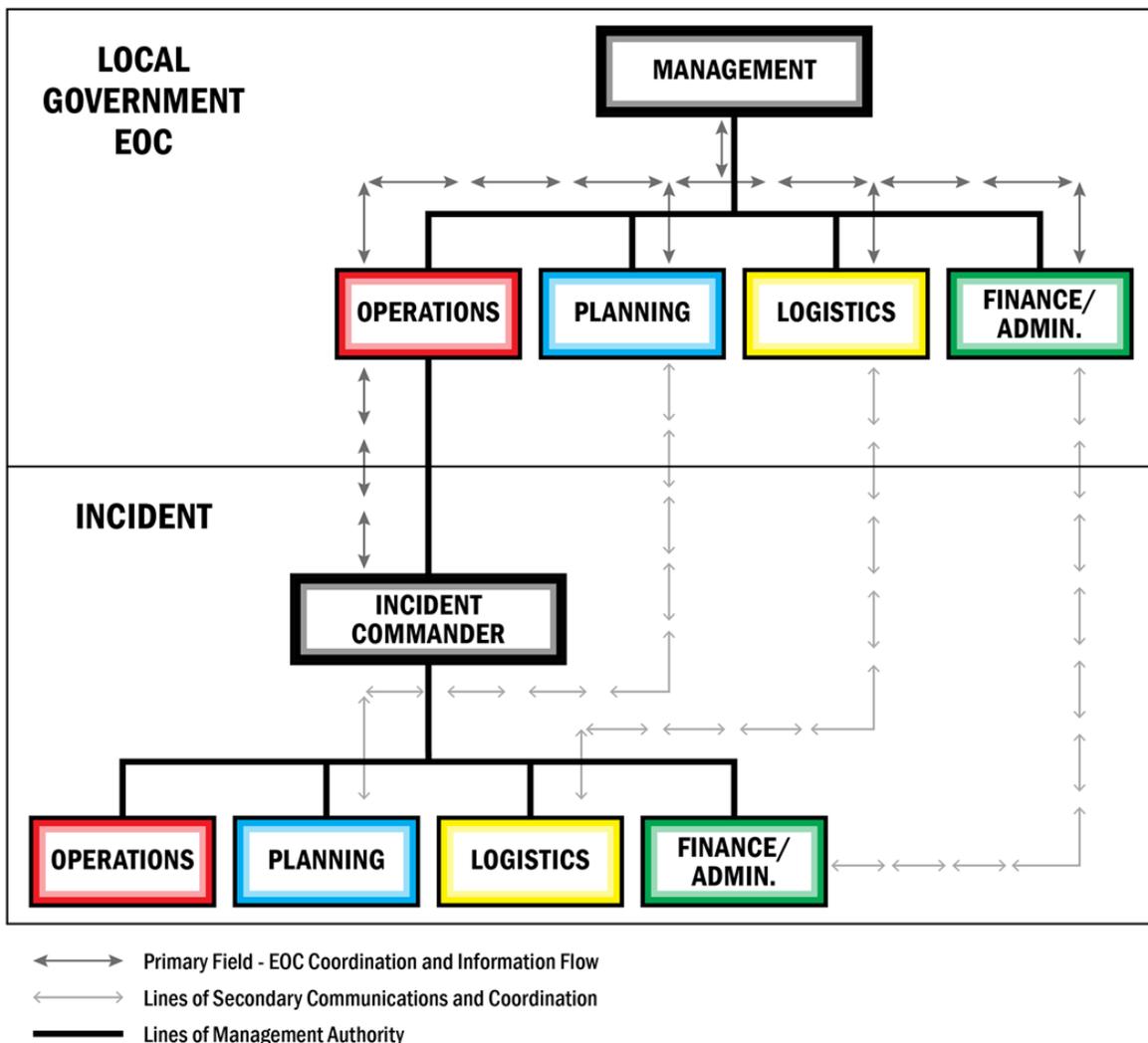


Section 3 EOC Position Checklist

The following pages contain functional descriptions and checklists for each position in the Local Area EOC. They are arranged by Sections, with the Section Chief followed by each Branch or Unit.

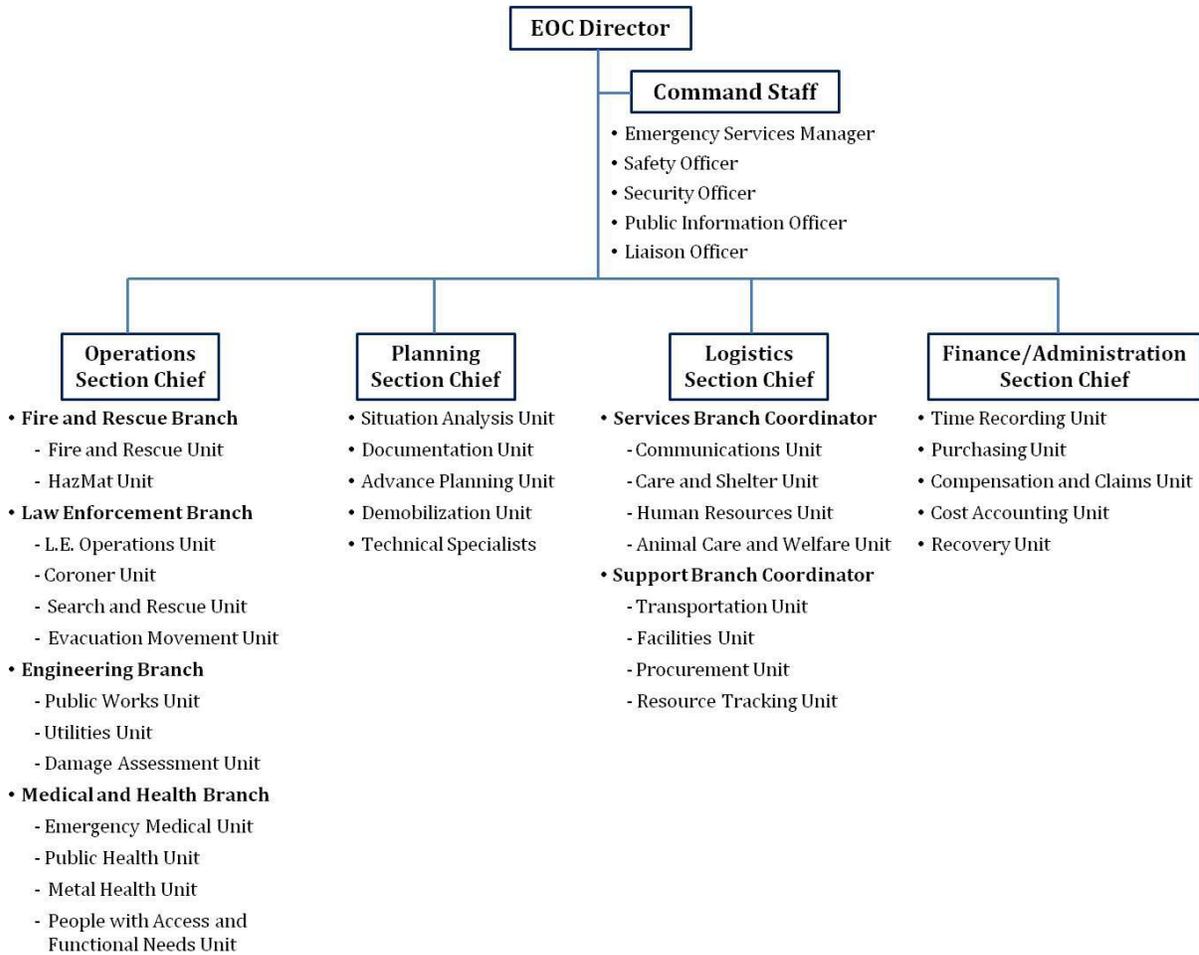
EOC Function Specific Checklists

Management/Command Staff





Emergency Operations Center Organization Chart





City of Suisun City Local Area EOC

Management/Command Staff

This section contains functional descriptions, responsibilities, and checklists for personnel assigned to the **Management/Command Staff** of the City of Suisun City Local Area EOC. The checklists describe the minimum activities that should be accomplished by personnel assigned to functional positions within the section

Management/Command Staff Functional Descriptions

The Local Area EOC Director has the authority and responsibility to direct all EOC activity. The EOC Director has support personnel called the Management/Command Staff. They have delegated responsibility to perform management support functions.

Management/Command Staff positions will vary depending upon the need of the EOC Director for support. These positions may be activated at a one-person level, with staff assistants depending upon the level of activation, the work to be accomplished, and the numbers of personnel needed.

The Management/Command Staff positions relieve the EOC Director of many activities that may interfere with the Director's primary responsibility for EOC management.



EOC Director

Function Description

The EOC Director has overall responsibility and authority for the operation of the EOC. He/she will assure that the EOC is staffed and operated at a level commensurate with the emergency. The EOC Director's reporting relationship to higher authority will vary depending upon the SEMS Level. The EOC Director is not the Incident Commander and does not command the incident.

Examples of reporting relationships are described below.

Local Government Level. Mayor, City Manager, or other named authority as stated in the local government's emergency ordinance.

Operational Area. Solano County Administrator, or Emergency Services Manager, or other named authority as stated in the operational area's emergency ordinances.

Regional. Cal OES Regional Administrator or designee. **State.** Cal OES Director or designee.

The EOC Director will delegate authority as appropriate and necessary to members of the Management/Command Staff and to the General Staff. Positions reporting to the EOC Director include but are not limited to:

Management/Command Staff

- Emergency Services Manager
- Public Information Officer
- Liaison Officer
- Safety Officer
- Security Officer

Functional Section Chiefs (General Staff)

- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance/Administration Section Chief



EOC Director Responsibilities

- Establish the appropriate staffing level for the Local Area EOC and continuously monitor organizational effectiveness ensuring that appropriate modifications occur as required.
- In conjunction with the General Staff, set jurisdictional priorities for response efforts. Ensure that all department and agency actions are accomplished within the priorities established at the EOC.
- Exercise overall management responsibility for the coordination between emergency response agencies within the Local Area.
- In conjunction with the General Staff, set priorities for response efforts in contract and incorporated areas of the county.
- Ensure that all City actions are accomplished within the priorities established.
- Ensure that inter-agency coordination is accomplished effectively within the Local Area EOC.



EOC Director Checklists

Warning Phase

- Place Emergency Operations Center staff on standby.
- Place the City Council on standby.
- Place Department Heads on standby.
- If required, activate the Emergency Operations Center.

Activation Phase

- Determine appropriate level of EOC activation based on situation as known.
- Coordinate with other Local/Operational Area EOCs to ensure appropriate levels of activation are in place.
- Mobilize appropriate personnel for the initial activation of the EOC. Have Suisun City Police/Fire Dispatch, or Fire administrative personnel notify requested personnel on the EOC Recall phone list.
- Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.
- Verify activation of on-scene Incident Command System.
- Ensure that the EOC is properly set up and ready for operations.
- Ensure that an EOC check-in procedure is established immediately.
- Ensure that an EOC organization and staffing chart is posted and completed.
- Determine which sections are needed, assign Section Chiefs as appropriate and ensure they are staffing their sections as required.
- Operations Section Chief
- Logistics Section Chief Planning Section Chief Finance/Administration Chief
- Determine which Management/Command Staff positions are required and ensure they are filled as soon as possible.
- Emergency Services Manager Safety Officer
- Public Information Officer Security Officer
- Liaison Officer
- Ensure that telephone and/or radio communications with other EOCs are established and functioning. This includes other Private and Local EOCs, and the County EOC as



appropriate.

- Schedule the initial Action Planning meeting.
- Confer with the General Staff to determine what representation is needed at the EOC from other emergency response agencies, local governments and other agencies.
- Assign a liaison officer to coordinate outside agency response to the EOC, and to assist as necessary in establishing an Inter-Agency Coordination Group.

Operational Phase

- Monitor Management/Command Staff activities to ensure that all appropriate actions are being taken.
- Ensure that the Liaison Officer is providing for and maintaining effective inter-agency coordination.
- Based on current status reports, establish initial strategic objectives for the EOC.
- In coordination with General Staff, prepare EOC objectives for the initial Action Planning Meeting.
- The Incident Action Plan should include:
 - Overall strategy (Offensive/Defensive). Need for evacuation.
 - Estimate of incident duration. "State of Emergency" declaration.
 - Priorities for the procurement and allocation of available resources. Post (or photocopy and distribute) the Incident Action Plan.
- Convene the initial Action Planning meeting. Ensure that all Section Chiefs, Management/Command Staff, and other key agency representatives are in attendance. Ensure that appropriate Action Planning procedures are followed (refer to *Action Planning Guide*). Ensure the meeting is facilitated appropriately by the Planning Section.
- Once the Action Plan is completed by the Planning Section, review, approve and authorize its implementation.
- Brief the City Council and elected officials or their representatives on the status of the emergency and the Incident Action Plan.
- In conjunction with the Public Information Officer, conduct news conferences and review media releases for final approval, following the established procedure for information releases and media briefings.
- Notify Solano Office of Emergency Services of the emergency.
- If required, proclaim a **LOCAL EMERGENCY**.
- If required, request the Governor proclaim a **STATE OF EMERGENCY**.
- If required, ask that the Governor request the President proclaim a **FEDERAL DECLARATION OF EMERGENCY**.



- Coordinate local government proclamations with other emergency response agencies, as appropriate.
- Make sure that all essential emergency services are activated.
- Have Section Chiefs establish contact with appropriate County and State agency coordinators and representatives from affected jurisdictions.
- Report situation (including any areas evacuated) and support requirements to the Operational Area EOC (County).
- Have Section Chiefs coordinate with appropriate segments of the private sector.
- Request assistance from the Office of Emergency Services Mutual Aid Region Office as required via the Operational Area EOC (County).
- Activate Multipurpose Staging Areas as destination points for mutual aid.
- Conduct periodic reviews with the General Staff to ensure strategic objectives are current and appropriate.
- Conduct periodic briefings for elected officials or their representatives.
- Brief your relief at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.

After an Emergency

- Release personnel from Emergency Operations Center when crisis diminishes sufficiently.
- Re-check this checklist.
- Make sure that staff and volunteers receive debriefing and counseling, as needed.
- Have unsightly debris cleaned up as soon as possible.
- When appropriate, issue a **Proclamation of Termination of Local Emergency**.
- Appoint someone to follow through with hazard mitigation.

Demobilization Phase

- Authorize demobilization of sections, branches and units when they are no longer required.
- Notify higher level EOCs and other appropriate organizations of the planned demobilization, as appropriate.
- Ensure that any open actions not yet completed will be handled after demobilization.
- Ensure that all required forms or reports are completed prior to demobilization.
- Be prepared to provide input to the After Action/Corrective Action report.
- Deactivate the EOC at the designated time, as appropriate.
- Proclaim termination of the emergency response and proceed with recovery operations.
- As soon as possible, while interest in emergency preparedness is still high, place



Suisun City, California
Emergency Operations Plan – EOC

emergency preparedness and hazard mitigation proposals on the City Council agenda. Suggestions for these proposals are listed below:

- Hold critique of the emergency response effort.
- Have someone follow through with public education programs.
- Have someone recruit volunteers for longer term preparedness projects. Have department review standard operating procedures.
- Hold a critique of the emergency recovery effort. Review this Plan.
- Assemble and check financial records; forward to Finance.



Emergency Services Manager

Function Description

The Emergency Services Manager has the overall best knowledge of the functioning of the EOC. The Emergency Services Manager is also the person most familiar with emergency services for the City of Suisun City, and is an invaluable asset to the EOC Director who may not be as well versed in the day-to-day inner workings of the facility.

Responsibilities

- Facilitate the overall functioning of the EOC.
- Assist and serve as an advisor to the EOC Director and General Staff as needed, providing information and guidance related to the internal functions of the EOC and ensure compliance with operational area emergency plans and procedures.
- Assist the Liaison Officer in ensuring proper procedures are in place for directing agency representatives and conducting VIP/visitor tours of the EOC.



Emergency Services Manager Checklists

Activation Phase

- Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- Report to EOC Director or Emergency Services Manager; let Section Chiefs and Command Staff know you have arrived. Set up your workstation and review your position responsibilities.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.
- Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.
- Ensure City of Suisun City IT Network is accessible.
- Assist the EOC Director in determining appropriate staffing for the EOC.
- Provide assistance and information regarding section staffing to all general staff.

Operational Phase

- Assist the EOC Director and the General Staff in developing overall strategic objectives as well as section objectives for the Action Plan.
- Advise the EOC Director on proper procedures for enacting emergency proclamations, emergency ordinances and resolutions, and other legal requirements.
- Make sure the Director of Emergency Services understands:
 - How to declare an emergency. How to request mutual aid.
 - How to contact other emergency officials. Emergency powers, policies and procedures. What briefings he or she needs to give, and when.
- Assist advice and guidance to the EOC Director as required.
- Ensure that all notifications are made to the Operational Area EOC.
- Ensure that all communications with appropriate emergency response agencies are established and maintained.
- Assist the EOC Director in preparing for and conducting briefings with Management/Command Staff, the agency or jurisdiction policy groups, the media, and the general public.
- Assist the EOC Director and Liaison Officer, in establishing and maintaining Inter- Agency Coordination Groups as necessary.
- Assist the Liaison Officer with coordination of all EOC visits.
- Provide assistance with shift change activity as required.



After an Emergency

- Make sure debriefing and counseling of staff and volunteers is conducted as needed.
- Tidy up the Emergency Operations Center and replenish supplies.
- Assemble, check and establish files of financial records; forward copies to Finance.
- Make sure the Finance Officer knows how to obtain and follow through on disaster assistance.
- When appropriate, prepare a Proclamation of Termination of Local Emergency.
- Follow through with hazard mitigation.
- As soon as possible, while interest in emergency preparedness is still high:
 - Place emergency preparedness and hazard mitigation proposals on the Board agenda.
 - Help with critique of the emergency response effort
 - Help with public education programs.
- Recruit volunteers for longer term preparedness projects. Have departments review standard operating procedures.
- Hold a critique of the emergency recovery effort.
- Review this Plan and make changes, if necessary.
- Recommend Emergency Operations Center improvements, if needed.
- Review this checklist.

Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective Action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.



Public Information Officer

Function Description

The Public Information Officer is the primary point of contact between the EOC, the media and the public. The Public Information Officer prepares information releases, briefs media representatives, and provides for press conferences. The Public Information function also oversees the Rumor Control activity.

A primary source of information for the Public Information function will be from the Situation Analysis Unit in the Planning Section. While not all information in the unit may be appropriate for the public, the information in Situation Analysis should be the best available and will have been verified for accuracy. The Public Information Officer will provide guidance as appropriate to other departments/agencies on the release of emergency related information.

Organizing the Information function in a Local Area EOC:

The Information function within an EOC may have special organizational needs due to the possible size of the organization required to meet the agency or jurisdictional information needs.

Normally, the Information function is handled by the Information Officer who is a member of the Management/Command Staff. Assistant Information Officers may be assigned as needed. The Assistants may represent other jurisdictional departments, agencies, other jurisdictions, and/or they may also be assigned to handle specific Information functions.

Responsibilities

- Serve as the central coordination point for the Local Area for all media releases.
- Establish a "Disaster Hotline" with an up-to-date recorded message.
- Ensure that the public within the affected area receives complete, accurate, and consistent information about life safety procedures, public health advisories, relief and assistance programs and other vital information. Ensure that all rumors are responded to in a timely manner and with factual information.
- Coordinate media releases with Public Information Officers at incidents or representing other affected emergency response agencies as required.
- Develop the format for press conferences, in conjunction with the EOC Director.
- Maintain a positive relationship with the media representatives.

Supervise the Public Information function and the Joint Information Center, if activated.



Public Information Officer Checklists

Activation Phase

- Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- Report to EOC Director, Emergency Services Manager, or other assigned Supervisor.
- Set up your workstation and review your position responsibilities.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.
- Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.
- Determine staffing requirements and make required personnel assignments for the Public Information function as necessary.

Operational Phase

- Obtain policy guidance from the EOC Director with regard to media releases.
- Keep the EOC Director and Emergency Services Manager advised of all unusual requests for information and of all major critical or unfavorable media comments. Recommend procedures or measures to improve media relations.
- Coordinate with the Situation Analysis Unit and identify the method for obtaining and verifying significant information as it is developed.
- Develop and publish a media-briefing schedule, to include location, format, and preparation and distribution of handout materials.
- Implement and maintain an overall information release program.
- Establish a Media Information Center, as required, providing necessary space, materials, telephones and electrical power.
- Maintain up-to-date status boards and other references at the Joint Information Center. Provide adequate staff to answer questions from members of the media.
- Interact with other EOC PIOs and obtain information relative to public information operations.
- Develop content for Local and County Emergency Alert System (EAS) releases if available. Monitor EAS releases as necessary. Develop messaging for emergency notification system (AlertSolano).
- In coordination with other EOC sections, issue timely and consistent advisories and instructions for life safety, health, and assistance for the public. These advisories and instructions must be approved by the EOC Director.
- At the request of the EOC Director, prepare media briefings for members of the agencies or jurisdiction policy groups and provide other assistance as necessary to facilitate their



participation in media briefings and press conferences.

- Ensure that a rumor control function is established to correct false or erroneous information.
- Ensure that adequate staff is available at incident sites to coordinate and conduct tours of the affected areas.
- Provide appropriate staffing and telephones to efficiently handle incoming media and public calls.
- Update the City web site with current news releases as appropriate. May need to coordinate with IT staff.
- Prepare, update, and distribute to the public a Disaster Assistance Information Directory, which contains locations to obtain food, shelter, supplies, health services, etc.
- Ensure that announcements, emergency information and materials are translated and prepared for special populations (non-English speaking, hearing impaired etc.).
- Monitor broadcast media, using information to develop follow-up news releases and rumor control.
- Ensure that file copies are maintained of all information released.
- Provide copies of all media releases to the EOC Director.
- Conduct shift change briefings in detail, ensuring that in-progress activities are identified and follow-up requirements are known.
- Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.

Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective Action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.



Liaison Officer

Function Description

The Local Area EOC Liaison Officer provides a primary point of contact for all incoming Agency, Private Sector, and Volunteer/Service Programs (VSPs) representatives assigned to the EOC. The Liaison Officer ensures agency representatives are provided with the necessary workspace, communications, information and internal points of contact necessary to perform their responsibilities. The Liaison Officer also ensures that the EOC Director is kept informed of what agencies are represented in the EOC.

During major emergencies, it is not uncommon to find representatives of many agencies reporting to the EOC. American Red Cross, Community Based Organizations, National Guard, Private Sector, VSPs and other state/local agencies, federal agencies, etc., may send representatives. The Liaison Officer is the primary contact, and relieves the EOC Director from overseeing their activities.

Responsibilities

- Oversee all liaison activities; coordinate outside agency representatives assigned to the EOC, and handle requests from other EOCs for agency representatives. Work with and provide support to EOC Section Chiefs to determine their needs for volunteers, agency representatives, and private sector resources to meet their operational requirements.
- Establish and maintain a central location for incoming agency representatives, providing workspace and support as needed. Ensure function specific guidelines, policy directives, situation reports, and a copy of the EOC Action Plan is provided to agency representatives on check-in.
- In conjunction with the Emergency Services Manager, provide orientations for VIPs and other visitors to the EOC.



Liaison Officer Checklists

Activation Phase

- Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- Report to EOC Director or Emergency Services Manager.
- Set up your workstation and review your position responsibilities.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.
- Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.
- Obtain assistance for your position through the Personnel Unit in Logistics, as required.

Operational Phase

- Contact Agency Representatives already on-site, ensuring that they:
 - Have signed in to the EOC Understand their role in the Know their work locations
 - Understand the EOC organization and floor plan
- Determine if additional representation is required from:
 - Community based organizations Private sector organizations Volunteer Services Programs (VSPs) Utilities not already represented Other agencies
- In conjunction with the EOC Director and Emergency Services Manager, establish and maintain an Inter-Agency Coordination Group comprised of outside agency representatives, and county and city executives not assigned to specific sections within the EOC. Assist the EOC Director and Emergency Services Manager in conducting regular briefings for the Inter-Agency Coordination Group and with distribution of the current EOC Action Plan and Situation Report.
- Request that Agency Representatives maintain communications with their agencies and obtain situation status reports regularly.
- With the approval of the EOC Director, provide agency representatives from the EOC to other EOCs as required and requested.
- Maintain a roster of Agency Representatives located at the EOC. The roster should include assignment within the EOC (Section or Inter-agency Coordination Group). Roster should be distributed internally on a regular basis.

Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your



departure.

- Be prepared to provide input to the After Action/Corrective Action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.
- Release Agency Representatives that are no longer required in the EOC when authorized by the EOC Director.



Agency Representative

Function Description

Agency Representatives are individuals assigned to the EOC by other agencies and jurisdictions. They also include representatives from Community Based Organizations, Private Sector and Volunteer Services Programs. Agency Representatives serve three principal functions:

- They bring to the EOC information from the agency they represent.
- They normally have some level of authorization to speak or act for their agency.
- They provide their agency with information obtained at the EOC.

Responsibilities

- Agency Representatives should be able to speak on behalf of their agencies, within established policy limits, acting as a liaison between their agencies and the EOC.
- Agency Representatives may facilitate requests to or from their agencies, but normally do not directly act on or process resource requests.
- Agency Representatives are responsible for obtaining situation status information and response activities from their agencies for the EOC.



Agency Representative Checklists

Activation Phase

- Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- Report to EOC Director, Emergency Services Manager, Section Chief, Branch Director, or other assigned Supervisor.
- Set up your workstation and review your position responsibilities.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.
- Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.
- Check in with the Liaison Officer and clarify any issues regarding your authority and assignment, including the functions of other representatives from your agency (if any) in the EOC.
- Establish communications with your home agency; notify the Logistics Section Communications Unit and the Liaison Officer of any communications problems.
- Unpack any materials you may have brought with you and set up your assigned station, requesting necessary materials and equipment through the Liaison Officer and/or Logistics Section.
- Obtain an EOC organization chart, floor plan, and telephone list from the Liaison Officer.
- Contact the EOC sections or branches that are appropriate to your responsibility; advise them of your availability and assigned work location in the EOC.

Operational Phase

- Facilitate requests for support or information that your agency can provide.
- Keep current on the general status of resources and activity associated with your agency.
- Provide appropriate situation information to the Planning Section.
- Represent your agency at planning meetings, as appropriate, providing update briefings about your agency's activities and priorities.
- Keep your agency executives informed and ensure that you can provide agency policy guidance and clarification for the EOC Director as required.
- On a regular basis, inform your agency of the EOC priorities and actions that may be of interest.
- Maintain logs and files associated with your position.



Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective Action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.
- When demobilization is approved by the EOC Director, contact your agency and advise them of expected time of demobilization and points of contact for the completion of ongoing actions or new requirements.
- Ensure that you complete all final reports, close out your activity log, and transfer any ongoing missions and/or actions to the Liaison Officer or other appropriate individual.
- Ensure copies of all documentation generated during the operation are submitted to the Planning Section.



Safety Officer

Function Description

The Safety Officer ensures a safe working environment is established and maintained within the facility. The Safety Officer will routinely inspect and correct any deficiencies in the operating environment of the EOC. The Safety Officer also ensures that personnel working in EOC positions are not over stressed or working for extended periods that may jeopardize their health.

Responsibilities

- Ensure that all buildings and other facilities used in support of the EOC are in a safe operating condition.
- Monitor operational procedures and activities in the EOC to ensure they are being conducted in a safe manner, considering the existing situation and conditions.
- Stop or modify all unsafe operations outside the scope of the EOC Action Plan, notifying the EOC Director of actions taken.



Safety Officer Checklists

Activation Phase

- Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- Report to EOC Director, Emergency Services Manager, Section Chief, Branch Director, or other assigned Supervisor.
- Set up your workstation and review your position responsibilities.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.
- Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

Operational Phase

- Tour the entire EOC facility and evaluate conditions; advise the EOC Director of any conditions and actions that might result in liability, (unsafe layout or equipment set-up, etc.).
- Study the EOC facility and document the locations of all fire extinguishers, emergency pull stations, and evacuation routes and exits.
- Be familiar with particularly hazardous conditions in the facility; take action when necessary.
- Prepare and present safety briefings for the EOC Director and General Staff at appropriate meetings.
- If the event that caused activation was an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks.
- Ensure that the EOC facility is free from any environmental threats - e.g., radiation exposure, air purity, water quality, etc.
- Keep the EOC Director advised of unsafe conditions; take action when necessary.
- Coordinate with the Finance/Administration Section in preparing any personnel injury claims or records necessary for proper case evaluation and closure.



Safety Officer Checklists

Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective Action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.



Security Officer

Function Description

The Security Officer provides access control for the EOC facility. The Security Officer oversees personnel check-in and checkout rosters, according to the security policy established by the EOC Director.

Responsibilities

- Provide 24-hour security for the EOC.
- Control personnel access to the EOC in accordance with policies established by the EOC Director.
- Handle any situation arising from inappropriate personnel actions within the EOC.



Security Officer Checklists

Activation Phase

- Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- Report to EOC Director, Emergency Services manager, Section Chief, Branch Director, or other assigned Supervisor.
- Set up your workstation and review your position responsibilities.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.
- Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

Operational Phase

- Determine the current EOC security requirements and arrange for staffing as needed.
- Determine needs for special access to EOC facilities.
- Provide executive and VIP security as appropriate and required.
- Provide recommendations as appropriate to EOC Director.
- Prepare and present security briefings for the EOC Director and General Staff at appropriate meetings.

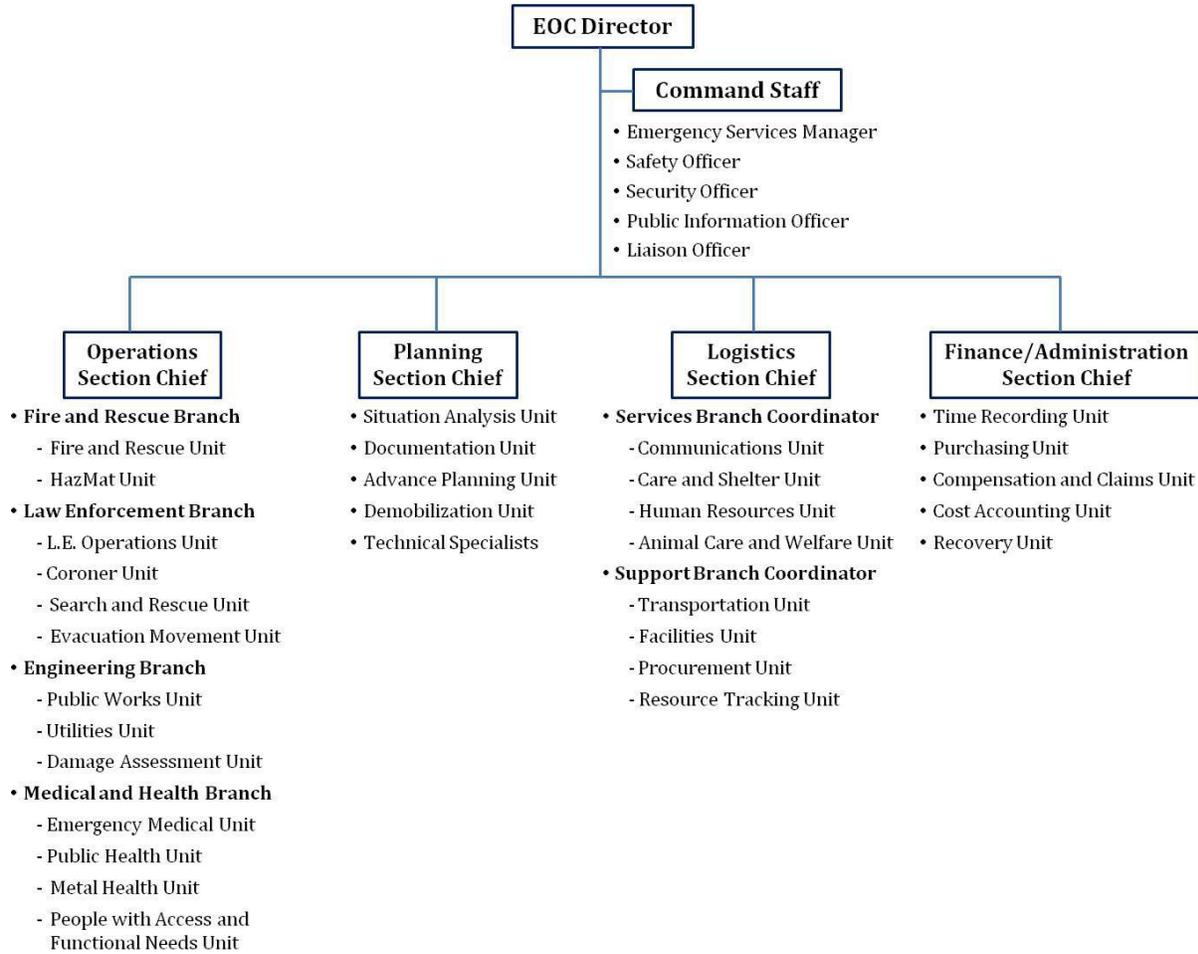
Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective Action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.



EOC Function Specific Checklists Operations Section

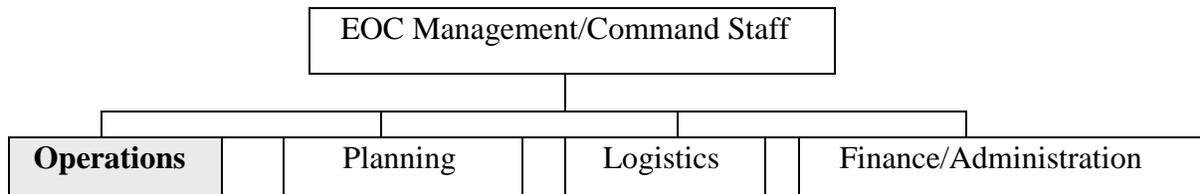
Emergency Operations Center Organization





Operations Section

This section contains functional descriptions, responsibilities, and checklists for personnel assigned to the Operations Section of a Local area EOC. The checklists describe the minimum activities that should be accomplished by personnel assigned to functional positions within the section.



When activated, the five primary EOC functions are established as separate sections of the EOC organization. Within each section, there may be several sub-functions that would normally be established as branches or units depending on their size.

The functions described here are those activities that may need to be activated during an EOC activation at the local government EOC. Some variations in duties and responsibilities may be found at different SEMS levels.

Staffing

The determination of the appropriate level of staffing and lead agency to manage the function is the responsibility of the agency or jurisdiction at each SEMS level. In general, the following conditions will apply.

- Staff the section with the most qualified person in the discipline most closely aligned to the emergency. (Logistics and Finance/Administration Sections may have a standard designation of personnel for all emergencies).
- Maintain a span of control not to exceed one supervisor for up to seven sub- functions.
- One person may have delegated authority for more than one area of responsibility. Usually this is done during the early portion of the Activation Phase or in the Demobilization Phase.
- Each of these functional areas can be expanded as needed into additional organizational units with further delegation of authority.
- If a section is not activated, the EOC Director will perform its responsibilities.



Operations Section Functional Descriptions

The EOC Director has the authority and responsibility to direct all EOC activity. The Director may delegate authority to the Emergency Services Manager or members of the General Staff. Operations Section positions will vary depending upon the need. These positions may be activated at a one- person level, or at a unit, group or branch, level depending upon the level of activation, the work to be accomplished, and the numbers of personnel needed.

The Operations Section in the Local Area EOC acts as the primary point of contact between the EOC, Department Operations Centers (DOCs), and may be linked directly to field Incident Commands. Directors assigned to the functional branches within the EOC Operations Section receive incoming situation reports, department status, resource requests, and field intelligence. Incoming information will be routed to the appropriate EOC section. They will provide information from the EOC to City DOCs, to City Field Incident Commands as appropriate to the jurisdiction.

The Operations Section positions are extremely important in that they relieve the EOC Director of many activities that may interfere with the Director's primary responsibility for EOC management.



Operations Section Chief

Function Description

The Operations Section Chief, a member of the General Staff, is responsible for the management and coordination of all EOC related operational functions. Based on the emergency, the Operations Section Chief will ensure that all necessary operational functions have been activated and are appropriately staffed.

Responsibilities

- Ensure that the Operations function is carried out including coordination of activities for all operational functions assigned to the EOC.
- Ensure that operational objectives and assignments identified in the EOC Action Plan are carried out effectively.
- Establish the appropriate level of branch and unit organizations within the Operations Section, to effectively coordinate both county and Operational Area responsibilities.
- Continuously monitor the organizational effectiveness and modify as necessary.
- Exercise overall responsibility for the coordination of Branch and Unit activities within the Operations Section.
- Ensure that the Planning Section is provided with Status Reports and Major Incident Reports Utilizing approved NIMS/ICS Forms if available.
- Conduct periodic Operations briefings for the EOC Director as required or requested.
- Supervise the Operations Section.



Operations Section Chief Checklists

Activation Phase

- Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.
- Ensure that the Operations Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- Meet with Planning Section Chief; obtain a preliminary situation briefing.
- Based on the situation, activate appropriate branches within the section. Designate Branch Directors as necessary.
- Fire & Rescue Medical & Health
- Law Enforcement Engineering
- Ensure that sufficient staffing is in place to provide for coordinating services to meet county local government and operational area responsibilities.
- Determine if there are mutual aid requests for these functional areas. Initiate coordination with appropriate mutual aid systems as required.
- Request additional personnel for the section as necessary to support 24-hour operations.
- Obtain a current communications status briefing from the Communications Unit Leader in Logistics. Ensure that there is adequate equipment and radio frequencies available as necessary for the section.
- Determine estimated times of arrival of section staff from the Personnel Branch in Logistics.
- Confer with the EOC Director / Manager to ensure that the Planning and Logistics Sections are staffed at levels necessary to provide adequate information and support for operations.
- Coordinate with the Liaison Officer regarding the need for Agency Representatives in the Operations Section. Coordinate with the Planning Section Chief to determine the need for any Technical Specialists.
- Establish radio or phone communications with city Department Operations Centers (DOCs), and/or with Incident Commander(s) as directed, and coordinate accordingly.



- Determine activation status of other EOCs in the Operational Area or adjacent areas and establish communication links with their Operations Sections if necessary.
- Based on the situation known or forecasted, determine likely future needs of the Operations Section.
- Identify key issues currently affecting the Operations Section; meet with section personnel and determine appropriate section objectives for the first operational period.
- Review responsibilities of branches in section; develop an Operation's Plan detailing strategies for carrying out Operations objectives.
- Adopt a pro-active attitude. Think ahead and anticipate situations and problems before they occur.

Operational Phase

- Ensure Operations Section position logs and other necessary files are maintained.
- Ensure that situation and resources information is provided to the Planning Section on a regular basis or as the situation requires, including Status Reports and Major Incident Reports (utilize RIMS format if available).
- Ensure that all media contacts are referred to the Public Information Officer.
- Conduct periodic briefings and work to reach consensus among staff on objectives for forth-coming operational periods.
- Attend and participate in Action Planning meetings.
- Provide the Planning Section Chief with the Operations Section's objectives prior to each Action Planning meeting.
- Work closely with each Branch Director to ensure that the Operations Section objectives, as defined in the current Action Plan, are being addressed.
- Ensure that the branches coordinate all resource needs through the Logistics Section.
- Ensure that intelligence information from Branch Directors is made available to the Planning Section in a timely manner.
- Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of emergency expenditures and daily time sheets).
- Brief the EOC Director / Manager on all major incidents.
- Complete a Major Incident Report for all major incidents; forward a copy to the Planning Section.



Suisun City, California
Emergency Operations Plan – EOC

- Brief Branch Directors periodically on any updated information you may have received. Share status information with other sections as appropriate.

Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective Action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.



Fire and Rescue Branch

Function Description

The Fire and Rescue Branch in the EOC Operations Section is responsible for linking the EOC to Fire Department Operations Centers, Dispatch Centers, the fire and rescue mutual aid system and, as appropriate, to the jurisdiction Incident Command on incidents under the management of the fire services. The Branch Director reports to the Operations Section Chief. The Branch will obtain situation reports, requests for resource support (outside of the mutual aid system), and be the primary link from the EOC to fire department operations throughout the Operational Area. The Branch will supply fire DOCs and ICs as appropriate, with information and directives developed in the EOC.

Responsibilities

- Coordinate fire, hazardous materials, and urban search and rescue operations in the jurisdictional area.
- Assist Fire & Rescue Mutual Aid System Coordinator in acquiring mutual aid resources, as necessary.
- Coordinate the mobilization and transportation of all resources through the Logistics Section.
- Complete and maintain status reports (in RIMS format if available) for major incidents requiring or potentially requiring operational area, state and federal response, and maintains status of unassigned fire & rescue resources.
- Coordinate with the Law Enforcement Branch Director on jurisdiction Search & Rescue activities.
- Implement the objectives of the EOC Action Plan assigned to the Fire & Rescue Branch.
- Supervise the Fire & Rescue Branch.



Fire and Rescue Branch Director Checklists

Activation Phase

- Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.
- Ensure that the Operations Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- Based on the situation, activate the necessary Units within the Fire & Rescue Branch:
 - Fire & Rescue Unit
 - HazMat Unit
- If the mutual aid system is activated, coordinate use of fire resources with the Operational Area Fire & Rescue Mutual Aid Coordinator.
- Prepare and submit a preliminary status report and major incident reports as appropriate to the Operations Section Chief.
 - Prepare objectives for the Fire & Rescue Branch; provide them to the Operations Section Chief prior to the first Action Planning meeting.

Operational Phase

- Ensure that Branch and Unit position logs and other necessary files are maintained.
- Obtain and maintain current status on Fire & Rescue missions being conducted in the Operational Area.
- Provide the Operations Section Chief and the Planning Section with an overall summary of Fire & Rescue Branch operations periodically or as requested during the operational period.
- On a regular basis, complete and maintain the Fire & Rescue Status Report on ICS forms if available.
- Refer all contacts with the media to the Public Information Branch.
- Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (daily time sheets and notification of any emergency expenditures).



- Prepare objectives for the Fire & Rescue Branch for the subsequent operational period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning meeting.
- Provide your relief with a briefing at shift change; inform him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.

Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the EOC Director / Manager.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective Action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.



Fire and Rescue Unit

Responsibilities

- Provide coordination for mutual aid requests to and from the Operational Area Fire/Rescue Mutual Aid Coordinator, as appropriate.
- Respond to requests for non-fire support resources from the county fire departments DOC and local governments in a timely manner, following established priorities (life safety, protection of the environment, and protection of property).
- Monitor and track fire resources utilized during the event.
- Assist in mobilizing urban search & rescue teams at the request of local governments, county Department Operations Centers (DOCs) or Incident Commands as appropriate.
- Provide general support to county field personnel as required.
- Supervise the Fire & Rescue Unit.



Fire and Rescue Unit Leader Checklists

Activation Phase

- Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

Operational Phase

- Establish and maintain radio or phone communication with EOC, the county Fire Department Operations Center, or with county Fire Incident Commands if appropriate.
- Determine the status of all county department emergency operations.
- Obtain regular status reports on the fire situation.
- Determine the impact of the emergency on the local fire department's operational capability.
- Establish the objectives of the Fire & Rescue Unit based on the nature and severity of the emergency, and provide them to the Fire & Rescue Branch Director prior to the first Action Planning meeting.
- Work closely with all Operations Section Branch Directors to determine the scope of any urban search and rescue assistance required.
- Coordinate with the Fire & Rescue Branch Director to determine missions for urban search and rescue teams based on established priorities.
- Assist in mobilizing urban search & rescue teams consistent with established policies and priorities.
- Work closely with the Logistics Section to determine the status and availability of urban search and rescue resources specifically larger jurisdictions that have organized Urban Search & Rescue teams.
- Coordinate with the Law Enforcement Branch to determine availability of search dog units and other Search & Rescue resources.
- Provide fire status updates to the Fire & Rescue Branch Director on a regular basis.
- Evaluate and process all requests for fire Mutual Aid resources through the Operational Area Fire & Rescue Mutual Aid Coordinator.



- In conjunction with Planning, determine if current and forecasted weather conditions will affect fire and rescue operations.
- Inform the Fire & Rescue Branch Director of all significant events that occur.
- Coordinate with the Law Enforcement Branch to determine status of SAR missions, evacuations and shelter locations.
- Determine availability of shelter facilities (or commercial lodging) through the Logistics Section.
- Reinforce the use of proper procedures for media contacts.

Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective Action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.



HazMat Unit

Responsibilities

- Determine the scope of hazardous materials incidents.
- Assist in mobilizing hazardous materials teams, county Department Operations Centers or Field Incident Commanders as appropriate.
- Request assistance from and/or provide hazardous materials support as required to Operational Area Emergency Response Agencies consistent with established priorities and objectives.
- Ensure that deployed teams are provided with adequate support.
- Supervise the HazMat Unit.



HazMat Unit Leader Checklists

Activation Phase

- Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

Operational Phase

- Work closely with all Operations Section Branch Directors to determine the scope of HazMat incident response required.
- Coordinate with the Fire & Rescue Branch Director to determine missions for HazMat teams based on established priorities.
- Mobilize and deploy available HazMat teams in a manner consistent with the HazMat Mutual Aid System and established priorities.
- Establish radio or phone communication with all deployed HazMat teams to determine the scope of support required.
- Work closely with the Logistics Section to determine the status and availability of HazMat Response Teams in the Operational Area.
- Coordinate with Construction/Engineering to provide on-site assistance with HazMat operations at the request of team leaders.
- Coordinate with the Emergency Medical Unit to determine medical facilities where victims of HazMat incidents can be transported following decontamination.
- Coordinate with the Coroner/Fatalities Management Unit to provide on-site assistance in managing fatalities at HazMat scenes.
- Monitor and track the progress and status of each HazMat team.
- Ensure that HazMat Team Leaders report all significant events.
- Assist the Operational Area local governments in establishing camp facilities (or commercial lodging) for HazMat teams through the Logistics Section.
- Inform the Fire & Rescue Branch Director of all significant events.
- Reinforce the use of proper procedures for media contacts. This is particularly critical in



instances where the media is seeking technical information on the hazardous material, statistical information, or personal identities of injured victims or fatalities.

Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the EOC Director / Manager.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective Action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.



Law Enforcement Branch Director

Function Description

The Law Enforcement Branch in the EOC Operations Section is responsible for linking the EOC to law enforcement agency Department Operations Centers, Dispatch Centers, the law enforcement mutual aid system, and, as appropriate to the jurisdiction, with Incident Command on incidents under the management of county law enforcement agencies.

The Law Enforcement Branch Director reports to the Operations Section Chief. The Branch will obtain situation reports, requests for resource support (outside of the mutual aid system), and be the primary link from the EOC to law enforcement operations throughout the Local Area. The Branch will supply law enforcement agency DOCs and ICs as appropriate, with information and directives developed in the EOC.

Responsibilities

- Coordinate movement and evacuation operations during an emergency.
- Alert and notify the public of the impending or existing emergency.
- Coordinate operational area law enforcement, search and rescue, and traffic control operations during the emergency.
- Coordinate site security at incidents.
- Coordinate Law Enforcement Mutual Aid requests from emergency response agencies through the Operational Area Law Enforcement Mutual Aid Coordinator.
- Supervise the Law Enforcement Branch.



Law Enforcement Branch Director Checklists

Activation Phase

- Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.
- Based on the situation, activate the necessary units within the Law Enforcement Branch:
 - Law Enforcement Operations Unit
 - Coroner/Fatalities Management Unit
 - Search and Rescue Unit
- Ensure that staffing is adequate to meet the combined coordination needs of the Local Area government EOC and county law enforcement.
- Contact and assist the Operational Area EOC Law Enforcement and Coroner's Mutual Aid Coordinators as required or requested.
- Provide an initial situation report to the Operations Section Chief.
- Based on the initial EOC strategic objectives prepare objectives for the Law Enforcement Branch and provide them to the Operations Section Chief prior to the first Action Planning meeting.

Operational Phase

- Ensure that Branch and Unit position logs and other necessary files are maintained.
- Maintain current status on Law Enforcement missions being conducted.
- Provide the Operations Section Chief and the Planning Section with an overall summary of Law Enforcement Branch operations periodically or as requested during the operational period.
- On a regular basis, complete and maintain the Law Enforcement Status Report. (Use ICS Forms if available).
- Refer all contacts with the media to the Public Information Branch.
- Determine need for Law Enforcement Mutual Aid.



- Determine need for Coroner's Mutual Aid.
- Ensure that all fiscal and administrative requirements are coordinated through the Finance/ Administration Section (daily time sheets and notification of any emergency expenditures).
- Prepare objectives for the Law Enforcement Branch for the subsequent Operational period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning Meeting.
- Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.

Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective Action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.



Law Enforcement Operations Unit Leader

Responsibilities

- Coordinate requests for Law Enforcement resources through the Local Area Law Enforcement Mutual Aid Coordinator.
- Establish and maintain communication with Law Enforcement Branch Directors at the EOC or at the city Department Operations Center (DOC) if activated.
- Respond to requests for law enforcement resources in a timely manner, using the law enforcement mutual aid system if necessary, and following established priorities (life safety, protection of the environment, and protection of property).
- Monitor and track law enforcement resources utilized during the event.
- Provide general support to field personnel as required.
- Supervise the Law Enforcement Operations Unit.



Law Enforcement Operations Unit Leader Checklists

Activation Phase

- Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

Operational Phase

- Establish and maintain radio or phone communication with EOCs, and the county law enforcement DOC.
- Obtain regular status reports on the law enforcement situation, the county Department Operations Center or county Law Enforcement Incident Commands as appropriate.
- Assess the impact of the emergency on the department's operational capability.
- Establish the objectives of the Law Enforcement Operations Unit based on the nature and severity of the emergency, and provide them to the Law Enforcement Branch Director prior to the first Action Planning meeting.
- If the City Law Enforcement Department Operations Center is not activated, ensure that the assignment of law enforcement resources are closely monitored and coordinated, and that on-scene time is logged at the field level.
- In conjunction with the Planning Section, determine if current and forecasted weather conditions will affect law enforcement operations.
- Coordinate major evacuation activity with the Fire Operations Branch, as required.
- Coordinate with the Care and Shelter Unit to establish suitable shelter locations and appropriate shelter facilities for evacuated population.
- Determine availability of camp facilities (or commercial lodging) for law enforcement personnel, through the Logistics Section.
- Reinforce the use of proper procedures for media contacts.
- Provide law enforcement status updates to the Law Enforcement Branch Director on a regular basis.
- Evaluate and process all requests for law enforcement resources through the Local Area



Law Enforcement Mutual Aid Coordinator.

Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective Action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.



Coroner Unit Leader

Responsibilities

- At the direction of the Sheriff/Coroner, establish and/or implement oversee a Local Area system for managing fatalities resulting from the emergency.
- At the direction of the Sheriff/Coroner, establish and oversee the operation of temporary morgue facilities and maintain detailed records of information relative to each fatality.
- Supervise the Coroner Unit.



Coroner Unit Leader Checklists

Activation Phase

- Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

Operational Phase

- Ensure that all Operational Area locations where fatalities are discovered are secured.
- Ensure that fatality collection points are established and secured as necessary.
- Ensure that temporary morgue facilities are established in accordance with guidelines established by the Sheriff/Coroner.
- Request Coroner's Mutual Aid as required.
- Procure, through Logistics, all necessary fatalities management equipment and supplies, such as temporary cold storage facilities or vehicles, body bags, etc.
- Coordinate with the Fire & Rescue Unit or Law Enforcement Search & Rescue (SAR) Unit to determine location and number of extricated fatalities.
- Ensure that human remains are transported from fatality collection points to temporary morgue(s), if so advised by the Sheriff/Coroner.
- Assist the Sheriff/Coroner with identification of remains and notification of next of kin as required.
- In conjunction with local mortuaries and cemeteries, assist with the reburial of any coffins that were surfaced and/or disturbed as a result of an emergency.
- Keep the Law Enforcement Branch Director informed of Coroner/Fatalities Management Unit activities on a regular basis.
- Inform the Law Enforcement Branch Director and the Public Information Officer of the number of confirmed fatalities resulting from the emergency. **(NOTE: This information must be verified with the Sheriff/Coroner prior to release).**
- Ensure that all media contacts are referred to the Public Information Officer.



Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective Action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.



Search and Rescue (SAR) Unit Leader

Responsibilities

- Determine the scope of the search & rescue mission.
- Assist in mobilizing Search & Rescue Teams at the request of Department Operations Centers or Field Incident Commanders.
- Provide search & rescue support as required to other emergency response agencies consistent with established priorities and objectives.
- Ensure that deployed teams are provided with adequate support.
- Supervise the Search & Rescue Unit.



Search and Rescue (SAR) Unit Leader Checklists Activation Phase

Activation Phase

- Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

Operational Phase

- Work closely with all Operations Section Branch Directors to determine the scope of search & rescue assistance required.
- Coordinate with the Law Enforcement Branch Director to determine missions for search & rescue teams based on established priorities.
- Mobilize and deploy available search & rescue teams to locations or to other emergency response agencies, consistent with established policies and priorities.
- Establish radio or phone communication with all deployed search & rescue team leaders to determine the scope of support required.
- Work closely with the Logistics Section to determine the status and availability of search & rescue resources specifically larger jurisdictions who have organized SAR teams.
- Coordinate with Construction/Engineering to provide on-site assistance with rescue operations at the request of team leaders.
- Coordinate with the Emergency Medical Unit to provide on-site assistance to extricated victims requiring medical treatment.
- Coordinate with the coroner/fatalities management unit to provide on-site assistance in managing fatalities at search locations.
- Ensure that each team leader develops a safety plan for each assigned mission.
- Monitor and track the progress and status of each search & rescue team.
- Ensure that team leaders report all significant events.
- Assist in establishing camp facilities (or commercial lodging) for Search & Rescue Teams through the Logistics Section.



- Inform the Law Enforcement Branch Director of all significant events.
- Reinforce the use of proper procedures for media contacts. This is particularly critical in instances where the media is seeking statistical information or personal identities of injured victims or fatalities.

Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective Action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.



Evacuation Movement Unit Leader

Responsibilities

- Prepares EMU action plans, listing objectives to be accomplished, and formation of strategies to achieve those objectives as well as advanced planning considerations. (This task may be delegated.)
- Ensures situation status information pertaining to the EMU is updated, posted, and communicated regularly.
- Develops the recommended evacuation movement strategy.
- Communicates the recommended evacuation movement strategies to the Law Branch Director, Operations Section Chief, and EOC Management.
- Ensures the recommended evacuation strategy is approved and disseminated to the EOC.
- Requests resources needed for development of evacuation recommendation, including: GIS or other static maps of area, traffic light maps, digital mapping tools, photos, etc.
- Coordinates with Law Branch Director and other counterparts in the EOC to ensure planned evacuation routes are viable and developed.
- Coordinates with Operations Section Chief to support effective establishment and staffing of the Evacuation Assembly Points.
- Coordinates with all EMU staff to develop recommended evacuation routes, citing and staffing of Evacuation Assembly Points, and coordination of Evacuation Task Force Teams.
- Coordinate with Care and Shelter Unit (with representative in EMU) to ensure evacuation strategy aligns with evacuation center/shelter placement strategy.
- Coordinate with Staging (with liaison to EMU) to assign bus stops and stations as Evacuation Assembly Points, and other transportation services.
- Ensure coordination with paratransit vehicle operators in the operational area in support of evacuation task forces, transportation to evacuation centers and/or shelters, and evacuees' return to their original location(s).
- Check with the Evacuation Transfer Points (ETPs) for situational status updates of field teams providing services to evacuating persons.



- Provides JIC representative with situational updates to support accurate and effective development of the public information message.



Evacuation Movement Unit Leader Checklists

Activation Phase

- Notify Law Branch Director and Operations Section Chief of (expected time of arrival) in EOC.
- Proceed to the EOC and assume control of the Evacuation Movement Unit upon notification by the EOC.
- Advise Operations Section Chief of the need for representatives, depending on the location of the event, from the Suisun City Police, City Transportation, Solano Transit, Care and Shelter Unit, and PIO.
- Advise City Transportation (DOT) representative to notify their municipal Transportation Operations Center of emergency situation and the need for their support in evacuation strategy development and implementation.
- Follow generic Activation Phase Checklist.

Operational Phase

- Establish and maintain a position log and other necessary files/documents.
- Provide the Operations Chief, EOC Management, and Planning Chief with updates and/or reports as appropriate.
- Communicate the approved evacuation movement strategy to the EOC, as assigned.
- Prepare EMU objectives for the subsequent operational period and provide to the Operations Section Chief prior to the end of the shift and/or the next Action Planning meeting.
- Brief relief staff of *in-process* and *follow-up* activities at shift change.
- Maintain a record of time spent (time sheet), supply expenses, and mileage connected with the disaster relief effort.

Demobilization Phase

- Follow the generic Demobilization Phase Checklist.
- Complete all necessary forms, logs and reports.
- Ensure appropriate full-time staff and/or emergency workers are notified of deactivation of EMU and/or Evacuation Assembly Points.



- Ensure all agencies and/or on of ongoing actions or new requirements.
- Ensure copies of all documentation are provided to the Planning Section, Documentation Unit.



Engineering Branch Director

Function Description

The Construction/Engineering Branch in the operational area EOC coordinates all infrastructure related activities during an emergency. The Branch Director reports to the Operations Section Chief. The Branch title may vary depending on the jurisdictional organization. Typically, it may include coordination of utility services (public and private), public works, engineering, and damage and safety inspections and assessments.

Responsibilities

- Survey all utility systems serving the operational area, and restore systems that have been disrupted, including coordinating with utility service providers in the restoration of disrupted services.
- Survey all public and private facilities, assessing the damage to such facilities, and coordinating the repair of damage to public facilities.
- Survey all other infrastructure systems, such as streets and roads within the jurisdictional area.
- Assist other sections, branches, and units as needed.
- Supervise the Engineering Branch.



Engineering Branch Director Checklists

Activation Phase

- Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.
- Based on the situation, activate the necessary units within the Engineering Branch:
 - Utilities Unit
 - Public Works Unit Damage/Safety Assessment Unit
- Ensure that adequate staffing is available to cover both county and local government responsibilities in the Operational Area.
- Contact and assist the Operational Area Public Works Mutual Aid Coordinator with the coordination of mutual aid resources as necessary.
- Provide an initial situation report to the Operations Section Chief.
- Based on the initial EOC strategic objectives prepare objectives for the Engineering Branch and provide them to the Operations Section Chief prior to the first Action Planning meeting.

Operational Phase

- Ensure that Branch and Unit position logs and other necessary files are maintained.
- Maintain current status on all emergency construction/engineering activities being conducted within the operational area.
- Ensure that damage and safety assessments are being carried out for both public and private facilities.
- Request mutual aid as required through the Operational Area Public Works Mutual Aid Coordinator.
- Determine and document the status of transportation routes into and within affected areas.
- Coordinate debris removal services as required.



- Provide the Operations Section Chief and the Planning Section with an overall summary of Construction/Engineering Branch activities periodically during the operational period or as requested.
- Ensure that all Utilities and Construction/Engineering Status Reports, as well as the Initial Damage Estimation are completed and maintained. (Utilize RIMS forms if available).
- Refer all contacts with the media to the Public Information Branch.
- Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).
- Prepare objectives for the Construction/Engineering Branch for the subsequent operations period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning meeting.
- Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.

Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective Action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.



Public Works Unit Leader

Responsibilities

- Assist other Operation Section Branches by providing construction equipment and operators as necessary.
- Provide heavy equipment assistance to the Damage/Safety Assessment Unit as required.
- Provide emergency construction and repair to damaged roadways. Assist with the repair of utility systems as required.
- Providing flood-fighting assistance, such as sandbagging, rerouting waterways away from populated areas, and river, creek, or stream bed debris clearance.
- Supervise the Public Works Unit.



Public Works Unit Leader Checklists

Activation Phase

- Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

Operational Phase

- Establish and maintain a position log and other necessary files.
- Ensure that appropriate staff members are available to assist other emergency responders with the operation of heavy equipment, in coordination with the Logistics Section.
- Ensure that engineering staff are available to assist the Damage/Safety Assessment Unit in inspecting damaged structures and facilities.
- As requested, direct staff members to provide flood fighting assistance, clear debris from roadways and water ways, assist with utility restoration, and build temporary emergency structures as required.
- Work closely with the Logistics Section to provide support and materiel as required.
- Keep the Construction/Engineering Branch Director informed of unit status.
- Refer all contacts with the media to the Public Information Officer.

Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective Action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.



Utilities Unit Leader

Responsibilities

- Assess the status of utilities; provide Utility Status Reports as required.
- Coordinate restoration of damaged utilities with utility representatives in the EOC if present, or directly with Utility companies.
- Supervise the Utilities Unit.



Utilities Unit Leader Checklists

Activation Phase

- Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

Operational Phase

- Establish and maintain a position log and other necessary files.
- Establish and maintain communications with the utility providers.
- Determine the extent of damage to utility systems.
- Coordinate with the Liaison Officer to ensure that agency representatives from affected utilities are available to respond to the Operational Area EOC.
- Ensure that all information on system outages is consolidated and provided to the Situation Analysis Unit in the Planning Section.
- Ensure that support to utility providers is available as necessary to facilitate restoration of damaged systems.
- Keep the Medical & Health Branch Director informed of any damage to sewer and sanitation systems, as well as possible water contamination problems.
- Keep the Construction/Engineering Branch Director informed of the restoration status.
- Complete and maintain the Utilities Status Report (Utilize RIMS forms if available).
- Refer all contacts with the media to the Public Information Officer.

Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective Action report.



Suisun City, California
Emergency Operations Plan – EOC

- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- Clean up your work area before you leave
- Leave a forwarding phone number where you can be reached.



Damage/Safety Assessment Unit Leader

Responsibilities

- Collect initial damage/safety assessment information from other branches/units within the Operations Section.
- If the emergency is storm, flood, or earthquake related, ensure that inspection teams have been dispatched to assess the condition of all facilities that might be affected.
- Provide detailed damage/safety assessment information to the Planning Section, with associated loss damage estimates.
- Maintain detailed records on damaged areas and structures.
- Initiate requests for Engineers, to inspect structures and/or facilities.
- Supervise the Damage/Safety Assessment Unit.



Damage/Safety Assessment Unit Leader Checklists

Activation Phase

- Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

Operational Phase

- Establish and maintain a position log and other necessary files.
- Obtain initial damage/safety assessment information from the Fire & Rescue Branch, Law Enforcement Branch, Utilities Unit, local government EOCs and other branches/units as necessary.
- Coordinate with the American Red Cross, utility service providers, and other sources for additional damage/safety assessment information.
- Prepare detailed damage/safety assessment information, including estimate of value of the losses, and provide to the Planning Section.
- Clearly label each structure and/or facility inspected in accordance with ATC-20 standards and guidelines.
- Maintain a list of structures and facilities requiring immediate inspection or engineering assessment.
- Initiate all requests for engineers and building inspectors through the Operational Area EOC.
- Keep the Construction/Engineering Branch Director informed of the inspection and engineering assessment status.
- Refer all contacts with the media to the Public Information Officer.

Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.



Suisun City, California
Emergency Operations Plan – EOC

- Be prepared to provide input to the After Action/Corrective Action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.



Medical and Health Branch Director

Function Description

The Medical & Health Branch at the Operational Area EOC is responsible for jurisdictional coordination of medical & health facilities and resources needed to serve people affected by the emergency. The Branch will also provide Local Area coordination for the provision of emergency medical services, and public mental health facilities and services. The Branch will coordinate the care giving activities through medical & health resources available within the jurisdiction, or by obtaining such services as required through agreements with other governmental agencies, community based organizations and/or established mutual aid programs.

Responsibilities

- Safeguard the public health of citizens within the operational area by ensuring there is an ample supply of potable water, a functioning sanitation system, and vector controls are established, as required.
- Ensure that emergency medical services adequate to the needs of the emergency are in place and functioning properly.
- Supervise the Medical & Health Branch.



Medical and Health Branch Director Checklists

Activation Phase

- Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

Operational Phase

- Ensure Branch and Unit position logs and other necessary files are maintained.
- Based on the situation, activate the necessary units within the Medical & Health Branch:
 - Emergency Medical Unit
 - Public Health Unit
 - Mental Health Unit
- Ensure that all potable water supplies remain safe, and free from contaminants.
- Ensure that sanitation systems are operating effectively and not contaminating water supplies.
- Ensure that a vector control plan is established and implemented for the affected area(s) within the Operational Area.
- Provide the Operations Section Chief and the Planning Section with an overall summary of Medical & Health Branch operational status periodically during the operations period or as requested.
- Ensure that the Public Health Unit is available to assist the Coroner/Fatalities Management Unit in mitigating and managing mass fatality situations.
- Prepare objectives for the Medical & Health Branch for the subsequent operational period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning meeting.
- Refer all contacts with the media to the Public Information Branch.



Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective Action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.



Emergency Medical Unit Leader

Responsibilities

- Ensure that all available emergency medical resources are identified and mobilized as required.
- Activate the Mass Casualty Plan if necessary. Contact Cal OES for copy of State plan.
- Provide assistance as required to local EOC and County Department Operations Centers in establishing triage teams.
- Determine the status of medical facilities within the affected area.
- Ensure adequate transportation resources are available for the transportation of injured victims to appropriate medical facilities.
- Supervise the Emergency Medical Unit.



Emergency Medical Unit Leader Checklists

Activation Phase

- Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

Operational Phase

- As soon as possible, determine if the State Mass Casualty Plan needs to be activated. Mass Casualty Plan is a separate document from this Emergency Operations Plan. Contact Cal OES for a copy of this plan.
- Work closely with all Operations Section Branch Directors to determine the scope of emergency medical assistance required.
- Determine the status and availability of medical mutual aid resources in the operational area; specifically, paramedics and ambulances.
- Establish radio or telephone communication with area hospitals and other medical facilities to determine their capability to treat disaster victims.
- Determine status and availability of specialized treatment such as burn centers. Assist in obtaining and providing triage services for extricated victims.
- Coordinate with the Logistics Section to acquire suitable transportation for injured victims as required or requested.
- Establish and maintain communication with the local government EOCs and determine status and availability of medical resources.
- Coordinate with the Logistics Section to obtain necessary supplies and equipment to support operational area emergency medical operations.
- Inform the Medical & Health Branch Director of all significant events.
- Reinforce the use of proper procedures for media contacts. This is particularly critical in an emergency medical situation where statistical information is requested by the media.



Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective Action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.



Public Health Unit Leader

Responsibilities

- Assess the status and availability of potable water throughout the Operational Area.
- Assess the status of the sanitation system serving the Operational Area.
- Inspect and assess emergency supplies such as food and other consumables for purity and utility.
- Assess the need for a vector control plan for the affected emergency areas.
- Supervise the Public Health Unit.



Public Health Unit Leader Checklists

Activation Phase

- Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

Operational Phase

- Coordinate with the Utilities Unit Leader to determine current status of water and sanitation systems throughout the Operational Area.
- If systems are damaged, request assistance from County Public Health to assess drinking water quality and potential health risks from ruptured sewer/sanitation systems.
- Develop a distribution system for drinking water as required.
- Contact and coordinate with the Logistics Section, to obtain chemical (portable) toilets and other temporary facilities for the disposal of human waste and other infected waste.
- Inspect emergency supplies to be used in the EOC or by field emergency responders, such as food, drugs, and other consumables for purity and utility.
- Determine the need for vector control, and coordinate with County Public Health for vector control services as required.
- Inform the Medical & Health Branch Director on all activities of the Public Health Unit periodically during the operational period, or as requested.
- Refer all contacts with the media to the Public Information Branch.

Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective Action report.



Suisun City, California
Emergency Operations Plan – EOC

- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.



Mental Health Unit Leader

Responsibilities

- Maintain liaison with Solano County Mental Health Disaster Director to activate Mental Health Disaster Plan, and provide mental health support to disaster victims and workers.
- Maintain liaison with other Operational Area EOC Branches and Units to identify and prioritize mental health needs and resources.
- Maintain contact with Mental Health Immediate Response Team and provide direction and support.
- Supervise the Mental Health Unit.



Mental Health Unit Leader Checklists

Activation Phase

- Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

Operational Phase

- Coordinate activation of the Solano County Mental Health Disaster Plan with SCMH Disaster Coordinator (See Mental Health Annex to this plan).
- Coordinate with EOC Branches and Units to identify and prioritize mental health needs and resources.
- Maintain contact with Solano County Mental Health Immediate Response Team to determine their needs, provide direction, and support.
- Establish communications through the Liaison Officer with American Red Cross or other Community Based Organizations to coordinate mental health needs and resources through their organizations.
- Contact and coordinate with the Logistics Section, Care & Shelter Unit to determine mental health needs at area shelters.
- Communicate with Operations Branches and Units to maintain awareness of mental health needs of Disaster Service Workers and Responders.
- Refer all contacts with the media to the Public Information Branch.

Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective Action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.



Suisun City, California
Emergency Operations Plan – EOC

- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.



People with Access and Functional Needs Unit Leader

Responsibilities

- Supervise the PAFN Unit in the Medical Health Branch of the Local EOC.
- Determine the scope of the incident and the impact on PAFN populations.
- Determine which PAFN populations are impacted.
- Assist in mobilizing resources and personnel in support of request from Operations.
- Ensure that staff members assigned to PAFN support has adequate support.



PAFN Unit Leader Checklist

Activation Phase

- Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

Operational Phase

- Work closely with all Operations Section Branch Directors to determine the scope, resources and response needs.
- Coordinate with the Medical and Health Branch Director to determine missions and establish priorities.
- Monitor and assist with message development/translation, as needed, alert and warning messages to ensure they are reaching all elements of the access and functional needs population.
- Monitor the progress of evacuation planning/operations to assure that persons with access and functional needs are being accommodated.
- Coordinate with the Care and Shelter Coordinator and the Public Information Officer to provide regularly updated information on the location of shelters suitable for AFN populations.
- Request trained and qualified staff to work with non-English speaking and who are to diversity and culturally diverse groups, when needed.
- As requested, assist Logistics staff with responding to requests for equipment, supplies, and trained personnel to support persons with access and functional needs.

Demobilization Phase

- Monitor activities associated with the lifting of evacuation orders to assure the needs (such as returning transportation) of those with access and functional needs are being addressed.
- Monitor post-incident public messages to assure that information regarding EOC programs is provided in various languages and through other methods that reach all impacted access and functional needs populations.
- Assist the Recovery Coordinator with identifying accessible locations for Local Assistance



Centers or Disaster Assistance Centers, if implemented.

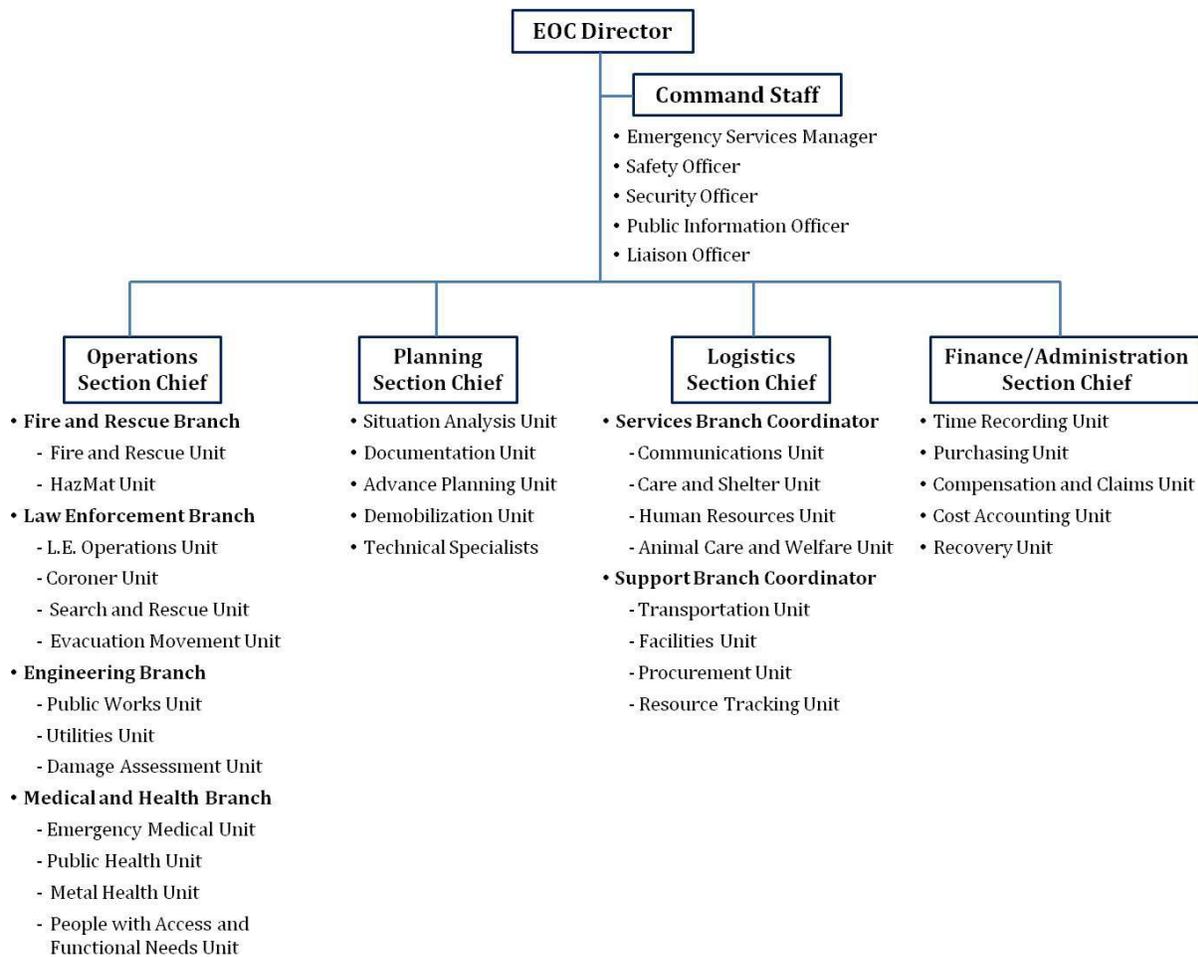
- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective Action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.



EOC Function Specific Checklists

Planning Section

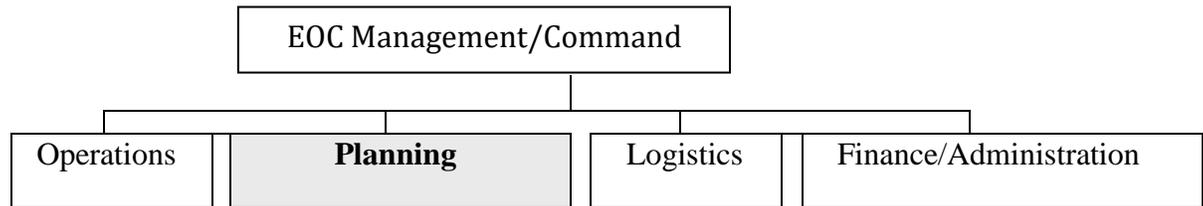
Emergency Operations Center Organization





Planning Section

This section contains functional descriptions, responsibilities, and checklists for personnel assigned to the Planning Section of a local area EOC. The checklists describe minimum activities that should be accomplished by personnel assigned to functional positions within the section.



When activated, the five primary EOC functions are established as separate sections of the EOC organization. Within each section, there may be several sub-functions that may normally be established. The functions described here are those activities that may need to be activated during EOC activation for the Planning Section at the Local Area EOC.

Staffing

The determination of the appropriate level of staffing and lead agency to manage the function is the responsibility of the agency or jurisdiction at each SEMS level. In general, the following conditions will apply:

- Staff the section with the most qualified person in the discipline most closely aligned to the emergency. (Logistics and Finance/Administration sections may have a standard designation of personnel for all emergencies).
- Maintain a span of control not to exceed one supervisor for up to seven sub- functions.
- One person may have delegated authority for more than one area of responsibility. Usually this is done during the early portion of the Activation Phase or in the Demobilization Phase.
- Each of these functional areas can be expanded as needed into additional organizational units with further delegation of authority.
- If a section is not activated, the EOC Director will perform its responsibilities.



Planning Section Chief

Function Description

The Planning Section is a primary function for any local area EOC. The Section will gather information from a variety of sources, analyze and verify information, and prepare and update internal EOC information and map displays. The Situation Analysis function will be activated under any EOC activation. The Section has an important function in overseeing the Planning Meetings and in preparing the EOC Action Plan. The Section will collect and process internal EOC documentation, and prepare advance planning information and the After Action/Corrective Action report. Technical Specialists assigned to the EOC will initially be part of the Planning Section. The Section Chief reports directly to the EOC Director.

Responsibilities

Ensure that the following responsibilities of the Planning Section are addressed as required:

- Collecting, analyzing, and displaying situation information.
- Preparing periodic Situation Reports.
- Preparing and distributing the EOC Action Plan and facilitating the Action Planning meeting. (See Action Planning Guide for additional information.)
- Conducting Advance Planning activities and report.
- Providing technical support services to the various EOC sections and branches, and documenting and maintaining files on all EOC activities, including the After Action/Corrective Action report.
- Establish the appropriate level of organization for the Planning Section.
- Exercise overall responsibility for the coordination of unit activities within the section.
- Keep the EOC Director informed of significant issues affecting the Planning Section.
- In coordination with the other Section Chiefs, ensure that Status Reports are completed and utilized as a basis for situation analysis reports, and the EOC Action Plan.



Planning Section Chief Checklists

Activation Phase

- Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.
- Ensure that the Planning Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- Based on the situation, activate units within the section as needed and designate Unit
 - Situation Analysis Unit
 - Advance Planning Unit
 - Documentation Unit
 - Demobilization Unit
- Request additional personnel for the section as necessary to maintain 24-hour operations.
- Establish contact with the State Regional EOC (REOC) when activated, and coordinate Situation Analysis Reports with their Planning Section.
- Meet with Operations Section Chief; obtain and review any major incident reports.
- Review responsibilities of units in the section; develop plans for carrying out all responsibilities.
- Make a list of key issues to be addressed by the Planning Section; in consultation with section staff, identify objectives to be accomplished during the initial Operational Period.
- Keep the EOC Director informed of significant events.
- Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.



Planning Section Chief Checklists

Operational Phase

- Ensure that Planning Section position logs and other necessary files are maintained.
- Ensure that The Situation Analysis Unit is maintaining current information for the situation analysis report.
- Ensure that major incidents reports and status reports are completed by the Operations Section and are accessible by Planning (Utilize RIMS forms if available).
- Ensure that a situation analysis report is produced and distributed to EOC Sections at least once, prior to the end of the operational period.
- Ensure that all status boards and other displays are kept current and that posted information is neat and legible.
- Ensure that the Public Information Branch has immediate and unlimited access to all status reports and displays.
- Conduct periodic briefings with section staff and work to reach consensus among staff on section objectives for forthcoming operational periods.
- Facilitate the EOC Director's Action Planning meetings approximately two hours before the end of each operational period.
- Ensure that objectives for each section are completed, collected and posted in preparation for the next Action Planning meeting.
- Ensure that the EOC Action Plan is completed and distributed prior to the start of the next operational period.
- Work closely with each unit within the Planning Section to ensure the section objectives, as defined in the current EOC Action Plan are being addressed.
- Ensure that the Advance Planning Unit develops and distributes a report which highlights forecasted events or conditions likely to occur beyond the forthcoming operational period; particularly those situations which may influence the overall strategic objectives of the EOC.
- Ensure that the Documentation Unit maintains files on all EOC activities and provides reproduction and archiving services for the EOC, as required, and assists in preparing the After Action/Corrective Action report.
- Provide technical specialists to all EOC sections as required.
- Ensure that fiscal and administrative requirements are coordinated through the



Finance/Administration Section.

Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective Action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.



Situation Analysis Unit Leader

Responsibilities

- Oversee the collection, organization, and analysis of situation information related to the emergency.
- Ensure that information collected from all sources is validated prior to posting on status boards.
- Ensure that situation analysis reports are developed for dissemination to EOC staff and other EOCs as required.
- Ensure that an EOC Action Plan is developed for each operational period.
- Ensure that all maps, status boards and other displays contain current and accurate information.
- Supervise Situation Analysis Unit.



Situation Analysis Unit Leader Checklists

Activation Phase

- Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.
- Make contact with Operations Section Chief(s) in the operational area and establish a schedule for obtaining situation reports.
- Ensure adequate staff is available to collect and analyze incoming information, maintain the Situation Analysis Report and facilitate the Action Planning process.
- Prepare Situation Analysis Unit objectives for the initial Action Planning meeting.

Operational Phase

- Establish and maintain a position log and other necessary files.
- Oversee the collection and analysis of all emergency related information.
- Oversee the preparation and distribution of the Situation Report. Coordinate with the Documentation Unit for manual distribution and reproduction as required.
- Ensure that each EOC Section provides the Situation Analysis Unit with status reports on a regular basis.
- Meet with the Public Information Officer to determine the best method for ensuring access to current information.
- Prepare a situation summary for the EOC Action Planning meeting.
- Ensure each section provides their objectives at least 30 minutes prior to each Action Planning meeting.
- In preparation for the Action Planning meeting, ensure that all EOC objectives are posted on chart paper, and that the meeting room is set up with appropriate equipment and materials (easels, markers, situation analysis reports, etc.)
- Following the meeting, ensure that the Documentation Unit publishes and distributes the EOC Action Plan prior to the beginning of the next operational period.
- Ensure that adequate staff are assigned to maintain all maps, status boards and other



displays.

Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective Action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- Clean up your work area and leave a forwarding number before you leave.



Documentation Unit Leader

Responsibilities

- Collect, organize and file all completed emergency related forms, to include: all EOC position logs, situation analysis reports, EOC Action Plans and any other related information, just prior to the end of each operational period.
- Provide document reproduction services to EOC staff.
- Distribute the EOC situation analysis reports, EOC Action Plan, and other documents, as required.
- Maintain a permanent electronic archive of all Situation Reports and Action Plans associated with the emergency.
- Assign an AA/CA Point of Contact (POC) to assist the EOC Coordinator (Emergency Services Manager) in the preparation, distribution and tracking of the After Action/Corrective Action Report.
- Supervise the Documentation Unit.



Documentation Unit Leader Checklists

Activation Phase

- Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.
- Designate an individual/team to initiate the entire After Action/Corrective Action process for the event in accordance with ICS organizational structures, doctrine, and procedures. This individual/team will be the AA/CA Point of Contact (POC).

Operational Phase

- Meet with the Planning Section Chief to determine what EOC materials should be maintained as official records.
- Meet with the Recovery Unit Leader to determine what EOC materials and documents are necessary to provide accurate records and documentation for recovery purposes.
- Initiate and maintain a roster of all activated EOC positions to ensure that position logs are accounted for and submitted to the Documentation Unit at the end of each shift.
- Reproduce and distribute the Situation Reports and Action Plans. Ensure distribution is made to the Operational Area EOC.
- Keep extra copies of reports and plans available for special distribution as required.
- Set up and maintain document reproduction services for the EOC.
- Pass all event documentation to the AA/CA POC, the staff responsible for the development of the AA/CA Report. The AA/CA POC will:
 - Identify all organizations involved in the event, exercise or training.
 - Establish a reporting system to collect after action and corrective action information from all organizations involved in the event, exercise or training.
 - Develop a timeline or work plan for completing the AA/CA Report.
 - Establish an AA/CA Report Team, as necessary, to assist in the AA/CA Report development process.



- Determine the AA/CA Reporting mechanism to be used for the AA/CA Report (AA/CA Report Survey or Briefing/Hot Wash Survey).
- Identify when and where AA/CA Hot Wash will occur and send out AA/CA Report survey form to those involved in the event.
- Conduct AA/CA Hot Wash involving all those activated or participating in the event; document all Hot Wash comments and consolidate into one overall report.
- Send out AA/CA Report survey to those personnel who could not attend the AA/CA Hot Wash.
- development of the AA/CA Report using all the compiled information from the Hot Wash and the AA/CA Report surveys that were returned.
- Identify points of contact for each organization that will receive the AA/CA Report.
- Establish suspense dates throughout the process for completing and forwarding AA/CA Reports to meet compliance deadlines:
 - For declared states of emergency, local governments forward AA/CA Report to their respective Cal OES Region within 90 days of the close of the incident or event to meet SEMS requirements.
 - Cal OES Regions forward all AA/CA Reports to State Cal OES HQ POC.
 - For all other events, forward the approved AA/CA Report to the next higher SEMS organizational level within 90 days of the close of the event.
- Develop a mechanism or planning tool that can be used for tracking identified corrective actions or lessons learned.
- Identify a point of contact responsible for tracking the corrective action to completion.
- Track the identified corrective action status through its completion or implementation and document the completion date.
- For federally funded exercises follow the applicable grant guidelines/conditions.

Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.



Suisun City, California
Emergency Operations Plan – EOC

- Be prepared to provide input to the After Action/Corrective Action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.



Advance Planning Unit Leader

Responsibilities

- Development of an Advance Plan consisting of potential response and recovery related issues likely to occur beyond the next operational period, generally within 36 to 72 hours.
- Review all available status reports, Action Plans, and other significant documents. Determine potential future impacts of the emergency; particularly issues which might modify the overall strategic EOC objectives.
- Provide periodic briefings for the EOC Director and General Staff addressing Advance Planning issues.
- Supervise the Advance Planning Unit.



Advance Planning Unit Leader Checklists

Activation Phase

- Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

Operational Phase

- Monitor the current situation report to include recent updates.
- Meet individually with the general staff and determine best estimates of the future direction and outcomes of the emergency.
- Contact local government EOCs and determine issues and concerns related to the operational area advance planning effort.
- Develop an Advance Plan identifying future policy related issues, social and economic impacts, significant response or recovery resource needs, and any other key issues likely to affect EOC operations within a 36 to 72-hour time frame.
- Submit the Advance Plan to the Planning Section Chief for review and approval prior to conducting briefings for the General Staff and EOC Director.
- Review Action Planning objectives submitted by each section for the next operational period. In conjunction with the general staff, recommend a transition strategy to the EOC Director when EOC activity shifts predominately to recovery operations.

Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective Action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- Clean up your work area before you leave.



Suisun City, California
Emergency Operations Plan – EOC

- Leave a forwarding phone number where you can be reached.



Demobilization Unit Leader

Responsibilities

- Develop a Demobilization Plan for the EOC based on a review of all pertinent planning documents, and status reports.
- Supervise the Demobilization Unit.



Demobilization Unit Leader Checklists

Activation Phase

- Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

Operational Phase

- Review EOC personnel roster to determine size and scope of any demobilization efforts.
- Meet individually with the general staff to determine their need for assistance in any Demobilization Planning.
- Advise Planning Section Chief on the need for a formal written Demobilization Plan.
- If a Demobilization Plan is required, develop the plan using detailed specific responsibilities, release priorities and procedures.
- Establish with each Section Chief which units/personnel should be demobilized first.
- Establish time tables for deactivating or downsizing units.
- Determine if any special needs exist for personnel demobilization
- (e.g. transportation).
- Develop a checkout procedure if necessary, to ensure all deactivated personnel have cleared their operating position.
- Submit any formalized Demobilization Plan to the Planning Section Chief for approval.
- Meet with each assigned Agency Representative and Technical Specialist to determine what assistance may be required for their demobilization from the EOC.
- Monitor the implementation of the Demobilization Plan and be prepared to handle any demobilization issues as they occur.

Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be



submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.

- Be prepared to provide input to the After Action/Corrective Action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.



Technical Specialists

Responsibilities

- Provide technical observations and recommendations to EOC staff in specialized areas as required.
- Advise on legal limitations use of particular resources.
- Work with inter-agency coordination groups as necessary providing expertise.



Technical Specialists Checklists

Activation Phase

- Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

Operational Phase

- Provide technical services as required to requesting EOC staff.
- Contribute to EOC planning meetings and inter-agency coordination groups as requested.
- Ensure that all recommendations are appropriately documented.
- Advise Planning Section when duties are completed.
- Obtain release from Planning Section Chief prior to leaving the EOC.

Demobilization Phase

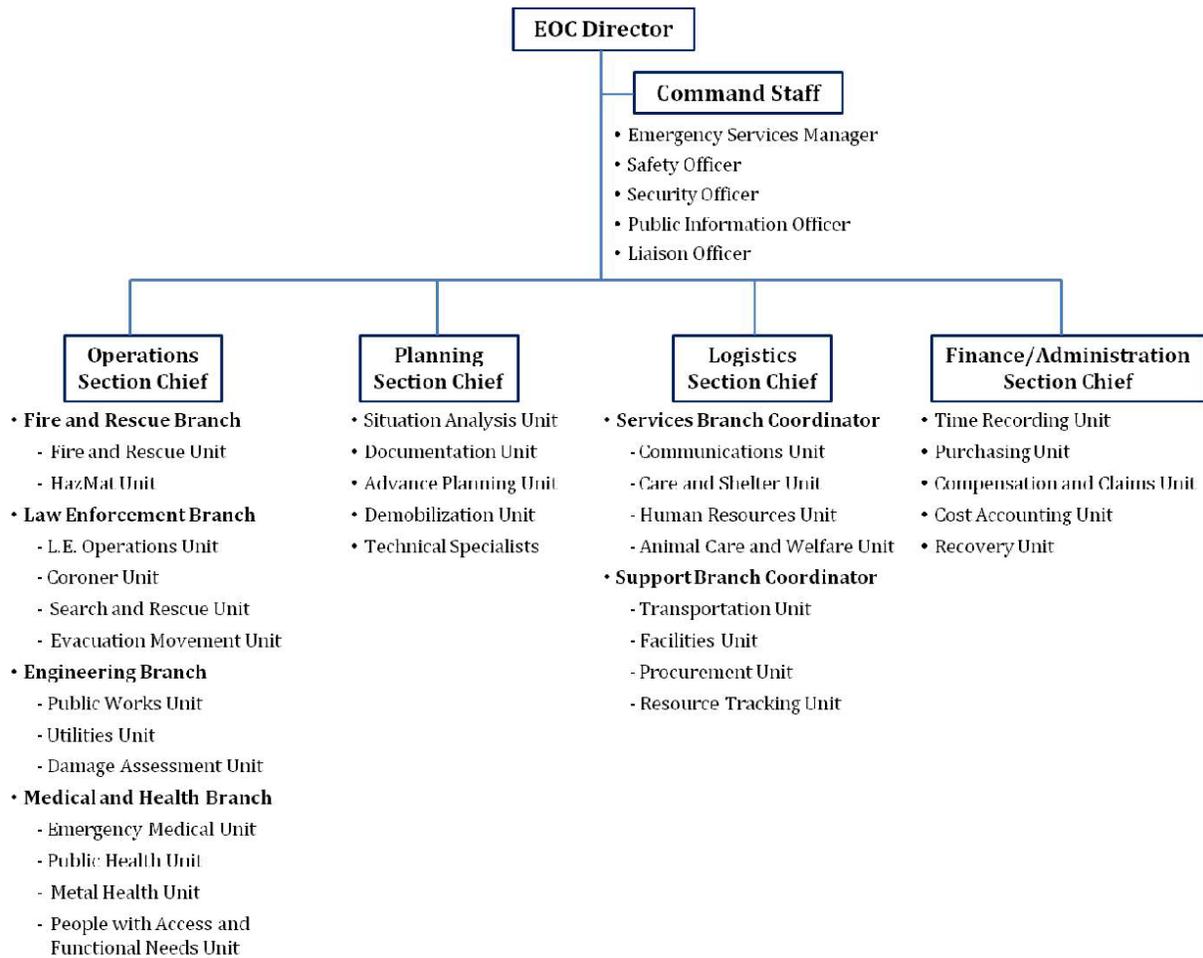
- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective Action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.



EOC Function Specific Checklists

Logistics Section

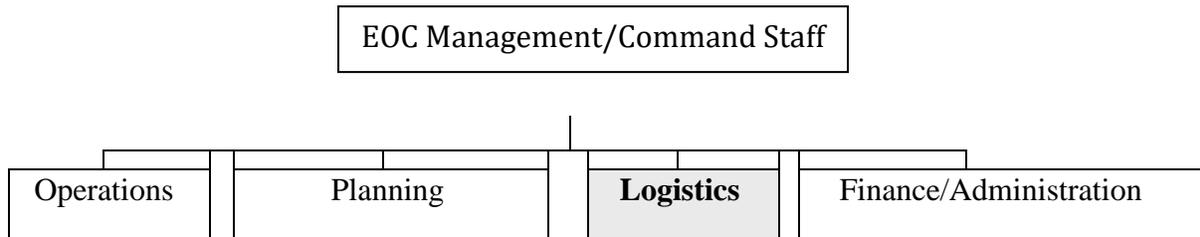
Emergency Operations Center Organization





Logistics Section

This section contains functional descriptions, responsibilities, and checklists for personnel assigned to the Logistics Section of the Local Area EOC. The checklists describe minimum activities that should be accomplished by personnel assigned to functional positions within the section.



When activated, the five primary EOC functions are established as separate sections of the EOC organization. Within each section, there may be several sub-functions that may normally be established as Branches and/or Units.

The functions described here are those activities that may need to be activated during EOC activation for the Logistics Section at the Local Area EOC.

The determination of the appropriate level of staffing and lead agency to manage the function is the responsibility of the Suisun City EOC Director.

- Staff the section with the most qualified person in the discipline most closely aligned to the emergency. (Logistics and Finance/Administration sections may have a standard designation of personnel for all emergencies).
- Maintain a span of control not to exceed one supervisor for up to seven sub- functions.
- One person may have delegated authority for more than one area of responsibility. Usually this is done during the early portion of the Activation Phase or in the Demobilization Phase.
- Each of these functional areas can be expanded as needed into additional organizational units with further delegation of authority.
- If a section is not activated, the EOC Director will perform its responsibilities



Logistics Section Chief

Function Description

The Logistics Section provides facilities, services, resources and other support services both to city agencies responding to the emergency and to meet internal EOC operating requirements. Incident, DOC or agency, and local requests for support directed to the EOC will be channeled through the EOC Operations Section. The Logistics Section Chief reports to the EOC Director.

Responsibilities

- Ensure the Logistics function is carried out in support of the EOC. This function includes providing communication services, care and shelter, resource tracking; acquiring equipment, supplies, personnel, facilities, animal care, and transportation services; as well as arranging for food, lodging, and other support services as required.
- Establish the appropriate level of branch and/or unit staffing within the Logistics Section, to support local government responsibilities, continuously monitoring the effectiveness of the organization and modifying as required.
- Ensure section objectives as stated in the EOC Action Plan are accomplished within the operational period or within the estimated time frame.
- Coordinate closely with the Operations Section Chief to establish priorities for resource allocation to meet both county and local government requests.
- Keep the EOC Director informed of all significant issues relating to the Logistics Section.
- Supervise the Logistics Section.



Logistics Section Chief Checklists

Activation Phase

- Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.
- Ensure the Logistics Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories.
- Based on the situation, activate branches/units within section as needed and designate Unit Leaders for each element:
 - **Services Branch**
 - Communications Unit
 - Care & Shelter Unit
 - Human Resources Unit
 - Animal Care Unit
 - **Support Branch**
 - Transportation Unit
 - Facilities Unit
 - Procurement Unit
 - Utilities Unit
- Mobilize sufficient section staffing for 24-hour operations.
- Advise Branches and Units within the section to coordinate with appropriate branches in the Operations Section to prioritize and validate resource requests from DOCs or Incident Command Posts in the field. This should be done prior to acting on the request.
- Meet with the EOC Director and Management/Command Staff and identify resource needs.
- Meet with the Finance/Administration Section Chief and determine level of purchasing authority for the Logistics Section.
- Assist branch and Unit Leaders in developing objectives for the section as well as plans to accomplish their objectives within the first operational period, or in accordance with the Action Plan.
- Provide periodic Section Status Reports to the EOC Director.
- Adopt a proactive attitude, thinking ahead and anticipating situations and problems before



they occur.

Operational Phase

- Ensure that Logistics Section position logs and other necessary files are maintained.
- Meet regularly with section staff and work to reach consensus on section objectives for forthcoming operational periods.
- Provide the Planning Section Chief with the Logistics Section objectives at least 30 minutes prior to each Action Planning meeting.
- Attend and participate in EOC Action Planning meetings.
- Ensure that the Supply/Procurement Unit coordinates closely with the Purchasing Unit in the Finance/Administration Section, and that all required documents and procedures are completed and followed.
- Ensure that transportation requirements, in support of response operations, are met.
- Ensure that all requests for facilities and facility support are addressed.
- Ensure that all resources are tracked and accounted for, as well as resources ordered through Mutual Aid.
- Provide section staff with information updates as required.

Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective Action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.



Services Branch Director

Function Description

This function may be established at the Unit or Branch level depending upon the functions to be performed, and personnel requirements.

The Services Branch provides for the coordination of local government services, such as Communications, Care & Shelter, Human Resources, and Animal Care & Welfare to meet incident, DOC or agency needs. Communications services will include electronic information processing, telephone, fax, and radio. The Branch also provides internal and external communications services to meet and support EOC operating requirements.

Responsibilities

- Ensure communications services are established and maintained to support the Local Area and the EOC.
- Ensure that care & shelter services are available for disaster victims as required.
- Coordinate personnel resources to support EOC and field requirements.
- Coordinate animal care and welfare services for animals displaced during an emergency, especially for those persons in shelter situations.
- Supervise the Services Branch.



Services Branch Director Checklists

Activation Phase

- Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.
- Based on the situation, activate the necessary units within the Services Branch:
 - Communications Unit
 - Care and Shelter Unit
 - Human Resources Unit
 - Animal Care Unit
- Prepare objectives for the Services Branch; provide them to the Logistics Section Chief prior to the initial Action Planning meeting.

Operational Phase

- Ensure that Branch and Unit position logs and other necessary files are maintained.
- Obtain and maintain current status on Communications, Care & Shelter operations, Human Resource requirements, and Animal Care operations being conducted in the Operational Area.
- Provide the Logistics Section Chief and the Planning Section with an overall summary of Service Branch operations periodically or as requested during the operational period.
- Ensure that all fiscal and administrative requirements are coordinated through the Finance/ Administration Section (daily time sheets and notification of any emergency expenditures).
- Prepare objectives for the Services Branch for the subsequent operational period; provide them to the Logistics Section Chief prior to the end of the shift and the next Action Planning meeting.
- Provide your relief with a briefing at shift change; inform him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.
- Refer all contacts with the media to the Public Information Branch.

Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the EOC Director.



Suisun City, California
Emergency Operations Plan – EOC

- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective Action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.



Communications Unit Leader

Responsibilities

- Ensure radio, telephone, and computer resources and services are provided to EOC staff as required.
- Oversee the installation of communications resources within the EOC. Ensure that communications links are established with the Operational Area, State Regional EOC (REOC) and with adjacent EOCs as required.
- Determine specific computer requirements for all EOC positions.
- Implement RIMS if available, for internal information management to include message and e-mail systems.
- Ensure that the EOC Communications Center is established to include sufficient frequencies to facilitate operations, and that adequate communications operators are available for 24-hour coverage.
- Develop and distribute a Communications Plan that identifies all systems in use and lists specific frequencies allotted for the emergency.
- Assist EOC positions in determining appropriate numbers of telephones and other communications equipment required to facilitate operations.
- Acquire radio frequencies as necessary to facilitate operations.
- Assign Amateur Radio Operators as needed to augment primary communications networks.
- Supervise the EOC Communications Center and the Communications Unit.



Communications Unit Leader Check List

Activation Phase

- Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

Operational Phase

- Keep all sections informed of the status of the communications systems, particularly those that are being restored.
- Coordinate with all EOC sections/branches/units regarding the use of all communication systems.
- Ensure that the EOC Communications Center is activated to receive and direct all emergency related communications to appropriate destinations within the EOC.
- Ensure that adequate communications operators are mobilized to accommodate each discipline on a 24-hour basis or as required.
- Ensure that communications links are established with the REOC and with local governments that have RIMS installed.
- Ensure that communications links are established with activated EOC within the Operational Area, as appropriate.
- Continually monitor the operational effectiveness of EOC communications systems. Provide additional equipment as required.
- Ensure that technical personnel are available for communications equipment maintenance and repair.
- Mobilize and coordinate amateur radio resources to augment primary communications systems as required.
- Keep the Logistics Section Chief informed of the status of the communications systems.
- Prepare objectives for the Communications Unit; provide them to the Services Branch Director and the Logistics Section Chief prior to the next Action Planning meeting.



- Continually monitor and test the activated radio and telephone systems. Keep the Services Branch Director informed of system failures and restoration activities.
- Develop instructional guidance for use of radios and telephones and conduct training sessions for EOC staff as necessary.
- Meet periodically with the Operations Section Branches to ensure that their radio frequencies are adequate. Make modifications as necessary to maintain their operational capability.
- Coordinate with Telephone Company to obtain portable telephone banks, as necessary.
- Refer all contacts with the media to the Public Information Branch.

Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective Action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.



Care and Shelter Unit Leader

Function Description

The Care & Shelter Unit at the operational area EOC coordinates the sheltering, feeding, potable water, and clothing for evacuated or displaced personnel at the time of the emergency. The coordination of these services may include other county services, the American Red Cross, private agencies, churches and other community based organizations as necessary.

Responsibilities

- Coordinate directly with the American Red Cross and other community based organizations to provide food, potable water, clothing, shelter, mass care and other basic needs as required to disaster victims.
- Assist the American Red Cross with inquiries and registration services to reunite families or respond to inquiries from relatives or friends.
- Assist the American Red Cross with the transition from mass care to separate family/individual housing.
- Supervise the Care & Shelter Unit.



Care and Shelter Unit Leader Checklists

Activation Phase

- Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

Operational Phase

- Assign additional care and shelter coordination staff as necessary.
- Coordinate with the Liaison Officer to request an Agency Representative from the American Red Cross. Work with the Agency Representative to coordinate all shelter and congregate care activity.
- Establish communications with other operational area community based services to provide clothing and other basic life sustaining needs.
- Ensure coordination of all mass care activities occurs with the American Red Cross and other community based organizations as required.
- Ensure that each activated shelter meets the requirements as described under the Americans with Disabilities Act.
- Assist the American Red Cross in staffing and managing the shelters to the extent possible.
- In coordination with the American Red Cross, activate an inquiry registry service to reunite families and respond to inquiries from relatives or friends.
- Assist the American Red Cross with the transition from operating shelters for displaced persons to separate family/individual housing.
- Complete and maintain the Care and Shelter Status Report Form (utilize RIMS forms if available).
- Refer all contacts with the media to the Public Information Officer.

Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your



departure.

- Be prepared to provide input to the After Action/Corrective Action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.



Human Resources Unit Leader

Responsibilities

- Provide personnel resources as requested in support of the EOC and Field Operations.
- Identify, recruit and register volunteers as required; work closely with Liaison Officer and Operations Section Chief to understand volunteer capabilities and requirements.
- Develop an EOC organization chart.
- Supervise the Personnel Unit.



Human Resources Unit Leader Checklists

Activation Phase

- Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

Operational Phase

- In conjunction with the Documentation Unit, develop a large poster size EOC organization chart depicting each activated position. Upon check in, indicate the name of the person occupying each position on the chart. The chart should be posted in a conspicuous place, accessible to all EOC personnel. Update this chart for each operational period.
- Coordinate with the Liaison Officer and Safety Officer to ensure that all EOC staff, including volunteers, receive a current situation and safety briefing upon check-in.
- Establish communications with community based organizations VSPs and other organizations that can provide personnel resources.
- Coordinate with the Area and State Regional EOC (REOC) to activate the Emergency Management Mutual Aid System (EMMA), if required.
- Process all incoming requests for personnel support. Identify the number of personnel, special qualifications or training, where they are needed and the person or unit they should report to upon arrival. Determine the estimated time of arrival of responding personnel, and advise the requesting parties accordingly.
- Maintain a status board or other reference to keep track of incoming personnel.
- Coordinate with the Liaison Officer and Security Officer to ensure access, identification, and proper direction for responding personnel arriving at the EOC.
- Assist the Fire Rescue Branch and Law Enforcement Branch with ordering of mutual aid resources as required.
- To minimize redundancy, coordinate all requests for personnel resources from the county field level or from local governments through the EOC Operations Section prior to acting on the request.
- In coordination with the Safety Officer, determine the need for crisis counseling for emergency workers; acquire mental health specialists as needed.



Suisun City, California
Emergency Operations Plan – EOC

- Arrange for child care services for EOC personnel as required.
- Establish registration locations with sufficient staff to register volunteers, and issue them disaster service worker identification cards.
- Keep the Logistics Section Chief informed of significant issues affecting the Personnel unit.

Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective Action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.



Animal Care and Welfare Unit Leader

Function Description

The Animal Care & Welfare Unit at the Local Area EOC determines the need for care and shelter of animals displaced or put at risk as a result of an emergency, particularly those belonging to persons who are in a shelter situation. Animals at risk may include domestic pets, farm livestock, and wild animals that may require emergency services. This unit will, in coordination with the Medical & Health Branch, develop and implement a plan for providing services to endangered animals during an emergency.

Responsibilities

- Assess the status of animal care needs within the local operational area.
- Determine status of available shelters and establish locations for additional sheltering.
- Determine the need for city animal care and veterinary services.
- Develop a plan for meeting jurisdictional animal welfare needs for the duration of the emergency.
- Coordinate as necessary with other EOC positions on Animal Care & Welfare issues and requirements.
- Supervise the Animal Care & Welfare Unit.



Animal Care and Welfare Unit Leader Checklists

Activation Phase

- Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

Operational Phase

- Assign additional animal care coordination staff as necessary.
- Contact jurisdictional animal welfare facilities and determine their status and ability to function.
- Ensure that animal control measures are in effect and animal care and sheltering services are appropriate for the emergency.
- Determine location and time of any animal welfare facilities that are activated.
- Obtain phone numbers/pager numbers for all essential animal care locations and/or personnel that may have contact with the EOC. Utilize resources in Animal Care Annex as necessary. Blank Animal Emergency forms are located in the Forms Section.
- Determine status of available communications systems.
- Obtain current level of staffing and anticipated needs for additional personnel. Work closely with Liaison Officer and Human Resources Unit Leader to include Volunteer/Service Programs (VSPs) personnel where needed and available.
- Determine location and status of major incidents involving a threat to or from animals.
- Determine extent of damage to, and the operational capacity of, all animal shelter facilities in the operational area. Provide this information to Situation Analysis Unit.
- Coordinate with Care & Shelter Unit animal care needs of shelter residents.
- Participate in EOC planning meetings, as required.
- As requested, provide estimate of the emergency's impact on area animals, and the need for animal control and care.
- Communicate plans developed at the EOC that affect animal control and care to appropriate outside locations.



- Assign specific duties to support staff, and supervise staff.
- As needed, request additional resources through established ordering procedures.

Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective Action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.



Support Branch Director

Function Description

This function may be established at the Unit or Branch level depending upon the functions to be performed, and personnel requirements.

The Support Branch provides for the coordination of local government support services to meet incident, DOC or agency needs. These services will include transportation, facilities, supplies and procurement, and resource tracking support.

Responsibilities

- Ensure transportation services are available to EOC and field personnel as required.
- Ensure essential facilities are obtained and furnished to support response efforts.
- Ensure supplies and materials not normally available through mutual aid are available to support response efforts.
- Ensure all resource requests are logged, prioritized and tracked throughout the emergency.
- Supervise the Support Branch.



Support Branch Director Checklists

Activation Phase

- Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.
- Based on the situation, activate the necessary units within the Support Branch:
 - Transportation Unit
 - Facilities Unit
 - Procurement Unit
 - Resource Tracking Unit
- Prepare objectives for the Communications Branch; provide them to the Logistics Section Chief prior to the initial Action Planning meeting.

Operational Phase

- Ensure Branch and Unit position logs and other necessary files are maintained.
- Keep all sections informed of the status of transportation systems and resources, particularly those that are being restored.
- Coordinate with all EOC sections/branches/units regarding transportation requirements.
- Coordinate with all EOC sections/branches/units regarding essential facility requirements to support emergency efforts.
- Ensure that appropriate supplies and materials are made available to EOC and field response teams.
- Continually monitor all resources requests from other sections and field locations; ensure all requests are prioritized and tracked. Escalate problem situations to the Logistics Section Chief.
- Keep the Logistics Section Chief informed of the status of all Support Branch operations.
- Prepare objectives for the Support Branch; provide them to the Logistics Section Chief prior to the next Action Planning meeting.



- Refer all contacts with the media to the Public Information Branch.

Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective Action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.



Transportation Unit Leader

Responsibilities

- In coordination with the Engineering Branch Director, and the Situation Analysis Unit, develop a transportation plan to support EOC operations.
- Arrange for the acquisition or use of required transportation resources.
- Supervise the Transportation Unit.



Transportation Unit Leader Checklists

Activation Phase

- Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

Operational Phase

- Routinely coordinate with the Situation Analysis Unit to determine the status of transportation routes in and around the affected area.
- Routinely coordinate with the Engineering Branch Director to determine progress of route recovery operations.
- Develop a Transportation Plan which identifies routes of ingress and egress; thus facilitating the movement of response personnel, the affected population, and shipment of resources and materiel.
- Establish contact with local transportation agencies and schools to establish availability of equipment and transportation resources for use in evacuations and other operations as needed.
- Keep the Support Branch Director and Logistics Section Chief informed of significant issues affecting the Transportation Unit.

Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective Action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.



Facilities Unit Leader

Responsibilities

- Ensure that adequate essential facilities are provided for the response effort, including securing access to the facilities and providing staff, furniture, supplies, and materials necessary to configure the facilities in a manner adequate to accomplish the mission.
- Ensure acquired buildings, building floors, and or workspaces are returned to their original state when no longer needed.
- Supervise the Facilities Unit.



Facilities Unit Leader Checklists

Activation Phase

- Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

Operational Phase

- Work closely with the EOC Coordinator and other sections in determining facilities and furnishings required for effective operation of the EOC.
- Coordinate with branches and units in the Operations Section to determine if assistance with facility acquisition and support is needed.
- Arrange for continuous maintenance of acquired facilities, to include ensuring that utilities and restrooms are operating properly.
- If facilities are acquired away from the EOC, coordinate with assigned personnel and designate a Facility Manager.
- Develop and maintain a status board or other reference which depicts the location of each facility; a general description of furnishings, supplies and equipment at the site; hours of operation, and the name and phone number of the Facility Manager.
- Ensure all structures are safe for occupancy and that they comply with ADA requirements.
- As facilities are vacated, coordinate with the facility manager to return the location to its original state. This includes removing and returning furnishings and equipment, arranging for janitorial services, and locking or otherwise securing the facility.
- Keep the Support Branch Director and Logistics Section Chief informed of significant issues affecting the facilities unit.

Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective Action report.



Suisun City, California
Emergency Operations Plan – EOC

- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.



Supply/Procurement Unit Leader

Responsibilities

- Oversee the procurement and allocation of supplies and materiel not normally provided through mutual aid channels.
- Coordinate procurement actions with the Finance/Administration Section.
- Coordinate delivery of supplies and materiel as required.
- Supervise the Supply/Procurement Unit.



Supply/Procurement Unit Leader Checklists

Activation Phase

- Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

Operational Phase

- Determine if requested types and quantities of supplies and materiel are available in inventory.
- Determine procurement spending limits with the Purchasing Unit in the Finance/Administration Section. Obtain a list of pre-designated emergency purchase orders as required.
- Whenever possible, meet personally with the requesting party to clarify types and amount of supplies and materiel, and also verify that the request has not been previously filled through another source.
- In conjunction with the Resource Tracking Unit, maintain a status board or other reference depicting procurement actions in progress and their current status.
- Determine if the procurement item can be provided without cost from another jurisdiction or through the Operational Area.
- Determine unit costs of supplies and materiel, from suppliers and vendors and if they will accept purchase orders as payment, prior to completing the order.
- Orders exceeding the purchase order limit must be approved by the Finance/Administration Section before the order can be completed.
- If vendor contracts are required for procurement of specific resources or services, refer the request to the Finance/Administration Section for development of necessary agreements.
- Determine if the vendor or provider will deliver the ordered items. If delivery services are not available, coordinate pickup and delivery through the Transportation Unit.
- In coordination with the Personnel Unit, provide food and lodging for EOC staff and volunteers as required. Assist field level with food services at camp locations as requested.
- Coordinate donated goods and services from community groups and private organizations. Set up procedures for collecting, inventorying, and distributing usable donations.



Suisun City, California
Emergency Operations Plan – EOC

- Keep the Logistics Section Chief informed of significant issues affecting the Supply/Procurement Unit.

Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective Action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.



Resource Tracking Unit Leader

Responsibilities

- Coordinate with the other units in the Logistics Section to capture and centralize necessary resource/ location status information.
- Develop and maintain resource status/location boards in the Logistics Section.
- Supervise the Resource Tracking Unit.



Resource Tracking Unit Leader Checklists

Activation Phase

- Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

Operational Phase

- Coordinate closely with all units in the Logistics Section. Particularly supply/Procurement, Personnel, and Transportation.
- As resource requests are received in the Logistics Section, post the request on a status board and track the progress of the request until filled.
- Status boards should track requests by providing at a minimum, the following information; date & time of the request, items requested, priority designation, time the request was processed and estimated time of arrival or delivery to the requesting party.
- Work closely with other logistics units and assist in notifying requesting parties of the status of their resource request. This is particularly critical in situations where there will be delays in filling the request.
- An additional status board may be developed to track resource use by the requesting party. Information categories might include the following; actual arrival time of the resource, location of use, and an estimate of how long the resource will be needed. Keep in mind that it is generally not necessary to track mutual aid resources unless they are ordered through the Logistics Section.

Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective Action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- Clean up your work area before you leave.



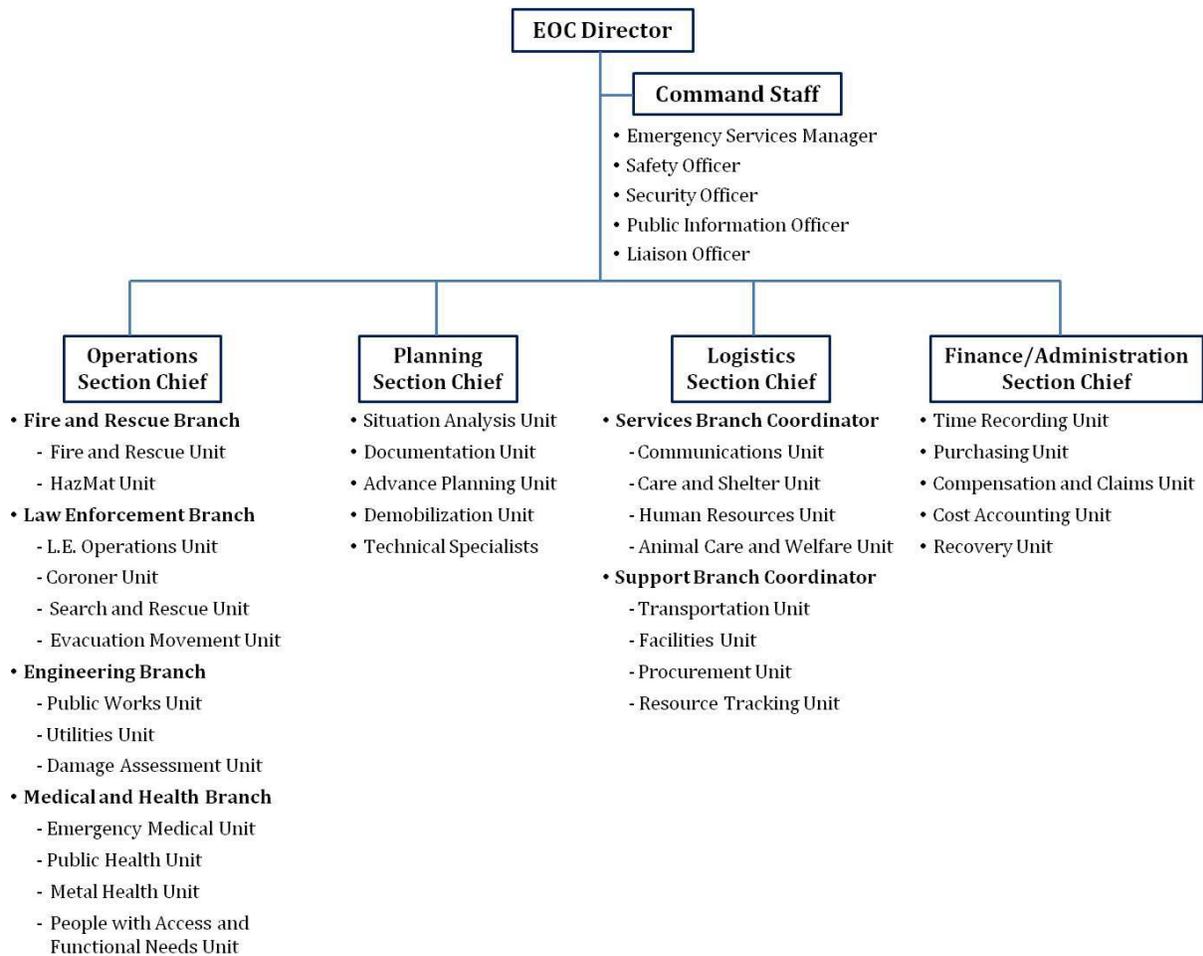
- Leave a forwarding phone number where you can be reached.



EOC Function Specific Checklists

Finance/Administration Section

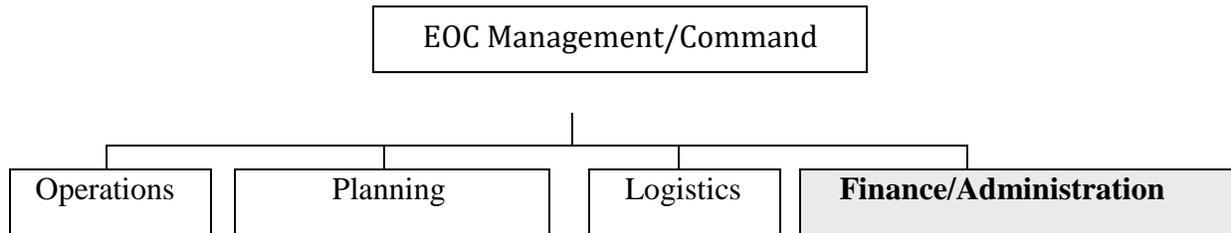
Emergency Operations Center Organization





Finance/Administration Section

This Section contains functional descriptions, responsibilities, and checklists for personnel assigned to the Finance/Administration Section of the Local Area EOC. The checklists describe the minimum activities that should be accomplished by personnel assigned to functional positions within the section.



When activated, the five primary EOC functions are established as separate sections of the EOC organization. Within each section, there may be several sub-functions that may normally be established as Units. The functions described here are those activities that may need to be activated during EOC activation for the Finance/Administration Section at the Local Area EOC.

Staffing

The determination of the appropriate level of staffing and lead agency to manage the function is the responsibility of the agency or jurisdiction at each SEMS level. In general, the following conditions will apply:

- Staff the section with the most qualified person in the discipline most closely aligned to the emergency. (Logistics and Finance/Administration sections may have a standard designation of personnel for all emergencies).
- Maintain a span of control not to exceed one supervisor for up to seven sub- functions.
- One person may have delegated authority for more than one area of responsibility. Usually this is done during the early portion of the Activation Phase or in the Demobilization Phase.
- Each of these functional areas can be expanded as needed into additional organizational units with further delegation of authority.
- If a section is not activated, the EOC Director will perform its responsibilities.



Finance/Administration Section Chief

Function Description

The Finance/Administration function in the EOC manages all financial, administrative and cost analysis aspects of the emergency. Initially, this work may be done in the EOC, but in later stages of the emergency this function may be accomplished at other locations.

Responsibilities

- Ensure that all financial records are maintained throughout the emergency.
- Ensure that all on-duty time is recorded for all emergency response personnel.
- Ensure that all on-duty time sheets are collected from EOC assigned personnel and that departments are collecting this information from Field Level Supervisors or Incident Commanders and their staffs.
- Ensure there is a continuum of the payroll process for all employees responding to the emergency.
- Determine purchase order limits for the procurement function in Logistics.
- Ensure that workers' compensation claims, resulting from the response are processed within a reasonable time, given the nature of the situation.
- Ensure that all travel and expense claims are processed within a reasonable time, given the nature of the situation.
- Provide administrative support to all EOC Sections as required, in coordination with the Personnel Unit.
- Activate units within the Finance/Administration Section as required; monitor section activities continuously and modify the organization as needed.
- Ensure that all recovery documentation is accurately maintained during the response and submitted on the appropriate forms to the Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services.
- Supervise the Finance/Administration Section.



Finance/Administration Section Chief Checklist

Activation Phase

- Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.
- Ensure that the Finance/Administration Section is set up properly and that appropriate personnel, equipment, and supplies are in place.
- Based on the situation, activate units within section as needed and designate Unit Leaders for each element:
 - Time Keeping Unit
 - Purchasing Unit
 - Cost Accounting Unit
 - Recovery Unit Compensation & Claims Unit
- Ensure that sufficient staff are available for a 24-hour schedule, or as required.
- Meet with the Logistics Section Chief and review financial and administrative support requirements and procedures; determine the level of purchasing authority to be delegated to the Logistics Section.
- Meet with all Unit Leaders and ensure that responsibilities are clearly understood.
- In conjunction with Unit Leaders, determine the initial Action Planning objectives for the first operational period.
- Notify the EOC Director when the Finance/Administration Section is operational.
- Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Operational Phase

- Ensure that Finance/Administration Section position logs and other necessary files are maintained.
- Ensure that displays associated with the Finance/Administrative Section are current, and that information is posted in a legible and concise manner.



Suisun City, California
Emergency Operations Plan – EOC

- Participate in all Action Planning meetings.
- Brief all Unit Leaders and ensure they are aware of the EOC objectives as defined in the Action Plan.
- Keep the EOC Director, General Staff, and elected/other officials aware of the current fiscal situation and other related matters, on an on-going basis.
- Ensure that the Recovery Unit maintains all financial records throughout the emergency.
- Ensure that the Time Keeping Unit tracks and records all agency staff time.
- In coordination with the Logistics Section, ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner.
- Ensure that the Compensation & Claims Unit processes all workers' compensation claims, resulting from the emergency, in a reasonable time-frame, given the nature of the situation.
- Ensure that the Time-Keeping Unit processes all time-sheets and travel expense claims promptly.
- Ensure that the Finance/Administration Section provides administrative support to other EOC Sections as required.
- Ensure that all recovery documentation is accurately maintained by the Recovery Unit during the response, and submitted on the appropriate forms to Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services.

Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective Action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.



Time Recording Unit Leader

Responsibilities

- Track, record, and report all on-duty time for personnel working during the emergency.
- Ensure that personnel time records, travel expense claims and other related forms are prepared and submitted to the budget and payroll office.
- Supervise the Time Keeping Unit.



Time Recording Unit Leader Checklists

Activation Phase

- Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

Operational Phase

- Initiate, gather and update time reports from all personnel, to include volunteers assigned to each shift; ensure that time records are accurate and prepared in compliance with policy.
- Obtain complete personnel rosters from the Personnel Unit. Rosters must include all EOC personnel as well as personnel assigned to emergency duties in county agencies.
- Provide instructions for all supervisors to ensure that time sheets and travel expense claims are completed properly and signed by each employee prior to submitting them.
- Establish a file for each employee or volunteer within the first operational period; maintain a fiscal record for as long as the employee is assigned to the response.
- Keep the Finance/Administration Section Chief informed of significant issues affecting the Time Keeping Unit.

Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective Action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.



Cost Accounting Unit Leader

Responsibilities

- Responsible for collecting cost information, performing cost-effectiveness analysis and providing cost estimates and cost savings recommendations.
- Supervise the Cost Accounting Unit.



Cost Accounting Unit Leader Checklists

Activation Phase

- Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

Operational Phase

- Establish (or implement) an accounting system and special cost codes associated with this emergency.
- Monitor all emergency expenditures.
- Ensure that all sections and units are documenting cost related information.
- Collect and compile cost information at the end of each shift.
- Obtain and record all cost data to cover:
 - Personnel
 - Equipment
 - Rental/Contract Equipment Supplies from outside vendors
 - Contracts for special or emergency services
- Coordinate with the Documentation Unit on content and format of cost related files to be transferred.
- Review existing documentation to determine if there are additional cost items that may have been overlooked.
- Prepare cost estimates related to EOC objectives and strategies. Be prepared to discuss these at EOC Planning Meetings if required.
- Compile cumulative cost records on a daily basis.
- Ensure that departments are compiling cost information using any special agency/jurisdiction cost codes.
- Ensure that estimate costs are replaced with actual costs where known.



- Provide verbal or written reports to the Finance/Administration Section Chief upon request.
- Prepare and maintain a cost report to include cumulative analysis, summaries and total expenditures related to the emergency.
- Organize and prepare records for audits as necessary.
- Act as the liaison for the EOC with county and other disaster assistance agencies to coordinate the cost recovery process.
- Prepare all required state and federal documentation as necessary to recover allowable costs.

Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective Action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.



Compensation and Claims Unit Leader

Responsibilities

- Oversee the investigation of injuries and property/equipment damage claims arising out of the emergency.
- Complete all forms required by workers' compensation program.
- Maintain a file of injuries and illnesses associated with the emergency which includes results of investigations.
- Supervise the Compensation and Claims Unit.



Compensation and Claims Unit Leader Checklists

Activation Phase

- Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

Operational Phase

- Maintain a chronological log of injuries and illnesses, and property damage reported during the emergency.
- Investigate all injury and damage claims as soon as possible.
- Prepare appropriate forms for all verifiable injury claims and forward them to Workmen's Compensations within the required time-frame consistent with jurisdiction's policy & procedures.
- Coordinate with the Safety Officer regarding the mitigation of hazards.
- Keep the Finance/Administration Coordinator informed of significant issues affecting the Compensation and Claims Unit.
- Forward all equipment or property damage claims to the Recovery Unit.

Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective Action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.



Purchasing Unit Leader

Responsibilities

- Coordinate vendor contracts not previously addressed by existing approved vendor lists.
- Coordinate with Supply/Procurement Unit on all matters involving the need to exceed established purchase order limits.
- Supervise the Purchasing Unit.



Purchasing Unit Leader Checklists

Activation Phase

- Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

Operational Phase

- Review the emergency purchasing procedures.
- Prepare and sign contracts as needed; be sure to obtain concurrence from the Finance/Administration Section Chief.
- Ensure that all contracts identify the scope of work and specific site locations.
- Negotiate rental rates not already established, or purchase price with vendors as required.
- Admonish vendors as necessary, regarding unethical business practices, such as inflating prices or rental rates for their merchandise or equipment during emergencies.
- Finalize all agreements and contracts, as required.
- Complete final processing and send documents to Budget and Payroll for payment.
- Verify costs data in the pre-established vendor contracts and/or agreements.
- In coordination with the Logistics Section, ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner.
- Keep the Finance/Administration Section Chief informed of all significant issues involving the Purchasing Unit.

Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective Action report.



Suisun City, California
Emergency Operations Plan – EOC

- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.



Recovery Unit Leader

Responsibilities

- Determine impacts of the emergency requiring recovery planning.
- Initiate recovery planning meetings with appropriate individuals and agencies.
- Develop the initial recovery plan and strategy for the jurisdiction.
- Ensure that all appropriate agencies are kept informed and have the opportunity to participate in the recovery planning process.
- Develop the strategy to transition from recovery planning in the EOC to a wider post-emergency recovery effort.
- Supervise the Recovery Unit.



Recovery Unit Leader Checklists

Activation Phase

- Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- Obtain briefing from available sources.
- Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

Operational Phase

- Monitor the current situation report to include recent updates and determine overall impacts of the emergency.
- Based on available information, prepare an initial estimate of likely recovery issues that must be addressed. Document these in a preliminary report.
- Coordinate with the Advance Planning Unit to determine major mid-to-long range social, economic, environmental and political impacts.
- Assist the Operational Area as necessary in determining appropriate sites for Disaster Application Centers.
- Facilitate recovery planning meetings involving appropriate Management and General Staff personnel and other agencies as needed.
- Develop a recovery plan and strategy for the jurisdiction or agency.
- Coordinate with Finance/Administration to ensure that FEMA, Cal OES and other public reimbursement source documents and applications are consistent with the recovery strategy.
- In conjunction with Finance/Administration, ensure that specific project timelines are developed to meet the goals and objectives of the recovery plan.

Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective Action report.



Suisun City, California
Emergency Operations Plan – EOC

- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.



4. EOC Forms and Tools

	Form or Tool
A	EOP Quick Reference Index
B	EOC Action Planning Guidance
C	EOC Action Plan Template



FORM / TOOL

NO. A

QUICK REFERENCE INDEX



FORM / TOOL

NO. B

ACTION PLANNING GUIDANCE

Refer to FEMA Incident Action Planning Guide

(https://www.fema.gov/media-library-data/20130726-1822-25045-1815/incident_action_planning_guide_1_26_2012.pdf)



FORM / TOOL

NO. C

ACTION PLAN TEMPLATE



Blank Forms

The forms provided here are to support and document the activities outlined in the checklists. Recognizing that the needs of each municipality differ, the use of these particular forms is not mandatory. But it is strongly recommended.

As California moved toward totally integrating the Incident Command System and the National Incident Management System, a large part of the standardization that is a hallmark for these systems will be reflected in the use of standardized forms. As standardized forms are developed and implemented, they will be distributed for the use of all emergency responders.

A first step in this process is the Unit Log (ICS 214) that is included as a form of Action Log. This form is designed for each unit, branch, section or even individual, in that it leaves space for a list of those persons who contribute to the efforts it describes, and their position in the organization. It provides space to record major activities, and serves the role of an EOC log. For that reason, the second (and subsequent) page(s) are completely devoted to activity log. You will note that the ICS 214 has a place for the Operation Period, indicating that new unit log should be started every shift.

THIS PAGE INTENTIONALLY LEFT BLANK

AGENDA TRANSMITTAL

MEETING DATE: September 1, 2020

CITY AGENDA ITEM: Council Adoption of Resolution No. 2020-___: Authorizing the City Manager, acting as the Director of Emergency Services, to continue a short term lease agreement for the Suisun City Senior Center with Optum/LHI, to be utilized as a COVID-19 testing site.

FISCAL IMPACT: The City will not have any fiscal impact by making the Senior Center available for COVID-19 testing site because due to the COVID-19, the Senior Center is not available to rent. Normally, rental fee is charged to rent the Senior Center. The revenue loss from waiving the renting fee to Optum/LHI will be submitted to FEMA for Disaster Response and Recovery reimbursement.

STRATEGIC PLAN: Ensure Public Safety; Provide Good Governance

BACKGROUND: The COVID-19 Pandemic has impacted the world in so many different unforeseeable ways. It has resulted in a national quarantine, a quarantine that was unthought of until now. When the initial stage of the pandemic hit California, it became clear that testing was vital to help stop the spread of COVID-19. Although limited at first, testing has now become available to all citizens, with or without insurance. Since many people who carry COVID-19 are asymptomatic, testing will continue to be relevant in the fight against the disease.

STAFF REPORT: Under the Emergency Declaration for the COVID-19 Pandemic, the Suisun City Manager, acting as the Director of Emergency Services, has authorized a facility rental agreement for the use of the Senior Center for COVID-19 testing. The facility will be designated as a COVID-19 testing site for the residents of Solano County and Suisun City. There will be no out of pocket cost for anyone receiving testing.

The Senior Center is unable to open to the public at this time, due to the public gathering restrictions. Since there is no opportunity to rent the facility out for a fee, there is no risk for loss of revenue at this time. However, if the site is used as a testing location the city can seek reimbursement for the associated fees from the Federal Emergency Management Agency (FEMA) Recovery Fund.

Staff recommends the ratification of the signed rental agreement for the COVID-19 testing site signed by Optum/LHI and the Suisun City Manager in support of battling the COVID-19 Pandemic at a local level.

STAFF RECOMMENDATION: It is recommended that the City Council:
Council Adoption of Resolution No. 2020-___: Authorizing the City Manager, acting as the Director of Emergency Services, to continue a short-term lease agreement for the Suisun City Senior Center with Optum/LHI, to be utilized as a COVID-19 testing site.

ATTACHMENTS:

1. Council Adoption of Resolution No. 2020-___: Authorizing the City Manager, acting as the Director of Emergency Services, to continue a short-term lease agreement for the Suisun City Senior Center with Optum/LHI, to be utilized as a COVID-19 testing site.
2. Lease Agreement

PREPARED BY:

REVIEWED AND APPROVED BY:

Justin Vincent, Fire Chief
Greg Folsom, City Manager

THIS PAGE INTENTIONALLY LEFT BLANK

RESOLUTION NO. 2020-

A RESOLUTION AUTHORIZING THE CITY MANAGER, ACTING AS THE DIRECTOR OF EMERGENCY SERVICES, TO CONTINUE A SHORT-TERM LEASE AGREEMENT FOR THE SUISUN CITY SENIOR CENTER WITH OPTUM/LHI, TO BE UTILIZED AS A COVID-19 TESTING SITE.

WHEREAS, under the Declaration of Emergency, the City Manager, acting as the Director of Emergency Services has the authority to act in the best interest for the citizens of Suisun City; and

WHEREAS, allowing Optum/LHI free access to the Senior Center will assist the senior citizens of Suisun City by grating them access to a local testing site; and

WHEREAS, the City Council of Suisun City recognizes that access to a COVID-19 testing site within city limits necessary to protect the public during the pandemic; and

WHEREAS, the lost fees can be sought for reimbursement through the Federal Emergency Management Agency (FEMA) recovery fund; and

NOW, THEREFORE, be it here resolved by the City Council of Suisun City that the City Manager is authorized to wave the rental fees for the Senior Center to be utilized as a COVID-19 testing site hosted by Optum/LHI.

PASSED AND ADOPTED at a regular meeting of said City Council held on Tuesday, the 1st day of September 2020 by the following vote:

AYES:	Councilmembers:	_____
NOES:	Councilmembers:	_____
ABSENT:	Councilmembers:	_____
ABSTAIN:	Councilmembers:	_____

WITNESS my hand and the seal of said City this 1st day of September 2020.

Donna Pock, CMC
Deputy City Clerk

THIS PAGE INTENTIONALLY LEFT BLANK



CITY OF SUISUN CITY RECREATION, PARKS, & MARINA DEPARTMENT
APPLICATION FOR RENTAL USE OF SUISUN CITY FACILITIES

Item 9
Attachment 2

611 VILLAGE DRIVE, SUISUN CITY, CA 94585
(707)421-7200, FAX (707)421-7382

PLEASE READ REVERSE SIDE CAREFULLY BEFORE COMPLETING

1. Name of Group/Applicant: Logistics Health, Inc. Estimated Attendance: _____
2. Date of Use: _____ *Mon *Tues *Wed *Thurs *Fri *Sat *Sun Birthdate of Applicant: _____ n/a
3. Event Start Time: 7:00 a.m Event End Time: 7:00 p.m. BUILDING TO BE OPENED AT: 6:30 a.m. /p.m.
(Rental includes 1 hr free clean up. Hours for decorating are an additional \$50 per hr, with hours directly leading up to the event.)
4. Is there an early open requirement? _____ Reason: _____ EARLY OPENING TIME: _____ a.m. /p.m.
5. Day Phone: (608) 793-2179 Fax or Cell: (____) _____
6. Address: 328 Front St. S City/Zip: La Crosse, WI 54601
7. Designate Person in Charge: Heather Gerleman Email: hgerleman@logisticshealth.com
8. Day Phone: (____) _____ Fax or Cell: (____) _____
9. Facility Requested: (Check one) Banquet Room Banquet Room/kitchen Banquet Room / Meeting Rooms _____
 Kitchen Meeting Room A Meeting Room B Meeting Room C Classroom 1 Meeting Rooms Combined _____
 Senior Center Banquet Room Senior Center Meeting Room Senior Center Both Rooms Senior Center Kitchen
10. Type of Activity: COVID Testing Non-profit organization? No
(If birthday state age, if graduation state school)
11. Alcoholic Beverages Served? No Alcoholic Beverages sold? No ABC Permit Required? No
12. Admission charge or other form of fees collected? No Will a commercial caterer be used? No
13. Name of Caterer: N/A Caterer's Phone: N/A

Room setup will be done the night before, setup diagram required to be submitted 7 days prior to event.

I certify that I shall accept responsibility on behalf of my group/organization for any damages or theft sustained by the City (premises, furniture or equipment) because of the occupancy of said premises by our group/organization. I have read and agree to comply with the rules and regulations stated within this contract.

Renter is not allowed to move tables or raise or lower blinds. Any damages caused by doing so without staff help will result in deduction from Damage Deposit.

Date: 8/22/2020 Signature: [Handwritten Signature]

How did you hear about us? Previous rental Friend Yellow Pages Internet Other

Recreation buildings and facilities under jurisdiction of the City of Suisun City are primarily for recreational use. The following Rules and Procedures are for facility reservations and use. This is a summary of the community center Rules and Regulations and **should not** be construed as complete. Copies of the Rules and Regulations are available at the community center.

1. **PURPOSE AND TERM.** Logistics Health, Inc. ("LHI") at 328 Front St. S, La Crosse, WI 54601(Contractor) shall set up a COVID-19 testing site at the Community Center, in accordance with Exhibit A, attached hereto and incorporated by reference. The testing center will operate starting on August 31, 2020 (or as soon thereafter as practicable) and for a minimum of 6 weeks. This agreement may be extended in 30-day increments as deemed necessary by the parties.
2. **FEE / DEPOSIT:** The City is waiving all fees and deposits for use of the facility by Contractor due to the declared state of emergency arising from the COVID-19 Pandemic. The City may seek reimbursement of any fees and any costs it may bear to operate the facility from FEMA, the State of California, or an appropriate agency, as provided for in the CARES Act or any other applicable state or federal law or program.
3. **OPERATIONS:** Contractor is solely responsible for all clinic, testing and related operations and services which are to be conducted within generally accepted state and federal guidelines, regulations, and laws. Contractor will be responsible for provision of the PPE (personal protective equipment) for personnel involved in managing participants and collecting the test samples, insuring full compliance with applicable Cal/OSHA mandated COVID-19 training, and direct all personnel managing the participants, administering and collecting the test samples, and to safely dispose of all the PPE used in the course of the collection activity prior to exiting the facility.
4. **SIGNAGE AND TRAFFIC EQUIPMENT:** All signage and equipment to control pedestrian or vehicle traffic must be fireproof or of fire retardant materials and must not cover or obstruct exits. Adhesives, nails, screws, tacks, etc. in walls, woodwork or on windows are prohibited. Only approved tape will be permitted for installing signage. A minimum penalty of \$50 will be charged for not adhering to this regulation. All signage and other equipment must be provided by Contractor, maintained in good condition, and removed once the testing center closes. All refuse and debris will be removed by the end of each day of operations.
5. **TECHNICAL REQUIREMENTS:** The use of any devices such as firearms, live explosives, lasers, and open flames, (including hand held candles) of any sort are strictly prohibited.
6. **EQUIPMENT USE:** Special equipment use (i.e., microphones, projectors, extension cords, etc.) may require a deposit and must be returned upon closing of the testing center. If equipment is not returned, lost, or not in operable condition upon return, user will be charged full value for said equipment.
7. **CLEAN UP:** LHI will handle general daily cleaning, including removal of all personal protective equipment and other disposed testing supplies, and the City is responsible for coordinating a deep cleaning each evening.

Contractor will be charged upon completion of the activity for violations of the clean-up policy (i.e., excessive spills or trash on floors, chairs and tables left dirty, kitchen not cleaned, etc.).

8. **LIABILITY INSURANCE:**
 - (a) Without limiting Consultant's indemnification of City, and prior to commencement of any services under this agreement, Contractor shall obtain, provide and maintain at its own expense during the term of this agreement, policies of insurance of the type and in a form satisfactory to City. At a minimum, Contractor shall maintain commercial general liability insurance with coverage in an amount

not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted. City shall be added as additional insured, and an additional insured endorsement shall be submitted to the City within 5 days of execution of this agreement.

- (b) Workers' compensation insurance. Consultant shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance (with limits of at least \$1,000,000).
9. **HOLD HARMLESS AND INDEMNIFICATION.** Contractor hereby agrees to indemnify and hold harmless the City of Suisun City, including its elected officials, employees, agents, and representatives (the Indemnified Parties) against any and all claims, demands, costs, expenses and liability of every kind, nature and description directly and indirectly arising from the use of the Facility permitted under this application, except for damages arising from the sole negligence or willful acts of the Indemnified Parties.
10. **SECURITY:** If deemed necessary by City or Contractor, Contractor shall provide security at its own expense.
11. **RELEASE OF LIABILITY.** To the extent permitted by law, Contractor releases the City, including its elected officials, employees, agents, and representatives (collectively, City) from any and all liability, damage, loss, cost or expense incurred by Contractor, except to the extent proximately caused by the sole negligence or other acts or omissions of City, relating to the execution and operation of the testing center.
12. **PUBLIC RECORDS ACT.** The Parties acknowledge and agree that City is subject to the California Public Records Act, Government Code §§6250 et seq. (CPRA), and as such, is legally obligated to produce non-exempt public records in response to requests therefor. Accordingly, the Parties acknowledge and agree that this Agreement and all Program-related information may be disclosed publicly by the City in response to a CPRA request, to the extent required under the CPRA, as determined by City in its sole discretion.
13. **TERMINATION.** This agreement may be terminated by either party without cause upon fourteen (14) days written notice. This agreement may also be terminated immediately by either party if the terms of this agreement are violated in any manner.

REVISED (08/26/2020)

EXHIBIT A

COVID-19 Testing Center Operational Requirements

1. Contractor Responsibilities.

1.1 Contractor's contact for the City shall be

Heather Gerleman, (608) 793-2179, hgerleman@logisticshealth.com, 328 Front St. S, La Crosse, WI 54601.

1.2 Contractor will operate a COVID-19 testing center 5 days a week, from 7:00 a.m. to 7:00 p.m.

1.3 Contractor shall be responsible for providing all of the services (Services) necessary to test those individuals who register with Contractor for testing (Patients) as well as all materials, equipment and staff necessary to provide the Services. Without limiting the foregoing, Contractor shall provide the following at each testing location:

2. City Responsibilities.

2.1 City shall provide the testing location in accordance with terms articulated in this rental agreement.

2.3 City shall provide public notification of the testing services described herein through its internet website and by any other means that it deems appropriate.

3. Social distancing and protective measures.

3.1 Notwithstanding anything to the contrary in this agreement, the Parties shall abide by any and all safety directives provided by the Centers for Disease Controls (CDC) or the Solano County Department of Public Health (the Department) relating to testing centers and safety protocols for administering and processing tests. In the event of a conflict between the safety protocols provided for in this MOU and those provided by the CDC or the Department, the latter shall control.

4. **HIPAA compliance.** Both parties will comply with all the requirements of the Health Insurance Portability and Accountability Act (HIPAA).

5. **Independent Contractor.** Contractor is for all purposes an independent party from City, and neither Contractor nor any officer, employee or agent of Contractor shall be deemed an officer, employee or agent of City. Neither party shall at any time or in any manner represent that it or any of its agents or employees are agents or employees of the other party.

MINUTES

REGULAR MEETING OF THE

SUISUN CITY COUNCIL,

SUISUN CITY COUNCIL ACTING AS SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY OF THE CITY OF SUISUN CITY,

AND HOUSING AUTHORITY

TUESDAY, JULY 14, 2020

6:30 P.M.

SUISUN CITY COUNCIL CHAMBERS -- 701 CIVIC CENTER BOULEVARD -- SUISUN CITY, CALIFORNIA

NOTICE

Pursuant to Government Code Section 54953, Subdivision (b), and Executive Order released on March 12, 2020, the following Council/Successor Agency/Housing Authority meeting includes teleconference participation by: Council/Board Members Anthony Adams, Jane Day, Michael A. Segala, and Mayor Pro Tem Wanda Williams. Teleconference locations are on file at City Hall, 701 Civic Center Blvd., Suisun City, CA 94585.

PER CITY POLICY, MEMBERS OF THE PUBLIC ARE REQUIRED TO WEAR FACE MASKS WHILE IN CITY FACILITIES. IF YOU DO NOT HAVE A FACE MASK, ONE WILL BE PROVIDED FOR YOU.

DUE TO CORONAVIRUS COVID-19 RESIDENTS ARE ENCOURAGED TO ATTEND THE CITY COUNCIL MEETING VIA THE APPLICATION, ZOOM.

ZOOM MEETING INFORMATION:

WEBSITE: <https://zoom.us/join>

MEETING ID: 835 5470 4368

CALL IN PHONE NUMBER: (707) 438-1720

TO VIEW TONIGHT'S MEETING ON SUISUN WEBSITE, LIVESTREAM

(URL: <https://www.suisun.com/government/meeting-video/>)

*REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE CITY COUNCIL MEETING
BY EMAILING CLERK@SUISUN.COM (PRIOR TO 6pm) OR
VIA WEBSITE OR PHONE APPLICATION, ZOOM.*

*(If attending the meeting via phone press *9 to raise your hand and *6 to unmute/mute for public comment.)*

ROLL CALL

Mayor Wilson called the meeting to order at 6:35 PM with the following Council / Board Members present: Adams, Day, Segala, Williams, Wilson.

Pledge of Allegiance was led by Council Member Adams.

Invocation was given by City Manager Folsom.

PUBLIC COMMENT

(Request by citizens to discuss any matter under our jurisdiction other than an item posted on this agenda per California Government Code §54954.3. Comments are limited to no more than 3 minutes unless allowable by the Mayor/Chair. Speaker cards are available on the table near the entry of the meeting room and should be given to the City Clerk. By law, no prolonged discussion or action may be taken on any item raised during the public comment period, although informational answers to questions may be given and matters may be referred for placement on a future agenda.)

George Guynn stated one of the biggest duties of city government is to have a balanced budget with sufficient reserves; expressed concern about Wayne Day who was discussing some very important things was cut off abruptly at a previous council meeting and he hoped that the mayor, in the future, would let someone finish when they are on a roll and if you paid more attention to the public and you would have a better outcome.

Steve Olry expressed concern about the council's shameful and unprofessional behavior at the last meeting; if you want to criticize a fellow council member take off the badge and come down and have a one-on-one discussion.

City Clerk Hobson summarized the following emails:

Toni Barnes – why can't City maintain the corners of vacant lots, Railroad and Sunset is horrible, cut the trees down and clean that area up, put penalty on owners for maintenance.

Donna Leblanc – asked which two council seats are up for re-election?

Maria Capistrano said she lived on Silk Oak Drive and can't see at the stop sign at Railroad because dump trucks and garbage trucks are allowed to park close to the corner and expressed concern about the City cleaning the outside streets such as Highway 12 and Walters when her neighborhood looks like a neglected, drug infested junk yard; should she call OSHA?

CONFLICT OF INTEREST NOTIFICATION

(Any items on this agenda that might be a conflict of interest to any Councilmembers / Boardmembers should be identified at this time.)

GENERAL BUSINESS

City Council

1. Council Adoption of Resolution No. 2020-98: A Resolution of the City Council of the City of Suisun City, State of California, Declaring a Local Fiscal Emergency in Response to the Coronavirus (COVID-19) Pandemic – (Folsom: gfolson@suisun.com).

Ruth Forney expressed her disgust for the vote of having the tax measure placed on the ballot and asked Council Members Day and Segala to come up with something to bring back that they might be able to support; please bring it back to council to put the tax measure on the ballot so that we could have the opportunity to vote.

Jeremy Snyder, representing the Police Officers Association (POA), stated was disappointed in Council Members Day and Segala no vote and failed to give the residence the opportunity to decide for themselves; their no vote would mean dramatic pay cuts and City services which jeopardizes public safety our residents.

Clifford Brown, Jeannie McMurray, Jim Herron, Amber Kent, Michael Zeiss, Anne Ribeiro, and Tom Kamin asked the council to reconsider placing the tax measure on the ballot.

George Guynn thanked Council Members Day and Segala for their no vote, stated there were residents who could not afford the additional tax and council has been doing more spending and not working to generate more revenue.

City Clerk Hobson summarized the following emails:

Jack Boster stated not one council member reached out to small business owners while they were shut down with no income and bills still needed to be paid. He stated he could not pay any more and said no to the tax measure.

The following residents sent in emails in favor of the tax measure being placed on the ballot:

Anita Spiegel, Sheila Rose, Andrea Castro-Sutherland, Maria Castro-Sutherland, Maria Cappistrano, Desiderio Nagal, Douglas Burke, Anneln Ison, Donna Leblanc, Linda Savinelli, Darwin Yee, Mandisa Fabris, Tiffany Hesser, Lisa Laforet-Favilla, Danielle Moore, Debbie Davis, Alma Hernandez, and Mariah Klein.

Deputy City Clerk Pock summarized Don Dalrymple email: Trust has been broken between staff, administration and residents by declaring an emergency when there is no need. The council acknowledged over a year ago that employees were being paid well below their counterparts in other jurisdictions; you adopted a balance budget without an increase not moving forward with the tax measure at this point does not endanger a fiscal emergency. In October of this year.

Mayor Wilson stated under public comment at the first of the meeting Donna Leblanc had asked which two council seats were up for re-election in November; Mayor Wilson said her council seat which Anthony Adams had been appointed to serve out the balance of her term and Council Member Segala's council seat along with the City Clerk and City Treasurer were up for re-election in November. Mayor Wilson also referred Maria Capistrano's concern about the safety at the corner of Blossom and Railroad to Police Chief Roth for review.

Mayor Wilson stated there had been several formal requests to bring the proposed tax measure back to the council for reconsideration and asked Attorney Kuu what the process would be. City Attorney Kuu stated the council would have to form a consensus to place the reconsideration on a future agenda. Mayor Wilson explained that unless one of the prevailing members of council who voted no want to bring it back, we won't waste staff's time bringing this item back. Mayor Wilson then called on each council member for a consensus:

Council Member Day stated the City of Napa had turned a tax measure down for the same reason that their citizens couldn't afford it right now; many retirees in Suisun City can't afford it. She reminded Council that she had asked Council to give up \$700-\$800 of their monthly pay and she's asking it again. We should be looking at different things in the meantime. What will be our next step when Measure S ends? We need to be prepared.

Council Member Adams thanked everyone for attending the meeting; thanked Mr. Olry for his timely comments and apologized for his actions at the last meeting; stated Suisun is not Napa, they've got money, so they don't need a new tax, they could probably cut a little bit here and there; Suisun would have to cut to the bone. It's easy to say no to cannabis, no to development downtown and no to housing development because its near your home and it's easy to say no to new taxes; but we've got to figure a way to get this done. A lot of bad decisions have been made in the past not just the people serving right now. We need to find solutions to get to yes. We're trying to make Suisun a better place than it was yesterday. We need to do something different to make it better. I have to vote yes.

Council Member Segala expressed concern that one of the comments included his name with anti-democracy; opposing the democratic process of democracy by use or force of intimidation and felt slighted by that remark. When he read the tax measure, it looked like a special tax focusing on fire and emergency services; it should have read "General City services establishing a $\frac{3}{4}$ cent sales tax." When it specifies for fire, police and services, it seems like it should be a special tax and require a $\frac{2}{3}$ vote. He didn't like the way it was written. Four years ago, the City couldn't pass a tax higher than 1% and we got it passed with 69% of the voters and here we are back asking for more. He proposed a 2.5% sale tax for one year stating it would wipe out the structural deficit. Suggested cutting council salaries back to \$300, end \$475 travel allowance and go to travel reimbursement not to exceed \$250 per month. He also wanted to keep 6% retention and restore police officers back to 2019-20 level. $\frac{3}{4}$ cent tax is kicking the can down the road. He stated you'll get my support if you consider my proposals.

City Attorney Khuu explained State Law will only allow Suisun City to have a maximum of .75 increase.

Council Member Williams stated she was very disappointed because she was elected to change the City and for the better. She was hoping the dissenting members would come back with at least a proposal that would be doable. She thanked the Mayor for clarifying that 2.5% was not something they could consider. She explained that at last week's meeting the council had decided to lower it's pay, but she said the biggest expense is the health package. So, if we're going to ask for a cut, let's do it right. She stated she could not support Council Member Segala's proposal. A one-year tax measure could not be done. The City already has economic development in the works, but it takes a minimum of two years for economic development to develop then we have to wait for the tax revenue to come into the City. That's why the tax measure was for six years to make it affordable. We can barely afford essential services right now, and the council is being forced to call for a fiscal emergency, because the rights of our citizens has been taken away from them. The City has the lowest tax revenue in Solano County. Without the generation of revenue, we cannot provide essential services needed. That's the reality.

Mayor Wilson reported receiving many calls in favor of the tax measure and some who were not in favor, but they supported the right to vote on it. She stated we are in a fiscal emergency; we knew that back in the fall when we hired a financial analyst to look at our finances and it showed us falling off a cliff. She stated there had been discussions with staff and staff felt a tax measure would be needed. Discussion of spending and the spending we have done has been on the Fire Department and the reason is because we have woefully under spent for so many years. She stated that investment was worth it because of the fires during this last year. She explained she had said during last year's budget that the investment was worth it and if we don't find the resources because a portion of that funding came from one-time money, we will have to cut, but the Fire Department is something we cannot cut. People incorporate cities for public works and public safety. She said she was funding this because if we don't find funds to cover it we will have to cut other things next year and that is where we are at now. The things we thought were going to cover this have been limited. Mayor Wilson explained that the council salaries could not change until the next election, however, the full insurance packet could be cut. As for the two police officers, the City has yet been able to keep these two positions filled in the last fifteen years. Money has been set aside for these two positions each year, so the council decided to take that money and distribute it to the other officers and

dispatch positions. We on council no we have to cut, to find additional revenue, and we need to work hard on development. During last eighteen months the City has received development applications, but it takes time to develop. We have to have revenue choices, we have to involve the people, and we have to declare this fiscal emergency because you can't have a \$5.1 million structural deficit in the General Fund and say you fiscally sound. We have to look down the road, five – ten years down and you can't kick the can down to another council. We are fiscally unsound.

Council Member Segala proposed to make the ¾ cent general tax measure to have 2/3 voting threshold.

City Attorney Khuu said he had never seen that kind of change to a general tax measure.

Mayor Wilson asked if there was a consensus of council to have the city attorney look into having a general tax require 2/3 votes or have a special tax with a 2/3 vote requirement?

Council Member Day – yes

Mayor Wilson, Council Members Williams and Council Member Adams – No

City Manager Folsom stated last fall a survey was sent out asking about a parcel tax or a special tax with regard to public safety. Neither of those exceeded the 2/3 requirement. This year a new poll went out during the pandemic; 64% responded to the survey in favor of a general tax.

Mayor Wilson said there were two council members interested in having staff work on a special tax and asked if there was anyone else interested? No response, so proposal failed.

Council Member Williams stated someone suggested paying the police more, but if the tax measure isn't put on the ballot for the voters to choose, we are going in circles; we don't have the money.

There is consensus to bring back a discussion on council pay, particularly medical

Motioned by Council Member Williams and seconded by Council Member Adams to adopt Resolution No. 2020-98. Motion carried unanimously by the following roll call vote:

AYES: Council Members: Adams, Segala, Day, Williams, Wilson

PUBLIC COMMENT

(Additional time for request by citizens to discuss any matter under our jurisdiction other than an item posted on this agenda limited to no more than 3 minutes.)

Jeanie McMurray asked about the ballot measure and Mayor Wilson said the ballot measure was not approved.

Ruth Forney said we need a motion from Council Member Segala or Day; this is our City; we need to move forward; stand up we need this.

Manisa Peppers stated she was very confused with Council Members Segala and Day and is disappointed they don't want to listen to their citizens; it is not your decision, it is ours.

William Hampton stated he strongly supported Council Members Day and Segala, liked their conservatism and not make other people pay for their problems.

Mr. Kucsera stated he was disappointed in Council Members Day and Segala and they would allow the citizens to vote; it's not about conservatism or having someone bail you out; it's an opportunity to vote to decide how to do it. He begged the two council members to reconsider their votes. He said he would actively work to replace council members who are not moving the City forward.

George Guynn expressed concern for people who are barely getting by and a new tax would be devastating. People are not being deprived, they have elected the five people to represent them; the people who are against it have many elected many times and should be listened to.

Steve Olry stated he thought the Council was going to reach a compromise, then finger pointing began, and then you started getting angry and thought a negotiator should have been brought in to help.

CLOSED SESSION

Pursuant to California Government Code Section 54950 the Suisun City Council will hold a Closed Session for the purpose of:

2. CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency negotiator: City Manager

Employee organizations:

Unrepresented Employees;

SCEA (Suisun City Employees' Association);

SCMPEA (Suisun City Management and Professional Employees' Association);

SCPOA (Suisun City Police Officers Association).

3. Conference with Legal Counsel - Significant Exposure to Litigation (1 potential case)

Pursuant to Government Code section 54956.9(d)(2)

9:23 PM – Mayor Wilson recessed the City Council meeting to Closed Session.

CONVENE OPEN SESSION

Announcement of Actions Taken, if any, in Closed Session.

10:05 PM – Mayor Wilson reconvened the meeting and stated no decisions had been made in Closed Session.

ADJOURNMENT

There being no further business, Mayor Wilson adjourned the meeting at 10:05 PM.

Linda Hobson, CMC
City Clerk

MINUTES

SPECIAL MEETING OF THE SUISUN CITY COUNCIL

TUESDAY, JULY 21, 2020

5:30 P.M.

SUISUN CITY COUNCIL CHAMBERS -- 701 CIVIC CENTER BOULEVARD -- SUISUN CITY, CALIFORNIA

NOTICE

Pursuant to Government Code Section 54953, Subdivision (b), and Executive Order released on March 12, 2020, the following Council/Successor Agency/Housing Authority meeting includes teleconference participation by: Council/Board Members Anthony Adams, Jane Day, Michael A. Segala, and Mayor Pro Tem Wanda Williams. Teleconference locations are on file at City Hall, 701 Civic Center Blvd., Suisun City, CA 94585.

PER CITY POLICY, MEMBERS OF THE PUBLIC ARE REQUIRED TO WEAR FACE MASKS WHILE IN CITY FACILITIES. IF YOU DO NOT HAVE A FACE MASK, ONE WILL BE PROVIDED FOR YOU.

DUE TO CORONAVIRUS COVID-19 RESIDENTS ARE ENCOURAGED TO ATTEND THE CITY COUNCIL MEETING VIA THE APPLICATION, ZOOM.

ZOOM MEETING INFORMATION:

WEBSITE: <https://zoom.us/join>

MEETING ID: 856 9642 8285

CALL IN PHONE NUMBER: (707) 438-1720

*TO VIEW TONIGHT'S MEETING ON SUISUN WEBSITE, LIVESTREAM
(URL: <https://www.suisun.com/government/meeting-video/>)*

*REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE CITY COUNCIL MEETING
BY EMAILING CLERK@SUISUN.COM (PRIOR TO 5pm) OR
VIA WEBSITE OR PHONE APPLICATION, ZOOM.*

ROLL CALL

Mayor Wilson called the meeting to order at 6:34 PM with the following Council / Board Members present: Adams, Day, Segala, Williams, Wilson.

PUBLIC COMMENT

(Request by citizens to discuss any matter under our jurisdiction other than an item posted on this agenda per California Government Code §54954.3. Comments are limited to no more than 3 minutes unless allowable by the Mayor/Chair. Speaker cards are available on the table near the entry of the meeting room and should be given to the City Clerk. By law, no prolonged discussion or action may be taken on any item raised during the public comment period, although informational answers to questions may be given and matters may be referred for placement on a future agenda.)

CONFLICT OF INTEREST NOTIFICATION

(Any items on this agenda that might be a conflict of interest to any Councilmembers / Boardmembers should be identified at this time.)

CLOSED SESSION

Pursuant to California Government Code Section 54950 the Suisun City Council will hold a Closed Session for the purpose of:

1. CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency negotiator: City Manager

Employee organizations:

Unrepresented Employees;

SCEA (Suisun City Employees' Association);

SCMPEA (Suisun City Management and Professional Employees' Association);

SCPOA (Suisun City Police Officers Association).

5:35 PM – Mayor Wilson recessed the meeting to Closed Session.

CONVENE OPEN SESSION

Announcement of Actions Taken, if any, in Closed Session.

6:54 PM – Mayor Wilson reconvened the meeting and stated no action was taken in Closed Session.

ADJOURNMENT

There being no further business, Mayor Wilson adjourned the meeting at 6:54 PM.

Linda Hobson, CMC
City Clerk

MINUTES

REGULAR MEETING OF THE SUISUN CITY COUNCIL

SUISUN CITY COUNCIL ACTING AS SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY OF THE CITY OF SUISUN CITY,

AND HOUSING AUTHORITY

TUESDAY, JULY 21, 2020

6:30 P.M.

SUISUN CITY COUNCIL CHAMBERS -- 701 CIVIC CENTER BOULEVARD -- SUISUN CITY, CALIFORNIA

NOTICE

Pursuant to Government Code Section 54953, Subdivision (b), and Executive Order released on March 12, 2020, the following Council/Successor Agency/Housing Authority meeting includes teleconference participation by: Council/Board Members Anthony Adams, Jane Day, Michael A. Segala, and Mayor Pro Tem Wanda Williams. Teleconference locations are on file at City Hall, 701 Civic Center Blvd., Suisun City, CA 94585.

PER CITY POLICY, MEMBERS OF THE PUBLIC ARE REQUIRED TO WEAR FACE MASKS WHILE IN CITY FACILITIES. IF YOU DO NOT HAVE A FACE MASK, ONE WILL BE PROVIDED FOR YOU.

DUE TO CORONAVIRUS COVID-19 RESIDENTS ARE ENCOURAGED TO ATTEND THE CITY COUNCIL MEETING VIA THE APPLICATION, ZOOM.

ZOOM MEETING INFORMATION:

WEBSITE: <https://zoom.us/join>

MEETING ID: 898 4401 0874

CALL IN PHONE NUMBER: (707) 438-1720

TO VIEW TONIGHT'S MEETING ON SUISUN WEBSITE, LIVESTREAM

(URL: <https://www.suisun.com/government/meeting-video/>)

REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE CITY COUNCIL MEETING

BY EMAILING CLERK@SUISUN.COM (PRIOR TO 6pm) OR

VIA WEBSITE OR PHONE APPLICATION, ZOOM

*(If attending the meeting via phone press *9 to raise your hand and *6 to unmute/mute for public comment.)*

ROLL CALL

Mayor Wilson called the meeting to order at 6:54 PM with the following Council / Board Members present: Adams, Day, Segala, Williams, Wilson.

Pledge of Allegiance was led by Council Member Williams.

Invocation was given by City Manager Folsom.

PUBLIC COMMENT

(Request by citizens to discuss any matter under our jurisdiction other than an item posted on this agenda per California Government Code §54954.3. Comments are limited to no more than 3 minutes unless allowable by the Mayor/Chair. Speaker cards are available on the table near the entry of the meeting room and should be given to the City Clerk. By law, no prolonged discussion or action may be taken on any item raised during the public comment period, although informational answers to questions may be given and matters may be referred for placement on a future agenda.)

George Guynn reported plastic fencing around play equipment near Dan O'Root School is torn down and people are playing sports in the area without masks and comment about the wearing of masks with regard to ADA exemptions.

Kathy Ceasar expressed concern about the tax measure and how the council plans to bridge the budget shortfall without the measure; reported the City of Suisun City has a skeleton work force; asked Council Members Segala and Day if they have any solutions for the shortfall and if not please put aside your personal feelings on the matter and do what is necessary to put this measure on the November ballot and then the residence of Suisun City have the ability to determine if they would be willing to pay this extra tax to support City functions.

Gemma Geluz asked Council Members Segala and Day to please approve the tax measure for ballot, this is a bridge from now to the future; the future has development coming in and we just have to bridge the gap. It's only a six-year tax with annual reviews.

Steve Olry expressed concern about the broken fencing around playground and kids playing basketball and suggested parks should be closed; commented on the Council squandering money that the City didn't have; the \$1.1 million spent on additional salaries in the City Fire Department; you're going to hurt the seniors when the senior center has to close. He sees a lot of incompactly in the room and suggested the Council keep Chief Vincent but make severe cuts elsewhere and don't start at the bottom.

City Clerk Hobson reported John Kensey had sent an email stating he would like to purchase and donate PPE equipment for our community.

CONFLICT OF INTEREST NOTIFICATION - None

(Any items on this agenda that might be a conflict of interest to any Councilmembers / Boardmembers should be identified at this time.)

REPORTS: (Informational items only.)

1. COVID-19 Update – (Folsom: gfolson@suisun.com).

PRESENTATIONS/APPOINTMENTS

CONSENT CALENDAR

Consent calendar items requiring little or no discussion may be acted upon with one motion.

City Council

2. Council Adoption of Resolution No. 2020-99: Authorizing the City Manager to Execute a Professional Services Agreement on the City's Behalf with Bellecci & Associates for the New Railroad Avenue Pavement Rehabilitation Project and Authorize Change Orders up to 10% of the Contract Amount – (Medill: mmedill@suisun.com).
3. Council Adoption of Resolution No. 2020-100: Authorizing the City Manager to Execute a Professional Services Agreement on the City's Behalf with Coastland Civil Engineering for the McCoy Creek Trail – Phase 2 Project and Authorize up to \$78,627 in Contract Change Orders – (Medill: mmedill@suisun.com).

4. Council Adoption of Resolution No. 2020-101: Authorizing the City Manager to Execute a Professional Services Agreement on the City's Behalf with Disability Access Consultants to Provide Consultant Services for the Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan and Authorize up to an Additional \$10,000 in Change Orders (Medill: mmedill@suisun.com).
5. Council Adoption of Resolution No. 2020-102: Approving the Debt Service Rate for the North Bay Aqueduct Bond Issue for Fiscal Year 2020-21. – (Deol/Luna: ideol@suisun.com, eluna@suisun.com).
6. Council Adoption of Resolution 2020-103: Authorizing the City Manager to Execute a Contract with Solano County Emergency Medical Service Cooperative and the City of Suisun City on Behalf of the Suisun City Fire Department. (Vincent: jvincent@suisun.com).
7. Council Adoption of Resolution No. 2020-104: Adopting the Appropriations Limit for Fiscal Year 2020-21 – (Deol/Luna: ideol@suisun.com, eluna@suisun.com).

Joint City Council / Suisun City Council Acting as Successor Agency/Housing Authority

8. Council/Agency/Authority Approval of the Minutes of the Regular and/or Special Meetings of the Suisun City Council, Suisun City Council Acting as Successor Agency, and Housing Authority held on June 4, 2020, June 9, 2020, June 11, 2020, June 13, 2020, June 16, 2020, June 23, 2020, and June 29, 2020 – (Hobson: Clerk@suisun.com).

Mayor Wilson pulled Items 6 and 8.

Motioned by Council Member Adams and seconded by Council Member Williams to approve Consent Calendar Items 2-5 and 7. Motion carried unanimously by the following roll call vote:

AYES: Council Members: Adams, Day, Segala, Williams, Wilson

Item 6

Kathy Ceasar asked what assurances the City has by taking on this endeavor and these anticipated revenues used up by overtime by Fire Department staffing.

George Guynn stated this is supposed to produce about \$200,000 in revenue; expressed concern that expenses could use it all up; and wanted to know what the net would be.

City Manager Folsom stated the Fire Department staff is already going on these calls as basic life support and they will be going to advanced life support. They would be going into partnership with Public Private Partnership with Medic Ambulance and they will be sharing money with the City when they get their response times down. Chief Vincent said the money that will come in is to support the paramedic program.

Motioned by Mayor Wilson and seconded by Council Member Williams to adopt Resolution No. 2020-103. Motion carried unanimously by the following roll call vote:

AYES: Council Members: Adams, Segala, Day, Williams, Wilson

Item 8

Council Member Williams stated on page 94 of the agenda packet (June 11 Minutes) Mayor Wilson asked Council if they would like City Attorney Taylor to come back with wording for

a potential ballot measure? I was listed as a no vote, but my vote was a yes. I would like the minutes rectified.

City Clerk Hobson stated she listened several times and she heard “Nea”. Mayor Wilson said Council Member Williams has told you what her vote was and I understand other people have listened to it and have said it was unclear, but now Vice Mayor Williams has told you that her vote was yes and it should be recorded as such. Mayor Wilson said if there was no further discussion she would entertain a motion. City Clerk Hobson stated the minutes will reflect what I had heard and she would make a notation in these minutes that she said she had said yes. Mayor Wilson asked if the Clerk had been at the meeting? Mayor Wilson stated City Manager Folsom had noted at the beginning that there would have to be a 4/5’s vote so we would not have brought it back. It is the pleasure of the Council to accept the minutes or change the minutes, that is the right of the Council. So the Mayor entertained a motion and if Vice Mayor Williams would so move in regard to recording her no as a yes.

Council Member Williams so moved noting her no being changed to a yes. Council Member Adams seconded the motion. Motion was approved by the following roll call vote:

AYES: Council Members Williams, Adams, Segala, Wilson

NOES: Council Member Day

PUBLIC HEARINGS

GENERAL BUSINESS

REPORTS: (Informational items only.)

9. a. Council/Boardmembers

Council Member Adams stated he looked forward to a smooth council meeting and didn’t understand why it took an hour to get through the Consent Calendar. I do know that other Councils run smoother than this; report there was an Economic Committee meeting last week with great attendance and conversation; stated the committee was looking at ways to reduce trash and waste in our waterways; Alma Hernandez is working with Pat Matson on this; they will be meeting with business owners to find expensive ways to cut trash.

Council Member Segala stated if the City doesn’t want trash they should stop the west wind and suggested masks be removed when voting.

Council Member Williams announced for the People’s Choice Award for Suisun City’s Children Art Fair we have a winner but for the sake of keeping the children’s name private out number one winner was from Crescent Elementary which was portrait 79, 2nd place winner came from Suisun Elementary, portrait 63e, and there was a tie for 3rd place, one from Dan O’Root Elementary, portrait DOR 3 and Crescent Elementary, portrait 105.

b. Mayor/Chair

Mayor Wilson report the Clean Team would be out this weekend and there will be a competition between the members, in groups of 5 or less, and they can clean up any time they

want to between Friday morning to Sunday afternoon. They will post a picture of their group with their trash bags and they will be randomly picked and they will get breakfast on the Mayor at one of our outside dining experience at one of our waterfront restaurants. She stated tonight was a frustrating night stating she felt it was caused by the tense budget situation. Reminded everyone that their job was to serve the people and we have to do what we think is best for the people of Suisun City.

10. City Manager/Executive Director/Staff

City Manager Folsom stated the City had come a long way with the Business Improvement District (BID), at the last meeting they voted in a full slate of directors, at the meeting next week they will be talking about changes in the bylaws. He also thanked Council Member Adams for his dinner tonight.

PUBLIC COMMENT

(Additional time for request by citizens to discuss any matter under our jurisdiction other than an item posted on this agenda limited to no more than 3 minutes.)

ADJOURNMENT

There being no further business, Mayor Wilson adjourned the meeting at 7:52 PM.

Linda Hobson, CMC
City Clerk

THIS PAGE INTENTIONALLY LEFT BLANK

MINUTES

SPECIAL MEETING OF THE SUISUN CITY COUNCIL

TUESDAY, AUGUST 4, 2020

5:30 P.M.

SUISUN CITY COUNCIL CHAMBERS -- 701 CIVIC CENTER BOULEVARD -- SUISUN CITY, CALIFORNIA

NOTICE

Pursuant to Government Code Section 54953, Subdivision (b), and Executive Order released on March 12, 2020, the following Council/Successor Agency/Housing Authority meeting includes teleconference participation by: Council/Board Members Anthony Adams, Jane Day, Michael A. Segala, and Mayor Pro Tem Wanda Williams. Teleconference locations are on file at City Hall, 701 Civic Center Blvd., Suisun City, CA 94585.

PER CITY POLICY, MEMBERS OF THE PUBLIC ARE REQUIRED TO WEAR FACE MASKS WHILE IN CITY FACILITIES. IF YOU DO NOT HAVE A FACE MASK, ONE WILL BE PROVIDED FOR YOU.

DUE TO CORONAVIRUS COVID-19 RESIDENTS ARE ENCOURAGED TO ATTEND THE CITY COUNCIL MEETING VIA THE APPLICATION, ZOOM.

ZOOM MEETING INFORMATION:

WEBSITE: <https://zoom.us/join>

MEETING ID: 820 7069 9989

CALL IN PHONE NUMBER: (707) 438-1720

*TO VIEW TONIGHT'S MEETING ON SUISUN WEBSITE, LIVESTREAM
(URL: <https://www.suisun.com/government/meeting-video/>)*

*REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE CITY COUNCIL MEETING
BY EMAILING CLERK@SUISUN.COM (PRIOR TO 5pm) OR
VIA WEBSITE OR PHONE APPLICATION, ZOOM.*

ROLL CALL

Mayor Wilson called the meeting to order at 5:31 PM with the following Council / Board Members present: Adams, Segala, Wilson. Council Members Day and Williams were absent.

Council Member Williams joined the meeting at 5:38 p.m.

Council Member Day joined the meeting at 6:00 p.m.

PUBLIC COMMENT - NONE

(Request by citizens to discuss any matter under our jurisdiction other than an item posted on this agenda per California Government Code §54954.3. Comments are limited to no more than 3 minutes unless allowable by the Mayor/Chair. Speaker cards are available on the table near the entry of the meeting room and should be given to the City Clerk. By law, no prolonged discussion or action may be taken on any item raised during the public comment period, although informational answers to questions may be given and matters may be referred for placement on a future agenda.)

CONFLICT OF INTEREST NOTIFICATION - NONE

(Any items on this agenda that might be a conflict of interest to any Councilmembers / Boardmembers should be identified at this time.)

CLOSED SESSION

Pursuant to California Government Code Section 54950 the Suisun City Council will hold a Closed Session for the purpose of:

1. CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency negotiator: City Manager

Employee organizations:

Unrepresented Employees;

SCEA (Suisun City Employees' Association);

SCMPEA (Suisun City Management and Professional Employees' Association);

SCPOA (Suisun City Police Officers Association).

5:33 PM – Mayor Wilson recessed the meeting to Closed Session.

CONVENE OPEN SESSION

Announcement of Actions Taken, if any, in Closed Session.

6:37 PM – Mayor Wilson reconvened the meeting and stated no action was taken in Closed Session.

ADJOURNMENT

There being no further business, Mayor Wilson adjourned the meeting at 6:37 PM.

Linda Hobson, CMC
City Clerk

MINUTES

**REGULAR MEETING OF THE
SUISUN CITY COUNCIL**

**SUISUN CITY COUNCIL ACTING AS SUCCESSOR AGENCY TO THE
REDEVELOPMENT AGENCY OF THE CITY OF SUISUN CITY,**

AND HOUSING AUTHORITY

TUESDAY, AUGUST 4, 2020

6:30 P.M.

SUISUN CITY COUNCIL CHAMBERS -- 701 CIVIC CENTER BOULEVARD -- SUISUN CITY, CALIFORNIA

NOTICE

Pursuant to Government Code Section 54953, Subdivision (b), and Executive Order released on March 12, 2020, the following Council/Successor Agency/Housing Authority meeting includes teleconference participation by: Council/Board Members Anthony Adams, Jane Day, Michael A. Segala, and Mayor Pro Tem Wanda Williams. Teleconference locations are on file at City Hall, 701 Civic Center Blvd., Suisun City, CA 94585.

PER CITY POLICY, MEMBERS OF THE PUBLIC ARE REQUIRED TO WEAR FACE MASKS WHILE IN CITY FACILITIES. IF YOU DO NOT HAVE A FACE MASK, ONE WILL BE PROVIDED FOR YOU.

DUE TO CORONAVIRUS COVID-19 RESIDENTS ARE ENCOURAGED TO ATTEND THE CITY COUNCIL MEETING VIA THE APPLICATION, ZOOM.

ZOOM MEETING INFORMATION:

WEBSITE: <https://zoom.us/join>

MEETING ID: 835 4378 2431

CALL IN PHONE NUMBER: (707) 438-1720

TO VIEW TONIGHT'S MEETING ON SUISUN WEBSITE, LIVESTREAM

(URL: <https://www.suisun.com/government/meeting-video/>)

REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE CITY COUNCIL MEETING

BY EMAILING CLERK@SUISUN.COM (PRIOR TO 6pm) OR

VIA WEBSITE OR PHONE APPLICATION, ZOOM

*(If attending the meeting via phone press *9 to raise your hand and *6 to unmute/mute for public comment.)*

(Next Ord. No. – 774)

(Next City Council Res. No. 2020 – 105)

Next Suisun City Council Acting as Successor Agency Res. No. SA2020 - 02)

(Next Housing Authority Res. No. HA2020 – 01)

ROLL CALL

Mayor Wilson called the meeting to order at 6:54 PM with the following Council / Board Members present: Adams, Day, Segala, Williams, Wilson.

Pledge of Allegiance was led by Council Member

Invocation was given by City Manager Folsom.

PUBLIC COMMENT

(Request by citizens to discuss any matter under our jurisdiction other than an item posted on this agenda per California Government Code §54954.3. Comments are limited to no more than 3 minutes unless allowable by the Mayor/Chair. Speaker cards are available on the table near the entry of the meeting room and should be given to the City Clerk. By law, no prolonged discussion or action may be taken on any item raised during the public comment period, although informational answers to questions may be given and matters may be referred for placement on a future agenda.)

Alma Hernandez asked that the tax measure be brought back to be placed on the ballot this November. She stated the filing deadline is Friday; the measure would save services, programs and jobs; and would held the City stay solvent. She reported the Fairfield-Suisun Chamber of Commerce and the Hispanic Chamber of Commerce will be hosting tomorrow morning at 9:00 AM a virtual forum with Mayor Wilson on Suisun City's economy.

Tom Kamin echoed everything that Ms Hernandez said; stated because the City built acres of houses and no businesses to follow to come up with the infrastructure; now we have a problem, we need more money; we have to go to the citizens. Otherwise, we will strip the City of its financial ability to take care of its citizens.

Steve Olry once again expressed concern about people being allowed to congregate in the parks without abiding by any rules; reported a tent city is being created near Marina Boulevard; was concerned about the business community; stated about \$150,000 was squandered on studies during the last fifteen months; and suggested stop spending money on studies.

George Guynn commented rather than spending more money on a tax ballot the City should become more efficient, many people have lost their jobs; spoke about people wearing masks and the City should get back to helping businesses.

CONFLICT OF INTEREST NOTIFICATION - None

(Any items on this agenda that might be a conflict of interest to any Councilmembers / Boardmembers should be identified at this time.)

REPORTS: (Informational items only.)

1. COVID-19 Update – (Folsom: gfolson@suisun.com).

PRESENTATIONS/APPOINTMENTS

(Presentations, Awards, Proclamations, Appointments).

City Council

Mayor Wilson added a presentation stating Vice Mayor Williams organized a Suisun City Children's Art Fair through her office and presented the awards to the three winners. She read a letter from Suisun-Fairfield Visual Art Association expressing gratitude to the students who participated. Vice Mayor Williams presented two of the winners with certificates.

2. Suisun City Police Department, Annual Report – (Roth: aroth@suisun.com).
3. Solano Commission for Women and Girls – (Tiffani Thomas, Commissioner Representative).

CONSENT CALENDAR

Consent calendar items requiring little or no discussion may be acted upon with one motion.

City Council

4. Office of Traffic Safety Jaws of Life Grant: - (Vincent: jvincent@suisun.com)
 - a. Council Adoption of Resolution No. 2020-105: Authorizing the City Manager to Execute a Grant Agreement with the California Office of Traffic Safety in the Amount of \$37,000.00.
 - b. Council Adoption of Resolution No. 2020-106: Authorizing the City Manager to Purchase the Extrication Equipment from L.N. Curtis and Sons for \$36,999.22.
5. Federal Emergency Management Agency (FEMA) Assistance to Firefighters Grant (AFG) – (Vincent: jvincent@suisun.com).
 - a. Council Adoption of Resolution No. 2020-107: Authorizing the Acceptance of a Federal Emergency Management Agency (FEMA) Assistance to Firefighters Grant (AFG) Covid-19 Supplemental for the Reimbursement and Purchase of Personal Protective Equipment (PPE) in the Amount Of \$36,120 with a City Cost Share of \$3,612.04.
 - b. Council Adoption of Resolution No. 2020-108: Adopting the 7th Amendment to the Annual Appropriation Resolution No. 2019-65 to Appropriate City Cost Share for the Acceptance of a Federal Emergency Management Agency (FEMA) Assistance to Firefighters Grant (AFG) COVID-19 Supplemental for the Reimbursement and Purchase of Personal Protective Equipment (PPE)
6. Council Adoption of Resolution No. 2020-: Adopting the City of Suisun City Recreation Partnership Policy – (Lofthus: klofthus@suisun.com).
7. Council Adoption of Ordinance No.774: Amending Sections 8.04.010 (Definitions) and 8.04.020 (Possession, sale, or discharges generally), and Adding Sections 8.04.054 (Social host liability) and 8.04.070 (Penalty) of Chapter 8.04 (Fireworks) of Title 8 (Health and safety), and Amending Section 1.20.050 (Amount of administrative penalties) of Chapter 1.20 (Administrative citations) of Title 1 (General provisions) of the Suisun City Municipal Code Relating to Social Host Liability Provisions. (Introduced and Reading Waived on June 16th, 2020) – (Vincent: jvincent@suisun.com).

Mayor Wilson pulled Item 6, Council Member Segala pulled 7 and Council Member Day pulled Items 4 and 5.

Item 4

Motioned by Council Member Day and seconded by Council Member Segala to adopt Resolution No. 2020-105 and Resolution No. 2020-106. Motion carried unanimously by the following roll call vote:

AYES: Council Members Adams, Day, Segala, Williams, Wilson

Item 5

Motioned by Council Member Day and seconded by Council Member Williams to adopt Resolution No. 2020-107 and Resolution No. 2020-108. Motion carried unanimously by the following roll call vote:

AYES: Council Members Adams, Day, Segala, Williams, Wilson

Item 6

Consensus of Council was to bring this Item back.

Item 7

Motioned by Council Member Adams and seconded by Mayor Wilson to adopt Ordinance No. 773. Motion carried unanimously by the following roll call vote:

AYES: Council Members Adams, Williams, Wilson

NOES: Council Members Day, Segala

PUBLIC HEARINGS

City Council

8. ITEM OFF CALENDAR

City Council Consider Adoption of Resolution No. 2020-___: Approving an Extension of Tentative Subdivision Map No. TSM 07-02, for the Olive Tree Ranch Project (APN's 0038-222-060, 0038-232-010, and 0032-232-020) **This item will not be heard and will be re-noticed for consideration at a future City Council meeting** –(Kearns: jkearns@suisun.com).

9. Council Introduce and Waive Reading of Ordinance No. 775: Amending 18.30.170 of Title 18 of the Suisun City Code and Amending the Waterfront District Specific Plan, Relating to Regulations for Accessory Dwelling Units in Residential Properties – (Kearns: jkearns@suisun.com).

Mayor Wilson opened the public hearing. Hearing no comments, Mayor Wilson closed the public hearing.

Motioned by Council Member Adams and seconded by Council Member Williams to introduce and waive the reading the reading of Ordinance No. 775. Motion carried by the following roll call vote:

AYES: Council Members Adams, Williams, Wilson

NOES: Council Members Day, Segala

GENERAL BUSINESS

City Council

10. Discussion and Direction Regarding the Potential Change in Land Use for Property at the Southeast Corner of Marina Boulevard and Buena Vista Drive – (Folsom/Kearns: gfolson@suisun.com, jkearns@suisun.com).

Don Harris, Executive Director of Solano Affordable Housing Foundation and owner of Village Apartments, stated they were currently entering into a contract to purchase the property and would be proposing 200+ units with green space and plenty of parking. Carlton Randall, Solano Affordable Housing Project Manager, advised it gives a flow through neighborhood.

Mike Hudson suggested there should be a discussion with neighbors whose property abuts the project and expressed concern about parking spaces and having forty units per acre; asked if the City had a plan for providing services to the 200+ units; giving up the commercial designation will cost the City money.

George Guynn said ditto to Mr. Hudson's comments, City should be looking for commercial to make money for the City not low-income housing.

Steve Olry stated the presentation was too vague; two red flags – density and affordable housing; we need more luxury housing and people who will shop in our community; we need to bring in money.

Mark Groen is working with Solano Affordable Housing Foundation, stated it would be tricky to develop commercial on that property; the housing design would have a lot of landscape and parking would be in the interior of the complex so it wouldn't look like a parking lot.

City Manager Folsom stated if the Council is not willing to change the zoning make it clear so the development doesn't waste his time and money, but if you think it is a good project then say yes and the project would go through the hearing process.

Mayor Wilson, Council Member Adams, and Council Member Williams were in favor of considering rezoning and this project.

REPORTS: (Informational items only.)

11. a. Council/Boardmembers

Council Member Adams congratulated Council Member Williams and the winners of the Children's Art Fair; thanked everyone who participated in the Clean Team and congratulated the Cannabis Team for winning the breakfast with Mayor; and reported STA broke ground on its new \$14 million building that's is going into downtown.

Council Member Segala reported problems at the end of Bella Vista and Blue Jay where people are riding their horses in the streams project where no trespassing signs are posted; he stated he had bought material to fix the fencing, however, someone has cut out a whole section of the fence, so they can get back there again. He asked staff to look into the problem.

Council Member Williams thanked Mayor Wilson for preparing the Mayoral certificates for the Suisun City Children's Art Fair and reminded everyone that the art would be on display for the month of August; announced she was appointed by President Dunbar of the League of California Cities to represent the City of Suisun City on a General Resolutions Committee for this year's League Conference; and reported a homeless encampment along the railroad and suggested reporting it to Pacific Railroad.

b. Mayor/Chair

Mayor Wilson reported:

- She had a wonderful breakfast with the Team Cannabis at Cast Iron Grill;
- Attending Liberty Church in Suisun City along with Council Member Adams, stating they rent space at Joe Nelson Center where they are relaunching their church after post covid, they are having one normal service but their other services during the month are all about being out in the community and doing tangible things to help our community;
- Pastor John of the Building Christian Fellowship, who is doing "I Love My City Campaign", had a stroke and the Suisun City Police and Fire Department gave him a hero's welcome home;
- On August 13 we will have our Homeless Town Hall Meeting; and reported she would

be at the Chamber of Commerce meeting tomorrow to talk about Suisun City's economy.

12. City Manager/Executive Director/Staff

City Manager Folsom reported he had given a presentation at the Rotary Club and Solano Association of Realtors and announced in coordination with STA have started the Lift First and Last Mile Program which is a program where Lift will transport you to and from the transit station.

PUBLIC COMMENT - None

(Additional time for request by citizens to discuss any matter under our jurisdiction other than an item posted on this agenda limited to no more than 3 minutes.)

ADJOURNMENT

There being no further business, Mayor Wilson adjourned the meeting at 10:11 PM.

Linda Hobson, CMC
City Clerk

MINUTES

SPECIAL MEETING OF THE SUISUN CITY COUNCIL

MONDAY, AUGUST 10, 2020

6:00 P.M.

(or immediately following the scheduled 6:00 pm Suisun-Solano Water Authority Board Meeting)

SUISUN CITY COUNCIL CHAMBERS -- 701 CIVIC CENTER BOULEVARD -- SUISUN CITY, CALIFORNIA

NOTICE

Pursuant to Government Code Section 54953, Subdivision (b), and Executive Order released on March 12, 2020, the following Council/Successor Agency/Housing Authority meeting includes teleconference participation by: Council/Board Members Anthony Adams, Jane Day, Michael A. Segala, and Mayor Pro Tem Wanda Williams. Teleconference locations are on file at City Hall, 701 Civic Center Blvd., Suisun City, CA 94585.

PER CITY POLICY, MEMBERS OF THE PUBLIC ARE REQUIRED TO WEAR FACE MASKS WHILE IN CITY FACILITIES. IF YOU DO NOT HAVE A FACE MASK, ONE WILL BE PROVIDED FOR YOU.

DUE TO CORONAVIRUS COVID-19 RESIDENTS ARE ENCOURAGED TO ATTEND THE CITY COUNCIL MEETING VIA THE APPLICATION, ZOOM.

ZOOM MEETING INFORMATION:

WEBSITE: <https://zoom.us/join>

MEETING ID: 865 8340 8552

CALL IN PHONE NUMBER: (707) 438-1720

TO VIEW TONIGHT'S MEETING ON SUISUN WEBSITE, LIVESTREAM

(URL: <https://www.suisun.com/government/meeting-video/>)

REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE CITY COUNCIL MEETING

BY EMAILING CLERK@SUISUN.COM (PRIOR TO 6pm) OR

VIA WEBSITE OR PHONE APPLICATION, ZOOM

*(If attending the meeting via phone press *9 to raise your hand and *6 to unmute/mute for public comment.)*

ROLL CALL

Mayor Wilson called the meeting to order at 6:18 PM with the following Council / Board Members present: Adams, Day, Segala, Williams, Wilson.

PUBLIC COMMENT

(Request by citizens to discuss any matter under our jurisdiction other than an item posted on this agenda per California Government Code §54954.3. Comments are limited to no more than 3 minutes unless allowable by the Mayor/Chair. Speaker cards are available on the table near the entry of the meeting room and should be given to the City Clerk. By law, no prolonged discussion or action may be taken on any item raised during the public comment period, although informational answers to questions may be given and matters may be referred for placement on a future agenda.)

George Guynn expressed concern about spending and a balanced budget.

CONFLICT OF INTEREST NOTIFICATION - None

(Any items on this agenda that might be a conflict of interest to any Councilmembers / Boardmembers should be identified at this time.)

CONSENT CALENDAR

Consent calendar items requiring little or no discussion may be acted upon with one motion.

City Council

1. Council Adoption of Resolution No. 2020-109: Authorizing the City Manager to Enter into a Construction Contract on the City's Behalf with Maggiora & Ghilotti, Inc. for the Civic Center Boulevard Asphalt Concrete Overlay and Waterline Replacement Project and Authorize up to an Additional \$50,000 for Contingencies – (Medill: mmedill@suisun.com).

George Guynn stated the current infrastructure is not good and suggested watching revenue and expenses.

**Motioned by Council Member Adams and seconded by Council Member Williams to approve Consent Calendar. Motion carried unanimously by the following roll call vote:
AYES: Council Members: Adams, Day, Segala, Williams, Wilson**

PUBLIC COMMENT

(Additional time for request by citizens to discuss any matter under our jurisdiction other than an item posted on this agenda limited to no more than 3 minutes.)

Steve Olry asked if this was going to be the last money spent on this project. Mayor Wilson said he could speak to Public Works Director Medill after the meeting.

ADJOURNMENT

There being no further business, Mayor Wilson adjourned the meeting at 6:29 PM.

Linda Hobson, CMC
City Clerk

MINUTES

**REGULAR MEETING OF THE
SUISUN CITY COUNCIL**

**SUISUN CITY COUNCIL ACTING AS SUCCESSOR AGENCY TO THE
REDEVELOPMENT AGENCY OF THE CITY OF SUISUN CITY,**

AND HOUSING AUTHORITY

TUESDAY, AUGUST 18, 2020

6:30 P.M.

SUISUN CITY COUNCIL CHAMBERS -- 701 CIVIC CENTER BOULEVARD -- SUISUN CITY, CALIFORNIA

NOTICE

Pursuant to Government Code Section 54953, Subdivision (b), and Executive Order released on March 12, 2020, the following Council/Successor Agency/Housing Authority meeting includes teleconference participation by: Council/Board Members Anthony Adams, Jane Day, Michael A. Segala, and Mayor Pro Tem Wanda Williams. Teleconference locations are on file at City Hall, 701 Civic Center Blvd., Suisun City, CA 94585.

PER CITY POLICY, MEMBERS OF THE PUBLIC ARE REQUIRED TO WEAR FACE MASKS WHILE IN CITY FACILITIES. IF YOU DO NOT HAVE A FACE MASK, ONE WILL BE PROVIDED FOR YOU.

DUE TO CORONAVIRUS COVID-19 RESIDENTS ARE ENCOURAGED TO ATTEND THE CITY COUNCIL MEETING VIA THE APPLICATION, ZOOM.

ZOOM MEETING INFORMATION:

WEBSITE: <https://us02web.zoom.us/j/83787449635>

MEETING ID: 837 8744 9635

CALL IN PHONE NUMBER: (707) 438-1720

TO VIEW TONIGHT'S MEETING ON SUISUN WEBSITE, LIVESTREAM

(URL: <https://www.suisun.com/government/meeting-video/>)

REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE CITY COUNCIL MEETING

BY EMAILING CLERK@SUISUN.COM (PRIOR TO 6pm) OR

VIA WEBSITE OR PHONE APPLICATION, ZOOM

*(If attending the meeting via phone press *9 to raise your hand and *6 to unmute/mute for public comment.)*

(Next Ord. No. – 774)

(Next City Council Res. No. 2020 – 110)

Next Suisun City Council Acting as Successor Agency Res. No. SA2020 - 02)

(Next Housing Authority Res. No. HA2020 – 01)

ROLL CALL

Mayor Wilson called the meeting to order at 6:37 PM with the following Council / Board Members present: Adams, Segala, Williams, Wilson. Council Member Day was absent.

Pledge of Allegiance was led by Council Member Adams.

Invocation was given by City Manager Folsom.

PUBLIC COMMENT

(Request by citizens to discuss any matter under our jurisdiction other than an item posted on this agenda per California Government Code §54954.3. Comments are limited to no more than 3 minutes unless allowable by the Mayor/Chair. Speaker cards are available on the table near the entry of the meeting room and should be given to the City Clerk. By law, no prolonged discussion or action may be taken on any item raised during the public comment period, although informational answers to questions may be given and matters may be referred for placement on a future agenda.)

Steve Olry reported playgrounds were not in compliance and wondered why rules aren't being enforced; stated last month the City had run up a \$75,000 bill in legal fees; we are hemorrhaging and we're still spending money at high rate than we did before covid.

George Guynn suggested watching pennies; opposed low-income housing; hoped the City would concentrate on making money rather than giving it away.

City Clerk Hobson summarized an email received from David Spellman suggesting if the City is going to allow RV parking on the streets, the RV must fit within the curbs of the property.

CONFLICT OF INTEREST NOTIFICATION - None

(Any items on this agenda that might be a conflict of interest to any Councilmembers / Boardmembers should be identified at this time.)

REPORTS: (Informational items only.)

1. COVID-19 Update – (Folsom: gfolson@suisun.com).

City Manager Folsom reported many of the Suisun City restaurants were offering outside dining and the City is working with some restaurants to allow outside dining because of pandemic.

PRESENTATIONS/APPOINTMENTS

(Presentations, Awards, Proclamations, Appointments).

CONSENT CALENDAR

Consent calendar items requiring little or no discussion may be acted upon with one motion.

City Council

2. Council Adoption of Ordinance No. 774: Amending 18.30.170 of Title 18 of the Suisun City Code and Amending the Waterfront District Specific Plan, Relating to Regulations for Accessory Dwelling Units in Residential Properties (Introduced and Waived Reading on August 4, 2020) – (Kearns: jkearns@suisun.com).

Joint City Council / Suisun City Council Acting as Successor Agency

3. Council/Agency Approval of the June 2020 Payroll Warrants in the Amount of \$463,273.15 and July 2020 Payroll Warrants in the Amount of \$697,337.00 Council/Agency Approval of the June 2020 Accounts Payable Warrants in the Amount of \$1,267,645.86 and July 2020 Payable Warrants in the Amount of \$2,220,915.42 – (Finance).

Motioned by Mayor Williams and seconded by Council Member Adams to approve Consent Calendar. Motion carried unanimously by the members present by the following roll call vote:

AYES: Council Members: Adams, Williams, Wilson

NOES: Council Member Segala

ABSENT: Council Member Day

PUBLIC HEARINGSCity Council

4. City Council Consider Adoption of Resolution No. 2020-110: Approving an Extension of Tentative Subdivision Map No. TSM 07-02, for the Olive Tree Ranch Project (APN's 0038-222-060, 0038-232-010, and 0032-232-020) – (Kearns: jkearns@suisun.com).

Mayor Wilson opened the public hearing.

Mike Hudson expressed concern about density, parking, HOA, MAD and public transit.

City Clerk Hobson summarized an email from Dr. Verna Schuetter stating she was in favor of the extension. With a \$3 million dollar deficit – Suisun needs the business; if housing is developed, it would increase economic activity and decrease fire hazard of an empty lot.

Jim Manfredi sent pictures that showed debris from demolition; expressed concern about vagrants living there; and asked if the permit holder is required to maintain the property so that no safety or fire violations will impact neighboring properties?

Steve Olry expressed concern about the project taking ten years and asked if the developer had any credibility to perform?

Hearing no further comments, Mayor Wilson closed the public hearing.

Motioned by Council Member Adams and seconded by Council Member Williams to adopt Resolution No. 2020-110. Motion carried unanimously by the members present by the following roll call vote:

AYES: Council Members Adams, Segala, Williams, Wilson

ABSENT: Council Member Day

GENERAL BUSINESS**REPORTS: (Informational items only.)**

5. a. Council/Boardmembers

Council Member Adams compliment staff on the presentations at the special meeting on homelessness last Thursday where he suggested the City coordinate with Fairfield to institute a homeless cleanup job program since most of the refuse come the homeless that are living around the City and home this could move forward.

Council Member Segala requested Mayor Wilson to adjourn the meeting in memory of Air Force Chief Master Sargent Herbert Clarence Perkins who was a leader in the military and then in our community and he was the Past Master of Stanley Wise Beverly Lodge.

Council Member Williams announced this weekend she had participated in Emerge Northern California Boot Camp and was proud to announce she had graduated, she stated this is a program that trains democratic women for office. She reported participating in Solano Licensing Child Care

- b. Mayor/Chair - None

6. City Manager/Executive Director/Staff

City Manager Folsom reported there would be a Planning Department Workshop next Wednesday, August 26 at 6:00 PM and will be discussing changes to our Use Permit Ordinance and Our Good Neighbor Policy.

PUBLIC COMMENT

(Additional time for request by citizens to discuss any matter under our jurisdiction other than an item posted on this agenda limited to no more than 3 minutes.)

Steve Olry opposed parking RVs on the street because many of the streets are too narrow and it blocks bicycle lanes and stated RVs should be on driveway or in storage.

Louis Webster asked for agenda, minutes and video of the homeless meeting.

Alma Hernandez reported she had been a victim of a hit-and-run collision; thanked the City for all the improvements that have been to emergency response and thanked dispatch, police and fire

ADJOURNMENT

There being no further business, Mayor Wilson adjourned the meeting at 7:32 PM.

Linda Hobson, CMC
City Clerk