

VENTURA COUNTY EMERGENCY PLANNING COUNCIL BYLAWS

Adopted 04/23/09
Reviewed 11/28/12
Reviewed 10/9/2013

ARTICLE 1

GENERAL

Section 1.1 Recitals:

- A. The County of Ventura enacted County Ordinance Section 5321, et.seq. creating a disaster council within Ventura County.
- B. The State of California, pursuant to the California Emergency Services Act (Government Code § 8610) encourages cities and counties to create disaster councils by ordinance.
- C. California Code of Regulations, Title 19, Division 2, Office of Emergency Services, § 2409 requires local governments within a county geographic area to be organized into a single Operational Area.
- D. California Government Code § 8559, 8605, and 8607 define an Operational Area as an intermediate level of the state emergency services organization consisting of a county and all political subdivisions within the county area.
- E. Executive Order S-2-05 by the Governor of the State of California directs the Governor's Office of Emergency Services, in cooperation with Standardized Emergency Management System Advisory Board to develop a program to integrate the National Incident Management System, to the extent appropriate, into the state's emergency management system.
- F. Presidential Homeland Security Directive-5 directs the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System.
- G. Presidential Policy Directive 8: National Preparedness (PPD-8) describes the Nation's approach to preparing for the threats and hazards that pose the greatest risk to the security of the United States. PPD-8 is the shared responsibility of our whole community. Security and resilience is achieved through the Core Target Capabilities that are necessary to deal with our greatest risk.

Section 1.2 Name:

The organizational name of the Ventura County Disaster Council is the Ventura County ***Emergency Planning Council***, hereinafter referred to as EPC.

Section 1.3 Purpose and Duties:

- A. Lead in the development of a countywide Strategic Plan using a multi-hazard and multi-disciplinary approach to emergency planning and a system of prioritizing planning objectives.
- B. Promote effective emergency management and disaster mitigation, preparation, planning, response and recovery through public and private sector collaboration and initiatives relative to emergency preparedness, response and recovery.
- C. Provide a forum for community dialog and vetting of concepts, priorities and initiatives relative to emergency preparedness, response and recovery.
- D. Develop plans for addressing and responding to local or state emergencies requiring local resources including, but not limited to, earthquakes, terrorism, public health threats, fires, floods, and natural disasters specific to jurisdictions or of acts of war.
- E. Ensure developed plans provide for the effective procurement and mobilization of resources within the Ventura County Operational Area and its political subdivisions, both public and private.
- F. Provide review, recommendations and/or approval of local emergency operation plans in accordance with local, state and federal requirements.
- H. Coordinate and collaborate with all government and non-governmental agencies and volunteer organizations, the private sector and other entities involved in public safety activities, and work toward achieving common emergency management goals.
- I. Increase public awareness through education on disaster mitigation, preparedness, response, and recovery from local, state and federal emergencies and/or disasters.
- J. Provide a unified cooperative approach to de-briefing of events for the purpose of identifying areas of improvement and developing corrective action plans.

ARTICLE II

MEMBERSHIPS

Section 2.1 Council Memberships:

- A. The Executive Leadership members of the EPC shall be those specified by Ventura County Ordinance Code sections 5321-1, 5321-2, and 5321-3: a member of the Board of Supervisors, who shall be chair of the EPC; the Sheriff as the Director of Emergency Services, who shall be vice-chair of the EPC; the Assistant Director of Emergency Services, who shall be appointed by the Sheriff; and individuals appointed by the Board of Supervisors pursuant to section 5321-5, as members of "other organizations having an official emergency responsibility".
- B. The EPC shall also include such chiefs of Emergency Services, as appointed by the Board of Supervisors, whom are provided for in the current emergency plan of the Ventura County Operational Area, pursuant to Ventura County Ordinance Code section 5321-4. These members shall be known as the Extended Leadership.
- C. The EPC shall also include representatives, as appointed by the Board of Supervisors, from the following disciplines: Local Non-Governmental Organizations, Business/Industry, Military, Infrastructure/Lifelines, Colleges/Schools, Logistics/Support, Fire, Health Services, Law Enforcement and Emergency Management, pursuant to Ventura County Ordinance Code section 5321-5. These members shall be known as Members-at-Large.
- D. Chair and alternates of the EPC representing organizations, agencies, or other membership will be reviewed in accordance with Article V of these bylaws.

Section 2.2 Executive Leadership:

A. Chair:

1. The Chair of the Board of Supervisors or his/her designated alternate holds this seat.
2. The Chair shall serve a one-year term.
3. An alternate shall serve a two-year term. The first year as an incoming member and the second as Chair.
4. The Chairperson or designated alternate will be the liaison to the Ventura Council of Governments (VCOG) and collaborate with other bodies of authority or regional councils whose decisions may impact the interests of the EPC.

B. First Vice Chair:

1. The County Director of Emergency Services holds this seat.

2. In the absence of the First Vice Chair, the Director of Emergency Services may appoint an alternate.

C. Second Vice Chair:

1. The Assistant Director of Disaster Services (Manager-OES) holds this seat.
2. In the absence of the Second Vice Chair, the Assistant Director of Disaster Services may appoint an alternate.
3. The Second Vice Chair or designated alternate will be a liaison to the Emergency Coordinators Council (ECC).

D. Fire Service Representative appointed by the Board of Supervisors:

1. The County Fire Chief shall fill this seat.
2. The County Fire Chief shall select an alternate.
3. This is a standing position that shall collaborate with and represent the interests of all Fire agencies within the Operational area.

E. City Representative/Ventura County Managers Group appointed by the Board of Supervisors:

1. The Ventura County Manager's Group shall appoint a City representative and alternate for this seat. Both the primary and alternate seats may be selected on a rotating basis.
2. This seat shall collaborate with and represent the interests of local emergency managers and the Ventura County Managers Group.
3. Should this seat remain unfilled by a local City Manager, the County Executive Officer will become a member of the Executive Leadership.

Section 2.3 Executive Leadership Responsibilities:

- A. Executive level leaders will have the responsibility of preparing the agenda for all EPC meetings.
- B. The Chairperson will preside over all regular meetings and may call special meetings, if necessary.
- C. First Vice Chairperson will serve as the Chair and assume those responsibilities.
- D. The Second Vice Chair may assume responsibilities of the Chair in the absence of the Chair and Vice Chair seats.
- E. EPC Executive leaders will appoint Committee Chairs from the EPC membership, as necessary.
- F. The Chairperson will be an ex-officio member of all EPC committees.

Section 2.4 Extended Leadership:

A. County Executive Officer as appointed by the Board of Supervisors:

1. The County Executive Officer shall fill this seat.
2. The County Executive Officer shall select an alternate.
3. This is a standing position that shall collaborate with and represent the interests of all (Executive) agencies within the Operational area.

B. Health Care Representative as appointed by the Board of Supervisors:

1. The Director of the Health Care Agency shall fill this seat.
2. This is a standing position representing interests of the County's Health Care Agency and affiliates.
3. The Health Care Agency Deputy Administrator will be the appointed alternate and may be a rotating position.
4. This will be a standing position.
5. The individual serving in this capacity shall collaborate with and represent the interests of the Health Care Agencies, hospitals, Medical Examiner, and Behavioral Health.

C. Mass Care Representative as appointed by the Board of Supervisors:

1. The Mass Care Representative shall be the Executive Director (ED) of the local Ventura Chapter of the American Red Cross or lead agency for mass care.
2. The Executive Director for the County Human Services Agency will serve as the alternate for this seat.
3. The individual serving in this capacity shall collaborate with and represent the interests of all the mass care organizations serving the County.

Section 2.5 Extended Leadership Responsibilities:

- A. The Extended Leadership is an eight-member body and includes the combined membership of the Executive and Extended Leadership seats.
- B. The Extended Leadership will provide input on council governance, agenda items, voting procedures and other topics that require broad leadership consideration.
- C. This body will approve and/or ratify membership decisions.
- D. The Extended Leadership body will serve the entire council.

Section 2.6 Membership-at-Large:

A. The membership at-large will include all municipal, county special district agencies including representatives appointed to serve on committees and sub-committees.

B. At-large membership will include those agencies and personnel designated to have a role in emergency planning, response, recovery and mitigation as outlined by locally approved emergency plans.

C. Non-Governmental Organization Representative as appointed by the Board of Supervisors:

1. Voluntary Organizations Active in Disasters (VOAD) shall act as the coordinating agency for this seat.
2. The chair shall appoint a representative and alternate for this seat.
3. If VOAD is unable to perform this responsibility, the Executive and Extended Leadership will appoint a senior level executive and alternate from appropriate non-governmental interests.
4. This position shall collaborate with and represent the interests of local non-profits, volunteer organizations, faith-based institutions and other volunteer groups.

D. Business/Industry Representative as appointed by the Board of Supervisors:

1. Ventura County Economic Development Association (VCEDA) shall act as the coordinating representative for this seat.
2. Participating private sector companies or organizations within the County shall be drawn from senior level executives who have the authority to speak on their behalf.
3. This group of senior executives shall appoint a representative and alternate for this seat.
4. If VCEDA is unable to perform this responsibility, the Executive and Extended Leadership shall make the appointments.
5. This seat shall collaborate with and represent the interests of the business community as it relates to countywide emergency management programs.

E. Government Representative (*Local, State, Federal*) as appointed by the Board of Supervisors:

1. Military Representative (Navy Base Ventura County (NBVC), 146th Airlift Wing Air National Guard.
 - a. The primary and alternate representative shall be the highest ranking officials representing NBVC and the 146th Air National Guard.
 - b. This seat shall represent the interests of local military bases and the role of the military during disasters.

- c. The Primary and alternate positions may be determined through agreement by the highest ranking official representing NBVC and the 146th Airlift Wing Air National Guard.
 2. Participating local, state, and federal governmental agencies shall appoint a senior level executive to serve as an alternate on a rotating basis.
 - a. The seat shall collaborate with and represent the interests of local, state, federal and military agencies and partners.
- F. Infrastructure Representative as appointed by the Board of Supervisors:
 1. The representative of this seat shall be determined by the Ventura County Public Works Director and may be appointed on a rotating basis.
 2. The alternate may also be selected by the local Public Works Director and may be appointed on a rotating basis.
 3. If the Public Works Director is unable to perform this responsibility, the Executive and Extended leadership will appoint a senior level executive and alternate from appropriate agency.
 4. This seat will collaborate with and represent representatives from the local Public Works agencies, Special Districts, Utilities, Roads, Dams and other critical infrastructure systems.
- G. Colleges/Schools/Universities Representative as appointed by the Board of Supervisors:
 1. The EPC Executive and Extended Leadership shall appoint a representative and alternate for this seat.
 2. The seat shall collaborate and represent the interests of schools and colleges and other educational institutions in the Ventura County area.
 3. The primary and alternate seat may be selected on a rotating basis.
- H. Logistics/Support Representative as appointed by the Board of Supervisors:
 1. The representative and alternate of this seat shall be determined by the Extended Leadership and may be appointed on a rotating basis.
 2. This seat shall collaborate with and represent the interests of local entities including executive level representatives from Transportation, Ports/Harbors, and Airports, General Services Agencies, Information Technology Services, County Executive Office–Human Resources and Risk Management Divisions and any other support functions as identified by the EPC.
- I. Fire Service Representative as appointed by the Board of Supervisors:
 1. The Ventura County Fire Chief's Association shall appoint a City fire representative and alternate for this seat.

2. This representative shall collaborate with and represent the interests of all local fire service agencies.
3. Both the primary and alternate seats may be selected on a rotating basis.

J. Medical/Health Services Representative as appointed by the Board of Supervisors:

1. The Public Health Department Director will fill this seat.
2. The Public Health Director will be responsible for designating an alternate.
3. This appointment may be selected from among executive level representatives from private sector/public including EMS and ambulance services, public health laboratory, clinics, veterinarians, pharmacies, and home health care agencies.
4. This representative shall collaborate with and represent the interests of all local health care agencies and organizations.

K. Law Enforcement Representative as appointed by the Board of Supervisors:

1. Ventura County Law Enforcement Coordinating Committee (VCLECC) shall appoint a City police representative and alternate for this seat.
2. Both the primary and alternate positions may be selected on a rotating basis.
3. This seat shall collaborate with and represent the interests of local law enforcement agencies.

Section 2.7 Membership-at-Large Responsibilities:

- A. At-large members shall work toward establishing and maintaining collaborative relationships with all emergency management stakeholders.
- B. Attendance at regular meetings is required to maintain appointment.
- C. Members may be requested to chair certain subcommittees and work groups and other meetings as necessary.

ARTICLE III

COMMITTEES

Section 3.1 Committees:

- A. The EPC may also establish committees for the purposes of accomplishing tasks, projects and plans as directed.
- B. The EPC may approve the establishment of standing committees, adhoc committees and work groups.

C. Committees may be tasked on an as needed basis.

ARTICLE IV

PROTOCOLS

Section 4.1 Terms and Attendance:

- A. Except for standing appointments, the term for EPC members will be for two (2) years from the date of appointment.
- B. Members appointed to fill a vacant term will serve until the expiration date of that term. The member may continue to serve until reappointment or replacement.
- C. Alternates may not attend in place of the primary appointed representative for more than two (2) meetings per year without expressed permission from the Executive Leadership level.
- D. Except for standing appointments, members may be reappointed in the membership category for which they are eligible, provided that they have not missed more than two (2) meetings during the term served.
- E.

Section 4.2 Removal:

- A. By two-thirds (2/3) vote of the EPC membership, the EPC may remove any member of the EPC for neglect of duty or conduct unbecoming.
- B. Removal actions taken by the EPC membership will require the approval of the Executive Leadership representatives.

Section 4.3 Code of Ethics:

The EPC shall operate in conformance with the International City/County Management Association Code of Ethics.

Section 4.4 Meetings and Quorum:

- A. The EPC will meet at least four (4) times annually on a calendar quarterly basis. Special sessions may be called as needed.
- B. At least fifty per cent (50%) plus one (1) of the total appointed EPC members must be present in person to create a quorum. A quorum of the EPC, once attained in a meeting, will be considered as retained throughout the meeting.

Action may be taken by a simple majority of those present and voting provided that a quorum has been established.

C. Meetings shall be subject to the *Ralph M. Brown Act* and *Roberts Rules of Order*.

Section 4.5 Bylaws Amendments:

Amendments to the bylaws will be submitted for review and comment by County Counsel prior to the EPC's consideration and approval. Amendments proposed to these bylaws must be received by the EPC membership no less than ten (10) working days prior to their consideration. Amendments to these bylaws will be effective upon approval by a two-thirds (2/3) vote of the EPC quorum, at any regular meeting of the EPC, and upon approval of the Ventura County Board of Supervisors.


Section 4.6 Authority:

- A. These bylaws shall be effective upon adoption by a majority vote of EPC quorum, and approval of the Board of Supervisors.
- B. Other agencies such as cities, special districts and non-governmental agencies shall also seek approval and support of these bylaws through their respective governing bodies.
- C. Nothing in these bylaws may, nor will they be construed to, take precedence over Federal, State, or local laws or regulations.

Section 4.7 Funding:

- A. Funding for the costs of administering the EPC shall be made available through the Sheriff's Office of Emergency Services.
- B. Other departments, cities and agencies may incur incidental costs for the conduct of business.
- C. Programs and projects exceeding the fiscal capabilities of the affected agency shall be brought before the EPC.

Approved by the Executive Leadership of the EPC:




Peter Foy
Chair, Ventura County Board of Supervisors



Geoff Dean
Sheriff, Ventura County Director of Emergency Services



Mark Lorenzen
Fire Chief, Ventura County Fire Protection District



Rigo Landeros
City of Fillmore, City Manager Representative



Kevin McGowan
Assistant Director, Ventura County Sheriff's Office of Emergency Services

