

Ventura County Operational Area

EMERGENCY PLANNING COUNCIL



ADMINISTRATIVE MANUAL 2012

Emergency Planning Council

Administrative Manual

Table of Contents

<u>SECTION</u>	<u>PAGE</u>
CHAPTER 1 - INTRODUCTION	
1.1 Purpose of this Manual	1
1.2 Definitions	2
1.3 EPC Membership and Structure	3
1.4 Mission Statement	4
1.5 Administrative Manual Administration	5
1.6 Code of Ethics	6
CHAPTER 2 - GENERAL INFORMATION	
2.1 Standing-up Committees	9
2.2 Committee Charter Format Policy	10
2.3 EPC Annual Awards & Recognition Program	13
CHAPTER 3 - EPC MEETINGS	
3.1 Agenda Posting and Distribution	15
3.2 Operating Procedures	18
3.3 Council Letter Procedures	26
CHAPTER 4 – FINANCIAL MANAGEMENT	
4.1 EPC Funding Process & Grant Management	31
4.2 Stipends	32
CHAPTER 5 - PLAN DEVELOPMENT AND MAINTENANCE	
5.1 Plan Review Process	34
CHAPTER 6 – INFORMATION MANAGEMENT	
6.1 Records Retention	38
6.2 Public Making Public Records Requests	39

Emergency Planning Council

Administrative Manual

APPENDICES

Attachment A	Committee Charter Template	41
Attachment B	Protocol & Governance	42
Attachment C	Council Letter	44

Emergency Planning Council

Administrative Manual

CHAPTER 1

INTRODUCTION

Emergency Planning Council

Administrative Manual

SECTION 1.1

PURPOSE OF THIS MANUAL

POLICY

The Emergency Planning Council Administrative Manual provides policy and outlines responsibility and procedures for the efficient operation of the County of Ventura's Emergency Planning Council (EPC). Any comments or suggestions to improve this manual can be directed to the EPC Administrator by e-mail at Laura.Hernandez@ventura.org.

This Manual facilitates implementation and provides guidance necessary to achieve the objectives and standards of the EPC. This document has no authority to mandate new criteria.

Organization

The Manual is comprised of six chapters:

- **Chapter 1** - Administrative guidance covering definitions, structure, and etiquette.
- **Chapter 2** – General information on interaction, outreach, and policies pertaining to business, community and agency access to EPC.
- **Chapter 3** – Structure and Guidance on EPC meetings.
- **Chapter 4** – Financial Processes and oversight.
- **Chapter 5** – Description of processes for EPC review and comment on community, government, and agency emergency plans and their maintenance.
- **Chapter 6** – Information on processes for accessing community, government, and agency plans as well as other records retention and access.

Emergency Planning Council

Administrative Manual

SECTION 1.2

DEFINITIONS

GENERAL

1. "Council" refers to the Emergency Planning Council (EPC) of the County of Ventura.
2. "Chair" and "Alternate" refers to the Council members elected to those respective offices.
3. "EPC Administrator" refers to the Administrator of the Council, which is Sheriff's OES staff.

Emergency Planning Council

Administrative Manual

SECTION 1.3

EPC MEMBERSHIP and STRUCTURE

MEMBERSHIP

The membership of the EPC shall be that specified by Ventura County Ordinance Code section 5321, and shall be organized into the following groups:

1. 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 chairman of the EPC; the Sheriff as the Director of Disaster Services, who shall be vice-chairman of the EPC; the Assistant Director of Disaster 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".
2. 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.
3. 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.
4. Chair and alternates of the EPC representing organizations, agencies, or other membership will be reviewed in accordance with Article IV of the EPC bylaws.

Emergency Planning Council

Administrative Manual

SECTION 1.4

MISSION STATEMENT

MISSION STATEMENT

The Emergency Planning Council is an advisory body whose mission is to lead a unified effort in improving disaster preparedness, mitigation, response, and recovery countywide. These efforts are achieved through a partnership of cooperation and collaboration with all levels of government, non-government and the private sector.

Emergency Planning Council

Administrative Manual

SECTION 1.5

ADMINISTRATIVE MANUAL ADMINISTRATION

POLICY

It is the policy of the EPC to maintain this administrative manual as guidance for the day-to-day management and operation of this council.

PROCEDURE

This manual shall be reviewed periodically, but at least biennially by the Strategic Planning Committee, to ensure its contents accurately reflect the policies and procedures necessary for the efficient operation of the EPC and attainment of its goals and objectives.

Emergency Planning Council

Administrative Manual

SECTION 1.6

CODE OF ETHICS

POLICY

It is the policy of the EPC to operate and conduct its business in a manner that facilitates public trust and operational efficiency.

PROCEDURE

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

- Be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that professional general management is essential to the achievement of this objective.
- Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant.
- Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.
- Recognize that the chief function of local government at all times is to serve the best interests of all of the people.
- Submit policy proposals to elected officials; provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals; and uphold and implement local government policies adopted by elected officials.
- Recognize that elected representatives of the people are entitled to the credit for the establishment of local government policies; responsibility for policy execution rests with the members.
- Refrain from all political activities, which undermine public confidence in professional administrators.

Emergency Planning Council

Administrative Manual

- Make it a duty continually to improve the member's professional ability and to develop the competence of associates in the use of management techniques.
- Keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.
- Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.
- Seek no favor; believe that personal aggrandizement or profit secured by confidential information or by misuse of public time is dishonest.

Emergency Planning Council

Administrative Manual

CHAPTER 2

GENERAL INFORMATION

Emergency Planning Council

Administrative Manual

SECTION 2.1

STANDING-UP COMMITTEES

POLICY

The Emergency Planning Council (EPC) shall appoint committees as necessary to study issues related to disaster and emergency management. The authority for establishing committees is identified in the Ventura County Emergency Planning Council Bylaws Article III Section 4.1 Committees. Such committees shall produce reports or plans relative to the expectations identified by the Council at the time of appointment and in accordance with Section 2.2 of this Administrative Manual. All work performed by committees shall be aligned with the EPC Strategic Plan. The establishment of committees shall be in accordance with the procedures identified in this policy.

PURPOSE

1. Any member of the Council can make recommendation to stand-up a committee
2. All recommendations for a committee shall include:
 - Committee Scope, Purpose and Function
 - Authorities and Responsibilities
 - Committee composition as necessary
 - Type of Committee: Ad hoc or Standing Committee
3. The Council member that makes recommendation for a committee shall nominate a chairperson.
4. Other Council members may also nominate chairpersons.
5. The recommendations for the committee and chairperson shall be voted on by the Council in accordance with the EPC Bylaws Article IV Section 5.4, which states, "Action may be taken by a simple majority of those present and voting provided a quorum has been established".
6. If the committee is approved as recommended, the EPC Chairperson shall direct the newly appointed Committee Chair to the EPC Administrative Manual Section 2.2 Committee Charter Format Policy.

Emergency Planning Council

Administrative Manual

SECTION 2.2

COMMITTEE CHARTER FORMAT POLICY

GENERAL:

1. All Committees stood up by the EPC will establish and operate under a Committee Charter. After establishment of a committee, the committee must draft their charter in accordance with this policy and submit the draft charter to the EPC at the first EPC meeting after establishment of the committee for charter approval and adoption.
2. In order to be consistent, all Committee Charters should be composed using an Arial 12 point font, justified. Charters will follow the format template (Refer to Attachment A). With rare exception, Committee Charters should not exceed 2-3 pages in length.
3. The format of the Committee Charter should consist of at least eight sections (refer to Attachment A).
 - Committee Name
 - Purpose
 - Membership and Role
 - Authority and Responsibilities
 - Planned Milestones/Deliverables
 - Communication Plan
 - Meetings
 - Type of Committee

COMMITTEE NAME:

EPC chair will establish the committee name upon designation. The committee may modify the committee name to best state the purpose of the committee. This revised name will be approved or rejected at charter final approval.

Emergency Planning Council

Administrative Manual

PURPOSE:

EPC will provide the general purpose of the committee. The committee will develop a one or two paragraph statement defining that purpose in detail. This can be in the form of a Mission statement.

MEMBERSHIP AND ROLE:

Membership makeup will be committee specific, but must have a designated committee chair and vice chair. It is recommended that a committee chair be designated by the EPC. The committee may have their committee members pre-set by the EPC or the committee chair may have the authority to choose committee members. As needed, subject matter experts may be called upon. It is recommended that the size of the committee range from three to twelve members in order to ensure efficiency and manageability. The role of each committee member shall also be defined.

AUTHORITY AND RESPONSIBILITY:

EPC will establish the basic authority and to whom the committee reports at the time of establishment; e.g. advisory, decision making or other. The committee will establish a list of responsibilities or duties under that authority.

PLANNED MILESTONES/DELIVERABLES:

This will be a list of items/products the committee is tasked to produce. This list may include annual, ongoing, or one-time deliverables. It may also contain the planned milestones for these items that have target dates. Standing committees' charter(s) shall be reviewed and updated annually. Minor changes in the charter will not require approval by the EPC; however, a change in the chair will require EPC approval.

COMMUNICATION PLAN:

The communication plan is a set of reporting procedures of the committee. It shall list all the required reporting information under the charter. It will detail through whom, where, when, and how this information will be reported.

MEETINGS:

1. Establish how often and where meetings for the committee will be held. Example; meet approximately two (2) times a year, meetings may occur approximately once every six (6) months or as needed.

Emergency Planning Council

Administrative Manual

2. Protocols and governance of meetings shall be followed as prescribed (refer to Attachment B).

TYPE OF COMMITTEE:

Committees can be established by the EPC in one of the following type areas:

- *Ad Hoc*: a small body, usually appointed by the EPC, to explore a single issue at depth with a designated timeframe. The expectation is that the team will report by a specific date with a set of recommendations and then disband.
- *Standing committees*: are working groups that are core to the EPC functioning. These are often mandated by the EPC by-laws. They have no ending date. A review and update schedule will be set for all standing committees.

Emergency Planning Council

Administrative Manual

SECTION 2.3

EPC ANNUAL AWARDS & RECOGNITION PROGRAM

POLICY

It is the policy of the Emergency Planning Council (EPC) to annually recognize and honor individuals and organizations that have gone above and beyond in the field of emergency services throughout the year.

PURPOSE

These categories acknowledge the support, dedication, and commitment to disaster preparedness, response, and recovery in Ventura County.

- Best Emergency Preparedness Public Information Campaign
- Best Emergency Preparedness Drill / Exercise
- Best Emergency Preparedness Plan (new or revised)
- Best Emergency Preparedness Training
- Best Emergency Implementation / Enhancement
- Best Emergency Community Program
- Best Emergency Volunteer Program
- Disaster Service Worker Achievement Award

PROCEDURE

A communication will be sent to EPC members each October requesting nominations for award recognition. EPC members should consult with the agencies and organizations in the areas that they represent.

A ballot will be sent to each EPC member in November requesting a vote for one nominee in each category.

Awards recipients will be contacted and invited to the EPC meeting in December for recognition and presentation of the awards.

The Ventura County Sheriff's Office of Emergency Services will coordinate the communication, manage the collection of nominations and votes, and facilitate the logistical considerations for the presentation of awards at the EPC.

Emergency Planning Council

Administrative Manual

CHAPTER 3

EPC MEETINGS

Emergency Planning Council

Administrative Manual

SECTION 3.1

AGENDA POSTING AND DISTRIBUTION

POLICY

It is the policy of the Emergency Planning Council (EPC) to assure that Council meeting agendas are developed, posted, and distributed in a way that allows for timely and open access to the process.

PROCEDURE

The following is an outline of the required process in support of agenda development, posting, and distribution:

1. Agenda Preparation/Development:

The Administrator (see Section 3.2, para. 4.A) will prepare all regular and special session Council agendas after consultation with the EPC Executive Leadership. Items of business may be suggested by any EPC member, EPC Committee Chair, or through input from the general public. The inclusion of agenda items will be at the discretion of the Executive Leadership. The agenda must contain a brief general description of each item of business, and indicate the time and place of the meeting. All agendas will include an item for public comment. The agenda may also include informational items, special presentations, action items, consent items, and if needed an item for closed executive session. Each agenda item will identify the speaker/presenter; if there are supporting handouts; if council action is required; and the amount of time allotted for the agenda item. Agenda items will be submitted to the EPC Administrator fourteen (14) calendar days prior to the EPC regular council meeting. Items submitted less than the 14 calendar days prior to a scheduled meeting date may be postponed to a later meeting date in order to allow sufficient time for consideration and preparation of the issue. Any urgent or time sensitive items that occur outside the normal meeting cycle will be brought to the Executive Leadership and a determination will be made if a Special Meeting session needs to be called.

2. Agenda Posting:

As per the Ralph M. Brown Act (Government Code section 54950, et seq.), the EPC Council's regular meeting agenda will be posted in a designated space freely accessible to members of the public at least seventy-two (72) hours prior to the regular meeting. The agenda shall also be posted at least

Emergency Planning Council

Administrative Manual

seventy-two (72) hours before the meeting at the site where the meeting is to be held. Copies of the agenda will also be posted on the EPC County web site accessible for public viewing at <http://www.countyofventura.org>. Agenda posting will occur at the same time that the agenda and supporting materials are electronically submitted to the collective EPC council membership. Special meeting agendas and materials will be posted at the time the meeting agenda is electronically submitted to the collective EPC Council, or the same day as the special meeting session, whichever occurs first.

3. Agenda Distribution:

The agenda, together with any supporting materials will be distributed to EPC Council members electronically through e-mail by the Administrator at least three (3) calendar days prior to the regular meeting date, or as soon as administratively practical before any special meeting sessions. Upon special request by the public, copies and materials will be available through electronic communication, and/or access through the EPC web site at <http://www.countyofventura.org>. Agendas and supporting materials may be mailed upon special written request, and requests shall remain valid for the calendar year in which it was filed. Written requests for mailing shall be reviewed annually, and if appropriate, a fee charged. These requirements shall not apply to a document that is exempt from public disclosure under the Public Records Act. Limited copies of the agenda package will be available in hard copy at the EPC Council meeting. Upon request, the Administrator or their designee shall make the agenda, and supporting materials available in appropriate alternative formats to persons with a disability, as required by Title III of the Americans with Disabilities Act (ADA).

4. Agenda and Material Changes after posting and distribution:

The EPC Chairperson must approve any change(s) to the agenda after agenda posting and distribution. Requests for approval can occur through email, phone contact, fax transmission, or face-to-face contact. The EPC Chairperson will notify the Administrator of the change and request that any supporting materials are also provided in advance of the meeting. An updated agenda and materials will be distributed electronically to the Council; posted on the EPC web site; posted in a designated space freely accessible to members of the public; and posted at the site where the meeting is to be held prior to the regular meeting. In the event distribution and posting cannot occur in advance of the meeting, then the agenda change(s) will be identified at the beginning of the EPC Council meeting and additional materials distributed at that time. Any additional agenda or supporting material changes shall be made available for public inspection at the meeting. These

Emergency Planning Council

Administrative Manual

requirements shall not apply to a document that is exempt from public disclosure under the Public Records Act.

Emergency Planning Council

Administrative Manual

SECTION 3.2

OPERATING PROCEDURES

POLICY

It is the policy of the Emergency Planning Council (EPC) to hold all meetings in accordance with the requirements of the Ralph M. Brown Act and other applicable law. Items to be considered by the Council shall be listed on the agenda prepared for that meeting. The Council strives to govern and work together in an effective, efficient, ethical, and courteous manner in the highest tradition of public service and in the best interests of the County of Ventura and its residents.

PROCEDURE

1. GENERAL PROVISIONS

A. Applicability of Procedures

These procedures shall apply to the EPC of the County of Ventura and are deemed to be procedural only. Except as otherwise provided by law, the failure to strictly observe application of the procedures shall not affect the jurisdiction of the Council or invalidate any action taken at a meeting that is otherwise held in conformity with law. Except as otherwise provided by law, these procedures, or any one of them, may be suspended by order of the Chair and will be deemed suspended by actions taken by or with the consent of the Chair or a majority of the Council members that are not in accordance with the procedures.

2. MEETINGS

A. Regular Meetings-Place and Time

The time and location of regular quarterly meetings shall be scheduled at the discretion of the Chair. Following the third-quarter meeting, the EPC Executive Leadership shall determine the next calendar year meetings. Regular quarterly meetings adopted by the EPC Executive Leadership will be posted on the EPC website located at <http://www.countyofventura.org> annually by the EPC Administrator.

B. Special or Emergency Meetings

Special meetings to discuss a specific topic(s) may be called by the Chair or by a majority of the EPC members. Notice of a special meeting, shall specify the time and place of the meeting and the business to be

Emergency Planning Council

Administrative Manual

transacted or discussed, in accordance with Government Code Section 54956. No business other than that specified in the notice shall be considered at the meeting.

C. Adjourned Meetings, Continued Hearings

Any regular, adjourned regular, special, or adjourned special meeting of the Council may be adjourned to a future date and time per Government Code Section 54955.

D. Absence of a Quorum, Adjournment

In the absence of a quorum, the remaining members or the Administrator of the Council may adjourn the meeting to another date and time in accordance with Government Code Section 54955 and shall post a Notice of Adjournment. In the event a member leaves the hearing room, momentarily causing a lack of quorum, he or she should notify the Chair of his or her intended absence and the Chair may call a recess.

3. ELECTION, POWERS AND DUTIES OF CHAIR AND VICE CHAIR

A. Powers and Duties of Chair

The Chair shall serve as presiding officer of the Council, shall rule on questions of procedure, shall nominate for Council approval representatives to Council committees whose appointment is not otherwise provided for and shall approve proposed resolutions, ordinances, contracts, leases and other official documents to be submitted to the Board of Supervisors, and shall preserve order and decorum and shall decide all questions of order. Decisions of the Chair may be overruled by a majority vote of the EPC.

B. Powers and Duties of the Vice Chair

The Vice Chair shall have and exercise all powers and duties of the Chair at the meetings over which he or she is called to preside. In the event of nonappearance by the Chair at any regular or special meeting, the Vice Chair shall call the Council to order and shall serve as the presiding officer.

C. Selection of a Chair Pro Tempore

If neither the Chair nor the Vice Chair is present at a meeting, the Council members present shall, by an order entered into the minutes, select one of their members to act as the Chair Pro Tempore. The Chair Pro Tempore shall have and exercise all the powers and duties of the Chair for that particular meeting only.

Emergency Planning Council

Administrative Manual

4. DUTIES OF COUNTY STAFF

A. Administrator of the Council (“Administrator”) Primary Duties

The Assistant Director of Emergency Services or his/her designee shall perform the primary duties of the EPC Administrator.

1) Attendance at Meetings

The Administrator shall be present during all meetings for the purpose of taking and maintaining minutes of the meeting; preserving all records; marking or attesting all resolutions and ordinances; imparting information on Council documents of public record; and otherwise fulfilling all duties imposed by law or required by the Council or by the presiding officer as required by law.

2) Preparation and Distribution of Agenda

The Administrator or his/her designee prepares, posts, and distributes all agendas of the Council meetings in accordance with the provisions of Section 3.1 herein. All prospective items from agencies are to be routed through the Administrator of the Council for review and placement on the agenda.

3) Preparation and Distribution of Summary Action Minutes

The Administrator or his/her designee shall prepare and distribute Summary Action Minutes (“minutes”) of Council meetings. The minutes shall consist of the brief statement of each item posted on the agenda and all motions, ordinance numbers related thereto, all votes recorded thereon, and the final action taken by the Council. The summary minutes shall be distributed and made available to the public within 72 hours of the meeting via the Internet and Intranet.

5. AGENDA STAFF REPORTS

A. Agency Agenda Responsibilities

When submitting an item for consideration by the Council, it is the responsibility of the originating Agency to send the document electronically in .pdf format for subsequent inclusion on the agenda. The Administrator may refuse to place any item on the agenda, which fails to conform to this policy.

B. Review and Filing Procedure

All agenda items to be placed on the agenda are to be filed with the Administrator of the Council fourteen calendar days prior to the Council Meeting. Council Letters and associated materials not in the Administrator of the Council’s office by that time will not be published for that agenda

Emergency Planning Council

Administrative Manual

and will be given back to the Agency to file for the following Council meeting.

C. Amendments to Recommended Action after Filing

If the originating Agency desires to revise any recommended action in an agenda item after the item has been filed with the Administrator of the Council, it is their responsibility to first obtain Chair approval. If the revision will affect the title on the agenda that is posted, the Agency must notify the Administrator of the Council in writing as soon as practical. The Administrator, at the time of the meeting, will note for the record that the recommended action has been modified from its original submission.

D. Supplemental Correspondence and Information

Any supplemental correspondence or written information related to an agenda item shall be concurrently filed with the Administrator of the Council and made part of the official record. This procedure shall not apply to attorney-client privileged communications.

6. ORDER AND CONDUCT OF BUSINESS

A. Order of Business

- 1) In order to maintain a public meeting environment conducive to receiving public testimony from all sides of any issue, it is the EPC's policy to minimize distractions during public meetings. Therefore, all personal communication devices shall be turned off or put in a non-audible mode during EPC meetings.
- 2) The order of business at each regular session, except for such times as may be set apart for consideration of special items, shall be as follows:
 - a) Meeting Called to Order
 - b) Roll Call
The Chair shall initiate the proceedings by calling the meeting to order. The Administrator, at the commencement of a meeting of the Council, shall call the roll and shall record by name all members present or absent. If the Administrator has been notified prior to the meeting that a member will be absent, the Administrator shall record in the minutes that the absence of said member is by prearrangement (excused). The Administrator shall further record, during the course of each meeting, the arrival of any member listed as absent and the departure of any member listed as present.

Emergency Planning Council

Administrative Manual

- c) Pledge of Allegiance to the Flag of the United States of America
The Chair shall designate a member of the Council, or other official, to lead the meeting in reciting the Pledge.
- d) Minutes
The minutes of the previous Council meeting shall be considered to the end that the Council may make any corrections, alterations, or additions.
- e) Agenda Review
The Chair will review any agenda amendments and/or revisions, and requests for items to be continued or removed from the Consent agenda. The Council will consider and approve, by majority vote, such revisions.
- f) Consent Agenda items
Consent agenda items are routine in nature and do not require individual consideration. All consent items are approved by a single vote as recommended without discussion unless an item is pulled and considered during the Regular agenda for separate action at the request of a Council member, staff member, or a member of the public.
- g) Public Comment
 - i. Addressing the EPC
 - Prior to the meeting, or during the meeting prior to the agenda item to be addressed begins; a person wishing to address the Council should fill out a speaker card and submit it to the Administrator.
 - When called upon, the person should stand, state his /her name, and address for the record, and, if speaking for an organization or other group identify the organization or group represented. The Administrator shall enter in the minutes the names of the individual(s) speaking.
 - All remarks should be addressed to the Council as a whole, not to individual members thereof. Each person speaking from the floor shall obtain permission from the Chair.
 - Questions, if any, should be addressed to the Chair of the Council who will determine whether, or in what manner, an answer will be provided.

Emergency Planning Council

Administrative Manual

- The Public Comment portion of the EPC meetings shall be deemed to constitute the opportunity for members of the public to address the Council in compliance with Government Code section 54954.3.
- Members of the public making oral presentations to the Council in connection with one or more agenda or non-agenda items at a single meeting are limited to a cumulative total of not to exceed five (5) minutes for all of their oral presentations at such meeting unless otherwise provided.

h) Time Certain

When necessary, certain items may be scheduled at a specific time for convenience and/or to provide a specific time during which public hearings will be conducted.

i) Regular Agenda Items

Items not included in the consent agenda or items that are not time certain are taken up for consideration as part of the regular agenda. They will be heard at the Council's discretion.

B. Council Members; Notification of Absence

If any Council member is unable to attend a meeting, all reasonable effort shall be made to notify the Administrator in writing as soon as possible.

C. Quorum and Action

Majority of members of the Council shall constitute a quorum sufficient to transact business. A valid action must reflect consent of at least 51% members present.

D. Emergency Items

The Council may take action on items of business not appearing on the posted agenda under any of the following circumstances:

- 1) Upon a determination by a majority vote that an emergency situation exists, as defined in Government Code Section 54956.5;
- 2) When there is a need to take immediate action and that the need for action came to the attention of the Council subsequent to the agenda being posted;

E. Motions

- 1) Action of the Council shall be taken by motion. Any action of the Council may be proposed by the motion of any Member. Such a

Emergency Planning Council

Administrative Manual

motion, if seconded by a Member, shall be on the floor and must be considered. If a motion is not seconded, the motion fails for lack of a second, shall be so declared by the Chair, and shall not be further considered.

- 2) A motion may be withdrawn by its maker at any time before adoption or rejection, with the consent of the second. Absent the consent of the second, the motion shall remain on the floor. The second to a motion may be withdrawn by the second at any time before adoption or rejection of the motion. Upon withdrawal of the second, the motion will be lost for lack of a second and so declared by the Chair unless seconded by another Member.
- 3) When a question or “original motion” is under debate, no motion shall be received unless:
 - a) To adjourn
 - b) To lay on the table
 - c) To consider the previous question
 - d) To continue to a certain date
 - e) To amend
 - f) To remove

These motions shall have preference in the above order.

- 4) A motion on the floor may be amended by motion at any time before adoption or rejection. If the motion to amend fails, the original motion will be voted upon. If the motion to amend passes, the amendment is adopted and, thereafter, the original motion, as amended, will be voted upon. After a motion has been seconded, any Member may discuss the subject of the motion. When no Member wishes to discuss the motion further, the Chair shall call for the vote on the motion. At any time after a motion has been seconded, any Member who has the floor may call for the question. The Chair may call for the vote if it appears that further discussion will be repetitious or that a majority of the Members present concur in the call.
- 5) A motion to consider the previous question shall preclude all amendment from debate to the main question and shall be put in the form “shall the main question be put to a vote.”

Emergency Planning Council

Administrative Manual

- 6) A member called to order shall relinquish the floor unless permitted to explain, and the Council, if appealed to, shall decide on the case, but without debate. If there is no appeal, the decision of the Chair shall be final.
- 7) A motion to Reconsider Made at the Same Meeting – Upon motion by a Council member who voted with the prevailing side of the matter previously considered, and seconded by any Council member, the Council may, by majority vote of the entire Council, reconsider any matter dealt with previously by the Council at the same meeting. The motion may be made either during the same session or at any recessed or adjourned session of that same meeting.
- 8) A motion to Reconsider Made at a Subsequent Meeting – Upon request of and a motion by a Council member who voted with the prevailing side of the matter previously considered, and seconded by any Council member, the Council may, by majority vote of the entire Council reconsider any matter dealt with previously by the Council at a previous meeting of the Council. All such requests for reconsideration that appear on the agenda, shall contain both the recommendation to reconsider and a recommendation on the matter previously considered, and are subject to standard agenda requirements. All decisions made after consideration at a public hearing shall be reconsidered only at a public hearing, which is noticed in the same manner as the original hearing.

F. Roll Call Votes

The roll need not be called in voting upon a motion except where specifically required by law or requested by a Council member or the Chair. Each roll call vote shall be made in an order determined by the Administrator of the Council or directed by the Chair but shall first include: the maker of the motion; the member who seconded the motion; the balance of the members present, with the Chair called last, unless the Chair made, or seconded, the motion.

G. Non-Roll Call Votes

If the roll is not called, in the absence of objection, the Chair shall order the item unanimously approved.

Emergency Planning Council

Administrative Manual

SECTION 3.3

COUNCIL LETTER PROCEDURES

POLICY

1. All Council letters that are filed with the Administrator of the Council must be submitted on official agency/department letterhead and signed by an authorized agency/department representative.
2. All Council agenda items must originate from a County agency/department or Council member. Letters from members of the public must appear on the correspondence agenda and will be referred to the appropriate County agency/department for review/response. Letters from advisory Councils, committees, or commissions shall be placed on the Council agenda through the appropriate County agency/department working with them using a cover or transmittal Council letter.
3. In order to be consistent, all Council letters should be composed using an Arial 12 point font, justified. With rare exception, Council letters should not exceed 3-4 pages in length. If it is necessary to provide additional information to the Council, a supplemental report should be attached and referenced in the Council letter. All pages of the Council letter and attachments should be numbered consecutively.
4. The format of the Council letter should usually consist of at least seven sections. (Refer to Attachment C).
 - A. Date
 - B. Presiding Entity (usually EPC) and Address
 - C. Subject
 - D. Recommendation(s)
 - E. Fiscal Impact (if applicable)
 - F. Discussion, and
 - G. Signature
 - H. Attachments

1) Date

The date is that of the Council meeting -- not the date the Council letter was written.

Emergency Planning Council

Administrative Manual

2) Presiding Entity

The letter is addressed to the presiding entity, which is usually the Emergency Planning Council of the County of Ventura located at the County seat address.

3) Subject

The Subject should consist of a descriptive title that briefly describes Who, What, Why, When and Where.

4) Recommendation(s):

- a) The recommendation should clearly specify each action that the Council is being requested to take. It should also identify any actions that the Council is authorizing another department to take.
- b) If there is more than one recommendation, the recommendations should be numbered and arranged in logical order of approval.
- c) The County Board of Supervisors has adopted a full cost recovery policy i.e., all costs must be recovered including indirect costs. If the full cost (direct/indirect) of the requested program or other recommended action cannot be recovered, a request to waive the full cost recovery policy must be submitted to the Board of Supervisors by the agency/department unless adequate disclosure is made in the fiscal impact section of the Council Letter.

5) Fiscal Impact

- a) This section only applies if an agency/department will have an associated cost with the recommendation(s). If no impact, section not required in letter.
- b) Fiscal Impact information should be presented for the current year:
 - 1) a columnar fiscal impact schedule including a summary of revenues and direct and indirect costs, and
 - 2) a narrative discussion of the fiscal impacts associated with the recommended actions. For example:

Emergency Planning Council

Administrative Manual

Mandatory: _____ (indicate yes or no)

Source of Funding: _____

Funding Match Required: _____ (Indicate how much/type of match)

Impact on Other Departments: _____

Narrative Explanation (as necessary): _____

Revenue:

Costs:

Direct Costs:

1. The County's and/or agency/department financial obligation created by the recommended actions should be clearly stated. The total program costs must be identified, including direct costs (salary and benefits, services and supplies, fixed assets) indirect costs, full year costs, funding sources, required matches, and impacts on other agencies/departments.
2. If the Council letter involves new programs the potential for achieving full cost recovery (including indirect costs) should be addressed. The County's and/or agency/department financial obligation to match funds (directly or indirectly) must be clearly identified. If costs will not be fully recovered, efforts to achieve full cost recovery should be explained. Any federal or State mandates should be identified.

6) Discussion

- a) The discussion is the body of the Council letter. It should provide a sufficient explanation and historical background of the issue or problem that is being presented to the Council. It should include a description of and justification for the recommended action that is being requested. It should summarize any prior Council involvement or action related to the current issue. Any consequences of not following the recommended action should be clearly identified. Alternative solutions to the problem should also be identified, prioritized, and evaluated as appropriate.
- b) The Discussion should be written in a simple, clear and non-technical manner. Full names should be spelled out prior to using abbreviations or acronyms. Professional jargon and technical terms, if used, should be clearly defined. The reader should be able to quickly and fully understand the issue or problem before the Council, the action that the Council is being requested to take, any consequences of not following the recommended action, and any alternative solutions to the problem.

Emergency Planning Council

Administrative Manual

7) Signature Block

- a) Just before the signature block, include the following statement:
- b) “If you have any questions regarding this item, please call (insert contact person’s name) at (insert 7-digit telephone number).”
- c) The Signature Block should include the name (in uppercase letters) and title of the individual signing the letter.

8) Attachments

List all attachments and exhibits. If multiple attachments or exhibits are included each one must be identified either by description, number or letter.

5. Filing of Council Letters with the Administrator of the Council

- a) All Council letters filed with the Administrator of the Council shall be in .pdf format.
- b) If an automated presentation is to be made, include the file with the Council Letter.
- c) Council letters must be submitted to the Administrator fourteen calendar days prior to the Council meeting date on the letter. Attachments, exhibits, reports, and other back-up materials are to be included with the Council letter.

Emergency Planning Council

Administrative Manual

CHAPTER 4

FINANCIAL MANAGEMENT

Emergency Planning Council

Administrative Manual

SECTION 4.1

EPC FUNDING PROCESS AND GRANT MANAGEMENT

POLICY

The EPC, in its role as an Advisory council, has no direct fiscal authority nor operates and/or maintains an annual budget. If tasks or initiatives, with exception of the Administrator's responsibilities, require financial support for implementation then they must be cost neutral to the council and its participating agencies.

Should EPC initiatives and priorities dictate a financial investment and all or some of the coordinating agencies involved agree to undertake those financial obligations, it should be done in a collaborative manner to ensure inclusion of all appropriate agencies and individuals regardless of their ability to financially contribute or the level of their financial support.

PROCEDURE

As grant opportunities, corporate partnerships, internal funding mechanisms, or other financial resources are identified; EPC agencies and individuals are encouraged to look for collaborative partnerships to maximize those opportunities.

Funding opportunities should be brought to the Administrator, in accordance with communication procedures identified in Section 3 herein so they may be placed on the agenda for discussion and potential action at the next available EPC meeting. Time sensitive opportunities requiring action between EPC meetings should be distributed via email, by the Administrator to all members for response and collaborative action.

Emergency Planning Council

Administrative Manual

SECTION 4.2

STIPENDS

POLICY

The members of the Emergency Planning Council shall serve without compensation.

Emergency Planning Council

Administrative Manual

CHAPTER 5

PLAN DEVELOPMENT, REVIEW & MAINTENANCE

Emergency Planning Council

Administrative Manual

SECTION 5.1

PLANS REVIEW PROCESS

PURPOSE

One of the goals of the Ventura County Emergency Planning Council (EPC) is to develop and implement a formal process for reviewing local emergency plans that have a regional impact on emergency services departments, supporting agencies and their resources. The review process will provide an opportunity for intergovernmental/interagency information sharing and a method for ensuring regional consistency and coordination. The process will also serve to ensure that the plan is developed according to SEMS, NIMS, and other local emergency plans.

AUTHORITIES

According to Government Code section 8610, counties, and cities may create disaster councils by ordinance. A disaster council shall develop plans for meeting any condition constituting a local emergency or state of emergency including, but not limited to, earthquakes, natural or manmade disasters specific to that jurisdiction, or state of war emergency; such plans shall provide for the effective mobilization of all of the resources within the political subdivision, both public and private. The disaster council shall supply a copy of any plans developed pursuant to this section to the Office of Emergency Services.

Section 5322 of the Ventura County Ordinance Code states that it shall be the duty of the Ventura County Emergency Planning Council to develop and recommend for adoption by the board emergency and mutual aid plans and agreements and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and agreements.

MEMBERSHIP

The EPC Plan Review Committee will be chaired by a Member of the Sheriff's Office of Emergency Services Staff. Standing members of the Plan Review Committee will be drawn from the membership of the EPC representing Law, Fire and EMS disciplines, and other disciplines as necessary to appropriately review the plan presented.

Emergency Planning Council

Administrative Manual

APPLICABILITY

The governing body or agency responsible for overseeing and developing the plan shall submit the following types of plans and agreements to the Emergency Planning Council for review and acceptance prior to formal adoption.

- Emergency Plans and agreements that are multi-jurisdictional crossing city, county, and other jurisdictional lines.
- Emergency Plans and agreements that are multi-disciplinary and draw upon the resources of multiple emergency services departments and supporting agencies, both public and private.
- Emergency Plans and agreements that require the coordination and sharing of emergency preparedness response information and resources.
- Emergency Plans and agreements that require the establishment of a committee whether standing or ad hoc, that draws upon the participation of the EPC membership in the planning process.
- Emergency Plans and agreements that adhere to and are in support of the EPC's overall strategic plan.

Examples: Multi-Hazard Functional Plans, Evacuation Plans and Hazard Specific Multi-disciplinary plans.

PROCESS & GUIDELINES

Agencies and Jurisdictions preparing emergency or contingency plans for review by the EPC should prepare their documents in accordance with the principles and tenets of the Incident Command System (ICS) (as promulgated by FIRESCOPE); the Standardized Emergency Management System (SEMS) (Government Code section 8607); and the National Response Framework (NRF) (DHS/FEMA 2008).

Plans and documents for review by the EPC should be transmitted electronically to the Sheriff's Office of Emergency Services (OES). Documents should be received by OES no less than 60 days prior to the next scheduled EPC Meeting. Sheriff's OES will acknowledge receipt of the document, and provide an estimated timeline for the review process, leading to presentation for approval by the EPC. Requests for expedited review of plans will be considered on a case-by-case basis. The EPC Executive Committee may be consulted for guidance or support of an expedited process.

Sheriff's OES will review the submission for compliance with ICS, SEMS, and the NRF. The document will then be distributed to the "standing" members of the

Emergency Planning Council

Administrative Manual

committee and representatives of the EPC with specialized knowledge or interest in the submitted document. The EPC Executive Committee shall also be advised that a plan is in the review process, and its' proposed date for acceptance by the full EPC.

The Plans Review Committee (both "standing" and "invitational" members) will review the submitted document, and meet (if necessary) to discuss any recommendations for changes to the submission. The results of the review and any recommendations of the Committee will be summarized by OES Staff for transmission to the submitting jurisdiction or agency. The EPC Executive Committee will also be advised of the Committee's recommendations.

A submission requiring only minor changes (formatting and typographical errors) may be accepted for the agenda of the next EPC Meeting. The submitting agency will be responsible for making the recommended changes, and providing a corrected copy to OES no less than 14 days prior to the EPC Meeting. This will allow timely distribution to members of the EPC prior to their vote.

A submission requiring substantial re-writing or additional development may be held over for review, and scheduled for acceptance at a succeeding EPC Meeting.

TOOLS & RESOURCES

The responsible agency will be requested to comply with the following guidelines and planning documents:

- The State Office of Emergency Services Crosswalk for Plan Review
- The State Office of Emergency Services Planning Guide
- The Comprehensive Planning Guide (CPG 101) - Producing Emergency Plans
- The National Incident Management System: Compliance Objectives
- The Ventura County Multi-Hazard Functional Emergency Plan

The Sheriff's Office of Emergency Services may be consulted for technical assistance and advice on plan development.

Emergency Planning Council

Administrative Manual

CHAPTER 6

INFORMATION MANAGEMENT

Emergency Planning Council

Administrative Manual

SECTION 6.1.

RECORDS RETENTION

POLICY

It is the policy of the Emergency Planning Council (EPC) to manage and retain EPC business records consistent with the requirements of state law including California Government Code section 6250 et seq. ("Public Records Act") and County of Ventura Administrative Manual, Chapter II-15.

PROCEDURE

The EPC Administrator will retain and dispose documents as follows:

1. Unofficial duplicates of documents kept only for convenience or reference; rough notes, calculations or drafts used to prepare or analyze other documents; working papers and working drafts of documents; and reference materials not generated by the Council, including newsletter, periodicals, pamphlets, journals, bulletins, conference materials, reports, etc., are "non-records," which may be discarded or destroyed as soon as they are no longer needed.
2. Council Agendas, meeting minutes and attachments must be kept for a period of 24 months from the actual meeting date. All records in the possession of the Council Administrator that are over 24 months old will be destroyed.

Emergency Planning Council

Administrative Manual

SECTION 6.2

PUBLIC RECORDS REQUESTS

POLICY

It is the policy of the Emergency Planning Council to provide all members of the public broad and convenient access to its records and to promptly make the fullest possible disclosure of its records. County OES staff is available to assist persons requesting records to make focused and effective requests that reasonably describe identifiable records. Some records are exempt from disclosure under the California Public Records Act. Therefore, whether a request to review records is made in person, by mail, or by other means, it may be necessary in some cases for staff to review the requested records to determine whether those exemptions apply before the records can be made available for review or copying. In those cases, that review will be completed as expeditiously as is feasible.

PROCEDURE

The County will make copies of records for members of the public upon request. The California Public Records Act provides that copies of records will be made promptly available upon payment of fees that cover the direct costs of duplication, which are generally the costs of running a copy machine. If the information is in hard copy only and must be photocopied, or if you desire a hard copy printout, the cost per page will be the prevailing County rate.

Requests to inspect or to obtain a copy of a public record should be made to the Office of Emergency Services EPC Administrator at 800 S. Victoria Avenue, Ventura, CA or calling 805-654-2551.

Emergency Planning Council

Administrative Manual

APPENDICES

Emergency Planning Council

Administrative Manual

*Attachment A
Committee Charter Template*

“NAME”

PURPOSE:

MEMBERSHIP AND ROLE:

AUTHORITY AND RESPONSIBILITIES:

PLANNED MILESTONES/DELIVERABLES:

COMMUNICATION PLAN:

MEETINGS:

TYPE OF COMMITTEE:

Last approved by the EPC on (Date)

Emergency Planning Council

Administrative Manual

*Attachment B
Protocol & Governance*

COMMITTEE MEMBER MEETING PROTOCOLS

- Committee Members will be on time; if they are going to be late, or miss the meeting, they should contact the Chair or Vice-Chair prior to the meeting, and when appropriate send a replacement proxy vote representative.
- Proxy vote representatives should come to the meeting briefed in advance and have the authority to make decisions on behalf of the Department.
- If the Chair is aware in advance that there will not be a quorum present, then the meeting will be canceled and agenda items rescheduled to a future meeting date.
- Committee members are expected to fully participate in discussion, listen courteously and respectfully to others on the committee and/or guest presenters, and provide constructive feedback.
- Decision-Making and final recommendations will be achieved first, through a call for agreement by the group once the issue/proposal has been presented. If there is not agreement by the group and further discussion will not lead to agreement, the Chair calls for a vote. If there is a split vote, then the final recommendation resides with the Chair and Co-Chair.
- Silence is acceptance, thus once the final decision and/or recommendation is made, all committee members will support the policy or proposal implementation and communication cascade.
- The Chair will oversee agenda development with the input of committee membership. The Chair will work with the scribe in coordination of action item, project status, and future agenda item reporting. The Chair will also facilitate discussion in the meeting forums to assist the committee membership to come to consensus.
- The Co-Chair will be a back-up meeting facilitator and agenda developer in the absence of the Chair.
- Committee members have a continuous responsibility to serve throughout their tenure. If a Committee member can no longer serve, they will

Emergency Planning Council

Administrative Manual

provide ample notice to the Chair and if appropriate nominate a new representative to serve in their place.

- Committee members will come prepared in advance having reviewed all agenda packages materials prior to the pre-scheduled meetings. When necessary Committee members should confer with Department Management prior to the meeting to ensure positions are fairly represented.
- For all standing committees the membership will nominate a new Chair and Vice Chair at the beginning of each new Fiscal Year. It is recommended that this role rotate annually amongst the full membership.

Last approved by the EPC on (Date)

Emergency Planning Council

Administrative Manual

*Attachment C
Council Letter*

SAMPLE COUNCIL LETTER

(FORMAT: ARIAL 12 FONT, JUSTIFIED ALIGNMENT)
ON AGENCY OR DEPARTMENT LETTERHEAD
FOR AUTOMATED PRESENTATIONS, INCLUDE THE FILE

NOTE: With rare exception, Council Letters should not exceed 3-4 pages in length. If required, supplemental reports should be attached to the packet and referenced in the Council Letter. All pages of the packet, letter and attachment(s) should be numbered consecutively.

Date (of Meeting)

Emergency Planning Council
County of Ventura
800 South Victoria Avenue
Ventura, CA 93009

Subject: A Brief Descriptive Title To Be Used On The Agenda – Must Describe Who, What, When Where And Why To Comply With The Brown Act.

Recommendation(s):

Briefly list recommended Council actions, including any associated funding requests and any actions the Council is authorizing another agency/department to take. Dollar amounts should be expressed in whole dollars or rounded to whole \$100 dollars. Multiple recommendations should be numbered and arranged in logical order of approval. (If Applicable) Information must include a fiscal impact and a narrative discussion of fiscal impacts for the current fiscal year. County and financial obligation, total program cost, and cost recovery should be addressed.

Fiscal/Mandates Impact:

Fiscal Impact information should be presented for the current year: 1) a columnar fiscal impact schedule including a summary of revenues and direct and indirect costs, and 2) a narrative discussion of the fiscal impacts associated with the recommended actions. For example:

Mandatory: _____ (indicate yes or no)

Source of Funding: _____

Funding Match Required: _____ (Indicate how much?/type of match)

Impact on Other Departments: _____

Narrative Explanation (as necessary): _____

Revenue: _____

Emergency Planning Council

Administrative Manual

Costs:

Direct Costs:

The County's and/or agency/department financial obligation created by the recommended actions should be clearly stated. The total program costs must be identified, including direct costs (salary and benefits, services and supplies, fixed assets) indirect costs, full year costs, funding sources, required County matches, and impacts on other agencies/departments.

If the Council letter involves new programs the potential for achieving full cost recovery (including indirect costs) should be addressed. The County's and/or agency/department financial obligation to match funds (directly or indirectly) must be clearly identified. If costs will not be fully recovered, efforts to achieve full cost recovery should be explained. Any federal or State mandates should be identified.

Discussion:

This is the body of the letter. Describe the situation requiring action. Provide a summary of why action is needed and why the recommended action constitutes the best solution. Identify and evaluate possible alternatives when appropriate. Include which agencies/departments have reviewed the letter.

Closing and Signature

The following statement should appear as the last paragraph of the Council Letter prior to the signature block of the sponsoring Agency/Department.

"If you have any questions regarding this item, please call _____ at _____."

(Signature)

NAME _____

Title _____

Attachment(s)

List all attachments and exhibits. If multiple attachments or exhibits are included, each one must be identified either by description, number or letter.

Last approved by the EPC on (Date)