



**COUNTY OF SAN LUIS OBISPO
BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Office of Emergency Services	(2) MEETING DATE 1/14/2020	(3) CONTACT/PHONE Joe Guzzardi / 805-781-5011	
(4) SUBJECT Submittal of a resolution amending the Position Allocation List (PAL) for Fund Center 138 – Emergency Services to add 1.00 FTE Limited Term Emergency Services Coordinator I/II/III position and authorize a budget adjustment in the amount of \$55,371 from SB 1090 proceeds, by 4/5 Vote. All Districts.			
(5) RECOMMENDED ACTION It is recommended that the Board: <ol style="list-style-type: none"> 1) Approve the attached resolution amending the Position Allocation List (PAL) for Fund Center 138 – Emergency Services to add 1.00 FTE Limited Term Emergency Services Coordinator I/II/III position with a sunset date of June 30, 2025. 2) Authorize a budget adjustment request in the amount of \$55,371 from General Fund Designated SB 1090 proceeds to FC 138 – Emergency Services. Items 1-2 require a 4/5 Vote.			
(6) FUNDING SOURCE(S) General Fund Designated SB 1090 Proceeds – Safety	(7) CURRENT YEAR FINANCIAL IMPACT \$55,371.00	(8) ANNUAL FINANCIAL IMPACT \$138,407.00	(9) BUDGETED? No
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. _____) <input type="checkbox"/> Board Business (Time Est. _____)			
(11) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: 1920094 <input checked="" type="checkbox"/> 4/5th's Vote Required <input type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date _____	
(17) ADMINISTRATIVE OFFICE REVIEW <i>Nikki J. Schmidt</i>			
(18) SUPERVISOR DISTRICT(S) All Districts			



COUNTY OF SAN LUIS OBISPO

TO: Board of Supervisors

FROM: Office of Emergency Services / Joe Guzzardi / 805-781-5011

DATE: 1/14/2020

SUBJECT: Submittal of a resolution amending the Position Allocation List (PAL) for Fund Center 138 – Emergency Services to add 1.00 FTE Limited Term Emergency Services Coordinator I/II/III position and authorize a budget adjustment in the amount of \$55,371 from SB 1090 proceeds, by 4/5 Vote. All Districts.

RECOMMENDATION

It is recommended that the Board:

- 1) Approve the attached resolution amending the Position Allocation List (PAL) for Fund Center 138 – Emergency Services to add 1.00 FTE Limited Term Emergency Services Coordinator I/II/III position with a sunset date of June 30, 2025.
- 2) Authorize a budget adjustment request in the amount of \$55,371 from General Fund Designated SB 1090 proceeds to FC 138 – Emergency Services.

Items 1-2 require a 4/5 Vote.

DISCUSSION

Current OES staffing consists of 6.5 FTE's; approximately 5.2 FTE's funded by the Nuclear Power Preparedness (NPP) Program, and 1.3 FTE's funded by the County General Fund. Adding this position to the Office of Emergency Services will increase all risk emergency planning capabilities to approximately 2.3 FTE's.

On January 16, 2018, the California Public Utilities Commission (CPUC) issued Decision (D.)18-01-022, approving Pacific Gas and Electric Company's (PG&E) proposal to retire Units 1 and 2 of the Diablo Canyon Power Plant (DCPP) by 2024 and 2025 respectively. On September 19, 2018, Governor Brown signed SB 1090 which approved funding for community impact mitigation programs in the San Luis Obispo region.

The total approved through SB 1090 for Essential Services Mitigation and Stabilization is \$75 million. Of the \$75 million, the County will receive \$27,959,798. These funds were divided by your Board between five areas: general fund tax loss mitigation (\$12.1 million), housing (\$5.4 million), safety (\$4.5 million), infrastructure (\$4.1 million), and economic development (\$1.9 million). The funding for safety was specifically targeted to assist with the transition from a primarily nuclear power funded Office of Emergency Services to a primarily general funded, all hazards

emergency services division.

The Office of Emergency Services (OES) team provides critical emergency planning and management. Currently, the majority of OES funding comes through grants and primarily NPP funding. Response plans developed for DCPD emergencies are leveraged to provide the foundation for response plans for emergencies such as fire, earthquake, flood, and tsunami. With the closure of DCPD, a significant shift in both funding sources and focus will take place.

This additional Emergency Services Coordinator position will allow OES to accomplish the following:

Conduct countywide all hazard emergency preparedness activities through coordination with county departments, cities, special districts, and other Operational Area partners;

Conduct all hazard training, drills and exercises for fire, flood, earthquake, tsunami, hazardous materials, dam failure, power outage, and other general emergency threats;

Assist in the creation or update of countywide planning documents related to topics such as fires, floods, earthquakes, evacuations, debris management, alert and warning, oil spill, dams/levees, schools;

Assist in creation of a comprehensive Disaster Service Worker Volunteer (DSW-V) program to include standardized training, exercise, and deployment standards for Amateur Radio Emergency Services/Radio Amateur Civil Emergency Service (ARES/RACES), Community Emergency Response Team (CERT), Medical Reserve Corps (MRC), and other classifications allowed under the DSW-V Program;

Assist in development of an employee Disaster Service Worker (DSW) training program; create a cadre of County employees that will work outside of their day-to-day duties in the Emergency Operations Center and other locations during drills and actual emergencies for needed support services;

Perform other duties as required including being assigned to work with emergency response and recovery operations in the Emergency Operations Center (EOC) and related training;

Serve as on call Duty Officer on a rotational basis to provide for sustained operations during disasters 24/7.

This new position is a Limited Term appointment, expiring June 30, 2025, and is recommended to be completely funded by SB 1090 proceeds.

OTHER AGENCY INVOLVEMENT/IMPACT

The Human Resources Department was involved in preparing the resolution to add the Emergency Services Coordinator I/II/III – Limited Term position to the Position Allocation List (PAL).

FINANCIAL CONSIDERATIONS

The current FY 2019-20 increase in salary and benefit cost for the recommended PAL change is \$55,371. The FY 2020-21 estimated increase is \$138,407 and the estimated increase at the maximum salary step for the position is \$158,798. The funding source for this PAL change will be from SB 1090 Proceeds. There are no additional indirect costs anticipated as a result of this PAL change. Emergency Services has an existing workstation set up that will be utilized

by this coordinator. The table below shows the estimated FY 2019-20 increase cost for the remaining 5 months, FY 2020-21 annual cost, and the estimated expense at the maximum step (step 5 of 5). It is important to note that calculations may vary depending on salary step and any future negotiated salary and benefit increases. The below numbers are estimates based on the current job class salary listing.

FY 2019-20 Estimated Expense for Remaining 5 Months						
Action	Classification	FTE	Salary	Benefits	Total	Step Estimate
Add	Emergency Services Coordinator I/II/III – Limited Term	1.00	\$36,348.00	\$19,022.99	\$55,370.99	Step 1 for 5 months;
	Net Change FY 2019-20	1.00	\$36,348.00	\$19,022.99	\$55,370.99	

FY 2020-21 Estimated Expense						
Action	Classification	FTE	Salary	Benefits	Total	Step Estimate
Add	Emergency Services Coordinator I/II/III – Limited Term	1.00	\$91,239.20	\$47,167.91	\$138,407.11	Step 1 for 1 month; Step 2 for 11 months;
	Net Change FY 2020-21	1.00	\$91,239.20	\$47,167.91	\$138,407.11	

Estimated Annual Expense at Maximum Classification Series and Step (Step 5 of 5)						
Action	Classification	FTE	Salary	Benefits	Total	Step Estimate
Add	Emergency Services Coordinator I/II/III – Limited Term	1.00	\$106,038.36	\$52,759.28	\$158,797.64	Step 5 for 12 months;
	Net Change at Max Step	1.00	\$106,038.36	\$52,759.28	\$158,797.64	

RESULTS

This additional Emergency Services Coordinator position will assist OES in making overall improvements to countywide preparedness, and will assist planning, training, and exercises efforts related to emergency response and disaster recovery. Creation of a comprehensive Disaster Service Worker Volunteer (DSW-V) program to include standardized training, exercise, and deployment standards. Development of a County employee Disaster Service Worker (DSW) training program. The emergency planning and training that this position will allow County OES accomplish will increase public protection and emergency preparedness and is consistent with the countywide goal of a safe community.

ATTACHMENTS

1. PAL Change Resolution