City of St. Helena
Special City Council Meeting
Monday, August 12, 2019 @ 9:00 AM
Harvest Inn, The Fountain View South Room, 1 Main Street, St. Helena
465 Main Street, St. Helena

PLEASE NOTE: Any person who wishes to speak regarding an item on the agenda or make a comment under the "public comment" portion of the agenda may do so, but please observe the time limit of four minutes.

Page

1. CALL TO ORDER

2. ROLL CALL
Mayor: Geoff Ellsworth, Vice Mayor: Paul Dohring, City Council Members: Anna Chouteau, David Knudsen and Mary Koberstein

3. PUBLIC COMMENT:
Under California law, public comments at special meetings are limited to subjects on the agenda only. Therefore public comment will take place during consideration of the item. Each person's comments shall be limited to 4 minutes.

4.

4.1. The City of St. Helena City Council will be meeting to: 3 - 12

1. Conduct a mid-year check-in discussion of Council processes for working and communicating together and for team building; and
2. Discussing the role of elected officials during emergencies.

This meeting will not consider any motions and will not take any actions as a City Council.

While this meeting is open to the public, we would request consideration to allow the City Council to have this time for this working session.

Reminder - the Brown Act doesn't allow substantive discussion of any specific issues or projects.

City Council Responsibilities in EOC
Chapter 2.64 EMERGENCY SERVICES

5. ADJOURNMENT
The next Regular City Council meeting is scheduled for August 13, 2019, at 6:00 p.m. in the Vintage Hall Board Room located at 465 Main Street.

This agenda was posted at City Hall, 1480 Main Street, and at Harvest Inn, The Fountain View South Room, 1 Main Street, St. Helena, California on August 8, 2019.

Cindy Tzafopoulos, City Clerk

In Compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call the City Clerk's Office (707) 967-2792. Notification 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

City Council Responsibilities

When EOC is activated

Minimum Activation Requirements per SEMS Regulations

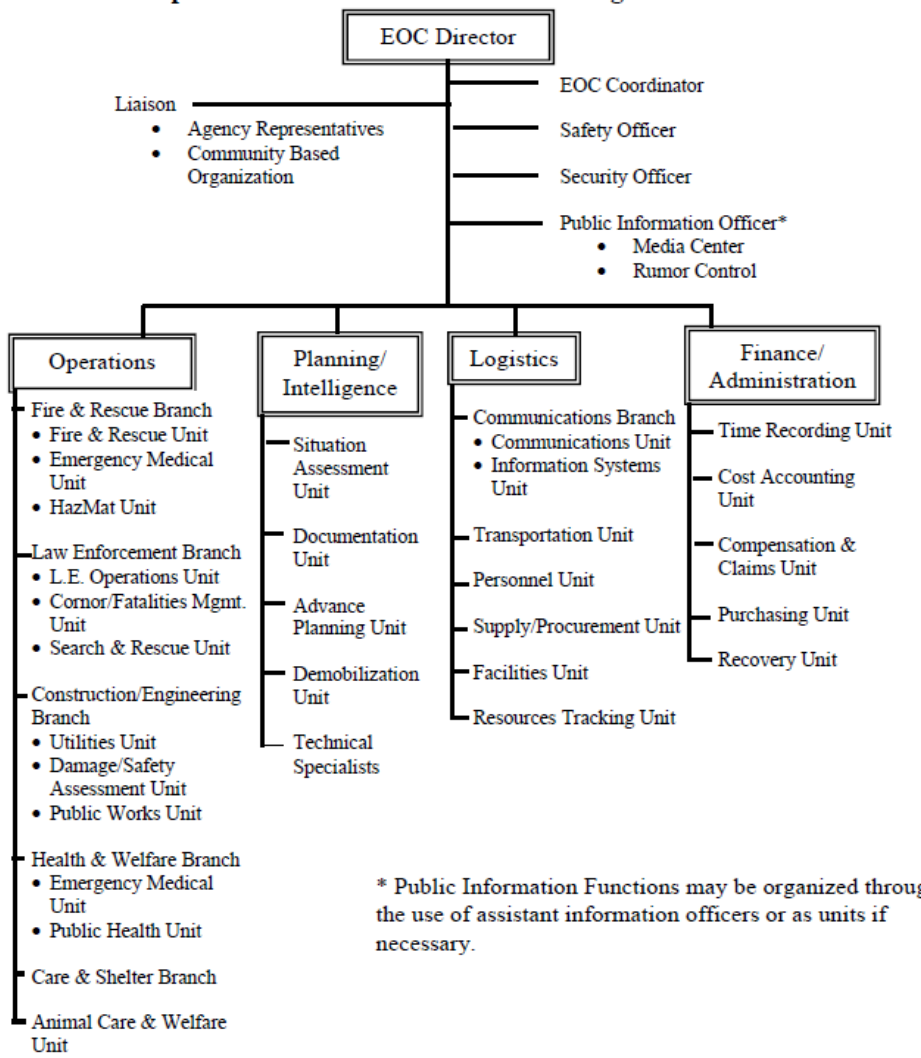
Situations Identified in SEMS Regulations	SEMS Levels: Field Response	Local Government	Operational Area	Regional	State
Incident involving two or more emergency response agencies §2405 (a),(b)	Use ICS				
Local emergency declared or proclaimed* §2407 (a)(2)		Use SEMS			
Local government EOC activated §2407(a)(1)		Use SEMS			
Local government activates EOC and requests OA EOC activation §2407(a)(1)		Use SEMS	Activate EOC	Activate EOC	Activate EOC
Two or more cities within an OA declare or proclaim a local emergency §2409(f)(2)			Activate EOC	Activate EOC	Activate EOC
County and one or more cities declare or proclaim a local emergency §2409(f)(3)			Activate EOC	Activate EOC	Activate EOC
City, city and county, or county requests Governor's state of emergency proclamation §2409(f)(4)			Activate EOC	Activate EOC	Activate EOC
Governor proclaims a state of emergency for county or two or more cities §2409(f)(5)			Activate EOC	Activate EOC	Activate EOC
OA requests resources from outside its boundaries**§2409(f)(6)			Activate EOC	Activate EOC	Activate EOC
OA receives resource requests from outside its boundaries**§2409(f)(7)			Activate EOC	Activate EOC	Activate EOC
An OA EOC is activated §2411(a)				Activate EOC	Activate EOC
A regional EOC is activated §2413(a)(1)					Activate EOC
Governor proclaims a state of emergency §2413(a)(2)					Activate EOC
Governor proclaims an earthquake or volcanic prediction §2413(a)(3)					Activate EOC

EOC Functional Organization

Exhibit D-1

Example

Operational Area EOC Functional Organization



* Public Information Functions may be organized through the use of assistant information officers or as units if necessary.

Each jurisdiction must determine the appropriate organization for the functions to be performed.

City Council Responsibilities

During a disaster

- Convene Emergency Council per City Code 2.64
- Ratify Proclamations
- Enact Emergency Ordinances
- Rely on PIO for all updated information
- Contact to constituents
- Prevent the spread of rumors

City Council Responsibilities

Remember:

Your role is policy-making, not operational.

It is natural for public officials to want to *"take charge"* and be *"in the thick of things",* but operational matters need to be left to your response commanders. This will free you up to work as the Emergency Council and conduct decision making that may be required to ensure the community functions effectively.

City Council Responsibilities

During a disaster

***City staff coordinates press releases with County EOC prior to release.**

***City will designate a staff member as a liaison with outside city, county, state and/or federal government representatives, typically through the EOC.**

City Council Responsibilities

Questions?

Chapter 2.64
EMERGENCY SERVICES

Sections:

2.64.010 Purposes.
2.64.020 Emergency defined.
2.64.030 Emergency council membership.
2.64.040 Emergency council powers and duties.
2.64.050 Director and assistant director of emergency services.
2.64.060 Powers and duties of the director and assistant director of emergency services.
2.64.070 Emergency organization.
2.64.080 Emergency plan.
2.64.090 Expenditures.
2.64.100 Punishment of violations.

2.64.010 Purposes.

The declared purposes of this chapter are to provide for the preparation and carrying out of plans for the protection of persons and property within this city in the event of an emergency; the direction of the emergency organization; and the coordination of the emergency functions of this city with all other public agencies, corporations, organizations, and affected private persons. (Prior code § 5.1)

2.64.020 Emergency defined.

As used in this chapter, “emergency” means the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within this city caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake, or other conditions, including conditions resulting from war or imminent threat of war, but other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of this city, requiring the combined forces of other political subdivisions to combat. (Prior code § 5.2)

2.64.030 Emergency council membership.

The St. Helena emergency council is created and shall consist of the following:

A. The mayor, who shall be chair;

B. The director of emergency services, who shall be vice-chair;

C. The assistant director of emergency services;

D. Members of the city council;

E. Such chiefs of emergency services as are provided for in a current emergency plan of this city, adopted pursuant to this chapter;

F. Such representatives of civic, business, labor, veterans, professional, or other organizations having an official emergency responsibility, as may be appointed by the director with the advice and consent of the city council. (Prior code § 5.3)

2.64.040 Emergency council powers and duties.

It shall be the duty of the St. Helena emergency council, and it is empowered, to develop and recommend for adoption by the city council, 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. The emergency council shall meet upon call of the chairperson or, in his or her absence from the city or inability to call such meeting, upon call of the vice-chairperson. (Prior code § 5.4)

2.64.050 Director and assistant director of emergency services.

A. There is created the office of director of emergency services. The city manager shall be the director of emergency services.

B. There is created the office of assistant director of emergency services. The chief of police shall be the assistant director of emergency services. (Prior code § 5.5)

2.64.060 Powers and duties of the director and assistant director of emergency services.

A. The director is empowered to:

1. Request the city council to proclaim the existence or threatened existence of a local emergency if the city council is in session, or to issue such proclamation if the city council is not in session. Whenever a local emergency is proclaimed by the director, the city council shall take action to ratify the proclamation within seven days thereafter or the proclamation shall have no further force or effect;

2. Request the governor to proclaim a state of emergency when, in the opinion of the director, the locally available resources are inadequate to cope with the emergency;

3. Control and direct the effort of the emergency organization of this city for the accomplishment of the purposes of this chapter;

4. Direct cooperation between and coordination of services and staff of the emergency organization of this city; and resolve questions of authority and responsibility that may arise between them;

5. Represent this city in all dealings with public or private agencies on matters pertaining to emergencies as defined herein;

6. In the event of the proclamation of a local emergency as herein provided, the proclamation of a state of emergency by the Governor or the Director of the State Office of Emergency Services, or the existence of a state of war emergency, the director is empowered:

a. To make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the city council,

b. To obtain vital supplies, equipment, and such other properties found lacking and needed for the protection of life and property and to bind the city for the fair value thereof and, if required immediately, to commandeer the same for public use,

c. To require emergency services of any city officer or employee and, in the event of the proclamation of a state of emergency in the county in which this city is located or in the existence of a state of war emergency, to command the aid of as many citizens of this community as he or she deems necessary in the execution of his or her duties; such persons shall be entitled to all privileges, benefits, and immunities as are provided by state law for registered disaster service workers,

d. To requisition necessary personnel or material of any city department or agency, and

e. To execute all of the special powers conferred upon the director by this chapter by resolution or emergency plan pursuant hereto adopted by the city council, by any statute, by any agreement approved by the city council, and by any other lawful authority.

B. The director of emergency services shall designate the order of succession to that office, to take effect in the event the director is unavailable to attend meetings and otherwise perform his or her duties during an emergency. Such order of succession shall be approved by the city council.

C. The assistant director shall, under the supervision of the director and with the assistance of emergency service chiefs, develop emergency plans and manage the emergency programs of this city; and shall have such other powers and duties as may be assigned by the director. (Prior code § 5.6)

2.64.070 Emergency organization.

All officers and employees of this city, together with those volunteer forces enrolled to aid them during an emergency, and all groups, organizations, and persons who may by agreement or operation of law, including persons impressed into service under the provisions of Section 2.64.060(A)(6)(C), be charged with duties incident to the protection of life and property in this city during such emergency, shall constitute the emergency organization of the city of St. Helena. (Prior code § 5.7)

2.64.080 Emergency plan.

The St. Helena emergency council shall be responsible for the development of the city of St. Helena emergency plan, which plan shall provide for the effective mobilization of all of the resources of this city, both public and private, to meet any condition constituting a local emergency, state of emergency, or state of war emergency; and shall provide for the organization, powers and duties, services, and staff of the emergency organization. Such plan shall take effect upon adoption by resolution of the city council. (Prior code § 5.8)

2.64.090 Expenditures.

Any expenditures made in connection with emergency activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of the city of St. Helena. (Prior code § 5.9)

2.64.100 Punishment of violations.

It shall be a misdemeanor for any person during any emergency to:

A. Wilfully obstruct, hinder, or delay any member of the emergency organization in the enforcement of any lawful rule or regulation issued pursuant to this chapter, or in the performance of any duty imposed upon him or her by virtue of this chapter;

B. Do any act forbidden by any lawful rule or regulation issued pursuant to this chapter, if such act is of such a nature as to give or be likely to give assistance to the enemy or to imperil the lives or property of such inhabitants of this city, or to prevent, hinder, or delay the defense or protection thereof;

C. Wear, carry, or display without authority, any means of identification specified by the city or the emergency agency of the state. (Ord. 02-5 § 6: prior code § 5.10)

Mobile Version