



BOARD OF SUPERVISORS  
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

Department Name: Public Health  
Department No.: 041  
For Agenda Of: December 06, 2011  
Placement: Administrative  
Estimated Tme:  
Continued Item: No  
If Yes, date from:  
Vote Required: Majority

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**TO:** Board of Supervisors

**FROM:** Department Takashi Wada, MD, MPH, Director and Health Officer, Public  
Director(s) Health Department  
Contact Info: Nancy Lapolla, EMS Director, 681-5264

**SUBJECT: Memorandum of Understanding with Direct Relief International**

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**County Counsel Concurrence**

As to form: Yes

**Other Concurrence:** Risk Management

As to form: Yes

**Other Concurrence:** General Services/Real Property

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors consider recommendations regarding a Memorandum of Understanding as follows:

- a) Approve and authorize the Chair to execute a Memorandum of Understanding with Direct Relief International to delineate responsibilities for planning and responding to disasters and emergencies.
- b) Authorize the Public Health Department Director to execute any amendments to the Memorandum of Understanding with DRI provided that the amendment does not materially change the agreement.
- b) Determine that these activities are exempt from California Environmental Quality Act review per CEQA Guideline Section 15061(b)(3), since it can be seen with certainty that there is no possibility that the activities may have a significant effect on the environment.

**Summary Text:**

This item is on the Board agenda to grant the Public Health Department Director authority to enter into a Memorandum of Understanding (MOU) with Direct Relief International (DRI) for the purpose of identifying and clarifying roles during a disaster and/or emergency in the County of Santa Barbara. The Public Health Department (PHD) currently has an MOU in place with DRI to provide storage for PHD's cache of disaster medical supplies and to provide, during times of disaster, warehouse and office space, equipment and staff to receive, store and stage medical supplies from the federal Strategic National

Stockpile (SNS). This MOU is being updated this year to include provision of an alternate administrative site for DRI if their location were to be damaged and uninhabitable during an emergency. Where feasible, the designated space shall be at PHD buildings in the Calle Real Campus, located at 300 North San Antonio Road, Santa Barbara, CA. If a site at that location is not feasible, PHD shall assist DRI in locating another appropriate facility as a temporary, alternate location for DRI operations.

**Background:**

PHD and DRI have partnered both formally and informally since 2003 to provide disaster assistance to the County of Santa Barbara. Since 2007, DRI has provided warehouse space for PHD's cache of disaster medical supplies and equipment used for medical shelters, mass vaccination, field treatment sites, support of hospital and outpatient providers, and other disaster medical operations. DRI staff provided essential staffing support and logistics for PHD's response to the Jesusita fire and the H1N1 pandemic. DRI has also been the site of numerous preparedness trainings with healthcare partners and Medical Reserve Corps volunteers.

This MOU specifies roles and responsibilities for logistics, communications, and staffing support for routine daily activities and drills, as well as disaster operations. This update to the previous MOU includes an agreement by PHD to provide, or assist in locating, an alternate site for DRI administrative operations in the event of activation of DRI's Continuity of Operations Plan.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

Narrative: There is no increase in the use of the County's General Fund resources as a result of executing this MOU. This MOU will not result in increased cost to the Public Health Department. However, if the MOU with DRI is activated and DRI has to temporarily relocate offices to the Public Health Department County facility, this action will create an increased A87 Cost Allocation charge to the EMS agency, the EMS Agency would pick up the increased cost out of their existing budget.

**Special Instructions:**

Please return one executed Memorandum of Understanding and one Minute Order to PHD 300 N. San Antonio Rd., Bldg 8, Santa Barbara, CA 93110; Attn: Rose Davis

**Attachments:**

Memorandum of Understanding between Santa Barbara County Public Health Department and Direct Relief International

**Authored by:**

Jan Koegler, 681-4913