



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: County Executive Office
Department No.: 012
For Agenda Of: February 7, 2023
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from: N/A
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Mona Miyasato, County Executive Officer
Director(s)
Contact Info: Nancy Anderson, Assistant County Executive Officer

SUBJECT: **Transition of Administrative and Managerial Support of Office of Emergency Management from County Executive Office to County Fire Department**

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Other Concurrence:

As to form: N/A

Recommended Actions:

It is recommended that the Board of Supervisors:

- a) Receive and file a report on the transition of the administrative and managerial support and oversight of the Office of Emergency Management from the County Executive Office to the County Fire Department effective February 1, 2023;
- b) Approve the establishment of the budget and positions for Office of Emergency Management in the General Fund, Department 031 (Fire Department) to be incorporated into the Fiscal Year (FY) 2023-24 Recommended Budget;
- c) Determine that the above recommended actions are not a "Project" under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378(b)(5), as the actions are organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment.

Summary:

The County Executive Office (CEO) initiated the transition of daily administrative and managerial support and oversight of the Office of Emergency Management (OEM) from the County Executive Office to the Fire Department on February 1, 2023. OEM will continue to serve in its current capacity with the added

support, resources and coordination of the Fire Department. Staff is recommending the Board approve the establishment of the OEM budget, including positions, into the Fire Department's budget in FY 2023-24. The intent of this transfer is to be at no additional cost to the Fire Department or the General Fund budget.

Background:

Currently, OEM is budgeted as a Division of the CEO and an ACEO provides oversight and guidance on policy and administrative matters and supports disaster and recovery needs. Pursuant to Chapter 12 - Emergency Management of the County Code, the CEO is the Director of Emergency Services and outlines the responsibilities of the OEM. More specifically it identifies that the County of Santa Barbara is designated as the lead agency of the Santa Barbara County Operational Area per the California Emergency Services Act with responsibility to coordinate the County and all political subdivisions within the geographic boundaries of the County. The Office of Emergency Management is delegated the responsibility to coordinate all phases of emergency management for the Operational Area through County Code, Chapter 12. Additionally, OEM has responsibility to enhance the resiliency and preparedness of the County's unincorporated residents, County staff and departments. Under the transition, the CEO will continue to be the Director of Emergency Services, but the daily administrative and management support and oversight would come from the Fire Department.

Discussion:

Since 2014, the County has proclaimed about 20 disasters and activated the Emergency Operations Center 56 times. As the frequency of disaster response increases in the County, it is critical to maximize alignment and coordination among our emergency-responding agencies within the County organization and throughout the operational area. We have successfully managed disaster incidents in the past, and this change is intended to ensure even greater response and preparedness ability for the County.

A goal of the transition is to ensure that the operational, logistical and organizational needs of OEM and the Fire Department are identified and addressed in order to provide a seamless transition to a new organizational structure. This includes ensuring the missions of each respective agency are fostered and understood, and that each agency's unique professional skills and abilities are valued, supported and utilized. Recognizing OEM's regional and county-wide role in policy, procedures, and coordination, the OEM Director with the Fire Chief, will also continue to work directly with all County departments, attend the County Department Head meetings/functions as requested by the CEO, and coordinate with the CEO's office on policy development, as well as disaster response and recovery.

Staff developed and are implementing a transition plan that outlines respective responsibilities, the reporting structure within the Fire Department and continued coordination with the CEO's office on policy development. The OEM will be a Division of the Fire Department; and therefore, the OEM Director will report directly to the County Fire Chief and be a member of the Fire Department's executive team. The Fire Department will provide administrative oversight for the budget, fiscal accounting, procurement and agenda items in addition to providing enhanced GIS support and communications. As noted, there are several areas of which OEM will continue to coordinate with the County Executive Office, including:

- County plans and policies that impact multiple County departments or County engagement with partner agencies. (As an example, recent operations plans that were finalized, including the County of Santa Barbara Continuity of Operations Plan and the Santa Barbara County and Operational Area Disaster Care and Shelter Plan).
- County and Community disaster recovery processes and status.

At this time, OEM will not change any of its branding or naming. The office will continue to be identified as the Santa Barbara County Office of Emergency Management. OEM will also continue to utilize the County and OEM logo.

The functional transition of OEM to the Fire Department was effective February 1, 2023. The Fire Department plans to incorporate the OEM budget into the next budget cycle.

Fiscal and Facilities Impacts:

The intent of this transfer is for it to be at no additional cost to the Fire Department or the General Fund budget. OEM's budget will remain in the General Fund but will be reflected under the Fire Department's budget unit 031 in a separate program beginning FY 2023-24. The FY 2022-23 OEM adopted budget will remain unchanged and is \$3.1 million including 6 positions. The budget includes a General Fund allocation of \$1.8 million, as well as federal and state grant monies which will continue to be managed by OEM's existing fiscal staff.

Authored by:

Reese Ellestad, Fiscal & Policy Analyst, County Executive Office