



AGENDA  
NEWMAN CITY COUNCIL/REDEVELOPMENT AGENCY  
REGULAR MEETING JUNE 22, 2010  
CITY COUNCIL CHAMBERS, 7:00 P.M., 1200 MAIN STREET

1. Call To Order.
2. Pledge Of Allegiance.
3. Invocation.
4. Roll Call.
5. Declaration Of Conflicts Of Interest.
6. Ceremonial Matters - None.
7. Items from the Public - Non-Agenda Items.
8. Consent Calendar
  - a. Waive All Readings Of Ordinances And Resolutions Except By Title.
  - b. Approval Of Warrants.
  - c. Approval Of Minutes Of The June 8, 2010 Regular Meeting.
  - d. Adopt Resolution No. 2010- , A Resolution Ratifying Memorandum Of Understanding Between The City Of Newman And The Operating Engineers Local #3 Police Officers, Corporals And Sergeants Bargaining Unit.
  - e. Approve Resolutions For Employer Paid Member Contributions
    - I. Adopt Resolution No. 2010- , A Resolution For Employer Paid Member Contributions For Miscellaneous Employees.
    - II. Adopt Resolution No. 2010- , A Resolution For Employer Paid Member Contributions For Management Employees.
    - III. Adopt Resolution No. 2010- , A Resolution For Employer Paid Member Contributions For Safety Employees.
9. Public Hearings - None.
10. Regular Business
  - a. Approve Fiscal Year 2010-11 Annual Budget As Presented In The Preliminary Budget Document
    - I. Adopt Resolution No. 2010- , A Resolution Adopting The Budget For Fiscal Year 2010-2011.
    - II. Adopt Resolution No. 2010- , A Resolution Establishing The Appropriations Limit For Fiscal Year 2010-2011.
    - III. Adopt Resolution No. 2010- , A Resolution Of The Newman Redevelopment Agency Adopting The Budget For Fiscal Year 2010-2011.

- b. Adopt Resolution No. 2010- , A Resolution Modifying The Date Of Completion Of The Underground Utility District Nos. 5-A, 5-B<sub>2</sub> And 5-C In The City Of Newman.
- c. Consider Adoption Of Resolution No. 2010- , A Resolution Awarding The Bid For The Orestimba Feasibility Study Flood Control Project Soil Borings, Authorizing The City Manager To Execute The Agreement And Authorizing Staff To Enter Into An MOU With Stanislaus County For Credit As Work-In-Kind For This Project.
- d. Adopt Resolution No. 2010- , A Resolution Authorizing The Purchase Of One New Police Vehicle.
- e. Adopt Resolution No. 2010- , A Resolution Adopting A Revised City Of Newman Emergency Operations Plan.

**11. Items From District Five Stanislaus County Supervisor.**

**12. Items From The City Manager And Staff.**

**13. Items From City Council Members.**

**14. Adjourn To Closed Session**

- a. Conference With Real Property Negotiator – Merced County APN: 054-004-010  
054-004-011, 054-005-009 And 054-006-001 - G.C. 54956.8.
- b. Return To Open Session.

**15. Adjournment.**

## Calendar of Events

June 20 - Father's Day

June 22 - City Council - 7:00 P.M.

July 4 - Independence Day Holiday

July 5 - City Offices Closed For Independence Day Holiday

July 8 - Recreation Commission - 7:00 P.M.

July 12 - Baseball Board Meeting - 6:00 P.M.

July 13 - City Council - 7:00 P.M.

July 15 - Planning Commission - 7:00 P.M.

July 20 - Two-On-Two Meeting With The School Board - 4:00 P.M.

July 27 - City Council - 7:00 P.M.

August 9 - Baseball Board Meeting - 6:00 P.M.

August 9 - NCLUSD Board Meeting - 6:00 P.M.

August 10 - City Council - 7:00 P.M.

August 12 - Recreation Commission - 7:00 P.M.

August 13 - City Furlough Day - City Offices Closed

August 17 - Two-On-Two Meeting With The School Board - 4:00 P.M.

August 19 - Planning Commission - 7:00 P.M.

August 24 - City Council - 7:00 P.M.

Barbara Ewing Powell, Board of Directors  
Newman Historical Society  
P.O. Box 485  
Newman, CA 95360  
Cell Phone: 209 604-3209  
June 2, 2010

Stephanie Ocasio, Planning Director  
City of Newman  
1162 Main Street/ P.O. Box 787  
Newman, California 95360

Dear Stephanie,

Upon talking with you this afternoon regarding your assistance in applying for a Grant to help the Newman Historical Society in redoing the Museum's back yard I discussed the matter with other members. For your information the farm equipment has been occupying the back yard for many years. There was a lot of farm equipment given to the Museum over 40 years ago and at that time City employees took care of the maintenance of the equipment as well as the yard. The City's care of the equipment and the yard hasn't been done for many years.

The Grant, the Newman Historical Society would like assistance with, would provide money so the Newman Historical Society could:

1. Build a shelter so the farm equipment could be protected from the elements.
2. Locate a company that would fix the farm equipment to its original state.
3. Rearrange the yard for better viewing and a safety factor for the public.
4. Modernization of the water flow from the Museum Building into the back yard.
5. Replant grass and add sprinklers to highlight the area next to the Museum Building.
6. Apply grass & sprinklers as well as gravel to major areas in the back yard.

Yancey Building:

The moving of the Yancey Building to the forthcoming Plaza was voted on by the City Council.

The moving is to be part of Phase II of the Plaza. The Phase II date of starting is unknown. The Newman Historical Society members along with many of the older Newman residents are very upset to see the Yancey Building deteriorating and in the state of decay that it is now. If the Newman Historical Society can receive a Grant for the Museum's back yard the restoration of the Yancey Building would be a priority. The building could be completely restored where it is located and when it came time to move it to the Plaza, it would arrive there completely restored.

Thank you for your help.

Sincerely,

Barbara Ewing Powell  
Board of Directors, Newman Historical Society

Newman City Council Meeting  
June 22, 2010

Presented by:

Mary Moore, President

Barbara L. Powell, Board of Directors

Newman Historical Society

The Newman Historical Society has discussed the horrible condition of the Museum's back yard for many years.

Money and assistance has been needed for a clean-up project and because the City's Stephanie Ocasio has done such an excellent job in locating Federal Monies from Grants for the City of Newman, a phone call was made and we spoke of the areas where Grant Monies could help in fixing up the Museum's back yard and asked if she could help the Newman Historical Society in applying for Federal Grants for the project.

Stephanie requested a written note on the areas we would like to see fixed and cleaned up with the receipt of Federal Grant Money applied specifically for the Museum's back yard.

Areas of concern in the Museum's back yard are:

- \*The need for a shelter for the equipment
- \*Locating a person/persons to fix the farm equipment to better conditions.
- \*Rearrangement of equipment and yard for better viewing and safety to the public
- \*Modernization of the water flow from the roof of the Museum into the back yard
- \*Apply grass, sprinklers and gravel to the back yard area.

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- \*Modernization of the water flow from the roof of the Museum into the back yard
- \*Apply grass, sprinklers and gravel to the back yard area.

Through the City of Newman's Budget we are aware Federal Grant Monies have been received by the City of Newman and monies have been placed into areas that might be able to be used in the Museum's back yard without applying for another grant.

#5710 Home Consortium \$533.265

#7770-06NSP Home Acquisition & Rehab. \$961.000

#5678 CDBG Consortium (Farm Equipment about \$500.00

A Newman Historical Society Task Force needs to be developed with the intention of working with the City of Newman to bring the City of Newman's Museum's back yard in order. It is in Downtown Newman and can be seen by all that catch the buses in the area as well as people on the street.

The Yancey Building was also addressed in the note to Stephanie stating that the building is deteriorating badly and is a concern of the Newman Historical Society and "older" Newman residents who have seen the building in beautiful condition all their lives. People would like to see the building restored as soon as possible as it has sat and deteriorated for several years now.

The question was asked of Stephanie that when applying for grants for the Museum's back yard, could a grant for restoration for the Yancey Building be addressed also. Restore the building at its location now, then when Phase 11 of the Plaza is completed a beautiful Yancey building could be moved to the Plaza as it was voted to go there by the City Council on August of 2008.

The question came up as to where the Newman Historical Society would like to see the building placed, A special meeting of the

Newman Historical Society was called on June 10<sup>th</sup> by President Mary Moore to gather votes from the members prior to this City Council Meeting. The count was 25 for the building to remain where it is now. 4 votes were cast to have the building placed on the Plaza.

In researching the Federal Grant Money system regarding the Yancey Building, Stephanie found that if the building was restored by Federal Grant Money in its location now, it could not be moved.

If the Yancey Building were to remain where it is located now, the question came up as to what the Newman Historical Society would do with it. If the Yancey Building were to remain where it is now, it would be used as an extension of the Museum. A Wicker Couch and Chair set, Dr. Armstead's Bedroom Set and the Stonecipher's Couch along with many other items that are now in storage could be placed on display. Mrs. Yancey's Wedding Dress found in the attic after the building was moved from Hills Ferry to Newman would be on display as well. Of course an alarm system would have to be installed.

The Yancey Building is in the same time frame as much of the farm equipment and they could be blended together for display well.

It would be nice if prior to the next City Council Meeting where the concerns of the Newman Historical Society and needs of the Newman Museum's back yard can be discussed and hopefully decisions can be made that a Task Force made up of the Newman Historical Society and City Council members could meet and discuss the issues brought up tonight.

Thank you.

Date.: Jun 18, 2010  
Time.: 2:43 pm  
Run by: EMILY M. FARIA

CITY OF NEWMAN  
CASH DISBURSEMENTS REPORT

Page.: 1  
List.: NEW1  
Group: PYCPDP

Ck #	Check Date	CK Amount	Vendor Name	Description
037653	06/07/10	400.00	TERRY BARQUES	CASH FOR SUPPLIES FOR DOWNTOWN PLAZA GROUNDBREAKIN
037654	06/15/10	228.00	STAN CNTY CLERK RECORDER	NOE'S BARRINGTON/CARLSEN/CITY-WIDE FITNESS/DOG PK
037655	06/15/10	10000.00	LUZ RAMOS/ALMA & JOAQUIN PONCE	PURCHASE OF ST GEORGE EASEMENT/SALE AGREEMENT
037656	06/15/10	2725.00	US BANK	HSA DEPOSIT/LEWIS HUMPHRIES JUNE-DEC 2010
037657	06/16/10	1328.80	UNITED STATES POSTMASTER	POSTAGE STAMPS FOR CCR MAILING
037658	06/18/10	1065.90	AECOM USA, INC	PROFESSIONAL SERV/SAFE ROUTES TO SCHOOL/4/24-5/7
037658	06/18/10	1065.90	AECOM USA, INC	PQRST/FRESNO/MERCED/WEST AVE STREET CONST/4/24-5/7
037659	06/18/10	68.73	AT&T	MONTHLY PHONE SERV FOR 668-3946/6/1-6/30/10/CH
037659	06/18/10	68.38	AT&T	MONTHLY PHONE CHARGES FOR 634-0508/6/1-6/30/10/PD
037660	06/18/10	29862.61	B&M BUILDERS, INC	PO #10-45
037660	06/18/10	3318.07	B&M BUILDERS, INC	10% RETENTION PAYMENT/PIONEER PARK IMPROVEMENTS
037661	06/18/10	204.83	BAYER HEALTH CARE LLC	2 CASES RESQ CHIP IMPLANTS/ANIMAL CONTROL
037662	06/18/10	137.71	B G AUTO	85 MONTH BATTERY/FIRE DEPT
037663	06/18/10	200.00	NICOLE BLADES	SOCCER CAMP INSTRUCTOR 6/7/10 TO 6/11/10/BLADES
037664	06/18/10	2406.92	BRUCE BUDMAN	INTERIM FINANCE DIR/6-7 TO 6-10-10/BUDMAN
037665	06/18/10	294.76	BUSINESS CARD	FREEZER FOR ANIMAL CONTROL SERVICES
037665	06/18/10	314.25	BUSINESS CARD	TOWING OF STOLEN VEHICLE/BACKBERRY CASE
037665	06/18/10	654.43	BUSINESS CARD	SUPPLIES FOR ANIMAL SHELTER
037666	06/18/10	179.16	CIT TECHNOLOGY FIN SERV, INC	MS GSA OFFICE PRO PLUS/JUNE 2010/PD
037667	06/18/10	1680.00	COMPUTER TUTOR	COMPUTER CLASSES FOR APRIL 2010
037668	06/18/10	746.70	CRESCENT SUPPLY CO. #1	SECOND CHANCE VEST/BYRON ELNESS
037669	06/18/10	328.98	E&M ELECTRIC, INC.	TIMER FOR IRRIGATION PUMP/WWTP
037669	06/18/10	415.32	E&M ELECTRIC, INC.	INSTALLED WIRE SELECTOR SWITCHES AT WWTP
037670	06/18/10	15.00	ECONOMIC TIRE SHOP	TIRE REPAIRED

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Ck #	Check Date	CK Amount	Vendor Name	Description
037670	06/18/10	26.00	ECONOMIC TIRE SHOP	TIRE REPAIR AND NEW TUBE/LAWNMOWER
037670	06/18/10	26.02	ECONOMIC TIRE SHOP	TIRE REPAIR/NEW TUBE
037671	06/18/10	1684.20	ECO:LOGIC, INC	GROUNDWATER MONITORING SERVICES/FEB-APR 2010
037671	06/18/10	107.25	ECO:LOGIC, INC	WATER ON-CALL2009-2010/APRIL 2010
037671	06/18/10	5993.00	ECO:LOGIC, INC	PO #10-48
037671	06/18/10	314.75	ECO:LOGIC, INC	PO #10-52
037672	06/18/10	4125.03	ENGINEERED PLASTIC SYSTEMS, LL	PO #10-49
037673	06/18/10	25.00	ROSA FERNANDEZ	REFUND ALCOHOL PERMIT FEE/CANCELLED USE/FERNANDEZ
037674	06/18/10	2975.00	FGL ENVIRONMENTAL, INC	BACTI, INORGNAIC, SUPPORT ANALYSES/WWTP
037674	06/18/10	305.00	FGL ENVIRONMENTAL, INC	LAB ANALYSES/INORGANIC/WWTP
037674	06/18/10	305.00	FGL ENVIRONMENTAL, INC	ORGANIC AND INORGANIC ANALYSES/WWTP
037675	06/18/10	200.00	FRANCISCO GARCIA	REFUND MEMORIAL BLDG DEPOSIT/GARCIA
037676	06/18/10	980.00	GARY'S FENCING AND WIRE SUPPLI	REPAIRS AND LABOR TO CORP YARD FENCE/NEW GATE
037677	06/18/10	1.68	GOLDEN STATE IRRIGATION	MALE ADAPTER FOR SPRINKLERS
037677	06/18/10	2.44	GOLDEN STATE IRRIGATION	3/4 " POLY ELBOW
037677	06/18/10	27.09	GOLDEN STATE IRRIGATION	4 SPRAY HEAD RAINBIRD
037677	06/18/10	16.83	GOLDEN STATE IRRIGATION	1 1/2" UNION
037677	06/18/10	10.57	GOLDEN STATE IRRIGATION	GRAY AND CLEAR SAFETY GLASSES
037677	06/18/10	110.57	GOLDEN STATE IRRIGATION	COMPRESSION COUPLING/BUSHINGS/GLUE/UNIONS
037677	06/18/10	18.86	GOLDEN STATE IRRIGATION	4 SPRAY HEAD RAINBIRD/ADJUSTABLE ARC NOZZLE
037678	06/18/10	1409.98	GROENIGER & CO.	SUPPLIES FOR HYDRANT REPAIR
037678	06/18/10	820.99	GROENIGER & CO.	PO #10-47
037679	06/18/10	3170.00	CITY OF GUSTINE	ANIMAL CONTROL SERVICES/MAY 2010
037680	06/18/10	162.56	HARD DRIVE GRAPHICS	30"X72" BANNER FOR PLAZA GROUND BREAKING

Date.: Jun 18, 2010  
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CITY OF NEWMAN  
CASH DISBURSEMENTS REPORT

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Ck #	Check Date	CK Amount	Vendor Name	Description
037681	06/18/10	590.86	HEWLETT-PACKARD FINANCIAL SERV	HARDWARE LEASE 4/18/10 TO 5/17/10/PD
037681	06/18/10	590.86	HEWLETT-PACKARD FINANCIAL SERV	HARDWARE LEASE 5/18/10 TO 6/17/10/PD
037682	06/18/10	483.20	STEPHANIE HOUSE	REIMBURSEMENT FOR SUPPLIES/TEEN CENTER/MOVIE NIGHT
037682	06/18/10	347.18	STEPHANIE HOUSE	REIMBURSEMENT FOR SUPPLIES/STEPHANIE HOUSE
037683	06/18/10	813.26	HOWK SYSTEMS, INC.	REPLACED TRANSDUCER @ CANAL SCH LIFT STATION
037684	06/18/10	250.00	I.A.P.E, INC	TRAINING SEMINAR-VIDEO/JIM BELL
037684	06/18/10	100.00	I.A.P.E, INC	RECERTIFICATION EVIDENCE CLERK/JIM BELL
037685	06/18/10	773.93	IKON OFFICE SOLUTIONS	COPIER LEASE 5/25/10 TO 6/24/10/PD
037686	06/18/10	502.81	IMAGE UNIFORMS	UNIFORM SUPPLIES FOR RANDY RICHARDSON
037686	06/18/10	4.00	IMAGE UNIFORMS	2 HAS MARKS/RANCY RICHARDSON
037687	06/18/10	1574.10	INFOSEND, INC	UTILITY BILL & LATE BILL MAILINGS/MAY 2010
037688	06/18/10	3000.00	INSTRUMENT TECHNOLOGY CORP	PO #10-50
037689	06/18/10	8885.00	JOE'S LANDSCAPING &	LIGHTING & LANDSCAPE DISTRICT LANDSCAPING/MAY 2010
037690	06/18/10	60.00	JORGENSEN & COMPANY	FIRE EXTINGUISHER ANNUAL/WWTP
037690	06/18/10	107.02	JORGENSEN & COMPANY	ANNUAL FIRE EXTINGUISHER MAINTENANCE/PARTS/THEATER
037690	06/18/10	499.83	JORGENSEN & COMPANY	ANNUAL FIRE EXTINGUISHER MAINATENANCE (12)PW
037691	06/18/10	172.50	JOSE FERNANDEZ MAGANA	REFUND OVER-PAYMENT OF WB INV# 723/MAG02
037692	06/18/10	718.67	MALLARD EXPRESS AUTO	REPLACED ALTERNATOR/UNIT 503
037692	06/18/10	20.00	MALLARD EXPRESS AUTO	ALTERNATOR TESTED/UNIT 505
037692	06/18/10	52.51	MALLARD EXPRESS AUTO	OIL & FILTER CHANGE/UNIT 596
037693	06/18/10	413.61	FRANK B. MARKS & SON, INC	CONCRETE SAND AND GRAVEL DELIVERED TO CORP YARD
037694	06/18/10	3701.36	McDONOUGH, HOLLAND, ALLEN	LEGAL SERVICES RENDERED THRU 4/30/10
037695	06/18/10	108.36	DOUG MUTOZA (NT)	REIMBURSEMENT FOR WATER COOLER/MUTOZA
037696	06/18/10	18125.00	NBS	MAILING OF LLD BALLOTS & POSTAGE ZONES 1 THRU 15

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037697	06/18/10	2681.00	OPERATING ENGINEERS/	HEALTH INSURANCE PREMIUM/JULY 2010
037698	06/18/10	798.00	GEORGE OSNER	PLANNING SERVICES AREA 3/MAY 2010
037699	06/18/10	1840.00	OTTMAN FARMS, INC	ALFALFA AND PASTURE SPRAYING/181 ACRES/WWTP
037700	06/18/10	1728.00	PACIFIC MUNICIPAL CONSULTANTS	PREPARE & PRESENT FINAL NEXUS REPORT/FEE UPDATE
037701	06/18/10	300.00	PACIFIC GAS & ELECTRIC	REFUND HYDRANT DEPOSIT/PG&E
037702	06/18/10	1320.00	CITY OF PATTERSON	VIDEO REIMBURSEMENT MAY & JUNE 2010
037702	06/18/10	250.00	CITY OF PATTERSON	FIRE DATA INPUT/APRIL 2010
037703	06/18/10	33593.40	PERMA-GREEN HYDROSEEDING	PROGRESS PAYMENT ON HILL PARKING LOTS
037704	06/18/10	450.00	THOMAS PEREZ	REFUND DEPOSIT AND PARTIAL RENT/OVERCHARGED/PEREZ
037705	06/18/10	39901.49	P G & E	NATURAL GAS & ELECTRIC 4/7/10 TO 5/18/10
037706	06/18/10	16.13	PIONEER DRUG	PAPER PUNCH/BINDER
037707	06/18/10	3413.49	PRECISION INSPECTION, INC	Bldg Reg Inspec BLDG REGU
037708	06/18/10	25.00	LOLLY RAFFO	REFUND YOUTH SOFTBALL CAMP REGISTRATION/ANGELO
037709	06/18/10	140.00	RANDHAWA MEDICAL GRP, IN	PRE-EMPLOYMENT PHYSICAL/HUMPHRIES
037710	06/18/10	25.08	FRANK RIVAS	REIMBURSEMENT FOR SLOWPITCH STRIKE ZONE MAT
037711	06/18/10	858.00	RLJ FINANCIAL SERVICES, INC	FORM 1023 NON-PROFIT APPLICATION/RECREATIONAL OPP
037712	06/18/10	4828.61	SHELL FLEET PLUS	GASOLINE & DIESEL PURCHASES MAY 2010
037713	06/18/10	150.70	STAPLES BUSINESS ADVANTAGE	MARKER BOARD/RECEIPT BOOKS/PAPER/REGISTER ROLLS
037713	06/18/10	36.35	STAPLES BUSINESS ADVANTAGE	4 RECEIPT BOOKS
037714	06/18/10	1156.00	TEL STAR INSTRUMENTS, INC	NEW FLOWMETER @WWTP
037714	06/18/10	995.00	TEL STAR INSTRUMENTS, INC	INSTALL NEW FLOWMETER AND CALIBRATE @WWTP
037715	06/18/10	32.49	VALLEY PARTS SERVICE	EMERGENCY LAMP/UNIT 80 FIRE DEPT
037715	06/18/10	12.84	VALLEY PARTS SERVICE	MUFFLER AND FITTINGS/PW
037715	06/18/10	98.71	VALLEY PARTS SERVICE	BATTERY AND BATTERY CORE DEPOSIT/RETURN

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Ck #	Check Date	CK Amount	Vendor Name	Description
037715	06/18/10	16.25	VALLEY PARTS SERVICE	DOOR HANDLE FOR 97 CHEVY
037716	06/18/10	177.50	WALLY FALKE'S AIR CONDIT	ADDED FREON TO UNIT AT WWTP
037717	06/18/10	810.00	MATTOS NEWSPAPERS, INC.	BIDS FOR ORESTIMBA FEASIBILITY STUDY
037717	06/18/10	2500.88	MATTOS NEWSPAPERS, INC.	LEGAL ADS/ENVELOPES/BUSINESS CARDS/LTTRHEAD/BUDGET
037717	06/18/10	25.00	MATTOS NEWSPAPERS, INC.	NEWSPAPER SUBSCRIPTION/PD
037718	06/18/10	2696.00	WESTSIDE ANIMAL CLINIC	NATE NEUTERS AND SPAYS/MAY 2010
037719	06/18/10	101.86	YANCEY LUMBER COMPANY	2 BAGS NUTRO LAMB & RICE DOG FOOD
037719	06/18/10	622.78	YANCEY LUMBER COMPANY	SAND/HOSE/PADLOCK/CONCRETE/TENSION BAR/MARKING PAI
Sub-Total:		224021.89		
Grn-Total:		224021.89		
Count:	104			

MINUTES  
NEWMAN CITY COUNCIL/REDEVELOPMENT AGENCY  
SPECIAL MEETING JUNE 8, 2010  
CITY COUNCIL CHAMBERS, 6:00 P.M., 1200 MAIN STREET

1. Call To Order - Mayor Katen 6:04 P.M.
  
2. Roll Call **PRESENT:** Davis, Candea, Martina And Mayor Katen.  
**ABSENT:** None.
  
3. Items from the Public - Non-Agenda Items - None.
  
4. Workshop - Review 2010/2011 Fiscal Year Budget.

City Manager Holland Reviewed Budget Highlights And Noted Changes In This Year's Budget From The Previous Year's Budget. Holland Reviewed Cost Savings, Changes In Revenues And Other Potential Losses. He Briefly Reviewed Each Of The Department's Budgets As Well As The Special Revenue, Enterprise And Capital Project Funds.

The City Council Directed Staff To Include A \$1,000 Per Year Commitment To The West Side Healthcare Taskforce For The Next Three Years.

City Manager Holland Noted That Their Request Would Be Added To Community Promotions Fund And That Staff Would Continue To Provide The Council With Quarterly Budget Updates.

5. Adjournment.

**ACTION:** On Motion By Katen Seconded By Davis And Unanimously Carried, The Meeting Was Adjourned At 6:56 P.M.

**AGENDA**  
**NEWMAN CITY COUNCIL/REDEVELOPMENT AGENCY**  
**REGULAR MEETING JUNE 8, 2010**  
**CITY COUNCIL CHAMBERS, 7:00 P.M., 1200 MAIN STREET**

1. Call To Order - Mayor Katen 7:02 P.M.
2. Pledge Of Allegiance.
3. Invocation - Council Member Candea.
4. Roll Call **PRESENT:** Davis, Candea, Martina And Mayor Katen.  
**ABSENT:** None.
5. Declaration Of Conflicts Of Interest - None.
6. Ceremonial Matters
  - a. Recognition Of Police Department Corporals.

Chief Richardson Recognized The Promotion Of Acting Corporals Noel Borden And Chad Earle.

- b. Proclamation Commemorating The Bicentennial Birth Of Abraham Lincoln.

Mayor Katen Presented The Proclamation Commemorating The Bicentennial Birth Of Abraham Lincoln.

**7. Items from the Public - Non-Agenda Items**

David Reed, Newman Chamber Of Commerce, Reminded Everyone That The Next Chamber Mixer Would Be on June 17, 2010 At The Grille.

**8. Consent Calendar**

- a. Waive All Readings Of Ordinances And Resolutions Except By Title.
  - b. Approval Of Warrants.
  - c. Approval Of Minutes Of The May 25, 2010 Regular Meeting.
  - d. Adopt Resolution No. 2010-43, A Resolution Ratifying Memorandum Of Understanding Between The City Of Newman And The Operating Engineers Local #3 Miscellaneous Bargaining Unit.

**ACTION:** On A Motion By Davis Seconded By Candea And Unanimously Carried, The Consent Calendar Was Approved.

## 9. Public Hearings

- a. Second Reading And Adoption Of Ordinance No. 2010-6, An Ordinance Of The City Council Of The City Of Newman Approving And Adopting The Proposed 2010 Amendment To The Redevelopment Plan For The Newman Redevelopment Project And Authorizing Staff To Prepare And Publish A Summary Of Said Ordinance.

Mayor Katen Opened The Public Hearing At 7:11 P.M.

There Being No Public Comment, Katen Closed The Public Hearing At 7:12P.M.

**ACTION:** Ordinance No. 2010-6, An Ordinance Of The City Council Of The City Of Newman Approving And Adopting The Proposed 2010 Amendment To The Redevelopment Plan For The Newman Redevelopment Project Had Its Second Reading By Title Only. On A Motion By Candea Seconded By Martina, Said Ordinance Was Unanimously Adopted And Staff Was Authorized To Prepare And Publish A Summary Of Said Ordinance.

## 10. Regular Business

- a. Adopt Resolution No. 2010-44, A Resolution Authorizing Ed Katen As Mayor, And Michael Holland As City Clerk To Record A Notice Of Completion For The Pioneer Park Landscaping Improvements Project.

**ACTION:** On Motion By Candea Seconded By Martina And Unanimously Carried, Resolution No. 2010-44, A Resolution Authorizing Ed Katen As Mayor, And Michael Holland As City Clerk To Record A Notice Of Completion For The Pioneer Park Landscaping Improvements Project, Was Adopted.

## 11. Items From District Five Stanislaus County Supervisor - None.

## 12. Items From The City Manager And Staff.

City Manager Holland Reminded The Council That The Downtown Plaza Ground Breaking Ceremony Would Be Held On Wednesday June 09, 2010 at 4:00 P.M. And That The Free Outdoor Movie Night Would Be Held On Saturday, June 12, 2010 At Barrington Park. Holland Thanked The Council For Direction Regarding The West Side Healthcare Task Force Monterey Commitment. Holland Mentioned That The Historic Society Would Be Having A Yard Sale On Saturday June 19, 2010. He Noted That The Recreation Department Had Won The City Softball Tournament.

Chief Richardson Notified The Council That The City's Animal Control Shelter Opened On June 1, 2010 And Mentioned That The City Will be Advertising Animals For Adoption At Both City Hall And Police Department Offices.

Assistant Planner Ocasio Updated The Council As To The Status Of The City's Grant Activities.

Public Works Director Reynolds Noted That Bids For Soil Boring Project Were Between \$51,000 And \$80,000. Reynolds Reported That The Contractor For Plaza Project Has Completed Contracts And

They Are En Route To The City. Reynolds Mentioned That The Hill Park Project Was Progressing Quickly And That Caltrans Had Begun To Work On Highway 33 Again.

**13. Items From City Council Members.**

Council Member Martina Reminded Everyone That The West Side Healthcare Taskforce Is Sponsoring A Walking Program At The High School On Wednesday Nights.

Mayor Katen Commented That Several Trees Along Sherman Parkway And At Sherman Park Were Leaning And Needed To Be Staked Or Re-Staked.

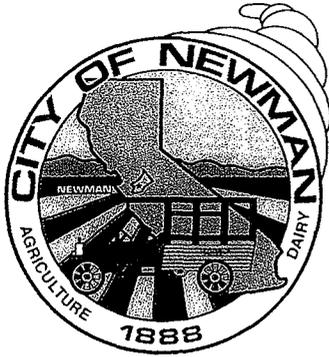
**14. Adjourn To Closed Session - 7:28 P.M.**

- a. Conference With Labor Negotiator – Operating Engineers Local #3 Police Bargaining Unit - G.C. 54957.6.
- b. Return To Open Session - 7:47 P.M.

No Reportable Action Was Taken.

**15. Adjournment.**

**ACTION:** On Motion By Davis Seconded By Martina And Unanimously Carried, The Meeting Was Adjourned At 7:49 P.M.



**City of Newman  
City Manager's Office  
Memorandum**

**Date:** June 18, 2009  
**To:** City Council  
**From:** Michael E. Holland *MEL*

**Subject: Item No. 8.d. - Memorandum of Understanding for Police Officers Association**

As presented to the Council in closed session, the City has reached a one-year agreement with Operating Engineers #3 Police Officers Association Bargaining Group. The terms of the agreement mirror those of the other two bargaining groups; employee's picking up three (3) percent (%) of their PERS contribution, seventy-seven (77) hour non-paid work furlough, and a maximum monthly cap (\$950) on health care coverage. Attached for your review is a copy of the MOU.

RESOLUTION NO. 2010-

**A RESOLUTION RATIFYING MEMORANDUM OF UNDERSTANDING  
BETWEEN THE CITY OF NEWMAN AND THE OPERATING ENGINEERS  
LOCAL #3 POLICE OFFICERS, CORPORALS AND SERGEANTS BARGAINING  
UNIT**

WHEREAS, duly appointed representatives of the City of Newman and Operating Engineers Local Union #3 representing certain employees of the City of Newman, to wit, Police Officers, Corporals And Sergeants employees bargaining unit - have met and conferred in good faith regarding wages, hours and other terms and conditions of employment of such employees; and,

WHEREAS, said representatives have reached an agreement on matters relating to wages, hours and other terms and conditions of employment of such employees; and

WHEREAS, the agreement so reached has been reduced to writing in that certain Memorandum Of Agreement and has been presented to the City Council for determination, a copy of which Memorandum of Agreement is attached hereto marked Exhibit "A" and made a part hereof by this reference.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Newman that certain Memorandum of Agreement between the City of Newman and Operating Engineers Local Union #3 dated June 22, 2010, is hereby approved and determined that Michael E. Holland, as City Manager is authorized to sign the same on behalf of the City of Newman.

The foregoing resolution was introduced at a regular meeting of the City Council of the City of Newman held on the 22<sup>nd</sup> day of June, 2010 by Council Member \_\_\_\_\_, who moved its adoption, which motion was duly seconded and it was upon roll call carried and the resolution adopted by the following roll call vote:

AYES:  
NOES:  
ABSENT:

APPROVED:

\_\_\_\_\_  
Mayor of the City of Newman

ATTEST:

\_\_\_\_\_  
Deputy City Clerk of the City of Newman

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE  
CITY OF NEWMAN**

**AND THE**

**NEWMAN OPERATING ENGINEERS, LOCAL UNION NO. 3  
FOR AND ON BEHALF OF THE  
POLICE OFFICERS, CORPORALS AND SERGEANTS**

This Memorandum Of Understanding, hereinafter referred to as the "Understanding," is made and entered into at Newman, California this 22<sup>nd</sup> day of June 2010, by and between the City of Newman, hereinafter referred to as the "City," and the Newman Operating Engineers, Local Union No. 3, hereinafter referred to as the "Union," for and on behalf of the employees it represents.

**DEFINITIONS**

1. The term "City" shall mean the City of Newman and, where appropriate herein, the Mayor, the City Manager and/or other appropriate Management staff, or if required, the City Council.
2. The term "day" shall mean a calendar day with each day commencing at 2:01 a.m. and ending at 2:00 a.m.
3. The term "regular employee" or "regular employees" shall mean a person or persons employed in a full-time more than 35 hours per week) position by the City and who has successfully completed the probationary period.
4. The term "overtime rate" shall mean 1.5 times the regular hourly rate of pay.
5. The term "work week" shall mean any consecutive seven (7) day period, as determined by the City, beginning at 5:01 p.m. on Friday and ending at 5:00 p.m. on the following Friday. Nothing contained herein shall be construed as preventing the City from restructuring the normal work day or work week for the purpose of promoting the efficiency of municipal government.
6. The term "temporary employees" shall mean an employee who is appointed to a non-regular position for a limited period of time.
7. The term "part-time employee" shall mean an employee working 35 hours or less per week for the City.

**ARTICLE I. PURPOSE**

The purpose of this Memorandum Of Understanding is to promote and provide harmonious relations, peaceful resolution of disputes, and cooperation and understanding between the City and its employees covered herein and to set forth the full and entire understanding reached as a result of meeting and

conferring on hours, wages, and working conditions in accordance with State and Federal laws and City ordinances, rules and regulations.

## **ARTICLE 2. RECOGNITION**

A. The City recognizes the Union as the sole and exclusive bargaining agent, for the purposes of establishing wages, hours and conditions of employment, for all regular City employees of the Police Department, who were in the classifications of patrolman and sergeant at the time this Understanding was entered into, but excluding all seasonal (those hired to work for a fixed period of time which is less than one year), casual, supervisory, or confidential employees and all, elected officials or officers of the City. This Understand, unless otherwise indicated, governs those police officers in both bargaining units which are comprised of:

Unit 1: Patrolmen  
Unit 2: Corporals & Sergeants

B. The classifications or job titles used above are for descriptive purposes only. Their use is neither an indication nor a guarantee that these classifications or titles will continue to be used by the City.

## **ARTICLE 3. NO STRIKE**

A. The Union and the employees covered by this Understanding recognize and agree that the rendering of services to the community cannot under any circumstances or conditions be withheld, interrupted, or discontinued, and that to do so could endanger the health, safety, and welfare of the inhabitants thereof. Therefore, during the term of this Understanding, neither the Union nor its agents or any employee, for any reason, will authorize, institute, aid, condone, or engage in a slowdown, work stoppage, strike, or any other interference with the work stoppage, strike, or any other obligations of the City, nor will it honor picket lines or sympathy strikes of other employers.

B. The Union agrees to notify all local officers and representatives of their obligations and responsibility for maintaining compliance with this Article, including their responsibility to remain at work during any interruption which may be caused or initiated by others, and to encourage employees violating Section 3.A. to return to work.

C. The City may impose discipline, including discharge or suspension without pay on any, some or all of the employees participating therein, and/or any, some or all of the leaders of the labor organizations who so participate, as the City may choose. The City's decision with regard to such disciplined employees shall be final.

D. Nothing continued herein shall preclude the City from obtaining judicial restraint and damages in the event of a violation of this Article.

## **ARTICLE 4. MANAGEMENT RIGHTS**

A. It is understood and agreed that the City possesses the sole right and authority to operate and direct the employees of the City and its various departments in all aspects including, but not limited to:

1. The right to determine its mission and policies, and set forth all standards of service offered to the public;
2. To plan, direct, control and determine the operations or services to be conducted by employees of the City;
3. To direct the working forces;
4. To determine the number of personnel needed to carry out the departmental mission;
5. To hire, assign, schedule, and transfer employees within the department or other related functions;
6. To promote, suspend, discipline, or discharge for just cause;
7. To establish work and productivity standards subject to the meeting and conferring as required by law;
8. To assign overtime;
9. To lay off or relieve employees due to lack of work or funds or for other legitimate reasons;
10. To make, publish and enforce rules and regulations subject to meeting and conferring as required by law;
11. To introduce new or improved methods, equipment or facilities;
12. To determine whether goods and services shall be made or purchased;
13. To take any and all actions as may be necessary to carry out the mission of the City in situations of civil emergency as may be declared by the Mayor, the City Council the City Manager, or the Police Chief, provided that no right enumerated herein shall be exercised or enforced in a manner contrary to or inconsistent with the provisions of this Understanding.
14. The right to establish the appropriate criteria and duties for job assignments and appoint eligible officers to the positions. (FTO, SRO, Detective and Range Master.)
15. The City agrees to meet and confer with NPOA regarding any changes in hours or other working conditions that occur by either policy, resolution, or any other vehicle prior to implementation, unless emergency changes are needed during a declared state of emergency.

B. The preceding list is not intended to be exhaustive and this Understanding reserves the City all rights or powers not expressly limited by the terms of this Understanding. The Mayor, City Council, and City Manager have sole authority to determine the purpose and mission of the City and the amount of budget to be adopted thereto.

C. Nothing contained in this understanding shall be construed as a guarantee of permanent employment and continuance of employment shall be subject to good behavior, satisfactory work performance, necessity for the performance of work and the availability of funds.

#### **ARTICLE 5. NON-DISCRIMINATION**

A. Discrimination Prohibited. Neither the City nor the Union shall discriminate against any employee covered by this Understanding in a manner which would violate any applicable laws because of race, religion, sex, creed, color, national original, ancestry, medical condition, marital status or age or participation in the activities of any lawful organization.

B. Union Membership Or Activity. Neither the City nor the Union shall interfere with the right of employees covered by this Understanding to become or not become members of the Union, and there shall be no discrimination against any such employees because of lawful Union membership or non-membership activity or status.

C. Union Fair Representation. The Union agrees to and acknowledges its responsibility to fairly represent all employees in the bargaining unit without regard to race, religion, color, creed, age, national origin, political affiliation or beliefs, sex, handicap, job classification or employment status.

#### **ARTICLE 6. RETIREMENT**

A. The city shall enter into a contract with PERS and provide retirement benefits under the State Public Employee Retirement Systems as follows:

<u>Employee Type</u>	<u>Retirement Program</u>
Police Officers, <i>Corporals &amp; Sergeants</i>	3% at 50 Formula

Specific details regarding this retirement plan are available to employees from the Personnel Department.

The city agrees to pay six (6%) percent of the employee's total retirement contribution. Employee shall be responsible for the remaining share.

#### **ARTICLE 7. INSURANCE PROGRAMS**

The City shall provide the insurance programs described in this Article. The City reserves the right to provide these insurance programs by self-insurance, through an insurance company or by any other method which provides the coverage outlined in the Memorandum Of Coverage attached hereto.

A. Health Insurance.

1. Coverage. The City agrees to continue the current health care programs and funding mechanism until December 31, 2010. Beginning January 1, 2011, the City agrees to *pay the actual cost of an employee's Health Insurance cost, up to a maximum of \$950 per month, inclusive of all HSA deposits and insurance premiums. HSA deposits shall be paid semi-annually on the first working day in January and July.* Early second allotments can be requested provided the employee signs an affidavit indicating that the first payment has been used for health care and the remaining is necessary for health care costs.
2. The City reserves the right to add and/or delete programs as it determines necessary. Additions and/or deletion shall only occur after the City meets and confers with the Newman Police Officers Association (NPOA).

#### B. Dental/Vision Benefits

Beginning July 1, 2010 and extending through the term of this contract City shall offer employees and their dependents a dental insurance program. The City shall provide each employee under this coverage with a summary description of the program: Group Dental/Vision Benefit Plan Number 943 as attached hereto.

City costs in providing Dental/Vision Benefits shall not exceed the following average cost per employee: \$60/month

#### C. Health and Dental/Vision Benefit Costs

1. City cost for providing health and dental/vision benefits during the term of this contract shall not exceed those limits enumerated above. Employees will be responsible for payment of premiums exceeding the above limits.
2. Effective January 1, 2011, employees who can demonstrate that they have health insurance from a source other than the City, shall be allowed to cancel their participation in a City health insurance program, subject to the program's limitations. Such employees shall have \$450 contributed monthly by the City on their behalf to either a City provided deferred compensation plan or added to the employee's pay. Payments will be made semi-monthly. Employees shall be required to sign an affidavit attesting they have health care coverage provided by other source(s).

### ARTICLE 8. WAGES

#### A. Non-Paid Work Furlough

Effective July 1, 2010, *The City agrees to implement a 77-hour unpaid work furlough.* The cost of the furlough will be spread over twelve months to minimize impact to individual paychecks. The 77 hour unpaid furlough must be taken between July 1, 2010 and June 30, 2011. POA members may choose the days upon which they will take unpaid furloughs. However, furloughs

must be approved in advance by the Chief of Police and may not require overtime by other POA members in order to cover the furlough days taken.

B. K-9 Officer Compensation

*Newman K-9 officers will be provided a take home K-9 vehicle for use relating to their duties as K-9 officers. This includes travel to and from work, to and from weekly training, and other approved duty uses by the Chief of Police. The use of this vehicle in conjunction with an incentive pay of 2% includes all compensation for the care, grooming, feeding, cleaning and other required duties for the K-9. The exclusive use of this vehicle and incentive pay additionally compensates for the required attendance and travel time to the 16 hours of training to be completed each month. The City and NPOA agree that no additional compensation will be paid in any form for the care, grooming, feeding, training, or travel relating to the duties of a K-9 officer.*

C. Police Department Incentive Program.

**The City and Union wish to craft an incentive program for compensation which recognizes and rewards employees who achieve job related education, job related certification, job related skills and/or who perform special duties which add value to their service to the Department and community.**

The following incentives are available to employees within this bargaining unit. Those employees who are required through their job description to maintain a listed license, certification or degree are not eligible for that incentive.

1. Incentive Pay (all members of the bargaining units are eligible). Members sworn into duty on or after July 1, 2008 may receive a maximum total of 10% incentive pay.

- Associate or Bachelor of Arts and/or Science from an accredited college: 3%
- Intermediate POST Certificate: 2 ½%
- Advanced POST Certificate: 2 ½%
- Bi-lingual English-Spanish: 2 ½%
- Bi-lingual incentive requires certification as bi-lingual in English and Spanish, both spoken and written. Said certification shall be determined by the city subject to review and input by the Union. Bi-lingual officers shall be fluent to a level so as so easily communicate with Spanish speaking residents, victims, suspects and witnesses on police matters. Upon recommendation by the Police Chief, subject to City Manager approval other languages may qualify for bi-lingual incentive pay subject to the same certification requirements.
- Longevity Pay: 5% following 7 full years of continuous service as a full time employee.

2. Assignment Pay

Field Training Officer: 2 ½% (3 slots)

To receive Field Training Officer incentive pay an officer must meet certain criteria including length of service, successful completion of Field Training Officer School and other criteria developed by the Police Chief and approved by the City Manager.

Rangemaster Safety: 2 ½% (1 slot)

This position is not eligible for either overtime or CTO arising from duties necessary to perform its functions.

Detective Assignment: 2 ½% (1 slot)

School Resource Officer: 2 ½% (1 slot)

These special designations shall meet training and skill criteria established by the Police Chief and approved by the City Manager. Designation of assignments shall be for a fixed period of time not to exceed one year and said duties shall generally not require the use of overtime. A Police Officer may be assigned to either Field Training Officer, Detective or School Resource Officer position. In addition, an officer, corporal or sergeant may be assigned as Rangemaster Safety.

- D. On the last day of November 2010, the City agrees to make a one-time Holiday Pay payment of forty-four (44) hours to members of the Newman POA. Any officer hired after July 1, 2010 shall have their pay pro-rated. On January 1 of subsequent years, the City agrees to provide officers a time bank of sixty-six (66) hours of holiday time. Officers hired after January 1 of the subsequent year(s) will receive a pro-rated share of holiday time at a rate of 5.5 hours per month.

#### ARTICLE 9. OVERTIME/COMPTIME

- A. Time worked in excess of a regularly assigned shift shall be compensated at time and one half (1.5) the regular rate of pay, or compensatory time off (CTO) at the rate of time and one half (1.5) hours credit per hour worked in quarter hour increments.
- B. Employees who have worked overtime shall submit for CTO credit in order to accumulate time or compensation to be paid in the following pay period.
- C. Employees may accumulate up to a maximum of eighty (80) hours of CTO. Employees may submit for CTO compensation at a minimum of twenty (20) hours up to a maximum of forty (40) hours to be paid quarterly. Any time in excess of eighty (80) hours shall automatically be paid in the following pay period.
- D. The City and NPOA will approve language to address the School Resource Officer's (SRO) work schedule. The SRO will work Monday through Friday. SRO will receive CTO for the additional hours. Accumulated CTO must be used during scheduled District breaks. Accumulated CTO remaining after the school year is completed shall be taken during the summer months and will not be cashed out. SRO may not take extended vacation days during the School's calendar year. All vacation requests shall be subject to the Chief's approval.
- E. Use of Accruals. The City agrees to allow the use of accrued CTO on an hour per hour basis.
- E. For purposes of this section, overtime recorded by the City Finance Director is the only time recognized.

- F. Overtime worked for special events funded outside the Newman Police budget shall be automatically paid in the following pay period.

#### **ARTICLE 10. COURT TIME**

- A. Court Appearances. Court appearances required in the course and scope of employment shall be compensated at time and one half for time spent in court if such appearance is immediately following a regular work shift or if such appearance is set within one hour's time of the beginning of a regular work shift. A court appearance outside of a regularly scheduled duty shift shall be considered overtime and shall be compensated at time and one half.
- B. A minimum of four (4) overtime hours shall be recorded for any such appearance(s) prior to 1:00 p.m. A separate minimum of four (4) overtime hours shall be recorded for any such appearance between 1:00 p.m. and 6:00 p.m.

#### **ARTICLE 11. CALL-BACK**

- A. Employees who are required to return to work after completion of their work shift shall receive a minimum of two (2) hours pay at the overtime rate. Police department personnel shall receive a minimum of three- (3) hours overtime pay. Hours worked in excess of the two (2) hours or three (3) hours shall be paid in the manner provided in SEC. 511. Overtime compensation shall commence at the time an employee reaches the location where he/she is directed to report.
- B. As a convenience to the employee and to allow the employee greater use of personal time, the City will provide a pager to any police department employee placed on standby, provided the employee is able to appear for duty within 30 minutes.

#### **ARTICLE 12. VACATION SCHEDULING**

- A. **Request for Vacation.** Every effort shall be made to accommodate vacation requests of employees who submit requests for their priority vacations at least thirty (30) days prior to the posting of the six (6) month shift schedule. Vacation requests shall be approved by order of seniority. Vacation requests submitted after the posting of the six (6) month shift schedule are subject to the approval of the Department Head on a first submission basis.
- B. **Use of Accrued vacation and Sick Time.** Employees working the 4-11 schedule as defined in Article 13, Work Schedule shall be allowed to use accrued vacation and sick time on an hour for hour basis. Full shifts shall be considered ten (10) hours. All other employees shall be allowed to use accrued vacation and sick time on an hour per hour basis.

#### **ARTICLE 13. WORK SCHEDULE**

- A. The 4/11 work week shall consist of four (4) consecutive duty days for which the employee shall work eleven (11) hours per day, followed by four (4) days off, in a twenty four (24) day work period. Detective will remain at 4/10 schedule without payback days. Canine Handlers will work 4-11 with hours 1600 – 0300, subject to adequate staffing levels.
- B. The 4/11 schedule requires employees work fifty-five (55) hours per calendar year as “pay back days” in addition to their regular schedule. The parties acknowledge two (2) days or twenty two (22) hours will be deducted from Holiday Pay, thereby reducing the total number of payback days to three (3) days or thirty three (33) hours. One mandatory “pay back day” will consist of the annual “Fall Festival.” The remaining two (2) days owed will be paid back to the City through various training in or outside the Department as well as other special projects that may develop throughout the year. Each of these days will consist of up to eleven (11) hours of training, excluding any time for lunch and breaks. These non-specified days require 14 calendar day advance notice to the employee(s) unless mutually agreed upon by the employee and Chief of Police.
- C. The City agrees not to change the concept of the 4/11 schedule during the contract period unless either mutually agreed upon by the police officer’s association (POA) and City or during a declared state of emergency.

**ARTICLE 14: SCHOOL RESOURCE OFFICER (SRO)**

- A. SRO Work Schedules: SRO's will be assigned a work schedule of five (5) days a week, nine and one-half (9.5) hours per day, this includes 30 minutes for lunch. The purpose of this schedule is to replicate, as much as possible, the school's calendar and to ensure, to the extent possible, that a SRO is available during the school's class and/or activity hours.

SRO's will not normally be scheduled to work the traditional three (3) weeks during the school year that school is closed (2 weeks during winter holidays/week for spring break) and SRO's will be scheduled off during Thanksgiving week via the use of comp time.

There may be instances of a holiday falling during a school week during the school year. When this occurs, the SRO's will adjust their work schedules to a 4/10 plan and the holiday will be a regularly scheduled day off.

There are school "in-service" days during the school year. The SRO's work schedule would remain on the schedule. When "in-service" days occur during the school year, the following options are available at the discretion of the Police Chief or the SRO's supervisor:

- a. SRO's may be assigned to work on special projects or,
- b. SRO's may be assigned to work patrol; or,
- c. SRO's may be assigned to work at the Junior High School level

(providing the Junior Highs are not also off on "in-service"); or,

d. SRO's may use accrued comp time, vacation or holiday time to take an "in-service" day off.

e. SRO's may adjust their work schedules to a 4/10 shift during the scheduled "in-service" week, with supervisor approval.

- B. Compensatory Time Off (CTO): The parties share a mutual interest in maximizing the Availability of compensatory time off (CTO) for SRO's. With this thought in mind, the parties agree to increase the maximum comp time accrual for SRO's to 390 hours. This increased comp time bank will apply to SRO's only. The parties agree it is their mutual expectation that the increased comp time bank will be used by SRO's for an extended absence during the summer months as determined by the needs of the Department.

SRO's acknowledge their work schedules will require working special events such as dances, graduation, sporting events, etc. Schedule adjustments will continue to be permitted if the SRO so elects in lieu of overtime or compensatory time.

Agreement to modify the SRO's work schedule is entered into for purposes of providing better service to community schools, enhancing the partnership between the schools and the City of Newman, strengthening relationships between students and the Newman Police Department, attracting qualified Police Officers to serve as SRO's to provide a positive reduction in the crime rate associated with truancy, and to most effectively manage police resources.

The parties agree that if an SRO leaves the SRO Program at a time other than the beginning of a school year, accrued comp time over 80 hours will be handled in the following manner:

- a. Upon the SRO's Retirement or Resignation: Employees will be cashed out at their regular hourly rate of pay; .
- b. Upon the SRO's Voluntary or Involuntary Transfer: Employees will be paid out any accrued comp time hours to get back down to the maximum hours the City of Newman will allow for Police Officers.

#### **ARTICLE 15. BULLETIN BOARDS AND INTEROFFICE MAIL**

- A. Reasonable space shall be allowed on bulletin board for use by the Union to communicate with employees consistent with Section C. below.
- B. The Union may make reasonable use of the City's interoffice mail system to communicate with appointing officers, department heads, stewards and officers of the Union consistent with Section C. below.
- C. Use of City-paid time, facilities and resources shall be limited to lawful activities consistent with this Understanding and shall not include such internal union business as soliciting membership,

campaigning for office, and notification of organizational meetings and elections, and shall not interfere with the efficiency, safety, and security of City operations.

## ARTICLE 16. FAIR SHARE FEES

The employer will provide payroll deduction of dues for the NPOA and Union pursuant to the following:

**Union Dues and Service Fee:** All regular full-time employees shall, as a condition of continuing employment, become and remain members of the Union or shall pay a representation service fee which is the employee's proportionate share of the Union's cost of meeting and conferring and administering the MOU. Such representation service fee shall in no event exceed the total regular periodic membership dues paid by unit employees.

**Implementation:** Any employee subject to this Understanding shall be provided through the employer with a notice advising that the employer has entered into a Fair Share agreement with the Union and that all employees subject to the Understanding must either join the Union, pay a service fee or execute a written declaration claiming a religious exemption from this requirement. Such notice shall include a form for the employee's signature authorizing payroll deduction of Union dues or a service fee, or a charitable contribution equal to the service fee. Said employee shall have five working days following the initial date of employment to fully execute the authorization form of his/her choice and return said form to the employer. If the form is not completed properly and returned within five working days, the employer shall commence and continue a payroll deduction of Union dues from the regular pay of such employee.

**Effective Date:** The effective date of Union dues, service fee deductions or charitable contribution for such employees shall be the beginning of the first pay period of employment or the pay period following the ratification and adoption of this agreement by the Union and the employer or after the Union has complied with paragraph 6.

**Religious Exemption:** Any employee subject to this Understanding who is a member of a bona fide religion, body or sect which has historically held conscientious objections to joining or financially supporting a public employee organization, shall, upon presentation of verification of active membership in such religion, body or sect be permitted to make a charitable contribution equal to the Union dues or service fee and initiation fees, to a non-religious, non-labor charitable fund exempt from taxation under Section 501 C(3) of the Internal Revenue code chosen by the employee from any fund maintained by the United Way of Stanislaus. Declarations of or applications for religious exemption and any supporting documentation shall be forwarded to the Union within fifteen days of receipt by the employer. The Union shall have fifteen days after receipt of a request for religious exemption to challenge any exemption granted by the employer. If challenged, the deduction to the charity of the employee's choice shall commence but shall be held in escrow pending resolution to the challenge. Charitable contributions shall be by regular payroll deduction only.

**Exclusion of Employees:** The Agency Shop provisions set forth herein shall not apply to management, confidential or supervisory employees. Any position so designated may be disputed by the Union, and the matter shall be decided by an arbitrator.

**Financial Report:** The Union will cause to be prepared an audit of chargeable and non-chargeable expenses on an annual basis and pursuant to applicable law, shall provide such report to individuals who have chosen or may choose to pay a service fee.

**Hold harmless:** Union shall indemnify and hold employer and its officers and employees harmless from any and all claims, demands, suits, or any other action arising from the Agency Shop provisions herein.

#### **ARTICLE 17. DUES CHECKOFF**

- A. **Checkoff.** Upon receipt of a signed authorization from an employee in the form set forth in Appendix A, the regular monthly dues (uniform in dollar amount) of the Union shall be deducted from such employee's pay. The Financial Officer of the Union shall notify the Payroll Department (with a copy to Personnel) by certified mail the amount of union dues to be deducted. Deductions shall be made on each month and shall be remitted promptly to the Financial Officer of the Union. The Union shall give the City thirty (30) days notice of any change in the amount of union dues to be deducted. A participating employee may revoke the voluntary dues deduction at any time by written notice to the City.
- B. **PORAC/LDF.** Upon receipt of signed authorization from an employee, the regular quarterly dues of PORAC and PORAC's Legal Defense Fund shall be deducted from such employee's pay. The Financial Officer of the Union shall notify the payroll Department (with a copy to Personnel) by certified mail the amount of PORAC/LDF dues to be deducted. Deductions shall be made each month and shall be remitted quarterly to the Financial Officer of PORAC or otherwise, as directed. The Union shall give the City thirty (30) days notice of any change in the amount of dues to be deducted. A participating employee may revoke the voluntary dues deduction at any time by written notice to the City.
- C. **Indemnification.** The Union shall indemnify the City and any Department of the City and hold it harmless against any and all claims, demands, suits or other forms of liability that may arise out of, or by reason of, any action taken or not taken by the City or any Department of the City for the purpose of complying with the provisions of this Article. The Union will also refund to the Employer any amount paid to the Union in error by reason of the dues deduction provision. The Union agrees to reimburse the City for the cost of making such deductions, said cost to be not more than one percent (1%) of the amount deducted.

#### **ARTICLE 18. DISABILITY INSURANCE**

Employees have elected to change to the PORAC Long-Term Disability Insurance Program in-lieu of membership in the State Disability Insurance (SDI) Program. The costs associated with the employees' participation in this program shall be borne by the employees.

#### **ARTICLE 19. UNIFORM ALLOWANCE**

Regular Police personnel required to wear uniforms in the performance of their duties shall receive a uniform allowance of \$1,050; payable in one installment on the last day of November.

Such allowances are to be used to acquire and maintain the specific departmental uniform in a neat and proper manner. Uniform allowance payments shall be made quarterly. New officers, upon approval of Police Chief, may draw an advance on their uniform allowance to purchase their initial uniforms. Should the officer leave city service prior to accruing the uniform allowance advance, such outstanding advances shall be deducted from the officer's final compensation.

#### **ARTICLE 20. STAND-BY PAY: POLICE**

- A. **Employees assigned to standby during their normal off-duty time of a normally regular scheduled duty day shall receive one (1) hour at straight CTO credit for each 24-hour period. Employees assigned to standby on a regularly scheduled day off shall receive two (2) hours at straight CTO credit for each 24-hour period. A 24-hour period is defined as beginning at 12:00 am and ending at 11:59 pm.**
- B. *Employees assigned to one week on standby shall receive eight (8) hours at straight CTO credit.*
- C. Except for employees on weekly standby, if an employee is called out while on standby, the callout provisions supercede and no standby time will be paid.

#### **ARTICLE 21. MAINTENANCE OF MEMBERSHIP**

Employees in the bargaining unit who were members of the Union on October 28, 1992 shall as a condition of continued employment with the City, continue to be dues paying members of the Union for the duration of this Agreement.

#### **ARTICLE 22. INCORPORATION OF PERSONNEL RULES**

**The City of Newman Personnel Rules, as legally adopted by the City Council, are incorporated as part of this Understanding. Prior to implementing any changes during the term of this Understanding which fall under Meyers-Miliias-Brown, the City will first Meet and Confer with the Union. Changes not requiring Meet and Confer may be made as necessary by the City.**

#### **ARTICLE 23. ENTIRE UNDERSTANDING**

This Understanding supersedes and cancels all prior practices and agreements, whether written or oral, unless expressly stated to the contrary herein. The parties acknowledge that during the negotiations, which resulted in this Understanding, each and the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Understanding. The Union recognizes that the city has the freedom to make changes in all operations or terms and conditions of employment without further negotiations with

the Union except as such may violate any express terms of this Understanding. This constitutes the complete and entire agreement between the parties and may only be amended during its term by the parties' mutual agreement in writing and, if required, approved by the City Council.

#### **ARTICLE 24. SAVINGS**

If any provision of this Understanding is subsequently, declared by legislative or judicial authority to be invalid, unlawful, unenforceable, or not in accordance with applicable statutes, all other provisions of this Understanding shall remain in full force and effect.

If any provisions of this Understanding are found to be in conflict with the statutory powers of the City, said statutory powers shall take precedence.

The provisions of this Understanding shall be subordinate and subject to any present or subsequent Federal law, State law, or City Charter provision.

The terms of this Understanding supersede any inconsistent provision in an ordinance, rule, or other governing document which the city has power to amend.

**ARTICLE 25. TERM OF UNDERSTANDING**

This Understanding shall be effective as of the first day of July, 2010 and shall remain in full force and effect until the 30th day of June 2011, and shall be automatically renewed from year to year thereafter unless either party shall notify the other in writing at least one hundred eighty (180) days prior to the anniversary date that it desires to modify or terminate this Understanding. In the event such notice is given, negotiations shall begin no later than one hundred twenty (120) days prior to the anniversary date. The City hereby agrees to negotiate the use of "binding arbitration" for POA disciplinary issues during any discussions of a 2011/12 Memorandum of Understanding. *This Understanding shall remain in full force and effect during the entire period of negotiations for a modification of this Understanding, and shall be automatically extended until such time as a new or modified Understanding is approved by both parties, effective date of termination notwithstanding.*

FOR THE CITY

\_\_\_\_\_  
*Michael E. Holland*  
*City Manager*

FOR THE UNION

\_\_\_\_\_  
Doug Gorman  
*Business Representative*

\_\_\_\_\_  
Miguel Villalobos  
Unit Representative

\_\_\_\_\_  
John Marriott  
Unit Representative

Honorable Mayor and Members  
of the Newman City Council

Agenda Item: **8.e.**  
City Council Meeting  
of June 22, 2010

**APPROVE A RESOLUTION FOR EMPLOYER PAID MEMBER CONTRIBUTIONS (EPMC)**

**RECOMMENDATION:**

It is recommended that the Newman City Council:

1. Adopt Resolution No. 2010- , approving the EMPC for the Miscellaneous Employee Group.
2. Adopt Resolution No. 2010- , approving the EMPC for the Management Employee Group.
3. Adopt Resolution No. 2010- , approving the EMPC for the Safety Employee Group

**BACKGROUND:**

The Public Employees Retirement System (PERS) consists of two parts: (1) the Employers Contribution Rate and (2) the Members Contributions Rate. Currently, the City pays both the Employers and Members Contribution Rates. For fiscal year 2011, the Employers Contribution Rate is 17.444% of the Miscellaneous members' earnings and 26.923% for Safety members' earnings; and the Members Contribution Rate is 8% and 9% respectively. Staff is recommending the benefit shall consist of the City paying 5% (Miscellaneous) and 6% (Safety) of the normal member contributions as EPMC.

California Government Code Section 20691 states that *notwithstanding any other provision of law, a contracting agency or school employer may pay all or a portion of the normal contribution required to be paid by a member.* This provision must be adopted and applied equally to everyone in a group or class of employment. One of the steps to implement Section 20691 is the adoption of a resolution to commence any changes to the EPMC.

**ANALYSIS:**

As a cost savings measure for the City, members of all three bargaining employee groups have agreed to pay 3% of the member contribution.

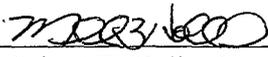
**FISCAL IMPACT:**

Positive. The savings have been built into the current 2010/11 budget.

**CONCLUSION:**

It is staff recommendation that the Council approve the change in the members' contributions as EPMC for all three of the bargaining groups (Miscellaneous, Management and Safety).

Respectfully submitted:

  
\_\_\_\_\_  
Michael E. Holland  
City Manager

**RESOLUTION NO. 2010-**

**A RESOLUTION FOR EMPLOYER PAID MEMBER CONTRIBUTIONS FOR MISCELLANEOUS EMPLOYEES**

WHEREAS, the governing body of the City of Newman has the authority to implement Government Code Section 20691; and

WHEREAS, the governing body of the City of Newman has written labor policy or agreement which specifically provides for the normal member contributions to be paid by the employer; and

WHEREAS, one of the steps in the procedures to implement Section 20691 is the adoption by the governing body of the City of Newman of a Resolution to commence said Employer Paid Member Contributions (EPMC); and

WHEREAS, the governing body of the City of Newman has identified the following conditions for the purpose of its election to pay EPMC:

- This benefit shall apply to all employees of the Miscellaneous Employee Group.
- This benefit shall consist of paying 5% of the normal member contributions as EPMC.
- The effective date of this Resolution shall be July 1, 2010.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Newman elects to pay EPMC, as set forth above.

The foregoing resolution was introduced at a regular meeting of the City Council of the City of Newman held on the 22<sup>nd</sup> day of June, 2010, by Council Member \_\_\_\_\_ who moved its adoption, which motion was duly seconded and it was upon roll call carried and the resolution adopted by the following vote:

AYES:  
NOES:  
ABSENT:

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Deputy City Clerk

**RESOLUTION NO. 2010-**

**A RESOLUTION FOR EMPLOYER PAID MEMBER CONTRIBUTIONS FOR  
MANAGEMENT EMPLOYEES**

WHEREAS, the governing body of the City of Newman has the authority to implement Government Code Section 20691; and

WHEREAS, the governing body of the City of Newman has written labor policy or agreement which specifically provides for the normal member contributions to be paid by the employer; and

WHEREAS, one of the steps in the procedures to implement Section 20691 is the adoption by the governing body of the City of Newman of a Resolution to commence said Employer Paid Member Contributions (EPMC); and

WHEREAS, the governing body of the City of Newman has identified the following conditions for the purpose of its election to pay EPMC:

- This benefit shall apply to all employees of the Management Employee Group.
- This benefit shall consist of paying 5% of the normal member contributions as EPMC.
- The effective date of this Resolution shall be July 1, 2010.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Newman elects to pay EPMC, as set forth above.

The foregoing resolution was introduced at a regular meeting of the City Council of the City of Newman held on the 22<sup>nd</sup> day of June, 2010, by Council Member \_\_\_\_\_ who moved its adoption, which motion was duly seconded and it was upon roll call carried and the resolution adopted by the following vote:

AYES:  
NOES:  
ABSENT:

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Deputy City Clerk

**RESOLUTION NO. 2010-**

**A RESOLUTION FOR EMPLOYER PAID MEMBER CONTRIBUTIONS FOR SAFETY EMPLOYEES**

WHEREAS, the governing body of the City of Newman has the authority to implement Government Code Section 20691; and

WHEREAS, the governing body of the City of Newman has written labor policy or agreement which specifically provides for the normal member contributions to be paid by the employer; and

WHEREAS, one of the steps in the procedures to implement Section 20691 is the adoption by the governing body of the City of Newman of a Resolution to commence said Employer Paid Member Contributions (EPMC); and

WHEREAS, the governing body of the City of Newman has identified the following conditions for the purpose of its election to pay EPMC:

- This benefit shall apply to all employees of the SAFETY Employee Group.
- This benefit shall consist of paying 6% of the normal member contributions as EPMC.
- The effective date of this Resolution shall be July 1, 2010.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Newman elects to pay EPMC, as set forth above.

The foregoing resolution was introduced at a regular meeting of the City Council of the City of Newman held on the 22<sup>nd</sup> day of June, 2010, by Council Member \_\_\_\_\_ who moved its adoption, which motion was duly seconded and it was upon roll call carried and the resolution adopted by the following vote:

AYES:  
NOES:  
ABSENT:

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Deputy City Clerk

Honorable Mayor and Members  
of the Newman City Council

Agenda Item: **10.a.**  
City Council Meeting  
of June 22, 2010

**APPROVE FISCAL YEAR 2010-11 ANNUAL BUDGET AS PRESENTED IN THE PRELIMINARY  
BUDGET DOCUMENT**

**RECOMMENDATION:**

It is recommended that the Newman City Council:

1. Resolution adopting the 2010-11 Annual Budget
2. Resolution establishing the appropriations limit for Fiscal Year 2010-11.
3. Resolution adopting the 2010-11 Redevelopment Agency Annual Budget.

**BACKGROUND:**

The Fiscal Year 2010-11 Preliminary Budget was distributed to the City Council on June 8, 2010 for their review. This budget puts forth the spending plan of the City for all funds for the 2010-11 Fiscal Year. The budget includes the salaries and benefits of all city employees, operating costs of all city departments, the cost of the year's debt service payments, and the cost of various capital projects to be undertaken during the year.

The appropriations limit is required to be established every year. Proposition 4 passed in 1979 and Proposition 111 passed in 1990, known as the Gann Initiative, creates a restriction on the amount of revenue which can be appropriated in any fiscal year. The limit is based on actual appropriations during the 1978-79 fiscal year (based year), and is allowed to increase each year based upon the calculation using a percentage change in population as of January 1 of each year in conjunction with a change in the cost of living from previous fiscal year. The fiscal year 2010-11 appropriations limit is \$10,167,040. The City's appropriation subject to limit from proceeds of taxes is \$3,668,218. Therefore, the City's appropriation is under the legal limit by \$6,498,822. The calculation is shown on Exhibit A of the resolution.

**ANALYSIS:**

We have submitted a fiscally sound general fund budget. All funds are projected to end the fiscal year with positive balances. Adoption of the budget includes:

1. Appropriating \$3,668,218 for the General Fund as shown on page 11 of the Preliminary Budget with the addition of \$1,000 for Westside Health Care
2. Appropriating \$5,514,365 for Special Revenue Funds as shown on page 44 of the Preliminary Budget.
3. Appropriating \$3,066,741 for Enterprise Funds as shown on page 81 of the Preliminary Budget.
4. Appropriating \$410,194 for Capital Project Funds as shown on page 87 of the Preliminary Budget.

**FISCAL IMPACT:**

The City's general fund is projected to end the fiscal year with a \$2,293,872 balance as shown on page 4 of the preliminary budget with the addition of \$1,000 for Westside Health Care.

**CONCLUSION:**

The spending plan for 2010-11 continues to provide the valuable services the citizens of Newman have come to expect and deserve from the City.

Respectfully submitted:

\_\_\_\_\_  
Bruce Budman  
Interim Finance Director

**REVIEWED/CONCUR:**

\_\_\_\_\_  
  
Michael Holland, City Manager

**RESOLUTION NO. 2010-**

**A RESOLUTION ADOPTING THE BUDGET FOR FISCAL YEAR 2010-2011**

**WHEREAS**, the City Council of the City of Newman has reviewed the Final Budget for the Fiscal Year 2010-2011; and

**WHEREAS**, included in said budget are the necessary estimates of anticipated revenues and assessed evaluations of the properties subject to taxation by the City.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Newman hereby adopts the Final Budget for The Fiscal Year 2010-2011.

The foregoing resolution was introduced at a regular meeting of the City Council of the City of Newman held on the 22<sup>nd</sup> day of June, 2010 by \_\_\_\_\_, who moved its adoption, which motion was duly seconded and it was upon roll call carried and the resolution adopted by the following roll call vote:

AYES:  
NOES:  
ABSENT:

APPROVED:

\_\_\_\_\_  
Mayor of the City of Newman

ATTEST:

\_\_\_\_\_  
Deputy City Clerk of the City of Newman

RESOLUTION NO. 2010-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NEWMAN ESTABLISHING  
FISCAL YEAR 2010-2011 APPROPRIATIONS LIMITATION**

WHEREAS, Article 13b of the California Constitution refers to a governmental entity's requirement for the establishment of an appropriations limit; and

WHEREAS, Senate Bill 1352, Chapter 1205, 1980, statutes adds Revenue and Taxation Code, Section 7910 which requires each local government to establish its appropriation limits by resolution each year at a regularly scheduled meeting.

NOW, THEREFORE, BE IT RESOLVED that the City of Newman's appropriations limitation for Fiscal Year 2010-2011 shall be \$10,167,040 as per Exhibit "A" attached.

BE IT FURTHER RESOLVED that any challenge to the appropriations limits as per the above mentioned government codes must be brought to the City of Newman's attention within sixty (60) days of the effective date of this resolution.

The foregoing resolution was introduced at a regular meeting of the City Council of the City of Newman held on the 22<sup>nd</sup> day of June, 2010 by \_\_\_\_\_, who moved its adoption, which motion was duly seconded and it was upon roll call carried and the resolution adopted by the following roll call vote:

AYES:  
NOES:  
ABSENT:

APPROVED:

\_\_\_\_\_  
Mayor of the City of Newman

ATTEST:

\_\_\_\_\_  
Deputy City Clerk of the City of Newman

EXHIBIT "A"

**CITY OF NEWMAN  
APPROPRIATIONS LIMITATION**

The appropriations limitation imposed by Proposition 4 and modified by Proposition 222 creates a restriction on the amount of revenue that can be appropriated in any fiscal year. The revenues, which are subject to the limitation, are those considered "proceeds of taxes." The basis for calculating the limit began in 1978-79 (base year established by Proposition 13) and is increased each year based on population growth and inflation.

FY 2009-2010 Limitation \$10,325,659

Annual Adjustments:

Change in population (California Department of Finance) = 1.03%

Change in per capita personal income (Department of Finance) = -2.54%

Population Factor Converted to a Ratio  $\frac{1.03+100}{100}$  = 1.0103

Per Capita Factor Converted to a Ratio  $\frac{-2.54+100}{100}$  = .9746

**Calculation of FY 2009-2010 Limitation**

\$10,325,659 X 1.0103 X .9746 = **\$10,167,040**

RESOLUTION NO. 2010-

RDA RESOLUTION NO. 2010-

**A RESOLUTION OF THE NEWMAN REDEVELOPMENT AGENCY ADOPTING THE  
BUDGET FOR FISCAL YEAR 2010-2011**

**WHEREAS**, the Redevelopment Agency of the City of Newman has reviewed the Final Budget for the Fiscal Year 2010-2011; and

**WHEREAS**, included in said budget are the necessary estimates of anticipated revenues and assessed evaluations of the properties subject to taxation by the Agency.

**NOW, THEREFORE, BE IT RESOLVED** by the Redevelopment Agency of the City of Newman hereby adopts the Final Budget for the Fiscal Year 2010-2011, for the Newman Redevelopment Agency.

The foregoing resolution was introduced at a regular meeting of the City Council of the City of Newman held on the 22<sup>nd</sup> day of June, 2010 by \_\_\_\_\_, who moved its adoption, which motion was duly seconded and it was upon roll call carried and the resolution adopted by the following roll call vote:

AYES:  
NOES:  
ABSENT:

APPROVED:

\_\_\_\_\_  
Mayor of the City of Newman

ATTEST:

\_\_\_\_\_  
Deputy City Clerk of the City of Newman

Honorable Mayor and Members  
of the Newman City Council

Agenda Item: **10.b.**  
City Council Meeting  
of June 22, 2010

**ADOPT RESOLUTION 2010- MODIFYING THE DATE OF COMPLETION OF THE  
UNDERGROUND UTILITY DISTRICT NOS. 5-A, 5-B, AND 5-C IN THE CITY OF NEWMAN**

**RECOMMENDATION:**

It is recommended that the City Council adopt Resolution 2010- modifying the date of completion of the Underground Utility District Nos. 5-A, 5-B, and 5-C in the City of Newman.

**BACKGROUND:**

Underground Utility Districts 5-A, 5-B, and 5-C were originally established by City Council on the 24<sup>th</sup> day of August, 2007 by Resolution 2007-48 for the purpose of the removal of all poles, overhead wires and facilities for supplying electric, communication or similar or associated service within Underground Utility District No. 5. Due to delays in establishing the trenching agent and design delays, on May 26, 2009 City Council authorized the modification of the dates of completion for District 5-A and 5-B to on or before July 30, 2010 and 5-C to on or before July 30, 2011. To date the composite drawings have been completed, however the required utility easements have not been acquired and the trenching agent has recently been established.

The affected utility companies have met and discussed the work necessary to complete these Underground Utility Districts. It has been determined that the remaining work to be completed for Districts 5-A and 5-B include completing the legal descriptions for the utility easements, acquiring the utility easements, contracting for the trenching, and converting the affecting properties from overhead to underground service. Our City Engineer is reviewing the legal descriptions and preparing the composite drawings, and AT&T has agreed to be the trenching agent for the project. The revised schedule for the completion of Districts 5-A and 5-B agreed upon by the affected utilities is on or before December 31, 2011. All of the affected utilities have agreed in writing that they can meet the new schedule, provided the trenching is completed by April 1, 2011.

**ANALYSIS:**

As a result of delays in completing the legal descriptions, acquiring the utility easements, and establishing the trenching agent necessary to complete the project for Underground Utility Districts 5-A and 5-B, the completion dates established by Resolution 2009-32 need to be modified. The recommended modifications to the dates are on or before December 31, 2011 for District 5-A and 5-B, and on or before December 31, 2012 for District 5-C as the date on which affected property owners must be ready to receive underground service, and the underground installation of wires and facilities supplying electric, communication or similar or associated services.

**FISCAL IMPACT:**

None.

**CONCLUSION:**

Due to delays in completing the legal descriptions, acquiring the utility easements, and establishing the trenching agent necessary to complete the project for Underground Utility Districts 5-A and 5-B, the completion dates established by Resolution 2009-32 need to be modified.. It is recommended that the City Council adopt Resolution 2010- modifying the date of completion of the Underground Utility District Nos. 5-A, 5-B, and 5-C in the City of Newman.

Respectfully submitted,



Garner Reynolds  
Director of Public Works

**REVIEWED/CONCUR:**



Michael E. Holland  
City Manager

RESOLUTION NO. 2010-

**RESOLUTION MODIFYING THE DATE OF COMPLETION OF THE UNDERGROUND UTILITY DISTRICT NOS. 5-A, 5-B, AND 5-C IN THE CITY OF NEWMAN**

WHEREAS, on the 24<sup>th</sup> day of August 2007 the City Council of the City of Newman approved Resolution No. 2007-48 establishing the Underground Utility District Nos. 5-A, 5-B, and 5-C in the City of Newman; and

WHEREAS, due to delays in completing the legal descriptions, acquiring the utility easements, and establishing the trenching agent, the Underground Utility Districts 5-A and 5-B have been delayed. In addition, a preliminary design of the Underground Utility Districts 5-A and 5-B indicate eight to ten easements will be acquired by the City for placement of vaults, transformers, cabinets, and pedestals associated with the work.

NOW, THEREFORE, BE IT RESOLVED due to delays in completing the legal descriptions, acquiring the utility easements, and establishing the trenching agent that the City Council of the City of Newman has determined additional time is required for design, acquisition of easements, and completion of the project for the districts. The City Council hereby fix December 31, 2011 for District 5-A and 5-B, and December 31, 2012 for District 5-C as the date on which affected property owners must be ready to receive underground service, and does hereby order the removal of all poles, overhead wires and associated overhead structures and the underground installation of wires and facilities supplying electric, communication or similar or associated service within Underground Utility District Nos. 5-A and 5-B on or before December 31, 2011; and within Underground Utility District No. 5-C on or before December 31, 2012.

RESOLVED, FURTHER, that the electric utility which undertakes underground installation of its facilities shall use the underground conversion allocation computed pursuant to decisions of the Public Utilities Commission of the State of California for the purpose of providing to each premises in Underground Utility District Nos. 5, 5-A, 5-B, and 5-C to provide up to a maximum of one hundred feet of individual electric service trenching and conductor (as well as backfill, paving and conduit, if required), and up to \$1,500.00 per service entrance toward conversion of electrical service panels to accept underground service (excluding permit fees).

RESOLVED, FURTHER, that the City Clerk is hereby instructed to notify all affected utilities and all persons owning real property within Underground Utility District Nos. 5-A, 5-B and 5-C of the adoption of this resolution within ten (10) days after the date of such adoption. Said City Clerk shall further notify said property owners of the necessity that, if they or any person occupying such property desire to continue to receive electric, communication or other similar or associated service, they or such occupant shall, by the date fixed in this resolution, provide all necessary facility changes on their premise so as to receive such service from the lines of the supplying utility or utilities at a new location, subject to applicable rules, regulations and tariffs of the respective utility or utilities on file with the Public Utilities Commission of the State of California. Such notification shall be made by mailing a copy of this resolution together with a copy of the City's Undergrounding Ordinance to affected property owners as such are shown on the last equalized assessment roll and to the affected utilities;

The foregoing resolution was introduced at a regular meeting of the City Council of the City of Newman held on the 22<sup>nd</sup> day of June 2010 by Council Member \_\_\_\_\_, who moved its adoption which motion was duly seconded and was upon roll call carried and the resolution adopted by the following vote:

AYES:  
NOES:  
ABSENT:

APPROVED:

\_\_\_\_\_  
Mayor of the City of Newman

ATTEST:

\_\_\_\_\_  
Deputy City Clerk of the City of Newman

Honorable Mayor and Members  
of the Newman City Council

**REPORT ON THE ORESTIMBA FLOOD CONTROL PROJECT SOIL BORINGS  
AND SURVEY WORK**

**RECOMMENDATION:**

Provide direction to staff for the Orestimba Feasibility Study Flood Control Project Soil Borings and survey work.

**BACKGROUND:**

The City of Newman has endured over 50 flooding events over the last 80 years, with the most recent significant events in 1995 and 1998. The 1995 event was the largest event in over 70 years, recording 12,000 cubic feet per second in Orestimba Creek. The flood waters overwhelmed the City and caused an estimated \$5.6 million in damages. As a result, in January 1996 Stanislaus County prepared a Hazard Mitigation Grant Application, and in 1998 the U.S. Army Corps of Engineers (COE) initiated the Orestimba Feasibility Study Flood Control Project (Project). Since 1998, several options were developed with the recommended option being the Locally Preferred Plan (LPP) that is the most economical plan and still meets the needs of all the stakeholders. The LPP consists of two primary design features, modifications to the Orestimba Creek channel, and construction of a chevron levee along the City's northwestern perimeter to achieve a 200 year level of protection (FEMA and State of California requirements for urban areas) in order to qualify for State funding for flood management projects. The COE estimated the LPP of the tentatively selected plan to be \$42,000,000, with the non-Federal sponsor portion of the project estimated at \$18,600,000. For the Project the non-Federal sponsor shall agree to provide all lands, easements, rights-of-way, relocations, and suitable borrow and disposal areas. In addition, the non-Federal sponsor shall also assume responsibility for operating, maintaining, replacing, repairing, and rehabilitating the Project.

In order to finish the Feasibility Study the COE is requesting soil borings and survey work along the proposed alignment of the chevron levee and an alternate 60' offset alignment. However, the COE has expended their allocation for this project and Stanislaus County has contributed their last allocation of \$53,000.00. As a result, there is no funding for the soil borings and survey work. In addition the Feasibility Study is not able to move forward unless this work is completed. The COE and Stanislaus County is asking if the City of Newman can provide these services as "work in kind" to be credited to the project as a local cost share. The COE estimates this work at \$165,000.00. Funding these services will allow the Feasibility Study to be completed and the Project to be eligible for future Federal and State funding opportunities. Therefore, the Public Works Department solicited a Request for Proposals for this work.

The COE is responsible for overseeing this project and for obtaining the right-of-entry agreements necessary for the project. In addition, the City of Newman is not under any agreements with the COE for this work. However, Stanislaus County has an agreement in place regarding this project. Therefore, the City will need to enter into and Memorandum of Understanding with Stanislaus County for this work.

**ANALYSIS:**

The City advertised for bids for approximately two weeks with bids open and read on June 8, 2010 at 2:00 pm. A total of three bids were submitted for this project. The Engineer's Estimate for this project is \$60,000.00. The Public Works Department has reviewed the bids and found them to be in proper order. The lowest responsible bidder for this project has been determined to be Moore Twining Associates, Inc. with a bid amount of \$54,336.00. The survey work has been quoted at \$2,500.00, for a total estimated cost of \$56,836.00. There may be additional incidental expenses related to the project, therefore the total funds expected for the project are \$60,000.00.

**It should be noted that funding for this project was not included in the 2009/10 Fiscal Budget, and is a General Fund Reserve expenditure.**

Bid results for the soil borings are as follows:

Neil O. Anderson and Associates	-	\$81,400.00
Technicon Engineering Services, Inc.	-	\$56,954.00
Moore Twining Associates, Inc.	-	\$54,336.00

**FISCAL IMPACT:**

Survey Work Quote	\$2,500.00
Soil Borings Proposal	<u>\$54,336.00</u>
<b>Total</b>	<b>\$56,836.00</b>

**09/10 Required General Fund Budget Adjustment \$60,000.00\***

\*The additional \$3,164 is for potential incidental expenses related to the project

**CONCLUSION:**

Due to this being a non-budgeted project and a General Fund Reserve expenditure, staff is asking City Council for direction regarding the request from the COE and Stanislaus County for the Orestimba Feasibility Study Flood Control Project Soil Borings and survey work.

Options:

1. Do nothing.
2. Authorize a budget adjustment of \$60,000 for the Orestimba Feasibility Study Flood Control Project Soil Borings and survey work, adopt Resolution 2010- Awarding the bid to Moore Twining Associates, Inc. for the Orestimba Feasibility Study Flood Control Project Soil Borings and authorize the City Manager to execute the agreement, and authorize staff to enter into an MOU with Stanislaus County for credit as work-in-kind for this Project.

Respectfully Submitted,



Garner Reynolds  
Director of Public Works

**REVIEWED/CONCUR:**



Michael E. Holland  
City Manager

**RESOLUTION NO. 2010-**

**APPROVAL OF THE ORESTIMBA FLOOD CONTROL SOIL BORING CONTRACT WITH MOORE TWINING ASSOCIATES, INC. AND APPROVE A BUDGET ADJUSTMENT FOR THE PROJECT**

WHEREAS, the City Manager of the City of Newman has recommended that the City Council approve a contract with Moore Twining Associates, Inc. for the Orestimba Flood Control Soil Borings Project; and

WHEREAS, the City of Newman has solicited for and received the following bids:

	<b>Neil O. Anderson and Associates</b>	<b>Technicon Engineering Services, Inc.</b>	<b>Moore Twining Associates, Inc.</b>
<b>Soil Borings</b>	\$81,400.00	\$56,954.00	\$54,336.00

WHEREAS, Moore Twining Associates, Inc. is the lowest responsible bidder in the amount of \$54,336.00; and

WHEREAS, the City Council is desirous of entering into a contract with Moore Twining Associates, Inc.; and

WHEREAS, the City Council of the City of Newman has approved a budget adjustment for the Orestimba Flood Control Soil Borings Project; and

WHEREAS, the City Council of the City of Newman has determined it would be in the best interest of the City to enter into a contract with Moore Twining Associates, Inc.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Newman hereby approves the contract with Moore Twining Associates, Inc. and authorizes the City Manager to execute said contract for the Orestimba Flood Control Soil Borings Project.

The foregoing resolution was introduced at a regular meeting of the City Council of the City of Newman held on the 22nd day of June 2010 by Council Member \_\_\_\_\_, who moved its adoption which motion was duly seconded and was upon roll call carried and the resolution adopted by the following vote:

AYES:  
NOES:  
ABSENT:

APPROVED:

\_\_\_\_\_  
Mayor of the City of Newman

ATTEST:

\_\_\_\_\_  
Deputy City Clerk of the City of Newman

**AUTHORIZE THE PURCHASE OF A NEW POLICE VEHICLE**

**RECOMMENDATION:**

1. Staff recommends that the City Council Adopt Resolution No. 2010- , a resolution authorizing the purchase of one new police up-fitted 2009 Dodge Charger.

**BACKGROUND:**

The Police Department currently has a fleet of eleven vehicles. Seven of the eleven vehicles are used daily by officers for patrol activities throughout our community and range from model year 2002 through model year 2007. Two of these vehicles are in need of replacement, with one unit requiring immediate repairs estimated at approximately \$3,000.00.

**ANALYSIS:**

Police Unit #504 is a 2004 Ford Crown Victoria Police Interceptor with 79K miles. Since 12/2009, there has been \$1,415.45 in repairs to keep this vehicle on the road. Unit #504 currently needs the following repairs: Repair leaking head gasket, repair exhaust manifold leak, replace transmission control switch, replace window regulator, and new tires.

The estimated cost to repair this unit, based on the assumption that there are not any other engine block or head issues associated with the head gasket failure, is approximately \$3,000.00.

Police Unit #505 is a 2003 Ford Crown Victoria LX with 61K miles. This unit is not a police Interceptor and was purchased in 2006 to replace a 2005 Police Interceptor that was totaled in a collision. Unit #505 has an automatic transmission that is slipping and will need to be replaced. This unit has currently been assigned to the School Resource Officer to minimize its use as a daily patrol vehicle.

The estimated cost to repair this unit is approximately \$3,000.00.

A new 2009 Dodge Charger has been located at Folsom Lake Ford at a quoted pre-tax price of \$20,995.00. A 2010 Dodge Charger could be ordered, but the cost would be \$25,020.00 and has an extended delivery date of 90 days.

The 2009 Dodge Charger will be up-fitted with emergency equipment from Custom Command Vehicles and the estimated time to completion is 1 week from receipt. The City has the computer system and radio for the vehicle already and these items are not reflected in the purchase price.

The "Out the door" price of the fully up-fitted 2009 Dodge Charger has been quoted at \$32,074.75.

**FISCAL IMPACT:**

\$32,074.75 from the General Fund.

**ATTACHMENTS:**

Resolution No. 2010-

**CONCLUSION:**

This staff report is submitted for City Council consideration and action. Staff recommends adoption of Resolution No. 2010- \_\_\_\_\_, a resolution authorizing the purchase of one new police up-fitted 2009 Dodge Charger.

Respectfully submitted,



Brett Short, Police Lieutenant

**REVIEWED/CONCUR:**

  
Michael Holland, City Manager

RESOLUTION NO. 2010-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NEWMAN AUTHORIZING  
THE PURCHASE OF A NEW POLICE VEHICLE**

WHEREAS, the police department currently has two police vehicle that need replaced, due to their age, mileage, and increased maintenance; and

WHEREAS, one of these vehicles, a 2004 Ford Crown Victoria, has received \$1,415.45 in repairs to keep it in use since December 2009 and will require an estimated \$3,000.00 in additional repairs immediately; and

WHEREAS, a new 2009 Dodge Charger has been located at a discounted pre-tax price of \$20,995.00 ; and

WHEREAS, the new 2009 Dodge Charger will be up-fitted with required emergency equipment and delivered to the City at the "Out the door" price of \$32,074.75.;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Newman to authorize the purchase of a new 2009 Dodge Charger up-fitted with required emergency equipment.

The foregoing resolution was introduced at a regular meeting of the City Council of the City of Newman held on the 22<sup>nd</sup> day of June, 2010 by Council Member \_\_\_\_\_, who moved its adoption, which motion was duly seconded and it was upon roll call carried and the resolution adopted by the following roll call vote:

AYES:  
NOES:  
ABSENT:

APPROVED:

\_\_\_\_\_  
Mayor of the City of Newman

ATTEST:

\_\_\_\_\_  
Deputy City Clerk

**ADOPT THE REVISED CITY OF NEWMAN EMERGENCY OPERATIONS PLAN**

**RECOMMENDATION:**

1. Staff recommends that the City Council Adopt Resolution No. 2010- , a resolution adopting the revised City of Newman Emergency Operations Plan.

**BACKGROUND:**

The County Office of Emergency Services, along with city staff, has revised the City of Newman's Emergency operations Plan. The County received a Federal Grant through the Office of Homeland Security to assist all cities within Stanislaus County in updating their Emergency Plans. The goal was to make all legal changes and to ensure a consistent system for the coordination of County, State and Federal resources in the event of a declared emergency by the City of Newman. Our original emergency plan was adopted in 1950 and was last revised in 2004.

**ANALYSIS:**

There have been many changes since our last update and some of them need to be changed due to new Federal and State statues. These changes need to be incorporated in our plan to be eligible for Federal and State recovery funds and to access needed resources in an emergency. The most notable change is the adoption of NIMS (National Incident Management System) as our way of managing emergencies within our City.

In developing and adopting our plan, along with the other cities within the county and the county itself, we will ensure the consistent management of any emergency that may occur within the city or county. Fire Warden Gary Hinshaw will give a short presentation and answer any questions the Council may have.

**FISCAL IMPACT:**

None.

**ATTACHMENTS:**

1. Resolution No. 2010-
2. Revised Emergency Operations Plan

**CONCLUSION:**

This staff report is submitted for City Council consideration and action. Staff recommends the adoption of Resolution No. 2010- , a resolution adopting the revised City of Newman Emergency Operations Plan.

Respectfully submitted,



Brett Short, Police Lieutenant

**REVIEWED/CONCUR:**



Michael Holland, City Manager

RESOLUTION NO. 2010-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NEWMAN ADOPTING AN EMERGENCY OPERATIONS PLAN FOR THE CITY OF NEWMAN**

WHEREAS, in the event of a disaster, the preservation of local government is a matter of vital concern to the City of Newman; and

WHEREAS, the City of Newman, working jointly with the Stanislaus County Office of Emergency Services has resulted in the development of an Emergency Operations Plan for the City of Newman.

WHEREAS, the Emergency Operations Plan establishes the emergency management organization required to mitigate any significant emergency or disaster affecting the City of Newman; and

WHEREAS, the Emergency Operations Plan identifies the policies, responsibilities and procedures required to protect the health and safety of the City of Newman, public and private property and the environmental effects of natural and technological emergencies and disasters;

WHEREAS, the Emergency Operations Plan establishes the operational concepts and procedures associated with Initial Response Operations (field response) to emergencies, the Extended Response Operations (City and County Emergency Operations Center activities) and the recovery process.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Newman that the City of Newman Emergency Operations Plan be adopted, as attached in Exhibit "A", and distributed to appropriate persons and agencies as necessary.

The foregoing resolution was introduced at a regular meeting of the City Council of the City of Newman held on the 22<sup>nd</sup> day of June, 2010 by Council Member \_\_\_\_\_, who moved its adoption, which motion was duly seconded and it was upon roll call carried and the resolution adopted by the following roll call vote:

AYES:  
NOES:  
ABSENT:

APPROVED:

\_\_\_\_\_  
Mayor of the City of Newman

ATTEST:

\_\_\_\_\_  
Deputy City Clerk

# **BASIC PLAN**

**June 2010**

This project was supported by Grant Number 2008-0006 awarded by the Office of Homeland Security (OHS), Office of Justice Programs. Points of view, opinions, findings, and conclusions in this publication are those of the author and do not necessarily represent the official position of the Office of Justice Programs or of OHS. OHS reserves a royalty-free non-exclusive and irrevocable license to reproduce, publish, and use these materials and to authorize others to do so.

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

## BASIC PLAN

### Letter of Promulgation



### Letter of Promulgation

Approval Date:

To: Officials, Employees, and Citizens of the City of Newman,  
California

The preservation of life and property is an inherent responsibility of all levels of government – local, state and federal. Because disasters in many devastating forms can strike California at any time, the City of Newman must provide safeguards, which will save lives and minimize property damage through prior planning and preparedness training.

The objective of this plan is to incorporate and coordinate all of the facilities and personnel of the City of Newman into an efficient organization capable of responding effectively to any emergency.

While no plan can prevent death and destruction, good plans carried out by knowledgeable and well-trained personnel can and will minimize losses. This plan establishes the emergency organization, assigns tasks, specifies policies and general procedures, and provides for coordination of planning efforts of the various emergency staff and service elements utilizing the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

This Emergency Operations Plan is an extension of the State Emergency Plan. It will be reviewed and exercised periodically and revised as necessary to meet changing conditions.

The Newman City Council gives it full support to this plan and urges all officials, employees and the citizens, individually and collectively, to do their share in the total emergency effort of the City of Newman.

This letter promulgates the City of Newman Emergency Operations Plan, constitutes the adoption of the City of Newman Operations Plan and the adoption of the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) by the Newman City Council.

Michael Holland  
City Manager

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

## BASIC PLAN

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# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

## BASIC PLAN

### **Foreword**

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In August 2006 the City of Newman City Council passed a resolution adopting the National Incident Management System (NIMS) for use in and by all city departments.

The National Incident Management System, a direct result of the events of September 11, 2001, was developed to establish a standardized framework for emergency management as well as identifying basic components such as common operating pictures, terminology, resource management and personnel credentialing.

NIMS is based on the California developed, all risk, Standardized Emergency Management System (SEMS), which in turn has as its foundation in the Incident Command System (ICS), both of which were adopted for use throughout California and in Stanislaus County in the 1980s and 1990s respectively.

NIMS represents an emergency management system to be used for all natural and human caused large-scale incidents and disasters. It is also designed to be employed across disciplinary lines and provides a common platform for multiple levels of government and non-governmental agencies and jurisdictions cooperating to manage emergencies.

This Emergency Operations Plan (EOP) is developed based on the National Incident Management System and its component parts. The foundation of NIMS is based on the California Standardized Emergency Management System (SEMS) including the five functional areas of incident or event management, operational coordination, planning and intelligence, logistical support, and finance/administration support. The EOP will serve as the basis for response as well as recovery efforts and activities within the City of Newman.

This plan also identifies eight Emergency Functions (EFs) that represent core emergency response categories performed by agencies and jurisdictions within Stanislaus County and/or the City of Newman. Some EFs are performed county-wide by county agencies, i.e. Environmental Resources, etc., while most are performed at the local government level. Therefore, most cities may perform less than the total EFs.

These Emergency Functions are based on the State of California's Emergency Functions and the Federal Emergency Support Functions (ESFs).

Attachment A provides a matrix of the Stanislaus County Emergency Functions as they relate to the State of California and the Federal Government.

Each of the eight Emergency Functions identifies a core response as well as primary and supporting agencies and departments responsible for carrying out the functions. These may include not only public but non-government organizations in some cases.

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

## BASIC PLAN

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### **Scope**

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The Newman Emergency Operations Plan (EOP) is written to provide guidance and direction related to preparedness and training, response and recovery efforts by the departments and divisions within the City of Newman government. The plan is based on cooperative development as well as combined response by all stakeholders, including government agencies, non-government participants and appropriate community and faith based organizations.

The EOP represents planning from an all risk perspective, including natural as well as human caused situations, and those stemming from accidental as well as deliberate acts or omissions.

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

## BASIC PLAN

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### **Emergency Operations Plan Development and Approval Process**

#### **Decision Process**

In April, 2008, the Stanislaus County Board of Supervisors adopted the Stanislaus Operational Area Decision Process for Emergency Planning for the purpose of clarifying memberships, purpose, roles and responsibilities of the Disaster Council and Operational Area Council. The Decision Process is based upon the California FIRESCOPE Decision Process model, adopted by the Stanislaus County Board of Supervisors in September 2006. It is also based on the Standardized Emergency Management System (SEMS) and the Incident Command System (ICS) adopted by the Board of Supervisors in December 1995.

Attachment B provides an Operational Area Council/Disaster Council Organization Chart highlighting the Stanislaus Operational Area Decision Process for Emergency Management.

Attachment C provides a flow chart defining the Decision Process.

#### **Operational Area Council**

The California Emergency Services Act (Government Code Section 8550 et seq.), was adopted to ensure adequate preparations and programs to deal with the mitigation of natural, human-caused or war-caused emergencies. To further this end, the Act designated each county as an Operational Area. The Operational Area serves as a coordinator of all local agencies and jurisdictions within the Operational Area and as a conduit between the local level and region and state organizations.

The Act requires each Operational Area to form an organization to develop a systematic approach for exchanging information and resources in emergencies as well as conduct cooperative planning and exercises.

Stanislaus County and the cities of Ceres, Hughson, Modesto, Newman, Oakdale, Patterson, Riverbank, Turlock and Waterford, executed an agreement in 1998 (reviewed in 2003). This agreement formed and recognized the Stanislaus County Operational Area Council.

Attachment D provides a copy of the Stanislaus Operational Area Agreement.

#### **Disaster Council**

Stanislaus County restructured its Disaster Council in 2008 to better serve the community by bringing together the Stanislaus Operational Area Council members and other community members from non-government agencies, community and faith-based organizations, and other partners involved in emergency management planning, training and operations. Members of the Disaster Council are policy-level representatives from selected public and private organizations that have a part in emergency and disaster

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

## BASIC PLAN

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management. Together, the Council will be responsible for reviewing and approving emergency management and disaster response programs developed by the Operational Area Council and/or special work groups formed for specific project work. Although the Council will have no overall authority over any individual political jurisdiction, through the consensus process, programs and concepts will be developed that will provide a common platform for all stakeholders, thereby making a more effective and efficient delivery system area wide.

### **Emergency Operations Plans**

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The Stanislaus County Office of Emergency Services will write the Emergency Operations Plan for the county and each of the nine cities. The EOPs will be reviewed through the Decision Process as to form prior to being adopted by the county and each of the nine cities, respectively.

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

## BASIC PLAN

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### **Purpose**

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The City of Newman's Emergency Operations Plan addresses the planned response to extraordinary emergency situations associated with natural or human caused disasters, technological incidents, and national security emergencies in or affecting the City of Newman.

This plan accomplishes the following:

- Uses as its foundation, the Standardized Emergency Management System (SEMS) as its functional components and concepts.
- Complies with and integrates the National Incident Management System (NIMS) concepts related to local government emergency management, including coordination with Federal, State and Local agencies and jurisdictions as well as non-governmental entities.
- Establishes the emergency management organization required to mitigate any significant emergency or disaster affecting the City of Newman.
- Identifies the policies, responsibilities and procedures required to protect the health and safety of the City of Newman, public and private property and the environmental effects of natural and technological emergencies and disasters.
- Establishes the operational concepts and procedures associated with initial response operations (field response) to emergencies, the expanded response operations (City Emergency Operations Center (EOC) activities) and the recovery process.

This plan is designed to establish the framework for implementation of the California Standardized Emergency Management System (SEMS) for the City of Newman, which is located within Stanislaus County and the Governor's Office of Emergency Service's Mutual Aid Region IV / Inland Administrative Region. It is intended to facilitate multi-agency and multi-jurisdictional coordination, particularly between the City of Newman and other local governments, including special districts and state agencies, in emergency operations.

This document is primarily operational in design. It serves a secondary use as a planning reference. Departments within the City of Newman who have roles and responsibilities identified by this plan are encouraged to develop emergency operations plans, detailed Standard Operating Procedures (SOPs), and emergency response checklists based on the provisions of this plan. This plan will be used in conjunction with the State Emergency Plan.

This plan is designed to guide the reader or user through each phase of an emergency: mitigation, preparedness, response, and recovery. It consists of the Basic Plan, which addresses generic emergency preparedness and response activities, as well as including specific appendices designed to address identified threats and/or situations that may occur in the City of Newman.

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

## BASIC PLAN

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### Authorities and References

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The following is as list of emergency-related authorities which establish the legal basis for emergency operations and activities.

#### Federal

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- Federal Civil Defense Act of 1950 (Public Law 920, as amended).
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended).
- Army Corps of Engineers Flood Fighting (Public Law 84-99).
- Homeland Security Presidential Directive 5 - Management of Domestic Incidents (February 28, 2003).
- Homeland Security Presidential Directive 8 – National Preparedness (December 17, 2003).
- Post – Katrina Emergency Management Reform Act of 2006 (enacted in Title V of P.L. 109-295, DHS Appropriations Act of 2007)

#### State

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- California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code).

Attachment E is a copy of the California Emergency Services Act – Article 14 – Local Emergency.

- Standardized Emergency Management System (SEMS) Regulations (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations) and (California Government Code §8607 et sec).
- Hazardous Materials Area Plan Regulations (Chapter 4 of Division 2, Title 19, Article 3, §2720-2728 of the California Code of Regulations) and (California Health and Safety Code, Division 20, Chapter 6.95, Section 25503.5)
- California Department of Water Resources Flood Control (California Water Code §128).
- Orders and Regulations which may be Selectively Promulgated by the Governor during a STATE OF EMERGENCY.
- Orders and Regulations which may be Selectively Promulgated by the Governor to take affect upon the Existence of a STATE OF WAR.

#### Local

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- Chapter 2 of Title 2 of the city of Newman’s Municipal Code entitled “Emergency Services Organization.”

Attachment F provides a copy of the Newman’s City Code, Chapter 2.02, Civil Defense and Disaster Council

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

## BASIC PLAN

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- The city of Newman Resolution No. 22-50, adopting the California Master Mutual Aid Agreement, dated December 12, 1950.

Attachment G provides a copy of Newman's Resolution No. 22-50, adopting the California Master Mutual Aid Agreement.

- Operational Area Organization Agreement
- The City of Newman Resolution No. 2006-39 adopting the National Incident Management System

Attachment H provides a copy of the Newman's Resolution No. 2006-36, adopting the National Incident Management System (NIMS)

- The City of Newman Resolution No. 2008-54 approving the redefining of the Disaster Council

Attachment I provides a copy of Resolution No. 2008-54 – A Resolution of the City Council of the City of Newman approving the redefining of the Disaster Council.

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

## BASIC PLAN

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### **Concept of Operations**

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#### **General**

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This Emergency Operations Plan addresses the entire spectrum of contingencies, ranging from relatively minor incidents to large-scale disasters, such as an earthquake. A buildup or warning period, providing sufficient time to warn the public will precede some emergencies and implement mitigation measures designed to reduce loss of life, property damage, and effects on the environment. Other emergencies occur with little or no advance warning, thus requiring immediate activation of the Emergency Operations Plan and efficient and coordinated mobilization and deployment of resources. All departments and agencies of the City must be prepared to promptly and effectively respond to any foreseeable emergency, taking all appropriate actions, including requesting and providing mutual aid.

#### **Emergency Phases**

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Emergency management activities during peacetime and national security emergencies are often associated with the four federally defined phases:

- Mitigation
- Preparedness
- Response
- Recovery

#### **Mitigation Phase**

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Mitigation efforts occur both before and after emergencies or disasters. Post-disaster mitigation is actually part of the recovery process. This includes eliminating or reducing the impact of hazards that exist within the City of Newman. Mitigation efforts may include:

- amending local ordinances and statutes, such as zoning ordinances, building codes, and other enforcement codes
- initiating structural retrofitting measures
- assessing tax levees or abatements
- emphasizing public education and awareness
- assessing and altering land use planning

#### **Preparedness Phase**

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The preparedness phase involves activities that are undertaken in advance of an emergency or disaster. These activities develop operational capabilities and effective responses to a disaster. Preparedness activities fall into two basic areas: readiness and capability.

Readiness activities shape the framework and create the basis of knowledge necessary to complete a task or mission. Readiness activities might include:

- implementing hazard mitigation projects

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- developing hazard analyses
- developing and maintaining emergency plans and procedures
- conducting general and specialized training
- conducting exercises
- developing mutual aid agreements
- improving emergency public education and warning systems.

Departments within the City of Newman that have responsibilities in this plan will prepare Standard Operating Procedures (SOPs) detailing personnel assignments, policies, notification rosters, and resource lists that are in compliance with SEMS and NIMS concepts.

Emergency response personnel should be acquainted with these SOPs, and receive periodic training on the policies and procedures contained within the SOPs. Capability activities involve the procurement of items or tools necessary to complete the task(s) or mission(s).

Capability activities might include:

- assessment of the City of Newman and Operational Area resources
- comparison and analysis of anticipated resource requirements and resources
- identification of local sources to meet anticipated resource "shortfall"
- develop resources inventory based on NIMS resource typing standards.

### **Response Phase**

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The response phase includes increased readiness, initial response, and expanded response activities. Upon receipt of a warning or the observation that an emergency situation is imminent, the City of Newman will initiate actions to increase its readiness.

Events, which may trigger increased readiness activities, include:

- receipt of a flood advisory or other special weather statement
- receipt of a potential dam failure advisory
- conditions conducive to wildland fires, such as the combination of high heat, strong winds, and low humidity
- an expansive hazardous materials incident
- a rapidly-deteriorating international situation that could lead to an attack upon the United States
- information or circumstances indicating the potential for acts of violence or civil disturbance

Increased readiness activities may include, but are not limited to, the following:

- briefing of Mayor, City Council, City Manager, and other key officials or employees of the City of Newman
- reviewing and updating the City of Newman Emergency Operations Plan & Departmental SOPs

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- increasing public information efforts through the Joint Information System (JIS) process
- accelerating training efforts
- inspecting critical facilities and equipment, including the testing of warning and communications systems
- mobilizing and/ or recruiting additional staff and Disaster Service Workers
- warning threatened elements of the population
- conducting precautionary evacuations in the potentially impacted area(s)
- mobilizing personnel and pre-positioning resources and equipment
- contacting County agencies that may become involved in field activities.

The City of Newman's initial response activities are primarily performed at the field response level. Emphasis is placed on minimizing the effects of the emergency or disaster.

Emergency Function Annexes to this plan provide guidance to the departments who are responsible for initial response operations in the City. Examples of initial response activities include:

- making all necessary notifications, including City Departments and personnel, the Stanislaus Operational Area Member Jurisdictions, and the California Emergency Management Agency (Cal EMA) Inland Region, as appropriate
- disseminating warnings, emergency public information, and instructions to the citizens of Newman
- conducting evacuations and/or rescue operations
- caring for displaced persons and treating the injured
- conducting initial damage assessments and surveys
- assessing need for mutual aid assistance
- restricting movement of traffic/people and unnecessary access to affected areas
- developing and implementing Incident Action Plans
- applying tactical activities in the field to mitigate the incident.

In situations where an incident develops into an "expanded incident" due to size, duration, or complexity, the City of Newman may activate the Emergency Operations Center (EOC) to provide coordination and support to the field command(s). The EOC activity may include, but not be limited to, MAC Group Activation and briefing, situation briefings, EOC *plan* development, EOC staffing, and communications with other local, regional, state or federal partners. The Emergency Operations Center may guide the incident transition from response to recovery.

Expanded response operations provides specific guidance for conducting of expanded response operations, including those functions performed by the EOC staff.

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Examples of expanded response activities include:

- preparing detailed damage assessments
- operating mass care facilities
- conducting coroner operations
- procuring required resources to sustain operations
- documenting situation status
- protecting, controlling, and allocating vital resources
- restoring vital utilities
- tracking resource allocation
- conducting advance planning activities
- documenting expenditures
- developing and implementing Action Plans for Expanded Response Operations
- disseminating emergency public information
- declaring a local emergency
- coordinating with state and federal agencies working within the county

### **Recovery Phase**

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Recovery activities involve the restoration of services to the public and returning the affected area(s) to pre-emergency conditions. Recovery activities may be both short-term and long-term. Ranging from restoration of essential utilities such as water and power, to mitigation measures designed to prevent future occurrences of a given threat.

Recovery Operations describes in detail the roles and responsibilities of each level of government following a disaster. It addresses the procedures for accessing federal and state programs available for individual, business, and public assistance following a disaster. Examples of recovery activities include:

- restoring utilities
- applying for state and federal assistance programs
- conducting hazard mitigation analyses
- identifying residual hazards
- determining and recovering costs associated with response and recovery

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### **Standardized Emergency Management System (SEMS)**

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#### **Introduction**

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The Standardized Emergency Management System (SEMS) is the system required by California Government Code Section 8607(a) for managing emergencies involving multiple jurisdictions and agencies. SEMS consists of five coordination levels which are activated as necessary:

1. Field Response
2. Local Government
3. Operational Area
4. Regional
5. State

SEMS incorporates the functions and principles of the Incident Command System (ICS), the Master Mutual Aid Agreement (MMAA), existing mutual aid systems, the operational area concept, and multi-agency or interagency coordination.

Local governments must use SEMS to be eligible for funding of their response related recovery costs under state disaster assistance programs.

#### **Purpose**

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SEMS has been established to provide effective management of multi-agency and multi-jurisdictional emergencies in California. By standardizing key elements of the emergency management system, SEMS is intended to:

- ◆ Facilitate the flow of information within and between levels of the system, and
- ◆ Facilitate coordination among all responding agencies.

Use of SEMS improves the mobilization, deployment, utilization, tracking and demobilization of needed mutual aid resources. Use of SEMS reduces the incidence of poor coordination and communications, and reduces resource ordering duplication on multi-agency and multi-jurisdictional responses. SEMS is designed to be flexible and adaptable to the varied disasters that occur in California and to the needs of all emergency responders.

#### **SEMS Coordination Levels**

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The five designated organizational levels in the SEMS organization, field response, local government, operational area, regional, and state, are activated as needed.

The field response level commands emergency response personnel and resources to carry out tactical decisions and activities in direct response to an incident or threat.

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The local government level manages and coordinates the overall emergency response and recovery activities within its jurisdiction. The local government level includes cities, counties, and special districts.

The Operational Area level manages and/or coordinates information, resources, and priorities among local governments; and serves as the coordination and communication link between the local government level and the regional level, within the SEMS system.

The Operational Area includes all the jurisdictions and special districts within the County geographical area. Stanislaus County O.E.S. is the staff agency for the Stanislaus Operational Area.

Attachment J provides a map of the Stanislaus Operational Area.

The regional level manages and coordinates information and resources among operational areas within the mutual aid region designated and between the operational areas and the state level. This level, along with the state level, coordinates overall state agency support for emergency response activities.

The state level manages state resources in response to the emergency needs of the other levels, manages and coordinates mutual aid among the mutual aid regions and between the regional level and state level, and serves as the coordination and communication link with the federal disaster response system.

### **Coordination with Other Levels of Government**

Stanislaus County has identified the jurisdictions, special districts, volunteer agencies, and private agencies within the County geographical area that may have an emergency response role during an emergency or disaster that affects Stanislaus County. Their emergency roles have been identified as well as provisions for coordination with each of them made. A diagram titled Coordination with other SEMS Levels illustrates how the County, as the lead agency for the Stanislaus Operational Area, will coordinate with these agencies during an emergency or disaster.

Attachment K provides a diagram titled Coordination with other SEMS Levels and illustrates how the County, as the lead agency for the Stanislaus Operational Area, will coordinate with these agencies during an emergency or disaster.

The Stanislaus Operational Area agreement between the Cities of Ceres, Hughson, Modesto, Newman, Oakdale, Patterson, Riverbank, Turlock Waterford, the County of Stanislaus and Special Districts defines the roles and responsibilities of each party.

The County will also work with State and Federal agencies that have emergency responsibilities to ensure they are integrated into County emergency operations.

In addition, as a commitment to the NIMS process, the Stanislaus Operational Area Council will continue to engage and partner with all appropriate public agencies and jurisdictions as well as non-government agencies involved in the field of local emergency management.

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### **Incident Command System (ICS)**

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#### **General**

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The Incident Command System (ICS) is a nationally used standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities; equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

#### **Functions**

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The five functions of the ICS organization are command, operations, planning/intelligence, logistics, and finance/administration. Command is responsible for directing, ordering, and/or controlling resources by virtue of explicit legal, agency or delegated authority. Operations is responsible for the coordinated tactical response of all field operations directly applicable to or in support of the mission(s) in accordance with the Incident Action Plan. Planning/Intelligence is responsible for the collection, evaluation, documentation, and use of information about the development of the incident. Logistics is responsible for providing facilities, services, personnel, equipment, and tracking the status of resources and materials in support of the incident. Finance/Administration is responsible for all financial and cost analysis aspects of the incident and/or any administrative aspects not handled by the other functions.

#### **Principles**

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The principles of ICS are that the system provides the following kind of operations: single jurisdictional/agency involvement, single jurisdictional responsibility with multiple agency involvement, and multiple jurisdictional responsibility with multiple agency involvement. The system's organizational structure adapts to any emergency or incident to which emergency response agencies would expect to respond. The system will be applicable and acceptable to all user agencies. The system is readily adaptable to new technology. The system expands in a rapid and logical manner from an initial response to a major incident and contracts just as rapidly as organizational needs or the situation decrease. The system has basic common components in organization, terminology and procedures.

#### **Components**

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The components of ICS are:

- common terminology
- modular organization
- unified command structure
- Incident Action Plans (IAP)
- manageable span-of-control
- pre-designated incident facilities
- comprehensive resource management

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- integrated communications

Common terminology is the established common titles for organizational functions, resources, and facilities within ICS.

Modular organization is the method by which the ICS organizational structure develops based upon the type and size of an incident. The organization's staff builds from the top down as the incident grows, with responsibility and performance placed initially with the Incident Commander.

At all incidents there will be five functions: Command; Operations; Planning/Intelligence; Logistics and Finance/Administration. These may, as the incident grows, be organized and staffed into sections. Initially, the Incident Commander may be performing all five functions. Then, as the incident grows, each function may be established as a section with several units under each section.

Unified command structure is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, autonomy, responsibility or accountability.

Consolidated incident action plans identify objectives and strategy determinations made by the Incident Commander for the incident based upon the requirements of the affected jurisdiction. In the case of unified command, the incident objectives must adequately reflect the policy and needs of all the jurisdictional agencies. The consolidated Action Plan for an incident documents the tactical and support activities required for the operational period.

Manageable span-of-control within ICS is a limitation on the number of emergency response personnel who can effectively be supervised or directed by an individual supervisor. The type of incident, the nature of the response or task, distance, and safety will influence the span-of-control range. The ordinary span-of-control range is between three and seven personnel.

The need for pre-designated incident facilities is identified within ICS. The determination of the types and locations of facilities to be used will be based upon the requirements of the incident.

Comprehensive resource management is the identification, grouping, and assignment and tracking of resources.

Integrated communications are managed through the use of a common communications plan and an incident-based communications center established for the use of tactical and support resources assigned to the incident.

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### **Situation and Assumptions**

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#### **General**

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The City of Newman is located in Northern San Joaquin Valley, in the central part of California. It is located in Stanislaus County and sits on the southwest county line. The north border of the City is approximately 35 miles southwest of the City of Modesto, the County seat. The City of Newman's total area is approximately 2.1 square miles, or 1,344 acres.

Attachment L provides a map of the City of Newman.

Almost 65 percent of the land within Newman City limits is devoted to residential uses, almost 15 percent to commercial uses, 10 percent to institutional uses, 5 percent to industrial uses and 5 percent is vacant. The city is surrounded to the east, south and southwest by open land used primarily for agriculture or related industry.

The population of the City of Newman, according to the 2000 U.S. Bureau of Census, was 7,535. In 2008, the California Department of Finance estimated the population to be 10,586.

The economy of the City of Newman is based primarily on manufacturing, educational, health and social services, as well as agriculture, forestry, fishing, hunting and mining.

The City of Newman is divided by State Highway 33 which runs predominantly in a north - south direction and is the city's north-south truck route through the city. Hills Ferry Road and Yolo Street run east-west and make up the east-west truck route. Interstate 5 runs in a north-south direction and is approximately 6 miles west of the city limits. California Northern Railroad has rail lines, which traverse north/south through the city and are located near State Highway 33. The City of Newman does not have any airports within the City limits. There is one privately owned agricultural landing strip at Stuhr Road and Villa Manucha Roads that is not open to the public. The nearest full service airport is located in the City of Modesto.

The City of Newman, with its mix of urban and rural areas, and rapidly growing population, is subject to a variety of negative impacts from various hazards and threats. There are three broad categories of hazards that threaten natural, technological and domestic security threats.

These are as follows:

#### Natural Hazards

- earthquakes
- floods
- wildland fires
- extreme weather/storm
- landslides
- Food and Agriculture
- Public Health

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### Technological Hazards

- dam failure
- hazardous material
- transportation emergencies
- train accident
- major truck accident
- aircraft crash
- power interruptions

### Domestic Security Threats

- civil unrest
- terrorism

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### Specific Hazards and Threats

#### Earthquakes

There are no faults known to exist within the City of Newman, however faults do exist within Stanislaus County. In the extreme eastern parts of the county, the Bear Mountain and Melones faults are found, though believed to have been inactive for the past 150 million years. No faults are currently known to exist within the valley floor portion of the county. Within the Diablo Range, the most recent movements were along the Tesla-Ortogonalita fault approximately five million years ago, although earthquake activity without surface fracturing or faulting is still common. Since 1930, one earthquake epicenter of a magnitude greater than 4.0 on the Richter Scale was recorded in Stanislaus County. Additionally, on June 27, 1986 an earthquake with a magnitude of 3.7 on the Richter Scale occurred with an epicenter several miles west of Crows Landing. Future earthquakes of similar or greater magnitudes can be expected.

Attachment M provides a map of the Stanislaus County Fault Zone Map.

Numerous earthquakes occur each year along California's major faults which are the San Andreas, Calaveras, Hayward and the Nacimiento faults. Information furnished by the State Department of Mines and Geology and the State Office of Emergency Services indicate that ground shaking along these faults can produce damage within the county to reach varying intensities rated on the Modified Mercalli Intensity Scale of 1931. The eastern half of the county can be expected to have shaking to an intensity of VI or VII, producing minor to moderate damage. The western half of the county can expect to receive shaking to an intensity of VII to VIII Mercalli, which can cause considerable damage to ordinary structures.

Although the City of Newman is not known for its seismic activity, it is imperative that we plan for a potential earthquake disaster. In any earthquake, the primary consideration is saving lives. Time and effort must also be given to providing for people's mental health by reuniting families, providing shelter to the displaced persons and restoring basic needs and services. A major effort will be needed to remove debris and clear roadways, demolish unsafe structures, assist in reestablishing public services and utilities and provide continuing care and temporary housing for affected citizens.

It is clear that the most likely impact to the City of Newman may well be related to the indirect effects of major earthquake activity on a fault system adjacent to Stanislaus County. While direct damage may be minimal, the indirect effect of mass relocation, mutual aid activities, support activities and collateral damage could severely tax the capabilities of local resources.

#### Floods

Flooding has been a major problem throughout the history of the City of Newman. The City is one of the lowest points in Stanislaus County being only 88 feet above sea level. The City, in 1995, experienced severe flooding which caused major damage to homes and businesses throughout the City. This was considered the City's 100-year flood. The City in 1997 was again flooded, but not to the extent of the 1995 flood. The flooding has resulted from the runoff of heavy prolonged rains in the Diablo Mountain Range to the west of the City of Newman. The runoff drains into Orestimba Creek, which is located approximately 6 miles north of the City of Newman. When Orestimba

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Creek overflows, it flows to the City of Newman overwhelming their storm drain system.

For the City of Newman's emergency organization, there are two flood stages:

**WARNING STAGE** – The Stage at which initial action must be taken by concerned interests (livestock warning, removal of equipment from lowest overflow areas, or simply general surveillance of the situation). This level may produce overbank flows sufficient to cause minor flooding of low-lying lands and local roads.

**FLOOD STAGE** – The Stage at which overbank flows are of sufficient magnitude to cause considerable inundation of land and roads and/or threat of significant hazard to life and property.

Attachment N provides the Warning and Flood Stage Table for the San Joaquin, Tuolumne and Stanislaus Rivers.

### **Expected Damage**

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For purposes of emergency preparedness, copies of the F.E.M.A. 100 year and 500 year projected flood planes map can be found in the attachments to this plan.

Facilities potentially affected by extensive flooding are:

- Airport
- Schools
- Utilities
- Emergency Services
- Agriculture
- Sanitation
- Residential

Attachment O provides a map of the F.E.M.A. 100 year and 500 year projected flood planes for the purpose of emergency planning and preparedness.

### **Dam Failure**

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Dam failure is the collapse or failure of an impoundment that causes significant downstream flooding. Flooding of the area below the dam may occur as the result of structural failure or overtopping, or a seiche.

The catastrophic failure of the San Luis and Los Banos Creek dams will have severe consequences to the City of Newman. Foremost are injuries, loss of life, limited transportation routes, and a decrease in vital utilities. The Department of Water Resources Inundation Map shows that the City of Newman's wastewater treatment plant will be overcome and all property up to State Highway 33 will be flooded. Additionally, because of the City of Newman's strong agricultural influences, significant downstream property damage and the loss of domestic and farm production animals will be a major concern.

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A severe storm, earthquake or erosion of the embankment and foundation leakage may cause the collapse and structural failure of dams in or adjacent to Stanislaus County. Seismic activity may also cause inundation by the action of a seismically induced way that overtops the dam without causing failure of the dam, but significant flooding downstream.

Landslides flowing into Lakes and Reservoirs may also cause dams to fail or overtop.

### **Expected Damage**

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For purposes of emergency preparedness, areas expected to be inundated should a failure occur, are depicted as "Dam Failure Inundation Areas" and can be found in the attachments to this plan. More specific emergency preparedness information and potential hazards can be found in the individual Emergency Plans for each Dam. These plans are available at the Office of Emergency Services and will be available in the EOC when activated.

Facilities affected by a dam failure are:

- Hospitals
- Schools
- Utilities
- Emergency Services
- Agriculture
- Sanitation
- Residential
- Domestic Water Supply

Attachment P provides an inundation map for the San Joaquin River Basin.

Attachment Q provides an inundation map for the Tuolumne River Basin.

Attachment R provides an inundation map for the Stanislaus River Basin.

### **Wildland Fires**

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Generally from May to October of each year, Stanislaus County experiences its wildland fire season. Most of the fire susceptible areas are located in the extreme eastern and western portion of the county. This is due to the underdeveloped, rugged terrain and the highly flammable, grass and brush covered land. High temperatures, low humidity, and strong winds may exacerbate the potential for wildland fires.

The urban areas of Stanislaus County are not normally susceptible to wildland fires, however, there is still potential for smaller fires in and around the less developed areas where patches of vegetation are present.

### **Extreme Weather Emergencies**

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The City of Newman, like the rest of Stanislaus County, is somewhat susceptible to extreme weather/storm conditions. *Extreme weather conditions* is a generalized term used to describe thunderstorms, tornadoes, heavy precipitation, high winds, extreme

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heat or cold, and drought. Extreme weather may cause a variety of damages, depending on the type or weather situation. Damage may range from temporary power and utility outages due to thunderstorm and high wind activity to the sometimes, although rare, destruction of a tornado. Extreme weather such as a drought can have long-term economic repercussions.

### **Landslides**

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Landslides may be triggered by both natural and manmade changes in the environment. The term landslide is used to describe a wide variety of processes that result in the perceptible downward and outward movement of soil, rock and vegetation under gravitational influence.

The cause of slope instability may be inherent, such as weaknesses in the composition or structure of the rock or soil. Slope instability may be variable, such as heavy rain and changes in ground water levels. Slope instability may also be transient, as in the case of seismic activity. New environmental conditions such as those imposed by construction activity may also create instability in slopes. Landslides in Stanislaus County tend to occur with the greatest frequency on steep slopes adjacent to foothill roads in the Western portion of the county.

### **Food and Agriculture**

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Animal health, disease outbreaks of wildlife, livestock and agricultural crops, pest infestations and biological and chemical contamination of food are a serious threat to our food and agricultural infrastructure. The protection of our food supply requires cooperation, collaboration and partnership between all levels of government and private partners. A natural or man-made disruption to the agricultural industry in Stanislaus County could have a devastating affect on the nation's food supply. Agriculture is Stanislaus County's number one industry with a 2008 farm gate value of 2.4 billion dollars. The agricultural industry has an economic multiplier of at least three which equates to a 7.2 billion impact in the local and State economy. Agriculture not only plays an important role in directly related businesses, but it is also an integral part of many other sectors such as those involving land use, water and utility services.

The ability of the local economy to recover from a disaster can greatly depend on the agricultural industry's ability to return to normal operations. In recent years the agricultural industry has been affected by natural disasters such as droughts, floods, extreme high and low temperatures and threatened by foreign animal disease outbreaks.

### **Public Health**

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A public health emergency may involve communicable disease, virus or contagion that significantly impacts life safety. A disease outbreak can cause illness and result in significant casualties. Since 1900, there have been three influenza pandemics that killed approximately 600,000 people in the United States. So far this century, severe acute respiratory syndrome (SARS) caused a near pandemic between November 2002 and July 2003, with 8,096 known infected cases and 774 deaths. In June 2009 the World health Organization declared that flu due to a new strain of swine-origin H1N1 (swine

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flu) was responsible for the 2009 flu pandemic. Illness and deaths from H1N1 resulted in state and federal emergency declarations.

### **Hazardous Materials**

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The production and use of hazardous materials has become a normal part of every day life. A hazardous material is any substance that may be explosive, flammable, poisonous, corrosive, reactive, radioactive, or any combination thereof, because of its quantity, concentration or characteristics. Hazardous Materials require special care in handling because of the hazards they pose to the public's health and safety, and the environment. For this special care the City of Newman is served by, and is a participant in, a fully developed Hazardous Materials Response Team (HMRT). This team is staffed by representatives of select, local fire departments and on call Stanislaus County Department of Environmental Resources personnel. The Stanislaus County Area Plan has been developed to more specifically address hazardous materials response.

A hazardous incident involves the uncontrolled release of a hazardous substance during storage or use from a fixed facility or mobile transport. Releases of hazardous materials can be especially damaging when they occur in highly populated areas or along transportation routes used simultaneously by commuters and hazardous materials transports.

Due to the multitude of hazardous substances being transported in California, incidents are more likely to occur along highways and railways. Fixed facilities do have occurrences of hazardous materials incidents also. Fixed facilities include chemical manufacturing or processing facilities, manufacturing and light industrial facilities.

The City of Newman has within its boundaries a significant amount of light to medium commercial and industrial business, some of which use a wide variety of chemical inventories for manufacturing or processing.

Agriculture and agriculture related industries surround the City of Newman. With that, comes the potential for hazardous materials incidents. Accidental releases of pesticides, fertilizers and other agricultural chemicals may be harmful to the public health, safety and the environment.

Another source of hazardous materials incidents is the illegal manufacturing of drugs in clandestine laboratories. In many instances, the residue and hazardous waste from these laboratories are illegally dumped, posing a threat to public health, safety, and the environment. In recent years, clandestine laboratories have become an increasingly familiar problem to the county and all cities, including Newman.

Hazardous materials incidents in the City of Newman would most likely occur on the transportation routes or at fixed hazardous materials facilities. Hazardous materials are often transported through the City of Newman on State Route Highway 33, and on the California Northern Railroad. Surface streets are also used for the local transportation of hazardous materials.

A map of Acutely Hazardous Materials Storage Sites within the City of Newman is available through the Stanislaus County Department of Environmental Resources.

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### **Transportation Emergencies**

The City of Newman is susceptible to several different types of transportation emergencies, including emergencies involving the California Northern Railroad, major truck/auto accidents and airplane crashes. Many of these emergency situations may cause ancillary emergencies such as hazardous materials spills, which may require extensive population movement and sheltering efforts.

Several major railroads pass through many populated areas within the Stanislaus Operational Area including the cities of Newman, Modesto, Ceres, Turlock, Patterson and Riverbank as well as the towns of Salida, Keyes, Denair, Empire, Grayson, and Crows Landing. A train accident in or near any of these areas can result in considerable injury, loss of life and/or significant property damage. An accident in rural areas of the County will pose more of a threat to livestock and the environment. Hazardous materials spills, fires, significant property damage and mass casualty incidents are the potential hazards associated with cargo and passenger train accidents in the City of Newman, requiring movement and shelter operations in the affected area(s).

Bisecting the City of Newman is the California Northern Railroad, which maintains trackage for major north-south freight service.

Attachment I provides a map of the Stanislaus Operational Area and includes railroads and airports.

A major truck/auto accident literally has the potential of shutting down a major transportation artery for north/south traffic statewide. Closures will cause traffic to overflow onto surface roads adjacent to freeways, creating significant traffic problems for local law enforcement agencies.

Often the impact of a disabled aircraft as it strikes the ground creates the potential for multiple explosions, resulting in an intense fire. Wherever the crash occurs, the resulting explosions and fires have the potential to cause injuries, fatalities and the destruction of property at, and adjacent to the impact point. The time of day when the crash occurs may have a profound effect on the number of injuries and fatalities. It can be anticipated that the mental health needs of survivors, surrounding residents and emergency responders will greatly increase due to the trauma associated with such a catastrophe.

The Modesto / Stanislaus County Airport is located on Mitchell Road, in eastern Modesto. It is served by a limited carrier and, at present, has no commercial, large carrier jet services. An extensive charter offering is present from several vendors.

Modesto City Fire Department has a crash-rescue truck available for aircraft emergencies and is located at Modesto Station 8, on airport property. This apparatus is available for mutual aid as well.

### **Power Interruptions**

Stanislaus County is served primarily by three electrical utility companies: Pacific Gas and Electric, Modesto Irrigation District and Turlock Irrigation District. These three companies provide residential as well as commercial power to customers through a local electrical grid.

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At times, usually during periods of extreme and/or prolonged heat, the electrical distribution capacity of one or more of these utilities may be overwhelmed requiring the utility(s) to implement a plan for power restrictions. These plans normally require some form of planned and managed rotational power curtailment for specific geographical areas and for calculated time periods

In these cases the utility(s) work closely with the Operational Area EOC to coordinate the curtailment with timely pre-notification of essential customers (hospitals, clinics, public safety facilities, etc.) as well as non-essential consumers. Information related to the curtailment plan is developed and delivered jointly between the utility(s) and the Operational Area EOC Joint Information Center.

### **Civil Disturbance**

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Civil disturbances include incidents that are intended to disrupt a community to the degree that law enforcement intervention is required to maintain public safety. Civil disturbances are generally associated with controversial political, judicial, or economic issues and/or events.

Locations within the City of Newman that have large public gatherings have the potential for unstable conditions, possibly impacting an Operational Area jurisdiction's ability to provide sufficient law enforcement and fire protective services.

The effects of civil disturbances are varied and are usually based upon the type, severity, scope and duration of the disturbance. The effects of civil disturbances include traffic congestion or gridlock, illegal assemblies, disruption of utility service, property damage, injuries and potentially loss of life.

### **Facilities**

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During a civil disturbance that affects the City of Newman, there are certain facilities within the city that may be more at risk than other facilities. The following locations often hold musical concerts, sporting events, and other events that attract large numbers of people, which create significant traffic congestion problems and the potential for disruptive behavior:

#### **City of Newman**

- L. J. Newman Memorial Building
- West Side Theater
- Newman Fall Festival
- Newman Fun Run
- Pioneer Park
- Barrington Park
- Densmore Park
- Orestimba High School
- Sherman Park
- F.D.E.S. Hall

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

## BASIC PLAN

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### **Terrorism**

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Terrorism involves a struggle between competing principles and ideologies below the level of conventional war.

A terrorist act is defined as: "The use or threatened use, of force to achieve a political or social goal." The person(s) who instigate these acts can be from either foreign or domestic sources, and unfortunately, terrorist acts in America are increasing in frequency. We can count on the fact that these attacks will continue, that any place in our country can be a target, and that the local law enforcement officers, firefighters and emergency medical personnel will be called on to handle the first response to these acts.

Within the past decade we have begun to use the term WMD (Weapons of Mass Destruction) in referring to large-scale terrorists incidents. Additionally, there is now an emphasis to plan and train local agencies for "Domestic Terrorism", terrorist acts that are promulgated toward domestic targets and by in-country perpetrators.

The effects of terrorist attacks can vary greatly depending on the type, severity, scope and duration of the activity. Terrorist activities may result in disruption of utility services, property damage and mass loss of life.

Until the 1990's, terrorist attacks against the United States of America took place only against American assets abroad. This changed when the World Trade Center in New York was bombed by foreign terrorists in 1993 and destroyed using aircraft in 2001, and the Oklahoma City Courthouse was bombed and destroyed by domestic terrorists. For the first time in American history the continental United States is vulnerable to weapons of mass destruction.

Potential targets would be Government, Federal, State, County and City buildings. Generally, the threat of attack increases along with the level of government as the highest risk potential. Remember targeted sites do not have to be government buildings. Today, any place where there are large numbers of people, such as sports arenas, ball parks, convention centers and transportation centers like bus stations, railroad stations or airports can be potential targets. Other targets to consider are targets of high visibility or strong interest, such as abortion clinics, political party headquarters, places of worship or the homes of political or religious leaders.

A terrorist attack can take many paths. However, 80% of past terrorist attacks involved explosives. Under the Federal authority of Presidential Decision Directive-39, the FBI is the lead agency in any act of foreign or domestic terrorism and will assume command of the incident and subsequent criminal investigation. The first responders to a terrorist attack will be responsible for the swift treatment of the injured, the preservation of the crime scene and to assist in the ultimate arrest and prosecution of the terrorists.

We have to remember that the goal of a terrorist act is to affect some type of change through the use of fear. To create the level of fear desired, the terrorist will destroy and kill as much as possible with a single well-planned act. The act can be so well developed, that in some cases, secondary explosions have been used to harm and kill the first responders who represent government authority and who are on scene to help the original casualties.

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

## BASIC PLAN

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### **The City of Newman Emergency Management Organization**

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The City of Newman's emergency management organization operates under the Standardized Emergency Management System (SEMS) and is compliant with the National Incident Management System (NIMS). The City of Newman is situated within Stanislaus County, or the "Stanislaus Operational Area," and is part of the Governor's Office of Emergency Services Inland Region.

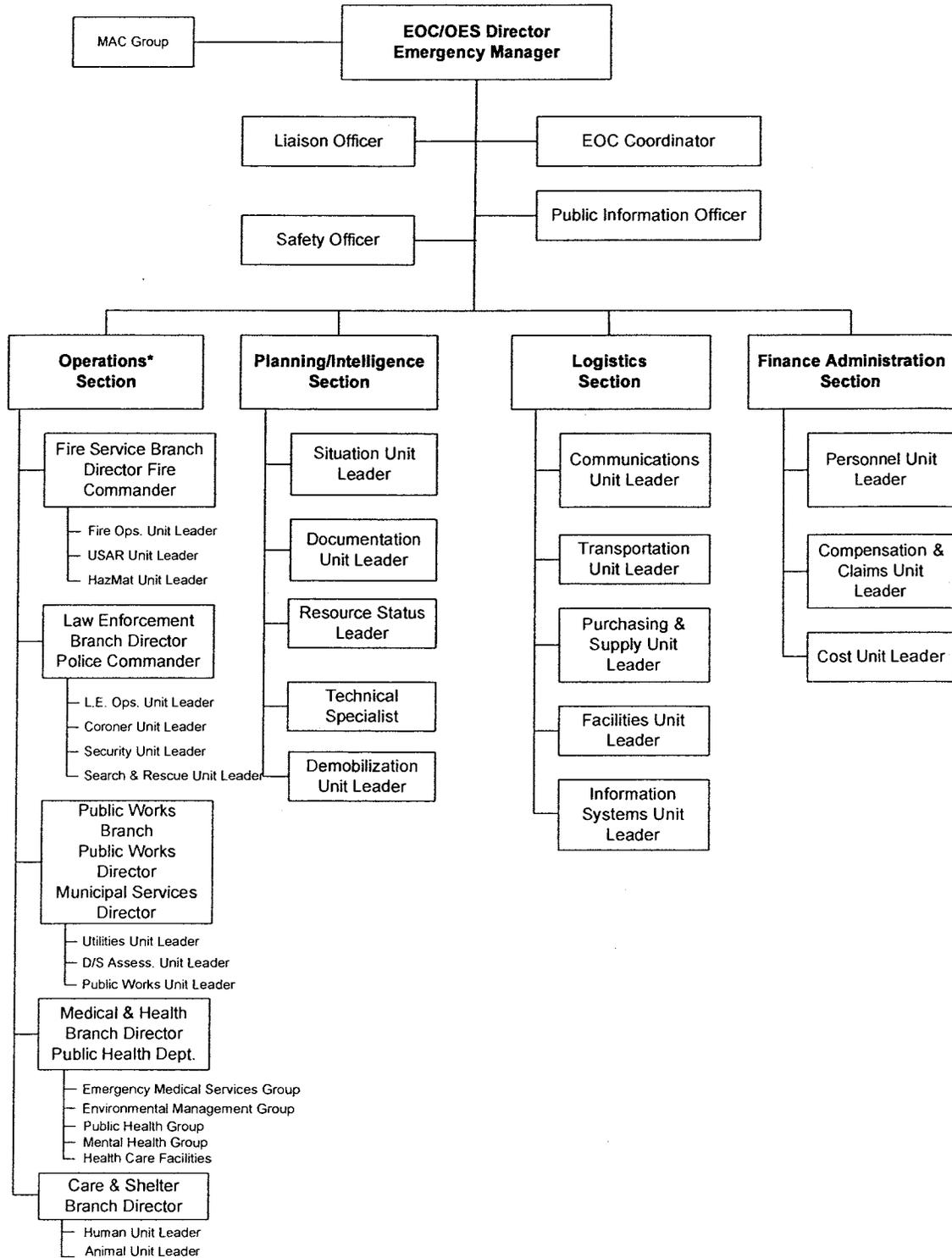
Attachment S provides a map of the California Emergency Management Agency (Cal EMA) Inland Region.

The City of Newman's City Manager will direct the emergency management organization, serving as the Director of Emergency Services. The Director of Emergency Services is responsible for implementing the Emergency Operations Plan through the efforts of the City of Newman's Office of Emergency Services. The City of Newman's Emergency Organization is depicted on page 29.

Within the Emergency Organization, departments and agencies have specified roles and responsibilities for certain functions. A functional matrix is shown on page 31.

BASIC PLAN

**Emergency Management Organization Chart**



\* The Operations Section Chief Position may be staffed differently dependant on the type and severity of the incident.

Note: Some functions may be provided by other agencies.

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

## BASIC PLAN

### City Functional Matrix

P = Primary Responsibilities      S = Support Responsibilities

SEMS FUNCTIONS	MGMT		PLANS/ INTEL		OPERATIONS												LOGISTICS		FIN/ADMIN		
	MANAGEMENT	PUBLIC INFORMATION	SITUATION ANALYSIS	VOLUNTEER MGMT.	ALERTING AND WARNING	DAMAGE ASSESSMENT	FIRE/HEAVY RESCUE	HAZARDOUS MATERIALS	LAW ENFORCEMENT	EVACUATION	UTILITIES	MEDICAL/PUBLIC HEALTH	BEHAVIORAL HEALTH & RECOVERY SERVICES	SEARCH & RESCUE	ANIMALS SERVICES	CARE & SHELTER	TRANSPORTATION	COMMUNICATIONS	PROCUREMENT UNIT	RECOVERY	PERSONNEL
City Administration	<b>P</b>			<b>P</b>															<b>S</b>	<b>S</b>	<b>S</b>
Newman Emergency Services	<b>S</b>			<b>S</b>																<b>S</b>	<b>S</b>
City Attorney	<b>S</b>																				
Finance	<b>S</b>					<b>P</b>													<b>P</b>	<b>P</b>	<b>P</b>
Fire Districts	<b>S</b>	<b>S</b>	<b>P</b>		<b>S</b>	<b>S</b>	<b>P</b>	<b>P</b>		<b>S</b>		<b>S</b>	<b>S</b>	<b>P</b>				<b>S</b>			
Parks and Recreation																<b>S</b>					
Police	<b>S</b>	<b>P</b>	<b>S</b>		<b>P</b>	<b>S</b>		<b>S</b>	<b>P</b>	<b>P</b>				<b>S</b>	<b>P</b>	<b>P</b>		<b>P</b>			
Public Works						<b>S</b>	<b>S</b>				<b>P</b>						<b>P</b>			<b>S</b>	
County Agricultural Commissioner															<b>S</b>						
County Behavioral Health & Recovery Srvs.												<b>P</b>				<b>S</b>					
County Community Services Agency																<b>S</b>					
County Environmental Resources (DER)	<b>S</b>		<b>S</b>		<b>S</b>			<b>S</b>													<b>S</b>
County Public Health	<b>S</b>		<b>S</b>		<b>S</b>						<b>P</b>					<b>S</b>					<b>S</b>
Emergency Medical Services (Private Providers)			<b>S</b>					<b>S</b>		<b>S</b>		<b>S</b>	<b>S</b>			<b>S</b>	<b>S</b>				
Cal EMA Inland Region	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>		<b>S</b>	<b>S</b>
Operational Area Cities/County	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>		<b>S</b>	<b>S</b>

Note: Some functions may be provided by other agencies.

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

## BASIC PLAN

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### **Reconstitution of Government**

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#### **Continuity of Government**

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A major disaster could result in the death or injury of key government officials, the partial or complete destruction of established seats of government, and the destruction of public and private records essential to continued operations of government.

Government at all levels is responsible for providing continuity of effective leadership and authority, direction of emergency operations and management of recovery operations. To this end, it is particularly essential that the City of Newman continues to function as a government entity. The California Government Code and the Constitution of California provide the authority for state and local government to reconstitute itself in the event incumbents are unable to serve.

#### **Lines of Succession**

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The California Government Code, Sections 8635 – 8644, Article 15, Chapter 7, Division 1, Title 2, establishes a method for maintaining or reconstituting local government in the event of a state of emergency. The Code maintains that to help preserve law and order and to continue to restore local services, it is essential that the local units of government continue to function.

Pursuant to Section 8638, the City of Newman shall have the power to appoint the following standby officers: (a) three for each member of the governing body (city council) and, (b) three for the chief executive, if he is not a member of the governing body. The succession list for the City of Newman may be updated and approved by the city on an annual basis.

Pursuant to Section 8637, each political subdivision may provide for the succession of officers who head departments having duties in the maintenance of law and order and the furnishing of public services related to health and safety.

Attachment T provides a list of standby officers for department heads responsible for maintaining law and order or for furnishing public services relating to health and safety.

#### **Reconstitution of the Governing Body**

---

Section 8635 et seq., Article 15, Chapter 7, Division 1, Title 2 of the California Government Code establishes a method for reconstituting the governing body. It authorizes that, should all members, including all standbys, be unavailable, temporary officers shall be appointed by the chairman of the Board of Supervisors of the County in which the political subdivision is located or by the chairman of the Board of Supervisors of any other county within 150 miles.

Section 8642 of Article 15 authorizes local governing bodies to convene as soon as possible whenever a state of emergency or local emergency exists and at a place not necessarily within the political subdivision. Under Article 15, the duties of a governing body during emergencies include ascertaining the damage to the jurisdiction and its personnel and property, reconstituting it and any subdivision, and performing functions in preserving law and order and furnishing local services.

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

## BASIC PLAN

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During any absence of the City Manager as the Director of Emergency Services, or during the course of sickness or disability of the City Manager to act in the capacity as the Director of Emergency Services, the duties and responsibilities are then transferred to the Assistant Director of Emergency Services.

As soon as the City Council is re-established, it shall proceed to make all other necessary appointments to city government positions.

### **Alternate Seats of Government**

Section 8643 of the California Government Code provides that, during a state of war emergency, a state of emergency or a local emergency, the governing body shall meet as soon as possible. The place of meeting need not be within the political subdivision. The City of Newman has selected the following locations to be designated as alternate seats of government:

#### **Alternate:**

- First: Newman Police Department – 1200 Main Street
- Second: Newman City Hall -1162 Main Street
- Third: Newman Fire Department- 1162 “N” Main Street

### **Vital Record Retention**

In the City of Newman, the City Clerk is responsible for the preservation and protection of vital records. Each department within the City will identify, maintain, and protect its vital records. Vital records are defined as those records that are essential to the rights and interests of individuals, governments, corporations and other entities, including vital statistics, land and tax records, license registers, articles of incorporation, and historical information. Vital records also include those records essential for emergency response and recovery operations including utility system maps, emergency supply and equipment locations, emergency operations plans and procedures, and personnel rosters.

These vital records will be essential to the re-establishment of normal City of Newman government functions, serving to protect the rights and interests of government. These rights and interests may include the constitutions, charters, statutes, ordinances, court records, official proceedings and financial records of the City of Newman

In order to provide normal government operations following a disaster, vital records must be protected. The principal causes of damage to records are fire and water, therefore, essential records will be protected accordingly.

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

## BASIC PLAN

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### **Emergency Operations Center Organization**

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#### **Emergency Operations Center - Primary (Newman)**

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##### **Concept of Operations**

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Within the City of Newman, normal day-to-day operations are conducted by the various departments and agencies that are widely dispersed throughout the City. The Emergency Operations Center (EOC) is the location from which centralized emergency management activities can be performed during a major emergency or disaster. The role of the EOC is to coordinate and support field operations through implementation of the principles of the Standardized Emergency Management System (SEMS). The primary emphasis of EOC activities will be placed on saving lives, protecting property and preserving the environment. The level of EOC staffing will vary with the specific type and size of emergency situations.

##### **Coordination and Support**

---

In situations where an incident develops into an “expanded incident” due to size, duration, or complexity, the city may activate the Emergency Operations Center (EOC) to provide coordination and support to the field command(s). The EOC activity may include, but not be limited to, activation of the Multi-Agency Coordination (M.A.C.) group, situation briefings, EOC plan development, EOC limited or full staffing, and communications with other local, regional, state or federal partners. The Emergency Operations Center may guide the incident transition from response to recovery.

##### **M.A.C. Group**

---

When operating at the Area Command or EOC level, the City of Newman may formulate a M.A.C, or Multi-Agency Coordination Group, comprised of key representatives of public and private agencies appropriate to the mission of acting as an advisory body to the Area Command and/or EOC. Members must have the authority to speak and commit for the agencies or jurisdictions they represent on the Riverbank M.A.C. group.

##### **Primary Location**

---

The primary Newman Emergency Operations Center (EOC) is located at 1200 Main Street, Newman.

##### **Access**

---

The primary entrance point will be through the main office entry doors located on the Main Street side of the building.

##### **Parking**

---

Parking will be along Main Street and Kern Street.

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

## BASIC PLAN

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### **Room Arrangement**

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The EOC is comprised of one main room with several dedicated table stations. These stations are assigned to the director of the EOC, Police, Fire, Planning, Finance, Public Works, Administration/Clerk, and Building.

### **Alternate Location**

---

The alternate Newman Emergency Operations Center (EOC) is located at 1162 Main Street, Newman.

### **Activation Requirements**

---

The Newman EOC is activated when the field response agencies require support or coordination. Activation may involve scalable staffing, depending on the support and coordination required. The following is a non-inclusive list of situations that may prompt a limited or full activation of the Newman EOC:

- Incidents that require greater than day-to-day commitment of local resources;
- Incidents that require a greater than day-to-day level of interdepartmental coordination;
- Situations that require more than day-to-day mutual aid, especially from outside the Operational Area;
- Incidents that result in mass evacuation situations;
- Incidents that result in mass sheltering situations.

### **EOC Activation Authority**

---

The activation of the Newman EOC must be authorized. The following City of Newman personnel are authorized to request the activation of the Newman EOC:

- Director of Emergency Services (City Manager)
- Chief of Police
- Fire Chief
- Public Works Director
- Incident Commander in charge of an active field incident

### **EOC Activation Levels and Minimum Staffing Guide per Level**

---

The City of Newman has developed guidelines that identify the events/situations that could require EOC activation. Newman has established three levels of activation. For each level, a minimum staffing guide has been developed. An Activation and Staffing Guide is depicted on page 37.

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

## BASIC PLAN

### City of Newman EOC Activation & Staffing Requirements

	EVENT/SITUATION	MINIMUM STAFFING
ACTIVATION LEVEL ONE	<ul style="list-style-type: none"> <li>* Severe Weather Advisory</li> <li>* Earthquake Advisory/Prediction – OES Level 1</li> <li>* Flood Watch</li> </ul>	<ul style="list-style-type: none"> <li>* EOC Director/EOC Coordinator</li> <li>* Planning/Intelligence Section Chief</li> <li>* Logistics Section Chief</li> </ul>
ACTIVATION LEVEL TWO	<ul style="list-style-type: none"> <li>* Moderate Earthquake</li> <li>* Major Wind or Rain Storm</li> <li>* Two or more large incidents involving two or more City Departments</li> <li>* Earthquake Advisory/Prediction – OES Levels 2 or 3</li> <li>* Local emergency declared or proclaimed by: City or County</li> <li>* A State of Emergency is Proclaimed by the Governor for the County or two or more Cities</li> <li>* Resources are requested from outside the Stanislaus Operational Area for response into the City</li> </ul>	<ul style="list-style-type: none"> <li>* EOC Director/EOC Coordinator</li> <li>* All Section Chiefs (General Staff)</li> <li>* Branches and Units as appropriate for the situation</li> <li>* Representatives of responding City Departments</li> <li>* Agency Representatives as appropriate</li> </ul>
ACTIVATION LEVEL THREE	<ul style="list-style-type: none"> <li>* Major County-wide or Regional emergency or disaster</li> <li>* Multiple Departments with heavy resource involvement</li> <li>* Major earthquake damage</li> </ul>	<ul style="list-style-type: none"> <li>* All EOC Positions</li> </ul>

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

## BASIC PLAN

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### **EOC Activation Procedures**

Once activation is requested and properly authorized, the City will make appropriate staff notifications. Notifications begin with the Director of Emergency Services and key staff members. If the Director cannot be reached, his or her alternate will be contacted until someone is reached to assume the Director of Emergency Services role.

The Director of Emergency Services will be provided with a complete status of the incident or disaster, identifying damage sustained, current response actions, resource status, etc. Based on the information provided, the Director of Emergency Services will determine what parts of the Emergency Notification System will be implemented, including what sections of the Newman Emergency Operations Center will be alerted and requested to respond.

### **EOC Deactivation Procedures**

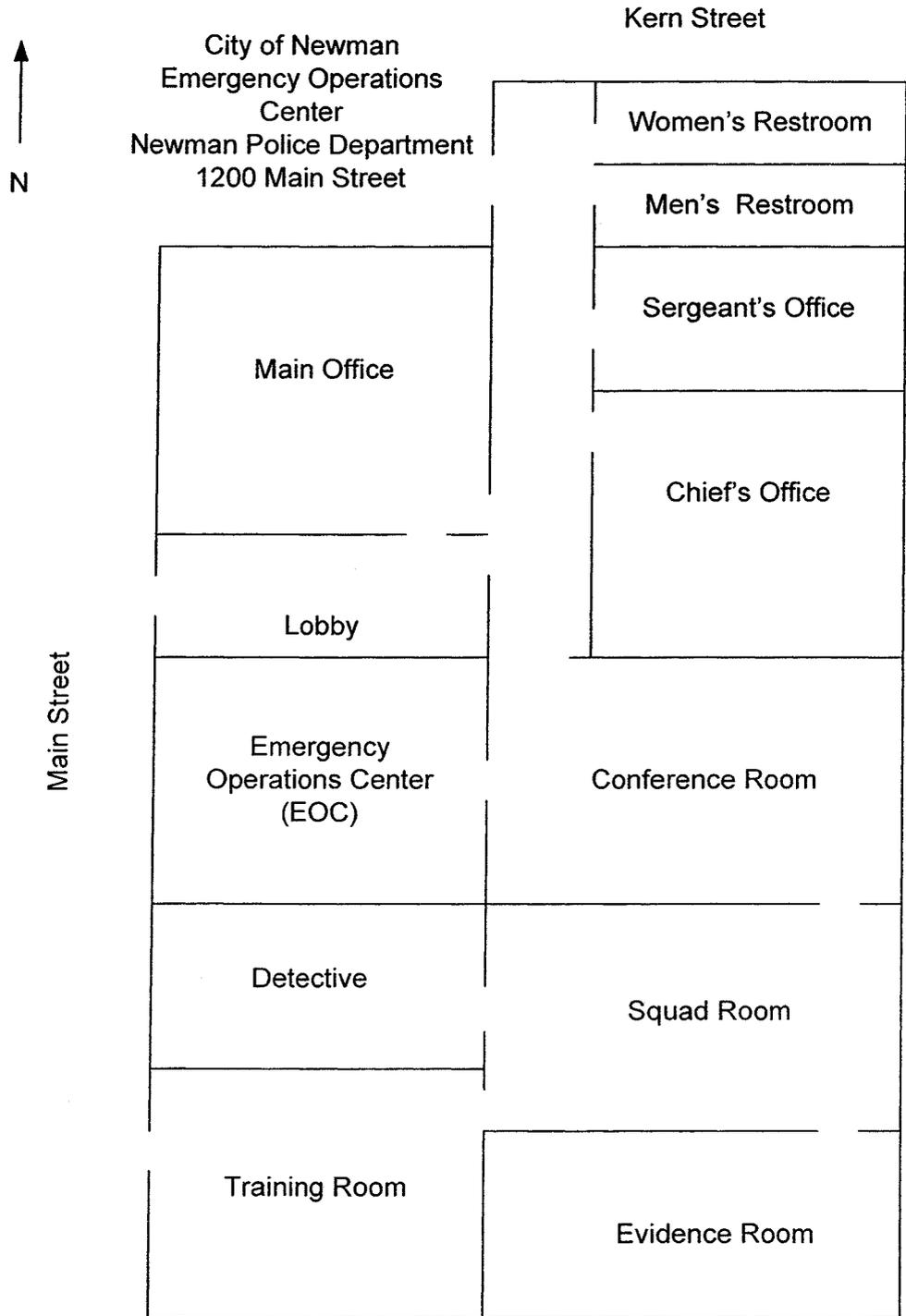
As the incident or situation diminishes, the EOC Director will evaluate the need to continue, modify, or scale back EOC operations and/or staffing. At the appropriate point, the EOC Director will close EOC operations and demobilize all resources. At the point of deactivation of either specific sections of the EOC, or the entire operation, it becomes especially important that all documentation is collected and filed for subsequent recovery programs.

Following the EOC deactivation, a member of the OES staff will conduct the process necessary to develop an After Action Report (AAR), including a section addressing corrective actions.

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

## BASIC PLAN

### NEWMAN EOC DIAGRAM

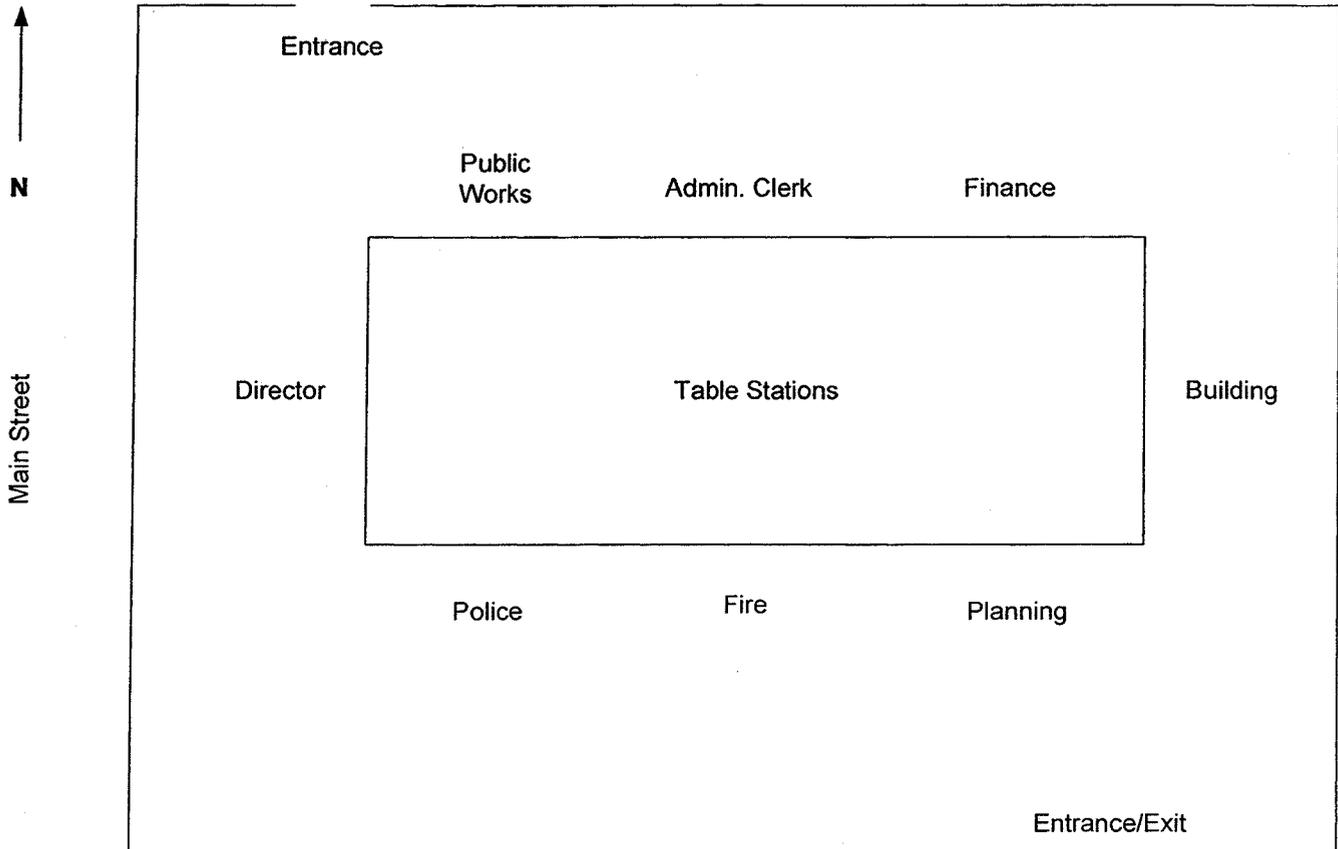


# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

## BASIC PLAN

### EOC ROOM DIAGRAM

City of Newman Emergency Operations Center 1200 Main Street  
Newman, CA 95360  
EOC/Records Annex/Conference Room



The City of Newman's EOC is located within Newman Police Department and is to be activated within the Records Annex/Conference Room. Adjacent offices will be utilized for assigned functions by the EOC Director.

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

## BASIC PLAN

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### **Emergency Operations Center – Alternate**

In circumstances when the City of Newman is not able to use its EOC, or needs to relocate for any reason, the first alternate location will be at 1162 Main Street, Newman, and the second alternate location will be the County EOC located at 3705 Oakdale Road in Modesto. The first and second Alternate EOCs are situated, operated, and managed by the same practices and principals as the Newman EOC. All operations are based on SEMS and the facility layout supports operations of the five SEMS functions, whether actually operating as an EOC, Incident Command Post or an Area Command. Most operational documents, guidelines and references are duplicated at the Alternate EOC. The Alternate EOCs also has similar telephone, radio and connectivity as well as capabilities for RIMS, OASIS and EAS / EDIS.

The Stanislaus County EOC will serve as the Stanislaus Operational Area EOC for coordination and communications between the Stanislaus Operational Area Member Jurisdiction's EOCs and the Inland Region. The Operational Area EOC will be activated whenever an emergency or disaster impacts the County and a city, or cities or special district(s). The Operational Area EOC may also be activated at the request of a city, the county or special district to coordinate information and resources. The Stanislaus Operational Area EOC will utilize the discipline-specific mutual aid coordinators to coordinate fire, law enforcement, public works, and medical specific resources. Other resource requests that do not fall into these four disciplines will be coordinated by the requesting branch/section/unit within the Logistics Section.

In concept, the facility located at 3705 Oakdale Rd., Modesto is made to be multi-use and can serve in the capacity of the County EOC, Operational Area EOC or Area Command, or a combination of these. It can also be used as an incident command post in certain situations.

### **Access**

Access to the first alternate EOC location will be through the front doors of the Police Department at 1162 Main Street in Newman. The EOC room is located through the main lobby and to the right. The Check-In Recorder will be at the lobby entrance and will allow access to the main EOC room.

Access to the second alternate EOC location at the County EOC, 3705 Oakdale Road, Modesto, for Policy, Management, Command and General Staff, will be through the south, rear door, accessible from the secure parking lot. Access for others assigned to the EOC will be through the south, front door (public entrance), and into the foyer for the purposes of "check-in".

### **Parking**

Parking for the first alternate EOC location for representatives assigned to the EOC will be in the City of Newman parking area on Main and Kern Streets, which are to the front and side of the Police Department. Additional parking will be designated in the parking plan of the Incident Action Plan (IAP).

Parking for the second alternate EOC location for Policy, Management, Command and General Staff, will be within the secured parking on the west side of the building.

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

## BASIC PLAN

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Entrance is off of Bridgewood Ave. Parking for others assigned to the EOC will be in the front, public parking lot with access off of Oakdale Rd.

### **Room Arrangement**

---

The first alternate EOC is comprised of one main room (Police Department Conference Room), which will accommodate most functions required to operate the EOC. The main office will support communication functions and access to the EOC. Support functions such as PIO, finance, logistics, and planning will utilize other offices in the building as assigned by the Director of the EOC. Volunteer services will be established and coordinated in the City Council Chambers with its access on Kern Street.

The second alternate EOC is comprised of five main rooms, Operations, Planning, Logistics/Finance, Public Information Officer and ARES. Additionally the EOC may use portions of the building occupied by the Modesto Police Department and/or the Stanislaus Office of Emergency Services.

The Operations Room will contain the Incident Commander / EOC Manager, the Command Staff and the Operations Section Chief as well as the Operations Section Branch Managers. Also, Policy representatives may be located in the Operations Room.

The Planning Room will be the location where planning meetings are conducted, staff assigned to the Planning Section will work and the Incident Action Plan will be produced.

The Logistics / Finance Room will accommodate staff assigned to the Logistics and Finance Sections.

The P.I.O. Room will be used for small scale Press Briefings or exclusively for the Incident PIO's use.

The ARES room will provide for alternate methods of communications in support of the Emergency Operations Center, as well as a link between the field and EOC, and the EOC and regional and state facilities.

### **Coordination with Special Districts, Private, and Volunteer Agencies in Initial Response Operations**

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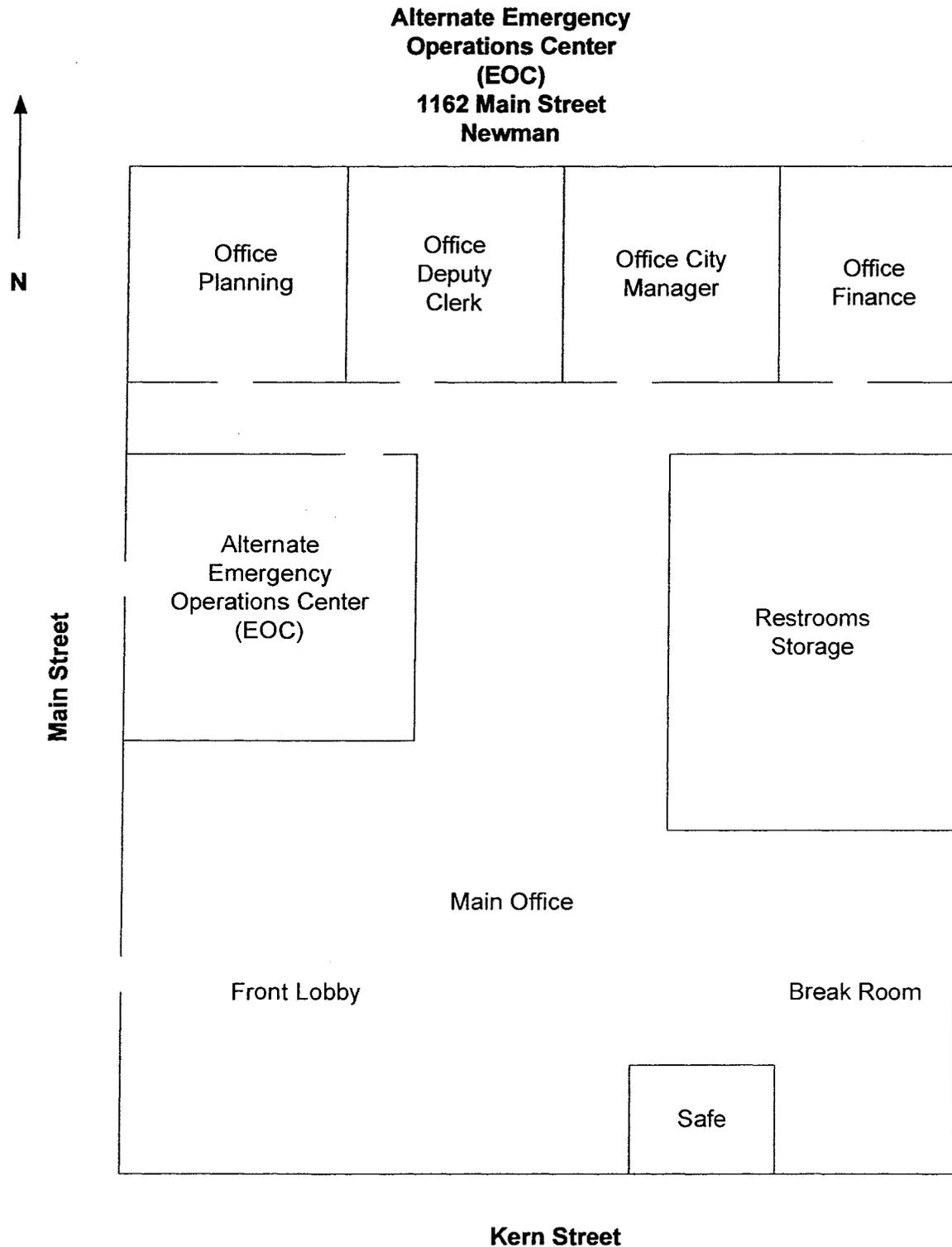
The level of involvement of special districts, public utilities, private organizations, and volunteer agencies will vary considerably depending upon the kind of incident. In general, special districts or other agencies that have a statutory or jurisdictional responsibility with the incident should be represented at the incident. The form of involvement for these districts and agencies may be as part of the Unified Command or as an Agency Representative who coordinates with a Liaison Officer. The emergency response role of special districts will be focused on their normal services and functional area of responsibility.

A cooperating agency supplies assistance other than direct tactical resources to the incident control effort. AT&T, Pacific Gas and Electric (PG&E), American Red Cross, the Salvation Army, and other private and volunteer agencies are cooperating agencies depending on the type of incident.

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

## BASIC PLAN

### ALTERNATE EOC DIAGRAM

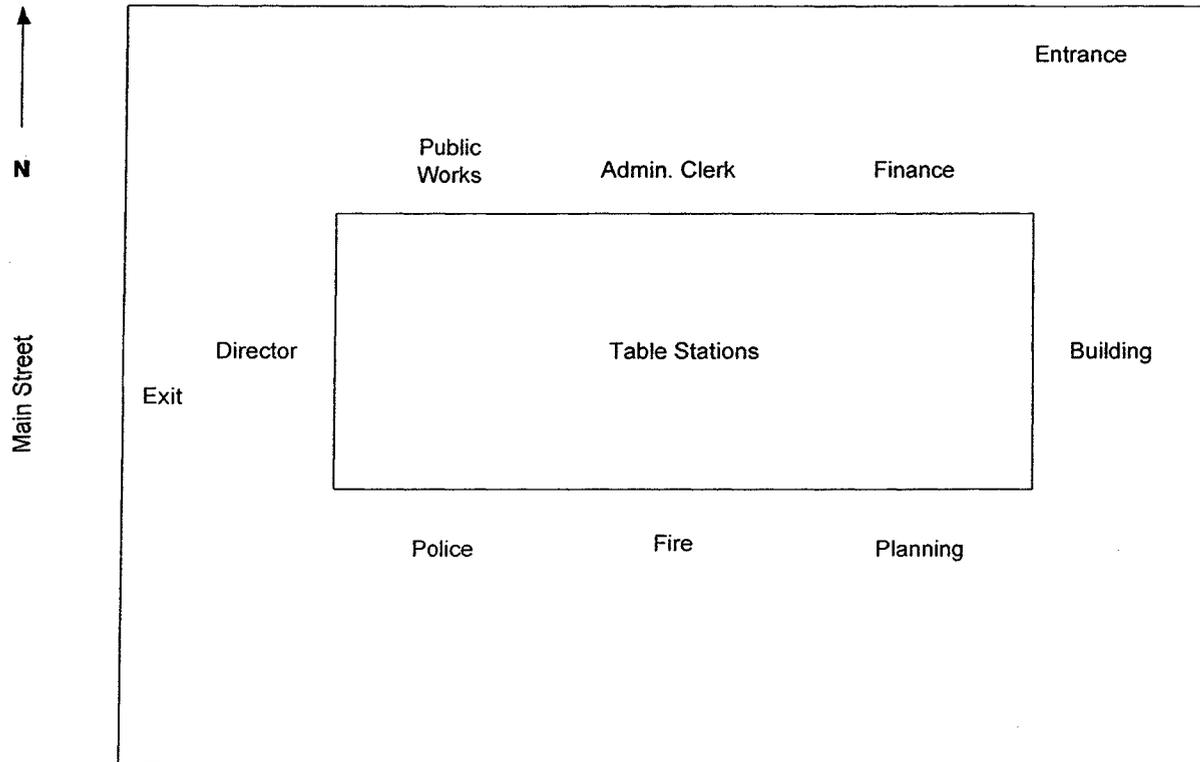


# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

## BASIC PLAN

### ALTERNATE EOC ROOM DIAGRAM

City of Newman Alternate Emergency Operations Center  
1682 Main Street  
Newman, CA 95360



The City of Newman's ALTERNATE EOC is located within Newman City Hall and is to be activated within the Staff Conference Room. Adjacent offices will be utilized for assigned functions by the EOC Director.

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

## BASIC PLAN

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### **Alerting and Warning**

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#### **Notification – Public (External) and Internal**

Alerting and warning of the public to a pending or actual event is the responsibility of the Director of Emergency Services and the emergency management staff.

Citizens may need to be notified of potential or actual situations in their geographical area such as: flooding, storm threats, hazardous materials releases, or the need to evacuate, to name just a few. These notifications may be very much localized or may be county-wide, possibly even part of the state-wide alert. Further, the notifications may originate locally (from city or the Operational Area EOC) or from a source representing a wider geographical area (i.e. National Weather Service).

Notification of the public under these circumstances usually originate from the Director of Emergency Services (EOC, Area Command, etc.) using one of several centralized methods and may also be supplemented with field applications.

The notification system is comprised of several methods and programs for conducting public (external) as well as internal notification.

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#### **Notification Methods**

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##### **Centralized Methods**

- **HipLink Notification System** – This program is a high volume, system for providing public as well as internal notification. Through voice or data delivery, this system can provide emergency notification to a specified telephone or telephones (cell or land line). Notification intended for the public can be targeted in several methods, including physically drawing a polygon on a GIS based map of an area. It can isolate a target area to a few contacts, or identify large geographical areas of the county. The database used for making public notification covers the entire county, including the nine cities and is updated on a regular basis. With training, all cities can access this system.

The HipLink Notification System is also used for message delivery to public employees and select partner agencies involved in emergency management activities.

- **Emergency Alert System (EAS)** – The Emergency Alert System (EAS) is a national public warning system that requires broadcasters, cable television systems, wireless cable systems, satellite digital audio radio service (SDARS) providers and, direct broadcast satellite (DBS) service providers to provide the communications capability to the President to address the American public during a National emergency. The system also may be used by state and local authorities to deliver important emergency information such as AMBER alerts and weather information targeted to a specific area.

As a local authority, Stanislaus County has the ability to use the EAS system for warning the public regarding pending or real emergencies or disasters. Warnings may be for a specific type of event, may be restricted to this county or may be relayed to a regional area. Cities within the county may also use the

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

## BASIC PLAN

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EAS system by contacting the Stanislaus County Office of Emergency Services.

- Emergency Digital Information System (EDIS) - The Emergency Digital Information Service (EDIS) delivers official information regarding emergencies and disasters to the public and the news media in California.

EDIS has been in continuous operation since 1990. In 1999 the statewide EDIS network was upgraded to add image and sound capabilities and to use an advanced satellite datacast technology for reliable statewide service.

Stanislaus County maintains a web based gateway to feed information into the EDIS system related to local emergency events and incidents. EDIS information can be received by any member of the public by a variety of means, including the internet, pager, cellular telephones, etc.

Cities within the county may also use the EDIS system by contacting the Stanislaus County Office of Emergency Services.

- Alpha-numeric Paging - The Alpha-numeric paging system is a web-based messaging system used throughout the fire service and many other agencies and disciplines within the county. The system is PC based and requires software to initiate a text message through a telephone connection to a radio paging transmitter. Message length is limited however, the ability to build ad-hoc groups for messaging provides an advantage in emergency management situations. Messages can be initiated from any PC that has the proper software and a modem.
- Disaster Alert Roster – The Disaster Alert Roster is a comprehensive list, updated regularly, and includes work and home phone numbers as well as contact information specific to pagers, e-mail, etc. for representatives of each department and division in the city government. The roster also includes contact information for representatives of associated public and private organizations that are, or may be, partners in emergency management situations.

### **Field Applications**

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Direct warning of the citizens in both urban and rural areas may be accomplished by one or more of the following:

- Law Enforcement – Law enforcement resources may be deployed to affected areas to use both vehicle sirens and public address systems.
- Fire and Rescue – Fire and rescue resources may be deployed to affected areas to use both vehicle sirens and public address systems.
- Public Works/CalTrans – Public works agencies and CalTrans may deploy temporary electronic signage providing warnings and direction to the public.

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

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### **Evacuation and Movement**

The authority and responsibility for evacuation and movement of citizens in times of crisis resides with the various law enforcement agencies within Stanislaus County. These agencies, including the police departments of the nine cities, the Stanislaus County Sheriff's Department, and the California Highway Patrol, will work together to develop plans to:

- Expedite the evacuation of persons from hazardous areas.
- Identify evacuation routes.
- Control evacuation traffic.
- Institute access control measures to prevent unauthorized persons from entering vacated or partially vacated areas.
- Secure the safety and well being of persons in the affected areas of the emergency.
- Provide field level coordination of transportation for victims of an emergency, as appropriate.

Primary responsibility for evacuation and movement control on state highways will reside with the California Highway Patrol. They may be supported by local law enforcement agencies, CalTrans, local public works agencies, fire agencies, state and federal cooperators, and other appropriate transportation providers.

Primary responsibility for evacuation and movement control on other roadways and off road areas resides with the local law enforcement agency, i.e. city police departments within a city and the Stanislaus County Sheriff's Department in the unincorporated areas of the county. They may be supported by the California Highway Patrol, CalTrans, local public works agencies, fire agencies, state and federal cooperators, and other appropriate transportation providers.

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### **Essential Facilities – Americans with Disabilities Act**

Federal civil rights laws require accessibility and prohibit discrimination against people with disabilities in all aspects of emergency mitigation, planning, response, and recovery. To comply with these laws, people responsible for notification protocols, evacuation and emergency operation plans, shelter identification and operations, emergency medical care facilities and operations, human services, and other emergency response and recovery programs must:

1. have sound working knowledge of the accessibility and nondiscrimination requirements applicable under Federal disability rights laws;
2. be familiar with the demographics of the population of people with disabilities who live in their community;
3. involve people with different types of disabilities in identifying the communication and transportation needs, accommodations, support systems, equipment, services, and supplies that residents and visitors with disabilities will need during an emergency; and
4. identify existing and develop new resources within the community that meet the needs of residents and visitors with disabilities during emergencies.

For a comprehensive guide to accommodating individuals with disabilities in the provision of disaster mass care, housing, and human services, refer to the Reference Guide found at the FEMA website, [www.fema.gov/oer/reference/index.shtm](http://www.fema.gov/oer/reference/index.shtm).

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

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### **Field/EOC Direction and Control Interface**

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#### **Coordination with Field Response Level**

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Upon activation of the city EOC, communications and coordination must be established with field level responders who are responding in both the incorporated and unincorporated areas of the incident. In situations where any department(s) has activated a Department Operations Centers (DOCs) the Incident Commanders operating in the field will still coordinate directly to the Operations Section Chief in the city EOC, via dispatch channels or through the EOC communications component, if established.

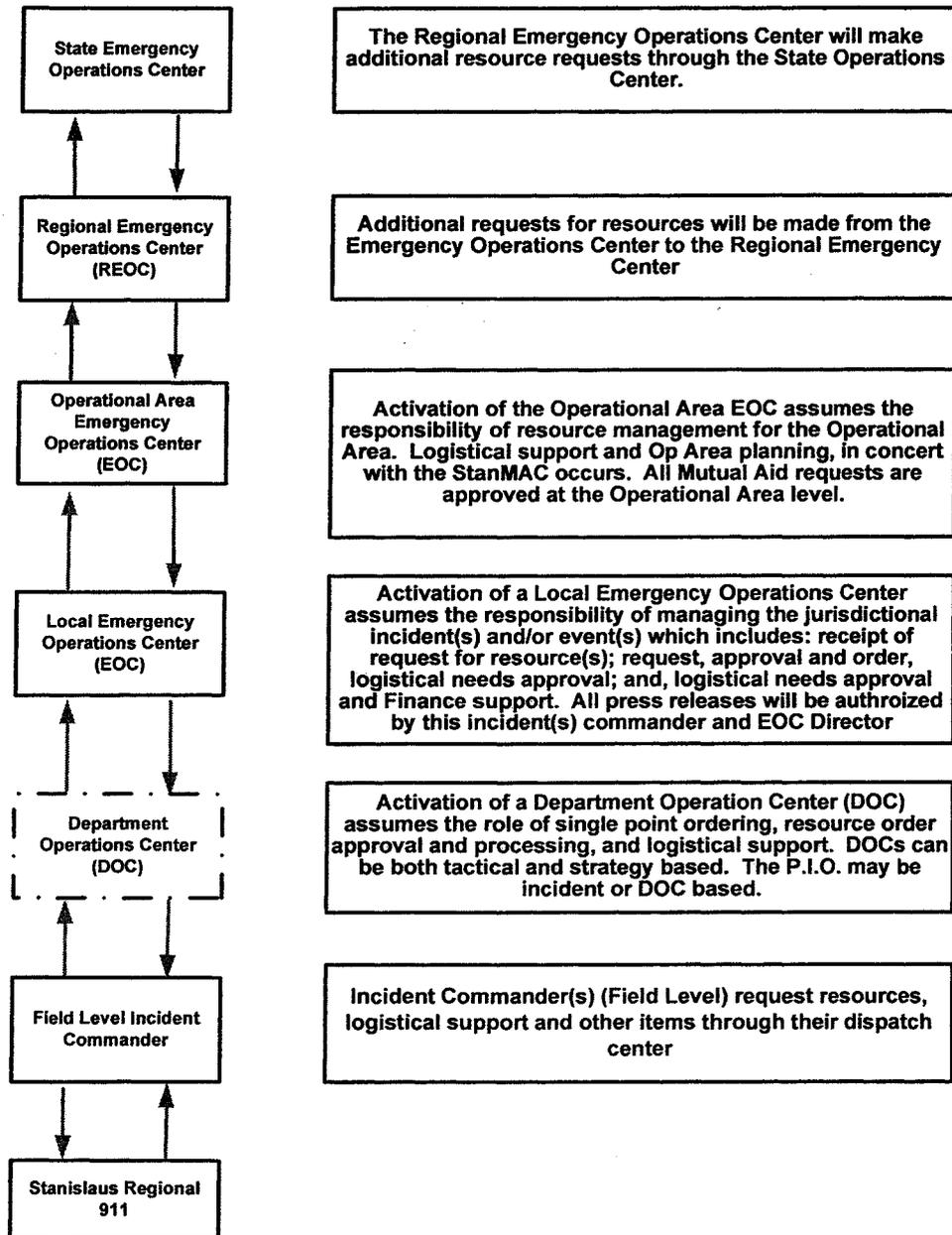
# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

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### Field Coordination with Department Operations Centers (DOCs) and EOCs

#### Coordination with the City of Newman Department Operations Centers (DOCs)

The appropriate City of Newman EOC Section/Branch/Unit will coordinate with DOCs to obtain information for advance planning, logistical needs, available personnel and equipment resources, and other information as required. The DOCs will assist the City of Newman EOC in supporting field operations.



# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

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### **Field/EOC Communications and Coordination**

#### **Information and Resource Management**

Within the Newman EOC, the EOC Message Form will be used to provide written communications between the functional resources. Each functional position will use this form to order disaster/event related resources and to record information to be transmitted to other positions. The message form system provides an audit trail of all pertinent information necessary to document the actions taken by the EOC Staff.

The EOC message form will not replace face-to-face communications, but will ensure a paper trail of critical verbal communication is maintained, if not recorded on the individual's or functional resources' ICS 214 form.

Stanislaus County, acting as the Operational Area EOC, coordinates emergency activities within the Operational Area, augmenting, not replacing, member jurisdiction's emergency operations. It also serves as the communications link between the State's Inland Region Emergency Operations Center (REOC) and the operating centers of the Stanislaus Operational Area member jurisdictions. It provides a single point of contact for information on the emergency situation, as well as resource needs and priorities.

SEMS regulations specify seven circumstances in which the operational area EOC must be activated and SEMS used:

1. A local government within the operational area has activated its EOC and requested activation of the operational area EOC to support their emergency operations.
2. Two or more cities within the operational area have declared or proclaimed a local emergency.
3. The county and one or more cities have declared or proclaimed a local emergency.
4. A city, city and county, or county has requested a governor's proclamation of a state of emergency.
5. A state of emergency is proclaimed by the governor for the county or two or more cities within the operational area.
6. The operational Area is requesting resources from outside its boundaries. This does not include resources used in normal day-to-day operations, which are obtained through existing mutual aid agreements.
7. The operational area has received resource requests from outside its boundaries. This does not include resources used in normal day-to-day operations, which are obtained through existing mutual aid agreements.

Critical information and resource requests from member jurisdictions within the Operational Area will be provided electronically using the Response Information Management System (RIMS), if established.

Transmission of information to the State's Inland REOC will be accomplished electronically using RIMS. If the regular telephone lines servicing the County are not operable, the Operational Area Satellite Information System (OASIS) will be used to establish the link to the network server, allowing the County to transmit the data to the State.

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

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Critical information from the County of Stanislaus and the Stanislaus Operational Area will be submitted to the State's Inland REOC on a preliminary report, situation summary, status report, and a flash report.

- The Preliminary Report form will be used by the County to transmit information to the State's Inland REOC during the first two hours after an event, if possible.
- The Situation Summary is an assessment of the emergency and identifies major incidents/problems and response and recovery priorities. It is intended for use after the first two hours of an event.
- The Status Report is informational, providing data about the effects of the emergency in several categories. The Status Report and Situation Summary will be transmitted to the State together.
- The Flash Report is used to transmit vital and/or time-sensitive information between the State and County/Operational Area outside regularly scheduled Situation Summaries and Status Reports.

Resource requests will be made through one of the following processes:

- Discipline-specific mutual aid systems: Requests for resources that are normally within the inventories of the mutual aid system will go from local coordinator to Operational Area Mutual Aid Coordinator to the Regional Mutual Aid Coordinator.
- All other resource requests will be made through the logistics function at each level.

Resource requests from member jurisdictions within the OA will be coordinated to determine if the resource is available from other local governments or other sources within the OA. Mutual Aid Coordinators at each level will keep the Operations Chief informed of the status of resource requests and allocations. Mutual Aid Coordinators at each level will communicate and coordinate with each other to maintain current status on resource requests and allocations within the disaster area.

Resource requests from Stanislaus Operational Area members must be submitted on RIMS, if established. Available resources will be allocated to the requesting local government. If requests for a specific resource exceed the supply, the available resources will be allocated consistent with the priorities established through the action planning process. The Section Chiefs of the County EOC are responsible for ensuring that priorities are followed.

Resources that are not available within the Operational Area (except fire and rescue, law enforcement or EMS) will be requested through the State's Inland Region EOC. Resource requests should be coordinated internally at the Operational Area level before being forwarded to the regional level. The Resource Status Unit Leader in the Planning Section, in coordination with various Operations Branches, is responsible for tracking resource requests.

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### **Response Information Management System (RIMS)**

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The purpose of the Response Information Management System (RIMS) is to improve the City of Newman's ability to respond to major disasters. The system will increase their level of service and efficiency by improving their ability to:

- respond to, manage and coordinate requests for resources
- collect, process, and disseminate information during and after a disaster

A dedicated computer with RIMS installed will be set up in the County EOC when activated. The following reports or requests will be provided to the Governor's Office of Emergency Services via RIMS during and after the emergency or disaster:

- Situation Status Reports
- Mutual Aid Requests
- Local Declarations, Gubernatorial, and Presidential Declaration requests
- After-Action Reports

### **Operational Area Satellite Information System (OASIS)**

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The Operational Area Satellite Information System (OASIS) has a low susceptibility to geologic hazards and is independent of the public telephone system. OASIS is intended to be a backup to the existing Stanislaus County communication resources, which includes a countywide radio system.

Stanislaus County has 4 OASIS telephone terminations:

- Primary County EOC (Modesto)
- Alternate County EOC (Ceres)
- Stanislaus Regional 911
- Sheriff's Department – Operations Building

An OASIS telephone directory listing all available sites and dialing instructions are available at each location or from the County OES Office. The State is responsible for all maintenance of the system.

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

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### **Mutual Aid**

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The foundation of California's emergency planning and response is the California Emergency Management Agency (Cal EMA), statewide mutual aid system, which is designed to ensure that adequate resources, facilities, and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation(s).

The basis for the system is the California Master Mutual Aid Agreement, as referenced in the California Emergency Services Act. It created a formal process wherein each jurisdiction retains control of its own resources and facilities, but can give and receive help whenever it is needed.

State government is obligated to provide available resources to assist local jurisdictions in emergencies. To facilitate the coordination and flow of mutual aid, the state has been divided into six mutual aid regions and three administrative regions. Stanislaus County is located within Mutual Aid Region IV and the Inland Administrative Region.

Attachment U provides a map of the Mutual Aid Regions.

The statewide system includes several discipline-specific mutual aid systems, such as, but not limited to, fire and rescue, law enforcement and medical/health services. The adoption of SEMS does not alter existing mutual aid systems.

To further facilitate the mutual aid process, particularly during day-to-day emergencies involving public safety agencies, Fire and Rescue, Law Enforcement and Medical/Health Mutual Aid Coordinators have been selected and function at the Operational Area, Regional and State levels.

Regional Disaster Medical Health Coordinators have been identified for each mutual aid region to coordinate medical mutual aid during disasters. It is expected that, during a disaster, the Stanislaus Operational Area Mutual Aid Coordinators, or their designees, will be assigned to the Stanislaus County Emergency Operations Center or Area Command.

The basic role of a mutual aid coordinator is to receive mutual aid requests, coordinate the provision of resources from within the coordinator's geographic area of responsibility and pass on unfilled requests to the next SEMS level.

Volunteer and private agencies are part of the Stanislaus Operational Area's mutual aid system. The American Red Cross and Salvation Army are essential elements of the City of Newman response to meet the care and shelter needs of disaster victims and are managed and coordinated in an Area Command/EOC situation by Stanislaus County Community Services Agency (CSA). Private sector medical/health resources are an essential part of the County's medical response. Volunteer and private agencies mobilize volunteers and other resources through their own systems. Volunteer coordination is provided by the City of Newman.

Incoming mutual aid resources may be received and processed at several types of facilities including marshaling areas, mobilization centers and incident facilities.

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Marshaling areas are used for the complete assemblage of personnel and other resources prior to being sent directly to the disaster site.

Mobilization centers are off-incident locations at which emergency response personnel and equipment are temporarily located pending assignment, release or reassignment.

Incident facilities include Incident Command Posts, Staging Areas, Bases, and Camps. Staging Areas are temporary locations at an incident where personnel and equipment are kept while awaiting tactical assignments.

During a proclaimed emergency, outside of the normal Law and Fire Mutual Aid Systems, the Stanislaus Operational Area will coordinate mutual aid requests between Stanislaus County, the Stanislaus Operational Area Member Jurisdictions, and the California Emergency Management Agency (Cal EMA) Inland Regional Emergency Operations Center (REOC). Requests should specify, at a minimum:

- number and type of personnel needed, and/or; type and amount of equipment needed
- reporting time and location
- authority to whom resources should report
- safe access routes into the affected area(s)
- estimated duration of operations
- risks and hazards

The following depicts the mutual aid agreements in which Stanislaus County is a participant:

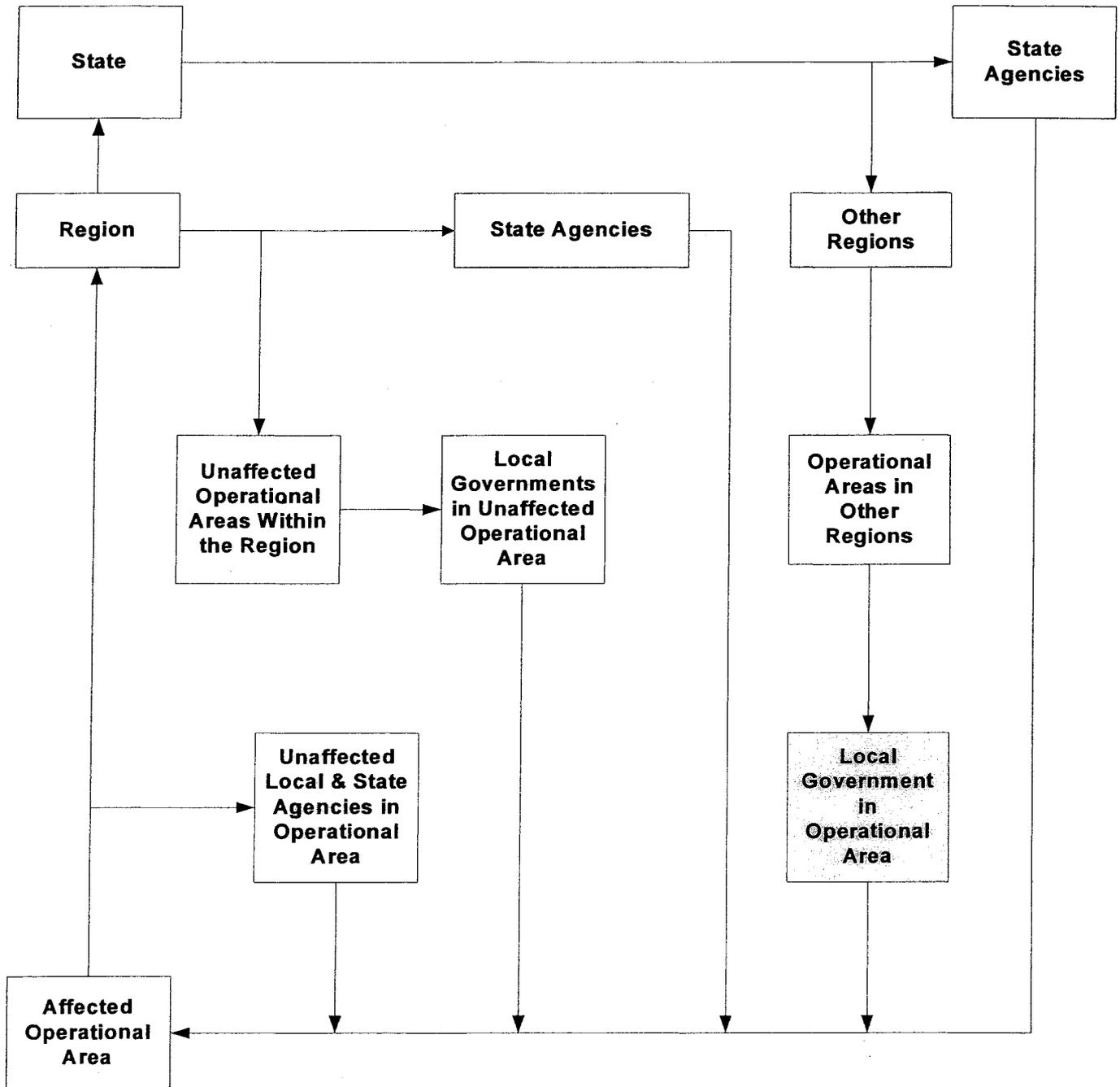
- California Master Mutual Aid Agreement
- Region IV Fire and Rescue Operations Plan
- Region IV Law Enforcement Mutual Aid Agreement
- California Office of Emergency Services Region IV Medical/Health Mutual Aid System

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

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### Mutual Aid Process Chart

#### MUTUAL AID PROCESS: GENERAL FLOW OF REQUESTS AND RESOURCES



Key:  
→ Resource Request

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### Emergency Proclamations

A local emergency may be proclaimed only by the governing body of a county, city and county, city or by an official so designated by ordinance adopted by such governing body. Whenever an official designated by ordinance proclaims a local emergency, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body. The governing body shall review, at least every 30 days, the need for continuing the local emergency until the governing body terminates the local emergency. The governing body shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant.

During a local emergency the governing body of a political subdivision, or officials designated thereby, may promulgate orders and regulations necessary to provide for the protection of life and property, including orders or regulations imposing a curfew within public order and safety. Such orders and regulations and amendments and rescissions thereof shall be in writing and shall be given widespread publicity and notice.

The authorization granted by this chapter to impose a curfew shall not be construed as restricting in any manner the existing authority of counties and cities and any city and county to impose pursuant to the police power a curfew for any other lawful purpose.

Following the proclamation of a state of local emergency for the City of Newman, the City Council may request that the Stanislaus County also proclaim a county-wide state of local emergency in accordance with the California Emergency Services Act.

Additionally, regardless of the County's action, the City of Newman may apply for a Secretary's concurrence (Secretary, California Emergency Management Agency (Cal EMA)). This request may be followed by a request asking for a governor's proclamation of a state of emergency as detailed in the California Emergency Services Act.

To qualify for State concurrence in a local emergency, a proclamation must be made within 10 days of the occurrence. A copy of the declaration, along with the information compiled in the damage assessment process, must accompany the request for State concurrence.

In the City of Newman, the following positions are authorized to proclaim an emergency:

1. Director of Emergency Services (City Manager)
2. Chief of Police

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### **Public Information**

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Emergency public information to both the general public and the media will only be provided through the Joint Information Center (JIC), unless the EOC is not yet activated, in which case the Incident Commander will release information based on the facts of the incident. The Incident Commander may elect to delegate this authority to a field level Public Information Officer (PIO). All other individuals working at either the field response level or the EOC will refer inquiries from the media or general public to the Joint Information Center or the Incident Commander.

Attachment V cites California Penal Code 409.5 which authorizes representatives from any news service, newspaper, radio or television station or network to enter restricted areas.

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### **Recovery Overview**

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#### **Transition into Recovery Operations**

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As the threat to life, property, and the environment dissipates, the EOC/Emergency Services Director will consider deactivating the EOC. The EOC/Emergency Services Director will direct Section Chiefs to deactivate their sections, ensuring that each unit/branch/section provides its logs and files to the Recovery Unit. The Recovery Unit will organize these materials so they can be archived and/or utilized for the financial recovery process.

The Recovery Unit Leader will coordinate the recovery effort, ensuring that all damaged public facilities and services are restored. In coordination with the Emergency Services Coordinator, the Recovery Unit will prepare the after-action report, submitting it to the State's Inland Region Office of Emergency Services within 60 days of the disaster/event.

### **Recovery Operations**

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#### **Concept of Operations**

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The County of Stanislaus, the Cities of Ceres, Hughson, Modesto, Newman, Oakdale, Patterson, Riverbank, Turlock and Waterford, and Special Districts serving the Stanislaus Operational Area may be involved in recovery operations. In the aftermath of a disaster, many citizens will have specific needs that must be met before they can return to their pre-disaster lives. Typically, there will be a need for such services as these:

- assessment of the extent and severity of damages to homes and other property
- restoration of services generally available in communities - water, food, and medical assistance
- repair of damaged homes and property
- professional counseling when sudden changes, resulting from the emergency, have resulted in mental anguish and the inability to cope

Local governments can help individuals and families recover by ensuring that these services are available and by seeking additional resources if the community needs them. "Recovery" occurs in two phases: short-term and long-term.

Recovery services may also include short and long term crisis counseling for those directly and/or indirectly affected by an incident, in addition to government workers who were directly involved in the mitigation efforts. Programs, including those offered by Behavioral Health and Recovery Services, are available immediately as well as on a follow up, long-term basis. These needs can last for a year or more after the incident occurrence. The California Department of Mental Health maintains a network of County Mental Health Disaster Coordinators through a central liaison person within the department. Additional resources, as needed, can be accessed through this system to augment local resources and programs.

Short-term recovery operations will begin during the response phase of the emergency. The major objectives of short-term recovery operations include rapid debris removal

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and cleanup, and orderly and coordinated restoration of essential services (electricity, water, and sanitary systems). Short-term recovery operations will include some or all the agencies participating in the Operational Area. The major objectives of long-term recovery operations include:

- coordinated delivery of social and health services
- improved land use planning
- improved Stanislaus Operational Area Emergency Operations Plan
- re-establishing the local economy to pre-disaster levels
- recovery of disaster response costs
- effective integration of mitigation strategies into recovery planning and operations

Participating agencies and jurisdictions of the Operational Area will handle the long-term recovery activities on their own, with the exception of improvements made on the Stanislaus Operational Area Emergency Operations Plan. Changes to the plan will be coordinated with all participating members of the Operational Area. Public information during the recovery process will be handled independently by each agency or jurisdiction. However, information will be coordinated among the agencies and jurisdictions.

### **Short-Term Recovery**

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The goal of short-term recovery is to restore local government to at least a minimal capacity. Short-term recovery includes:

- utility restoration
- expanded social, medical, and mental health services
- re-establishment of City of Newman Government Operations
- transportation routes
- debris removal
- cleanup operations
- abatement and demolition of hazardous structures

Each jurisdiction will coordinate its efforts to restore utility systems and services during recovery operations. Medical services may need to operate from temporary facilities, as necessary. Critical Incident Stress Management services may be needed during or following an event for emergency response personnel and victims of the event.

For federally declared disasters, tele-registration centers may be established by the Federal Emergency Management Agency (FEMA) to assist disaster victims and businesses in applying for grants, loans, and other benefits. In coordination with the American Red Cross, the County and other jurisdictions will provide sheltering for disaster victims until housing can be arranged.

The County and Cities will ensure that debris removal and cleanup operations are expedited. On the basis of the County and other Operational Area Jurisdictions' assessments, structures that pose a public safety concern will be demolished.

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### **Long-Term Recovery**

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The goal of long-term recovery is to restore facilities to pre-disaster condition. Long-term recovery includes hazard mitigation activities, restoration or reconstruction of public facilities, and disaster response cost recovery. Each affected jurisdiction will be responsible for their own approach to mitigation, which could include zoning variances, building codes changes, plan reviews, seismic safety elements, and other land use planning techniques.

With public safety a primary concern, rapid recovery may require adjustments to policies and procedures to streamline the recovery process.

Hazard mitigation actions will need to be coordinated and employed in all activities by all jurisdictions in order to ensure a maximum reduction of vulnerability to future disasters. The City, Operational Area Jurisdictions and Special Districts will strive to restore essential facilities to their pre-disaster condition by retrofitting, repairing or reconstructing them during long-term recovery operations.

Recovery programs will also be sought for individual citizens and private businesses. The City's redevelopment agency will play a vital role in rebuilding commercial areas of the City of Newman.

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### **Recovery Operations Organization**

For the City of Newman, recovery operations will be managed and directed by the City Manager. Recovery issues involving Operational Area Member Jurisdictions and Special Districts will be coordinated and managed between the City Manager and designated representatives.

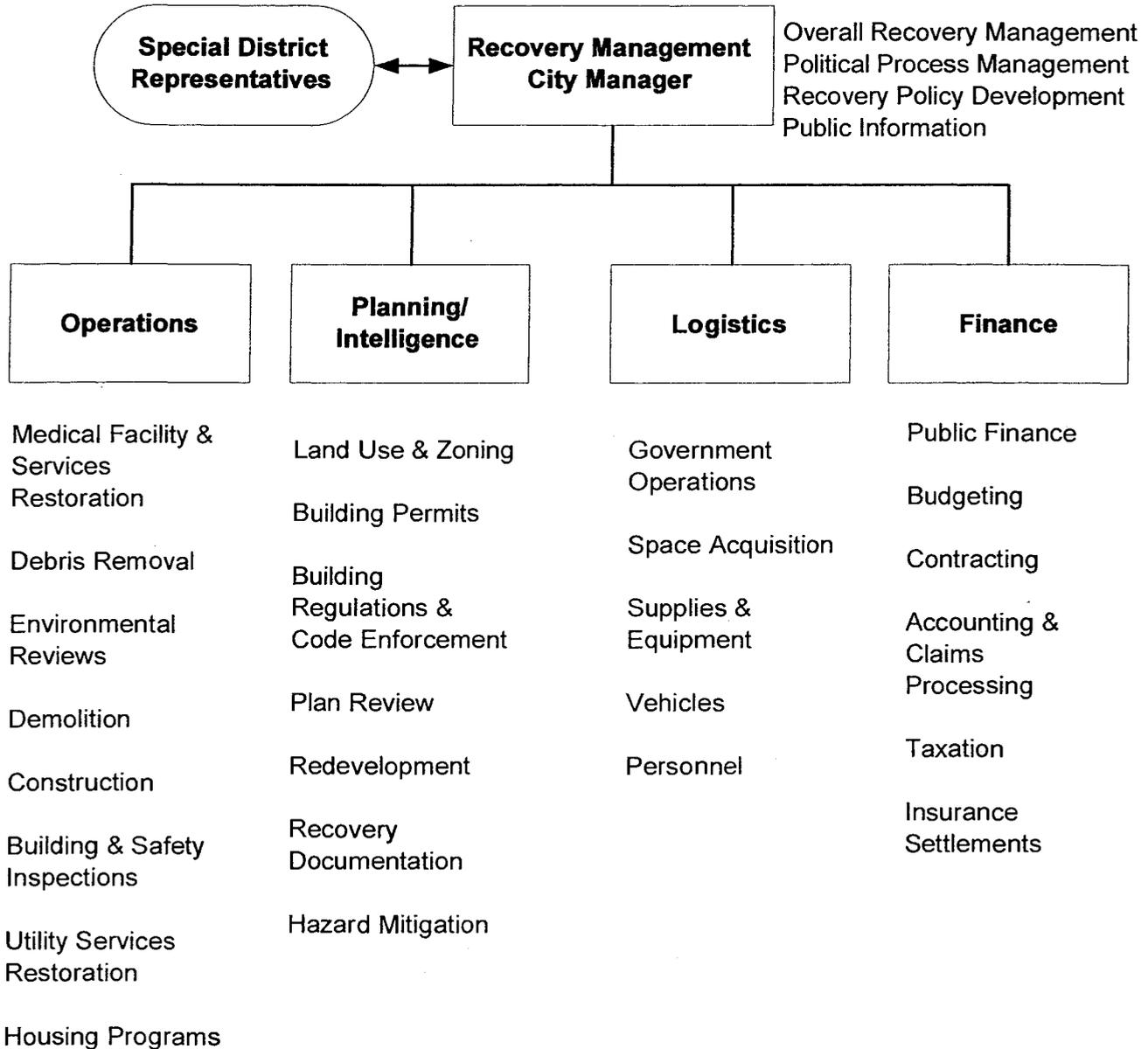
On a regularly scheduled basis, the City Manager will convene meetings with City department directors, key individuals, and representatives from affected jurisdictions and Special Districts. These meetings will be held to make pertinent decisions collectively. They will also be used to obtain and disseminate information regarding completed and ongoing recovery operations.

The Stanislaus County Office of Emergency Services Director and Assistant Director will assist the City Manager in the recovery process and as necessary. The City of Newman departments will also be represented and responsible for certain functions through the recovery process. A Recovery Operations Organizational Chart is depicted on page 77.

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### City of Newman Operational Area Recovery Operations Organization Chart



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### Recovery Operations Responsibilities

The City and County, Operational Area Jurisdictions, and Special Districts have specific responsibilities in recovering from a disaster. The chart, listed below depicts the functional responsibilities assigned to the City departments and/or key personnel, Operational Area jurisdictions, and Special Districts.

<b><u>FUNCTION</u></b>	<b><u>DEPARTMENTS/AGENCIES</u></b>
Political process management; interdepartmental coordination; policy development; decision making and public information	County Executive Office, City Manager's Office Special District Management
Land use and zoning variance; permits and controls for new development; revision of building regulations and codes; code enforcement; plan review; and building and safety inspections.	County Planning Department, Jurisdictional Planning Departments
Restoration of medical facilities and associated services and perform environmental reviews.	County Public Health Departments
Debris removal; demolition; construction; management of and liaison with construction contractors; and restoration of utility services	County Public Works Dept., Jurisdictional Public Works Depts., Utility Special Districts
Housing programs; assistance programs for the needy; oversight of care facility property management; and low income and special housing needs.	County Community Services Agency, Jurisdictional Human Resources
Public finance; budgeting; contracting; accounting and claims processing; taxation; and insurance settlements.	County Auditor, Jurisdictional Finance Depts., Special District Accounting Offices
Redevelopment of existing areas; planning of new redevelopment projects; and financing new projects.	County Redevelopment Agency, City Redevelopment Agencies
Applications for disaster financial assistance; liaison with assistance providers; onsite recovery support; and disaster financial assistance project management.	County Office of Emergency Services, Jurisdictional OES, Special District Accounting Offices
Advise on emergency authorities, actions, and associated liabilities; preparation of legal opinions; and preparation of new ordinances and resolutions.	County Council/City Attorney
Government operations and communications; space acquisition; supplies and equipment; vehicles; personnel; and related support.	County General Services Agency (GSA), Jurisdictional Administration
Provision of post disaster and long-term Behavioral Health services to victims and other persons directly and/or indirectly affected by the crisis or its aftermath.	Behavioral Health and Recovery Services

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### **Recovery Damage/Safety Assessment/Assessment Teams**

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The recovery damage/safety assessment is the basis for determining the type and amount of state and/or federal financial assistance necessary for recovery. An Initial Damage Estimate (IDE) is developed during the emergency response phase to support a request for a gubernatorial proclamation and for the State to request a presidential declaration.

During the recovery phase, this assessment is refined to a more detailed level. This detailed damage/safety assessment will be needed to apply for the various disaster financial assistance programs. During the recovery phase a list of mitigation priorities will need to be developed by the jurisdictions' departments.

For the City, the Newman Public Works Department in coordination with the County Office of Emergency Services and other applicable City Departments, will complete the detailed damage/safety assessment. Each Jurisdiction will have the responsibility of completing a detailed damage assessment and forwarding their findings to the County Office of Emergency Services. Special Districts will, in most cases, complete their own detailed damage assessment.

### **Recovery Documentation**

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Documentation is the key to recovering eligible emergency response and recovery costs. Damage assessment documentation will be critical in establishing the basis for eligibility of disaster assistance programs.

Under the California Disaster Assistance Act (CDAA), documentation is required for damage sustained to the following:

- public buildings
- levees
- flood control works
- irrigation works
- county roads
- city streets
- bridges
- other public works

Under federal disaster assistance programs, documentation must be obtained regarding damages sustained to:

- roads
- water control facilities
- public buildings and related equipment
- public utilities
- facilities under construction

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- recreational and park facilities
- educational institutions
- certain private non-profit facilities

Debris removal and emergency response costs incurred by the affected entities should also be documented for cost recovery purposes under the federal programs.

It will be the responsibility of the City, County, Jurisdictions, and Special Districts to collect documentation of these damages and submit them to the Recovery Manager for their jurisdiction. Special Districts not within a city, should submit documentation to the County Recovery Manager.

The documenting information should include the location and extent of damage, and estimates of costs for: debris removal, emergency work, and repairing or replacing damaged facilities to a non-vulnerable and mitigated condition. The cost of compliance with building codes for new construction, repair, and restoration will also be documented. The cost of improving facilities may be provided under federal mitigation programs.

Documentation is key to recovering expenditures related to emergency response and recovery operations. For each jurisdiction and special district, documentation must begin at the field response level and continue throughout the operation of their Emergency Operations Center as the disaster unfolds.

### **Recovery After-Action Reporting**

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The Standardized Emergency Management System (SEMS) regulations require any city, city and county, or county declaring a local emergency for which the Governor proclaims a State of Emergency, to complete and transmit an after-action report to Cal EMA within 90 days of the close of the incident period. The after-action report will provide, at a minimum, the following:

- response actions taken
- application of SEMS
- suggested modifications to SEMS
- necessary modifications to plans and procedures
- training needs
- recovery activities to date

The after-action report will serve as a source for documenting Stanislaus Operational Area's emergency response activities, and identifying areas of concern and successes. It will also be utilized to develop a work plan for implementing improvements.

An after-action report will be a composite document for all SEMS levels, providing a broad perspective of the incident, referencing more detailed documents, and addressing all areas specified in regulations.

It will include an overview of the incident, including enclosures, and will also address specific areas of the response, if necessary. It will be coordinated with, but not

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encompass, hazard mitigation. Hazard mitigation efforts may be included in the “recovery actions to date” portion of the after-action report.

The City of Newman Director of Emergency Services will be responsible for the completion and distribution of the after-action report, including sending it to the California Emergency Management Agency (Cal EMA) within the required 90-day period.

They may coordinate with the Operational Area jurisdictions and Special Districts in completion of the after-action report. The designated emergency services coordinators for each affected Operational Area jurisdiction will be responsible for submitting the jurisdiction’s report to the Cal EMA Region Office of Emergency Services within the 90 day period. They may incorporate information from Special Districts.

For the Stanislaus County and other Operational Area jurisdictions, the after-action report’s primary audience will be County and city employees, including management. As public documents, they are accessible to anyone who requests a copy and will be made available through the City of Newman.

The after-action reports will be written in simple language, well structured, brief and well presented, and geared to the primary audience. Data for the after-action report will be collected from questionnaires, RIMS documents, other documents developed during the disaster response, and interviews of emergency responders. The most up-to-date form, with instructions, can be found on RIMS.

### **Recovery Disaster Assistance**

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A Disaster Proclamation/Declaration usually follows these steps after a disaster event occurs:

Local Government responds to the local emergency, supplemented by neighboring communities and volunteer agencies. If the local government is unable to adequately respond to the emergency, they turn to the state for assistance.

The Local Government proclaims a Local Emergency, which allows the state to respond with aid to the emergency.

The State of California responds with state resources, such as the National Guard and other state agencies.

A Preliminary Damage Assessment is made by local, state, federal, and volunteer organizations to determine losses and recovery needs.

If necessary, a State of Emergency is proclaimed by the Governor, based on the damage assessment that may include an agreement to commit state funds and resources to the long-term recovery.

If the disaster is large enough, the Governor will request federal assistance. FEMA evaluates the request and recommends an action to the White House based on the disaster, the local community impacts and the state’s ability to recover.

The President approves the request or FEMA informs the governor it has been denied.

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This decision process could take a few hours or several weeks depending on the nature of the disaster.

When requesting implementation of disaster assistance programs, some key areas of concern must be adequately addressed. These areas include the needs of distinct groups, disaster assistance available at each level of declaration, and the level of detail required on each request for disaster assistance. The disaster assistance programs have been developed for the needs of four distinct groups:

- individuals and families (Individual Assistance)
- businesses (including agriculture interests) (SBA)
- governments (Public Assistance)
- non-profit organizations (Public Assistance)

Individuals may receive loans or grants for real and personal property, dental, funeral, medical, transportation, unemployment, sheltering, and rental assistance, depending on the extent of damage.

Loans for many types of businesses are often made available through the United States Small Business Administration, assisting with physical and economic losses as a result of a disaster or an emergency.

Programs exist for agricultural or other rural interests through the United States Department of Agriculture, including assistance for physical and production losses.

**Individual Assistance:** Businesses and individuals may be eligible for local government tax relief, low-interest loans from the United States Small Business Administration, and relief programs under the United States Department of Agriculture.

Under a State of Emergency Proclamation by the Governor, the following state agencies may be able to provide additional assistance and/or services.

- Contractor's License Board
- Department of Motor Vehicles
- Department of Aging
- Department of Insurance
- Department of Social Services
- Franchise Tax Board Tax Relief
- State Board of Equalization
- Department of Veteran's Affairs

Under a Presidential Declaration of a Major Disaster, the following Federal programs may be authorized.

- Cora Brown Fund
- Crisis Counseling Program
- Disaster Unemployment
- Temporary Housing Program

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- Individual and Family Grant Program
- Internal Revenue Service Tax Relief
- Public Assistance
- Hazard Mitigation
- Veteran's Affairs Assistance
- Federal Financial Institutions

**Public Assistance:** State and Federal grants are available to local governments, utility districts, school districts and certain non-profit organizations to repair, reconstruct, and mitigate the risk of future damage. A state grant program is available under the California Disaster Assistance Act (CDAA). Federal assistance is authorized under the Robert T. Stafford Disaster Assistance and Relief Act.

Both state and federal public assistance grants are administered by the California Emergency Management Agency.

### **Local Assistance Center (LAC)**

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Stanislaus County may establish one or more assistance centers to provide “one stop shopping” for disaster victims. Local Assistance Centers may include representatives from programs reflecting individual assistance, small business administration (SBA), and public assistance.

### **Public Assistance Program Responsibilities**

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Each jurisdiction and special district has the responsibility for completion and submittal of the required documents for both state and federal public assistance programs.

The City of Newman will complete the necessary public assistance program application and supporting materials for the City to state and federal representatives. The County Office of Emergency Services will also serve as a contact for state and federal field representatives.

Special Districts will typically assign a representative from their accounting offices to complete application materials and coordinate with state and federal representatives. This special district representative will also work closely with their agency's/company's field operations staff throughout this process.

The following outlines the Federal Public Assistance Program and the State of California's Public Assistance Program, the California Disaster Assistance Act (CDAA).

### **Federal Public Assistance Program**

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The federal public assistance program is authorized under the Federal Disaster Relief Act of 1974, as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Amendments of 1988. The federal program requires a local emergency declaration, state of emergency proclamation, and a federal declaration of a major disaster or emergency.

State agencies, Counties, Cities, Special Districts, K-12 schools, Colleges, Private non-profit organizations are all eligible to apply for the Federal Public Assistance Program.

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The private non-profit organizations include educational, utility, emergency, medical, and custodial care facilities.

Private non-profit organizations that manage and operate essential governmental service facilities such as community centers, libraries, homeless shelters, senior citizen centers, shelter workshops, and similar facilities that are open to the general public are also eligible under the federal public assistance program.

Private non-profit organizations must, when applying for assistance, produce a letter from the Internal Revenue Service that grants them tax-exempt status. They must also provide satisfactory evidence from the State of California showing they are a non-revenue-producing organization.

Eligible Work Projects:

- work project must be required as a result of a disaster event
- work project must be located within the designated disaster area
- work project must be the legal responsibility of the applicant

There are 7 categories of work projects under the federal program:

- Category A - Debris Clearance
- Category B - Emergency Protective Measures
- Category C - Road System Repairs
- Category D - Water Control Facilities
- Category E - Buildings and Equipment
- Category F - Public Utility Systems
- Category G - Other (Parks, Recreational Facilities, etc.)

To qualify under the federal program, removal of debris from privately or publicly owned lands and waters must:

- eliminate immediate threats to life, public health, and safety
- eliminate immediate threats of significant damage to improved public or private property
- ensure economic recovery of the affected community at large

Measures undertaken to preserve public health and safety must:

- eliminate or lessen immediate threats to life, public health, and safety
- eliminate or lessen immediate threats of significant damage to improved public/private property
- eliminate or lessen immediate threats of additional damage to improved public or private property through cost-effective measures

Examples of emergency protective measures include shelter, temporary repairs, National Guard emergency labor, emergency communications, emergency transportation, and cooperative agreement costs.

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Permanent restoration of eligible facilities will be based on the design of such facilities as they existed immediately prior to the disaster, and in conformity with current codes and standards. Standards must:

- apply to the type of repair or restoration required
- be appropriate to the pre-disaster use of the facility
- be in writing and adopted prior to project approval
- apply uniformly to all similar types of facilities within the jurisdiction of the code granting authority

A facility is considered repairable when repairs can restore the facility to the pre-disaster function; and the cost of such repairs can be made at a cost less than the estimated replacement cost of the damaged facility.

When the FEMA Region IX Director deems a facility non-repairable, approved restorative work shall include replacement of the facility on the basis of pre-disaster design, in conformity with applicable codes and standards for new construction. The FEMA Region IX Director may require and approve funding for restoration of a destroyed facility at a new location when the facility is and will be subject to repetitive heavy damage.

Facilities that were not in active use at the time of the disaster are not eligible except in those instances where the facilities were temporarily inactive due to repairs or remodeling. Reasonable repair costs for equipment are eligible or, if destroyed, equipment may be replaced with a comparable item. Replacement is subject to current fair market value, less salvage and/or insurance recovery.

Generally, in order for costs for work projects to be eligible, they must be:

- necessary and reasonable
- authorized or not prohibited under state, local, or other federal laws, regulations, or other governing limitations
- consistent with policies, regulations, and procedures that apply uniformly to federal assistance and other activities of the unit government
- treated consistently through application of generally accepted accounting principles
- not allocable to or included as a cost of any other federally financed program
- net amount of all applicable credits

Overtime and overtime fringe benefits only for emergency protective measures performed by force account labor are eligible wage costs. Regular and overtime wages are eligible for permanent work performed by force account labor. If labor is contracted, whether emergency or permanent work, all costs are eligible:

Extra hire costs; Limited Supervisor or management staff salaries; and Compensatory Time off (CTO).

The California Emergency Management Agency (Cal EMA) is responsible for processing all sub-grants for applicants, including providing technical assistance and advice to sub grantees; providing state support for damage survey activities; ensuring

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

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that potential applicants for assistance are aware of available federal assistance; and, submitting documents necessary for grant awards. Cal EMA conducts briefings for public officials and potential applicants. The applicant process and requirements for the County of Stanislaus and other members of the Stanislaus Operational Area are:

- Application for CDAA or Request for Public Assistance for Federal Funding
- list of Projects (Exhibit B)
- resolution Designating an Authorized Representative
- Cal EMA Project Application (Cal EMA 89)

Once the Application for Assistance is received, a “Kickoff Meeting” is held with each applicant to assess the applicant's individual needs, discuss disaster related damage, and set forth a plan of action for repair of the applicant's facilities. A joint State/Federal inspection team comes to the requesting jurisdiction to prepare a Project Worksheet (PW). The PW identifies the scope of work and the quantitative estimate of cost of each work project.

To receive payment, the sub grantee must have a resolution that designates an authorized representative, filed a Cal EMA Project Application, and have a Vendor Data Record (STD 204). Work project funding is subject to FEMA/State Agreement and 75% / 25% federal/state and local costs shares, as established as the minimum under the Stafford Act.

The following deadlines have been established for each work category:

- |                    |            |
|--------------------|------------|
| • Debris Clearance | 6 Months*  |
| • Emergency Work   | 6 Months*  |
| • Permanent Work   | 18 Months* |

\* Dates established from date of major disaster declaration

The Governor's Authorized Representative may extend deadlines, when justified, as follows:

- |                    |           |
|--------------------|-----------|
| • Debris Clearance | 6 Months  |
| • Emergency Work   | 6 Months  |
| • Permanent Work   | 30 Months |

The FEMA Region IX Director may extend the deadline beyond these dates, with adequate justification. Costs are allowed only to date of last approved time extension.

The applicant must submit final claim within 60 days of the completion of all approved projects. A state engineer will complete an onsite inspection of all completed projects. A final audit is performed. The applicant must retain all records for six years.

### **The Federal Fire Management Assistance Grant (FMAG)**

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The Fire Management Assistance Grant (FMAG) is federal financial assistance available to States, local and tribal governments, for the mitigation, management, and control of

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fires on publicly or privately owned forests or grasslands. FMAG is requested by a Local or State fire agency through the California Emergency Management Agency (Cal EMA). Cal EMA will submit a request by telephone to FEMA while the fire is burning uncontrolled, and threatens such destruction as would constitute a major disaster. The entire process is accomplished on an expedited basis and a FEMA decision is rendered in a matter of hours.

**FMAG Declaration Process:** The Governor requests an FMAG declaration from the FEMA Regional Director while the fire is burning uncontrolled. The FEMA Regional Director gathers the information, calls for an assessment, and develops a summary and recommendation that will be forwarded to the FEMA Under Secretary. FEMA either approves or denies the request based on the conditions that exist at the time of the request, and whether or not the fire or fire complex threatens such destruction that it would constitute a major disaster.

There are four criteria that FEMA uses to evaluate the threat posed by a fire or fire complex:

- Threat to lives and improved property, including threats to critical facilities/infrastructure, and critical watershed areas;
- Availability of State and local firefighting resources;
- High fire danger conditions, as indicated by nationally accepted indices such as the National Fire Danger Ratings System;
- Potential major economic impact.

After making a determination, FEMA notifies Cal EMA. Cal EMA has one opportunity to appeal any FEMA declaration denial. The FEMA Recovery Division Director will render the determination on the appeal, which will be the final administrative decision for FEMA.

Before an initial grant award to the State under an FMAG declaration can be approved, the State must demonstrate that total eligible costs for the declared fire meet or exceed either the individual fire cost threshold, which is applied to a single fire, or the cumulative fire cost threshold, which recognizes numerous smaller fires burning throughout a State. Under the cumulative fire cost threshold, assistance will only be provided for the declared fire responsible for meeting or exceeding the cumulative firecost threshold and any future declared fires for that calendar year. The FEMA Regional Director, in consultation with Cal EMA's Governor's Authorized Representative, and the USFS Principal Advisor, will establish the incident period.

**FMAG Application Deadline:** Eligible applicants must submit a Request for Fire Management Assistance Subgrant (RFMAS) to Cal EMA within 30 days of the close of the incident period. Applicants must include a completed Fire Management Assistance Questionnaire. Cal EMA will forward the RFMAS and Questionnaire to FEMA with an eligibility recommendation. FEMA will advise Cal EMA of the applicant's eligibility.

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**Project Worksheets:** Cal EMA may meet with the eligible applicant to complete Project Worksheets (PW). The information necessary to prepare PWs are due to Cal EMA within 6 months from the close of incident period. PWs are prepared for 100% of eligible actual costs.

**Eligible applicants for FMAG are:**

- State Agencies
- Local Governments (county, city and special districts)

**Eligible Costs:** The activities performed must be:

- The legal responsibility of the applying entity
- Required as the result of the fire and
- Located within the designated fire area
- Generally, costs must be incurred during the incident period to be considered eligible
- All temporary repair work must be completed **within 30-days** of the close of the incident period for the declared fire.
- Eligible firefighting costs may include expenses for field camps; equipment use, repair and replacement; tools, materials and supplies; and mobilization and demobilization activities.

**Cost Share:** There is no state cost share for FMAG. The FMAG program will reimburse applicants 75% of eligible costs per the FEMA-State Agreement.

### **California Disaster Assistance Act (CDAA) Program**

---

The California Disaster Assistance Act (CDAA) Program is authorized under Title 19, Subchapter 5, the California Disaster Assistance Act, California Code of Regulations. CDAA requires a local government to proclaim a local emergency within 10 days of the incident. For permanent restoration assistance under CDAA, the Secretary of the California Emergency Management Agency (Cal EMA) must concur with the local declaration. For disaster response **and** permanent restoration assistance under CDAA, the Governor of California must proclaim a state of emergency. For matching fund assistance for cost sharing required under federal public assistance programs, the President of the United States must declare a major disaster or emergency.

Eligible Applicants for CDAA include City and County, Counties, Cities, Special Districts, School Districts, County Offices of Education, Community College Districts.

**Eligible Work Projects:**

- work project is a result of a disaster (fire, flood, earthquake, Tsunami, etc.)

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- work project is performed within area covered by the local proclamation
- work project is the responsibility of the applicant agency
- Category G - Other (Parks, Recreational Facilities, etc.)

Eligible costs generally include local agency personnel regular hourly wage and overtime costs. Also included are equipment costs, the cost of supplies and materials used during disaster response activities incurred as a result of a state of emergency proclaimed by the Governor. Excluded are the normal hourly costs of regularly assigned emergency services and public safety personnel. Costs to repair, restore, reconstruct, or replace public facilities belonging to local agencies is also eligible. Matching fund assistance for cost sharing required under federal public assistance programs is an eligible cost.

Eligible wages under the CDAA program now follow the same guidelines as the federal public assistance program. That is, the state will not assume any regular time costs that are ineligible under the federal program. The state will cost share any wages that are eligible for federal program funding.

Actual reasonable equipment rental costs are eligible. Force account equipment may be claimed based on the applicant's own rate schedule or, in the absence of such a rate schedule, current Department of Transportation Labor Surcharge and Equipment Rental Rates.

Consumable supplies that are eligible under CDAA include hand tools, materials, and other supplies used for the work project. Costs for work performed under cooperative agreements between local governments are eligible under CDAA, but shall be limited to those costs of the responding entity for which an applicant is legally obligated to pay.

Cal EMA is responsible for transmitting applications for CDAA to all eligible applicants. Cal EMA conducts briefings for public officials and potential applicants. Project application for assistance (CDAA Form 1) must be filed within 60 days of the date of the local proclamation. The application must include the "List of Projects" (Exhibit B) and a "Resolution Designating an Authorized Representative" (Cal EMA Form 130). In the event of a federal major disaster declaration, the federal "Request for Public Assistance" (RPA) establishes eligibility in both programs.

A state public assistance coordinator (PAC) accompanied by a local representative prepares damage survey reports or project worksheets. The PAC prepares a DSR for each project reported on the "List of Projects." The DSR identifies the scope of work and the quantitative estimate of cost of each work project. All damage sites must be reported within the 60-day application period. All sites must be surveyed within 60 days of the date of a local agency's application. DSRs are reviewed and approved by the Cal EMA Recovery Branch Chief. The complete application, with copies of approved DSR, summary, and a cover letter will be sent to applicants for review and approval. The "Applicant Approval" forms (Exhibit D) must be returned to the California Emergency Management Agency within 10 days from date of approval letter.

Supplements to the original application may be approved for substantial errors or omissions, overruns/under runs caused by variations in unit prices (cost adjustments), and changed site conditions/scope adjustments. Changes to small projects will normally be adjusted at the time of final inspection or an offsetting procedure will be implemented. Supplements should be requested at the earliest possible time and prior to completion of

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the work in question. Requests for a change in scope must be filed prior to work commencement.

Eligible projects are subject to 75% / 25% state/local cost sharing. The local share may be waived. Project applications resulting in a state share of less than \$2,500 will not be approved.

When federal funds are involved, the federal deadlines apply. In the event of a Secretary's concurrence with a local proclamation or a Governor's proclamation of a state of emergency, the following deadlines apply:

- Debris Clearance                      6 months from date of declaration
- Emergency Work                        6 months from date of declaration
- Permanent Work                        18 months from date of declaration

Extensions are allowable with adequate justifications.

Applicant must submit final claim within 60 days of the completion of all approved projects.

### **Individual Assistance Program Responsibilities**

Individuals are expected, whenever possible, to provide for themselves and be responsible for their own personal recovery. However, many individuals will expect the County and Cities to deliver assistance to them well after the disaster. Both the County and Cities will assist individuals in any way possible, including providing them with the Federal Emergency Management Agency's (FEMA) hotline number for individual assistance. A Sequence of Delivery Guide has been developed by FEMA to assist individuals and local governments in determining the flow of individual assistance. The objective of Stanislaus County, the Operational Area, and Cities are to provide the citizens of their community with all the necessary information to help themselves recover from the disaster. The sequence of delivery appears as follows:

- 1) Individual actions for assistance (family, friends, volunteer organizations, churches, etc.)
- 2) Recovery/Assistance from private insurance carrier
- 3) FEMA Disaster Housing Assistance
- 4) United States Small Business Administration Assistance
- 5) Individual and Family Grant Program Assistance
- 6) Cora Brown Fund Assistance

The Stanislaus Operational Area's objective is to provide the Stanislaus community with all the necessary information so they may help themselves recover from a disaster. A brief summary of some individual assistance programs and services are listed below:

#### American Red Cross (ARC):

Provides for the critical needs of individuals such as food, clothing, shelter, and supplemental medical needs. Provides recovery needs such as furniture, home repair, home purchasing, essential tools, and some bill payment may be provided. Contact local Chapter regarding policies and procedures.

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### Cora Brown Fund:

Funds may be used for disaster-related needs that have not or will not be met by government or other organizations that have programs to address such needs. Awarded through FEMA.

### Crisis Counseling Program:

Provides grants to State and County Mental Health Departments, who in turn provide training for screening, diagnosing, and counseling techniques. Also provides funds for counseling, outreach, and consultation for those affected by disaster. Individuals and government should contact local mental health agencies.

### State Department of Aging:

Provides special outreach services for seniors, including food, shelter, and clothing. Individuals may contact the California Department of Aging for a referral to nearest location.

### State Department of Consumer Affairs:

Offers consumer information, investigates and corrects price gouging, and provides a toll-free number so that consumers can check on license status of contractors.

### State Department of Insurance:

Provides assistance in obtaining copies of policies and provides information regarding filing claims. Contact California Department of Insurance.

### Department of Motor Vehicles:

May offer waivers of certain fees. Contact California Department of Motor Vehicles.

### Department of Veteran's Affairs:

Provides damage appraisals and settlements for VA-insured homes, and assists with filing of survivor benefits. Contact the California Department of Veteran's Affairs.

### United States Department of Agriculture:

Assistance provided includes Federal Crop Insurance, Emergency Conservation Program, Non-Insured Assistance, the Agriculture Conservation Program, Emergency Watershed Protection, Rural Housing Service, Rural Utilities Service, and Rural Business and Cooperative Service. Contact the USDA Farm Services Agency or Stanislaus County Agriculture Commissioner regarding these programs.

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### Disaster Unemployment:

Provides weekly unemployment subsistence grants for those who become unemployed because of a major disaster or emergency. Applicants must have exhausted all benefits for which they would normally be eligible.

### Federal Financial Institutions:

Member banks of FDIC, FRS or FHLBB may be permitted to waive early withdrawal penalties for Certificates of Deposit and Individual Retirement Accounts.

### Franchise Tax Board:

Following proclamation of a state of emergency by the Governor, the Legislature authorizes the acceptance of casualty loss deductions within the California tax returns of those affected. Applicants may contact the California Franchise Tax Board.

### Individual and Family Grant Program:

Awards grants to individuals or families for disaster-related serious needs, such as moving and storage, medical, dental, funeral, and essential personal or real property needs. Eligibility is dependent on the seriousness of need and exhaustion of FEMA and SBA funds. Referral to the program is automatic with FEMA registration and SBA application.

### Internal Revenue Service (IRS) Tax Relief:

Provides extensions to current year's tax return, allows deductions for disaster losses, and allows amendment of previous tax returns to reflect loss back to three years. Victims may contact the IRS.

### Mennonite Disaster Service:

Provides assistance for repair of private residences and community facilities, warning, evacuation, and search. Also assists with cleanup and repair for elderly, disabled, and underinsured citizens. May also provide mental health support. Contact nearest Mennonite Services location.

### Salvation Army:

Assistance includes mobile feeding, emergency shelter, applicant registration, collection and distribution of clothing and supplies, counseling, language interpretation, and assistance in locating missing persons. Contact local Salvation Army for assistance.

### State Board of Equalization:

Provides tax relief services that may allow for the transfer of tax basis to another property, exemptions for property losses, and deferment of a tax bill until the damaged property can be surveyed to reflect its value following a disaster. Contact the California Board of Equalization.

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### United States Small Business Administration:

May provide low-interest disaster loans to individuals and businesses that have suffered a loss due to a disaster. Submit request for SBA loan assistance to the State's Inland Region Office of Emergency Services. SBA disaster loan program may be activated independent of a local, state or federal declaration when at least 25 homes or businesses have been lost.

### Temporary Housing Assistance:

May provide for transient accommodations, rental assistance, mobile homes, furniture rental, mortgage assistance, and emergency home repairs. Individuals should call FEMA to register.

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

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### **Standard Operating Procedures (SOP) Development**

This document is operational in design. It serves a secondary use as a planning reference. Departments within the City of Newman who have roles and responsibilities identified by this plan are encouraged to develop emergency operations plans, detailed Standard Operating Procedures (SOPs), and emergency response checklists based on the provisions of this plan. This plan will be used in conjunction with the State Emergency Plan.

### **Training and Exercises**

The City of Newman's Emergency Manager will inform agencies and departments of training opportunities associated with emergency management. Individual departments will be responsible for maintaining training records. City departments with responsibilities under this plan must ensure their personnel are properly trained to carry out these responsibilities.

The City of Newman must determine the appropriate level(s) of SEMS/NIMS/ICS instruction for each member of the Newman Emergency Organization, including field personnel. The determination will be based on individuals' potential assignments during emergency response.

The Newman Director of Emergency Services will ensure that all emergency response personnel can demonstrate and maintain, to the level deemed appropriate, the minimum SEMS/NIMS/ICS performance objectives as contained in the Approved Course of Instruction (ACI) Syllabus referenced in the SEMS regulations. Additionally, the city will ensure that these objectives are met through the completion of materials from the ACI and incorporation of the objectives into exercises.

The best method of training emergency responders is through exercises. Exercises allow emergency responders to become familiar with the procedures, facilities and systems that they will actually use in emergency situations. The Director of Emergency Services is responsible for the planning and conducting of emergency exercises for the City of Newman.

Exercises will be conducted on a regular basis to maintain readiness. Exercises should include as many Operational Area Member Jurisdictions as possible. The City of Newman will document exercises by conducting a critique, and using the information obtained from the critique, to revise the emergency operations plan.

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### **Plan Concurrence – City Departments**

Before the City of Newman Emergency Operations Plan (EOP) is submitted to the Decision Process, and subsequently approved as to form by the Disaster Council, and adopted by the City of Newman City Council, it is essential that City Departments that participate in or support emergency management activities concur with this plan. Review of the plan by those City Departments is paramount to the cohesive and comprehensive emergency response to incidents and/or disasters within the City. Designated City department heads should carefully review and be familiar with this document in its entirety before signing the following Plan Concurrence Signature page.

**CITY OF NEWMAN EMERGENCY OPERATIONS PLAN**

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**Plan Concurrence – City Departments Signature Page**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
City Manager/Director of Emergency Services

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Fire Chief

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chief of Police

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Director of Public Works

\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

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### Administration and Logistics

#### Emergency Plan Maintenance and Distribution

This plan will be reviewed and revised by the City of Newman, Director of Emergency Services, annually. The plan may be modified as a result of post-incident analyses and/or post-exercise critiques. It may be modified if responsibilities, procedures, laws, rules, or regulations pertaining to emergency management and operations change.

Those agencies having assigned responsibilities under this plan are obligated to inform the City of Newman Director of Emergency Services when significant changes occur or are imminent. Proposed changes will be submitted, in writing, to the City of Newman Director of Emergency Services. After review by the Director, changes will be published and distributed to all departments/agencies identified within the Emergency Operations Plan distribution list.

Every four years, the entire Emergency Operations Plan will be reviewed, updated, republished, and redistributed. The register on page 105 will maintain records of revisions to this plan.

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**Emergency Operations Plan Modification Register**

Modification: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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### Emergency Operations Plan Distribution

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The following departments or agencies have a complete copy (ies) of the City of Newman Emergency Operations Plan, either in the form of hard copy, CD ROM or electronic data:

<u>Department/Agency</u>	<u>No. of Copies</u>
Police Department	1
Fire/Emergency Services	1
City Attorney	1
City Manager	1
Administrative Services Director	1
Finance Director	1
Public Works Director	1
Community Development Director	1
Stanislaus County OES	1
Newman City Council	5

**ATTACHMENTS**

**June 2010**

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## Attachment A

### Proposed Emergency Functions for Stanislaus County

Proposed Stanislaus County Emergency Functions	Definition	Proposed California Emergency Function	Correlating Federal Emergency Support Function (s)
Public Works	Provides organization, mobilization and coordination of transportation infrastructure services including engineering and transit services during and following an emergency or disaster.	Transportation	ESF #1 Transportation
		Utilities	ESF #2 Communications ESF #12 Energy
		Architecture and Engineering	ESF #3 Public Works and Engineering
Fire and Rescue	Coordinates activities of local fire agencies during the response and recovery phase of local, state and federal incidents.	Fire and Rescue	ESF #4 Firefighting ESF #9 Search and Rescue
Emergency Management Resources Long-Term Economic and Community Recovery Volunteer and Donations Management	Provides direction, coordination and support to Stanislaus County Agencies and jurisdictions within the Operational Area during and after an incident or event.  Manages donations and volunteers during and incident or event. Coordinates and assists in recovery and restoration efforts following a large-scale emergency or disaster.	Management	ESF #5 Emergency Management ESF #15 External Affairs
		Resources	ESF #7 Resource Support
		Long-Term Economic and Community Recovery	ESF #14 Long-Term Community Recovery
		Volunteer and Donations Management	N/A
Care and Shelter	Provides, on a mass care basis, care and shelter services within Stanislaus County.	Care and Shelter	ESF #6 Mass Care, Emergency Assistance, Housing and Human Services
Public Health	Investigates and works to mitigate suspected incidence of human exposure to chemical, biological or other hazards dangerous to public health.	Public Health and Medical	ESF #8 Public Health and Medical Services
Hazardous Materials	Coordinates with County departments to mitigate,	Hazardous Materials	ESF #10 Oil and Hazardous Materials

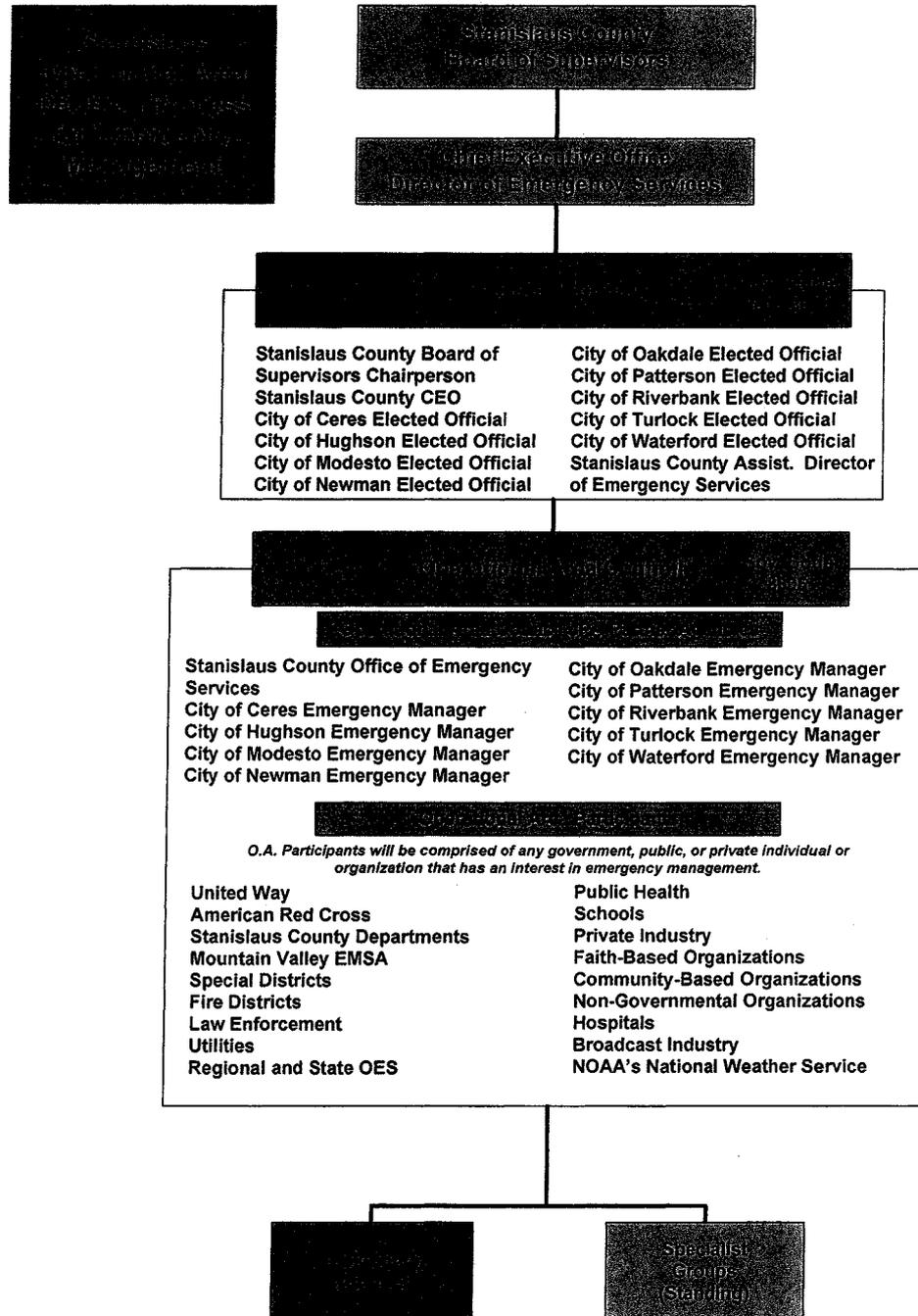
# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

Proposed Stanislaus County Emergency Functions	Definition	Proposed California Emergency Function	Correlating Federal Emergency Support Function (s)
	respond and recover from potential hazardous materials releases.		Response
Agriculture	Provides support to local government and coordinates activities during and after emergencies impacting the agriculture industry.	Food and Agriculture	ESF #11 Agriculture and Natural Resources
Law Enforcement Evacuation	Coordinates activities of local law enforcement agencies during the response and recovery phase of local, state and federal incidents.	Law Enforcement	ESF #13 Public Safety and Security ESF #9 Search and Rescue
Emergency Communications/PSAP	Provides resources, support and restoration of the PSAP call center during and after emergencies impacting emergency communications.	Communications	ESF # 2 Communications
Animal Services	Coordinates with County departments to provide emergency medical care and shelter for domestic and livestock animals affected during and after an emergency or disaster.	Food and Agriculture Care and Shelter Evacuation Public Health and Medical	ESF #11 Agriculture and Natural Resources ESF #6 Mass Care, Emergency Assistance, Housing and Human Services ESF #9 Search and Rescue ESF #14 Long-Term Community Recovery

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

## Attachment B

### Operational Area Council/Disaster Council Organizational Chart



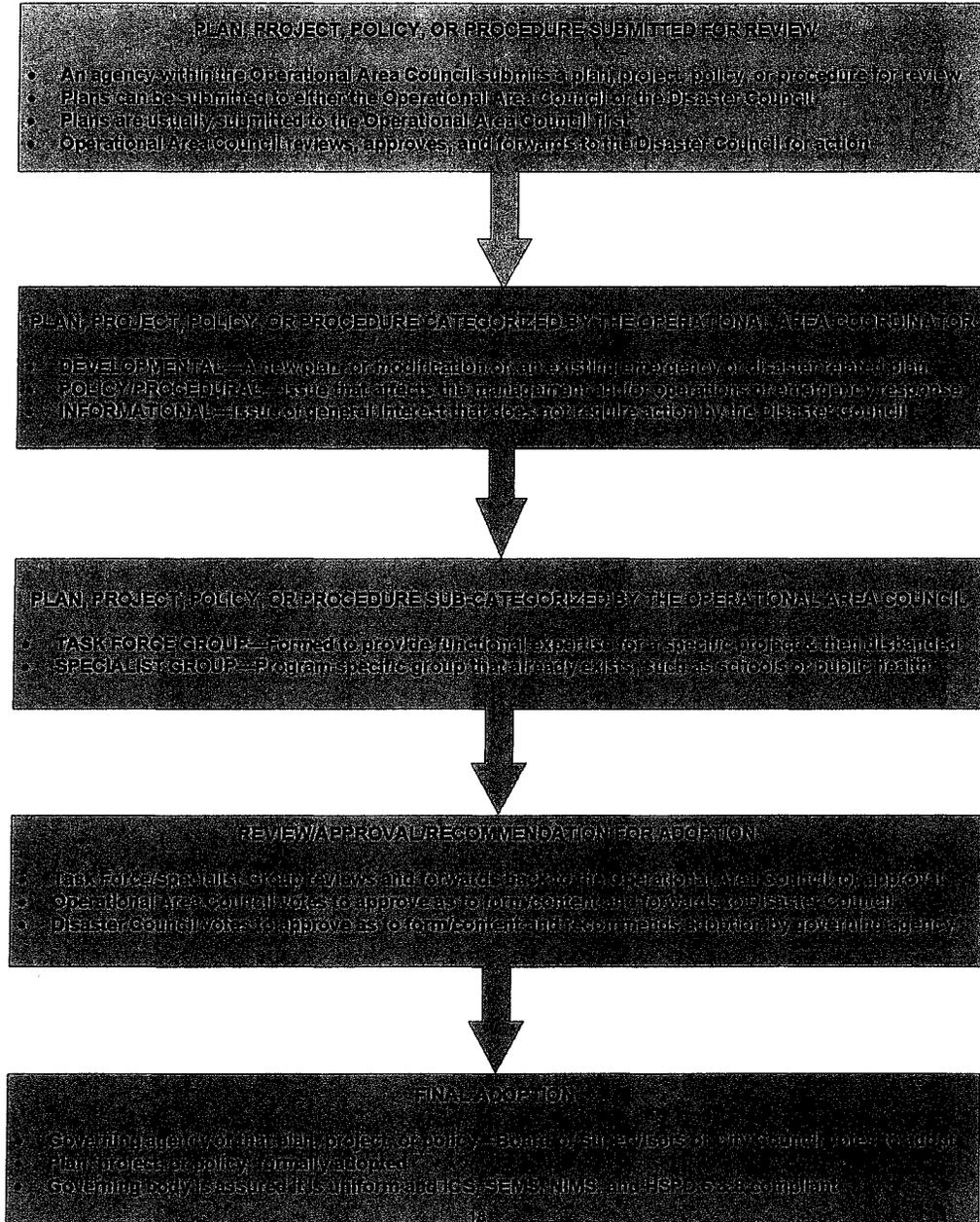
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# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

## Attachment C

### Decision Process

#### DECISION PROCESS FOR EMERGENCY MANAGEMENT



# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

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## Attachment D

### Stanislaus Operational Area Agreement

#### AGREEMENT FOR THE ESTABLISHMENT AND PARTICIPATION IN THE STANISLAUS OPERATIONAL AREA ORGANIZATION

This Agreement is made this ninth day of December 2003, by and between the County of Stanislaus, hereinafter referred to as "COUNTY" and the cities of Ceres, Hughson, Modesto, Newman, Oakdale, Patterson, Riverbank, Turlock, Waterford, hereinafter referred to as "CITIES."

**WHEREAS**, the potential for a major catastrophe due to earthquake, flood, or other disaster causes all governmental entities within Stanislaus County to be prepared to share resources and information among themselves, as well as with the State of California, in order to protect public welfare; and

**WHEREAS**, each party desires increased intragency cooperation and coordination of resources during a disaster; and

**WHEREAS**, this Operational Area Agreement is being entered into by the undersigned parties pursuant to California Government Code, Article 9, Section 8605; and

**WHEREAS**, great efficiency, planning, and response can be achieved by joining the efforts of the CITIES, special districts, and the COUNTY together in pre-disaster agreements; and

**WHEREAS**, The California Emergency Services Act, (Government Code Section 8550 et seq.) makes reference to the "operational area" and defines it as "an intermediate level of the state of emergency services organization" created to perform extraordinary functions for both county and city governments within a county area such as strengthening mutual coordination, providing a focal point and conduit for disaster information, and assisting in the efficient management of resources;

**NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE PARTIES TO THE AGREEMENT:**

#### 1. INTENT AND PURPOSE

- A. The purpose of this Agreement is to establish a partnership between the parties to this Agreement, to develop and maintain a systematic approach for exchanging disaster information and resource requests in order to foster an effective flow of disaster information and resource requests in emergencies, to increase efficiency in the use and allocation of resources during disasters, and to provide emergency preparedness on a day-to-day basis through training and exercise activities.
- B. There is hereby created the Stanislaus Operational Area Organization (SOAO) to administer the partnership between the parties to this Agreement and to carry out the purposes of the Agreement. For such purposes, the Stanislaus Operational Area Organization shall have the authority to establish policies and procedures for the governing of the organization, and to establish guidelines for the exchange of information and resources during disasters.

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

Shasta/El Dorado Operational Area Agreement

Page 2

C The Operational Area Organization will provide emergency preparedness on a day-to-day basis through training and exercises activities, will develop policies and procedures for a centralized emergency response center for the purpose of exchanging disaster information and resource requests during a disaster, and will provide for a public information officer to interact with the media.

## 2. RECOGNITION OF AND PARTICIPATION IN AN OPERATIONAL AREA FOR EMERGENCY SERVICES

The parties to this Agreement recognize an Operational Area, as that term is defined in the California Emergency Services Act (Government Code Section 8550 et seq.), which designates an inter-jurisdictional level of organization, cooperation, and planning between public entities within Shasta/El Dorado County boundary. The parties agree to participate in the organizational structure, which is a planning partnership for a systematic approach for exchanging disaster intelligence and resource requests, in order to foster an effective flow of disaster information and resource requests in emergencies, and also to provide emergency preparedness on a day-to-day basis through training and exercise activities. Each of the parties to this Agreement will designate individuals to be tasked to staff the Operational Area Organization. Parties to this Agreement will be eligible to participate in the consolidated purchase process outlined in the Operational Area Organization procedure. Each party to this Agreement will also designate, in writing, a line of succession of officials who are empowered to speak on behalf of the party as the Operational Area Organization.

In the event of an energy shortage emergency, the parties will act in accordance with the actions determined by the Operational Area Organization to meet such emergencies.

## 3. CONSIDERATION

The consideration and value under this Agreement are the mutual advantage of protection afforded to each of the parties under the Agreement. There shall not be any monetary compensation required or exchanged from any party to another party.

## 4. AGREEMENT STEERING COMMITTEE

An Operational Area Council is hereby established, which consists of one representative of each of the parties to this Agreement. It will be the responsibility of the Council to set the policies and procedures for the governing of the Operational Area. The Council shall approve the Operational Area Organizational structure. The chairperson of the Council shall be the Operational Area Coordinator.

## 5. TERMS OF OFFICE AND RESPONSIBILITIES

Elections to select the agency that will fill the Operational Area Coordinator (O.A.C.) role must be conducted at least once each five years. Elections may be held more frequently if a majority of the council deems necessary.

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

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When a vacancy occurs or a term expires for a Operational Area Coordinator (agency), the Operational Area members (county, cities, districts, utilities) will call for and, if necessary, conduct an election. Notice for such an election shall be made in accordance with paragraph 10.

Operational Area Coordinator (agency) must be nominated by Operational Area members: county, cities, district, utilities.

Balloting may occur by any means deemed appropriate and reasonable by the council, including, without limitation, voice vote, secret ballots, and mailed ballots. Whenever it is apparent that a majority of those eligible to vote cannot attend an election in person, or when a majority is not present at a scheduled meeting, the Council may continue such elections to the next regularly schedule meeting or, after notice to the other Council members, may proceed by mailed ballots.

## 6. MULTI-AGENCY COORDINATION SYSTEM

The Operational Area Organization and procedures will be based on the Multi-Agency Coordination System (M.A.C.S.) originally developed by the FIRESCOPE Advisory Committee. The Stanislaus County Coordinator of Emergency Services and his/her designated alternates will act as the Operational Area M.A.C.S. Coordinator.

## 7. PROVISIONS OF FACILITIES AND SUPPORT

The COUNTY shall provide the Operations Area, Emergency Operational Center (E.O.C.) at no cost to the S.O.A.O. or its members. The COUNTY will provide E.O.C. support staff and all necessary supplies for the Operational Area Organization during actual operations and drills. All parties to this Agreement shall provide their own staff for the decision-making and operational positions of the Operational Area Organization.

## 8. TERMS OF AGREEMENT

This Agreement shall be effective from the date executed by all parties until the anniversary date of the agreement of 2008. This Agreement may be terminated prior to the conclusion of the term by mutual agreement of a majority of the member parties.

## 9. WITHDRAWAL OF PARTY

Any party to this Agreement may withdraw as a party to this Agreement, prior to the termination of the term of this Agreement, upon giving 30 days prior written notice to the other parties in accordance with paragraph 10.

## 10. NOTICES

Any and all notices permitted or required to be given hereunder shall be in writing and shall be deemed duly given and effective (1) upon actual delivery, if delivery is by hand; or (2) five (5) days after delivery into the United States mail if delivery is by first class mail, postage paid

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

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registered, or certified (return receipt requested) mail. Each such notice shall be sent to the individuals at the address as the respective parties may designate from time to time.

## 11. ADDITIONAL PARTIES

Additional parties, who are public entities, including special districts within the geographical boundary of Stanislaus County, may join in this Agreement and become member entities upon execution of an Exhibit to this Agreement, in which the entity agrees to be subject to the conditions and terms of this Agreement. The executed Exhibit shall become a part of this Agreement automatically after the expiration of thirty days, following notification by the new party to all other parties in accordance with paragraph 10. Thereafter, the entity shall be considered to be a party to this Agreement unless the entity withdraws, as provided herein. However, in the event any existing party to the Agreement gives the others notice of its objection to the addition of the particular entity becoming a member to the agreement, within the thirty day notice period, the addition of such party to the Agreement shall require a two-thirds majority consent of the current member parties.

## 12. INDEMNIFICATION AND HOLD HARMLESS

Each of the parties agrees to indemnify and hold the other parties harmless and waives all claims for compensation for any loss, damage, personal injury, or death incurred in consequence of the acts or omissions of the indemnifying party's own employees and agents.

## 13. NO ASSIGNMENT

No party to this Agreement may assign this Agreement. Any assignment by any party shall be null and void unless such party obtains the prior written consent of all other parties to such assignment.

## 14. PARTIAL INVALIDITY

If any provision in this Agreement is held by a Court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue to full force without being impaired or invalidated in any way.

## 15. SALARIES, EMPLOYMENT AND WORKERS' COMPENSATION BENEFITS AND COMPLIANCE WITH LAWS

The compensation and terms of employment and Workers' Compensation benefits of each employee participating in the Operational Area Organization shall be the responsibility of the party employing the individual and each party to this agreement shall insure compliance with all safety and hourly requirements for employees in accordance with federal, state and county safety health regulations and laws.

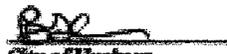
# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

## 16. COUNTER PARTS

This agreement may be executed or revoked simultaneously in one (1) or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHERE OF THE PARTIES HERE HAVE EXECUTED THIS AGREEMENT AS FOLLOWS:

  
\_\_\_\_\_  
County of Stanislaus Date  
Ray Simon  
Chairman, Board of Supervisors

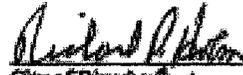
  
\_\_\_\_\_  
City of Hughson Date  
Print Name: Jeff Linnell

  
\_\_\_\_\_  
City of Modesto Date  
Print Name: Jack Cress

  
\_\_\_\_\_  
City of Newman Date  
Print Name: Feb. G. Furtz

  
\_\_\_\_\_  
City of Oakdale Date  
Print Name: Luke Cavanaugh

  
\_\_\_\_\_  
City of Patterson Date  
Print Name: M. Clive Martin

  
\_\_\_\_\_  
City of Riverbank Date  
Print Name: Richard P. Hahn

  
\_\_\_\_\_  
City of Ceres Date  
Print Name: Tim Kerr

  
\_\_\_\_\_  
City of Turlock Date  
Print Name: Steven H. Kite

  
\_\_\_\_\_  
City of Waterford Date  
Print Name: Charles Turner

APPROVED AS TO FORM ONLY

By   
\_\_\_\_\_  
DEAN WRIGHT  
Deputy County Counsel

**Attachment E**

**California Emergency Services Act**

**Article 14 - Local Emergency**

**§ 8630. *Proclamation by local governing body; duration; review***

- (a) A local emergency may be proclaimed only by the governing body of a city, county, or city and county, or by an official designated by ordinance adopted by that governing body.
- (b) Whenever a local emergency is proclaimed by an official designated by ordinance, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body.
- (c) (I) The governing body shall review, at its regularly scheduled meetings until the local emergency is terminated, the need for continuing the local emergency. However, in no event shall a review take place more than 21 days after the previous review.

**§ 8634. *Promulgation of orders and regulations; curfew***

During a local emergency the governing body of a political subdivision, or officials designated thereby, may promulgate orders and regulations necessary to provide for the protection of life and property, including orders or regulations imposing a curfew within designated boundaries where necessary to preserve the public order and safety. Such orders and regulations and amendments and rescissions thereof shall be in writing and shall be given widespread publicity and notice.

The authorization granted by this chapter to impose a curfew shall not be construed as restricting in any manner the existing authority of counties and cities and any city and county to impose pursuant to the police power a curfew for any other lawful purpose

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

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## Attachment F

### Chapter 2.02 – Civil Defense and Disaster Council

#### Chapter 2.02 CIVIL DEFENSE AND DISASTER COUNCIL

**Sections:**

- 2.02.010 Purposes.
- 2.02.020 Definition.
- 2.02.030 Stanislaus County Disaster Council membership.
- 2.02.040 Disaster Council powers and duties.
- 2.02.050 Operational Area Council.
- 2.02.060 Meetings.
- 2.02.070 State of war, state of emergency or local emergency.
- 2.02.080 Plan and agreement preparation.
- 2.02.090 Emergency Organization.
- 2.02.100 Punishment of violations.
- 2.02.110 Expenditures.

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

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2.02.120 Director and Assistant Director of Emergency Services – Office created.

2.02.130 Powers and duties of Director and Assistant Director of Emergency Services.

## **2.02.010 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 the City in the event of an emergency; the direction of the Emergency Organization; and the coordination of the emergency functions of the City with all other public agencies, corporations, organizations and affected private persons. (Ord. 2009-4 § 1, 6-9-2009; Ord. 265, 8-8-1972)

## **2.02.020 Definition.**

As used in this chapter, "emergency" shall mean the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within the 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 the City, requiring the combined forces of other political subdivisions to combat. (Ord. 2009-4 § 1, 6-9-2009; Ord. 265, 8-8-1972)

## **2.02.030 Stanislaus County Disaster Council membership.**

The Stanislaus County Disaster Council is hereby created and shall consist of the following:

- A. The Chair of the Board of Supervisors, who shall be Chair of the Disaster Council;
- B. The Director of Stanislaus County Emergency Services, who shall be Vice-Chairman;
- C. The Assistant Director of Stanislaus County Emergency Services, who shall be Secretary;
- D. One elected official from each city in Stanislaus County. (Ord. 2009-4 § 1, 6-9-2009)

## **2.02.040 Disaster Council powers and duties.**

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

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The Disaster Council shall have power to:

- A. Oversee the preparedness activities of the various county departments and other jurisdictions in the Stanislaus County operational area. This includes preparation of emergency and disaster plans, policies and procedures, and ensuring unity of purpose. The Council will be responsible to ensure unity of purpose. The Council will be responsible to ensure compliance with the National Incident Management System, the Standardized Emergency Management System and the Incident Command System.
  
- B. Approve to form all proposed emergency operations procedures, plans and other documents related to emergency preparedness and planning.
  
- C. Hear proposals from any agency, department or interested party in emergency and disaster preparedness. Prior to any formal action, the proposal shall have the approval of the operational area council for operational and procedural conformity with the Stanislaus County emergency operations plan, policies, and procedures.
  
- D. Be required to have a majority of the members present for approval and/or review of any plan, policies or issues and a simple majority vote will carry the recommended action. Thereafter, the recommended action will be forwarded to the appropriate board, commission, or executive representative.
  
- E. Sit as the Disaster Council for any jurisdiction that deems it appropriate by resolution and local ordinance.

The Disaster Council does not have operational duties or powers during emergencies, disasters or other events or incidents. (Ord. 2009-4 § 1, 6-9-2009)

## **2.02.050 Operational Area Council.**

The Stanislaus County Operational Area Council is created under the authority of Government Code Article 9, Section 8605, and shall consist of the Assistant Director of Emergency Services and Joint Powers Agreement (JPA) members that represent each city within Stanislaus County. Generally, the JPA member will be the Emergency Manager from his/her jurisdiction. The Operational Area Council will:

- A. Coordinate, review, and recommend for approval all emergency or disaster response policies, procedures, plans, and other influencing factors or events that would affect the Stanislaus operational area.
  
- B. Review all disaster plans by any agency or jurisdiction in Stanislaus County for approval to form and compliance with the National Incident Management System, the Standardized Emergency Management System and the Incident Command System. After review of the proposed plans, policies and procedures relating to emergency management, the Operational Area Council will then

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

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make its recommendation to the disaster council.

- C. Be the lead agency for the multi-agency emergency operations center management team and the multi-agency incident management team(s).
- D. Foster an effective flow of disaster information and emergency preparedness on a day-to-day basis through training, exercises, uniformity in planning, and response plans and policies.
- E.1. Appoint task forces and/or specialist groups for specific detailed work that requires the focus of technical experts to develop plans, policies and procedures for the Stanislaus operational area.

- 2. Standing task forces may be appointed to include:
  - a. Special needs population;
  - b. Public health emergency preparedness committee;
  - c. Faith-based representation.

The Operational Area Council does not have operational duties or powers during an event or emergency and is created to serve in the preparedness and planning phases only. (Ord. 2009-4 § 1, 6-9-2009)

## **2.02.060 Meetings.**

- A. The Disaster Council shall meet a minimum of twice annually and as often as may be deemed necessary. The Disaster Council will operate under the Brown Act for open meetings and local legislative bodies.
- B. The Operational Area Council shall meet quarterly or upon call of the Assistant Director of Emergency Services. (Ord. 2009-4 § 1, 6-9-2009)

## **2.02.070 State of war, state of emergency or local emergency.**

During a "state of war," "state of emergency" or "local emergency," the Chair of the Disaster Council or the Director of Emergency Services may call upon the Disaster Council to meet with the Emergency

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

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Operations Center Policy Group to act as an advisory group on issues as determined by the Director of Emergency Services or the Disaster Council Chair. (Ord. 2009-4 § 1, 6-9-2009)

## **2.02.080 Plan and agreement preparation.**

It shall be the duty of the Stanislaus County Disaster Council to review and recommend for adoption by the City Council emergency plans and agreements and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and agreements. (Ord. 2009-4 § 1, 6-9-2009)

## **2.02.090 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 be charged with duties incident to the protection of life and property in this County during such emergency, shall constitute the Emergency Organization of the City. (Ord. 2009-4 § 1, 6-9-2009)

## **2.02.100 Punishment of violations.**

It shall be a misdemeanor, punishable as set forth in NCC 1.04.010, for any person, during an emergency, to:

A. Willfully 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 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 inhabitants of the 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 emergency agency of the State. (Ord. 2009-4 § 1, 6-9-2009; Ord. 265, 8-8-1972)

## **2.02.110 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 and County. (Ord. 2009-4 § 1, 6-9-2009)

## **2.02.120 Director and Assistant Director of Emergency Services – Office created.**

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

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A. There is hereby created the office of Director of Emergency Services. The City Manager shall be the Director of Emergency Services.

B. There is hereby created the office of Assistant Director of Emergency Services. The Chief of Police shall be the Assistant Director of Emergency Services and designated as the City's Emergency Manager. (Ord. 2009-4 § 1, 6-9-2009)

## **2.02.130 Powers and duties of Director and Assistant Director of Emergency Services.**

A. The Director is hereby identified 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 the 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 the City; and resolve questions of authority and responsibility that may arise between them.
5. Represent the 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 hereby 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

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

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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 or the existence of a "state of war emergency," to command the aid of as many citizens of the community as he deems necessary in the execution of his 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 his ordinary power as City Manager, all of the special powers conferred upon him by this chapter or by resolution or emergency plan pursuant hereto adopted by the City Council, all powers conferred upon him 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 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 the City; and shall have such other powers and duties as may be assigned by the Director. (Ord. 2009-4 § 1, 6-9-2009)

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CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

Attachment G

City of Newman Resolution No. 22-50

Adopting the California Master Mutual Aid Agreement

22-50

RESOLUTION OF THE CITY COUNCIL ~~BOARD OF SUPERVISORS~~

OF THE CITY ~~COUNTY~~ OF Newman

WHEREAS, EARL WARREN, Governor of the State of California, on the 15th day of November, 1950, executed the California Disaster and Civil Defense Master Mutual Aid Agreement on behalf of the State of California and all its Departments and Agencies;

NOW, THEREFORE, The City Council of the City of Newman ~~Board of Supervisors County~~ does, by resolution, hereby approve and agree to abide by said California Civil Defense Master Mutual Aid Agreement; and the Clerk of this Council is hereby authorized and directed to send TWO certified copies of this resolution to the State Disaster Council for filing with said State Disaster Council.

Adopted and approved this 12th day of December, 1950

Leland E Steffensen

*Leland E. Steffensen*  
Mayor ~~Clerk~~

ATTEST:

S. C. Bell  
Clerk

I, S. C. Bell City Clerk of the City of Newman ~~County~~ do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly adopted by the City Council ~~Board of Supervisors~~ of the City of Newman ~~County~~ on the 12th day of December, 1950.

[SEAL]

S. C. Bell *S. C. Bell*  
Clerk

(NOTE: Two certified copies of this Resolution should be forwarded to the California State Disaster Council (Office of Civil Defense), P. O. Box 110, Sacramento)

**CITY OF NEWMAN EMERGENCY OPERATIONS PLAN**

**Attachment H**

**City of Newman Resolution No. 2006-39**

**Adopting the National Incident Management System (NIMS)**

**RESOLUTION NO. 2006-39**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NEWMAN ADOPTING THE NATIONAL INCIDENT MANAGEMENT SYSTEM**

WHEREAS, response to and recovery from major emergencies and disasters requires integrated professional management and coordination; and

WHEREAS, the President directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS) to standardize and enhance incident management procedures nationwide; and

WHEREAS, the National Incident Management System provides a structure and process to effectively coordinate responders from multiple disciplines and levels of government and to integrate them with resources from the private sector and non-governmental organizations; and

WHEREAS, use of the National Incident Management System, which has a key component the Incident Command System (ICS), will improve the City of Newman's ability to manage major emergencies and disasters; and

WHEREAS, failure to adopt and use the National Incident Management System may preclude the City of Newman from receiving federal preparedness grants or reimbursement for costs expended during major emergency and disaster response and recovery operations;

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Newman hereby adopts the National Incident Management System as the foundation for incident command, coordination and support activities. It shall further be the policy of the City of Newman to provide appropriate training on the National Incident Management System and its core components to personnel responsible for managing and/or supporting major emergency and disaster operations.

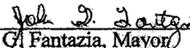
PASSED AND ADOPTED this 22<sup>nd</sup> day of August, 2006, by the following vote:

AYES: Parker, Marquez, Martina, Crinklaw and Mayor Fantazia

NOES: None

ABSENT: None

APPROVED:

  
John G. Fantazia, Mayor

ATTEST:

  
Deputy City Clerk

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

## Attachment I

### City of Newman Resolution No. 2008-54

#### Approving the Redefining of the Disaster Council

##### RESOLUTION NO. 2008-54

**A RESOLUTION APPROVING THE REDEFINING OF THE DISASTER COUNCIL, APPOINTING ONE MEMBER OF THE CITY COUNCIL TO SERVE ON THE DISASTER COUNCIL AND APPOINTING THE CITY MANAGER OR HIS DESIGNEE TO REPRESENT THE CITY ON THE OPERATIONAL AREA COUNCIL**

WHEREAS, Stanislaus County and the City of Newman have, in the past, each had separate Disaster Councils, and

WHEREAS, the purpose of the Disaster Council was to oversee the disaster preparedness activities including the preparation of emergency and disaster plans, policies and procedures, and

WHEREAS, Government Code 8610 also allows for Disaster Councils to be created are a combination of Cities and Counties for the entire operational area, and

WHEREAS, Government Code 8559 defines an operational area as an intermediate level of the state emergency services organization, consisting of a County and all political subdivisions within the County area, and

WHEREAS, the Stanislaus County Board of Supervisors adopted the Stanislaus Operational Area Decision Process for Emergency Planning in April, 2008, for the purpose of clarifying memberships, purpose, roles and responsibilities of the Disaster Council and Operational Area Council, and

WHEREAS, this Emergency Planning Decision Process is based upon the FIRESCOPE Decision Process, the model used by the Federal Government when developing the National Incident Management System (NIMS), and is also based on the Standardized Emergency Management System (SEMS) and the Incident Command System (ICS), and

WHEREAS, the benefits of re-establishing and re-defining the Disaster Council include: effective use of resources by establishing one Disaster Council instead of 10, maintaining compliance for grant funding and recovery funding after an emergency event/incident, maintaining local control by membership on the single Disaster Council with ultimate approval for City plans remaining with the Newman City Council, maximum use of resources in planning, preparedness, response and recovery to emergencies in the Operational Area. and access to the public for input, inclusion, collaboration, coordination, and communication;

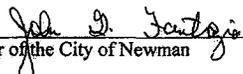
NOW, THEREFORE, BE IT RESOLVED, that the Newman City Council hereby authorizes the City Manager to enter into an agreement with the County of Stanislaus supporting a combined City/County Disaster Council and the Decision Making Process, and appointing one elected official from the Newman City Council to serve on the revised and newly combined County/City Disaster Council and appointing the City Manager or his designee, for the City to serve on the Operational Area Council.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Newman this 26<sup>th</sup> day of August, 2008, by the following vote:

AYES: Crinklaw, Katen, Kelly, Martina and Mayor Fantazia  
NOES: None  
ABSENT: None

APPROVED:

ATTEST:

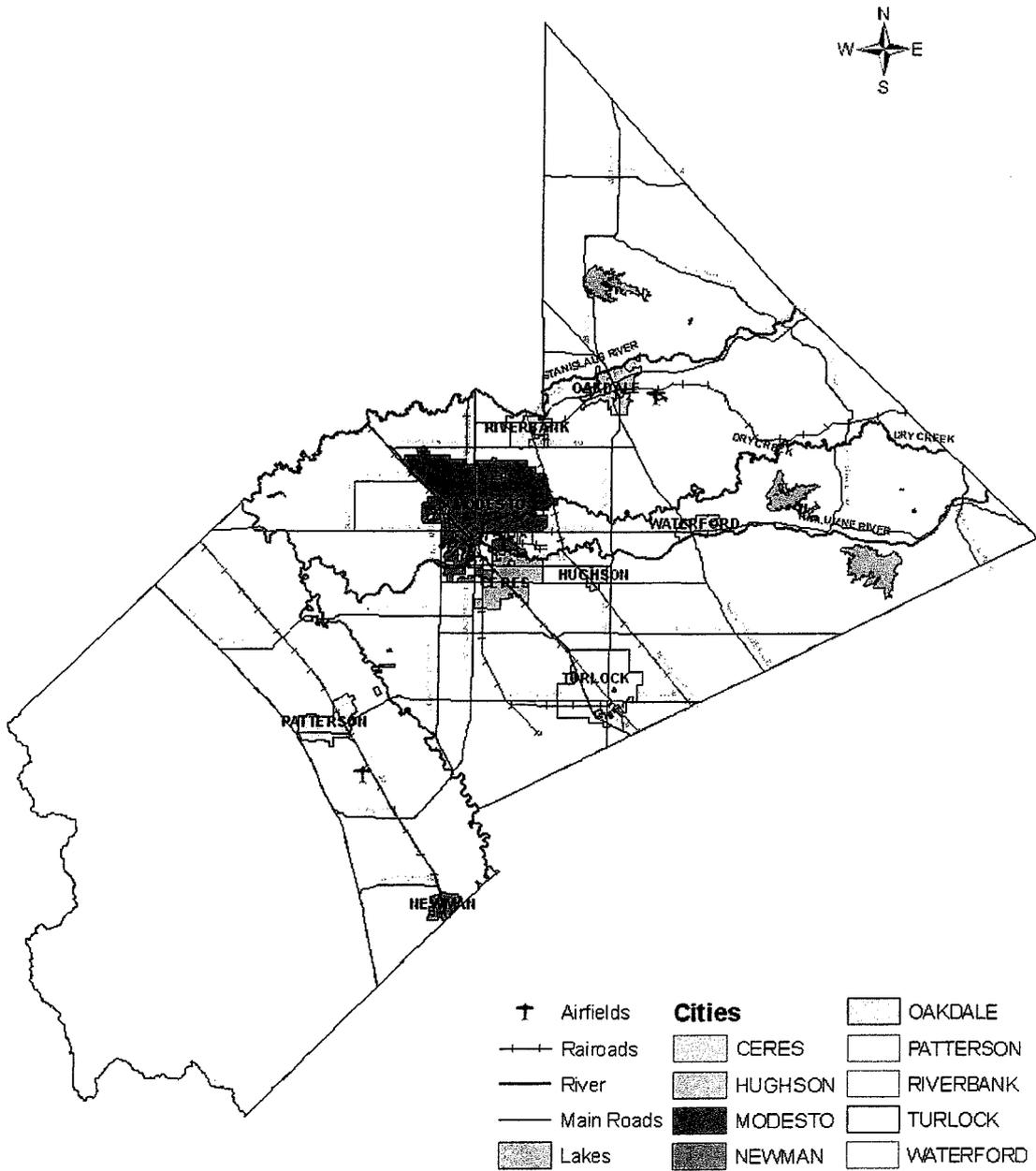
  
Mayor of the City of Newman

  
Deputy City Clerk

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

## Attachment J

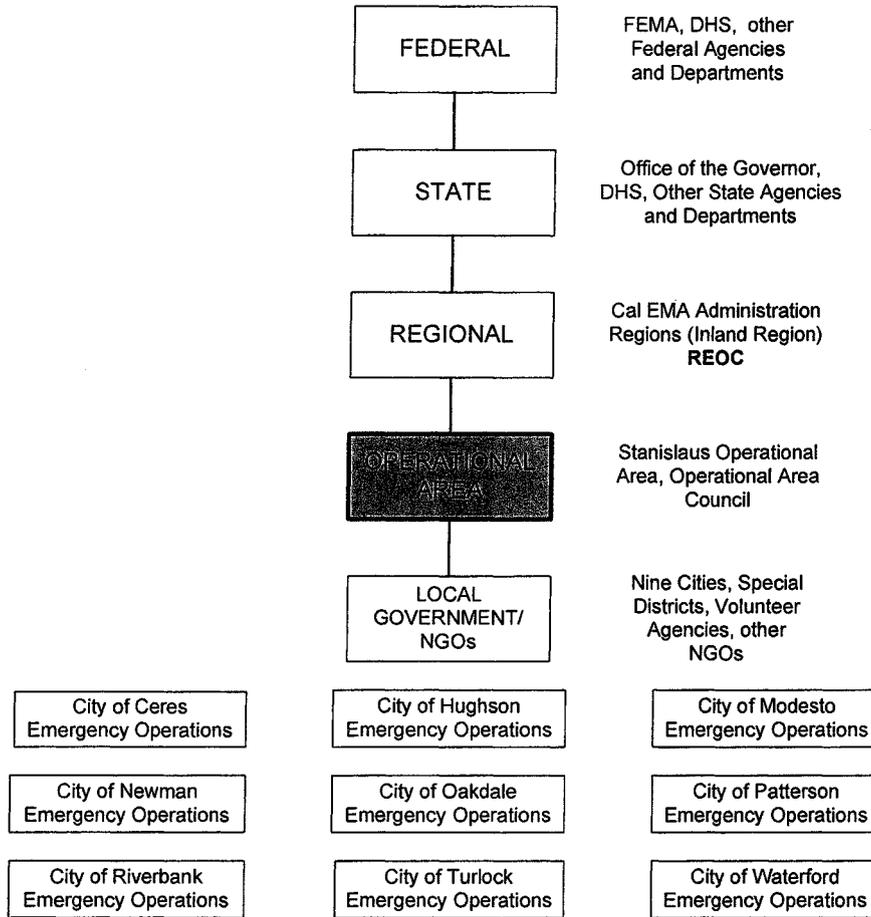
### Stanislaus Operational Area Map



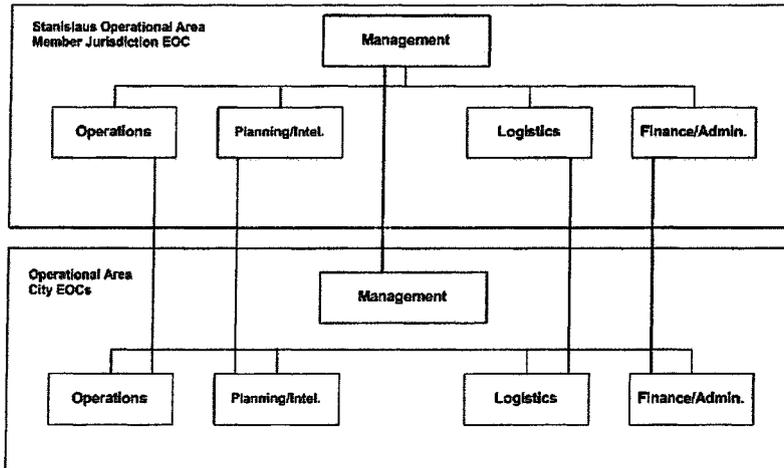
# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

## Attachment K

### COORDINATION WITH OTHER SEMS LEVELS



**Lines of Communication and Coordination**

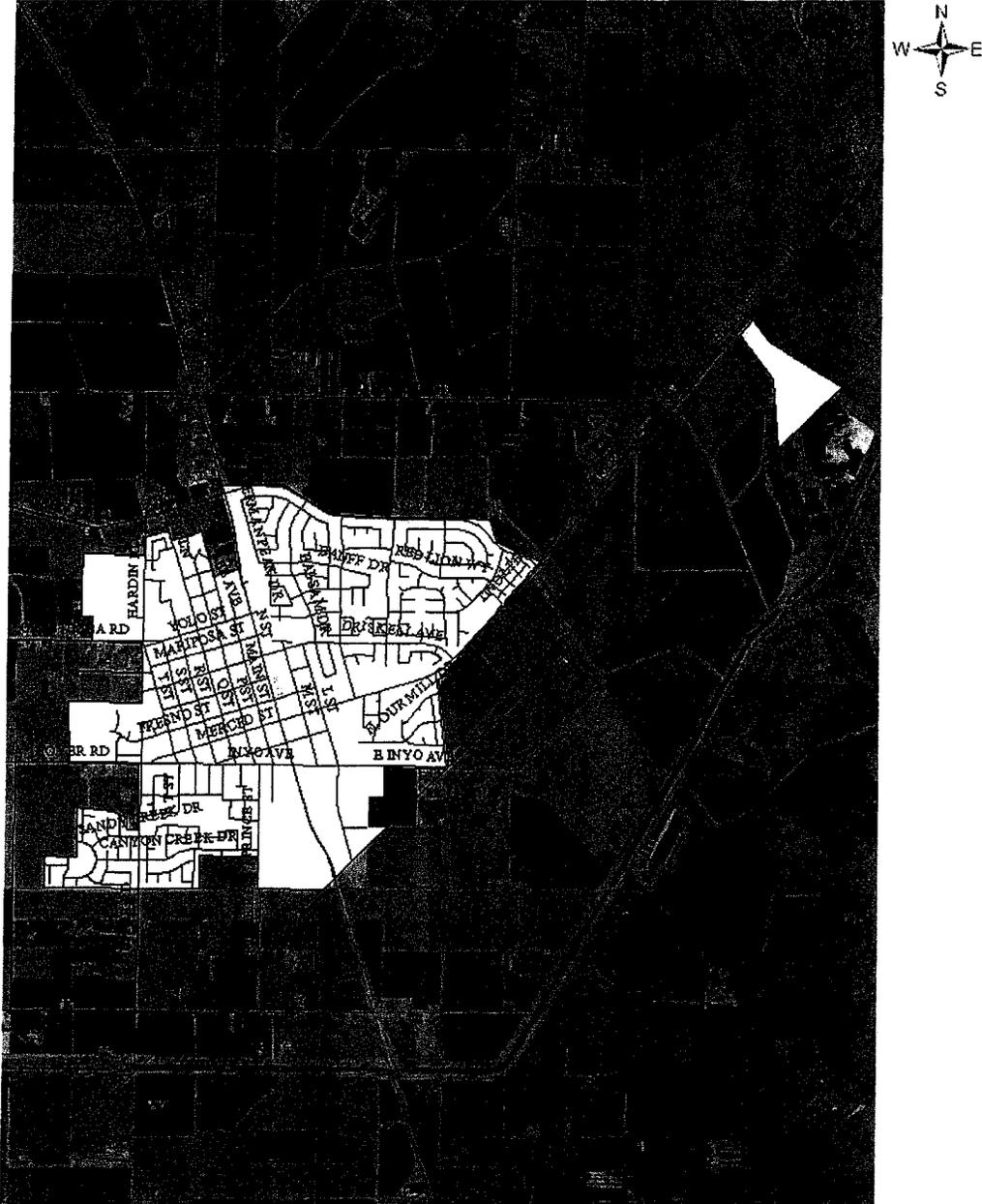


# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

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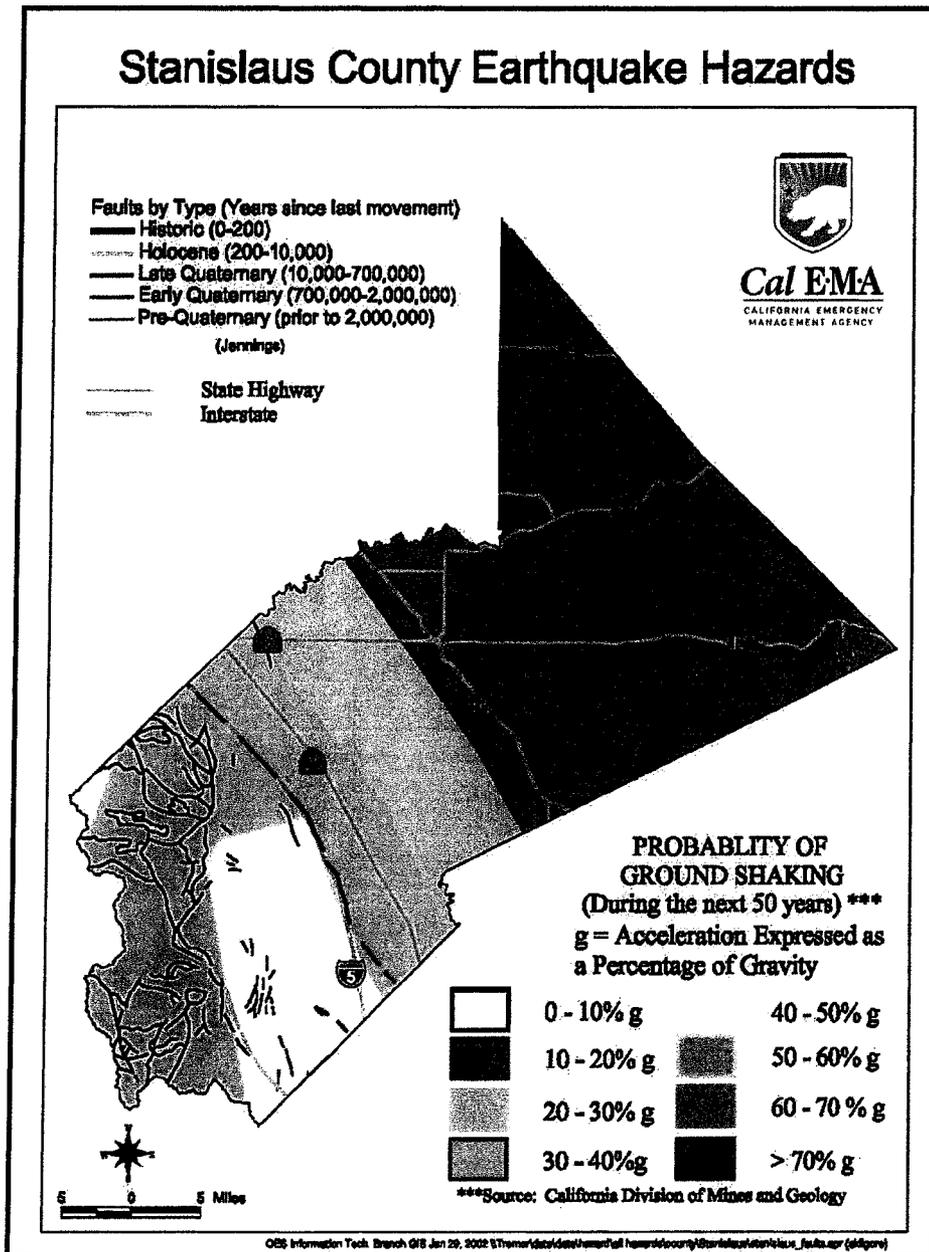
## Attachment L

### Map of the City of Newman



Attachment M

Stanislaus County Fault Zone Map



**CITY OF NEWMAN EMERGENCY OPERATIONS PLAN**

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**Attachment N**

**Warning and Flood Stage Table**

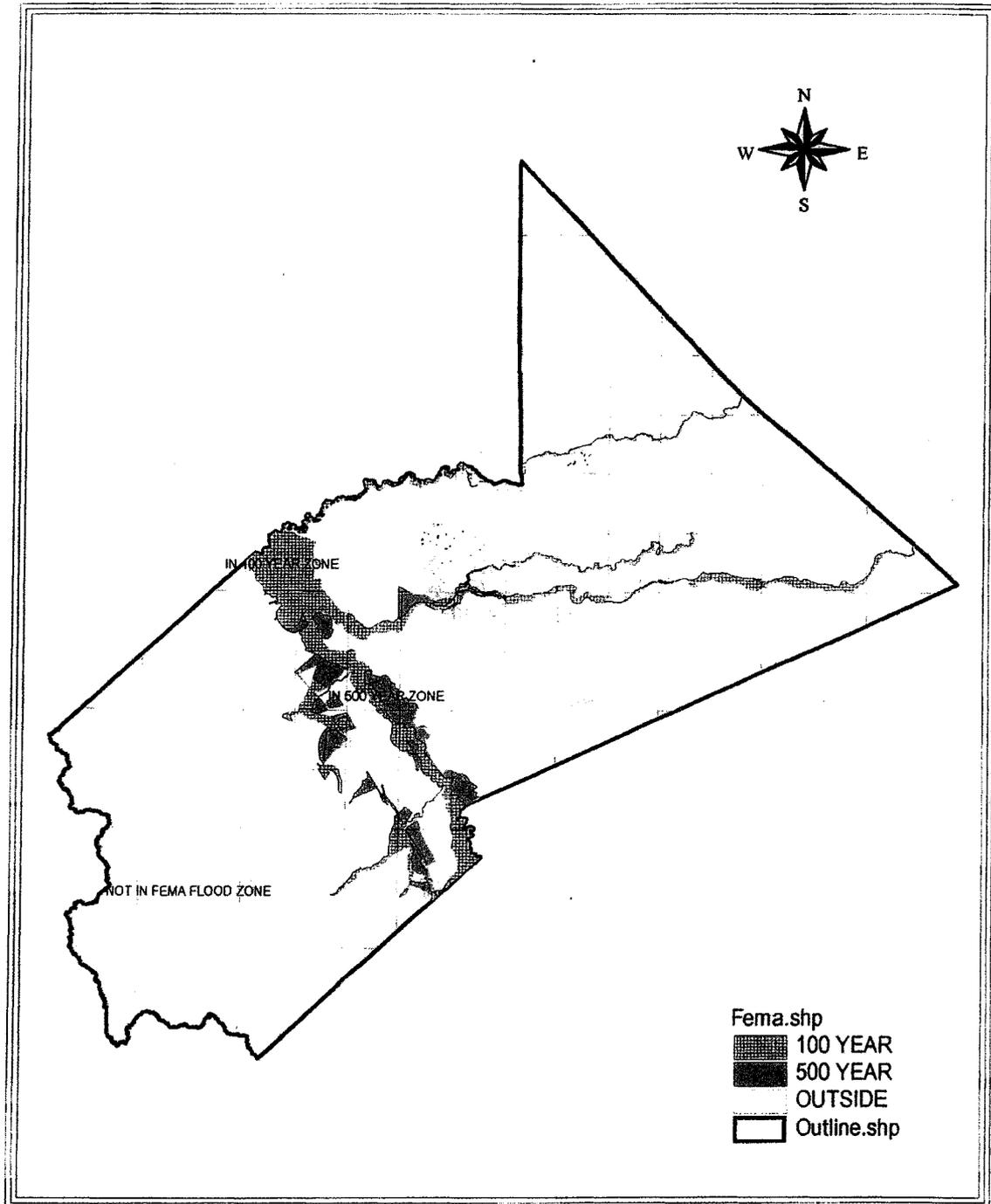
**RIVER STATUS (LEVELS) IN STANISLAUS COUNTY**

RIVER STATUS 1-800-952-5530						DATE: _____		INITIALS: _____	
<u>RIVER</u>	<u>STATION</u>	<u>WARNING</u>	<u>FLOOD</u>	<u>NOW</u>	<u>TIME</u>				
<b>San Joaquin</b>	New	63	70.4	_____	_____				
	VNS	24.5	29.5	_____	_____				
Forecast:									
_____									
_____									
<b>Tuolumne</b>	MOD	50.5	55	_____	_____				
Forecast:									
_____									
_____									
<b>Stanislaus</b>	OBB	13	16	_____	_____				
Forecast:									
_____									
_____									

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

## Attachment O

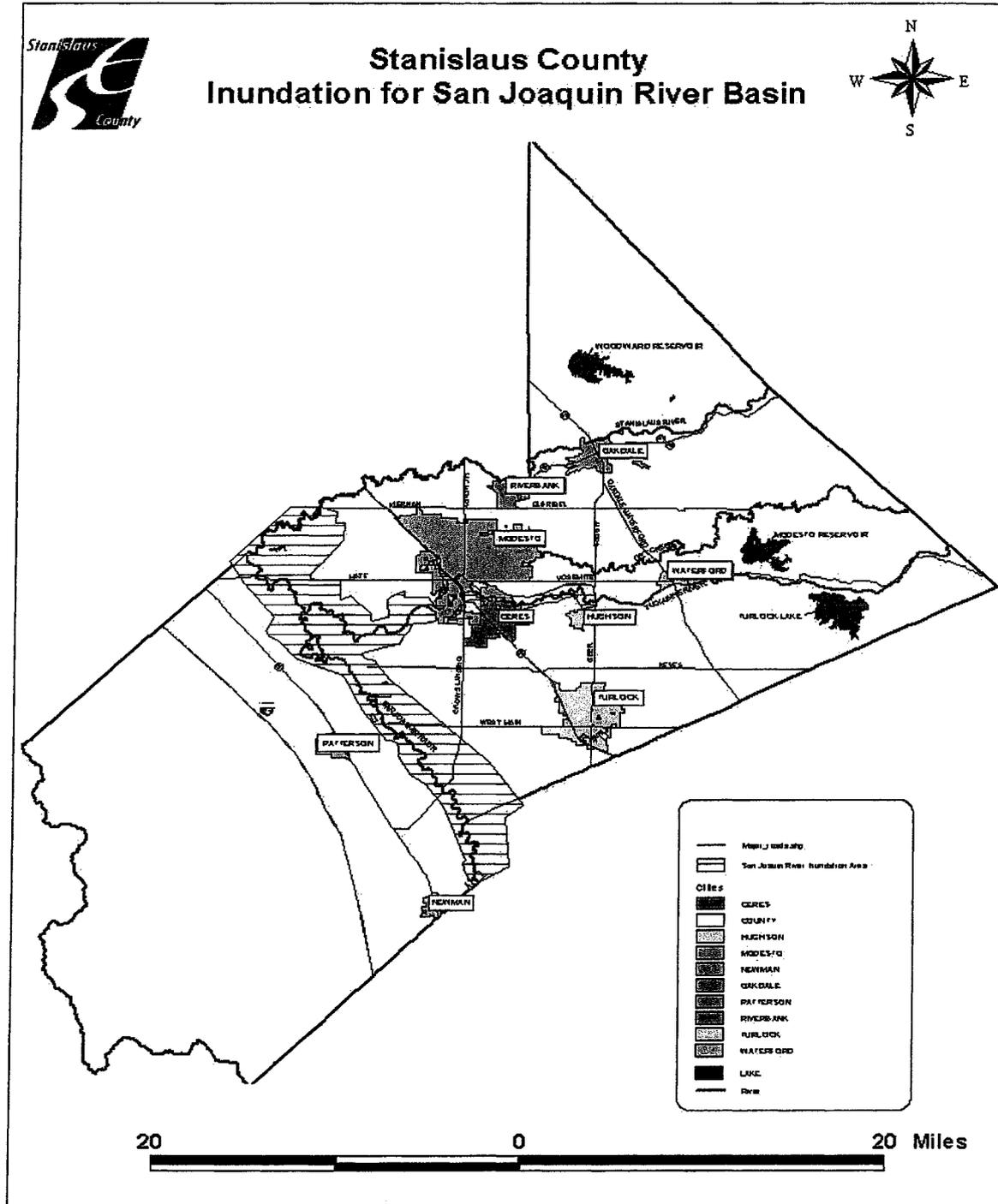
### FEMA 100 Year and 500 Year Projected Flood Plains



# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

## Attachment P

### Inundation for San Joaquin River Basin

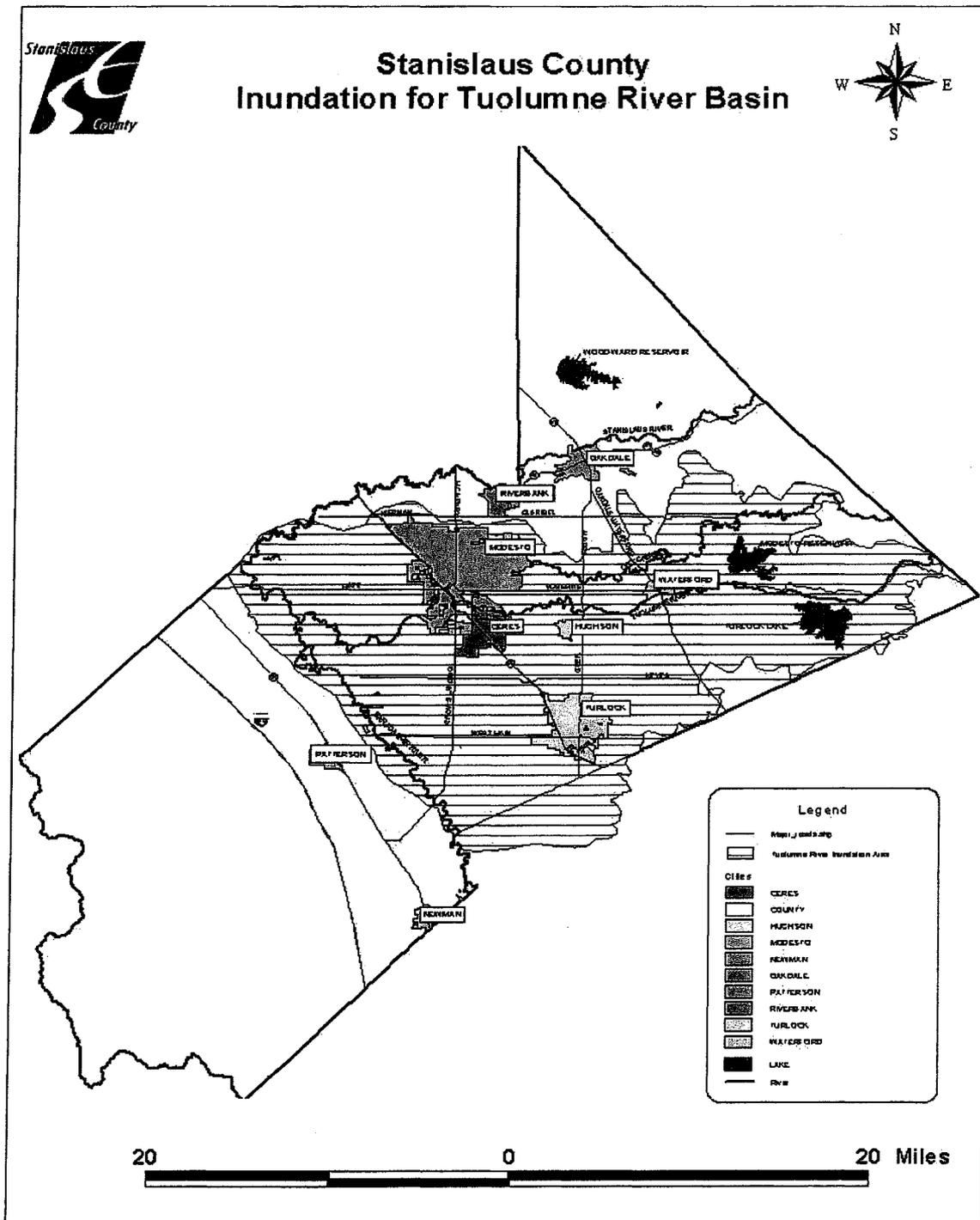


This map depicts a "Catastrophic Failure."

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

## Attachment Q

### Inundation for Tuolumne River Basin

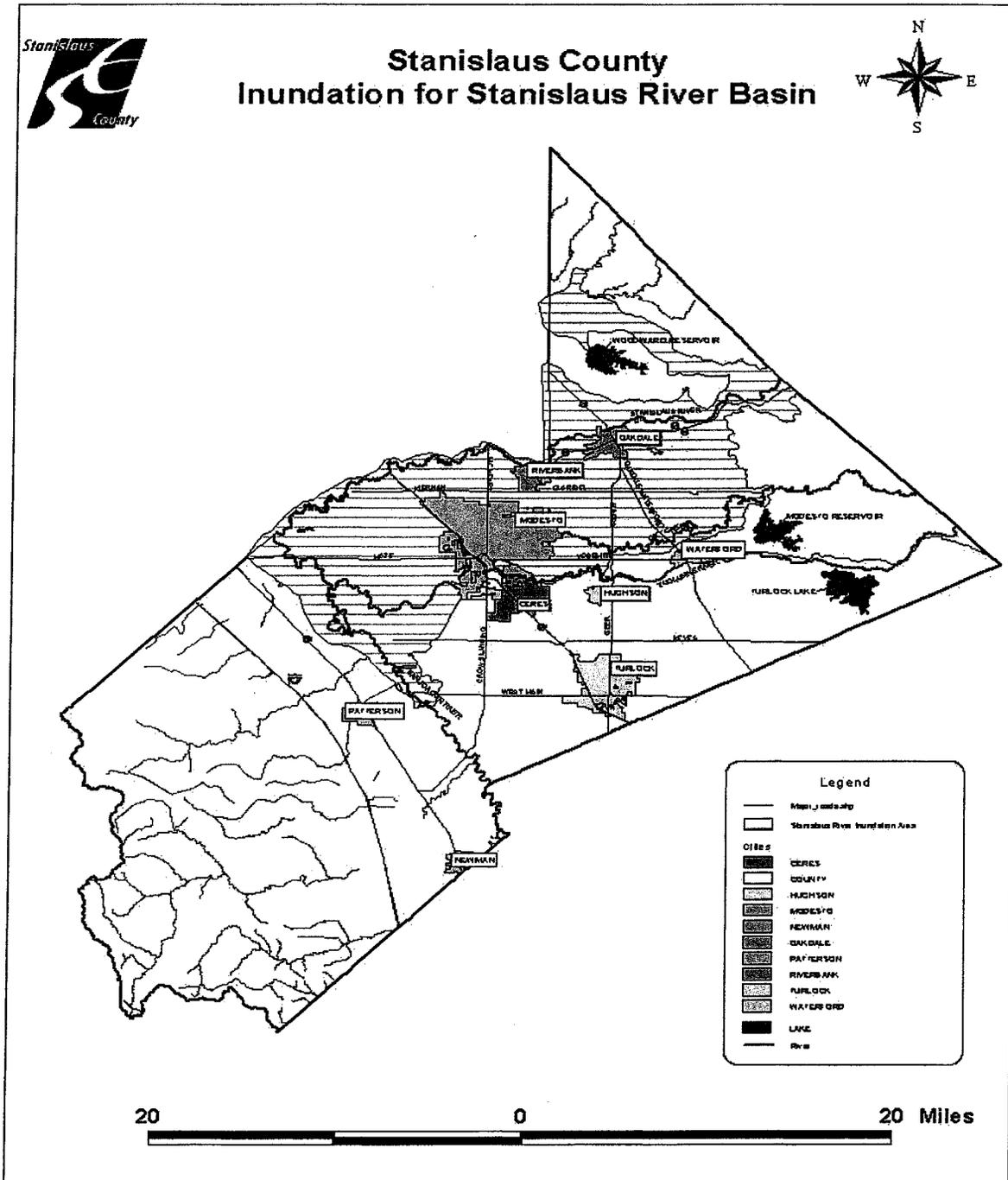


This map depicts a "Catastrophic Failure."

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

## Attachment R

### Inundation for Stanislaus River Basin

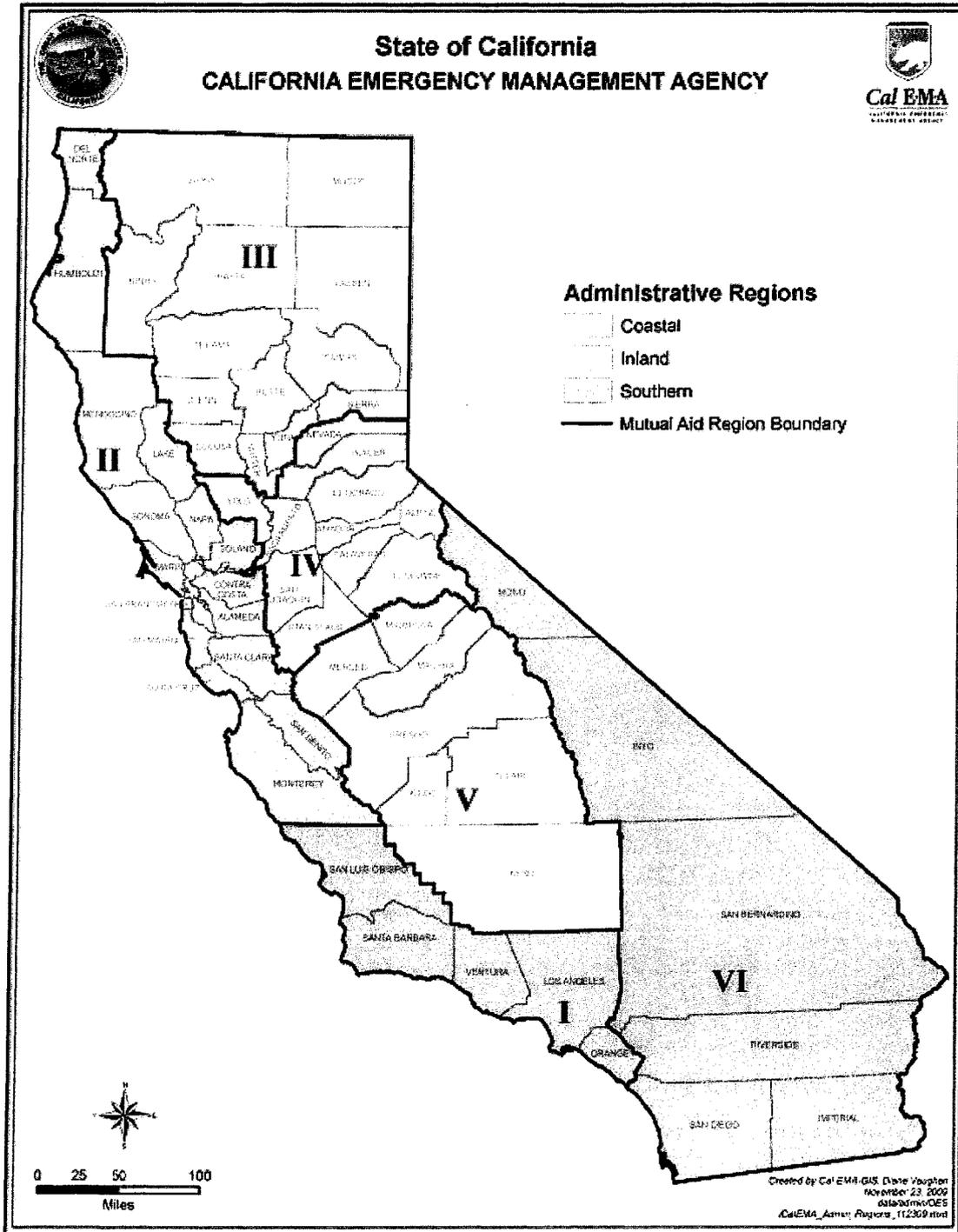


This map depicts a "Catastrophic Failure."

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

## Attachment S

### California Emergency Management Agency Services Inland Region Map



# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

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## Attachment T

### City of Newman List of Standby Officers for Directors of Departments who have duties in the maintenance of law and order and health and safety services.

#### City Manager

1. Chief of Police
2. Public Works Director
3. Fire Chief

#### Police Chief

1. Police Sergeant
2. Police Sergeant by date of rank

#### Public Works Director

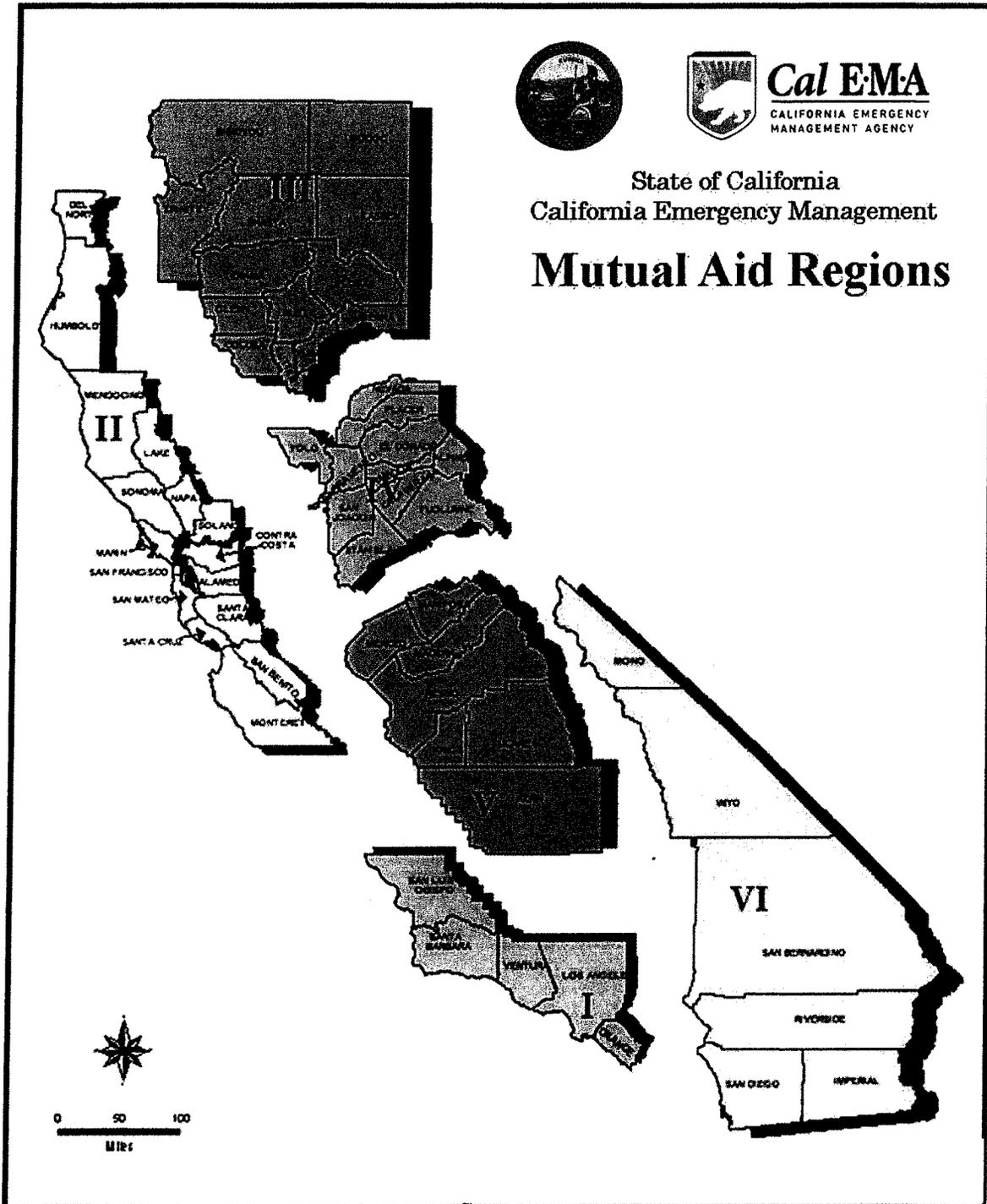
1. Public Works Superintendent

#### Community Development Director

1. City Planner
2. Building Inspector

Attachment U

Mutual Aid Regions Map



## Attachment V

### Emergency Public Information

California Penal Code 409.5.

(a) Whenever a menace to the public health or safety is created by a calamity including a flood, storm, fire, earthquake, explosion, accident, or other disaster, officers of the Department of the California Highway Patrol, police departments, marshal's office or sheriff's office, any officer or employee of the Department of Forestry and Fire Protection designated a peace officer by subdivision (g) of Section 830.2, any officer or employee of the Department of Parks and Recreation designated a peace officer by subdivision (f) of Section 830.2, any officer or employee of the Department of Fish and Game designated a peace officer under subdivision (e) of Section 830.2, and any publicly employed full-time lifeguard or publicly employed full-time marine safety officer while acting in a supervisory position in the performance of his or her official duties, may close the area where the menace exists for the duration thereof by means of ropes, markers, or guards to any and all persons not authorized by the lifeguard or officer to enter or remain within the enclosed area. If the calamity creates an immediate menace to the public health, the local health officer may close the area where the menace exists pursuant to the conditions set forth in this section.

(b) Officers of the Department of the California Highway Patrol, police departments, marshal's office or sheriff's office, officers of the Department of Fish and Game designated as peace officers by subdivision (e) of Section 830.2, or officers of the Department of Forestry and Fire Protection designated as peace officers by subdivision (g) of Section 830.2 may close the immediate area surrounding any emergency field command post or any other command post activated for the purpose of abating any calamity enumerated in this section or any riot or other civil disturbance to any and all unauthorized persons pursuant to the conditions set forth in this section whether or not the field command post or other command post is located near to the actual calamity or riot or other civil disturbance.

(c) Any unauthorized person who willfully and knowingly enters an area closed pursuant to subdivision (a) or (b) and who willfully remains within the area after receiving notice to evacuate or leave shall be guilty of a misdemeanor.

(d) Nothing in this section shall prevent a duly authorized representative of any news service, newspaper, or radio or television station or network from entering the areas closed pursuant to this section.

# **GLOSSARY OF TERMS**

**June 2010**

## Glossary of Terms

### Introduction

The Glossary contains definitions of terms commonly used in the Standardized Emergency Management System (SEMS). The Glossary was developed from a glossary used in the Incident Command System National Training Curriculum. It does not contain terms or definitions related to specific resources for particular application areas. Users should supplement this glossary with agency-specific terms and definitions as appropriate.

### A

#### Action Plan

The plan prepared in the EOC containing the emergency response objectives of that SEMS level reflecting overall priorities and supporting activities for a designated period. The plan is shared with supporting agencies. See also Incident Action Plan.

#### Activate

At a minimum, a designated official of the emergency response agency that implements SEMS as appropriate to the scope of the emergency and the agency's role in response to the emergency.

#### After action report

A report covering response actions, application of SEMS, modifications to plans and procedures, training needs, and recovery activities. After action reports are required under SEMS after any emergency which requires a declaration of an emergency. Reports are required within 90 days.

#### Agency

An agency is a division of government with a specific function, or a non-governmental organization (e.g., private contractor, business, etc.) that offers a particular kind of assistance. In ICS, agencies are defined as jurisdictional (having statutory responsibility for incident mitigation), or assisting and/or cooperating (providing resources and/or 1 Part III Supporting Documents Glossary of Terms Standardized Emergency Management System (SEMS) Guidelines assistance). (See Assisting Agency, Cooperating Agency and Multi-agency.)

#### Agency Dispatch

The agency or jurisdictional facility from which resources are allocated to incidents.

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

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## **Agency Executive or Administrator**

Chief executive officer (or designee) of the agency or jurisdiction that has responsibility for the incident.

## **Agency Representative**

An individual assigned to an incident or to an EOC from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency's participation at the incident or at the EOC. Agency Representatives report to the Liaison Officer at the incident, or the Liaison Coordinator at SEMS EOC levels.

## **Air Operations Branch Director**

The person primarily responsible for preparing and implementing the air operations portion of the Incident Action Plan. Also responsible for providing logistical support to helicopters operating on the incident.

## **Allocated Resources**

Resources dispatched to an incident.

## **Air Command**

An organization established to: 1) oversee the management of multiple incidents that are each being handled by an Incident Command System organization; or 2) to oversee the management of a very large incident that has multiple Incident Management Teams assigned to it. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources based on priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed.

## **Assigned Resources**

Resources checked in and assigned work tasks on an incident.

## **Assignments**

Tasks given to resources to perform within a given operational period, based upon tactical objectives in the Incident or EOC Action Plan.

## **Assistant**

Title for subordinates of the Command Staff positions at the Field SEMS level. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be used to supervise unit activities at camps.

## **Assisting Agency**

An agency directly contributing tactical or service resources to another agency.

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

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## **B**

### **Base**

The location at an incident at which primary logistical functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term "Base.") The Incident Command Post may be collocated with the Base.

### **Branch**

The organizational level at the SEMS Field Level having functional or geographic responsibility for major parts of incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section. Branches are identified by the use of Roman Numerals or by functional name (e.g., medical, security, etc.). Branches are also used in the same sequence at the SEMS EOC levels.

### **Branch Director**

The ICS title for individuals responsible for supervision of a Branch at the Field Level. At SEMS EOC levels, the title Branch Coordinator is preferred.

## **C**

### **Cache**

A pre-determined complement of tools, equipment and/or supplies stored in a designated location, available for incident use.

### **Camp**

A geographical site, within the general incident area, separate from the Incident Base, equipped and staffed to provide sleeping, food, water, and sanitary services to incident personnel.

### **Chain of Command**

A series of management positions in order of authority.

### **Check-in**

The process whereby resources first report to an incident or into an EOC. Check-in locations at the SEMS Field Level include: Incident Command Post (Resources Unit), Incident Base, Camps, Staging Areas, Helibases, Helispots, and Division Supervisors (for direct line assignments).

### **Clear Text**

The use of plain English in radio communications transmissions. No Ten Codes or agency specific codes are used when utilizing Clear Text.

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

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## **Command**

The act of directing, and/or controlling resources at an incident by virtue of explicit legal, agency, or delegated authority. May also refer to the Incident Commander.

## **Command Post**

(See Incident Command Post)

## **Command Staff**

The Command Staff at the SEMS Field Level consists of the Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander. They may have an assistant or assistants, as needed. These functions may also be found at the EOC levels in SEMS. At the EOC, they would report to the EOC Director but may be designated as Coordinators. At EOCs, the functions may also be established as Sections, or Branches to accommodate subsequent expansion.

## **Communications Unit**

An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to provide the major part of an Incident Communications Center.

## **Community Based Organizations**

**A local organization (which may or may not be an affiliate of a national organization)** with a primary mission to provide services to specific groups of people. This could include services to people who are developmentally disabled, homeless, low-income elderly, non-English speaking, or others. CBOs are usually nonprofit organizations. Most have a 501 (c) (3) tax-exempt status from the Internal Revenue Service. Some may have the nonprofit status from the Franchise Tax Board. In size, they range from all-volunteer organizations that get by on virtually no budget, to multi-million dollar operations. Examples include Food Banks, Centers for Independent Living, Immigration Assistance Programs, Easter Seals, Neighborhood Clinics, and Family Centers.

## **Compensation Unit/Claims Unit**

Functional unit within the Finance/Administration Section responsible for financial concerns resulting from property damage, injuries or fatalities at the incident or within an EOC.

## **Complex**

Two or more individual incidents located in the same general area, which are assigned to a single Incident Commander or to a Unified Command.

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

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## **Cooperating Agency**

An agency supplying assistance other than direct tactical or support functions or resources to the incident control effort (e.g., American Red **Cross**, telephone company, etc.)

## **Coordination**

The process of systematically analyzing a situation, developing relevant information, and informing appropriate command authority of viable alternatives for selection of the most effective combination of available resources to meet specific objectives. The coordination process (which can be either intra-or inter-agency) does not involve dispatch actions. However, personnel responsible for coordination may perform command or dispatch functions within the limits established by specific agency delegations, procedures, legal authority, etc. Mutli-agency or Inter-agency coordination is found at all SEMS levels.

## **Coordination Center**

Term used to describe any facility that is used for the coordination of agency or jurisdictional resources in support of one or more incidents.

## **Cost Sharing Agreements**

Agreements between agencies or jurisdictions to share designated costs related to incidents. Cost sharing agreements are normally written but may also be verbal between authorized agency or jurisdictional representatives at the incident.

## **Cost Unit**

Functional unit within the Finance/Administration Section responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures.

## **D**

## **Delegation of Authority**

A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints and other considerations or guidelines as needed. Many agencies require written Delegation of Authority to be given to Incident Commanders prior to their assuming command on large incidents.

## **Demobilization Unit**

Functional unit within the Planning Section responsible for assuring orderly, safe and efficient demobilization of incident or EOC assigned resources.

Department Operations Center

A facility used by a distinct discipline, such as flood operations, fire, medical, hazardous material, or a unit, such as Department of Public Works, or Department

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

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of Health. Department Operations Centers may be used at all SEMS levels above the field response level depending upon the needs of the emergency.

## **Deputy Incident Commander (Section Chief or Branch Director)**

A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a Deputy could act as relief for a superior and therefore must be fully qualified in the position. Deputies may also be found as necessary at all SEMS EOC levels.

## **Disaster**

A sudden calamitous emergency event bringing great damage loss or destruction.

## **Dispatch**

The implementation of a command decision to move a resource or resources from one place to another.

## **Dispatch Center**

A facility from which resources are assigned to an incident.

## **Division**

Divisions are used to divide an incident into geographical areas of operation. Divisions are identified by alphabetic characters for horizontal applications and, often, by numbers when used in buildings. Divisions are also used at SEMS EOC levels and are found organizationally between Branches and Units.

## **Division or Group Supervisor**

The position title for individuals responsible for command of a Division or Group at an Incident. At the EOC level, the title is Division Coordinator.

## **Documentation Unit**

Functional unit within the Planning Section responsible for collecting, recording and safeguarding all documents relevant to an incident or within an EOC.

## **E**

## **Emergency**

A condition of disaster or of extreme peril to the safety of persons and property caused by such conditions as air pollution, fire, flood, hazardous material incident, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestations or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake or other conditions, other than conditions resulting from a labor controversy.

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

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## **Emergency Management Coordinator**

The individual within each jurisdiction that is delegated the day-to-day responsibility for the development and maintenance of all emergency management coordination efforts.

## **Emergency Management Director (Emergency Services Director)**

The individual within each political subdivision that has overall responsibility for jurisdiction emergency management. For cities and counties, this responsibility is commonly assigned by local ordinance.

## **Emergency Medical Technician (EMT)**

A health-care specialist with particular skills and knowledge in pre-hospital emergency medicine.

## **Emergency Operations Center (EOC)**

A location from which centralized emergency management can be performed. EOC facilities are established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency.

## **Emergency Operations Plan**

The plan that each jurisdiction has and maintains for responding to appropriate hazards.

## **Emergency Response Agency**

Any organization responding to an emergency, or providing mutual aid support to such an organization, whether in the field, at the scene of an incident, or to an operations center.

## **Emergency Response Personnel**

Personnel involved with an agency's response to an emergency.

## **EOC Action Plan**

The plan developed at SEMS EOC levels, which contains objectives, actions to be taken, assignments and supporting information for the next operational period.

## **Event**

A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts or sporting events.

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

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## F

### **Facilities Unit**

Functional unit within the Support Branch of the Logistics Section at the SEMS Field Response Level that provides fixed facilities for the incident. These facilities may include the Incident Base, feeding areas, sleeping areas, sanitary facilities, etc.

### **Field Operations Guide**

A pocket-size manual of instructions on the application of the Incident Command System.

### **Finance/Administration Section**

One of the five primary functions found at all SEMS levels, which is responsible for all costs and financial considerations. At the incident and Section can include the Time Unit, Procurement Unit, Compensation/Claims Unit and Cost Unit.

### **Food Unit**

Functional unit within the Service Branch of the Logistics Section responsible for providing meals for incident and/or EOC personnel.

### **Function**

In ICS, function refers to the five major activities in the ICS, i.e., Command, Operations, Planning/Intelligence, Logistics and Finance/Administration. The same five functions are also found at all SEMS EOC levels. At the EOC, the term Management replaces Command. The term function is also used when describing the activity involved, e.g., "the planning function."

### **Functional Element**

Refers to a part of the incident, EOC or DOC organization such as section, branch, group or unit.

## G

### **General Staff**

The group of management personnel reporting to the Incident Commander or to the EOC Director. They may each have a deputy, as needed. At the Field SEMS level, the General Staff consists of:

- Operations Section Chief
- Planning/Intelligence Section Chief
- Logistics Section Chief

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

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Finance/Administration Section Chief

At some SEMS EOC levels, the position titles are Section Coordinators.

## **Generic ICS**

Refers to the description of ICS that is generally applicable to any kind of incident or event.

## **Ground Support Unit**

Functional unit within the Support Branch of the Logistics Section at the SEMS Field Response level that is responsible for the fueling, maintaining and repairing of vehicles, and the transportation of personnel and supplies.

## **Group**

Groups are established to divide the incident into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. (See Division) Groups are located between Branches (when activated) and Resources in the Operations Section.

## **H**

### **Helibase**

The main location for parking, fueling, maintenance, and loading of helicopters operating in support of an incident. It is usually located at or near the incident base.

### **Helispot**

Any designated location where a helicopter can safely take off and land. Some helispots may be used for loading of supplies, equipment, or personnel.  
Hierarchy of Command (See Chain of Command)

## **I**

### **Incident**

AN occurrence or event, either human-caused or by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.

### **Incident Action Plan**

The plan developed at the field response level, which contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The plan may be oral or written.

### **Incident Base**

Location at the incident where the primary logistics functions are coordinated and administered. (Incident name or other designator will be added to the term

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

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"Base.") The Incident Command Post may be collocated with the Base. There is only one Base per incident.

## **Incident Commander**

The individual responsible for the command of all functions at the field response level.

## **Incident Command Post (ICP)**

The location at which the primary command functions are executed. The ICP may be collocated with the incident base or other incident facilities.

## **Incident Command System (ICS)**

The nationally use standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

## **Incident Communications Center**

The location of the Communications Unit and the Message Center.

## **Incident Management Team**

The Incident Commander and appropriate General and Command Staff personnel assigned to an incident.

## **Incident Objectives**

Statements of guidance and direction necessary for the selection of appropriate strategy(s), and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

## **Information Officer**

A member of the Command Staff responsible for interfacing with the public and the media or with other agencies requiring information directly from the incident. There is only one Information Officer per incident. The Information Officer may have assistants. This position is also referred to as Public Affairs or Public Information Officer in some disciplines. At SEMS EOC levels, the information function may be established as a Coordinator or as a section or branch reporting directly to the EOC Director.

## **Initial Action**

The actions taken by resources, which are the first to arrive at an incident.

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

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## **Initial Response**

Resources initially committed to an incident.

## **J**

### **Jurisdiction**

The range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority for incident mitigation.

Jurisdictional authority at an incident can be political/geographical (e.g., special district, city, county, state or federal boundary lines), or functional (e.g., police department, health department, etc.). (See Multijurisdiction)

### **Jurisdictional Agency**

The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

## **L**

### **Landing Zone**

(See Helispot)

### **Leader**

The ICS title for an individual responsible for a functional unit, task forces, or teams.

### **Liaison Officer**

A member of the Command Staff at the Field SEMS level responsible for coordinating with representatives from cooperating and assisting agencies. At SEMS EOC levels, the function may be done by a Coordinator and/or within a Section or Branch reporting directly to the EOC Director.

### **Life-Safety**

Refers to the joint consideration of both the life and physical well being of individuals.

### **Local Government**

Means local agencies per Article 3 of the SEMS regulations. The Government Code 8680.2 defines local agencies as any city, city and county, county, school district or special district.

### **Local Government Advisory Committee (LGAC)**

Committees established by the Director of OES to provide a forum for the exchange of information among the cities and counties of a Mutual Aid Region. The LGAC may develop a consensus of action and policy among local emergency

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

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managers on issues, policies, and programs of concern to local governments, and if necessary bring such concerns to the attention of the OES Executive Management. This Committee has become inactive with the advent of the Mutual Aid Regional Advisory Committees.

## **Logistics Section**

One of the five primary functions found at all SEMS levels. The Section responsible for providing facilities, services and materials for the incident or at an EOC.

## **M**

### **Management by Objectives**

In SEMS field and EOC levels, this is a top-down management activity, which involves a three-step process to achieve the desired goal. The steps are: establishing the objectives, selection of appropriate strategy(s) to achieve the objectives, and the direction or assignments associated with the selected strategy.

### **Master Mutual Aid Agreement**

An agreement entered into by and between the State of California, its various departments and agencies, and the various political subdivision, municipal corporations, and public agencies of the State of California to assist each other by providing resources during an emergency Mutual Aid occurs when two or more parties agree to furnish resources and facilities and to render services to each other to prevent and combat any type of disaster or emergency.

### **Marshaling Area**

An area used for the completed mobilization and assemblage of personnel and resources prior to their being sent directly to the disaster affected area. Marshaling Areas are utilized particularly for disasters outside of the continental United States.

### **Medical Unit**

Functional unit within the Service Branch of the Logistics Section at SEMS Field levels responsible for the development of the Medical Emergency Plan, and from providing emergency medical treatment of incident personnel.

### **Message Center**

The Message Center is part of the Incident or EOC Communications Center and is collocated or placed adjacent to it. It receives, records, and routes information to appropriate locations at an incident or within an EOC.

### **Mobilization**

The process and procedures used by all organizations federal, state and local for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

# CITY OF NEWMAN EMERGENCY OPERATIONS PLAN

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## **Mobilization Center**

An off-incident location at which emergency service personnel and equipment are temporarily located pending assignment to incidents, release, or reassignment.

## **Multi-Agency or Inter-Agency Coordination**

The participation of agencies and disciplines involved at any level of the SEMS organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

## **Multi-Agency Coordination System (MACS)**

The combination of personnel, facilities, equipment, procedures and communications integrated into a common system. When activated, MACS has the responsibility for coordination of assisting agency resources and support in a multi-agency or multijurisdictional environment. A MAC Group functions within the MACS. MACS organizations are used within the California Fires Services.

## **Multi-Agency Incident**

An incident where one or more agencies assist a jurisdictional agency or agencies. The incident may be managed under single or unified command.

## **Multijurisdictional Incident**

An incident requiring action from multiple agencies that have a statutory responsibility for incident mitigation. In ICS these incidents will be managed under Unified Command.

## **Mutual Aid Agreement**

Written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request, by furnishing personnel and equipment.

## **Mutual Aid Coordinator**

An individual at local government, operational area, region or state level that is responsible to coordinate the process of requesting, obtaining, processing and using mutual aid resources. Mutual Aid Coordinator duties will vary depending upon the mutual aid system.

## **Mutual Aid Region**

A mutual aid region is a subdivision of state OES established to assist in the coordination of mutual aid and other emergency operations within a geographical area of the state, consisting of two or more county (operational) areas.

## **O**

## **Office of Emergency Services**

The Governor's Office of Emergency Services.

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## **Operational Area**

An intermediate level of the state emergency organization, consisting of a county and all political subdivisions within the county area.

## **Operational Period**

The period of time scheduled for execution of a given set of operation actions as specified in the Incident or EOC Action Plan. Operational Periods can be of various lengths, although usually not over 24 hours.

## **Operations Section**

**One of the five primary functions found at all SEMS levels. The Section** responsible for all tactical operations at the incident, or for the coordination of operational activities at an EOC. The Operations Section at the SEMS Field Response Level can include Branches, Divisions and/or Groups, Task Forces, Teams, Single Resources and Staging Areas. At the EOC levels, the Operations Section would contain Branches or Divisions as necessary because of span-of-control considerations.

## **Out-of-Service Resources**

Resources assigned to an incident but unable to respond for mechanical, rest, or personnel reasons.

## **P**

### **Planning Meeting**

A meeting held as needed throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. On larger incidents, the planning meeting is a major element in the development of the Incident Action Plan. Planning meetings are also an essential activity at all SEMS EOC levels.

### **Planning Section**

(Also referred to as Planning/Intelligence) One of the five primary functions found at all SEMS levels. Responsible for the collection, evaluation, and dissemination of information related to the incident or an emergency, and for the preparation and documentation of Incident or EOC Action Plans. The section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident. At the SEMS Field Response Level, the Section will include the Situation, Resource, Documentation, and Demobilization Units, as well as Technical Specialists. Other units may be added at the EOC level.

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## **Procurement Unit**

Functional unit within the Finance/Administration Section responsible for financial matters involving vendor contracts.

## **Public Information Officer**

The individual at field or EOC level that has been delegated the authority to prepare public information releases and to interact with the media. Duties will vary depending upon the agency and SEMS level.

## **R**

### **Recorders**

Individuals within ICS or EOC organizational units who are responsible for recording information. Recorders may be found in Planning, Logistics and Finance/Administration Units.

### **Region Emergency Operations Center (REOC)**

Facilities found at State OES Administrative Regions. REOCs are used to coordinate information and resources among operational areas and between the operational areas and the state level.

### **Reporting Locations**

Specific locations or facilities where incoming resources can check-in at the incident. (See Check-in).

### **Resources**

Personnel and equipment available, or potentially available, for assignment to incidents or to EOCs. Resources are described by kind and type, and may be used in tactical support or supervisory capacities at an incident or at EOCs.

### **Resources Unit**

Functional unit within the Planning Section at the SEMS Field Response level responsible for recording the status of resources committed to the incident. The Unit also evaluates resources currently committed to the incident, the impact that additional responding resources will have on the incident, and anticipated resource needs.

## **S**

### **Safety Officer**

A member of the Command Staff at the incident or within an EOC responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The Safety Officer may have assistants.

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## **Section**

The organization level with responsibility for a major functional area of the incident or at an EOC, e.g., Operations, Planning/Intelligence, Logistics, Administration/Finance.

## **Section Chief**

The ICS title for individuals responsible for command of functional sections: Operations, Planning/Intelligence, Logistics, and Administration/Finance. At the EOC level, the position will be Section Coordinator.

## **Service Branch**

A Branch within the Logistics Section responsible for service activities at the incident. Includes the Communications, Medical and Food Units.

## **Single Resource**

An individual, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified work supervisor that can be used on an incident.

## **Situation Unit**

Functional unit within the Planning Section responsible for the collection, organization and analysis of incident status information, and for analysis of the situation as it progresses. Reports to the Planning Section Chief.

## **Span-of-control**

The supervisory ratio maintained within an ICS or EOC organization. A span-of-control of five-positions reporting to one supervisor is considered optimum.

## **Special District**

A unit of local government (other than a city, county, or city and county) with authority or responsibility to own operate or maintain a project (as defined in California Code of Regulations Section 2900(s) for purposes of natural disaster assistance. This may include a joint powers authority established under Section 6500 et.seq.of the Code.

## **Staging Area**

Staging Areas are locations set up at an incident where resources can be placed while awaiting a tactical assignment. Staging Areas are managed by the Operations Section.

## **Staging Area Managers**

Individuals within ICS organizational units that are assigned specific managerial responsibilities at Staging Areas (Also Camp Manager).

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## **Standardized Emergency Management System (SEMS)**

A system required by California Government Code for managing response to multi-agency and multijurisdictional emergencies in California. SEMS consists of five organizational levels, which are activated as necessary: Field Response, Local Government, Operational Area, Region, State.

## **State Operations Center (SOC)**

An EOC facility operated by the Governor's Office of Emergency Services at the state level in SEMS.

## **Strategy**

The general plan or direction selected to accomplish incident or EOC objectives.

## **Supply Unit**

Functional unit within the Support Branch of the Logistics Section responsible for ordering equipment and supplies required for incident operations.

## **Support Branch**

A Branch within the Logistics Section responsible for providing personnel, equipment and supplies to support incident operations. Includes the Supply, Facilities and Ground Support Units.

## **Support Resources**

Non-tactical resources under the supervision of the Logistics, Planning/Intelligence, Finance/Administration Sections or the Command Staff.

## **Supporting Materials**

Refers to the several attachments that may be included with an Incident Action Plan, e.g., communications plan, map, safety plan, traffic plan, and medical plan.

## **T**

### **Tactical Direction**

Direction given by the Operations Section Chief at the SEMS Field level which includes the tactics appropriate for the selected strategy, the selection and assignment of resources, tactics implementation, and performance monitoring for each operational area.

### **Task Force**

A combination of single resources assembled for a particular tactical need, with common communications and a leader.

### **Team**

(See Single Resource)

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## **Technical Specialists**

Personnel with special skills that can be used anywhere within the ICS or EOC organization.

## **Time Unit**

Functional unit within the Finance/Administration Section responsible for recording time for incident or EOC personnel and hired equipment.

## **Type**

Refers to resource capability. A Type 1 resource provides a greater overall capability due to power, size, capacity, etc., than would be found in a Type 2 resource. Resource typing provides managers with additional information in selecting the best resource for the task.

## **U**

### **Unified Area Command**

A Unified Area Command is established when incidents under an Area Command are multijurisdictional. (See Area Command and Unified Command)

### **Unified Command**

In ICS, Unified Command is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility or accountability.

### **Unit**

An organizational element having functional responsibility. Units are commonly used in incident Planning/Intelligence, Logistics, or Finance/Administration sections and can be used in operations for some applications. Units are also found in EOC organizations.

### **Unity of Command**

The concept by which each person within an organization reports to one and only one designated person.