

# SAN JOAQUIN COUNTY DISASTER COUNCIL GUIDE



**SAN JOAQUIN**  
— COUNTY —  
*Greatness grows here.*

## INTRODUCTION

The purpose of this guide is to establish the necessary organizational, operational, and administrative procedures necessary for the effective operation of the San Joaquin County Disaster Council. This guide will provide guidance to Council members and Office of Emergency Services staff to ensure information flows smoothly and efficiently.

## BACKGROUND

The California Emergency Services Act §8610 states that counties, cities and counties, and cities may create disaster councils by ordinance and a disaster council shall develop plans for meeting any condition constituting a local emergency. In 1950, the State of California certified the San Joaquin County Disaster Council and subsequently, the cities of Escalon, Lodi, Manteca, Ripon Stockton, and Tracy have also adopted and accredited their own Disaster Councils (all except Lathrop to date).

In addition, the State of California has provided workers' compensation benefits for all registered volunteers of an accredited disaster council organization, pursuant to §8585.5. For the purposes of training, volunteer training must be pre-authorized by an accredited disaster council (§2570.2(c)).

## PURPOSE

The purpose of the Disaster Council is:

- To coordinate, collaborate, and communicate effectively within the Operational Area;
- Oversee the disaster preparedness activities of various County departments;
- Oversee the disaster preparedness activities of other jurisdictions within the County; and
- Oversee the preparation of emergency and disaster plans, policies and procedures for the Operational Area.
- Review and authorize volunteer training and exercises for registered volunteers.

The benefits of an Operational Area Disaster Council are:

- Sharing of technical and political resources;
- Create effective partnerships in planning, preparedness, and response and recovery, to emergencies in the Operational Area;
- Allow for consistent and uniform standards so that plans do not conflict with one another; and
- Provides access to public/private partners to participate and provide input.

The ultimate approval of plans remains with the Board of Supervisors, City Council, or Board of Directors. Governing bodies can rest assured that the plans they are adopting are in compliance with the Incident Command System (ICS), Standardized Emergency Management System (SEMS), National Incident Management System (NIMS), and Homeland Security Presidential Directives (HSPD) 5 and 8.

## MEMBERSHIP

The Disaster Council shall consist of the following primary voting members. The Council will follow the Rule of Equal Dignity. Each voting member shall cast one vote. Each City shall appoint an official as their representative on the Disaster Council. The County and each City may select an alternate to attend meetings, and to act on its behalf in the event the primary official is unavailable. Terms should be staggered through the process of attrition.

The Disaster Council membership includes at a minimum:

- The Director of Emergency Services, who shall be the Chair of the Disaster Council
- The Director of Emergency Operations, who shall be Vice Chair of the Disaster Council.
- County Administrator
- County Sheriff
- Fire Mutual Aid Coordinator
- Medical Health Operational Area Coordinator
- Public Health Officer
- Escalon City Manager
- Lathrop City Manager
- Lodi City Manager
- Manteca City Manager
- Ripon City Manager
- Stockton City Manager
- Tracy City Manager

Other members may be appointed by the Board of Supervisors, at which time will also be determined if voting or non-voting members. An administrative staff member will be assigned secretary by the Director of Emergency Services and will be a non-voting member.

## VOTING PROCESS

A simple majority of all current Disaster Council members will constitute a quorum. Topics requiring a vote will be decided by a simple majority vote by members present at a meeting where a quorum is satisfied. A majority of the members must be present to review and/or approve as to form, any plan, policy or procedure brought before the Council. The vote may be conducted verbally, by aye or nay, a show of hands or by written ballot, and documented in the minutes. The recommended action will then be forwarded to the appropriate governing body for formal adoption. In the event the quorum is an even number, the Chair shall cast the deciding vote.

## OFFICERS AND DUTIES

Officers of the Disaster Council include: Chair, Vice-Chair, and Secretary:

- CHAIR - Director of Emergency Services. The Chair shall preside at all meetings and perform any and all other duties as may be required of the Chair. The Chair will ensure majority rule, provide order, fairness and decorum, and facilitate the transaction of business and expedite meetings. Procedural issues or disputes shall be resolved according to the latest edition of the Robert's Rules of Order. The Chair is a voting member. In the event of an even quorum, the Chair shall cast the deciding vote.
- VICE-CHAIR – Director of Emergency Operations. The Vice-Chair shall perform the duties of the Chair in the event of the absence of the Chair and shall perform any and all other duties as may be required. The Vice-Chair is a voting member. In the absence of the Chair, the Vice-Chair may cast the deciding vote if quorum is even.
- SECRETARY – Appointed Administrative Staff. The Secretary, and/or his or her designee, shall keep the minutes of all meetings, attend to all correspondence, and shall be responsible for the notification of all Members of the meetings and activities, and shall perform all other duties as may be required. The Secretary is not a voting member.

## ROLES AND RESPONSIBILITIES

The Disaster Council's responsibilities include:

- Ensure unity of purpose in emergency plans, policies, and procedures;
- Ensure compliance with:
  - Incident Command System (ICS);
  - Standardized Emergency Management System (SEMS);
  - National Incident Management System (NIMS);
  - Homeland Security Presidential Directives (HSPD) 5 and 8;
- Approve as to form all proposed emergency plans, policies and procedures, and forward to the appropriate governing body with a recommendation for formal adoption;
- Approval of proposed training/exercise plans for registered volunteers;
- May hear proposals from any agency, department, or interested party in emergency and disaster preparedness;
- Serve in an advisory capacity as related to Operational Area Mutual Aid Coordination activities;
- Role does not include operational duties or powers during emergencies or disasters;
- Role does not include final adoption of emergency plans, policies, and procedures; and
- Role does not include enforcement functions of emergency plans, policies, and procedures.

## COUNCIL MEETINGS

The Disaster Council shall meet twice a year and/or as necessary, upon the call of the Director of Emergency Services to transact business and fulfill the duties set forth in this plan.

- The regular meetings of the Disaster Council shall be held at a designated hour, day, and place;
- Notice to the public will be provided for both regular and special meetings according to the Brown Act;
- Parliamentary procedure for all meetings shall be conducted in accordance with the latest edition of Robert's Rules of Order;
- Minutes will be kept of each meeting and they shall be approved by the Disaster Council at the next regularly scheduled meeting; and
- To place an item on the Disaster Council Agenda, contact the Chair at least two weeks before the meeting date.

## COMPENSATION

None is authorized.

## AUTHORITIES AND REFERENCES

Ordinance Code of San Joaquin County, Title 4, Division 3, Chapter 1, Section 4-3000 through 3012