

APPROVED

05-03-17

BOARD OF RECREATION AND PARK COMMISSIONERS No. 17-105

BOARD REPORT

DATE May 03, 2017

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: EMERGENCY PREPAREDNESS SECTION – ALLOCATION OF FUNDS TO RENOVATE PARTNERSHIP DIVISION OFFICES TO EMERGENCY PREPAREDNESS SECTION HEADQUARTERS AND DEPARTMENT OPERATIONS CENTER

*AP Diaz _____
R. Barajas _____
H. Fujita _____

V. Israel _____
N. Williams _____



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS

1. Authorize the Department of Recreation and Parks' Chief Accounting Employee to transfer Five Hundred Eighty-Two Thousand, Nine Hundred Sixty Dollars (\$582,960.00) from Fund 205, Department 88, Account 88024S Federal Emergency Management Agency, to Fund 205, Department 88, Account TBD-Emergency Preparedness; and,
2. Authorize the General Manager or Designee to make technical corrections as necessary to carry out the intent of this Board Report.

SUMMARY

The Emergency Preparedness Section is located at 3900 Chevy Chase Drive, and serves as the Department Operation Center (DOC). The DOC is activated during a major disaster, for large-scale events and local emergencies that require the use of multiple Department of Recreation and Parks (RAP) facilities for public welfare and sheltering activities. When activated, the DOC coordinates RAP's emergency response activities. The Emergency Preparedness Section maintains the DOC and provides training to a cadre of RAP employees and staffs the DOC during activations.

RAP is currently proposing to allocate funds to renovate the Partnership Division offices, which will serve as the new headquarters for the Emergency Preparedness Section as well the DOC. This new headquarters will also provide meeting and training space for RAP employees, also known as the Continuity of Operations Plan (COOP) Team, who assist during DOC activations.

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The DOC will feature a Main Coordination Room (MCR), Main Conference Room, Breakout Room, COOP Team Coordination Room, Shower, and Emergency Generator. The MCR highlights twenty-three (23) responder work areas arrayed into the Five Incident Command System functions: Management, Operations, Logistics, Planning, and Finance/Administration. The scope of the work will include:

- Removal and renovation of existing office to create space for Main Coordination Room.
- Removal and renovation of existing office to create space for Main Conference Room.
- Renovation of existing office to convert to single use unisex shower.
- Renovation and expansion of existing conference room to be used as the COOP Team Coordination Room.
- Purchase and installation of an Emergency Generator.
- Furnishing of the Main Coordination Room, Conference Room, and COOP Team Coordination Room.

Upon approval of this Report, Five Hundred Eighty-Two Thousand, Nine Hundred Sixty Dollars (\$582,960.00) will be transferred from Fund 205, Department 88, Account 88024S Federal Emergency Management Agency, to Fund 205, Department 88, Account TBD-Emergency Preparedness.

Renovation of the Partnership Division offices to the new headquarters for the Emergency Preparedness Section will allow RAP to provide a focal point of coordination for RAP's emergency planning, training, response and recovery efforts in its responsibilities to public welfare and sheltering.

FISCAL IMPACT STATEMENT

There is no fiscal impact to RAP's General Fund.

This Report was prepared by Jimmy Kim, Emergency Management Coordinator II, Emergency Preparedness Section.