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County of Santa Cruz

GENERAL SERVICES DEPARTMENT

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ROY HOLMBERG, DIRECTOR

March 3, 2000

Agenda: March 21, 2000

Board of Supervisors
County of Santa Cruz
701 Ocean Street
Santa Cruz, California 95060

Memorandum of Understanding with
the Corralitos Community Grange Hall

Dear Members of the Board:

The Office of Emergency Services has been in discussion with the Corralitos Community Grange Hall (CCGH) regarding the need for a single point of contact for coordinating local preparedness, response and recovery work for the Corralitos community in times of disaster. Similar to the Summit area agreement with the Loma Prieta Community Foundation, the CCGH would work directly with the Office of Emergency Services to develop a neighborhood based disaster coordination plan, and in doing so would be designated as a satellite disaster center.

Funds are available in the current budget for the implementation of the remote disaster center for the Corralitos area in Index 194025, Sub Object 6610. These funds are proposed to be used by CCGH to acquire equipment and site maintenance services necessary for their facility to be ready for activation. The CCGH Board, with the advisement of the County Fire Department, has determined that \$65,600 in services and equipment, including an on site generator, would be needed to ensure the readiness of their facility as a disaster center.. Staff from the County Fire Department and the Office of Emergency Services have reviewed the equipment list (see attached) and feel confident that the CCGH's plan is sound, providing the site with the capacity to serve several functions to community residents in the event of a disaster.

In order to formalize the agreement with the CCGH, a Memorandum of Understanding has been developed that clearly delineates the

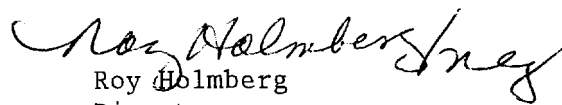
expectations for the CCGH's neighborhood coordination role. As part of this action, the CCGH has agreed to provide neighborhood coordination in the event of a large scale emergency or disaster incident, using the community center as an operational base. The CCGH has approved the MOU at their regular Board meeting, and we are now submitting it to your Board for final approval.

Staff are enthusiastic about the full implementation of the agreement and are looking forward to the plan development process with the CCGH. We anticipate that a neighborhood plan for responding to the community's needs can be in place by October of this year. This plan will include the responsibilities agreed upon by the CCGH as part of the MOU. The CCGH is to be commended for their ongoing work on this project.

It is therefore recommended that your Board:

1. Approve the Memorandum of Understanding between the Corralitos Community Grange Hall and the Santa Cruz County Office of Emergency Services which outlines the roles and responsibilities for neighborhood coordination in the Corralitos area, and authorize the County Emergency Services Coordinator to sign the MOU on behalf of the County;
2. Approve the allocation of \$65,600 in Measure E funds (Remote Disaster Centers/Index 194025, Sub Object 6610) to the Corralitos Community Grange Hall for the purposes of equipping and servicing the facility, as delineated in the attachment; and
3. Authorize the General Services Department and the Auditor-Controller to process the payment.

Very truly yours,


Roy Holmberg
Director

RKH/NCG

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Corralitos Community Grange Hall

RECOMMENDED:



SUSAN A. MAURIELLO
County Administrative Officer

cc: Disaster Council
Sharron Martin, Corralitos Community Grange Hall

Attachments:

Memorandum of Understanding
Equipment List

file/moucorr

Memorandum of Understanding
between the Corralitos Community Grange Hall (CCGH) and
the Santa Cruz County Office of Emergency Services (OES)

Whereas, the Santa Cruz County Office of Emergency Services (hereinafter referred to as OES) is responsible for disaster coordination of response efforts throughout the county in the event of a disaster event; and

Whereas, OES is seeking a single point of contact for coordinating local preparedness, response and recovery work for the Corralitos community; and

Whereas, the Corralitos Community Grange Hall (hereinafter referred to as CCGH) has represented the extraordinary needs for its members and neighbors in all types of situations in order to improve and maintain the quality of live which area residents enjoy; and

Whereas, the CCGH has committed to maintaining the local grange hall for service as a shelter, staging area or other site for coordination of disaster response and recovery work.

Now, therefore, the parties agree to the following:

1. The CCGH agrees to serve as the single point of contact to the OES and County Emergency Operations Center in the event of a disaster or large scale emergency that could potentially impact the Corralitos community. The CCGH will provide space for ARES radio station and ancillary equipment to ensure a communication linkage with the Emergency Operations Center.
2. The CCGH will provide a telephone call out list on an annual basis for OES to use in contacting and/or alerting the CCGH of an emergency disaster situation or potential problem.
3. The OES will work directly with a subcommittee of the CCGH to develop and maintain a neighborhood based disaster coordination plan that will focus on local preparedness and response resources. After issuance, the plan will be maintained by the CCGH in order to ensure both confidentiality and up to date information.
4. The OES will provide printed material for distribution to residents on disaster preparedness as requested by CCGH.

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Corralitos Community Grange Hall

5. The CCGH will be responsible for maintenance and repairs for the emergency generator to ensure the availability of back up power at the community grange hall.

6. Nothing in this MOU commits either party to specific fiscal actions.

This agreement is effective _____ and can be modified at any time by agreement of both parties in a written addendum.

Office of Emergency Services

Name _____

Title _____

Corralitos Community Grange Hall

Name Carolyn Jensen

Title Executive - Board Member

Approved as to form:

Marie Costa
Assistant County Counsel

Shawn Martin
Exec. - Board Member
Mormon Ayers
Master

file/moucorra

Equipment List: Corralitos Community Grange Hall

Item	Estimated Cost
1 Exhaust Fan - kitchen	\$4,000
2 Exterior doors and hardware	500
1 stove/six burner/oven (commercial grade)	2,400
1 refrigerator (commercial grade)	2,300
1 dishwasher	700
1 diesel generator and permits	26,675
Twenty (20) six foot tables	1,400
125 chairs	3,125
	\$41,100 subtotal
Site Maintenance work:	
Construction of wheel chair ramp	\$6,000
Painting of building exterior	13,500
Repair/refinish interior floor	5,000
	\$24,500 subtotal
<u>Total</u>	<u>\$65,600</u>