

## **GUIDELINES FOR THE FORMATION OF AN EMERGENCY MANAGEMENT IMPLEMENTATION TASK FORCE FOR UNINCORPORATED AREAS**

These guidelines constitute the general operating procedures for an Emergency Management Implementation Task Force (Task Force) serving a specific unincorporated area. More detailed procedures for specific unincorporated areas may be required to address unique community characteristics related to topography, demographics, and hazards.

1. Task Force Jurisdiction: The specific jurisdiction for which a Task Force might be established must be determined in consultation with the respective Board of Supervisor(s) Office and the Chief Executive Office (CEO), Office of Emergency Management (CEO/OEM) in consultation with the Chief Executive Office, Office of Unincorporated Area Services (CEO/OUAS).
2. Task Force Composition: The Task Force should have members from both the public and private sectors. The Task Force will include:

- a. **Task Force Co-Chairs:** The Task Force will have two co-chairs: one from the CEO/OEM and one from the community. The respective Board of Supervisors' Office will appoint the community co-chair.

Each co-chair should also have an alternate in the event that he/she is unable to attend a meeting. The respective Board Office, with input from the County's co-chair, will designate the community co-chair alternate. The County co-chair will designate the County's co-chair alternate. The alternate co-chairs will have the same responsibility as the co-chairs in their absences.

- b. **County Representatives:** Each County department will identify the appropriate representative. When turnover occurs, the County department in which the turnover occurs will ensure that a temporary replacement is identified within 30 days. The temporary replacement will remain on the Task Force and will have the same duties and responsibilities until such time as a permanent departmental representative is identified. One representative will be appointed from each of the following County departments/agencies:

- Affected Board Office
- Chief Executive Office, Office of Unincorporated Area Services
- Sheriff
- Department of Animal Care and Control
- Fire Department
- Department of Health Services
- Department of Mental Health
- Department of Public Health
- Department of Public Social Services
- Department of Public Works

The Department of Parks and Recreation and the Office of Public Safety will be included if park facilities are located in the affected unincorporated area community. Other County departments may be added as required.

c. **Other Governmental Agency Representatives:** Agencies that should be represented include:

- Local school district
- California Highway Patrol
- California Department of Transportation (CALTRANS)

Other State and federal agencies should be added based on the requirements of the specific unincorporated area community.

d. **Community Representatives<sup>1</sup>:** The involved Board Office will identify community participants on the Task Force. When turnover occurs, a replacement must be identified within 30 days. One or more representatives will be appointed from the unincorporated area's constituent groups, such as:

- Community organizations including, town councils, coordinating councils, and community improvement associations;
- Community businesses including Chambers of Commerce;
- Established emergency response organizations (e.g., Community Emergency Response Team (CERT), local American Red Cross chapter); and
- Other community organizations, as deemed necessary by the involved Board Office.

e. **Public and Private Non-profits Representatives:** The Board Office will assist in identifying community-based organizations, charities and religious institutions that should participate on the Task Force;

f. **Private Institutions Representatives:** The Board Office will assist in identifying institutions such as private schools to participate on the Task Force; and

g. **Utility Representatives<sup>1</sup>:** The Task Force may appoint representatives from utility companies (e.g., electrical/gas/water companies, cable companies, telecommunication companies) that are directly involved in emergency preparedness or response for the unincorporated area.

3. **Task Force Duties:** The Task Force will advise the County, regarding the collaborative implementation, review, and updating of community emergency management plans, and other safety-related issues in the unincorporated area as stipulated in the Policy.

The Task Force may form sub-committees to address specific issues in the implementation of emergency management planning strategies. The Task Force will be responsible for overseeing the work of the sub-committee(s) and providing direction, guidance and advice to sustain the community-specific emergency management planning strategies.

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<sup>1</sup> In the event that an unincorporated area straddles the jurisdiction of two or more Board Offices, these appointments will be made collaboratively between the involved Board Offices.

4. Meetings: The Task Force may meet as often as necessary, but not less than once every quarter. The sub-committee members will select a sub-committee chair responsible for scheduling meetings, developing agendas and assigning and monitoring the completion of action items. The sub-committees will provide written reports at the Task Force meetings.

In addition, the Task Force will be required to convene as necessary after any significant disaster affecting the community which it represents to evaluate the effectiveness of that community's emergency management planning strategies.

5. Task Force Qualifications: Members of the Task Force should have expertise in emergency management planning, and/or response issues and/or the unique emergency challenges facing the community.
6. Service on the Task Force: In the event a member of the Task Force is no longer able to participate on the Task Force, the involved governmental agency, community organization, or business will make an interim appointment within 30 days. The interim appointee will function as a representative with full responsibilities until a permanent appointment is made. A permanent replacement should be appointed within 90 days. Any Task Force member representing a public agency or private organization can be requested to leave the Task Force at any time by the Board Office appointing such a member.
7. Task Force Meeting Records: The Task Force will designate a member to prepare meeting notices, notes, agendas, and action items agreed upon in the meetings for distribution to the members of the Task Force. If the Task Force creates sub-committees, the chair will be responsible for preparing meeting notices, notes, agendas and action items for distribution to the members of the Task Force.
8. Task Force Operating Rules: The Task Force is subject to the Ralph M. Brown Act and as such must follow the requirements of this Act in conducting its business. The Task Force additionally will develop operating rules for:
  - Conducting meetings;
  - Establishing regular meeting times, dates, and a meeting location;
  - Distributing meeting notes;
  - Developing and posting meeting agendas; and
  - Overseeing the work of the sub-committees.