



Sonoma Disaster Council

Thursday, February 16, 2012

3:30 - 4:30 p.m.
Emergency Operations Center
Sonoma Police Department
175 First Street West, Sonoma CA

AGENDA

1. CALL TO ORDER – Mayor Sanders
2. INTRODUCTIONS (All)
3. COMMENTS FROM THE PUBLIC
At this time, members of the public may comment on any item not appearing on the agenda. It is recommended that you keep your comments to three minutes or less. Under State Law, matters presented under this item cannot be discussed or acted upon by the Disaster Council at this time. For items appearing on the agenda, the public will be invited to make comments at the time the item comes up for Council consideration.
4. REVIEW AND APPROVAL OF MINUTES – Meeting of November 10, 2011
5. BUILDING DEPARTMENT ROLE IN POST-DISASTER INSPECTIONS – City of Sonoma Development Services Director/Building Official Wayne Wirick
6. EMERGENCY FOOD SUPPLY– Index-Tribune Food and Wine Editor, Kathleen Hill
7. SCOPE TRAININGS SCHEDULED – Friday April 27 and Friday October 19, 1-4 pm
Executive Director Vintage House Senior Center, Cynthia Scarborough
8. REQUESTS FOR FUTURE AGENDA ITEMS - All
9. UPDATES FROM STAFF
10. ADJOURNMENT (Next regular meeting is Thursday, May 17, 2012)

I do hereby certify that a copy of the foregoing agenda was posted on the City Hall bulletin board on February 10, 2012.

Debra Rogers
Management Analyst

Materials related to an item on this agenda submitted to the Council after distribution of the agenda packet are available for public inspection in the City Clerk's office at No. 1 The Plaza during normal business hours.

In accordance with the Americans With Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk (707) 933-2216. Notification 48-hours before the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.



Sonoma Disaster Council

Thursday, November 10, 2011

MINUTES

Minutes of the November 10, 2011 Sonoma Disaster Council meeting held in the Emergency Operations Center, 177 First Street West.

Mayor Gallian called the meeting to order at 3:30 p.m.

1. Introductions. Introductions were made.

Present: Mayor Gallian, City Manager Kelly, City Clerk Johann, Police Chief Sackett, Zachary Hamill, Wendy Peterson, Hans Steuck, Ken McTaggart, Joe Morrison, Toni Castrone, and Kathleen Hill.

2. Comments from the Public. Toni Castrone announced that she would be representing the Sonoma Community Center at Disaster Council meetings. City Manager Kelly announced that she had been working on establishing locations within the City for the safe drop off and disposal of medicines. Kathleen Hill said she would like to see the subject of food distribution be on a future agenda.

3. Approval of August 18, 2011 Minutes. The minutes of the August 18, 2011 meeting were unanimously approved as submitted.

4. Reports from community Wide Disaster Preparedness Exercise, October 20, 2011.

Toni Castrone reported one hundred participants at the Community Center. Questions that arose as a result of the drill included: 1. How to communicate with the EOC; and 2. What would trigger opening the volunteer center. She pointed out that the draft Memorandum of Understanding needed to be finalized.

Police Chief Sackett reported the City had conducted its annual disaster preparedness drill with the main focus being on gas lines. Staff was educated on the availability of information located on the PG&E First Responder website.

Zachary Hamill stated that 120,000 participated in the County exercise and all went well.

Ken McTaggart reported that the Auxiliary Communications Service (ACS) was activated and set up communications. He said they needed to become more acquainted with the EOC staff so that needs were being communicated effectively. They would like to have a drill where they know what their mission is and who their contact is.

City Clerk Johann reported that it was an effective exercise for City staff.

Kathleen Hill said that food discussions needed to be added to the preparedness strategies.

Joe Morrison reported the Fire Department and EOC lines of communication went well.

City Manager Kelly reported that approximately 5000 participated Valley-wide.

Hans Steuck reported that Chantarelle did the same exercise it had done the year before with neighbor helping neighbor. 57% of the residents displayed the "I'm okay" sign and the rest were called upon by volunteers. He introduced a water purifying tool being produced by a Danish company.

Wendy Peterson reported that staff from both Visitor Bureau offices participated.

Mayor Gallian reported that Sonoma Charter School participated.

Kathleen Hill suggested widespread use of the "I'm okay" signs. City Manager Kelly responded it would first have to be researched and determined if it was considered a best practice before the City could endorse such a program.

City Manager Kelly reported that she received emails from Valley of the Moon Water District and Creekside Homeowners Association reporting their participation and successful exercises.

5. Update on City Hazard Mitigation Plan.

City Manager Kelly reported that the City had completed its five-year update, which included 325 strategies for mitigating disasters. She said the plan was required to be eligible for FEMA funding.

6. Update on SCOPE.

Joe Morrison reported that approximately fifty people participated in the most recent SCOPE workshop at Vintage House. He said Valley of the Moon Water District was interesting in hosting additional workshops in the Boyes Hot Springs area.

7. Quarterly Meeting Schedule for 2012.

City Manager Kelly reported that the meeting dates for 2012 were: February 16, May 17, August 16, and November 15.

8. Discussion of Projects and Programs for 2012.

City Manager Kelly announced that Building Official Wayne Wirick would make a presentation at the February 16 meeting regarding the role of the Building Department pre and post disaster. Staff was working on lining up a PG&E representative for the May 17 meeting.

9. Adjourn.

The meeting was adjourned at 4:50 p.m.

Respectfully submitted,

Gay Johann, MMC
City Clerk

Post-Disaster Safety Assessment Program

Wayne Wirick
City of Sonoma
Development Services Director / Building Official



What is the Post-Disaster Safety Assessment Program (SAP)?

- SAP is a state-wide program that provides a methodology and the resources needed for the evaluation of facilities (buildings & infrastructure) by trained personnel following a disaster.



Goals of SAP

- Help local government perform accurate facility safety assessments as quickly as possible.
- Help keep people out of unsafe buildings and areas.
- Help determine immediate and longer-term housing and infrastructure needs.
- Provide residents and business owners with an initial assessment of the relative safety of their buildings.



When is the Post-Disaster Safety Assessment Program (SAP) activated?

- After activation of the Emergency Operations Center (EOC).
- When local resources are insufficient to provide the necessary safety assessments.



How is the Post-Disaster Safety Assessment Program activated?

- All activations are accomplished utilizing the Incident Command System (ICS) of the Standardized Emergency Management System (SEMS)
- Deployment is through the California Emergency Management Agency (Cal EMA) and the State Emergency Operations Center (SOC)



Steps for Activation

1. The City of Sonoma Safety Assessment Program (SAP) Coordinator , requests specific SAP resources from Sonoma County Operational Area through the Sonoma EOC.
2. The Sonoma County Operational Area may coordinate the deployment of SAP resources from within its borders. If the response needs exceed the resource capability of the Sonoma County Operational Area, then the County EOC will request more assistance through California Region II EOC (REOC) .



Steps for Activation (cont.)

3. Region II EOC (REOC) may coordinate the deployment of SAP resources from within its borders.

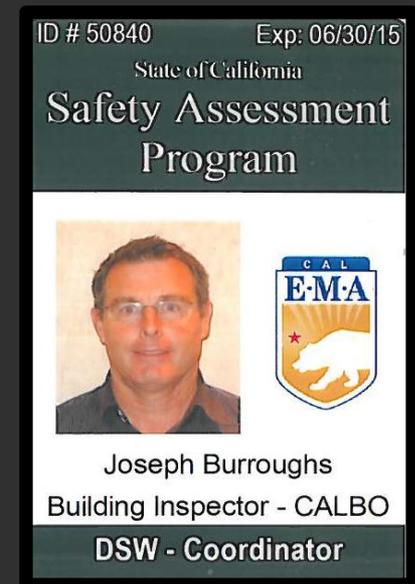
[Region II – Coastal Region – runs from Monterey County to the Oregon Border.]

4. If the response needs exceed the resource capability of the REOC, then the REOC will request more assistance through the California State Operations Center (SOC).



Who is responsible for implementing and overseeing the Post-Disaster Safety Assessment function?

- The DSW-Coordinator within the Planning and Intelligence Section of the City EOC is responsible for Post-Disaster Safety Assessment activities.
- Cal EMA requires a trained SAP Coordinator to manage SAP resources that are provided to the City.
- In Sonoma, we have three Building Department staff members who are certified as both Safety Assessment Program Evaluators and as Coordinators.



Who actually performs the Safety Assessments?

- Safety assessments are performed by certified building inspectors, licensed engineers and architects who are registered as Evaluators under the California Safety Assessment Program (SAP). These include registered:
 - Disaster Service Worker (DSW) Volunteers - such as private architects, engineers and special inspectors; and
 - Government Employees such as building inspectors and highway engineers.



How many SAP Evaluators and SAP Coordinators are there in California?

- ~ 7,000 Evaluators – (civil engineers, architects and building inspectors)
- ~350 Coordinators – (building officials and emergency managers)

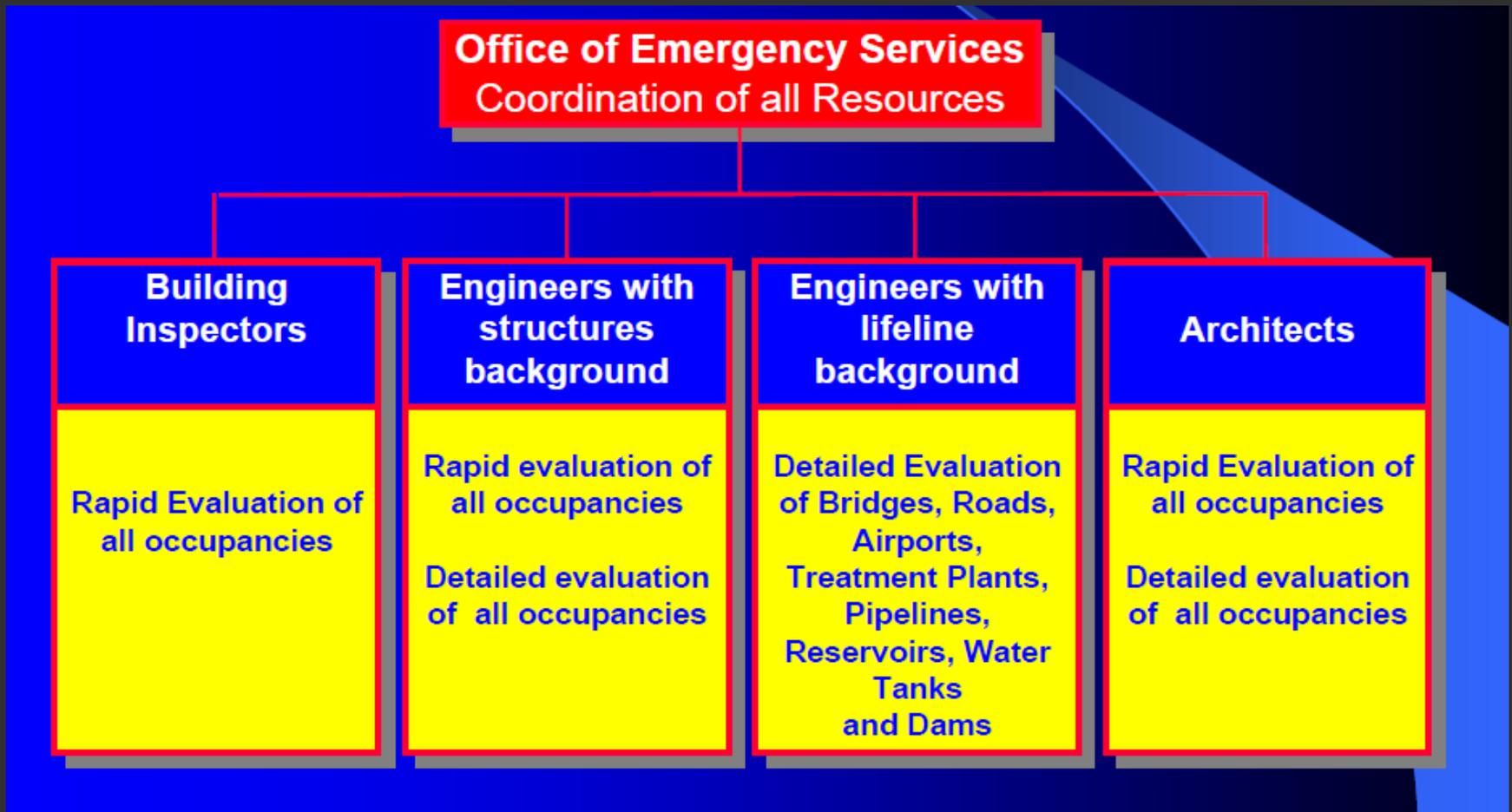


What is the Role of SAP – Evaluators?

- Assess Safety of Essential Services Buildings
- Provide Rapid Assessment of Other Buildings
- Provide Detailed Evaluation of Questionable Buildings



Who evaluates what?



Requirements for a California Disaster Service Worker-Volunteer who serves as a SAP Evaluator

- Must agree to be available to provide services without compensation for a period of five days.
- Must be a certified building inspector or a licensed architect or engineer.
- Must be issued a volunteer identification card by the California Emergency Management Agency (Cal EMA).
- Must be deputized as a Deputy Building Inspector by the requesting jurisdiction to post official jurisdiction placards.



What steps must be taken upon arrival of SAP Evaluators?

- Register with the SAP Coordinator at the EOC attend a situation briefing to receive:
 - Instructions regarding media inquiries and jurisdictional policies;
 - A brief review of necessary forms and placards;
 - Telephone numbers and locations of emergency services, evaluation forms, placards, and other supplies.



Arrival of SAP Evaluators (cont.)

- Attend a short refresher training
- Become deputized as a Deputy Building Inspector
- Receive assignments of inspections to be conducted, including location maps, building information, etc.
- Receive logistical information regarding meals, housing, mode of travel, etc.



Are SAP Evaluators paid a salary?

- In most cases, SAP Evaluators are volunteers that do not receive pay for services.
- If the Governor proclaims a state of emergency, labor costs may be eligible for reimbursement under the state of California Disaster Assistance Act (CDAA) 75%/25% State/Local split
- Labor cost reimbursement may also be eligible under the Federal Public Assistance Program if the President declares a major disaster or an emergency. 75%/18.75%/6.25% Federal/State/Local split



Are SAP Evaluators reimbursed for Safety Assessment related expenses?

Yes, all SAP Evaluators and Coordinators are reimbursed for Safety Assessment related expenses (i.e. travel, housing, meals, etc.) by the requesting jurisdiction.



How are the Safety Assessments performed?

- SAP teams are made up of two or three people, at least one of which will be a certified SAP Evaluator.



SAP Evaluators use standardized forms for documenting the safety assessments.



ATC-20 Rapid Evaluation Safety Assessment Form

Inspection
 Inspector ID: _____ Inspection date and time: _____ AM PM
 Affiliation: _____ Areas inspected: Exterior only Exterior and interior

Building Description
 Building name: _____
 Address: _____
 Building contact/phone: _____
 Number of stories above ground: _____ below ground: _____
 Approx. "Footprint area" (square feet): _____
 Number of residential units: _____
 Number of residential units not habitable: _____

Type of Construction
 Wood frame Concrete shear wall
 Steel frame Unreinforced masonry
 Tilt-up concrete Reinforced masonry
 Concrete frame Other: _____

Primary Occupancy
 Dwelling Commercial Government
 Other residential Offices Historic
 Public assembly Industrial School
 Emergency services Other: _____

Evaluation
 Investigate the building for the conditions below and check the appropriate column.

Observed Conditions:	Observed Conditions			Estimated Building Damage (excluding contents)	
	Minor/None	Moderate	Severe	None	
Collapse, partial collapse, or building off foundation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0-1%
Building or story leaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1-10%
Racking damage to walls, other structural damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10-30%
Chimney, parapet, or other falling hazard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30-60%
Ground slope movement or cracking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	60-100%
Other (specify) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100%

Comments: _____

Posting
 Choose a posting based on the evaluation and team judgment. *Severe* conditions endangering the overall building are grounds for an Unsafe posting. Localized *Severe* and overall *Moderate* conditions may allow a Restricted Use posting. Post **INSPECTED** placard at main entrance. Post **RESTRICTED USE** and **UNSAFE** placards at all entrances.

INSPECTED (Green placard) **RESTRICTED USE** (Yellow placard) **UNSAFE** (Red placard)

Record any use and entry restrictions exactly as written on placard: _____

Further Actions Check the boxes below only if further actions are needed.

Barricades needed in the following areas: _____

Detailed Evaluation recommended: Structural Geotechnical Other: _____

Other recommendations: _____

Comments: _____

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 Permission is granted for unlimited, non-exclusive, non-commercial use and distribution of ATC evaluation forms, provided that this Copyright Notice appears on all copies and the Applied Technology Council name shall not be used in any advertising or publicity of Licensee product. Permission is further subject to the following conditions: (1) Licensee does not reprint, repackage or offer this form for sale or license; and (2) no material gain or financial profit is to be made from any sale or license of this form. Placards may be used without restrictions for their intended use as building postings. All rights not specifically granted to Licensee are herein reserved by ATC.



Three types of safety assessments:

- Rapid Evaluation – Quick and initial evaluation to determine if further review and evaluation is needed.
- Detailed Evaluation – A thorough visual examination typically needed for questionable buildings or when a facility has been posted with a RESTRICTED USE or UNSAFE placard.
- Engineering Evaluation – Not part of the SAP process initiated by the EOC. It is a final and comprehensive evaluation of a facility performed by a licensed engineer hired by the property owner. The evaluation determines the specific cause of damage and the repairs necessary to make the facility safe.



Posting Placards

Once an evaluation has been performed, the facility is posted with an appropriate placard.

The three placards that are typically used are:



INSPECTED

LAWFUL OCCUPANCY PERMITTED

This structure has been inspected (as indicated below) and no apparent structural hazards has been found.

Inspected Exterior Only

Inspected Exterior and Interior

Report any unsafe condition to the local authorities; reinspection may be required.

Inspector comments:

Facility Name and Address:

Date: _____

Time: _____

(Caution: Aftershocks since inspection may increase damage and risk.)

This facility was inspected under emergency conditions for:

(Jurisdiction)

Inspector ID / Agency

**Do Not Remove, Alter or Cover this Placard
until Authorized by Governing Authority**

RESTRICTED USE

Caution: This structure has been inspected and found to be damaged as described below:

Entry, occupancy and lawful use are restricted as indicated below:

Do not enter the following areas:

Brief entry allowed for access to contents

Other restrictions: _____

Facility Name and Address:

Date: _____

Time: _____

(Caution: Aftershocks since inspection may increase damage and risk.)

This facility was inspected under emergency conditions for:

(Jurisdiction)

Inspector ID/Agency

Do not Remove, Alter or Cover this Placard until Authorized by Governing Authority

UNSAFE

DO NOT ENTER OR OCCUPY

(THIS PLACARD IS NOT A DEMOLITION ORDER)

This structure has been inspected, found to be seriously damaged and is unsafe to occupy, as described below:

Date: _____

Time: _____

This facility was inspected under emergency conditions for:

(Jurisdiction)

Do not enter, except as specifically authorized in writing by jurisdiction. Entry may result in death or injury.

Facility Name and Address:

Inspector ID / Agency:

**Do Not Remove, Alter, or Cover this Placard
until Authorized by Governing Authority**

SAP Evaluators will NOT perform the following services:

- Provide cost estimates for buildings they have evaluated.
- Perform evaluations based on code compliance.
- Provide escort or property retrieval for owners or occupants of buildings.



SAP Follow-up

Once an assessment is performed, an evaluation report is completed and turned in to the EOC for further analysis and documentation. The information will be used to help the Situation Unit and Planning Section ascertain the amount of damage within the City.



Thank you!

