December 6, 2022

Board of Supervisors
County of Marin
Room 329, Civic Center
San Rafael, CA 94905

Subject: Proposed Ordinance to amend Title 2, Chapter 99, of the Marin County Code to 1) establish the Marin County Fire Department Office of Emergency Management and 2) outline the emergency organization and functions

Dear Board Members:

RECOMMENDATION:

1. Approve introduction and conduct public hearing regarding proposed Ordinance
2. Schedule the potential adoption of the proposed Ordinance on December 13, 2022.

SUMMARY: The proposed Ordinance amends Title 2, Chapter 99 of the Marin County Code to implement certain recommendations in an assessment of the County’s Office of Emergency Services as well as best practices related to emergency management, preparedness, and response.

Chapter 2.99 of the Marin County Code regarding the County’s emergency organization and functions is intended to ensure that the County is able to prepare for, mitigate, respond to, and recover from emergencies and disasters within the Marin Operational Area. The County has recently experienced an increase in the frequency of emergency events, and as a result retained a consultant to provide an organizational assessment of the Office of Emergency Services with the goal of ensuring that the County is appropriately staffed and organized to effectively plan for and respond to the more frequent emergency events and community needs.

On June 22, 2022, staff presented your Board with the Organizational Assessment of the Office of Emergency Services prepared by the consultant, which assessment contains certain recommendations regarding changes that could be made to the Marin County Code to improve the County’s emergency organization and its ability to respond to community needs during an emergency. Staff has developed for your Board’s consideration and adoption amendments to Chapter 2.99 of the Marin County Code to implement these certain recommendations in the consultant’s assessment and current best practices regarding emergency response.

A summary of the amendments is as follows:
• Renaming the Office of Emergency Services as the Office of Emergency Management, and moving direct control of the Office of Emergency Management from the Marin County Sheriff’s Office to the Marin County Fire Department to allow for improved cooperative efforts between county departments and continuity of command-and-control issues. The amendments will also allow for consolidation of County efforts in the arenas of public education and information and provide a mechanism to improve cooperative efforts with Marin’s Cities and Towns. The Marin County Sheriff’s Office will continue to act as lead of the operations’ section of the Emergency Operations Center when activated, and focus on responsibilities such as evacuation, security and law enforcement activities.

• Codify the position of Director of Emergency Management, reporting to the Marin County Fire Chief, and outlining its powers and duties, including the ability to recommend to the County Administrator (or designee) the proclamation of a local emergency, if your Board is not in session. Both the Director of Emergency Management and the County Administrator or designee will have the authority to execute the emergency proclamation, and your Board will continue to ratify it (or not) within 7 days thereafter, per state law.

• Adjust membership to the Marin County Operational Disaster and Citizen Corps Council (Council) to include a member of the Board of Supervisors to permanently serve as chair, and the newly created position of Director of Emergency Management; and specify that the Council serves as an advisory council to the Marin County Fire Chief.

EQUITY IMPACT: The proposed ordinance changes support a modern emergency organization, which will in turn provide preparedness and disaster response to all Marin County communities with particular emphasis on the needs of communities traditionally vulnerable during emergency situations.

FISCAL/STAFFING IMPACT: There is no fiscal impact to the adoption of the proposed ordinance. This ordinance reflects the organizational structure and enhanced level of staffing approved by your Board as part of the FY2022-23 budget process.

Please let me know if you have any questions or concerns.

REVIEWED BY:

- Department of Finance  N/A
- County Administrator’s Office  N/A
- County Counsel  N/A
- Human Resources  N/A

Respectfully submitted,
Hyacinth Hinojosa  
Deputy County Administrator  

cc:  Matthew Hymel, County Administrator  
     Jamie Scardina, Marin County Sheriff  
     Jason Weber, Marin County Fire Chief  

Attachments: Proposed Ordinance with Attached Chapter 2.99 Amendments