



Office of the City Manager

CONSENT CALENDAR
July 23, 2019

To: Honorable Mayor and Members of the City Council

From: Dee Williams Ridley, City Manager

Submitted by: Paul Buddenhagen, Deputy City Manager

Subject: Animal Care Services Providing Mutual Aid in Disasters

RECOMMENDATION

Adopt a Resolution approving the Berkeley Animal Care Services (BACS) Mutual Aid Agreement policy to provide animal services in disaster and emergency situations.

FINANCIAL IMPLICATIONS

No change over existing BACS budget.

CURRENT SITUATION AND ITS EFFECTS

In order to provide an adequate response to large-scale disasters, municipalities are compelled to request mutual aid assistance from public safety departments throughout the state. These disasters affect not only people but also pets, livestock and wildlife. After a disaster event, it has become common for affected communities to request mutual aid from trained animal services professionals to assist with animal-related needs. The types of assistance requested include but are not limited to: collecting lost and abandoned pets, herding lost and abandoned livestock, providing basic care and feeding in both established and temporary animal shelters, and feeding isolated wildlife. Requests for mutual aid are disseminated from the State of California to counties which then disseminate requests to their respective municipalities. The City of Berkeley has a policy in place to provide both fire and police assistance when mutual aid is requested, and has mutual aid agreements in place with Alameda County, but no such policy currently exists to provide animal assistance, leaving the City unable to respond to mutual aid requests nor enter into mutual aid agreements.

BACKGROUND

Over the past several years, California has experienced multiple large-scale disasters, such as the Atlas and Camp Wildfires. Following the Camp Fire of 2018, Butte County issued urgent requests for animal services personnel from all over the state to assist with the animal needs. Over 2,000 domestic animals displaced by the fire were housed in emergency shelters, needing basic care and feeding. Animal service professionals were needed to provide care for these animals as well as to retrieve lost and abandoned pets. Within two months following the fire, personnel from 48 California animal service agencies provided mutual aid to Butte County including Emeryville

Animal Services, Piedmont Animal Services and Oakland Animal Services. Berkeley Animal Care Services was unable to respond to the request because no mutual aid agreement existed between BACS and Alameda County, and there was no policy to support forming such an agreement.

The establishment of a mutual aid agreement policy for Berkeley Animal Care Services will allow the division, as it is able, to deploy Animal Control Officers, Animal Service Assistants and Registered Veterinary Technicians, as well as employees classified as Animal Services Managers to provide mutual aid in the event that a request is received by Alameda County. Members will be deployed only if they volunteer for deployment, and their deployment is supported by management. Daily staffing needs, and operations of the department shall be considered when mutual aid requests are filled. The proposed policy to provide mutual aid was modeled after the policy used by Berkeley Fire Department, and has been reviewed by City of Berkeley's City Manager's Office, Human Resources Department, City Attorney's Office, Office of Emergency Services, and Local SEIU 1021 Maintenance Chapter.

ENVIRONMENTAL SUSTAINABILITY

No environmental impact

CONTACT PERSON

Amelia Funghi, Manager, Animal Care Services 510 981-6603

Attachments:

1. Resolution to Approve Berkeley Animal Care Services Mutual Aid Agreement Policy
Exhibit A: Animal Care Services Mutual Aid Agreement Policy
2. Animal Care Services Mutual Aid Deployment Checklist

RESOLUTION NO. ##-###-N.S.

APPROVING THE BERKELEY ANIMAL CARE SERVICES MUTUAL AID
AGREEMENT POLICY

WHEREAS, Over the past several years, California has experienced multiple large scale disasters, affecting people as well as pets, livestock, and wildlife; and

WHEREAS, affected communities often request mutual aid response to such disasters from trained animal services professionals to assist with animal-related needs; and

WHEREAS, requests for mutual aid are disseminated from the State of California to counties and subsequently to cities; and

WHEREAS, The City of Berkeley has a policy in place to provide both fire and police assistance when mutual aid is requested, and has mutual aid agreements in place with Alameda County for police and fire, but no such policy currently exists to provide animal assistance, leaving the City unable to respond to mutual aid requests nor enter into mutual aid agreements; and

WHEREAS, The proposed policy to provide animal assistance mutual aid, modeled after the Berkeley Fire Department agreement, has been reviewed by City of Berkeley's City Manager's Office, Human Resources Department, City Attorney's Office, Office of Emergency Services, and SEIU Local 1021 Maintenance Chapter;

NOW THEREFORE, BE IT RESOLVED that the Council of the City of Berkeley adopt a resolution approving the Berkeley Animal Care Services Mutual Aid Agreement Policy contained herein as Exhibit A.

Exhibit A: Berkeley Animal Care Services Mutual Aid Agreement Policy

I. **POLICY**

- A. Upon receipt of a mutual-aid request from Alameda County in accordance with mutual-aid agreements, the Animal Services Manager will use their discretion in sending resources. Daily staffing needs, and operations of the department shall be considered when mutual aid requests are filled. The Assistant to the City Manager will approve all requests.

II. **PURPOSE**

- A. To establish what responsibility a member has in regards to maintaining qualifications and being prepared for mutual aid deployments.
- B. To establish a process for selection of members following a Mutual Aid request.

III. **DEFINITIONS**

- A. **IMMEDIATE NEED:** The response mode used when the need for resources is urgent. Animal Control Officers would respond within 12 hours to the rendezvous location determined by the Incident Commander or requesting agency.
- B. **PLANNED NEED:** The response mode used when the requested resources are not needed until the next operational period or as specified by the requesting agency. Resources will rendezvous prior to departure.
- C. **PERSONAL GEAR KIT:** The kit that contains personal items such as clothing, medications, and toiletries. This kit is commonly referred to as a Go Bag or "Out of County Bag". (see Deployment Checklist)
- D. **PERSONAL PROTECTIVE EQUIPMENT (PPE):** The minimum ensemble required to protect personnel from all foreseeable hazards associated with the response. PPE ensembles must address the all-risk potential of out-of-county responses. (see Deployment Checklist)

IV. **STAFFING**

- A. The Department may deploy Animal Control Officers, Animal Service Assistants, Registered Veterinary Technician and/or Animal Services Manager. Members should be prepared for up to a 14-day commitment not to include travel time to and from the incident.
- B. Priority may be given to Animal Control Officers.

V. **AVAILABILITY FOR SELECTION**

- A. Animal Services staff shall have completed FEMA course IS 10a, IS11a, IS100c and IS 200b prior to deployment for mutual aid.
- B. Animal Services staff committed to working minimum-staffing overtime during the 14-day period may accept a deployment and the Department will coordinate backfilling of the vacancy that is created if possible. In the event that staff are unable to fulfill their previously requested mutual aid deployment, they must immediately notify the Animal Services Manager.

- C. Only those Animal Services staff who volunteer may be deployed for mutual aid assignments. Decisions about which staff are deployed will be based on daily staffing needs and operations of the department, with approval of the Assistant to the City Manager.

VI. **CONTACTING STAFF**

- A. On Duty staff will be contacted by the Animal Services Manager at the time of the request. If additional staff are required for deployment, off duty staff may be contacted as well.

VII. **PERSONAL GEAR KIT**

- A. The Personal Gear Kits or “Go Bags” are the responsibility of each member to prepare and maintain on their person whenever they are available for an assignment to a mutual aid request. A member’s Go Bag should contain all supplies necessary to maintain personal hygiene and comfort for a minimum of a 14-day commitment. (See Deployment Checklist)

VIII. **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

- A. All personnel assigned on the response, must have in their possession all appropriate PPE that could be needed on the assignment. (See Deployment Checklist)

IX. **DISPATCH AND RESPONSE**

- A. **Immediate Need** Animal Services mutual aid resources must respond to incidents within 12 hours from time request is received. Immediate need staff will rendezvous at a location determined by the Incident Commander or requesting agency.
- B. **Planned Need** Mutual aid resources typically respond within the operational area, region, or state as needed for the next operational period or as determined by requesting agency.

X. **VEHICLE PROCUREMENT**

- A. Animal Services respondents who will need a vehicle for transportation to the site should work with the Animal Services Manager to secure a City Fleet vehicle if one is available.

XI. **DURATION OF ASSIGNMENT**

- A. Members shall be responsible for all costs of meals while traveling to and returning from the incident.
- B. Members assigned to a mutual aid request shall be initially committed for a maximum of 14 days, excluding travel. Members being requested to extend past 14 days shall contact the Animal Services Manager for approval.

XII. **DOCUMENTATION**

- A. Deployed staff shall maintain a chronological log (Incident Command System 214 form) of activities, commencing with the time of departure until return.
- B. Staff shall report any injuries, loss or damage to equipment or apparatus, and the circumstances surrounding the incident(s) to the onsite supervisor and complete the

appropriate paperwork. Any loss or damage to equipment or apparatus while assigned to an incident shall be reported to an immediate supervisor and incident reporting procedures shall be followed. In the event of a treatable injury or death of a staff member, the Animal Services Manager shall be notified as soon as possible.

- C. The required reports (ICS 214, F-42, FCO-76, and ICS 225 Performance Evaluation Report) and fuel receipts shall be forwarded by the staff member to the Finance Section through the Animal Services Manager.
- D. When a private vehicle is utilized, a Form 57, Travel Request and Claim for Reimbursement Request shall be completed annotating the mileage for reimbursement. When a rental vehicle is utilized, a Cal OES Form 142A, IN STATE Travel and Incident Related Expense Log shall be completed annotating the cost of the rental vehicle. The rental receipt shall accompany the Cal OES Form 142A. In the event a rental vehicle is authorized and the member pays for the rental, Form 57 shall be completed annotating the cost for reimbursement. All documents shall be forwarded immediately upon return to Berkeley.

XIII. **REFERENCES**

- A. California Incident Command Certification System (CICCS), *Administrative Manual*, Section 103.004

DEPLOYMENT CHECKLIST

When placed on standby for potential deployment:

- Inform the notifying Alameda County Emergency Management Mutual Aid (EMMA) Coordinator of any special accommodations you may need such as those related to physical disability.
- Check work and personal schedules for potential conflicts; develop plans or strategies to clear conflicts
- Follow proper protocol within your agency to gain approval for the potential deployment
- Check deployment personal 'Go Kit' to ensure readiness
 - Ensure that you have a two-week supply of prescription medications
 - Ensure you have adequate travel cash
 - Ensure personal identification is included
- Include any equipment needed for the deployment that is specific to Animal Services (see attachment)
- If taking a vehicle, determine COB contingency for breakdowns out of the city.
- Charge and pack cell phone, pack charger, car charger
 - If you plan on bringing your personal electronics consider rules regarding replacement of items not requested as part of your deployment

Once requested to deploy:

- Contact the appropriate EMMA Coordinator from the City of Berkeley to do the following:
 - Request a copy of the most recent Situation Summary to establish operational awareness
 - Identify assigned position/role, deployment location, special route or other travel instructions (e.g., preferred mode of travel)
 - Check for road closures and predetermine the route staff will take to the staging area
 - Identify assigned supervisor and phone/e-mail contact information
 - Identify travel arrangement process (e.g., has the Requesting jurisdiction blocked hotel rooms?)
 - Request a copy of the completed EMMA Form 1 - *Resource Request and Assignment*
 - Request briefing on any special work site security or access procedures and any

special environmental or health concerns for the area where you are being deployed

- **Exchange cell phone and other contact information with your site supervisor**
- **Notify your employer of your deployment schedule, change voicemail and e-mail messages to reflect your absence**

DEPLOYMENT CHECKLIST

- **Get supervisor approval for travel through City Attendance and Travel Request form**
- **Make travel, rental car and lodging reservations, provide travel and lodging information to local and Regional EMMA Support Coordinators. Determine length of stay and secure approval of supervisor.**
- **Complete packing and travel**

Upon arrival at assigned location:

- **Notify Providing Jurisdiction EMMA Coordinator and COB EMMA Coordinator of safe arrival**
- **Sign in through the appropriate location and obtain any security passes/identification that may be required**
- **Whenever possible obtain a copy of your 'sign in sheet', this may be an ICS-211 Incident Check-in List or other similar form**
- **Notify the Requesting EMMA Coordinator of your arrival and verify assigned location (requesting EMMA Coordinator should inform Regional EMMA Coordinator)**
- **Determine nearest medical provider as indicated in the Incident Action Plan which is available at the site. Notify the Animal Services Manager of any injury so that normal City procedures for work related injury can be implemented**
- **Check in with your assigned supervisor for an assignment briefing, including:**
 - **Your position, operational period and shift assignment**
 - **Delegation of authority, resource request and financial commitment approval procedures**
 - **Personnel list for assigned staff**
 - **Information security protocols**
 - **Potential political issues or sensitivities**
 - **Workstation location**
 - **Point of contact to set up computer network and voicemail system access, acquire**

phone number directory, e-mail address lists and Emergency Operations Center (EOC) software tip sheets or operational software training

- **Copy of the current Incident Action Plan/Action Plan, including:**
 - **Daily meeting and conference call schedules**
 - **Reporting deadlines**
 - **Situation status**
 - **Current priority activities**

DEPLOYMENT CHECKLIST

- **Request a copy of available EOC orientation/operations information, including incident-specific safety briefing materials**
- **Set up workstation, including files to track assignment information:**
 - **Copy of the *EMMA Form 1 - Resource Request and Assignment***
 - **Timesheets to track hours worked (unless otherwise specified, deployed EMMA personnel should track time and hours as done at home agency)**
- **Maintain Duty Log (May use ICS 214-1 & 214-2) for reference after deployment, maintain copy. Upon return, complete City Time Sheets and attach ICS 214-1 and 214-2 Duty Logs**
- **Note lessons learned and suggestions for improvement of the Emergency Management Mutual Aid plan. Upon return, debrief with Animal Services Manager.**
- **Obtain *EMMA Form 4 - Exit Survey* to build a useful summary of after action items specifically aimed to build a better EMMA Plan.**

ATTACHMENT A
Deployment Equipment List

PPE gear including boots, gloves, N95 masks, disposable medical coveralls, goggles.

Catch Pole

Animal Traps

Snappy Snare

Snake tongs

Transfer box

Squeeze cage

Loop leashes

Clip board

Pens

Sharpies

Feral cat gloves