

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

549



FROM: Riverside County Emergency Management Department (EMD)

SUBMITTAL DATE:
July 9, 2015

SUBJECT: APPROVAL OF IN PRINCIPLE FOR NEW OFFICE SPACE FOR THE EMERGENCY MANAGEMENT DEPARTMENT

RECOMMENDED MOTION: That the Board of Supervisors authorize the Real Estate Division of the Economic Development Agency to identify suitable space to support the Emergency Management Department (EMD) in the city of Riverside.

BACKGROUND:

Summary

On May 12, 2015 the Riverside County Board of Supervisors approved the creation of the Emergency Management Department (EMD) (Item 3.49). Pursuant to this Board action, EMD includes the Office of Emergency Services (OES) (previously with Riverside County Fire/Cal Fire), Riverside Emergency Medical Services Agency (REMSA) and Public Health Emergency Preparedness and Response (PHEPR) (both previously with the Department of Public Health).

(Continued on page 2)

KS:pmp

Kim Saruwatari
Kim Saruwatari, Director
Emergency Management Department

Departmental Concurrence

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$	\$	\$	\$	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$	\$	\$	\$	
SOURCE OF FUNDS: Department Budget				Budget Adjustment: No.	
				For Fiscal Year: 15/16	

C.E.O. RECOMMENDATION:

APPROVE

BY *Debra Cournoyer*
Debra Cournoyer

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Ashley, seconded by Supervisor Benoit and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Tavaglione, Washington, Benoit and Ashley
Nays: None
Absent: None
Abstain: Jeffries
Date: July 21, 2015
xc: EMD, EDA

Kecia Harper-Ihem
Clerk of the Board

BY *Kecia Harper-Ihem*
Deputy

3-38

- A-30
- Positions Added
- 4/5 Vote
- Change Order

Prev. Agn. Ref.: 5/12/15, 3.49. | District: 2 | Agenda Number:

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
FORM 11: APPROVAL OF IN PRINCIPLE FOR NEW OFFICE SPACE FOR THE EMERGENCY
MANAGEMENT DEPARTMENT**

DATE: July 9, 2015

PAGE: 2 of 2

BACKGROUND:

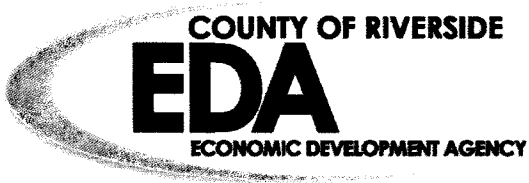
Summary (continued)

REMSA, PHEPR and the Public Health and Medical Department Operations Center (DOC) are currently located in a leased facility at the Towers at Riverwalk, a business center on the west side of Riverside. The OES office is located in the basement of the CAC building in downtown Riverside.

In order to maximize operational efficiencies, seamless integration across Divisions, and to ensure county-wide emergency readiness, there is a need to relocate the OES staff to within close proximity of REMSA and PHEPR. Currently, all three Divisions host multiple meetings and trainings that include other County Departments, emergency response partners, stakeholders and community members. Having all of the staff near the Riverwalk facility will facilitate the integration of meetings, reduce duplication of effort and provide EMD the additional office space needed to support growth. Approximately 5-6,000 square feet is required to satisfy this space requirement. Once a facility is selected, the Department will identify the funding source and will return to the Board of Supervisors for approval to enter into a lease agreement.

The EMD was created to support a comprehensive, coordinated emergency management program that provides leadership at all levels of government. The creation of EMD also allows emergency management resources to be better leveraged and enhances coordination between Departments with emergency management responsibilities. Locating Department staff and staff from all three Divisions in close proximity will support this vision. In addition, moving OES staff to be in close proximity to PHEPR and REMSA staff will further centralize emergency management functions and allow disparate grant programs to be leveraged more effectively for the overall good of county-wide planning, preparedness, and response and recovery activities. Having the staff in close proximity will also allow for efficient cross-training, thereby ensuring that EMD staff will be prepared to respond to minimize the impacts of incidents or disasters on the residents of Riverside County.

This office space will be needed for approximately three years, during which time the County will be building a new Emergency Operations Center (EOC). The new EOC will include office space to house the entire Department, including all three Divisions.




ENDORSEMENT
Riverside County Emergency Management Department
Leased Space in the Western region of the City of Riverside

Economic Development Agency concurs with this request from Riverside County Emergency Management Department to procure approximately 5,000 – 6,000 square feet for the Emergency Management Department in the Western region of the City of Riverside. There is no County owned space available to meet this requirement. This request meets County space standards.

The information listed below was used as an estimate in determining this Endorsement:

Lead Time;	Three (3) months
Size:	5,000 to 6,000, or more square feet
Term:	A minimum of Three (3) Years
Lease rate:	To be negotiated
Utilities:	To be determined
Custodial:	To be negotiated
Interior/Exterior Maintenance:	Provided by Landlord
Tenant Improvements:	To be negotiated

By: 
Robert Field,
Assistant County Executive Officer/EDA

CC:tg/070615/015CH/17.628

Administration
Aviation
Business Intelligence
Cultural Services
Community Services
Custodial

Housing
Housing Authority
Information Technology
Maintenance
Marketing

Economic Development
Edward-Dean Museum
Environmental Planning
Fair & National Date Festival
Foreign Trade
Graffiti Abatement

Parking
Project Management
Purchasing Group
Real Property
Redevelopment Agency
Workforce Development

www.rivcoeda.org

**Riverside County Board of Supervisors
Request to Speak**

Submit request to Clerk of Board (right of podium),
Speakers are entitled to three (3) minutes, subject
to Board Rules listed on the reverse side of this form.

SPEAKER'S NAME: Paul Jacobs

Address: _____
(only if follow-up mail response requested)

City: Temecula **Zip:** _____

Phone #: _____

Date: 7/21/15 **Agenda #** 3-38

PLEASE STATE YOUR POSITION BELOW:

Position on "Regular" (non-appealed) Agenda Item:

_____ **Support** _____ **Oppose** _____ **Neutral**

Note: If you are here for an agenda item that is filed
for "Appeal", please state separately your position on
the appeal below:

_____ **Support** _____ **Oppose** _____ **Neutral**

I give my 3 minutes to: _____

BOARD RULES

Requests to Address Board on "Agenda" Items:

You may request to be heard on a published agenda item. Requests to be heard must be submitted to the Clerk of the Board before the scheduled meeting time.

Requests to Address Board on items that are "NOT" on the Agenda:

Notwithstanding any other provisions of these rules, member of the public shall have the right to address the Board during the mid-morning "Oral Communications" segment of the published agenda. Said purpose for address must pertain to issues which are under the direct jurisdiction of the Board of Supervisors. YOUR TIME WILL BE LIMITED TO THREE (3) MINUTES.

Power Point Presentations/Printed Material:

Speakers who intend to conduct a formalized Power Point presentation or provide printed material must notify the Clerk of the Board's Office by 12 noon on the Monday preceding the Tuesday Board meeting, insuring that the Clerk's Office has sufficient copies of all printed materials and at least one (1) copy of the Power Point CD. Copies of printed material given to the Clerk (by Monday noon deadline) will be provided to each Supervisor. If you have the need to use the overhead "Elmo" projector at the Board meeting, please insure your material is clear and with proper contrast, notifying the Clerk well ahead of the meeting, of your intent to use the Elmo.

Individual Speaker Limits:

Individual speakers are limited to a maximum of three (3) minutes. Please step up to the podium when the Chairman calls your name and begin speaking immediately. Pull the microphone to your mouth so that the Board, audience, and audio recording system hear you clearly. Once you start speaking, the "green" podium light will light. The "yellow" light will come on when you have one (1) minute remaining. When you have 30 seconds remaining, the "yellow" light will begin flash, indicating you must quickly wrap up your comments. Your time is up when the "red" light flashes. The Chairman adheres to a strict three (3) minutes per speaker. **Note: If you intend to give your time to a "Group/Organized Presentation", please state so clearly at the very bottom of the reverse side of this form.**

Group/Organized Presentations:

Group/organized presentations with more than one (1) speaker will be limited to nine (9) minutes at the Chairman's discretion. The organizer of the presentation will automatically receive the first three (3) minutes, with the remaining six (6) minutes relinquished by other speakers, as requested by them on a completed "Request to Speak" form, and clearly indicated at the front bottom of the form.

Addressing the Board & Acknowledgement by Chairman:

The Chairman will determine what order the speakers will address the Board, and will call on all speakers in pairs. The first speaker should immediately step to the podium and begin addressing the Board. The second speaker should take up a position in one of the chamber aisles in order to quickly step up to the podium after the preceding speaker. This is to afford an efficient and timely Board meeting, giving all attendees the opportunity to make their case. Speakers are prohibited from making personal attacks, and/or using coarse, crude, profane or vulgar language while speaking to the Board members, staff, the general public and/or meeting participants. Such behavior, at the discretion of the Board Chairman may result in removal from the Board Chambers by Sheriff Deputies.