



Lassen County

DRAFT

Meeting Minutes Lassen County Disaster Council Special Meeting

Council Members: Jeff Hemphill - Chairman; Scott Packwood - Director of Emergency Services; Mark Rotlisberger - Assistant Director of Emergency Services

Wednesday, January 23, 2019

9:00 AM

Administration Building Conference
Room
221 S Roop Street
Susanville, CA 96130

9:06 A.M. CALL TO ORDER

Present: Lassen County Office of Emergency Services (OES) Chief Mark Rotlisberger, Lassen County CAL FIRE Assistant Chief Eric Ewing, County Administrative Officer (CAO) Richard Egan, Deputy CAO Tony Shaw, Lassen County Board of Supervisors Chairman Jeff Hemphill, Lassen County Sheriff/Coroner Dean Growdon, Lassen County Counsel Robert Burns, City of Susanville Fire Chief James Moore, City of Susanville Police Lieutenant Ryan Cochran and Deputy Clerk of the Board Michele Yderraga.

CALFIRE Unit Chief Scott Packwood arrived at 9:18 a.m.

Present 3 - Jeff Hemphill, Mark Rotlisberger, and Scott Packwood

Excuse 0

AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS

A motion was made by Chairman Hemphill, seconded by OES Chief Mark Rotlisberger that this agenda be approved. The motion carried by the following vote:

Aye: 2 - Hemphill and Rotlisberger

Absent: 1 - Packwood

PUBLIC COMMENTS

None.

DEPARTMENT REPORTS

MINUTES

SUBJECT: Meeting minutes of April 10, 2017.

FISCAL IMPACT: None.

ACTION REQUESTED: Approve.

Attachments: [LCDC Draft Minutes](#)

County Counsel Burns requested to have the minutes of April 10, 2017, reflect the following changes:

- Matt McFarland needs to read as "Captain, Lassen County Sheriff".
- Strike "Deputy" in "Deputy County Counsel Robert Burns".

A motion was made by Chairman Hemphill, seconded by OES Chief Rotlisberger that these Minutes be approved as amended. The motion carried by the following vote:

Aye: 2 - Hemphill and Rotlisberger

Absent: 1 - Packwood

LASSEN COUNTY DISASTER COUNCIL (LCDC)

SUBJECT: LCDC Membership.

FISCAL IMPACT: Undetermined.

ACTION REQUESTED: 1) Review Lassen County Code section 11.14.030 Disaster council membership; and 2) discuss what other members have been appointed to the council by the Board of Supervisors (BOS) (if any) and what members should be recommended for appointment by the BOS; and 3) recommend any identified potential appointments to the Disaster Council to the BOS.

OES Chief Mark Rotlisberger briefly discussed the current ordinance that addresses Lassen County District Council (LCDC) Memberships and stated more members would be better than less. County Counsel Burns suggested five (5) members as this council meets infrequently. CAO Egan asked if the board will appoint members by title. County Counsel Burns confirmed it would as it reads in the ordinance. Assistant Chief of CAL FIRE Lassen-Modoc Unit Eric Ewing recommended the council to follow the code that was written in 1994, to meet annually and to review and maintain the current emergency plan. The Council agreed that the LCDC members will be defined by title and will consist of the Board of Supervisors Chairman, OES Director or designee, Sheriff or designee, City Fire Chief and County Administrative Officer or designee. Discussion was held.

SPEAKERS: Fire Chief James Moore.

OPERATIONS

SUBJECT: Lassen Emergency Operations Plan.

FISCAL IMPACT: Undetermined.

ACTION REQUESTED: 1) Receive and review plan; and 2) consider changes; and 3) recommend approval to Susanville City Council and Lassen County Board of Supervisors.

Attachments: [Ordinance 519-A](#)

[LassenEOP_BasicPlan_2017Update_FINALDraft_Redacted](#)

[LassenEOP_IncidentAnnex_2017Update-FINAL](#)

[1. LassenEOP_EF1-Transportation_2017Update](#)

[2. LassenEOP_EF2-Communication_2017Update](#)

[3. LassenEOP_EF3-ConstructionAndEngineering_2017Update](#)

[4. LassenEOP_EF4-FireAndRescue_2017Update](#)

[5. LassenEOP_EF5-Management_2017Update](#)

[6. LassenEOP_EF6-CareAndShelter_2017Update](#)

[7. LassenEOP_EF7-Resources_2017Update](#)

[8. LassenEOP_EF8-PublicHealthAndMedical_2017Update](#)

[10. LassenEOP_EF10-HazardousMaterials_2017Update](#)

[11. LassenEOP_EF11-FoodAndAgriculture_2017Update](#)

[12. LassenEOP_EF12-Utilities_2017Update](#)

[13. LassenEOP_EF13-LawEnforcement_2017Update](#)

[14. LassenEOP_EF14-Recovery_2017Update](#)

[15. LassenEOP_EF15-PublicInformation_2017Update](#)

[17. LassenEOP_EF17-VolunteersAndDonationsMgmt_2017Update](#)

[18. LassenEOP_EF18-Cybersecurity_2017Update](#)

OES Chief Mark Rotlisberger gave an extensive power point presentation regarding changes to the Lassen County and City of Susanville, California Emergency Operations Plan. OES Chief Rotlisberger also had maps made showing jurisdictional boundaries to be added to the Emergency Operations Plan. Brief discussion was held as to whether or not the Emergency Operations Plan should be posted on Lassen County's website. Sheriff/Coroner Dean Growdon advised the Board that the ordinance would need to be revised to reflect the correct verbiage. It was agreed that LCDC would reconvene to discuss changes to the Emergency Operations Plan and adopt a new ordinance. CAO Egan stated the next LCDC meeting would be held on Tuesday, March 5, 2019 at 9:00 a.m.

SPEAKERS: Assistant Chief of CAL FIRE Lassen-Modoc Unit Eric Ewing, City of Susanville Fire Chief James Moore, Deputy CAO Tony Shaw, Board of Supervisors Chairman Jeff Hemphill and CALFIRE Unit Chief Scott Packwood.

County Counsel Burns was absent from 9:36 a.m. - 9:40 a.m.

CAO Egan was absent from 10:00 a.m. - 10:02 a.m.

FUTURE MEETINGS

The next LCDC meeting will be held at 9:00 a.m. on Tuesday, March 5, 2019 in the Administration Conference Room located at 221 S Roop St, Susanville, CA.

ADJOURNMENT

There being no further business, the meeting is adjourned at 10:14 a.m.

Chairman of the Lassen County Disaster Council

Date: _____

ATTEST:

Michele Yderraga, Deputy Clerk of the
Lassen County Disaster Council