



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** SHERIFF

**File #:** 19-263

Board Meeting Date: 3/26/2019

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**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors  
**From:** Carlos G. Bolanos, Sheriff  
**Subject:** District Coordinator/Citizen Emergency Response Team Specialist

**RECOMMENDATION:**

Adopt a resolution authorizing an agreement with the City of Redwood City to provide an Emergency Services District Coordinator/Citizen Emergency Response Team Specialist, for the term of April 1, 2019 through June 30, 2021, pursuant to which the City of Redwood City will pay to County an amount not to exceed \$172,794.

**BACKGROUND:**

The City of Redwood City has an existing Citizen Emergency Response Team (CERT) that consists of persons from Redwood City, San Carlos, and Unincorporated Redwood City. San Carlos and Unincorporated Redwood City are both Sheriff's Office jurisdictions and benefit from the existing Redwood City CERT Team and its membership. The District Coordinator/CERT Specialist will be a shared cost position and will split time equally between the City of Redwood City and the County. The District Coordinator/CERT Specialist will provide Emergency Services training and education to the communities of Redwood City and Unincorporated San Mateo County, as well as, complete other related Emergency Services District Coordinator duties.

**DISCUSSION:**

The goal of this partnership is to fulfill the emergency services needs of the City of Redwood City and the County in a cost-effective manner. The District Coordinator/CERT Specialist's duties will include assisting in the implementation of policies and programs involving CERT and emergency preparedness; developing, reviewing, and updating emergency operational plans; and planning and presenting ongoing CERT training exercises, drills, and other emergency services training programs for municipal employees and other related individuals and agencies.

The resolution and agreement have been reviewed and approved as to form by County Counsel.

This agreement contributes to the County's Shared Vision 2025 outcome of a Collaborative

Community by working in collaboration with the City of Redwood City to provide an important service to the residents of San Mateo County in a cost-effective manner.

**PERFORMANCE MEASURES:**

The District Coordinator/CERT Specialist position will be evaluated based on the quality of service provided to assigned jurisdictions and its community members.

Measures	FY19-20 actual	FY20-21 actual	FY21-22 actual
Number of CERT Teams members trained	NA		
Percentage of CERT Team members indicating they were “Satisfied” or “Extremely Satisfied” with the quality of support, training, and community engagement	NA		

**FISCAL IMPACT:**

The term of the agreement is April 1, 2019 through June 30, 2021 and will be included in the Sheriff's Office FY 2019-21 budget. The City of Redwood City will reimburse the County for 50% of the cost of these services or \$172,794. The remaining cost will be offset by Net County Cost of \$172,794.