

PERSONNEL, AUDITS, AND ANIMAL WELFARE COMMITTEE REPORT relative to an audit of the City's Disaster Service Worker (DSW) Program.

Recommendation for Council action:

INSTRUCT the Personnel Department, Emergency Management Department, and Information Technology Agency; and, REQUEST the Controller to report in regard to:

1. Providing an after-action report once the current DSW program phases out, that would include recommendations for any program enhancements.
2. The feasibility of developing a uniform, cloud-based customer relationship management software (CRM) program, which would be available to the Emergency Operations Center (EOC) that would allow employees to regularly update and self-certify their DSW information on-line.
3. A method to prioritize departments and/or individual employees for DSW assignment/deployment that may be necessary, based on an individual employee's skill sets, as well as the nature and location of potential disasters.
4. Recommendations for an updated DSW training that City employees would be required to complete annually, and includes information about disciplinary action(s) that may be taken should an employee not comply with a directive to serve as a DSW if they are reassigned from their regular job.
5. The feasibility of testing DSW deployment processes as part of the City's annual EOC activation drills by communicating activation roles and responsibilities, with a select number of departments and employees being contacted.

Fiscal Impact Statement: None submitted by the Controller. Neither the City Administrative Officer nor the Chief Legislative Analyst has completed a financial analysis of this report.

Community Impact Statement: None submitted.

Summary:

On March 17, 2021, your Committee considered a January 16, 2019 Controller report relative to an audit of the City's DSW Program. After consideration and having provided an opportunity for public comment, the Committee moved to make a series of recommendations as detailed in the above recommendations. This matter is now submitted to Council for its consideration.

Respectfully Submitted,

Personnel, Audits, and Animal Welfare Committee

KORETZ: YES
HARRIS-DAWSON: YES
BONIN: YES

-NOT OFFICIAL UNTIL COUNCIL ACTS-