

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: SCOTT WESTROPE, DEPUTY FIRE CHIEF – FIRE  
DEPARTMENT  
ANNA MCAULIFFE, RESEARCH AND PROGRAM COORD. –  
FIRE DEPARTMENT  
SUBJECT: APPROVAL OF PROFESSIONAL SERVICES AGREEMENT WITH  
WITT O'BRIENS, LLC TO PROVIDE A CITY-WIDE AFTER-  
ACTION REPORT

AGENDA ACTION: RESOLUTION

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RECOMMENDATION

It is recommended by the Fire Department that the Council, by resolution, approve a Professional Services Agreement with Witt O'Brien's, LLC, of Washington, DC, for the production of a City-Wide After-Action Report in an amount not to exceed \$88,941.60.

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EXECUTIVE SUMMARY

The Fire Department, at the direction of the City Manager, is seeking to complete a comprehensive After-Action Report (AAR) analyzing the City of Santa Rosa's response to the 2017 Northern California Fire Storm. The consultant's work and review will encompass all departments and political bodies within the City structure. The AAR will identify what worked well, issues, and lessons learned from a retrospective review of the response actions before and during the fire storm and the recovery efforts following the incident. The consultant will also assist the City in determining best practices and improvement items to better prepare the City for a large-scale disaster in the future.

BACKGROUND

After Action Reports are used extensively in all disciplines of emergency management to examine an entity's response to small or large scale incidents and build performance enhancement measures from the results. In the wake of the Tubbs Fire, identifying areas throughout the City that will unilaterally improve service delivery is imperative. The use of a third-party consultant is warranted to provide a fair and honest review of actions taken by all entities without concerns of reprisal or prejudice.

CITY-WIDE AFTER-ACTION REPORT  
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The City of Santa Rosa Emergency Operations Center (EOC) is conducting a separate, independent AAR that will specifically examine the actions of the EOC. The AAR recommended in this staff report will be examining actions of all departments taken outside of the EOC.

PRIOR CITY COUNCIL REVIEW

Not applicable.

ANALYSIS

The AAR will examine the City's strategic approach to mitigation, preparedness, response, and recovery as it directly relates to the incidents that besieged the community in October 2017. This will entail the consultant to review information such as: data, analytics, plans, procedures, and response-specific information. Furthermore, interviews with key employees from all applicable departments will be required to determine firsthand accounts of actions taken before, during, and/or after the incident.

The following will be integrated into the review:

- Executive Summary;
- Significant Event Synopsis;
- Disaster/Wildfire Historical Information;
- Summary of Findings to include, but not exclusive to;
  - ♦ Management/Command Staff
  - ♦ Operations
  - ♦ Interagency Communications
  - ♦ Public Information
  - ♦ Logistics
  - ♦ Recovery and Community Outreach;
- Conclusions;
- Sequence of Events/Timeline;
- Comparative Analysis of Alignment of Mission and Goals to the incidents.

It has been disclosed to the consultant that the City recognizes that the incidents that occurred were of a very large scale that included many entities outside of the City structure. For instance, the management of the fire alone required a Type 1 Incident Management Team (Cal Fire) in Unified Command with the Santa Rosa Fire Department, Sonoma County Sheriff's Office, and 78 cooperating agencies. Furthermore, the incidents that impacted the City of Santa Rosa all began in other jurisdictions and traveled into the city limits. This AAR will remain specifically focused on the City's strategic objectives and implementation while factoring in relevant information from the larger scheme.

### FISCAL IMPACT

Witt O'Brien's, LLC was chosen by a panel of subject matter experts as part of a competitive selection process authorized by Purchasing. The project cost of \$88,941.60 is in line with projects of this size and scope resulting in a usable product for the City to positively utilize for systems improvements. The funds will be encumbered from JL key 05020.

### ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

### BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

### NOTIFICATION

Not applicable.

### ATTACHMENTS

- Resolution/Exhibit A (Professional Services Agreement)

### CONTACT

Scott Westrope, [swestrope@srcity.org](mailto:swestrope@srcity.org), 707-543-3531  
Anna McAuliffe, [amcauliffe@srcity.org](mailto:amcauliffe@srcity.org), 707-543-3523