

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: SCOTT WESTROPE, FIRE CHIEF, FIRE DEPARTMENT  
SUBJECT: ADOPTION OF CONTINUITY OF OPERATIONS PLAN

AGENDA ACTION: RESOLUTION

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RECOMMENDATION

It is recommended by the Fire Department that the Council, by resolution, adopt the City of Santa Rosa Continuity of Operations Plan (COOP).

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EXECUTIVE SUMMARY

The purpose of a Continuity of Operations Plan (COOP) is to provide the framework for City departments and divisions to restore mission essential functions and City operations if an emergency disrupts City services.

BACKGROUND

Based on national best practices, the COOP requires an update at least every 5 years. The COOP and its Departmental Annexes were updated in the Spring of 2023 in collaboration with Department Management and City Leadership.

PRIOR CITY COUNCIL REVIEW

In September 2016, City staff initiated an update and revision to the EOP as well as creation of a COOP. Tetra Tech was hired to assist the City with plan creation and updates. From November 2016 to May 2017, City staff from multiple departments worked with the City's consultant to update the EOP and create the COOP plans. The COOP was adopted by council in October 2017.

ANALYSIS

The purpose of the Continuity of Operations Plan (COOP) is to provide the framework for City departments and divisions to restore mission essential functions if an emergency disrupts operations. The COOP is designed to ensure the continuity of government and performance of critical services during and after an emergency, disaster or other disruption to normal City business.

## ADOPTION OF COOP PLANS

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The City is committed to the safety and protection of its employees, operations, and facilities. The COOP provides the City's departments and personnel a framework that is designed to minimize impact during an emergency. It is tailored to the operations of individual departments and divisions and the most indispensable missions and functions they perform. The COOP consists of an overarching plan and annexes for each of the City departments and departmental divisions. In developing the COOP, each department completed mission essential function workbooks designed to extract critical information about the departments' and divisions' day-to-day functions.

### FISCAL IMPACT

The City of Santa Rosa must adopt and comply with the California Standardized Emergency Management System (SEMS) regulations to remain eligible for state funding of response-related costs. The City may also have opportunities to seek federal grants or funding where National Incident Management System (NIMS) and Incident Command System (ICS) adoption is required. These plans assure that City has done so.

### ENVIRONMENTAL IMPACT

This action is exempt from the provisions of California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15061(b) in that there is no possibility that the implementation of this action may have significant effects on the environment, and no further environmental review is required.

### BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

### NOTIFICATION

Not applicable.

### ATTACHMENTS

- Attachment 1 – City of Santa Rosa Continuity of Operations Plan
- Resolution

### PRESENTERS

Neil Bregman, Emergency Preparedness Manager  
Brittany Miller, Deputy Emergency Preparedness Coordinator