



## STAFF REPORT

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**MEETING DATE:** December 13, 2023

**PRESENTER:** John Jansons, City Manager

**SUBJECT:** Contract for Emergency Preparedness (JAJ)

**RECOMMENDATION:** Council by motion adopt resolution approving contract with Michael Brady Emergency Management Consulting Engagement and Staff Training in an amount not to exceed \$30,000.

**EXECUTIVE SUMMARY:**

The City of Kerman has not updated its Emergency Operation Plan since 2008. When the COVID-19 pandemic emergency occurred, the plan was of limited use due to its obsolescence.

Staff received recommendations from the Fresno County Department of Emergency Management for firms to update the City's plan and provide basics introductory training on Emergency Operation Center (EOC) operation and management.

Staff solicited proposals and interviewed several firms. Staff received assistance from Chief Tim Henry of the North Central Fire Protection District to advise and opine on the proposals received.

Staff now presents a Resolution, Attachment A, authorizing a contract with Michael Brady Emergency Management Consulting (Consultant) to assist the City.

Attachment B to this report is the recommended Professional Services Agreement (PSA/Contract).

Attachment C to his report is the Consultant's proposal which includes an introduction, scope of work and estimated budget. The work consists of the following, with specific and tangible deliverables:

Phase 1 – Emergency Operations Plan (EOP) Development:

Phase 2 – Emergency Operations Plan (EOP) Orientation and Table-Top Exercise:

**ATTACHMENTS:**

- A. Draft Resolution
- B. Professional Services Agreement
- C. Consultant Proposal

**RESOLUTION NO. 23-\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KERMAN AWARDING CONTRACT TO MICHAEL BRADY EMERGENCY MANAGEMENT CONSULTING TO UPDATE CITY EMERGENCY OPERATIONS PLAN AND CONDUCT STAFF TRAINING FOR EMERGENCY PREPAREDNESS IN THE AMOUNT OF \$ 30,000.**

WHEREAS, staff solicited interest from emergency management professionals and firms to assist the City with needed improvements to emergency preparedness; and

WHEREAS, Michael Brady Emergency Management Consulting (Consultant) was deemed best suited to perform this work for the City; and

WHEREAS, a professional services agreement (Contract) in the amount of \$30,000 has been negotiated to the satisfaction of both the City and the Consultant; and

WHEREAS, planning, organizing, training and capacity building for emergency situations is essential to protecting the health and welfare of the City and its residents, businesses and visitors; and

WHEREAS, planning, organizing, training and capacity building for emergency situations is essential to maintain continuity of vital City services in the event of an emergency or disaster.

NOW THEREFORE, the Kerman City Council resolves as follows:

- SECTION 1. The foregoing recitals are true and correct.
- SECTION 2. The City Council approves of the contact (Exhibit A to this Resolution) with Michael Brady Emergency Management Consulting to complete an emergency operations plan and conduct staff training in emergency preparedness and emergency operations management.
- SECTION 3. The Contract in the amount of \$30,000 is attached as Exhibit A is hereby incorporated by reference.
- SECTION 4. The City Manager is authorized to sign the agreement on behalf of the City.
- SECTION 5. This resolution is effective upon adoption.

The foregoing resolution was approved by the City Council of the City of Kerman at a regular meeting held on the 13th day of December 2023, and passed at said meeting by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

The foregoing resolution is hereby approved.

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Maria Pacheco  
Mayor

ATTEST:

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Josie Camacho,  
Deputy City Clerk