



MOUNTAINS RECREATION & CONSERVATION AUTHORITY

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MEMORANDUM

TO: The Governing Board

FROM:  Joseph T. Edmiston, FAICP, Hon. ASLA, Executive Officer

DATE: September 10, 2014

SUBJECT: **Agenda Item IX: Consideration of resolution approving expenses related to, and reimbursement of same when the MRCA participates in incidents where a local, State, or Federal disaster has been declared.**

Staff Recommendation: That the Governing Board adopt the attached resolution approving expenses related to, and reimbursement of same when the MRCA participates in incidents where a local, State, or Federal disaster has been declared.

Background: The Mountains Recreation and Conservation and Authority (MRCA) is a local government park agency responsible for the protection of life, property, and natural resources. During incidents where a local, State, or Federal disaster has been declared the MRCA manages the incident utilizing the National Response Framework (NRF), National Incident Management System (NIMS), and the Incident Command System (ICS). As such, and continuing with the adoption of this resolution, the MRCA will use the following Best Practices:

- Twenty-four hour management / operational periods of the incident, providing for in place “on the clock” work/rest cycles for assigned employees
- Employment of field staff which have specific or collateral duties as it relates to disaster/wildfire response.
- MRCA departments (other than Logistics, Finance, and Planning) will operate 24 hour shifts similar to a Master Mutual Aid “portal to portal” assignment. Logistics, Finance and Planning staff have a twelve hour work cycle during the incident.

Policy relating to incident related expenses and reimbursements: Due to the many MRCA locations and limited resources deployed during incident operations, MRCA resources utilize their own internal logistics branch and deploys its own internal communication unit to support emergency units in the field. In addition to personnel expenses involved with staffing any incident, all customary expenses including but not limited to food, water, ice, batteries, and lodging are to be paid by the incident.

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In certain situations, hazard pay may be authorized by the Executive Officer for work performed by field staff during the incident.

Equipment damaged or expended on the incident will be paid by the incident.

The MRCA uses the California Office of Emergency Services (OES) Master Mutual Aid System cost recovery for vehicle, transport, fire engine, bulldozer, and water tender use. This cost recovery formula is used to reimburse MRCA for fuel, oil, and other operational expenses incurred during the incident.

This policy will apply to any incident where a local, State, or Federal disaster has been declared.