



Date: September 12, 2024

To: Board of Directors

Submitted by: David Aranda, Interim General Manager

Subject: Discussion and Direction Regarding Contracting with an Emergency Services Consultant to Write an Emergency Preparedness Plan for the KPPCSD

Recommendation

The Board should provide directions to the Interim General Manager on how they wish to proceed with this project.

Background

An item of concern that was discussed at the workshop and brought up numerous times involves the need for KPPCSD to have a well written emergency preparedness plan for the citizens of Kensington and provide actual tabletop walk throughs and drills with the community to make sure the plan operates correctly.

Over the past few months, I have attempted to reach out to various consultants regarding this project and did not have much success either because of a lack of interest or because I was not impressed with those I spoke with.

The Chief and I have met and discussed this project with Doug Pittman who has a company by the name of CrisisMC911. Mr. Pittman provides his emergency preparedness services to numerous agencies.

I do not have a formal proposal as of yet, but he would offer the services we are requesting for a retainer of \$3000 per month.

The Chief and I are convinced he is the right person for the job. With that said I would ask the board to consider the following:

- For this fiscal year money was not budgeted for this project.
- We are all in agreement at the importance of providing an emergency plan to the community.
- There is a functioning emergency preparedness committee with the Kensington Fire Protection District and there was discussion on the KPPCSD's behalf to see if the committee could become a joint committee. Does this impact the decision making on hiring a consultant?

Exhibit(s)

- Email from Doug Pittman

From: Mike Gancasz <MGancasz@kppcsd.org>
Sent: Monday, August 5, 2024 12:29 PM
To: David Aranda <DAranda@kppcsd.org>
Subject: FW: CrisisMC911 - Proposed Scope of Services

Good afternoon,

Doug Pittman provided the scope of work in an email. I asked him for an hourly pay rate or contract cost for us. I hope to hear back from him this week.

Sincerely,

Mike Gancasz

Chief of Police

Kensington Police Department

510-525-7573 | Dispatch

510-526-4141 | Main

510-277-5077 | Cell

510-227-6728 | Fax

Email: mgancasz@kppcsd.org

10940 San Pablo Ave | El Cerrito, CA. 94530



From: Doug Pittman <crisismc911@gmail.com>
Sent: Monday, August 5, 2024 11:17 AM
To: Mike Gancasz <MGancasz@kppcsd.org>
Cc: Doug Pittman <crisismc911@gmail.com>
Subject: CrisisMC911 - Proposed Scope of Services

Chief,

Per your request I'm submitting my proposed Scope of Services related to my potential contract with the City of Kensington serving as a consultant as an Emergency Services Program Manager.

OBJECTIVE

The objective is to provide the City of Kensington with enhanced Emergency Services support, planning, program development, training, implementation, and exercises through contract services provided by Crisis Management & Communications (CrisisMC911), a sole proprietorship.

SCOPE OF SERVICES

Projects

- Plan & Policy Management - Prepare and update and ensure best practices on all Emergency plans, protocols, procedures and agreements, such as:

- Plan, prepare, and facilitate programs and exercise for the City of Kensington, and other affiliated agencies, and the community at large to ensure readiness and practices for emergency preparedness.
- Lead in the development of emergency evacuation plans for local residents as it applies to conducting mass residential, neighborhood and communities within the City of Kensington.
- Facilitate development of at least one Functional EOC exercise with a focus on conducting public evacuations, identify public evacuation routes.
- Meetings and community presentations: Attend meetings and provide presentations to Boards, Councils and Community Groups as requested by the City.
- Liaison: Maintain Liaison and joint efforts with outside partners including the Contra Costa County Sheriff's Division of Emergency Services (OES), CalOES, Contra Costa Health & Human Services, Contra Costa County Fire Protection District, and the City of El Cerrito Fire Department.
- Identify and/or develop WebEOC or similar data programs to access other local, State or Federal agencies as necessary to support inter-agency coordination.

Hope this proposed Scope of Work meets the expectations of you and members of the City Leadership of the City of Kensington.

Sincerely,

Doug

Douglas A. Pittman

CRISIMC911

Crisis Management & Communications 911

Serving the cities of Antioch, Brentwood, Hercules, Martinez, San Pablo and St. Mary's College in Contra Costa County, CA.

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