

**MEMORANDUM**

July 28, 2020

To: Technical Advisory Committee  
From: Drew McIntyre, TAC Chair  
Subject: Approve – Emergency Training and Coordination Program

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Attached is final draft of the Emergency Training and Coordination Program between Sonoma Water and the water contractors. This Program was last reviewed at the May 18<sup>th</sup> WAC/TAC meeting and subsequent July 13<sup>th</sup> TAC meeting. No additional comments have been received since the July 13<sup>th</sup> TAC meeting and the Emergency Training and Coordination program is now ready to be approved.

Background

Establishment of the Emergency Training & Coordination (ET&C) program is in response to the 2019 Sonoma County Civil Grand Jury report – Will there be water after an earthquake? The findings included the following:

- F7. Coordination between Sonoma Water and its contractors needs to improve by increasing training exercises, mutual aid training, and systems information exchange.

The subsequent related recommendation is provided below:

- R4. Sonoma Water improve coordination with water contractors, including field Exercises.

Purpose

Sonoma Water and the water contractors are seeking to establish the ET&C program with the purpose of enhancing and refining the interoperability and emergency response and recovery capabilities of the participating agencies. In support of this, an Emergency Coordination & Training Subcommittee will be created subordinate to the Technical Advisory Committee. The goals for the subcommittee are to:

- Provide a forum and structure for quarterly, or as needed, coordination meetings and workshops.
- Enhance the working relationship between the members.
- Develop mutual aid processes, systems, trainings, and exercises designed to support enhanced interoperability and coordination.
- Increase regional readiness and response by practicing field command, control, and coordination and operational collaboration.
- Opportunistically, identify and use scheduled project improvements as training opportunities.

Subcommittee Membership

Each agency has identified at least one representative to serve on the ET&C subcommittee.

The Subcommittee Chair will be Steven Hancock, Sonoma Water.

Agency	Representative	Representative (secondary)
Sonoma Water, Chair	Steven Hancock	Michelle Maxwell
City of Cotati	Katie Duran	
City of Petaluma	Joel McIntyre	Mike Lelmorini
City of Rohnert Park	Mark Hendersen	Steven Villalobos
City of Santa Rosa	Joe Schiavone	Peter Martin
City of Sonoma	Mike Brett	
Marin Municipal Water Dist.	Eric Goldman	Paul Sellier
North Marin Water District	Robert Clark	
Town of Windsor	Sandi Potter	Mike Cave
Valley of the Moon Water District	Matthew Fullner	Casey Whelan

Recommendation

That the TAC approve the Emergency Training and Coordination Program

## **Sonoma Water and Water Contractor Emergency Coordination & Training Program**

### **PURPOSE**

Sonoma Water, in partnership with its wholesale water customers, will develop and implement a coordination and training program designed to enhance and refine the interoperability and emergency response and recovery capabilities of the participating agencies. In support of this, an Emergency Coordination & Training Subcommittee will be created subordinate to the Water Contractor Technical Advisory Committee (TAC). This program will not replace individual agency policies, procedures, or priorities nor supersede any Operational Area programs or coordination efforts.

### **PARTICIPATING AGENCIES**

- City of Cotati
- City of Petaluma
- City of Rohnert Park
- City of Santa Rosa
- City of Sonoma
- Marin Municipal Water District
- North Marin Water District
- Sonoma Water
- Town of Windsor
- Valley of the Moon Water District
- County of Sonoma Department of Emergency Management

### **SCOPE**

The goals of the coordination and training program are:

- Provide a forum and structure for quarterly, or as needed, coordination meetings and workshops.
- Enhance the working relationship between Sonoma Water and the local agency water utilities (water contractors), including through joint trainings and exercises.
- Develop mutual aid processes, systems, trainings, and exercises designed to support enhanced interoperability and coordination.
- Increase regional readiness and response by practicing field command, control, and coordination and operational collaboration
- Opportunistically use scheduled project improvements as training opportunities

### **ORGANIZATIONAL ROLES**

#### Sonoma Water

- Chair the Emergency Coordination & Training Subcommittee
- Facilitate design and development of coordination and training program as well as establishment of annual program goals
- Provide logistical support and guidance for trainings and coordination meetings
- Identify and seek training opportunities
- Manage training or other type consultant contracts

#### Technical Advisory Committee (TAC)

- Review and approve final training program
- Annually review and approve coordination and training program schedule and goals
- Approve training budget sufficient to achieve training program goals
- Ensure designated representation on the Emergency Coordination & Training Committee

Emergency Coordination & Training Subcommittee

- Participate in the review, development, and implementation of coordination and training program
- Participate in development of annual training and exercise goals
- Participate in development and implementation of trainings and exercises
- Ensure staff participation in program training and exercise goals

**PROGRAM ADMINISTRATION AND BUDGET**

- Subcommittee members will participate in the implementation of the training program; assist in pre-planning efforts to identify joint trainings and exercises and budgetary estimates; participate in an annual presentation to the TAC for approval of the training program schedule, goals, and budget; be responsible for their agency’s training and participation records in joint training and exercise activities; and will participate in the annual reporting of training program goal accomplishments to the TAC.
- Sonoma Water will include in the Water Transmission System budget an annual amount for Joint Emergency Training (based on approval by the Water Contractors).

**EMERGENCY TRAINING & COORDINATION SUB-COMMITTEE ROSTER**

Agency	Representative (primary)	Representative (secondary)
Sonoma Water, Chair	Steven Hancock	Michelle Maxwell
City of Cotati	Katie Duran	
City of Petaluma	Joel McIntyre	Mike Lelmorini
City of Rohnert Park	Mark Hendersen	Steven Villalobos
City of Santa Rosa	Joe Schiavone	Peter Martin
City of Sonoma	Mike Brett	
Marin Municipal Water Dist.	Eric Goldman	Paul Sellier, P.E. Operations Director
North Marin Water District	Robert Clark	
Town of Windor	Sandi Potter	Mike Cave
Valley of the Moon Water District	Matthew Fullner	Casey Whelan