



City of San Antonio

Agenda Memorandum

File Number:
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Agenda Item Number: 4

Agenda Date: September 15, 2021

In Control: Governance Committee Meeting

DEPARTMENT: Fire Department

DEPARTMENT HEAD: Charles Hood, Fire Chief

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

A briefing and discussion on a Council Consideration Request from CM Peláez on Synchronizing City Council Offices with Emergency Activity Plans and Protocols for Emergency Preparedness [María Villagómez, Deputy City Manager; Charles Hood, Fire Chief]

SUMMARY:

On March 4, 2021, Councilmember Peláez submitted a Council Consideration Request (CCR) that would increase training for City Council officeholders and staff on local emergency plans and protocols, to functionally incorporate them in emergency preparedness communications plans, and to better equip them to support and inform their constituents during emergencies.

BACKGROUND INFORMATION:

The San Antonio Office of Emergency Management (SAOEM) provides an overview of the emergency management program every two years, and regularly provides emergency management materials and information to City Councilmembers when requested. Additionally,

SAOEM staff regularly provides emergency management presentations at Councilmember community meetings upon request.

ISSUE:

In the fall of 2021, a City Council Session will be scheduled at the Emergency Operations Center (EOC) to provide Mayor and Council with an overview of the City's Emergency Preparedness Program to include information on training, local emergency plans and protocols.

Furthermore, the following three recommendations from the Committee on Emergency Preparedness will also address the actions requested within the March 4, 2021, CCR.

- Create an annual emergency response tabletop exercise that includes elected officials, executive leadership for the City, County and Utilities.
- In addition to the daily emails from the City Manager to City Councilmembers, the Executive Leadership Team should maintain daily communication with their assigned council members to keep them informed of emergency status.
- Daily e-mails and messaging from the City Manager to the City Council should contain a high-level summary with key takeaways in addition to the detail report.

FISCAL IMPACT:

There is no fiscal impact; this memo is for briefing purposes only.

ALTERNATIVES:

This memo is for briefing purposes only.

RECOMMENDATION:

Staff recommends that this matter be addressed to the full City Council at the planned fall 2021 City Council Session to be scheduled at the Emergency Operations Center (EOC).