

RESOLUTION NO. 2021- 8633

ADOPT RESOLUTION APPROVING THE DIXIE FIRE DISASTER RECOVERY OPERATIONS CENTER (DROC) TECHNICAL ADVISOR SCOPE OF WORK, RANGE \$40.00 PER HOUR

WHEREAS, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution the County Classification Plan covering all positions in the County service; and

WHEREAS, it is necessary to amend personnel policies related to the Emergency Declaration Resolution No. 21-8605; and

WHEREAS, the Human Resources Director is requesting approval of this Resolution to provide Plumas County Interim position for a DROC Director. This is an extra help, unbefitted interim position due to the Dixie Fire needed recovery efforts.

NOW, THEREFORE BE IT RESOLVED by the Plumas County Board of Supervisors as follows:

Adopt Resolution approving the scope of work for the DROC Technical Advisor; hourly wage \$40.00, effective October 19, 2021.

Exhibit A: Scope of Work

The foregoing Resolution is duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 19th day of October, 2021 by the following vote:

AYES: Supervisor(s) Hagwood, Ceresola, Thrall, Goss, and Engel

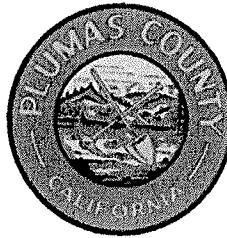
NOES: None

ABSENT: None


Chairperson, Board of Supervisors

ATTEST:


Clerk of the Board



DIXIE FIRE
Disaster Recovery Operations Center Technical Advisor
Scope of Work

DROC Technical Advisor Objectives:

Provides assistance in the technical aspects for FEMA and Cal OES reporting for the Disaster Recovery Operations (DROC) for Dixie Fire in Plumas County.; advises County emergency and disaster related efforts related to planning, recovery, and mitigation; manage training, outreach and reporting activities; manage funding; provide strategic and operational oversight.

Provides coordination with appropriate County personnel to meet the overall DROC objectives.

The individual will function independently as the DROC Technical Advisor. This position is expected to have a comprehensive knowledge of all emergency and disaster activities related to fire related recovery, including the FEMA requirements for funds reimbursement and Cal OES requirements.

Essential Functions not limited to the following:

- Provides technical assistant to the operations of the Dixie Fire Disaster Recovery Operations Center.
- Analyzes Disaster Recovery objectives and priorities consistent with established goals approved by the Board of Supervisors, and the associated policy requirements.
- Advises the county to meet eligibility requirements for federal, state and county reimbursement programs/funding; recommends changes as appropriate. (FEMA)
- Provide technical assistance as needed to the DROC support staff, to meet the center objectives.

Required Knowledge and Skills:

- Knowledge of disaster response and recovery program planning and development.
- Knowledge of the principles of one or more of the following: environmental health, hospital, public works, law enforcement and wildfire recovery operations.
- Knowledge of California Office of Emergency Services (Cal OES) and Federal Emergency Management Agency (FEMA).
- Knowledge of the Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS).
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- Knowledge of principles and practices of management necessary to assist with planning, analyzing, developing, evaluating and directing the diverse and complex activities of County government.
- Professional experience planning, managing or organizing for disaster, or mitigation efforts or emergencies.
- Excellent communication skills, both written and oral. A professional demeanor maintained at all times.

Certifications:

- Introduction to the Incident Command System (ICS) ICS -100 and Basic Incident Command Center ICS 200 training Certificates