

# MEMO

July 9, 2009

TO: The Honorable City Council Members

FROM: Kim Denton, City Treasurer

RE: AB 1234 Reporting on EOC Finance & Disaster  
Cost Recovery Class

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This report is being made pursuant to the requirements of AB 1234 for elected officials to publicly report on conferences attended at City expense.

I attended a very worthwhile two-day class on Emergency Operations Center (EOC) Finance and Disaster Cost Recovery put on by the California Emergency Services Association (CESA) at the Marin County EOC in San Rafael June 22nd and 23<sup>rd</sup>. Our Accountant, Gina Javier, also attended.

Mike Martinet of the Office of Disaster Management, Area G (Los Angeles) taught the class. It was similar to a one-day class I attended during my Treasurer's conference last year, however, this one was much more detailed. Mr. Martinet presented us with ways to: process initial damage estimates, track total disaster costs, increase post disaster cash flow, and maximize Office of Emergency Services (OES) and FEMA reimbursements, as well as organize for FEMA audits. He also helped identify formal city policies we should have on hand at the EOC prior to a disaster, and spoke on the importance of proper documentation in order to maximize reimbursements from OES and FEMA, as well as ways to make it easier for departments to do proper documentation.

As a first step in following up on class recommendations, the City Clerk, Accountant and myself are currently working on compiling a list of documents and pre-approved policies to have on hand in our EOC.