



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Curtis P. Jacobson

**SUBJECT: EMERGENCY PREPAREDNESS  
TRAINING: COMMUNITY  
EMERGENCY RESPONSE TEAM  
(CERT)**

**DATE:** May 22, 2017

Approved

Date

5/22/17

## **BACKGROUND**

The Mayor's March Budget Message for Fiscal Year 2017-2018, as approved by the City Council, directed the Administration to issue a Manager's Budget Addendum outlining the current efforts associated with the Community Emergency Response Team (CERT) training program.

CERT training provides volunteers a method and skills to actively organize for community preparedness prior to, during, and after an emergency. CERT members receive a 20-hour training course in emergency preparedness, disaster fire suppression, disaster medical operations, light search and rescue, and incident management. CERT training enables residents to prepare themselves, families, and neighbors to support the response to and recovery from large-scale, complex emergencies or disasters. Volunteers are able to assist others in their community following a disaster when professional responders are not immediately available to help.

In 2016-2017, one-time funding of \$130,000 was approved to support the reinstatement of the CERT training program. This funding will enable the City to conduct CERT courses for neighborhood organizations and offer trainings and materials in English, Spanish, and Vietnamese.

## **ANALYSIS**

To reinstate the CERT training program, the Fire Department completed the Request for Proposal (RFP) process for a CERT Training Consultant that will deliver the training courses. Although staff continues to work with the Consultant on final terms of the contract between the Consultant and the City, it is expected that the contract will be executed by June 30, 2017. Upon execution of the contract, the Consultant will deliver twelve 20-hour CERT courses over a 12-

May 22, 2017

**Subject: Emergency Preparedness Training: Community Emergency Response Team (CERT)**

Page 2

month period, with courses expected to begin in September 2017. CERT trainings will be provided for up to 50 persons per class, based on the current Federal Emergency Management Agency curriculum that includes a skills day. One course will be held at each of the ten City Council districts, one course at the San Jose State University, and one course in a location of the City's choosing.

The Office of Emergency Services will work with the Consultant on delivering training classes and materials in multiple languages. Where needed, the Consultant should be able to conduct training classes with an interpreter. In addition, the Consultant should be able to adapt the training program to accommodate those with limited mobility or other special needs.

The Office of Emergency Services will also work with San José Fire Fighters Local 230 in 2017-2018 on the feasibility of San José fire fighters offering some CERT training. In addition, the Office of Emergency Services will seek grant funding for these efforts in collaboration with the Mayor's Office of Strategic Partnerships.

The 2017-2018 Proposed Operating Budget recommends an additional \$130,000 in funding to continue CERT efforts (anticipated to begin summer 2017). If approved by the City Council, this additional funding will support twelve additional courses (approximately one per month) for neighborhood organizations with trainings and materials in English, Spanish, and Vietnamese, with the same scope as previously described.

### **COORDINATION**

This memorandum has been coordinated with the City Manager's Budget Office.

/s/  
CURTIS P. JACOBSON  
Fire Chief

For more information on this memorandum please contact Raymond Riordan, Director, Office of Emergency Services at (408) 794-7050.