

TO: COMMANDER KEMP

FROM: GRANT BRIMHALL

DATE: NOVEMBER 13, 1995

SUBJECT: DISASTER ASSISTANCE RESPONSE TEAM

This memo will serve to transfer the Disaster Assistance Response Team program to the Thousand Oaks Police Department effective January 1, 1996.

In January 1993, the City Council approved funding for DART training and supply purchases. Although current DART funding is not a line item budget the City has expended over \$8,000 since that date for training, uniform purchase, supplies, equipment and van upgrades, gasoline and maintenance.

DART members must attend an eight week "core" training class consisting of Disaster Preparedness, CPR, Fire Prevention & Control, Damage Assessment, Search & Rescue, Traffic Control, and Basic First Aid. This training sessions is offered twice a year at a minimum.

Upon completion of the "core" classes, members must pass a written exam and undergo a background investigation. Once approved, a DART member is certified as a State Disaster Service Worker through the County of Ventura. DART members are issued a hard hat, leather gloves, a uniform shirt with name and I.D. patches and the City shares the cost of a fire issue back back.

DART may be called out by the City Manager of the Thousand Oaks Police Commander. DART is not an independent agency and therefore is not able to call itself into action. In the event of an emergency DART members will automatically report to certain locations; however an official call out will be conducted as soon as possible. It is imperative that the County Office of Emergency Services be notified immediately of any call out. Failure to do so will result in the state denying benefits in the event of any claim. Also, the City must be notified of any call out immediately. It is importaant that DART activities be

concentrated in the City of Thousand Oaks.

The City Council will vote during the budget process to increase the DART budget to \$10,000 for FY 95/96. Once approved all expenditures must be approved by the City Managers Office.

Continued implementation of this program requires:

- * Twice presentation of the required "core" classes
- * Monthly general membership meetings
- * Monthly board meetings
- * Administration of agendas/minutes/County identification
- * Administration of fundraising activities
- * Coordination of City purchased equipment

Please provide a monthly status report of the DART activities including expenditures to the City Managers Office.