

**ADOPT RESOLUTION APPOINTING DENNIS SCHMIDT, RETIRED ANNUNITANT,  
AS THE DISASTER RECOVERY OPERATIONS CENTER DIRECTOR (DROC) FOR  
THE COORDINATION OF THE DISASTER RECOVER RELATED  
EFFORTS FROM THE DIXIE FIRE**

**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 oto appoint Dennis Schmidt to the Plumas County Interim position for a DROC Director. This is an extra help, unbenefited interim position due to the Dixie Fire needed recovery efforts; and

**WHEREAS**, Dennis Schmidt is a CalPERS Retired Annuitant and to meet the requirements shall be appointed by the Board of Supervisors for this temporary extra help position needed for the Dixie Fire Recovery efforts.

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

Adopt Resolution approving the appointment of Dennis Schmidt to the DROC Director, range \$39.76, effective August 23, 2021.

Attachments:

Exhibit A: Scope of Work

Exhibit B: Interim Staffing Chart - DROC

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 14<sup>th</sup> day of September, 2021 by the following vote:

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

NOES: **None**

ABSENT: **None**

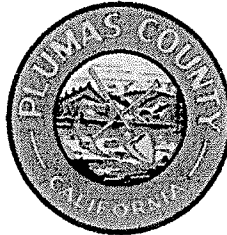
  
Chairperson, Board of Supervisors

ATTEST:

  
Clerk of the Board

9.14.2021

## DIXIE FIRE Disaster Recovery Operations Center Manager (DROC)



### **DROC Manager Objectives:**

Under limited supervision, plans, organizes, and manages the Disaster Recovery Operations (DROC) for Dixie Fire in Plumas County; directs 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. Exhibit A outlines the flow chart of staffing needs for the DROC.

Reports to the County Administrator (CA), Board of Supervisors or designee. The individual will function independently as the DROC Manager. This position is expected to have a comprehensive knowledge of all emergency and disaster activities related to fire related recovery.

### **Essential Functions not limited to the following:**

- Directs and manages the operations of the Dixie Fire Disaster Recovery Operations Center.
- Develops and analyzes Disaster Recovery objectives and priorities consistent with established goals approved by the Board of Supervisors, CA, and the associated policy requirements.
- Works closely with DROC objectives and county departments and a variety of outside agencies and organizations to implement, document and communicate Recovery Plans.
- Assures the county meets eligibility requirements for federal, state and County reimbursement programs/funding; recommends changes as appropriate.
- Manages special management projects related to recovery as assigned by the CA and the Board of Supervisors.
- Represents Plumas County in all Disaster Recovery specific to the Dixie Fire; attends and facilitates a variety of meetings; communicates ordinances, practice and procedures of Plumas County.
- Responds to questions and concerns from the Board of Supervisors, department heads and public; resolves conflicts between the county and outside agencies as it pertains to disaster recovery and consults with County Counsel for legal advice.

- Coordinates with fire departments, law enforcement agencies and Hazmat agencies; notifies County Counsel, CA and the Board of Supervisors of emerging situations.
- Provide training and supervise 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).
- 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

# Exhibit B

## Disaster Recovery Operations Plumas County Interim Staffing Chart

