

- **Board of Directors**
Engineering and Operations Committee

October 11, 2005 Board Meeting

9-2

Subject

American Red Cross Volunteer Program

Description

In view of the devastation caused by Hurricanes Katrina and Rita, Metropolitan has offered to provide assistance to the affected areas. Immediately following the hurricanes, Metropolitan staff contacted FEMA, the California Governor's Office of Emergency Services, and local relief organizations to offer aid. With search and rescue operations as the first priority, these organizations advised us that water utilities could best provide assistance when recovery and rebuilding efforts commenced. As recovery and rebuilding efforts are now underway, Metropolitan will begin providing assistance through our existing volunteer program.

Metropolitan has maintained communications with the emergency and relief organizations working in Louisiana and Mississippi, as well as local relief agencies such as the Red Cross. Recently, the Governors of Louisiana and Mississippi asked for patience on the part of all organizations offering assistance, including California water utilities, as they would prefer to coordinate assistance through the Emergency Mutual Aid Compact (EMAC) agreement and on-going established recovery efforts. California recently signed the EMAC as a means of providing and receiving assistance from out of state organizations. Metropolitan and other utilities are coordinating with the California Governor's Office of Emergency Services to provide assistance through the EMAC agreement.

In 1996, Metropolitan established an arrangement with the Los Angeles Chapter of the American Red Cross to provide employees the opportunity to voluntarily assist in aid and recovery efforts following natural disasters. As an example, employees provided recovery assistance in Florida following Hurricane George. Under the program, Metropolitan employees are able to assist any chapter of the American Red Cross under the following conditions:

- All Metropolitan employees participating in the program must be volunteers, and participation must not jeopardize Metropolitan's core obligations.
- In order to ensure that both core and emergency response duties at Metropolitan can be handled, all participants in the program must obtain supervisor approval.
- Metropolitan employees volunteering for this program will be assigned to a chapter of the American Red Cross for a period not to exceed 21 days. During this period, Metropolitan will continue to compensate the employees at their regular rate of pay, although no overtime will be paid.
- At no time may employees volunteering accept payment for their services and a Metropolitan paycheck for the same period of service. Reimbursements for out-of-pocket expenses, which will be paid by the relief organization, may be accepted.
- An emergency at Metropolitan that requires the priority attention of a volunteer working with the Red Cross takes precedence over the relief effort. Employees recalled to Metropolitan from a recovery effort by their unit manager (or above) must report to duty immediately and may be released at a later time to return to the recovery effort.

- Subject to supervisor approval and as core business allows, volunteers on a recovery effort may have their assignments extended up to a maximum of three additional weeks.
- Each Metropolitan employee returning from a recovery effort will be required to submit a brief report detailing lessons learned to their supervisor and Metropolitan's Emergency Manager.
- Each Metropolitan employee preparing to depart from California on a volunteer recovery effort will coordinate with Metropolitan's Emergency Manager for a briefing on precautions and to obtain information on lessons learned from other Metropolitan employees who have returned from relief assignments.

An announcement reminding employees how to participate in the American Red Cross Volunteer Program will be distributed to Metropolitan's workforce this week. Through this program, Metropolitan can start to assist those affected by the recent hurricanes, as well as to gain knowledge and experience that will improve Metropolitan's emergency preparedness.

Policy

Metropolitan Water District Administrative Code Section 4201: Mission Statement


Metropolitan Water District Administrative Code Section 6410: Powers and Duties

Fiscal Impact

Unknown. All volunteer salaries are included in O&M budget.


 J. T. Wicke
 Manager, Water System Operations

10/6//2005
 Date


 Dennis B. Underwood
 CEO/General Manager

10/6/2005
 Date