



CITY OF COSTA MESA

P.O. BOX 1200, COSTA MESA, CALIFORNIA 92628-1200

FROM THE OFFICE OF THE CITY MANAGER
HUMAN RESOURCES DIVISION

July 13, 2023

Dear Brenda Emrick:

I am happy to confirm the City of Costa Mesa's conditional job offer to you as Interim Emergency Services Manager. This offer is conditional upon City Council approval.

Your agreed upon salary is \$66.12 per hour. This is a non-benefitted part-time position. As a CalPERS retired annuitant, you are limited to working 960 hours in a fiscal year. Your temporary employment will commence on July 30, 2023 and end on December 31, 2023.

- You will be working on special projects related to maintaining the City's Emergency Operations Plan, operation of the City's Emergency Operations Center (EOC) and managing the various community risk reduction community outreach and programs including:
 1. Training of new incumbent and supporting personnel
 2. Coordination of emergency preparedness/EOC training and table top exercises
 3. Assist in the administration of and training in the Emergency Notification System (Alert OC), Government Emergency Telecommunications Service (GETS) and Web EOC Emergency Management System
 4. Coordination of Community Emergency Response Team, Business Preparedness Academy, Citizen Fire Academy programs
 5. Coordination of disaster service workers and volunteers
 6. Representation on internal and external committees as needed
 7. Participation at City Events as needed
 8. Other related special projects as needed

If you have any questions about the above, please feel free to contact me at (714) 754-5169.

Sincerely,



Kasama Lee
Human Resources Manager

I acknowledge receipt of the above and agree to its terms.

Brenda Emrick

Date

07/13/2023

- c. Daniel Stefano, Fire Chief
Ronald Lawrence, Police Chief