

## TOWN COUNCIL STAFF REPORT

Title: Agreement with Constant Associates to develop an After Action Report (AAR)

Meeting Date: September 6, 2023

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### **RECOMMENDATION:**

- Authorize the Town Manager to execute a contract with Constant Associates to develop an After Action Report (AAR) for up to \$180,000.
- Authorize the Town Manager to negotiate the contract amount with partner agencies such as Mono County and to execute reimbursement agreements and MOUs as needed with these partners to advance the development of the report.

### **BACKGROUND:**

The Town of Mammoth Lakes is still recovering from the winter of 2022/23. The winter storms triggered disruptions throughout the region and caused significant damage to private and public infrastructure. The regional response to the 2023 winter storm emergency was substantial and required coordination with the Town of Mammoth Lakes, Mono County, Inyo County, and the City of Bishop. Response efforts also included local fire departments and State agencies. The coordinated response included the use of shared resources including a State Incident Management Team and significant out of area resources. The management of the disaster evolved through a number of iterations in order to best respond to the needs of the community. The Town desires to document and analyze the actions taken to better understand successes and deficiencies to better respond to future incidents.

### **ANALYSIS/DISCUSSION:**

An AAR will capture the incident and actions of the entire region including those of the Town and other community partners. The purpose is to synthesize information and data from the emergency event or exercise, recognize strengths, determine areas of improvement, and generate potential corrective actions. Constant Associates has proposed a workplan that will result in comprehensive documentation of the incident. The proposal includes three phases. 1. Project development 2. Data collection 3. AAR Development and Finalization. The final AAR and IP will include a detailed timeline of events; a narrative of response and recovery, the documentation review process, and topic areas; photographs; and a matrix of best practices and areas for improvement at a minimum for each preparedness and response focus area identified. Other possible topics will emerge naturally during the course of the documentation review and interview phase.

**FINANCIAL CONSIDERATIONS:**

\$300,000 was set aside during the August 2<sup>nd</sup> Town Council FY22-23 4<sup>th</sup> Quarter budget update to manage non-reimbursable costs and the After Action Report.

**ENVIRONMENTAL CONSIDERATIONS:**

None at this time

**LEGAL CONSIDERATIONS:**

None at this time