



# City of San Marino

## Staff Report

*Gretchen Shepherd Romey, Mayor  
Tony Chou, Vice Mayor  
Hunter Chang, Council Member  
John Chou, Council Member  
Calvin Lo, Council Member*

TO: Mayor and City Council  
FROM: Philippe Eskandar, City Manager  
BY: Mario Rueda, Fire Chief  
DATE: April 9, 2025

**SUBJECT: APPROVAL OF AGREEMENTS WITH THE AMERICAN RED CROSS FOR COOPERATIVE MASS CARE SHELTERS AND FACILITY USE**

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### STRATEGIC PLAN CRITICAL SUCCESS FACTORS

Efficient, Responsive, and Effective City Services  
Safe Community

### BACKGROUND

One of the City's disaster management responsibilities in the event of a large-scale disaster, such as an earthquake or hazardous materials release, is to coordinate care and shelter for displaced residents. The City would inevitably be overwhelmed by individuals requiring such care and shelter. While the City and the San Marino Unified School District have designated facilities as mass care shelters, the City does not have the resources to staff or supply the shelters. Additionally, the City and the American Red Cross (ARC) did not have a separate agreement for the use of the San Marino Community Center. This report includes two separate agreements for consideration; a cooperative Memorandum of Understanding, and a Shelter Operations Facility Use Agreement, with a Pet Addendum to the Facility Use Agreement.

One of the most important of the many missions of the American Red Cross is to provide emergency support – to include mass care shelters, food and clothing – to individuals and families who are victims of disaster. The first agreement, the Memorandum of Understanding provides a framework for a cooperative understanding between the City and the ARC to provide services during the recovery from a disaster. The Memorandum of Understanding continues the formalization of a long-standing relationship between the City

and the local chapter of the American Red Cross. The second agreement, Shelter Operations Facility Use Agreement, authorizes the American Red Cross to use the San Marino Community Center, grounds and equipment. The Shelter Operations Facility Use Agreement specifically provides advance authorization for the Red Cross and protections for the City. The Pet Addendum grants permission to the ARC to permit its clients while occupying a portion of the facility to keep pets as described in the agreement.

## **DISCUSSION**

The City of San Marino originally signed a Memorandum of Understanding with the American Red Cross for the provision of mass care shelters on May 13, 1999. The agreement requires that the City of San Marino and the American Red Cross review and approve the agreement every three years. The agreement may be terminated by either party at any time upon written notice.

The Shelter Operations Facility Use Agreement is the first opportunity for the City and the American Red Cross to describe specific responsibilities for both parties during the use of the San Marino Community Center during a disaster. This agreement authorizes the Red Cross to use the facility to provide services during a disaster. This agreement only applies when the American Red Cross requests use of the San Marino Community Center and is managing the activity at the facility. The Pet Addendum to the Facility Use Agreement grants permission to the Red Cross to permit its clients to house household pets and service/guide animals within the facilities.

The San Marino Municipal Code, Chapter 4, Article 2 codifies the creation of a San Marino Disaster Council for the purpose of developing and recommending for adoption by the City Council, mutual aid plans and agreements and the City's Emergency Operations Plan. The Disaster Council consists of the Director of Emergency Services (City Manager) as the chair, two members of the City Council appointed by the Mayor, a representative from the City's Fire Department, Fire Chief Rueda, and the Police Department, Chief of Police Incontro, that were appointed by the City Manager.

On March 7, 2025 the Disaster Council convened to review the shelter, facility use, and pet addendum agreements. Pursuant to San Marino Municipal Code Section 04.02.02, the Disaster Council recommends that the Agreements be forwarded to the City Council for approval and execution by the City Manager.

## **FISCAL IMPACT & PROCUREMENT REVIEW**

There is no fiscal impact associated with the agreements.

## **LEGAL REVIEW**

The City Attorney's office has reviewed and approved as to form.

## **RECOMMENDATION**

Staff recommends the Council 1) approve the Memorandum of Understanding between the City of San Marino and the American Red Cross, Los Angeles Region for the provision of mass care shelters; 2) approve the Shelter Operations Facility Use Agreement between the City of San Marino and the American Red Cross, Los Angeles Region, and 3) approve the Pet Addendum to the Facility Use Agreement. If the Council agrees with staff's recommendation, an appropriate motion would be:

"I move to approve the Memorandum of Understanding between the City of San Marino and the American Red Cross, Los Angeles Region for the provision of mass care shelters, the Shelter Operations Facility Use Agreement between the City of San Marino and the American Red Cross, Los Angeles Region, and the Pet Addendum to the Facility Use Agreement."

## **ATTACHMENTS**

1. Memorandum of Understanding between the City of San Marino and the American Red Cross, Los Angeles Region
2. Shelter Operations Facility Use Agreement between the City of San Marino and the American Red Cross, Los Angeles Region
3. Pet Addendum to Facility Use Agreement