

TOWN OF WINDSOR AGENDA REPORT

Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date: February 18, 2026

To: Mayor and Town Council
From: Kristina Owens, Government Operations Manager
Subject: California Office of Emergency Services (CalOES) Designated Applicant's Agent Resolution

Recommendation to Council:

Adopt a resolution authorizing the Town Manager and designee, by title, as the Town of Windsor's Applicant's Agent for Non-State Agencies for the California Office of Emergency Services (CalOES).

Strategic Plan Element:

The recommended action supports the goals of Fiscal Health and Livability. Goal Statement: Ensure the economic health and long-term financial viability of the Town. Goal Statement: Preserve community character by maximizing the use of existing amenities and creating future opportunities that enhance quality of life for all.

Background:

Windsor Municipal Code Ord. No. 92-22 empowers the Town Manager, who is the Director of Emergency Services, to proclaim the existence or threatened existence of a local emergency when the Town Council is not in session, and if Windsor is affected or likely to be affected by an emergency.

The Director of Emergency Services can proclaim a local emergency under his or her own authority with Council ratification within seven (7) days thereafter. During the wildfires of 2017 and 2019, the Director of Emergency Services, in accordance with the California Emergency Services Act and Windsor Municipal Code, proclaimed local emergencies within Windsor. Consequently, the Town requested reimbursement from the California Office of Emergency Services (CalOES) for costs incurred. CalOES regulation requires the Town to designate an "Applicant's Agent" through a Town Council Resolution. The Applicant Agent designation is a limited term of three (3) years from the effective date of the Resolution. To date, the Town has approved Resolution 3465-18 and Resolution 3816-23, which have since expired.

Discussion:

Cal OES Form 130, "Designation of Applicant's Agent Resolution for Non-State Agencies," is required to be approved by resolution for the purpose of obtaining certain federal financial assistance under Public Law 93-288, as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or financial assistance under the California Disaster Assistance Act (CDAA).

This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval to expedite processing of requests. The Town Council previously adopted Cal OES Form 130 or Designation of Applicant's Agent Resolution for Non-State Agencies on July 18, 2018, and January 17, 2023. An updated form is now required to be eligible for reimbursement of emergency expenses that includes CalOES Form 12 or List of Authorized Agents.

Fiscal Impact:

No financial impact will be expected from the adoption of the attached Resolution. Adoption of the Resolution is a requirement by CalOES for the Town to be eligible for funding assistance.

Environmental Review:

The recommended action is not subject to review under the California Environmental Quality Act (CEQA).

Attachment(s):

1. Resolution

Exhibit A - Cal OES-FPD-130

2. Cal OES-FPD-012

Prepared by:

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Reviewed by:

Jon Davis
Town Manager

Approved by:

Jon Davis
Town Manager