

CITY OF SANTA BARBARA, CALIFORNIA

30 August 1954

50.02  
Annual Report

Mr. Robert Shelton, Chief Administrative Officer  
City of Santa Barbara  
Santa Barbara, California

Dear Mr. Shelton:

In line with our conversation this morning I have prepared a brief and rather informal report on the background and current status of Civil Defense in Santa Barbara for your information as outlined in the subsequent paragraphs. Later from time to time I shall submit additional and more detailed reports together with such recommendations as may seem appropriate.

#### BACKGROUND

The present Civil Defense and Disaster Plan for the City of Santa Barbara was prepared by Col. William R. Maris, USA-Ret, Assistant Director of Civil Defense and Disaster, and was promulgated by Mayor Norris Montgomery in his capacity as Director under date of February 10, 1952. Much of the actual preparation of this plan was actually done by Col. Charles Crane, USAR-Ret, a former officer of the Army General Staff, who is still in the Civil Defense and Disaster Corps as a deputy executive officer and as my first alternate.

The plan, a copy of which is submitted for your examination, is, in general, thoroughly workable. But, of course, it needs to be brought up-to-date to conform to several changes made in the past six months, and also to make adjustment to modifications in Santa Barbara's mission in Civil Defense made necessary by new concepts at the state and national level as the result of recent disclosures of problems created by the development of thermo-nuclear weapons.

I wish also to call to your attention the attached copy of an informal report which I made to Mr. Brown on February 24 of a survey which I had made during a six weeks period at the beginning of the year. Several of my recommendations in that report I have now been able to put into effect and others are now in process of being carried out. I have found it better to make haste slowly, however, and I have purposely held back in certain instances until I could ascertain the policies of the Chief Administrative Officer who would take over after Mr. Brown's resignation. Obviously, I did not consider it proper for me to establish policies for the incoming Director.

As you undoubtedly know, the previous city administration was lacking in enthusiasm for Civil Defense, apparently regarded it as unnecessary, and gave my predecessor little or no support or encouragement. Colonel Maris finally resigned late in 1952 for the reasons indicated. The position was then given to Mr. Finlay MacKenzie as an additional duty when he was not only occupying his present position but also was serving as administrative assistant to the Mayor. He did what he could under the circumstances but obviously had little time available for it as he will tell you.

Following the inauguration of the present city administration, Mr. MacKenzie continued to carry the responsibility of director in addition to his other duties and kept the Civil Defense and Disaster organization functioning pending the appointment of some person who could put in more time with the work. Meanwhile, he was ably assisted by Mr. Joseph V. Woodside, Secretary of the Civil Defense and Disaster Corps.

The foregoing information is offered not in any sense of criticism but merely as part of the background so that present conditions and problems may be better understood.

#### CURRENT STATUS

Since accepting appointment as assistant director and executive officer of the Civil Defense and Disaster Corps on March 10, 1954 I have been able to accomplish several things which I believe are constructive. Other actions have been deferred pending your appointment and taking over the ex officio office of Director since they involve matters of policy which are for you to determine. Still other actions must wait upon policy changes now pending at state and national level.

#### Actions Completed Since March 10

1. Securing the adoption by the City Council of Ordinance No. 2438, "An Ordinance relating to Civil Defense and Disasters in the City of Santa Barbara. Repealing Ordinance No. 2309, and providing for this ordinance as an emergency measure." Also, securing the passage by the City Council of the required concurrent resolution setting up the new Civil Defense organization. Copies of Ordinance No. 2438 and concurrent resolution are attached for your files.

a. The new Ordinance was necessary so that the position of Director should be filled ex officio by the Chief Administrative Officer instead of the Mayor to comply with Charter Amendment of 1953 and the California State Civil Defense and Disaster Plan.

b. The new Ordinance also authorized the appointment of as many members of the Civil Defense and Disaster Corps to receive enlistments of volunteer personnel and to administer oaths as required by law. This eliminates a serious bottle-neck in time of emergency.

2. Completed arrangements with Mr. Powell Carpenter, director of the California Employment Service for Santa Barbara, to have his organization with trained interviewers and personnel classification experts take over the Recruitment, Classification, and Assignment of Volunteers. Mr. Powell has accepted appointment of the Staff Section. Also, it is contemplated that the California Employment Service Building at 130 East Ortega would be available in emergency. The original plan would have unloaded that entire job on the City Clerk at City Hall.

3. Published by authority of Mr. Brown as Director a new Organization of the Civil Defense and Disaster Corps, dated May 1954. This chart complies with the authorized organization and shows chain of command and staff relationships. A copy is attached.

4. Secured Mr. Jackson Kuhn of the Santa Barbara Research Center on recommendation of Dr. E. Allen Williams, Professor of Physics atn UCSBC, to head the RADEF (radiological Defense) Service. In co-operation with Dr. Williams and the College we organized a class for instructors and monitors in radiological defense which has recently completed a thirty-six hour intensive course. As a result we have two cadres for monitor teams--the State has allocated two teams to Santa Barbara--together with a few instructors to aid in training subsequent classes.
5. Conducted two Command Post Exercises (CPX) in Civil Defense problems, one in April for the entire 7th Region planned and directed by Admiral Jackson, Regional Co-ordinator; the other in June was a matter of our participating in the nationwide CPX which included not only the United States but also Canada, Alaska and Hawaii. IN connection with both exercises, we held short briefing sessions in advance with critiques of performance afterwards. This type of training as provided by higher echelons has considerable value if only in analyzing mistakes later.
6. Secured Mr. James D. Jordano to serve as Food Control Officer under the Chief of Supply (City Purchasing Agent) This man has exceptional qualifications for a vitally important job should the need ever arise.
7. Secured Dr. Charles L. Jacobs, Professor-Emeritus of Psychology at UCSBC, as Chief of Public Relations and Information. He is currently working on a speakers' bureau to be provided by the two Toastmaster Clubs and the Toastmistress Club to conduct educational campaigns.
8. Secured Major Ian Thompson-Bowers, USA-Ret as Chief of Communications. He has had long experience in the message centers of large Army headquarters and has had staff experience necessary in co-ordinating the several types of communications from radio "hams" to Boy Scouts.
9. Attended two meetings of the Los Angeles County and City Civil Defense Planning Board as a Santa Barbara representative in connection with their dispersal plan survey now under way. In same connection, I today attended conference at Ventura between State Civil Defense Survey team and Ventura officials regarding the so-called pilot study for dispersal planning, a survey of Ventura as a typical city to provide a yardstick to other support area cities faced with handling swarms of dispersed people from the Los Angeles area. Have been asked to assist the State survey team during remainder of week.
10. At the present I am also working to strengthen the local unit of the Ground Observer Corps by securing greater public recognition so that their recruiting problems may be lessened. As you know, the Ground Observer Corps is the responsibility of Civil Defense for administration and recruiting although the Air Force is charged with training and operations.

The various activities listed in the preceding paragraphs suggest a few tangible results of Civil Defense work in the last few months. Selecting qualified volunteers to head staff sections and operating divisions not covered by city department chiefs often consumes considerable time. I believe the individuals listed above have excellent qualifications for their respective jobs.

