

Emergency Services Council Meeting Minutes January 16, 2014

The Emergency Services Council was called to order by Chairperson Adrienne Tissier at 5:35 p.m. Roll Call was taken.

Members Present:

Belmont	David Braunstein
Brisbane	Clarke Conway
Burlingame	Terry Nagel
Colma	Diana Colvin
East Palo Alto	Laura Martinez
Foster City	Charles Bronitsky
Hillsborough	Marie Chuang
Millbrae	Marge Colapietro
Pacifica	Sue Digre
Portola Valley	John Richards
Redwood City	Ian Bain
San Bruno	Rico Medina
San Carlos	Mark Olbert
San Mateo	Jack Matthews
South San Francisco	Dr. Pradeep Gupta
Woodside	Dave Burrow
San Mateo County	Adrienne Tissier

Members Absent

Atherton	Jim Dobbie
Daly City	David Canepa
Half Moon Bay	Marina Frasier
Menlo Park	Ray Mueller

Meeting was called to order at 5:35. Roll call was taken.

Approval of minutes-

2nd Millbrae

13 Ayes; 0 Nays; 4 abstentions (Brisbane, Foster City, Hillsborough, Pacifica)

Minutes of September 19, 2013 approved

Consent Agenda- All items listed is for informational purposes. No action is required by the Council. There were no questions or comments.

Operational Report was handed out. No comments or questions.

OLD BUSINESS

JPA Revision Update- Captain Wyss- We are making progress on this. We came back to the Council and made you aware that the JPA document was out of date from 1989. We put together a committee to redraft the document. We vetted it through the Police Chief's Association, Fire Chief's Association and the City Manager's Association. It is now on its way through your respective Councils. We sent the latest version to your city managers and they are now putting this on their agendas. We have a February 21 goal to complete this process. Credit goes out to Atherton, East Palo Alto, Foster City, Hillsborough, and Woodside who have gotten it on their agenda for approval.

Clarke Conway- (Brisbane)- I was not at the Sept 19, 2014 meeting but when I read the minutes it stated that it would be brought back to the ESC for review after review by city attorneys.

Captain Wyss- It is going through the cities and their attorneys, then through the city councils. Then at the end of that we will have something that everyone has approved and adopted. It will come back to here and then to the Board of Supervisors

Clarke Conway- (Brisbane)- Did you get any feedback from the city attorneys?

Captain Wyss- No

Clarke Conway- (Brisbane)- Aren't we the ESC council? How are we going to review the comments when they have not been compiled for review? It seems premature.

Captain Wyss- In the background they have been through the city police chiefs, city fire chiefs, and the city managers. I have no control over it getting to the city attorneys. This is up to the cities to get that done and vetted.

Clarke Conway-(Brisbane)- It has to come back to this council for approval first right before the cities approve it?

Captain Wyss-This body does not have authority over the actual document. The agreement is between the cities and the county.

Clarke Conway- (Brisbane)- The first amendment was attached to the e-mails?

Captain Wyss-That is the document that is with the city managers getting reviewed. It has been forwarded to the group before.

Clarke Conway-(Brisbane) -I am feeling in the dark on this. The feedback that I am getting back from my staff is that it has not been vetted enough. It is premature. They think that it comes back to the council first and we put our stamp of approval on this as stated in Lt. Kearnan's letter. That is something that we would do after we get feedback from the city managers and attorneys. We would be able to amend the document before we approve as is. You should be getting feedback from the city managers and attorneys saying it is ok.

Captain Wyss- If it went to your city attorney and he had a problem with it that information could come back to us. This has been out for a while and through the city managers, police and fire chiefs. This is a very difficult task. All we can do is put it out as much as we can. We have no control on who reads this and who hasn't looked at it. We made some adjustments from the feedback we have gotten from some of the entities that have read it.

Clarke Conway-(Brisbane)- If there are adjustments that need to be made by you and it does not come back to this council how do the cities and this council get the disseminated information on the changes?

Captain Wyss- The logistics are we sent it to the fire and police chiefs. They reviewed it with their city managers and hopefully sent it to their city attorneys. It has gone to County Counsel. If a council did not approve it, then that would be the stop. We could change it and the process would start again.

Supervisor Tissier- I think that the assumption is, if the fire and police chiefs have looked at it and they are comfortable with it then it will probably come back to us approved since they are the ones using it. It has been out for a couple of months. I am assuming that all of the staffs have looked at it. If not, it needs to get the attention of the city manager.

Chief Myers (Fire Mutual Aid Coordinator)- The assumption is when it goes you have to adopt where it went. If there is a material change that stops the flow and it has to come back again.

Clarke Conway- (Brisbane)- That is what I am trying to say.

Chief Myers (Fire Mutual Aid Coordinator)- If some city says we have a material change to this you are going to have to get all of the cities to change the agreement. It is like what we did with the Automatic Aid Fire Agreement, we really couldn't change it since it was adopted all at once. It should have gone through your city councils; there should not be a material change. This would create an issue for everyone.

Supervisor Tissier-If there is a large material flaw, I think everyone would have seen it.

Captain Wyss-The committee that wrote this (JPA revision) are all members of the Emergency Managers Association, which represent your city. We are just trying to find the best way to get it through and adopted by all of the cities.

Clarke Conway- (Brisbane)-I have a question about Nimscast [National Incident Management System Capability Assessment Support Tool] in section 5.01 sub paragraph b., mandating the use of Nimscast as a reporting tool. They have been offline since October.

Captain Wyss-You have gone to the website and that self -assessment tool is not working?

Clarke Conway- (Brisbane) - Yes. It has been offline since October. I think we need a status update of the program. Is it going to make a difference on the amendment status?

Clarke Conway-(Brisbane) - Another question is in regards to Sub paragraph E- Homeland Security Exercise and Evaluation program, is there a state or federal mandate to adopt a program.

Captain Wyss-For the exercise plan? I do not know if there is a specific mandate.

Clarke Conway-(Brisbane) - The question what is the purpose of the annual report? Is it going to do something or is it just information hanging out there? It can create a liability down the line if someone comes back and says you did not do this or you did do because you had it in print, how come you did not react that way. If there is no purpose to it why are we doing it?

Captain Wyss-Transparency would be the answer to that. Preparedness and exercising.

Clarke Conway- (Brisbane) -I am concerned about it.

Rocque Yballa- (Central County Fire)- I was part of the committee that drafted this. The HSEEP program, I can't say it is mandated but we have to participate in the program for federal funds. If we want recovery funds or grant funding we have to comply with training and exercises that are in compliance with this program.

Clarke Conway- (Brisbane) -Can you send me something that states that?

Rocque Yballa- (Central County Fire) - Yes. - Also on NIMSCAST. I know that the software or electronic program was de-funded; but the requirement is still the same. We still need to report and maintain the information.

Clarke Conway- (Brisbane) -That would be good to know that if there is a mandate out there that we are all aware of it.

Supervisor Tissier- Would it helpful if you submitted your questions or concerns to the Captain so he can get the answers that you need? We do not have all the answers today but I am sure they are out there.

Captain Wyss-Is there an interest in stopping the process?

Supervisor Tissier - I would suggest that any other cities have questions that they send them to the Captain. If something has been missed it can be answered when it gets to the council so that everyone can feel comfortable. If there is a stumbling block then we would need to bring it back to this body at the next meeting to get clarified before it can go back out.

Clarke Conway-(Brisbane)- I think this would make a better process for us. You really don't want to send it out and get a lot of questions.

Supervisor Tissier- These might be simple questions that would not need to have the document changed.

Sue Digre- (Pacifica) - Since some counties are in a drought stage, I was wondering about the terms other conditions in the document.

Captain Wyss-There is information that is coming out from CAL OES in regards to the drought.

Sue Digre- (Pacifica) -I thought you might want to be more specific than other conditions in the agreement.

Captain Wyss- Can you send that to me?

Dave Burrow- (Woodside) - Lets resist cosmetic changes and keep it to material changes. We ratified it last night in Woodside. If people have it on the agenda they will be ratifying it soon.

David Braunstein- (Belmont) - That is basically my question. If there are material changes we would need to know right away since it is going to be on all of our agenda's soon. I don't know how quickly you are going to be able to get back to us.

Captain Wyss- The other option is that we could do a second amendment later on to capture any of these changes. Some of these changes might not be that important right now. We can review it and make any substantive changes a year from now.

Supervisor Tissier- When you say other interests or other areas it gets captured, when the governor declares a disaster it gets captured. It is inclusive. I don't think that you need to change every word.

Captain Wyss-We have gotten some feedback from members. We looked at it and might have missed a word but not the intent. We did not think that was enough to change the document. We are tracking those and keeping them for a potential second amendment.

Mark Olbert- (San Carlos) – Just a procedural question, if one city chooses not to sign the document, does that actually block the implementation of this document or does that mean they are no longer part of the Emergency Services Council Organization?

Captain Wyss- I think that you give 120 day notice.

Mark Olbert- (San Carlos) - I don't anticipate that happening. If you don't have something in there you might think about that in the future. You should not have to force other people out because you have a difference. It would be very expensive for all of us.

Supervisor Tissier- It is in there. You have to give six months' notice. So that others would have to absorb cost if others drop out.

Rico Medina- (San Bruno)-When do we expect to hear back or are we just expected to put it before our councils.

Supervisor Tissier- It is already been put forward. Even if people have put things in we can bring it back in a second amendment unless it is really glaring. The idea is to get it approved. We have to get our 700 forms done also. That is the way I would leave it. We can clean up typos and things like that.

Skylawn Radio Tower Lease –Captain Wyss- At the last couple of meetings we have discussed the Skylawn Radio Tower lease. At the last meeting we mentioned that we were looking at a 10 year lease with a two year extension with a 2% annual increase with a cap of 10%. They have not released their master plan yet. We don't know where we will be located. We will do all of our studies and if there is anything that does not look like it will work then we will address this with the owners. We think we will have a lease in place before we come back in April. If we need to move again the owner will cover the cost. This will be part of the lease agreement.

San Francisco Int. Airport and JPA/ESC Update- Don Mattei- We have sent letters to the airport regarding joining the JPA. The associate director does not feel there will be any issues with them joining. The paperwork is in the City Attorney's office being reviewed. Once we get the ok from them, than we will sit down and discuss the money portion.

Captain Wyss- Once we are at a point for the financial contribution from the airport we will bring forth to the council two or three options that have been developed by both parties. It will also have to go before their Finance Committee.

Reports on School Safety Summit- Captain Wyss - We have made significant progress since the school summit was held. The various task force committees meet on a regular basis. We have been down to San Diego with Dr. Bernard James regarding information sharing as well as Georgetown for a certification program. We are learning a lot. We are trying to do a follow-up to the last summit. Everyone invited to the original summit will be invited to this one for an update on where we are at.

Statement of Economic Interest- Captain Wyss-We adopted the conflict of interest statement a few meetings ago. I just want to remind everyone to include this Counsel onto the Economic statement of interest. I checked with County Counsel to make sure that we should be filling this out even though the JPA was never filed with the state.

County Counsel thought we should since it has been in existence for a long time. Once the new JPA agreement is complete we will be filing this with the state. When complete we would like to have you send in a copy to the OES office. We will keep the form on file.

NEW BUSINESS

Report on ESC Finance Committee Meeting- Allena Portis- During the September Emergency Services Council meeting Lt. Kearnan suggested forming the creation of a finance committee. The finance committee is now in place and the members comprised of representatives from San Carlos, Pacifica, and the County of San Mateo. The purpose of the committee is to review expenditures, budget forecasts, and delivery models to reduce costs and increase efficiency. First meeting on December 19th, review financial information for the end of the fiscal year that ended in June and the mid-year budget. Policy and procedures were also discussed. The committee will meet twice a year before any budget information is presented to the council. We will meet more if needed. During the meeting there were two issues that were identified that will require more study; the need to create a fund balance and reserve policy and the impact that contributions from the San Francisco Airport will have to the budget and any fund balance .

Mid-year Budget update- Allena Portis- This is the first year of a two year budget. The budget is around \$2,080,000 after applying grants and fund balances. The budget is funded 50% by the cities and 50% by the county. The figures before you reflect expenditures through Nov 30, 2013. We have spent 42% of the budget. This includes two quarters of payments to Belmont Fire for Hazmat. So we are not exceeding the budget. The good news is we are projecting a \$13,500 savings. The budget is presented in two parts, The Office of Emergency Services and Hazmat. OES is a part of the Sheriff's Office cost of operations, and Hazmat consists of the fire contract and Environmental Health. OES is anticipated to exceed the budget by \$9000 because of a 3% salary increase to employees that was granted in November 2013. We might also exceed the budget in other areas by \$1000. When we adopted the budget we did not have final figures from dispatch on call outs. When we received the information call outs went from 218 to 266 in 2012. We are changed on the number of call outs. We believe we can cover this expense with savings from services and supplies. The \$9000 dollar overage in OES will be offset by savings from Environmental Health. They will have savings in a number of categories. There is a chart that shows the fund balance. Last fiscal year we added \$71,000 to the fund balance which is \$16,000 higher than anticipated. This gives us the ability to offset the increase in salaries in year two of the

budget without impacting any of the contributions that we have already adopted by the agencies.

I have an action item. I would like to bring back a budget through the finance committee that includes the 3% increase in salaries and any other increases and offset by fund balance to ensure that the agency contributions remain the same as adopted in the budget.

Jack Matthews- San Mateo- The 3% increase was approved by the Board of Supervisors?

Allena Portis- Yes

Jack Matthews- San Mateo- I remember a few years ago there was budget and salary increases that a number of our members objected to. Many of our own city governments were flat or reducing some salaries. At the time I thought that we had some control over the salaries and what increases might occur. What authority does this body have for salaries?

Allena Portis-As far as the employees in OES, they are county employees. If an increase in salaries is granted they will receive the increase. As a matter of adopting the budget and approving additional payments, you would need to reduce the cost in other areas to offset the increase if it was not fully funded. It would be an additional cost.

Supervisor Tissier- A lot of the employees are in bargaining units. It makes it hard because you can't not do it because this is JPA. Because they are part of the Sheriff's Office and OES. It does not come to this body to determine the salaries. If people had a problem with the \$9000 the option they have would be to cut down on staffing for OES or on something else. The problem with that is you don't have the staffing to do what you need. The good thing is that we have the fund balance to offset this.

Jack Matthews- San Mateo-I am not objecting to the 3% increase. I just wanted to know what authority we really do have. Apparently I was not clear about that. It would appear that we do not have much authority.

Supervisor Tissier- You don't in setting salaries you do in determining the budget.

Jack Matthews- San Mateo -We don't have any authority in setting the salaries but we do on the budget.

David Braunstein- Belmont- There is a lot of money in the category that just shows

other charges. Is there a way to break that down further so we can see those?

Allena Portis- Yes. Most of those charges are vehicle expenses for OES and radio. I can break it down.

Supervisor Tissier- Unless there are any objections we will bring this to our sub-committee.

EMA Update- Captain Halleron- I have the pleasure of being elected for a 2nd term as President of the EMA board. Most of the board from last year has been re-elected. The newest member to the board is Jeff- an emergency planner from San Francisco airport. We have several standing working groups. One group worked on the JPA revisions. We also have a training and exercise group. There is a lot of good cooperation not only with the city agencies but our private partners as well. We have also started to work with Santa Clara's EMA.

March 27th Exercise – Don Mattei- This is the 50th Anniversary of the Alaska earthquake. There was around \$10 million dollars of damage in California and 14 deaths. This earthquake still remains the 2nd largest earthquake. We are going to participate in the exercise with the state. We have made contact with the Coast and Half Moon Bay and will be doing something on the coast. We would like everyone to participate. This will be a Tsunami exercise.

Silver Dragon-Countywide Exercise- Steve Mahaley – Silver Dragon will be held on April 17th, in conjunction with Public Health Department. The exercise which has been done for a number of years and is based on a pandemic. CERT volunteers will be delivering preparedness brochures in lieu of actual pharmaceuticals. We have had several hundred CERT volunteers work the exercise in the past. The Command post will be in Foster City behind the Fire station. We will have our mobile EOC set up. You are welcome to come and see our mobile command EOC.

Creek and Rain Gauge Weblink- Don Mattei- We are almost finished with this project. We have five rain gauges throughout the county and two creek gauges. If you go to our Website you will see the link to look at the rain gauges. However, it is not working at this point. We are working with the vendor to resolve the problem. The page will open but it does not show the graphs. We hope to have this corrected within the next month.

Annual Report Highlights- Captain Wyss- Over the last year we have been working on an annual report. We now have a draft and shared this with the Administrative

committee. They loved the report and look forward to us getting the report out. We will be doing this on an annual basis. We want to keep it short but one that highlights accomplishments and the direction we are going in.

New OES Website- Captain Wyss- The website is up and running. We will be continuing to improve it every year. We have some grant funding that we will be using to make the website multilingual. I want to remind everyone that we are going to discontinue delivering packages out. We will be putting it on the Website and e-mailing it out to you. We thought maybe the best way is to send it out to your city/town clerks also so they can get it to you. If you think that is a good idea we can include them in the e-mail.

Red Cross Update: Olga Crowe- The Red Cross responded to 34 incidents during 2013 with 5 being major responses. Of the five major responses there were 3 fires in Redwood City, 1 fire in Pescadero, and the airplane response at San Francisco Airport. The Red Cross helped 459 clients in San Mateo County. This does not include the passengers from the Asiana air crash. In the last couple of months Red Cross has been working with the Community College District to evaluate their facilities for possible shelter and evacuation centers. The Red Cross is in the process of signing MOU's with each Community College. The response trailers for the county have been relocated to better serve the community. They are now positioned in South San Francisco, Belmont, and Menlo Park. Last, March is Red Cross month and we are encouraging all cities to put a proclamation on their counsel agendas.

PUBLIC COMMENT - No public comments

ANNOUNCEMENTS -

Meeting was adjourned at 7:10 P.M.