

Emergency Services Council Meeting Minutes September 19, 2013

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
Colma	Diana Colvin
East Palo Alto	Laura Martinez
Millbrae	Marge Colapietro
Portola Valley	John Richards
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
Brisbane	Clarke Conway
Burlingame	Terry Nagel
Daly City	David Canepa
Foster City	Pam Frisella
Half Moon Bay	Marina Frasier
Hillsborough	Marie Chung
Menlo Park	Ray Mueller
Pacifica	Sue Digre
Redwood City	Ian Bain

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

Came back to approval of minutes until a quorum is present

Consent Agenda- All items listed are 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.

Quorum Present: Vote on minutes of June 20, 2013 - 1st Motion- Millbrae; 2nd Motion- 11 Ayes; 0 Nays

Minutes of June 20, 2013 approved.

OLD BUSINESS

JPA Revision Update- Captain Wyss- The draft JPA was vetted by the Police Chiefs, Fire Chiefs and City Managers. The draft is presently being reviewed by County Counsel who has some concerns regarding the format and content. Once the review and comments are complete by County Counsel, the JPA document with the explained changes will go back to the cities for review by their city attorneys. We are hoping to have it back to the Council at January's meeting.

Marge Colapietro- Millbrae- Are we going to be giving comments about the JPA revisions tonight?

Supervisor Tissier- We might not be quite ready to do that yet.

Captain Wyss- The most productive way would be to have the discussion back at your city either with your police or fire chief or city manager.

Marge Colapietro –Millbrae- I did talk to my police chief yesterday.

Captain Wyss-Are their recommendations for us tonight?

Marge Colapietro- Millbrae- Yes. I also talked to Lt. Kearnan about it. Since they know about it will you be incorporating the changes? I just want to make sure that it gets incorporated before we give it back to the city managers. I thought that they wanted us to give them input. When would we have an opportunity to do that?

Captain Wyss- You can do that tonight.

Marge Colapietro- I would like to put the changes to the document on the record tonight.

Page 5 Article II- Section 2.01- Composition of Council- Letter "b" seems to take away control from the individual cities of who is assigned to sit on the JPA. I would like to see

this indicate that each city determine its own process of selecting and appointing someone to the JPA. I think this is too restrictive. I firmly believe that anyone that sits on the JPA needs to be an active current member on the city council.

Page 7-Section 2.08- Quorum required votes for approval. I know that sometimes will state it is a quorum of those members actually at a meeting. I want to make sure that a quorum is actually 50% plus 1 not just of the members present at the meeting.

Page 8-Section 3.07- Advisory committee- Letter A- Administrative Committee shall consist of the county manager and four city managers selected by the participating city managers and a board member of the Emergency Management Association. If you divide the county into North, Central, and South, where does the 4th member come from?

Lt. Kearnan- We met with the administrative committee prior to this meeting to discuss the agenda. They are more of a sounding board. Also on that board is Environmental Health and the Hazmat Chief.

I was just concerned with the portion for the city managers. I just wanted to see a balance between North, Central and South.

I can change the language in Article 2 Section "b" to be more specific.

Page 9- Section 4.02- Creation of Authority Says San Mateo Operational Area not San Mateo County. Should it be San Mateo County Operational Area?

Lt. Kearnan- Yes I can correct that.

Mark Olbert- San Carlos- I think that each city has the responsibility to appoint a member to the JPA committee.

Skylawn Radio Tower Lease – Chris Flatmoe- At the last meeting Captain Wyss and I were asked to begin to negotiate a long term lease at Skylawn. We have been working on that process. There were four points that you wanted us to address; 1) establish a long term lease; 2) ask the owners to off set the costs for us to move the radio tower; 3) ask if the move could be suspended until their master plan was complete; 4) lock in a long term rate. We have negotiated a 15 year agreement with North Star. In comparison two of our other sites, one with Mid Pen and one in San Carlos (Mid Peninsula Water, only have seven year agreements. Item 2- We can suspend the move until the master plan is completed. There are three other commercial towers on the site

that also need to be moved. They want to move all four towers at once. The plan is for all of us to move in the spring. 3) - Off set costs- The answer to this was no. They want to be good partners so if we had difficulty with one time capitol expense they could put something into the lease. They will allow us to pay higher costs for the first few years. 4) Lock in a fixed rate- They are willing to lock in some type of nominal rate increase. Right now the commercial carriers pay \$10,000 per month; we pay \$2300 per month. We expect that same kind of public sector deal. The plan going forward is to engage Real Properties to use the three year bridging agreement for the basis of the 15 year agreement. Counsel for North Star is comfortable with the language. We will get the draft agreement over to North Star for comments and than to our County Counsel. Our goal is to have an agreement by the end of the year. I am not sure if you want to see this prior to moving forward. I know that your next meeting is in January.

Dr. Pradeep Gupta -South San Francisco – Are we assured that we only have to move once?

Chris Flatmoe- Yes, we will have this in the lease. If we had to move again they would need to pay the cost.

Dr. Pradeep Gupta- South San Francisco- Since you are going to move together, does that account for the lead time you need?

Chris Flatmoe-Everyone that needs to move will be given a 90 day notice. The move will probably be in July of next year. We want to move last to make sure we don't have any signal strength studies before we move.

Supervisor Tissier- Since you all have to move together is there any economy of scale to save money in the move?

Chris Flatmoe- Yes, I would think so but we are more concerned of having our own tower. Those towers that are co-located would be able to save money. There is more high value in us having our own tower so we don't have radio interference or adding equipment we do not know about.

Jack Matthews- San Mateo- In your presentation you said they were willing to work with us on the lease to defer some of the cost, but then you said they would increase it the first three years. I think that you meant to decrease the cost.

Chris Flatmoe- If we were not able to come up with the initial money for the move, they

would help us out by spreading the amount over the next 36 months of the lease. The payment would be higher for those first 36 months. They are being very flexible with us.

Jack Matthews- San Mateo- We have the money though so we would like them to help by reducing the cost of the lease for a few years. However, we are only paying \$2300 dollars a month which is pretty reasonable.

Chris Flatmoe-I think that we have pushed them pretty much. I think we have pushed them to the point that we have gotten what we wanted.

Jack Matthews-I just was not sure what you meant.

Chris Flatmoe-If we did not have the money, they were willing to finance this for us. That is what I meant.

Jack Matthews- San Mateo-There are some big expenses like cranes that we might be able to work with the other groups and share the cost.

Chris Flatmoe- Some general contractors are universal and we could try to. There will be a thirty day delay between us moving, but we will look into that. We are going to need to make sure everyone is done before we can start our study.

Mark Olbert- San Carlos-All these antennas are relatively near each other. We need to make sure there is no risk of interference.

Chris Flatmoe-That is the reason we want to move last.

Mark Olbert- San Carlos-If the tests showed that, what would we do? Are we committed to that area?

Chris Flatmoe-I can tell you that there will be more distance between the towers than we have now, and we don't have any interference now. If the distance does shrink, we can add language to the lease that if we get closer we can negotiate something different.

Mark Olbert- San Carlos- I was concerned more about the financial aspects.

Mark Wyss-Can we clarify, do we want to bring this back to the council again? Is the council satisfied with the way the lease is going?

Supervisor Tissier-I am satisfied as long as we put something in the lease that if we do not get the proper signalization when we do the testing that we have an out in the contract.

Dr. Pradeep Gupta -South San Francisco – Also that we only have to move once.

Supervisor Tissier- Is everyone satisfied?

There were no further comments.

San Francisco Int. Airport and JPA/ESC Update- Don Mattei- I met with the Associate Deputy Director of the Airport. In June I sent them a draft of the JPA but things stalled for a while after the airplane crash. They are interested in formalizing the relationship with the County. He requested an updated copy of the draft which I gave him today. Right now the JPA agreement is with their Counsel for review. When we get closer to a formal agreement I think that we should send a letter to the airport commission inviting them to join the JPA. We are still working on the cost. The formula we looked at for the airport was population for the year divided by the average population per hour- dollar per person. The formula we have does not lend itself to the airport.

Mark Olbert- San Carlos- In regards to the formula, there are peak and average times when more staff or resources might need to be available. If we have to put more resources on for the peak times at the airport perhaps they should have to pay more. You as the operational area would know if that is the case.

Don Mattei- I would think the peak times at the airport are in the morning. We can look at that. It is hard to use the formula that we have now for the airport.

Jack Matthews- San Mateo- I think we were all surprised at the number of calls for the airport. Maybe you can take a look at the level of the response to the airport and that figures into their fair share of the cost.

Don Mattei- We are looking at those details as we move forward. That is a good idea.

Rico Medina -San Bruno- Did we look at the costs for the response to the crash?

Captain Wyss- I did get a request from County Counsel to supply the costs incurred by both law and fire to the crash. I sent out the request to the Police Chiefs Association and

the Fire Chiefs Associations informing them that there might be the potential for reimbursement of the costs. I received 8 responses back from all of the agencies and the total cost for those 8 agencies was \$24,000. Half of that was from the Sheriff's Office.

Rico Medina -San Bruno-How was the communications between San Francisco and us?

Don Mattei - There were some issues of interoperability. We overcame them. Fire put two people together for EMS to make sure things were going properly. We do have the capability for that. We have a vehicle we can bring up there to aid with that. I know the airport has something also.

We had a duty officer assigned at the airport EOC also.

Reports on School Safety Summit- Nancy Magee- We had three task forces that came out of the School Safety summit; 1) comprehensive emergency plans for all schools in the county; 2) mental health support for youth in the county; and 3) information sharing. We are starting to roll out the comprehensive emergency plan. Our goal is to have an emergency plan that is the same across all of the school districts. The county has given us some Measure A funding that supports additional mental health courses "Youth Mental Health Aid". We are starting these in October and the class is already full.

Tonight we have our partners from PG&E to give a presentation about pipe safety at schools. They are working in partnership with the Smalley Foundation.

School Pipeline Partnership- Presentation was given by Shelly Martin from the Smalley Foundation, a non-profit organization.

Report on ESC Finance Committee Interest- Lt Kearnan- At the last meeting we had three Council members who wanted to serve on the advisory committee- San Carlos, Pacifica, and San Mateo County. The purpose of the committee was to look at other delivery models that may reduce cost and improve efficiency, and help with budget forecast. I propose that this committee meet sometime in December for the purpose of setting the rules and gathering year-end information and projections for the mid-year report. Our Fiscal director Allena Portis asked if Environmental Health be included on the committee to participate in the budget discussions.

NEW BUSINESS

Asiana Airline and Hallmark Fire Incidents- Lt. Kearnan- The Asiana airline crash happened on July 6 at 11:28 in the morning. We opened our County ECC to support the airport. We coordinated with all of the Law, Fire and EMS agencies in the county as a direct resource to the airport. We worked with the City and County of San Francisco as well as the airport. Our OES on call duty officer responded to the airport EOC as a resource. We activated our Mobile Field Force team that responded to the airport and formed a search team for debris on the runway. As Don Mattei said earlier it worked really well. We did have some communication issues. Having someone present at the EOC was helpful. Our staff has participated in the after action debriefings that have taken place. There has not been anything formal written yet.

Dave Burrow -Woodside- My question is in regards to interoperability. My understanding was all of the emergency response agencies were going to software to find radios and this was going to solve the issues of interoperability. Is it a hardware problem or implementation problem?

Jeff Kearnan- I believe that you are talking about the P25 project. We are still working on this and we have just received the final funding to complete the project. We will be the first County in the Bay Area to complete the project. Fire and law have different frequencies in this county as well as other Bay Area agencies. We have the Analog frequencies which we can communicate (with other agencies) within this county. We do have the capability to communicate with other agencies like San Francisco on certain frequencies, but not all. That will change when we go to the new system (in early 2014).

Dr. Pradeep Gupta - South San Francisco- After the crash there were regular TV broadcasts about how the operation went. Do we have a similar evaluation on the emergency operations and response? Is there a formalized approach to the evaluation that would help to do things better in the future?

Don Mattei- The airport hired a private contractor. They looked at the entire response plan. They will put the report together showing what went well, what needs to be improved. It is very extensive. They will come out with a formal report.

Dr. Pradeep Gupta – South San Francisco-Do we have an idea when it will be completed?

Don Mattei- I would think maybe in 6 months or longer. It was a large event and very

complicated.

Jeff Kearnan- We had a 72 unit apartment building -Hallmark fire on July 7th at 1:46 Am. This occurred 12 hours after the airplane crash. This was a six alarm fire. OES was dealing with two major incidents back to back. There was one fatality and 20 injuries. 97 residents were displaced. OES assisted Redwood City and the Red Cross with the evacuation and the sheltering of the residents. We helped in bringing the residents back to the apartments to gather some of their personal items before it was taped off for good.

OES Projects (Sirens, VOAD, Coordinator) - Don Mattei- The rain gages are working. Our sirens are fully functional. They are tested every two hours and we can see this on the screen. During the installation there were some problems that were identified. We will be addressing this to see what the cost is to repair the items. We are working on a Coast side coordinator position. The Lt. and I have reviewed the applications and there are many qualified individuals. We will be setting up interviews soon.

Captain Wyss- The Coast side Coordinator's position is being funded by Measure A funds, Half Moon Bay and the Silicon Valley Foundation. It does not affect this organization's budget.

See under Red Cross for VOAD update.

County Emergency Operations Plan Revision- We have met with the County Manager and presented the revised Emergency Operations Basic plan. He approved the plan. The plan is broken into three parts- the basic plan, the hazard annexes and the emergency functions. The hazard annexes and the emergency functions will be presented when they are completed. We are waiting for the state to roll out their emergency functions so we can all be consistent.

Supervisor Tissier-Do you need an action on this or do you want to wait for comments?

Lt. Kearnan-If you have had a chance to review it and you are comfortable with it if not we can wait.

Supervisor Tissier-I would be happy to move it forward.

Motion to approve the new Emergency Operations Plan
Millbrae- 1st motion; 2nd- Motion- San Mateo

11 Ayes; non-opposed

Motion passed to accept the new Emergency Operations Plan

California Resiliency- Peter Ohtaki –The California Resiliency Alliance, a non-profit organization works to bring business and government together to work on disaster response, planning and coordination. We are working with OES to bring large and small business associations together to build upon a public –private partnership that was started in 2012. This project is grant funded with a completion date of November 30th. Essentially when disaster strikes businesses need information on employee safety and continuity of operations. It is important to get employees back to work. Large businesses usually have alternate sites. Often times afterwards companies continue using the alternate sites and jobs are lost. Statistically the failure rate for small businesses that are impacted is around 25%. Many businesses want to help during disasters but they don't know how. However, disasters are not the time to start exchanging business cards. The Bay Area Public Private Partnership Resiliency Initiative This is working not only with the County of San Mateo but with the County of Santa Clara, the city of San Jose, and the city of Oakland. It is a regional project that is designed to improve economic resiliency in two ways; build advisory committee of businesses for each jurisdiction that meets on a quarterly basis to help provide guidance and input on disaster preparedness that will help in terms of business recovery. 2) Inviting and recruiting volunteers to participate in EOC's logistics section to act has a conduit to help in resource requests through the various networks. So what we are asking of you tonight is to help in engaging your chamber of commerce and larger businesses. We are going to e-mail your chambers and will cc you on the e-mail. We will also be putting together a workshop for businesses.

Red Cross Update: Olga Crowe- The VOAD is an important piece in the recovery process. This organization comes together during a disaster. The VOAD stands for Volunteering Organization Active in a Disaster. Any organization in the community can be part of the VOAD. Generally it consists of Faith Based Organizations, Community groups like CERT, non-profits and government agencies. It is a national concept. Under our agreement with FEMA, the Red Cross is tasked to ensure the prosperity of the VOAD. Until recently San Mateo County did not have a formal VOAD. It is not an organization but a collaborative table to which organizations come to discuss their processes and offerings doing a response and recovery. Don Mattei and I have been trying to form a permanent VOAD for the last three years. The Coast side came on board first. They had an organization that consisted of all of the key members that you would want in a VOAD. They have formed a VOAD with a Board. We are trying to form three more VOADS which would be geographically located. We are optimistic that

we will have a Countywide VOAD in the near future. If anyone needs more information I can send them a packet.

Red Cross responded to both events that we had in July, Under the NTSB Family Assistance Plan, we are mandated to support passengers, their families and crews, the carrier and other responding agencies in the recovery process. We are not a responding agency. While the response has ended, it is still continuing for the airline, the Red Cross and the NTSB. Out of the 18 passengers still remaining in the Bay Area, 8 are either in the hospital or at rehabilitation centers. We are ensuring that the families are receiving the support they need.

The Hall Mark fire happened twelve hours later. All of our resources were stretched. I want to thank OES which started the shelter as well as Public Health. While the response has ended for most of the agencies, that is not the case for the Human Services administration and the Red Cross. There are still 43 families that are seeking affordable housing. Many of the families have been forced to move out of the county because of lack of affordable housing. Looking back at the response it was quite evident that we have good cooperation across the various agencies. It also shows that the exercises and the training that we have been doing together have been very helpful. We have trained around 400 people in shelter training. We also have trained around 600 people in the human services agency in readiness and preparedness.

We want to thank you for approving the formal agreement with OES which was signed this summer.

Jeff Kearnan- We have provided our formal agreement to all of your city managers. Olga has stated that she needs a formal agreement with each of the cities also. We now have a template that they can use if they want.

PUBLIC COMMENT - No public comments

ANNOUNCEMENTS – Last Friday our new OES website came on board. We are under the Homeland Security Division on the Sheriff's website. We are videotaping the meeting which will be uploaded on to the website. All of our agendas, minutes, staff reports and other documents will be uploaded on to the website. We will send out e-mails to remind everyone of the meetings. You or your staff can download the documents for review. Lt. Kearnan will e-mail everyone the link to the website.

Meeting was adjourned at 7:10 P.M.

Next Meeting January 16, 2014.