

Emergency Services Council Meeting Minutes April 17, 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
Half Moon Bay	Marina Fraser
Hillsborough	Marie Chuang

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Pacifica	Sue Digre
Portola Valley	John Richards
San Bruno	Rico Medina
San Mateo	Jack Matthews
Woodside	Dave Burrow
San Mateo County	Adrienne Tissier

Members Absent

Atherton	Jim Dobbie
Daly City	Raymond Buenaventura
Foster City	Charles Bronitsky
Menlo Park	Ray Mueller
Redwood City	Ian Bain
San Carlos	Matt Grocott
South San Francisco	Pradeep Gupta

Meeting was called to order at 5:33. Roll call was taken.

Burlingame- Correction to minutes on page 2-3rd paragraph- States Sept 2014 should be Sept 2013-

Motion to approve minutes with correction

2nd Millbrae

14 Ayes; 0 Nays;

Minutes of January 16, 2014, approved.

Consent Agenda- All items listed are for informational purposes.

Motion to approve consent items- Woodside

2nd- San Bruno

14 Ayes; 0 Nays

Approved.

Operational Report was handed out. No comments or questions.

Adrienne Tissier - (Chair) requested that the Revised Budget for FY 14/15 be moved to the second item on the agenda.

There were no objections.

OLD BUSINESS

JPA Status Update- Captain Wyss-The JPA is moving through the process. All of the cities have approved the revised JPA through their city councils. Doing the final review for the County prior to Board approval, County Counsel pointed out that the document was missing key elements that he had originally proposed. These were substantive and needed to be added to the document. I take the blame for this not happening. I have sent out letters to all of the City Managers. We are requesting any edits you might still have. We will include those that we have already received. We will present the final revised document back to this council. Unfortunately, the revised JPA document will need to go back through the process. We are still working with the airport and are hoping that they will decide to join the council. If that happens we will add this into the JPA as well. If not it will be part of a 2nd revision later on

Once the amended JPA is approved, County Counsel will forward to the state.

Revised Budget FY 14/15 –Allena Portis- The finance sub-committee did meet prior to this meeting to go over the revised budget. I am asking for you to approve the revised 2014/2015 budget. It is common for agencies to reflect changes to the budget for the second year of a two year budget. As was mentioned in January, there was a salary increase in November 2013. We anticipated a need to appropriate additional funds. However, there was a decrease in other internal services that is not necessary. The budget for this fiscal year is \$2,096,000 which is \$871 less than originally presented. The Hazmat budget will remain the same. The changes will be in the OES budget. Page two of the budget outlines the changes in detail. There was a 3% increase in salaries and a

7% increase in retirement benefits. There was a decrease in telephone services of \$9600, a decrease in network connectivity of \$6720, and a decrease in rental cost charged by Public Works of \$14,000. All of these combined added up to a savings of \$871. The budget is funded by grants, agency contributions, and use of fund balance. The proposed budget maintains agency contributions at levels previously adopted but decreases the use of the fund balance.

Rico Medina- (San Bruno) – We keep using the fund balance and at some point that may go away. I don't know what my colleagues feel about having a reserve but we could have significant increases that could hit the cities and agencies hard. I don't know if this is being considered.

Allena Portis- We will be bringing a fund balance to the council for approval at a future meeting. We will address the need for a reserve and target reserve levels as well as use of the fund balance. Within this two year budget we anticipated a 2% increase by the agencies in year-two and talked about a five year forecast with increases so we could move away from using the fund balance.

Adrienne Tissier -(San Mateo County)- The finance committee did discuss this issue but wanted to look at it a little bit longer. We did talk about having a reserve and come up with a not to exceed number. You don't want to sit on too much money or not enough. So we want to work on this a little bit longer.

Terry Nagel- (Burlingame) – Can you please explain what the management fee is about?

Allena Portis- The management fee is the cost of the Lt. and fiscal administrative fees. In the past it was outlined like the other employees. Now it is just a flat fee. There is no increase associated with this.

Adrienne Tissier-(Chair, San Mateo County) - Motion to approve the budget as presented.

San Bruno- Motion to approve budget as presented

Millbrae- 2nd Motion to approve

14 Ayes; 0 Nays

Budget is approved.

Skylawn Radio Tower Lease Update- Captain Wyss- There is not a lot going on right now. The owners have not developed their master plan yet. We are hoping to get the

lease agreement in May. This would be a 12 year lease agreement, \$2500 a month with a 2% increase capped out at 10% spread over the terms of the lease. Once we receive the lease agreement we will meet with County Counsel and County Real Property to review. Right now we are on a month to month at a cost of \$2250 per month. Once the lease has been reviewed we will present it back to you.

San Francisco Int. Airport and JPA/ESC Update- Don Mattei- We have a conference call tomorrow with County Counsel and the Airport's attorney. I will have more information after this call. We will update you at the next meeting.

March 27th Exercise- Great Alaska Earthquake- Don Mattei- This was a tsunami exercise. The County, Half Moon Bay, and Pacifica all opened their EOC's. We started the exercise by issuing a tactical alert telling everyone that tsunami protocols were in effect. At Half Moon Bay the following organizations were present; Cal Fire, Harbor Master, Sheriff's Office, Half Moon Bay Airport, Large animal rescue, and Red Cross. The exercise was successful and we learned a lot. We had some stressful moments in the EOC but we are working through this.

Chairperson Tissier needed to leave the meeting. Council member Rico Medina from San Bruno took over as Chair person.

NEW BUSINESS

EMA Update/Silver Dragon- Captain Haloren- I am presently the president of the Emergency Managers Association. The EMA has become very active in the county with more than 40 people attending the meetings on a regular basis. Besides the JPA members, we have allied agencies also participating at the meetings. This includes the Red Cross, utilities such as Cal Water, PG&E, and Stanford Linear Accelerator, which is in our county. We have recently been involved with OES on the selection process of vendors on grant funded items. We are presently planning four zone exercises in the county as well as standardized call signs for emergency managers throughout the county. We are also working to standardize shelters in the county.

Silver Dragon Exercise- Carl Hess- Silver Dragon is a full scale public health exercise that is conducted annually. It is grant funded through the CDC and goes back to 2001, planning for a bio terrorism event. We have to demonstrate that we are able to provide medical countermeasures to the entire population within 48 hours of an event. Standard procedure is to open gymnasiums and have people stand in line to receive the medication. Thanks to Don Mattei when he was Police Chief at Belmont and Tom

Reeves who was the Foster City Fire Chief at the time, believed it would be better to use our fire managed CERT teams to deliver the drugs. They felt it would require less security and be more efficient. We had 385 CERT members participate today. They delivered brochures to 15,000 houses in 2 ½ hours. The CDC came out to observe and were very impressed with the process. I want to thank all of the CERT coordinators who helped to make this exercise successful. I believe that we are one of the best County's in the nation for this mission.

Red Cross Update: Olga Crowe- There is no update on the College MOU's. All of the work has been completed. We are now working on updating agreements with all of the school districts. Many of the schools have been updated and or the agreements are out of date. We have e-mailed out about 135 surveys to the schools and so far 31% have responded back. Many have set up meetings or have requested additional information. March was Red Cross Month and many cities issued proclamations. This is important to us as well as the community. We are hoping those that did not will do so next year. The Hero's breakfast is May 29th. The invitations will be going out to you through the OES office.

Marina Fraser (Half Moon Bay) - Please e-mail us so we can reach out to our school districts to get them to respond if they have not done so. Please e-mail us through OES.

Sue Digre (Pacifica) - How do you handle special needs classes in the County?

Olga Crowe- Red Cross- We comply with all federal regulations to ensure that we meet special needs populations at the shelters. We do not do training for special needs classrooms. I would work with OES on the training.

PUBLIC COMMENT - No public comments

ANNOUNCEMENTS – Captain Wyss- Just wanted to remind you that there is a follow up meeting to the Summit we had last year- Beyond New Town on May 5, 2014 from 8:00 to 12:00. We will be updating everyone on what has happened and where we are going.

Last meeting we talked about an OES annual report. That is now completed and we will be e-mailing it out to you, city managers, and police and fire chiefs. This should be going out by Monday of next week.

I would like to know if everyone is happy with this location for the meetings.

Jack Matthews (San Mateo) - It is a little difficult to see each other. However I feel it is important to have a video/recording of the meeting for the public to see what we do.

Rico Medina (San Bruno) - Perhaps we can look at a different configuration of the room.

Captain Wyss- Given the space constraints and the video equipment this seemed the best configuration. We would like to hear from anyone with other suggestions though.

Clarke Conway (Brisbane) - Just wanted to remind everyone that the 108th anniversary of the San Francisco Earthquake is tomorrow. Also our Public Works director Randy Breault is being recognized by the League of California cities has been the top public works employee in California.

Terry Nagel (Burlingame) - We had a citywide drill last week and there was a problem when people tried to sign up for SMC alert. It said the website was not trustworthy. Has this been fixed?

Captain Wyss- Yes. It had to do with a pending license. It is now fixed and working.

Marge Calaprietro (Millbrae) - What is the website that we can get the annual report off of?

Captain Wyss- The annual report can be found on the Sheriff's website under OES. We will send the website address out on the email that will be going out.

Sue Digre (Pacifica) - Is interoperability between everyone better now? Can you talk to San Francisco on the radios?

Captain Wyss- Yes. There has been a big push in the region for interoperability between the counties.

Rico Medina (San Bruno) - The next meeting is June 19th.

Meeting was adjourned at 6:10.