

## Emergency Services Council Meeting Minutes January 15, 2015

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
Burlingame	Terry Nagel
Colma	Diana Colvin
East Palo Alto	Donna Rutherford
Hillsborough	Marie Chuang
Pacifica	Karen Erwin
Portola Valley	John Richards
San Bruno	Rico Medina
San Mateo	Jack Matthews
Woodside	Dave Burow
San Mateo County	Adrienne Tissier

Members Absent

Atherton	Cary Wiest
Brisbane	Clarke Conway
Daly City	Raymond Buenaventura
Foster City	Charles Bronitsky
Half Moon Bay	Marina Frasier
Menlo Park	Ray Mueller
Millbrae	Wayne Lee
San Carlos	Matt Grocott
South San Francisco	Pradeep Gupta

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

Approval of minutes-

8 Ayes; 0 Nays; 3 abstentions (East Palo Alto, Pacifica, San Bruno)

Minutes of January 15, 2015 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- I am happy to report that all of the cities have presented the matter to their councils and gotten approval. Up until yesterday there were three cities that were scheduled to present the agreement to their councils. San Carlos went to their city council on January 12<sup>th</sup>, Menlo Park on January 13<sup>th</sup>, and Colma approved the JPA agreement last night, January 14<sup>th</sup>. Redwood City will be the last to approve the agreement. They are scheduled to go before their city council on February 9 2015. OES is in the process of preparing the board memo and resolution to present to the Board of Supervisors at either the February 10<sup>th</sup> or 24<sup>th</sup> Board Meeting.

**Skylawn Radio Tower Lease Update** –Captain Wyss- At the last meeting we did not have a lot to report. The master plan has been completed by North Star. They are seeking a couple of exhibits from us, the location of our building and a couple of other specifications. These will be added to the lease as appendixes. Once this is done we can move forward with the lease. This will be a seven year lease with 3 one year options. We should be able to come back in April with a fully executed lease.

**San Francisco Int. Airport and JPA/ESC Update-** Lt. Kearnan- This has been an ongoing process. We submitted the revised JPA agreement to San Francisco's city attorney. We have also contacted John Martin, the Director of the San Francisco Airport to set up a meeting to explain to him our desire for the Airport to join the JPA and to go over the funding formula. I am waiting to hear back from him. I will report back to the Council in April.

## NEW BUSINESS

**Fire Battalion Chief OES Position-** Captain Wyss- At the last meeting we presented a proposal to the Council to add a fire position to the OES office. This position would be funded by a matching grant (EMPG). The EMPG grant is a fully matched grant. We met with the Fire and Police Chief's associations and they are in support of this position. After the last ESC meeting you gave us the authority to meet with the city managers to discuss this. They are also in support of the position. We are now back in front of you to propose the position in the form of a budget modification for funding the position. The next agenda item goes into that. Our Fiscal Manager, Narayan Nair will be going over the funding and budget details.

We worked with the Fire Chief's Association on the position, and I would like to introduce you to B/C Dave Pucci who will be working with OES if all goes well tonight. He would be starting next week until the end of June. Hopefully from January to June we will be able to bring more specificity to the position, and how we see the position moving forward. One of the items that people mentioned was more enhanced communications not in the field but between Police, Fire, and the Emergency Managers. I think that this will happen with this position.

**Budget Modification Update-** Narayan Nair-This evening I am presenting you with the revised Fiscal Year 2014-2015 budget that includes incorporating the 6 month cost of the fire position that was approved in September by the Council. The revised budget is \$2,204,493 which includes the additional cost of \$153,550 for the fire position. The EMPG grant will cover \$71,754. The balance is to be shared 50% between the JPA agencies and the county. Once adopted by the Council we will submit supplemental invoices to the JPA agencies.

An update on the close of Fiscal year 2013/14 budget saw a shortfall of \$32,479 to the OES budget but a surplus to Environmental Health of \$28,424. The combined net shortfall was \$4,055 which was taken out of reserves. Against a budget of \$28,640 there was a savings of about \$24,000 of what was approved. In the revised budget approved in April 2014, the Council approved the use of reserves of \$21,441 for OES and \$24,081 for Hazmat, with a combined total of \$45,232. In November of 2014 the County approved a 4% cost of living increase for employees. The projection for this year shows a savings that should be able to cover this additional cost of \$14,452. The Hazmat employees are not affected by this increase. There should be savings in their budget to cover any shortfall that should occur. There is no proposal to use the fund balance this year. The fund balance for the current fiscal year is \$102,746.

Supervisor Tissier- Is this an action item?

Captain Wyss- Yes

Donna Rutherford (East Palo Alto)- What happens when the grant is completed?

Captain Wyss- This is an annual grant that we have received for a number of years. We don't anticipate that it will be going away. In fact the dollar amount has incrementally gone up.

Jack Matthews (San Mateo) – You mentioned that the San Francisco Airport maybe

joining the JPA, what effect would this have on our budget?

Lt. Jeff Kearnan- I do not anticipate them joining the JPA this fiscal year. With regards to their contribution we could add it to the fund balance or redistribute to the JPA members. We formed a finance committee made up of Council members from the North, Central, and South portion of the County as well as the Chair of the ESC to help the fiscal department with budget proposals. They will be addressing questions such as what is the minimum amount of money we would want to keep in the fund balance, and develop a policy on when to use the money in the fund balance. They will be meeting in February or March before the April meeting to look at the budget. They will also be looking at how to use the contribution from the San Francisco Airport if they join the JPA.

Supervisor Tissier- Is there a motion to approve the revised budget?

Motion to approve revised budget- San Mateo

2<sup>nd</sup> Motion to approve- San Bruno

Ayes- 11; Nays 0

Revised Budget Approved

**EMA Update-** Captain Halleron- 2014 was a busy year for the EMA. One of the big items we worked on was the rewrite of the JPA agreement. We are  $\frac{3}{4}$  through Operation Cohesive Capabilities exercises. We completed the South portion yesterday. The series started in November on the Coast, Central county exercise was in December, and the final exercise will be held in February in the North. When all of the exercises are complete the vendor will be giving us a comprehensive After Action Report with recommendations. We received a lot of positive feedback for the exercises.

One of the goals for 2014 was to get a website up and going. We now have a website with both a public and member side. It has been very beneficial for the members to share documents, items they are working on, and to submit projects. We are planning on adding more preparedness information on the public side which will be in concert with OES. We have updated our By-laws formalizing the roles of the various working groups. We have also been developing a process for working on projects.

In December the EMA elected a new board. Bill Euchner (San Mateo Fire) is the new President, Ken Anderson (South San Francisco Fire) - Vice President, Jenelle Masterson (San Mateo Fosters City Fire), -Secretary, and Treasurer, myself.

We have been able to acquire some funding from an organization that is no longer active in the county. We will be using this money for training or to bring in speakers.

This year we plan on working on the Cities/Towns Emergency Operations Plan. The County's base emergency plan and annexes are getting ready to be completed. There is a requirement that the cities plans be consistent with the County. Once the County plan is in place the cities will update their plans. A lot of the cities will be working on updating their hazard mitigation plans. This is also a large project.

The EMA plans to expand training for city staff. There is a need to get more people who are not first responders trained. We are also going to be working on an Emergency Management Mutual Aid agreement. This will allow other jurisdictions to come into a City or Town's EOC that has a large incident going on to work in that EOC.

**Hazmat Update**—B/C Ken Thrasher- We have responded to 21 hazmat consultations for the calendar year. This number is low compared to other years. However, it has given us the time to work on a typing process to get certified has a Type II hazmat team. This will allow us to seek additional grant funding and to respond to hazmats throughout the state. The Belmont hazmat teams deals with callouts throughout the county in coordination with Environmental Health, OES, Police and Fire in the jurisdiction that the hazmat has occurred and any other agency involved. We will be adding on additional recruits for the hazmat team that will be going through the six week training process. We have received grant funding that will allow us to add on additional equipment.

**Drought Update**-Brian Molver— The current situation with the drought in the county is good enough to suspend the incidents that we were monitoring. The number one incident which we were monitoring was Alpine Creek which serves a portion of Pescadero. We were monitoring that because of the water level in the creek. If it got below three inches we would have to close that source off and start hauling in water. We did not have to do that, although we did have a plan in place. The creek level has remained at 15 inches for awhile now. All of the other smaller incidents that have occurred mainly in the southwestern portion of the County have also been closed. Many of the residents have moved from the property where there was no established water source from a well or a creek. The animals on the properties have also been moved. We received a lot of rain in December but not enough to do anything with the snow pack or the reservoirs. The outlook has improved but it won't last long. We will be going back to extreme drought conditions in the County very soon. I am monitoring the situation causally right now. I will be in touch with the state when we go back to

extreme drought conditions. There will be statewide conference calls again that we will participate in. The calls were weekly until Sept. We suspended our participation when we had no new issues. The state suspended the conference calls in December after the first rain.

Supervisor Tissier- I heard on the radio that they were letting out a significant amount of water. I was curious what that did for us?

Brian Molver- Nothing. The PUC was testing their emergency valve operations and functions. It was tested at different points on the system.

Supervisor Tissier- Did it go into some of our creeks?

Brian Molver- Yes. The water went into San Mateo Creek which runs through Hillsborough and San Mateo, with the output in Foster City. It was not at a hazardous or flooding level. The PUC tested delivery measurements and speed checks on how fast it flowed and how their flood gates worked.

Jack Matthews (City of San Mateo) - When I first read this I thought they were going to draw down the reservoir by 10%. Maybe that is not what they meant to say. Maybe they wanted to be able to demonstrate that they could, based on flow through the valves, how many cubic feet per min/sec. So you are not necessarily drawing down the reservoir by 10%, correct?

Brian Molver- I can't answer that. I would need to check with the PUC staff.

Supervisor Tissier- Can you please check on this and send the council an e-mail.

Brian Molver- Yes.

**December Rain Storm and Recovery-** Lt. Kearnan- - In December we had a significant amount of rain in the county. The County proclaimed a local state of emergency which was sent to the Governor's office and was accepted. We had significant flooding in South San Francisco, Belmont, Redwood City, and Pescadero. Since then we have been in the recovery mode.

OES did activate their Emergency Operations Center at a Level Two. We also responded to the scene to help assist city management and coordination with some of the command posts that were set up.

HSA was very active in setting up evacuation centers. The College of San Mateo offered their facilities for evacuation centers. There were 100 evacuees that were housed there for several days.

We had large amounts of rainfall in a short time period which caused problems especially at the mobile home parks in Belmont and Redwood City. The County Manager's office was very proactive during this incident. A task force was formed with all department heads that represented all of the resources and disciplines within the county. We had daily meetings to make sure all resources were being utilized and the residents of the county were being taken care of.

The non-profit agencies were very involved; especially the Red Cross with the Shelters, the Salvation Army and the California Conservation Corp. Cal OES helped assist us, especially in the recovery with setting up the assistance centers and helping to get the Small Business Administration loans approved for those residents and businesses that needed them.

South San Francisco had 27 homes damaged as well as some businesses. The Belmont Mobile Park had to be evacuated. This was a good exercise for us. We are a small agency and we had to support numerous incidents as well as staff our EOC.

Pescadero did not have as much flooding as in the past because of the steps County Public Works has done as well as the PMAC Council in Pescadero and our Coastside Coordinator. I was able to bring him over from the Coast to help over here on the Bay side.

The initial damage estimate was around \$3.8 million. This number was given to us by the cities on the initial calls. The real number is now around \$2.6 million. A lot of this is not private property but infrastructure and personnel time.

Brian Molver- That number just went up with a damage assessment from Pacifica. This number will go up and down until we finish all of the damage assessments.

Dave Burow (Woodside) – Where there any lessons learned from the event?

Lt. Kearnan- There are always lessons learned and things that we could have done better. We are having a large debriefing in February. We have created a questionnaire that is being sent out to the various agencies and responders to tell us what went well,

what needs improvement etc.

We learned that it is important to bring in public works, non-profits, and other agencies right away. The MOU with the College of San Mateo really served us well. Without that each city would have had to open their own shelter which would have split our resources and personnel more.

Karen Erwin (Pacifica) - How do you think the Emergency Notification system went?

Lt. Kearnan- We used the both SMC Alert and the TENS notification system. At the Mobile Home Park in Belmont we had a deputy go house to house to notify people to evacuate. We also used our PIO to get messages and information to the media. Social media also was used.

Terry Nagel (Burlingame) - What is the estimated damage total?

Lt. Kearnan- \$2.7 million

Brian Molver- The best guess right now would be to stay at the \$3.8 million because those numbers will keep fluctuating until all assessments are complete.

Terry Nagel (Burlingame) - How many people used their CERT teams?

Lt. Kearnan- I know that Belmont and the Coast used their CERT teams.

Captain Halleran (Belmont PD) - There was 8 jurisdictions that used their CERT teams. Belmont CERT member worked both in the EOC and in the field. San Mateo and Foster City CERT members helped in the Shelter. I know that South San Francisco CERT also helped out. We have a CERT meeting coming up in January and I will get you the information regarding the teams that were used during the incident.

Jack Matthews (San Mateo) - You mentioned that at the mobile home park in Belmont that the sound wall prevented the water from draining properly. Are we pursuing a solution if that is the case?

Lt. Kearnan- Cal Trans is responsible for dredging that area. The water was impeded because they failed to dredge and allow free flow of water due to that area being low on the priority list. The property owner installed a sub pump on the property that pumps the water onto Harbor Blvd. Next month we are having a debriefing to discuss overall

response efforts from all agencies involved.

**Emergency Operations Plan and Annex Update-** Lt. Kearnan We just finished our Emergency Operations Plan. This plan is for the operational area which consists of all of the cities, towns, and special districts within the boundaries of San Mateo County. The plan consists of a base plan, hazard plan and annexes called Emergency Functions. There are 15 Emergency Functions which are specific to a discipline or a need. There are only two counties that have completed these, the County of San Francisco and us. The state has not completed theirs. We followed industry standard in developing the Emergency functions. We hired a consultant to help us write them. These annexes will be vetted through the Emergency Management Association, and county departments who would be directly affected by these plans. We will also be vetting them through Cal OES. I presented the plan to the County manager yesterday. It is currently being reviewed by him. He asked us to get this before the Board of Supervisors. One thing that we would like to offer is a template to the cities. The cities can input their information and can use would you like from this plan to make your own. This would be a good opportunity for cities to use. We will send out the template once it is approved by the Board of Supervisors.

**Coalition for Safe Schools and Communities-** Nancy Magee- This is an update on the new organization in San Mateo County called the Coalition for Safe Schools and Communities. We have been working on this since 2013. Elected officials gathered a team of experts in behavioral health, first responder, and legal to address school safety. At that event three strands were addressed, mental health, response, and information sharing. Various task forces were initiated to begin the process of addressing these issues. We now have a structure in place to keep the work on going. There is a lot of work going on right now. We are actively engaged in building systems in the three areas so that they all work together. A steering Committee has been formed that meets every six weeks which consists of Law, Fire, Probation, County Counsel, Supervisor's Office, County Board of Education, K-8, 9-12, Community College, and Behavioral Health. This year we will be focusing on Information Sharing. An MOU was developed that is ready to launch to all the partners on how to legally and effectively share information for improved student safety. This will require a process of presentations and question and answer sessions. County Counsel has developed an electronic consent form that all agencies in the county will be able to use including school districts. The document is two pages with a pull down menu you can pick the different kinds of documents or records that you need to share and populates with the required laws.

In the Emergency Response field you might have heard about the Big 5. It is the

countywide protocol for schools. It consists of 5 immediate actions you would take in any kind of emergency. This has really taken hold. Both Fire and Police have embraced this protocol and have posted on all of their websites. We are training at the schools. In the summer we held training for 50 school leaders and are relying on them at the site level to implement the plans. We are also working and training the private school at a very high level. Law Enforcement will be working on their own training on the Big Fire Protocol. Behavioral Health is working to adapt their own version of the Big Five as well as the Community College District.

I would propose that all of San Mateo County adopt the Big Fire, cities and private business. It is a common language that we all can understand.

Through Measure A dollars we are collaborating with the County to put on youth mental health first aid classes for school staff throughout the county as well as parent project courses. Since Oct of 2013, we have trained 450 staff and 322 parents who have completed the parent project. It is a powerful course for parents. It is a ten week course. It requires attending class once a week. We are in the process through our director of Safe and a Supportive Schools which is partly funded by Measure A funds, building a school based mental health collaborative that parallels community service areas in mental health. So far there are three collaborative that are up and running, Cabrillo Unified on the Coast, San Mateo/Foster City Unified, San Mateo High School/Burlingame, and Jefferson Union High School and Jefferson Elementary Unified in the North.

**Red Cross Update:** - Since September 18 meeting the Red Cross has responded to 23 disasters; 14 fires, 6 floods, 1 hazmat, and 2 police actions. We assisted 190 clients in the cities of Belmont, Daly City, East Palo Alto and Half Moon Bay. During the winter storms the Red Cross assisted 98 families which consisted of 333 clients. 45% of these individuals were monolingual Spanish speakers.

The American Red Cross is rolling out a National Home Fire Preparedness campaign to reduce the number of deaths and injuries from home fires by installing smoke alarms in neighborhoods that are heavily affected by fires. The goal is reduce death and injuries by 25% over the next five years. The Red Cross also hopes to join with fire departments and community groups to teach people about fire safety.

Terry Nagel (Burlingame) - Who usually calls the Red Cross when they are needed, the individuals?

Go Funai (Red Cross)- No. Usually the Fire Department calls.

PUBLIC COMMENT - No public comments

ANNOUNCEMENTS – No Announcements

Meeting was adjourned at 6:30 P.M.