

Emergency Services Council Meeting Minutes September 18, 2014

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

Members Present:

Atherton	Cary West
Belmont	David Braunstein
Burlingame	Terry Nagel
Colma	Diana Colvin
Hillsborough	Marie Chuang
Millbrae	Marge Colapietro
Pacifica	Sue Digre
Portola Valley	John Richards
San Mateo	Jack Matthews
Woodside	Dave Burrow
San Mateo County	Adrienne Tissier

Members Absent

Brisbane	Clarke Conway
Daly City	Raymond Buenaventura
East Palo Alto	Laura Martinez
Foster City	Charles Bronitsky
Half Moon Bay	Marina Fraser
Menlo Park	Ray Mueller
Redwood City	Ian Bain
San Bruno	Rico Medina
San Carlos	Matt Grocott
South San Francisco	Pradeep Gupta

Meeting was called to order at 5:30. Roll call was taken.

Motion to approve minutes - Millbrae

2nd Motion- Hillsborough

11 Ayes; 0 Nays;

Minutes of June 19, 2014, approved.

Consent Agenda- All items listed are for informational purposes.

Operational Report was handed out. – Training/Exercise- Urban Shield is an exercise

held over a 48 hour period. San Mateo County hosted 7 scenarios, and stood up the DOC. Fire Services went through the exercise in Oakland. The Bomb Squad participated in San Jose. Prior to the start of Urban Shield we participated in a Mass Causality event called Yellow Command at Moffit Field. We offered to assist through mutual aid. We set up the Joint Information Center (JIC). We wrote a JIC plan which the region is looking at adopting. H S A along with Bank of America participated in a table top for donation management. We set up a MOU with Silicon Valley to accept the funds. This was coordinated with the County Controllers Office. We will be writing a Donation Management Plan.

After the Napa earthquake our office responded to the ECC and polled all of the police departments for any damage. We did not sustain any damage in San Mateo County.

OLD BUSINESS

JPA Status Update- Captain Wyss- Last time that we met with the council I had to apologize due to some errors with the signed JPA that had already made its way through each of the city councils. I know that a lot of time and effort went into the review of the JPA and getting it through the councils for signature. However, I do believe that when the JPA went through the review process the first time, it didn't get a lot of in-depth review, and the fact that we had to revisit this process again has created more interaction between the cities, the fire service, police chiefs, and the Emergency Managers Association. What we are working on and what we are presenting is a very detailed document that is very comprehensive. I can speak to the overall process. If you look at the staff report that was provided in your packages, we are at Phase 4 tonight. Lt. Kearnan and Supervising District Coordinator Mattei are meeting with the City Managers Association tomorrow. They have already been provided with the same document that you have. So things are progressing as we had outlined in the 7 phase plan. We are pretty confident that when we come back here in January, we will have a signed JPA from all of you. I would like to acknowledge David Silberman from the County Counsel's Office for all of his work on this document. He has been steadfast in helping us work our way through it. He has been working on it as late as today, communicating with other city attorneys as to the process which we have gone through. I can answer any high-level questions, or if there are any detailed questions I can bring up Lt. Kearnan or District Supervisor Mattei, who have been working on the detail and the process of this new JPA agreement.

Councilmember David Burow (Woodside) - It is not clear from the memo as to when the city councils will need to ratify the agreement. Does this take place in Phase 5, or at a later time?

Captain Wyss- It is hoped that the City Managers will be going back to their Fire Chiefs and Police Chiefs and making sure that there is a consensus on the document. At that point, it will be up to the cities to get it on their agendas and get it before their councils. We would like to have this happen as early as late October. Then the cities will have between October and December 3rd, which is our drop-dead date, to have it back to us fully approved. We will be emphasizing that in the meeting with the city managers tomorrow.

Councilmember Braunstein - (Belmont) - Last time we had some last minute changes after all of the city councils had approved. I just want to make sure that this does not happen again.

Captain Wyss – There has been a lot of vetting that has taken place already between the fire chiefs and police chiefs who have seen the document. It is to the point now that we’re hoping we don’t have to make any more changes. I would ask that County Counsel Silberman please address any comments on the status of the JPA with the cities.

County Counsel Silberman- There will be a conference call on Oct. 1st for all city attorneys who want to participate. I am hoping that within a few days of that call, city attorneys will let me know about any additional changes. I have to take some responsibility for why it had to get pulled after review. The last time I looked at the document, some key legal language required by the Joint Exercise of Powers Act that had originally been in the document somehow inadvertently got dropped out of the document. This language needed to be added back in to the document. During the process of adding this back in I made some suggestions to clean up the language as well. This allowed everyone a chance to take another look at the document.

Councilmember Braunstein- (Belmont) –After it goes through all of the meetings and review, will all of the city councils receive the same final document? Once the document is approved will that be the end of any modifications?”

County Counsel Silberman- I expect city councils to receive all non-legal input, and that city attorneys will provide me with any legal inputs by the first or second week in October. At that point a final document will be assembled and provided to the cities for approval.

Councilmember Braunstein (Belmont) - So we’re talking about the end of October or

beginning of November for the councils to put it on their agendas.

County Counsel Silberman- That is correct. There is a possibility that there may be changes to the document that you are looking at today, that you might not see but get incorporated into the document and approved by the cities. We are hoping this will not happen. There could be changes brought back that you may not like. It is a theoretical possibility but I don't think that will be the case.

Supervisor Tissier – There has been a lot of effort put into this document. If there are any changes that need to happen, it could be amended down the road if necessary. This is a living document and there can be changes made to it. OES was just trying to get as much feedback as possible from everyone at the last meeting in order to iron out all the kinks and have a document that all of the cities would approve and hopefully your city would approve and thusly you would approve.

Supervisor Tissier - Capt. Wyss do you need anything else from us?

Captain Wyss- If this body wants to see the document before it goes to their councils we can do that but it will push it out another quarter.

Supervisor Tissier-Could you send the final document to us so that if they found something that needed changing it could get done prior to going to their councils.

Captain Wyss- We could send it out electronically once all of the feedback was received, with an identified response date. If there was no feedback than we would assume it was alright to go to your councils for approval.

Supervisor Tissier- I think that would be fine.

Councilmember Matthews- (San Mateo) – Can you make sure that we see any changes in the document that you provided us today.

Councilmember Digre - (Pacifica) - The last line states that if the council selects a separate auditor, the full cost will be the responsibility of the organization. My understanding that the organization is this body not the councils, correct?

Captain Wyss- Yes

Councilmember Chung (Hillsborough) – Will you be sending us another redline version

of the document if there is any additional input from city attorneys or city managers; if there are changes will we have a chance to see the final document before it goes to our city councils for approval?

Captain Wyss- Yes.

Councilmember Chung – (Hillsborough) - Our city council members will look to the ESC members as their representatives to help them understand if any changes arise.

Supervisor Tissier- If the Council has additional questions or concerns they could contact Lt. Kearnan or Captain Wyss.

County Counsel Silberman – When the council sees or hears the word “The Organization” it refers to the JPA, and that the Emergency Service Council is the body that represents the JPA. Therefore, if the JPA does not use the free auditor, then the organization will have the responsibility to pay.

Randy Breault- (Brisbane) - The document is very helpful with the changes. It would be helpful to staff when reviewing to take the original documents that we recommended to our councils and have a redlined copy of that one with the changes. You could see what was taken out and what was added.

Supervisor Tissier- Is that a large task to do?

County Counsel Silberman- That is not a large task. The only issue is that there are not that many changes to the documents. When you do a redline it will show what was moved and not necessarily taken out. I believe there was a list of where all of the changes were that Don Mattei did. However I can do a redline if you would like. I am just not sure how helpful that would be.

Supervisor Tissier—Randy did you see this?

Randy Breault - (Brisbane) - No I did not.

Supervisor Tissier- Maybe you can give that information to Randy before we redline the original document. If you still need one after that I am sure we can provide that.

Skylawn Radio Tower Lease Update—Captain Wyss- There is not much to report at this point. We do have a verbal agreement with Skylawn for a seven year contract with a 1

year extensions. The only thing holding up the execution of the lease is the location that they are going to relocate us to. We are getting closer. They are doing some remodeling and we are subject to that. It is status quo but I would like to keep it on the agenda. When we sign the lease we will come back to you.

San Francisco Int. Airport and JPA/ESC Update- Don Mattei/Lt. Kearnan- We are in neutral right now. The Lt. has been in discussion with the San Francisco attorney. We are status quo right now. We gave them a copy of the latest agreement. She liked it but might want to make some changes to the language regarding the description of the City and County of San Francisco. We are not opposed to that. She mentioned that she might give us some push back on the funding formula. I brought this to the county manager's attention. So far I have not heard back from her regarding the payment plan so we can respond back to her.

NEW BUSINESS

EMA Update - Captain Haloren- The EMA continues to be very active. One of the big things on our radar for the rest of the year and into 2015 is the zone exercises- Operation Cohesive Capability. Just to refresh you, the county is broken into four zones. There are four exercises which will be carried on between November and February. The focus of the exercises varies depending on what specific hazards are in each zone. For instance the Central zone will be dealing with a power outage, the Coast a wildfire. The core theme throughout is the idea of multiagency cooperation. The idea is that one single jurisdiction may become overwhelmed and will need to work with their neighbors. Each one of the exercises focuses on this. It has spurred on renewed interest in EOC training. The contractor will be holding multiagency training at the College of San Mateo on October 22, 2014. All agencies have been invited. It is important that we get used to working together.

The EMA has eight different working groups that deal with different issues, ranging from Care and Shelter, Policy and Continuity, CERT, training and exercise group, Web EOC, Communications, and EMA support group.

Our Care and Shelter group has been very active. A member of the Care and Shelter group along with the Red Cross will be appearing before the City Managers group to talk about standardizing Care and Shelter polices in the County among all of the agencies in the JPA. A lot of people are under the misconception that the Red Cross will come in and run your shelter. Legally the responsibility falls to that jurisdiction. You can call in the Red Cross to assist but the city is responsible. It is up to the jurisdiction

on how they provide that. We want to standardize that knowledge and procedure throughout the county, so that we can all help out.

We are also working on standardizing a communication point between PG&E and the cities. We are recommending that it be the 911 center. That would allow the cities to decide how they want to disseminate the information.

Fire Battalion Chief OES Position-Captain Wyss- The EMA group is very active in the county. They are doing great work. Here at OES we are lacking one discipline in helping us close the loop in a multi-discipline approach to Emergency Management, having a fire service representative in our office. We can interact with fire at the EMMA meetings and its helpful but so much is going on it would be helpful having a fire person in our office, as a liaison with the fire service and Emergency Manager's Association.

I starting looking at our budget and funding opportunities on how to make this happen. There was some grant funding that was available to fund the fire position in our office but it has a match requirement. We met with the president of the Fire Chief's Association and the president of the Police Chief's Association to present the idea. In a short time we brainstormed what the position would entail. When we were done we had about a page of projects and ideas of what this person could do.

In your packets there are several budgets. Please throw these out. Our fiscal director, Allena Portis recently left after taking a position in Texas. We are in a transition mode looking for a new fiscal director. I have been in communication with Allena over e-mail, text, voice mail and some phone conversations. What I was looking for was a six month pilot project since we are in the middle of a fiscal year and the grant funding ends on June 30, 2015. The proposed plan would be to start the project in January and run through the end of June. This would present a six month snapshot of the finances and impact to your cities.

The Administrative Committee requested we do a yearlong budget projection. This is where communication between Allena and I got scrambled. On the table in front of you is the latest version of the budget. On the first two pages is the overall budget. Here you will see the fire position. When we met with the Fire Chiefs they felt that the rank of Battalion Chief would be the most advantageous to OES. I got salary costs from North County Fire and Redwood City. I put in the highest salary, which doesn't mean the person is coming from that agency, but it shows what the highest impact would be. You will notice the first year salary is only half, because we're starting the position in

January, so it's 50% of the annual salary. As you can see, there is overtime associated with this position (presentations, night meetings.) The one page list of charges is the one that shows the most impact to your cities. The \$40,000 figure is divided amongst the cities, with Colma paying the least at \$159 and San Mateo the most at \$5500. The Sheriff will match the \$40,000 paid by the cities. He is in support of this position. You will see that with the grant funding we can apply \$71,000 with a similar match. If the pilot program is successful, we would budget this out in the April time frame. The number would change to \$100,000. If this grant continues to increase as it has been, we should be able to put up \$100,000 off of the grant and in matching funds. In FY 15-16, contributions from the cities and county would double.

Supervisor Tissier – What is your expectation tonight from us? Are you asking us to give you approval to move forward?

Captain Wyss: Yes, but this will require a budget modification from the council. It would also require meeting with Police and Fire Chiefs, and City Managers. I am not sure how each city would have to move forward. We would come back to you at the January meeting. We would do a budget modification at that meeting and start the position in January 16th.

Supervisor Tissier- Basically if we gave you the nod it would be to move forward, meet with the Police and Fire Chiefs, and City Managers and make sure everyone is in agreement to do this program and then present us with a modified budget.

Captain Wyss- Yes

Councilmember Colapietro (Millbrae) –Moving forward would this be for the six month dollar amount or for the full year?

Captain Wyss: We would need to get some input from you but it would be for a year so that we could continue on with the program.

Councilmember Nagel (Burlingame) – Reading over what this position would offer, it seems rather general. I would like to see a report back along with metrics on the goals accomplished if we approve the position for the next six months.

Captain Wyss- Yes, we will come back with the metrics and a clarified job description and responsibilities even though this would only cover three months in April.

Councilmember Nagel (Burlingame) - You would also have the opportunity to set more long term goals.

Councilmember Digre- Is this the full job description?

Captain Wyss - No. We did not want to give you specifics at this point because we did not know what the response would be. There is a lot of activity with multi discipline response to schools. This position would be a liaison to this effort. There is a lot of maritime effort going on between fire, the Sheriff's Office, and Cal Parks. This position could bring collaboration between the agencies. They could work on the drought and many other committees to bring back collaboration.

Councilmember Digre (Pacifica) - It would be good to have a job description.

Councilmember Matthews (San Mateo) - I was looking at your revised budget. There are items for the district coordinators and the supervisor. Do those numbers represent the full salary or are they part time. Are they being funded by the county for other services that they provide?

Captain Wyss-Nothing else has changed in the budget except the fire position. Those positions are funded part by the JPA.

Councilmember Matthews (San Mateo) - For instance Brian Molver's salary with benefits is \$117,761. Is that correct?

Captain Wyss- Yes

Councilmember Matthews (San Mateo) - Is that his entire salary for the year or just the services he provides to this agency.

Captain Wyss- The entire year

Councilmember Matthews (San Mateo) – The battalion chief position is over twice as much. It seems out of balance

Captain Wyss- I am getting a fire fighter /battalion chief with operational experience that can collaborate with all different agencies and counties. Our district coordinators are great and do a lot for the county but they are not firefighters, not operational in that area. You are getting a completely different entity with expertise that comes at a cost.

Councilmember Burow- (Woodside) – Can you give me some examples of what OES personnel have done recently and how this new position would change the interaction between cities. How would this new position improve upon the way OES deals with emergencies?

Captain Wyss- By having an operational fire person on staff, OES would improve the single most common problem at major disaster responses, which is a breakdown of communications. With this position we would have direct communications with the fire service from an operational standpoint. It opens a direct line of communication that is not present now.

Councilmember Burow (Woodside) - It seems like we have done an ok job up to this point. I am just trying to understand what the person is going to do

Supervisor Tissier- In the past, one of the reasons we did not have these positions was because we did not have the grants. From my position, being able to fund three – quarters of the position not from this body specifically, but between the grants and the county and to have that area of expertise is important. The downside would be if the grant funding went away. That is why I suggested that we do a pilot program because I felt that OES felt it was important to have this position. There are a lot of significant things that have happened around the county. This new position will be evaluated after 6 months, not only on the current job description, but all the additional things this person will probably tackle as the job evolves. This is a good time to do this since there is funding available.

North County Fire- Chief Meyers –It is important to have multi-jurisdictional experts involved in planning, including fire, so everyone has a better understanding of how the other disciplines operate. It won't change the outcome. We do really well in responding. It is an opportunity to provide oversight to the day to day operations. By putting fire in there it could help to provide expertise on the fire side. It won't change the response side but it will add perspective to the planning side. Most large areas have fire sitting within their emergency groups, working on response, planning, and recovery.

Lt. Kearnan- There is a gap at OES in terms of ICS, EOC operations, and Unified Command. A battalion chief will help address these issues through joint training and response to emergencies. It will foster stronger partnerships between law and fire. We need a strong partnership to make this happen between law and fire.

Sue Digre- (Pacifica) - I think this is great idea.

Councilmember Nagel- (Burlingame) - You said that communications was a problem doing all major incidences with fire. I would be interested in a report showing how communications has improved with this position.

Captain Wyss- We will do that.

Councilmember Braunstein- (Belmont) – We are expecting to have that grant one more year so realistically we need to plan at us fully funding this position in the future.

Captain Wyss- Yes –We could bypass this until the budget time in April and not take advantage of the grant.

Councilmember Braunstein- (Belmont) - This is not what I am talking about. I am talking once the grants are gone that we need to plan on the cities and the county fully funding this position.

Captain Wyss- Yes

Chief Myers- I just want to clarify that we do not have a problem communicating during an emergency. We are talking about prior to an emergency- planning and collaborating beforehand. We will demonstrate how we can plan and collaborate together.

Councilmember Colapietro -(Millbrae): Where will the applicant pool for the position be drawn from; will it be from inside San Mateo County fire agencies only, and who would be on the selection committee, etc.

Captain Wyss- It will be open to all SMCO fire agencies within the county, but that the person selected would likely come from a large department that could afford to give OES one of their Battalion Chiefs and still function with that deficit in staffing.

Councilmember Colapietro- (Millbrae) - Is this full-time position or will OES be sharing the person with his or her home department.

Captain Wyss- It is a full-time position but the person would still attend trainings with his or her agency.

Councilmember Dobbie (Atherton): While the position is expensive, it sounds like it will help in an emergency situation in a management prospective that this battalion chief could fill the void, because you all speak a different language. Each discipline has different channels of training. I think this is a good component to consider and review, and inform us of the positives and the negatives and if it is effective to have this position. We are all concerned about having additional overhead in our cities. I think in an emergency it could be a positive thing

Captain Wyss- If we got the blessing to move forward to present to the city managers we could regroup with the Fire Chief's Association and identify a job description that would be more clear. I just want to be clear, that if this position is approved we would not be back with a whole lot of data to present in April but that we would be putting it into the budget to fund it for a year.

Supervisor Tissier- I suggest that we move forward. You have to go to the City Managers who will probably have more questions and will vet it more. We do not want to lose the funding and the generosity of the Sheriff. It will give us some time to see if it is worthwhile if we move forward in January You will come back in April with more information regarding the position and fill in some of the gaps. We will be vetting it again in April if the City Manager's approve moving forward with the position. We need a motion to move forward.

Millbrae- Motion to approve moving the Fire position to the City Manager's Association
Burlingame- 2nd Motion

Millbrae- Motion to approve moving the Fire position to the City Manager's Association
11 Ayes; 0 Nays; Motion approved to move the Fire Position to the City Manager's Association.

Drought Update- Brian Molver- We are still in a drought situation that is worsening at a slow pace. CSA 7 that supplies water to a portion of La Honda is still holding at 10 to 11 inches over the intake pipe. When it is at 3 inches at the intake pipe it will stop supplying water and we will begin to haul in water. An agreement is in place with Cal Water with the blessing from SFPUC. People with wells are slowly reporting their struggles to OES. We have reached out to 11,500 people on the Coast side to let them know there is a drought, and where to report their dry wells and where to get help. We are marketing the assistance people might need. One resident in La Honda has been hauling water for a year and a half and has finally called us for assistance. OES is staying in touch with the State on the draught on a weekly conference call. Our draught

task force has not met since the 28th of August. We are pretty stable except for the wells that are drying out. There is watering hauling going on. We reached out to Environmental Health was that people have safe water to drink. We want that water to be potable and not coming out of another stream. The water hauling is pricy and I can understand why people want to get their own water and treat it.

The Park's director flew over the County and determined there was no tree mortality especially the eucalyptus. They are shedding their pods but not at an alarming rate.

Coalition for Safe Schools and Communities- Nancy Magee- I am here to report that we are moving into the second full year of strong momentum in the area of coordinating emergency response, mental health support and building a legal network of information sharing expertise, weaving that together for safe schools and youth in the community. One of the major accomplishments we recognized this year is the development and endorsement of the "Big Five". It is a common protocol for all schools throughout the county. In the past the twenty three school districts would develop their own protocols. The "Big Five" is the five immediate action responses to any emergency that could immerge. We are training all of the schools and districts to use the same language. We have given them a set of step by step protocols to follow. The process has been vetted and endorsed by all of the police agencies in the county as well as the Police and Sheriff's Association. All of the school supervisors individually and as a group have adopted them. We are implementing and training this year at the district level. We know this is a big job, a big communication job. We have a lot of work to do to keep the common protocols in place. In August we held a cohort training for 40 school administrators. We had great cooperation with the Sheriff's office and other police agencies. They were run through various scenarios. We were training the administrators on the "Big Five". It was very successful and powerful. We plan on meeting with the group three more times throughout the year. We are training them as leaders. In addition to that training, I have met with several districts who are conducting drills.

Red Cross Update: Keith Hoffman- We had a multi-family fire in Redwood City on August 24th that affected 10 units and 35 people. We opened an evacuation shelter at Red Morton Park. The evacuation shelter was staffed by OES, Health Services Agency, Peninsula Humane Society, and the Department of Public Health. 15 people showed up at the center. The rest of the people affected went to family or friends. We got them into hotel rooms that night. The following day we set up a Client center at the Fair Oaks Center. We helped them with long term plans. This was the first time that we used the new shelter registration form that was developed by OES. This was a big help in getting

people registered and seeing what their immediate needs were. It allowed us to point out areas that the form needed improving.

Red Cross deployed volunteers to the Napa earthquake, which is still on going. Many of these volunteers were mental health workers.

Next week the annual San Francisco Airport exercise will take place. We have 58 volunteers throughout the region that will be participating.

PUBLIC COMMENT - No public comments

ANNOUNCEMENTS – Burlingame- They will be hosting their 3rd annual Response exercise. Anyone is welcome to come and observe.

The next Emergency Services Council meeting is January 15, 2014.

Meeting was adjourned at 7:00.