

Emergency Services Council Meeting Minutes June 18, 2015

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

Members Present:

- | | |
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| Belmont | David Braunstein |
| Burlingame | Terry Nagel |
| Colma | Diana Colvin |
| Hillsborough | Jay Benton |
| Pacifica | Sue Digre |
| Portola Valley | John Richards |
| Redwood City | Ian Bain |
| San Bruno | Rico Medina |
| San Carlos | Bob Grassilli |
| San Mateo | Jack Matthews |
| San Mateo County | Adrienne Tissier |

Members Absent

- | | |
|---------------------|----------------------|
| Atherton | Cary Wiest |
| Brisbane | Clarke Conway |
| Daly City | Raymond Buenaventura |
| East Palo Alto | Donna Rutherford |
| Foster City | Charles Bronitsky |
| Half Moon Bay | Deborah Penrose |
| Menlo Park | Ray Mueller |
| Millbrae | Wayne Lee |
| South San Francisco | Pradeep Gupta |
| Woodside | Dave Burow |

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

Approval of minutes-

Motion to approve minutes from April 16, 2015 Meeting (San Bruno)

2nd Motion to approve minutes from April 16, 2015 Meeting (Belmont)

11 Ayes; 0 Nays;

Minutes of April 16, 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.

OLD BUSINESS

Skylawn Radio Tower Lease Update:

Tom Myers- I am here to give a status update on the Skylawn relocation project. This project began in 2012 with a request from Skylawn to move our radio tower and shelter down the hill about 100 yards. At that time the projected cost was around \$600,000. Since then there has been a change in ownership and the new owners, North Star has asked us to move farther away than we had originally intended. In June of 2015 we finally achieved the documents necessary to finalize the lease. The documents are now in North Star's hands and we are hoping that the lease will be signed very soon.

The primary point here is that we are looking at 2015 costs to construct the new radio site at Skylawn at somewhere around \$825,000, about \$225,000 more than was originally projected. The primary cause of this is the cost to construct the site farther down and on a slope, which added around \$130,000. The other factors were additional labor and material costs. Skylawn has finally started grading their site; they have demolished two older cell sites and are near contract approval with Verizon. Verizon can then get their permits from the County and hopefully began construction in August. Once they have established the road and primary utilities of where our site is then we will begin construction. We have a contractor already in contract that will do their grading and foundation. Because of the slope it will require substantial backfill and compaction and possibly a retaining wall.

That is the high level summary of the project. There is a detailed budget in the packet which details the added costs between 2012 and 2015, along with the added cost to construct on this 35 degree slope and backfill.

Supervisor Tissier- My question tonight is, since it looks like we have a final figure although it has increased, are you looking for action on this tonight?

Captain Kearnan- Because there was a significant increase in the project cost, I asked Tom to provide the specific details and the itemized list of the labor and added project costs. The big piece here was the change in location from the top of the hill to down the

slope. I was going to ask if you wanted to review this or take action on it and move forward. I submitted a mutual aid radio fund from 1999 that had 1.2 million dollars in the account. That is where the funding for this project will come from. There will be no costs to the general budget. I would defer back to you and the council if you want to give him the authorization for Jim Saco to release the funds to ISD to fund this project or if you want to further review other options, like going out for RFP or staying with ISD.

Jack Matthews- (City of San Mateo) - Since we are moving the antenna to get better communication how confident are you that the new location will perform as well?

Tom Myers- (ISD) – It will be as well or better in some areas. There will be minimum or no effect moving the tower down 80 yards.

Sue Digre- (City of Pacifica) - Assuming if you need the retaining wall, is that cost already factored in?

Tom Myers- (ISD) – Yes. It is not determined that is an absolute necessity. They will need to do a final soil analysis.

Sue Digre- (City of Pacifica) - The other assumption is that if we go for it today the cost will not go up without an argument.

Tom Myers-(ISD) - We would hope not and if we don't put in the retaining wall we would not use that money.

Jack Matthews- (City of San Mateo) – Is there any contingency in this budget?

Tom Myers – (ISD) - Yes, \$61,007.

Rico Medina- (City of San Bruno) - Where do you see there could be a concern?

Tom Myers – (ISD) - We have updated there numbers in the last two months. We are confident in the number and we have a moderate contingency fund. There are one or two things in there that we may not have to do, like the retaining wall. So at this moment, I am confident we can pull this off. The more likely spot that there could be a change in cost is with North Star. We are not driving this project. North Star is driving it through Verizon Wireless, who is the primary contractor. They are using a third party implementation company who drives us. So long as the current plan we provided

remains the same, we should be good. If NSA, the implementation company asks us to do something different and we can't negotiate our way out of it, than we could see something different. This is not 100% in our control.

Supervisor Tissier- In any project there is always potential for change orders. Since we have what we believe is a solid number, can we give you authorization of a not to exceed number, and if it is going to go over you bring it back to this board? I would like to say not to exceed \$850,000. I personally don't want to stall this project since it has already taken so long. The longer we wait the more problems we can run into.

Tom Myers-(ISD)- My expectation is, as soon as we found any substantial changes to the project we would come back to this board warning you before we got to the end of the project.

Jack Matthews- (City of San Mateo) – What we would expect is that the contract would not include this contingency funding. That is something that is internal to us.

Tom Myers- (ISD) - It does not. The contract that we have been using since the beginning of the project has a signed contract which includes the increased cost. You can see that the contingency funding is under the County column and not the contractor. You can see the breakdown of increased costs under the contractor. We are responsible to pay Verizon to put in the conduit to provide power to the site. We do not have firm pricing on this but our best guess.

Jay Benton- (Hillsborough) – What is the lease amount we pay Skylawn?

Tom Myers- (ISD) - We have an interim agreement, around \$2200 for a short time period which will go to \$3000 per month. To put it in perspective, the carriers pay anywhere from \$10,000 to \$15,000 per month for the same plot of land. They are being very reasonable.

Captain Kearnan- There were two questions that were asked at the last meeting, lease agreement and project completion. Chris Flatmoe is in the process of completing a 7 year lease agreement. The second question is the project completion date.

Tom Myers- (ISD) - The date is driven by the timeliness of when Verizon will install the new road. We can't start until the road is complete. We can't go live until they put the main electrical connectivity to our facility.

If Verizon can get their permits within this month, they would be able to start in August and should have the road done by the end of August. I would hope to start in the fall, move our equipment over and demolish the old site by late spring.

Supervisor Tissier- It would be helpful to lock in the prices now for a period of time. We need to know that these are pretty secure prices. We don't want to come back in August or Sept and tell us that can't start because of heavy rain.

Tom Myers- (ISD) – I will look into that. I will see if that is available to us.

Supervisor Tissier- If it is not locked in long enough and we approve this today we need to amend the contract.

Motion to Approve the Not to exceed \$850,000 and to include the time frame for the Skylawn Project (Burlingame)

2nd Motion- Redwood City

Ayes-11

Nays-0

Motion passes

Public Works MOU Update: Don Mattei- A lot of work has been done on this MOU. It was started in 2012 when we had a number of storms. There were some issues with the public works departments in the various cities not supporting each other. We called a meeting with the public works directors who agreed to start working on this project. In 2013 they assigned two public works directors to work on the project. The three public works directors who need to be thanked for all of their work is Randy Breault from Brisbane, Jim Porter from San Mateo County, and Afshin Oskoui from Belmont. For the next 18 months they took a similar agreement from San Diego and modified it. It has gone back to the cities and we are now done. It has language that allows everyone to support other cities in time of need. The city councils need to approve it now. The agreement has gone through their city attorneys, city managers, county manager, as well as county counsel. It will go to the Board of Supervisors when we are finished.

Supervisor Tissier- If you think it would be helpful if this board sent a thank you letter for those who participated, we can do that.

Don Mattei – (OES) – Yes, I think that would be helpful.

San Francisco International Airport Costs to the Operational Area:

Battalion Chief Dave Pucci gave a power point presentation on the number of responses to the airport. The numbers were based on Calendar year 2014. A rate was assigned to each call to the airport. There were 11 fire responses to the airport and 2951 medical call responses. The total dollar amount for responses to the airport was \$379,860.

John Richards- (Portola Valley) - Do we know if that is a typical year for responses?

Dave Pucci- Yes, this is a typical year.

Terry Nagel- (Burlingame) – Which fire departments did the bulk of the responding?

Dave Pucci- South City and San Bruno did most of the responses to the airport. These are the ones that surround the airport.

Jack Matthews (City of San Mateo) - You said that for EMS response you used \$150 dollar per hour? This seems on the low end.

Dave Pucci- I actually used \$125 per hour. That is probably on the low end. This is not the billing rate but the OES cost. This is the rate for them just standing by. If they went to work that would be a different rate.

San Francisco International Airport JPA/ESC Update: Larry Mares

At the last meeting we took a lot of questions in regards to your concerns why we could not join the JPA. I hope that you received the letter that Director Martin drafted outlining why we are not able to participate financially.

Supervisor Tissier- I did receive the letter but honestly I am not satisfied. I am not sure that legally it is accurate. We are still looking into that. The other part I was looking at was more of a cooperative arrangement. The question I have is do we have the ability to charge for the calls or the different departments that respond to the airport?

Cathy Widener- (Government Affairs Manager SF Airport) -Right now I do not think that there is a mechanism in place right now to do that. We would need to talk to our attorneys about that. That is not to say the airport would oppose that idea. Director Martin did mention that we have a new wrinkle in regards to an FAA restriction on how the county can spend fuel tax that is collected on the airport. We have been in discussion with the County Manager about how we can make sure that the money still

benefits the county. This exact example came up. So there might be an opportunity to do that. But right now there is not a mechanism in place to do that. I am not sure if that would be an MOU or what.

Supervisor Tissier- I also do not have the answer to that. There is a lot of money expanded from the County. At the end of the day, it does cost the cities a lot to send those engines out.

Jay Benton- (Hillsborough) – I do not have the letter in front of me. I did read it. If I recall he based his decision on FAA regulations and the control of airport revenue and the need to keep it at the airport. Does the FAA control all revenue at the airport? For example is parking revenue controlled by the FAA?

Cathy Widener- (Government Affairs Manager SF Airport) - I want to preface this by saying I will follow up. My understanding is that the FAA does not have jurisdiction over what we consider our concession revenue, which would include parking and anything non-airline related. But in that case the FAA would say to the airport that the County receives sales tax on that revenue. So that in the past has been the FAA response. That is why diversion of revenue restrictions are in place. If we pointed to that as a source of money that we might have more flexibility with, they would remind us that they receive sales tax.

Jay Benton- (Hillsborough) – I understand that. That is for county counsel to look at. I ran the parking out there for twenty years. I know what you take in. It is the largest single source of revenue that the airport takes in. More than enough to pay for sending some engines out there occasionally.

Cathy Widener- (Government Affairs Manager SF Airport) – Again, customers pay sales tax on parking and that goes to the county.

Jay Benton - (Hillsborough) – There is sales tax on parking?

Cathy Widener - (Government Affairs Manager SF Airport) - There is a tax on parking.

Captain Kearnan- She is correct there is a tax paid on items at the airport. That is paid for by people who travel through the airport, not the airport itself. I did send out an e-mail for public record on the airport budget. The budget is broken down into two categories: The aviation revenue which is the federal side is \$491,000,000 and the non-aviation which is indirect revenue side is \$160,000,000.

There is also a section under FAA order # 5190.6 B – Section 15.9- “Sponsors may use their airport revenue for the capital or operating costs of the airport, the local airport system, or other local facilities owned or operated by the airport owner or operator and directly and substantially related to the air transportation of passengers or property. Such costs may include reimbursements to a state or local agency for the costs of services actually received and documented, subject to the terms of the Revenue Use Policy.” That would be the costs that Battalion Chief Pucci just presented to you. So there is an FAA order section that applies to your question.

Supervisor Tissier- I am not an attorney, so I think we will have County Counsel take a look at this. Obviously we want to be good neighbors but it has to work both ways. It is costly in this county to provide all of these services. We just want to make sure it is fair and equitable amongst everyone.

NEW BUSINESS

Emergency Operations Plan- Captain Kearnan- A power point presentation was presented to the Council. The new Emergency Operations Plan consists of the Basic Plan, specific annexes and Emergency Functions. A contractor was hired to do the Emergency Functions. There are only two counties in the state that have Emergency Functions, San Mateo and San Francisco. The State has only released their executive summary and they have not shared the completed Emergency Functions yet with the operational areas. Each of the Emergency Functions has been vetted through each county department, the Emergency Manager’s Association, agencies throughout the county and the California Office of Emergency Services.

The specific annexes to the plan based on the Hazard Vulnerability Assessment are in the process of being written, vetted or adopted. Included in the plan are the EOC checklists for each specific position in the EOC. I would like to ask for your approval of the Emergency Operations Plan so that we can move this forward to the Board of Supervisors for adoption.

Motion to approve San Mateo County Emergency Operations Plan
First motion to approve Emergency Operations Plan- City of San Mateo
2nd Motion to approve plan- City of Pacifica
Ayes- 11
Nays-0
Motion to approve Emergency Operations Plan approved.

EMA Update: B/C Bill Euchner- Continuing to do all of the work that we started. We are continuing to strengthen the working groups. We have developed a new process for all of the projects that continue to come in order to prioritize them.

OES Battalion Chief Report: B/C Dave Pucci –We are continuing to integrate communication between law and fire, San Francisco Airport and the Northern California Regional Intelligence Center (NCRIC). We participated in a drill with the Coast Guard to evacuate 400 people from a ship that went aground in the Bay. This was helpful since both fire and law have a lot of maritime resources and the Coast Guard is not venturing as far south in the Bay. They are relying more on us. We are heavily involved in the planning of the Super Bowl with the County and City of San Francisco and the County of Santa Clara. The biggest impact for San Mateo County will be traffic and the transit system. This will not just affect traffic on the day of the Super Bowl but all week with the various events that are planned. We will also be participating in the Yellow Command exercise leading up to the Super Bowl. We will also be anticipating unplanned and unsanctioned events that will spill over into this county.

We are working with the Emergency Manager's Association group on the Mitigation Plan. Every five years the plan needs to be reviewed and updated in order to be in compliance with FEMA. This is linked to any funding that may come from FEMA after a disaster. We are taking a countywide approach. We will do an overarching countywide plan which will allow each city to develop a much shorter annex. This is a long, and time consuming process.

Since the last meeting there has been three countywide wildfire drills in Brisbane, Woodside, and the Coast. We worked with Cal Fire on these exercises. Unified Command training is scheduled for Oct. We have been working on a Body armor purchase for fire using grant funding. This will allow fire to move closer in the event of an active shooter event to deliver medical aid. Last we continue to work on auto notification for better situational awareness in the county for both fire and law.

Hazmat Update: B/C Thrasher- No report

Drought Update: Brian Molver –We continue to see the decline in Tan Oak and Monterey Pines along the 280 corridor as well as at the County and State parks. The County parks are working with the State parks, California Conservation Corps and Cal Fire to address the dead fuel on the ground.

On April 30th we held a meeting with all of the water suppliers in the County. We addressed issues such as a catastrophic response plan for potable water and addressed issues regarding the drought, especially smaller water suppliers and county systems. The county's situation remains a crisis in the South Coast area of the county. They are in the same situation as last year. Alpine Creek, which has 70 connections, is at 10 inches. When it gets to three inches above the intake valve we will need to start hauling water. We have a plan in place to do that with public works and Cal Water. The Drought Task Force Steering Committee met yesterday and will continue to meet on a monthly basis. Another meeting with the water suppliers is scheduled for July 28th at College of San Mateo. We will be discussing the needs of the South Coast so that we can better respond and supply them with what they need either through the state or a contractor.

Captain Kearnan- Water that is supplied to 90% of the county from the Hetch Hetchy is fine for now. They will be re-evaluating the situation next year.

Mass Notification Update: Wayne Hoss-(Project Manager) - We are upgrading our SMC alert system. We are taking two legacy systems, SMC Alert which is primarily a text and e-mail system, and TENS which is a reverse 911 system and combining them into one. This is a true collaborative effort in the Bay Area. Alameda, San Francisco, Marin, the airport, and Monterey County are all joining the system, independently but working together. On July 7, we have a kick-off meeting with all the counties so we will be working off of the same data bases. Last week we gathered all of the reverse 911 data information for all of the cities in the county as well as the maps. The first phase will be to get us off of the old SMC alert system. We are still going to brand it under the SMC Alert name since it is well known in the county. Our next project will be to offer it out to all of the cities, towns and special districts. This is a completely UASI funded project. We anticipate that this will be funded for a number of years, which not only includes the project management cost but the annual software license agreement. We will be working with the Emergency Management Association as to which cities would like to join. Some have their own systems.

David Braunstein- Belmont- If they want to sign up do they sign up with SMC alert or with Ever Bridge?

Wayne Hoss- They will go to the SMC alert website. You will be able to filter out what you want to receive. You will have more choices.

Disaster Prep Day- June 6: -Steve Mahaley -Preparedness Day was held on the first day of the County Fair on June 6. We handed out 2550 bags at the door which contained

preparedness information. There were around 3500 people that attended the event. We had more tables inside this year. Many of the cities CERT teams attended to recruit people to join. 700 people went through the Family CPR class. This year we had some Stanford students do a presentation on earthquakes that was well received. Also in attendance was South San Francisco search and rescue dogs. A thank you goes out to all of the agencies both public and private that participated at the event as well as the Sheriff's volunteers.

Coalition for Safe Schools and Communities: Nancy Magee- We have completed the 2014-2015 school year. Across the county we rolled out the Big Five Protocol. At least 75% of the schools implemented the protocol at some level. Next year we are looking for 90% to 100%. We are getting ready to train all of the new administrators in conjunction with the Sheriff's Office and the various law agencies throughout the county. We will be putting them through some simulations.

County Counsel gave a presentation on the MOU on information sharing and a universal consent form to all of the city attorneys. It was well received with lots of engagement and questions. We are still vetting through the final versions of that. We are hoping to re-launch the entire project in September with all of the School District Superintendents and the police chiefs. Supervisor Tissier and Supervisor Horsley will also be in attendance.

Supervisor Tissier- Please tell them of your new position at the Office of Education.

Our Associate Superintendent of Student services was just named as the Superintendent of the San Mateo -Foster City School District. I was appointed into that position. I will be directly overseeing the work of safe and supportive schools as well as direct student programs that we provide in our core and community schools, including special education.

Red Cross Update – Red Cross was not present. A prepared update was passed out at the meeting.

PUBLIC COMMENT: - No public comments

ANNOUNCEMENTS: –

Terry Nagel (Burlingame) - I noticed that our minutes are verbatim. I was going to ask that we might consider action minutes.

Captain Kearnan- The minutes are very informative to the city managers and any council members that do not attend. Let's put this before the council.

Supervisor Tissier- Since this is not on the agenda we would have to look at it next time.

Don Mattei introduced Janice Carter who is the Vulnerable Coordinator who will be working with the non-profits in the county to better structure a system so that we can better serve that population in a disaster.

Captain Halleran- (Belmont PD) - Recognized Rex Andrea who is retiring from the Human Services Agency (H.S.A.) He has been instrumental in the shelter operations in this county and disaster preparedness.

Meeting was adjourned at 7:05 P.M.