

## Emergency Services Council Meeting Minutes April 21, 2016

The Emergency Services Council was called to order by Chairperson Adrienne Tissier at 5:40 p.m. Roll Call was taken.

Members Present:

- |                     |                  |
|---------------------|------------------|
| Belmont             | Davina Hurt      |
| Burlingame          | Emily Beach      |
| Colma               | Diana Colvin     |
| Half Moon Bay       | Deborah Penrose  |
| Hillsborough        | Marie Chuang     |
| Millbrae            | Ann Schneider    |
| Pacifica            | Sue Digre        |
| Portola Valley      | John Richards    |
| Redwood City        | Ian Bain         |
| San Carlos          | Matt Grocott     |
| San Mateo           | Diane Papan      |
| County of San Mateo | Adrienne Tissier |

Members Absent:

- |                     |                   |
|---------------------|-------------------|
| Atherton            | Cary Wiest        |
| Brisbane            | Clarke Conway     |
| Daly City           | Mike Guingona     |
| East Palo Alto      | Carlos Romero     |
| Foster City         | Charles Bronitsky |
| Menlo Park          | Catherine Carlton |
| San Bruno           | Rico Medina       |
| South San Francisco | Mark Addiego      |
| Woodside            | Daniel Yost       |

At the January 21, 2016 meeting four Council members were excused from the meeting: Belmont, Burlingame, Millbrae, San Mateo. They were excused for prior commitments. This should have been reflected in the minutes.

There is no quorum so we cannot do a roll call or approve the minutes. We will do the Skyline Radio Tower lease update and the San Francisco JPA update since these are informational only. We will record just in case we get a quorum.

## OLD BUSINESS

**Skylawn Radio Tower Lease Update:** Tom Myers- This has been a very long slow project. Unfortunately I am not here with the best of news. When we went into the final permitting process with the county, we were notified by them, along with Verizon, who is leading the relocation project, and North Star, the owners of the property that there are a number of changes that have occurred that are going to cost the county more money. First step, I will not have these costs until June. Originally the costs were to be distributed between three players: Verizon, AT and T, and the County. I was informed last night that AT and T dropped out so my first reaction are we now splitting the cost between just two of us. Verizon said that they would still cover AT and T's portion. They also said they were looking for another carrier to partner with in place of AT and T. The additional costs will be for landscaping and drainage. We do not have the PG and E costs yet to move their master transformer to the other side of the field. Last, we were informed that we need a fire suppression system for the radio shelter. Those are the main items. We know that we need to do some finishing work on the road. Some of that electrical work is already in the budget. I expect to have the final figures by June. We will bring these to the next ESC meeting.

Supervisor Tissier- This has been a moving target. I am assuming that we do not have a cost for the Fire Suppression system or the PG and E costs.

Tom Myers- I do not have that cost yet and do not want to speculate on the PG and E costs. We have about \$60,000 unused money in our contingency fund. We also do not know if we need to put in a retaining wall which would be around \$30,000. We do not know if we will need to do more grading or compacting were they have dug up the soil. We have set aside money in the budget for that activity. We might not need all of that money. We will try to mitigate any additional cost the best we can.

**San Francisco International Airport JPA/ESC Update-** Jim Saco – I think that we have some good news for the council. The airport approached us last June to discuss some items, one was the new hotel they are building at the airport and the other was their interest in contributing to the JPA. They did not want to become a member for a number of reasons. We had to come up with a methodology that worked for us but also worked for them within the FAA guidelines. After discussing several options with them, we came up with a formula based on unreimbursed costs for dispatch calls and multiplied that by the airport percentage of the call volume for 911. This worked for the FAA since this is a measureable number and the net county cost is un-reimbursable. The airport

will not pay for something that has been reimbursed. Based on actual numbers looking at both sides of 911 calls and the call volume, it looks like it would generate around \$160,000 a year. We actually capped the agreement at \$1,000,000 over five years. The agreement starts July of 2015. Once it is approved by the San Francisco Board of Supervisors we will invoice the city. We expect to get around \$160,000 this year. I estimate that we will eventually get around \$800,000 or more over the next five years.

Doug Yakel - (San Francisco Airport) - The agreement has been approved.

Supervisor Tissier- We now have a quorum present and can take roll call.

Roll call was taken.

Ann Schneider (Millbrae) - Several of us were absent from the last meeting because we were attending the League of Cities. We would like to have excused next to our names instead of absent to show that we did not forget about the meeting.

Supervisor Tissier- We talked about that already and will start noting that. We have not done that in the past. Also it would be helpful if everyone would RSVP their attendance at the meeting.

Approval of Minutes:

Motion to approve minutes of January 21, 2016 (Belmont)

2<sup>nd</sup> Motion to approve minutes (Hillsborough)

Ayes: 11

Nays: 0

January 21, 2016 minutes for the Emergency Services Council are approved.

**Operational Area Report-** Lt. Kunkel- There were 12 Search and Rescue missions this quarter, 34 Bomb Squad mutual aid requests mainly due to Super Bowl, and last, there were 23 presentations by OES staff throughout the County. We had one EOC activation which was due to Super Bowl. Super Bowl went well and we had great cooperation and help from all of the cities throughout the county and the executive staff at the Sheriff's Office.

## NEW BUSINESS

FY 16/17 Budget Update- Narayan Nair-

Lt. Kunkel- I want to give a quick overview. We asked for some increases this year.

Some of the reasons were employee costs. We re-classified one of our employees so there is an increase in salary. We are now paying for a warehouse that we have not had to in the past. This is to store a lot of our equipment. We are now considered a special district by the state. At the direction of the finance work group I discussed this with LAFCO and County Counsel, who both agreed that we are not a special district, but there is no benefit in fighting it. We will remain a special district. We do not fall under LAFCO's jurisdiction. The only difference between the JPA and a special district is we have to turn our finances over to the state every year and do an audit. There will be an additional cost to us for the audit. I think this is good for transparency. The other increase is in the Hazmat budget.

Narayan Nair- In your packet is the budget that was prepared. One of our costs that went down this year is the North County Fire Contract which will be going down \$40,266. We received \$160,000 from the airport that I included in the budget to keep the contributions flat this year. The total budget increase is \$180,000. I used the \$160,000 from the airport and \$20,000 from the reserves. You have a reserve spread sheet which shows what we started with which is around \$292,000. This year we anticipate that we are going to save around \$105,000 which will bring the reserves to \$398,000. Add \$160,000 from the airport which will bring the \$599,000. Take \$180,000 to cover the cost of next year's budget which will bring the reserve down to \$377,000. If you might remember we had a cap of \$300,000 on the reserve which will be over the \$300,000 next year. We can decide what to do next year.

The increase in the budget is \$180,000 to a new \$2.6 million. \$130,000 is for OES and \$50,000 for the Hazmat budget. Presently we have the reserves in two accounts, OES portion is with the Sheriff and the Hazmat with Environmental Health. We would like to open a trust account and put all of the reserves in one account to better manage.

I would like the council to approve the budget, to authorize the Sheriff's office to contract with Macias and Gini for the audit of the JPA account or special district account, and authorize the Sheriff's Office to set up a trust account for the JPA reserves.

Supervisor Tissier- I think that we should take the Hazmat portion first before we take the motion. If we approve this one, we approve both of them. I think it is important to hear where the increases are coming from.

**FY 16/17 Hazmat Budget Update-** Hazmat response has been provided to the County since the mid 80's. For a couple decades we have been doing it under contract with this board. For the most part our costs that we put in the contract we have remained flat

over the last several years. We have done this to help out the county, to assist with funding the best we can. The cost to run the team is essentially more than what is reflected in the contract. The contract has gone up 10% this year because of increased labor costs. This is a fee for service contract. The second year of the contract goes up 5% and the third year 5%. We have vetted this through the finance committee.

Motion to approve the 16/17 JPA budget- (Half Moon Bay)

2<sup>nd</sup> Motion to approve the JPA budget- (City of San Mateo)

12 Ayes

0 Nays

JPA budget is approve

Motion to approve the Hazmat budget- (Half Moon Bay)

2<sup>nd</sup> Motion to approve the Hazmat budget- (Redwood City)

12 Ayes

0 Nays

Hazmat budget is approved.

**Hazard Mitigation** -Dave Pucci- Redwood City Fire- I was the Battalion Chief that was assigned to OES last year. Because of the complexity of the project I and the new Battalion Chief assigned to OES, Brad Hartzell from North County Fire have been shadowing each other. I would also like to recognize my co-chair, Bart Spencer from Central County Fire. About a year ago we were talking about Hazard Mitigation. Every city in the county is obligated to update their hazard mitigation plan for FEMA. Most of the cities updated their plans through ABAG about 5 years ago. San Mateo and Foster City were two cities in the County that were ahead of the game. Most of us were looking at an arduous process and duplication of effort. We decided to follow what Monterey and Contra Costa did which was an overarching plan with each city provide an annex to that plan which required less duplication and effort. We needed contractor support. We went through the RFP process and we hired Tetra Tech who had lots of experience with this process. We were able to secure grant funding for this project.

We looked at the county and our critical infrastructure to identify things that are susceptible to disasters such as earthquakes. We asked "would it be better to fix the problem prior to a disaster hitting?" For instance if the water system needs fixed would it be better to fix now rather than after a disaster which might cost more. We broke this process down into three phases and all cities have been participating in this process of updating these documents and then we pull them together into one plan. We have some hard deadlines coming up by which the cities will need to come forward with their

information.

One of the reasons for this presentation is to keep you updated but also one of the requirements by FEMA is to have a public meeting and have an opportunity for public comment. We will also have a booth at Disaster Preparedness day.

The power point you will be seeing will be presented by Tetra Tech. They are the subject matter experts. They will give you the history of the plan and how it comes together and the approval process.

**Hazard Mitigation Presentation-** Robert Flaner (Tetra Tech) -Did a public presentation on the Hazard Mitigation plan. The presentation was to inform the public why the hazard mitigation plan is required, the various participants in the process and what the finished plan will consist of. The full presentation can be viewed on the San Mateo County Planning website at <http://planning.smcgov.org/local-hazard-mitigation-plan>

**PUBLIC HEARING COMMENT ON THE PRESENTATION: Diane Jones** (Unincorporated County) - I am Curious about the overall look of the plan once it is done. Volume two is going to have input from all of the municipalities. I can imagine that there is going to be a wide variety of quality. One municipality will be robust plan and others watered down and vague and relatively useless. When FEMA reviews it will they reject it and take it through another cycle, and therefore prohibiting grant applications.

Supervisor Tissier- I think that the plan will cover all of the cities and county.

I am talking about volume two. I think that will vary in quality. Will that be addressed before it gets sent to FEMA or will FEMA just say that is fine?

I am glad that the question was asked. I would love to tell you that FEMA rejects a plan that did not have good actions. The rules are pretty simple. You only have to have one measureable action in the plan. Will that happen, I hope not. The most important thing is that they are eligible for funding. What we don't want is a jurisdiction not to be eligible after an event for funding because they were not covered by the plan. Maybe then they would be driven to apply for the proper project. You are always motivated by what impacts you.

Supervisor Tissier- I am going to close the Public Hearing since we do not have any additional speakers.

**PUBLIC COMMENTS:**

**ANNOUNCEMENTS:** – Kent Thrasher- Community Shield is an exercise that is multi-discipline and multi- jurisdictional event to show capabilities of various agencies and disciplines to respond together. This is a grant funded exercise. It will be a terrorism event with a multi-causality incident with a release of a weapon of mass destruction Participation will be the Sheriff's Office, Hazmat, TCAT, SWAT, Fire, EMS are transport agency in the county. It is by invitation only. You should be receiving your invitation soon if you have not already. Please RSVP. It will be at the Event center on May 11, 2016. The kickoff is off at 7:00 A. M. and the event starts at 9:00 A. M. and will end around 1:00 or 2:00 in the afternoon.

Ann Schneider (Millbrae) - Does this include CERT teams and the Red Cross participating?

Kent Thrasher - No. It is not that type of event. The focus of the event is on response and mitigation to the event.

Lt. Kunkel- If you want to be invited to the event or have other people that you feel would like to be there please contact Carl Hess at [chess@smcgov.org](mailto:chess@smcgov.org). The 12<sup>th</sup> Disaster Preparedness Day is June 11, 2016 from 10:00 to 12:00 at the San Mateo County Event Center. We bring out all of our equipment; CERT teams participate as well as training and presentations for the public. The Fair is free as well as parking between those hours.

Meeting was adjourned at 7:30 P M