

Emergency Services Council Meeting Minutes January 19, 2017

The Emergency Services Council was called to order by Chairperson Canepa at 5:32p.m. Roll Call was taken.

Members Present:

- | | |
|---------------------|-----------------|
| Belmont | Davina Hurt |
| Burlingame | Emily Beach |
| Colma | Diana Colvin |
| Daly City | Juslyn Manalo |
| Half Moon Bay | Deborah Penrose |
| Menlo Park | Peter Ohtaki |
| Millbrae | Ann Schneider |
| Pacifica | Due Digre |
| Portola Valley | John Richards |
| Redwood City | Ian Bain |
| San Bruno | Rico Medina |
| San Mateo | Diane Papan |
| South San Francisco | Mark Addiego |
| County of San Mateo | David Canepa |

Members Absent:

- | | |
|----------------|-------------------|
| Atherton | Cary Wiest |
| Brisbane | Clarke Conway |
| East Palo Alto | Carlos Romero |
| Foster City | Charles Bronitsky |
| Hillsborough | Marie Chuang |
| San Carlos | Matt Grocott |
| Woodside | Daniel Yost |

Approve Minutes for September 15, 2016-

Please note that there are two corrections to the minutes:

San Bruno Council Member, Rico Medina was excused from the September 15, 2016 meeting.

Millbrae and Belmont Cert teams participated in the Big Five training session for the Coalition for Safe Schools

Approval of the minutes for September 15, 2016

Motion to approve minutes- San Bruno
2nd Motion to approve minutes- Pacifica
Ayes- 11
Abstain- Burlingame and Pacifica
Not present for the approval of minutes- 2
September 15, 2016 minutes approved.

Operational Report: Lt. Fogarty- The operational area put out 119 SMC Alerts in the 2nd quarter (October through December, 2016). In the last six months there has been an additional 11,000 sign-ups for SMC Alert. We are continuing to work on getting more individuals in the county to sign- up through preparedness events hosted throughout the county.

OLD BUSINESS

Skylawn Radio Tower Lease Update: Tom Myers— For a project that started back about 16 years ago, we are finally making good progress. Notwithstanding the rain delays, we have our contractor on the ground drilling the tower foundation and the shelter. Once the rain stops we will be pouring the concrete for the foundation to set the tower. We will be getting PG and E to hook up the electrical. Then we will be having our radio shop move the equipment out of the old shelter, fired up and tested. Once we are sure that everything is working, we will then have the contractor come back and take down the old shelter. The last part for us will be the landscaping that needs to go in. After a long process we have all of our permits and we are moving ahead. Even with the rain delays, I anticipate that we will have the new site constructed and the radio shop ready to move the equipment in June. They will need at least a month or two to move everything over and make sure it is working alright. We should be able to complete demolition of the old site by the end of the calendar year. This is in keeping with North Star's wishes. They are happy with the progress we are making.

Half Moon Bay (Deborah Penrose) - How long will the testing take?

The actual cut over and the testing will take less than a day. It is all of the prep work. We are putting in new antennas and wiring. All of that testing will take place prior to our cutting over. That will be a minimalist amount of time. That downtime will be relayed to all of the agencies.

Burlingame (Emily Beach) –For public benefit and for my own, can you provide the backstory on this small movement of why a 200 ft. matters and the reason why.

We were at Sky Lawn for more than 20 years, rent free at the location that we are still transmitting from. We had a good relationship with the prior owner.

When North Star bought out the property they decided to build out the slope where our current shelter is. It sits where some Verizon and AT and T equipment reside. We tried to convince them to build around us. We tried for a long time to find an alternate site with the same coverage, but that did not work out. For some reason North Star did not want us to be on the same plot of land that AT and T and Verizon were moving to. There are some technical reasons, but I am not sure that we could not have worked those out. Since then AT and T has backed out of the deal. Now it is Verizon and the County. Along the way North Star wanted to split the shelter and tower on opposite sides of the road. We worked that out and now the shelter and tower are together. Because of the slope that it sits on this increased our cost. They have been fair and reasonable with us. They were adamant that we move off of the upper hill to the lower hill so they could utilize their land as they want to use it. So we moved about 62 feet.

Burlingame (Emily Beach) - So that is the heart of it. They wanted to use the land for cemetery plots and their business.

Burlingame- In September there was a discussion of a budget, like a shared budget. Is that \$850,000 county money or shared cost with the remaining partner, Verizon?

The \$850,000 is the county's share. It is the cost to do the entire move and demolition. This is more than enough to finish this project. We have no expectations to come back to the Board and ask for any additional funds.

Hazardous Mitigation Plan – Brad Hartzell – This has been a very important event that OES has sponsored through grant funding. Bart Spencer will be giving you an update on the project as well as the maintenance going forward.

Bart Spencer- About a year ago we talked to you about the Hazard Mitigation plan. I am here to tell you that every jurisdiction that participated in the process has adopted the resolution. 29 agencies participated. We looked at all hazards from man-made as well as natural ones. We are now in our 4th month of our maintenance process. Our target date is September 14, 2017 when we have to file the information to FEMA. This was a collaborative process with many agencies participating and putting in a lot of time and effort to complete the process. Tetra Tech will be the contractor for the maintenance process of the plan. They will be managing the maintenance project with the help of the jurisdictions giving us information on how they are working on the

action items identified in the plan. This is a five year program. We should be in a good place to go forward with this project again. It should be less arduous the next time around. This plan is important for applying for grant funding or disaster recovery funds.

NEW BUSINESS-

George Berry Award- Bill Fogarty- This award is named after George Berry a former OES District Coordinator who also served as Task Force 3 Urban Search and Rescue member who was involved in their coordination and planning unit. He worked in the Office of Emergency Services for over 10 years. He moved OES from the old Civil Defense model to modern day Emergency Management using the Standardized Emergency Management System (SEMS). He served as a role model for whom we all try to emulate his selfless dedication to Emergency Management and assisting the Peninsula with being prepared for critical incidents. He was an advocate for many systems used today including SMCAAlert, and working with the Amateur Radio Community.

George Berry Memorial Award Private Sector Recipient- Brian Molver- This year's award recipient for the private sector is Jim Holly, who is a long time coastside resident and a dedicated volunteer. He has a long history of giving his time during emergencies and disasters. Jim aids first responders and his community whenever needed. He is also a CERT member and the president of the Coastside ARIES group (Amateur Radio Emergency Services). He also volunteers for the American Red Cross in their shelter operations. He is deeply involved in all levels of emergency Management on the coastside.

Jeff Norris- George Berry Memorial Award Public Sector- The public sector award recipient is Ken Anderson of the South San Francisco Fire Department. Ken joined South San Francisco Fire Department in 2005. He was a member of the Basic Life Support team. He was promoted to BLS supervisor and began to take Emergency Management classes at the National Fire Academy where he became a certified disaster preparedness emergency manager. He is in charge of the city's community emergency response team where he has trained hundreds of citizens in basic first aid, communications, search and rescue, and damage assessment. Ken implemented and oversees the teen CERT program for both high schools in South San Francisco. In 2014 Ken was promoted to the position of Emergency Manager. Ken has been deployed twice by the state of California emergency management system to the fires in Lake County and Monterey. Ken received the Bud and Madeline Duggan Distinguished Services award for his continued service in preparing the citizens of South San Francisco in disaster preparedness. He also received his Emergency Management instructor

certificate from Cal OES.

Silver Star Award CEC- Bill Fogarty- The California Emergency Services Association awarded the Coastside Emergency Corps a Silver Star Award. They were also recognized by FEMA for best practice by an organization. The Coastside Emergency Corps (CEC) is a volunteer organization, made up of Coastside residents trained to respond in case of major disasters, such as earthquakes, floods, and wildfires. The CEC was first organized by the San Mateo County Office of Emergency Services (OES). Volunteers can qualify as members of the CEC by being certified as amateur ("ham") radio operators, as Community Emergency Response Team (CERT) members, by completing Red Cross Shelter Management training, by belonging to the Large Animal Rescue Group (LARG), or by being trained to staff the Coastside Emergency Operations Center (CEOC), on Kelly Avenue.

JPA, Form 700, Welcome Packet, staffing- Bill Fogarty- I am one of the new OES staff members. As the OES director we went through an evolution to get back to some of the basics. In case you don't know, we are required to get a form 700 for each member that serves on this board. We also put together a welcome packet that includes the exercises that will be taking place this calendar year in the county. I would encourage all of you to participate or show up so you can see what the emergency managers do as well as first responders. Also included are important links to SMC alert, as well as our revised website smcready.com. This was a group effort that included the Emergency Manager's Association. This has been a big success. One of the first things we were able to do was list all of the sandbag locations in all of the cities in preparation for upcoming storms. The last thing in the welcome packet is to let you know that we will be keeping track of events to keep you informed and answer any questions you might have.

JPA Audit-- Pam Deal- Finance Director- According to California government code, a Joint Powers Authority will ensure that an independent financial audit is conducted annually. The purpose of the audit is to ensure that the basic financial statements of the OES are free of material misstatement and are in accordance with standard financial practices and adequate controls are in place. FY 2015-16 was the first year that OES JPA has prepared a standalone report. In the report all significant transactions were recognized in the correct reporting period, there were no instances of non-compliance that required reporting under government auditing standards and no disagreements of any financial accounting or reporting, or auditing matters during the audit. The report did recommend implementing a new code that will enable greater ease in preparing future financials. This has been implemented. As a reminder, revenue in supporting OES operations is provided mainly in the form of city and county contributions and some federal aid. Operational costs of 2.3 million were mainly associated with personnel costs, hazardous material response support, and regional communications

support. At the end of FY 2015-16, fund balance totaled a little over \$566,000. The audit report will be filed with the State and County Controller's Office. Each member city of the JPA will also receive a copy of the report.

Annual Preparedness Survey- Stephanie Murti- One of the requirements of the JPA agreement is for each city to participate in an annual preparedness survey. The intention of the survey is to capture a city's current preparedness activities and provide information to OES how to better assist with this effort. Furthermore the survey will better organize training and develop a strategic plan between OES and our EMA partners. To ensure that the survey accurately captures the variety of preparedness activities that cities engage in, OES and our partners at EMA will continue to collaborate through the month of February to develop a mutually agreed upon format. Right now the survey is a one page document which will include common activities such as training and plans, etc. It will also include a blank page so that cities can self-report other activity they may be participating in that was not captured in the survey. As required by the JPA agreement, OES will be reporting the results of the survey at the next Emergency Services meeting.

Exercise, Train on the Train, Train Derailment, and Support of City Drills- Steve Mahaley- We conducted a Train on the Train exercise in South San Francisco that was held in conjunction with Cal Train, SamTrans, and South San Francisco Police and Fire. We also had participants from Brisbane, Millbrae, San Carlos, Sheriff's Office, and San Francisco. This was a public safety response to a violent intruder on Cal Train. We had three different scenarios that officers went through. There were 100 participants that went through the scenarios. These were patrol officers that would be first on the scene if this happened. There were also a number of volunteers that played victims on the train. A month later on November 17th, we had a train derailment exercise in conjunction with the state hospital exercise. This was a mass causality exercise with a number of different agencies that participated. Victims were extracted from the train, some through the windows. There was a large triage area set up. Five patients were taken to the hospital as part of the state portion of the exercise. These exercises were grant funded. The last exercise that we did was the San Andres Rumble on November 2nd, which was sponsored by the Emergency Managers Association. This was an EOC exercise with no field component. There were ten cities that participated as well as the Office of Emergency Services and the Community College District.

American Red Cross Update: Go Funai- Since October 21st, we have responded to 24 incidents in the cities of Brisbane, Daly City, Foster City, La Honda, Menlo Park, Pacifica, Redwood City, San Bruno, San Mateo, and South San Francisco. We have been

supporting Shelter Operations within our supporting jurisdictions.

Emergency Management Association; Bill Euchner- There are just a few cities that would be able to support multiple emergency operational periods. Most cities in the county would not be able to support multiple operational periods. Mutual aid plans exist for other organizations in the county like Public works, Fire, and Police, but not for Emergency Management. We would like to have shared training to support emergency operations in the EOC. We have garnered support from Public Works, Fire and Police Chiefs to work on this. We would like to give you more information at the next meeting in April and get your support with this effort.

PUBLIC COMMENT:

No public comment

ANNOUNCEMENTS:

Ann Schneider- Millbrae - The Millbrae CERT program has received the best of the best award from the Chamber of Commerce. They will be honored next week. Thanks go to Dino DeReineri.

Supervisor Canepa- I would like to recognize Ian Bain, Sue Diegre, and Rico Medina for their years of service and dedication on the Emergency Services Board.

Motion to adjourn:

All in Favor: 14

Opposed: None

Meeting adjourned at 6:15