

**Emergency Services Council Meeting
Minutes April 20, 2017**

The Emergency Services Council was called to order by Council Member Ian Bain at 5:32p.m. Roll Call was taken.

Members Present:

- | | |
|---------------------|-------------------|
| Atherton | Cary Wiest |
| Belmont | Davina Hurt |
| Burlingame | Emily Beach |
| Colma | Diana Colvin |
| Daly City | Glenn Sylvester |
| East Palo Alto | Lisa Gauthier |
| Half Moon Bay | Deborah Penrose |
| Hillsborough | Marie Chuang |
| Menlo Park | Catherine Carlton |
| Millbrae | Ann Schneider |
| Pacifica | Sue Digre |
| Portola Valley | John Richards |
| Redwood City | Ian Bain |
| San Bruno | Rico Medina |
| San Mateo | Diane Papan |
| South San Francisco | Mark Addiego |

Members Absent:

- | | |
|---------------------|-------------------|
| Brisbane | Clarke Conway |
| Foster City | Charles Bronitsky |
| San Carlos | Matt Grocott |
| Woodside | Daniel Yost |
| County of San Mateo | David Canepa |

Councilmember Ian Bain chaired the meeting for Supervisor David Canepa

Approve Minutes for January 19, 2017
Motion to approve minutes- Burlingame
2nd Motion to approve minutes- Millbrae
Ayes- 12
Abstain- Atherton
Not present for the approval of minutes- 8
January 19, 2017 minutes approved.

Operational Report: Lt. Fogarty- SMC Alert was used for 182 public notifications this quarter. These can be attributed to information related to the storms in January and February. We activated the EOC two times, completed when after action for the storm

events. I will be talking more about the storms in a later presentation.

OLD BUSINESS

Skylawn Radio Tower Lease Update: Tony Yuson—At the last quarterly update it was discussed that we had overcome some of the issues we had with the lease agreement with the owners and the permits, just in time for the rain. The rain caused about a 6 week delay with the start of construction. Once construction started we ran into some issues with the location of our tower. We ran into bedrock which also caused some delays with the placement of the tower. We are in the process of completing a change order with the contractor to accommodate the necessary changes needed. We expect to accomplish all of the tasks that we intended to complete in the first quarter to be done by June of this year. We do not intend there to be any fiscal impact to the funds already allocated by the JPA. At the June meeting I plan on bringing pictures of the new radio site.

SMC Alert- Jeff Norris-The SMC alert is the public notification tool used by San Mateo County. It has the capability of sending both voice and text messages to cell phones as well as doing voice calls to landline telephones as well as e-mails. It is used daily by many agencies in the county to notify the public, first responders and municipal employees. There are currently 56,176 individuals signed up in the county, about 7% of the 760,000 residents in the county. Since the last meeting in January we had an additional 2,543 people sign up. We would like to get 100,000 subscribers signed up by the end of the year. It might sound like a lot but it is only 156 people per day until New Year's Day. To reach this goal we have started a new advertising campaign with new brochures and ways to approach the public. We are looking to expand beyond the conventional ways we provide information to the public. We will be experimenting with "QR codes" on posters and are testing the next generation of notification software that will soon be able to deliver messages in any language selected by the recipient. To ensure that we are delivering the best messages possible we are expanding the training that we make available to those individuals that send out messages on the system. OES has also taken on an advisory role for notification systems used throughout the Bay Area.

We are working with Supervisor Canepa on "SMC Alert Days" for the county. We are asking all cities and towns to take on an "SMC Alert Day" of their own to help us increase our subscriber base beyond the 100,000 mark.

Redwood City-Can you tell us how you are working with the Communication Officers in all of our cities?

In conjunction with our chief communication officer, Michele Durand and the Sheriff's Public information officer, we are reaching out to the other communication officers to use the system. We also have a program to work with the police and fire agencies to make sure they have the ability to send messages onto their city.

Burlingame-Who has authority to approve the messages that go out,?

The messages are actually generated by authorized users who are in authority and have been approved by your cities and towns.

Burlingame-If there is any decision that needs to be made by the region, like a message that is relevant for one city but not another, is it decided on a local level?

Yes, the messages can be directed to just one house or the entire county.

Hillsborough-Last year Hillsborough did a strong push to get people to sign up for SMC Alert. Sometimes the directions are confusing to sign up. We made a cheat sheet for people to use. Last year there was some confusion for people who were already on the system when the software update happened. I believe those people were asked to resign up. Has that been resolved?

In Oct of 2015 we transitioned to our new system. We transferred 37,000 people over from the old system to the new one. We moved their data over. We could not move user names and passwords. Some users who had accounts on the old system can't log on. We encourage them to re-sign up and when we go through the system we will remove their old accounts.

Exercises-Community Shield 2- Silver Dragon- Joss Filler- Today was the 11th year for the Silver Dragon exercise in San Mateo County. There were nine jurisdictions that participated, 300 volunteers, and 7000 properties were canvassed. There were two main focuses of the exercise; to make the community aware of the CERT program and 2nd the operational focus was to make residents aware of the Zika virus by passing out information to the community. Mosquito abatement participated in the EOC. They coordinated with teams on the ground, gathering information on standing water so they could mediate the potential hazard. The exercise was funded grants funded by the Center for Disease Control and Homeland Security. We also had in-kind contributions from the local jurisdictions that participated.

The 2nd exercise is Community Shield on May 3rd. That is an exercise that involves the County's Counter Terrorism Assault Team, Hazardous Material Response Team, Emergency Medical Services personnel, and some CERT volunteers. It involves a terrorist take done of a hijacked bus. It includes use of a weapon of mass destruction, siren gas. We will walk through a series of evolutions which will include the response by the Counter Terrorism Assault team, decontamination by the Hazmat team and emergency medical response to the event. We will have a walk through to show the equipment that has been purchased off of grants and other funding so elected officials get a better understanding of the county's capabilities over the last decade with counter terrorism. The event will be held at the San Mateo County Expo Center on May 3rd at 8:00 AM. Both breakfast and lunch will be served. Invitations have been sent out. We just wanted to make sure that everyone on the council is aware of the exercise.

Emergency Management Support Team

Building Inspector Mutual Aid Agreement- Joanne Kurz- This agreement will be similar to the Public Works Mutual Aid Agreement that was signed in 2015. It will be for personnel and equipment. This will help make it a quicker process to get people deployed. Jurisdictions will go through OES to request mutual aid. The purpose of the agreement is to make it a more organized process. Utilizing the public works agreement will make it easier for your city and town attorney's to go through the process to approve since the public works agreement has been vetted. I am here to ask for your support to get this done as quickly as possible

Redwood City- Can you be more specific on what you would like us to do?

I think it would be helpful for you to go back to your jurisdiction and help move this forward with whoever is in charge.

Redwood City- It would be helpful if you could send us an e-mail and tell us what you would like us to do so we can send it to our city managers.

Hillsborough- Is this the planning department or public works?

This is the building department.

Hillsborough- Are the building department inspectors aware of this?

Yes

San Bruno- When did this go out?

About two to three weeks ago.

San Mateo- This is planning in case of emergency for public structures?

This would be for both public and private structures. This is for jurisdictions that are so overwhelmed that they can't go out and assess the damage.

So far Half Moon Bay has adopted the agreement.

Colma- Can you please e-mail us what you would send to our jurisdictions so we can have something tangible. What is the timeframe you are looking for to get this passed?

I will send the mutual aid agreement and a description of what I am looking for from the council. I would hope to have it adopted by the end of May if possible.

Emergency Managers Association- Bill Euchner- At the last meeting I gave you an overview of what we are trying to accomplish. We would like to get a mutual aid agreement with the Emergency Managers to support multiple operational periods throughout the county when the jurisdiction is overloaded We would like to make it more formal and offer additional training. Many of the cities are already training their personnel. This would be a great help to the smaller cities and towns in the county.

NEW BUSINESS-

Storm Series- Bill Fogarty- I would like to highlight what is happening in San Mateo County. There were a series of three storms that happened starting on January 3, 2017. Cal OES broke it down into three separate periods. We were not included in the first proclamation because we did not have enough damage. Since then we have now met the threshold for that period. We were included in the second period which was from January 16 through January 23. We also were part of the third proclamation which covered February 1, through February 23, 2017. To date there is \$38,000,000 dollars in damage throughout the county which includes damage that many of the cities incurred, South San Francisco, Millbrae, and Pacifica. This allowed us to do a number of things. By declaring a county declaration of emergency it allowed cities to become eligible for federal reimbursement. That was one of the most important things for us that we support all of you and your communities in your efforts to recover. We also completed after action reports which were eye opening for us. It highlighted the need for better communication and also the need to provide situational reports so that you and your emergency managers are aware of everything impacting your community. The question was asked by Burlingame on who is in charge on putting out information via SMC Alert. We decentralized that so that every community that is impacted can be notified. We did a series of conference calls to all of the jurisdictions that was open to all emergency managers, law and fire organizations and public works. This allowed us to share information and be better prepared. One of the things that we took away from this was the need for training. One is the emergency support team so that people can be sufficient for an extended period of time. We also want to hold planning sessions in November every year in anticipation for any storms that might hit the area. We have worked with Public Works to list the location of where people can get sand bags. Those locations are listed on SMC Ready.com We are also offering training on Web EOC which is a way to report damage in their jurisdictions. Finally we are going to get down to the basics of how to report damage. We created an e-mail address and a phone number so that the public could report any damage in the area.

San Mateo You had mentioned earlier that SMC Ready was going to be taken over by the Emergency Managers Association, In that event who will be checking on the e-mails that will be coming in?

That is separate from the SMC Ready website. OES will be in charge of that.

Hillsborough- What are you looking for in the e-mails or phone calls? Is there a template? People respond differently.

There are ten questions that we are required to ask. For instance do you have insurance?

We encourage the public to reach out to their emergency managers in their jurisdictions if they have questions or damage to report as well.

Preparedness Survey- Stephanie Murti- I will be sharing the results for the survey that we sent out to the cities. I would like to thank the emergency managers for their help in getting this completed. I would like to report that all cities responded to the survey.

The survey addressed some key questions about the cities preparedness and emergency and strategic plans.

The survey will evolve over time as we continue to work with the emergency managers in each city.

Burlingame- What is the action plan to address the 50% who do not have a strategic plan?

In order to know how we can fill the gaps we need to “know what we don’t know.” We need to spend more time on how we have a strategic plan, what are the needs. I think this was a good stepping stone to getting there.

FY 17/18 Budget Update

Fire Liaison Position- B/C Brad Hartzell- Some of the roles and responsibilities I have as the liaison in the OES office is to coordinate efforts between fire and law, and to develop relationships. I am also responsible for coordinating projects that are funded off of grants, especially fire related projects. I am also working on training and exercises for the county. I am working on unified command and active shooter training. I have been working on the Community Shield exercise, Wildland Fire exercises, and a Search and Rescue exercise that will be taking place in August. We are also working on spending people back to the Emergency Management Institute in Emmetsburg Maryland in 2018. This allows different groups of people to work and train together. I am working on getting contact lists together for all the fire agencies into the SMC alerting system as well as training on the system. I also helped to complete the Hazard Mitigation plan that was started by Deputy Fire Chief Pucci who had this position prior to me. We are now working on the maintenance portion of the plan. Jurisdictions can enter information into the program to show the progress being made on the hazards that were identified in the hazard mitigation plan in your jurisdiction.

Budget Update- Pam Deal-The Emergency Services JPA is funded through an agreement with the 20 incorporated cities and the County of San Mateo. The funding formula provides that the portion from the cities is matched by the county. The remaining portion of the budget comes from the State and Federal funds and a contribution from the San Francisco International Airport. The proposed budget totals \$2,763,971. This is referenced as the total cost share. This is an increase of 3.7% from the current fiscal year 16-17 budget. The portion attributed to the cities is \$1,094,584 and the county share is \$1,047,083. Reserves of \$285,080 have been utilized which has the effect of keeping the total contribution flat from the current year, with service levels remaining unchanged. The JPA budget is presented in two parts, the Office of Emergency Services and the Environmental Health Hazardous Material Response Unit. There is an increase of \$69,875 in the Sheriff's Office of Emergency Services which is attributed to negotiated salary and benefit increases, increase to North County Fire Authority contract, maintenance of the microwave communication system, and operational support costs. There is an increase of \$27,806 in the Environmental Health Hazardous Material Unit which is attributed to an increase in the Belmont Fire Protection contract. Our reserve trust fund representing surplus funds held by the Emergency Services JPA currently totals \$627,470. These are reserves that represent the gradual accumulation of operating surplus, interest earned, and revenues starting in FY 2015-16 from the San Francisco International Airport related to emergency response support services. Revenue from the airport represents 40% of the current reserve balance. It is anticipated that future airport revenue will be approximately \$60,000. The council approved a reserve cap balance of \$300,000 in 2015. As I mentioned earlier \$285,080 of the reserve fund has been utilized for this proposed budget. The Finance Advisory Committee met on April 4 and recommended the approval of this proposed budget and to raise the reserve cap to \$500,000.

San Mateo had a number of questions that can be viewed on the video at the San Mateo County Office of Emergency Services website under the Homeland Security Division, Office of Emergency Services, Governance, April 20th ESC meeting. If you have follow up questions please contact Lt. Bill Fogarty, Director of the Office of Emergency Services at 363-4790.

Burlingame- Do we have a reserve policy?

There is no formal policy in the JPA agreement. We are concerned about sustaining the funding. That is why we asked for an increase in the cap so that we can continue to fund training and exercises if something happens.

South San Francisco- I think a better policy would be to do a percentage on the reserves.

San Bruno- I agree that we should be looking at a percentage on the reserves in case something happens in the future.

Burlingame- Motion to approve budget
Pacifica-2nd Motion to approve the budget

Ayes: 16

Nays: 0

Motion passes to approve the JPA budget as presented

American Red Cross Update: Go Funai- An example of our disaster preparedness activities includes installing free smoke alarms and giving out information on home fires and earthquakes to County residents. Our next event is in East Palo Alto in June. We also provide disaster shelter training. We will be providing this training tomorrow in San Mateo. We have helped 150 residents who have been displaced by disasters such as fires and storms since January 1, 2017. Some of the cities that we have responded to are Belmont, Foster City, San Mateo, Daly City, Brisbane, Redwood City, East Palo Alto, Pescadero, La Honda, and South San Francisco.

PUBLIC COMMENT:

No public comment

ANNOUNCEMENTS:

None

Motion to adjourn:

All in Favor: 16 Ayes

Opposed: None

Meeting adjourned at 7:20