

**Emergency Services Council Meeting
Minutes June 15, 2017**

The Emergency Services Council was called to order by Chairperson Canepa 5:30p.m. Roll Call was taken.

Members Present:

- | | |
|---------------------|-----------------|
| Atherton | Cary Wiest |
| Belmont | Davina Hurt |
| Burlingame | Emily Beach |
| Daly City | Glenn Sylvester |
| Hillsborough | Marie Chuang |
| Menlo Park | Peter Ohtaki |
| Millbrae | Ann Schneider |
| Pacifica | Sue Digre |
| Redwood City | Ian Bain |
| San Bruno | Rico Medina |
| San Carlos | Matt Grocott |
| South San Francisco | Mark Addiego |
| County of San Mateo | David Canepa |

Members Absent:

- | | |
|----------------|-------------------|
| Brisbane | Clarke Conway |
| Colma | Diana Colvin |
| East Palo Alto | Lisa Gauthier |
| Foster City | Charles Bronitsky |
| Half Moon Bay | Deborah Penrose |
| Portola Valley | John Richards |
| San Mateo | Diane Papan |
| Woodside | Daniel Yost |

Approve Minutes for June 15, 2017
Motion to approve minutes- San Bruno
2nd Motion to approve minutes- Burlingame
Ayes- 12
Not present for the approval of minutes- 9
June 15, 2017 minutes approved.

Operational Report: Steve Mahaley- There was three 2nd alarm fires in the county this quarter. There were no shelter related issues involving any of the fires. The Hazmat team responded to 6 callouts, most of which were illegal dumping. There were a number of SMC alerts that were sent throughout the county. The OES staff continues to update plans in coordination with our partners in other agencies. We had 49 people attend CSTI Earthquake training this week. The training was well received by the participants.

OLD BUSINESS

Skylawn Radio Tower Lease Update: Tony Yuson—No Report at this time

SMC Alert- Jeff Norris- The numbers on SMC alert continues to grow. Colma has doubled their subscribership in the last few weeks. We did a lot of outreach at the county fair at Preparedness Day. We are also looking at how we can further implement the rapid sign-up process which is much easier than going to the website. All they have to do is call 888-777 and input their zip code. We still encourage people to use the full sign- up on the webpage on SMCALERT.info. All of the Fire and Police Departments have the ability to put out SMCALERTs without going through us. There was a question regarding rapid sign-up. When you text your zip code to the rapid sign-up, you are only going to get alerts that match up with that area. Approximately 10,000 people who have signed up this way.

Communication Plan- Victoria Castro- OES is constantly looking for new and exciting ways to engage the community on Emergency Preparedness. One of the projects we are working on is Prepared Puppet Pals. This is a family oriented show that is designed towards children from the ages of three to ten. The vision of this project is to encourage our community to be more resilient and prepared for emergencies, where it matters most, in the home and their families. To learn about these topics children along with their families will be introduced to three characters, Frank Fire from Daly City, Leigh Law from Pacifica, and Donte Dispatch from Redwood City. Each character represents various aspects of San Mateo County Emergency Services. Videos will promote services such as SMCALERT, Emergency Preparedness, Earthquake safety, flood safety and more. The videos will be released on a monthly basis. We have the first six months of the video completed.

Hazard Mitigation Maintenance Plan- Bart Spencer-We are currently in the maintenance portion of the Hazard Mitigation plan. This is a five year plan in which all of the jurisdictions that participated need to show some type of movement on those action items they identified. Each jurisdiction developed their own action items in their annex. We contracted with the same vendor that we used for the plan. They are providing a web-based tool that each jurisdiction can use to update their action items throughout the year. Every year each jurisdiction needs to submit a report to OES through this tool. We will then submit this report to FEMA. This report is due September 1st. This is essential in order to continue to be eligible for hazard mitigation grant funding as well as reimbursement if we were to have a disaster.

Emergency Management Support Team- Bill Euchner- The Emergency Management Support Team (EMST) working group is continuing to make progress as well as expand the original scope of work. This team can come in and help in your EOC if needed in a localized event. We are also looking at building inspectors. This is one area were most cities could use help in during a disaster. The other area that there is a potential need for is Public

Information Officers (PIO). The working group will continue to look at this and how we can make this work with a local emergency management support team.

NEW BUSINESS-

OES Responsibilities- Bill Fogarty – This is an overview of what the Office of Emergency Services does. There was a Power Point presentation. The presentation touched on the history of the office, equipment available and what OES’s main function is; planning, preparedness and mitigation.

Proposed Changes- June Meeting and Minutes- Bill Fogarty-There are two things that we are asking you to address. The June meeting generally has light attendance. We are asking for a motion to cancel the June meeting and have only three meetings a year.

Supervisor Canapa asked if there was support for this and if so can someone make a motion.

Councilmember Medina (San Bruno) -Would like to see the June meeting still remain on the calendar, however leave it up to the discretion of staff to cancel the meeting if there are not enough items to discuss on the agenda.

Councilmember Digre (Pacifica) - With the summer weather coming up we might have issues with high heat and shelters. I would prefer to have it on the calendar and then decide if it is necessary.

Councilmember Schneider (Milbrae) - I also would prefer not to cancel the June meeting. Since we are near a Bart station I would like to know about transportation issues and especially terrorist activities. There are things that I am not sure what to do and that is why we are here to learn.

Councilmember Medina (San Bruno)- We should also be responding back to staff if we are going to attend the meeting so they know if there is going to be a quorum or not.

Councilmember Beach (Burlingame)- I would hope that if by May there is no content that requires us to meet that we try to make the decision a month in advance to cancel the meeting.

Councilmember Medina (San Bruno) - Motion to maintain the June calendar and if staff determines it is not necessary they reach out by May to cancel the meeting. Also that we respond with our attendance so that staff can determine if there is a quorum

Ayes-12

Nays-0

Motion passed.

Meeting Minutes- Bill Fogarty- There has been some concern about reflecting the minutes correctly. In years passed we have tried to make the minutes per verbatim which is labor intensive. We want to make sure that the minutes are an accurate reflection of what is being said. I checked with County Council and there is no need to have a written record of the meeting. We can do what we are doing now, which is a video recording and placing it online for review. The votes can be recorded as they take place. I am requesting a motion to stop the written minutes unless there is a vote that needs to be recorded and otherwise have the meeting minutes reviewed online.

A number of Council members believe that it is important to have a summary of the meeting in written form that reflects action items and a summary of the agenda items discussed. There is not a need to have verbatim minutes.

Councilmember Medina (San Bruno)- Motion to continue to have written meeting minutes that reflect action items and a summary of what was discussed, but not per verbatim minutes.

Ayes- 12

Nays-0

Motion passes.

OES Calendar- Stephanie Murti- The calendar highlights training opportunities, special events; OES lead exercises as well as state and regional exercises. The purpose of the calendar is not only to continue to organize and plan internally, but to inform and encourage outside organizations and agencies to take advantage of and increase their capabilities. As you have already heard CSTI hosted the Earthquake class in San Mateo County. There was 84% non-county participation, and 16% county participation. Belmont will be hosting the Yellow Command exercise which is sponsored by the Bay Area Urban Area Security Initiative (UASI) on June 29th. This will test our sheltering capabilities. There will be a large participation by outside agencies as well as county employees.

One Concern- Greg Burnell-Did a power point presentation on hazard identification/damage assessment. This 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, June 15, 2017 ESC meeting.

American Red Cross Update: Al Mallamo- We had an active shooter in San Francisco yesterday and we have been supporting the employees at that work site. We had 32 responses in San Mateo County since January. Most were single family house fires. We have been working on our Home Fire Campaign. We go into households and assist them with their smoke alarms or install them when they do not have them. We participated at the Preparedness Day at the fair. We have a big program coming up "Sound the Alarm and Save

a Life. This is a National campaign that will be starting on September 23rd. The goal is to get fire alarms in one million homes in two weeks.

PUBLIC COMMENT:

No public comment

ANNOUNCEMENTS:

Councilmember Emily Beach- I was wondering if on future agendas there can be more content on the items. It would be helpful.

Councilmember Schneider (Millbrae) - I would like to give a big thank you to the County Library staff that did a great job in protecting the children after the stabbing that took place.

Councilmember Ohtaki (Menlo Park) - A suggestion for future topics at the meetings would be discussion of regional disaster plans that are being worked on and adopted. There are a number of regional plans that would be of interest to the Council Members such as Donation Management, and Spontaneous Volunteers. We could be a help to OES by identifying points of distribution in our cities as well as potential volunteers besides CERT members. In April of next year USGS will be releasing its Haywire scenario. This is a significant earthquake on the Hayward fault. It would be helpful to have some background on this to be able to respond to our citizens with any questions or concerns they may have.

Lt. Fogarty- This is something that you should be working with your local Emergency Manager in your city. We published the calendar so that all the Emergency Mangers in your cities are aware of exercise and trainings they may want to participate in.

Motion to adjourn:

All in Favor: 12 Ayes

Opposed: None

Meeting adjourned at 6:30