

**Emergency Services Council Meeting  
Minutes June 21, 2018**

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

Members Present:

- |                     |                   |
|---------------------|-------------------|
| Atherton            | Cary Wiest        |
| Burlingame          | Ann Keighran      |
| Colma               | Diana Colvin      |
| Daly City           | Glen 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        | Janet Borgens     |
| San Bruno           | Rico Medina       |
| San Mateo           | Eric Rodriguez    |
| South San Francisco | Mark Addiego      |
| County of San Mateo | David Canepa      |

Members Absent:

- |             |                   |
|-------------|-------------------|
| Belmont     | Davina Hurt       |
| Brisbane    | Karen Cunningham  |
| Foster City | Charles Bronitsky |
| San Carlos  | Robert Grassilli  |
| Woodside    | Chris Shaw        |

Meeting Time: 5:30

Roll Call Taken

Approval of Minutes: Motion to approve minutes-

Motion to approve minutes

2<sup>nd</sup> Motion to approve minutes

Ayes- 15

Not present for the approval of minutes- 6

April 19, 2018 minutes approved.

**Operational Report:** Lt. Craig Denton- Reviewed Attachment A. Numbers remain consistent with no issues to report. Introduced the new OES District Coordinator Supervisor, Kevin Rose.

**OLD BUSINESS**

**SMC Alert**– Jeff Norris- We have sent out 78 alerts this quarter. Each member of the council has been provided with the number of full subscribers in there jurisdiction as well as the population based on the 2016 census. We did some mathematics and came up with the % in that jurisdiction. San Mateo County is now approaching 12% of population of subscribers to the system. This is an outstanding number because the national average is running around 6-7% of opt in systems of this age.

(Hillsborough) Is there any way to automatically enroll people into the SMC Alert? Other counties are modeling their systems on ours. We have an agreement with FEMA called IPAWS System. This is the nationwide opt out system. This is for the most life threatening emergencies. We do not want people to opt out of this system.

(Burlingame) It was suggested that it would be beneficial to send a letter to all of the city managers to help promote SMC alert. Was this done?

We did not send out a letter to the city managers. We have been promoting the system at preparedness fairs and presentations.

(Burlingame) I think that a formal letter to the city managers would be helpful to increase awareness. It might be helpful to get it on the city council meeting agendas to increase awareness.

(Hillsborough) Maybe best practices can be put in the letter to get more people to sign up. The process can be difficult for some, especially senior citizens.

(Menlo Park) I assume you are targeting teens as well as adults for SMC Alert.

We are targeting everyone that has a mobile device or e-mail.

We have included a QR code in our new logo. We observed how young people look at things. We also enhanced our easy opt in system for older adults. All they have to do is put in their zip code.

(Menlo Park) It might be good to reach out to the schools and have the SMC Alert brochures sent home with the kids. You can reach out to the school districts to get this done.

**NEW BUSINESS-**

**FY 18/19 Budget Update-** David Perron-Gave a presentation on the FY 18-19 JPA budget.

The proposed budget is \$2,834,960. This is referenced as a total shared cost. There is a \$70,989 dollar increase or 2.6% from FY 17-18 budget. The budget is presented in two parts, the Office of Emergency Services and Environmental Health/Hazardous Material response team. There is an increase of \$41,789 in the Office of Emergency Services due to salary and benefit changes and the North County Fire Authority Contract. There is an increase of \$29,200 in the Hazardous Material response team budget, due to an increase in the contract.

The city agencies cost is \$1,094,584 and the County's cost is \$1,047,083. By utilizing reserves of \$406,745 the total contributions by the city agencies remain unchanged without any changes to the level of service.

The reserve trust fund which represents surplus funds held by the ESC JPA totals \$633,604. These reserves represent the gradual accumulation of surplus operating expenses, interest earned, and revenue from the San Francisco Airport for related emergency response services. It is anticipated that future revenue from the San Francisco Airport will total around \$100,000.

In 2017, the Council set a cap of \$500,000 in reserves. The budget recommendation is to utilize reserves in the amount of \$406,745, in that this will allow the funding costs for the funding agencies and the county to remain the same from prior years without a cut in services. The Finance advisory group met on April 12<sup>th</sup> and recommended approval of this proposed budget.

Motion to approve the budget-  
2<sup>nd</sup> Motion to approve the budget- EPA  
Ayes- 16  
Nays-0  
OES FY 18-19 Budget is approved.

**OES Calendar:** Kevin Rose- Reviewed the OES Calendar for upcoming exercises and events: Yellow Command Exercise- Yellow Command is a regional operational exercise sponsored by UASI. This will include the 14 Bay Area UASI Counties. Past exercises have included points of distribution, terrorism events and mass causality incidents. This is the fifth year; this year will exercise mass care and shelter. The scenario will be four days after a major earthquake. There are eighteen cities participating. We are hoping to get all twenty cities to participate. For the most part the cities listed will be testing anything from EOC activation to situational awareness, resource requesting and communications including one city who will be opening a shelter. The County will be opening the Emergency Operations Center. The County Communications Officer will have a Joint Information Center (JIC) with the cities invited to participate. Included within the EOC we will have our Human Services Agency who will open their own Department Operations Center as well as simulate a virtual shelter. Other departments participating are Health and the Coroner. Also

participating will be the Humane Society, Red Cross, FEMA Region Nine, and CAL OES. The end result is the support of shelter operations, joint information and situational awareness.

Disaster Prep Day will be held on September 22, 2018, from 10:00 to 4:00. We are working with the Board of Supervisors office and the cities. We are putting together presentations on CPR, First Aid and Disaster Preparedness. There will be inside booths for CERT teams and disaster information. Various agencies will be displaying equipment to look at.

**Green Dawn Exercise-** Shruti Dhapodkar- Gave a power point presentation on the Green Dawn Exercise. Some of the highlights:

Scenario: Simultaneous terrorist attacks at two SMC parks resulting in mass casualties and injuries

Emergency Operation coordination and participation with 40 different agencies throughout the county.

Community preparedness tested in conjunction with Countywide CERT teams

Joint Information Center was activated

Volunteer Management tested

Information sharing tested- GIS

Public Health DOC activated

Situation Updates tested

The following CERT teams participated: South San Francisco, Pacifica, Foster City, Millbrae, San Mateo, Belmont, City of Los Altos, SMC Highlands, Menlo Park, San Bruno, East Palo Alto, Brisbane.

**Emergency Managers Association Update:** Pat Halleran- The Emergency Managers Association has elected a new president of the association and some new board members. Ken Anderson was elected president. He is South San Francisco's Emergency Manager. We have been working with the Red Cross on a revised shelter intake form. There is currently one in place but we are working on making it more comprehensive. The planning group is working on an EOC section checklist. We plan on rolling this out in advance of the Yellow Command Exercise. Along with the checklist we are offering EOC training to all jurisdictions. The Alert and Warning group has expanded to include a fire/law representative, individual involved in mass communications as well as the County PIO/Communication Director. We are trying to standardize the operating guidelines as well as what the public receives.

**American Red Cross Update:** Jim Holley- The Red Cross responded to 14 fires this quarter, both to individual and residential structures. In addition to local response the Red Cross also goes all over the country. We not only send out shelter people but communication and mental health individuals. At the fires in Napa and Santa Rosa, there were 2300 Red Cross people, not only from the local area but from across the county that

responded. Of those individuals only 70 were paid staff. We are continuing to work on the Home Fire Program throughout the county. We have installed 1542 alarms which is 104% over our goal, in 432 houses. We also do mini evacuation training when we put in the alarms. We have installed fire alarms in Half Moon Bay, Pescadero, Montara, San Bruno, and East Palo Alto. The Red Cross also provides CPR/First Aid training, Disaster Preparedness training, shelter training, Food Safety, and mini CPR classes. We also participate in exercises throughout the County. We participated in Green Dawn, the earthquake exercise on the coast, and will be participating in Yellow Command.

**PUBLIC COMMENT:**

No public comment

**ANNOUNCEMENTS:** Next meeting is September 20, 2018

Meeting was adjourned at 6:30