

## **Emergency Services Council Meeting Minutes** **April 15, 2021**

**Video Link:** [https://youtu.be/z1\\_g8tw51aI](https://youtu.be/z1_g8tw51aI)

The Emergency Services Council meeting was called to order by President Canepa at 5:35 pm.

### **Opening remarks by President Canepa:**

- OES has separated from the Sheriff's Office (SO) and is transitioning to the County Manager's Office (CMO). County is creating a new department with new policies, procedures, and budget.
- We will be reviewing JPA Agreement and budget this evening.
- Tonight, is an opportunity for members to present their input and feedback. No action will be taken on items tonight.

### **I. Roll Call - Members Present:**

Bill Widmer	Atherton
Davina Hurt	Belmont
Karen Cunningham	Brisbane
Ann Keighran	Burlingame
Diana Colvin	Colma
Glen Sylvester	Daly City
Lisa Gauthier	East Palo Alto
Jon Froomin	Foster City
Deborah Penrose	Half Moon Bay
Marie Chuang	Hillsborough
Cecilia Taylor	Menlo Park
Ann Schneider	Millbrae
Sue Vaterlauss	Pacifica
John Richards	Portola Valley
Rico Medina	San Bruno
Joe Goethals	San Mateo
Eddie Flores	South San Francisco
David Canepa	County of San Mateo

### Members Not Present:

Lisette Espinoza Garnica	Redwood City
John Dugan	San Carlos
Sean Scott	Woodside

### II. **Approval of Agenda**

### III. **Motion to approve Minutes from January 21, 2021 meeting.**

Moved, seconded, approved - Unanimous

### IV. **Presentation of the OES 2021-2022 Budget:**

Dan Belville - OES Director and Michael Leach – Financial Services Manager

- We've been active in the EOC for 14 months working on COVID, CZU, PSPS, and other emergency events.

- Introduction of Don Mattei. Don has returned to OES to assist with incidents and preparing for next year.
- Mr. Callagy unable to join tonight.
- This evening we will be presenting FY 2021-2022 Budget. Acknowledgement of Finance Advisory Group who met with OES and Finance to review and ask questions related to proposed budget: VP Rico Medina, Marie Chuang, John Froomin and Ann Keighran.
- Background on SFO Contribution – established FY 2015-16. Annual revenue from SFO has averaged approximately \$83,000 for the two prior fiscal years based on County's call volume and activity at SFO. There may be a reduction this year due to COVID and less travel.
- \$500,000 Reserve Cap approved in April 2017 – Mr. Leach reviewed background of Reserve.
- \$25,696 decrease in on-call pay due to separation from Sheriff's Office. ESB has their own officers on duty.
- Suggested mid-year review be done, which will be incorporated.
- Suggested footnotes of significant changes be added.
- Overall, budget is 0.5% below previous year, due to:
  - Reduction of on-call hours required of OES
  - Renegotiation of existing JPA agreement with Fire B/C at San Mateo Consolidated (B/C splits time and is more accurately reflected in new agreement).
  - Existing costs for ROC and Hazmat flat from FY 2020-21

Mr. Leach shared PowerPoint presentation of proposed 2021-2022 Budget.

- Cost for overall budget is split 50/50 between Cities/Towns and the County.
- The FY 2021-22 proposed budget is below last year's budget at \$3,183,349 by 0.5%, an overall decrease of \$16,187.
- Service levels remain unchanged.

Mr. Leach proposed two budget scenarios:

- Use of Reserves of \$200,000 or not using Reserves. If using the Reserves, both the Cities and County would drop by \$100,000 each.
- Budget tables are available in the report which detail both scenarios.

**Recommendation:** – to adopt the FY 2021-22 Budget at June meeting using \$200,000 in Reserves. Finance Advisory Group concurs with this recommendation.

**Questions:**

- If we used Reserve of \$200,000, what would be left for emergencies?
  - Per Mr. Leach, as of March 15, 2021, the balance of the fund totaled \$988,403; however, \$200,000 is being utilized to offset a portion of the current years' operating costs. This leaves a projected balance of \$788,403 barring any additional savings or revenues realized at the close of the current fiscal year..
- Marie Chuang noted that use of the SMC Alert has increased tremendously which has driven up costs. Per Belville – Have used the alert and warning system more than ever and there are significant fees beyond standard use. Due to frequency and complexity of incidents, we are having to further increase our reliance on the system. We are anticipating an active fire season and use of system may increase until a new contract is in place.

President Canepa's questions:

- Do we have a 'Formalized Reserve Policy' with set criteria?
  - Dan Belville noted that we do have a 'Cap' and will review regarding a policy.
- When was the last time member fees were increased?
  - Leach noted rates are set year over year
- Is OES likely to be the recipient of additional dollars from the Federal government?
  - Belville – We have a grant management program in place and are tracking carefully. Don't know when grants may be available during next 6 to 12 months but are watching closely.

There was no public comment on the budget.

V. **Presentation of OES JPA Agreement**

Belville noted that the JPA is 71 years old – began as Master Mutual Aid Agreement. County legal counsel David Silberman stated there is no requirement of five years for JPA review. Can be changed at any time.

Revised JPA packet was sent out for review last week. Presentation is to identify changes.

1. OES has separated from the Sheriff Office and will reside under the County Manager's Office
2. Name change from OES to DEM (Department of Emergency Management)
3. Removal of Article #2: 'Common Terminology'. OES remains current with NIMS (a national standard)
4. 'Attachment A' – "Hold OES/County accountable" is done through EMA monthly meetings

Comments:

1. Dan Belville: Will refer to Mr. Silberman's document. Goal is to get agreement with all partners in order to get approval at next quarterly ESC meeting (June 17, 2021)
2. From Froomin: 3.01 'Genericize'
  - a. Canepa asked for a consensus to 'Genericize' – passed
3. From Medina: 4.07: 'Plan and Operational' – just 'Plan'; take out 'Operational'
4. Jeff Norris: OES/DEM is a 'Supporting Function' not a direct 'Service Provider'

Dan Belville stated: "We will incorporate suggestions from this evening. Silberman offered a workshop if requested.

Changes to be made:

- Remove gender references in the JPA
- Revise 3.01 – simplify, and remove reference to specific entities
- Send out a redline of the document to Council

VI. **Informational Update on COVID and Vaccinations - Dan Belville**

- Dealing with shortage of available vaccines but expect an increase next week
- Continuing with Mass Vaccination clinics – SFO and Event Center
- Focusing on supporting underserved
- Transitioning to local clinics being run by local jurisdictions throughout county
- Ongoing COVID-19 testing

VII. **Emergency Managers Association Report by Ken Anderson (SSFFD)**

- Many cities are working with the County to offer local/jurisdictional vaccination clinics.
- Excited about working more closely with County OES.

VIII. **Items for consideration on June agenda**

- Councilmember Hurt - Wildfire preparation, funding and planning (Item placed on 6/17/21 agenda).
- Mayor Schneider - Particulates and pollution. OES will contact Air Resources Board if ESC wishes to pursue.
- Councilmember Widmer - Stats for response times. San Mateo Emergency Medical Care Committee (EMCC) was contacted regarding this information and is willing to do a presentation at September meeting if the ESC wishes to pursue.

X. Public Comment: None

XI. Next Meeting: June 17, 2021 at 5:30