



COUNTY OF SAN MATEO
DEPARTMENT OF EMERGENCY MANAGEMENT

To: San Mateo County Emergency Services Council
From: Don J. Mattei, Interim Director, Department of Emergency Management
Subject: Adoption of the ESC Finance Committee

RECOMMENDATION:

The Emergency Services Council (Council) recommendation is to approve the Finance and Administration Committee (Committee) to review and recommend all finance and administrative issues, including setting the agenda for regular meetings with the Council. The Committee will meet two weeks before the regularly scheduled Council meetings to set the agenda and review any finance matters to be presented to the Council.

BACKGROUND:

The Department of Emergency Management (DEM) provides essential services that prepare and assist San Mateo County agencies in the event of a disaster and other emergencies. The Emergency Services Council's collective goal is to provide coordinated plans for the protection of persons and property based on the five phases of emergency management, including prevention, protection, response, recovery, and mitigation; and to support existing regional public information and notification systems to include SMC Alert and TENS, as well as other situational awareness tools; and to continue support to the regional hazardous materials emergency response program.

The DEM is funded through an agreement between the 20 incorporated cities, County of San Mateo, and San Francisco International Airport. The cities contribute money to fund the Joint Powers Authority (JPA) based upon a formula that considers each city's population and assessed property value (detailed on pages 7-10). The County matches the funds contributed by the cities. The remainder of the DEM budget comes from State and Federal Emergency Management Assistance program funds and a San Francisco International Airport contribution.

In FY 2021-22, the Council authorized the use of \$200,000 in Reserves to offset the increase in cost-share to the member agencies. As of the close of March 2022, the fund's balance totaled \$1,161,581 after accounting for the use of the \$200,000 in FY 2021-22. Estimating an average of \$100,000 per quarter for quarters 3 and 4 from SFO, an additional \$200,000 is anticipated. This leaves a projected balance of \$1,361,581 to begin FY 2022-23, barring any additional savings or revenues realized at the close of the current fiscal year.

DISCUSSION:

The amount of funding in the Reserves Budget remains over the verbally agreed amount cap of \$500,000. The Council has not officially adopted the reserve retention amount. DEM recommends that the Council utilize the Finance and Administration Committee to deliberate how best to handle the increased Reserves amount and consider officially establishing a reserve policy and programs to which the reserve can be programmed. The Committee will report to the



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Council during the mid-year review with their recommendations.

The Emergency Services Council has had a history of having a "Finance Committee." The Committee has reviewed budgets and made recommendations the Council. The Committee made recommendations at past meetings, but the group and their responsibilities have never been officially adopted or had their area of responsibility defined. The Committee should be accorded administrative responsibilities such as formalizing the agenda and any relevant issues

RECOMMENDATION:

Staff recommends the approval of the Finance and Administration Committee and its responsibilities outlined in Attachment #A and establishing the Committee's authority.