

Emergency Services Council Meeting Minutes

June 17, 2021

I. Roll Call- Members Present:

Davina Hurt	Belmont
Ann Keighran	Burlingame
Diana Colvin	Colma
Cecilia Taylor	Menlo Park
Ann Schneider	Millbrae
Sue Vaterlaus	Pacifica
John Richards	Portola Valley
Rico Medina	San Bruno
Joe Geothals	San Mateo
Eddie Flores	South San Francisco
David Canepa	County of San Mateo

II. Approval of Agenda

Moved, seconded, approved - Unanimous

III. Motion to approve Minutes from April 15, 2021 meeting

Moved, seconded, approved - Unanimous

IV. Motion to approve OES FY2021-2022

Moved, seconded, approved - Unanimous

V. Motion to approve the revised OES JPA Agreement

Moved, seconded, approved - Unanimous

VI. Motion to approve the Fire Service Unmanned Aerial System (UAS) MOU

Moved, seconded, approved - Unanimous

VII. Informational Report on Wildland Fire Preparations

Jonathan Cox, Deputy Chief Cal Fire San Mateo County Division

- Drier than average across the entire state
- Much of the North Ops Region is below 50% of normal
- Two notable measurements to examine are soil moisture and vegetation fuel moisture
- SMC has many critically low fuel moistures
- County can expect fuel moistures to peak earlier than normal
- Early start to more active than normal fire season in most areas
- We don't know the amount of dry lightning, the number of offshore wind events, and the number of above average heat waves, or when the fall 2021 rainy season will begin

- Significant Fire Potential increases from July/August to September/October
- State has proposed significant budget increase
- County has entered Peak Fire Season
- Aircraft assistance is ready
- AlertWildfire.org camera system is live and adding more cameras
- Zonehaven Evacuation Management Platform is in use
- State is considering partnering with CALFire and OES to create a State Wildfire Threat Center, similar to the National Hurricane Center
- First year using TechoSilver, fire modeling tool

VIII. Informational report on the study of OES practices and recommendations

Lee Violet – Consultant

- Fifty-two findings, e.g., updating County website, certifications
- Interviewed 35-40 people individually, including former directors of OES, OES stakeholders
- Looked at literature from FEMA, CAL OES, other agencies involved with disaster preparedness and emergency response
- Former reviews and audits (none)
- Some of the key recommendations, which Mr. Violet noted Director Belville has begun implementation:
 - OES to generate an annual report
 - New Hire Orientation specific to OES employees
 - Clarify job duties, training, and expectations for each position
 - Identify courses employees are expected to attend that will lead to individual certifications
 - Review Area Coordinator job specifications
 - Set written expectations for accountability and project assignment
 - Implement a cross-training policy
 - Clarify the assignment of the on-duty officer
 - OES Director to attend all JPA council meetings
 - Greater planning and interaction between OES and JPA
 - Director to work with JPA members and private providers to access and address residents with functional needs
 - In concert with Counsel and OES, set goals and objectives for OES
 - Develop a plan to review and update all plans that are out of date
- Comparative Analysis conducted one-on-one interviews with Directors of eight other counties – Stanislaus, Sonoma, San Francisco, Santa Barbara, Tulare, San Joaquin, Santa Clara, and San Diego.
 - Focus was on structure of the organization, staffing levels, funding levels, and best practices of the industry
 - OES is currently staffed appropriately; recommended to revisit in a year's time to review staffing levels again
 - Of the Directors interviewed, four reported to the County Manager's Office, two reported to the Sheriff's Office, one to HR, one to General Services
 - Almost all are supported by general funds, supplemented from state and federal grants

- Only one other was similar to SMC – shared cost between cities and county funding. This was considered a more favorable funding form, as it provides a more stable funding source for OES
- Best Practices and recommendations:
 - Recommend that the Director joins the Emergency Managers Accreditation Program (EMAP)
 - Consider attaining EMAP accreditation in next two years
 - OES should consider meeting with CAL OES to seek guidance on their checklist “Crosswalk”
- Closing Comments:
 - Most offices are trying to prepare for the “new reality” of the increase of the frequency and complexity of the emergencies happening in the state.
 - Consistency and experienced leadership are the most important factors of the success of the program

IX. Informational update from EOC

Dan Belville -Director

- At Level 3- scaled down personnel in EOC, 24-hour/7-day
- Last mass vaccination event at SFO, five clinics remain open within the County of San Mateo
- Working with CAL OES weekly on the CZU fire, working with residents requiring assistance
- Monitoring heat wave
- Preparing for fire season

X. Informational update from the Emergency Managers Association (EMA)

Ken Anderson, SSF SD

- Last meeting for Ken Anderson, SSF FD; he thanks the committee

XI. Announcements

- Mayor Medina thanks the President of the Board and the Director for their assistance in response to his questions regarding an assessment of the communications infrastructure
- Mayor Schneider offers locations for observational cameras to the committee

XII. Public Comment: None

XIII. Next meetings are scheduled for

- **September 16th, 2021**
- **January 20th, 2022**