



SAN MATEO COUNTY DEPARTMENT OF EMERGENCY MANAGEMENT

Emergency Services Council Meeting AGENDA

IN-PERSON

May 4, 2023 5:30 PM – 7:00 PM

Regional Operations Center
501 Winslow Redwood City, CA 94063

<https://smcgov.zoom.us/j/99869590056?pwd=WFBOSE5aUjZzdHpHZ0FJTCTYN0NmZ09>

Meeting ID: 998 6959 0056

Passcode: 3634790

Dial +1 669 900 6833 US

1. **Roll Call** Clerk
2. **Public Comments, Correspondence, Announcements** Clerk
Anyone may speak up to 2 minutes on any topic not on the agenda. The Council may not discuss or act on items not on the agenda. Attending In person, please fill out a speaker slip. Attending virtually, please raise hand on Zoom.
3. **Action to Set Agenda and Approve Consent Agenda Items** Chair
This item is to set the final consent and regular agenda, and to approve items listed on the consent agenda.
4. **Presentations, Awards, or Guest Speakers** Clerk
 - a. None scheduled.

REGULAR AGENDA

5. **Approve Agenda Format Modifications and Finance Committee Changes** DEM
6. **Informational: Recommended Emergency Services JPA Budget** County Fiscal
7. **Approve Agreement for Hazmat Services with San Mateo Consolidated Fire** DEM/SMC Fire
8. **Approve Agreement for Chief Officer with San Mateo Consolidated Fire** DEM/SMC Fire

CONSENT AGENDA

All items on the consent agenda are approved by one action unless a request is made at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda. Any item on the regular agenda may be transferred to the consent agenda.

9. **Approve Minutes for Emergency Services Council Meeting (January 26, 2023)**

DIRECTOR & MEMBER REPORTS

10. **Director Report** DEM
11. **ESC Member Reports** Members

ADJOURNMENT

Meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact the Agenda Administrator of the Emergency Services Council at least 2 working days before the meeting at (650) 363-4790 and/or OESC@smcgov.org. Notification in advance of the meeting will enable the County to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it. Attendees to this meeting are reminded that other attendees may be sensitive to various chemical based products.

Date: April 28, 2023
To: Emergency Services Council
From: Don Mattei
Subject: **Change of Agenda Format & Reorganization of the Finance and Administration Committee**

RECOMMENDATION

DEM recommends reorganizing our current agenda and developing a standard for public comments and engagement with the Emergency Services Council.

The Finance Committee will be reorganized, focusing on grants, contracts, ESC budget, and reserve fund balance management. The Administration's responsibility for setting the agenda will be moved to the model of Chair, Vice Chair, County Executive, DEM Director, or Deputy Director.

BACKGROUND

The meeting on Thursday, January 25th, revealed the need to better organize public comment. The correction strategy is that individuals from the public can address the ESC within the assigned time limit. They would be allowed into the meeting by a member of staff. Once they complete their comments, they will be placed back into the view section only. Time is provided to individuals who wish to speak to make a statement to ESC. The correction has been taken by implementing the same standards the Board of Supervisors and other County commissions used.

DISCUSSION

DEM recommends keeping Zoom active in hybrid meetings and allowing participants to contribute in a controlled manner and engage with ESC. Community meetings in the perfect setting exchange ideas and viewpoints at a public meeting. The exchange of information is part of the equity issues regarding reaching out to the population that cannot attend.

One of the essential issues on the agenda is to have a statement explicitly detailing the public comment 2:00 minute time limit.

Pre-planning the meeting has been the responsibility of the Finance and Administration Committee as their preview and provide input on the agenda to determine the course of your meeting as stated in their responsibilities that the EMC voted on and accepted. DEM recommends we follow the Chair, Vice Chair, Deputy County Executive, DEM Director, and Deputy Director model to create the agenda for the Finance Committee and the ESB meeting to streamline the process. The model is used in several cities and Counties to develop agendas.

The Finance Committee will focus on ESC budget, grants, and potential contracts if applicable. The setting of the agenda will be handled by the Agenda Committee, which includes the Chair, Vice Chair, Deputy County Executive, DEM Director, or Deputy Director.

**SAN MATEO COUNTY EMERGENCY SERVICES
JOINT POWERS AUTHORITY**

Date: April 28, 2023
 To: Emergency Services Council
 From: Donald Mattei, Interim Director, Department of Emergency Management
 Subject: **FY 2023-24 Emergency Services JPA Proposed Budget**

Background

The Department of Emergency Management (DEM) provides essential services that prepares and assists 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 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 and the County of San Mateo. The cities contribute money to fund the Joint Powers Authority (JPA) based upon a formula that takes into account the population and assessed property value of each city (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 contribution from the San Francisco International Airport.

The services delivered under the JPA include:

- a) **Emergency Response** - coordination and planning during any regional emergency in accordance with adopted emergency plans.
- b) **Plans and Operations** - preparation, development, coordination, and integration of compatible and complimentary unified area wide emergency plans for approval by the State of California and adoption by the Council.
- c) **Communications** - coordination, development and maintenance of an area-wide emergency communications service, including public alert and warning, and other situational awareness tools.
- d) **Public Education and Information** - coordination and support of an area-wide public education and information program.
- e) **Training and Exercise** - coordination and assistance in the training and exercising of all County employees identified as Disaster Service Workers, as defined by Sect. 3100CGC and volunteers. The member cities will be responsible for the training and exercise of their identified employees; however, DEM will provide needed support as requested.
- f) **Grant Program Administration** - coordination and assistance with designated emergency coordinators within the Operational Area in the securing and distribution of grant funds for regional emergency management initiatives and program support.
- g) **General Administration** - coordination and assistance in the procurement and inventory of emergency equipment, management of, maintenance and distribution of area-wide inventories of vital supplies and equipment.

The JPA is governed by the Emergency Services Council (Council). The Council is comprised of one representative from each city, and a member of the County Board of Supervisors. The Council approves budgets and provides strategic direction. The Finance Advisory Group meets quarterly prior to the Council meeting.

Discussion

The FY 2023-24 Emergency Services JPA Proposed Budget totals \$3,388,340 (Total Cost Share). This represents a \$113,661, or 3.5% increase, from the FY 2022-23 Adopted Budget. The Emergency Services JPA budget is presented in two parts: the DEM Emergency Services, and the Environmental Health Division Hazardous Materials Response. Also, included is a Countywide Alerting and Technology expense allocation of \$52,500.

| | FY 2022-23 | FY 2023-24 |
|--|--------------------|--------------------|
| Department of Emergency Management | \$2,326,800 | \$2,362,334 |
| Environmental Health Division Hazardous Materials Response | \$895,379 | \$973,506 |
| Countywide Alerting and Technology | \$52,500 | \$52,500 |
| Emergency Services Total Budget | \$3,274,679 | \$3,388,340 |

Service levels remain unchanged. The increase within the DEM budget is primarily due to an increase in staff costs, as well as an increase in the San Mateo Consolidated Fire Contract, offset by the use of Reserves. Modest adjustments related to various operational support charges round out the rest of the changes. These budgets are detailed on pages 3-6.

A Reserve Trust Fund is held by the Emergency Services JPA and represents the gradual accumulation of operating surplus from the Department of Emergency Management and Environmental Health Division Hazardous Materials Response; interest earnings; and beginning in FY 2015-16, revenue from the San Francisco International Airport related to emergency response services support. Annual revenue from SFO has averaged approximately \$83,000 per quarter for the two prior fiscal years. In April 2017, the Council approved a Reserves cap of \$500,000.

In FY 2022-23, the Council authorized the use of \$410,000 in Reserves to offset the increase in cost share to the member agencies. As of close of March 2023, the balance of the fund totaled \$1,052,515 after accounting for the use of the \$410,000 in FY 2022-23. Based on current anticipated billing, the projected balance will approximate \$1,473,315 to begin FY 2023-24 with barring any additional savings or revenues realized at the close of the current fiscal year. Due to this amount being over the Reserves cap, DEM recommends that the ESC utilize the Finance Committee to determine how best to handle the increased Reserves amount in the coming year.

The budget includes two scenarios, "No Use of Reserves" and "Utilizing \$410,000 in Reserves." By utilizing Reserves of \$410,000, the cost to the 20 city agencies is reduced from \$1,574,850 to \$1,369,850 and the County's share is reduced from \$1,527,350 to \$1,322,350. This information is detailed on pages 1-2.

The Finance Committee has reviewed FY 2023-24 budget prior to the full Council's review. County of San Mateo DEM recommends the Council adopt the FY 2023-24 Emergency Services JPA proposed budget utilizing \$410,000 in Reserves.

Recommendation

Recommendation: Adopt the FY 2023-24 Emergency Services JPA Proposed Budget utilizing \$410,000 in Reserves

Attachment:

- Page 1 FY 2023-24 Summary of Charges (Utilizing \$410,000 in Reserves)
- Page 2 FY 2023-24 Budget: Department of Emergency Management (Utilizing Reserves)
- Page 3 FY 2023-24 Budget: Environmental Health Division (Utilizing Reserves)
- Page 4 FY 2023-24 Cost Sharing Allocation: DEM (Utilizing Reserves)
- Page 5 FY 2023-24 Cost Sharing Allocation: Environmental Health (Utilizing Reserves)
- Page 6 FY 2023-24 Summary of Charges (No Use of Reserves)
- Page 7 FY 2023-24 Budget: Department of Emergency Management (No Use of Reserves)
- Page 8 FY 2023-24 Budget: Environmental Health Division (No Use of Reserves)
- Page 9 FY 2023-24 Cost Sharing Allocation: DEM (No Use of Reserves)
- Page 10 FY 2023-24 Cost Sharing Allocation: Environmental Health (No Use of Reserves)

Emergency Services JPA

**FY 2023-24 Summary of Charges
(Utilizing \$410,000 in Reserves)**

| City Agencies | FY 2023-24 | FY 2023-24 | FY 2023-24 | FY 2023-24 | FY 2023-24 | FY 2023-24 | FY 2022-23 | Change Amount Between FY 2022- 23 & FY 2023-24 |
|-------------------------------------|--------------------------|--|------------------------|-----------------------------|-----------------------|--|------------------|--|
| | Countywide Emerg Svcs | Countywide Alerting and Technology | Hazardous Materials | Emerg Svcs Other Funding | Total Program Cost | Comparison: Adopted Budget (With Use of Reserves) | | |
| Atherton | 28,295 | 2,500 | 13,739 | ***** | 44,534 | 42,785 | 1,749 | |
| Belmont | 32,118 | 2,500 | 15,596 | ***** | 50,213 | 48,236 | 1,978 | |
| Brisbane | 8,323 | 2,500 | 4,042 | ***** | 14,865 | 14,341 | 524 | |
| Burlingame | 44,002 | 2,500 | 21,366 | ***** | 67,868 | 65,127 | 2,740 | |
| Colma | 2,461 | 2,500 | 1,195 | ***** | 6,156 | 6,046 | 109 | |
| Daly City | 95,094 | 2,500 | 46,175 | ***** | 143,769 | 137,230 | 6,539 | |
| East Palo Alto | 26,278 | 2,500 | 12,760 | ***** | 41,538 | 39,991 | 1,547 | |
| Foster City | 44,872 | 2,500 | 21,789 | ***** | 69,161 | 66,177 | 2,984 | |
| Half Moon Bay | 14,260 | 2,500 | 6,924 | ***** | 23,685 | 22,775 | 910 | |
| Hillsborough | 28,846 | 2,500 | 14,007 | ***** | 45,353 | 43,433 | 1,920 | |
| Menlo Park | 66,676 | 2,500 | 32,376 | ***** | 101,551 | 97,368 | 4,184 | |
| Millbrae | 26,138 | 2,500 | 12,692 | ***** | 41,329 | 39,751 | 1,579 | |
| Pacifica | 37,266 | 2,500 | 18,095 | ***** | 57,861 | 55,543 | 2,318 | |
| Portola Valley | 10,438 | 2,500 | 5,069 | ***** | 18,007 | 17,342 | 665 | |
| Redwood City | 105,608 | 2,500 | 51,280 | ***** | 159,389 | 153,299 | 6,090 | |
| San Bruno | 45,444 | 2,500 | 22,066 | ***** | 70,010 | 67,176 | 2,834 | |
| San Carlos | 44,093 | 2,500 | 21,410 | ***** | 68,004 | 65,221 | 2,783 | |
| San Mateo | 123,708 | 2,500 | 60,069 | ***** | 186,276 | 177,508 | 8,768 | |
| South San Francisco | 87,558 | 2,500 | 42,516 | ***** | 132,574 | 127,056 | 5,518 | |
| Woodside | 16,968 | 2,500 | 8,239 | ***** | 27,707 | 26,616 | 1,091 | |
| Subtotal City Agencies | \$888,447 | \$50,000 | \$431,403 | ***** | \$1,369,850 | \$1,313,019 | \$56,830 | |
| San Mateo DEM (County Share) | 888,447 | 2,500 | ***** | ***** | 890,947 | 873,180 | 17,767 | |
| Environmental Health (County Share) | ***** | ***** | 431,403 | ***** | 431,403 | 392,340 | 39,063 | |
| Subtotal County Share | \$888,447 | \$2,500 | \$431,403 | \$0 | \$1,322,350 | \$1,265,519 | \$56,830 | |
| Grant Revenue | ***** | ***** | ***** | 286,141 | 286,141 | 286,141 | 0 | |
| Use of Reserves | ***** | ***** | ***** | (410,000) | 410,000 | 410,000 | 0 | |
| Total Cost Share | \$1,776,893 | \$52,500 | \$862,806 | (\$123,859) | \$3,388,340 | \$3,274,679 | \$113,661 | |

**Emergency Services JPA
 FY 2023-24 Budget: Department of Emergency Management
 (Utilizing Reserves)**

| Description | FY 2023-24 County Share | FY 2023-24 City Share | FY 2023-24 Proposed Budget | FY 2022-23 Adopted Budget | Change Amount Between FY 2022- 23 & FY 2023-24 |
|--|----------------------------|--------------------------|----------------------------------|------------------------------|--|
| Personnel Costs | | | | | |
| Personnel: (1) Supervising District Coordinator, (3) District Coordinators, (1) Administrative Assistant | 326,005 | 326,005 | 652,009 | 651,910 | 99 |
| On-Call Pay | 15,000 | 15,000 | 30,000 | 10,000 | 20,000 |
| Management Fee | 77,539 | 77,539 | 155,077 | 150,560 | 4,517 |
| Total Personnel Costs | \$418,543 | \$418,543 | \$837,086 | \$812,470 | \$24,616 |
| Services & Supplies | | | | | |
| General Supplies | 1,550 | 1,550 | 3,100 | 5,550 | (2,450) |
| Radio and Telecomm Equipment Maintenance | 600 | 600 | 1,200 | 1,200 | 0 |
| Meetings and Conference Expense | 350 | 350 | 700 | 700 | 0 |
| Hazmat New Firefighter Training | 16,924 | 16,924 | 33,847 | 33,847 | 0 |
| San Mateo Consolidated Fire Battalion Chief Contract | 114,483 | 114,483 | 228,966 | 258,756 | (29,790) |
| ARPA Contract for Emerg Coord/CERT (new) | 87,912 | 87,912 | 175,824 | 0 | 175,824 |
| Audit Services Contract | 10,000 | 10,000 | 20,000 | 18,000 | 2,000 |
| Total Services & Supplies | \$231,819 | \$231,819 | \$463,637 | \$318,053 | \$145,584 |
| Other Charges | | | | | |
| Radio Service | 202,117 | 202,117 | 404,234 | 404,234 | 0 |
| Telephone Service | 9,640 | 9,640 | 19,279 | 19,279 | 0 |
| Information Services | 20,646 | 20,646 | 41,291 | 41,291 | 0 |
| Regional Operations Center Space Expense | 200,953 | 200,953 | 401,905 | 360,376 | 41,529 |
| Warehouse Lease | 42,697 | 42,697 | 85,393 | 85,393 | 0 |
| Vehicle Repair and Replacement Charges | 36,832 | 36,832 | 73,664 | 73,664 | 0 |
| Liability and Workers Compensation Insurance | 13,006 | 13,006 | 26,011 | 34,220 | (8,209) |
| Human Resources and Controller's Services | 146 | 146 | 291 | 323 | (32) |
| Public Safety Dispatch After-Hours Callouts | 4,772 | 4,772 | 9,543 | 4,123 | 5,420 |
| Total Other Charges | \$530,806 | \$530,806 | \$1,061,611 | \$1,022,903 | \$38,708 |
| Gross Appropriation | \$1,181,167 | \$1,181,167 | \$2,362,334 | \$2,153,426 | \$208,908 |
| Grant Revenue Offsets | | | | | |
| Use of Reserves | (143,071) | (143,071) | (286,141) | (286,141) | 0 |
| | (149,650) | (149,650) | (299,300) | (299,300) | 0 |
| Net Appropriation | \$888,447 | \$888,447 | \$1,776,893 | \$1,567,985 | \$208,908 |

| Emergency Services JPA FY 2023-24 Budget: Environmental Health Division Hazardous Materials Response (Utilizing Reserves) | | | | | | |
|---|----------------------------|--------------------------|----------------------------------|------------------------------|--|--|
| Description | FY 2023-24 County Share | FY 2023-24 City Share | FY 2023-24 Proposed Budget | FY 2022-23 Adopted Budget | Change Amount Between FY 2022- 23 & FY 2023-24 | |
| Personnel Costs | | | | | | |
| On Call - HazMat 30 | 20,000 | 20,000 | 40,000 | 40,000 | 0 | |
| 25% Hazmat Coordinator Fee | 35,000 | 35,000 | 70,000 | 70,636 | (636) | |
| Total Personnel Costs | \$55,000 | \$55,000 | \$110,000 | \$110,636 | (\$636) | |
| Services & Supplies | | | | | | |
| Safety Equipment | 500 | 500 | 1,000 | 1,000 | 0 | |
| Direct Communications | 500 | 500 | 1,000 | 3,350 | (2,350) | |
| Laboratory & Testing Equip/Supplies | 0 | 0 | 0 | 0 | 0 | |
| Computer & Office Expense | 250 | 250 | 500 | 500 | 0 | |
| Professional Tools & Misc. Exp. | 500 | 500 | 1,000 | 1,000 | 0 | |
| Inspection & Testing Equipment | 2,000 | 2,000 | 4,000 | 4,000 | 0 | |
| Haz/Bio Waste Disposal | 1,000 | 1,000 | 2,000 | 2,000 | 0 | |
| Employee Mileage Reimbursement | 200 | 200 | 400 | 400 | 0 | |
| Hazmat Professional Science Training | 1,500 | 1,500 | 3,000 | 3,000 | 0 | |
| Hazmat Training & Workshop Expense | 1,000 | 1,000 | 2,000 | 2,000 | 0 | |
| Communications Expense | 0 | 0 | 0 | 0 | 0 | |
| Hazmat 30 Vehicle Expense | 4,752 | 4,752 | 9,503 | 4,835 | 4,668 | |
| Reserves (HazMat 13 Rplcmt Fund) | 7,282 | 7,282 | 14,563 | 14,563 | 0 | |
| Dispatch Services Charge (from PSC) | 1,420 | 1,420 | 2,840 | 2,840 | 0 | |
| San Mateo Consolidated Hazmat Contract | 410,850 | 410,850 | 821,700 | 782,571 | 39,129 | |
| Total Services & Supplies | \$431,753 | \$431,753 | \$863,506 | \$822,059 | \$41,447 | |
| Gross Appropriation | \$486,753 | \$486,753 | \$973,506 | \$932,695 | \$40,811 | |
| Cost Recovery Revenue | 0 | 0 | 0 | 0 | 0 | |
| Use of Reserves | (55,350) | (55,350) | (110,700) | (110,700) | 0 | |
| Net Appropriation | \$431,403 | \$431,403 | \$862,806 | \$862,806 | \$0 | |

Emergency Services JPA

FY 2023-24 Cost Sharing Allocation: Department of Emergency Management

(Utilizing Reserves)

| City Agencies | City Population ¹ | Population Percent (%) | Population Cost Share (\$) | Assessed Value (\$1,000's) ² | Assessed Value Percent (%) | Assessed Value Cost Share (\$) | Agency Base Cost Share (\$) | Countywide Alerting and Technology | TOTAL OES COST (FY 2023-24) |
|-------------------------------|------------------------------|------------------------|----------------------------|---|----------------------------|--------------------------------|-----------------------------|------------------------------------|-----------------------------|
| Atherton | 6,896 | 1.0% | 4,374 | 13,069,397 | 5.4% | 23,921 | 28,295 | 2,500 | 30,7 |
| Belmont | 26,470 | 3.8% | 16,789 | 8,374,937 | 3.5% | 15,329 | 32,118 | 2,500 | 34,6 |
| Brisbane | 4,579 | 0.7% | 2,904 | 2,960,653 | 1.2% | 5,419 | 8,323 | 2,500 | 10,8 |
| Burlingame | 29,746 | 4.2% | 18,867 | 13,732,385 | 5.7% | 25,135 | 44,002 | 2,500 | 46,5 |
| Colma | 1,659 | 0.2% | 1,052 | 769,570 | 0.3% | 1,409 | 2,461 | 2,500 | 4,9 |
| Daly City | 108,599 | 15.5% | 68,882 | 14,321,261 | 5.9% | 26,212 | 95,094 | 2,500 | 97,5 |
| East Palo Alto | 30,350 | 4.3% | 19,250 | 3,839,904 | 1.6% | 7,028 | 26,278 | 2,500 | 28,7 |
| Foster City | 32,842 | 4.7% | 20,831 | 13,135,287 | 5.4% | 24,042 | 44,872 | 2,500 | 47,3 |
| Half Moon Bay | 12,309 | 1.8% | 7,807 | 3,525,589 | 1.5% | 6,453 | 14,260 | 2,500 | 16,7 |
| Hillsborough | 11,391 | 1.6% | 7,225 | 11,812,742 | 4.9% | 21,621 | 28,846 | 2,500 | 31,3 |
| Menlo Park | 34,825 | 5.0% | 22,089 | 24,360,399 | 10.0% | 44,587 | 66,676 | 2,500 | 69,1 |
| Millbrae | 22,509 | 3.2% | 14,277 | 6,480,129 | 2.7% | 11,861 | 26,138 | 2,500 | 28,6 |
| Pacifica | 37,890 | 5.4% | 24,033 | 7,230,083 | 3.0% | 13,233 | 37,266 | 2,500 | 39,7 |
| Portola Valley | 4,560 | 0.7% | 2,892 | 4,122,802 | 1.7% | 7,546 | 10,438 | 2,500 | 12,9 |
| Redwood City | 85,182 | 12.2% | 54,029 | 28,180,863 | 11.6% | 51,580 | 105,608 | 2,500 | 108,1 |
| San Bruno | 44,936 | 6.4% | 28,502 | 9,256,378 | 3.8% | 16,942 | 45,444 | 2,500 | 47,9 |
| San Carlos | 29,814 | 4.3% | 18,910 | 13,758,936 | 5.7% | 25,183 | 44,093 | 2,500 | 46,5 |
| San Mateo | 103,045 | 14.7% | 65,359 | 31,879,144 | 13.1% | 58,349 | 123,708 | 2,500 | 126,2 |
| South San Francisco | 67,135 | 9.6% | 42,582 | 24,572,913 | 10.1% | 44,976 | 87,558 | 2,500 | 90,0 |
| Woodside | 5,928 | 0.8% | 3,570 | 7,320,295 | 3.0% | 13,398 | 16,968 | 2,500 | 19,4 |
| Subtotal City Agencies | 700,365 | 100% | \$444,223 | \$242,703,667 | 100% | \$444,223 | \$888,447 | \$50,000 | \$938,4 |
| San Mateo DEM (County) | 64,880 | 50% Share | 444,223 | 23,108,152 | 50% Share | 444,223 | 888,447 | 2,500 | 890,9 |
| Total Cost Share | 765,245 | --- | \$888,447 | \$265,811,819 | --- | \$888,447 | \$1,776,893 | \$52,500 | \$1,829,4 |

¹ Source: CA Department of Finance - E-1 City Population for 2022

² Source: San Mateo County Assessor County-Clerk Recorder Assessment Roll for 2022

| Emergency Services JPA FY 2023-24 Cost Sharing Allocation: Environmental Health Division Hazardous Materials Response (Utilizing Reserves) | | | | | | | |
|--|------------------------------|------------------------|----------------------------|---|----------------------------|--------------------------------|-----------------------------------|
| City Agencies | City Population ¹ | Population Percent (%) | Population Cost Share (\$) | Assessed Value (\$1,000's) ² | Assessed Value Percent (%) | Assessed Value Cost Share (\$) | TOTAL HAZMAT COST (\$) FY 2023-24 |
| Atherton | 6,896 | 1.0% | 2,124 | 13,069,397 | 5.4% | 11,615 | 13,739 |
| Belmont | 26,470 | 3.8% | 8,152 | 8,374,937 | 3.5% | 7,443 | 15,596 |
| Brisbane | 4,579 | 0.7% | 1,410 | 2,960,653 | 1.2% | 2,631 | 4,042 |
| Burlingame | 29,746 | 4.2% | 9,161 | 13,732,385 | 5.7% | 12,205 | 21,366 |
| Colma | 1,659 | 0.2% | 511 | 769,570 | 0.3% | 684 | 1,195 |
| Daly City | 108,599 | 15.5% | 33,447 | 14,321,261 | 5.9% | 12,728 | 46,175 |
| East Palo Alto | 30,350 | 4.3% | 9,347 | 3,839,904 | 1.6% | 3,413 | 12,760 |
| Foster City | 32,842 | 4.7% | 10,115 | 13,135,287 | 5.4% | 11,674 | 21,789 |
| Half Moon Bay | 12,309 | 1.8% | 3,791 | 3,525,589 | 1.5% | 3,133 | 6,924 |
| Hillsborough | 11,391 | 1.6% | 3,508 | 11,812,742 | 4.9% | 10,499 | 14,007 |
| Menlo Park | 34,825 | 5.0% | 10,726 | 24,360,399 | 10.0% | 21,650 | 32,376 |
| Millbrae | 22,509 | 3.2% | 6,932 | 6,480,129 | 2.7% | 5,759 | 12,692 |
| Pacifica | 37,890 | 5.4% | 11,670 | 7,230,083 | 3.0% | 6,426 | 18,095 |
| Portola Valley | 4,560 | 0.7% | 1,404 | 4,122,802 | 1.7% | 3,664 | 5,069 |
| Redwood City | 85,182 | 12.2% | 26,235 | 28,180,863 | 11.6% | 25,046 | 51,280 |
| San Bruno | 44,936 | 6.4% | 13,840 | 9,256,378 | 3.8% | 8,227 | 22,066 |
| San Carlos | 29,814 | 4.3% | 9,182 | 13,758,936 | 5.7% | 12,228 | 21,410 |
| San Mateo | 103,045 | 14.7% | 31,736 | 31,879,144 | 13.1% | 28,332 | 60,069 |
| South San Francisco | 67,135 | 9.6% | 20,677 | 24,572,913 | 10.1% | 21,839 | 42,516 |
| Woodside | 5,928 | 0.8% | 1,733 | 7,320,295 | 3.0% | 6,506 | 8,239 |
| Subtotal City Agencies | 700,365 | 100% | \$215,701 | \$242,703,667 | 100.0% | \$215,701 | \$431,403 |
| Environmental Health (County) | 64,880 | 50% Share | 215,701 | 23,108,152 | 50% Share | 215,701 | 431,403 |
| Total Cost Share | 765,245 | --- | \$431,403 | \$265,811,819 | --- | \$431,403 | \$862,806 |

¹ Source: CA Department of Finance - E-1 City Population for 2022

² Source: San Mateo County Assessor County-Clerk Recorder Assessment Roll for 2022

**Emergency Services JPA
FY 2023-24 Summary of Charges
(No Use of Reserves)**

| City Agencies | FY 2023-24 | FY 2023-24 | FY 2023-24 | FY 2023-24 | FY 2023-24 | FY 2023-24 | FY 2023-24 | FY 2022-23 | Change Amount Between FY 2022- 23 & FY 2023-24 |
|-------------------------------------|--------------------------|--|------------------------|-----------------------------|-----------------------|--|------------|------------------|--|
| | Countywide Emerg Svcs | Countywide Alerting and Technology | Hazardous Materials | Emerg Svcs Other Funding | Total Program Cost | Comparison: Adopted Budget (With Use of Reserves) | | | |
| Atherton | 33,061 | 2,500 | 15,502 | | 51,063 | 42,785 | | 8,278 | |
| Belmont | 37,528 | 2,500 | 17,596 | | 57,624 | 48,236 | | 9,388 | |
| Brisbane | 9,725 | 2,500 | 4,560 | | 16,785 | 14,341 | | 2,444 | |
| Burlingame | 51,413 | 2,500 | 24,107 | | 78,020 | 65,127 | | 12,893 | |
| Colma | 2,875 | 2,500 | 1,348 | | 6,724 | 6,046 | | 677 | |
| Daly City | 111,112 | 2,500 | 52,099 | | 165,711 | 137,230 | | 28,481 | |
| East Palo Alto | 30,705 | 2,500 | 14,397 | | 47,602 | 39,991 | | 7,611 | |
| Foster City | 52,431 | 2,500 | 24,584 | | 79,515 | 66,177 | | 13,338 | |
| Half Moon Bay | 16,662 | 2,500 | 7,813 | | 26,975 | 22,775 | | 4,200 | |
| Hillsborough | 33,705 | 2,500 | 15,804 | | 52,009 | 43,433 | | 8,576 | |
| Menlo Park | 77,907 | 2,500 | 36,530 | | 116,936 | 97,368 | | 19,568 | |
| Millbrae | 30,540 | 2,500 | 14,320 | | 47,360 | 39,751 | | 7,609 | |
| Pacifica | 43,543 | 2,500 | 20,417 | | 66,460 | 55,543 | | 10,917 | |
| Portola Valley | 12,197 | 2,500 | 5,719 | | 20,415 | 17,342 | | 3,074 | |
| Redwood City | 123,397 | 2,500 | 57,860 | | 183,757 | 153,299 | | 30,458 | |
| San Bruno | 53,098 | 2,500 | 24,897 | | 80,496 | 67,176 | | 13,319 | |
| San Carlos | 51,520 | 2,500 | 24,157 | | 78,178 | 65,221 | | 12,957 | |
| San Mateo | 144,545 | 2,500 | 67,776 | | 214,820 | 177,508 | | 37,313 | |
| South San Francisco | 102,306 | 2,500 | 47,970 | | 152,777 | 127,056 | | 25,721 | |
| Woodside | 19,826 | 2,500 | 9,296 | | 31,623 | 26,616 | | 5,007 | |
| Subtotal City Agencies | \$1,038,097 | \$50,000 | \$486,753 | | \$1,574,850 | \$1,313,019 | | \$261,830 | |
| San Mateo DEM (County Share) | 1,038,097 | 2,500 | | | 1,040,597 | 873,180 | | 167,417 | |
| Environmental Health (County Share) | | | 486,753 | | 486,753 | 392,340 | | 94,413 | |
| Subtotal County Share | \$1,038,097 | \$2,500 | \$486,753 | \$0 | \$1,527,350 | \$1,265,519 | | \$261,830 | |
| Grant Revenue | | | | 286,141 | 286,141 | 286,141 | | 0 | |
| Use of Reserves | | | | 0 | 0 | 410,000 | | (410,000) | |
| Total Cost Share | \$2,076,193 | \$52,500 | \$973,506 | \$286,141 | \$3,388,340 | \$3,274,679 | | \$113,661 | |

**Emergency Services JPA
 FY 2023-24 Budget: Department of Emergency Management
 (No Use of Reserves)**

| Description | FY 2023-24 | | FY 2023-24 | | FY 2022-23 Adopted Budget | Change Amount Between FY 2022-23 & FY 2023-24 |
|--|--------------------|--------------------|--------------------|--------------------|------------------------------|---|
| | County Share | City Share | Proposed Budget | | | |
| Personnel Costs | | | | | | |
| Personnel: (1) Supervising District Coordinator, (3) District Coordinators, (1) Administrative Assistant | 326,005 | 326,005 | 652,009 | 651,910 | | 99 |
| On-Call Pay | 15,000 | 15,000 | 30,000 | 10,000 | | 20,000 |
| Management Fee | 77,539 | 77,539 | 155,077 | 150,560 | | 4,517 |
| Total Personnel Costs | \$418,543 | \$418,543 | \$837,086 | \$812,470 | | \$24,616 |
| Services & Supplies | | | | | | |
| General Supplies | 1,550 | 1,550 | 3,100 | 5,550 | | (2,450) |
| Radio and Telecomm Equipment Maintenance | 600 | 600 | 1,200 | 1,200 | | 0 |
| Meetings and Conference Expense | 350 | 350 | 700 | 700 | | 0 |
| Hazmat New Firefighter Training | 16,924 | 16,924 | 33,847 | 33,847 | | 0 |
| San Mateo Consolidated Fire Battalion Chief Contract | 114,483 | 114,483 | 228,966 | 258,756 | | (29,790) |
| ARPA Contract for Emrg Coord/CERT (new) | 87,912 | 87,912 | 175,824 | 0 | | 175,824 |
| Audit Services Contract | 10,000 | 10,000 | 20,000 | 18,000 | | 2,000 |
| Total Services & Supplies | \$231,819 | \$231,819 | \$463,637 | \$318,053 | | \$145,584 |
| Other Charges | | | | | | |
| Radio Service | 202,117 | 202,117 | 404,234 | 404,234 | | 0 |
| Telephone Service | 9,640 | 9,640 | 19,279 | 19,279 | | 0 |
| Information Services | 20,646 | 20,646 | 41,291 | 41,291 | | 0 |
| Regional Operations Center Space Expense | 200,953 | 200,953 | 401,905 | 360,376 | | 41,529 |
| Warehouse Lease | 42,697 | 42,697 | 85,393 | 85,393 | | 0 |
| Vehicle Repair and Replacement Charges | 36,832 | 36,832 | 73,664 | 73,664 | | 0 |
| Liability and Workers Compensation Insurance | 13,006 | 13,006 | 26,011 | 34,220 | | (8,209) |
| Human Resources and Controller's Services | 146 | 146 | 291 | 323 | | (32) |
| Public Safety Dispatch After-Hours Callouts | 4,772 | 4,772 | 9,543 | 4,123 | | 5,420 |
| Total Other Charges | \$530,806 | \$530,806 | \$1,061,611 | \$1,022,903 | | \$38,708 |
| Gross Appropriation | \$1,181,167 | \$1,181,167 | \$2,362,334 | \$2,153,426 | | \$208,908 |
| Grant Revenue Offsets | (143,071) | (143,071) | (286,141) | (286,141) | | 0 |
| Use of Reserves | 0 | 0 | 0 | 0 | | 0 |
| Net Appropriation | \$1,038,097 | \$1,038,097 | \$2,076,193 | \$1,867,285 | | \$208,908 |

| Emergency Services JPA FY 2023-24 Budget: Environmental Health Division Hazardous Materials Response (No Use of Reserves) | | | | | | |
|---|------------------|------------------|--------------------|------------------|------------------|--|
| Description | FY 2023-24 | | FY 2023-24 | FY 2023-24 | FY 2022-23 | Change Amount Between FY 2022- 23 & FY 2023-24 |
| | County Share | City Share | Proposed Budget | Adopted Budget | | |
| Personnel Costs | | | | | | |
| On Call - HazMat 30 | 20,000 | 20,000 | 40,000 | 40,000 | 0 | |
| 25% Hazmat Coordinator Fee | 35,000 | 35,000 | 70,000 | 70,636 | (636) | |
| Total Personnel Costs | \$55,000 | \$55,000 | \$110,000 | \$110,636 | (\$636) | |
| Services & Supplies | | | | | | |
| Safety Equipment | 500 | 500 | 1,000 | 1,000 | 0 | |
| Direct Communications | 500 | 500 | 1,000 | 3,350 | (2,350) | |
| Laboratory & Testing Equip/Supplies | 0 | 0 | 0 | 0 | 0 | |
| Computer & Office Expense | 250 | 250 | 500 | 500 | 0 | |
| Professional Tools & Misc. Exp. | 500 | 500 | 1,000 | 1,000 | 0 | |
| Inspection & Testing Equipment | 2,000 | 2,000 | 4,000 | 4,000 | 0 | |
| Haz/Bio Waste Disposal | 1,000 | 1,000 | 2,000 | 2,000 | 0 | |
| Employee Mileage Reimbursement | 200 | 200 | 400 | 400 | 0 | |
| Hazmat Professional Science Training | 1,500 | 1,500 | 3,000 | 3,000 | 0 | |
| Hazmat Training & Workshop Expense | 1,000 | 1,000 | 2,000 | 2,000 | 0 | |
| Communications Expense | 0 | 0 | 0 | 0 | 0 | |
| Hazmat 30 Vehicle Expense | 4,752 | 4,752 | 9,503 | 4,835 | 4,668 | |
| Reserves (HazMat 13 Rplcmt Fund) | 7,282 | 7,282 | 14,563 | 14,563 | 0 | |
| Dispatch Services Charge (from PSC) | 1,420 | 1,420 | 2,840 | 2,840 | 0 | |
| San Mateo Consolidated Hazmat Contract | 410,850 | 410,850 | 821,700 | 782,571 | 39,129 | |
| Total Services & Supplies | \$431,753 | \$431,753 | \$863,506 | \$822,059 | \$41,447 | |
| Gross Appropriation | \$486,753 | \$486,753 | \$973,506 | \$932,695 | \$40,811 | |
| Cost Recovery Revenue | 0 | 0 | 0 | 0 | 0 | |
| Use of Reserves | 0 | 0 | 0 | (110,700) | 110,700 | |
| Net Appropriation | \$486,753 | \$486,753 | \$973,506 | \$862,806 | \$110,700 | |

Emergency Services JPA

FY 2023-24 Cost Sharing Allocation: Department of Emergency Management

(No Use of Reserves)

| City Agencies | City Population1 | Population Percent (%) | Population Cost Share (\$) | Assessed Value (\$1,000's)2 | Assessed Value Percent (%) | Assessed Value Cost Share (\$) | Agency Base Cost Share (\$) | Countywide Alerting and Technology | TOTAL OES COST (\$) F 2023-24 |
|-------------------------------|------------------|------------------------|----------------------------|-----------------------------|----------------------------|--------------------------------|-----------------------------|------------------------------------|-------------------------------|
| Atherton | 6,896 | 1.0% | 5,111 | 13,069,397 | 5.4% | 27,950 | 33,061 | 2,500 | 35,56 |
| Belmont | 26,470 | 3.8% | 19,617 | 8,374,937 | 3.5% | 17,911 | 37,528 | 2,500 | 40,02 |
| Brisbane | 4,579 | 0.7% | 3,394 | 2,960,653 | 1.2% | 6,332 | 9,725 | 2,500 | 12,22 |
| Burlingame | 29,746 | 4.2% | 22,045 | 13,732,385 | 5.7% | 29,368 | 51,413 | 2,500 | 53,91 |
| Colma | 1,659 | 0.2% | 1,230 | 769,570 | 0.3% | 1,646 | 2,875 | 2,500 | 5,37 |
| Daly City | 108,599 | 15.5% | 80,484 | 14,321,261 | 5.9% | 30,628 | 111,112 | 2,500 | 113,61 |
| East Palo Alto | 30,350 | 4.3% | 22,493 | 3,839,904 | 1.6% | 8,212 | 30,705 | 2,500 | 33,20 |
| Foster City | 32,842 | 4.7% | 24,340 | 13,135,287 | 5.4% | 28,091 | 52,431 | 2,500 | 54,93 |
| Half Moon Bay | 12,309 | 1.8% | 9,122 | 3,525,589 | 1.5% | 7,540 | 16,662 | 2,500 | 19,16 |
| Hillsborough | 11,391 | 1.6% | 8,442 | 11,812,742 | 4.9% | 25,263 | 33,705 | 2,500 | 36,20 |
| Menlo Park | 34,825 | 5.0% | 25,809 | 24,360,399 | 10.0% | 52,097 | 77,907 | 2,500 | 80,40 |
| Millbrae | 22,509 | 3.2% | 16,682 | 6,480,129 | 2.7% | 13,858 | 30,540 | 2,500 | 33,04 |
| Pacifica | 37,890 | 5.4% | 28,081 | 7,230,083 | 3.0% | 15,462 | 43,543 | 2,500 | 46,04 |
| Portola Valley | 4,560 | 0.7% | 3,379 | 4,122,802 | 1.7% | 8,817 | 12,197 | 2,500 | 14,69 |
| Redwood City | 85,182 | 12.2% | 63,129 | 28,180,863 | 11.6% | 60,268 | 123,397 | 2,500 | 125,89 |
| San Bruno | 44,936 | 6.4% | 33,303 | 9,256,378 | 3.8% | 19,796 | 53,098 | 2,500 | 55,59 |
| San Carlos | 29,814 | 4.3% | 22,095 | 13,758,936 | 5.7% | 29,425 | 51,520 | 2,500 | 54,02 |
| San Mateo | 103,045 | 14.7% | 76,368 | 31,879,144 | 13.1% | 68,177 | 144,545 | 2,500 | 147,04 |
| South San Francisco | 67,135 | 9.6% | 49,754 | 24,572,913 | 10.1% | 52,552 | 102,306 | 2,500 | 104,80 |
| Woodside | 5,628 | 0.8% | 4,171 | 7,320,295 | 3.0% | 15,655 | 19,826 | 2,500 | 22,32 |
| Subtotal City Agencies | 700,365 | 100% | \$519,048 | \$242,703,667 | 100% | \$519,048 | \$1,038,097 | \$50,000 | \$1,088,05 |
| San Mateo DEM (County) | 64,880 | 50% Share | 519,048 | 23,108,152 | 50% Share | 519,048 | 1,038,097 | 2,500 | 1,040,59 |
| Total Cost Share | 765,245 | --- | \$1,038,097 | \$265,811,819 | --- | \$1,038,097 | \$2,076,193 | \$52,500 | \$2,128,65 |

¹ Source: CA Department of Finance - E-1 City Population for 2022

² Source: San Mateo County Assessor County-Clerk Recorder Assessment Roll for 2022

| Emergency Services JPA FY 2023-24 Cost Sharing Allocation: Environmental Health Division Hazardous Materials Response (No Use of Reserves) | | | | | | | |
|--|------------------------------|------------------------|----------------------------|---|----------------------------|--------------------------------|-----------------------------------|
| City Agencies | City Population ¹ | Population Percent (%) | Population Cost Share (\$) | Assessed Value (\$1,000's) ² | Assessed Value Percent (%) | Assessed Value Cost Share (\$) | TOTAL HAZMAT COST (\$) FY 2023-24 |
| Atherton | 6,896 | 1.0% | 2,396 | 13,069,397 | 5.4% | 13,106 | 15,502 |
| Belmont | 26,470 | 3.8% | 9,198 | 8,374,937 | 3.5% | 8,398 | 17,596 |
| Brisbane | 4,579 | 0.7% | 1,591 | 2,960,653 | 1.2% | 2,969 | 4,560 |
| Burlingame | 29,746 | 4.2% | 10,337 | 13,732,385 | 5.7% | 13,770 | 24,107 |
| Colma | 1,659 | 0.2% | 577 | 769,570 | 0.3% | 772 | 1,348 |
| Daly City | 108,599 | 15.5% | 37,738 | 14,321,261 | 5.9% | 14,361 | 52,099 |
| East Palo Alto | 30,350 | 4.3% | 10,547 | 3,839,904 | 1.6% | 3,851 | 14,397 |
| Foster City | 32,842 | 4.7% | 11,413 | 13,135,287 | 5.4% | 13,172 | 24,584 |
| Half Moon Bay | 12,309 | 1.8% | 4,277 | 3,525,589 | 1.5% | 3,535 | 7,813 |
| Hillsborough | 11,391 | 1.6% | 3,958 | 11,812,742 | 4.9% | 11,845 | 15,804 |
| Menlo Park | 34,825 | 5.0% | 12,102 | 24,360,399 | 10.0% | 24,428 | 36,530 |
| Millbrae | 22,509 | 3.2% | 7,822 | 6,480,129 | 2.7% | 6,498 | 14,320 |
| Pacifica | 37,890 | 5.4% | 13,167 | 7,230,083 | 3.0% | 7,250 | 20,417 |
| Portola Valley | 4,560 | 0.7% | 1,585 | 4,122,802 | 1.7% | 4,134 | 5,719 |
| Redwood City | 85,182 | 12.2% | 29,601 | 28,180,863 | 11.6% | 28,259 | 57,860 |
| San Bruno | 44,936 | 6.4% | 15,615 | 9,256,378 | 3.8% | 9,282 | 24,897 |
| San Carlos | 29,814 | 4.3% | 10,360 | 13,758,936 | 5.7% | 13,797 | 24,157 |
| San Mateo | 103,045 | 14.7% | 35,808 | 31,879,144 | 13.1% | 31,968 | 67,776 |
| South San Francisco | 67,135 | 9.6% | 23,329 | 24,572,913 | 10.1% | 24,641 | 47,970 |
| Woodside | 5,628 | 0.8% | 1,956 | 7,320,295 | 3.0% | 7,341 | 9,296 |
| Subtotal City Agencies | 700,365 | 100% | \$243,376 | \$242,703,667 | 100.0% | \$243,376 | \$486,753 |
| Environmental Health (County) | 64,880 | 50% Share | 243,376 | 23,108,152 | 50% Share | 243,376 | 486,753 |
| Total Cost Share | 765,245 | --- | \$486,753 | \$265,811,819 | --- | \$486,753 | \$973,506 |

¹ Source: CA Department of Finance - E-1 City Population for 2022

² Source: San Mateo County Assessor-County-Clerk Recorder Assessment Roll for 2022

**SAN MATEO COUNTY EMERGENCY SERVICES
JOINT POWERS AUTHORITY**

Date: April 28, 2023
To: Emergency Services Council
From: Donald Mattei, Interim Director, Department of Emergency Management
Subject: **Agreement for Hazmat Response Team with San Mateo Consolidated Fire Department**

Background

San Mateo Consolidated Fire Hazmat Response Team provides emergency response services to all cities in the county through an agreement with the Emergency Services Council and the County of San Mateo. There is a requirement in the California Health and Safety Code that requires both the cities and the County to have an emergency response protocol plan to mitigate and clean up hazardous material events. The Hazmat Team has been active in San Mateo County since 1984.

Federal and State regulations mandate training and staffing requirements for Hazmat response. The current Hazmat team is highly trained, meets the requirements, and is considered a "type 2 Team" by the State Office of Emergency Services, allowing participation in the State master Mutual Aid Agreement.

The Hazmat team works closely with San Mateo County Environmental Health to provide on scene chemical analysis and consultation assistance.

Discussion

The Emergency Services Council (ESC) and the San Mateo Consolidated Fire Department have approved the agreement and budget. The new agreement continues to ensure the highest level and stability of services from July 1, 2023, through June 30, 2026, and incorporates the same elements as the previous agreement with the Hazardous Materials Team.

These services include bringing the San Mateo Consolidated Fire Department into the annual ESC budget approval process for the establishment of their annual budget, ensuring a high-level participation with DEM and the Emergency Services Council.

This agreement covers the cost of personnel services, equipment such as personal protective equipment (PPE), tools and monitors, and training for members of the Hazmat team. The cost also includes a tiered incentive based on availability and other applicable costs such as retirement, workers compensation, and Medicare for the Hazmat team members.

The FY 2022-2023 was a one-year contract for \$745,256. The three-year agreement for FY 2023-2026 will increase by 5% on July 1, 2023, 4.5% on July 1, 2024, and 4% on July 1, 2025, for a reduction of 1.5%.

Recommendation

Authorize entering into an agreement with San Mateo Consolidated Fire Department for the provision of a Countywide Hazardous Materials Emergency Response Team for the term of July 1, 2023, through June 30, 2026, in an amount not to exceed \$2,573,400.

**SAN MATEO COUNTY EMERGENCY SERVICES
JOINT POWERS AUTHORITY**

Date: April 28, 2023
To: Emergency Services Council
From: Donald Mattei, Interim Director, Department of Emergency Management
Subject: **Agreement for Chief Officer with San Mateo Consolidated Fire Department**

Background

The Department of Emergency Management (DEM) serves a population of over 700,000 residents. DEM coordinates activities to mitigate, prepare for, respond to, and recover from disasters and offers effective planning, training, and coordination to continually develop the mitigation, preparedness, and response and recovery capabilities for emergencies resulting from all hazards. To meet the expectations of a safer county through effective partnerships, the Police and Fire Chiefs Associations requested a full-time Fire Battalion Chief be assigned to the County Department of Emergency Management.

Discussion

The DEM assigned Fire Battalion Chief would offer significant benefit to the Operational Area such as assisting in planning, developing, implementing, and administering Countywide policies and programs related to emergency management, serving as a liaison to San Mateo County Fire Chiefs, including County Fire Chiefs sub-groups consisting of operations and training, as well as the San Mateo County Emergency Managers Association and other entities involved in emergency preparedness and planning efforts. They will assist in developing, coordinating, and leading emergency management training, participate in coordination and evaluation of emergency operation drills and exercises, assist in making recommendations for improvement in operations and/or responses, and participate in developing, updating, and maintaining emergency plans and policies. They will continue to be the lead administrator for Zonehaven Basic and Advanced training, and RAVE end user training for fire and law. The Fire Liaison to DEM will also ensure collaboration concurrence with local stakeholders, representing the Cal Fire and Municipal Fire Chiefs in grant project management, and community events and meetings. The Battalion Chief will not be an OES full-time employee. Instead, the Battalion Chief will remain an employee of the participating fire department assigned to DEM. Both the Fire Chiefs and Police Chiefs Associations are in full support of this agreement.

Recommendation

Authorize entering into an agreement with San Mateo Consolidated Fire Department for fire prevention services in the Department of Emergency Management for the term of July 1, 2023, through June 30, 2026, in an amount not to exceed \$686,898.



SAN MATEO COUNTY DEPARTMENT OF EMERGENCY MANAGEMENT

Emergency Services Council
Meeting January 26, 2023
5:30 p.m.

Join Zoom Meeting

<https://smcgov.zoom.us/j/99869590056?pwd=WFBOSE5aUjZzdHpHZ0FJTCTYN0Nmdz09>

Meeting ID: 998 6959 0056
Passcode: 3634790

Dial by your location
+1 669 900 6833 US (San Jose)

AGENDA

Meeting called to order at 6:30pm :25

Supv. Slocum

Roll Call :40

Introduction of new members 2:45

Public comments 4:38

Action To Set Agenda and To Approve Consent Agenda Items 9:35

Vice Chair moves to approve both items, seconded and approved

1. Approval of the minutes of the September 15th meeting approved
 - **Approved**
2. Adopt Finding Pursuant to AB 361 to Continue Fully Teleconferenced Committee Meetings
 - **Approved**

Regular Agenda

Items:

3. Discuss the creation of a sub-committee of ESC members to review past years' emergency incidents with intention to report back to the ESC with recommendations to improve both communications and resiliency planning.
12:12
 - Millbrae representative would like to form a subcommittee to work on improving communication and resiliency plans during emergencies.

- Penrose volunteers to sit on the subcommittee.
- Janet Borgens reps Commission on Disabilities volunteers to participate on the committee
- Member of the public communicates her thanks for the discussion.
- Supervisor Slocum would like his staff member, Susie Castoria, to participate on the subcommittee.
- Mr. Mattei offers the help of the Department of Emergency Management.
- Brisbane moves to create the subcommittee, seconded
 - Motion passes

4. Approve the RFP for the All Hazard Evacuation Plan and following San Mateo County procedures to enter into the contract the with the selected vendor 29:45

- Mr. Mattei briefs the ESC on the All Hazard Evacuation Plan for the benefit of new members.
- Foster City asks if item 8, task 4.3 listed in the Scope of Work will identify if choke points are large enough to handle the high-density populations in the County.
- Foster City comments that FC is beginning cycle six of RHNA, and the impact it will have on the All Hazard Evacuation Plan for due to the lack of knowledge of where the residential units will go and the increase in population.
- Foster City commented on Tasks 3, 4.4, and 5. Instead of language stating “one or two meetings,” he suggests wording is “up to X number of meetings.”
- Millbrae comments that there are many new residential units and under construction units being built in her city and hopes they are being considered in this plan.
- Millbrae noted that there are concerns about ground water flooding which could cause flooding in areas that had not previously flooded.
- Millbrae notes that “cut through traffic” should also be considered.
- Menlo Park supports Foster City and Millbrae’s comments, and wonders what the cities should do in the interim while waiting for the plan to be completed.
- Mr. Mattei and BC Blackman describes the training that has been happening over the past several years utilizing Zonehaven.
- Brisbane notes that she placed a link to flood maps in the Zoom chat.
- Supervisor Slocum clarifies that this is just for an RFP and that no vendor has been selected.
- Public comment requests that there be some consideration for visitors on the coast in the event of an emergency
- Foster City also asks if the plan will address strategic signage as well.
- Pacifica notes that there is a lack of evacuation areas on the coast.

- Ms. Borgens asks that the plan reflect those who have mobility or sight issues when considering the signs.
- Millbrae moves to approve this item, Pacifica second.
 - **Motion passes**

Emergency Managers Association

5. [Update on EMA](#) 57:40 TBD
- EMA President Jeff Norris states that EMA continues to work in cooperation with DEM

DEM Project Updates

DEM Staff

6. [Overview of storms that hit the area](#) 1:04:50
- Working with PG&E, lots of outages on the coast.
 - Portola Valley asked if ATT and Comcast outages were tracked. He noted that cellular and internet outages were lost after power was lost. Mr. Norris replied that there is a state mandate to do so.
 - Supervisor Slocum asked if Mr. Mattei has been part of discussions to address these concerns. Mr. Mattei replies that he passes information to the CEO as needed.
 - Foster City notes that key equipment for utilities should be maintained so it is easily accessible during emergencies.
7. [Update on PG&E outages, causes, duration, and long-term plans to address the areas prone to more regular outages.](#) 58:42
- Working with PG&E to address power outages throughout the County.
 - Mr. Mattei notes the EOC has been opened 26 consecutive days.
8. [Update on Caltrans on Highway 92](#) 1:17:25
- Open now.
9. [Update on ZoneHaven: Training](#) 1:18:28
- BC Blackman notes that 464 users that are trained on Zonehaven, with additional upcoming trainings.
 - There is a new traffic model simulator.
 - Menlo Park asks if there is any training for the public. BC Blackman confirms that there is public training.
 - Pacifica
10. [Update on Transition from Everbridge to RAVE](#) 1:29:50
- Mr. Norris states that State of CA chose RAVE as the statewide platform.
 - 195 SMC Alerts went out since the transition to RAVE, delivering 3 million messages.
11. [Update on Funding Discussion Regarding Replacement of the HazMat14 Engine](#) 1:30:57
- The model has been selected.
 - JPA will be charged \$75k/yr. over six years.
12. [Update on Status of Negotiations on the County HazMat Contract with San Mateo](#) 1:31:59
Consolidated

13. Council Comments and Announcements 1:32:33

Supv. Slocum

- County Attorney Peter Cruz notes that the next meeting may be in-person.

14. Announcement of next meeting 1:33:26

Supv. Slocum

- Next meeting is April 20th, 2023.

Adjournment

FUTURE EMERGENCY SERVICES COUNCIL MEETINGS

ESC Meeting: April 20th, 2023

Meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact the Agenda Administrator of the Emergency Services Council at least 2 working days before the meeting at (650) 363-4790 and/or OESC@smcgov.org. Notification in advance of the meeting will enable the County to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it. Attendees to this meeting are reminded that other attendees may be sensitive to various chemical based products.



COUNTY OF SAN MATEO
DEPARTMENT OF EMERGENCY MANAGEMENT

Donald J. Mattei
Interim Director

County Government Center
501 Winslow St.
Redwood City, CA 94063
dmattei@smcgov.org

Date: May 4, 2023
To: Members of the Emergency Services Council (ESC)
From: Don Mattei, Interim Director
Subject: **Director's Report**

The Director's report will be provided to the ESC before each meeting. If any member of the ESC wishes further information on the matter, they can provide me with questions during the meeting.

Topics

1. New Employees:

We have hired two new employees, Sean Fukamaki and Rick Reed.

Sean has experience from San Mateo County EMS, where he was contracted during the COVID-19 EMS Logistic Section. He graduated from the University of San Diego with a BA in International Security and Conflict Resolution.

Rick was a former County Office of Emergency Services employee in the late 1980s. He moved to San Clara County as the Office of Emergency Services Director. Following his time with Santa Clara County, he joined Intel Cooperation and served in various leadership roles for 25 years.

Rick has attended and graduated from several different Universities and has a Ph.D. in Psychology with an emphasis in Media from Fielding Graduate University.

2. RAVE SMCALERT Update

The RAVE (SMC ALERT) has been operating since January 1, 2023. This is the primary alerting system used by most cities in the County. The system is accessible to the cities, and Cal OES has subsidized the cost.

The messages sent vary from agency to agency. Some cities use RAVE for many alerts, such as traffic accidents, fires, street closures, flooding, and related incidents. DEM provided the training for all cities, police, and fire departments. In the last thirty days, the County and the cities have released 178 alerts.



As with any new system, RAVE has had some issues, but we have been working through the problems as they have come up. We have had problems with legacy data.

If your cities are experiencing any problems, they can contact Emergency Management Coordinator Ryan Reynolds at 650-363-9492.

Please remind citizens to sign up for the alerts.

3. San Mateo County Libraries and DEM working Resource Centers

I met with Director Anne-Marie Despain and discussed the possibility of using the thirteen Library locations as Resource Centers to support communities affected by severe weather, poor air quality, and public safety power shut-down (PSPS).

The libraries operate under a Joint Powers Agreement with eleven other cities across the County on the Coastside and Bayside. The libraries' locations provide are accessible to most of the individuals that reside in the County.

The libraries would support the current list of resiliency centers facilitated by local jurisdictions. Another advantage is that they are open seven days a week and are open generally from 10:00 AM – 8:00 PM. During one of the storms we had in March, the Department of Emergency Management (DEM) contacted Director Despain and requested they stay open longer. She was very cooperative, and it was agreed that they would stay open until 11:00 PM. This was an excellent example of the libraries and DEM working together to support the local communities.

There will be further discussions to develop a Memorandum of Understanding between DEM and the County Libraries. The MOW would address the criteria for when the request would be made from DEM to keep the libraries open and which locations to which the request would apply.

More information to come.

4. Critical Infrastructure: Montara/North Peak Radio Site

The radio site is critical for fire, police, emergency medical, California Highway Patrol, Caltrans, and other government agencies. The road from Highway 1 to North Peak can no longer be driven on by vehicles, thus making it extremely difficult for emergency generators to be refueled.

DEM contacted a group of landowners: Cal State Parks, North County Water, Goldengate Gate National Recreational Area, and American Tower Company. The public-private partnership agencies developed a plan to repair only the areas that needed repair. The road will not be rebuilt or replaced as the area is environmentally sensitive.

Permits and right-to-pass agreements are in place, and work should start on Monday, May 8, 2023.

5. Suggested increasing the number of meetings from four to six

There was some discussion that the meeting number should increase to every other month. The reason is that DEM has increased its workload and projects. Thus, there is a need to update the Emergency Services Council more frequently. DEM applies for grants during the year, and regular communication is important.

DEM recommended that the January meeting be set as an orientation for new members and study sessions to determine what ESC wants to focus on and complete during the year.

End of Report