Meeting commenced at 4:01 PM

I. Roll Call

<table>
<thead>
<tr>
<th>Daly City</th>
<th>Glenn Sylvester</th>
<th>Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hillsborough</td>
<td>Marie Chuang</td>
<td>Present</td>
</tr>
<tr>
<td>San Bruno</td>
<td>Rico Medina</td>
<td>Present</td>
</tr>
<tr>
<td>County of San Mateo</td>
<td>Supervisor Slocum</td>
<td>Present</td>
</tr>
</tbody>
</table>

II. Approval of Agenda
- Approved without objection

III. Approval of Minutes (June Meeting)
- Approved without objection

IV. Public Comments, Correspondence (Clerk), Announcements
- Public Comments
  - No public comments
- Correspondence
  - No correspondence received
- Announcements
  - No new announcements

V. Discussion of DEM Staffing Needs
- The discussions centered around funding requests for two positions within DEM: a community outreach coordinator and an alert and warning coordinator. The total cost for these positions would be $383,000 per year. Some concerns were raised about the financial implications and where the funding would come from, particularly given previous reliance on reserves.
- Various options were discussed for funding, including potential support from San Francisco International Airport (SFO) or reallocating funds from existing personnel.
- Members expressed support for the positions but suggested exploring alternative funding sources such as Measure K allocations to minimize the financial impact on cities. Concerns were also raised about the continuous use of reserves.

VI. Discussion of Developing Community Resiliency Centers with Generators and Required Infrastructure
- The discussion centered on establishing Community Resiliency Centers (CRCs)
equipped with generators and essential infrastructure to address power outages during emergencies. The DEM Director proposed piloting two CRCs, emphasizing their importance in providing vital services during storms and heat events.

- Member suggested conducting a needs assessment to pinpoint suitable locations for CRCs across cities and assessing their cost-effectiveness. Member recommended involving Peninsula Clean Energy (PCE) to assist with renewable energy solutions like power walls and solar panels. Concerns were raised by a Member about CRC security and funding sources.
- The DEM Director suggested deferring discussions on the CRCs until the community outreach position is acquired.

VII. **Review and Discussion of Recommended FY 24-25 Budget**

- The discussion focused on reviewing and discussing the recommended budget for FY 24-25. Financial Services Manager presented a budget slideshow, highlighting changes such as adding four contracts related to contracts with the ROC and breaking down current expenditures.
- Member raised questions about budget procedures, suggesting further clarification. Member highlighted the importance of hazmat services.
- Discussions covered warehouse contents and potential alternative locations.
- Discussions also surrounded the DEM office space.

VIII. **Director’s Report**

- Nothing to report.

IX. **Report Outs – Council Members**

- San Bruno: Nothing to report, thank you to the DEM Team.
- Daly City: No report.
- Hillsborough: Thank you for clarifying the budget, it was very helpful. Thank you for the forward thinking on the positions.
- Supervisor Slocum: No report.

X. **Adjournment**

- Meeting adjourned at 5:38 PM
## FY 2024-25 Emergency Services JPA Budget

<table>
<thead>
<tr>
<th>Description</th>
<th>FY 2023-24</th>
<th>FY 2024-25</th>
<th>Change Amount Between FY 2023-24 &amp; FY 2024-25</th>
<th>Percent of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grants</td>
<td>322,056</td>
<td>272,379</td>
<td>(49,677)</td>
<td>8.3%</td>
</tr>
<tr>
<td>San Mateo DEM (County Share)</td>
<td>513,335</td>
<td>827,808</td>
<td>314,473</td>
<td>25.3%</td>
</tr>
<tr>
<td>Environmental Health (County Share)</td>
<td>431,403</td>
<td>442,547</td>
<td>11,144</td>
<td>1.5%</td>
</tr>
<tr>
<td>San Francisco International Airport</td>
<td>410,000</td>
<td>410,000</td>
<td>0</td>
<td>12.5%</td>
</tr>
<tr>
<td>Alhambra</td>
<td>32,508</td>
<td>10,894</td>
<td>12,614</td>
<td>1.3%</td>
</tr>
<tr>
<td>Belmont</td>
<td>36,503</td>
<td>48,157</td>
<td>11,654</td>
<td>1.5%</td>
</tr>
<tr>
<td>Brisbane</td>
<td>11,327</td>
<td>15,091</td>
<td>3,764</td>
<td>0.5%</td>
</tr>
<tr>
<td>Burlingame</td>
<td>49,165</td>
<td>66,309</td>
<td>17,144</td>
<td>2.0%</td>
</tr>
<tr>
<td>Colma</td>
<td>5,110</td>
<td>7,832</td>
<td>2,722</td>
<td>0.2%</td>
</tr>
<tr>
<td>Daly City</td>
<td>153,961</td>
<td>153,207</td>
<td>764</td>
<td>0.2%</td>
</tr>
<tr>
<td>East Palo Alto</td>
<td>30,369</td>
<td>31,900</td>
<td>1,531</td>
<td>1.2%</td>
</tr>
<tr>
<td>Foster City</td>
<td>50,089</td>
<td>63,975</td>
<td>13,886</td>
<td>2.0%</td>
</tr>
<tr>
<td>Half Moon Bay</td>
<td>17,625</td>
<td>22,525</td>
<td>4,900</td>
<td>0.7%</td>
</tr>
<tr>
<td>Hillsborough</td>
<td>33,002</td>
<td>42,702</td>
<td>9,699</td>
<td>1.5%</td>
</tr>
<tr>
<td>Merlo Park</td>
<td>73,213</td>
<td>95,066</td>
<td>21,853</td>
<td>2.0%</td>
</tr>
<tr>
<td>Millbrae</td>
<td>30,050</td>
<td>40,451</td>
<td>10,401</td>
<td>1.2%</td>
</tr>
<tr>
<td>Pacifica</td>
<td>42,022</td>
<td>55,194</td>
<td>13,172</td>
<td>1.7%</td>
</tr>
<tr>
<td>Portola Valley</td>
<td>13,570</td>
<td>17,023</td>
<td>3,453</td>
<td>0.5%</td>
</tr>
<tr>
<td>Redwood City</td>
<td>114,503</td>
<td>151,755</td>
<td>37,252</td>
<td>4.6%</td>
</tr>
<tr>
<td>San Bruno</td>
<td>69,086</td>
<td>79,282</td>
<td>10,296</td>
<td>1.3%</td>
</tr>
<tr>
<td>San Carlos</td>
<td>49,263</td>
<td>66,309</td>
<td>17,046</td>
<td>2.0%</td>
</tr>
<tr>
<td>San Mateo</td>
<td>133,667</td>
<td>177,767</td>
<td>44,100</td>
<td>5.4%</td>
</tr>
<tr>
<td>South San Francisco</td>
<td>95,359</td>
<td>132,722</td>
<td>37,363</td>
<td>4.1%</td>
</tr>
<tr>
<td>Woodside</td>
<td>20,495</td>
<td>26,998</td>
<td>6,503</td>
<td>0.6%</td>
</tr>
</tbody>
</table>

**Total Revenue**

$2,669,031 | $1,317,955 | $1,270,455 | $410,000 | $0 | $272,379 | $3,270,788 | $601,757 | 100.0%

**DEM Personnel**

650,009 | 349,964 | 349,964 | 687,928 | 35,919 | 61.1%

**DEM On-Call Pay**

30,000 | 11,846 | 11,846 | 23,691 | 6,309 | 2.1%

**DEM Management/Admin**

105,077 | 145,298 | 145,298 | 290,477 | 135,400 | 25.8%

**Environmental Health Hazmat Personnel**

110,636 | 151,607 | 151,607 | 223,216 | 12,582 | 11.1%

**Total Personnel**

$947,722 | $556,857 | $556,857 | $0 | $0 | $1,156,104 | $135,400 | 100.0%

**San Mateo Consolidated Hazmat Contract**

782,571 | 408,669 | 408,669 | 817,317 | 34,746 | 38.6%

**San Mateo Consolidated Fire Station Chief Contract**

228,966 | 120,207 | 120,207 | 240,414 | 11,448 | 11.4%

**ESC Programs**

93,753 | 93,753 | 93,753 | 573,570 | 119,344 | 16.9%

**Hazmat New Firefighter Training**

33,847 | 20,473 | 20,473 | 40,945 | 7,098 | 1.9%

**County Alerting and Technology**

52,500 | 50,000 | 50,000 | 52,500 | 2,500 | 0.2%

**DEM Services/Supplies**

68,795 | 14,273 | 14,273 | 86,564 | 46,241 | 1.3%

**Environmental Health Services/Supplies**

39,488 | 27,279 | 27,279 | 55,458 | 15,970 | 2.6%

**Total Services & Supplies**

$1,206,158 | $736,093 | $687,953 | $0 | $573,570 | $119,344 | $2,115,599 | $26,021 | 88.4%

**Regional Operations Center Space Expense**

$401,926 | $226,406 | $226,406 | 472,812 | 70,937 | 78.2%

**Other Services**

$133,246 | $66,032 | $66,032 | 132,063 | 18,817 | 21.8%

**Total Other Services**

$515,151 | $302,438 | $302,438 | $0 | $0 | $604,875 | $89,724 | 100.0%

**Total Expenditures**

$2,669,031 | $1,600,187 | $1,552,687 | $0 | $573,570 | $119,344 | $3,845,788 | $383,755 | 44.4%
FY 2024-25 DEM Proposed Overall Budget (~7 Million)

- County ESC 17.4%
- County 42.7%
- ESC SFO 5.5%
- ESC Trust 7.7%
- Grants 8.7%
- Cities 18.0%
FY 2024-25 DEM Proposed Overall Expense (~7 Million)

- Service Charges: 16.8%
- Salary & Benefits: 44.8%
- Programs and Contracts: 38.4%
FY 2024-25 ESC-JPA Budget (3.8 Million)

- Cities 1.3M (34.3%)
- Trust Fund 0.6M (15.0%)
- SFO 0.4M (10.7%)
- Grants 0.3M (7.1%)
- County 1.3M (33.0%)
# FY 2024-25 Trust Fund Status

<table>
<thead>
<tr>
<th>Trust Fund Balance</th>
<th>Trust Fund Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trust Fund Current Value (April 2024)</td>
<td>$1,345,754</td>
</tr>
<tr>
<td>Approved Deduction (Vehicle FY 2023-24)</td>
<td>($200,000)</td>
</tr>
<tr>
<td>Estimated 24-25 Beginning Value</td>
<td>$1,145,754</td>
</tr>
<tr>
<td>Approved Deduction (AHEP + CRISP FY 2024-25)</td>
<td>($575,000)</td>
</tr>
<tr>
<td>Estimated 24-25 Balance After Deduction</td>
<td>$570,754</td>
</tr>
</tbody>
</table>

- Minimum Cap for the Trust Fund is 500K
FY 2024-25 ESC-JPA Expense (3.8 Million)

- Hazmat Services & Environmental Health: 1.0M (27.0%)
- DEM Personnel: 1.0M (26.1%)
- ESC Programs: 0.9M (24.3%)
- Facilities: 0.5M (12.3%)
- Fire Liaison: 0.2M (6.3%)
ESC-JPA Budget Comparison (Average: 3.1 Million)

- FY 2020-21 Adopted: 3.2M
- FY 2021-22 Adopted: 3.2M
- FY 2022-23 Adopted: 3.3M
- FY 2023-24 Adopted: 2.7M
- FY 2024-25 Recommended: 3.8M
FY 2024-25 vs. Average ESC-JPA Budget Comparison

FY 2024-25 Recommended

880K

FY 2020-24 Average

Budget Trend

$0M $1M $2M $3M $4M

94K (10.7%)

783K (89.3%)

DEM Programs

Funding source
## ESC Program Details

<table>
<thead>
<tr>
<th>ESC Programs</th>
<th>Total FY 24-25</th>
<th>EM Phases</th>
<th>Completion Date</th>
<th>Cities</th>
<th>County</th>
<th>Trust Fund</th>
<th>Grants</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Hazards Evacuation Plan</td>
<td>$492,570</td>
<td>Preparedness</td>
<td>1/31/2025</td>
<td>$29,250.00</td>
<td>$29,250</td>
<td>$375,570</td>
<td>$58,500</td>
</tr>
<tr>
<td>Annual Disaster Preparedness Day</td>
<td>$28,000</td>
<td>Preparedness</td>
<td>8/30/2024</td>
<td>$7,000.00</td>
<td>$7,000</td>
<td>$0</td>
<td>$14,000</td>
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<tr>
<td>EOC Fundamental Training</td>
<td>$47,295</td>
<td>Preparedness</td>
<td>9/31/2024</td>
<td>$11,824.00</td>
<td>$11,824</td>
<td>$0</td>
<td>$23,648</td>
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<tr>
<td>Emergency Management Training</td>
<td>$46,393</td>
<td>Preparedness</td>
<td>9/31/2024</td>
<td>$11,598.00</td>
<td>$11,598</td>
<td>$0</td>
<td>$23,197</td>
</tr>
<tr>
<td>Tsunami Sirens</td>
<td>$13,470</td>
<td>Response</td>
<td>4/30/2025</td>
<td>$6,735.00</td>
<td>$6,735</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Disaster Alert System</td>
<td>$0</td>
<td>Response</td>
<td>12/31/2024</td>
<td>$0.00</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Virtual EOC Software</td>
<td>$54,692</td>
<td>Response</td>
<td>12/31/2024</td>
<td>$27,346.00</td>
<td>$27,346</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Coastside Resiliency Plan (CRISP)</td>
<td>$198,000</td>
<td>Mitigation</td>
<td>4/30/2025</td>
<td>$0.00</td>
<td>$0</td>
<td>$198,000</td>
<td>$0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$880,420</strong></td>
<td>N/A</td>
<td>N/A</td>
<td><strong>$93,753.00</strong></td>
<td><strong>$93,753</strong></td>
<td><strong>$573,570</strong></td>
<td><strong>$119,345</strong></td>
</tr>
</tbody>
</table>
SMC Operational Area Coordination

Preparedness
- Planning
- Training
- Exercises
- Public Outreach & Education

Response
- Response Support
- Alert & Warning
- Op Area Coordination
- Mutual Aid
- Federal Compliance
- State Compliance

Mitigation
- Local Hazard Mitigation Plan
- Fire Mitigation
- Coastal Resiliency Infrastructure Strategic Plan

Recovery
- Recovery Support
- Liaison with the State
- Liaison with the Federal Agencies
Budget Recommendation

Adopt the FY 2024-25 Emergency Services JPA Proposed Budget