



COUNTY OF SAN MATEO DEPARTMENT OF EMERGENCY MANAGEMENT



Emergency Services Council Meeting

IN-PERSON WITH REMOTE PUBLIC PARTICIPATION AVAILABLE

April 15, 2025 3:00 PM – 4:00 PM

Regional Operations Center
501 Winslow Street, Redwood City CA 94063

Join Zoom Meeting

<https://smcgov.zoom.us/j/81975236876?pwd=FeIjdSKX5a0zLmYMGZKU7WIk4TNs9.1>

Meeting ID: 819 7523 6876

Passcode: 6503634790

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AGENDA

- | | |
|---|-----------------|
| 1. Roll Call (2 minutes) | Chair |
| 2. Public Comments, Correspondence (Clerk), Announcements (3 minutes) | Clerk |
| 3. Action to Set Agenda and Approve Consent Agenda Items (5 minutes) | Chair |
| 4. Budget Presentation (45 minutes) | Director |
| 5. Report Outs Related to Emergency Services Council (5 minutes) | Chair & Members |

Consent Items

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the consent agenda are approved by one action unless a request is made at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda.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

- Approval of August 22, 2024 meeting minutes

- | | |
|----------------|-------|
| 6. Adjournment | Chair |
|----------------|-------|

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 DEM_DutyOfficer@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**



Emergency Services Council Finance Committee
Meeting Minutes
August 22, 2024

This meeting was called to order at 4:07 p.m. by Council Vice Chair Rico Medina.

I. Roll Call

San Bruno	Council Vice Chair Medina	Present
Daly City	Council Member Sylvester	Present
Hillsborough	Council Member Chuang	Present
County of San Mateo	Council Chair Slocum	Not Present

Attending Agency Representatives:

- Deputy County Executive Ely, County Executive’s Office
- Director Dhapodkar, Department of Emergency Management
- Clerk of the Committee Jen, Department of Emergency Management
- Ryan Reynolds, Department of Emergency Management
- Greg Yep, County Attorney's Office
- Legislative Aide Castoria, Office of Supervisor Slocum
- Secretary of the Committee Foiles, Department of Emergency Management (online)

II. Approval of the Agenda

- Approved without objection.

III. Approval of the Minutes

- Approved without objection.

IV. Public Comments, Correspondence, Announcements

- None

V. Regular Agenda

- Review and discussion of Joint Exercise of Powers Agreement Update
 - Director Dhapodkar presented revisions to the Joint Exercise of Powers Agreement to reflect the current structure and responsibilities of the Department of Emergency Management, as the last update was in 2014. She walked the committee through each revision and requested their input.

- Hillsborough asked about other outside agency membership, such as the Red Cross. It emphasized the importance of this committee not working in a silo and that there are stakeholders out there.
- Deputy County Executive Ely stated that language could be added to the document so that this group has the authority to manage members participating and clarified that terms and selection are flexible so that it is clear how many participants there are.
- Hillsborough stated that the idea is that we want to be inclusive and receive input. Still, we need the core group to have ultimate decision-making authority for this group to be efficient.
- Deputy County Executive Ely mentioned that we can imbed language so that stakeholders can act as participating partners to a certain extent that the committee sees fit.
- Committee discussion on the council being deemed a special district, the fact that the original language came from the ordinance, and how the JPA became a special district due to financial reporting. Deputy County Attorney Yep mentioned adding language to clarify processes and procedures.
- The committee discussed the process by which the ESC can recommend to city leadership to keep their council members on the council because of the added value they bring.
- Director Dhapodkar asked for the committee's opinion on page 5, a memo that the council could take to their cities or towns asking for input on what would benefit briefing the city attorney, city council, or city manager.
- Daly City asked what precipitated all these changes.
- Director Dhapodkar stated that the document has remained unchanged since October of 2014 when the office was under the Sheriff's Office. She also pointed out that the language designating ESC-JPA as a special district was also not included. We are focusing on improving all phases of emergency management, not just our response capabilities.

VI. All-Hazards Countywide Evacuation Plan Update

- The contract with the external contractor was canceled. DEM will manage the project internally with assistance from an evacuation subject matter expert.

VII. Round table

- Vice Chair Medina: Nothing to Report
- Daly City: Nothing to Report
- Hillsborough: Nothing to Report

VIII. Adjournment

- The meeting was adjourned at 4:49 pm.



**COUNTY OF SAN MATEO
EMERGENCY
MANAGEMENT**

Dr. Shruti Dhapodkar
Director

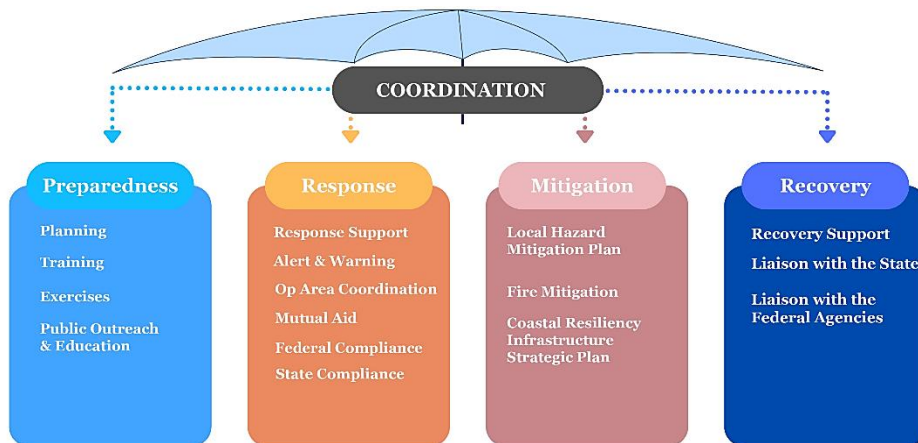
County Government Center
501 Winslow Street
Redwood City, CA 94063
(650) 363-4790
www.smcgov.org/dem

Date: April 15, 2025
To: Emergency Services Council (ESC) Finance Committee
Cc: Adam Ely, Deputy County Executive
From: Dr. Shruti Dhapodkar, Director
Subject: FY2025-26 Emergency Services Council Joint Powers Authority Proposed Budget

Background

The Emergency Services Council-Joint Powers Authority (ESC-JPA) was established through an agreement between the County of San Mateo and its 20 cities and towns to provide strategic oversight budgetary and approval for the Emergency Services Council (ESC).

The ESC-JPA is a collaborative platform for coordinating emergency services and response among its members to enhance emergency preparedness and response capabilities within the San Mateo Operational Area (SMC OA). The County of San Mateo Emergency Management (SMC EM) oversees programs and funding through developing and maintaining comprehensive emergency plans, operating as a central hub for coordination during emergencies, allocating and deploying resources for emergency response, conducting outreach to raise public awareness about preparedness, managing alert and notification systems, organizing training sessions to ensure effective response, and collaborating with stakeholders to strengthen preparedness and resiliency.



On May 15, 2024, the ESC-JPA unanimously approved the FY2024-25 budget of \$3.8 million, funded by contributions from the County, Member Agencies, San Francisco International Airport (SFO), grants, and the Trust Fund. The approved budget allocated funding for Environmental Health (EH) and Hazmat services, ESC-JPA programs, ESC-recommended and approved projects, SMC EM personnel, facility charges, , alert and warning systems, emergency preparedness and response training, and community preparedness.

Budget Discussion

ESC-JPA Budget Overview

The State, County, and Member Agencies are all under financial strain caused by significant federal cuts, economic headwinds, and rising operational costs across all levels of government. SMC EM has identified cost-saving measures and developed the following FY2025-26 proposed budget that maintains essential services while addressing fiscal constraints.

The recommended ESC-JPA budget for FY2025-26 totals \$4.7 million, with funding from the County, Member Agencies, SFO, grants, Trust Fund, and reserves. The proposal includes a one-time, strategic use of monies from Trust Fund and Reserves to provide short-term relief.

Looking ahead, SMC EM recommends that the ESC begin long-term fiscal planning to replace EH and Hazmat vehicles in five to six years. Estimated replacement costs range from \$1.8 million to \$2.2 million, potentially increasing depending on economic conditions. Current projections indicate that the combined Vehicle Replacement Fund and the anticipated Trust Fund balance at the end of FY2024-25 may be used to support these future needs. However, even with annual Sinking Fund contributions of \$0.15 million, a funding gap total of at least \$0.43 million is currently projected. This points to the importance of proactive fiscal planning and aggressive pursuit of available grants to ensure the financial health of the ESC-JPA.

Trust Fund Status

The ESC-JPA maintains a Trust Fund. The minimum for the Trust Fund is set by the ESC-JPA at \$500,000, and the maximum cap is \$1,500,000. Below is the accounting of the Trust Fund based on ESC-JPA's approved expenses. The estimated FY2024-25 year-end Trust Fund balance is \$801,945.

FY2025-26 Proposed ESC-JPA Budget and Expenses

The Fiscal Year 2025-2026 ESC-JPA Budget totals approximately \$4.7 million, with funding distributed across several key sources:

Funding Source	Percentage
County of San Mateo	35%
Member Cities and Towns	35%
Grants	15%
San Francisco International (SFO)	9%
Trust Fund & Reserves	6%
TOTAL	100%

This budget reflects a one-time infusion of monies from the Trust Fund and reserves to provide short-term relief to Member Agencies while maintaining essential services and operational stability.

ESC-JPA expenses also total \$4.7 million, covering various aspects, including service charges, salary and benefits, and programs and contracts.

ESC-JPA Programs

\$1.1 million of the budget for FY2025-26 will be strategically allocated to various ESC programs. The breakdown of expenses is as follows:

ESC Programs	Total FY25-26	Grants	Cities	County
Local Hazard Mitigation Plan (LHMP)	\$600,000	\$475,000	\$62,500	\$62,500
Strategic Communications/Community Outreach	\$199,625	\$99,813	\$49,906	\$49,906
Emergency Management Plans & Programs	\$250,000	\$125,000	\$62,500	\$62,500
Emergency Management Training & Exercise	\$56,660	\$28,330	\$14,165	\$14,165
TOTAL	\$1,106,285	\$728,143	\$189,071	\$189,071

Recommendation

SMC Emergency Management recommends that the ESC adopt the proposed budget with the withdrawal of \$300k total from the Trust Fund and reserves.

Attachment: Proposed FY2025-26 Emergency Services Council JPA Budget

FY 2025-26 Emergency Services JPA Budget

Description	FY 2024-25					FY 2025-26				
	Adopted Budget	Cities	County	SFO Revenue	Trust Fund	Grants	Recommended Budget	Change Amount Between FY 2024-25 & FY 2025-26	Percent of Total	
Grants	272,379					728,143	728,143	455,764	16.4%	
San Mateo DEM (County Share)	827,808		1,600,034				1,600,034	772,226	36.0%	
Environmental Health (County Share)	442,647		30,488				30,488	(412,159)	0.7%	
San Francisco International Airport	410,000			410,000			410,000	0	9.2%	
Atherton	43,402	55,764					55,764	12,361	1.3%	
Belmont	48,157	62,785					62,785	14,628	1.4%	
Brisbane	15,091	19,787					19,787	4,696	0.4%	
Burlingame	66,309	87,623					87,623	21,313	2.0%	
Colma	5,893	6,573					6,573	680	0.1%	
Daly City	137,200	171,714					171,714	34,514	3.9%	
East Palo Alto	39,809	49,561					49,561	9,752	1.1%	
Foster City	65,556	83,482					83,482	17,926	1.9%	
Half Moon Bay	22,529	27,153					27,153	4,624	0.6%	
Hillsborough	42,702	53,976					53,976	11,274	1.2%	
Menlo Park	96,068	120,510					120,510	24,442	2.7%	
Millbrae	40,061	52,493					52,493	12,432	1.2%	
Pacifica	55,124	70,095					70,095	14,971	1.6%	
Portola Valley	17,023	20,813					20,813	3,790	0.5%	
Redwood City	151,756	191,192					191,192	39,437	4.3%	
San Bruno	67,263	83,958					83,958	16,695	1.9%	
San Carlos	66,928	85,841					85,841	18,913	1.9%	
San Mateo	177,767	230,795					230,795	53,028	5.2%	
South San Francisco	132,722	170,677					170,677	37,955	3.8%	
Woodside	26,596	33,229					33,229	6,633	0.7%	
Total Revenue	\$3,270,788	\$1,678,022	\$1,630,522	\$410,000	\$0	\$728,143	\$4,446,686	\$1,175,898	100.0%	
DEM Personnel	687,928	379,084	379,084				758,167	70,239	55.2%	
DEM On-Call Pay and Benefit Costs	23,691	107,319	107,319				214,639	190,948	15.6%	
DEM Management/Admin Fees	290,477	138,145	138,145				276,291	(14,187)	20.1%	
Environmental Health Hazmat Personnel	123,218	61,609	61,609				123,218	0	9%	
Total Personnel	\$1,125,314	\$686,157	\$686,157	\$0	\$0	\$0	\$1,372,314	\$247,000	100.0%	
San Mateo Consolidated Hazmat Contract	817,317	425,221	425,221				850,441	33,124	37.5%	
San Mateo Consolidated Fire Battalion Chief Contract	240,414	0	0				0	(240,414)	0.0%	
Environmental Health Hazmat Services/Supplies	55,458	24,229	24,229				48,458	(7,000)	2.1%	
ESC Programs	860,420	189,071	189,071			728,143	1,106,285	225,865	48.8%	
Hazmat New Firefighter Training	40,945	21,292	21,292				42,583	1,638	1.9%	
Alert & Warning	52,500	87,556	87,556				175,111	122,611	7.7%	
DEM Services/Supplies	28,545	21,155	21,155				42,310	13,765	1.9%	
Total Services & Supplies	\$2,115,599	\$768,523	\$768,523	\$0	\$0	\$728,143	\$2,265,188	\$149,589	100.0%	
Regional Operations Center Facility Expense & Maintenance	\$472,812	247,720	247,720				495,439	22,627	44.7%	
All Other Service Charges	\$132,063	306,873	306,873				613,745	481,682	55.3%	
Total Other Services	\$604,875	\$554,592	\$554,592	\$0	\$0	\$0	\$1,109,184	\$504,309	100.0%	
Total Expenditures	\$3,845,788	\$2,009,272	\$2,009,272	\$0	\$0	\$728,143	\$4,746,686	\$900,898	23%	

Emergency Services Council

Finance Council Meeting

April 15, 2025



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Roll Call

Chair



Public Comments, Correspondence, Announcements

Clerk



Action to Set Agenda and Approve Consent Agenda Items

Chair



Emergency Services Council Proposed Budget FY2025-26

Director

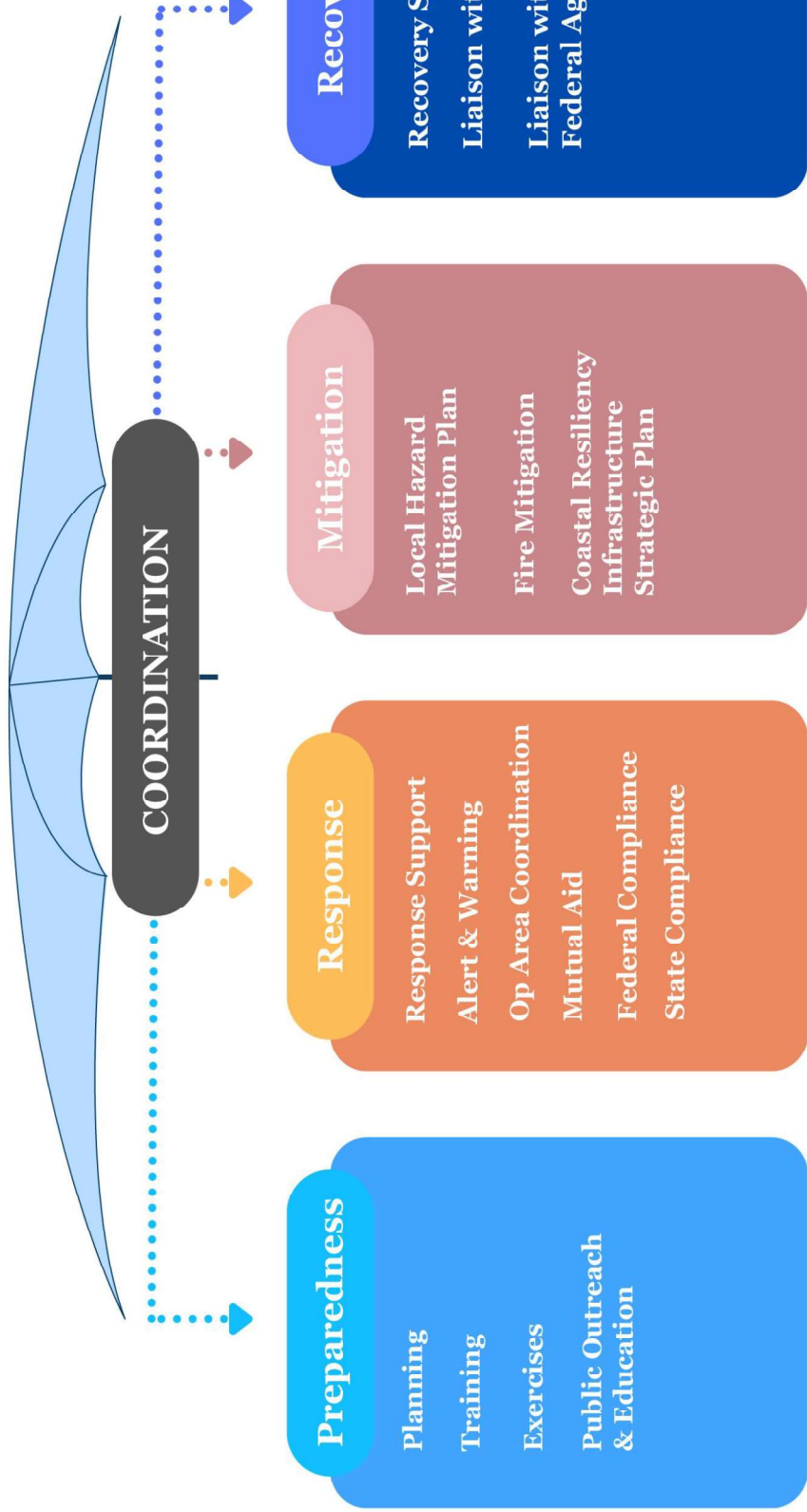


FY2025-26 Emergency Services JPA Proposed Budget

April 15, 2025



SMC Operational Area Coordination



Financial Landscape

- **“Perfect storm” of funding challenges:**
 - Risk of loss of grant funding due to potential policy changes from Federal Government.
 - The State, the County, and Member Agencies are all facing significant financial strain.
- **Rising operational costs** impacting all operational areas including cities and the County.
- **Cost-saving measures** implemented to create a lean and sustainable proposed budget.



FY2024-25 Expected End of Year Balance



FY2024-25 End of the Year Balance	Amount
Expected Value of the Trust Fund	\$570,754
Expected Value of the Vehicle Replacement Fund	\$0

- Minimum Floor for the Trust Fund is \$500k

FY2024-25 Estimated Actual End of Year Balance



FY2024-25 End of the Year Balance	Amount
Estimated Actual Value of the Trust Fund	\$801,945
Estimated Actual Value of the Vehicle Replacement Fund	\$519,257

- Minimum Floor for the Trust Fund is \$500k

FY2024-25 Estimated Cost Savings



FY2024-25 End of the Year Balance	Expected	Estimated	Estimated Cost Savings
Estimated Trust Fund Savings	\$570,754	\$801,945	\$231,191
Estimated Vehicle Replacement Fund	\$0	\$519,257	\$519,257
Total Estimated Cost Savings			\$750,448

Future Needs



- *Estimated Cost of Hazmat Fire Apparatus:* \$1.5 – 1.9
- *Estimated Cost of Environmental Health Vehicle:* \$0.3M
- *Estimated Total Cost:* -----
\$1.8M – 2.2M

Breakdown of Future Needs

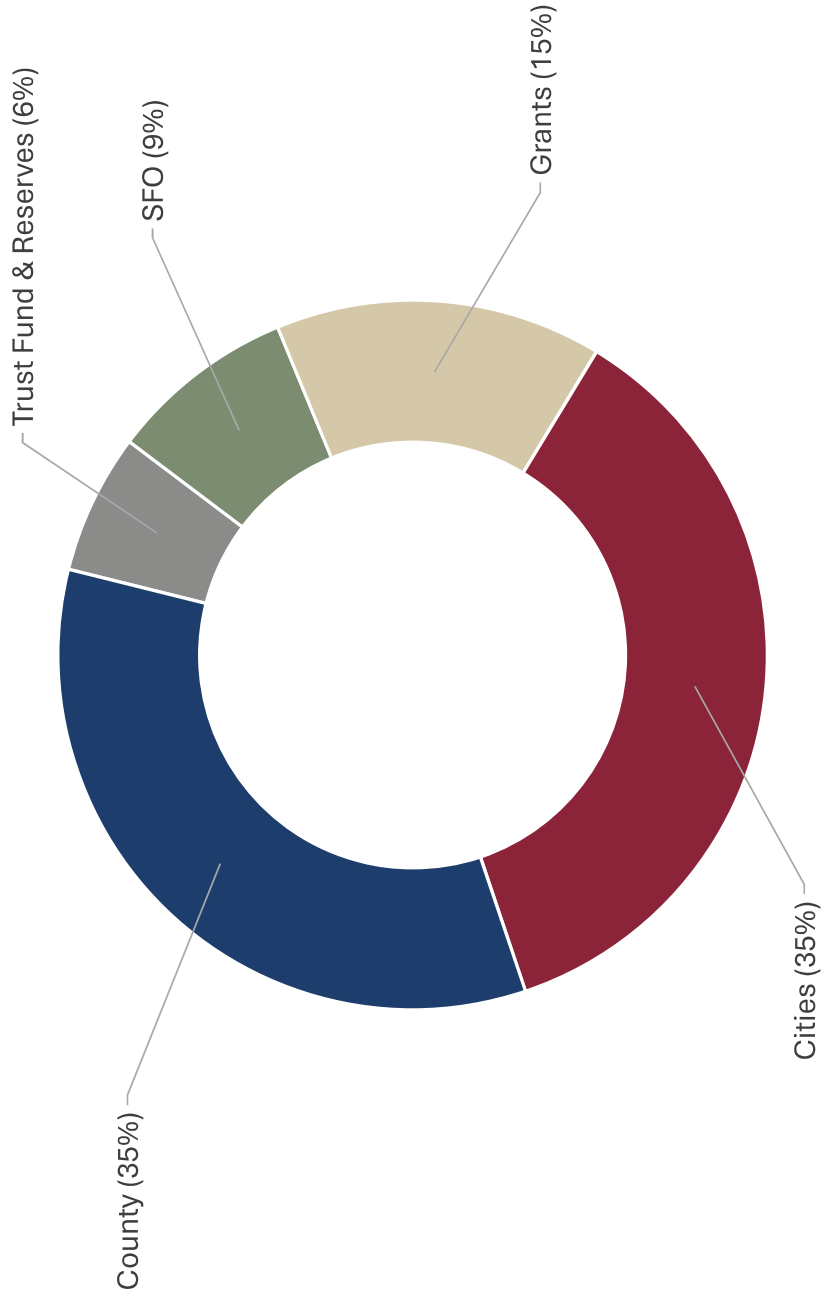


- The combined balance from the Vehicle Replacement Fund and expected Trust Fund Value at the end of FY2024-25 will likely be used towards Environmental Health and Hazmat vehicles.

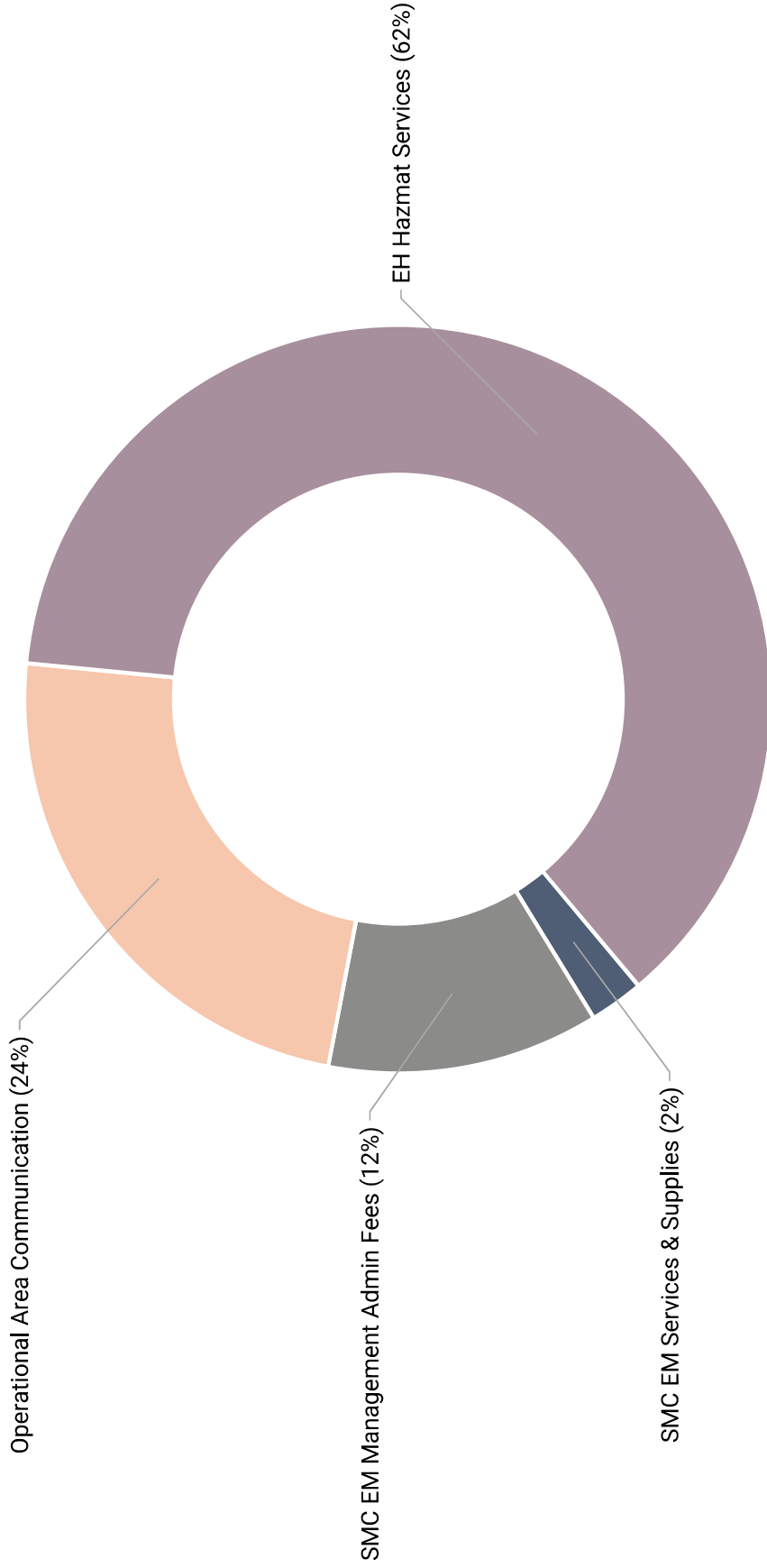
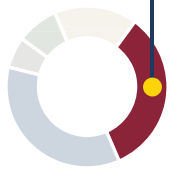
Fund Status Overview	Amount/Details
Estimated Year End Trust Fund Value	\$801,945
Anticipated Sinking Fund (5 Years)	\$150,000 per year x 5 years = \$750,000
Anticipated Total Funds Available	≈ \$1.37M
Expected Cost of Replacement	\$1.8M - \$2.2M
Shortfall in Funds	\$1.8M (Low-End Cost) - \$1.37M ≈ \$0.43M Shortfall on Low-End Cost

* Minimum Floor for the Trust Fund is \$500k

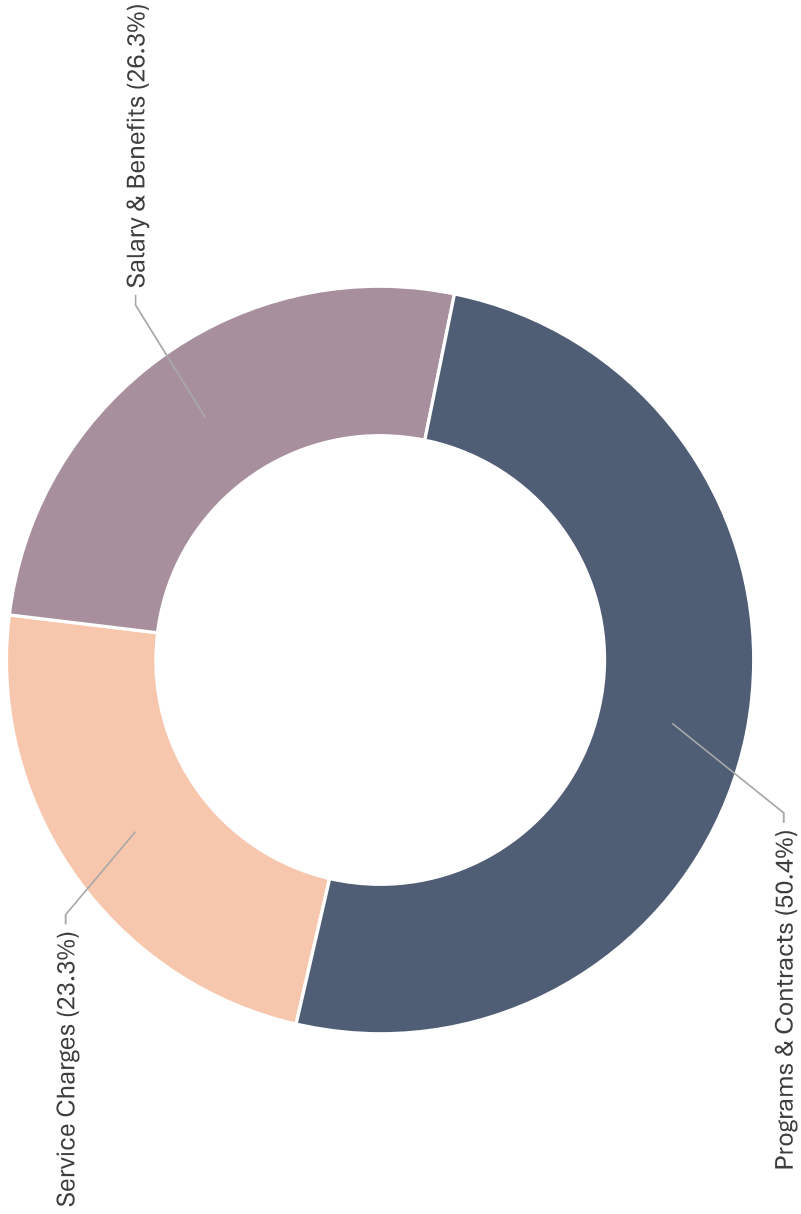
FY2025-26 ESC-JPA Proposed Budget (~ \$4.7M)



How Cities' \$1.7M Payment is Allocated



FY2025-26 ESC-JPA Expenses (~ \$4.7M)



ESC Programs ~ \$1.1M

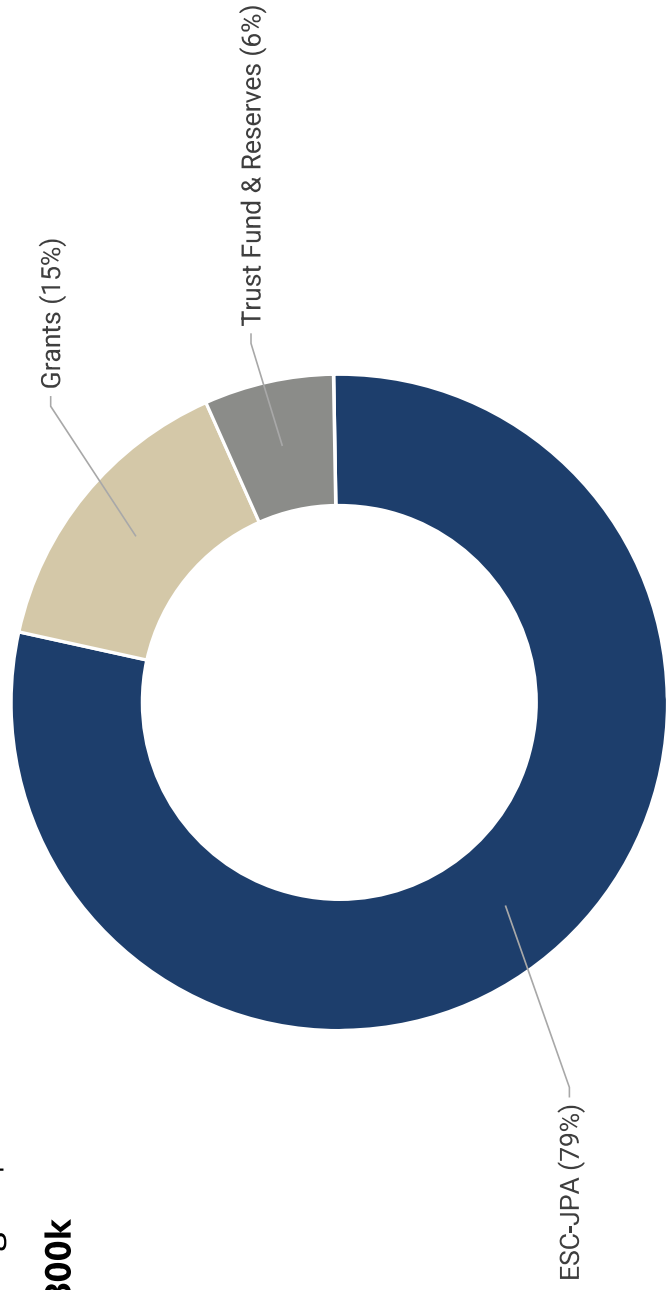


ESC Programs	Total FY 25-26	Grants	Cities	County
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Emergency Management Plans & Programs	\$250,000	\$125,000	\$62,500	\$62,500
Strategic Communications/Community Outreach	\$199,625	\$99,813	\$49,906	\$49,906
Emergency Management Training & Exercise	\$56,660	\$28,330	\$14,165	\$14,165
TOTAL	\$1,106,285	\$728,143 (66%)	\$189,071 (17%)	\$189,071 (17%)



Budget Recommendation

- FY2025-26 EC-JPA Proposed Budget: **\$4.7 million**
- Trust Fund & Reserves Total: **\$300k**
- **Vote Required**





Budget Recommendation

Adopt the FY 2025-26
Emergency Services JPA
Proposed Budget



Thank you

