



**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.