

# **Emergency Services Council Finance and Admin Committee Meeting**

## **April 20<sup>th</sup>, 2023 Minutes**

The meeting was called to order at 2:03PM by Supervisor Warren Slocum

### **1. Roll Call**

#### Attending committee members:

- Supervisor Slocum, San Mateo County Board of Supervisors
- Council Member Chaung, Town of Hillsborough
- Council Member Taylor, City of Menlo Park
- Council Member Medina, City of San Bruno
- Council Member Froomin, City of Foster City

#### Attending agency representatives:

- Deputy County Executive Ely, County Executive's office
- Director Mattei, Department of Emergency Management
- Supervising Coordinator Cosgrave, Department of Emergency Management
- Secretary of the Committee Jen, Department of Emergency Management
- Supervisor's Aide Castoria, Office of Supervisor Slocum
- Chief Thrasher, San Mateo Consolidated Fire Department

#### Attending online:

- Mr. Cruz, County Attorney
- Mr. Leech, County Fiscal Officer
- Battalion Chief Thorne, San Mateo Consolidated Fire Department

### **2. Approval of the agenda**

The agenda of the meeting was unanimously approved by the council members

### **3. Approval of the minutes**

There were no minutes taken at the January meeting

### **4. Public comment**

There were no members of the public present and no questions or statements sent in prior to the meeting.

### **5. Director's Report**

- These meetings are a reconstruction of the practices, to improve and formalize the processes of the JPA.
- Projects with major implications for public safety are being actively followed by DEM including the critical access road to the radio site located on Montero Mountain.

- The 19<sup>th</sup> Annual Disaster Preparedness Day is being held on August 5<sup>th</sup>. This event has been identified as a major opportunity for the County to conduct community outreach in partnership with all of the cities.

## **6. Agendas and financial preparations**

- Agendas will be developed by the staff of DEM under the guidance of the Chair and Vice-Chair of the Emergency Services Council. Attachments and supporting documents will be attached as a single document and their agenda items referenced clearly to ensure the appropriate items are associated with each agenda item.
- Ad-hoc committees may be necessary in some instances, but they should have specific goals and finite timelines.
- Public comments sent in by mail or e-mail should be part of the correspondences included with the meeting packet.
- Agendas should be aligned with the style of city council agendas for clarity and efficiency.
- Approval of the agenda should be removed from the agenda and only be called for when special circumstances exist requiring a change of meeting order or removal of an item.
- Agendas need the desired actions associated with each item: motion and adopt, or informational.
- Titling of agenda items should be consistent; if it is referred to as Disaster Preparedness Day, then it must be consistently called that.
- Budget documents should have a clearer summary. Pie charts or bar graphs to clarify the costs of services and how they are distributed throughout the cities may be a viable solution to the complicated pages of numbers.
- Providing models with the use of reserves and without the use of reserves gives the council an option on how much the costs may impact their city budgets.
- A clear explanation of some of the more obscure costs is needed, however should not be so detailed as to make the document more cumbersome. A clearer explanation of what services are being received for the money would greatly assist the council in their decisions to adopt the budget.
- The question was posed but not resolved: Should the Finance Committee be a Brown Act meeting?
- The Director of DEM proposed increasing the number of JPA meetings per year to six. Several council members indicated that their schedules are already extremely packed and that this would need to be brought to the full council for discussion.

## **7. Emergency Services Budget Review**

- Details of the distribution of the budget information and the model of the costs was summarized.
- The extent of the use of reserves and how that would impact the final bill to the cities was outlined. A call for clarity of items without becoming cumbersome was echoed again from items discussed above in agenda item 6.
- Proposals of charts to ensure the information was more understandable were made. While the detailed tables are necessary, they become quite confusing.

- A discussion of the primary goals of each of the four JPA meetings took place. Traditionally, the January meeting was introductions, April was the introduction of the budget, June was the adoption of the budget, and September was the summary of incidents and events during the prior fiscal year.

#### **8. The JPA contributions to the Hazardous Materials Response Team**

- Chief Thrasher was present to clarify any questions regarding the cost sharing that funds the HazMat team.
- Grants have been obtained which was used to acquire equipment which helps offset increasing costs of staffing the team.

#### **9: The DEM Contract Battalion Chief**

- For the last several years an agreement between the Fire Chiefs and DEM has placed a Battalion Chief under contract in the Department of Emergency Management.
- Currently the contract is with San Mateo Consolidated Fire Department at 75% of the salary cost of the assigned Chief.
- It is requested that the current contract which runs out June 30<sup>th</sup> should be renewed for an additional three years.

#### **10: Report outs**

- There were no report outs from the committee

#### **11: Adjournment**

- The meeting was adjourned at 3:16pm.