

Emergency Services Council Finance Committee Meeting Minutes

This NFOCC meeting was called to order at 1:33PM by San Mateo County (SMC) Supervisor Warren Slocum

Roll Call

Attending Committee Members:

- County Supervisor Slocum, SMC (*Chair*)
- Council Member R. Medina, San Bruno (*Vice-Chair*)
- Council Member Chaung, Hillsborough
- Council Member Froomin, Foster City
- Council Member Sylvester, Daly City

- Council Member Taylor, Menlo Park (Online as member of public)

Public Comment, Correspondence, Announcements

None.

Action to Set Agenda

Motion: Council Member X / Second: Council Member X

Yes:	5
No:	0
Abstain:	0

Action to Approve Consent Agenda

Motion: Council Member X / Second: Council Member Y

Yes:	5
No:	0
Abstain:	0

Regular Agenda

2. Consideration of an increase in the ESC Reserves from \$500,000 to \$1,400,000

Presentation: Adam Ely, SMC Chief Executive's Office

- Reserve amounts are held in a trust fund. The current amount in fund is approximately \$1,473,315. The reserve fund grew through gradual accumulation of operating surplus from DEM

and Environmental Health, interest earnings, and allocations from San Francisco International Airport (SFO).

- For fiscal years 2023-24, the County Chief Financial Officer has recommended treating future incoming funds from SFO, the primary prior sources of reserves, as revenue and not reserves. Switching SFO contributions to revenue, will offset the money that is usually drawn from the reserve fund to keep the city contributions stable.
- Due to this change, the trust fund holding the existing reserves will not be used unless otherwise directed by the ESC-JPA Board for one-time projects/expenses.
- The DEM Director recommends increasing the reserve cap to \$1.4 million to be allocated as one-time expenditures or as potential rainy-day funds and establishing a minimum reserve amount of \$500,000.
- Members supported establishment of a minimum base of \$500,000 in the reserve fund for one-time expenses and as a rainy-day fund and recommend a reserve cap of \$1,500,000.
- Members requested discussion and projection of cost of memberships fees so each city/town is on the radar for looking at the budget of coming years to anticipate contributions.

3. Consideration of utilization of ESC Reserves to purchase DEM vehicles

Presentation: Don Mattei, Director of DEM; David Cosgrave, Supervising Coordinator, DEM; Michael Leach, SMC Fiscal Officer; Adam Ely, SCM CEO's Office

- DEM's current vehicle fleet consists of 4 vehicles, three of which were passed down from the Sheriff's Office and are in need of replacement. There are no vehicle replacement funds attached to the vehicles that were passed down to DEM from the Sheriff's Office. The plan is to purchase 2 new vehicles now and additional vehicles at a later point. Initial thinking is that the County would own and maintain the vehicles.
- Members requested information regarding the possible purchase of all-electric vehicles. Points were made that the County does have a large capacity for electric vehicle charging, and that maintenance costs for an electric vehicle could be cheaper than the costs for a gas vehicle.
- The County Supervisor requested complete and thorough analyses and considerations to be provided to the Committee for the next meeting that would anticipate certain questions and topics that may be brought up by Committee Members. The Director of DEM and the Deputy County Executive agreed.
- Members supported utilization of ESC-JPA to purchase necessary vehicles and requested consideration of electric vehicles for viability to emergency response needs.

4. Final review and discussion of recommended budget and any modifications

Presentation: Michael Leach, SMC Fiscal Officer

- The County Fiscal Officer referred the Committee to the ESC JPA PowerPoint from the last meeting where it was discussed that the reductions in the budget were originating from service charge reductions for items such as radio and phone service from ISD, and for vehicles from DPW. The proposed budget also reflected treatment of SFO contribution as revenue.
- The reductions in the budget were offset by an increase in the contract for the Hazardous Materials Response Team, operated by San Mateo Consolidated Fire.
- Members supported recommended budget. Some members appreciated the clear explanation and summary of the budget, as it allowed them to review budgetary items in an easier way.

5. Consideration of modifications to Finance Committee Meeting schedule

Presentation: Don Mattei, Director DEM

- Member supported attending as many meetings as necessary (not just meeting to meet) to accomplish ESC-JPA goals.
- Members believed the January meeting should not be for orientation of new members. An orientation meeting for new members should be held separately and only for the new members so that they can be properly onboarded.
- The committee chair recommended and members supported keeping the number of meetings to four and adding extra ad-hoc meetings when necessary.

6. Director's Report

Presentation: Don Mattei, Director DEM

- Director Mattei provided updates as set forth in written Director's Report
- Coastside Resilient Infrastructure Specific Plan (CRISP).
 - Discussion of initiative requested by SMC Supervisor Ray Mueller which would review infrastructure resiliency improvements needed related to, among other things, electrical, cellphone, and radio infrastructure on the coastside.

- Members expressed support for utilization of ESC reserves for CRISP noting impacts from recent storms. Initial estimated contribution is \$150,000-200,000. Request to consider inviting Supervisor Mueller to ESC-JPA meeting to present on item.
- After Action Report (AAR) for Winter Storms.
 - DEM desire to utilize third-party vendor for AAR, as with COVID and CZU complex fire. RFQ was submitted and projected cost is between \$30,000-\$70,000. The normal 90-day deadline for recovery filing has been extended due to the extensive damage that many areas experienced from the winter atmospheric river events.
 - Clerk of the Committee Norris indicated third-party independent AAR would give the County a better foundation for claims during the FEMA audit. Costs of AAR are unlikely to be recovered through FEMA, as AAR is a State, not a federal, requirement.
 - Members request that DEM staff closely participate in AAR so they may more easily handle internally for future events. Finalizing VEOCI implementation will facilitate AARs in the future.
- DEM Administrative Assistant – Position
 - DEM currently has multiple individuals working part-time. Kathy Pape is helping primarily on grants and with some support for the coordinators. The other individuals are fire folks working on contracts, with most of the funding coming from grants. They are focusing more on the administrative side. Supervisor and members support additional administrative support.
- DEM Interim Director's Departure
 - The Director of DEM's last day will be September 1st, 2023.
 - The Deputy County Executive and members of the Committee thanked the Director for his many years of service and praised him for his dedication to the public and foresight.
 - The Director stressed the importance of the transition period and stated that David Cosgrave is very capable of handling the transition, but the Director would stay on longer if needed.

7. Members Report

- Town of Hillsborough: Memorial Day celebration on the 29th of June at 10AM down Main Street. They are also having the community music festival that day.

- City of Daly City: Celebrating flag month. June 13th will be the raising of the Filipino. The raising of the Pride flag will also occur in June.
- City of Menlo Park (Public Comment): Juneteenth celebration June 17 at Karl Clark Park.

8. Adjournment

- a. The meeting was adjourned at 3:01PM.