

Emergency Services Council Finance Committee Meeting

May 18th, 2023 Minutes

This meeting was called to order at 1:33PM by County Supervisor Warren Slocum

1) Roll Call

Attending Committee Members:

- County Supervisor Slocum, San Mateo County Board of Supervisors
- Council Member Chaung, Town of Hillsborough
- Council Member Taylor, City of Menlo Park (Online)
- Council Member R. Medina, City of San Bruno
- Council Member Froomin, City of Foster City
- Council Member Sylvester, City of Daly City

Attending Agency Reps:

- Deputy County Executive Ely, County Execs office
- Director Mattei, Department of Emergency Management (Online)
- Supervising Coordinator Cosgrave, Department of Emergency Management
- Clerk of the Committee Norris, Department of Emergency Management
- Secretary of the Committee Fukamaki, Department of Emergency Management (Online)
- Legislative Aide Castoria, Office of Supervisor Slocum

Attending Online:

- Mr. Leach, County Fiscal Officer
- Mrs. Vasantharam, County Attorney
- Mr. Bennett, Emergency Services Bureau

2) Approval of the Agenda

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

3) Approval of the minutes

The minutes of the April 20th, 2023 meeting was unanimously approved by the council members.

4) Public Comments, Correspondence, Announcements

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

5) Regular Agenda

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

- i) The SFO contributions have only been going into the Reserve fund and that is why the Reserve fund has risen to \$1.4 million. By switching SFO contributions to the General JPA fund, it would offset the money that is usually drawn from the Reserve fund to keep the city contributions stable.
- ii) The Director of DEM recommends increasing the cap to \$1.4 million to be allocated as one-time expenditures or as potential rainy-day funds.
- iii) Members believe that a minimum base of \$500,000 should be kept in the Reserve fund for rainy-day events.
- iv) There should be a discussion/evaluation of the true cause of the membership fees so that each city/town is on the radar for looking at the budget of the coming years to anticipate what their contributions will be.
- v) The County Supervisor liked the idea of \$500,000 as a minimum to keep in the Reserve fund and rounding up the maximum to \$1.5 million.

b) Consideration of utilization of ESC Reserves to purchase 2 DEM vehicles

- i) Three out of the four current DEM vehicles have been passed down from the Sheriff's Office and they generally have a lot of wear and tear. One vehicle was purchased new and that is used for towing equipment and trailers. DEM recently replaced a vehicle that was lost in the storm due to flooding.
- ii) There are no vehicle replacement funds attached to the vehicles that were passed down to DEM. If DEM were able to purchase new vehicles, Department of Public Works would attach vehicle replacement fees that get paid over time to eventually replace them with a new vehicle of a similar make and model.
- iii) The plan is to purchase two new trucks from the JPA, and eventually purchase an additional two new vehicles at a later point. Ideally the County would house the vehicles under DEM so that maintenance fees will be covered by the County, not the JPA.
- iv) The ESC Reserve funds would not be utilized to cover the entire purchase of the two new vehicles, it would just provide a "jump start" to funding these purchases.
- v) The idea of purchasing All-Electric For F-150 trucks was mentioned. Points were made that the County does have a large capacity for electric vehicle charging, and that maintenance costs for an electric vehicle would be much cheaper than the costs for a gas vehicle.
- vi) 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.
- vii) The Director of DEM and the Deputy County Executive agreed with the Supervisor's point and noted that this meeting was only intended to introduce the idea to the Committee regarding the purchasing of two new vehicles.

viii) DEM has requested a number of positions through the CEO, but those requests have been postponed until September revisions to decide on the positions. They will likely be filled in September, but they are for Coordinator positions, not administrator positions.

c) Final review and discussion of recommended budget and any modifications

- i) The County Fiscal Officer referred the Committee back 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 a number of items such as radio and phone service from ISD, and for vehicles from DPW.
- ii) 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.
- iii) Some members appreciated the clear explanation and summary of the budget, as it allowed them to review budgetary items in an easier way.

d) Consideration of modifications to Finance Committee Meeting schedule

- i) A point was brought up that members are able and willing to attend more meetings if needed. However, they should not be having meetings just for the sake of having a meeting. If the number of meetings is increased to six, will they be productive still?
- ii) A majority of 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.
- iii) The Director of DEM noted that four meetings spread out throughout the year may be difficult for a new incoming director.
- iv) The Supervisor recommended keeping the number of meetings to four and adding extra ad-hoc meetings whenever they are necessary.

6) Director's Report

a) All Hazard Evacuation Plan

- i) Update on the All Hazard Evacuation Plan. DEM have two vendors and they think they will have enough money for a contractor to help manage the plan. The Director recommends adding a study on cell phone reception and Wi-Fi service to provide those services to the community.
- ii) The All Hazard Evacuation Plan would likely cost \$350,000-\$375,000. Another \$25,000 would likely be required to hire a contractor to handle the project management for the plan. Ideally it would be someone familiar with the area and has expertise and knowledge of the hazards in the County, especially around the coast.
- iii) The CRISP Plan is a substantial undertaking and would cost roughly \$150,00-\$200,000.
- iv) A formal request can be made at the next ESC meeting to look into pricing, estimates, and more analysis for these plans.

b) After Action Report (AAR) for Winter Storms

- i) A RFQ was submitted and the combined total of quotes for all the vendors was between \$30,000-\$70,000. The vendor that DEM wants to contract has provided a quote of \$25,000-\$30,000 for conducting the AAR.
- ii) Clerk of the Committee Norris stated that having an AAR assembled by someone outside of the County would give the County a better foundation for claims during the FEMA audit because it would be an independent report.
- iii) Staffing shortages have made it difficult for DEM staff to conduct their own AAR as it may pull members away from their other tasks for weeks, if not months. Under normal circumstance, DEM could normally conduct the AAR on their own.
- iv) The costs for hiring a contractor to conduct the AAR are unlikely to be recovered by FEMA, as the AAR is a CalOES requirement.
- v) Finalizing VEOCI will help facilitate AARs in the future.
- vi) 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.

c) San Mateo County Fire Season Training

- i) The Sheriff's Office and CalFire attended trainings on the coast and at the ROC to cover ZoneHaven and other evacuation topics. The goal of these trainings was to improve cooperation between Fire and Law during wildfires and evacuations. The trainings were very well done by Chief Cox.
- ii) Large Animal Evacuation Group and the Department of Agriculture were also represented to help increase coordination with Fire and Law. They also provided updates to new bills regarding and affecting ranchers during wildfires.

d) DEM Administrative Assistant – Position

- i) 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.
- ii) The Supervisor referenced a recommendation that he previously made for a consultant and stated that the work they do is outstanding.

e) DEM Interim Director's Departure

- i) The Director of DEM's last day will be September 1st, 2023.
- ii) The Deputy County Executive and other members of the Committee thanked the Director for his many years of service and praised him for his dedication to the public.
- iii) 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 to ensure a smooth transition occurs.

7) Members Report

- a) City of San Bruno: Nothing to report.
- b) City of Foster City: Nothing to report.
- c) 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.
- d) 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.
- e) County Supervisor: Nothing to report.
- f) City of Menlo Park: Juneteenth celebration on the 17th of June at Karl Clark Park.

8) Adjournment

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