DRAFT
SAN DIEGO UNIFIED DISASTER COUNCIL
MEETING MINUTES
June 21, 2012

1. CALL TO ORDER

Director Holly Crawford, OES called the meeting to order at 9:00am and roll call was taken.

2. ROLL CALL

	MEMBER
CARLSBAD	David Harrison
CHULA VISTA	David Hanneman
CORONADO	Mike Blood
DEL MAR/ENCINITAS	Dismas Abelman
EL CAJON/LEMON GROVE	Mike Scott
ESCONDIDO	Mike Lowry
LA MESA	Ed Aceves
IMPERIAL BEACH	John French
NATIONAL CITY	Walter Amedee
OCEANSIDE	Darryl Hebert
POWAY	Mark Sanchez
SAN DIEGO	Donna Faller
SAN MARCOS	Todd Newman
SANTEE	Robert Leigh
SOLANA BEACH	Not Present
VISTA	Gary Fisher
OES	Holly Crawford

3. CALL FOR PUBLIC INPUT

There was none.

4. APPROVAL OF MINUTES

The April 19, 2012 minutes were unanimously approved.

5. OES BUDGET – Holly Crawford

OES developed a tool to evaluate and prioritize staff projects. We assigned a quantitative rating to all Office of Emergency Services' projects with the goal of setting overall departmental priorities. Additionally, we worked to match staff assignments to individual strengths. We evaluated each project to determine the following: How closely does it align with our mission? How many people do we reach by investing in the activity? How do we pay for the activity/project? We always want to maximize our grant dollars.

Is the service duplicated or offered by another agency or organization in our region?

Each project received a score based on the answers to these basic questions. We also considered whether the project required high, medium or low amount of staff time and whether the person assigned to the project felt the work developed or enhanced one of his or her core strengths.

The aim was to:

- Evaluate departmental workload based on defined metrics and prioritize high scoring projects
- Equalize workload among staff
- Match projects to staff strengths (every staff member completed the Marcus Buckingham “Now Discover Your Strengths” evaluation and indicated which - if any - personal strengths are developed/enhanced for each of his or her assignments)

Finally, OES management team worked to decide how to prioritize our workload and reassign certain projects based on the feedback provided. The UDC members were provided a list of current OES staff and their newly assigned projects. Along with the assignments, the list showed staff and the cities to which they are assigned.

Looking at the OES budget for this year, back in Fiscal Year 2010/2011 the UDC dues were reduced. They were reduced based on the ability to use SHSGP funding to fill in with some of the regional planning activities that we are engaging in. We have allocated the UDC share for the regional projects and planning. Some of the regional planning we will be engaging in the coming year is: Our Energy Resilience Plan in light of the September 2011 power outage, we are also doing a lot of work in Advance Recovery, and also Access and Functional Needs. We are almost at the end of reviewing our Op Area Emergency Plan for Access and Functional Needs considerations and we will be continuing with that work and looking at other plans that our region has and incorporating Access and Functional Needs considerations into those plans.

Additional items that are not listed on the budget sheet are: Holly is in early conversations with Jack Thorpe from NICS and WebEOC – integrating those two systems. We will continue with planning from that, more and more NICS is used in the field in our region and we want to make sure in Emergency Operations Centers throughout the region you are not required to log into two different systems. This will allow personnel in the Emergency Operations Center to have access to that NICS information as well.

We are also looking at Point of Dispensing (POD) plans, which are almost complete. We are working with the Health and Human Services Agency (HHSA) to incorporate their Point of Dispensing information into our plan.

Training- Mass Notification is going to be a big time consuming training project. With the new mass notification system that has been procured, we will have to roll out an extensive training plan to make sure everyone knows how to use the new system.

This is a synopsis of the regional projects we will be working on. The UDC funded portion about 2% of our overall regional planning and projects money. In addition to this we will be looking at EMPP, which was one of the first things that were cut from the SHGP funding. We would like to reinstate that in some form. We did a survey to see where the cities stand. You have a new liaison from OES that is assigned to the cities. They will be in contact with you soon to find out how we can assist.

The Swift Water Rescue plan was discussed, that some of the money from the Call When Needed could be used for that if needed. Holly stated the protocol for that was never developed. If we think that is still a need, a subcommittee could get together to decide how that would play out.

Donna Faller asked what we are going to do with the money that was set aside for Swift Water Rescue. Holly stated that we heard from the UDC that there was a need to have funding for the Regional Vehicles and the replacing of supplies. We put in $50,000 for equipment and supplies for the Regional Vehicles as a UDC owned asset and also $30,000 for maintenance of the vehicles has been set aside. Holly also stated that we never did have a certain amount of money set aside for Swift Water Rescue.

Holly called for a motion to approve the FY 2012-2013 OES/UDC Budget. A motion was made and the motion carried.

6. <u>CERT – MUTUAL AID PLAN (CERT MAP)</u> - Robert Barreras

Robby presented the San Diego County Operational Area Community Emergency Response Team Mutual Aid Plan. The CERT MAP was approved by the San Diego CERT Council with assistance by OES.

Robby gave some background on the CERT MAP. During the 2007 Firestorms, some of the CERT programs found themselves needing additional assistance from other CERT programs. Due to the limitations of the Disaster Service Worker Volunteer Program for the state of California, a work around had to be established to meet their needs. CERT members were used as a pool of volunteers and while they were used in a CERT capacity due to their training, they were treated as spontaneous volunteers, not CERT members. After hearing about the success of the Orange County Mutual Aid program utilized during their Santiago fires, the CERT Council decided to re-evaluate the concept and put

together a working group comprised of CERT program managers and CERT Council representatives from various agencies.

The basic premise for the CERT MAP in San Diego County is simple: A neighboring community helping a neighboring community. CERT members are trained in a standard curriculum and would need limited additional training when deployed to another community. Participation in the CERT MAP is voluntary by the local sponsoring agencies, but also the CERT members that may or not choose to participate in the CERT MAP. The key feature of the program is that the CERT programs that participate are not required to fulfill mutual aid requests in order to request CERT MAP volunteers. All mutual aid is voluntary and must be requested and approved before deployment.

The main purpose of the CERT MAP is to develop a standardized program that outlines operations, policies and procedures establishes training requirements and defines the functions, capabilities, and limitations of CERT MAP volunteers.

The mission of the CERT MAP is to harness the power of the CERT members through education, training, and volunteer service to make communities safer, stronger, and better prepared to respond to natural and man-made disasters.

To be eligible in the CERT MAP program, CERT members must first be members of a participating program and the CERT member must be at least 18 years old, active and in good standing with their CERT program, be a registered Disaster Service Worker, and successfully pass a DOJ and FBI background check. The cost for background checks would fall on the sponsoring agency.

It is advantageous to have this CERT Mutual Aid Plan approved and able to be utilized to bring additional CERT resources to communities in need.

David Harrison expressed concerns about the roles and responsibilities involved and made a motion to have the plan presented to the Fire Chief's Association and after they have had a chance to review it that it come back to the UDC for a vote.

After much discussion, it was decided to ask for additional participation in the working group. The working group could work on the concerns heard today and come back to the UDC once the training module is completed and have them address some of the potential roles and responsibilities.

7. <u>REGIONAL VEHICLE ROTATION SCHEDULE</u>- Susan Asturias

Holly Crawford reported that at the April 19th meeting, the UDC had tasked OES staff to develop a Rotation Schedule for the Regional Vehicles. Susan Asturias discussed the Proposed Biennial Rotation Schedule for Regional Vehicles handout. The proposed rotation of available vehicles was categorized alphabetically, according to zones (North, Metropolitan and Central).

The Cities of Del Mar and Imperial Beach indicated that they are unable to fulfill the requirements necessary to house the vehicles due to staffing/station limitations. The UDC agreed on criteria of "single station/single resource" for jurisdictions to be exempt from the Rotation Schedule.

The UDC voted to exempt the Cities of Del Mar and Imperial Beach from the Rotation Schedule for Regional Vehicles. OES staff was tasked to develop a new Rotation Schedule, based on feedback from the other jurisdictions, for consideration at the August 16th UDC meeting. Feedback from other jurisdictions included Chief Scott volunteering to take MDU 101 and the Cities of Escondido and Oceanside willing to keep their vehicles (103 and 105). There are now two vehicles that need to be housed: MCA 102 and MCA 106. OES was also tasked to work with the Fire Protection Districts and Federal Fire to determine their ability to house a regional vehicle.

8. <u>HIRT HOURLY RATE</u> – Dismas Abelman

The HIRT Policy Committee periodically reviews the cost recovery rate. The current charge is $500 per hour. After consulting with County Counsel over the past few months (which included County Counsel consultation with a couple City attorneys) and re-evaluation, the HIRT Policy Committee has decided do cost recovery using current billable rates rather than the flat rate charge of $500 per hour**.** In your packets is a HIRT Rate Sheet, approved by the HIRT Policy Committee, which delineates the current billable rates. The HIRT Policy Committee recommends that the cost recovery process be modified to reflect a change from: a $500 per hour charge to: charges based on current billable rates of actual time and cost for equipment and personnel of the response agencies.

A motion was made to have the UDC adopt the newly proposed cost recovery process that uses current billable rates of the County of San Diego's Department of Environmental Health and the City of San Diego's Fire Department.

A motion was made to approve the HIRT Hourly Rate Schedule. The motion carried.

9. <u>HIRT RFP UPDATE</u>- Dismas Abelman

The HIRT Contract is coming up for renewal and a new contract needs to be in place by April of next year. The Statement of Work from the 2002 RFP was emailed to jurisdictions last month for review and comments. The HIRT Committee has not received any comments and so I'd like to ask if there is any discussion, before we move ahead.

On behalf of the HIRT Policy Committee, Dismas asked for three volunteers (other than existing HIRT Policy Committee members) to serve on the RFP Development Sub-Committee. This fall, the committee will be asking for three additional volunteers to serve on the Source Selection Committee and as

mentioned in the email last month, members of the RFP Development Sub-Committee are not allowed to serve on the Source Selection Committee.

One of the items discussed at the May 31st HIRT Policy Committee meeting, was that development of the RFP will be on a fast track to meet the April 2013 deadline. The RFP Development Sub-Committee may need to finalize the RFP prior to an upcoming UDC meeting. As a result, a motion was made that the UDC grant authority to the RFP Development Sub-Committee, to act on behalf of the UDC, to finalize the RFP.

10. CROSS BORDER EXERCISE – Tom Amabile

As part of the Federal EPA's Border 2020 program, a cross border communications exercise is being planned for August 28th.

The scenario calls for a suspicious device to be found at Rodriguez Dam in Mexico. The inundation map for this dam shows that catastrophic failure of this dam will flood parts of the City of Tijuana as well as the Tijuana River Valley in the US. This scenario was chosen because it actually happened in 1995.

Our goal is to demonstrate the ability of one side to contact and pass on pertinent information during an emergency that has the potential to impact both sides of the border. During this exercise, the OA EOC will be activated at a level I as will the EOC for the City of Tijuana.

We will use WebEOC, cell phones, land-line phones, Skype, websites, etc. to communicate. We will be testing the San Diego-Tijuana Sister Cities Plan which was originally intended to allow for emergency notifications across the border in the event of a hazardous materials incident that had the potential to impact both sides.

We will not be using public safety radios because of Federal regulations on both sides of the border. Due to the Border 2020 program we have established a good working relationship with our counterparts in both the City of Tijuana's Office of Civil Protection as well as Baja's state office. We hope this further enhances this relationship.

11. ALERTSANDIEGO RFP- Robert Barreras

Robby updated the UDC on the progress of the AlertSanDiego request for proposal. OES' contract will end with Twenty First Century Communications in October.

Over the past months, with the assistance of the County's Purchasing and Contracting Department, a source selection committee, comprised of various AlertSanDiego stakeholders, including OES, the Sheriff's Department, Health and Human Services Agency, and the City of San Diego Office of Homeland Security, reviewed 10 emergency alert and mass notification system proposals.

After a preliminary ranking of the proposals, the top six vendors were requested to provide real-time demonstrations of their solutions. The source selection committee then further analyzed the systems to determine the most effective system for our Operational Area.

The Source Selection Committee picked Blackboard Connect as the new AlertSanDiego vendor.

Blackboard Connect is a robust mass notification system. Currently, the County is beginning negotiations with the vendor to determine pricing structures and desired modification and customization preferences.

The next major step will be transitioning to Blackboard Connect. The County will remain under contract with Twenty First Century Communications until October 31st. We will have overlapping systems until switching over completely to Blackboard Connect. This will allow adequate time for implementing the system and training end users.

Over the upcoming months, OES will coordinate with Blackboard Connect to develop a training schedule with train-the-trainer courses. Bennett Cummings with OES is the new AlertSanDiego lead and will be providing additional information as we move forward with this process.

12. <u>CONTINGENCY OPERATIONS PLAN – ROLLING BLACKOUT</u>-
Susan Asturias

The packets contained the Contingency Operations Plan – Rolling Blackouts

To summarize:

- Units 3 and 4 of the Huntington Beach Power Plant have been brought out of retirement and are now operational. This not only adds 452 megawatts (MW) of capacity in the LA Basin, but it also enables 350 MW of additional imported power to transfer into San Diego.
- The Sunrise Powerlink is now on line, as of Sunday.
- The State is re-activating the 20/20 demand reduction program and Flex Alert TV and radio energy conservation campaign.

There is ongoing coordination with the military and public agency conservation in key areas of Southern California to further soften peak demand.

SDG&E tells us that we are in “reasonable shape” to get through the summer.

With these improvements in place, there is always the possibility of excessive strain on the electrical and gas systems, during high heat events. The Contingency Operations Plan includes an overview of:

- Increased Readiness activities amongst key county departments;
- Contingency Plans for EOC/DOC activations;
- Communications Plans for Key Stakeholders in the County
- SDG&E Q&A on the Summer Outlook
- Sector Snapshots on the Natural Gas and Electrical Systems

The Plan also provides information on potential rolling blackouts; the length of the blackouts, which is exempt as well as a website that shows which communities, will be affected.

Although the document is "County-centric", it can be used as a template for your city's planning efforts for potential blackouts this summer.

13. <u>URBAN AREA SECURITY INITIATIVE UPDATE (UASI)</u> - Donna Faller

Donna gave an update of the UASI grants. The FY09 UASI grant closed April 30, 2012. Total expenditures were 100%.

The FY10 UASI expenditure sheet was distributed to the UDC. The total expenditure deadline is November 30, 2012 for sub-recipients (December 30, 2012 to submit claims). The State Retention funds awarded to us for the Statewide Risk Management Project and the Regional Cyber Security Project are highlighted in green.

The total expenditures to date are 36% in addition to the $5.7M expended, we have a $2.28M additional under review or pending payment; and $1.68M obligated via POs for a total encumbered or expended of $9.68M or almost 62% of the grant. Equipment is 45% expended; training is 26% expended with the exception of the Regional Training Manager budgeted funds, all other FY10 funds are exhausted; planning is 16% expended.

The milestones for Project E have been met, and the milestones for Projects A and F are expected to be met based on the claims that are under review. All project expenditures will be analyzed in August and funds that will not be spent by 11/30 will be reallocated to other projects. Donna thanked all who had submitted their FY12 expenditures claims or FY carryover amounts. That is critical for the single audit; any claims for expenditures not advised as needing to be carried over will not be reimbursed.

DHS provides Congress with a monthly report of all draw downs from the State that is considered during the annual appropriations.

The total expenditure deadline for FY11 UASI is November 30, 2013 for sub-recipients (December 30, 2013 to submit claims). All projects have been approved for expenditure.

Investment 7- UASI Risk Analysis & Management Capability reflects the State Retention funds awarded to us for the Statewide Risk Management Project.

Total expenditures to date are 12% in addition to the $2.0M expended, we have $73,000 additional under review or pending payment and $1.0M obligated via POs for a total encumbered or expended of $3.18M or almost 20% of the grant. Recipients are encouraged to move forward with their expenditures as quickly as possible.

The FY12 UASI application was submitted in early May. Awards are expected from DHS/FEMA in the July/August timeframe. OHS expects a late October/early November award from the State.

FY13 National Preparedness Grant Program – Vision
DHS released its vision for FY13. It lacked detail and received considerable backlash from major national organizations who lobbied extensively against the proposal.

Both the House and Senate did not approve of the consolidated program in their marked up draft appropriations because of the lack of specifics on how the program would work. House Bill H.R. 5855 was passed at $393 million below the administrations' request and $484 million less than FY12 and faces White House veto; that bill included a $10 million increase for State and Local grant programs, but referenced UASI funding to be no less than $150 million for areas at highest threat of a terrorist attack; and the Senate approved S. 3216 that set the FY13 UASI funding at $664 million putting it just above the FY11 appropriations level of $662 million.

Congress has expressed concerns that the vision does not account for current legislation based on the 9/11 Act that requires separate UASI funding. DHS/FEMA is continuing to work on the details and legislative language changes for possibly the 2014 grant cycle.

Mike Stein, Regional Training Manager- FY10 Training Grant is currently transitioning to the FY11 Training Grant.

Initiatives #1 – Strengthen NIMS/ICS Compliance- This training is ongoing and more classes are scheduled. The rest of the initiatives are ongoing.

Mike announced this is his last UDC Meeting as Regional Training Manager. He will be returning to San Miguel.

14. <u>HOMELAND SECURITY GRANTS UPDATE</u>- Madeline Smith

Madeline informed the UDC Grant Management will now be completely handled by the Finance Unit. In an effort to expedite grant processing and reimbursement, deadlines will be enforced. Due to tighter state grant deadlines we will no longer be able to be as flexible as we have been in the past.

Finance will send emails with grant deadlines and will also send reminder emails as the grant deadlines approach. Madeline encouraged jurisdictions to distribute

this information to grant management staff. Please send updated contact information for Finance and Grant Management Staff to Madeline Smith.

The deadline to submit all year-end cash requests for all grants is July 16, 2012 (this relates to expenditures between July 1, 2011 through June 20, 2012). This is critical for single audits, there can be findings if: prior year expenditures are not paid out in the same year or are carried over to the next fiscal year. Failure to submit cash requests by the July 16 deadline may result in a denial of claims.

FY09 SHGP has been closed to jurisdictions.

FY10 SHGP-The latest status for jurisdictions was included in the packets. All jurisdictions may spend on all projects, currently there are no EHP holds.

Overall the total pass-through allocation for the FY10 SHGP is $7.7 million and approximately 35% of the pass-through funds have been claimed to date. Please note that this only includes cash requests already paid out or that have been received by OES. It does not include cash requests in transit. The deadline for the next modification is June 24. Final deadline to submit reimbursement request for FY10 is December 31, 2012.

FY11 SHGP was awarded a few months ago and the performance period has begun. The latest status for FY11 was included in the packets for each jurisdiction. Items with holds should not be purchased until further approval from Cal EMA is received. If your agency has items with the following holds, and has not yet submitted the required documents, please do so as soon as possible to avoid delays: EHCP, Aviation, or watercraft, EOC upgrades, Sole Source, or any other approval. All jurisdictions may spend on all projects **except for Q**.

FY12 SHGP-Cal EMA has recently released the guidance and allocation. More information will be sent out in the near future as we prepare for the application process.

15. EXECUTIVE REPORT – Holly Crawford

A. Energy Resilience Plan – Energy Resilience Plan version 1 has been completed. It focuses on electric power, natural gas and petroleum. The goal of the plan is to coordinate the response to energy disruptions; evaluate the impact that damage to energy systems may have; and document points of contact with energy industry.

The final stages of formatting – OES will release by mid-July on a secure portal or provide CD copies to you. The next step is specialized workshops with individual sectors (water, wastewater, fuel, electricity and natural gas) in late July to early August. This will result in tactical appendix to the Energy Plan – looking more in depth at mitigation, preparedness, response and recovery across the sectors and interdependencies. We will hold tabletop discussions at that point to verify its usefulness.

Leslie Luke pursued and secured support from The California Energy Commission to assist us with our Regional Energy and Refueling Plan.

We have been collecting generator information from water agencies, hospitals, hotels/motels and through the Public Works MOU, your five critical infrastructure locations and what type of generator support you have. We will use this information to work our regional refueling plan to support the generators.

We will sort the generators by size and type, map their location in GIS and collect information that will allow us to refuel them. Such as; can a vehicle drive up to it, what type of connections it has and any other pertinent information.

We have an initial database with input from the above mentioned agencies and some of your jurisdictions. This project will support our Energy Resilience Plan and other efforts associated with our Lifelines Emergency Coordination Group.

We will be following up with cities who have not responded to our call for information on this.

B. Golden Guardian AAR – The Golden Guardian 2012 Exercise was well received. The first two days simulated a catastrophic earthquake on the San Andreas Fault followed by two local quakes, one on the San Jacinto Fault and one on the Rose Canyon Fault. These faults were selected to allow for potential damage to any jurisdiction that wanted to participate, regardless of their geographic location in the county.

Positive feedback included: Communications and coordination, realistic injects, the exercise had a good pace and was well organized and realistic.

Areas for improvement were: The sound system did not work well. Incorporate finance more fully into the scenario, incorporate an acronym list into the EOC binders, ability to post to more than one WebEOC board, IT personnel were not familiar with the EOC display system.

Recommendations: More WebEOC training, more EOC position training, more exercises – especially tabletops which would allow staff to re-familiarize with plans and procedures.

C. SHSG FY09 Reallocation Update – At the last UDC meeting we had a motion to utilize the returned ’09 SHSGP funds on the Mass Notification System. Unfortunately, the State turned us down on that because we would be paying for something that would extend beyond the Grant Performance period. We had not executed the contract in time to utilize it for those purposes.

We did go back to the cities that were next on the list in to receive radios: Del Mar, Escondido and the Sheriff’s Department did take advantage of that offer.

D. Fire Season Preparedness – The forecasters are now expecting a warmer and drier summer this year with above normal large fire potential over the mountains and foothills of southern California. In summary:

- More high elevation fires possible (above 8,000 feet) compared to previous two seasons.
- Above normal temperatures.
- No recovery in fuel dryness levels.
- Expansion of drought conditions possible in the absence of a "monsoon" season.

The National Weather Service released information last week stating there is a 50% chance that El Niño conditions will develop during the second half of 2012. The timing of the onset of a possible El Niño has ramifications on the type of weather we can expect over the summer. In general, an earlier and stronger El Niño may lead to a drier and warmer summer, while a weaker or delayed El Niño would bring the opposite. The attached fire forecast provides additional detail.

OES is making preparations now for fire season, which include:

- Updating our fire Concept of Operations document
- Developing Public Service Announcements in partnership with County Communications + County News Center/InSite article(s)
- Information sharing with partners (Civilian/Military group; Business Alliance; Lifelines Group; Volunteer Organizations; CalEMA)
- Meeting with Chief Porter to review the "call when needed" aircraft protocol and public communication collaboration

E. Staff – OES welcomes 3 new staff members. Mike Davis, from PSG joins us as a Senior Emergency Service Coordinator. Will Smith, from Maryland is a new ESC. Will has 25 years of fire experience. Finally, Dory Pronto has replaced Anita Brua as our new Accounting Technician in the Finance Office.

16. <u>NEXT MEETING</u>

August 16th, 2012
9:00am-11:00am
5555 Overland Avenue

17. <u>MEETING ADJOURNED-</u> 11:25 A.M.