



Emergency Services Council

Finance Committee

Meeting Minutes



March 21st, 2024

Meeting commenced at 4:01 PM

I. Roll Call

Daly City	Glenn Sylvester	Present
Hillsborough	Marie Chuang	Present
San Bruno	Rico Medina	Present
County of San Mateo	Supervisor Slocum	Present

II. Approval of Agenda

- Approved without objection

III. Approval of Minutes (June Meeting)

- Approved without objection

IV. Public Comments, Correspondence (Clerk), Announcements

- Public Comments
 - No public comments
- Correspondence
 - No correspondence received
- Announcements
 - No new announcements

V. Discussion of DEM Staffing Needs

- The discussions centered around funding requests for two positions within DEM: a community outreach coordinator and an alert and warning coordinator. The total cost for these positions would be \$383,000 per year. Some concerns were raised about the financial implications and where the funding would come from, particularly given previous reliance on reserves.
- Various options were discussed for funding, including potential support from San Francisco International Airport (SFO) or reallocating funds from existing personnel.
- Members expressed support for the positions but suggested exploring alternative funding sources such as Measure K allocations to minimize the financial impact on cities. Concerns were also raised about the continuous use of reserves.

VI. Discussion of Developing Community Resiliency Centers with Generators and Required Infrastructure

- The discussion centered on establishing Community Resiliency Centers (CRCs)

equipped with generators and essential infrastructure to address power outages during emergencies. The DEM Director proposed piloting two CRCs, emphasizing their importance in providing vital services during storms and heat events.

- Member suggested conducting a needs assessment to pinpoint suitable locations for CRCs across cities and assessing their cost-effectiveness. Member recommended involving Peninsula Clean Energy (PCE) to assist with renewable energy solutions like power walls and solar panels. Concerns were raised by a Member about CRC security and funding sources.
- The DEM Director suggested deferring discussions on the CRCs until the community outreach position is acquired.

VII. Review and Discussion of Recommended FY 24-25 Budget

- The discussion focused on reviewing and discussing the recommended budget for FY 24-25. Financial Services Manager presented a budget slideshow, highlighting changes such as adding four contracts related to contracts with the ROC and breaking down current expenditures.
- Member raised questions about budget procedures, suggesting further clarification. Member highlighted the importance of hazmat services.
- Discussions covered warehouse contents and potential alternative locations.
- Discussions also surrounded the DEM office space.

VIII. Director's Report

- Nothing to report.

IX. Report Outs – Council Members

- San Bruno: Nothing to report, thank you to the DEM Team.
- Daly City: No report.
- Hillsborough: Thank you for clarifying the budget, it was very helpful. Thank you for the forward thinking on the positions.
- Supervisor Slocum: No report.

X. Adjournment

- Meeting adjourned at 5:38 PM

FY 2024-25 Emergency Services JPA Budget

Description	FY 2023-24	FY 2024-25							Change Amount Between FY 2023-24 & FY 2024-25	Percent of Total
	Adopted Budget	Cities	County	SFO Revenue	Trust Fund	Grants	Recommended Budget			
Grants	322,056						272,379	272,379	(49,677)	8.3%
San Mateo DEM (County Share)	513,335		827,808					827,808	314,473	25.3%
Environmental Health (County Share)	431,403		442,647					442,647	11,244	13.5%
San Francisco International Airport	410,000			410,000				410,000	0	12.5%
Atherton	32,508	43,402						43,402	10,894	1.3%
Belmont	36,563	48,157						48,157	11,594	1.5%
Brisbane	11,327	15,091						15,091	3,764	0.5%
Burlingame	49,166	66,309						66,309	17,144	2.0%
Colma	5,110	5,893						5,893	783	0.2%
Daly City	103,351	137,200						137,200	33,849	4.2%
East Palo Alto	30,369	39,809						39,809	9,440	1.2%
Foster City	50,089	65,556						65,556	15,467	2.0%
Half Moon Bay	17,624	22,529						22,529	4,905	0.7%
Hillsborough	33,092	42,702						42,702	9,609	1.3%
Menlo Park	73,213	96,068						96,068	22,855	2.9%
Millbrae	30,220	40,061						40,061	9,841	1.2%
Pacifica	42,022	55,124						55,124	13,102	1.7%
Portola Valley	13,570	17,023						17,023	3,453	0.5%
Redwood City	114,503	151,756						151,756	37,253	4.6%
San Bruno	50,695	67,263						67,263	16,568	2.1%
San Carlos	49,263	66,928						66,928	17,665	2.0%
San Mateo	133,697	177,767						177,767	44,069	5.4%
South San Francisco	95,359	132,722						132,722	37,363	4.1%
Woodside	20,495	26,596						26,596	6,101	0.8%
Total Revenue	\$2,669,031	\$1,317,955	\$1,270,455	\$410,000	\$0	\$272,379	\$3,270,788	\$601,757	100.0%	
DEM Personnel	652,009	343,964	343,964				687,928	35,919	61.1%	
DEM On-Call Pay	30,000	11,846	11,846				23,691	(6,309)	2.1%	
DEM Management/Admin	155,077	145,239	145,239				290,477	135,400	25.8%	
Environmental Health Hazmat Personnel	110,636	61,609	61,609				123,218	12,582	11%	
Total Personnel	\$947,722	\$562,657	\$562,657	\$0	\$0	\$0	\$1,125,314	\$165,010	100.0%	
San Mateo Consolidated Hazmat Contract	782,571	408,659	408,659				817,317	34,746	38.6%	
San Mateo Consolidated Fire Battalion Chief Contract	228,966	120,207	120,207				240,414	11,448	11.4%	
ESC Programs		93,753	93,753		573,570	119,344	880,420	n/a	n/a	
Hazmat New Firefighter Training	33,847	20,473	20,473				40,945	7,098	1.9%	
County Alerting and Technology	52,500	50,000	2,500				52,500	0	2.5%	
DEM Services/Supplies	68,786	14,273	14,273				28,545	(40,241)	1.3%	
Environmental Health Services/Supplies	39,488	27,729	27,729				55,458	15,970	2.6%	
Total Services & Supplies	\$1,206,158	\$735,093	\$687,593	\$0	\$573,570	\$119,344	\$2,115,599	\$29,021	58.4%	
Regional Operations Center Space Expense	\$401,905	\$236,406	\$236,406				472,812	70,907	78.2%	
Other Services	\$113,246	\$66,032	\$66,032				132,063	18,817	21.8%	
Total Other Services	\$515,151	\$302,438	\$302,438	\$0	\$0	\$0	\$604,875	\$89,724	100.0%	
Total Expenditures	\$2,669,031	\$1,600,187	\$1,552,687	\$0	\$573,570	\$119,344	\$3,845,788	\$283,755	44%	

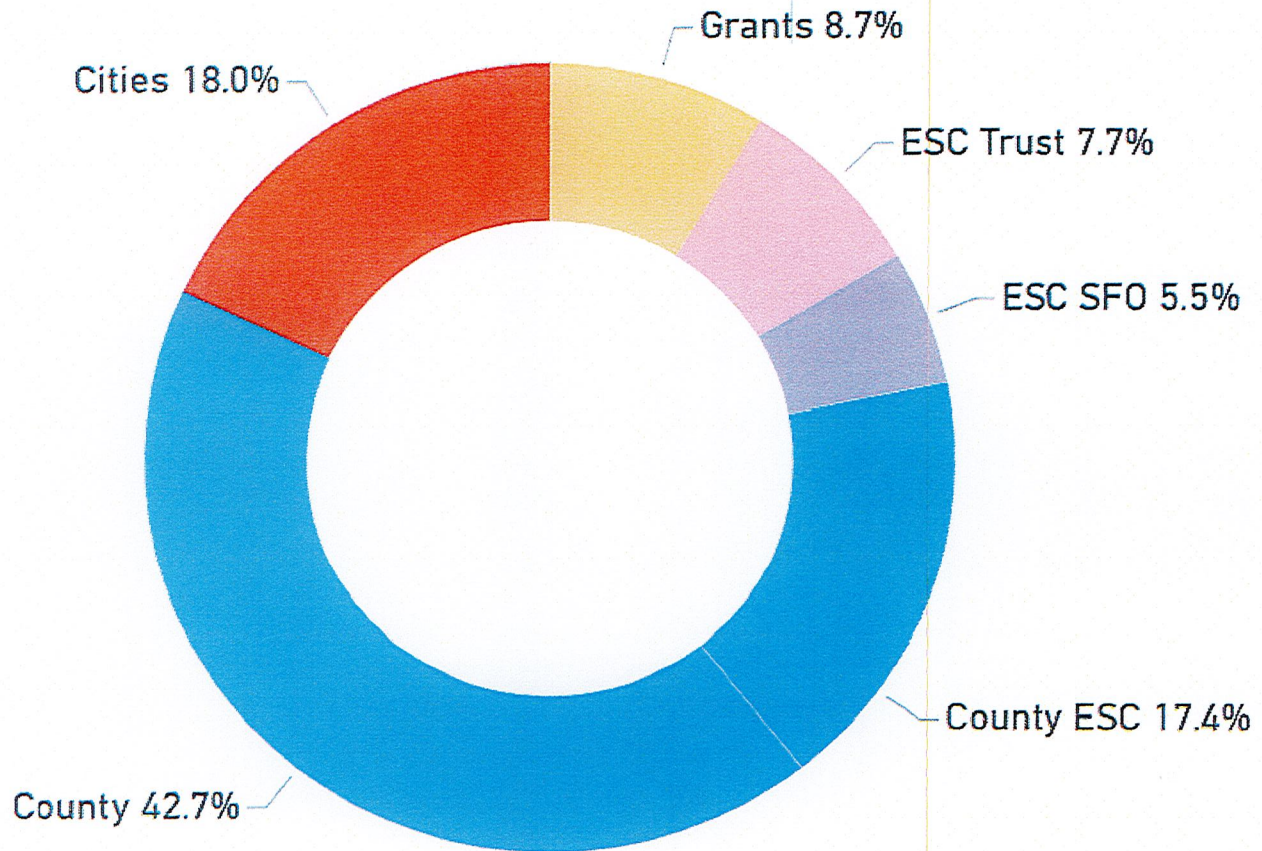
FY 2024-25 Emergency Services JPA Proposed Budget



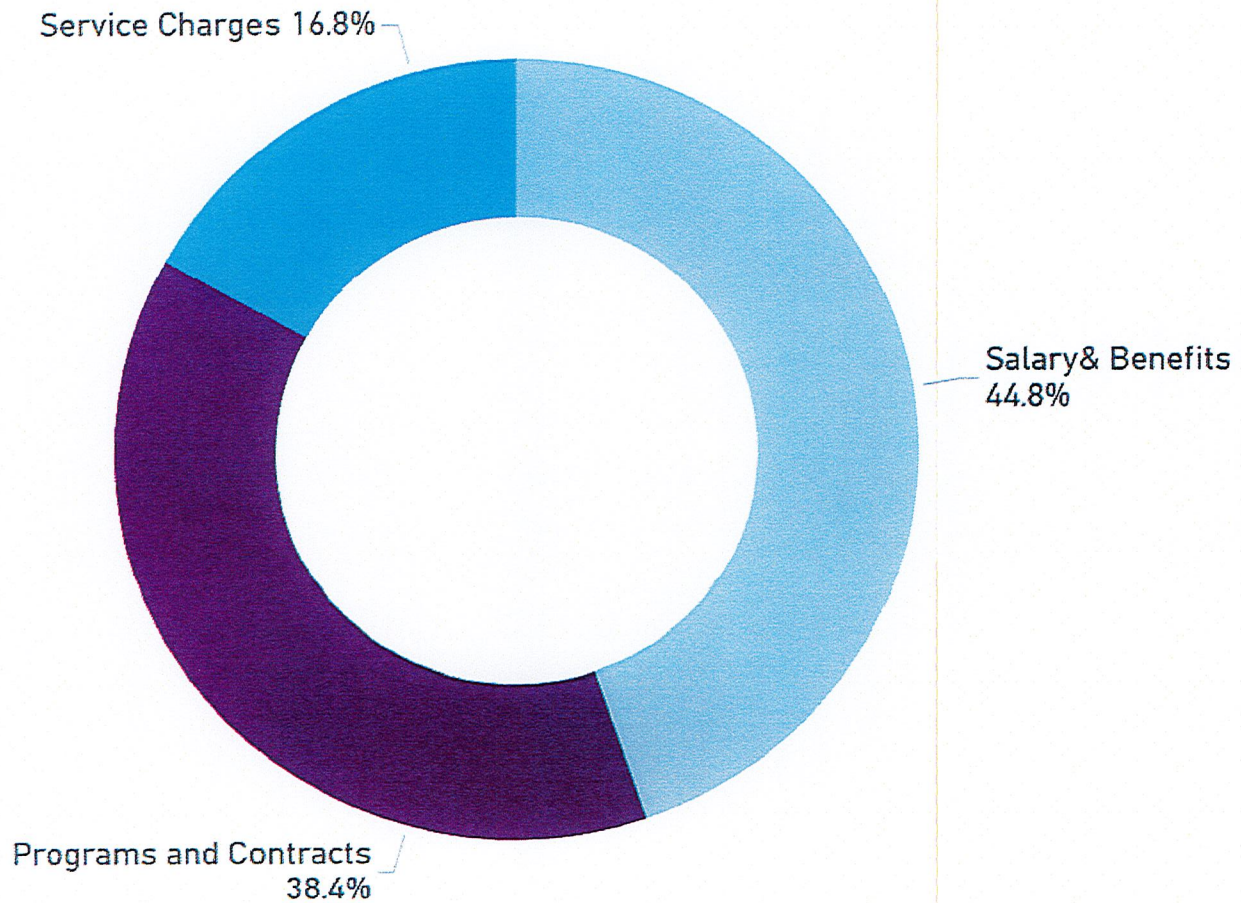
May 01, 2024



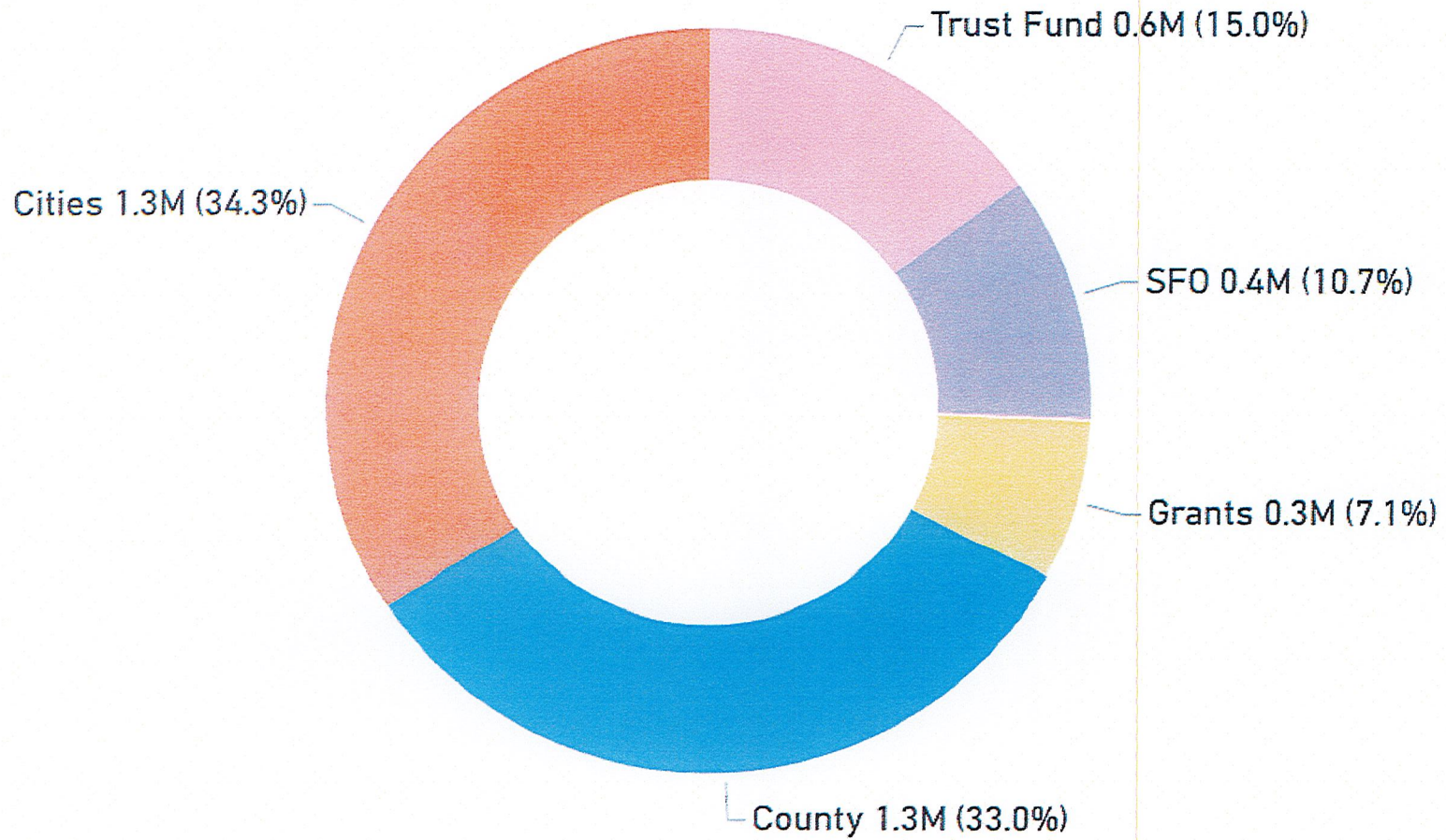
FY 2024-25 DEM Proposed Overall Budget (~7 Million)



FY 2024-25 DEM Proposed Overall Expense (~7 Million)



FY 2024-25 ESC-JPA Budget (3.8 Million)



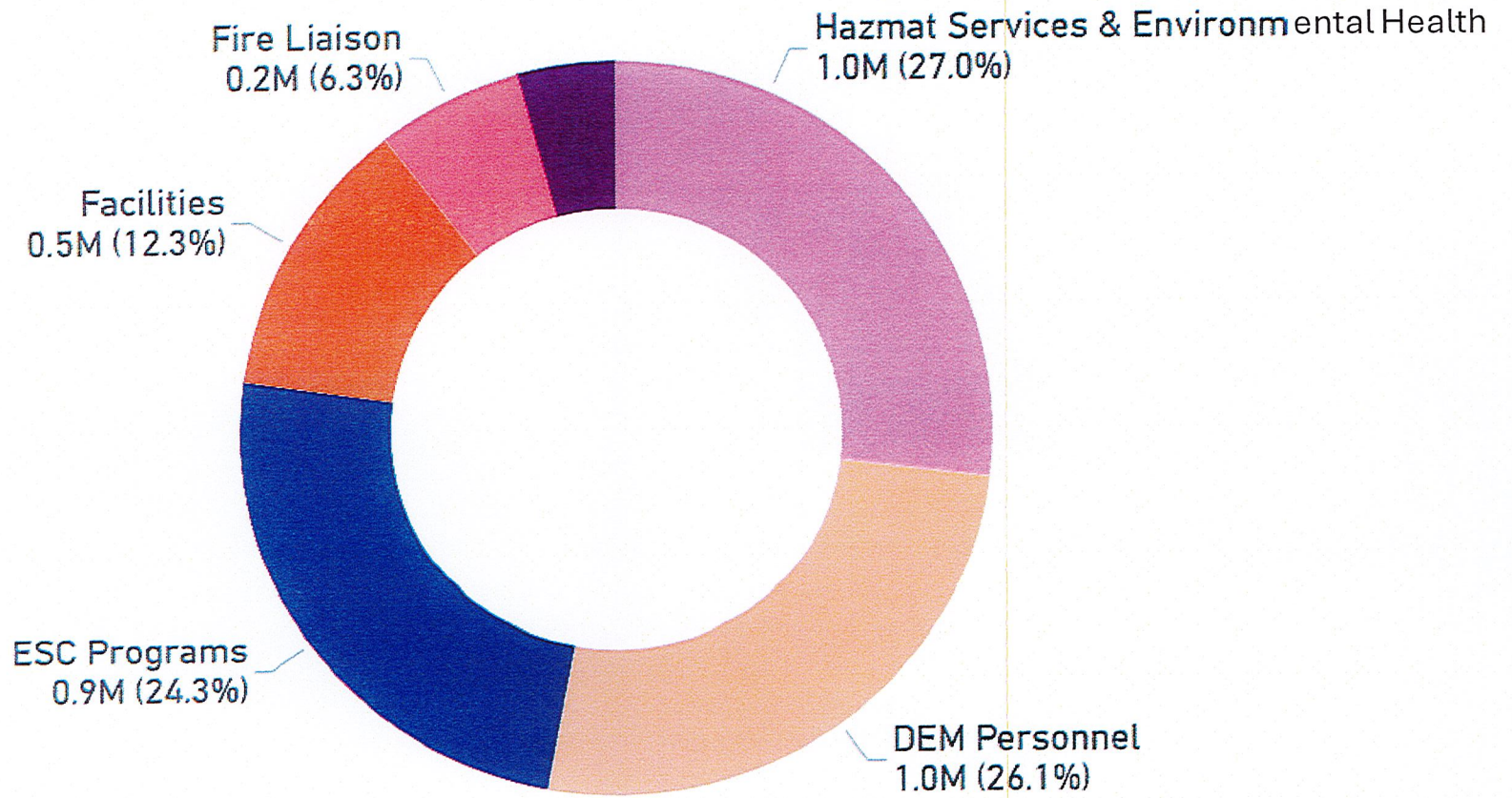
FY 2024-25 Trust Fund Status



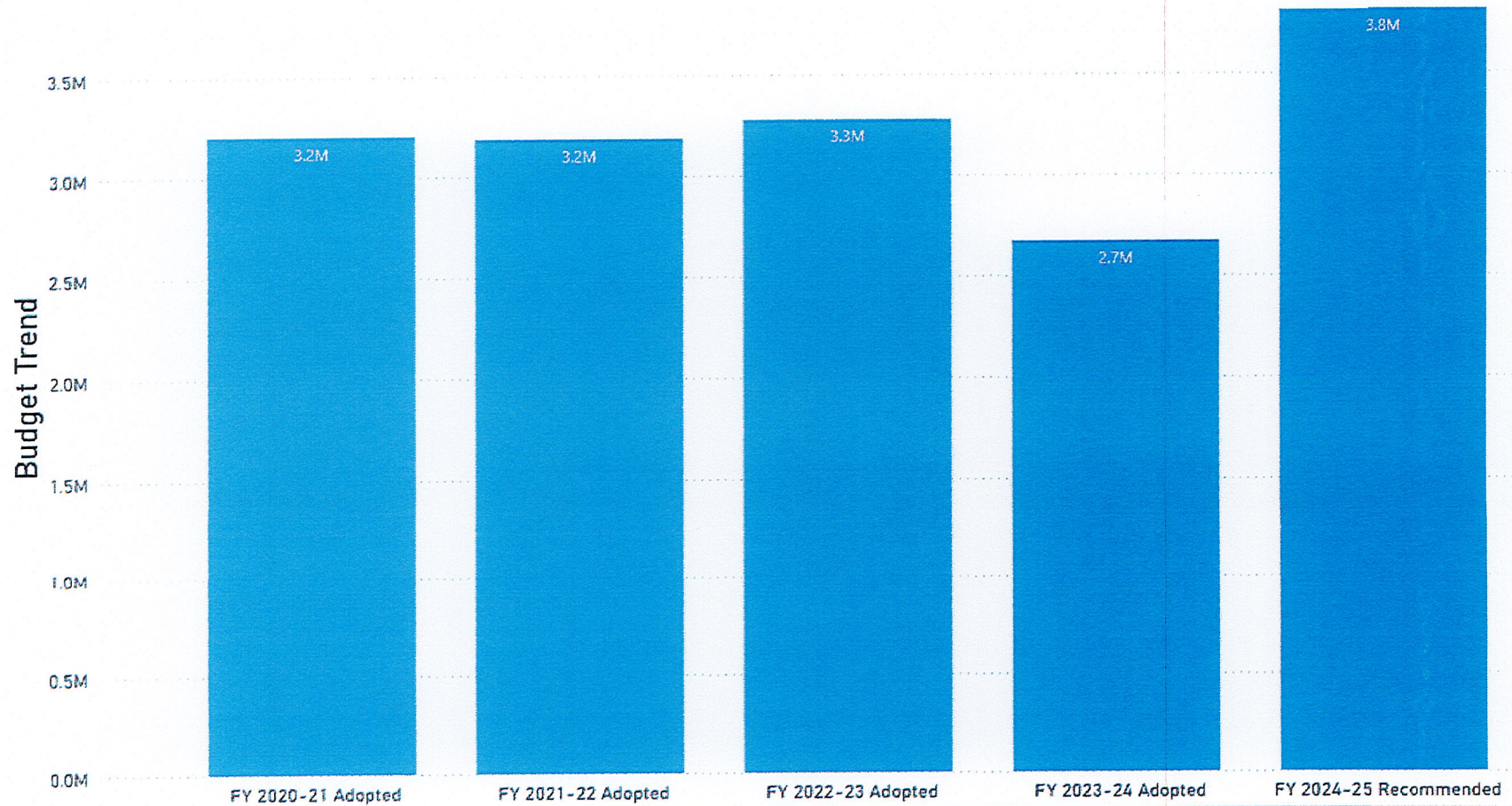
Trust Fund Balance	Trust Fund Amount
Trust Fund Current Value(April 2024)	\$1,345,754
Approved Deduction (Vehicle FY 2023-24)	(\$200,000)
Estimated 24-25 Beginning Value	\$1,145,754
Approved Deduction (AHEP + CRISP FY 2024-25)	(\$575,000)
Estimated 24-25 Balance After Deduction	\$570,754

- Minimum Cap for the Trust Fund is 500K

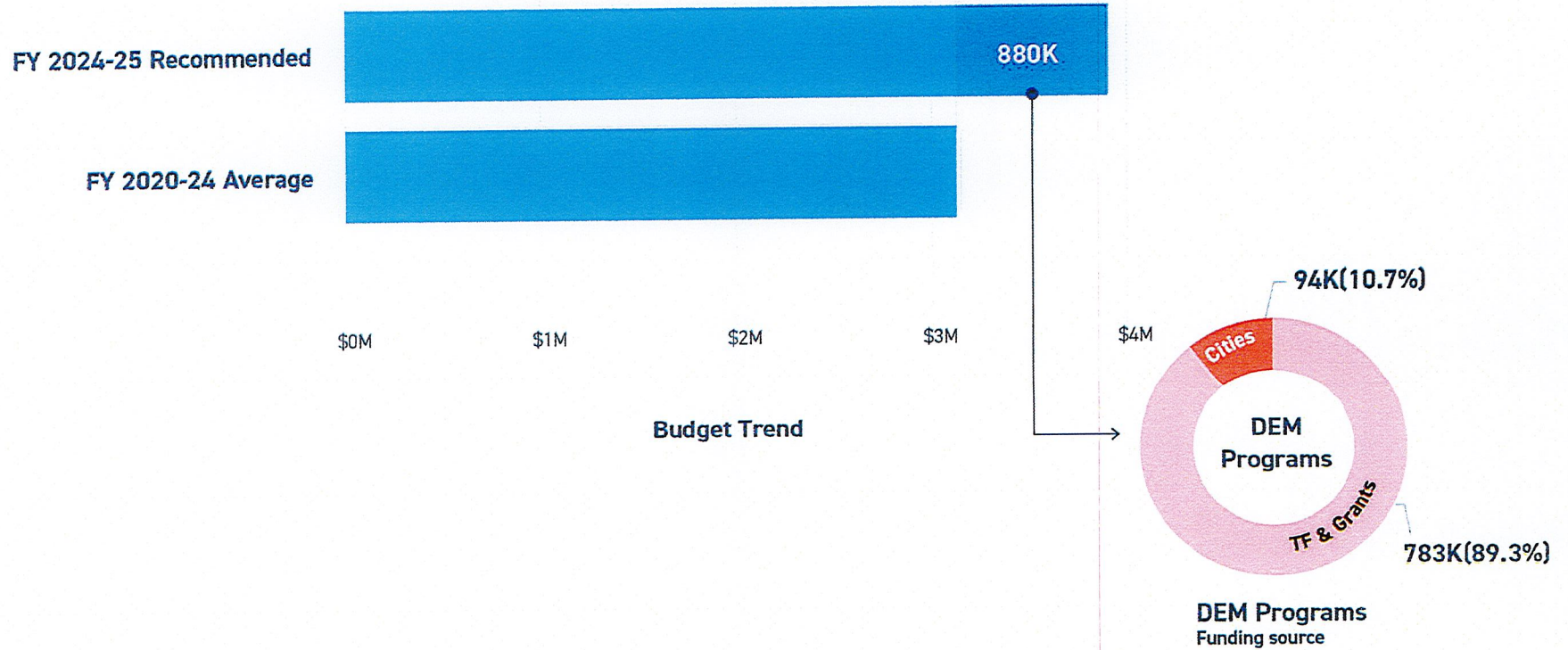
FY 2024-25 ESC-JPA Expense (3.8 Million)



ESC-JPA Budget Comparison (Average: 3.1 Million)



FY 2024-25 vs. Average ESC-JPA Budget Comparison

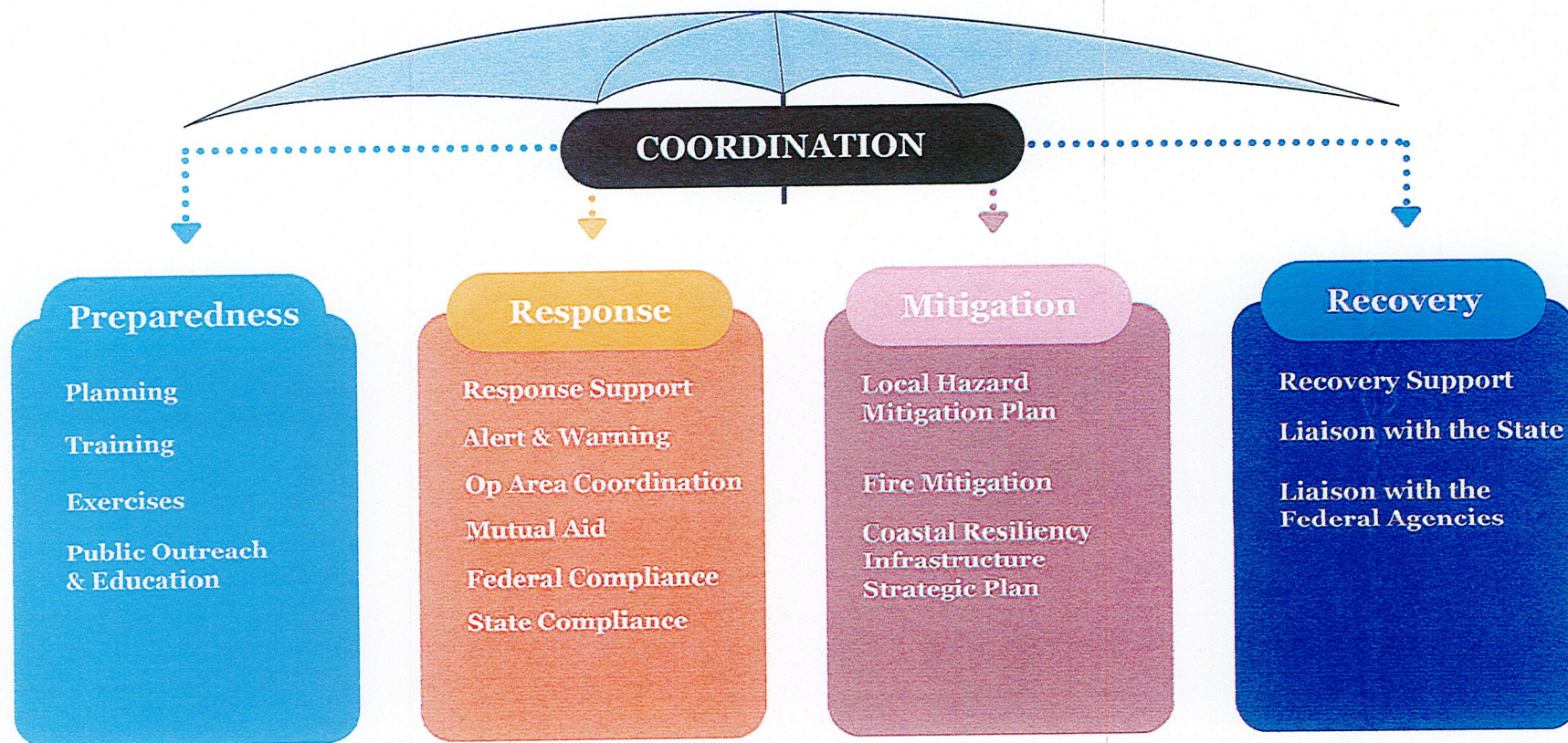


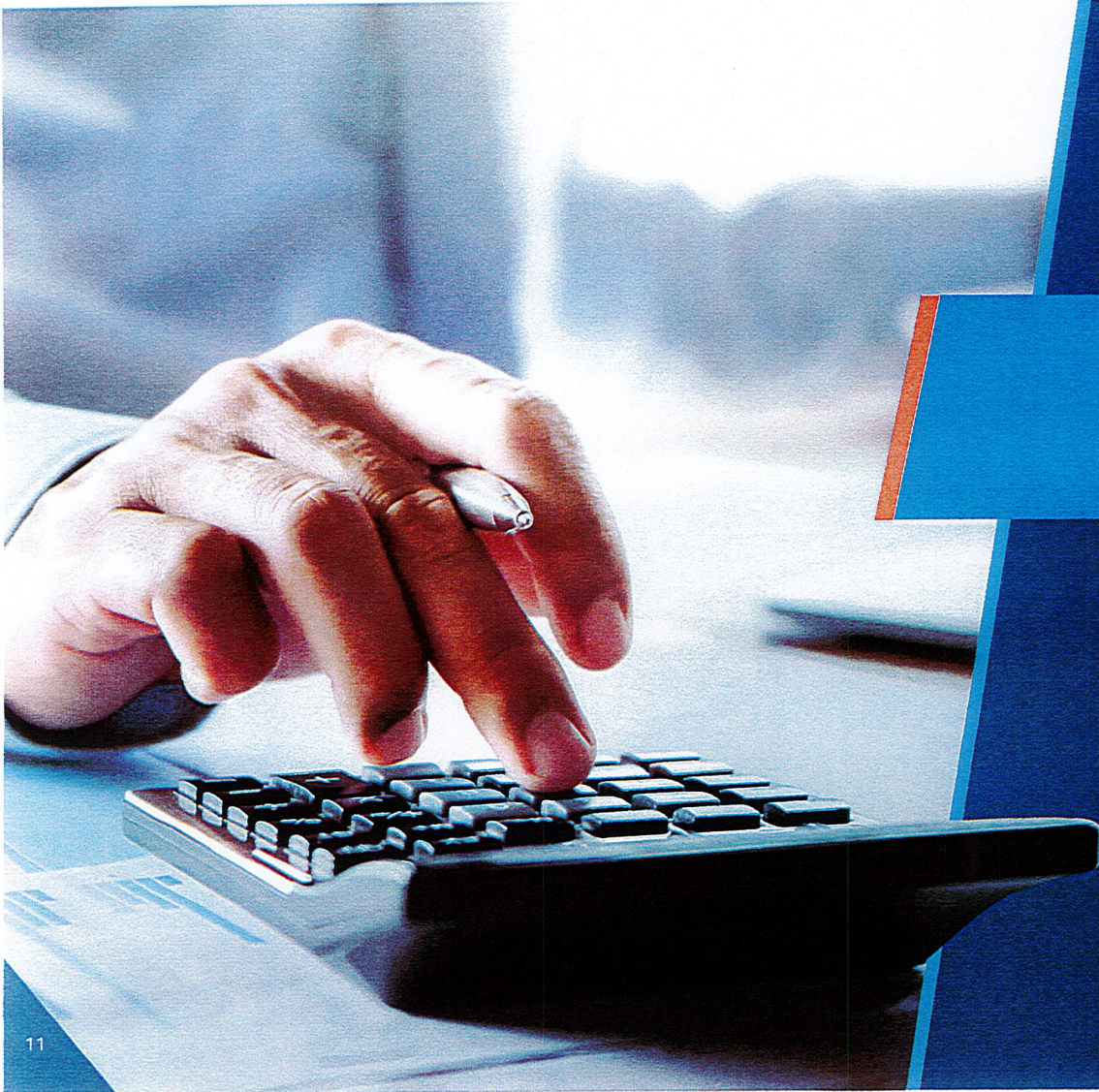
ESC Program Details



ESC Programs	Total FY 24-25	EM Phases	Completion Date	Cities	County	Trust Fund	Grants
All Hazards Evacuation Plan	\$492,570	Preparedness	1/31/2025	\$29,250.00	\$29,250	\$375,570	\$58,500
Annual Disaster Preparedness Day	\$28,000	Preparedness	8/30/2024	\$7,000.00	\$7,000	\$0	\$14,000
EOC Fundamental Training	\$47,295	Preparedness	9/31/2024	\$11,824.00	\$11,824	\$0	\$23,648
Emergency Management Training	\$46,393	Preparedness	9/31/2024	\$11,598.00	\$11,598	\$0	\$23,197
Tsunami Sirens	\$13,470	Response	4/30/2025	\$6,735.00	\$6,735	\$0	\$0
Disaster Alert System	\$0	Response	12/31/2024	\$0.00	\$0	\$0	\$0
Virtual EOC Software	\$54,692	Response	12/31/2025	\$27,346.00	\$27,346	\$0	\$0
Coastside Resiliency Plan (CRISP)	\$198,000	Mitigation	4/30/2025	\$0.00	\$0	\$198,000	\$0
TOTAL	\$880,420	N/A	N/A	\$93,753.00	\$93,753	\$573,570	\$119,345

SMC Operational Area Coordination





Budget Recommendation

Adopt the FY 2024-25
Emergency Services JPA
Proposed Budget