



## **CEC Interim Board Meeting Minutes September 19, 2018**

**Meeting called to order: 1800 HMB - Library**

**Presiding:** Jeneen Sommers: SC4ARC (SC4 Amateur Radio Club) president.

**In attendance:**

Pat O'Coffey: SC4ARES

Peggy Wargo: SC4ARES, Branch IV CERT coordinator

Heather Peters: PIO

Kevin Rose: OES Supervisor

Ari Delay: Fire Chief

**Last Minutes:** To be approved via e-mail after corrections are made.

**DISCUSSIONS:**

**Elections** – nomination period open until 10/10/18. Four applications received, at least three more expected. Nominating committee has ten members to review applications before 10/17/18 vote by interim board.

**Yellow Command** – Recap: OES presented ICS, team called into regional status call and logged on to WebEOC. ARES reported repeaters down, one ARES member checked into HMB EOC, others checked in over the hill. HMB city staff stood up EOC with assistance from three CEC members who were available to participate during business hours. The process was difficult for non-staff to follow. Only two city staffers live in on Coast, so CEC is likely to be needed to initially stand up EOC in off-hours emergency. Corie Stocker agreed more cross-training was needed.

**Citizen's Corps status** – Jeneen has reached out, but messages have not been returned

**DSW Awareness Day (10/11)** – Heather discussed with OES. Event is to be focused on county employee's responsibilities in their official capacities only.

**AT&T discount for service workers** – not for volunteers

**Disaster Day** – Jeneen to bring brochures, Heather to bring tape and chairs for morning set up. Jim to cover afternoon.

**CERT Funding** – Branches 1&2 have requested that CEC use its 501(c)(3) status to manage their funds. Request denied as each standing committee is a separate organization responsible for their own governance and activities.

**CERT Status** – Extensive discussion was had regarding the history of the four CERT branches on the Coast and the varying levels of support offered by OES, Fire in HMB and Fire in La Honda over time.

Chief Delay explained the close relationship that he has with Branches 3 & 4 which includes La Honda Fire providing a small annual budget for CERT, providing meeting space and keeping in regular communication with local CERT Coordinators for Branches 3 & 4. The Sheriff's office provides swearing in as DSWs and handles that paperwork, but Chief Delay engages directly with Branches 3 & 4.

Similar functions were previously performed by Nick Gottuso for CERT Branches 1 & 2 prior to his departure from OES. Since then, OES has primarily viewed Coastside Fire as responsible for support of CERT. It was noted that all other CERT branches in San Mateo County except for one are coordinated by their local fire departments (one is coordinated by law enforcement). It was also noted that Coastside Fire HMB has a contract to perform twice annual CERT trainings, but there is no formal relationship, or call out protocols for HMB Fire to activate CERT in Branches 1 & 2. It was also noted that the City of HMB does not have CERT Coordinator.

Chief Delay gave examples of call outs of CERT Branches 3 & 4 on numerous occasions such as to sandbag the bridge, to evacuate residents during mud slides and to assist in other local emergencies. The procedure for activation of Branches 3 & 4 includes a call from Chief Delay to the Sheriff's office to inform them of DSW activation, then contact between the Chief and the CERT Coordinators for Branches 3 & 4 who engage CERT members to respond as needed.

It was agreed that more coordination was needed to clarify the various roles and responsibilities of OES, Coastside Fire HMB, La Honda Fire, all four CERT Branches, CEC and the City of Half Moon Bay. However, closer coordination has been difficult in part due to high personnel turnover. Hopefully by the end of the year:

- the new CEC Board will be in place;
- a new Fire Chief will be selected in HMB;
- a permanent emergency coordinator will be hired by the City of HMB; and
- Chad Woodburn of OES will return from deployment.

In the first quarter of 2019 we will try to convene a meeting of the above-mentioned organizations to further discuss deeper integration of CERT and the CEC in emergency planning, training and response on Coastside. Chief Delay will be invited to present best practices.

In the interim, Jeneen will reach out to the City of HMB to try to schedule another stand up of the HMB EOC on an evening or weekend to include more of the 16 CEC members who are eligible to work in an EOC. As noted above, only three of the 16 were available to train during business hours.

**Shelter ops training** – to be discussed with Red Cross.

**Date for November meeting** – 11/14/18, last Interim Board meeting, hopefully newly elected Board members will attend. No December meeting. New Board to begin meeting in January.

**Adjourned:** 1930