Santa Clara County Emergency Managers Association
Executive Board
April 17, 2015, 1:00p.m.
San Jose EOC, 855 N. San Pedro Street, San Jose
(Can call-in)

APPROVED MINUTES

Member	Present	Absent
President – MacKenzie	X	
Vice President – Burns	phone	
Secretary – Hovey	X	
Treasurer – Martinez		X
Member-at-Large – Ponce		X
Member-at-Large – Rainey	phone	
Immediate Past President - Brown		X

Meeting called to order by President MacKenzie at 5:44 p.m.

1I. Welcome/Safety Briefing

II. Agenda Additions/Deletions
Add item IIa – Correspondence

IIa. Correspondence: Two emails:
1) Invitation from Audrey Afe-Tuufuli to attend May 17th Palo Alto EMS 40th Anniversary event. Action: Ms. Hovey to follow up and ask if there is something specific they would like EMA to do.
2) CADRE invitation to participate in Forums. Action: Ms. Hovey to follow up and confirm the actual date of Forum #2.

III. Meeting Minutes
a) February 9 Board meeting
MOTION – Mr. Burns – Approve the minutes with stated corrections
SECOND – Ms. MacKenzie
UNANIMOUS APPROVAL

February 23 Board meeting - Deferred

b) February 19 Member meeting – Deferred

IV. Consideration of new membership meeting due to April meeting cancellation.
Board discussed and decided to hold an additional member meeting on May 14. The venue and program to be further discussed/identified by Board.

There was further discussion about how to keep from cancelling future member meetings.

MOTION – Mr. Rainey – Send a letter to County OES that includes the EMA meeting schedule and ask that they consider the dates when planning training and meeting activities.
SECOND – Ms. Hovey
UNANIMOUS APPROVAL
Action: Ms. MacKenzie to prepare a letter to County OES

V. Membership Programming – Lengthy discussion; no action

VI. Operational Area Council (EOAC)
a. Appointment Process/Policy/Procedure (President)
MOTION – Mr. Burns – Appoint Cay Denise MacKenzie as the Primary EOAC representative and David Burns as the Alternate EOAC representative, in accordance with the EMA Bylaws, for April 2015 to 2017 term.
SECOND – Mr. Rainey
UNANIMOUS APPROVAL
Action: Ms. Hovey to complete the Appointment Process Procedure and notify the EOAC of member change effective May 28.
Ms. MacKenzie thanked Ms. Hovey for her service.

VII. Committees
Mr. Rainey was appointed the Chair of the Committee for developing the Member Resignation/Removal Procedure.
Action: Ms. MacKenzie will solicit volunteers to be committee members at the next EMA meeting.
Action: Mr. Rainey will prepare a Resignation/Removal Process procedure.

VIII. Grants
Jennifer Ponce has rescinded her resignation and will resume the role of CERT Committee Chair.

AFY15 SHSGP grant proposal was submitted to the Anti-Terrorism Approval Authority that included the EMA as a sponsor of the proposal.
Action: Ms. MacKenzie will notify the author/County that the application needs to be corrected.

IX. Policies – Deferred

X. Reports
a. Emergency Operational Area Council (EOAC)
Meeting 2/26/15 – EOAC reviewed FY15 EMPG grant proposal projects but did not make a decision.
Meeting 3/30/15 – Ms. Hovey reported that the EOAC met to reallocate $100,000 in funds. They approved $68K for prime mover and $32K for Crisis Communication class.

b. Operational Area Signatories 4/14/15 – Ms. MacKenzie shared that Catrina Christian introduced the new Regional Administrator for Santa Clara County – Roger Sigtermans. Roger is responsible for Sonoma, Lake and Santa Clara County. Also, Bay Area UASI will hold an exercise on Sept 11 – scenario involves a large stadium venue.
c. Super Bowl Preparations -
Ms. MacKenzie shared that Dana Reed indicated a Super Bowl update would be provided by June.

d. County's Control 10 Radios – Ms. MacKenzie shared that County OES had collected San Jose's Control 10 radios. Not sure if this is a permanent situation.

XI. Board meeting adjourned at 7:05 p.m. and Membership Committee convened to review new member applications.
Group Memberships – San Jose, Stanford
MOTION – Ms. MacKenzie – Approve Group memberships
SECOND – Mr. Burns
UNANIMOUS APPROVAL
Action: Ms. MacKenzie to notify the new members

Individual Memberships – David Burns, Joe Cefalu, Marsha Hovey, Charles Ingalls, Jeff Schlesinger, Roy Shackel
MOTION – Mr. Rainey – Approve Individual memberships
SECOND – Ms. MacKenzie
UNANIMOUS APPROVAL
Action: Ms. MacKenzie to notify the new members

Associate Memberships – Paul Marshall, Jim Oberhofer
MOTION – Mr. Burns – Approve Associate memberships
SECOND – Mr. Rainey
UNANIMOUS APPROVAL
Action: Ms. MacKenzie to notify the new members

Emeritus Members
Yvette Phillips was approved as an Emeritus member during the January 28 Board meeting.
Action: Ms. MacKenzie to notify the new Emeritus member

Membership Committee adjourned at 7:15 p.m. and Board meeting reconvened.

XII. Professional Development Programming – Deferred

XIII. Good of the Order – no comments

Next Board Meeting: Wednesday, May 11, 2015 at 1:00 p.m. – San Jose EOC
Next Member Meeting: Thursday, May 14, 2015 from 9:00 a.m. to 12:00 p.m.

MOTION – Mr. Burns – Adjourn the meeting
SECOND – Ms. Hovey
UNANIMOUS APPROVAL