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CAY DENISE MACKENZIE
CITY OF SAN JOSE

SANTA CLARA COUNTY EMERGENCY MANAGERS ASSOCIATION

Membership Meeting

Thursday, March 17, 2016

9:00 – 11:30 a.m.

Cupertino City Hall 10300 Torre Ave., Cupertino 95014

SCCEMA encourages networking so those working in the emergency management field share business cards and get to know their counterparts before a real emergency happens.

9:00 - 9:30a.m.

Meet and Greet (for SCCEMA members and guests)

Member Meeting

A G E N D A

1. Call to Order
2. Welcome and Safety Briefing
3. Membership Meeting Minutes
 - a. Board recommendation to approve February 25, 2016 Member Meeting Minutes
4. Discussion – Super Bowl Lessons Learned and Emergency Planning in General – Open discussion to seek best practices and ideas from our members.
 - a. Additional observations about the Super Bowl from the perspective of different agencies
 - b. Information Sharing best practices
 - c. Communication Plan best practices
 - d. Credentialing best practices
 - e. EOC Training Plan best practices
5. EMA Reports
 - a. President
 - b. Treasurer
 - c. Operational Area Council
 - d. Operational Area Signatories
 - e. Bylaws Committee
 - f. New Policy – Resignation/Removal Process
 - g. Membership Committee of the Whole – Announcement of New Members
 - i. Scott McCrossin – Los Altos
 - ii. Santa Clara County Social Services
6. Other Reports
 - a. State
 - b. Operational Area/County
 - c. CERT Subcommittee
7. Old Business
 - a.
8. New Business
 - a. Webmaster wanted
9. Announcements
10. Meeting Adjournment

The next EMA Membership Meeting and Event will be Thursday, April 21, 2016 in Gilroy. Meeting details will be at www.sccema.com on the calendar.

SANTA CLARA COUNTY EMERGENCY MANAGERS ASSOCIATION

Membership Meeting

Thursday, March 17, 2016

9:00 – 11:30 a.m.

Cupertino City Hall 10300 Torre Ave., Cupertino 95014

APPROVED Minutes

Call to Order 0935 by President Mata
Introductions

1. Membership Meeting Minutes
 - a. February 25, 2016 Hovey did not distribute the draft minutes – will send out to the membership ASAP.
2. Discussion – Super Bowl Lessons Learned and Emergency Planning in General – Open discussion to seek best practices and ideas from our members.
 - a. Additional observations about the Super Bowl from the perspective of different agencies
 - b. Information Sharing best practices
 - c. Communication Plan best practices
 - d. Credentialing best practices
 - e. EOC Training Plan best practices
3. EMA Reports
 - a. President – No report.
 - b. Treasurer – Nothing new from the last report. Still working on changing the bank account.
 - c. Emergency Operational Area Council – Roy Shackel – EOAC met last month. President Mata has appointed himself as the EOAC Emergency Management Representative and Roy Shackel as the alternate. For this EOA meeting, Mr. Shackel was the representative. EMPG proposals were presented and accepted without question. They will vote to approve in May and could still reprioritize the list. Performance Period July 1 2016 to June 30 2017.
 - d. Operational Area Signatories - Next meeting on March 22 at 1:30 p.m. at County OES. Current Chair is Dana Reed. One topic this year will be the Local Hazard Mitigation Plan process.
 - e. Bylaws Committee – President Mata advised that the Board will be the Bylaws committee. Since the majority of changes have been completed, the Board believes they will be able to review and process additions/changes. If they find that there is a need for major changes and additional participation, they reserve the right to invite others into the process. This will eliminate the need to have an ongoing subcommittee.
 - f. New Policy – Resignation/Removal Process – Mr. Rainey. Bylaws required the Board to create a Resignation/Removal Policy. It was approved at last Board meeting and is presented to the membership today. Any comments should be forwarded to Ms. Hovey or Mr. Rainey. Thanks to input from the membership, the process was changed so that it will remain at the Board level to be sensitive to the privacy of the information being discussed. To ensure due process, the person being reviewed will be involved in the process to make sure that the Board hears both sides of the situation.
 - g. Membership Committee of the Whole – Announcement of New Members
 - i. Scott McCrossin – Los Altos
 - ii. Santa Clara County Social Services

4. Other Reports
 - a. State – No Report
 - b. Operational Area/County – Joe Guzzardi & David Flamm - Major planning endeavors have been obligated through EOAC, Op Area EOP, Debris Removal, Flood Plan, Mass Care, Local Hazard Mitigation Plan (LHMP). We were awarded \$150K to hire a contractor to assist with preparation of the LHMP. RFP will be posted soon.
The local Action Planning Class is available to any jurisdiction in the County. Contact Mr. Guzzardi. Upcoming classes being considered include Advanced PIO, Rapid Needs Assessment, Earthquake Class. Will need to prioritize what exercises the OA will participate in this year.
Logistics – Preparing an RFP for new alert/warning system (AlertSCC). Current contract ends in September. Updating OES website. Situation Status Resource Guide is being updated to be more generic and will be shared. Also a Resource Ordering Guide is being created. WebEOC 8.0 will be implemented soon.
County is looking to build a new law and justice center (10 years from now). May be a new EOC component. Will be pulling in stakeholders to be part of focus groups.
 - c. CERT Subcommittee –Will be meeting with the County to decide if the subcommittee should remain in the EMA or move to the Op Area Signatories meeting.

5. Old Business
 - a. None

6. New Business
 - a. Webmaster wanted – Looking for someone who is willing to keep the EMA website up-to-date. If interested, contact Ms. Hovey. The Board will select.

7. Announcements

Roy Shackel – Serving on behalf of CESA - I attended the initial meeting of the **Regional Railroad Accident Preparedness and Immediate Response Fund Advisory Committee** on Tuesday March 8th at the SOC (Mather). If I told you the group was “Responder Heavy”, I’d be totally accurate... While the thrust of the group is to improve all aspects of rail related HazMat response, I was quick to emphasize that Emergency Management was a key element in response. I used the Lake County fires as an example of an area that needed help to manage a major incident. I also cited the potential for a Lac-Mégantic type rail disaster (small town, big problem) possibly hitting a city that didn’t even have an EOC. Director Ghilarducci acknowledged the exposure and pointed to CSTI as a resource in providing scenario based training for the Emergency Management folks who could be involved. The committees primary goal is to come up with a fee schedule for the railroad operators that transport hazardous material and then distribute those \$\$\$ to the people involved with responding to and mitigating rail related incidents. My job will be to inject Emergency Management into the process – identifying us as an integral part of the response to and recovery from a rail related HazMat incident. More to follow.

Anna Swardenski - CADRE Conference May 4. Save the date. Already more than half full. First half is traditional. Second half will be function based meetings and would love to share some more information at the next member meeting. Emergency Managers needed to help facilitate the afternoon session at the Conference.

8. MOTION to adjourn – Mr. Shackel
Second – Ms. Hovey
UNANIMOUS APPROVAL Adjourned at 11:43 p.m.
Next meeting April 21 in Gilroy