

**Santa Clara County Emergency Managers Association
Executive Board
March 3, 2016 2:00 p.m.**

APPROVED Minutes

Member	Present	Absent
President – Mata	X	
Vice President – Shackel	X	
Secretary – Hovey	X	
Treasurer – Martinez	X	
Member-at-Large – Rainey	X	
Member-at-Large – Scott		X
Immediate Past President - MacKenzie		X

1. Meeting called to order at 2:10 p.m. by President Mata.

2. Agenda Adds/Deletions - None

3. Meeting Minutes: Approval of February 4 Board meeting minutes

MOTION to approve – Mr. Shackel

SECOND – Ms. Hovey

UNANIMOUS APPROVAL

4. Treasurer's Report - Ms. Martinez

a. Proposed 2016 Budget - We will be transferring the numbers from last year's budget to this year's.

b. Paid/Unpaid Memberships - We are still collecting checks from applications and renewals.

Waiting for clarification from Ms. Hovey for handling dues (is there a penalty when application goes past the March 31 timeline).

c. Checking Account – status update - Ms. Hovey signed off on check to open new account with Wells Fargo (approx. \$1000). We can't close old account until Levi's stadium event is paid for because dues will be collected in old account. Will go ahead and open new account.

5. Meetings

a. March 17 agenda – procedural

b. April 21 prime focus – Yellow Command/Urban Shield & Water District Exercise

(Maybe have Dale come in and talk about the exercise with a Commodity POD presentation)

c. May Topic: Critical Infrastructure program

d. June Topic Workshop: Cal COP and CADRE Operational Protocols

6. Committee Reports

a. Bylaws Committee - By-Laws Committee structure discussion:

Mr. Rainey – Could be managed from the Board on a yearly review basis. Ad Hoc committee when the time comes in. No need to have permanent committee. Mr. Mata proposed to APPOINT the Board as the By-Laws committee (Board reserves the right to appoint other committee members as necessary. Do not anticipate any major rewrites now. The Board should be able to handle. Board members concur.

b. Voting policy on multiple individual members from one jurisdiction – Discussion of jurisdictions having multiple individual members and multiple votes. Mr. Shackel commented that we are an association of Emergency Managers, not jurisdictions. Voting on funding is not an issue. Consensus of the Board is to monitor the situation and address as necessary. The Board wants to encourage individual participation to let others have more of a voice.

c. Removal Process – Mr. Rainey submitted a revised draft Removal Process incorporating some feedback he received from the Red Cross after the December EMA meeting.

MOTION to approve the policy – Ms. Hovey

SECOND – Mr. Shackel

UNANIMOUS APPROVAL

d. 2:48 p.m. Board meeting recess and convene Membership Committee.

Applications Reviewed

MOTION to approve both applications (Scott McCrossin and Santa Clara County Social Services) –

Ms. Hovey

SECOND – Ms. Martinez

UNANIMOUS APPROVAL

ACTION: Ms. Hovey notify members

2:50 p.m. Adjourn Membership Committee and Reconvene Board meeting

7. Old Business

a. State of EMA files from County – Ms. Hovey reported that Morgan Hill had completing the scanning of old EMA files. Have not received the electronic version. ACTION: Ms. Hovey to obtain the electronic files.

b. Review of any votes that took place via email between meetings - None

c. Board access to Google Drive – Ms. Hovey confirmed that all Board members have access to the Google Drive and there were no questions about use.

d. Website maintenance – Ms. Hovey asked that we look for a volunteer to maintain the website.

ACTION: Ms. Hovey to send out an email soliciting interested people who we will interview.

8. New Business

a. October 6 Board Conference Call reschedule due to CESA Conference – Board Conference Call RESCHEDULED to September 29 at 2:00 p.m.

b. CADRE Support Letter discussion – Ms. Hovey requested a letter of support from the Board for CADRE's Homeland Security application. The Board agreed. ACTION: Mr. Mata to prepare the letter.

c. Emergency Manager Confidential list distribution to CADRE – Ms. Hovey reported that a question came up at a CADRE meeting about the emergency managers confidential distribution list. It contains EM's email addresses and office phones. Should it be confidential or distributed? ACTION: Ms. Hovey to check with the County for rationale.

9. Good of the Order – None

SCCEMA
Draft Board Meeting Minutes
March 3, 2016
Page 3

10. MOTION to adjourn – Mr. Rainey
SECOND – Ms. Hovey
UNANIMOUS APPROVAL

Meeting adjourned at 3:05 p.m.

Next Member Meeting:	March 17, 2016
Next Board Meeting:	April 7 at 2:00 p.m.