

# EMA Meeting Minutes

## 9 January 2025

\*\*\* DRAFT \*\*\*

1. Call to Order & Welcome
  - a. By Victoria Bebee at 09:31
2. Changes to the Agenda
  - a. No changes
3. Approval of prior meeting minutes (attached)
  - a. MOTION TO APPROVE – Jim Oberhofer
  - b. SECOND – Bob Cascone
  - c. UNANIMOUS APPROVAL
4. President's Report
  - a. *Introduction of Board*
    - i. *President: Victoria Bebee*
    - ii. *Vice President: Andrew Young*
    - iii. *Secretary: position not filled*
    - iv. *Treasurer: Jim Oberhofer*
    - v. *MAL #1: Cindy Martinez*
    - vi. *MAL #2: Christopher Todd*
    - vii. *MAL #3: Jennifer Maradiaga*
  - b. *Introduction of New Members*
    - i. *None*
  - c. *2025 survey*
    - i. *Will be sent out by end of next week, share results in February*
5. Treasurer's Report (attached)
  - a. Bank Balance: \$ 4,474.22,
  - b. Available Cash as of 12/31/2024: 4,317.90
  - c. Jim will send out a notice of the upcoming FY'24 Audit. If interested in participating, let Jim know.
6. Presentation on Resource Management for a small jurisdiction with Tom Chin / City of Cupertino
  - a. References to SoCal fires
  - b. 3 employees, 1 FTE, 2 PTE for volunteer management
  - c. See the presentation slides
7. Roundtable discussion of members

- a. *What are the primary challenges your agency/business faces in resource allocation during a large-scale disaster? How do you address them?*
  - b. *What tools or systems are you using to manage resource inventories, and how effective have they been?*
8. Santa Clara County OEM Report
  - a. Sue Sherrin: See **Appendix A “SCC EMA Report out for 1/9/2025”**
9. Old Business
10. New Business
11. Meeting adjourned
  - a. Meeting adjourned at **10:37**

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## Appendix A – SCC EMA Report out for 1/9/2025

### **Recovery:**

- We are actively enhancing the disaster cost recovery process by streamlining reporting to improve accuracy and timeliness while aligning with FEMA requirements. Current efforts include updating Survey123 to strengthen data collection and validation processes for damage assessments. Additional updates will be shared as progress continues.

### **Mitigation:**

- The close-out process for the Hazard Mitigation Plan is advancing, with only two jurisdictions remaining to complete adoption.
- Additionally, OEM attended the 2-day California Hazard Mitigation Summit 2024, hosted by Cal OES in Sacramento. Insights and resources from the summit have been shared, and presentation slides are available on the Cal OES webpage.
- Looking ahead, a 2024 Mitigation Summit Seismic Webinar is scheduled for January 21, 2025, from 1:30 PM to 3:30 PM. For further details, please contact Senior Emergency Planning Coordinator Jesse Villalpando for additional information

### **Resilience:**

- In collaboration with the Office of Sustainability and Resilience, we continue to support a Climate Resilience Task Force. An in-person meeting is planned at OEM on Thursday, January 23, 2025, from 2:30 PM to 3:30 PM. Additionally, OEM is exploring the development of a Climate Resiliency Coordinator internship program, with a tentative launch in September 2025.

## **Training & Exercise**

- OEM will be hosting a deliver of ICS 300: intermediate ICS for Expanding incidents from January 13 to the 15<sup>th</sup> with KJ Consultants. I will put the registration link in the chat.
- <https://www.eventbrite.com/e/ics-300-intermediate-ics-for-expanding-incidents-tickets-1139046070459?aff=oddtcreator>

## **PIO**

### **1. Social Media & Public Messaging**

- a. The OEM PIO continues to amplify and post preparedness messaging on our social media platforms.

### **2. Outreach & Community Relations**

- a. The OEM PIO and Outreach Team plan on attending the following community events distributing emergency preparedness resources, information, and Emergency Go-Bags.
  1. Links Incorporated Emergency Preparedness Workshop
  2. Black Family Day Sponsored by Supervisor Susan Ellenberg
  3. San Andreas Regional Center Day at the Santa Clara County Fairgrounds
  4. Sunnyvale Community Services North County Resource Fair
  5. Senator Cortese's Picnic by the Lake: A Multicultural Festival and Resource Fair
  6. FireSafe Summit hosted by the FireSafe Council
  7. Google Safety Fair
  8. San José's Disability Awareness Day 2024
  9. Supervisor Otto Lee's Day on The Bay

### **3. Media Relations**

- a. OEM continues to respond to media inquiries regarding preparations and resources for our unhoused community members with the support of the Office of Supportive Housing.

### **4. Public Affairs**

- a. We continue to enhance PIO capabilities through ongoing collaboration, building strategic partnerships, and providing training opportunities within the Operational Area.

## **Readiness & Logistics**

- OEM has hired a new warehouse Supervisor. I would like to introduce Ivan Mills. Ivan would you like to say anything?

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## Appendix B – CHAT NOTES

Thursday, October 10, 2024

9:41 AM Jennifer Ponce

- Nina, please email slides to me so we can include in our minutes and have available to members. Thanks!

9:41 AM Jennifer Ponce

- Attendees waiting to get in meeting need to log back in and Victoria will let them in.

9:42 AM Tom Chin

[https://forms.office.com/Pages/ResponsePage.aspx?id=gz\\_hGencw0euZxLGpj4u1n3q9u8VhYpKIUz1fkgY1mFUQzBLNEpQU1BXWUYyWE40S1pQNkhWRjNJTC4u](https://forms.office.com/Pages/ResponsePage.aspx?id=gz_hGencw0euZxLGpj4u1n3q9u8VhYpKIUz1fkgY1mFUQzBLNEpQU1BXWUYyWE40S1pQNkhWRjNJTC4u)

[Fill | Resource Management Presentation Q2](#)

[A post on Microsoft Forms provided by: forms.office.com](#)

[forms.office.com](https://forms.office.com)

9:44 AM Jim Wollbrinck (Guest)

I'm not part of a specific organization, so don't feel comfortable answering the question on resources

9:46 AM Victoria Bebee

Jim Wollbrinck (Guest) 1/9/2025 9:46 AM I'm not part of a specific organization, so don't feel comfortable answering the question on resources That's ok, Jim.

9:47 AM Jim Wollbrinck (Guest)

How do utilities and other critical infrastructure fit in when you don't control those resources?

9:51 AM Jim Oberhofer 9:53 AM

Tom, you referenced city agencies using the systems on a daily basis. Does this imply that the standard tools in use daily are actually EM tools?

Robert Steinberg

I can't see Tom's shared slides...

9:53 AM Cindy Martinez

It's displayed on my screen.

9:53 AM Jennifer Ponce

Robert Steinberg

1/9/2025 9:53

AMI can't see Tom's shared slides... Go to View and perhaps change your current setting

9:54 AM Victoria Bebee

9:53 AM I can't see Tom's shared slides... It may be your settings, Robert

9:54 AM Robert Steinberg

Nope. Team's isn't working for me...

9:55 AM Jim Oberhofer

9:56 AM Robert Steinberg

9:55 AM Nope. Team's isn't working for me... suggest exit and rejoin.

Jim Wollbrinck (Guest)

Can you pull in fire data from sources like: <https://firemap.sdsc.edu/>

9:56 AM Tom Chin

[https://forms.office.com/Pages/ResponsePage.aspx?id=gz\\_hGencw0euZxLGpj4u1n3q9u8](https://forms.office.com/Pages/ResponsePage.aspx?id=gz_hGencw0euZxLGpj4u1n3q9u8VhYpKIUz1fkgY1mFUQzBLNEpQU1BXWUYyWE40S1pQNkhWRjNJTC4u)

[VhYpKIUz1fkgY1mFUQzBLNEpQU1BXWUYyWE40S1pQNkhWRjNJTC4u](#)

[Fill | Resource Management Presentation Q2](#)

[A post on Microsoft Forms provided by: forms.office.com](#)

[forms.office.com](https://forms.office.com)

9:59 AM Jim Wollbrinck (Guest)

What is fishbowl

10:03 AM Tom Chin

Jim Wollbrinck (Guest)

9:56 AM you pull in fire data from sources like:

<https://firemap.sdsc.edu/> Jim Wollbrinck (Unverified) we do pull similar data into the dashboards. Check out our public hazard dashboard

[https://gis.cupertino.org/webmap/eoc\\_dashboard\\_public/](https://gis.cupertino.org/webmap/eoc_dashboard_public/)

10:11 AM Toni-Lynn Charlop

UNRELATED: FOR ANY USING ZONEHAVEN/GENASYS, DOES YOUR ORGANIZATION HAVE AN SOP (OR SIMILAR) FOR THE USE OF THE APPLICATION? CAN I GET A COPY?

10:14 Jennifer Ponce

Toni-Lynn Charlop1/9/2025

10:14 AM UNRELATED: FOR ANY USING ZONEHAVEN/GENASYS, DOES YOUR ORGANIZATION HAVE AN SOP (OR SIMILAR) FOR THE USE OF THE APPLICATION? CAN I GET A COPY? Not using Genasys in M Hill

10:14 AM Andrew Young

Toni-Lynn Charlop1/9/2025 10:14 AM

UNRELATED: FOR ANY USING ZONEHAVEN/GENASYS, DOES YOUR ORGANIZATION HAVE AN SOP (OR SIMILAR) FOR THE USE OF THE APPLICATION? CAN I GET A COPY? I'll send you what we received from County and what we were working on. We are not moving forward with genasys at this time.

10:15 AM Paul Horvat

Town of Los Gatos. Potential Resource Allocation Challenges:

1.) Procuring scarce resources in a regional event.

a.) Develop emergency vendor PO's for anticipated resources needs identified for different types of emergencies.

b.) Assure that sound emergency procurement procedures are in place for cost recovery.

c.) Understand mutual aid channels to procurement resources.

10:16 AM Cindy Martinez

new version of FEMA Public Assistance Program and Policy Guide effective 01/06/2025

10:23 AM Cindy Martinez

<https://www.fema.gov/assistance/public/library>

10:24 AM McAmis, Jay

Two additions to Paul's comments: Pre-event contracts from vendors should include an evaluation of location (i.e., outside of the affected area.) and the vendor's continuity plans (i.e., their ability to survive supply chain issues).

10:26 AM Marsha Hovey - CADRE Santa Clara County CA (Guest)

Sue, is the climate resiliency coordinator funded by SHSGP?

10:33 AM Williams, Ivan

It's not specific to climate though that's part of it.

10:35 AM Paul Horvat (Guest)

Please email me if EMMA request for So Cal Fires... has context menu