

**SAN RAMON VALLEY EMERGENCY PREPAREDNESS
CITIZEN CORPS COUNCIL
POLICY ADVISORY COMMITTEE MEETING**

Friday, March 23, 2018 – 9:30 a.m.

**Location: San Ramon Valley Fire Protection District
Administration Building/Large Conference Room
1500 Bollinger Canyon Rd
San Ramon, CA 94583**

A G E N D A

Lead Agency for March: City of San Ramon

1. Public Comment
2. Approval of Minutes from previous meeting
3. Financial Report
4. Committee Reports and Policy Updates
 - Alert, Notification and Communications
 - Training, Education and Publications
 - HeartSafe Community
 - Community Emergency Response Team (CERT)
 - Access and Functional Needs
5. New Business
6. Adjournment/Next Meeting – TBD
 - Lead Agency for Next Meeting: Contra Costa County Board of Supervisors

Prepared by:



Susan F. Brooks, District Clerk

Agenda posted on March 19, 2018 at the District's Administration Building, Fire Stations 30, 31, 32, 33, 34, 35, 36, 38 and 39, and the San Ramon Valley Fire Protection District's website at www.firedepartment.org

The San Ramon Valley Fire Protection District ("District"), in complying with the Americans with Disabilities Act ("ADA"), requests individuals who require special accommodations to access, attend and/or participate in District meetings due to a disability, including but not limited to American Sign Language interpreters, assistive listening devices, transportation to and from the meeting site or other accommodations, may be requested by calling (925) 838-6661 no later than 72 hours in advance of the scheduled meeting time.

**San Ramon Valley Emergency Preparedness
Citizen Corps Council
Policy Advisory Committee
December 8 2017
9:00am-10:00am**

Invitees:

Mayor Bill Clarkson (San Ramon), Mayor Renee Morgan (Danville), School Board member Ken Mintz, Fire Boardmember Jay Kerr, Chair of the Board of Supervisors Candace Andersen, Deputy Chief Derek Krause, Fire Marshall Frank Drayton, Martin Koran (SRVFPD), Debbie Vanek (SRVFPD), Megan Krakoff (SRVUSD), Jeff Hebel (Danville), Gayle Israel (CCC Board of Supervisor staff), Cliff Buxton (SRVFPD), and John Winters

Location: San Ramon Valley Fire Protection District
Administration Building/Large Conference Room

Agenda and Notes:

Call to Order at 9:01am by Jay Kerr, San Ramon Valley Fire District

1. Public Comment

- None_____.

2. Approval of Previous Meeting Notes, April 28, 2017.

- **Motion** to accept minutes made by _____; second by _____; with unanimous affirmative vote.

3. Financial Report

FY17/18

\$63,334.95 FY17/18 Beginning Balance 7/1/17 (FY16/17 Ending balance as of 6/30/17)

\$0 Contributions

\$0 Donations from Sunset, PG&E and LDS for Emergency Prep Fair

\$23,526.60 Expenses

(\$305.33) Accrued Expenses paid on CalCard

\$39,503.02 Bank Balance at 9/30/17

(\$84.79) Use Tax Accrued for Out of State Purchases (1% of purchase price) *See note

below.

\$39,418.23 Available Balance 9/30/17

4. *Use Tax Accrual = District remits Use Tax directly to State of CA based on Use-Tax Share Agreement b/w City of San Ramon and the District (Nov. 2014). This local share of tax revenue is allocated to jurisdiction of "first use". In exchange for District's responsibility to collect and remit this tax, the City shares the added use tax revenue on a 50/50 basis with the District. Otherwise Out of State purchases are pooled on a County-wide basis. With this arrangement, the City receives the full local share.

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remit this tax, the City shares the added use tax revenue on a 50/50 basis with the District. Otherwise Out of State purchases are pooled on a County-wide basis. With this arrangement, the City receives the full local share.

- **Motion** to accept finance report made by _____; second by _____ with a unanimous vote.
- _____ presented the proposed budget for 2017/18. See attached budget. The expected expenses for 17/18 are flat and mirror two key facts: the fair will be held in 2018. Some funds shift to help prepare for the fair and start marketing. Otherwise funds are set for review of the current programs as presented last meeting, and determine other projects necessary to support the activities.
- **Motion** to accept proposed budget made by _____; second by _____; with a unanimous vote.

5. Committee Reports and Policy Updates

- Alert, Notification and Communications Report:
 - **Denton Carlson** presented the following.
 - Automated Notification System
 - ✓ Nixle remains the key notification system jointly used and budgeted by the Citizen Corps Council. Each member agency has own means to activate the system.
 - ✓ AM 1610 back up system up to date. Highway advisory and updating to the City of SR repeater back up diesel system.
 - Training, Education and Publications Committee Report
 - **Jeff Hebel** _____ presented the following.
 - The next fair will take place on September 29, 2018. Theme to be Haywired.
 - Preliminary discussions have been started. We are looking at partnering with Sunset Development and the new city center complex for joint marketing opportunities.
 - We are considering themes and will continue to focus on a family friendly event

Cliff Buxton Urban Shield Update:

- Urban Shield Update: Urban Shield is a multi-agency, multi discipline Emergency Response Exercise training exercise held each year in the bay area. This year, for the first time, a Green Command exercise was introduced for CERT participation. Twenty-five (25) SRV CERT members spent Saturday September 9th at the Alameda County Fairgrounds, along with over two hundred other CERT members representing nine counties from around the bay area, successfully exercising their CERT skills in less than desirable conditions. Deemed an overall success, there's already planning underway for next year's September 8th event.

Ray Riordan: Sonoma Fires PPT update

HeartSafe Community Report:

- **Vanek** presented the following:
 - We are working with School District for AB1719 for the CPR Mandate in High School.
 -
 - Hands Only CPR Training –

- October 17th, Facebook Live Event: How to prepare an Emergency Kit workshop. This is to meet the demand of Social Media and doing things online.
 - Purchased two new trailers that can be used to tow or move during training or emergency.
- Access and Functional Needs Report:
 - **Danielle Bell & Vanek** presented the following.
 - RCF Working Group conducted a training for RCF Care Givers on October 10th at admin and 64 care givers attended. Stroke recognition, infection control (PPE) and what happen when you call 911.
 - Closed caption for the RCF Evacuation training Video is in discussion with the State CAL OES, providing funds. Closed caption in three languages would be provided.
 - Danielle is conducting autism first responder training for county MHET and has created a model that will be shared. Additional presentations have been done at Alameda Emergency Services and Concord PD has been trained.
 - Danielle deployed for the Santa Rosa and Sonoma Fires through FAST. Functional Assessment Service Team (FAST) is a State run program benefiting those with Access & Functional needs. In any disaster we know that people with special needs will be greatly affected. This program deploys members to meet those needs and work with Shelter sites and the EOC to get them what supplies, comfort and anything that will bridge the gap to they are placed back into their homes.
 - FAST Workshop on October 19th still took place although certain individuals were still deployed at the Fires. Staff addressed what worked well at the Fires and areas of growth. In addition, presented on a panel for Access and Functional needs for attendees at the workshop.
 - Staff presented Autism Presentation for Crisis Intervention Team of Contra Costa County. Over 45 PD officers were in attendance.
 - Staff worked with Del Amigo on Emergency Evacuation Protocols for school.
 - City of Dublin Recreation Dep't Inclusion training.

4. .New Business:

- none

5. Administrative Item:

- City of San Ramon leads the next meeting, followed by (in order), Contra Costa County, San Ramon Valley Fire Protection District, San Ramon Valley Unified School District, and Town of Danville.

6. Next PAC meeting: February 23rd 2017 9:30am

7. Adjourned at 10:00am

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Normal Trial Balance - All Funds
 700 - Agency Fund-Citizen Corp Council
 From 7/1/2017 Through 1/31/2018

<u>Account Code</u>	<u>Account Title</u>	<u>Debit Balance</u>	<u>Credit Balance</u>
1001	Checking-Bank of the West	47,975.62	
2000	Accounts Payable		520.00
2420	Use Tax Direct Payment		84.79
3300	Fund Balance-Unassigned		52,955.63
3352	Fund Balance-Assign-Other Encu		9,989.20
4250	Other Intergovernment Revenue		20,000.00
5202	Office Supplies	472.65	
5210	Small Tools and Equipment	1,877.75	
5212	Miscellaneous Supplies	180.00	
5222	Food Supplies	935.77	
5226	Non-Safety Clothing/Supplies	4,458.98	
5250	Professional/Specialized Serv.	17,165.00	
5278	Public Educational Supplies	517.45	
6250	Autos & Trucks	9,966.40	
	Total 700 - Agency Fund-Citizen Corp Council	83,549.62	83,549.62

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Statement of Revenues

700 - Agency Fund-Citizen Corp Council

From 7/1/2017 Through 1/31/2018

		<u>Total Budget</u>	<u>Current Year Actual</u>	<u>Budget Variance</u>	<u>Percent Remaining</u>
Revenues					
Intergovernmental Revenue					
Other Intergovernment Revenue	4250	<u>50,000.00</u>	<u>① 20,000.00</u>	<u>(30,000.00)</u>	<u>(60.00)%</u>
Total Intergovernmental Revenue		<u>50,000.00</u>	<u>20,000.00</u>	<u>(30,000.00)</u>	<u>(60.00)%</u>
Total Revenues		<u>50,000.00</u>	<u>20,000.00</u>	<u>(30,000.00)</u>	<u>(60.00)%</u>

① SVUSA \$ 10,000
 City of SR 10,000
\$ 20,000

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Statement of Expenditures

700 - Agency Fund-Citizen Corp Council

From 7/1/2017 Through 1/31/2018

		<u>Total Budget</u>	<u>Current Year Actual</u>	<u>Budget Variance</u>	<u>Percent Remaining</u>
Expenditures/Appropriations					
Office Supplies	5202	1,975.00	472.65	1,502.35	76.06%
Small Tools and Equipment	5210	7,650.00	1,877.75	5,772.25	75.45%
Miscellaneous Supplies	5212	1,000.00	180.00	820.00	82.00%
Firefighting Supplies	5214	250.00	0.00	250.00	100.00%
Food Supplies	5222	7,500.00	935.77	6,564.23	87.52%
Non-Safety Clothing/Supplies	5226	6,000.00	4,458.98	1,541.02	25.68%
Maint./Repairs-Equipment	5236	500.00	0.00	500.00	100.00%
Professional/Specialized Serv.	5250	21,225.00	17,165.00	4,060.00	19.12%
Specialized Printing	5272	4,500.00	0.00	4,500.00	100.00%
Memberships	5274	300.00	0.00	300.00	100.00%
Public Educational Supplies	5278	2,750.00	517.45	2,232.55	81.18%
Meetings/Travel Expenses	5284	1,350.00	0.00	1,350.00	100.00%
Autos & Trucks	6250	① 9,989.20	9,966.40	22.80	0.22%
Total Expenditures/Appropriations		<u>64,989.20</u>	<u>35,574.00</u>	<u>29,415.20</u>	<u>45.26%</u>

2017/18 Budget

<55,000>

① 9,989.20

Carryover from 2016/17
for trailer purchase

**San Ramon Valley Emergency Preparedness Citizen Corps Council
Preliminary 2017/18 Budget**

Revenue	FY 16/17	FY 17/18
Intergovernmental Contributions (\$10,000/ea in 2015)	\$50,000	\$50,000
Contributions (projected)		
Contributions/Contributions		

Expenses	FY 16/17	FY 17/18
Office Supplies	\$1,975	\$1,975
Postage	\$0	\$0
Small Tools & Equipment	\$9,000	\$7,650
Firefighting Supplies (for instruction)	\$250	\$250
Food supplies	\$7,500	\$7,500
Safety Clothing	\$0	\$0
Non-safety Clothing/Supplies	\$1,000	\$6,000
Maintenance Repair	\$700	\$500
Professional Spec/ Contract Service/Instructor	\$21,225	\$21,225
Specialized Printing	\$2,950	\$4,500
Membership	\$300	\$300
Public Educational Supplies	\$2,750	\$2,750
Meeting/Travel	\$1,350	\$1,350
Training Supplies	\$1,000	\$1,000
Totals	\$50,000	\$55,000

Notes on past PAC Expense Decisions

- 1-Jun-2008 fund programs at \$60k ea yr. at \$15k ea agency
- 1-Mar-2010 fund programs at \$50k ea yr; establish reserve
- 13-Apr-2012 Approval for TAC to transfer between accts & line items
- 1-Mar-2014 Approval for TAC to contract up to \$6,000
- 6-Mar-2015 Keep a reserve balance of \$40,000; separate from this operating budget
- 7-Mar-2018 Establish and maintain an equipment replacement fund of \$7,000