

**San Ramon Valley Emergency Preparedness
Citizen Corps Council
Policy Advisory Committee
March 23rd 2018
9:30am-10:30am**

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 9:30am by Jay Kerr

1. Public Comment

- None_____.

2. Approval of Previous Meeting Notes, December 8th 2017

- **Motion** to accept minutes made by Jay Kerr; second by Bill Clarkson with unanimous affirmative vote.

3. Financial Report

FY17/18

\$64,989.20 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 Jay Kerr second by Candace Anderson with a unanimous vote.
- Proposed budget presented 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 Jay Kerr; second by Ken Mintz; with a unanimous vote.

5. Committee Reports and Policy Updates

- Alert, Notification and Communications Report:
 - **Denton Carlson** presented the following.
 - We have upgraded the Nixle capabilities (for San Ramon) to include mass landline calling in the event of a need for citywide emergency notifications. Danville and unincorporated area are still under the County TENS (Telephone Emergency Notification System) for landline notifications.
 - Work continues on the upgrade to the am 1610 broadcast system. The broadcast tower will be moved to the roof of the San Ramon City Hall to allow for better coverage/broadcasting. In this location it will also be linked to the diesel generator as an emergency power source.
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- 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 will continue to focus on a family friendly event with games for kids/families
 - We discussed the idea of allowing vendors to sell emergency prep kits and related items at the Fair. PAC is supportive of the concept as long as vendors are selling things that relate to the Fair's overall mission.
 - Joyce Feldman from Farmers has again donated \$1000 to be a Sponsor for the Fair.
 - Earthquake Geologist Emeritus David Schwartz will be presenting at this year's fair and talking about the Haywired.
 - Giveaway idea for this year's event is Earthquake Putty
 - PAC members brought up a great idea for AT&T to host landline examples and battery powered backups for phone users in an earthquake or emergency. Ken Mintz to follow up on what AT&T can provide.

HeartSafe Community Report:

- **Vanek** presented the following:
 - We are working with School District for AB1719 for the CPR Mandate in High School.
 - May 01, 2018 – Leadership Retreat Goal Setting - Hap McGee Park Danville 11am-4pm

	▪ Hands Only CPR Training –		231
Jan. 29, 2018	Los Cerros Middle School		
Jan. 31, 2018	San Ramon Little League		8
Feb. 5, 2018	Scorpions LaCrosse Club		33
Feb. 12, 2018	San Ramon Little League		22
Feb. 26, 2018	Charlotte Wood Middle School		295
Feb. 28, 2018	Tassajara Little League		25

Upcoming HeartSafe Events

- Date Event Staffing Needs/Comments
 - April 18, 2018 Alamo Women's Club
 - April 18, 2018 Martinez Rotary
 - April 22, 2018 Via Heart Screenings – Livermore (RFA)
 - April 28, 2018 She’s All That – California High School
 - May 28, 2018 Art & Wind Festival, San Ramon
 - June 14, 2018 Bishop Ranch Health Fair
 - July 10, 2018 Residential Care Facility Caregiver Training
 - Sept. 26, 2018 SIRS Luncheon – Tentative date
 - Sept. 29, 2018 SRV Emerg. Prep Fair
- Community Emergency Response Team (CERT) Report:
 - **Danielle Bell** presented the following CERT updates.
 - 1675 trained CERT volunteers are registered with the SRV EP CCC.
 - Two full CERT Classes #79 and #80 which finishes tomorrow 3/24/18.
 - Blackhawk HOA tabletop Emergency on floods March 15th.
 - CERT Communication Drill April 21st.
 - Hosted Family Radio Service Class for CERT members.
 - Sycamore CERT Container has been filled with supplies donated by Toyota.
 - February CERT Trainers supported Train the Trainer training in San Jose in which the State stayed the entire time to monitor the class and approve State instructors for CERT from San Ramon.
 - Personal Emergency Preparedness Class@ San Ramon Library
 - Personal Emergency Preparedness Class @ Five9 (in person and via webinar)
 - CERT Logo with Mt. Diablo in the back approved. Perhaps taking tall building out (from National Logo), but not necessary.
 - Discussion on charging \$50.00 for out of area CERT participants who want to take the SRV CERT Training. If they live or work here the class will continue to be free of charge.

- Access and Functional Needs Report:
 - **Danielle Bell & Vanek** presented the following.
 - 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.
 - May 2nd RCF Video training throughout the County led by Gerald Tom from the County.
 - July 10th will be the RCF mini training for our six and under care homes.
 - February presentation for Autism Presentation for Crisis Intervention Team of Contra Costa County. Over 30 PD officers were in attendance.
 - Staff worked with Del Amigo on Emergency Evacuation Protocols for school and brought students to Fire Station to do inclusive training and familiarization.
 - Staff working with Down Syndrome connection in Danville to get prepared and resilient.

4. .New Business:

- Pac member Mintz brought up the idea of doing Business Continuity planning for the off Fair year project in 2019. In addition, many believe having the Active Shooter Training rolled up into this Business Preparation module would be effective. BOMA (Business Owners Management Association) would be good to utilize if we take on this project in 2019. Also, the San Ramon and Danville Chambers as partners.
- There are FEMA Brochures that address Active Shooter and the Run, Hide, Fight message that San Ramon Valley Police Officers also use.

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:

7. Adjourned at 10:30am

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Normal Trial Balance - All Funds
 700 - Agency Fund-Citizen Corp Council
 From 7/1/2017 Through 5/31/2018

<u>Account Code</u>	<u>Account Title</u>	<u>Debit Balance</u>	<u>Credit Balance</u>
1001	Checking-Bank of the West	49,898.97	
2000	Accounts Payable		450.29
2420	Use Tax Direct Payment	0.21	
3300	Fund Balance-Unassigned		52,955.63
3352	Fund Balance-Assign-Other Encu		9,989.20
4250	Other Intergovernment Revenue		40,000.00
4640	Miscellaneous Revenue		1,000.00
5202	Office Supplies	1,423.69	
5210	Small Tools and Equipment	5,902.80	
5212	Miscellaneous Supplies	180.00	
5222	Food Supplies	2,193.83	
5226	Non-Safety Clothing/Supplies	4,458.98	
5250	Professional/Specialized Serv.	29,402.50	
5278	Public Educational Supplies	517.45	
5284	Meetings/Travel Expenses	450.29	
6250	Autos & Trucks	9,966.40	
	Total 700 - Agency Fund-Citizen Corp Council	104,395.12	104,395.12

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Statement of Revenues
700 - Agency Fund-Citizen Corp Council
From 7/1/2017 Through 5/31/2018

		<u>Total Budget</u>	<u>Current Year Actual</u>	<u>Budget Variance</u>	<u>Percent Remaining</u>
Revenues					
Intergovernmental Revenue					
Other Intergovernment Revenue	4250	50,000.00	40,000.00 ^①	(10,000.00)	(20.00)%
Total Intergovernmental Revenue		50,000.00	40,000.00	(10,000.00)	(20.00)%
Other Revenue					
Miscellaneous Revenue	4640	0.00	1,000.00 ^②	1,000.00	0.00%
Total Other Revenue		0.00	1,000.00	1,000.00	0.00%
Total Revenues		50,000.00	41,000.00	(9,000.00)	(18.00)%

①

SRVUSD	\$ 10,000
City of SR	10,000
SRVFPD	10,000
Danville	<u>10,000</u>
	<u>\$ 40,000</u>

②

Feldman Ins.	\$ 1,000
2018 Fair Sponsor	<u>1,000</u>

SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Statement of Expenditures
700 - Agency Fund-Citizen Corp Council
From 7/1/2017 Through 5/31/2018

		Total Budget	Current Year Actual	Budget Variance	Percent Remaining
Expenditures/Appropriations					
Services and Supplies					
Office Supplies	5202	1,975.00	1,423.69	551.31	27.91%
Small Tools and Equipment	5210	7,650.00	5,902.80	1,747.20	22.83%
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	2,193.83	5,306.17	70.74%
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	29,402.50 ①	(8,177.50)	(38.52)%
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	450.29	899.71	66.64%
Total Services and Supplies		55,000.00	44,529.54	10,470.46	19.04%
Equipment/Vehicles					
Autos & Trucks	6250	9,989.20	9,966.40	22.80	0.22%
Total Equipment/Vehicles		9,989.20	9,966.40	22.80	0.23%
Total Expenditures/Appropriations		64,989.20	54,495.94	10,493.26	16.15%

① Nixle \$ 6,000.00
Heart Safe/
CERT Instructors 23,402.50
* 29,402.50