

DRAFT REGULAR MEETING MINUTES  
Monday, December 10, 2018

**I. Call to Order & Orders of the Day**

**Roll Call**

PRESENT: Emergency Services Council Chair: David Sykes, Emergency Services Council Members: Mayor Sam Liccardo, Raymond Riordan, Ast Police Chief Anthony Mata, Fire Chief Robert Sapien, Sergio Gomez, Terry Unter, Marsha Hovey, Adam Amaral, Vance Taylor, Jim Carter, Chris Morrissey, David Lera, and Dana Reed.

ABSENT: Vice Chair Kip Harkness, Emergency Services Council Members Chris Fong, Robert Fenton, and Dennis King.

STAFF: Executive Analyst Alex Fernandez.

**NOTABLE**

ATTENDEES: Office of Emergency Management Staff: Daniel Tucker, Cay Denise MacKenzie, Chris Swartout, and Ahn T. Tran, Gary Cunningham (Neighborhood Commission alternate), and Anamarie Swardenski (Collaborating Agencies' Disaster Relief Effort alternate).

**Call to Order and Orders of the Day**

Chair Dave Sykes convened the Emergency Services Council at 10:33 a.m. with a roll call of approved members. Fourteen of nineteen members attended, providing for a quorum. The meeting occurred in Conference Room T-1734 at City Hall, 200 E. Santa Clara Street, San José, CA 95113.

**II. Public Record**

There was no public record on file.

**III. Open Forum**

There was no public testimony on the floor.

**IV. Consent Calendar**

None.

**V. Reports to Emergency Services Council**

A. Emergency Services Council Onboarding

Documents Filed: Emergency Services Council Onboarding Memorandum.

Senior Emergency Services Planner Cay Denise MacKenzie provided a presentation on the onboarding process.

Action: Upon motion by Dana Reed, second by Mayor Sam Liccardo, item was unanimously approved. The Emergency Services Council approved and accepted Staff report. (14-0-4. Absent: Harkness, Fong, Fenton, King.)

#### B. Emergency Operations Plan

Documents Filed: Emergency Operations Plan memo and Draft Emergency Operations Plan.

The Director of Office of Emergency Management Raymond Riordan provided a presentation on the Emergency Operations Plan (EOP).

Action: Upon motion by Chris Morrissey, with second by Jim Carter, the item was unanimously approved. The Emergency Services Council approved the Emergency Operations Plan, and requested the EOP be forwarded to the City Council for adoption. (14-0-4. Absent: Harkness, Fong, Fenton, King.)

#### C. Disaster Service Worker Volunteer Program

Documents Filed: Disaster Service Worker Program Memo.

The Director of Office of Emergency Management Raymond Riordan provided a presentation on the Disaster Service Worker Volunteer Program (DSWVP).

Action: Upon motion by Robert Sapien, second by Adam Amaral, the item was unanimously approved. The Emergency Services Council authorized the Office of Emergency Management to act as the City of San Jose DSWVP Administrator, authorized the registration of volunteers as DSW, and provided OEM the authority to administer the Loyalty Oath to volunteers during preparedness and concurred with the ability to extend the authorization by the City Manager via memo, as needed. (14-0-4. Absent: Harkness, Fong, Fenton, King.)

#### D. Community Emergency Response Team

Documents Filed: Community Emergency Response Team (CERT) Memo.

Senior Executive Analyst Aurelia Bailey provided a presentation on the national CERT program, curriculum and the city's proposed training schedule for implementation.

Action: Upon motion by Mayor Sam Liccardo, second by Dana Reed, the item was unanimously approved. The Emergency Services Council approved the national CERT curriculum for local delivery with modifications to address the City of San Jose hazards and programs, and accepted the delivery schedule,

with knowledge that the Office of Emergency Management has the authority to adjust the schedule as needed with documentation. (14-0-4. Absent: Harkness, Fong, Fenton, King.)

**E. Radio Amateur Civil Emergency Services**

Documents Filed: Radio Amateur Civil Emergency Services (RACES) Memo

Executive Analyst Daniel Tucker provided a presentation on the RACES program, Santa Clara County RACES training curriculum, and delivery schedule.

Action: Upon motion by Chris Morrissey, second by Marsha Hovey, the item was unanimously approved. The Emergency Services Council approved the Santa Clara County RACES curriculum for local delivery and the proposed delivery schedule, with knowledge that the Office of Emergency Management has authority to modify the schedule as needed. (14-0-4. Absent: Harkness, Fong, Fenton, King.)

**VI. Old Business**

There was no old business.

**VII. Meeting Schedule**

*The next regular meeting will be August 16, 2019 time and location to be determined.*

**VIII. Adjournment**

The meeting was adjourned at approximately 11:26 a.m.

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DAVID SYKES, CHAIR

ATTEST:  
EMERGENCY SERVICES COUNCIL SECRETARY

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ALEX FERNANDEZ, EXECUTIVE ANALYST