



California Emergency Services Association

P.O. Box 18606, San Jose, CA 95158

Notes – Coastal Chapter Board Meeting

April 12, 2017

4:00 pm

Attendees: Ray Riordan, Joe Guzzardi, Catrina Christian, Emma Reed, Rocque Yballa, Corinne Bartshire, Chris Godley, Brentt Blaser

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Committees
Membership – Terry Langdon

Workshop –

PIO/Historian – Chris Godley

Legislative – Rocque Yballa
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- I. Meeting Called to Order
 - At 4:05pm
- II. Additions and Approval of the Agenda
 - Legislative update given as first item
- III. Approval of minutes from last meeting
 - Motion to accept minutes: Bartshire; Seconded: Guzzardi
 - a. Follow-up on action items from last meeting
- IV. Finance Report
 - Xfinity Insurance charge of \$585 recently went out
 - See attached finance report for this month at end of this document
 - a. IRS update
 - b. Other legal needs
- V. Coastal Chapter Workshops
 - a. June 2017 (joint with MARAC)
 - June 14th
 - MARAC meeting
 - BAUASI Emergency Management workgroup
 - b. Agenda, Location, Coordination
 - Location TBD
 - Corinne to find out and report back
- VI. Administration
 - a. Chapter Bi-laws

- Corinne is in the process of re-visiting these but will need more time
- b. Website
- Need to make sure agendas, minutes, everything is updated and on the website for membership

VII. Legislative Update – Rocque Yballa

- Coastal & Southern chapters have approved rulemaking (regulation changes)
- Ray and Corinne have additional notes from Rocque

NOTES FROM ROCQUE:

TITLE 19 RULEMAKING CONCEPT PLAN STANDARDIZED FORMS

BACKGROUND

In the wake of the 2015 Fires in Lake County and Calaveras County, the Coastal Chapter of CESA invited a panel of Emergency Management Mutual Aid responders from both Op Areas to one Coastal Chapter's quarterly workshops. A common complaint among all participants was the lack of conformance and consistency to any one process based upon folks utilizing local forms from the operational areas they responded from. This created a repeating cycle of "Storm/Form/Norm" throughout the prolonged incidents. A few people discussed remedies or solutions to ensuring this doesn't occur again. We discussed the need to standardize the EOC forms utilized throughout the state at the local level much like ICS forms are standardized for incident management teams in the field.

PROBLEM

Currently there are no standardized forms. Title 19 Division II mandates that all local jurisdictions utilize the SEMS process and the fundamentals of ICS. This does not mandate standardized forms. As such, most jurisdictions create forms at the local area to capture necessary information or relay information to ensure MACS is met.

California is currently working on an accreditation program for EOC staff positions. The hope is to ensure that EOC members that receive accreditation can work in any operating EOC throughout the state. But if every EOC and Op Area has different forms, true comfort levels of performance will be limited to the knowledge and

familiarity of local forms and their process for completion or disposition.

OES/CSTI offers SEMS Action Planning Workshops. This workshop offers how to complete an Emergency Action Plan but does not utilize standardized forms. The course suggestion different forms that may be used and suggests other forms to be created that can be utilized to extract information.

OPTIONS FOR SOLUTION

1. Develop standardized forms for use within Op Areas and EOC's that are consistent with NIMS and SEMS. This will ensure a consistent delivery of training throughout the state as well as validate the accreditation program of EOC positions.
2. Do nothing – status quo. Continue to leave form development to local jurisdictions and EOC mutual aid workers will learn the forms that are being utilized by the local EOC or Op Area or bring their own. As members are relieved by incoming workers – they educate or change forms as the incident continues.

PROPOSED SOLUTION

Option #1 is the obvious solution but this process should be codified to ensure conformity across the state. We are proposing rulemaking with Title 19, Division II California Code of Regulations.

We propose that the Office of Emergency Services modify Title 19 specific to SEMS standardization and include a standardization of forms to be developed by the Office of Emergency Services. A formal petition by CESA to OES in accordance with California Administrative Procedures Act will ensure OES to must make the modifications.

While it our understanding that OES does not maintain a Regulations Coordinator – individuals within CESA have prepared a Rulemaking Package consistent with the Office of Administrative Law procedures to assist OES in filing a rulemaking package.

STAKEHOLDERS

Governmental Agencies: OES, CAL FIR, Operational Areas, Local Jurisdictions

Publishers: Barclays/ Thomson West (Title 19)
State of California General Services (STD Forms)

Interest Groups: Any and all Assisting or Cooperating Agencies, non-profits, and organizations tasked with working with emergency operation centers and operational areas.

APPLICABLE LEGISLATION

Presidential Directive V
Government Code §8607

SACRED COWS

While this is a State Mandated program, the availability of the forms must be available at no cost to local jurisdictions to maintain this a non-funded state mandate

CONCEPTS & METHODOLOGY

- CESA Executive Board Approval
- Share information with OES
- Petition OES for rulemaking and provide rulemaking package for submission to the Office of Administrative Law

Upon completion of the rulemaking to standardized forms, CESA advises that OES develop a Task Force which should include CESA Members from OES, Coast, South, and Inland Chapters to:

1. Identify forms that should be standardized for use within an EOC or Operational Area to support MACS and the SEMS process.
2. Gather and collect sample forms throughout local jurisdictions and the state that may be considered as a best practice.
3. Develop forms based upon best practices.
4. Recommend to OES that the forms created be recognized as state standardized forms and should be published through State General Services and identified individual as a State STD Form number #
5. These forms should have the capability to be reproduced electronically and filled out electronically in a form format.
6. Integrate the forms into CSTI Training programs associated with Emergency Operation Center operations.
7. OES should request update to the Task Force roster every three years.
8. After Action Reports from Incidents and HSEEP Exercises may be forwarded to the Task Force when appropriate to review and consider the relevancy and appropriateness of standardized forms adopted by OES.

VIII. *Added item:* Discussion on issue of perceived bias in selected presenters at various CESA events

- We want to make sure CESA is a professional organization spanning both public and private sector organizations

IX. Awards Activity Update

- Ray will get in touch with Jim Wollbrinck regarding upcoming awards

X. CalOES Info – Catrina Christian

- Nancy Ward will be stepping down. No one has been identified to be the new Chief Deputy of CalOES as of yet
- Just brought on two new staff; still looking for two more and a deputy

XI. Roundtable

- We can plan a drawing for a scholarship to the CESA State Conference at the August workshop

XII. Adjournment

- At 4:58pm

CESA Coastal Chapter Treasurer's Report

4/17/2017

Checking Account 01/01/2017					
Date	Activity	DEBIT	CREDIT	BALANCE	Notes
	Beginning Balance			19,203.14	
2/1/2017	Eventbrite payment deposits		55.72	19,258.86	
2/15/2017	Eventbrite payment deposits		14.68	19,273.54	
3/1/2017	Eventbrite payment deposits		139.56	19,413.10	
3/6/2017	Eventbrite payment deposits		13.50	19,426.60	
3/30/2017	Corinne Bartshire repayment for food	528.57		18,898.03	
3/30/2017	Affinity Non-Profits Insurance	585.00		18,313.03	current balance - treas report

CESA Coastal Chapter Treasurer's Report

4/17/2017

Money Market Account 01/01/2017					
Date	Activity	DEBIT	CREDIT	BALANCE	Notes
	Beginning Balance			20,013.56	
1/12/2107	Interest		0.51	20,014.07	current balance - treas report
2/10/2017	Interest		0.47	20,014.54	
3/10/2017	Interest		0.46	20,015.00	
4/3/2017	Interest		0.38	20,015.38	current balance - treas report