



CONTRA COSTA COUNTY

Committee Meeting Minutes

Emergency Services Policy Board

Wednesday, October 2, 2024

2:00 PM

1850 Muir Road, Martinez |

[https://cccounty-us.zoom.us/j/86000184379?](https://cccounty-us.zoom.us/j/86000184379?pwd=Uy6lf2IXNLk7SNL0CVbiZqqknLCajU.1)
[pwd=Uy6lf2IXNLk7SNL0CVbiZqqknLCajU.1](#)

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Agenda Items: Items may be taken out of order based on the business of the day and preference of the Committee

1. Roll Call and Introductions

Present

Monica Nino, David O. Livingston, Thomas Geiger, Warren Lai,
Lewis T. Broschard, Karen Caoile, John Kopchik, Marla Stuart,
Lynn Mackey, Marc Shorr, and Joe Calabrigo

Absent

Anna Roth

2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two minutes).

3. APPROVE Minutes from the March 12, 2024, Emergency Services Policy Board [24-3166](#)

Attachments: [Minutes from the March 12, 2024, Emergency Services Policy Board](#)

Meeting Minutes for the March 12, 2024 was approved by the board.

4. CONSIDER accepting a verbal presentation of the Office of Emergency Services 2024 Activity Report. [24-3167](#)

a. Emergency management training (Rick Kovar, Office of Emergency Services Manager)

b. Emergency Operation Center (EOC) exercises (Beatriz Portillo, Sr. Emergency Planning Coordinator)

c. Emergency Operation Center partial activation - July Extreme Heat Event (Lorena Herrera, Sr. Emergency Planning Coordinator)

Attachments: [Contra Costa County EOC Exercise Improvement Plan - 2024](#)
[Extreme Heat Event AAR - 2024](#)

Emergency Manager, Rick Kovar, provided a verbal presentation regarding OES activities. OES partnered with the Bay Area UASI to bring emergency management training from the California Specialized Training Institute. This included a full capstone of Public Information Officer Training. The Office of Emergency Services also provided in-house section specific training for sections of the Emergency Operations Center.

Sr. Emergency Planning Coordinator, Beatriz Portillo, provided a verbal presentation on Emergency Operations Center Exercises. Since the last board meeting, the Office of Emergency Services hosted one table-top exercise, one full-scale EOC Functional Exercise, and a Care and Shelter training and simulation. Employment and Human Services Director, Marla Stuart, provided an overview of the Care and Shelter exercise and partner collaboration.

Sr. Emergency Planning Coordinator, Lorena Herrera, provided a verbal presentation of the July Extreme Heat Event. An overview of the event was provided as well as lessons learned and improvement opportunities in response and demobilization. In total 58 cooling centers/places to cool were activated across Contra Costa County and 120 residents were served. Kristi Jourdan, County Public Information Officer, provided an overview of the Joint Information Center response during the July Extreme Heat Event. Director Marla Stuart advocated for the need to provide funding to operate cooling centers during holidays/weekends.

5. CONSIDER accepting a verbal presentation of the Local Hazard Mitigation Plan (Rick Kovar and Beatriz Portillo, Office of Emergency Services) [24-3168](#)

Attachments: [2024 Contra Costa County HMP Volume 1](#)

Sr. Emergency Planning Coordinator, Beatriz Portillo, provided a verbal presentation on the Local Hazard Mitigation Planning (LHMP) efforts. Participating agencies included 16 Cities and 24 Special Districts. As of September 20, 2024 the Contra Costa County LHMP base plan and one annex (Diablo Water District) was approved by Cal OES and FEMA. 16 Cities and 23 Special Districts Annexes are waiting approval.

Emergency Manager, Rick Kovar, gave a verbal presentation of risk identification. Emergency Manager Kovar provided an overview of the County's risk rating under the National Risk Index. Contra Costa is in the 99.59 percentile and is ranked 14th most at risk out of 3,007 County subdivisions in the United States on the national risk ranking.

6. CONSIDER accepting a verbal presentation of the OES emergency planning efforts. (Lorena Herrera, Sr. Emergency Planning Coordinator)

Sr. Emergency Planning Coordinator, Lorena Herrera, provided a verbal presentation and update on emergency planning efforts. This included an update on emergency translation contracts, emergency transportation work groups, care and shelter operations, extreme weather planning, public information and outreach. County Public Information Officer, Kristi Jourdan, also provided an overview of the September National Preparedness Month collaboration and community outreach.

During this discussion item the Emergency Preparedness Public Service Announcement was presented.

7. CONSIDER accepting a verbal report on Emergency Management Legislation (Rick Kovar, Office of Emergency Services Manager) [24-3169](#)

Attachments: [Emergency Management Legislation Summary](#)

Emergency Manager, Rick Kovar, provided a verbal presentation on Emergency Management Legislation. County Administrator, Monica Nino, requested that the office of emergency services assist the County in updating the County's Legislative Platform in response to the legislation.

8. CONSIDER accepting a verbal report on the Community Warning System (Julie Beach, Community Warning System Manager)

Community Warning System Manager, Julie Beach, provided a verbal presentation regarding the community warning system.

Evacuation Orders: 1; Evacuation Warnings: 1; Missing Persons: 6; Shelter-in-place: 7.

Level 1 Alerts: 131; Level 2: 1

Outreach and training Events: 26

9. CONSIDER accepting a verbal report regarding the Board of Supervisors' response to Grand Jury Report No. 2402, "Will Everyone Get a Warning in Time". (Timothy Ewell, Chief Assistant County Administrator) [24-3170](#)

Attachments: [Grand Jury Report No. 2402, "Will Everyone Get a Warning in Time"](#)
[Grand Jury Report No. 2402, Board of Supervisors' Response](#)

Chief Assistant County Administrator, Timothy Ewell, provided a verbal presentation regarding the Grand Jury Report #2402 and the Board of Supervisors response to the report.

10. CONSIDER providing feedback on potential scope of work for an external study of emergency management functions administered by the County. [24-3172](#)
(Timothy Ewell, Chief Assistant County Administrator)

Attachments: [Comparison of Office of Emergency Services Functions Across the State, September 2024](#)
[County of Marin, Organizational Assessment of the Office of Emergency Services, June 2022](#)
[County of Monterey, Assessment Report Emergency Management Program, December 2021](#)
[County of San Joaquin, Emergency Operations Plan Assessment Report and Recommendations, 2016](#)
[County of Sonoma, Assessment Report Emergency Management Program, June 2018](#)

Chief Assistant County Administrator, Timothy Ewell, introduced the Emergency Management Study Scope of Work discussion. The intent of this study is to evaluate the Emergency Management program as a whole. Chief Assistant CAO requested feedback on the scope of work and gathered information on how the ESPB would like to move forward with the study. The CAO plans to request a one-time Measure X funding on November 12, 2024 to move forward with the study.

Director Warren Lai recommended that "recovery" should be part of the study to include reimbursement.

County Administrator Monica Nino requested that the Department of Information Technology evaluate the technology as it relates to emergency response.

Chief Lewis Broschard highlighted that there is a need for more Emergency Management resources.

Director Kristi Jourdan, reiterated the need to evaluate the technology in the Emergency Operations Center.

11. ESPB Open Floor

12. Adjourn

Emergency Services Policy Board Presentation

[24-3173](#)

Attachments: [Emergency Services Policy Board Presentation - 10-2-24](#)

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For Additional Information Contact: Contact: Rick Kovar | rkova@so.cccounty.us