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MEETING MINUTES  
Monday, April 22, 2024

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

**Roll Call**

**PRESENT:** Emergency Services Council Chair: City Manager Jennifer Maguire  
Emergency Services Council Members: Alternative Chair, Assistant City Manager Lee Wilcox, Vice Chair, Deputy City Manager Kip Harkness, Mayor Matt Mahan, Acting Police Chief Paul Joseph, Fire Chief Robert Sapien, Emergency Management Director Raymond Riordan, Robyn Cole (Coastal Region, California Office of Emergency Services), Dana Reed (Santa Clara County Office of Emergency Management), Kathleen Conley (Valley Transportation Authority), Ann Herosy (American Red Cross), Marsha Hovey (Collaborating Agencies' Disaster Relief Effort), Chris Morrissey (San Jose Arena Authority), Lee Steckmest (San Jose Neighborhood CERT). Dennis King (Hispanic Chamber of Commerce Silicon Valley), and John Woytak (Alternate for Robert Fenton, Federal Emergency Management Agency, Region IX).

**ABSENT:** Emergency Services Council Members: Vance Taylor (Access & Functional Needs, California Office of Emergency Services), Sherri Burns (Silicon Valley Independent Living Center), and Sergio Gomez (San Jose Unified School District).

**STAFF:** Executive Analyst Karen Truong.

**NOTABLE**

**ATTENDEES:** Office of Emergency Management Staff: Jay McAmis (Presenter), Alvin Galang (Presenter), Daniel Tucker, Chris Swartout, Helen Trinh, Frank Dan, and Sherrilynn Sledge

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

Chair Jennifer Maguire convened the Emergency Services Council at 1:43 p.m. with a roll call of members. Sixteen of nineteen members attended. The meeting occurred at the City's Emergency Operations Center, 1591 Senter Rd, San José, CA 95112.

Dennis King provided an agency name correction for the agency he represents. The "Silicon Valley Organization" will be corrected to the "Hispanic Chamber of Commerce Silicon Valley."

A correction will be made to the list of Representative Organizations for the Emergency Services Council.

**II. Public Record**

There was no public record on file.

**III. Open Forum**

There was no public testimony from the floor.

**IV. Consent Calendar**

Director, Office of Emergency Management, Ray Riordan provided a presentation on the purpose of the Emergency Services Council. Following the presentation, the Chair called for comments from the public and the Council on the consent calendar. No comments provided from the public and Council.

A. Community Emergency Response Team (CERT) Training Schedule

Documents Filed: Community Emergency Response Team (CERT) Training Schedule Memorandum.

B. Community Emergency Response Team (CERT) Curriculum Delivery

Documents Filed: Community Emergency Response Team (CERT) Curriculum Delivery Memorandum.

C. Delegation of registering and swearing in Volunteer Disaster Service Workers to the Community Emergency Response Team Coordinator

Documents Filed: Delegation of registering and swearing in Volunteer Disaster Service Workers to the Community Emergency Response Team Coordinator Memorandum.

D. Radio Amateur Civil Emergency Services Training Schedule

Documents Filed: Radio Amateur Civil Emergency Services Training Schedule Memorandum.

Action: Upon motion by Alternate Chair Lee Wilcox, second by Fire Chief Robert Sapien, consent calendar items A-D were unanimously approved by those present. The Emergency Services Council approved the CERT Training schedule, CERT Curriculum Delivery, the delegation of registering and swearing in Disaster Service Workers-Volunteers (DSW-V) to the CERT Coordinator, and RACES Training Schedule.

**V. Reports to Emergency Services Council**

**A. City of San José Emergency Management Ordinance Update**

Documents Filed: Emergency Management Ordinance Update Memorandum and Draft City of San José Emergency Management Ordinance, Municipal Code 8.08.

Deputy Director, Office of Emergency Management, Jay McAmis provided a presentation on the City of San José Emergency Management Ordinance, Municipal Code 8.08.

Action: Upon motion by Acting Police Chief Paul Joseph, second by Mayor Matt Mahan, item was unanimously approved by all present. The Emergency Services Council unanimously approved and accepted the proposed modifications to the City of San José Emergency Management Ordinance, Municipal Code 8.08 and requested the Emergency Management Ordinance be forwarded to City Council for adoption.

**B. Emergency Operations Plan – Base Plan**

Documents Filed: Updated Emergency Operations Plan Memorandum and Draft Emergency Operations Plan.

Deputy Director, Office of Emergency Management, Jay McAmis provided a presentation on the Emergency Operations Plan (EOP).

Action: Upon motion by Alternate Chair, Leland Wilcox, second by Fire Chief Robert Sapien, item was unanimously approved by all present. The Emergency Services Council approved the Emergency Operations Plan and requested the EOP be forwarded to the City Council for adoption.

**C. Modifications to the Community Emergency Response Team (CERT) Training Curriculum**

Documents Filed: Modifications to the Community Emergency Response Team (CERT) Training Curriculum Memorandum.

Assistant to the City Manager, Office of Emergency Management, Alvin Galang, provided a presentation on modifications to the Community Emergency Response Team (CERT) Training Curriculum.

Action: Upon motion by Vice Chair Kip Harkness, second by Fire Chief Robert Sapien, item was unanimously approved by all present. The Emergency Services Council approved the supplemental trainings for the CERT curriculum to increase volunteer engagement in the community.

**VI. Public & Council Comment**

Chris Morrissey (San Jose Arena Authority) posed three questions on specific sections of the City's Emergency Operations Plan:

- A. How organizations with the SJ Arena Authority and Team San Jose would be incorporated into the City's Emergency Operations Plan
- B. Why there are no primary or support roles currently listed for the AFN Coordinator or the Volunteer Unit
- C. Would there be a consideration to re-word "compassionate action" under guiding principles.

Dennis King (Hispanic Chamber of Commerce Silicon Valley) posed a question on how public members would know how to identify official city volunteers (CERT members/Disaster Service Workers- Volunteers) and know they are here to help them.

**VII. Meeting Schedule**

The date and time for the next meeting and location will be determined based on the need to convene the Council and announced by the Director of Emergency Services and City Manager.

**VIII. Adjournment**

The meeting was adjourned at approximately 2:22 p.m.



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JENNIFER MAGUIRE, CHAIR

ATTEST:  
EMERGENCY SERVICES COUNCIL SECRETARY



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KAREN TRUONG, EXECUTIVE ANALYST

**NOTE:**

The Emergency Operations Plan and Emergency Management Ordinance update were brought to City Council on May 21, 2024, and both items passed. Below is a link to the Resolution adopting the City's Emergency Operations Plan, which is posted on the city's website.

[RES2024-160](https://www.sanjoseca.gov/home/showpublisheddocument/112809/638539784592970000) – A Resolution of the Council of the City of San José adopting the City of San José Emergency Operations Plan:

<https://www.sanjoseca.gov/home/showpublisheddocument/112809/638539784592970000>

[ORD-31078](https://www.sanjoseca.gov/home/showpublisheddocument/112811/638545640620870000) – An Ordinance of The City Of San Jose Amending Chapter 8.08 Of Title 8 Of The San Jose Municipal Code To Clarify Roles And Responsibilities, Define Key Terminology, And Add Continuity Of Government As A New Component Of The Ordinance:

<https://www.sanjoseca.gov/home/showpublisheddocument/112811/638545640620870000>