

**Sonoma County Operational Area
Emergency Council**



Wednesday December 6, 2023

1:00 PM – 3:00 PM

In Person

Sonoma Water

404 Aviation Blvd.,

Santa Rosa, CA

NOTE *Minutes Approved during May 16, 2024 meeting

MEETING MINUTES DRAFT

Attendance – Council Members

Chair Chris Coursey	Asst. County CAO Jennifer Solito	Jeff DuVall, Director, Department of Emergency Management (DEM)
Angela Struckmann, Director of Human Services	Neil Bregman, City of Santa Rosa	Bryan Cleaver, EMS Manager
Christine Williams representing Janell Crane, Human Resources Director	Steven Hancock, representing Grant Davis, Sonoma County Water Agency	Dep. Chief Aaron Johnson, City of Rohnert Park
Chief Trevor Smith, Sonoma Valley Fire Dept.	Sarah Finnigan, Calif. Office of Emergency Services	Capt. Shawn Murphy, Sonoma County Sheriff
Katie Duran, City of Cotati	Christine Dektor, RESIG	Tom Jordan, City of Petaluma
Chief Ben Nicholls, Cal Fire	Dawn Carter, representing Robert Brownlee, SRJC	Dan Fruchey, Information Services Director
Alegria De La Cruz, Office of Equity; Added to Council by vote	Intentionally left blank	Intentionally left blank

Non-Council Members in Attendance

Sam Wallis, DEM	Nancy Brown, DEM	Jorge Rodriguez, DEM
Sage Limpp, DEM	Chris Angle, DEM	Andrea Strongman, DEM
James Cooper, DEM	Marquez Monroe, DEM	Sonja Moug, DEM
Jonathan Kajeckas, ISD	Chelsea Woodworth, DEM	Steve Lindley, ISD

Maribel Tapia, DuMolin Community Living (Public)	Michelle Maxwell, Sonoma Water	Corey John, Sonoma Water
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I. Call to Order

- a. Meeting called to order by Jeff DuVall @ 1:05 P.M.
- b. Chair Coursey welcomed everyone to the meeting, asked Jeff to perform roll call.

II. Roll Call/Establish Quorum / Approve Agenda

- a. Jeff DuVall welcomed everyone to the meeting. Thanked Steven Hancock and Sonoma Water for the use of their conference room. Thanked Chair Coursey for his attendance.
- b. Jeff DuVall conducted verbal and visual roll call. Quorum achieved with 18 members of the Council in attendance.
- c. Agenda approval: there is one addition to the agenda; update to add the Emergency Proclamation by the Board of Supervisors regarding the Avian Flu.
 - o Chair Coursey asked for approval of the agenda including the addition of the Emergency Proclamation. Motion approved unanimously.

Ayes: 18 Nays: 0

III. Approve Minutes

- a. The last Council meeting was held July 2023. Meeting minutes were provided in the meeting package that was presented to all Council members and was available in a printed version. There were no questions or additions to the minutes. Chief Ben Nicholls moved to accept the minutes as written, motion was seconded. Motion approved unanimously:

Ayes: 18 Nays: 0

IV. Old Business

- a. No old business on the agenda

V. New Business

- a. Jeff DuVall proposed the addition of the Office of Equity to the Emergency Council as a voting member. Motion to approve the addition was made and seconded. Motion was unanimously approved.

Ayes: 18 Nays: 0

- b. Steve Lindley of Sonoma County ISD gave a presentation on Cyber Security. Steve took over Cyber Security for the County approximately 3 years ago and has helped to significantly change security protocols. Steve covered several subjects, including but not limited to:
- i. The evolution of hacking
 - ii. Ransome ware and Data Breaches
 - iii. Usage of vulnerable third-party software
 - iv. “Technical Debt” of old technology that cannot be updated.
 - v. Malicious emails, phishing emails, and destructive links
 - vi. Next big threats – attacks through vendors and affiliates (business partners)
 - vii. AI – emerging as both a threat and a tool.
 - viii. Microsoft will release Windows Copilot, which will have access to all of the data on your device

Proposed Security Measures for businesses, Steve recommends those listed below:

- ix. Employ a security officer (do not combine with another position)
- x. Utilize a security program such as “Proof Point”
- xi. Utilize Multi-Factor Authentication
- xii. Take measures to protect against the Dark Web and Hacker Forums

Jeff DuVall reminded the group that should they be experiencing a cyber-attack, they can call the Duty Officer at DEM, who will contact Cal OES. CalOES is often able to help in those situations.

Steve Lindley also offered to provide demonstrations to other agencies.

c. Emergency Proclamation - Avian Flu

Jeff DuVall discussed the Emergency Proclamation that was recently made regarding Avian Influenza. The virus has been detected in at least two local commercial flocks leading to the euthanasia of approximately 250,000 birds. Bio-security strategies have been put into place, including procedures that will allow emergency protective measures. Protocols are in place to work with state and federal agencies. The County is submitting an IDE (Initial Damage Estimate) to the state. The county convened a multi-agency team. Supervisor Coursey stated that this could potentially have a huge impact on our Ag Industry with potential losses in the millions of dollars and places many jobs at risk. The County is encouraging the state to open a Disaster Service Center.

- d. Jeff DuVall introduced DEM’s new Water Hazard Program Manager, Marquez Monroe.

- e. Jeff also discussed that DEM is working on a Master Services Agreement that will provide contracts with specific vendors. The agreement will allow DEM to augment EOC staffing in the case of an emergency that extends beyond two weeks. Staff augmentation will, for the most part, be limited to the Plans and Logistics sections. The vendors included in the Master Services Agreement will also be available to the Operational Area Partners in case assistance is needed for planning and/or training. The vendors will charge OA Partners as per the contracted rate with the County.
- f. Web EOC – There have been several changes and upgrades done. Most folks are now using WebEOC for practice. Notifications have been turned on as well as the Inventory Control Board which shows real time stock levels and updates.
- g. Neil Bregman had deployed to the City of Tustin on an EMMA request to assist with the Tustin Fire. Thank you Neil.

Continuing Business

- a. Sam Wallis discussed some of the work that is being done at DEM.
 - i. Planning: Sam provided an update about coastal and aircraft incidents; recovery operations plan; Re-unification Operation (helping to reunite families in the face of a disaster). A more detailed training and exercises plan is being worked on, including three separate topics: Cyber Incident, Bridge and Road Failure, Wildfire Annex Plan Update.
 - ii. Operations: DEM has added two more Deputy Emergency Services Coordinators to the Duty Officer rotation.
 - iii. DEM held a Pre-flood meeting and approximately 40 people attended. Sam is conducting a “Flood Tour” tomorrow to see potential problem areas.
 - iv. BAUASI (Bay Area Urban Areas Security Initiative): DEM is looking into holding a supply-chain exercise as well as an active shooter exercise, both to be held in March 2024.
 - v. DEM is also looking into holding an Election Security tabletop exercise in conjunction with the Registrar of Voters.
 - vi. There have been a multitude of EOC improvements, most recently the remodel of the Logistics section.
- b. Chelsea Woodworth provided updates to the Grants Section projects.

Community Preparedness

- i. Dr. Nancy Brown spoke about some of the accomplishments that her division has made this year, including attending approximately 75 events, providing more than 200 Go Bags to low-income families, and producing a multitude of social media messages that were delivered to the residents of Sonoma County.

- ii. Nancy's team is creating tabletop master templates for training applications for interested members of the public. They also provided applications for a grant that would fund CPR classes and training exercises for public groups. Nancy is finding ways to support neighborhood leaders obtain valuable training.
- iii. Nancy held the first Neighborhood Leadership Event this year. It was very well attended, and people are excited for upcoming events.
- iv. Community Preparedness will hold a "Model EOC" program next year where up to 42 high school seniors will be invited to participate in a week-long EOC educational opportunity. This will introduce them to the EOC, and hopefully inspire a career choice in public service.

Operational Area Plans

- i. Sage Limpp spoke about the ongoing EOC training classes and exercises that have been happening for the EOC. She and other Coordinators are reviving the "Lunch & Learn" program at the EOC. There are many great learning opportunities to come in 2024.
- ii. The team is already planning for the Golden Eagle workshop which will be held in June 2024. The 2024 focus will be "Supply Chain Resiliency".
- iii. Sage and Andrea Strongman are working with an AFN committee and are looking at situations through an AFN lens, highlighting lessons learned from previous years. They are focusing on transportation issues.
- iv. Sam Wallis discussed Alert & Warning programs; a WEA (Wireless Emergency Alert) test was held in October of this year. The department received approximately 500 feedback responses. Sam is currently writing a report to the FCC and FEMA.
- v. The Alert and Warning program has over 1000 pre-loaded messages in their system that are ready to be sent out to the public at a moment's notice. They are now working on how to target messages to a more defined geographical area.
- vi. James Cooper talked about the Mass Care and Shelter Program. The Shelter Council was established in 2018. Their initial goal was to ensure that municipalities could shelter 1% of their population within 12 hours, for a 24-hour period. They are now also working on a digital sign-in and registration system that will greatly reduce, if not eliminate, the need for people to fill out multiple sets of paperwork that are often redundant. This will help with better data management. The next step will be to roll out the system to the municipalities in the hope that everyone will utilize the same system.

- vii. Andrea Strongman discussed the Transportation Program. They have revised the group and are working to resolidify relationships with the public transportation agencies. They have also applied for a multi-jurisdictional grant to aid their efforts.

- viii. DEM is hoping the Citizen Corp – CERT program will begin in early 2024.

Council Member Comments

Chair Coursey invited members of the Council to provide any pertinent updates for their municipality.

Cloverdale – No report

Cotati – Katie Duran noted that Chief Parrish is retiring this month.

Petaluma – Tom Jordan expressed appreciation for their partnership with DEM.

Rohnert Park – No report

Santa Rosa – Neil Bregman spoke to the city’s usage of a new damage assessment software that they will be utilizing in practice Dec 18-20 of this year.

Sebastopol – No report

Sonoma – No report

Santa Rosa Junior College – 350 bed student housing building is a concern for transportation in the event of an emergency; there is a new president of SRJC.

Sonoma State University – Tyson Hill reported that they will be participating in a CSU system-wide active shooter tabletop exercise in March 2024.

Windsor – No report

CalFire – No report

Cal OES – Staffing changes with some internal promotions as well as new Emergency Services Coordinators, MARAC meeting is being held next week, working on the IDE regarding the Avian Flu; Thank you to Santa Rosa for providing EMMA support to Hawaii.

Public Comments – None

Chair Coursey – Expressed his gratitude to all members of the Council and is appreciative of the planning and care that happens behind the scenes.

Adjourn 2:45 p.m.

Attachment 1: Sonoma County Emergency Council Background

Authority Established by Sonoma County Municipal Code (Chapter 10, Section 10-7).
Authorized under California Government Code (Title 2, Division 1, Chapter 7, Article 10).

Missions

1. Study, revise and recommend to the Board of Supervisors for adoption, the County/Operational Area Emergency Plan
2. Review and recommend action upon all proposed mutual aid agreements
3. Review and recommend adoption of ordinances, resolutions, and rules/regulations as may be necessary to implement the plan or mutual aid agreements.
4. Annually review goals and objectives for the county/operational area.
5. May recommend calling and conducting test exercises.
6. Approve any of county/operational area funding distribution proposals (grants) as required by CalOES.
7. Serve as Operational Area Citizen Corps Council (grant requirement)

Membership

Primarily local government agency representatives with some community organization participation (up to 33 potential members total).

Officers

The Chair of Board Supervisors serves as ex officio Chair. In their absence, the County Administrator (in their role as the County Director of Emergency Services) to serve. A member of the Department of Emergency Management serves as ex officio Secretary.

By-laws

None. County Code states: majority vote; quorum to conduct business is calculated at the time of the meeting based on the number of representatives appointed; may appoint committees.

Meeting Schedule

At least semiannually.

Attachment 2: Sonoma County Emergency Council Membership

1. The chair of the board of supervisors of the county
2. The director or designee (County Administrator)
3. The County director of the department of emergency services or designee
4. The County sheriff or designee
5. The County director of general services or designee
6. The County director of information systems or designee
7. The County director of the department of health services or designee
8. The County director of human resources or designee
9. The County director of human services or designee
10. The County director of permit and resource management department or designee
11. The County director of the department of transportation and public works or designee
12. The general manager of the Sonoma County water agency or designee
13. The Regional Manager of Coast Valleys EMS agency or designee
14. One (1) representative from each of the incorporated cities within the County, appointed from time to time by the respective city councils
23. One (1) member representing the public utilities within the County engaged in the transmission of power, gas, telephonic or telegraphic communications or other similar utility, appointed annually by the chair of the emergency council
24. One (1) member representing the public schools in the County appointed annually by the Sonoma County superintendent of schools
25. One (1) member representing the general public appointed annually by the chair of the emergency council
26. One (1) member representing the local chapter of the American Red Cross
27. One (1) representative from the California National Guard
28. One (1) representative from the U.S. Coast Guard Two Rock Training Center
29. One (1) representative from each specific state agency utilized in County's emergency response including, but not limited to, California Department of Forestry & Fire Protection (Cal- Fire), California Highway Patrol (CHP), and California Office of Emergency Services (OES)
32. One (1) representative from any signatory party of the Operational Area Agreement in force, not previously identified herewithin