



# Still No Emergency Action Plans for Levee Failures In San Mateo County

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## Issue

Five years ago there were no Emergency Action Plans (EAPs) detailing steps to protect life and property in the event of failures of San Mateo County's dams or levees. Do we have these EAPs today?

## Summary

There are 23 levees in San Mateo County, three of which are not certified to withstand a 100-year flood.<sup>1</sup> There are 13 dams in San Mateo County listed by the Army Corps of Engineers (ACE) as posing high or significant risk in the event of failure. Failure of dams or levees could threaten the lives of County residents and cause serious damage to property.

The 2006-2007 Civil Grand Jury released a report entitled: *Emergency Planning for Dam or Levee Failures in San Mateo County*.<sup>2</sup> The 2011-2012 Civil Grand Jury initiated an investigation to determine if the commitments made by the County and cities in response to that report were completed. It found that all parties responsible for *dams* appear to have fulfilled their commitments, while those responsible for levees, for the most part, did not.

Five years later, San Mateo County, San Carlos, and South San Francisco still have no Emergency Action Plans (EAPs) for their levees. East Palo Alto, Foster City, San Mateo, and Redwood City eventually produced EAPs that vary in consistency and level of detail. None of the cities sent their EAPs to the Sheriff's Office of Emergency Services (OES) for incorporation into a countywide Emergency Operations Plan.

OES, for its part, has a general plan to address emergency situations in each city and believes this is sufficient. However, its plan does not specifically address levee failures.

The 2011-2012 Grand Jury believes this important public safety issue cannot continue to be ignored. The failure to fulfill many of the commitments made in 2007 must be highlighted and aggressively addressed. The OES is funded and governed by the Emergency Services Council (the pertinent joint agency (see, discussion below) through a Joint Powers Agreement that includes the 20 cities and towns and the County of San Mateo. The Grand Jury therefore recommends that the Emergency Services Council direct and sufficiently fund OES to develop

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<sup>1</sup> Federal Emergency Management Agency, 2012: San Mateo County Levee Status Map, created March 12, 2012 by Michael Baker Jr., Inc.

<sup>2</sup> [http://www.sanmateocourt.org/documents/grand\\_jury/2006/DamLeveeFinal.pdf](http://www.sanmateocourt.org/documents/grand_jury/2006/DamLeveeFinal.pdf).

and communicate standards to those responsible for levees (levee owners) and to finalize, by December 31, 2012, an Emergency Operations Plan that includes compliant EAPs from the levee owners. The Grand Jury therefore also recommends that the San Mateo County Board of Supervisors and the City Councils of East Palo Alto, Foster City, Redwood City, San Carlos, San Mateo, and South San Francisco direct the respective departments to create or modify existing EAPs based upon OES guidelines to be issued.

## **Background**

The Code of Federal Regulations, Title 44, Section 59.1 defines a levee as “a man-made structure, usually an earthen embankment, designed and constructed in accordance with sound engineering practices to contain, control, or divert the flow of water so as to provide protection from temporary flooding.”

Failure of dams or levees could threaten the lives of County residents and cause serious damage to property. Property owners with federally backed mortgages in those areas that the Federal Emergency Management Agency (FEMA) designates as a “100 year flood plain,” are required by federally backed mortgage holders to purchase flood insurance.

A dam or levee failure may occur within the County as a result of weather damage, poor maintenance, flash flooding, rising water levels, earthquakes or other acts of nature.

The presence of 13 dams and as many as 23 levees in San Mateo County, a seismically active area, underscores the need for adequate protection as well as an adequate response should those levees fail.<sup>3</sup>

In 2007, San Mateo County and nine County cities were responsible for dams and levees, including Belmont, Burlingame, East Palo Alto, Foster City, Pacifica, Redwood City, San Carlos, San Mateo, and South San Francisco. In order to ascertain the level of safety and emergency preparedness in the County and these cities the 2006-2007 Grand Jury issued a report titled *Emergency Planning for Dam or Levee Failures in San Mateo County*.<sup>4</sup>

### **2006-2007 Grand Jury Recommendations for Dams and Levees**

The 2006-2007 Grand Jury Report made the following Recommendations:

1. That affected cities and County prepare Emergency Action Plans (EAPs) and submit these annually to the County Sheriff’s Office of Emergency Services (OES).
2. That OES do what is necessary (without duplicating other information gathering efforts) to gather the information required to assess risk and develop response plans for levee and dam emergencies.

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<sup>3</sup>Email of April 9, 2012 to Grand Jury from a Technical Specialist of Michael Baker Jr., Inc., explaining that determining the number of levees is not exact due to the somewhat arbitrary starting and end points of levee segments. FEMA tends to focus on levee systems in its accreditation process.

<sup>4</sup>[http://www.sanmateocourt.org/documents/grand\\_jury/2006/DamLeveeFinal.pdf](http://www.sanmateocourt.org/documents/grand_jury/2006/DamLeveeFinal.pdf).

3. That the County Public Works Director work with city and special district public works officials and engineers in the County to evaluate and report on the integrity of dams and levees throughout San Mateo County.

### **The Sheriff's Office of Emergency Services (OES)**

OES provides a variety of services to the cities of San Mateo County. It has several units with specialized skills, many members of which are certified in emergency medical response. OES assists other public safety officers across the County in providing situational care and protection for the citizens of San Mateo County. OES also provides regular coordinated emergency planning and training services to the 20 cities and towns within the County and a wide variety of support and resources to assist cities in dealing with disaster and other emergency situations. The OES is responsible for the San Mateo County Emergency Operations Plan (EOP) that details the planned response to extraordinary emergencies and disasters.

Depending on the specific emergency, OES will serve as a coordinating agency rather than a primary responder. Cities and special districts are responsible for making sure that OES is given the information it needs to coordinate emergency response.<sup>5</sup>

The OES has a Flood Preparedness Guide for Levee Maintaining Agencies. The purpose of this Guide is "To provide an emergency planning guide for local levee maintaining agencies to utilize in developing their local emergency plans in compliance with the Governor's Executive Order." However, this Guide does not provide specific criteria to assist the affected cities to develop consistent, comprehensive EAPs.

### **The Emergency Services Council (ESC)**

The OES is funded and governed by the Emergency Services Council (ESC) through a Joint Powers Agreement (JPA) that includes the 20 cities and towns and the County of San Mateo (*see*, Attachment 2). The cities and towns of the JPA contribute money to fund the JPA based upon a formula that takes into account the population and average assessed property value of each. The County then matches the funds contributed by the cities and towns. The remainder of the OES budget comes from State and FEMA program funds.<sup>6</sup>

The ESC reviews and recommends emergency plans, programs, and agreements for adoption by the Board of Supervisors and city councils in order to carry out the purposes of an emergency services organization. The Sheriff's OES serves as the ESC's emergency services organization and is responsible for minimizing the effects of disasters and major emergencies on the County's citizens.<sup>7</sup>

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<sup>5</sup> San Mateo County Civil Grand Jury, 2006-2007: Emergency Planning for Dam or Levee Failures in San Mateo County, p 5.

<sup>6</sup> <http://www.sheriff.com/divisions/operations-division>.

<sup>7</sup> San Mateo County Civil Grand Jury, 2006-2007: Emergency Planning for Dam or Levee Failures in San Mateo County, p 2.

The 2006-2007 Grand Jury Report on dams and levees directed two Recommendations to the ESC.<sup>8</sup> The first Recommendation issued was as follows:

1. Authorize and fund, by December 31, 2007, the Office of Emergency Services/Homeland Security to work with other entities in the County to acquire whatever information is necessary to assess risk and develop response plans for levee and dam emergencies. This effort should use all available information, including that collected by FEMA, to formulate plans specific to our County and to incorporate those plans into the Office of Emergency Services/Homeland Security (OES/HS) Emergency Operations Plan (EOP) by July 31, 2008.

The ESC agreed with this Recommendation, stating, however, that funding was not available in the 2006-2007 budget. The ESC said it would attempt to secure grant funding and work would be completed at the “earliest possible opportunity.”<sup>9</sup> On March 26, 2012, the Grand Jury sent a letter to the Board of Supervisor representative on the ESC to ask if the ESC had met its commitment in response to this Recommendation. Repeated attempts by the Grand Jury failed to generate a response from Supervisor Tissier.

According to OES, it secured funding in fiscal year 2007-2008 for work to begin on the dam and levee Recommendations. This funding resulted in the creation of a dam database, inundation maps of hazardous dams, and a section on dams in the County EOP. With the resources available, little progress was made on levees. No additional funding was provided to continue this work in 2008-2009 or in subsequent budget years. The funding of the OES Joint Power Agreement has remained relatively flat for years. The OES Director said in 2008 that additional funding would be sought for the dams and levees project. The office did apply to the California Emergency Management Agency for a Hazard Mitigation grant to fund the project; however, the application was denied.<sup>10</sup>

The second Recommendation in the 2007 Grand Jury Report stated:

2. Adopt a resolution by December 31, 2007, requesting all jurisdictions – whether County, City, Special District, or private entity – having authority for dams or levee integrity to cooperate with the OES/HS to develop credible emergency plans for responding to dam and levee degradation or breach.

The ESC agreed with this Recommendation and issued a resolution that did not include a date for completion of these activities.

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<sup>8</sup> *Id.* p7.

<sup>9</sup> Letter to Hon. John L. Grandsaert, Re: 2006-07 Grand Jury Report: Emergency Planning for Dam or Levee Failures in San Mateo County, from Rose Jacobs Gibson, President, San Mateo Board of Supervisors and Chair, San Mateo County Emergency Services Council, September 26, 2007.

<sup>10</sup> Letter to the 2011-2012 Grand Jury in response to its inquiry regarding the status of the ESC commitment to authorize and fund the OES to work on dam and levees per the 2006-2007 Grand Jury Report, from Supervising Manager, OES, April 13, 2012.

## Investigation

The Grand Jury gathered and reviewed data from various sources including:

- One interview with a supervisor of the San Mateo County Sheriff's OES and one interview with a civil engineer of the Redwood City Planning Department.
- San Mateo County Civil Grand Jury Report, 2006-2007: *Summary of Emergency Planning for Dam or Levee Failures in San Mateo County*.
- Responses to the 2006-2007 Civil Grand Jury Report from the County Manager, the Emergency Services Council, and the affected cities.
- San Mateo County "Operational Area" Emergency Operations Plan, March 2007.
- Correspondence received from a Technical Specialist with Michael Baker, Inc., a consulting firm to FEMA.
- Flood Preparedness Guide for Levee Maintaining Agencies, Governor's Office of Emergency Services, dated November 1997.
- Responses to the 2011-2012 Grand Jury letter requesting status on commitments made to the recommendations in the 2006-2007 Grand Jury Report. Responses were received from all affected cities (Belmont, Burlingame, East Palo Alto, Foster City, Pacifica, Redwood City, San Carlos, San Mateo, and South San Francisco).
- OES reply to a Grand Jury letter regarding funding commitments made by the ESC in 2007, dated April 13, 2012.
- Superior Court staff email reply to a Grand Jury question regarding the lack of response from the City of San Carlos to the 2006-2007 Grand Jury Report, dated April 25, 2012.

The 2011-2012 Grand Jury contacted the cities responsible for dams and levees in San Mateo County. Letters were sent to the cities of Belmont, Burlingame, East Palo Alto, Foster City, Pacifica, Redwood City, San Carlos, San Mateo, and South San Francisco requesting current status on the commitments they made in response to the 2006-2007 Grand Jury report on dams and levees.

*All cities and County Departments (OES and Public Works) responsible for dams appear to have fulfilled their commitments.* OES developed an Emergency Operations Plan (EOP) for dams that incorporated all necessary information from the cities responsible for dams and includes the procedures required for an emergency response to dam failure within the County. The OES is the recipient of the annual reports on dam integrity and inspection. Due to this satisfactory compliance with the 2006-2007 Grand Jury recommendations, the 2011-2012 Grand Jury focused its investigation on levees.

*With respect to levees, there was a range of compliance.* Four cities produced EAPs varying in consistency and level of detail, but did not send their EAPs or annual updates to the County. Three cities did not develop EAPs. (See, Attachment 1 for details.) None of the seven cities had involvement with OES.

Since 2007, Foster City, Redwood City, and San Mateo and the County worked with FEMA to bring some levees up to FEMA accreditation standards. As a result, areas of these cities are no longer within a FEMA designated “floodplain,” and property owners in these areas do not have to add the cost of flood insurance to their mortgage payments. While these actions reduced the risk of catastrophic failure, they did not address the procedures for emergency response in the event one should occur.

- List of Levees: San Mateo County Levee Status, FEMA, March 12, 2012

<u>City</u>	<u>FEMA ID Number</u>	<u>Status since 2007</u>
Burlingame	P2415, P2417, P2943, P2977	Removed
Foster City	P771	Accredited
Pacifica	P2418	Removed
Redwood City	P1918 a & b	Accredited
Redwood City	P2440	Not a levee
Redwood City	P3000 a, b, c, d & e	Accredited
Redwood City	P3001a	Accredited
San Carlos	P1992	Accredited
San Carlos	P3006	Part of Redwood Shores not Accredited
San Carlos	P3007 a	Part of Redwood Shores not Accredited
San Mateo	P1915	De-Accredited
San Mateo	P1916	Accredited
San Mateo	P2024	Accredited
San Mateo	P2422	De-Accredited
San Mateo	P2430	Accredited
San Mateo	P2980	Accredited
San Mateo	P2981	Accredited
San Mateo	P770	Accredited
San Mateo	P788	Accredited
South San Francisco	P2034	De-Accredited

**Notes:**

- 1) East Palo Alto is also responsible for levees. Its levees were not included in the FEMA Levee Status of March 12, 2012 because East Palo Alto failed to respond

to FEMA's Provisionally Accredited Levee Agreement letter pertaining to requirements for flood insurance protection.

- 2) San Carlos, Redwood City, and the County of San Mateo share responsibility for levees located around the San Carlos Airport.
- 3) Property owners in De-Accredited flood plain areas may incur the extra cost of flood insurance.

## Findings

The San Mateo County Grand Jury finds:

1. All City and County dam owners fulfilled their commitments in response to the 2006-2007 Grand Jury report.
2. Foster City, Redwood City, San Mateo and the County of San Mateo worked with FEMA to bring some levees up to FEMA standards to meet insurance guidelines and thus avoid the classification of surrounding areas as floodplains.
3. There is a lack of consistency and varying amounts of detail among the EAPs completed by the cities.
4. The San Mateo County Levee Status from FEMA dated March 12, 2012 shows levees no longer exist in the cities of Belmont, Burlingame, and Pacifica, due to reclassifications and removal.

### Regarding the County Sheriff's Office of Emergency Services (OES):

5. The OES does not address levee failures in the County Emergency Operations Plan (EOP).
6. The OES stated it does not have adequate resources to develop an EOP for levees, despite its commitment to do so in 2007.
7. In 2008, the OES Director applied to the California Emergency Management Agency for a Hazard Mitigation grant to fund continuing work on dams and levees. This application was denied.
8. The OES did not request or receive copies of EAPs for levees from any of the affected cities.

### Regarding the Emergency Services Council:

9. The Emergency Services Council provided OES with funding in fiscal year 2007-2008 that resulted in the creation of a dam database, inundation maps of hazardous dams, and a

section on dams in the County EOP. No additional funding has been provided to complete the committed work on levees.

10. The ESC adopted a resolution in 2007 requesting all jurisdictions for dams or levees to cooperate with the OES to develop credible Emergency Action Plans (EAPs) for responding to dam and levee failure. The resolution did not contain a required due date for the development of the EAPs and nothing has been done in the last 5 years.<sup>11</sup>

Regarding the County of San Mateo:

11. The County of San Mateo shares responsibility with San Carlos and Redwood City for the levees located in the vicinity of the San Carlos Airport.
12. The County Public Works Department did not develop an EAP for levees located in the vicinity of San Carlos Airport.

Regarding the Cities of:

**Burlingame**

13. Burlingame filed a Local Hazard Mitigation Plan with the Association of Bay Area Governments to have its levees removed as a review indicated these were not levees.

**East Palo Alto**

14. East Palo Alto developed an EAP for levees in January 2011, which did not meet its committed timeline. It was not submitted to OES until January 2012.
15. FEMA records dated March 12, 2012 do not indicate the existence of any levees in East Palo Alto, which contradicts East Palo Alto's understanding that it is responsible for a levee. According to FEMA, this discrepancy exists because the City of East Palo Alto failed to respond to the Provisional Accreditation Letter regarding requirements for flood insurance.

**Foster City**

16. After receiving the Grand Jury request letter of December 20, 2011 Foster City completed an EAP dated January 12, 2012, which did not meet its committed timeline or was it submitted to OES.

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<sup>11</sup> Resolution (undated) attached to the letter to Honorable John L. Grandsaert, Re: 2006-07 Grand Jury Report: Emergency Planning for Dam or Levee Failures in San Mateo County, from Rose Jacobs Gibson, President, San Mateo Board of Supervisors and Chair, San Mateo County Emergency Services Council, September 26, 2007.



## **Pacifica**

17. Pacifica responded to both the 2006-2007 Grand Jury Recommendations and the 2011-2012 Grand Jury status request letter stating that it had no dams or levees. The levee was removed as part of the Army Corp of Engineers' San Pedro Creek and Wetland Ecosystem Restoration Project in 2000.

## **San Carlos**

18. San Carlos reported it has no record of receiving the 2006-2007 Grand Jury Report's Recommendations for Dams and Levees and has no record of responding.<sup>12</sup>
19. The Superior Court of San Mateo County records could not confirm that San Carlos received a copy of the 2006-2007 Grand Jury Report.
20. San Carlos did not develop or submit an EAP for its levees.

## **South San Francisco**

21. South San Francisco responded to the 2006-2007 and 2011-2012 Grand Jury status request letters stating it has no dams or levees in its jurisdiction according to the FEMA Map Modernization Regional Manager in 2007.
22. According to FEMA's list of levees in San Mateo County, dated March 12, 2012, there is one levee in South San Francisco.
23. South San Francisco has not reconciled this discrepancy with FEMA.
24. FEMA has categorized the levee in South San Francisco as De- Accredited. The levee does not meet flood protection criteria; therefore, flood protection insurance to corresponding adjacent areas may be required.
25. The City of South San Francisco did not develop or submit an EAP for its disputed levee.

## **Conclusions**

### **The Grand Jury concludes:**

1. The risk of levee failure has not been a priority for the cities and County as evidenced by the lack of EAPs before the 2007 Grand Jury Report and the inadequate follow through on their own commitments five years later.

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<sup>12</sup> Letter to 2011-2012 Grand Jury in response to inquiry regarding the status of the City of San Carlos commitment to fulfilling the 2006-2007 recommendations for dams and levees, from Bill Moura, Assistant City Manager, San Carlos, March 22, 2012.

2. The failure of the Emergency Services Council to adequately fund OES's development of Emergency Action Plans for levee failures is contrary to its Mission Statement (*See*, Attachment 2).
3. EAPs specific to levee failures are needed to assure the appropriate response to such an emergency.
4. The failure of cities and the County OES to share dam and levee information is an impediment to the development of EAPs and the deployment of an effective emergency response.
5. The failure of OES to develop standardized requirements for EAPs led to the creation of inconsistent plans that vary in detail.
6. OES has no formal process to require and receive yearly updated EAPs from the affected levee owners, making it difficult to track compliance and offer guidance and assistance to cities developing their plans.
7. Inadequate communication between FEMA and levee owners results in discrepancies over ownership responsibility, such as currently exist between FEMA and South San Francisco and East Palo Alto.

## **Recommendations**

### **The Grand Jury recommends to the Emergency Services Council that it:**

1. Provide the resources needed to enable the Sheriff's Office of Emergency Services (OES) to fulfill, by December 31, 2012, all OES commitments made in response to the 2006-2007 Grand Jury report with respect to levees. (*See*, Attachment 3.)
2. Establish timelines and monitor progress of OES in fulfilling those commitments.

### **The Grand Jury recommends to the Board of Supervisors of San Mateo County and the city councils of East Palo Alto, Foster City, Redwood City, San Carlos, San Mateo, and South San Francisco that each of them:**

3. Within a timeframe negotiated with OES, create, review, and update EAPs for levees in conformance to specific San Mateo County OES guidelines. These EAPs will include at a minimum:
  - A list of three or more separate telephone contacts to ensure at least one responsible official or responder is made aware of the emergency
  - A protocol setting out actions that will be undertaken to mitigate danger during an emergency

- A copy of the most recent inspection report on levee integrity
4. Forward updated EAPs to OES to be followed by annual updates.
  5. Direct the relevant city departments to work with the County Public Works Director and FEMA to identify, evaluate, and report annually on the integrity of levees in the County.

**The Grand Jury recommends that the San Mateo County Sheriff direct the Office of Emergency Services to:**

6. Immediately take proactive steps to obtain required funding from the Emergency Services Council in order to conduct all recommended work pertaining to levee Emergency Action Plans.
7. Within 60 days negotiate a timeline and develop a plan with the affected cities to complete all commitments.
8. Consistent with the timeline, work with the San Mateo County Public Works Department to ensure FEMA and the cities of South San Francisco and East Palo Alto have agreement on the levees for which they are responsible.
9. Consistent with the timeline, develop and communicate to the affected cities the specific requirements and guidelines for the development of credible, consistent, comprehensive Emergency Action Plans . These requirements are to include at a minimum:
  - A list of three or more separate telephone contacts to ensure at least one responsible official or responder is made aware of the emergency
  - A protocol setting out actions that will be undertaken to mitigate danger during an emergency
  - A copy of the most recent inspection report on levee integrity
10. Consistent with the timeline, develop a tracking and follow up system to assess timely receipt of levee owners' EAPs and yearly updates.
11. Work with the appropriate responsible city and County departments and FEMA to acquire all necessary information to assess risk and develop EAPs for levee emergencies.
12. Incorporate this information into the countywide Emergency Operations Plan by December 31, 2012.

**Attachment 1**

**Emergency Action Plans (EAPs)  
for Levee Failure in San Mateo County:**

Response to the 2006-2007 Grand Jury Investigation  
and Current Status

<b>Responsible Entity</b>	<b>Completed EAP for Levees?</b>	<b>EAP for Levees: met Due Date of 3/31/08?</b>	<b>EAP Sent to OES/HS by 3/31/08?</b>	<b>Completed Yearly Updates?</b>	<b>Status a/o 2/1/12</b>
County of San Mateo – Public Works Dept.	No	Not met	No	No	
OES	N/A	N/A	-	N/A	No budget to assist cities to develop EAPs and to incorporate these plans into a countywide plan (EOP) for levees.
Belmont	N/A	N/A	N/A	N/A	
Burlingame	N/A	N/A	N/A	N/A	
East Palo Alto	Yes	Not met	No	No	EAP for levee completed Jan 2011. EAP sent to OES in Jan. 2012.
Foster City	Yes	Not met	No	No	Local Hazard Mitigation Plan added to EOP in Nov 2011. Levee Failure Plan completed Jan 12, 2012
Hillsborough	N/A	N/A	N/A	N/A	
Pacifica	N/A	N/A	N/A	N/A	
Redwood City	Yes	Not met	No	No	EOP completed 2008-2009.
San Carlos	No	Not met	No	No	San Carlos has no record of receiving or replying to the 2006-07 Grand Jury Report
San Mateo	Yes	Not met	No	No	EOP for dam/levee failure completed Nov 5, 2007 EAP's completed in 2010.
South San Francisco	No	Not met	No	No	South San Francisco states it has no levees. FEMA's Mar 12, 2012 List of Levees shows one levee in South San Francisco.

**Note:** N/A indicates there are no levees in this city, per FEMA's List of Levees in San Mateo County, dated March 12, 2012

## Emergency Services Council

### Mission Statement

The mission of the Area Office of Emergency Services is to provide planning, preparedness, public information, training, and Federal/State intergovernmental emergency services coordination for the twenty cities/ towns within San Mateo County, as well as for County government, to enable them to respond to, minimize the impact of, and recover from a major emergency, disaster, or homeland security incident with the least possible loss of life or property. The Hazardous Materials Emergency Response Program provides a team of trained Hazardous Materials specialists who respond to and manage HazMat emergencies and potential bio-terrorism threats throughout San Mateo County on a seven-day, twenty-four hour basis.

### Member Roster

Current Membership	Title	Appointed	Expires	Representing
Adrienne Tissier	Member		01/08/13	Board of Supervisors
Charles Marsala	Member			Atherton
David Braunstein	Member			Belmont
Cy Bologoff	Member			Brisbane
Terri Nagel	Member			Burlingame
Diana Colvin	Member			Colma
Maggie Gomez	Member			Daly City
Ruben Abrica	Member			East Palo Alto
Pam Frisella	Member			Foster City
Marina Fraser	Member			Half Moon Bay
Jay Benton	Member			Hillsborough
Peter Ohtaki	Member			Menlo Park
Marge Calapietro	Member			Millbrae
Sue Digre	Member			Pacifica
John Richards	Member			Portola Valley
Ian Bain	Member			Redwood City
Rico Medina	Member			San Bruno
Randy Royce	Member			San Carlos
Jack Matthews	Member			San Mateo
Richard Garbarino	Member			South San Francisco
Dave Burow	Member			Woodside
Julie Lancelle	Member			Cities
Kathy McKeithen	Member			Cities

<sup>13</sup> From [www.co.sanmateo.ca.us/portal/site/bnc](http://www.co.sanmateo.ca.us/portal/site/bnc)

**Membership**

A member of the Board of Supervisors designated by the Board of Supervisors, the mayor or a designated member of each city council. Non-voting members include representatives from the Red Cross, School District, Fire Chiefs Association and Police Chiefs Association. Other non-voting members that could be included are representatives from a water district, sanitary district, Harbor District, Transit district, Pacific Gas and Electric, and Pacific Bell

**Duties**

The Emergency Services Council is empowered to "review and recommend for adoption by the Board of Supervisors and the city council of each city such emergency plans, programs and agreements." The Emergency Services Council approves the annual budget and recommends it to the County and the cities/towns for adoption.

**Appointment**

Board of Supervisors, the mayor or designated member of each city/town council.

### Attachment 3

San Mateo County Sheriff's Response to the 2006-2007 Grand Jury Report Recommendations.



ADDRESS ALL COMMUNICATIONS TO THE SHERIFF

July 27, 2007

Honorable John L. Grandsaert Judge of the Superior Court Hall of Justice □ 400 County Center,  
2nd Floor Redwood City, CA 94063-1655

Re: 2007-2008 Grand Jury Report: Emergency Planning for Dam or Levee Failures in  
San Mateo County

Dear Judge Grandsaert:

We wish to acknowledge the efforts of the Civil Grand Jury with this report regarding the efforts of the Office of Emergency Services and Homeland Security (OES/HS). We feel the report is accurate, and depicts an understanding and appreciation by the members of the Grand Jury regarding issues relating to Emergency Planning for dam or levee failures in our County.

As the Director of the Area Office of Emergency Services and Homeland Security, I fully support the findings of the Civil Grand Jury and appreciate their assistance in alerting residents and visitors to the very real, and potential danger of a dam or levee failure occurring in San Mateo County.

#### **Recommendations:**

The Grand Jury recommends that the Sheriff instruct the Office of Emergency Services/Homeland Security to:

1. Cooperate with affected cities and dam and levee owners to develop credible Emergency Action Plans by March 31, 2008, for responding to a prospective dam or levee failure, degradation or breach. These Emergency Action Plans should be prepared and submitted immediately upon completion to the Office of Emergency Services/Homeland Security, followed by annual updates. An Emergency Action Plan would include at least the following information:

**Response:**

- A list of three or more separate telephone contacts to insure that at least one responsible official or responder is made aware of an emergency at the facility
- Other actions that would be undertaken to mitigate the danger in the event of an emergency
- The most recent inspection report

The Office of Emergency Services and Homeland Security (OES/HS) is administered by a Joint Powers Authority (JPA) in which each City and the County participate in by Emergency Services Council participation and funding. It is the standard business practice of OES/HS to work cooperatively and in concert with each City and the County.

OES/HS has already acquired several templates of Emergency Action Plans (EAP) for dams and will insure each dam owner is offered staff assistance in completing these templates to facilitate the writing of the EAP for the individual dams. OES/HS will also gather information on levee Emergency Action Plans to work with each City/County Emergency Coordinator and Public Works Officials in compiling levee EAPs as well.

We concur that there needs to be several levels of communication and support the idea of three responsible contact telephone numbers to insure the First Responders can reach a responsible person in the event of an incident.

OES/HS is the appropriate organization to keep updated inspection reports and EAP's. I will also insure that while OES/HS houses these valuable documents, they maintain them in a retrievable fashion so they are ready for use in the event of an emergency or planned exercise.

In conclusion we appreciate the recommendations made by the Grand Jury and will continue our commitment to provide safety, security, and a uniquely cooperative approach as we face the many threats and challenges to our County.

Sincerely,

Greg Munks, Sheriff

cc: Board of Supervisors Grand Jury website