



**SPECIAL MINUTES OF THE CITY COUNCIL  
ELECTED AND APPOINTED OFFICIALS  
EMERGENCY MANAGEMENT TRAINING**

**SAN JOSÉ, CALIFORNIA**

**TUESDAY, DECEMBER 10, 2018**

The Council of the City of San José convened in Special Session at 1:38 p.m. in the Council Chambers at City Hall.

Present: Councilmembers - Liccardo, Carrasco, Davis, Diep, Jimenez, Jones, Khamis, Nguyen, Peralez, (1:57 p.m.)

Absent: Councilmembers - Arenas, Rocha, Nguyen,

Staff: City Manager's Chief of Staff Lee Wilcox, Emergency Management Director Raymond Riordan, Emergency Planner Aurelia Bailey, Emergency Coordinator Ann Tran, City Clerk Toni J. Taber, CMC; Legislative Secretary, Louis Osemwegie.

**1. 18-1748 Emergency Management Roadmap Update.**

Staff will report on the activities related to improving City readiness to the reported hazards. By the end of this section, Council members will:

- Understand developments and improvements in the city's readiness
- Understand the priorities of the Emergency Management Work Group
- Understand the role of the Emergency Services Council
- Understand the status of the Community Emergency Response Team program

Documents Filed: (1) Memorandum from Emergency Management Director Raymond Riordan, dated December 3, 2018. (2) Elected Officials Guide to Emergency Management. (3) Staff presentation entitled, "Emergency Management Roadmap Update", dated December 10, 2018.

Mayor Sam Liccardo provided a brief overview to the Study Session for Elected and Appointed Officials' Emergency Managements Training.

Access the video, the agenda, and related reports for this meeting by visiting the City's website at <http://www.sanjoseca.gov/civiccentertv>. For information on any ordinance that is not hyperlinked to this document, please contact the Office of the City Clerk at (408) 535-1266.

City Manager's Chief of Staff Lee Wilcox, Emergency Management Director Raymond Riordan, Emergency Planner Aurelia Bailey, and Emergency Coordinator Ann Tran gave updated activities related to improving City readiness to the reported hazards, and responded to questions.

Emergency Management Director Raymond Riordan provided the basis for the activities, strategies and plans for which the city must prepare for 13 natural hazards, 11 technology hazards, nine terrorism threats as well as nine intentional threats, including prioritized risk assessment threats based off the probability and impact of earthquake, severe weather and flooding, dam and levee failure as well as landslide, wildfire, and drought.

## **2. 18-1749 Role of the Elected Officials Training.**

Staff will present a combined curriculum from the Federal Emergency Management Agency (ICS402-Elected Officials Overview) and California Office of Emergency Services (Elected Officials Guide) to describe the Elected Officials Responsibilities. By the end of this session, Council members will:

- Understand their role before, during and after an emergency.
- Understand the purpose of a Disaster District Office • Understand the next step for Disaster District Office planning

Documents Filed: Staff presentation entitled, “Emergency Management Training: Elected and Appointed Official”.

Emergency Management Director Raymond Riordan and his team presented a combined curriculum from the Federal Emergency Management Agency and California Office of Emergency Services to describe the Elected Officials Responsibilities.

## **3.7 18-1750 Tabletop Exercise.**

Staff will provide a structured discussion based exercise to allow the Elected Officials to further discuss their roles. By the end of this session, Council members will:

- Experience a “walk through” how to activate a Disaster District Office.
- Experience a “walk through” of how to get information from the Emergency Operations Center.

Emergency Management Director Raymond Riordan presented background materials and walked the Council through a quick scenario to stimulate some thoughts and ideas about what the City is facing, following which there was a series of questions to answer.

## **• OPEN FORUM**

Blair Beekman commented on today’s emergency training session’s focus on natural disaster situations and described it as a process of peace.

• **ADJOURNMENT**

The Council of the City of San Jose adjourned the Special Session at 3:16 p.m.

Minutes Recorded, Prepared and Respectfully Submitted by,



Toni J. Taber, CMC  
City Clerk

lo/12-10-18 MIN