



April 22, 2019

Dear Coastside Fire Protection District Board of Directors:

The Coastside Emergency Corps (CEC) urges you to vote in favor of sponsoring Coastside CERT Branches 1 and 2. Time is of the essence, as they require sponsorship before the May 9, 2019 deadline to qualify for \$50,000 in grant funds from the State of California. If awarded, the \$50,000 grant would require that insurance be purchased from grant funds for all CERT activities not covered by DSW, resolving a long-standing administrative concern. In addition to qualification for the grant opportunity, Branches 1 and 2 are in need of sponsorship to be fully functional and ready for activation when disaster occurs.

The Coastside Emergency Corps (CEC) is the San Mateo Coastside's citizen group supporting volunteer organizations that are trained to respond to major disasters in cooperation with EMS agencies. We work not only with the CERT program, but with the Large Animal Evacuation Group (LAEG), Disaster Airlift Response Team (DART), Shelter Operations (SOPS), Amateur Radio Emergency Service (ARES) and the Peninsula Humane Society (PHS).

The CEC has worked closely with Coastside Branches 1 and 2 as they have vigorously reactivated CERT training and begun to organize local neighborhood emergency preparedness groups in 26 communities from Montara to south of Ocean Colony. With training leadership from Chief David Cosgrave and Capt. William Pickard, 29 new Coastside CERTs graduated in the first quarter of 2019, building their current count to 125. There are 145 more Coastside residents waiting to be trained as CERT volunteers. This reflects the community's recognition that we need to prepare ourselves for the inevitable. We recognize the high probability that neighbors will be looking after neighbors as first responders are overwhelmed helping those in dire need. As trained civilian force multipliers for first responders, CERTs are boots on the ground, in our neighborhoods to help one another and increase first responder efficiency by communicating where professional responders are needed most.

We fully support the Coastside Fire Protection District sponsoring the Coastside CERT Branches 1 and 2 program as we have seen Fire agencies do in other communities along the coast and in so many regions of California and the USA.

Respectfully,

Jeneen Sommers  
President, Coastside Emergency Corps  
President, SC4 Amateur Radio Club  
ARES Emergency Coordinator, Branches 3 & 4

# Coastside CERT Branch 1 + 2 Roster Summary by TAC Call ID Neighborhoods

Last updated 4/25/19

Neighborhoods	Roster Totals	CERTs	HAMs	Leads	Needs More Info to Lead	Wants CERT Training	Wants HAM training
Montara	35	23	6	4	2	9	4
Moss Beach	33	15	6	1	1	18	6
Pillar Point	2	1	0	0	0	1	1
Harbor	3	2	1	1	0	1	1
Clipper Ridge	9	5	3	2	0	4	0
El Granada	54	14	3	10	4	30	10
Miramar	15	9	5	2	0	7	4
Frenchman's Creek	4	3	1	0	0	1	2
Spindrift (SeaHaven)	2	1	1	0	0	0	0
Kehoe/Casa del Mar	17	10	5	5	0	5	1
Grandview	2	2	1	0	2	0	1
Terrace	8	3	2	1	0	3	2
Stone Pine	1	0	0	0	0	1	1
HMB Central	7	2	1	0	0	5	3
HMB South	9	1	3	2	1	5	1
Arnold Way	5	2	0	4	0	2	2
Amesport	0	0	0	0	0	0	0
Pilarcitos Park	3	1	0	2	0	2	1
Kelly (Alsace Lorraine)	12	5	4	2	1	6	2
Poplar (Arleta Park)	25	6	3	8	0	15	4
Wavecrest	1	1	0	1	0	0	1
Ocean Colony	11	6	3	0	0	3	1
Moon Ridge	0	0	0	0	0	0	0
Ocean Corner	1	1	0	0	1	0	0
Cañada Cove	15	8	2	5	0	5	0
Purissima Creek	1	1	1	1	0	0	0
<b>Neighborhoods Total</b>	<b>275</b>	<b>122</b>	<b>51</b>	<b>51</b>	<b>12</b>	<b>123</b>	<b>48</b>
Not yet located in neighborhoods	29	3	0	0	0	25	0
<b>Roster Total</b>	<b>304</b>	<b>125</b>	<b>51</b>	<b>51</b>	<b>12</b>	<b>148</b>	<b>48</b>



April 25, 2019

To:

Gary Burke, President  
J.B. Cockrell, Vice President  
Ginny McShane, Secretary  
Bruce MacKimmie  
Steve Stockman

From:

Charise Hale McHugh, Coastsiders Emergency Preparedness Program (CEAP)

Re: CERT Branches I & II

History:

I think, hope, most of you know that we were founded thirteen years ago at the request from Coastsiders' of the 365 square miles that make up our "Coastside territory". Devil's Slide, on the north, to the southern San Mateo County line. One of your own board members was one of our first attendees, Ginny McShane. Don Horsley was in-between jobs with the Sheriff's Dept and being elected to the County Board of Supervisors. He came over to help me found this organization. Since then, we have had many accolades. We are in the Northern California FEMA handbook of best practices. We are recognized in Washington DC by the American Red Cross as to how communities should organize. Not, just by non-profit organizations, but an entire 365 square mile area. We were the first, and now one of only two VOADs (Voluntary Organization Active in Disaster) in San Mateo County. At our monthly meetings, we have all the first responders, businesses, animal organizations, ham radio operators, city, county, health dept, neighborhood organizations, radio station, newspaper, airport, chamber of commerce, etc. at the table.

CERT:

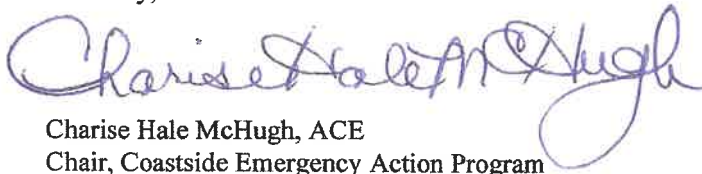
We know Coastside. "Shake hands before the disaster, instead of pointing fingers afterwards." Through our efforts, we have improved disaster best practices. And, one of those areas has been organizing CERT programs by areas. Can you imagine anything more important? This has not been done before. To have neighborhoods organized by those trained in CERT to respond and support our first responders? This is unprecedented to the extent we, and Coastsiders Emergency Core, have taken it. You can be proud of the fact that you would be sponsoring CERT branches that span this area and that are trained to this extent.

I urge and implore you to be a leader in this mission to activate CERT teams of this caliber in your community that can make the difference to your first responders at such a crucial level.

Coastside Fire Protection District is the only agency with jurisdiction over the city and unincorporated Coastside county that comprises Branch 1 and 2 from Devil's Slide to Tunitas Creek and from Skyline ridge to the Pacific Ocean.

I thank you, in advance, for your foresightedness in realizing the difference you can make to your jurisdiction in sponsoring CERT Coastside Branch I & II.

Sincerely,

A handwritten signature in blue ink, reading "Charise Hale McHugh". The signature is fluid and cursive, with the first name "Charise" being the most prominent.

Charise Hale McHugh, ACE  
Chair, Coastside Emergency Action Program

## CERT Program Sponsorship

Signed into law on February 13, 2019, Assembly Bill 72 – Budget Act of 2018 allocates \$30 million for California Volunteers to distribute. The first phase of the effort is a request for proposals (RFP) process that aims to select partners in the next two months and begin implementation by summer.

California Volunteers, Office of the Governor, released the \$8.3M CERT/Listos Capacity Building Grant for the California For All Emergency Preparedness Campaign on April 12, 2019. The grant administrator is Suu-Va Tai, California Volunteers Director of Disaster Volunteer & Preparedness. Coastside CERT Branches 1 and 2 are eligible for up to \$50,000 in funding from this grant. The deadline for application is May 9, 2019.

This grant RFP provides a clear definition of the necessity for CERT programs to have sponsors, who is eligible to sponsor CERT programs, and defines the sponsors' operational responsibilities.

Below we have cited the grant language and explained our current compliance status, including items in red that we cannot accomplish without sponsorship.

### CERT Program Registration Requirements

CERT programs must meet the following requirements to be registered on the National FEMA website:

- Must have a valid Sponsoring Agency
  - Compliance status: **We have no sponsor.**
- Must conduct at least one CERT Basic Training per year.
  - Compliance status: **Two CERT Basic Training series (20 hour FEMA curriculum) are taught per year per the current Cal Fire contract.**
- Must use the FEMA CERT Curriculum and PowerPoint slides (slight modifications are OK; general rule is you can add but you cannot remove content).
  - Compliance status: **This is our current practice.**
- The CERT Basic Course manager and/or the Lead instructor for the class must have taken the CERT Train-the-Trainer class.
  - Compliance status: **Cal Fire Battalion Chief David Cosgrave and Capt. William Pickard have both taken the CERT Train-the-Trainer class.**
- Must update the CERT program information on the FEMA website at least once per year.
  - Compliance status: **We cannot update FEMA Website without a sponsor.**

### CERT Sponsoring Agency

CERT programs must have a sponsoring agency. FEMA requires that the sponsoring agency must be a local government organization.

Compliance status: **Coastside Fire Protection District is a local government organization.**

Programs must be sponsored by a local government organization. The following organizations can provide sponsorship for a CERT program:

- State, regional, local, or tribal government-operated public safety agencies, including those responsible for law enforcement, fire suppression, and emergency medical services;
- State, regional, local, or tribal emergency management agencies;
- Departments under the authority of local, municipal, or tribal government, including health departments, fire protection districts, regional planning districts, and city councils.

**Compliance status: The Coastsides Fire Protection District is our local fire protection district.**

### **Responsibilities of a CERT Sponsoring Organization**

Sponsoring organizations create the policies and procedures for their CERT programs, which include guidelines for CERT activation, deployment, operations, and personnel.

**Compliance status: Without a sponsor, we have not been activated. We are currently adapting a draft of guidelines for Coastsides CERT activation, deployment, operations, and personnel from guidelines used by regional fire departments for their CERT activities.**

Sponsors should take an active role in the credentialing of instructors and volunteers by addressing recruitment, screening, acceptance, supervision, and termination of members, and ensuring that personnel information is kept confidential.

**Compliance status: This is currently done by the Cal Fire Battalion Chiefs and the acting civilian co-coordinators of Branch 1 and 2.**

Sponsors should make sure that all members and instructors meet training standards.

**Compliance status: This is currently done by the Cal Fire Battalion Chiefs David Cosgrave and the acting civilian co-coordinators of Branch 1 and 2.**

Sponsors should make sure that CERT members take part in drills and exercises, such as those which allow volunteers to train with full-time responders from the sponsor.

**Compliance status: Because Branch 1 and 2 is not sponsored, this currently happens at Coastsides Fire Station 40 only during CERT Basic Training. Once Branch 1 and 2 are sponsored, CERT members will be able to take part in drills and exercises with full-time first responders.**

It is recommended that CERT sponsors help develop supplemental training course materials to address local hazards and unique events.

**Compliance status: This is currently done by our CERT Coastsides Cal Fire instructors.**

Sponsors handle the activation, staging, deployment, and operational activities of their teams. They must develop policies, procedures, and documentation practices to support these activities.

**Compliance status: As stated above, Branch 1 and 2 is in the process of adapting language from regional Fire authorities sponsoring CERTS covering policies, procedures, and documentation to support the activation, staging, deployment and documentation practices to support these activities.**



Once sponsorship by the Coastsides Fire Protection District is approved, Branch 1 and 2 will seek an MOU with OES giving Cal Fire Coastsides Fire Battalion Chiefs the authority to activate CERTs.

**Current SOP:** A Sargent from the San Mateo County Sheriff's Office Emergency Service Bureau comes from Redwood City to swear in each CERT class. DSW provides insurance coverage for CERTs during the hands-on drills and exercises that are a part of CERT basic training and would provide the same coverage if Coastsides CERTs were activated for an event or in response to a regional disaster. We seek the continuation of OES administering the oath and DSW insurance for training exercises and activation.

**Coastsides Activation:** In the case of a regional disaster, sworn-in Coastsides CERTs would be activated to stay and serve as trained force multipliers for first responders in their twenty-six neighborhoods as neighbors helping neighbors, leaving primary vehicular corridors open for emergency vehicles, and increasing first responder efficiency by communicating the direst needs via HAM radio to ARES according to the Coastsides emergency radio command plan. This is in accordance with CERT training and ICS protocols.

Once we have sponsorship, CERTS only leave the neighborhoods if activated for a specific event. When activated for an event, we are trained to show up with the appropriate personal protection equipment, report to the designated intake official, and respond as assigned. CERT teaches an organizational structure, a disciplined chain of command, specific skills, and direct guidelines about what and what not to do so that multiple agencies both professional and volunteer can work together in response to community needs in times of peace and disaster.

April 29, 2019

Dear Coastsides Fire Protection Board Members:

Thank you for holding a Special Session of the Board of Directors meeting on May 2, 2019 to consider the Coastsides CERT Branches 1 and 2 appeal for sponsorship by the Coastsides Fire Protection District.

In this new era of State-wide disaster resilience and preparedness, the importance of trained, local Community Emergency Response Teams (CERT) that can be activated as force multipliers for first responders in Coastsides disasters and local emergencies has risen in priority to something our communities urgently seek. This is an opportunity for the Board to fulfill the community's request to meet that need and provide a legacy of leadership by voting to sponsor CERT Branch 1 and 2.

The new State of California CERT/Listos Capacity Building Grant requires sponsorship and offers up to \$50,000 for CERT training and operational costs, including insurance, and payment for personnel hours to administer the grant. The funding will benefit civilian emergency preparedness in every Coastsides neighborhood, lessening the load for local Cal Fire first responders. CERT Branch 1 and 2 Coordinators will provide CERT and Grant quarterly updates to the CFPD Board.

This Board Packet is intended to provide background information to express the importance of CERT sponsorship to the community and address concerns about cost, staff burden, and liability:

- **Roster Summary**  
Table describing the current robust neighborhood-based CERT Branch 1 and 2
- **CERT Sponsorship Definition**  
Annotated to explain what is already being accomplished as a training-only program and the benefits of sponsorship
- **3 Support Letters**  
From the two largest Coastsides civilian emergency preparedness umbrella agencies and former CFPD Director, the Mayor of Half Moon Bay
- **CERT/Listos Capacity Building Grant**  
A link to the Grant as issued by the Governor's Office

We look forward to the May 2 meeting and presentation by the local CERT community as an opportunity to thank you for your leadership and for Cal Fire's outstanding personnel who have the trust and gratitude of Coastsides citizenry for their continuing exemplary service.

We respectfully ask for your vote for sponsorship of CERT Branch 1 and 2.

Sincerely,  
Cynthia Sherrill and Emily Kim  
Coastsides CERT Branch 1 and 2





## CITY OF HALF MOON BAY

501 Main Street  
Half Moon Bay, CA 94019

April 29, 2019

Coastside Fire Protection District  
Board of Directors  
1191 Main Street  
Half Moon Bay, CA 94109

### **RE: CERT Branch 1 and 2 Sponsorship**

Dear President Burke and District Directors:

On behalf of the Half Moon Bay City Council, I am writing to support the District's sponsorship of the Coastside's Community Emergency Response Team (CERT) Branch 1 and Branch 2.

We understand the District is considering sponsorship of the local CERT branches at a special meeting to be held May 2, 2019. We further understand this item is being considered, in part, because the State is making grant funds available to CERT programs. Further, it is a requirement of the Federal Emergency Management Agency (FEMA) for CERT programs to be sponsored by a local entity; typically, public safety or emergency management agencies.

An organized CERT is a key ingredient for successful emergency response. A CERT program educates volunteers about disaster preparedness for the hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. CERT offers a consistent, nationwide approach to volunteer training and organization that professional responders can rely on during disaster situations, which allows them to focus on more complex tasks. Through CERT, the capabilities to prepare for, respond to and recover from disasters is built and enhanced.

Volunteerism for emergency response has a robust history on the Coastside. However, the multiple efforts and engagement have not led to formal sponsorship. For example, the Coastside Emergency Action Program (CEAP) is a disaster preparedness committee bringing all key Half Moon Bay area Coastside organizations to the table in order to sufficiently prepare for a disaster. One of those organizations, the Coastside Emergency Corps (CEC), is a local volunteer group made up of Coastside residents

from the Santa Cruz County line to the Devil's Slide tunnel and up to Skyline who are trained in various disciplines to respond in the event of a major disaster. More recently, several key community leaders and organizers have reenergized these two organizations and other volunteers who want to be trained and activated to assist during an emergency. **The time is right to officially recognize and sponsor our Coastside CERT.**

Another key to successful emergency response is government agencies working collaboratively, and each agency working to its strength. The City is committing to the District that we will do our part to promote, coordinate, and activate the CERT, and can do this more successfully if the District move forward with sponsorship.

Thank you in advance for considering this item to sponsor the local CERT at your special meeting of May 2, 2019. The City urges your Board to approve the sponsorship.

Sincerely,

A handwritten signature in black ink, appearing to read "Harvey Rarback". The signature is fluid and cursive, with the first name "Harvey" written in a larger, more prominent script than the last name "Rarback".

Harvey Rarback  
Mayor, City of Half Moon Bay

CC: Half Moon Bay City Council

---