# OFFICE OF THE
# CITY ADMINISTRATOR

Naomi Kelly, City Administrator

**Lifelines Council**
**MEETING MINUTES**
**November 30, 2017**
**City Hall, Room 201**
**10:30-12:00PM**

**Meeting #23 – Multi-year Work Plan and Presentations from Port and Department of Technology**

**Co-Chairs**
Naomi Kelly, City Administrator, City and County of San Francisco
Chris Barkley, AECOM, Private Sector Co-Chair

**Represented Agencies**

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| Association of Bay Area Governments | San Francisco Controller's Office |
| AT&T | San Francisco Dept. of Emergency Management |
| BACRDR | San Francisco Fire Department |
| Bay Area UASI | San Francisco General Services Agency |
| Comcast | San Francisco Mayor's Office |
| GGBHTD | San Francisco Municipal Transportation Agency |
| NERT | San Francisco Department of Public Works |
| Port of San Francisco | San Francisco Office of Resilience & Capital Plng |
| San Francisco City Administrator's Office | San Francisco Public Utilities Commission |

1. **CALL TO ORDER**

   Lifelines Co-Chair Chris Barkley called the meeting to order at 10:30am.

2. **INTRODUCTIONS AND AGENDA REVIEW**

   Lifelines Co-Chair Chris Barkley gave opening remarks to the Lifelines Council. He spoke about the need to formalize the committee membership and structure and the development of a work plan to develop restoration timeframes. City Administrator Naomi Kelly stated that she anticipates the Restoration Timelines Project will result in a robust report for presentation to the Mayor. She also gave some remarks about the importance of having operations managers from the lifelines around the table as we launch this project because they are the ones who will be responsible for making decisions in an emergency. Assistant Deputy Director for the Department of Emergency Management Bijan Karimi discussed how various exercises around critical lifelines such as fuel, priority routes, and telecommunications in the next year.

3. **LIFELINES MULTI-YEAR WORK PLAN**

   Chief Resilience Officer Brian Strong launched the discussion of the Restoration Timelines Project by reviewing the accomplishments and objectives of the Council. He introduced Danielle Mieler, a recent addition to the Office of Resilience and Capital Planning, who will be staffing the Lifelines Council. Danielle presented the objectives and draft work plan of the Restoration Timelines Project. She covered the proposed scenarios to be used for planning: the M7.9 San Andreas Fault earthquake and M7.0 Hayward fault earthquake. Danielle also reviewed the draft memo from staff that describes the rationale for selecting these scenarios. The presentation included work on current restoration timeframes from the 2014 Lifelines Interdependency Study and proposed restoration targets suggested by a 2009 SPUR report. Danielle pointed out that while both of these reports are in the public realm, they need to be reworked to provide meaningful restoration estimates and goals. This will involve collaboration with individual lifeline providers through meetings and other discussions that will begin in the near future Danielle mentioned that the exercises covered by Bijan at the beginning of the meeting would help validate planning assumptions.

4. **PROJECT REPORT: SAN FRANCISCO BAY REGIONAL PORT REOPENING**

   Executive Director of the Port of San Francisco Elaine Forbes introduced Diana Bartram from her staff to give a presentation on the Regional Port Reopening Project. The presentation covered the process for Port reopening, identified key challenges, and revised expectations about the amount of time it will take to become functional following a disaster – specifically, that regional port operations will not resume as quickly as required, and arrival of resources will take longer than anticipated. Diana discussed interdependencies with other lifeline providers and the nexus between maritime and land operations.

5. **PROJECT REPORT: DEPARTMENT OF TECHNOLOGY RECOVERY PLAN**

   Linda Gerull from the San Francisco Department of Technology presented the Department's Response, Recovery and Resilience Plan. The planning process included a Business Impact Analysis, Risk Evaluation, Continuity of Operations Plan and tabletop exercises to demonstrate the Department of Technology's capabilities in responding to an incident. She stated that the department is interested in establishing Memoranda of Understanding with communications providers including AT&T and Comcast for the resumption of communications including Wi-Fi following an earthquake or other incident.

6. **PROJECT REPORT: EARTHQUAKE SAFETY IMPLEMENTATION PROGRAM UPDATE**

   Brian Strong gave an update of Earthquake Safety Implementation Projects, including soft-story mandatory retrofit ordinance, private school evaluation program, tall building study, and Neighborhood Empowerment Network activities.

7. **OPEN DISCUSSION AND ANNOUNCEMENTS**

   Paula Scalingi of BCRDR identified the need to better understand the decision-making process among the Governor's Office of Emergency Services, state agencies, and counties, as it pertains to priorities for lifelines restoration.

8. **2018 MEETING SCHEDULE**

   Proposed meeting dates for 2018 are March 1, June 7, September 6, and December 6.

9. **ADJOURN**

   The meeting was adjourned at noon.

**List of Attendees**

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| Naomi Kelly | City Administrator |
| Jason Elliot | Mayor's Chief of Staff |
| Elaine Forbes | SF Port |
| Chris Barclay | AECOM |
| Anthony Rivera | Fire Department |
| Cammy Blackstone | AT&T |
| LeeAnn Peling | Comcast |
| Shelley Carroll | NERT, CA Disaster Corps |
| Corey Reynolds | Bay Area UASI |
| Michael Germeraad | ABAG/MTC |
| Mark McLean | Controller's Office |
| Raymond Lui | Department of Public Works |
| Bijan Karimi | Department of Emergency Management |
| Brad Taylor | SFPUC |
| Terry Yip | SFMTA |
| Brian Strong | Office of Resilience and Capital Planning |
| Danielle Mieler | Office of Resilience and Capital Planning |
| Steven Reel | SF Port |
| Diana Bartram | SF Port |
| Nick Majeski | City Administrator's Office |
| Doris Barone | Department of Emergency Management |
| Paula Scalingi | BCRDR |
| Gerald Kiernan | BCRDR |
| Chris Jones | GGBHTD |