

**CUPERTINO DISASTER COUNCIL  
DRAFT MEETING MINUTES  
Thursday, August 20, 2020, 2:00 p.m.  
Teleconference meeting without a physical location**

**CALL TO ORDER**

Mayor Steven Scharf called to order the meeting of the Cupertino Disaster Council at approximately 2:00 p.m. on Thursday, August 20, 2020 via teleconference.

**ROLL CALL**

Disaster Council Members Present: Mayor Steven Scharf  
City Manager Deborah Feng  
Kristina Alfaro  
Bill Mitchell  
Ben Fu  
Roger Lee  
Carl Valdez

Staff Present: Katy Nomura, Assistant to the City Manager  
Thomas Chin, Emergency Services Coordinator  
Ken Ericksen, Citizen Corps Coordinator

Others Present Virtually: Gina Cali, Santa Clara County Fire  
Lauren Linney, Santa Clara County Fire  
Members of the Public

**APPROVAL OF MINUTES**

1. Subject: Approve February 20, 2020 Minutes  
Recommended Action: Approval of the February 20, 2020 Minutes

City Manager Deb Feng motioned to approve the minutes of the May 21, 2020 meeting; Mayor Steven Scharf seconded the motion. Ayes: Scharf, Feng, Alfaro, Lee, Mitchell, and Valdez. Noes: None. Abstain: Fu. Absent: None.

**ORAL COMMUNICATIONS**

NONE

**WRITTEN COMMUNICATIONS**

NONE

## OLD BUSINESS

**2. Subject:** COVID-19 Report

Recommended Action: Receive report on COVID-19 response and recovery

Thomas Chin, Emergency Services Coordinator, delivered an update on COVID-9 response and recovery including coordination with the County of Santa Clara.

## NEW BUSINESS

**3. Subject:** Continuity of Operations Plan

Recommended Action: Receive report and provide input

Mayor Steven Scharf motioned remove Item 3: Continuity of Operations Plan; City Manager Deb Feng seconded the motion. Ayes: Scharf, Feng, Alfaro, Fu, Lee, Mitchell, and Valdez. Noes: None. Abstain: None. Absent: None

## STAFF AND COMMITTEE REPORTS

**4. Subject:** Report by the Santa Clara County Fire Department

- a. Office of Emergency Management
- b. Community Education

Recommended Action: Receive report by the Santa Clara County Fire Department liaison

- a. None
- b. Lauren Linney, Santa Clara County Fire, presented information on virtual and blended learning classes resumed with modifications to health guidelines.

**5. Subject:** City of Cupertino Office of Emergency Services (OES)

Recommended Action: Receive report by the City of Cupertino OES liaison

Thomas Chin delivered an update on current response actions due to wildfire, inclement weather, and future planning items from the Office of Emergency Services.

**6. Subject:** Report by Citizen Corps

Recommended Action: Receive report by the Citizen Corps liaison

Ken Ericksen, Citizen Corps Coordinator, delivered an update on Citizen Corps activities including cooling centers, COVID-19 test sites, and social distancing protocols to protect volunteers.

**7. Next Meeting:** November 19, 2020 in the EOC at City Hall, Cupertino, California 95014 or virtually depending on conditions.

**FUTURE AGENDA SETTING**

**ADJOURNMENT**

Mayor Steven Scharf adjourned the meeting at 2:24 p.m.

Minutes prepared by:  
Thomas Chin  
Cupertino Office of Emergency Services

DRAFT