

## HUMAN RESOURCES/RISK MANAGEMENT COMMITTEE NOTES

January 23, 2019

### Attendees:

Committee members: Kathleen Tiegs (Chair) and James V. Curatalo

Staff members: Carrie Corder, John Bosler, Chad Brantley, Eduardo Espinoza, Roberta M. Perez, and Robbie Victorino

**Members of the Public:** None

**Call to Order:** 3:30 p.m.

**Public Comment:** None

**Additions/Deletions to the Agenda:** None

### I. Local Hazard Mitigation Plan Update

- Staff presented the Committee with an update on the Hazard Mitigation Plan Project. The purpose of the Disaster Mitigation Act of 2000 requires agencies to prepare and keep an updated local hazard mitigation plan (HMP) recognizing potential natural hazards and to identify and consider mitigation measures to reduce the risks associated with such hazards.
- On June 12, 2018, Emergency Planning Consultants was awarded the contract to facilitate the District's 2019 HMP Update Project and follow it through the review process with CalOES and FEMA. The project required participating jurisdictions to follow a FEMA-prescribed planning process with the formation of a Hazard Mitigation Planning Committee (HMPC) comprised of District staff.
- Through the planning process, the HMPC developed a Mitigation Actions Matrix that identified desired and planned projects derived from the District's various master plans and reflects the following goals in the HMP: (1) Protect Life and Property, (2) Enhance Public Awareness, (3) Preserve Natural Systems, (4) Encourage Partnerships and Implementation, and (5) Strengthen Emergency Services. The matrix will allow the District to seek mitigation funding when the opportunity becomes available.
- The first draft of the HMP was reviewed with the HMPC and key stakeholders during an educational and interactive meeting on December 12, 2018. Since then, the HMPC has revised the HMP in preparation for public review and comments during a two week period in early February. During this phase, hard copies will be available in the office and an electronic copy

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on the District's website. Any comments received will be reviewed and added to the final draft before submittal to Cal/OES and FEMA for approval. Once the HMP is approved by Cal/OES and FEMA, the plan will be brought to the Board of Directors for adoption.

### 2. 2019 Risk and Safety Employee-Training Calendar

- Staff presented the Committee with the 2019 safety employee-training calendar. Each year staff prepares an annual training calendar that reflects the recommended and required occupational training for the calendar year. Training opportunities are available to staff on campus with in-house or outsourced trainers, online courses with Target Solutions, and offsite.
- The majority of training topics are eligible as contact hours for staff to use towards license recertification required for their position. Training and licenses required for each job description is the employees' responsibility to maintain. The District utilizes the TargetSolutions software provided by the ACWA/JPIA to host employee certification requirements and setup frequent reminder notifications for upcoming expiration and renewals. TargetSolutions provides a visual dashboard of certifications and licenses every time staff logs on to their account. The software also allows staff to run reports to aid in scheduling special classes needed for contact hours.
- In September 2018, the Human Resources/Risk Management Division launched the MyCerts campaign to aid in simplifying the employees' process for updating certifications and licenses on TargetSolutions. The campaign allows staff to submit an electronic copy their certification/license renewal to [MyCerts@cvwdwater.com](mailto:MyCerts@cvwdwater.com). The documentation is submitted via email, scan or text messaging.

### 3. Facility Threat Assessment

- Staff presented to the Committee an update on campus security including a recent facility threat assessment. The District has always made both the employee and public safety its highest priority, and over the last two years, several security upgrades in the administrative office and improved engineering controls were completed.
- On January 7, 2019 High Threat Innovations conducted an assessment on our general facility security including evaluation of our main exterior entrances, access to secure areas within the administration building, high value asset areas, video surveillance monitoring, network firewall protection, public board meetings, mail handling procedures and emergency communications. A draft report outlining observations and recommendations will be available within a week. Staff will analyze the report, develop and prioritize a plan to include any immediate remediation.