

Bay Area Air Quality Management District  
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San Francisco, California 94105  
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## **APPROVED MINUTES**

Summary of Board of Directors  
Executive Committee Meeting  
Monday, October 16, 2017

### **1. CALL TO ORDER – ROLL CALL**

Executive Committee (Committee) Vice Chairperson, David Hudson, called the meeting to order at 9:30 a.m.

#### **Roll Call:**

Present: Vice Chairperson David Hudson; and Directors Teresa Barrett, John Gioia Carole Groom, Karen Mitchoff, Mark Ross, Jim Spering, and Brad Wagenknecht.

Absent: Committee Chairperson Liz Kniss.

Also Present: None.

### **2. PUBLIC COMMENT ON NON-AGENDA MATTERS**

Public comments were given by Richard Gray, Larry Chaset, Janet Stromberg, and Jed Holtzman of 350 Bay Area.

NOTED PRESENT: Director Ross was noted present at 9:40 a.m.

### **3. APPROVAL OF THE MINUTES OF JULY 31, 2017**

#### Public Comments:

No requests received.

#### Committee Comments:

None.

#### Committee Action:

Director Wagenknecht made a motion, seconded by Director Mitchoff, to approve the minutes of July 31, 2017; and the motion carried by the following vote of the Committee:

AYES: Barrett, Gioia, Groom, Hudson, Mitchoff, Ross, Spering, and Wagenknecht.  
NOES: None.  
ABSTAIN: None.  
ABSENT: Kniss.

#### **4. UPDATE ON WILDFIRES**

Jack Broadbent, Executive Officer/Air Pollution Control Officer, introduced Wayne Kino, Director of Compliance & Enforcement, Judith Cutino, Acting Health Officer, Eric Stevenson, Director of Meteorology and Measurements, and Lisa Fasano, Communications Officer, who all gave the staff presentation *Update on Wildfires*, including: overview; discovery and notification; response objectives; map of Bay Area Fires; fire timeline; smoke facts; efforts to reduce exposure; North Bay wildfires; monitoring response; summary of daily average Particulate Matter (PM)<sub>2.5</sub> concentrations; historical PM<sub>2.5</sub> concentrations; communicating air impacts; and summary.

##### Public Comments:

Public comments were made by Jed Holtzman, San Francisco resident.

##### Committee Comments:

The Committee and staff discussed reasons why daily averages of PM<sub>2.5</sub> concentrations could not be monitored in particular areas on particular days, which included loss of instrumentation due to power outages, and the monitors' inability to process results based on particulate overload; the need for legends and keys to accompany graphs and charts in staff presentations; the Committee's appreciation of staff's activity in response to the North Bay fires, including mask distribution to shelters, and distribution of updated information to the media and residents; the crash of the District website due to an excess of website traffic; how the District is improving relations with university athletic directors, and the suggestion to follow up with athletes' to provide information to those who performed during smoky conditions; the fact that national air quality standards are less stringent than California standards, and how easily misinformation can be perpetuated on social media; how affected residents in the North Bay were cut off from electricity and cell phone reception, so were unable to receive District information and health advisories; the need for enhanced interaction between the District and the California Office of Emergency Services (OES) so that the District may participate in the planning efforts of OES and have an established role during emergencies; the suggestion of using the District's cigarette chimney image on social media to indicate that breathing wildfire smoke is just as harmful as smoking cigarettes, in case people are not aware of the implications; the suggestion that the District provide information on how to prepare for changes in air quality resulting from predicted rainstorms; how heavy reliance on computers and cell phones dwarves the need for radios, and the suggestion that staff enhance its methods of getting information to radio stations; and the suggestion of putting N95 masks at shelters-in-place locations ahead of time.

##### Committee Action:

None; receive and file.

**5. HEARING BOARD QUARTERLY REPORT: JULY – SEPTEMBER 2017**

Hearing Board Chairperson, Valerie J. Armento, Esq., presented this report.

Public Comments:

No requests received.

Committee Comments:

None.

Committee Action:

None; receive and file.

**6. BAY AREA REGIONAL COLLABORATIVE UPDATE**

Jean Roggenkamp, Deputy Executive Officer, introduced Allison Brooks, Executive Director of the Bay Area Regional Collaborative (BARC), who gave the presentation *BARC Update*, including: key projects; Model Solar Ordinance program support; advancing 6 RESILIENCE ACTIONS Plan Bay Area; key governance questions; key projects to accelerate progress – Adapting to Rising Tides Bay Area (project team, goals, objectives, and regional scale adaptation planning) and Resilient by Design (timeline, winning teams, collaborative research phase timeline.)

Public Comments:

Public comments were given by Janet Stromberg, Berkeley Energy Commission.

Committee Comments:

The Committee and staff discussed the division among policy makers regarding how governance plans should be developed; the geographic distribution of the ten selected Design Teams of Resilient by Design Bay Area Challenge; and who was eligible to apply in the competition.

Committee Action:

None; receive and file.

**7. CONTRACT AWARD FOR RECORDS MANAGEMENT SYSTEM PROCUREMENT AND IMPLEMENTATION**

Damian Breen, Deputy Air Pollution Control Officer, introduced John Chiladakis, Director of Information Services, who gave the staff presentation *Records Management System Procurement and Implementation*, including: Air District records management; Richmond records storage; digital storage; current challenges; approach to challenges; records management activities;

Request for Proposals (RFP) for Centralized Records Management System; proposal scores; vendor interview scores; Vendor Proof of Concept scores; and recommendation.

Public Comments:

No requests received.

Committee Comments:

The Committee and staff discussed the length of contract duration; the annual maintenance fee that the District will pay; and whether related costs will be apportioned to Title 5 facilities.

Committee Action:

Director Mitchoff made a motion, seconded by Director Barrett, to authorize the Executive Officer/Air Pollution Control Officer to execute a contract with Xerox, Inc. in an amount not to exceed \$650,000 for a Records Management System; and the motion carried by the following vote of the Committee:

AYES: Barrett, Gioia, Groom, Hudson, Mitchoff, Ross, Spring, and Wagenknecht.  
NOES: None.  
ABSTAIN: None.  
ABSENT: Kniss.

**8. COMMITTEE MEMBER COMMENTS / OTHER BUSINESS**

None.

**9. TIME AND PLACE OF NEXT MEETING**

Monday, November 20, 2017, Bay Area Air Quality Management District Office, 375 Beale Street, San Francisco, California 94105 at 9:30 a.m.

**10. ADJOURNMENT**

The meeting adjourned at 11:13 a.m.

*/s/ Marcy Hiratzka*  
Marcy Hiratzka  
Clerk of the Boards