



**TOWN OF PORTOLA VALLEY**  
***Special Meeting of the***  
***Emergency Preparedness Committee***  
**Thursday, November 5, 2020 - 8:00 AM**

**Via Zoom Videoconference**

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**SPECIAL VIDEOCONFERENCE MEETING AGENDA**

**Join Zoom Video Meeting:**

<https://zoom.us/j/95598430645?pwd=VWJaclp2dzRGQ2FRdnJmWHRCQjBEZz09>

**Phone into Zoom Meeting:**

1-669-900-6833

1-877-853-5247 (toll-free)

**Meeting ID:** 955 9843 0645

**Password:** 020936

1. 8:00 Call to order
  - Members: Mark Bercow, Lorrie Duval, Dave Howes, Dale Pfau, Chris Raanes, Ray Rothrock, Jerry Shefren, Craig Taylor, Bud Trapp,
2. 8:01 Introductions: All committee members to identify themselves including a one or two word descriptor of role, followed by guests using the same format
3. 8:05 Oral Communications
  - Note that issues brought up under oral communications that are not on the agenda will be limited to 5 minutes
4. 8:10 Approve October 1, 2020 Minutes
5. 8:12 CERPP/WFPD Report (Lindner/Brown)
  - General report
6. 8:22 Town Report (de Garmeaux)
7. 8:30 Committee Reports
  - Medical Subcommittee (Shefren)
    - Liability discussion findings
  - Communications Subcommittee (Rothrock)
    - CERT ICC (Buckeye Room) and Town EOC intercommunication proposal
    - AM Radio move to Cal Water site – update/recommendations
  - Outreach Subcommittee (Duval)
  - CERT/Town/Woodside integration Subcommittee (Raanes)
    - Discuss location of CERT trailer
8. 8:59 Next meeting is December 3, 2020
  - Identify any specific agenda items for next meeting
  - Quorum check
9. 9:00 Adjourn promptly at 9:00 AM



**TOWN OF PORTOLA VALLEY**  
**Special Meeting of the**  
**Emergency Preparedness Committee Meeting**  
**October 1, 2020**  
**8:00AM – via Zoom Conference**

**EMERGENCY PREPAREDNESS COMMITTEE MEETING MINUTES**

**Call to Order:** The Zoom meeting was called to order at 8:02AM

**Roll Call:**

Members Present: Chris Raanes (Chair), Bud Trapp, Jerry Shefren, Dale Pfau, Dave Howes, Lorrie Duval, Ray Rothrock, Mark Bercow, Craig Taylor

Members Absent: None

Guests: Selena Brown, Rob Lindner – *WFPD*, John Richards – *Town Council*, Brandi de Garreaux – *Town Staff*, Gary Nielsen – *PV Police Commissioner*, Doug Keyston – *Woodside EPC*, Chuck Nile – *Sequoias*, Larry Sweeney – *Sequoias*, Victor Schachter - *Golden Hills Preparedness Committee*, Angela Hey – *Guest, Bike and Pedestrian Safety Committee and Town Council Candidate*, Kristi Corley – *Guest*, MJ Lee – *CERT Division Leader*, Sarah Wernikoff – *Guest*, Felicity Barringer - *Guest*

**Oral Communications:**

- Concerns raised and disappointment expressed over September 30th “PG&E in Portola Valley” webinar on wildfire preparedness, vegetation management and grid and equipment maintenance
- Concerns and discussion regarding Eucalyptus trees in town and potential for wildfires

**Approval of Minutes from September 3, 2020:** Approved as amended (9 Ayes, 0 Abstentions, 0 Noes)

**CERPP/WFPD Report (Lindner/Brown)**

- Fire incidents in SMC are winding down
- No major updates to Zonehaven project. Process continuing. Feedback from town and residents incorporated. Some project resources are now involved in Glass fire which is having small impact in project timing
- COVID-19 update: no change to operations. Considering slow reopening of facilities. No uptick in infections
- Some involvement of local WFPD resources in Glass fire, and others around state
- Question concerning Zonehaven mapping and impact to the Sequoias
- October 4 – 10 is Fire Prevention Week. Theme is ‘Fire Safety in the Kitchen’
- CERT all-hands webinar on October 24
- Applied for a CERT grant. If approved, money is provided on per resident engagement
- Next CERT committee meeting on October 21 (3<sup>rd</sup> Wednesday of month)

- WFPD's annual October flu vaccinations clinic will not happen this year due to the pandemic

### **Town Report (de Garmeaux)**

- Exploring virtual EOC options. Second vendor demo being scheduled
- Town is preparing for possible PSPS events
- Volunteers identified to evacuate IT equipment from town hall, if required, and a remote location to set up
- Advised that later this year, possibly in November, Town Council will review a new red flag ordinance proposal

### **Committee Reports**

- Medical Subcommittee (Shefren)
  - Continued work on liability issue raised in previous meeting. Talked extensively with county disaster worker program, Jeremy on town's liability policy, and Mark Dahlen on relationship to CERT program. Analyzing information and further research continuing. Report to Committee pending
  - Working with WPV-CERT committees. Have identified some extra COVID-19 PPE that could be stored in supply lockers in PV (masks and gel)
- Communications Subcommittee (Rothrock)
  - Work on relocation of AM transmitter and antenna continuing. California Water Services (CWS) has put together a license and sent to Town for review. Relocation still requires power, phones, antenna planning. A full review including a budget proposal will be presented to the Committee shortly. There will also be a plan to maintain portability of AM radio system regardless of new location
  - Discussion on the need for a communications plan between CERT Incident Command Post and Town EOC
  - Cell tower power backup being tracked by Ad Hoc Wildfire committee
  - Question regarding how town residents can get vital information if internet is down. Explained that this is the purpose of Town's AM radio station
- Outreach Subcommittee (Duval)
  - October monthly tips (Resilient Portola Valley) will focus on fire prevention topics
  - Suggestion from committee to have people check settings in SMC Alert given continuing upgrades of the system
- CERT/Town/Woodside Integration Subcommittee (Raanes)
  - Review Woodside EPC liaison (report or implement)
  - Review CERPP/CERT board liaison

### **Open Discussion**

- None

**Date & Time of Next Meeting:** November 5, 2020, 8:00am

**Adjournment:** Meeting adjourned at 8:57am