TOWN OF PORTOLA VALLEY
Meeting of the
Emergency Preparedness Committee
Thursday, January 7th, 2021 - 8:00 AM
Via Zoom
765 Portola Road, Portola Valley, CA 94028

AGENDA

To access the meeting by computer, click on the link below:
https://zoom.us/j/93034650206?pwd=elRkdndmT29vWGFOREZTTVlDUTR4Zz09

To access the meeting by phone, dial:
 1-699-900-6833
 1-877-853-5247 (toll-free)

Meeting ID: 930 3465 0206

Password: 091691

1. 8:00   Call to order
    o   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
    o   Note that issues brought up under oral communications that are not on the agenda will be limited to 5 minutes

4. 8:10   Approve minutes from special meeting of December 17, 2020

5. 8:12   CERPP/WFPD Report (Lindner/Brown)
    o   General report

6. 8:22   Town Report (de Garmeaux)

7. 8:30   Council Annual Workshop on Jan 27
    o   Finalize list of items to present for consideration in Town priorities and budgeting

8. 8:45   Committee Reports –
    o   Begin brainstorming on Goals for 2021
    o   Medical Subcommittee (Shefren)
    o   Communications Subcommittee (Rothrock)
    o   Outreach Subcommittee (Duval)
    o   CERT/Town/Woodside integration Subcommittee (Raanes)
        ▪   Present CERT communications flowchart

9. 8:59   Next meeting is February 4, 2021
    o   Identify any specific agenda items for next meeting
    o   Quorum check

10. 9:00   Adjourn promptly at 9:00AM.

EMERGENCY PREPAREDNESS COMMITTEE MEETING MINUTES

Call to Order: The Zoom meeting was called to order at 8:01AM

Roll Call:

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

Members Absent: Dave Howes

Guests: Rob Lindner – *WFPD*, John Richards – *Town Council*, Brandi de Garmeaux – *Town Staff*, Gary Nielsen – *PV Police Commissioner*, Doug Keyston – *Woodside EPC*, Chuck Nile – *Sequoias*, Larry Sweeney – *Sequoias*, Victor Schachter - *Golden Hills Preparedness Committee,* MJ Lee – *CERT Division Leader,* Fabian Pease – *Sequoias*

Oral Communications:

- A Zoom 'meet and greet' with the sheriff will begin at 9am on 12/17

Approval of Minutes from November 5, 2020: Approved (8 Ayes, 0 Abstentions, 0 Noes)

CERPP/WFPD Report (Lindner/Brown)

- General
    - Zonehaven is now available to the public. Salina is working with both towns on a communications release which will include details on how the public can provide feedback
    - COVID-19 stay-at-home order beginning tonight (12/17) at 11:59am
    - No Christmas open house this year. Santa will be available at the fire house via Zoom.
- CERT/CERPP
    - No report

Town Report (de Garmeaux)

- New stay-at-home order beginning at 11:59am on 12/17

- Threats of a PSPS last week never materialized
- A red flag warning was messaged two weeks ago
- There is new state guidance concerning outside recreation. Soccer and little leagues are on hold. The town is seeing an increase in requests for informal use of fields. An update to the existing town policy is coming shortly. Face coverings are now required for all activities
- A new ordinance regarding red flag warnings was presented at the last town council meeting, and is again on the agenda for the next (Jan 13, 2021) town council meeting

Council Annual Workshop on January 27

Topics to be presented:

- Relocation of town AM Radio (however, this may be considered a Town initiative)
- Integration & coordination efforts with CERT, EOC, Woodside EPC. Discuss overall outline and potential budget implications
- Funding of medical supplies, particularly for expired supplies. Understanding is that there is a grant on the horizon that will help address the problem
- Location of PV CERT Trailer
- EOC software (already approved in this year's capital improvement plan)

Election of 2021 Committee Chair

- Chair - Dale Pfau nominated and accepted. Unanimously approved
- Vice Chair – Mark Bercow nominated and accepted. Unanimously approved
- Secretary – Lorrie Duval nominated and accepted. Unanimously approved

Committee Reports

- Medical Subcommittee (Shefren)
    - Follow-up to last committee meeting:
        - What kind of CPR training is required? Nothing other than standard training with certificate (advanced not required)
        - What does it me to be 'summoned'? Calif law cites a person having authority may impel someone to service, such as a fire captain
    - Town manager reviewed chart from last meeting and affirmed it is correct. If a CERPP member wants to be covered by DSW status, they should review SOP to ensure you have the correct qualifications
    - Unclear if DSW status confers to EPC, or at least to newer members
    - Is there existing PPP that can be provided to Buckeye room supplies? Brandi to research
- Communications Subcommittee (Rothrock)
    - CERT ICC (Buckeye Room) and Town EOC intercommunication proposal
        - Presentation attached
    - All radio equipment currently operational
    - Annual emergency comms trailer maintenance completed
    - SMC OES link – interference disrupting current operation. Tone on repeater changed as short-term fix. Investigation on cause of interference continuing
    - 5 new people added to PVARC (PV amateur radio club)
- Outreach Subcommittee (Duval)
    - No update

- CERT/Town/Woodside Integration Subcommittee (Raanes)
  - No update

Date & Time of Next Meeting: January 7, 2021, 8:00am

Adjournment: Meeting adjourned at 9:02am