TOWN OF PORTOLA VALLEY
Meeting of the
Emergency Preparedness Committee
Thursday, February 4, 2021 - 8:00 AM

Special Videoconferece Meeting via Zoom

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MEETING AGENDA

Remote Meeting Covid-19 Advisory: On March 17, 2020, the Governor of California issued Executive Order N- 29-20, suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the statewide Shelter-In-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020, and the CDC's social distancing guidelines which discourage large public gatherings, Portola Valley Town Council meetings are being conducted electronically. The meeting is not available for in-person attendance. Members of the public may attend the meeting by video or phone linked in this agenda.

To access the meeting by computer, click on the link below:

https://zoom.us/j/94433341088?pwd=RXV0cjZkaGVEWU1UUE1ycWtQSlg5QT09

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

Meeting ID: 944 3334 1088

Password: 890221

1. 8:00   Call to order
   - Members: Mark Bercow, Lorrie Duval, Dave Howes, Dale Pfau/Chair, 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. 8:03   Oral Communications
   - Note that issues brought up under oral communications that are not on the agenda will be limited to 5 minutes

4. 8:05   Review and approval of minutes
   Motion; Approve minutes of January 7, 2021

5. 8:06   WPV-CERT/WFPD Report (Brown/Linder)

6. 8:10   Town Report (de Garmeaux)

7. 8:15   Subcommittee Reports
   - Medical (Shefren)
   - Communications (Rothrock)
   - Outreach (Duval)
   - CERT/Town/Woodside Integration Committee (Raanes)

8. 8:30   Completion of Goals for 2021

9. 8:45   Discussion of CERT/Town/Woodside Integration and
   - o Mission of EPC going forward
   - o Scenarios for planning
   - o Clarification of roles

10. 8:59   Next meeting is March 4, 2021
    - o Quorum check
    - o Agenda items for next meeting

11. 9:00   Adjournment

EMERGENCY PREPAREDNESS COMMITTEE MEETING MINUTES

Call to Order: The Zoom meeting was called to order at 8:00 AM

Roll Call:

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

Members Absent: Bud Trapp

Guests: Rob Lindner – WFPD, Selena Brown – WFPD, Sarah Wernikoff – Town Council, Brandi de Garmeaux – Town Staff, Gary Nielsen – PV Police Commissioner, Doug Keyston – Woodside EPC, Chuck Nile – Sequoias (American Red Cross), Larry Sweeney – Sequoias, Victor Schachter - Golden Hills Preparedness Committee, MJ Lee – CERT Division Leader (Meadowwood), Fabian Pease – Sequoias, Lynne Bramlett (Menlo Park Ready), Patty Dewes (Westridge resident), Krisi Corley (Alpine Hills resident), Rita Comes (Westridge resident).

Oral Communications:

- Request from Chair for brief written updates from each subcommittee prior to next meeting.

Approval of Minutes from December 17, 2020: Approved (7Ayes,1 Abstention, 0 Noes)

Motion by Raanes, second by Rothrock.

CERPP/WFPD Report (Lindner/Brown)

- General: Covid-19 vax roll-out in San Mateo County to Tier 1a in process; 80% of WFPD received 1st, preplanning for 2nd in third week of January.
- WFPD has ample PPE.
- CERT/CERPP: working on neighborhood leader support; wpv-Ready/events for meetings; online forums created for sharing information on groups.io; Jan. 16 command post training, 3-5 pm; CERT grant hit at $30K; hoping to purchase trailer for PV command post.

Town Report (de Garmeaux)

- Second reading of Red Flag Ordinance at Town Council meeting Jan. 13.
- N95 mask supply now in Buckeye Room closet

- Setting up CERT/Town EOC integration in advance of January 27th meeting to discuss opportunities/limitations of Buckeye Room.
- Researching the DSW volunteer certification brought up at the last meeting.
- Opportunity for joint EPC/Town Council meeting fifth Wednesday in March.
- Jeremy scheduling a second demo with a virtual EOC program hopefully for next week.
  - Including the Resolve to be Ready post from Selena in today's mayor's message.

Council Annual Workshop on January 27

- Finalized list of items to present for consideration in Town priorities and budgeting.

Topics to be presented:

- 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.
- Increase outreach program; suggestions include having an EPC update at every council meeting; emphasize recruiting for WPV-Ready and WPV-CERT; increase coordination with Woodside Town and CERT; leverage available channels, e.g., more mailings, banners, fridge magnets, et**c.**
- Clarification on prior objectives:
  - Relocation of town AM Radio is a Town initiative, not PV EPC.
  - Purchase of EOC software already approved in this year's capital improvement plan.

Committee Reports

- Began brainstorming on Goals for 2021
- Review EPC mission and scenarios and clarify each group's work (bullet 2 above)
  - Efficiency goal to clarify CERT v. EPC
  - Clarify what CERT v. medical subcommittee goals are.
  - Coordination of efforts; not duplication.
- Medical Subcommittee (Shefren)
  - Jerry still working with County Medical reserve corps
- Communications Subcommittee (Rothrock)
  - Radio: AM radio audio being fixed; FCC license expired; working on putting up several digital repeaters for improved data/voice
- Outreach Subcommittee (Duval)
  - Planning for 2021 to be done.
- CERT/Town/Woodside integration Subcommittee (Raanes)
- Presentation of CERT communications flowchart
  - Update on County OES Area EOC from Raanes.
  - Raanes and Rothrock to join CERPP BOD as liaisons.

Date & Time of Next Meeting: February 4, 2021, 8:00am

Adjournment: Meeting adjourned at 9:02am