



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

Special Videoconferene Meeting via Zoom

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/95884995416?pwd=cEpyZFIFclVjUVk5UnQrd1JnQnMrdz09>

To access the meeting by phone, dial:

1-699-900-6833

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

Webinar ID: 958 8499 5416

Password: 758077

1. 8:00 Call to order
 - o Members: Mark Bercow, Lorrie Duval, Dave Howes, Dale Pfau/Chair, Chris Raanes, Ray Rothrock, Jerry Shefren, Craig Taylor, Bud Trapp,
2. 8:01 Roll Call
3. 8:03 Oral Communications
 - o Note that issues brought up under oral communications that are not on the agenda will be limited to 3 minutes
4. 8:05 Review and approval of minutes (Subcommittee Reports included)
Motion; Approve minutes of February 4, 2021
5. 8:06 WPV-CERT/WFPD Report (Brown/Linder)
6. 8:10 Town Report (de Garneau)
7. 8:14 Subcommittee Reports
 - o Communications (Rothrock)
 - o Outreach (Duval)
 - o CERT/Town/Woodside Integration Committee (Raanes)
 - o Medical (Shefren)
8. 8:25 CERT Subcommittee Discussion & Recommendations (Raanes)
 - o CERT Charts
9. 8:35 Discussion of "PV Donates"

10. 8:40 Presentation by Sustainability Committee (Walter Hays)
11. 8:47 Continuing Discussion
 - Scenario Planning
 - Subcommittee Goals
12. 8:58 Next meeting is April 1, 2021
 - Quorum check
 - Agenda items for next meeting
13. 9:00 Adjourn



TOWN OF PORTOLA VALLEY
Special Meeting of the
Emergency Preparedness Committee Meeting
February 4, 2021
8:00AM – via Zoom Conference

EMERGENCY PREPAREDNESS COMMITTEE MEETING MINUTES

Call to Order: The Zoom meeting was called to order at 8:01 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, Bud Trapp

Members Absent: none

Guests: Rob Lindner – WFPD, Selena Brown – WFPD, John Richards – Town Council, Brandi de Garneau – Town Staff, Judith Murphy (Conservation Committee), Dave Ellison (Ladera CERT), Victor Schachter - Golden Hills Preparedness Committee, MJ Lee – CERT Division Leader (Meadowood), Fabian Pease – Sequoias, Larry Sweeney – Sequoias, Doug Keyston – Woodside EPC, Gary Nielsen – PV Police Commissioner, Patty Dewes (Westridge resident), Krisi Corley (Alpine Hills resident).

Oral Communications:

Suggestion to look at leadership of subcommittees and to possibly revamp teams.

Review and Approval of Minutes from January 7, 2021:

Amended with clarification of Rothrock and Raanes presence on CERPP BOD in December, 2020.

Approved (8 Ayes, 1 Abstentions, 0 Noes)

Motion by Raanes, second by Rothrock.

WPV-CERT/WFPD Report (Lindner/Brown)

Focus on covid vax. ALL medics and first responders of SMC has completed vax.

(Reports by Lindner and Brown attached.)

Town Report (de Garneau)

Plan for short presentation at future meeting by Sustainability Committee on solar, EV charging, and battery back-up options for residents; work together refine information for distribution to public.

(Report by de Garneau attached.)

Subcommittee Reports

o Medical (Shefren)

How to handle response during covid. PPE in locker in buckeye room. PV EPC to follow CERT's lead with EOC for medical prep. Perhaps combine medical with CERT integration. To be discussed.

(Report attached.)

o Communications (Rothrock)

All comm survived 31-mph windstorm; Tuesday night 8 pm radio net had 13 check-ins for PV and WD on 2/2/21 via SMC OES net; 30-39 check ins for all 35 SMC towns; 8 check -ns with WPV-Ready.

Town Manager Dennis helping with push for AM radio license thru FCC.

(Report attached.)

o Outreach (Duval)

(Report attached.)

o CERT/Town/Woodside Integration Committee (Raanes)

Discussion about availability of subcommittee reports to public prior to meeting.

Discussion of CERT/Town/Woodside Integration

Discussion ensued about mission of of EPC, scenario planning, clarification of roles, staffing of Town EOC, CERT IC; use of virtual EOC software to enable more participants; cross-training among groups; deployment of resources by Town EOC, etc.

What is ideal state for PV so that we are the best prepared in the County?

Discussion of integration of medical subcomm into CERT integration.

Completion of Goals for 2021

Pushed to next meeting and continue integration of CERT and how integrate medical into this. Plus scenario planning.

Agenda for next meeting:

Raanes to present on integration next meeting.

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

Adjournment: Meeting adjourned at 9:04 am

Emergency Preparedness Committee
Medical Subcommittee Report
February 4, 2021

We have not had a meeting of the subcommittee since the last EPC meeting.

I continue to attend the MRC, Medical Reserve Corp meetings.

Current focus continues to be aligning efforts of the WPV-CERT program with the needs of the town of Portola Valley. Hoping that the funding for a supplies trailer will be available this year which will enhance our ability to have the appropriate medical supplies available and in a safe area.

Personal safety should continue to be a focus for the subcommittee with promotion of first aid kits, water containers, CERT Training, first aid training, and CPR training.

Jerry Shefren
gshefren@gmail.com
650 804-4861

Feb. 4, 2021

EPC Comms Subcommittee Report – R. Rothrock

1. Radio Communications Status
 - a. AM Radio. Fully operational.
 - i. Re license update.
No response for the FCC. Checked on 2/1/21.
Our STA with the FCC expired on Dec 22. We applied (June 2020) for permanent use of the 10W antenna arrangement. Exploring angles to get FCC to move.
 - b. PVARC amateur repeaters - fully operational.
 - c. SM OES UHF link in PV - fully operational.
 - d. WPV-CERT Portola Valley GMRS repeaters (PV1, PV2, PVT) - fully operational.
 - e. WPV-CERT Portola Valley digital repeater – fully operational.
2. AM Antenna Relocation Project
 - a. Standing by. Work being process by Town.
3. Easter Cross Repeater Project – for WPV-CERT repeaters
 - a. Signed Everest Design to do the required and certified engineering work for this repeater system installation.
 - b. Working with Mark Dahlan to lay out the cabinet contents, researching interference potential, etc.
 - c. Hope to have working drawings to submit to RWC by end of February.

Upcoming needs – mid term.

1. Recheck radios in Town Center to make sure power, antennas, channels, etc. are all still functioning.
2. Battery refresh likely on DC power supply. Need to confirm.

Emergency Preparedness Committee
Outreach Subcommittee Report
February 4, 2021

Plan for subcommittee meeting to tackle priorities for 2021.

Plan year-long push for resident participation in WPV-Ready, WPV-CERT.

Plan early spring wildfire prep campaign.

Continue PV EPC Monthly Tips production.

Consider rebranding as “Monthly Tips from the Emergency and Wildfire Preparedness Committees.”

Recruit residents to help.

Annual metric of outreach subcommittee effectiveness: Last year we talked about measurable objectives for our committee. While adapting to covid changed our plans, our extended team (WPV-Ready, WPV-CERT, etc.) moved forward with zoom classes, etc. For in-person classes and safety meetings, attendance is carefully tracked with sign-ins and related info. Not so with zoom classes as yet. (It can be done, but our hard-working fellow volunteers across the district were particularly stretched this past year.) We will work to refine this tracking operation going forward and try to break out the 94028 residents.

2020 district numbers (very soft): About 60 did the hybrid online CERT Basic Training; about 40 in WPV-Ready Basics class; about 30 in CERT-level first aid kit organization class with more than 165 video views; fire resiliency in neighborhood had about 40 with another 63 video views. Of those “participants,” about 40% from PV and 40% from Woodside. (Source: Chip Swan, CERPP)

Percentage of PV residents subscribing to SMCAAlert is the highest in the entire county per SMC OES at almost 85%. (NB: Ongoing data gathering is occurring to clarify and fine time numbers. (SMC OES, January, 2021 report)

Lorrie Duval
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650 851-3086

PV-CERT-Woodside Integration subcommittee report 020321

Dale and Chris met with Jeremy and Brandi to discuss details of Buckeye Room as the PV-CERT Incident Command Center

One conclusion is that the room will be able to stay active for all its other activities.

Estimated usage is only several times per year, and the drills can be scheduled. The main concern is whether it would take the room out of general circulation, which it would not

The idea is to have some fraction (half?) of the cabinet space, with locks, to store

Radio cache

Printer

Laptops

Forms

Manuals

Signage 'sign up here'

The 'heavy items' would be in the PV-CERT trailer, which is expected to be procured using the grant money earned last year by CERPP.

PV-CERT needs an agreement with Town on where to store the trailer. Early suggestion is the public works area. It should be near the ICC if possible

Approximate size of trailer 8 x 16 x 9'8"

Healthy discussion on flexible approach to staffing CERT ICC and Town EOC



WPV-Ready/WPV-CERT Monthly Update

January 2021

WPV-Ready

- The marketing subcommittee has been continuing forward and has now integrated with MPCReady (Menlo Park)
- The 2nd version of family first aid kits have been made and will be shipped in 2 weeks. The new price for kits will be \$1450.00 to cover the costs of items we replaced due to poor quality and to cover labor. We will be offering 20% discount coupons to pre-orders. This will be distributed in the coming week.
- We have finalized the inventory list for a 25-person first aid kit.
- We are working on 1-page (double-sided) information hot topic sheets that we can give to local community emergency preparedness leaders who want to disseminate information to their neighbors. Topics will range from evacuation to emergency notifications. We will also be creating webpages for each topic which will include other resources such as videos.
- We have begun assisting residents who want to become emergency preparedness (EP) leaders within areas of WFPD. It is apparent that the demographic areas known as "Divisions" has become difficult to manage for current Division Leaders as well as anyone who wants to step into a role as an EP leader. We have heard from some Divisions that they cannot effectively reach all residents with the current boundaries set forth. It has been identified that areas that have a Homeowners Association, Road Association, or other group that brings neighbors together can work to help dovetail emergency preparedness. Aside from that, we have decided that allowing areas or communities to organically form should be encouraged



- and supported. Such as blocks, cul de sacs etc. For example, Old La Honda has had an issue incorporating some residents at the bottom of the hill. Chip Swan identified a couple of neighbors willing to step up into the role of a community emergency preparedness leader. We are now working with them to reach out to the other homes and have identified them as a new community with EP Leadership.

WPV-CERT

- The CERT Hybrid course has finished its online component as of January. (for numbers pertaining to any of the trainings further, please refer to the Outreach Subcommittee Report). We are planning on holding regular meetings to continue to build camaraderie within the group until we can officially meet in person for the skills portion (date TBD).
- We continue to work on grant funding now that the enrollment period has been extended a few more months.
- We held training a command post training on January 16th, you can view the training on our Youtube Channel WPV-Ready
- We have scheduled training supplemental training for the February and March. February 27th we will have Craig Taylor as a guest speaker to speak about best practices and his personal experiences with the Search and Rescue Team. March will focus on animal safety/emergency preparedness pertaining to both large and small animals.

Selena Brown

Public Education Officer/Emergency Preparedness Coordinator
Woodside Fire Protection District

**Emergency Preparedness Committee
Town Report
February 4, 2021**

- Met with Chris and Dale on use of Buckeye Room for PV-CERT Incident Command Center (see Chris's notes)
- Town creating a postcard to announce Red Flag Ordinance and other Town-wide changes (e.g. gas-powered leaf blower ban)
- Continuing research and due diligence on virtual EOC software including CERT volunteer management
- Continuing outreach on County's vaccination schedule and COVID testing as part of Town's weekly message
- Town's Sustainability Committee put together chart of solar and battery backup power for energy efficiency and emergency preparedness; they would like to confer with the EPC and or a few members to refine the chart.
- Included a funding opportunity below for non-governmental organizations in these three categories - RFQ webinar is tomorrow (Feb 4th) at 9:30 am
 - On-Call Support for Outreach and Project Planning
 - Resilience Planning Stakeholder & Community Engagement

 - Heat and Wildfire Community Preparedness Projects



WOODSIDE FIRE PROTECTION DISTRICT

Portola Valley EPC

Woodside Fire Report

February 4, 2021

Covid-19/Vaccinations: Number of positive cases continue to fall (thankfully). Woodside Fire Administration continues to be closed to the public. We are reevaluating periodically. We are still good on PPE for our first responders.

First responders, countywide, completed their second vaccination last week. The San Mateo County Fire Service is now assisting San Mateo County Health with mass vaccinations. Around 20 personnel have been assigned to help vaccinate citizens this week. Every agency has committed 2-3 personnel that are qualified to vaccinate. We anticipate this may continue to happen as more vaccine become available to vaccinate more people.

Recent Storms/Atmospheric River: Fortunately, the Fire District did not take a direct hit from the storms. Call volume was light. Reports from both Towns were similar. There was minimal damage, and public works call volume was light.

A task force of fire equipment was sent to Santa Cruz to preposition in case there was a need to assist with post-fire debris flow issues. They remained down there for a couple of days and, fortunately, were not needed for any emergency issues.

If you have any questions, feel free to ask!

Respectfully,

Rob Lindner – Fire Chief

The following are Subcommittee Reports submitted for the March 4, 2021 Committee meeting.

EPC March 4, 2021 Meeting – submitted Feb. 23, 2021

EPC Communications Subcommittee Report – R. Rothrock

1. Radio Communications Status
 - a. AM Radio (WQQA726). Operational at 30% power because FCC has not issued updated license.
 - i. Re license update. J. Dennis assisted in engaging Rep. Eshoo's office to assist getting FCC to grant PV AM radio upgraded license. Nothing technical in the way; routine review.
 - b. PVARC (KM6DLG) amateur repeaters - fully operational.
 - c. SM OES (KC6ULT) UHF link - fully operational.
 - d. WPV-CERT Portola Valley GMRS (WQBS772) repeaters (PV1, PV2, PVT) - fully operational.
 - e. WPV-CERT Portola Valley digital repeater – fully operational.
2. AM Antenna Relocation Project to Cal Water site at Peak and Golden Oak
 - a. Standing by. Work being processed by Town.
3. Easter Cross Repeater Project for WPV-CERT repeaters. Engaged Design Everest Engineering for electrical and mechanical plans for RWC approval.
 - a. Electric plans are in final review.
 - b. Mechanical plans still in development.
 - c. Hope to finish in February, issue to RWC in March.
4. Assisting with PV WPV-CERT BuckEye room communication needs and integration.

Upcoming – next couple of months.

1. Assuming COVID threat is greatly reduced and deemed generally safe, clear with Town calendar Field Day June 26.
2. Recheck radios in Town Center to make sure power, antennas, channels, etc. are all still functioning.
3. Battery refresh likely on DC power supply in Town radio room. Need to confirm.

Color Key

Good status

Concerning status

Urgent need status

On going

Emergency Preparedness Committee
Outreach Subcommittee Report
Prepared February 23, 2021 for March 4, 2021 Meeting

No progress since last meeting on planning for:
--Year-long push for resident participation in WPV-Ready and WPV-CERT
--Plan early spring wildfire prep campaign.

February PV EPC Monthly Tip production as yet incomplete.

Need to recruit residents to help with outreach subcommittee efforts.

Lorrie Duval
Outreach Subcommittee Chair
PV EPC Secretary
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650 851-3086

Below are three conclusions/recommendations to the EPC from a joint meeting of the subcommittee on CERT/Woodside/PV integration and the Medical subcommittee

The membership of both committees, Craig, Ray, Jerry, Chris, met on Friday 2/19

- Merge the two subcommittees (Integration and Medical) into one.
 - WPV-Cert has trained members who can supply basic first aid and have been trained to do so per WFPD rules and WPV-Cert Standard Operating Procedure (SOP)
 - WPV-Cert has basic supplies for its trained members - and will have some inventory at the Town Incident Command Post (ICP)
 - Medical supplies and response have been topics which have historically, for a variety of good reasons, not gained traction with the Town and the EPC

- Set a goal of always having a physician (MD) on the Town EPC
 - A Physician (MD) on the EPC is critical to maintaining communication and relationships the Medical Reserve Corps of SM County
 - A Physician (MD) can advise the EPC and Town on issues such as PPE requirements
 - We feel that if these first to actions are taken, this is a more efficient use of resources than having a separate Medical Subcommittee

- Form a new subcommittee of the EPC: WPV-Ready Liaison
 - Among the most important tasks for emergency preparedness is the promotion of household preparedness - a joint goal of the EPC and the WPV-Ready
 - WPV-Ready integration into the Town plan bolsters the reach of both organizations with a common message and should have a focal point, leadership from the EPC
 - There are likely synergies with the Outreach subcommittee of the EPC, the Town public relations function, and possibly Neighborhood Watch
 - While both WPV-Cert and WPV-Ready are connected at the CERPP level, the subcommittee thought that the size of the two functions was large enough to merit separate subcommittees with separate, focused leadership

One additional update for the meeting:

- We have consensus for a location for the WPV-CERT trailer for Portola Valley.
 - It will be next to the Annex building on either the road side or opposite, in a parking spot.
 - Jeremy and Howard from Town and Chris, Mark, Selena from WPV-Cert are all on board

Medical Subcommittee Report PV EPC March 4th

I met with Chris Raines and Craig Taylor to discuss the possibility of merging the medical subcommittee and the CERT Integration Committee. It was a very productive meeting and the findings will be presented by Chris.

I have been meeting the WPV-Ready and WPV-Cert members to determine what medical equipment should be available for the trailers. A second trailer has been ordered by Mark Dahlen and might be here within the next 2-4 months. Chris mentioned earlier to the committee that he has agreement from the town of PV to store the trailer next to the Sheriff station.

We are currently working on a plan that would include 10 medical packs that could be used by CERT teams sent to the field as well as a plan for stocking the trailer for a medical station that would be deployed for indicated events. The exact inventory is under discussion.

Submitted by Jerry Shefren
February 24, 2021



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Jeremy Dennis, Town Manager

DATE: January 27, 2021

RE: Donation Program for Small-Scale Town Projects (formerly PV Donates)

RECOMMENDATION

Staff recommends that the Town Council consider the implementation of a donation program to fund small-scale Town projects.

BACKGROUND

The Town's incorporation was made possible by the countless hours and resources volunteers made to implementing a vision of a community where public service and financial support was central. Residents have donated millions of dollars to fund community-benefitting projects, such as the acquisition of open space, reconstruction of Town Center, and other town-defining endeavors.

Providing different ways for residents to participate in the public process is key to the continued success of the Town, and the projects the Town Council, the committees, and residents alike support.

DISCUSSION

The Town does not currently have a program that allows residents to fund/support small-scale projects. While staff, for the purposes of this staff report, did not attempt to define what a "small-scale project" is, staff did create a list of potential projects that such a program could support (Attachment 1).

A program like this exists in many other cities today, typically in the form of a Parks and Recreation program that funds benches, tree plantings, and other such small projects. Donated funds are typically tax deductible, and are supported by some type of acknowledgement that requires further discussion.¹

Staff believes that many residents would support discreet programs in their areas of interest (trails, fields, sustainability demonstration projects, bicycles, and children/youth) through modest donations.

¹ While programs in other cities support branding opportunities (naming facilities and events, for example), the staff strongly recommends that no such opportunities be included as part of any future program.

Such projects should be initially developed by the Town's committees, and could be supported by Council and staff recommendations. The appropriate committee would review resident recommendations.

Staff requests that the Town Council provide feedback on this nascent idea, with additional review by committees as part of the next round of development. Questions for the Council include:

- Should there be a range of funds that could be donated?
- Does the Council wish to discuss recognition of donations at this meeting or a future meeting?
- Are there types of projects that you would want included in this program? Any that should not be included?
- Should such a program be bound by an annual work plan, or be on an ad-hoc basis, as ideas come up?
- Should there be a match to the program from Town funds?

FISCAL IMPACT

There is no fiscal impact in receiving this staff report and providing guidance. Should such a program be created, there will be modest support from staff/contractors to ensure that any adopted program is implemented and projects are completed.

ATTACHMENT

1. Ideas for consideration

ATTACHMENT #1Donation Program for Small-Scale Town Projects

- Plantings in Right of Way
 - Flowers
 - Seeding
 - Open space improvements
 - Tree donation
- Trail improvements
 - Adopt a Trail
 - Minor work
 - Drainage
 - Grading
 - Fences
 - Tree removal
- Sustainability measures
 - Small-scale demonstration projects, such as rain catchment barrels
 - Climate Fund
- Public Infrastructure
 - Adopt a catch basin
 - Adopt a Public Tree – maintenance
 - Beautification of Village Square, Triangle Park
 - Public Fence Repair/Replacement
 - Tree removal – Fire safety (may be part of Wildfire Preparedness Committee program), or removal of invasive plants and trees
 - Trash Clean-up
- Special Events
 - Holiday Food/Toy Drives
 - Music (Concerts/PV Palooza), Town Picnic, Zots to Tots
- Historic Resources
 - Support for acquisition, cataloging and access
- Parks and Recreation – Support the fields and facilities
- Emergency Preparedness