



**TOWN OF PORTOLA VALLEY**  
**Special Meeting of the**  
**Emergency Preparedness Committee Meeting**  
**January 7, 2021**  
**8:00AM – via Zoom Conference**

**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 Garreaux – 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 1<sup>st</sup>, preplanning for 2<sup>nd</sup> 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 Garreaux)**

- 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, etc.
- 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 joined CERPP BOD as liaisons.

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

**Adjournment:** Meeting adjourned at 9:02am