



TOWN OF PORTOLA VALLEY
Regular Meeting of the
Emergency Preparedness Committee
Thursday, June 3, 2021 - 8:00 AM
Via Zoom
765 Portola Road, Portola Valley, CA 94028

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/91589762107?pwd=dWJvRHpkb3JRY0FrTnF4SEFC5VV4dz09>

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1-699-900-6833

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*Mute/Unmute – press *6*

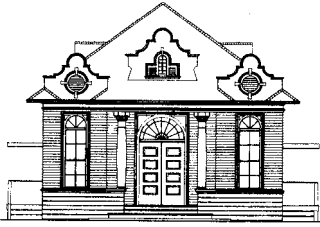
*Raise Hand – press *9*

Webinar ID: 915 8976 2107

Password: 852596

1. 8:00 Call to order
 - Members: Mark Bercow, Dave Howes, Dale Pfau/Chair, Chris Raanes, Ray Rothrock, Jerry Shefren, Craig Taylor, Bud Trapp,
 - Guests: Brandi de Garmeaux, John Richards/Town Council, Rob Linder and Selena Brown WFPD
2. 8:01 Roll Call
3. 8:03 Oral Communications
 - Note that issues brought up under oral communications that are not on the agenda will be limited to 2 minutes
4. 8:05 Review and approval of minutes;
 - Motion; Approve minutes of May 6, 2021
 - Appointment of Secretary
5. 8:06 WPV-CERT/WFPD Report (Brown/Linder)
6. 8:16 Town Report (di Garmeaux)

7. 8:26 Sub Committee Reports
 - Communications (Rothrock)
 - Ad Hoc Wildfire Committee Report (Pfau)
 - Outreach (?)
 - CERT/Town/Woodside Integration Committee (Raanes)
 - WPV-Ready Liaison (TBD)
8. 8:35 CERT Subcommittee Discussion (Raanes)
9. 8:40 “Emergency Radio Communications Day” June 26 Planning (Rothrock/Rannes/Pfau)
10. 8:50 Evacuation planning update and discussion (Pfau)
 - Tip of the Month [Joint Message on Evacuation from Emergency Preparedness and Wildfire Preparedness Committees | Town News | Portola Valley, CA](#)
 - Evacuation Traffic Study RFP update
11. 8:55 Continuing Discussion
 - Scenario Planning
 - Subcommittee Goals
 - PV Donates
12. 8:58 Next meeting is July 1, 2021
 - Quorum check
 - Agenda Items for next meeting
13. 9:00 Adjourn



TOWN OF PORTOLA VALLEY
Minutes Regular Meeting of the
Emergency Preparedness Committee
Thursday, May 6, 2021 - 8:00 AM
Via Zoom

765 Portola Road, Portola Valley, CA 94028

MINUTES

1 Call to Order

- Chair Pfau called the meeting to order at 8:02am
- Members (present): Mark Bercow, Dave Howes, Dale Pfau/Chair, Ray Rothrock, Jerry Shefren, Craig Taylor, Bud Trapp
- Guests: John Richards/Town Council, Brandi de Garmeaux/Town staff, Rob Linder/WFPD Chief, Sgt Andy Hui/SMC sheriff and Gary Nielsen
- Absent: Chris Raanes, Selena Brown/WFPD

2 Oral Communications

- Vic Schacter sent in written comments (attached).
- Chair Pfau commented on ad hoc Wildfire committee activities including plans for an approved traffic study focused on evacuation.
- John Richards suggested we add evacuation as a regular agenda item
- Sargent Andy Hui introduced himself. Sgt Hui has been in law enforcement for 15 years and worked in our area for 7 years. He worked in the County EOC during the CZU fire and is familiar with the issues we face. Welcome, Andy!
- Lt Mark Meyers will be the acting liaison from the Sheriff's department
- The Sheriff department is doing preplanning for fire evacuation working with WFPD.

3 Motion: Approve minutes of April 1st, 2021

- made (Rothrock), seconded (Howes); passed unanimously

4 WPV-CERT/WFPD Report

- Chief Linder reported that the CZU fire still has a few hot spots, typically underground roots that continue to burn. CalFire is using planes with infrared detectors to find the remaining hot spots
- As a result of CZU and Kincadee fires, CalFire is planning aggressive evacuations with 72 hour preplanning and large area evacuations well in advance.
- Reminded everyone that evacuation routes will vary based on the location of the fire.

- Remodel of station 8 is working its way through the approval process
- Most importantly: **Fire season is here**

5 Town Report

- Brandi de Garreaux reported the VEOCI (virtual EOC) software was approved; she and Jeremy are working on an implementation plan.
- Town wildfire banner is going up today or tomorrow

6 Sub Committee Reports

- Communications
 - Ray Rothrock reported FCC approved 10W license and we are now operating at full power. Jeremy and Anna Eshoo were very helpful in expediting our request after it languished at the FCC (your local representatives at work)
 - GMRS PV-2 is down with a power issue, investigation underway
 - WPV-CERT repeater in Redwood City is moving forward, but a slower than expected
- Ad Hoc Wildfire Committee Report
 - Dale Pfau reported there is a lot of ongoing activity within the subcommittees
- Outreach
 - EPC is actively looking for a volunteer to chair the subcommittee
- CERT/Town/Woodside Integration Committee
 - Deferred until next meeting
- WPV-Ready Liaison
 - EPC is actively looking for a volunteer

7 Field Day June 26 Discussion

- Field day is the coming up, 9am-4pm on the 26th. Exact plans are dependent on Covid-19 restrictions. Likely restriction will be 100 person maximum for an outdoor event. Consulting with Selena Brown on possible ties-in, at a minimum WPV-CERT will probably be involved

8 WPV-CERT Command Post Functional Exercise - Sept 11, 2021

- Beginning discussion with WPV-CERT on functional exercise. Buckeye Room needs to be reserved soon

9 Continuing Discussions

- Scenario Planning
 - No new information since last meeting. Dale to call Mark Dalen to coordinate with WPV-CERT
- Subcommittee Goals
 - Subcommittee chairs should write up their goals for the upcoming year

10 Adjourn

- Meeting adjourned 8:50am
- Next meeting June 3, 2021

Email: Delivered to Chair Pfau after the submission deadline, discussed 5/6/2021

From: Vic Schacter, Golden Hills Preparedness

Dale- since I will not be able to attend the EPC meeting next Thursday morning, I wanted to request that the following message be distributed as oral communication. I have spoken with Craig about this, and he is familiar with the issues I am raising.

As you are probably aware, with the upcoming fire season, there has been a strong and growing concern expressed about the lack of a meaningful evacuation plan in Portola Valley. This has been particularly true of our neighborhood preparedness committee on Golden Hills, and I know of similar sentiments by other neighborhood groups.

I am also aware there are several well-intentioned efforts being considered or underway to develop a comprehensive evacuation plan. However, in the interim, neither I nor my neighbors are aware of any plans which have been put in place pending the more comprehensive plan. As you can understand, given that it is likely there will be literally thousands of cars seeking egress in a fire emergency threatening Portola Valley, this subject is of immediate concern. For example, what plans exist to provide traffic control, and what resources would be trained and available? This is a particular concern in light of the limited fire and police personnel available to cover a large, county geographical area.

I raise this not as a criticism of our very capable fire and police professionals, but rather in recognition that we need some interim, available plan pending a more comprehensive evacuation program, which may be underway.

I understand from my conversations with the WFD that past attempts to arrange for a practice evacuation have been unsuccessful for lack of community support. I believe the greater current recognition of our high vulnerability to fires has dramatically changed our community attitude, and made our residents more receptive to such an important exercise.

If appropriate, could the EPC address this issue, or suggest how we might otherwise move forward to create an interim evacuation plan for this coming fire season. Please feel free to call me to discuss this further. Thanks for your attention to this request, and for all the good work done by you and the EPC.

Vic Schachter, Founder, Golden Hills Preparedness Group (GHP)

190 Golden Hills Drive

Portola Valley, CA 94028

650-380-1421



WPV-Ready/WPV-CERT Monthly Update

April 2021

The quarterly meeting for The Citizens for Emergency Response and Preparedness Program, Inc. was held. The next meeting is scheduled for July 21st at 5:30pm.

- There was discussion about removing C.E.R.P.P. from visibility due to the confusion it causes between WPV-CERT & WPV-Ready. We want to community to think of the two primary programs, and not the parent corporation.

WPV-Ready

- May is Wildfire Awareness month and WPV-Ready is planning a campaign in conjunction with both Towns and the Fire District. It will be based on the Ready, Set, Go! program. The WPV-Ready website will offer information specific to our Fire District with the ability to access the full program via www.readyfirwildfire.org.
- A wildfire preparedness presentation is scheduled for May 22nd, 4-5pm.
- We continue to receive data forms from residents. We have received close to 400 forms so far.
- Have received ArcGIS data and are now working on maps
- There was a WPV-Ready Leadership meeting on April 1st. A follow-up meeting has been scheduled for May 7th 4-6pm, to further discuss SMC Alert, wildfire & evacuations topics.
- The WPV-Ready Organizing Principles document has been approved by the Board as well as the Division Leaders. The next step is to work on a charter.



WPV-CERT

- April's training topic was Basic Medical Operations Training – the video can be viewed on the WPV-CERT YouTube Channel.
- Trainings will flip-flop between WPV-Ready & WPV-CERT. Next month's topic will be on wildfire preparedness.
- In the process of scheduling another hybrid CERT training. The hope is to have two classes ready to put through a final skills day (to schedule in mid-July).
- Working on a Draft "Scope of Care" Appendix to the standard operating procedures.
- We discussed holding an end of year Functional Exercise (FE) to examine coordination between CERT Regional Command Posts, Town EOCs and the Fire District and to examine the draft Incident Action Plans & Checklists in the Program Handbook with a goal of setting a Full-Scale Exercise (FSE) for first quarter 2022. A tentative date has been set September 11th, 2021.

Selena Brown

Public Education Officer/Emergency Preparedness Coordinator

Woodside Fire Protection District



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6. 8:10 Town Report (di Garneau)
7. 8:14 Sub Committee Reports
 - o Communications (Rothrock)
 - o Ad Hoc Wildfire Committee Report (Pfau)
 - o Outreach (?)
 - o CERT/Town/Woodside Integration Committee (Raanes)
 - o WPV-Ready Liaison (TBD)
8. 8:25 CERT Subcommittee Discussion (Raanes)

9. 8:35 Field Day June 26 Discussion (Rothrock/Rannes/Pfau)
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**TOWN OF PORTOLA VALLEY
Special Meeting of the
Emergency Preparedness Committee Meeting
April 1, 2021
8:00AM – via Zoom Conference**

EMERGENCY PREPAREDNESS COMMITTEE MEETING MINUTES

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

Roll Call:

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

Members Absent: Chris Raanes

Note: Lorrie Duval has resigned from the committee

Oral Communications:

- None

Approval of Minutes from March 4, 2021: Approved (6 Ayes, 1 Abstentions, 0 Noes)

CERPP/WFPD Report (Lindner/Brown)

- General
 - COVID vaccines now open to those open over 50. Governor allocated additional \$80M additional funding for CalFire emergency preparedness, operations.
 - Question raised concerning new Stanford housing and how the WFPD will handle emergencies, and concerns about traffic. Wildfire committee decided to move forward with traffic study, but only for PV.
- CERT/CERPP
 - Animal welfare class on March 27th went great. Recording of class on the YouTube channel. Upcoming April 24th class on first aid. CERT board meeting on April 24th. Grant funding closed March 31st - \$59,260 achieved. WPV-Ready meeting tonight will include a discussion on moving to community model, instead of current district model.

Town Report (de Garmeaux)

- Update to website in preparation for moving to new platform. Working on emergency preparedness section. Neighborhood Watch meeting in May. Look for new

Neighborhood Watch representative

Committee Reports

- Medical Subcommittee (Shefren)
 - Per report
- Communications Subcommittee (Rothrock)
 - Per report
 - The FCC has issued a new temporary SPA (approved through September) as the result of a call between Ray and Dennis and the FCC
 - Relocation of the AM Radio is progressing
- Ad Hoc Wildfire: A recommendation was made to review the minutes from the last meeting (located on the Town website). The committee is proceeding with the traffic evacuation study.
- Outreach Subcommittee (Duval)
 - No update
 - In need of a new subcommittee chair, and liaison to WPV-Ready. Jerry will act as temporary liaison to WPV-Ready
- CERT/Town/Woodside Integration Subcommittee (Raanes)
 - No update

Virtual EOC

- Discussion on the Town's proposed use of software to virtually manage the EOC. Jeremy to bring to Town council on April 25th. Contract is in negotiation. EPC unanimously approved a motion in support of this effort
- In response to a public comment, members of the committee affirmed that CERT was consultant as part of the evaluation

EPC Budge

- Review of budge worksheet (published in meeting notice) and discussion of potential future projects. Unanimous approval of motion to accept the worksheet

Scenario Planning

- Review and discussion of working matrix (published in meeting notice). Discussion to be continued

Date & Time of Next Meeting: May 6, 2021, 8:00am

Adjournment: Meeting adjourned at 9:05am

EPC May 6, 2021 Meeting – submitted April 27, 2021

EPC Communications Subcommittee Report – R. Rothrock

1. Radio Communications Status
 - a. AM Radio (WQQA726). Operational at 100% power under the FCC STA awaiting final approval.
 - 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. H. Young working the matter. Assisting when called.
3. Easter Cross Repeater Project for WPV-CERT repeaters.
 - a. Waiting for RWC engineering review.

Upcoming – next couple of months.

1. Preparedness and Ham Radio Field Day – June 26, Town Center.
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. When is town opening up?

Color Key

Good status

Concerning status

Urgent need status

On going

Scenario Planning Matrix - For Discussion Only

Wildfire	EOC	EPC	CERT
Catastrophic	Virtual	Standby	Standby
Major	Virtual	Standby	Standby
Evacuation Warning	Open	Support	Mobilize?
Evacuation Advisory	Open	Support	Mobilize?
Clear to Return	Open	Support	Mobilize
Earthquake			
Catastrophic	Virtual	Standby	Mobilize?
Major	Virtual	Standby	Mobilize?
Clear to Return	Open	Support	Mobilize



WOODSIDE FIRE PROTECTION DISTRICT

Portola Valley EPC

Woodside Fire Report

June 3rd, 2021

Vegetation Fires in the District: There have been 3 vegetation fires in the District over the last month, 2 in the Portola Valley area (South of Alpine Road bordering the County line) and 1 in the Huddart Park/GGNRA area. All fires were kept small. Multiple jurisdictions assisted with these incidents.

Sequoia's Evacuation Drill: WFPD, San Mateo County Sheriff's Office and San Mateo County Health/EMS assisted Sequoia's staff and the Town with an evacuation of the independent living portion of the facility.

Station 7 Build/Station 8 Remodel: Progress continues on the progression through both Town's Planning Commissions. The Station 8 remodel will be going back to the Planning commission, then to the Town Council. A location for the temporary Station 7 is getting closer to having a signed contract.

Evacuations/Traffic Study/Wildfire Cameras: Discussions continue with representatives of the Town of PV, Town of Woodside, County of San Mateo OES, and San Mateo County Sheriff's Office regarding emergency notifications, evacuations, and potential traffic issues. Outreach to the community is planned in the near future.

If you have any questions, feel free to ask!

Respectfully,

Rob Lindner – Fire Chief

EPC Communications Subcommittee June 3, 2021 Meeting – submitted May 26, 2021

MARK YOUR CALENDARS: EMERGENCY COMMUNICATIONS AND FIELD DAY

– Set for June 26, 9 to 4, at PV Town Center.

- This is a *PV EPC sponsored event in cooperation with WPV, WFPD, and SM Sheriff*. Everyone should come by to help (set up starts at 8), learn, and play.
- PV Amateur Radio Club will set up ham communications for ARRL Field Day. WPV CERT and READY will have radios to demo, discussion materials, and preparedness information
- All supported by Sheriff and WFPD. Maybe Palo Alto OES will drop by with their toys, too.

Radio Communications Status

1. Repeaters and AM: as of this writing --
 - a. AM Radio (WRML513). Operational at 100% power, fully licensed for 10 years.
 - 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 – UPGRADED to licensed frequencies and fully operational.
2. AM Antenna Relocation Project to Cal Water site at Peak and Golden Oak
 - a. H. Young working the matter. Assisting when called.
3. Easter Cross Repeater Project for WPV-CERT repeaters.
 - a. Initial review turned up no show-stoppers. The few tweaks requested are all doable. In discussions with RWC engineers about pad location.

Upcoming – next couple of months.

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 in Town radio room. When is town opening up?

Color Key

Good status

Concerning status

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On going

WPV-Ready/WPV-CERT Monthly Update

May 2021

WPV-Ready

- The Wildfire Awareness Month messaging has been going great. Check out the www.WPV-Ready.org/wildfire to view the content.
- Our Wildfire webinar on May 22nd had 68 attendees.
- WPV-Ready is using Emergency Communications Day (Field Day) has a goal to have the 1-page topics sheets (based on evacuations, staying informed, food & water) ready. This will be the first in person event since COVID. We will also be holding a raffle to encourage residents to sign up for SMC Alert and fill out our resident info form.
- Working with Fire Marshal Don Bullard to establish more Firewise Communities by the end of the year.
- Connecting with the Young Men's Service League and discussing potential community projects based on vegetation management.

WPV-CERT

- June training will be supplemented with Emergency Communications Day on June 26th from 10-4pm.
- New WD1 repeater has been placed on Crest Road.
- July 17th & 24th are tentative dates for CERT hybrid skills training.
- Working with WFPD to finalize communications plan. Using the Emergency Communication Day as a goal for approval of the final document.

Selena Brown

Public Education Officer/Emergency Preparedness Coordinator

Woodside Fire Protection District