



TOWN OF PORTOLA VALLEY
Regular Meeting of the
Emergency Preparedness Committee
Thursday, August 5, 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://us06web.zoom.us/j/86556782640?pwd=Z0t0VEdveXBDbFBxVHEyU0EzWkZCdz09>

To access the meeting by phone, dial:

1-699-900-6833

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

*Mute/Unmute – press *6*

*Raise Hand – press *9*

Webinar ID: 865 5678 2640

Password: 297912

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 Garreaux, John Richards/Town Council, Rob Lindner 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 July 1, 2021
 - Appointment of Secretary
5. 8:06 WPV-CERT/WFPD Report (Brown/Linder)
6. 8:16 Town Report (de Garreaux)
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. 8:40 Table for "PV Live Revive" – Town Picnic October 9
9. 8:50 Continuing Discussion
 - Subcommittee Goals
 - PV Donates
10. 8:58 Next meeting is August 5, 2021
 - Quorum check
 - Agenda Items for next meeting
11. 9:00 Adjourn



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MINUTES

1. Call to order
 - Chair Pfau called the meeting to order at 8:01 am
 - Members Present: Dale Pfau/Chair, Chris Raanes, Ray Rothrock, Jerry Shefren, Craig Taylor, Bud Trapp,
 - Members Absent: Mark Bercow, Dave Howes
 - Guests: Brandi de Garmeaux, John Richards/Town Council, Rob Lindner and Selena Brown WFPD
2. Oral Communications
 - None
3. approval of minutes;
 - Motion; Approve minutes of June 3, 2021; passed
 - Chairman Pfau would take minutes for the meeting
4. WPV-CERT/WFPD Report (Brown/Lindner)
 - Reports were included in packet
 - WFPF is hiring as retirements and promotions are impacting staffing.
5. Town Report (de Garmeaux)
 - Town Hall is expecting to open in the next few weeks.
 - VEOC contract is moving forward
 - Committees will continue to meet virtually.
6. Sub Committee Reports
 - Communications (Rothrock)
 - Report was included in packet
 - Report on “Emergency Radio Communications Day”
 - Great attendance, record HF contacts by team,
 - Both WPV – Ready and WPV –CERT were in attendance and were very pleased with outreach
 - Ad Hoc Wildfire Committee Report (Pfau)
 - Next Wildfire meeting will be July 21
 - Traffic Evacuation Study RFP responses expected by the end of the month.
 - Outreach (?)
 - Still looking for new volunteers
 - CERT/Town/Woodside Integration Committee (Raanes)
 - Presentation by Chris
 - WPV-Ready Liaison (TBD)
 - Pfau is attending most meetings in the interim.

7. CERT Subcommittee Discussion (Raanes)
 - Presentation by Chris on CERT communications and operations (slides attached)
8. "Emergency Radio Communications Day" Summary
 - Discussed under committee reports
9. Continuing Discussion
 - Subcommittee Goals – no action
 - PV Donates – no action
10. Next meeting is August 5, 2021
 - Quorum check appears that enough members will be present
 - Pfau asked for agenda items for next meeting
11. Pfau adjourned the meeting at 9:02 am

EPC Communications Subcommittee August 5, 2021 Meeting – submitted July 27, 2021

Radio Communications Status

1. Repeaters and AM: as of this writing --
 - a. AM Radio (WRML513). Operational at 100% power.
 - 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.

3. CERT Repeater Network
 - a. Easter Cross Repeater Project. Engineering proposal approved! Working through the rest of the approval agencies.
 - b. Working with a few PV neighborhoods desiring local communications.

Upcoming – next while.

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.
3. Working with WPV-CERT for the communications simulation event at Town Hall; maybe October.

Color Key

Good status

Concerning status

Urgent need status

On going

New Item this report

CERT Integration and Medical Subcommittee

- Top Level Goal for Year

Recruit and create an active Portola Valley Branch of CERT

IMPORTANT NOTE - no us/them Portola Valley/Woodside - this is for the greater good of both, but for the structure to work, we need a critical mass that will naturally affiliate with Portola Valley due to geography

Where to focus

1. Leadership of the PV Branch of CERT (Incident Management Team Members)
2. Focus on people who are trained (degrees of training) - and encourage them, motivate them to get the additional training required to staff the CERT Incident Command Center
3. Focus on bringing in new members to CERT who would naturally identify with the PV Branch of CERT - because their geography is such that PV Town Center is where they would naturally go

CERT Integration and Medical Subcommittee

Concepts

Use potential focal points in the remaining half of the year

Build on the momentum generated by the Communications Day - really well received - thank you all!

1. September CERT exercise (already scheduled to be PV centric) – CERT trained people only
2. Great Shakeout
3. Arrival of CERT Trailer
4. Other Town events
5. Full scale CERT Exercise in Feb 2022

CERT Integration and Medical Subcommittee

To drive 'trained' CERT volunteers to become 'active'

1. Aim to have Buckeye room outfitted and available as an ICP for the Sept Exercise
2. Utilize volunteers to "Table Top" the exercise prior to the actual event
3. Engage volunteers to work with CERT leadership to write/test procedures (specifics for PV) for activating the ICC, running the communications, medical area setup, staging, etc

To drive new volunteers into the program:

1. Recruit at other Town events - picnic, bands, CERT Trailer arrival (make an event?)
2. Potentially offer to have 'observers' come to the Feb '22 full scale exercise

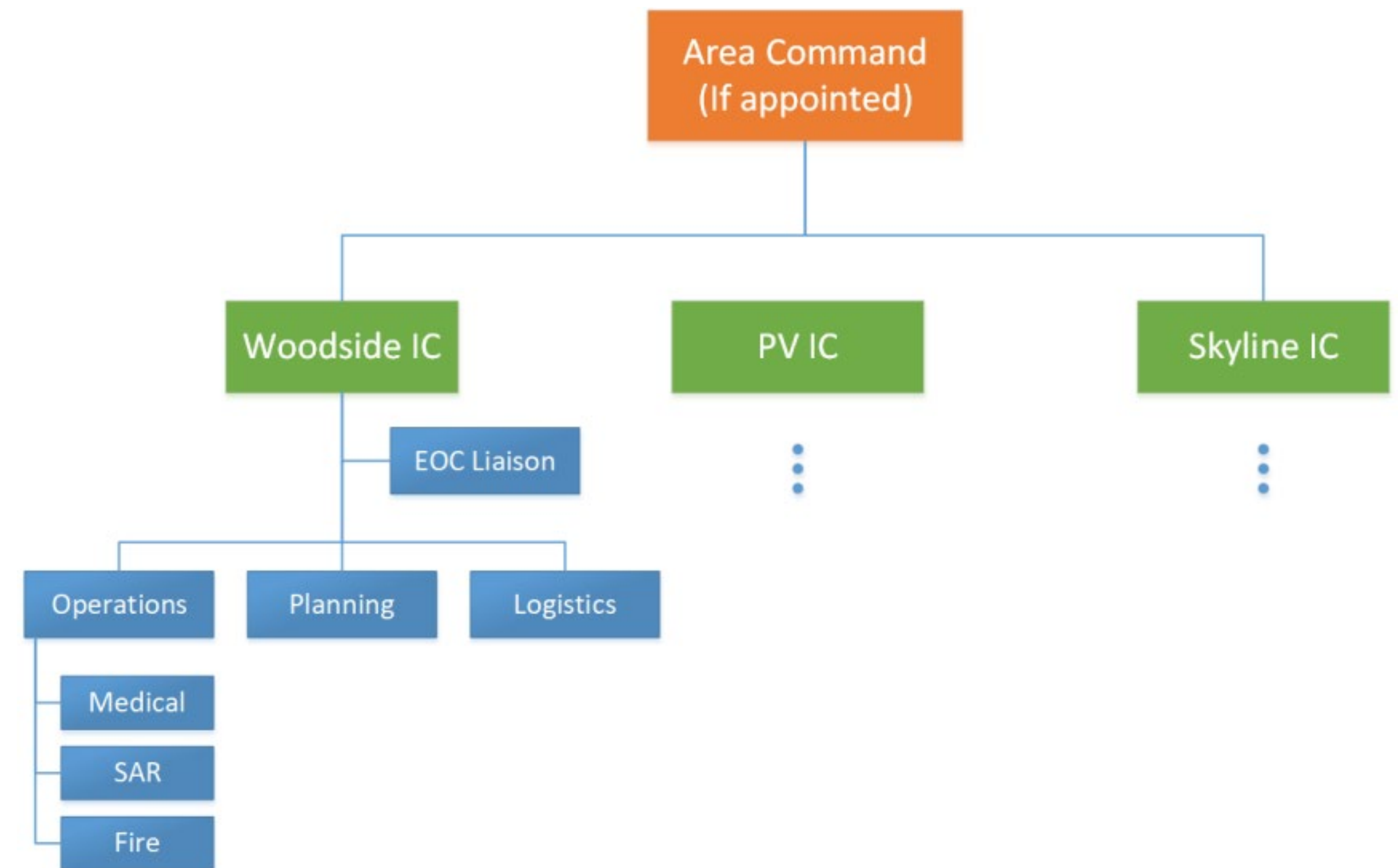
Have a fully separate function (Possibly staffed by EPC) to 'tour guide' what's going on, to offer handouts, to display course curriculums available

Show off the 'medical response' - This, historically, has resonated with residents

WPV CERT Mission Statement and Organization

The WPV-CERT program will train individuals in emergency preparedness and basic disaster response techniques, thereby enabling them to prepare, as volunteers, to take an active role in providing critical support in a safe manner to the community when professional responders are overwhelmed or not available.

- This is a WFPD district-wide organization
- Common training
- The District is divided into 3 Branches (2 active)
- The Portola Valley Branch is being organized to integrate with the PV Emergency Operations Center
- The PV Branch Incident Command Post is in the Buckeye Room at Town Center
- The staging point for the PV Branch is PV Town Center



WPV Cert Participation Levels (Levels 1 and 2)

CERT Trained:

- **Basic CERT training including the final drill**
- At graduation, a certificate will be issued. It is recommended that CERT Trained take a Refresher Course at least every two years and attend drills to maintain their skills. No Disaster Service Worker status.

CERT Member:

- **CERT Trained plus**
- Attend at least one training class, drill or exercise per year.
- Adult CPR/AED Class (Online Course or In-Person)
- NIMS IS-100, IS-700
- Sign Standard Operating Procedures Agreement
- Sign DSW Volunteer Registration
- A bi-annual ID badge will be issued.

WPV Cert Participation Levels (Level 3)

CERT Incident Management Team:

- **CERT Member training plus**
- WPV-CERT Order from Chaos Class and Exercise
- WPV-CERT Emergency Communications Class
- WPV-CERT Trailer Operations and ICP Setup
- NIMS IS-200
- NIMS IS-315
- DSWVP Supervision and Documentation Training
- Additional Training as Required by WFPD
- Incident Management Team members are appointed at the discretion of the CERT Program Manager and must meet the training and background check requirements as determined by the Woodside Fire Protection District.