



TOWN OF PORTOLA VALLEY
Regular Meeting of the
Emergency Preparedness Committee
Thursday, October 7, 2021 - 8:00 AM
Via Zoom
765 Portola Road, Portola Valley, CA 94028

MEETING AGENDA

Remote Meeting Covid-19 Advisory: On September 16, the Governor signed AB 361, amending the Ralph M. Brown Act (Brown Act) to allow legislative bodies to continue to meet virtually during the present public health emergency. AB 361 is an urgency bill which goes into effect on October 1, 2021. The bill extends the teleconference procedures authorized in Executive Order N-29-20, which expired on September 30, 2021, during the current COVID-19 pandemic and allows future teleconference procedures under limited circumstances defined in the bill. Portola Valley Town Council and commission and committee public meetings are being conducted electronically to prevent imminent risks to the health or safety of attendees. 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/81133994039?pwd=S3kwbGEweGp0Nm9vMHNmV3lTRWp6UT09>

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: 811 3399 4039

Password: 117967

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 Garmaux, 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 September 2, 2021
 - Appointment of Secretary
5. 8:06 WPV-CERT/WFPD Report (Brown/Linder)
6. 8:16 Town Report (de Garmaux)
 - Adoption of a Resolution Confirming the State of Emergency and Need to Continue Conducting Town Public Meetings Remotely
 - (a) Adoption of a Resolution of the Emergency Preparedness Committee of the Town of Portola Valley Confirming Existing State Emergency and Authorizing Continued Remote Public Meetings (Resolution No. __)
7. 8:20 Sub Committee Reports
 - Communications (Rothrock)
 - Wildfire Preparedness Committee Report (Pfau)

- Outreach (?)
 - CERT/Town/Woodside Integration Committee (Raanes)
 - WPV-Ready Liaison (TBD)
8. 8:30 "PV Live Revive" – Town Picnic October 9
- Staffing
9. 8:35 Housing Element – Committee of Committees
- Appointment of members
 - See attached memo from Laura Russell
10. 8:40 Communications for Virtual EOC (Jeremy/Brandi)
- Interface/radio communications CERT/EOC/County
11. 8:45 Signs for AM Radio
- Entering Town for visitors
12. 8:50 Backup for Town Internet (Jeremy/Brandi)
- Satellite?
13. 8:55 Next meeting is November 4, 2021
- Quorum check
 - Agenda items for next meeting
14. 9:00 Adjourn



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MINUTES

1. Call to order
 - Chair Pfau called the meeting to order at 8:00 am
2. Roll Call
 - Members Present: Dale Pfau/Chair, Jerry Shefren, Bud Trapp, Mark Bercow, Chris Raanes, Ray Rothrock
 - Members Absent: Dave Howes, Craig Taylor
 - Guests: John Richards/Town Council, Rob Lindner and Selena Brown WFPD, Brandi de Garmeaux (Town)
3. Oral Communications
 - None
4. approval of minutes;
 - Motion; Approve minutes of August 5, 2021; passed
 - Chairman Pfau would take minutes for the meeting
5. WPV-CERT/WFPD Report (Brown/Lindner)
 - Hiring/Promotions continue
 - Selena is working with Young Men's Service League (YMSL) to assist in vegetation management in Portola Valley
 - CERT training will take place in October
 - CERT Command Post training will take place on October 30
 - WPV-Ready and WPV-CERT and WFPD will be at town Picnic on October 9
6. Town Report (de Garmeaux)
 - Brandi will be transitioning out of her position
 - Town will be participating in a Regional emergency exercise on 9 November
7. Sub Committee Reports
 - Communications (Rothrock)
 - Committee Chair and members commended Ray on his outstanding work to keep the UHF link to County OES operating and improving
 - Ad Hoc Wildfire Committee Report (Pfau)
 - Updates on Evacuation Study and recommended changes to Town building codes

- Traffic Evacuation Study recommendations to TC at next meeting
 - Outreach (?)
 - Still looking for new volunteers
 - CERT/Town/Woodside Integration Committee (Raanes)
 - none
 - WPV-Ready Liaison (TBD)
 - none
8. Table for “PV Live Revive” – Town Picnic October 9
- Committee to host a table at Town Picnic adjacent to WPV-Ready/CERT
 - Two types of magnets were discussed; decision was made to order both and pass out at Picnic
9. Communications for Virtual EOC
- Committee needs additional information from Brandi and vendor to understand how to implement communications strategies
10. Discussion
- PV Donates – no action
11. Next meeting is October 7, 2021
- Quorum check appears that enough members will be present
 - Pfau asked for agenda items for next meeting
12. Pfau adjourned the meeting at 8:55 am



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Chair Pfau and Members of the Emergency Preparedness Committee

FROM: Cara Silver, Town Attorney

DATE: October 13, 2021

RE: Adoption of Resolution Confirming the State of Emergency and Need to Continue Conducting Town Public Meetings Remotely

RECOMMENDATION

Staff recommends that the Emergency Preparedness Committee adopt the attached Resolution Confirming the State of Emergency and Need to Continue Conducting Town Public Meetings Remotely.

BACKGROUND

On September 16, the Governor signed AB 361, amending the Ralph M. Brown Act (Brown Act) to allow legislative bodies to continue to meet virtually during the present public health emergency. AB 361 is an urgency bill which goes into effect on October 1, 2021 and expires on January 1, 2024 (portions of the bill applying to the State legislature and school districts expire earlier). The bill extends the teleconference procedures authorized in Executive Order N-29-20 (set to expire September 30, 2021) during the current COVID-19 pandemic and allows future teleconference procedures under limited circumstances defined in the bill. Effective October 1, 2021, cities must comply with AB 361 if they want to conduct entirely remote meetings.

AB 361 varies from Executive Order N-29-20 in several key areas, including:

- **Scope:** AB 361 applies to meetings during a proclaimed state of emergency and state, or local officials have imposed or recommended measures to promote social distancing. ("State of emergency" is defined as a state of emergency declared by the Governor under Government Code Section 8625.) It also applies to other states of emergency proclaimed by the Governor where holding in person meetings would "present imminent risks to the health or safety of attendees". An example of this is an ongoing wildfire in the area. The legislative body must make an initial finding that meeting in person would "present an imminent risk to the health or safety of attendees".

- Requirements during meeting: AB 361 requires several procedural safeguards, such as giving the public ability to address the legislative body directly, providing information on how to address the body, providing either a call-in or internet-based service option, requirement to stop meeting if call-in or internet-based option fails, comments may not be required to be submitted in advance, and pre-registrations (except as required by call-in or internet platform) are prohibited.

- Comment periods: Public members must be given a reasonable time to register to provide public comment and agencies that provide a timed public comment period shall not close the public comment period until that time period has expired.

- Renewal of emergency findings: If the appointed body desires to continue using the teleconference exception, it must confirm the circumstances of the state of emergency 30 days after the first teleconference meeting and every 30 days thereafter.

DISCUSSION

Staff is planning on returning to in person meetings soon. However, some members of the Council, its commissions/committees, staff and the public may want to continue attending remotely. To accomplish this, staff has been working with a vendor to install equipment in the Schoolhouse to accommodate hybrid remote meetings. Until that service is installed, staff recommends that all public meetings continue to be remote.

SB 361 requires the Council to make a regular finding confirming the state of emergency and the need for continued remote hearings. Staff will therefore be agendaizing this finding on every Council, Commission, and Committee meeting agenda until a decision to transition to in person meetings has been made. Council will also be requested to make these findings on behalf of its commissions and committees as well, so there is a uniform policy on public meetings.

ATTACHMENT

1. Resolution
2. [AB 361](#)

RESOLUTION NO. _____

**RESOLUTION OF THE EMERGENCY PREPAREDNESS COMMITTEE OF THE
TOWN OF PORTOLA VALLEY
CONFIRMING EXISTING STATE EMERGENCY AND AUTHORIZING CONTINUED
REMOTE PUBLIC MEETINGS UNDER AB 361**

The Emergency Preparedness Committee of the Town of Portola Valley does RESOLVE as follows:

WHEREAS, on March 4, 2020, the Governor of the State of California declared a state of emergency, as defined under the California Emergency Services Act, due to the COVID-19 pandemic and the State of Emergency remains in effect;

WHEREAS, beginning in March 2020, the Governor’s Executive Order N-29-20 suspended Brown Act requirements related to teleconferencing during the COVID-19 pandemic provided that notice, accessibility, and other requirements were met, and the public was allowed to observe and address the legislative body at the meeting;

WHEREAS, Executive Order N-08-21 extended the previous order until September 30, 2021;

WHEREAS, the Town Council and the Town’s boards, commissions, and committees have conducted their meetings virtually, as authorized by the Executive Order, since March 17, 2020;

WHEREAS, on September 16, 2021, the Governor signed into law AB 361, an urgency measure effective upon adoption, that provides flexibility to government bodies, allowing them to meet virtually without conforming to the Brown Act teleconferencing rules during a declared state of emergency if: (i) State or local officials have imposed or recommended measures to promote social distancing; (ii) the legislative body is meeting to determine whether, as a result of the emergency, meeting in person presents imminent risks to the health or safety of attendees; or (iii) the legislative body has determined that meeting in person would present imminent risks to the health or safety of attendees;

WHEREAS, Cal/OSHA COVID-19 Emergency Temporary Standards (“ETS”) require certain employers to implement social distancing requirements in the work place during the current COVID-19 pandemic; the Santa Clara County Public Health Department currently recommends measures to promote social distancing in combination with other safety precautions when activities occur in shared indoor spaces to mitigate the risk of COVID-19 transmission; the San Mateo County Public Health Officer has directed face coverings to be worn, regardless of vaccination status, over the mouth and nose, in all indoor public settings, venues, gatherings, and workplaces, such as, but not limited to: offices, retail stores, restaurants and bars, theaters, family entertainment centers, conference centers and government offices serving the public; and on July 12, 2021, the Town Manager issued work place guidelines imposing safety protocols on persons attending Town Hall facilities;

WHEREAS, in the last few months, the Delta variant has surged in the United States and become the predominant COVID-19 variant, accounting for more than 99% of COVID-19 cases and higher hospitalization rates;

WHEREAS, the Delta variant is believed by medical experts to be twice as contagious as previous variants, and data has shown the variant has increased transmissibility even among some vaccinated people;

WHEREAS, due to uncertainty and concerns about the Delta variant and current conditions, many workplaces that had announced a return to regular in-person operations have pushed back the full return date until later in the year or next year;

WHEREAS, virtual meetings have not diminished the public's ability to observe and participate and have expanded opportunities to do so for some communities; and

WHEREAS, given the heightened risks of the predominant variant of COVID-19 in the community, holding meetings with all members of the legislative body, staff, and the public in attendance in person in a shared indoor meeting space would pose an unnecessary and immediate risk to the attendees.

NOW, THEREFORE, BE IT RESOLVED by the Emergency Preparedness Committee of the Town of Portola Valley that:

1. The Town Committee adopts the recitals set forth above as findings of fact.
2. The Town Committee hereby determines that, as a result of the emergency, meeting in person presents imminent risks to the health or safety of attendees.
3. In accordance with AB 361, based on the findings and determinations herein, meetings of the Town Council and Town commissions and committees will be held virtually, with Brown Act teleconferencing rules suspended.
4. This resolution shall be effective upon adoption and remain in effect so long as the Council confirms the continuing state of emergency and need for remote meetings as required under AB 361.

PASSED AND ADOPTED this 7th day of October 2021.

By: _____
Dale Pfau, Committee Chair

ATTEST:

Sharon Hanlon, Town Clerk

Dear Committee Chairs and Vice-Chairs,

The Town has begun the process of updating the Housing Element, one of the chapters of the General Plan. As part of that process, all Town Committees are being invited to provide feedback that will be integrated into the Ad Hoc Housing Element Committee process. Per Town Council direction, staff will be convening a special “Committee of Committees” that will meet three times between this fall and summer of 2022.

The first meeting will be held in November and will be broad in its scope, intended to receive general feedback and priorities. The second meeting will be late this year or early next year and will cover key draft policies developed by the Ad Hoc Housing Element Committee. The third meeting will in the middle of 2022 to discuss the complete draft Housing Element.

Each Committee is invited to send one or two representatives to these meetings. You have the option of having the Chair and Vice Chair serve, or you can select one or two members to attend. The same people should serve throughout the process.

If your Committee would like to participate in the process, please **add an item to your October agenda**. We recommend the following topics:

- Appoint one or two members to participate.
- Discuss the most important priorities for the Housing Element Update process.
- What questions do you have?

Staff will schedule the all-committees meeting in November, where committee representatives will be invited to provide a summary of their committee’s discussion and bring forward any questions/comments.

To lay the groundwork for a fruitful discussion among members, **please share with your committee the following educational resources** in advance of the housing discussion:

1. Ad Hoc Housing Element Committee agenda packet – See “What is a Housing Element and Why is it Important?” (p.4) and “Housing Element Frequently Asked Questions” (p. 8) <https://www.portolavalley.net/home/showpublisheddocument/14907/637643840510630000>

2. What is a Housing Element? <https://www.youtube.com/watch?v=65p5GTPUPXU>
3. SMC County-wide Trends <https://www.youtube.com/watch?v=QYmoBHPsYVI>

If you would like additional resources or have any questions, please let us know! You can email myself and Adrienne Smith, our new Senior Planner working on this initiative. She is copied here.

Thanks,
Laura

Laura C. Russell, AICP (she/her)
Planning & Building Director