



TOWN OF PORTOLA VALLEY
Special Meeting of the
Emergency Preparedness Committee
Thursday, November 4, 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/88558972334?pwd=Z0hoR3U3VzV5SEQ1ak5iOXdkZnk3Zz09>

To access the meeting by phone, dial:

1-699-900-6833

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*Mute/Unmute – press *6*

*Raise Hand – press *9*

Webinar ID: 885 5897 2334

Password: 156530

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 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 October 7, 2021
 - Appointment of Secretary
5. 8:06 WPV-CERT/WFPD Report (Brown/Linder)
6. 8:20 Town Report (de Garmeaux)
7. 8:30 Sub Committee Reports
 - Communications (Rothrock)
 - Wildfire Preparedness Committee Report (Pfau)
 - Outreach (?)
 - CERT/Town/Woodside Integration Committee (Raanes)
 - WPV-Ready Liaison (TBD)

8. 8:40 "PV Live Revive" – Town Picnic October 9
 - Review
9. 8:42 Communications for Virtual EOC (Jeremy/Brandi)
 - Interface/radio communications CERT/EOC/County
10. 8:52 Backup for Town Internet (Jeremy/Brandi)
 - Satellite?
11. 8:58 Committee Membership for 2022
 - All who wish to continue please let Chair know
12. 8:59
 - Quorum check
 - Agenda items for next meeting
13. 9:00 Adjourn



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MINUTES

1. Call to order
 - Chair Pfau called the meeting to order at 8:02 am
2. Roll Call
 - Members Present: Dale Pfau/Chair, Jerry Shefren, Bud Trapp, Mark Bercow, Ray Rothrock, Dave Howes, Craig Taylor
 - Members Absent: Chris Raanes
 - Guests: John Richards/Town Council, Rob Lindner and Selena Brown WFPD,
3. Oral Communications
 - None
4. approval of minutes;
 - Motion; Approve minutes of September 2, 2021; passed
 - Chairman Pfau would take minutes for the meeting
5. WPV-CERT/WFPD Report (Brown/Lindner)
 - WFPD is not yet requiring mandatory COVID vaccinations, but vaccination rate is over 90%
 - Kenan Hurd was promoted to Battalion Chief
 - Completing Fire Captain exams; could be 4 or 5 promotions
 - Statewide, there are still 10 major fires burning; 8 are 75% contained
 - This week is Fire Prevention Week
 - WPV-Ready and WPV-CERT and WFPD will have 3 booths at town Picnic on October 9
 - CERT Tabletop Command Post training will take place on October 30
 - Selena is working with YMSL and will start brush clearing on eligible properties with 20-25 young men
 - November 13 will be Volunteer Appreciation Night
6. Town Report
 - Adoption of a Resolution Confirming the State of Emergency and Need to Continue Conducting Town Meeting Remotely : passed
7. Sub Committee Reports
 - Communications (Rothrock)
 - Move of AM Radio to Cal Water site has been delayed by retirements at Cal Water

- Ad Hoc Wildfire Committee Report (Pfau)
 - Traffic Evacuation Study in progress; expected completion in March 2022
 - Committee moved to Full committee and will meet first Tuesday of every month at 4 pm.
- 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

- Staffing for picnic was discussed
- Magnets have arrived

9. Housing Element – Committee of Committees

- Bud Trapp and Dale Pfau were chosen as representatives

10. Communications for Virtual EOC

- No Town Representatives were present so carried to next meeting

11. Signs for AM Radio

- The committee discussed signage advising visitors to Portola Valley of the Emergency AM Radio
- A “sense of the committee” recommendation to Town Council was approved to install appropriate signage. Locations and actual aesthetics will be left to staff or other committees.

12. Backup for Town Internet

- No Town Representatives were present so carried to next meeting

13. Next meeting is November 4, 2021

- Quorum check appears that enough members will be present
- Pfau asked for agenda items for next meeting

14. Pfau adjourned the meeting at 8:50 am

**Portola Valley EPC Communications Subcommittee Nov. 4, 2021 Meeting
Submitted Oct. 25, 2021**

Radio Communications Status

All repeaters remained online during the several recent power outages.

1. Repeaters and AM: as of this report – all radios/repeaters fully functional
 - a. AM Radio (WRML513). Operational at 100% power.
 - b. PVARC (KM6DLG) amateur repeaters - fully operational.
 - i. New 6m (VHF-lo) amateur repeater on PVARC now operational.
 - c. NVN Repeater (WB5NVN) amateur repeater – fully operational.
 - d. San Mateo Sheriff's Net (f.k.a. OES) (KC6ULT) UHF link - fully operational.
 - e. WPV-CERT Portola Valley GMRS (WQBS772) repeaters (PV1, PV2, PVT) - fully operational.
 - f. 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. No update.

3. WPV-CERT Repeater Network
 - a. Easter Cross Repeater Project.
Needing WPV-CERT to sign the agreement with RWC, required for final permit to construct. Contractor is available mid-Nov. Will take 5 days to complete infrastructure.
 - b. Assisting LTW/VV with repeater locations, antennas, power, and such.
Reconfiguring LTW/VV repeater infrastructure. Power outage revealed a lot of holes in power.

Upcoming

1. Really need to audit and check communications equipment in town. For example, phones were out because of no electricity. Radios there are battery backed up.
2. Battery refresh likely on DC power supply in Town radio room.
3. Oct. 30. WPV-CERT drill and simulation event at Town Hall.

Color Key

Good status

Concerning status

Urgent need status

On going

New Item this report