



TOWN OF PORTOLA VALLEY
Special Meeting of the
Emergency Preparedness Committee
Thursday, January 6, 2022 - 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/84919403290?pwd=Q3ZpMXFuQ1pHdVUrUU4zdFBkMjhkUT09>

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1-699-900-6833

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*Mute/Unmute – press *6*

*Raise Hand – press *9*

Webinar ID: 849 1940 3290

Password: 977775

1. 8:00 Call to order
 - Members: Dave Howes, Dale Pfau/Chair, Chris Raanes, Ray Rothrock, Jerry Shefren, Craig Taylor, Bud Trapp,
 - Guests: 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 December 2, 2021
 - Appointment of Secretary
5. 8:06 Discussion and Questions – Portola Valley evacuation Plan; status & process
 - Bob Grandy, Fehr & Peers
6. 8:30 Election of Officers for 2022
7. 8:35 WPV-CERT/WFPD Report (Brown/Lindner)
8. 8:45 Discussion – Town medical supplies and CERT medical supplies (Shefren/Brown)
 - CERT Trailer update
 - Integration/Disposition

9. 8:50 Town Report
 - Update on AM Radio Signs
 - Update on Virtual EOC meetings with users to demonstrate integration with CERT
 - Update on Backup for Town Internet
 - Update on Cal Water Site – AM Radio relocation
 - Update on Safety Element and expectations for EPC input
 - Update on revision of Multijurisdictional Local Hazard Mitigation Plan

10. 8:55 Subcommittee Reports
 - Communications (Rothrock)
 - Wildfire Committee Report (Pfau)
 - Outreach (?)
 - CERT/Town/Woodside Integration Committee (Raanes)
 - VPV-Ready Liaison (TBD)

11. 8:59 Next meeting is February 6, 2022
 - Quorum check
 - Agenda items for next meeting

12. 9:00 Adjourn



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MINUTES

1. Call to order
 - Chair Pfau called the meeting to order at 8:04 am
2. Roll Call
 - Members Present: Dale Pfau/Chair, Jerry Shefren, Bud Trapp, Mark Bercow, Ray Rothrock, Dave Howes, Craig Taylor, Chris Raanes
 - Members Absent: None
 - Guests: Rob Lindner - WFPD, Brandi de Garneau, Melvin Gaines, Jeremy Dennis/Town Staff
3. Oral Communications
 - None
4. approval of minutes;
 - Motion; Approve minutes of November 4, 2021; passed
 - Chairman Pfau would take minutes for the meeting
5. WPV-CERT/WFPD Report (Lindner)
 - WFPD has completed all promotions
 - Losing 3 more staff due to retirements; expect to hire additional personnel ;
 - Paramedics are in short supply statewide but WFPD is in good shape
 - Working on remodels for Station 7 and Station 8
 - A modified Xmas open House will be held on December 15
6. Town Report
 - This is Brandi's last meeting with EPC; she will be part time moving forward
 - Melvin Gaines was introduced at new Assistant Town Manager
 - Town Safety Element will be coming to EPC for review sometime in 2022
 - Another VEOCi training session for staff will be held on December 15
 - Still looking to set up a VEOCi session to demo CERT integration
 - Evacuation Study is progressing; Fehr & Peers will present at January meeting
7. Sub Committee Reports
 - Communications (Rothrock)
 - Update was attached with packet

- Wildfire Committee Report (Pfau)
 - Committee did not advance recommendations on AHJ and building separation.
 - Outreach (?)
 - Still looking for new volunteers
 - CERT/Town/Woodside Integration Committee (Raanes)
 - Integration is going very well; strong participation
 - New Digital Radio System being installed for CERT
 - Recommend that others from EPC become involved with CERT
 - WPV-Ready Liaison (TBD)
 - none
8. Discussion – Town medical supplies and CERT medical supplies (Shefren/Brown)
- Deferred to next meeting as Selena was absent
9. Communications for Virtual EOC
- Done in Town report
10. Backup for Town Internet
- Done in Town report; nothing new
11. Committee membership for 2021
- Mark Bercow has chosen to not continue with the committee; we thank him for his support and efforts over the past five years. This was Mark's last meeting
 - Pfau said that unless he heard otherwise, all committee members will continue
12. Next meeting is January 6, 2022
- Quorum check appears that enough members will be present
 - Chris asked that elections for 2022 officers be put on the January Agenda
13. Pfau adjourned the meeting at 9:02 am