



**TOWN OF PORTOLA VALLEY**  
**Regular Meeting of the**  
**Emergency Preparedness Committee**  
**Thursday, February 3, 2022 - 8:00 AM**  
**Via Zoom**  
**765 Portola Road, Portola Valley, CA 94028**

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**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/84321420552?pwd=VnhtaXEyRIJ5MjRwcENVZTBzTkNlZz09>

**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:** 843 2142 0552

**Password:** 905198

1. 8:00 Call to order
  - o Members: Dave Howes, Dale Pfau/Chair, Chris Raanes, Ray Rothrock, Jerry Shefren, Craig Taylor, Bud Trapp, Vic Schachter, Marianne Plunder
  - o Guests: John Richards/Town Council, Rob Lindner and Selena Brown WFPD
2. 8:01 Roll Call
3. 8:03 Oral Communications
  - o 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;
  - o Motion; Approve minutes of January 6, 2022
  - o Appointment of Secretary
5. 8:05 Welcome New Members
  - o Vic Schachter
  - o Marianne Plunder
6. 8:06 WPV-CERT/WFPD Report (Brown/Lindner)
7. 8:15 Subcommittee Reports
  - o Communications (Rothrock)
    - o Status of Rothrock/Town AM Radio Operating Agreement
  - o Wildfire Committee Report (Pfau)
  - o Outreach (?)
  - o CERT/Town/Woodside Integration Committee (Raanes)

- WPV-Ready Liaison (TBD)
- Town Council Meeting of January 26 (Pfau)
- 8. 8:25 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
- 9. 8:30 Discussion – EPC input to Ad Hoc Housing Element Committee (Pfau)  
  
8:35 Save the Date – Annual “Emergency Communications and Safety Day”
  - Saturday, June 25; Town Center location reserved
  - WPV-Ready, WPV-CERT, WFPD are all invited
- 10. 8:35 Discussion – Town medical supplies and CERT medical supplies (Shefren/Brown)
  - CERT Trailer update
  - Town medical supplies status
  - Integration/Disposition
- 11. 8:45 Discussion – Additional town staff (Shefren)
  - Should the town consider hiring someone to support
    - Neighborhood emergency preparedness
    - Firewise communities
  - How to integrate/support WPV-Ready, WPV-CERT, WFPD
- 12. 9:00 Next meeting is March 3, 2022
  - 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 8:01 am
2. Roll Call
  - Members Present: Dale Pfau/Chair, Bud Trapp, Ray Rothrock, Craig Taylor, Chris Raanes
  - Members Absent: Jerry Shefren, Dave Howes
  - Guests: Rob Lindner/WFPD, Selena Brown/WFPD, Jeremy Dennis/Town Staff, Bob Grandy/Fehr & Peers
3. Oral Communications
  - Kristy Corley asked for copies of documents referred to in agenda. Chair responded that he was unaware of any documents referenced in agenda.
  - Chair Pfau pointed out that there were 37 individuals on the zoom call. A record for an EPC meeting. He also pointed out that the committee has openings and suggest that attendees should apply if they have interest.
  - Chair Pfau also asked for brief public commentary and questions as EPC holds to a strict 1 hour meeting time out of respect for committee members time.
4. approval of minutes;
  - Motion; Approve minutes of December 2, 2021; passed
  - Chairman Pfau would take minutes for the meeting
5. Discussion and Questions - Portola Valley Evacuation Plan; status & process
  - Bob Grandy of Fehr & Peers provided a brief discussion of the Evacuation Study
  - Slides presented are attached
  - There was vigorous participation by residents
    - Bob answered some questions but he took several other comments and questions for study and advisory
6. Election of officers
  - Dale Pfau was elected Chair for 2022
  - Chris Raanes was elected Vice-Chair for 2022

7. WPV-CERT/WFPD Report (Lindner/Brown)
  - Most CERT & Ready activities postponed due to Omicron; more details in Selena's report attached to these minutes
  - Omicron is affecting staffing statewide but so far district is doing well
  - Hirings have been completed
  - Working on remodels for Station 7 and Station 8
  - A modified Xmas open House will be held on December 15
  
8. Discussion – Town medical supplies and CERT medical supplies (Shefren/Brown)
  - Deferred to next meeting as Jerry was not present
  
9. Town Report (Dennis)
  - Update on AM Radio Signs – nothing new
  - Update on Virtual EOC meetings with users to demonstrate integration with CERT –nothing new
  - Update on Backup for Town Internet – Howard working this
  - Update on Call Water site – AM Radio relocation – Howard working this
  - Update on Safety Element and expectations for EPC input – will come to Committee in the next few months
  - Update on revision of Multijurisdictional Local Hazard Mitigation Plan – unlikely to come to committee
  -
  
10. Sub Committee Reports
  - Communications (Rothrock)
    - Update was attached with packet
    - Ray highlighted need for Operational Agreement for AM Radio
  - Wildfire Committee Report (Pfau)
    - No January meeting
  - Outreach (?)
    - Still looking for new volunteers
  - CERT/Town/Woodside Integration Committee (Raanes)
    - Nothing new
  - WPV-Ready Liaison (TBD)
    - none
  
11. Next meeting is February 3, 2022
  - Quorum check appears that enough members will be present
  
12. Pfau adjourned the meeting at 9:17 am



### **WPV-Ready & WPV-CERT Updates**

- Congrats again to Woodside Hills for their Firewise accreditation-
- Command Post Exercise being rescheduled for April (9<sup>th</sup>, or 23<sup>rd</sup>)
- CERT skills day has tentatively been rescheduled for May 21<sup>st</sup> -22<sup>nd</sup> – Office Hours starting in late March
- Tentatively scheduling a CPR/First Aid Training (April) before the CERT skills day so people can meet their CERT DSW Requirements

### **New Developments**

- Annual mailer to be pushed out mid-March. This will allow us to include upcoming trainings aside from program updates and request for resident info.
- Will be revising current WPV-CERT standard operating procedure (SOP). Need to adjust certification requirements for WPV-CERT Disaster Service Worker status.

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**Portola Valley EPC Communications Subcommittee February 3, 2022 Meeting  
Submitted January 25, 2022**

**Radio Communications Status**

1. Repeaters and AM: as of this report – all radios/repeaters fully functional
  - a. AM Radio (AM, WRML513). Operational at 100% power.
  - b. PVARC (FM, KM6DLG) amateur repeaters.
    - i. PVARC 2 meter repeater is temporarily out of service.  
220 and 6m repeater fully operational.
  - c. NVN (FM, WB5NVN) amateur repeater fully operational.
  - d. NVN (DMR, WB5NVN). Operationalized a new DMR (digital mobile radio) repeater. DMR repeater enhances capabilities in the PV/Woodside area.
  - e. San Mateo Sheriff's (f.k.a. OES) (FM, KC6ULT) UHF link - fully operational.
  - f. WPV-CERT Portola Valley GMRS (FM, WQBS772) repeaters (PV1, PV2) - fully operational.
  - g. WPV-CERT Portola Valley digital repeater (DMR) – fully operational.
  - h. LTW/VV GMRS (FM) repeaters are fully functional with improved performance.
  
2. AM Antenna Relocation Project to Cal Water site at Peak and Golden Oak
  - a. H. Young working the matter. No update.
  - b. Submitted on Jan. 24 to Town a strawman document for operation at 56 Granada.
  
3. WPV-CERT Repeater Network
  - a. Easter Cross Repeater Project.  
Work to commence first week of February.
  
4. Communications Protocol
  - a. Need to complete EPC radio comm for Town protocol complimentary with WPV-CERT operations during an emergency.
  - b. Need to engage more on the virtual EOC.

**Upcoming**

1. Audit and check communications equipment in Town Hall.
  - a. Battery refresh likely on DC power supply in Town radio room.
2. Work with Town on virtual EOC protocols.
3. Need to revisit radio protocols for activation during a declared emergency.

**Color Key**

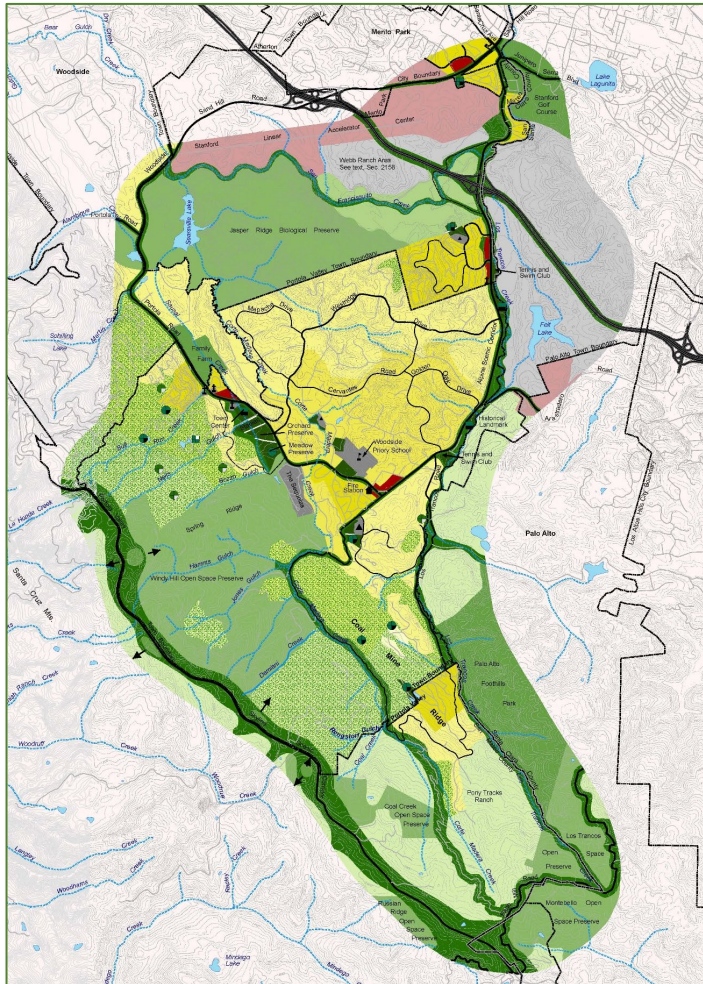
Good status

Concerning status

Urgent need status

On going

New Item this report



# Portola Valley Wildfire Evacuation Study

## Emergency Preparedness Committee Briefing

January 6, 2022

FEHR PEERS

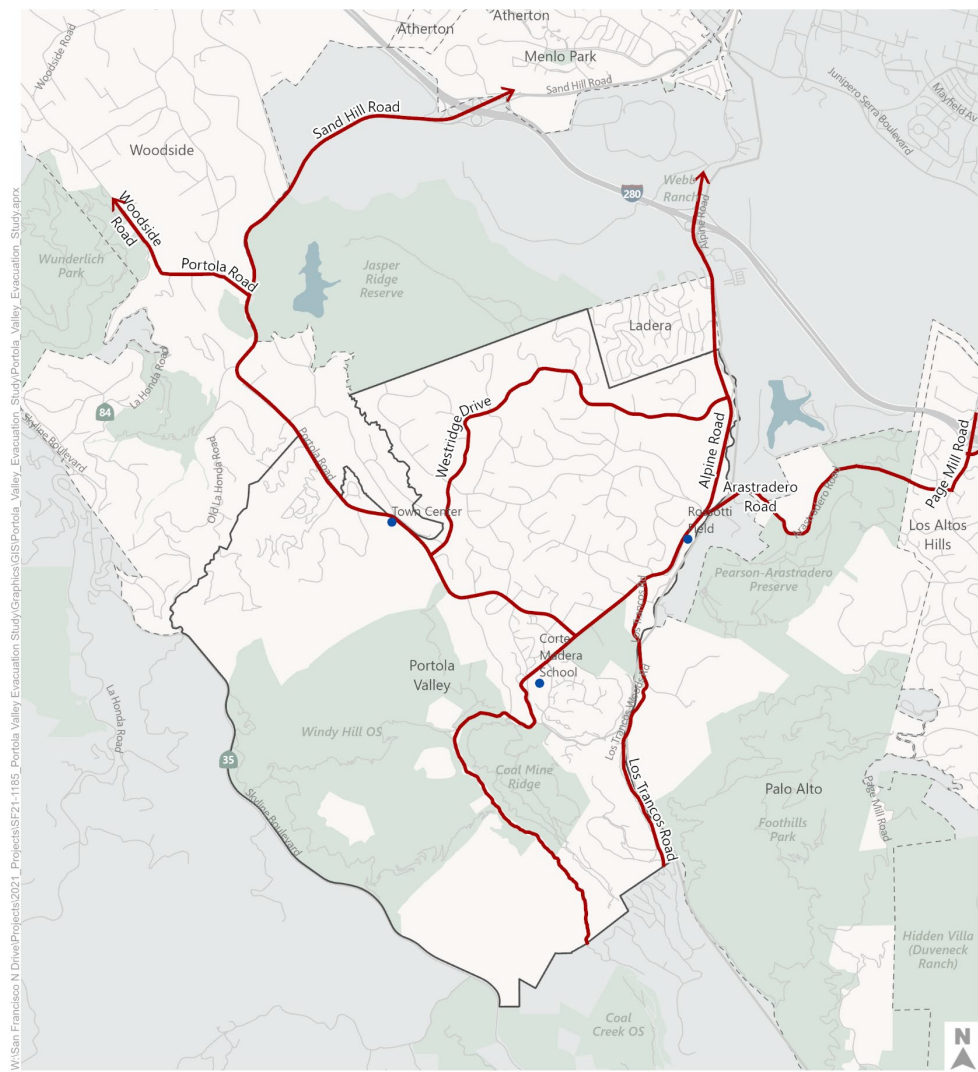




EVACUATION ROUTES

# EVACUATION ROUTES

- Primary: Alpine Rd
- Secondary: Sand Hill Road
- Limited: Woodside to north, Arastradero Road to Page Mill to south



W:\San Francisco N Drive\Projects\2021\Projects\SF21-1185\_Portola Valley Evacuation Study\Graphics\GIS\Portola\_Valley\_Evacuation\_Study.aprx

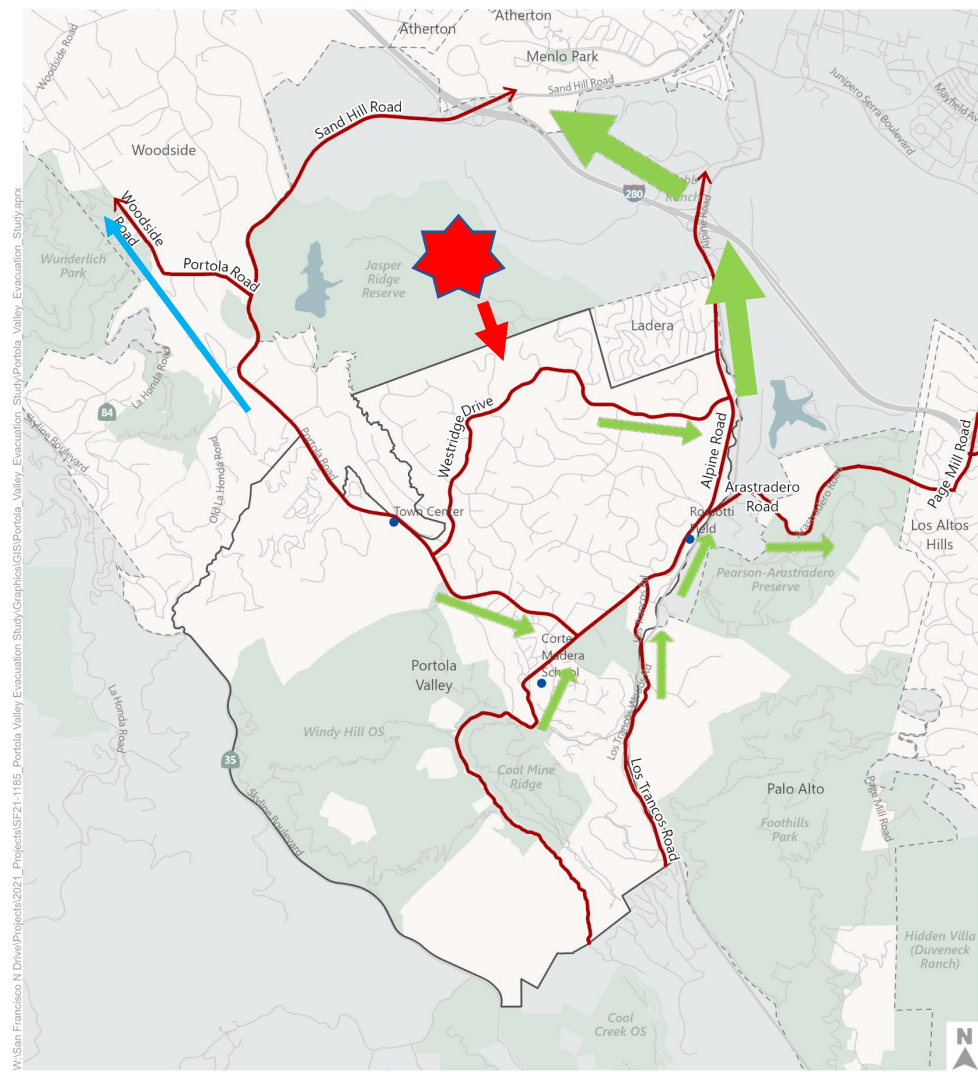
# Evacuation Scenario Options

SCENARIO 1	SCENARIO 2	SCENARIO 3
<p><b>A WILDFIRE THAT STARTS WITHIN THE TOWN AND TAKES 1-3 HOURS TO ARRIVE</b></p>	<p><b>A WILDFIRE THAT STARTS NORTHWEST OF THE TOWN AND TAKES 12-24 HOURS TO ARRIVE</b></p>	<p><b>A WILDFIRE THAT STARTS SOUTHWEST OF THE TOWN AND TAKES 1-3 FULL DAYS TO ARRIVE</b></p>
<p><b>OPTION 1: WILDFIRE STARTS IN THE AREA IMMEDIATELY SOUTH OF TOWN - NEAR THE 1962 FIRE in Los Trancos area (from south)</b></p> <p><b>OPTION 2: WILDFIRE STARTS IN THE AREA IMMEDIATELY NORTH OF TOWN – JASPER RIDGE RESERVE (from north)</b></p> <p><b>OPTION 3: WILDFIRE STARTS IN THE AREA IMMEDIATELY WEST OF TOWN - WENDY HILL OPEN SPACE PRESERVE (from west)</b></p>	<p><b>WILDFIRE STARTS IN THE AREA WEST OF WOODSIDE - NEAR THE 2017/18 SKEGGS FIRE @ Skyline Rd and Skeggs Point (from northwest)</b></p>	<p><b>WILDFIRE STARTS IN THE SANTA CRUZ MOUNTAINS SIMILAR TO THE 2020 CZU FIRE (from southwest)</b></p>

EVACUATION ROUTES

# EVACUATION SCENARIO

- Wildfire starts in Jasper Ridge Reserve to north of Town
- Spreads south
- Stress test with most trips using Alpine Road (1 exit lane)



# Roadway Evacuation Demand Assessment

- Worse Case Time Period – Weekday 6-8 am
- Evacuation Trips
  - Households
  - Employees
  - Priory School (about 30 faculty/staff housing units, 45 student boarders)
  - The Sequoias Portola Valley
  - Equestrian Trailers

# Portola Valley Demographics

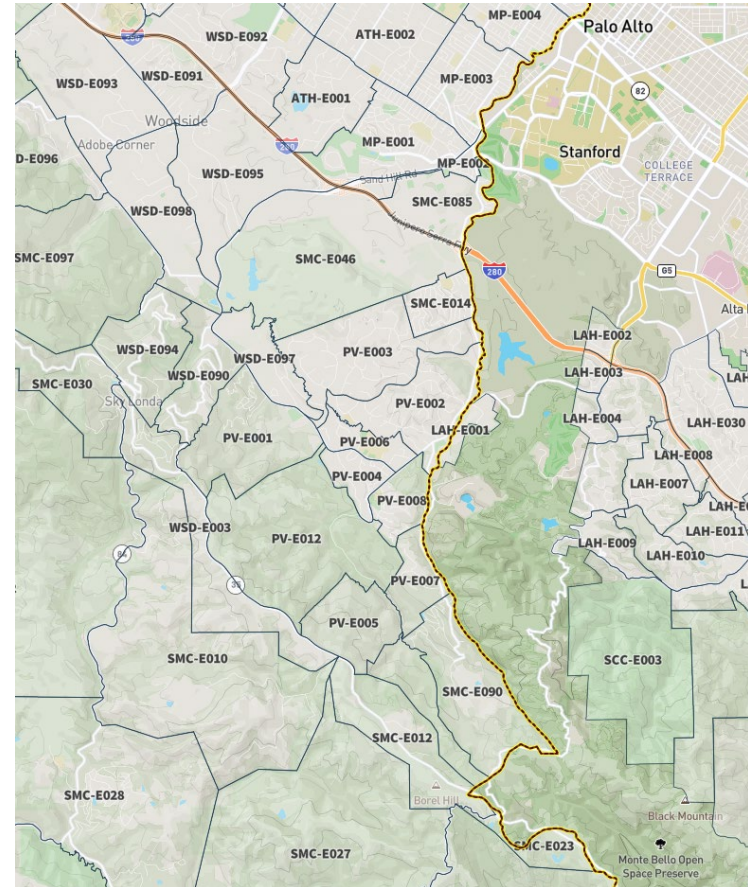
- CA Department of Finance (2015)
  - Population – 4,583
  - Households – 1,906
  - Occupied Households – 1,752 (8.1% vacancy)
  - 2.59 persons per HH
- San Mateo C/CAG Travel Model (2015)
  - Employees – 1,441
    - 595 service
    - 554 office/other
    - 141 agricultural
    - 105 retail

# Zonehaven Evacuation Vehicle Estimates

- Cars Leaving by Area

Area	Cars
Portola Valley Zones 1-8, 12	3,550
Ladera (SMC-EO14)	1,400
Los Trancos (SMC-EO90)	650
Family Farm (WSD-E097)	120

Other surrounding less populated zones with homes that would generate vehicle evacuation trips: SMC-EO11 (upper Alpine), SMC-E046 (Jasper Ridge), LAH-E001 (Old Alpine Rd), WSD-E090 (Old La Honda), WSD-E095 (north of Sand Hill), and WSD-E098 (Woodside north of Sand Hill)



# Roadway Evacuation Capacity Assessment

- Designated Evacuation Center – Canada College (I-280/Farm Hill Rd), ≈ 4.5 miles north on 280
- Evacuation-Specific Distribution Patterns (spatial, temporal, modal)
- Capacity Assessment
  - Total Travel Time
  - Road Segment & Intersection Volumes – Capacity Assessment

# Q & A