



TOWN OF PORTOLA VALLEY
Regular Meeting of the
Emergency Preparedness Committee
Thursday, April 7, 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/84285464932?pwd=MklrbjUUNnRINm9sNkVJRTVhVXIPZz09>

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: 842 8546 4932

Password: 392067

1. 8:00 Call to order
 - Members: Dave Howes, Dale Pfau/Chair, Chris Raanes/Vice Chair, Ray Rothrock, Jerry Shefren, Craig Taylor, Bud Trapp, Vic Schachter, Marianne Plunder, Rob Younge
 - 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 March 3, 2022
 - Appointment of Secretary
5. 8:06 Welcome New Member
 - Rob Younge
6. 8:07 WPV-CERT/WFPD Report (Brown/Lindner)

7. 8:17 FY22 –FY 23 Budget Discussion and Approval (Pfau)
 - Budget worksheets for prior years and coming year (attached)
8. 8:27 Discussion and Approval – Neighborhood Outreach Subcommittee (Schachter)
 - Neighborhood Resource Guide (attached)
9. 8:37 Discussion – Potential transfer of Evacuation Study from WPC to EPC (Pfau)
- 10.8:45 Subcommittee Reports
 - Communications (Rothrock)
 - Wildfire Committee Report (Pfau)
 - CERT/Town/Woodside Integration Committee (Raanes)
 - WPV-Ready Liaison (TBD)
- 11.8:50 Town Report (Dennis)
 - Ray Rothrock agreement
 - Update on AM Radio Signs
 - Update on Backup for Town Internet
 - Update on Cal Water site – AM Radio relocation
 - Update on Safety Element
- 12.8:52 SMC Alert - Department of Emergency Management (DEM) Discussions (R. Younge)
- 13.8:54 Update – Town medical supplies and CERT medical supplies (Shefren/Brown/Taylor)
- 14.8:57 Update - Letter from Committee Chairs to Town Council on Safety Element Update (Pfau)
 - (attached)
- 15.9:00 Scheduling Next Meeting
 - Quorum check
 - Agenda Items for next meeting
 - Upcoming Activities
 - April 22 - VEOCI CERT demo
 - April 30 - CERT Command Post Exercise
 - June 25 – Annual Communications and Safety Day
- 16.9:00 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, Bud Trapp, Ray Rothrock, Craig Taylor, Chris Raanes/Vice Chair, Jerry Shefren, Dave Howes, Marianne Plunder, Vic Schachter
 - Members Absent: None
 - Guests: Selena Brown/WFPD
3. Oral Communications
 - MJ Lee told the committee that the WPC had voted to explore relocation of the Evacuation Study from WPC to EPC. After brief discussion by the committee, it was determined that the subject will be added to the agenda for the April meeting.
4. Approval of minutes;
 - Motion; Approve minutes of February 3, 2021; passed
 - Chairman Pfau would take minutes for the meeting
5. WPV-CERT/WFPD Report (Brown)
 - Woodside EPC has created a sister subcommittee to Vic's Neighborhood Outreach Subcommittee
 - WPV-Ready will sponsor a webinar on Fire Extinguishers on March 26
 - CERT Command Post training will take place on April 30
 - Hybrid CERT training will take place on May 21
 - YMSL will be working on additional areas for Vegetation Management
 - CERT Trailers should be ready for the Woodside May Day Parade
6. Sub Committee Reports - completed
7. Town Report
 - AM Radio relocation should get back on track in April
 - Safety Element may come to committee in April/May/June timeframe
8. Discussion – Neighborhood Outreach Subcommittee (Schachter)
 - Charter and Roadmap were discussed and approved

9. VEOCi – CERT Integration call – this demo was postponed
10. Update – Town medical supplies and CERT medical supplies (Shefren/Brown/Taylor)
 - Craig and Jerry said they would investigate
11. Next meeting is April 7, 2022
 - Quorum check appears that enough members will be present
12. Pfau adjourned the meeting at 8:45 am



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Chairs and Members of Town Commissions and Committees
FROM: Cindy Rodas, Finance Director
DATE: March 23, 2022
RE: **2022-23 Budget Calendar**

It's time to begin the budget planning process for the Town of Portola Valley's next fiscal year (July 1, 2022 – June 30, 2023). Budget worksheets are being distributed via email to Town staff, consultants, and each committee's chair. **Budget discussions should be agendized by committees/commissions in April.** Per the Committee Handbook, Committees should prepare their budget request and by motion and affirmative vote approve its submittal to the Town Manager.

The information submitted on these sheets will initially be reviewed and evaluated by Town staff. A recommended budget will then be forwarded to the Finance Committee for their review. Their comments and recommendations will be forwarded to the Town Council in a proposed budget. After review and public hearing, the Council will then adopt the budget in June.

2022-23 BUDGET SCHEDULE	
March 18, 2022	Memorandum and Budget Worksheets distributed to Town Council, Commissions/Committees, Consultants and Town staff
Mid-April 2022	Budget Worksheets reviewed and prepared by Committees, consultants and staff
Late April 2022	Budget Worksheets finalized by Committees/Commissions, consultants and staff
Monday, May 2, 2022	Deadline for Budget Worksheets! Submit directly to Cindy Rodas (crodas@portolavalley.net)
Mid to late May 2022	Requests reviewed by staff, Recommended Budget prepared
3 rd week of May 2022	Recommended Budget forwarded to Finance Committee
4 th week of May 2022	Finance Committee Meeting (tentative)
2 nd week of June 2022	Presentation of Proposed Budget to Town Council
4 th week of June 2022	Public Hearing on Proposed Budget, Adoption of Final Budget

If you have any questions, please feel free to contact me directly at 851-1700 (ext 229) or via email at crodas@portolavalley.net. Please note that the [Adopted Budget – September Revision for 2021-22](#) is available for review online on the Town's website.



Town of Portola Valley

BUDGET WORKSHEET

Committee/Commission: Emergency Preparedness Committee

Submitted by Dale Pfau, Chair EPC

ITEM #	BUDGET REQUEST OR ITEM DESCRIPTION/ACTIVITY: Please describe your budget request as clearly as possible.	ADOPTED 2020-2021 BUDGET	PROPOSED 2021-2022 BUDGET	FUTURE YEAR BUDGETS *		
				2022-23	2023-24	2024-25
		\$10,000.00	\$ 9,000.00	\$ 10,000	\$ 10,000	\$ 10,000
				* Future Budget Requests are merely estimates for capital items (ie. furniture, computers, trucks, roads, etc.) that you anticipate purchasing/building in future years. Future year budgets are not binding on the Council, but provide a heads-up for possible costs in the future.		

Submit completed worksheet to Finance Director, Cindy Rodas crodas@portolavalley.net
Deadline for budget requests is Monday, May 3, 2021.

Portola Valley Resource Guide To Organize Your Neighborhood To Respond To Emergencies

Why organize your neighborhood?

Individual and neighborhood preparedness may be the most important way to stay safe and survive a disaster such as a major earthquake or wildfire.

Well organized neighborhoods will provide the following benefits:

- Knowing your neighbors, their training and skills that might be needed in an emergency.
- Recognizing neighbors with special needs that might require extra assistance during an emergency.
- Ensuring that your neighborhood can communicate with local and county emergency services.
- Allowing for central and decentralized storage of emergency equipment that would benefit individuals and the neighborhood.
- Encouraging training for those who might be interested.
- Knowing your neighbors encourages each to look out for each other.
-

Purpose of this Handbook

There are many kinds of disasters (earthquakes, wildfires, floods, pandemics, etc.). Being prepared to deal with these disasters at the individual household or family level is the first and essential step towards neighborhood and community preparedness.

This handbook provides guidelines that will help neighborhood leaders get the process started by working with a plan that has been used to organize other Portola Valley neighborhoods. It was prepared by the Emergency Preparedness Committee of Portola Valley in recognition of how organized, trained, and connected neighbors contribute to a well-prepared community.

Success will depend on identifying and supporting a group of neighborhood leaders as they work through the process. You can be that person or part of that team that gets the ball rolling. When a disaster strikes, you and your neighbors will be glad you did.

What are the steps to organize a ready neighborhood?

1. The first step is to identify and define your neighborhood. There are often natural boundaries such as blocks, homeowner associations, townhouses, or apartment buildings. It may be easier to start with a smaller group although if it is too small all the work will fall on a few. The neighborhood could be expanded later, or several neighborhoods might join. Some neighborhoods maybe only a dozen households and others over 100. You and your team will define your neighborhood.
2. Start by engaging neighbors you know and invite others you may not know. Explain why this is important to everyone. This may be done by inviting your neighbors to an "inaugural" meeting to discuss neighborhood interest, goals, protocols for collecting household data, contact information, emergency procedures, and setting up communication protocols, among other topics of common interest.
3. Develop a robust contact list to include, names of all household members, home and cell phone numbers, and email. You will need this information to set up communication protocols before an emergency and to use during an emergency.
4. It will be critical to identify, engage, and coordinate your activities through a leadership team of committed neighbors willing to work with you to make sure that your efforts succeed. This has been done before. It just takes committed people who can be relied upon to implement the neighborhood preparedness program.

The size of the team may vary by neighborhood but should have enough members to take on the following functions:

- a. Gathering/ maintenance/ mapping of neighborhood resident information. This will be an ongoing and critical task
- b. Development of communication protocols and procedures

- c. Evacuation protocols particular to your neighborhood and how it intersects with Portola Valley evacuation plans
- d. Developing a plan for obtaining and storing emergency equipment and understanding how that relates to PV, CERT, or even county resources.
- e. Development of a library of selected emergency preparedness materials and pamphlets with the goal of providing each household with a notebook of recommended resources.
- f. Overall coordination of meetings and schedules.
- g. Recruitment of new volunteers
- h. Ensure that radio communication is available for your neighborhood should other communications be unavailable. This would require having at least one or two people with HAM licenses and radios.
- i. Identifying available trainings for individuals and households
- j. Identifying safe areas to assemble in an emergency

Each neighborhood will identify the function and organization of their leadership team, which will evolve over time. No one is likely to be successful doing this alone. The team is critical to success because it mirrors the engagement of your neighborhood and coordinates your preparedness efforts with committed residents who are willing to take responsibility for accomplishing the preparedness program. Such a team would usually be composed of 6 to 10 members, each of whom would accept an area of responsibility.

Identification and designation of area coordinators.

Given that each neighborhood might encompass a considerable number of residences, it is very effective to break down the residences into areas, and to identify an area coordinator (AC), and an assistant coordinator to serve as a back-up. The primary role of the AC is to facilitate communication, preparedness, and response in the event of emergency, in a designated neighborhood area. It is anticipated that each coordinator would have responsibility for about 10

residences, and would be called upon to assist the leadership team in the following activities, consistent with his/her availability:

- Assist in the gathering of neighborhood information, and update information as needed
- Distribute emergency and preparedness materials and related packets as needed
- Be available to answer resident questions
- Facilitate evacuation within responsible area
- Check on maintenance of emergency/ evacuation equipment periodically
- Notify residents of emergencies (phone, in person, etc.)
- Periodically survey resident needs
- Facilitate implementation of preparedness protocols
- Notify team leader and members of developing neighborhood safety issues
- In emergency: assist damage assessment, utility shut off, search and rescue, damage suppression, road clearing, evacuation, transportation, reuniting families
- Facilitate practice drills for evacuation and emergency preparedness
- Identify neighborhood hazardous conditions
- Participate in periodic training and updates, as available

Each neighborhood and each homeowner can decide how much they want to be included or participate in. This is not a one size fits all.

Communications

Communications among members of your neighborhood, as well as the Portola Valley Emergency Operations Center, CERT Incident Command, and San Mateo County Emergencies Center may be a significant challenge during an emergency. Landlines may not be available or overloaded, cellphone service may be down or spotty. Everyone will be trying to contact emergency services at the same time.

Part of your neighborhood planning should include identifying neighbors with experience or expertise in the use of GMRS and HAM radios using UHF, VHF, or HF frequencies. These capabilities may be the only way neighborhoods impacted by a disaster will be able to communicate with the outside services or persons they need. Some of those capabilities require little training; others require licensing

that can be easily accomplished. Resources are available to assist you in these training efforts.

Available Resources to Support a Neighborhood Program

As noted earlier, this playbook is provided to help you get started in establishing a successful neighborhood, prevention program. To assist you in this effort, there are many additional resources available so that it is not necessary for you to start from scratch. Upon request, detailed materials can be provided from Portola Valley neighborhoods that have established successful programs. WPV-Ready can be a useful resource for materials and WPV-CERT for training of interested neighbors. In addition, individual guidance and coaching can be made available to support your efforts and answer any questions. If this is desired, please contact _____ at [insert phone number or email] for assistance.

Conclusion

One of the collateral benefits of embarking in a preventive program is the development of personal relationships with your neighbors who will undoubtedly be grateful for your efforts and extend their appreciation and friendship in return. In addition to having a better prepared neighborhood, you will have nurtured a stronger community and many new neighborhood friendships. Please consider a leadership role in developing your neighborhood prevention program, as it will result in a safer, committed and more resilient, knowledgeable, and friendly community. Good luck!

Attachments:

Sample invitation to neighbors for inaugural meeting

Description of Area Coordinator role

**Portola Valley EPC Communications Subcommittee April 7, 2022 Meeting
Submitted Mar022**

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 – 2m/220/6m.
 - i. PVARC 2 meter repeater back on the air.
 - ii. 6m Repeater received NARCC Coordination.
 - c. NVN (FM, WB5NVN) amateur analog repeater fully operational.
 - d. NVN (DMR, WB5NVN) amateur digital repeater fully operational.
 - i. On a new Coordinated frequency pair 145.0250/147.5250 CC 3
 - 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. 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.
 - b. Submitted on Jan. 24 to Town a strawman document for AM Radio operation at 56 Granada. No response from Town after submission.

3. WPV-CERT Repeater Network
 - a. Easter Cross Repeater Project.
Ready to build out the cabinet, calibrate, and install

4. Communications Protocol
 - a. Need to complete EPC radio comm for Town protocol complimentary with WPV-CERT operations during an emergency.

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. June 25 Emergency Preparation and Field Day

Color Key

Good status

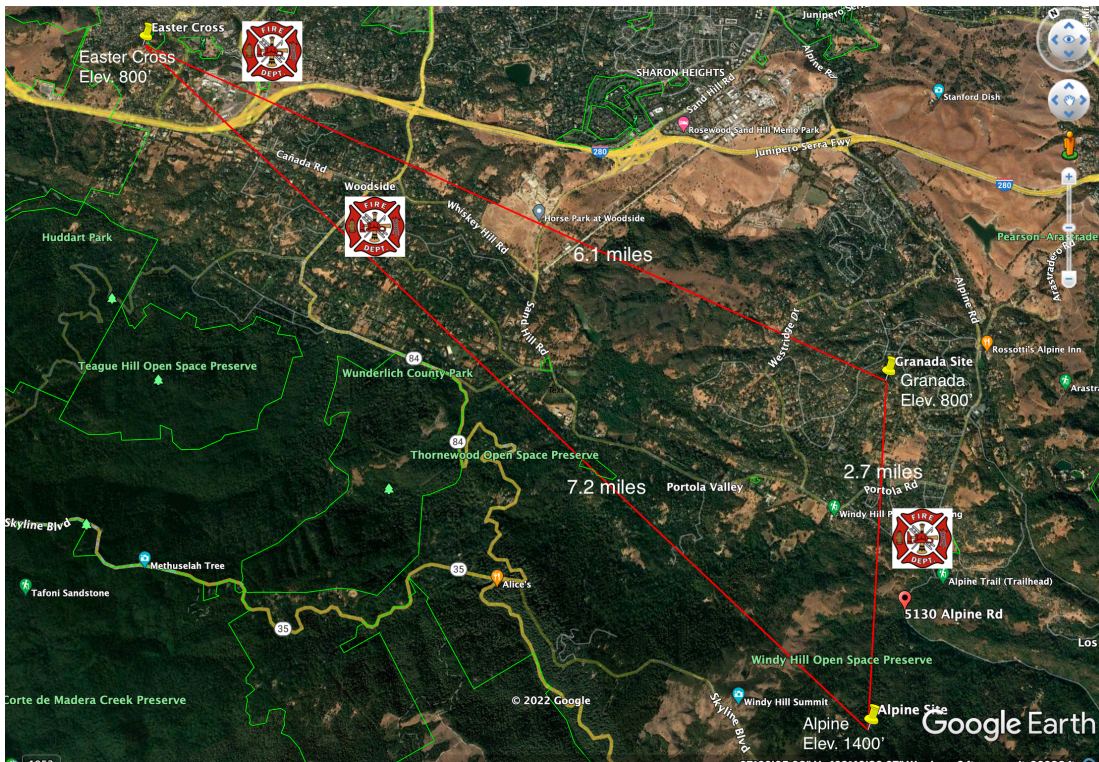
Concerning status

Urgent need status

On going

New Item this report

WPV-CERT Radio Network Portola Valley Amateur Radio Club Repeaters



Easter Cross - Coverage: Woodside, Emerald Hills, Northern PV

- 800' Elevation. 825' antennas
- 6.1 miles to Granada. 7.2 miles to Alpine.
- GMRS Repeater WD1
- CERT Command Digital Repeater #1
- Digital link to/from Granada

Granada Site – Coverage: Portola Valley, Los Tranchos/Vista Verde, parts of Woodside, La Honda area, Arastradero

- 800' Elevation. 825' antennas
- 2.7 miles to Alpine
- GMRS Repeater PV1
- CERT Command Digital Repeater #2
- Digital link to/from Granada
- Amateur WB5NVN FM Analog
- Amateur WB5NVN FM DMR (digital)
- Amateur UHF/VHF crossband link to San Mateo Sheriff VHF repeater system
- Portola Valley AM Radio

Alpine Site – 1400' Elevation

- Coverage: Parts of PV, Up Alpine Road into Ladera, through to Stanford
- GMRS Repeater PV EOC & PV2
- Amateur KM6DLG Repeater, 2m
- Amateur KM6DLG Repeater, 220
 - Repeaters are crosslink (transmit on one, be heard on both)

Notes:

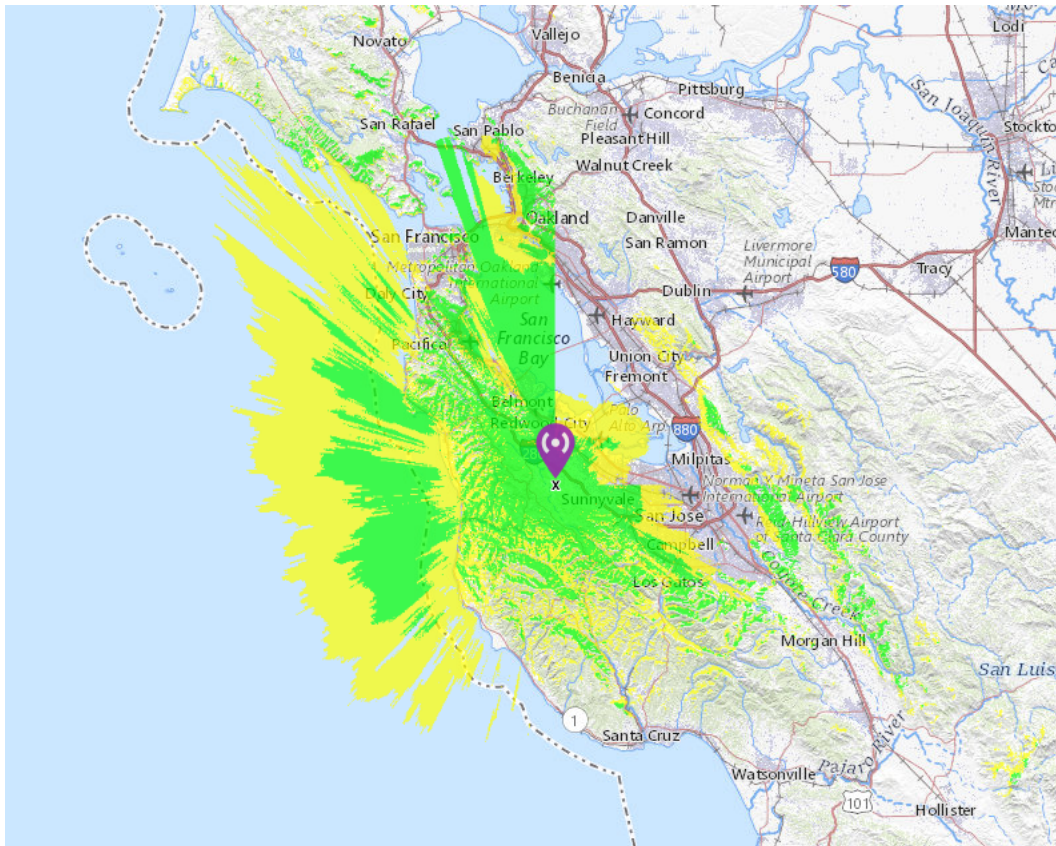
All three sites are in line-of-site to each other.

All three sites (will) have backup battery power.

Alpine and Granada have generator power.

All three sites will have Internet but Easter Cross is served via the digital link from Granada.

Example of VHF radio frequency radiation plot from Granada Site.



Dear Mayor Hughes and Members of the Town Council:

We are writing to express our shared concern about the update to the Safety Element (“SE”), its current stage of development, and the role of our respective committees in the review and editing process. We understand that consultants have been developing the SE update for the past six or seven months. We also understand that our committees will be receiving regular updates as progress on the SE advances. Further, based on representations made by the Town staff, it is our expectation that our committees will be provided an opportunity to review drafts of the SE during the April to May timeframe. Given these facts, we have serious concerns with respect to the nature and scope of the work product, as well as the time provided to review drafts of the SE update. Our concerns include but are not limited to the following items:

1. ***It would be most helpful if a contingent from each committee could meet with the consultants to understand their progress on the SE update, as well as provide input prior to dropping the entire document for review at a committee meeting.*** *A subcommittee of the Wildfire Preparedness Committee (“WPC”) has found that direct involvement with the consultant working on the Evacuation Traffic Study has been helpful in developing a superior product.*
2. ***We have significant concerns regarding the timeline as currently presented.*** *To provide sufficient time to review the materials for the SE update, the Geologic Safety Committee (“GSC”) has been told to anticipate the need for at least several meetings. The GSC is willing to work with the consultants if given the opportunity. The Emergency Preparedness Committee (“EPC”) is currently unable to find a consensus date for a Veoci demo, and it is unlikely that a quorum could be established for special meetings of the EPC. The further we advance into the summer, the less likely that the SE update will receive the review that is duly warranted.*
3. ***We have received no information on the sections of the SE that will require review, or the number of public meetings that are planned or required.*** *We have also not been provided access to the consultants or specialized alternative consultants that are working on this project.*

We have listed a few suggestions below to improve the process flow.

1. As soon as possible, set up a meeting between the consultants and contingents from EPC, WPC, and GSC to understand the following:
 - a. the status of the SE update;
 - b. sections that each committee will need to review; and
 - c. specific tasks where the committees can gather information, survey residents, or otherwise provide support to the consultants.Early engagement with the consultants will have the benefit of front-loading multiple processes, which should expedite overall results in the long run.
2. Plan a joint meeting of all three committees where the consultants can be introduced, and an overview of the SE can be presented. This joint meeting would eliminate the need for separate meetings with each committee. To ensure transparency to the community, this meeting should be recorded and made accessible for public view. Such recording may also be viewed by members of the EPC, WPC and GSC who were unable to attend the meeting.
3. Plan a joint discussion with the Committee Chairs to determine how best to proceed with committee reviews of the Safety Element – alternatives include special meetings of the EPC, WPC and GSC and/or their respective subcommittees and/or public meeting.

The EPC, WPC and GSC stand ready to contribute their expertise and offer their oversight in connection with the development of SE update – a critical document that supports multiple safety protocols for our

Town. In response to this letter, please reach out to the EPC, WPC, and GSC so that we can begin to collaborate on how to achieve a desirable outcome.

Regards,

Chet Wrunke
Chair Pro-Tem and Secretary, Geologic Safety Committee

Michael Tomars
Chair, Wildfire Preparedness Committee

Dale Pfau
Chair, Emergency Preparedness Committee

cc: Jeremy Dennis, Town Manager
Sharon Hanlon, Town Clerk