TOWN OF PORTOLA VALLEY
Regular Meeting of the
Emergency Preparedness Committee
Thursday, May 5, 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/88498834078?pwd=d2FpVVFTOHdORWdtTXA2UW9NcWJSdz09

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1-699-900-6833
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   *Mute/Unmute – press *6*
   *Raise Hand – press *9*

Webinar ID: 884 9883 4078

Password: 176324

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, Rob Younge, Lynn Eisberg
   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 March 3, 2022
   o Appointment of Secretary

5. 8:06   Welcome New Member
    o Lynn Eisberg

6. 8:07   Election of Vice-Chair

7. 8:10   WPV-CERT/WFPD Report (Brown/Lindner)

8. 8:17   Town Report (Dennis)
    o Ray Rothrock agreement
    o Update on AM Radio Signs
    o Update on Backup for Town Internet
    o Update on Cal Water site – AM Radio relocation

9. 8:25   AM Radio Sign Discussion (Pfau)
    o Approval by EPC in October 2021
    o Do we need a subcommittee?

10. 8:37   Update – Town medical supplies and CERT medical supplies
    (Shefren/Brown/Taylor)

11. 8:40   Update on VEOCi CERT Demo on 22 April (Taylor/Rothrock/Brown)

12. 8:45   Update on CERT Command Post Exercise held on 30 April
    (Raanes/Shefren)

13. 8:45   Subcommittee Reports
    o Communications (Rothrock)
    o Evacuation (Younge)
    o Neighborhood Outreach (Schachter)
    o CERT/Town/Woodside Integration Committee (Raanes)
    o WPV-Ready Liaison (TBD)

14. 9:00   Next regular meeting is June 2, 2022
    o Quorum Check
    o Second Special Meeting for review of Safety Element
    o Call for Agenda Items for next meeting
    o Upcoming Activities
        ▪ May 17 – Special EPC Meeting 4-6 pm Safety Element
        ▪ June 25 – Annual Communications and Safety Day

15. 9:00   Adjourn

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MINUTES

16. Call to order
    o Chair Pfau called the meeting to order at 8:00 am

17. Roll Call
    o Members Present: Dale Pfau/Chair, Bud Trapp, Ray Rothrock, Chris Raanes/Vice Chair, Jerry Shefren, Dave Howes, Vic Schachter, Rob Younge
    o Members Absent: Marianne Plunder, Craig Taylor,
    o Guests: Craig Hughes/ Mayor, Jeremy Dennis/Town, Selena Brown/WFPD, Rob Lindner/WFPF

18. Oral Communications
    o Nan Shostak of the GSS said that her committee would like to work with EPC going forward.
    o Jennifer Hammer of the WPC announced that a Wildfire Preparedness fair would take place on May 24
    o Chris Raanes announced that because of his business responsibilities he could miss some future meetings and that he would have to resign as Vice Chair.
        ▪ Jerry Shefren was appointed interim vice-chair and an election will be held at the next meeting.
    o Chair Pfau announced that because of the number of items requiring votes, those items would come before subcommittee reports and other items. Also, Item 12 (Department of Emergency Management Discussion) would be moved to item 10 because it would require a vote. Also, at the end of the meeting, the committee would be asked to find a date in mid May for a special meeting to discuss the Safety Element.

19. Approval of minutes;
    o Motion; Approve minutes of March 3, 2021; passed
    o Chairman Pfau would take minutes for the meeting

20. Welcome New Member
    o Rob Younge has joined the committee

21. WPV-CERT/WFPD Report (Lindner/Brown)
   - o Personnel promotions continue
   - o Station construction is on schedule
   - o Supply chain issues for new equipment are significant; lead-times for engines have moved from 6 months to 2 years
   - o Statewide there are 1000 unfilled positions for fire personnel.
   - o Over 40 volunteers have signed up for CERT skills training
   - o CERT Command Post Exercise will take place on April 30

22. FY22 –FY 23 Budget Discussion and Approval (Pfau)
   - o After discussion the committee approved a budget request of $12k for FY22-23

23. Discussion and Approval – Neighborhood Outreach Subcommittee (Schachter)
   - o The Neighborhood Resource guide was presented and discussed
   - o The committee approved the Guide for distribution
   - o Vic will work with Town Staff to publish

24. Discussion – Potential transfer of Evacuation Study from WPC to EPC (Pfau)
   - o After robust discussion and questions the committee approved the transfer of the Evacuation Study to the EPC
   - o Rob Younge will become the Chair of a new Evacuation Subcommittee and Dale Pfau will be a member

25. SMC Alert - Department of Emergency Management (DEM) Discussions (R. Younge)
   - o Rob had been in discussion with DEM on SMCAlert and discovered that they could do a town wide test of the system for Communications and Safety Day on June 25
   - o This would require a letter from the Town Manager to DEM to approve.
   - o The committee voted to approve a motion to suggest that the Town Manager send a letter to DEM for the test.

26. Subcommittee Reports
   - o Ray Rothrock discussed the radio coverage maps that were included in the agenda packet

27. Next meeting discussion
   - o The next regularly scheduled meeting will be on May 5, 2022
   - o A date for a special meeting the week of May 16 was discussed. The committee failed to find a date where a quorum would be present. Chair will send an email to all members to find a date/time
   - o All items that were not discussed will be on the agenda for May 5, 2022.

28. Pfau adjourned the meeting at 9:15 am

Portola Valley EPC Communications Subcommittee May 5th, 2022 Meeting
Submitted April 25, 2022

Radio Communications Status

1. <u>Repeaters and AM</u>: 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 – fully operational.
   c. NVN (FM, WB5NVN) amateur analog repeater fully operational.
   d. NVN (DMR, WB5NVN) amateur digital repeater fully operational.
   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 Easter Cross GMRS.
      i. WD1 repeater operational on a temporary antenna.
   h. LTW/VV GMRS (FM) repeaters are fully operational.

   Details: http://radio.rothrockfamily.com

2. <u>AM Antenna Relocation Project</u> 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. 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   On going
Concerning status   New Item this report
Urgent need status

Evacuation Subcommittee

Data is starting to come in for Fehr&Peers traffic evacuation study
   Next Steps (tentative)

- May - Joint Briefing of Committee Chairs, Council Members, and Working Group

    - Target May 16 or 17 (avoid 4-6 pm)

- June – EPC presentation on ETE results and strategies

- July – EPC presentation on Draft Report

- July 13 Council presentation on Report

San Mateo County DEM has had 3 meetings to pull together Fire, Sheriff, Schools, Town manager, and this Subcommittee to make an Evacuation Plan and Program
   Last meeting centered on getting organized and Don Bullard presented an evacuation plan template he wrote 7 years ago—group agreed it was a good template to use going forward.

SMC Alert and WEA test on Communications Day June 25th

Jeff Norris has confirmed that all the paperwork is in for the test alert.
Hopefully we will know soon what % of residents have signed up for SMC Alert
I coordinated with Selena Brown to use this as an opportunity to help residents update their data in the alert system and to reiterate the importance of being prepared for evacuation—go bags, family planning, etc.