



**TOWN OF PORTOLA VALLEY**  
**Emergency Preparedness**  
**Committee Meeting**  
**August 4, 2022**  
**8:00 AM**

**Dale Pfau**, Chair  
**Jerry Shefren**, Vice Chair  
**Lynn Eisberg**, Member  
**Dave Howes**, Member  
**Marianne Plunder**, Member  
**Chris Raanes**, Member  
**Ray Rothrock**, Member  
**Vic Schachter**, Member  
**Craig Taylor**, Member  
**Bud Trapp**, Member

**VIRTUAL MEETING**

**REMOTE MEETING COVID-19 MEETING ADVISORY:** On September 16, 2021, 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. COVID-19 is still a major health concern and virtual attendance to the Town Council meeting is encouraged, particularly during case increases.

**ASSISTANCE FOR PEOPLE WITH DISABILITIES**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Town Clerk at (650) 851-1700 or by email at [mthurman@portolavalley.net](mailto:mthurman@portolavalley.net) 48 hours prior to the meeting start time. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

**VIRTUAL PARTICIPATION VIA ZOOM**

**To access the meeting by computer:**

<https://us06web.zoom.us/j/81996370219?pwd=NkN4UnZmQzhiQWF6YU9YempHMGs2QT09>

**Webinar ID: 819 9637 0219**

**Passcode: 807208**

**To access the meeting by phone:**

1-669-900-6833 or

1-888-788-0099 (toll-free)

*Mute/Unmute – Press \*6 / Raise Hand – Press \*9*

1. **Call to Order**
2. **Roll Call**
3. **Oral Communications**
4. **Approval of Minutes**
  - a. July 7, 2022
5. **Review of Final Draft of Traffic Evacuation Capacity Study**
  - a. Bob Grandy, Fehr & Peers
  - b. [Draft Evacuation Study | Portola Valley, CA](#)
6. **Volunteer Opportunities**
  - a. EPC Secretary
  - b. EPC representative to Wildfire Preparedness Committee
7. **Town Picnic September 17, 2022**
  - a. Discussion of Support, Attendance, Requirements
8. **Update on Zone notification plan (Shefren)**
9. **WPV-CERT/WFPD Report (Brown/Lindner)**

**10. Town Report**

- a. Follow up on AM Radio Signs
- b. Update on Backup for Town Internet
- c. Update on Cal Water site – AM Radio relocation

**11. Subcommittee Reports**

- a. Communications (Rothrock)
- b. Evacuation (Younge)
- c. Neighborhood Outreach (Schachter)
- d. CERT/Town/Woodside Integration Committee (Raanes)
- e. WPV-Ready Liaison (Eisberg)
- f. Ad Hoc Safety Element (Younge)

**12. Next regular meeting is September 1, 2022**

- a. Quorum Check
- b. Call for Agenda Items for next meeting
- c. Upcoming Activities
  - September 17 – Town Picnic

**13. Adjournment**



**TOWN OF PORTOLA VALLEY**  
**Regular Meeting of the**  
**Emergency Preparedness Committee**  
**Thursday, July 7, 2022 - 8:00 AM**  
**Via Zoom**  
**765 Portola Road, Portola Valley, CA 94028**

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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, Jerry Shefren/Vice Chair, Dave Howes, Vic Schachter, Rob Younge, Lynn Eisberg, Craig Taylor
  - Members Absent: Marianne Plunder, Chris Raanes,
3. Oral Communications
  - None
4. Approval of minutes;
  - Motion; Approve minutes of June 2, 2022; passed
  - Chairman Pfau would take minutes for the meeting
5. Volunteer Opportunities
  - EPC Secretary – no volunteers
  - EPC representative to WPC – no volunteers
6. WPV-CERT/WFPD Report (Brown/Lindner)
  - Three new recruits completed fire academy and will be joining the force
  - Station construction projects on schedule
  - Chief Lindner gave an overview of the Edgewood Fire on June 21
    - Actually two fires and Cal Fire sent a full response to both. It was a 7 alarm fire.
    - 10 aircraft were deployed
    - 1000 residents were evacuated in 3 zones
    - Chief described the response as “resource rich” and advised that we could not expect such a reaction if there were other events in the area.
    - During the evacuation County DEM split one of the zones. This elicited discussion as residents are not aware of this possibility.
    - There was also considerable discussion that many residents still do not know their zones. EPC has been distributing magnets with a space to write zone for a few years. Jerry

Shefren took an action to look into a method to distribute magnets to residents with their zone number.

7. Town Report – no representative was available
8. Subcommittee Reports
  - Ray Rothrock gave an update on the Annual Communications and Safety Day
  - Attached to prior agenda
9. Next regular meeting is August 4, 2022
  - Quorum should be available
  - Upcoming Events
10. Meeting was adjourned at 8:55 am

The Parks and Recreation Committee has scheduled the Zots to Tots/Town Picnic annual Community Fun Day for Saturday, September 17. The day will start w/ the beloved Zots to Tots race and continue w/ the Town Picnic in the afternoon.

The Picnic will have many of the same activities as last year: Inflatables, Petting Zoo, Face Painting, Food Trucks, our local Fire Engine, etc. Additionally, this year we are pleased to add live entertainment, a local band TBD will be playing for a couple of hours during the picnic. Last year was a record year for participants and we believe that this year will be just as popular.

**SO, this is a great event to call attention to your Committee...** What are you working on? What do you need from the Community (besides more volunteers!!)?

I would like to ask if your Committee is interested in sponsoring a booth at the Picnic.

**Can you please LMK if you would like to sponsor a booth?** We can provide tables and chairs, but I also need to know if you require any other special accommodations.

**Please reply to my email address listed below**, NLT than August 15 (sooner if you know!) as we need to finalize the area map and furniture requirements.

Thank you,  
Patty Dewes  
Chairperson PV Parks and Recreation Committee

**Portola Valley EPC Communications Subcommittee August 4, 2022 Meeting**  
**Submitted July 26, 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 (KM6DLG) amateur repeaters – 2m/220/6m – fully operational.
  - c. NVN (WB5NVN) amateur analog repeater fully operational.
  - d. NVN (DMR, WB5NVN) amateur digital repeater fully operational.
  - e. San Mateo Sheriff's (f.k.a. OES) (KC6ULT) UHF link - fully operational.
  - f. WPV-CERT Portola Valley GMRS (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. AM Antenna Relocation Project to Cal Water site at Peak and Golden Oak
  - a. H. Young working the matter.

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.

**Color Key**

Good status

Concerning status

Urgent need status

On going

New Item this report

## **Evacuation Subcommittee**

Fehr&Peers traffic evacuation study

### Next Steps

- August 4th – EPC and Public discussion of Draft Report included in EPC packet
- August 10th Council presentation of Report

San Mateo County DEM has created subcommittees to begin drafting the evacuation plan for Portola Valley.

Last meeting centered assigning responsibilities for various sections of the evacuation plan to specific people and groups.

EPC Evacuation Subcommittee will continue to attend the DEM meetings and will especially be involved in the team developing the school evacuation plan.

## **SMC Alert Update—from Jeff Norris SMC DEM**

The bugs in the user interface for the new provider for SMC Alert, Rave, are fixed and initial test alerts have been successfully sent to areas in San Mateo County. We are suggesting that a new test alert be sent to all of Portola Valley in September to assure that the Rave system is operating properly before the SMC Alert system is cut over from the present Everbridge system to the Rave system--The Everbridge contract runs out in December of this year.

All Data from the previous provider will automatically transfer over to the new provider—But to use the new features of the new system (which includes waking up your cell phone) users will need to go into the SMC Alert system and create new accounts in the new system. This needs to be done because the old Everbridge system log in names and passwords are protected thus requiring a new account to be set up.

The Portola Valley system wide test will also allow us to understand what % of residents have signed up for SMC Alert and will help confirm all accounts.