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

TOWN OF PORTOLA VALLEY
Emergency Preparedness
Committee Meeting
November 3, 2022
8:00 AM

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 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/82839777852?pwd=aGY1Ri8wdjBUZ2FlZytmc1YwcGFIUT09

Webinar ID: *828 3977 7852*

Passcode: *280477*

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

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1. 8:00   Call to order

2. 8:01   Roll Call

3. 8:03   Oral Communications

4. 8:05   Review and approval of minutes;
   o   Minutes of October 6, 2022

5. 8:05   SMC Alert Update
   o   Jeff Norris, Department of Emergency Management
   o   Selena Brown, WFPD

6. 8:15   Ladris Evacuation Modelling Software www.ladris.com (Younge)
   o   Evacuation Subcommittee meeting in November
   o   Presentation/Recommendation at December meeting

7. 8:20   Evacuation Traffic Study Next Actions (Schachter/Younge)
   o   Summary of Presentation to Town Council (attached)

8. 8:23   Discussion of Sheriff's Contract in Portola Valley (Pfau)

- o Comments from Committee ahead of new contract negotiations

9. 8:25   Zone Identification/Awareness project (Shefren)

10. 8:35   Safety Element Next Steps (Younge)
    - o Discussion/Recommendation on how to proceed

11. 8:40   WPV-CERT/WFPD Report (Brown/Lindner)

12. 8:45   Town Report (Dennis)
    - o Update on Backup for Town Internet
    - o Update on Cal Water site – AM Radio relocation

13. 8:50   Subcommittee Reports
    - o Communications (Rothrock)
    - o Evacuation (Younge)
    - o Neighborhood Outreach (Schachter)
    - o CERT/Town/Woodside Integration Committee (Raanes)
    - o WPV-Ready Liaison (Eisberg)
      - ▪ The Firewise home assessment page on the WPV-Ready website is currently being refreshed.
      - ▪ Data from Resident Information Forms mailed to WPV-Ready is being entered into the system.
      - ▪ An online Resident Information Form submission glitch was identified and is being corrected in the software system. The glitches are "non-destructive". No information was lost.
      - ▪ No longer accepting "anonymous" registration.
      - ▪ The "Guide to Organizing Ready Communities" is ready to be added to the website and existing website information will be revised to match the Guide.
    - o Ad Hoc Safety Element (Younge)

14. 9:00   Next regular meeting is December 1, 2022
    - o Quorum check
    - o Call for Agenda Items
    - o Upcoming activities

15. 9:00   Adjourn

EPC MINUTES 06OCT22

1. Call to Order
< Chair Pfau called the meeting to order at 0800. Quorum noted.

2. Roll Call
< **Members Present:** Dale Pfau/Chair, Lynn Eisberg, Chris Raanes, Ray Rothrock, Jerry Shefren, Vic Schachter, Bud Trapp, Robert Younge, Dave Howes
< **Members Absent:** Marianne Plunder, Craig Taylor

3. Oral Communications
<Members were reminded not to text each other during EPC meetings.
<Chair Pfau is working on a meeting time for review of the Safety Element and targeting 1-/26-28 in the afternoon.

4. Approval of Minutes
<01SEP22 meeting minutes were <u>approved unanimously</u> with no changes.
< *No minutes to approve from 04AUG22 meeting. Minutes will be available to review and approve on 03NOV22.*

5. Presentation/Discussion – Jeff Norris (DEM)
<San Mateo County has been using Everbridge, the engine behind the alert system, for 5 years.

02/22 – State level decision that all counties would have an alert system and adopted the RAVE platform.

04/22 – San Mateo County moved the database from Everbridge to RAVE: created templates for agencies to use for consistent messaging; agency specific footers on messages available to use.

06/22 – System test revealed glitches; database changes were made; continued testing of the system has increased confidence in how to control and operate the RAVE system.

FINAL STEPS:
County to work with Town Manager to test before 01NOV22 Go-Live.

01NOV22 – Turn on RAVE

No immediate action for Everbridge users (residents)

Longterm – residents sign up again to take advantage of the new features.

FUN FACT:
Portola Valley and Half Moon Bay are big subscribers to the alert system, both >50%. 15% is the average in other San Mateo County cities.

6. New Business

a. and b. Evacuation Traffic Study Next Actions/Discuss & Approve recommendation priorities (Schachter/Younge)

<The list (refer to attachment) represents EPC's priorities and recommendations to help the Town Council with their decisions; EPC recognizes the Town has collaborated with other working groups as well.

<Committee agreed to change #11 to High Priority.

<Motion was made to move the list forward with the change to #11 and approved unanimously.

c. – not discussed

d. - Zonehaven Sticker Project (Shefren)

< Thorough presentation identifying the project scope, action items, unknowns and budget; Town and WFPD support the project; decision to move forward with the project following committee discussion; motion to spend up to $4000.00 was made with unanimous approval.

e. – WFPD Report (Chief Lindner)

<Station 8 improvements continue; the station is still in operation

<Station 7 has been leveled and digging to begin soon.

<Deputy Fire Chief Tom Cuschieri was introduced to the committee

<Cal Fire has no significant action incidents at present.

<Forest Service fires are >90% contained at present.

<Remain in active Fire Season

WPV-CERT REPORT (Selena Brown)

<Week of 10OCT is Fire Prevention Week

<Bear Gulch East is our new Firewise Community

<OCT CERT training was postponed until March 2023

<CERT Badge and BBQ will be held 5NOV22, 12-3, Horse Park on Sand Hill Road

7. Town Report (Jeremy Dennis)

<Town evacuation lane discussions continue with county

<AM radio relocation discussions with Cal Water attempted but difficult due to high employee turnover rate at Cal Water

8. Subcommittee Reports

<Communications report provided by Ray Rothrock is included in the meeting packet. All radios up and running.

9. Next regular meeting is **03NOV22**

10. Meeting adjourned at 0913 by Chairman Pfau.

Respectfully Submitted,
Lynn Eisberg, Secretary

TOWN OF PORTOLA VALLEY
Committee Memo

_____

TO: Mayor and Members of the Town Council

FROM: Emergency Preparedness Committee
DATE: October 12, 2022

RE: Recommendations of EPC Re: Future Activities- PV Evacuation Study

RECOMMENDATION
Pls see below the Priority Ranking of Future/Ongoing Activities

BACKGROUND
Section 5 of the Portola Valley Wildfire Traffic Evacuation Capacity Study made 14 recommendations for "Future/Ongoing Activities". Given the mission of the EPC, and its collective experience of several hundred hours over the years to address wildfire and related emergency issues, we would like to provide the following "rankings" for the Council's consideration as it moves forward to implement the study's recommendations. We hope these recommendations will be helpful to the Town Council as it sets priorities with its available resources and moves forward on these important initiatives.

In making these recommendations, the EPC recognizes that the Town of Portola Valley has collaborated with the San Mateo County Department of Emergency Management (SMC DEM) to create a Working Group of interagency partners in spring 2022 to develop detailed Evacuation Plans. The working group includes representatives from SMC DEM, Woodside Fire Protection District, San Mateo County Sheriff, the Town Manager, the evacuation subcommittee of the Emergency Preparedness Committee, all schools in Portola Valley, and The Sequoias. The working group is being hosted by SMC DEM staff and is responsible for preparing a written evacuation plan that will define the authority and responsibilities for actions to be taken during an active evacuation of Portola Valley. Accordingly, it is recognized that the EPC recommendations herein will need to be further evaluated and considered as each of these interested groups do further fact-finding and reports. The EPC recommendations are based on the reports and information available to date, and most specifically the recent Wildfire Traffic Evacuation Capacity Study.

We look forward to answering any questions from the Town Council and assisting its efforts to implement the recommended initiatives as soon as possible.

FISCAL IMPACT
"No fiscal impact anticipated"

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EPC Ranking of Potential Future/Ongoing Activities As Reported In The PV Wildfire Traffic Evaluation Capacity Study

Legend:

H= High importance and practical to accomplish

M= Medium importance and quite practical to accomplish

L= Low importance and/or impractical to implement

Rankings:

H 1. • Establish Evacuation Responsibilities

H 2 • Integrate Evacuation Plans for Schools & Sequoias

M 3.• Coordinate with SamTrans on availability and travel time for buses as needed for evacuation

M 4 • Local Traffic Management Strategies including additional intersection traffic control locations as described in Section 4

H 5• Identification of vehicle crash emergency clearance crews

M 6• Investigate potential for qualified local residents to support traffic control activities at local intersections for situations where police resources are not available

H 7* Create a working group which would identify hazards along the major evacuation routes, including excessive vegetation, large trees and aging or leaning utility poles which could block these routes in a fire; and establish plans to mitigate these hazards

M 8. • Local Street Accessibility Improvements (Access to Constrained Parcel Groups per Safety Element analysis, Narrow Streets)

H+ 9 • Local Evacuation Shelters/Centers for conditions where shelter-in-place is appropriate.; including coordination with other entities providing emergency services in and around Portola Valley

H 10* Daytime Employee Evacuation (how to notify, manage evacuation of household/yard/construction workers)

H 11• Improve And Coordinate Communication Systems And The Active Command Protocols to provide key updated information during an evacuation-especially for route information for active evacuees

M 12• Supplemental Traffic Assessments

M 13• Multi-agency Evacuation Assessment and Plan with Woodside and Los Altos Hills

H 14.*Evacuation Education Programs

WPV-Ready/WPV-CERT

PV EPC September Report

SMC ALERT UPDATE – Everything is falling into place to have a district-wide test on November 9th. There will be 2 emails sent out sometime that day. The first will be on the old system notifying people that they will be receiving another email from the new system which contains info on how to complete registration. It will also state, in small font, that if they do not take any action, they will still receive alerts. The second email will be on the new system and will provide instructions on how to complete registration. I will be sending out messaging on groups.io the week before to give people a heads up.

Organizing Guide – WPV-Ready
We are now turning from "planning mode" to "doing mode." We have completed a Guide to Organizing Ready Communities that is now available on our web site at
https://WPV-Ready.org/Learn/Organize/Your-Ready-Community

Firewise USA Site Program
Bear Gulch East has been accepted into the Firewise USA program. We have local volunteers working in several areas to get additional Firewise communities accepted: Vista Verde and Los Trancos Woods are working together; Skywood, Westridge, Alpine Hills are actively beginning their projects.

Community Events
WPV-CERT attended the Portola Valley Picnic event and the Day of the Horse in Woodside. At both events WPV-CERT had great presence and we were able to interact with many neighbors interested in learning about the program. Due to the success of attending these events, we will seek to increase our presence at many similar community events.

Badging and BBQ Event
On November 5th, we will have an event to encourage CERT trained residents to come down and meet other CERT trained and re-engage if they haven't been active in the program recently.

CERT Training Skill Day
The Skills Days originally scheduled for early October was cancelled due to low-sign ups, likely due to other large community events scheduled that weekend. The next training is scheduled for March 2023.

Drills & Exercises
A Command Post Table Top Exercise will be held January 17th 2023 in preparation for a Full Scale Exercise on January 28th.
The National CERT committee has produced a unique "Disasterville" table top simulation game which we hope to incorporate into our training events moving forward.

Communications Infrastructure Progress
The permanent antenna infrastructure on the top of the Easter Cross repeater site was completed and significant improvements in the WD1 repeater coverage were noticed.
A 5Ghz high speed point to multi-point IP data link was established and work is almost complete on this system.
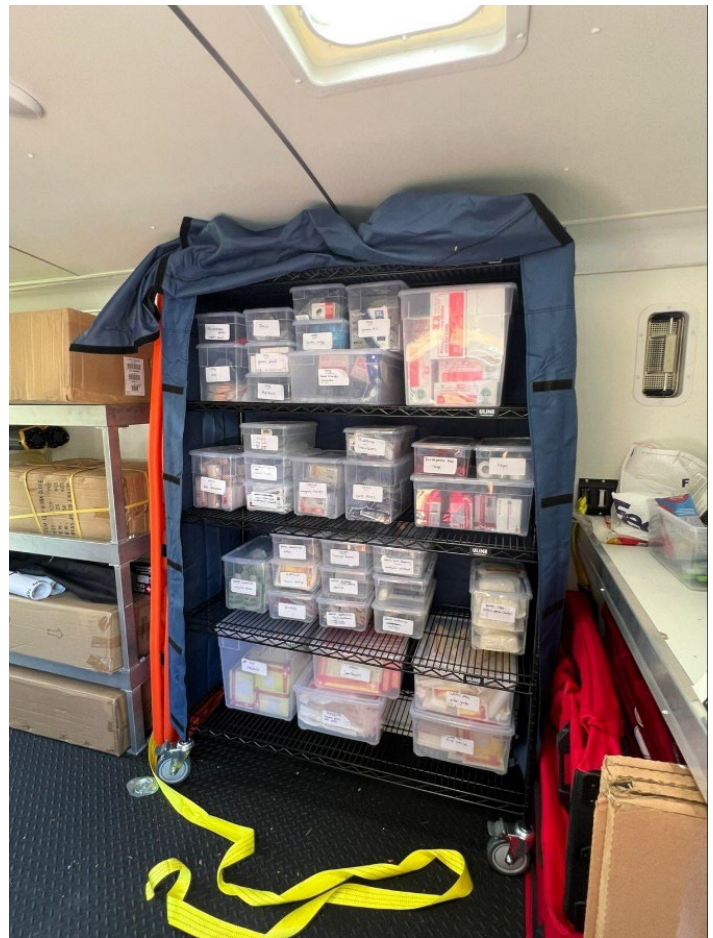
Selena Brown
Public Education Officer/Emergency Preparedness Coordinator

Portola Valley EPC Nov. 3, 2022 Meeting
Communications Subcommittee Report
Submitted Oct. 24, 2022

Radio Communications Status (details: radio.rothrockfamily.com**)**

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 WD1 repeater – fully operational.
   h. LTW/VV GMRS (FM) repeaters are fully operational.
   i. WPV-CERT Data Comm 5 GHz Link – Easter Cross <-> 56 Granada testing

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

3. EPC Internet Backup.
   a. No action taken of which I am aware. Nothing scheduled to discuss further.

4. Town Hall EOC Equipment Status.
   a. Battery refresh likely on DC power supply in Town radio room.
   b. Radios need testing/checking and possible upgrade for new CERT radio channels.

Evacuation Subcommittee

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

- Working with the subgroup involved in developing the school evacuation plan.
- Public schools will have an initial kickoff discussion on school evacuation on November 16 at 6pm at Ormondale school with parents and DEM school evacuation Subcommittee