



TOWN OF PORTOLA VALLEY
Emergency Preparedness
Committee Meeting
Thursday March 2, 2023
8:00 AM

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

IN-PERSON MEETING

HISTORIC SCHOOLHOUSE- 775 PORTOLA RD. – PORTOLA VALLEY, CA

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.

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Webinar ID: 894 4053 4641

Passcode: 849636

To access the meeting by phone:

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

The times listed on the agenda are used by the Chair and are estimates only. The times are subject to change at any time, including while the meeting is in progress.

1. 8:00 Call to order
2. 8:01 Roll Call
3. 8:03 Oral Communications
4. 8:04 Review and approval of minutes;
 - a. Minutes of February 2, 2023
5. 8:05 Welcome Randy True as new member
6. 8:06 Motion to approve new lockbox/location for EOC key (Shefren)
7. 8:07 Resolution/Recommendation to Town Council (Pfau)
 - a. Recommendation and suggested signs attached
8. 8:10 Establishment of new subcommittee: Resident Information/ Marcom (Pfau)
9. 8:11 Disestablish subcommittee: CERT/Town/Woodside Integration (Raanes)
10. 8:12 Zone Identification/Awareness project (Shefren)
11. 8:20 Evacuation Priority Update (Schachter)
 - a. Summary attached
12. 8:30 Wildfire Preparedness Fair participation April 22 (Rothrock)
 - a. Safety and Comm Day/ARRL Field Day June 24

13. 8:32 Ad Hoc Emergency Communications Protocol Subcommittee (Rothrock)
14. 8:34 Ad Hoc Charter Revision Subcommittee (Pfau)
15. 8:35 WPV-CERT/WFPD Report (Brown/Lindner)
16. 8:45 Town Report (Stocker)
 - a. Update on Backup for Town Internet
 - b. Update on Cal Water site – AM Radio relocation
17. 8:50 Subcommittee Reports
 - a. Communications (Rothrock)
 - b. Evacuation (Younge)
 - c. Neighborhood Outreach (Schachter)
 - d. WPV-Ready Liaison (Eisberg)
 - e. Ad Hoc Safety Element (Younge)
18. 9:00 Next regular meeting is March 2, 2023
 - a. Quorum check
 - b. Call for Agenda Items
19. 9:00 Adjourn

Land Acknowledgement:

The Town of Portola Valley acknowledges the colonial history of this land we dwell upon—the unceded territory of the Ramaytush (rah-my-toosh) Ohlone, Tamien Nation, and Muwekma (mah-WEK-mah) Ohlone, who endured a human and cultural genocide that included removal from their lands and their sacred relationship to the land. Portola Valley recognizes that we profit from the commodification of land seized from indigenous peoples and now bear the ecological consequences. We seek to understand the impact of these legacies on all beings and to find ways to make repair.

Emergency Preparedness Committee

Minutes 2 February 2023

1. **02FEB23 Meeting called to order** by Chair Pfau at 0800.
2. Individual **Roll Call** taken; 100% attendance; J. Shefren left meeting at 0855 as previously mentioned.
3. **Oral Communications:**
 - C. Raanes reports heavy travel schedule for 2023 that will affect his meeting attendance and will follow up with Chair regarding remaining a committee member
 - Chair Pfau introduced and welcomed Randy True and Corie Stocker; reminded committee that the March meeting will be an in person meeting
4. **02JAN 23** minutes were approved with C. Raanes abstaining.
5. **Zone Identification/Awareness project** (Shefren)
 - Written update attached to Agenda Packet
 - Resolved Zonehaven database discrepancies re missing Zone PV-E005
 - Thanked Kari Chin for her help with the project
 - Shared printing options
 - Queue code tested on sample tags and performed as expected
 - Additional suggestions and sticker formatting refinements to be taken under advisement
 - Envelope stuffing session to be arranged once materials are printed and available for mailing
 - Motion to approve was made and voting was unanimous
6. **Emergency Communications Protocol Discussion** (Rothrock)
 - Debrief on communications from recent severe weather
 - NDN repeater was the primary place to go for HAMs
 - How can existing stored radio equipment at the Town Center be used in an emergency
 - How can the PV AM radio be used and updated during an emergency to better benefit the community
 - Coordinate radio usage with the Town Public Works staff and Committee
 - Ad Hoc subcommittee identified too outline issues (Plunder, Rothrock, Younge, Taylor) and bring in Town staff to help develop procedures
 - Add lock box for key to next months agenda
7. **2023 EPC Priority Discussion** (Pfau)
8. **EPC Charter Review and Discussion** (Pfau)
 - Combined topics for the discussion
 - Committee to revisit 2019 Charter before setting 2023 priorities
 - Some discussion regarding EPC functioning as an "action" committee vs a "recommendation" committee
 - Ad Hoc subcommittee identified (Younge, Raanes, Pfau, Plunder, True [once appointment has been approved by the Town Council])

9. **Participation in Wildfire Awareness Day - April 22** (Pfau)

- Key member, Rothrock, unavailable to set up communications trailer that day
- Trailer is currently stored on the Rothrock property
- Committee members agreed to schedule a practice event to train additional members how to set up the trailer
- Date to be determined, preferably on a Saturday morning

10. **WFPD/WPV-CERT Report** (Lindner/Brown)

Lindner:

- Building projects back on track following severe storms
- New full time Battalion Chief appointment has been approved
- Interim Battalion Chief appointment has been approved
- New Fire Inspector position has been filled
- New Finance Manager position this summer
- Confirmed that Communications is the key to successfully coordinating and handling an emergency

Brown

- CERPP is now EPIC
- CERT activation and deployment exercise went very well; created a templet for future drills
- SMCAAlert sent drill notification
- Monthly work days continue
- CERT skills day set for **25MAR23-26MAR23**

11. **Town Report** (Stocker)

- No report

12. **Subcommittee Reports**

- Communications - attached
- Evacuation - no report
- Neighborhood Outreach - subcommittee reviewing assignments for each of the 14 action items; adding Corie Stocker to the subcommittee; presenting at the next Town Council meeting to bring new council members up to speed
- CERT/Town/Woodside Integration Committee - add agenda item to consider disbanding this subcommittee for next meeting
- WPV-Ready - attached
- Ad Hoc Safety Element - no report

13. **Next regular meeting is 02MAR23**

- Meeting is in person at the Town Center

14. **Adjournment**

- Meeting adjourned by Chair Pfau at 0913

Emergency Preparedness Committee 2 March 2023

Portola Valley

Recommendations to Town Council

The EPC has made several recommendations to improve overall emergency information and communications for the Town over the past three years. These recommendations have not been implemented and therefore we ask the Town Council, consistent with their #1 goal of Safety, to prioritize the following items so they are completed by Town Staff in the calendar 1H of 2023. The EPC will provide support as necessary.

1. Relocate the town owned AM Radio from a private residence to the Cal Water site on Peak Lane.
2. Place advisory signs for the Emergency AM radio at the entrance to Town and in the vicinity of Town Center.
3. Procure and install Starlink as a backup so that Town Hall has internet service during power/Comcast outages.

Evac responsibilities	EWG	ONGOING
Integrate evac plans-schools; Seq	EWG	ONGOING
Coord bus avail	PASS	PASS
Local traffic control	EPC, EWG	mid-late 23
ID crash emerg clearance crews	EPC,STAFF	23-Feb
Resident traffic control	EPC	23-Feb
ID, Correct road hazards	STAFF,EPC	23-Feb
Coord Comm; get input	STAFF	ONGOING
Local evac ctrs.SIPI,TRAs	STAFF,WFD,EWG	?
Daytime Kor evac proced	STAFF	?
Improve Commun systems	STAFF+EPC	ONGOING
Suppl Traffic Assessment	WFD	ONGOING
Multiple City Evac Coord	STAFF/SMATEO SHERIFF	ONGOING
Evac educ Programs	WFD,EPC	ONGOING

A=Task

B- Responsible party {eg, EWG=Evac Working Group]

E= Time target

**Portola Valley EPC March 2, 2023 Meeting
Communications Subcommittee Report
Submitted Feb.21, 2023**

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 (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) (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
 - i. Still working on DMR to DMR repeater digital connection
2. Communications Trailer.
 - a. Rethinking the comms stack of equipment and capability for portable communications given recent growth and success of WPV-CERT organizations.
3. PV EPC & WPV-CERT Communications Protocol
 - a. Discussion is scheduled for communications protocols.
 - b. Need to review and propose updates to the Town of PV website emergency communications
4. EPC Internet Backup.
 - a. Nothing scheduled to discuss further.
5. Town Hall EOC Equipment Status.
 - a. Battery refresh likely on DC power supply in Town radio room.
6. Relocation of AM Radio to Peak Road Cal Water site.
 - a. No updates in since Feb. 1.

Color Key

Good status

Concerning status

Urgent need status

On going

New Item this report

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