

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.

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/89440534641?pwd=V0hFdWdKRU5LMGN0MII2QTZSVzcrQT09

Webinar ID: 894 4053 4641

Passcode: 849636

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

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.

-,		g pg
1.	8:00	Call to order
2.	8:01	Roll Call
3.	8:03	Oral Communications
4.	8:04 a.	Review and approval of minutes; 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 a.	Resolution/Recommendation to Town Council (Pfau) 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 a.	Evacuation Priority Update (Schachter) Summary attached
12.	8:30 a.	Wildfire Preparedness Fair participation April 22 (Rothrock) Safety and Comm Day/ARRL Field Day June 24

Town of Portola Valley – Emergency Preparedness Committee Agenda March 2, 2023

- Page **2** of **2**
 - 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
- SMCAlert 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.

,

EWG	ONGOING
EWG	ONGOING
PASS	PASS
EPC, EWG	mid-late 23
EPC,STAFF	23-Feb
EPC	23-Feb
STAFF,EPC	23-Feb
STAFF	ONGOING
STAFF,WFD,EWG	?
STAFF	?
STAFF+EPC	ONGOING
WFD	ONGOING
STAFF/SMATEO SHERIFF	ONGOING
WFD,EPC	ONGOING
	EWG PASS EPC, EWG EPC,STAFF EPC STAFF,EPC STAFF STAFF,WFD,EWG STAFF STAFF+EPC WFD STAFF/SMATEO SHERIFF

A=Task

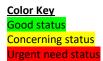
B- Responsible party {eg, EWG=Evac Working Group]

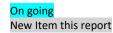
E= Time target

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.
 - 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. <u>Town Hall EOC Equipment Status</u>.
 - 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.





EMERGENCY



For Local Information tune to

1680 AM

©2023 SmartSign.com - Printed for Free (800) 952-1457

NOTICE



For Emergency Information

tune to

1680 AM

©2023 SmartSign.com - Printed for Free (800) 952-1457