



**TOWN OF PORTOLA VALLEY**  
**Emergency Preparedness**  
**Committee Meeting**  
**Thursday May 4, 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  
Randy True, Member

**IN-PERSON MEETING**

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

**REMOTE MEETING ADVISORY:** On March 1, 2023, all committees in Portola Valley will return to conducting in-person meetings. A Zoom link will be provided for members of the public to participate remotely; however, the Town cannot guarantee there will be no technical issues with the software during the meeting. For best public participation results, attending the meeting in-person is advised.

**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 [towncenter@portolavalley.net](mailto:towncenter@portolavalley.net). 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/89644329392?pwd=dXVQcDVEN3VlVGg2OW4ybmlaa085Zz09>

**Webinar ID:** 896 4432 9392

**Passcode:** 976242

**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.***

1. 8:00 Call to order
2. 8:01 Roll Call
3. 8:03 Oral Communications
4. 8:04 Review and approval of minutes;
  - Minutes of April 6 , 2023
5. 8:06 Town Report – from recommendations to Town Council
  - Update on Backup for Town Internet (Cori Stocker)
  - Update on Cal Water site – AM Radio relocation (Howard Young)
  - AM Radio Signs update (Craig Taylor)
6. 8:20 WPV-CERT/WFPD Report (Brown/Lindner)
7. 8:30 Recommendation for AM Radio Protocol (Rothrock)
  - From ad hoc Emergency Comm Protocol subcommittee
  - Protocol attached for approval

- 8. 8:33 Charter revisions (Pfau)
  - Result of ad hoc Charter Revision subcommittee
  - Revised Charter attached for final approval
  
- 9. 8:36 Committee Operations Proposal from TC (Shefren)
  - Follow up to discussion of options to simplify committees
  - Recommendation/Motion from Committee
  
- 10. 8:45 Zone Identification/Awareness project (Shefren)
  
- 11. 8:50 FY2023-FY2024 Budget (Pfau)
  - Discussion
  - Approval
  
- 12. 8:55 Goals for this year (Shefren)
  - Ad hoc subcommittee
  
- 13. 8:56 Subcommittee Reports
  - Communications (Rothrock)
  - Evacuation (Younge)
  - Neighborhood Outreach (Schachter)
  - Resident Outreach/Marcom (Plunder/True)
  - WPV-Ready Liaison (Eisberg)
  - Ad Hoc Safety Element (Younge)
  
- 14. 9:00 Next regular meeting is June 1, 2023
  - Quorum check
  - Call for Agenda Items
  - Upcoming Events
    - June 24, Safety and Communications Day
  
- 15. 9:00 Adjourn

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**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 6 April 2023

1. **06APR23 In-Person Meeting** called to order by Chair Pfau at 0806. Delayed by Zoom technical difficulties.
2. Individual **Roll Call** taken and a quorum was established.
  - Dave Howes and Chris Raanes not present
  - Ray Rothrock left meeting at 0910
3. **Oral Communications:**
  - Bud Trapp requested a committee member list of names and contact information; Pfau will follow-up and provide the list
4. Motion to approve **02MAR23 Minutes** was made and were approved unanimously.
5. **Recommendation to approve power supplies (Rothrock)**
  - Backup power source for both radio room and comm trailer are outdated
  - Ray Rothrock has researched replacement options and recommends Bluetti portable power stations
  - Committee discussed payment options
  - Motion was made to purchase two (2) Bluetti batteries with EPC monies and approved unanimously
6. **Recommendation to approve Charter revisions (Pfau)**
  - Draft Charter result of ad hoc Charter Revision subcommittee - Pfau, Plunder, Raanes, Younge, True
  - 2019 Charter and 2023 Draft Charter were included in the meeting packet
  - Committee discussion held
  - Motion to approve recommendation, with one caveat, to review wording of last segment of #8 in Duties and Functions with Chris Raanes and Mark Dahlen, was approved unanimously
7. **Committee Operations Proposal from Town Council (Shefren)**
  - Minutes from Committee of Committee Meeting 3/14/23 included with packet
  - Draft Proposal for simplifying and clarifying committee operations included with packet
  - Jerry Shrefren and Craig Taylor provided background information and reviewed packet information
  - Pro's, Con's, and concerns were introduced by EPC committee members and discussed
  - Chair Pfau will accept motion at the next EPC meeting, 04MAY23
8. **Zone Identification/Awareness Project (Shefren)**
  - Project materials have been submitted to the Town
  - Purchase Order is being prepared

9. **Stanford Trees at Alpine/280 (Pfau)**

- Chair Pfau received calls from PV residents regarding the trees at this location and their potential safety hazard during recent storms
- Lively discussion ensued and touched on multiple tree hazards in and around PV; fragile evacuation routes; evacuation corridor; existing safety priority ranking process; existing list of tree hazards previously presented to the Town Council by Wildfire Preparedness Committee; possible Grants available; EPC role in process
- First step: Marianne Plunder will obtain existing list of tree hazards and distribute to EPC members

10. **Ad Hoc Emergency Communications Protocol Subcommittee (Rothrock)**

- Second Ad Hoc meeting held yesterday, 05APR23
- Broad discussions held on authorizing messages for AM radio transmissions

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

- Brown and Lindner "off" the Zoom Call

12. **Town Report**

- No Town representative present

13. **Subcommittee Reports**

- Marianne Plunder provided EPC Resident Outreach/Marcom Sub Committee Mission Statement
- Sub committee may provide "Tip of the Month" resident email and single page handout for 22APR23 Wildfire Preparedness Fair

14. **Next regular In-Person meeting is 04MAY23.**

15. Motion to adjourn meeting at 0935 was approved unanimously.

Respectfully Submitted,

Lynn Eisberg

# **AM Radio Protocols – V3.0 4/26/23**

## **Portola Valley Emergency Preparedness Committee**

**The AM Radio message should be updated whenever:**

1. Any local EOC or ICS is activated or opened. Including County, WFPD, Sheriff's Department, DEM, CERT, or any Federal agency.
2. When conditions are such that an EOC or ICS may be opened.
3. Whenever local CERT is activated
4. During a Red Flag alert
5. When power outages occur in Portola Valley that are expected to be longer than a few hours
6. When major road ways or evacuation routes are closed or expected to be closed for any reason.
7. Major weather events are in process or expected that could endanger residents, power, roadways, or evacuation.
8. Any other activity that may endanger residents, or the loss of communications networks, or any activity that warrants large scale notification.

**When the AM radio message should be updated, the Director of Emergency Services (Town Manager) or EOC Director will approve a new message and notify the following (in order) to find the available person to change the message. That person will then be responsible for updating the message but may pass the responsibility to others on the list as long as the Director of Emergency Services or EOC Director is aware of the contact person.**

1. Kari Chinn
2. Ray Rothrock
3. Chris Raanes
4. Dale Pfau
5. And whomever else is trained

**When the AM Radio message alert is activated, the message should be updated, at least every 4 hours (excepting overnight if there is no change) and should include;**

1. AM station identification
2. Time of update and next expected update
3. Nature of incident
4. Authority having Jurisdiction (if any)
5. Contact info or method for emergency
6. Other details as necessary for residents to remain informed.

**Preplanned, preapproved scripts will be provided for generic incidents and should be followed as advised by the Director of Emergency Services or EOC Director.**

**Portola Valley EPC May 4, 2023 Meeting  
Communications Subcommittee Report  
Submitted April 24, 2023**

**Radio Communications Status** (details: [radio.rothrockfamily.com](http://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. CERT Easter Cross (Woodside) and Granada (Portola Valley) DMR repeaters operational. Microwave link operational. Still working on DMR to DMR repeater digital connection.
  
2. Communications Trailer.
  - a. Trailer successfully deployed for PV Wildfire Preparation Day.



**Color Key**

Good status

Concerning status

Urgent need status

On going

New Item this report

ACTION REQUESTS

- b. Equipment in hand for upgrade of radio stack. Will implement in next 30 days. (PV1, NVN, Ham)
  - c. Repairing brakes this month.
  
- 3. PV EPC & WPV-CERT Communications Protocol
  - a. Ongoing work and discussion. Goal to review with EPC in June.
  
- 4. Town Hall EOC Equipment Status.
  - a. No action since April meeting. Need to meet at Town EOC to review
  
- 5. Relocation of AM Radio.
  - a. Met with Howard (Rob, Dale, Ray, Randy) at Wildfire Prep Day  
Need to rethink the relocation plan.
  
- 6. Plan to convey Radio Framework for PV/WD as a matter of public awareness

**Color Key**

Good status

Concerning status

Urgent need status

On going

New Item this report

ACTION REQUESTS



## **EMERGENCY PREPAREDNESS COMMITTEE**

### OBJECTIVE

Advise and coordinate emergency response capabilities for the Town, providing information and physical resources for emergency preparedness and response.

### DUTIES AND FUNCTIONS

1. Serve as primary Town resource for emergency response advice and coordination. Recommend appropriate plans and procedures for responding to various emergencies.
2. Coordinate with appropriate organizations to provide information and support to local groups so they can respond to emergencies at the neighborhood level.
3. Advise and collaborate on the coordination of the Town Emergency Operations Center with volunteers and WPV-CERT.
4. Coordinate with appropriate organizations to maintain stores of emergency equipment and supplies at appropriate centralized locations.
5. Recommend and support appropriate emergency communication equipment such as radio networks and the AM Radio.
6. Provide residents with information and education on emergency topics in coordination with WFPD.
7. Advise and coordinate, as requested, activities and procedures for consistency with best practices in Emergency Management.
8. Serve as primary liaison to WPV-Ready, WPV-CERT, and WFPD for emergency coordination, resident education, and communications. Preferably, at least one member of EPC should be a member of EPiC board, and at least one member of the EPC should be a member of the WPV-CERT Incident Management Team.

### RESPONSIBLE TO

Town Council

### LIAISON AND COORDINATION

- Director of Emergency Services – Town Manager
- Law Enforcement, Fire and Medical Emergency Service Personnel
- San Mateo County Department of Emergency Management
- EPiC, WPV Ready, and WPV CERT
- Local Schools, Churches, Residential Associations and Other Organizations Neighboring Communities Other State and Local Emergency Services Personnel, Town Council, Staff and Committees as required

### MEMBERSHIP

Five to eleven members appointed by the Mayor with Council concurrence for one year terms. Rotating Chair selected by Committee.

### MEETINGS

Monthly, on the first Thursday of each month at 8:00 a.m.





Deadline for budget requests is Friday, May 12, 2023.

## **EPC Evacuation subcommittee 5/4/2023**

### Town Evacuation Plan

- Good progress getting Town of Portola Valley evacuation plan done assisting WFPD and PVSD.
- Goal is to get initial plan out to review by community and Town staff by June 1<sup>st</sup> before fire season is in high gear.