



TOWN OF PORTOLA VALLEY

Emergency Preparedness

Committee Meeting

August 3, 2023

8:00 AM

IN-PERSON MEETING

HISTORIC SCHOOLHOUSE- 765 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. 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/83685727785?pwd=bEhsQ3p1MnpCYkx3WjZxb0Q1c280UT09>

Webinar ID: 836 8572 7785

Passcode: 221806

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 July 6, 2023
5. 8:06 Town Reports
 - Update on Backup for Town Internet (Howard Young)
 - AM Radio relocation back to Town Center (Howard Young)
 - Town Support for move
 - Back-up Power on Wireless Base stations in Town (Howard Young)
 - AM Radio Signs update (Craig Taylor)
6. 8:15 WPV-CERT/WFPD Report (Brown/Cuschieri)
7. 8:25 Evacuation Plan Status (Younge)
 - Town Council Update on Evacuation Plan (Craig Taylor)

Dale Pfau, Chair
Lynn Eisberg, Member
Craig Heberer, 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

8. 8:35 Town Picnic Booth/Support (Pfau)
 - September 23
9. 8:36 AM Radio Relocation Status (Rothrock)
 - Timing/Town Support
 - Deadline/Alternatives
10. 8:45 Portola Valley Support for CERT/EPiC (Pfau)
 - Motion in Support
11. 8:50 Subcommittee Reports
 - Communications (Rothrock)
 - Evacuation (Younge)
 - Neighborhood Outreach (Schachter)
 - Resident Outreach/Marcom (Plunder/True)
 - Ad Hoc Safety Element (Younge)
12. 9:00 Next regular meeting is September 3, 2023
 - Quorum check
 - Upcoming Events: Town Picnic September 23
13. 9:00 Adjourn

Emergency Preparedness Committee Regular Meeting Minutes 6 July 2023

1. **6July23 In-Person Meeting** called to order by Pfau at 0801 am
2. Individual **Roll Call** taken and a quorum was established.
 - Lynn Eisberg, Chris Raanes, Jerry Shefren and Vic Schachter were not present. Vic Schachter participated
3. **Oral Communications**
 - Pfau recognized Dave Howes for his many years of service to the EPC.
 - Pfau welcomed new member Craig Heberer. EPC is fully staffed at 11 members
 - Pfau welcomed newly appointed Fire Chief, Tom Cuschieri
4. Motion to approve 013June23 Special Meeting Minutes was made and the Minutes were approved unanimously without changes.
5. **Town Report** (Howard Young)
 - Please see attachment to minutes for written response from Howard Young to agenda Items.
 - The EPC expressed concern over support to move the AM Radio.
 - Town Staff has no ability to contact Cell Tower providers. Committee will attempt to contact wireless providers.
 - Craig Taylor told the committee that he would need a definitive proposal on suggested signs and placement to take to other committees. The EPC will attempt to provide this
 - A discussion was held on efforts to remove dangerous trees in the Town ROW. Estimates are that this would cost \$1 million and is not in the town budget. An ad hoc subcommittee of Marianne Plunder, Bud Trapp, and Rob Younge was formed to investigate the possibility of funding mechanisms for this project.
6. **WPV-CERT/WFPD Report (Brown/Cuschieri)**
 - Both Station 7 and Station 8 remodels are on schedule.
 - WFPD will be training on a tabletop exercise for evacuation
 - WFPD will be hiring 2 new Firefighters/paramedics. Captain tests will be in the fall.
 - Zonehaven has been acquired by Gemini
 - SMC Alert test has been delayed; working with DEM to reschedule
7. **Evacuation Plan Review (Younge)**
 - The Evacuation Plan was unanimously approved by the committee.
 - The committee unanimously approved a motion to send the Evacuation Plan to the Town Council with a request that the Council review and approve the Plan before September.
 - The committee unanimously approved a motion to request that the Evacuation Plan be included in the Town Update published by Kari Chinn.
8. **Zone Identification Project (Shefren)**

- No Update

9. **Goal Review (Shefren)**

- No Update

10. **Subcommittee Reports**

- No updates other than that provided in the Comms report regarding AM radio relocation.

11. **The meeting was adjourned at 9:15 am**

June 29, 2023

Attachment to EPC 6 July 2023 Minutes

Hello Dale,

As we just discussed, unfortunately, due to workload, we have not been able to have any substantial updates. We have been working on the budget and daily operations. We prepared for a huge weekend event, fire mowing on trails and roads, and wrapping work items up for the end of the fiscal year such as trail repair. In the time frame you mentioned below of March-June, we have adopted a Housing Element, extended and also negotiating a Sheriffs contract, hired an Interim Town Attorney, new Clerk, prepared and adopted a budget. These are huge items.

We have many Committees that we are working with that also require attention. When I have worked together with other Chairs, I provided a verbal update that the Chair then passed on to the Committee, which they found perfectly acceptable. Under these circumstances, I was hoping that you would do this also as Chair or if you have time, include the update below on your agenda:

- Update on Backup for Town Internet (Cori Stocker): no update, staff is still in the process of looking at all options and details.
- AM Radio relocation back to Town Center (Howard Young): Still working on with Staff.
- Status of Backup Power on Wireless Base stations in Town (Howard Young): Checking with Building/Planning, they indicated contacts listed on permits are subcontractors. Still working on. Again, this is a State mandate you are asking staff to verify.

Although we want to satisfy requests, we must look at the Town as a whole and prioritize. If you feel the items above are priority over other Townwide items, I suggest that you work with the Council Liaison so the Council can direct staff and adjust other workload. One could interpret the agenda that staff is being requested to attend, however, you explained to me that was not the intent, that your intent was to list who was responsible but not require attendance. If you can explain that to the Committee at the meeting and provide the above update.

Also as discussed, you or staff will remove Corie's name off the agenda and replace with mine as we don't think it takes two staff members to update.

Placing staff on an agenda without agreement or consultation first creates difficulty, dictates staff's priorities, and schedule. I respectfully ask for your cooperation, understanding, and continued patience.

I know that this likely is not the answers you want to hear but I wanted to provide you with information to consider now and in the future.

Respectfully,

Howard

Howard Young

Public Works Director

Interim Town Manager

Town of Portola Valley

Tel: 650.851.1700 Ext. 214

www.portolavalley.net



WPV-Ready/WPV-CERT (EPiC)

PV EPC July Report

SMC ALERT UPDATE – Meeting with David Cosgrave and Ryan Reynolds this week (week of the 24th) to discuss new test date.

Firewise USA Site Program

5 Communities are in the process of obtaining Firewise recognition, things should pick up after summer.

CERT In-Person Training

We have scheduled our first in-person CERT training since pre-covid (flyer attached). Seats are limited so sign up now! If you need a refresher, let Selena know you would like to attend.

On Going CERT Workdays

If you would like to get more involved, WPV-CERT has ongoing workdays on the last Sunday of the month from 1-4pm.

WPV-Ready Community Building

In an effort to encourage neighbors to start networking, WPV-Ready is offering support via a BBQ Block Party (see flyer attached).

Branding

We have been working with a resident in Woodside with a marketing background. They have helped us reformat our 1-page handouts (see flyer attached). Our goal is to bring clarity to anyone confused by all of the WPV acronyms.

Selena Brown

Public Education Officer/Emergency Preparedness Coordinator



WPV-CERT

Woodside - Portola Valley - Citizens Emergency Response Team

CERT Basic Training - In Person

Sept 7th through Oct 19th

Thursdays - 6:30-9:30pm

Last Day Skills Session - October 22nd 9-4pm

Take **Basic CERT Training** so you can help yourself, your family, and your community when disasters strike and professional response systems could be overwhelmed.



Topics include:

- Disaster Preparedness
- Community Emergency Response Team (CERT) Organization
- Disaster Medical Operations
- Disaster Psychology
- Fire Safety and Utility Controls
- Light Search and Rescue Operations
- CERT and Terrorism

Registration fee is \$35 and includes:

- In person training - refreshments provided
- CERT Backpack with starter kit
- CERT Field Operating Guide (FOG) Manual

- To learn more and sign up, go to -

<https://bit.ly/Fall-2023-CERT-Basic-Skills>

SUMMER SAFETY

BBO &

BLOCK PARTY

MEET YOUR NEIGHBORS!

Woodside/Portola Valley-Ready is seeking out residents within the Woodside Fire Protection District who desire to network with their neighbors. We are offering to sponsor a bbq block party to help facilitate conversation about preparedness and resilience through community.



**Special Guests:
Woodside Fire**



To find out more and schedule your neighborhood event, contact -

Selena Brown

Sbrown@woodsidefire.org or 650-423-1406



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Woodside-Portola Valley WPV-Ready

About WPV-Ready

What is WPV-Ready?

WPV-Ready is the **Emergency Preparedness program** that operates within the Woodside Fire Protection District (WFPD). We work to help every district resident take the small steps now to mitigate the big problems later, when and if a disaster strikes.

There are 3 main threats to our area --- earthquake, wildfire, and severe storm. While the threat of earthquake doesn't change much over time, the threat of wildfire and severe storm is more severe every year.

Get started today! Do these 3 things:

- **STAY INFORMED.**
- **Make a Plan.**
- **Pack a Go Bag.**

Learn about these jump-start steps at
<http://WPV-Ready.org/Basics>



Ready Communities

WPV-Ready organizes Ready Communities throughout the district. These are neighborhoods like yours, led by volunteer Community Leaders who hand out information, gather contacts, and work to improve the preparedness in each neighborhood.

We offer guidance with classes, webinars, online videos, published materials, and organization. We will even come to your home and help you test and place your fire extinguishers.



If your neighborhood is not part of an existing Ready Community, start yours today! Contact us at basics@WPV-Ready.org and we are happy to help.

Learn more at <http://WPV-Ready.org>



Woodside-Portola Valley WPV-CERT

About WPV-CERT

What is WPV-CERT?

WPV-CERT is the registered **Community Emergency Response Team (CERT)** that operates within the Woodside Fire Protection District (WFPD). It is a program built on a FEMA-approved standard curriculum. The national CERT program trains volunteers to prepare for the types of disasters that their community may face



Through hands-on practice and realistic exercises, CERT members:

- Learn how to safely respond to man-made and natural disasters
- Help organize basic disaster response
- Promote preparedness within their communities

CERT Trainees Learn...

- Light Search and Rescue
- Disaster Medical Operations
- Fire Safety
- Household Utility Control
- Leadership in Disasters
- Other Useful Response Skills

WPV-CERT Offers 3 Levels of Training

1. Basic Training - gain the skills to "be the help until help arrives"
2. Certified Disaster Service Worker
3. Incident Management Team

No matter how involved you want to be... **as a trained CERT you will have the power to save a life.**



Learn more at <http://WPV-CERT.org>

**Portola Valley EPC August 3, 2023 Meeting
Communications Subcommittee Report
Submitted July 24, 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.
 - i. Still at Granada. See below.
 - 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.
Reached out this month to WPV-CERT to complete DMR to DMR repeater digital connection.
2. Communications Trailer.
 - a. Ready to go.
3. Town Hall EOC Equipment Status.
 - a. No action since May meeting.
Need a conclusion about the needs of the EOC communications equipment.
4. AM Radio.
 - a. As reported at the July '23 EPC meeting, Town concluded to move AM to town location and use Town antenna. EPC indicated that the impinging tree needs deep trimming if not complete removal. See photo below.
 - b. Upgrading the current Town antenna to the HPR antenna (at 56 Granada) will require a lot of work and preparation but is not required for immediate relo.
5. MESH Network. SCARES (South County Amateur Radio Emergency Services) is participating in a larger Bay Area AREDN. Main local sponsor is Larry Sweeney, W6RMF.
 - a. <https://www.sfwem.net> See attached map.
 - b. Purpose: this is a radio based Internet substitute. It is not connected to the greater Internet but has the same capability as the greater Internet should the main Internet be down during an emergency.
 - c. Several sites in PV are now operational. More to come.

Color Key

Good status

Concerning status

Urgent need status

On going

New Item this report

ACTION REQUESTS

Town Antenna Site – July 2023



This location is at the southwest corner of the parking lot by Town Hall. This tree was not present when the antenna was originally located. The bulk of the tree covers the top of the mast and the base of the antenna. It will severely impair the performance of any antenna at this location.

Subsequent to this installation and when the AM was located at the Granada site, the Town purchased an upgraded antenna system, HPR-9000. The HPR needs to be moved to this location but is not required to be immediately moved to enable AM transmission from Town Hall.

Steps.

1. Trim or remove tree limbs around the antenna. Prefer removal of tree to reduce maintenance and any potential impairment to performance.
2. Relo the AM transmitter to Town and energize this antenna.
3. Update Town Internet system to allow programming and uploading of the AM radio audio tracks. This should happen when transmitter is relocated.
4. File with the FCC the new location of the transmitter. Uncontroversial.
5. Evaluate attaching HPR to this mast. It will require some attachment hardware (locally available), some people lifting equipment (scissor jack platform), and a small team of people to handle the installation.
6. Tune the HPR for this location

Color Key

Good status

Concerning status

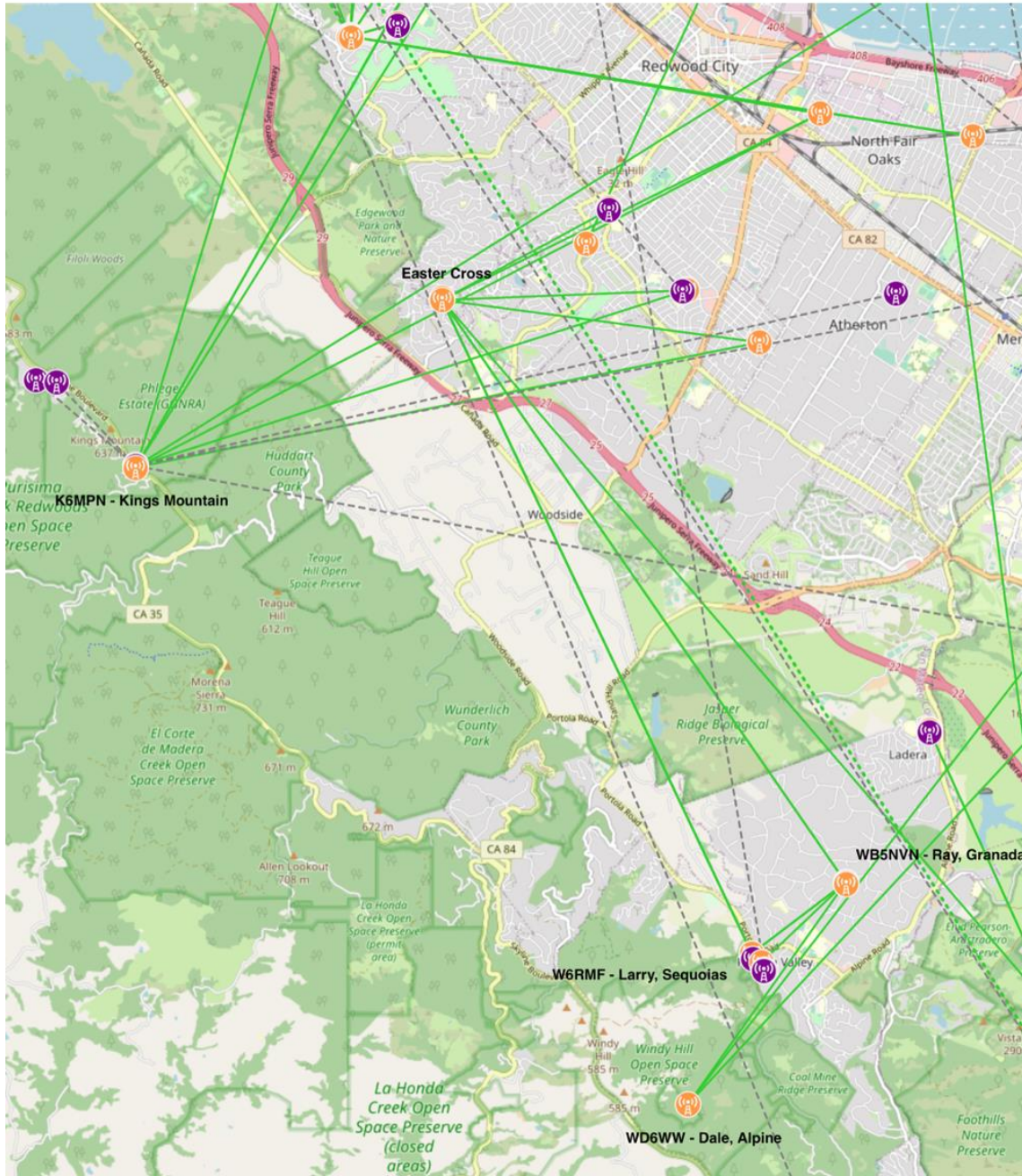
Urgent need status

On going

New Item this report

ACTION REQUESTS

BayArea AREDN Map – 410 active nodes. Shown here is the area nearby PV. <https://sfmap.xojs.org> for a full view of the whole Bay Area MESH network. It's pretty amazing.



Color Key
Good status
Concerning status
Urgent need status

On going
New Item this report
ACTION REQUESTS