TOWN OF PORTOLA VALLEY

**Emergency Preparedness
Committee Meeting
September 7, 2023
8:00 AM**

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

REGULAR 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/85881532626?pwd=RTVhR05zMjFPS293K1dYeS8vWU1Edz09

Webinar ID: *858 8153 2626*

Passcode: *091862*

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;
    o   Minutes of August 3, 2023

5. 8:06   Town Reports
    o   Update on Backup for Town Internet (Howard Young)
    o   AM Radio relocation back to Town Center (Howard Young)
        ▪   Town Support for move

6. 8:08   WPV-CERT/WFPD Report (Brown/Cuschieri)

7. 8:15   Evacuation Plan Status (Younge)
    o   Town Council Update (Craig Taylor)
    o   Discussion/Approval of revised Plan (if necessary)

8. 8:20   Town Picnic Booth/Support (Pfau)
    o   J. Shefren to coordinate
    o   Staffing
    o   September 23

9. 8:25 AM Radio Relocation Status (Rothrock)
    o   Timing/Town Support

10. 8:30 Portola Valley Support for CERT/EPiC (Pfau)
    o   Update

11. 8:35 Emergency Communications in PV (Rothrock)
    o   Awareness/public outreach

12. 8:40 Backup Power on Wireless Base stations in Town (Pfau)
    o   Ad-hoc subcommittee?

13. 8:45 AM Radio Signs (Pfau)
    o   Require memo/examples to TC
    o   Ad-hoc subcommittee?

14. 8:50 Hawthorne's Parking Plan (Pfau)
    o   Effect on Evacuation - Discussion

15. 8:55 Subcommittee Reports
    o   Communications (Rothrock)
    o   Evacuation (Younge)
    o   Neighborhood Outreach (Schachter)
    o   Resident Outreach/Marcom (Plunder/True)
    o   Ad Hoc Safety Element (Younge)

16. 9:00 Next regular meeting is October 5, 2023
    o   Quorum check
    o   Upcoming Events: Town Picnic September 23

17. 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 Regular Meeting
Minutes 3 August 2023

1. **3August23 In-Person Meeting** called to order by Pfau at 0801 am

2. Individual **Roll Call** taken and a quorum was established.

    - Lynn Eisberg, Marianne Plunder, Chris Raanes, Ray Rothrock and Jerry Shefren were not present. Raanes, Rothrock, and Shefren attended by zoom.

3. **Oral Communications**

4. Motion to approve **06July23 Regular Meeting Minutes** was made and the Minutes were approved unanimously without changes.

5. **Town Report** (Howard Young)

    - No progress on Town Back up internet
    - Howard working with Comm subcommittee on AM Radio relocation. .

6. **WPV-CERT/WFPD Report (Brown/Cuschieri)**

    - Mild Fire Season so far; no resources have been called out of district
    - Station remodels on track for completion by end of year.
    - Fire Marshal Don Bullard will retire at end of year; Kim Giulaiacci will become the new Fire Marshal
    - SMC Alert test will be scheduled in September
    - Portola Valley declined to provide an annual donation of $5k to EPiC (WPV-Ready, WPV-CERT).

7. **Evacuation Plan Review (Younge)**

    - Craig Taylor will present a Colleagues Memo at the next TC meeting to create a TC subcommittee to meet with the EPC Evac Subcommittee to determine next steps. The objective would be to bring the Evac Plan to the full Town Council in September.
    - Howard agreed to include the Evac Plan in an upcoming Town Update sent out by Kari Chinn.

8. **Town Picnic Booth/Support (Pfau)**

    - The committee voted to support and provide staffing for a booth at the Town Picnic. Chair Pfau will be unavailable on September 23.

9. **AM Radio Relocation Status (Rothrock)**

    - The AM radio will be relocated back to Town Hall sometime in August.
    - The HPR (antenna) relocation will require a scissor lift to safely remove the old antenna and mount the new antenna.
    - The committee voted unanimously to authorize up to $1000 for expenses associated with the HPR relocation.

10.   **Portola Valley Support for CERT/EPiC (Pfau)**

- Portola Valley declined to provide an annual donation of $5k to EPiC (WPV-Ready, WPV-CERT).
- The committee voted unanimously to express its support for EPiC and to request that the TC provide its annual $5k donation to EPiC.
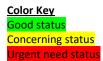- There was some discussion of authorizing the $5k from the EPC budget if the TC was unwilling to provide the funds.

11.   **Subcommittee Reports**

- Vic Schachter reported that there was a meeting of a new neighborhood safety group on Shawnee Pass. Vic, Ray Rothrock, and Selena Brown attended the meeting.

12.   **Next Regular Meeting is September 7, 2023**

13.   **Meeting was adjourned at 9:21 am**

Portola Valley EPC September 7, 2023 Meeting
Communications Subcommittee Report
Submitted Aug 24, 2023

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

1. <u>Repeaters and AM</u>: as of this report – all radios/repeaters fully functional
   a. AM Radio (AM, WRML513). Operational at 100% power.
       i. Relocated to Town. 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.
       CERT Digital repeaters are now linked meaning talking to one repeat simultaneously on both.

2. Emergency Communications Trailer. (presently stored at 56 Granada)
   a. Ready to go. Toured Station 8. WFPD has nicely prepared a location to park and store trailer, and if necessary, to use the trailer at that location.

3. <u>Town Hall EOC Equipment Status</u>.
   a. Installed Bluetti power supply for all radios, AM included.
   b. Need to reprogram the UHF ham radio for changed PL codes on the Sheriff frequencies. Otherwise the radios are working, antennas tested well.
   c. EOC radio room was cleaned up and ready for operation.

4. AM Radio.
   a. AM relocated to Town site. AN2X operational.
   b. Internet link for simulcasting operational.
   c. Need to reprogram LAN for remote message updating.
   d. Need to complete installation of the HPR (high performance antenna) at Town for best coverage possible. All hardware in hand. Waiting on clearance from H. Young.
   e. Need to update FCC license for operational address.

5. Arden Bay Area MESH Network
   a. Permanent installation of nano nodes at Easter Cross underway. Hope to complete by EPC meeting.

<u>**Color Key**</u>
Good status
Concerning status
Urgent need status

On going
New Item this report
ACTION REQUESTS

WPV-Ready/WPV-CERT (EPiC)

PV EPC August Report

SMC ALERT UPDATE – Next test scheduled for September 10th at approximately 1pm.

EPiC Board
The EPiC Board held their annual meeting on August 16th. Deputy Fire Marshal, Marshall Hird, was elected to the Board. Officer positions have been re-elected for another term.

CERT In-Person Training
Fall CERT starts September 7th – currently have 14 enrolled.

On Going CERT Workdays
Volunteers are finalizing PV Trailer organization and inventorying for deployment at PV Town Picnic. WDS Trailer has been moved to the Horse Park on Sandhill. New CERT website almost ready for live launch.

WPV-Ready Community Building
WPV-Ready will have a booth at the PV Picnic (along with WPV-CERT Trailer). The focus will be on "Building Resilience Through Community". We are planning to have a shwag raffle and some utility props for demo.

Selena Brown
Public Education Officer/Emergency Preparedness Coordinator

Emergency Radio Communications in Portola Valley
August 2023

Here in Portola Valley, we have the best of many worlds including semi-rural living with nature, close to major cities, many hills and valleys and engaging trails on which to walk and wonder, and terrific radio communications for hobby and emergency should we need it.

The Portola Valley Emergency Preparedness Committee (PVEPC) working with the WPV-CERT[1] (Woodside-Portola Valley Citizens Emergency Response Team) have established several layers of emergency radio communications for all to use and share. Please read on for an introduction.

First, the mission. In any emergency, information becomes critical to decision making and resource deployment. This is taught in every class on emergency preparedness and response and to every official responder. Clear, concise, current, understandable communication can alleviate a lot of suffering and save lives should an emergency befall us.

Second, the means. We have many layers of communication in Portola Valley. SMC Alert might be a first source of information. Informational updates may appear on official Internet websites like San Mateo County Office of Emergency Management or even the PV App. PV Forum is usually a good place to read the latest updates as well. All these services require telephone and Internet infrastructure to be operational and effective. In most cases around here telephone and Internet services do remain operational during minor emergencies like temporary power outages and storms.

But what if something serious happened like a wildfire or a major extended utility outage. In PV we've often experienced many multi-days power outages. Though it's been a while since we had one if a major earthquake occurred.   Regardless the reason, imagine your telephone, or your cell phone, or your Internet is down. Cell towers, if they are working, might be jammed. Or power to our homes is intentionally shut off and everything is down. This happens more often than one thinks and not always at a convenient time. National and local experience has shown that *radio* becomes the preferred, if not the only means by which information is shared and decision-making is enabled.

Third, getting the word out. About ten years ago the PVEPC was charged with finding a way to get a message to town residents should an emergency arise. After a lot of research we concluded and established a TIS AM[2] radio station in Portola Valley. With the support of the Town our AM radio station broadcasts on 1680 kHz on your AM dial, 24x7 recorded messages for visitors and town citizenry. It is a reliable information service with pre-recorded messages

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[1] https://wpv-cert.org

[2] TIS – Travelers Information Radio Service is a defined radio service by the Federal Communications Commission (FCC) for low-powered non-commercial broadcast used to disseminate information to the general public, including for motorists regarding travel, destinations of interest, and situations of imminent danger and emergencies.

but can also go to live broadcasts should it be warranted. The AM broadcast reaches about 70% of Portola Valley's residences and thus is a reasonably good service to get the word out should all the wireline and wireless phone and Internet systems fail.

Fourth, how to assess what's happening. The PVEPC also put in service several GMRS[3] repeaters[4]. These general-purpose two-way radio networks cover PV well. Over time the PVEPC team hardened these repeater installations with backup power, backup antennas, and an ability to survive an emergency event.   Anyone can use these open two-way radio systems with a cheap UHF[5] two-way radio and an FCC[6] license. Should an emergency befall us, many trained WPV-CERT volunteers will be using this service because WPV-CERT has standardized on it.

Also, about 10 years ago some of the local amateur[7] radio operators (ham radio) organized an amateur radio club, Portola Valley Amateur Radio Club KM6DLG[8] and built a ham repeater network covering the local area too. Ham radio is a hobby for many people and per the FCC service definition ham radio also serves the public by supporting emergency communications. Most all official first responder groups have some affiliation with their local ham radio organizations.   At times of major disasters like hurricanes or floods, ham radio always seems to be there and is often the only working communication service for emergency authorities to use. As such there are many ham radio organizations whose sole purpose is emergency services. In San Mateo County one such club is SCARES, K6MPN[9].

In this mindset, the PVARC KM6DLG club acquired and built out a mobile communications trailer. This trailer, normally positioned at WFPD Station 8, has a full stack of radio repeaters for GMRS, ham, and WPV-CERT including its own power so that it can act as the communications hub for any local Incident Command Center[10] should it become necessary.

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[3] GMRS – General Mobile Radio Service is a defined radio service by the Federal Communications Commission, is one of the regulated services designated for use by citizens for general purposes. GMRS usage requires a license $75 for 10 years and enables all members of a household to use the radio. No training, testing, or other requirements exists.

[4] Repeaters are radio systems that allow for low power, hand-held radios to rebroadcast over wide areas. These shared systems are very common in all radio services including first responders, amateurs, GMRS, etc.

[5] UHF – Ultra High Frequency is the name of a radio band typical in the FCC parlance. Similarly, there is a VHF or very high frequency band, AM band, FM band and so forth.

[6] FCC. Federal Communications Commission.   https://www.fcc.gov.

[7] Amateur Radio is a defined radio service by the FCC. It requires a license to operate administered by the FCC and volunteers. The test demonstrates a basic understanding of the rules associated with the service and some basic level of radio technology. It is obtainable from many clubs who run Saturday workshops.

[8] KM6DLG is the FCC call sign for the Portola Valley Amateur Radio Club. A web page at https://radio.rothrockfamily.com explains more about the club and the radios available for use.

[9] South County Amateur Radio Emergency Services club https://www.k6mpn.org

[10] Incident Command Center is DHS designation for where an emergency service operation would be headquartered. There are rules and protocols in which many volunteers are trained and certified to open and operate an ICC.

The San Mateo County Sheriff Communication Unit KC6ULT[11] consists of ham radio operators who volunteer with the San Mateo County Sheriff's Office to provide communications and logistical support during local events and emergencies. Some of the hams in PV and Woodside are members of the Sheriff ACS and many more hams participate in its weekly check ins.

In 2019, WPV-CERT was organized by members of Woodside EPC attaching itself to the WFPD, incorporating PV, as well. The root of this org is the old CERPP[12]. Working together, WPV-CERT, the GMRS, and ham radio repeater volunteers built and expanded a linked radio network throughout the whole WFPD. In addition, WPV-CERT provides a broad range of training programs for first aid, shelter, emergency operations and the like including how to operate and when to use two-way radios. *WPV-CERT is our best local source of information, training, and preparation*.

Fifth, resilience. Today WPV-CERT, the GRMS repeater owners, PVARC/KM6DLG members and many volunteers keep these radio networks operational by performing frequent tests. Further, we have integrated these radio networks to extent allowed by law and practical needs into other services in our community. And with the PVARC communications trailer in tow, Portola Valley EPC can establish an Incident Command Center just about anywhere it needs to remain in communication with the community.

Your Opportunity. There is a growing bevy of trained volunteers who understand how to operate these networks during an emergency in addition to many other emergency duties and activities. While all this can sound a bit technical and even nerdy, it really isn't. This is about being prepared and getting involved so our community can be prepared to take care of ourselves. This is about getting to know your neighbor and others in town. There are many skills needed and the more people involved, the broader the reach and the deeper we are prepared.

Where do I get more info? The best place to start is at WPV-CERT.org. That said, I am always happy to answer questions, assist in acquiring a radio or license and establishing an antenna, or just reviewing emergency preparedness hygiene. WPV-CERT can also visit you in your neighborhood with your neighbors and show you how to get started.

Here's hoping we never have to use any of these emergency communication systems but feeling better that they are in place.

Ray Rothrock
650-743-8054
ray@rothrockfamily.com

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[11] https://www.smso-scu.org
[12] Citizens Emergency Response Preparedness Program. http://old.cerpp.org/index.html

Emergency Radio Communications in Portola Valley

Partial home page of KM6DLG website.

PORTOLA VALLEY AMATEUR RADIO CLUB
KM6DLG

Portola Valley, California Ham Radio & Emergency Preparedness Communication Information

Home

PV AMATEUR RADIO CLUB - KM6DLG

PV ARC maintains **seven repeaters** for the Portola Valley, Woodside and surrounding areas. These are open repeaters, emergency powered, and used by local amateurs and the WPV-CERT teams.

FM Repeaters

   224.820+ PL 110.9   KM6DLG (NARCC Coordinated)

   146.085+ PL 110.9   KM6DLG (Uncoordinated)

     52.92-   PL 100.0   KM6DLG (NARCC Coordination)

   146.085+ PL 100.0   WB5NVN (NARCC Coordinated)

—> *Local hams meet on NVN repeater 7:45 pm Tuesdays<--*

The KM6DLG 2-meter and 220 ham repeaters are linked. Transmitting to either one, repeats on both.

DMR Repeater - WB5NVN digital ID

   145.025 TX - 147.525 RX ColorCode 03 (NCDCC Coordinated. NARCC recorded)

          Local Talk Group 312882

  Click here to view current DMR log.

GMRS Repeaters - WQBS772

   462.625 MHz DCS 162 (PV1 on WPV-CERT) <—**MAIN CHANNEL**

   462.675 MHz DCS 162 (PV2 on WPV-CERT)

San Mateo Sheriff's ACS

SM Sheriff's ACS maintains a HAM repeater network on 146.865 PL 114.8 VHF.

In some portions of Portola Valley and Woodside this SM ACS VHF repeater is hard to