



TOWN OF PORTOLA VALLEY

Emergency Preparedness Committee Meeting

October 5, 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/88292924536?pwd=XBlkKZCFodMWR9xaxMb4vUonXuRoxN.1>

Webinar ID: 882 9292 4536

Passcode: 326776

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 September 7, 2023
5. 8:06 Town Status Reports (Etman/Young)
 - o Town Letter for FCC License AM Radio
 - o Modification of Town LAN for use with AM radio
 - o Schedule for modification of mast for HPR antenna
 - o Internet Backup for Town Center
 - o Discussion of AM Radio protocol
6. 8:08 WPV-CERT/WFPD Report (Brown/Cuschieri)
7. 8:15 Evacuation Plan Status (Younge)
 - o Town Council Update (Jeff Aalfs)
8. 8:20 Town Picnic Report (Shefren)
9. 8:25 AM Radio Relocation Status (Rothrock)
 - o Timing/Town Support

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

- 10. 8:30 Portola Valley Support for CERT/EPiC (Pfau)
 - o Update
- 11. 8:35 Emergency Communications in PV
 - o Awareness/public outreach
- 12. 8:40 Backup Power on Wireless Base stations in Town (Shefren)
- 13. 8:45 AM Radio Signs (Eisberg/Heberer)
 - o Summary/Memo for ASCC
- 14. 8:50 Hawthorne’s Parking Plan
 - 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 November 2, 2023
 - o Quorum check
- 17. 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 07SEP23

1. **07SEP23 In-Person Meeting** called to order by Chair Pfau at 0801.

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

- Marianne Plunder not present
- Chris Raanes present via Zoom

3. **Oral Communications**

- Chris Raanes inquired about process on committee attendance via Zoom and voting. No updates at present.
- Chair Pfau recognized the passing of former EPC Member, Dr. Diana Koin, and her contributions to the Town

4. Motion to approve **03AUG23 Minutes** was made and the Minutes were approved unanimously without changes.

5. **Town Reports**

- No update on Backup for Town Internet
- Moving forward with relocation plans for AM Radio with hopes to complete project the first week in October 2023

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

- No WFPD Report
- Refer to attached WPV-CERT Report
- September is Emergency Preparedness Month
- SMC Test Alert scheduled for 10SEP23

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

- Update provided by Craig Taylor
- Draft Evacuation Plan is included in the 13SEP23 Town Council Agenda for Council Members to discuss
- Recommendation is *not to adopt* plan but to focus on the Town pieces within the plan since the plan involves integration of many agencies and jurisdictions and how to incorporate the plan
- Mentioned that a Colleagues Memo will be included in the Agenda Packet
- Invited EPC Members to attend meeting
- Reminded EPC Members that the process is in progress
- Report was disappointing to Committee Members and much discussion followed
- Members concerned that we are still in fire season and residents may be unaware of the Draft Evacuation Plan or understand evacuation process

- Discussion on how to get the draft out to residents and EPC to follow Wildfire Preparedness Committee Tip process
- Motion was made that Evacuation Subcommittee prepare summary document that outlines key elements of the draft and working document and make it available to Town staff to disseminate. Then follow up with "Tips". Summary to be reviewed by EPC Chair before release to Town. Motion was approved unanimously.

8. Town Picnic Booth/Support (Pfau)

- Jerry Shefren to coordinate this year since Chair Pfau will not be able to attend
- Historically, Members from Parks and Rec Committee set up tent, chairs and tables
- Ray Rothrock will bring EPC banner
- QR Code will be developed to link draft evacuation plan and available for distribution (Pfau)
- Resource Guide to Organize Your Neighborhood will be provided by Vic Schachter for distribution
- Zonehaven evacuation tags and additional handouts will be available

9. AM Radio Relocation Status (Rothrock)

- AM radio has been relocated and plugged in
- Transfer of license in process and fees paid for by Ray Rothrock
- Howard Young reviewing submitted information, response unavailable at meeting time
- Goal is to be operational by the first week in October 2023
- Chair Pfau thanked Ray for his efforts and time
- Motion made and approved unanimously to reimburse Ray Rothrock up to \$1000 for out of pocket expenses regarding license transfer fees
- Motion amended to increase stipend to \$2000 based on new information received during meeting and approved unanimously
- Consider including radio information in future EPC "Tips"
- Ham radio operators will offer assistance during Zotts to Tots race - will use PV1 channel
- Some discussion on using weather radios for evacuation warnings

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

- Memo has been sent to Town Council requesting to reinstate \$5000.00 to EPiC
- Town Manager may have the power to make the \$5000.00 donation without Town Council approval
- Craig Taylor suggested that EPC lobby EPiC to provide information on how the donation would be spent

11. Emergency Communication in PV (Rothrock)

- Refer to attached handout Emergency Radio Communication in Portola Valley
- Consider "Tips" for public outreach and to increase awareness
- Consider QR Code link

12. Backup Power on Wireless Base stations in Town (Pfau)

- Jerry Shefren and Bud Trapp to followup with Town

13. AM Radio Signs (Pfau)

- Lynn Eisberg to draft memo to Mayor to forward to ASCC for approval
- Ray Rothrock to forward information already collected to Lynn Eisberg

14. Hawthorne's Parking Plan (Pfau)

- *"Midpen is continuing a multiyear process to develop a plan for natural resource management and ecologically sensitive public access at the Hawthorns Area of Windy Hill Preserve, located in Portola Valley. At the September 13, 2023 meeting, the board of directors will consider forming an Ad Hoc Committee to guide Midpen's development of preliminary ideas for the future reuse and management of the Historic Complex within the Hawthorns Area. Preliminary ideas will then be presented to the board of directors in early 2024. openspace.org/what-we-do/projects/hawthorns-historic-complex*
- Some residents have contacted Chair Pfau regarding fire safety and evacuation impacts on Alpine Road
- Karen Vahtra, member of Public Access Work Group for Hawthorne presented process update and wants input from EPC to be proactive
- Craig Taylor will bring up topic at next Town Council meeting
- Craig Heberer offered to help with traffic analysis
- Motion made and unanimously approved to keep interfacing with Karen Vahtra

15. Subcommittee Reports

- No additional reports

16. Next regular meeting is October 5, 2023

17. Motion to adjourn at 0925 was made and approved unanimously.

Respectfully Submitted,
Lynn Eisberg

**Portola Valley EPC October 5, 2023 Meeting
Communications Subcommittee Report
Submitted Sept. 25, 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 with inferior antenna.
 - 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 and repeater co-transmission operational.

2. Emergency Communications Trailer.
 - a. Ready to go. Trailer is located at Station 8.

3. Town Hall EOC Equipment Status.
 - a. Bluetti power supply for all radios, AM included, operational and on timed recharging.
 - b. Radios are working, antennas tested well.
 - a. Need to reprogram the UHF ham radio for changed PL codes on the Sheriff frequencies.
 - c. Replaced batteries for all individual base station radios, as a backup.

4. AM Radio.
 - a. AM relocated to Town site with AN2X antenna 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.
 - i. All hardware in hand.
 - ii. Waiting on clearance from H. Young regarding prepping the mast.
 - iii. WFPD has agreed to assist with ladder work and antenna installation.
 - iv. Waiting (two weeks) for Town to send signed STA letter to update FCC license. License submission is ready to go.

5. Arden Bay Area MESH Network
 - a. Fully operational among several locations in PV.
 - b. More nodes being planned.

Color Key

Good status

Concerning status

Urgent need status

On going

New Item this report

ACTION REQUESTS