

TOWN OF PORTOLA VALLEY

Emergency Preparedness

Committee Meeting

Thursday November 2, 2023

8:00 AM

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/81814531850?pwd=vLmjVxzXFO6GsuBv7Npk4oqQ5u8ml4.1>

Webinar ID: 818 1453 1850

Passcode: 026357

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 Approve meeting minutes from October 5, 2023
5. 8:06 Town Status Reports (Etman/Young)
 - o Modification of Town LAN for use with AM radio
 - o Internet Backup for Town Center
 - o Discussion of AM Radio protocol
 - o EOP update/implementation
6. 8:16 WPV-CERT/WFPD Report (Brown/Cuschieri)
7. 8:20 Evacuation Plan Status (Younge)
 - o Town Council Update (Craig Taylor)
8. 8:25 AM Radio Relocation Status (Rothrock)
 - o Update
9. 8:30 Portola Valley Support for CERT/EPiC (Pfau)
 - o Update

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. 8:35 Emergency Communications in PV
 - o Awareness/public outreach
- 11. 8:40 Backup Power on Wireless Base stations in Town (Shefren)
- 12. 8:45 AM Radio Signs (Eisberg/Heberer)
 - o Discussion of options (see report)
 - o Approval by EPC
- 13. 8:50 Hawthorne’s Parking Plan (Plunder/Heberer)
 - o Update
- 14. 8:55 Wildfire Tabletop October 18 (Pfau)
 - o Summary
- 15. 8:56 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 December 7, 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 05OCT2023

1. **05Oct23 In-Person Meeting** called to order by Chair Pfau at 0801.

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

- Lynn Eisberg was not present
- Ray Rothrock present via Zoom

3. **Oral Communications**

4. Motion to approve 07SEPT23 Minutes was made and the Minutes were approved unanimously without changes.

5. **Town Reports**

- There was no representative from the Town at the meeting to update the agenda items

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

- 6527 sms messages and 7222 emails were sent during the SMCAAlert test on 10SEPT2023, only 1255 survey responses were received
- CERT training is on-going with a class of 11
- Three new Co-chairs have been announced for WPV-Ready
- CERT and WFPD participated in the Town Picnic
- Wildfires in CA were at 275k acres and only one member of WFPD was sent
- Major change in Ambulance service; but will not affect residents
- New hires in WFPD expected
- Wildfire and Evacuation Tabletop Exercise planned for October 18

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

- Jeff Aalfs (Mayor) did not attend the meeting although he was expected
- The committee seeks answers to the following:
 - What is the specific legal reason the Evacuation Plan was not adopted?
 - If the Town Council seeks modifications, what specific modifications are necessarily required by the full Town Council?

8. **Town Report** (Shefren)

- EPC and CERT used PV1 and Comm trailer to coordinate runners for Zots to Tots race
- Only 3 residents sought out the EPC booth at the Picnic
- Further discussion of public outreach and awareness is warranted.

9. AM Radio Relocation Status (Rothrock)

- Town Letter for FCC license received
- Oct 18 is set for HPR antenna installation; scissor lift will be there

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

- No update

11. Emergency Communication in PV (Rothrock)

- No update

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

- No update

13. AM Radio Signs (Eisberg/Heberer)

- Working to gather information
- Some discussion of what kind of signs were preferred

14. Hawthorne's Parking Plan (Plunder)

- Karen Askey spoke about ad Hoc committee formed from other Town Committees to address Hawthorne's plan. EPC to join.
- Karen Vahtra spoke about upcoming dates
- Oct 26 – Mid Pen will release final plan
- Ad Hoc committee wants to submit letters by Oct 19.
- Dec 16 – Site tour

15. Subcommittee Reports

- No additional reports

16. Next regular meeting is November 2, 2023

17. Motion to adjourn at 0917 was made and approved unanimously.

Portola Valley EPC November 2, 2023 Regular Meeting

“TIS Radio Sign”

DRAFT Progress Report

October 23, 2023

1. Background
 - a. “AM 1680” AM 1680kHz (call sign WQQA726) is an FCC licensed Traveler’s Information Station (TIS)
 - b. Broadcasting Scenarios
 - i. Constantly - General Information
 - ii. Emergency - Evacuation
 - iii. Other? E.g Town events (Zotts to Tots Race), Traffic, Parking, etc.
2. Purpose of AM 1680 Signs
 - a. Inform Residents and Visitors that local AM1680 is a Source for Emergency and General Information
 - b. Inform traffic entering the town of Portola Valley from Hwy 280, Portola Road, and Arastradero Road
3. Scope of Proposed AM 1680 Signs
 - a. Passive sign (vs active or animated)
 - b. Permanent (vs temporary)
 - c. Assumed that AM 1680 signs / awareness is part of an evacuation plan
 - d. Assumed that contractors, etc. are made aware of AM 1680 when filing at Town Center for permits
4. Federal, State and Local Requirements for Proposed Signs per review to date
 - a. FCC – none
 - b. DOT – none
 - c. CalTrans – Research underway
 - i. May require an encroachment permits
 - d. Portola Valley
 - i. EPC
 - ii. ASCC
 - iii. PV Municipal Code Title 17 – ZONING, Chapter 17.76 – SIGNS
 - iv. Others?
 - e. Portola Valley reportedly has an expert that can consult with signage
5. Explored with, Bill Baker, Information Station Specialists, theradiosource.com (contact info from Ray Rothrock)
 - a. Regulations – governing authority will likely refer to the MUTCD – the Manual for Uniform Traffic Control Devices or its equivalent

- b. Sign Format - the more standardized the better (e.g. Blue and White, Yellow and Black)
 - i. These do meet the MUTCD guidelines
 - ii. Vendor can provide exemplars at a small cost
 - c. Most used text
 - i. Option 1 "Community & Emergency Info Tune AM Radio to 1680"
 - ii. Option 2: "Community & Emergency Info Tune To 1680 AM"
6. Explore several options presented below
- a. EPC discuss and select the option(s) they want to reject and or proceed with
 - i. Sign type and location
 - ii. Text of sign

A. Sign Type and Location Options

Option 1

Add TIS Signs to 2 existing signs in Town

"Town of Portola Valley" on Portola Road near Montecito Road

"Town Center Facilities" at the north Entrance to Town Center

Appearance - Similar in material and style of existing (i.e. wood inscribed)

See Figures 1 and 2

Pro-

Assumed these existing signs are under control/purview of the Town
Minimum additional work involved

Con-

Non-Standard Colors / Appearance - May not receive much attention
Both locations are on Portola Road (Alpine Road not covered)

Option 1a

Same as option 1 except the added TIS sign would be in the color and font more recognizable, i.e. Blue background with White font (or Yellow background with Black Font)

See Figures 1a and 2a

Pro –

more visible / recognizable than Option 1

Con –

Appearance inconsistent with existing sign
Perhaps more difficult to be accepted by various Town Committees
May still be overlooked

Option 2

Add, as a "rider", a traditional TIS type sign to the existing "Neighborhood Watch Community" sign located near the "Town of Portola Valley" sign on Portola Road

See Figure 3

- Pro –
takes advantage of existing sign, traditional look of TIS sign
- Con –
potentially confusing messaging
only one Neighborhood Watch Community sign in Town?

Option 3

Add TIS signs as a “rider” to existing speed limit signs at or near the locations listed in option 4 below

See Figure 4

Presently exploring with CalTrans if this can be done

- Pro –
takes advantage of existing signs
traditional look of TIS sign
- Con –
May not be in optimal locations

Option 4

Install Four (or more?) New Standalone TIS Signs

See Figure 5

Locations – generally traffic entering the Town of Portola Valley

Portola Road – near existing Neighborhood watch sign

Portola Road - Town Center

Alpine Road – between San Francisquito Creek and Westridge Roads

Alpine Road – between Arastradero and Golden Oak Roads

- Pro –
potentially optimized locations
high visibility
- Cons –
approval routes (Exploring - CalTans Encroachment Permits)

B. Text options (These are the most popularly used per Bill Baker)

Text Option 1 "Community & Emergency Info Tune AM Radio to 1680"

Text Option 2 "Community & Emergency Info Tune To 1680 AM"

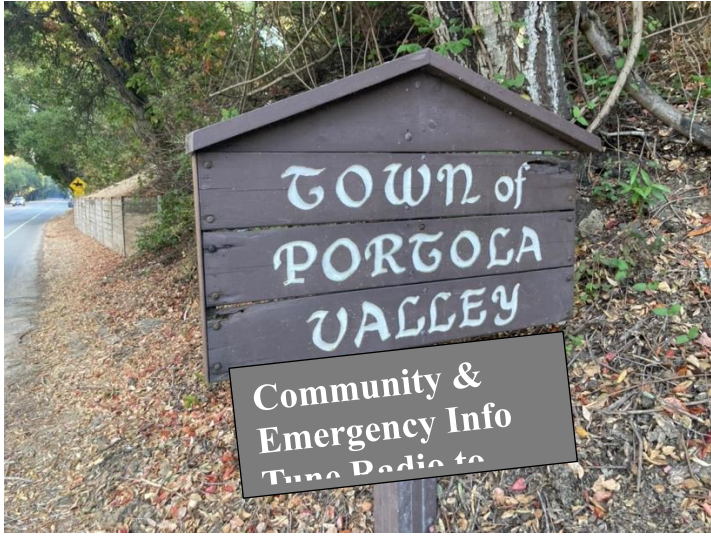


Figure 1

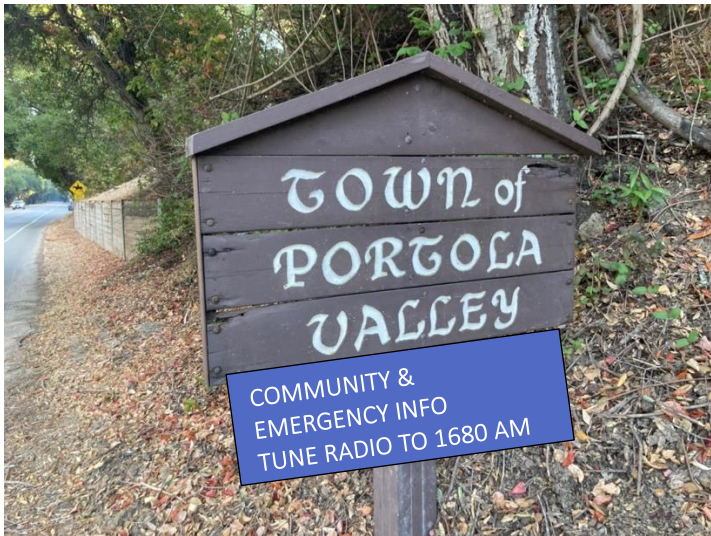


Figure 1a



Figure 2



Figure 2a



Figure 3 TIS sign as a “rider” to existing Neighborhood Watch Sign



Figure 4 TIS Sign as “rider” to existing speed limit sign



Figure 5 Standalone TIS Sign

Notes:

Google maps indicates Portola Town Limit begins approximately 1000 ft North of Westridge Road.

From PV website

“The primary radio with information about Portola Valley for its residents and visitors is the 1680 AM radio. You can receive this continuous broadcast on any AM radio in your car or home. It transmits 24x7x365 recorded information about being prepared. Should an emergency be declared, the AM radio will be updated accordingly.”

<https://www.portolavalley.net/community/emergency-preparedness-information/radio-frequencies#:~:text=In%20the%20case%20of%20an,station%20via%20the%20internet%20here.>

“Portola Valley AM Radio - an AM broadcast radio system has been installed at Town Center as a means of communicating with residents during emergencies. It broadcasts at the frequency 1680 kHz with call sign WQQA726. It is also available via the internet at <http://bit.ly/AM1680PortolaValley>. Tune in during an emergency.”

<https://www.portolavalley.net/community/emergency-preparedness-information/additional-information-for-emergency-preparedness>

Decline in AM radio deployment in cars

<https://www.washingtonpost.com/nation/2023/05/13/am-radio-electric-cars/>

Signage Vendor

<https://theradiosource.com/products/applications-signs.htm>

<https://theradiosource.com/products/sign-fas6000.htm>

PV ordinance

https://library.municode.com/ca/portola/codes/code_of_ordinances?nodeId=TIT17ZO_ARTIVSP_ARSPUSRE_CH17.76SI

note: 17.76.040 - Definitions.

flashing sign may be considered an “animated sign”

"Institutional" means uses whose primary function is furtherance of the public health, safety and welfare, generally, not exclusively noncommercial in nature, including, but not limited to the following: Hospitals and similar health care facilities, airports, cemeteries, recreational clubs and lodges, museums, theaters and similar cultural institutions, churches and similar religious institutions, detention facilities, fire and police stations, emergency shelters, marinas, parks and

similar recreational facilities, schools and similar educational institutions, public utility facilities and offices used for other than-business purposes.

17.76.050 - City manager's discretion.

When exercising discretion pursuant to any section of this chapter, the city manager or his or her designee shall make the decision in light of, and in a manner consistent with, the purposes of this chapter, consideration for the health, safety and welfare of Portola residents, and consideration for the aesthetic appeal of the City of Portola.

(Ord. No. 339, § 1, 4-24-2013)

17.76.130 - Sign design regulations for permanent signs adopted.

The planning commission may adopt sign design regulations for permanent signs in this chapter, as written in Section 17.76.250. The purpose of adopting sign design regulations is to assist and guide the planning department in reviewing applications made pursuant to this chapter. Sign design regulations for permanent signs will be available to the public at Portola City Hall.

(Ord. No. 339, § 1, 4-24-2013)

17.76.250 - Sign design regulations for permanent signs.

Ref.

<https://www.trafficconesforless.com/official-mutcd-speed-limit-30-traffic-sign.html>

**Portola Valley EPC Nov. 2, 2023 Meeting
Communications Subcommittee Report
Submitted Oct. 23, 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 8W on the HPR 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 2 KWhr power supply for all radios, AM operational and on timed recharging.
 - b. All radios are working, antennas tested well, batteries replaced 10/1/23
 - c. Bluetti in place for DC and AC backup.

4. AM Radio.
 - a. AM transmitter and HPR antenna relocated to Town.
 - b. Internet link for simulcasting operational.
 - c. ***Need to reprogram LAN for remote message updating.***
 - d. HPR antenna needs fine tuning and completion of groundplane installation. Antenna operating at SWR of 2.11 (should be very closer to 1.1)

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

Summary

Wildfire Tabletop Exercise - October 18, 2023

Attendees: WFPD, SM County Sheriff's Office, CalFire, SMC DEM, Town of Portola Valley, Town of Woodside, Ladris, Flamemapper, PV EPC (Pfau, Younge, Heberer), other local FDs

Scenario: Fire starts along the Alpine corridor near Golden Oak Drive in Portola Valley due to dragging chain on vehicle. Winds are from the southwest at 17 mph, fuel moisture is low. 911 call comes in at approximately 8 am.

Flamemapper software demonstrated the fire spread at various intervals. Ladris software identified traffic flow and congestion as various zones were evacuated by the appropriate first responders. At certain times, groups were formed to discuss their actions and coordinate with the other agencies. WFPD maintained Incident Command throughout the exercise.

The real enlightening feature of this exercise was how rapidly the fire would spread. The size and threatened structures are shown below at various times. These are based on an unmitigated fire – no intervention by first responders.

<u>Time after start</u>	<u>Acres affected</u>	<u>Structures Threatened</u>
15 minutes	29 acres	27
30 minutes	68 acres	65
1 hour	163 acres	134
4 hours	658 acres	526
6 hours	1200 acres	916
8 hours	2080 acres	1390

In about 6 hours the fire reaches Jasper Ridge and affects most of Portola Valley

Mandatory Evacuation was ordered for most of PV at 1 hour, with Evacuation Warning to all zones in PV and much of Woodside.

At 2 hours, Alpine Road from I280 to Westridge is completely congested, and Portola Road from about PV town boundary to I280 is completely congested. It takes more than 6 hours to evacuate the majority of Portola Valley.



October 24th, 2023

Town of Portola Valley Town Council
765 Portola Road
Portola Valley, CA 94028

Subject: Strengthening Community Preparedness and Engagement through Emergency Preparedness in Communities Inc. (EPiC)

Dear Honorable Members of the Town Council of Portola Valley:

I extend my sincere appreciation for your careful attention to this request for funding. I would like to discuss our collective efforts in collaboration with the Emergency Preparedness Committee, with a strong focus on enhancing community engagement and readiness. I wish to express my gratitude for the tireless volunteerism and outreach endeavors currently energizing our town.

EPiC, Inc. is a non-profit corporation funded by the Towns and the Fire District, enabling WPV-CERT & WPV-Ready to operate and provide emergency resources and preparedness education to the residents of Portola Valley, Woodside, and several unincorporated areas within the Woodside Fire Protection District. The WPV-Ready program is dedicated to ensuring that every district resident is connected to an organized community. These communities provide emergency preparedness information, education, and resources. The WPV-CERT program educates volunteers about disaster preparedness for the hazards that may impact their area and trains them in basic disaster response skills, enabling them to assist their neighbors in the event of an emergency. Skills taught include fire safety, light search and rescue, team organization, and disaster medical operations. Together, EPiC's goal is to promote emergency preparedness knowledge and skills at the citizen and neighborhood levels, particularly in the event of a disaster that overwhelms traditional emergency response resources. In the past year, we have achieved several goals, which I will list below with a focus on Portola Valley's specific accomplishments.

WPV-CERT Radio-related progress within the last year:

- Acquired and deployed hand-held radio caches for the Portola Valley Branch CERT team to have resilient communications during an emergency.
- Conducted 52 weekly radio tests and practice opportunities to connect CERT and community leaders in how to utilize the CERT radio systems for emergency coordination.
- Deploying a Point to Multi-Point microwave IP backhaul system to provide emergency Internet connectivity to CERT Command Posts, including the Portola Valley Buckeye Command Post.

- Assisted in upgrading the Portola Valley Amateur Radio Club (PVARC) radio communications trailer to support the new digital WPV-CERT radio command system, providing resilient emergency communications.
- Utilized WPV-CERT / EPIC, Inc. installed and maintained radio systems to support communications with community members, CERT members, and Fire District personnel during the winter rainstorms.

Other accomplishments include:

- Conducted two multi-day CERT training programs, resulting in several newly trained CERTs within Portola Valley. Each training took approximately 28 hours to complete.
- Conducted command post and organizational exercises at the Portola Valley Town Center Buckeye Room, the primary designated CERT command post location within Portola Valley.
- Coordinated with San Mateo County Department of Emergency Management (DEM) to implement SMC-Alert notification groups for CERT member activation.
- Attended the Portola Valley Wildfire Preparedness Fair to promote emergency preparedness through the WPV-Ready and WPV-CERT programs to residents of Portola Valley.
- Conducted radio support for the Portola Valley Town Picnic Zotts to Tots run, as well as attended the picnic to promote emergency preparedness through WPV-Ready and WPV-CERT programs and acted as the First Aid station for attendees.
- Assisted residents with sandbagging during winter storms.
- Continued to build out and equip the Portola Valley CERT trailer with medical supplies, search and rescue, communications, and command post equipment to support the PV community during emergencies.
- Provided emergency equipment and command post supplies for the PV Branch WPV-CERT Command Post located in the Buckeye room.
- Created several WPV-Ready 1-page handouts on various topics regarding fire and life safety.
- Held a WPV-Ready Community Chainsaw Safety class for residents.
- Provided hands-on Fire Extinguisher Training for residents.

Your contribution to EPIC Inc., including monetary support, is essential to continue our work engaging with the community through training, workshops, and various forms of media, as well as providing us with the ability to maintain a high-level of disaster response for residents.

Moving forward, some of our goals include:

- Building out and equipping the Woodside CERT trailer to match the PV CERT trailer as a secondary command post.
- Continuing with weekly radio checks to provide radio test and practice opportunities to connect CERT and community leaders in how to utilize the CERT radio systems for emergency coordination.
- Holding at least two CERT training courses each year.
- Providing advanced training such as Fire Fighter Rehab, Radio Communications, Incident Management Team Training, and WPV-CERT Incident Command Post Training.
- Continuing to provide pre-programmed WPV-CERT radios at a lower cost to our CERT graduates.
- Completing a new WPV-CERT website.

- Expanding our cadre of WPV-CERT instructors.
- Building and offering WPV-Ready Family First Aid kits (at a reduced cost) to residents and providing free training to supplement.
- Continuing to provide free preparedness webinars and training through WPV-Ready.
- Updating all preparedness material and creating a digital "new resident emergency preparedness resource library."
- Continue to attend Town functions to provide education and outreach as well as First Aid when necessary.
- Continue to support the organization of WPV-Ready Communities and identify neighborhood emergency preparedness leaders.

EPiC is asking for your continuing support. Last year Portola Valley contributed \$5000. This year I ask for a similar amount. I thank you in advance for your continued monetary support, and we look forward to your assistance in achieving these goals and enhancing the safety and preparedness of our shared community.

Sincerely,



Selena Brown
President
Emergency Preparedness in Communities, Inc.
808 Portola Road
Portola Valley, CA 94028