Dale Pfau, Member
Lynn Eisberg, Member
Craig Heberer. Member
Marianne Plunder, Member
Chris Raanes, Chair
Ray Rothrock, Member
Jerry Shefren, Vice Chair
Vic Schachter, Member
Bud Trapp, Member
Randy True, Member

TOWN OF PORTOLA VALLEY
**Emergency Preparedness
Committee Meeting
September 05, 2024
8:00AM**

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/82969541724?pwd=JuOPpRxCHYyhZ2nqAFRBTF1K0wH9SR.1

Webinar ID: 829 6954 1724

Passcode: 899632

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. **0800 Call to Order**

2. **0801 Roll Call**

3. *0803 Oral Communications for Items not on the Agenda*
   Speakers' time is limited to three minutes.

4. **0804 Review and Approval of Minutes**
   a. Minutes of July 11, 2024

5. **0810 Review/create EPC plans to recommend Emergency Response protocol and planning**
   a. **Confirm membership: Shefren, Eisberg, Heberer**
   b. **Confirm Chair: Craig Heberer**
   c. **Feedback from Town (Aalfs, Etman)**
   d. **Discuss approach and first concepts**
      i. **Review EOP and EOC plans?**

6. **0830 WPV-CERT/READY/WFPD Report (Brown/Cuschieri)**

7. **0840   Subcommittee Reports**
   a. Communications (Rothrock)
   b. TIS Sign Subcommittee (Heberer)
   c. Evacuation (Pfau)
   d. Neighborhood and Resident Outreach (Schachter)
   e. Ad Hoc Safety Element (Pfau)

        f.   Review town EOP and make recommendations sub committee (Chair pending, see item 5)

8.   0859   Next regular meeting is October 3, 2024
        a.   Quorum check

9.   0900   Adjournment

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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 - Special Meeting - 11JUL24

1. **11JUL24 Special In-Person Meeting** was called to Order by C. Raanes, Chair, at 0802.

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

- Committee Member R. True was absent
- J. Aalfs, Town Council Liaison was absent
- K. Giuliacci, WFPD Fire Marshal was present
- T. Cuschieri, WFPD Fire Chief was present

3. No **Oral Communications for Items not on the Agenda.**

4. **Review and Approval of Minutes**

- <u>Motion to Approve 06JUN24 Minutes as is was made and approved unanimously.</u>

5. **Review/Create EPC plans to recommend Emergency Response protocol and planning**

- Shefren, Eisberg subcommittee membership confirmed
- C. Heberer added to subcommittee
- Chair not elected
- No feedback from Town at present. Chair Raanes mentioned there is firm buy in from the Town Manager "When do we open EOC and what do we do when we get a phone call about a situation"
- Discussion
  - Original EOP does not factor in CERT
  - Make sure plan meets needs of community
  - Subcommittee meet with Town Manager and go through the process
  - Include PV radio station for mass communications
  - Include existing software program for remote EOC
  - Make sure plan has clear responsibilities
  - Practice the protocol
  - Include SMC Alert
- Next Steps
  - Chair Raanes and Subcommittee meet with Town Manager
  - Move forward together

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

Giuliacci Report:

- Home Assessments; slow start; 123 completed in Zone 1-4; communication with residents is challenging; procedure is to walk property with resident gaining legal access
- June: completed 70 construction inspections, 50 plan reviews, contracted out 120 reviews
- N5 Sensor installation delayed; expected mid-August; 13 sensors for our district, 12 for Palo Alto, 25 for Stanford including placements on Jasper Ridge
- Ladris and FlameMapper merged; creating 4 YouTube fire scenarios for residents to watch; showing fire response-fire growth-traffic impact-etc.
- Encourage residents to download genasys app to receive notices faster than SMCAlert
- Chipping Program is very well utilized by residents; Station 19 is in compliance with new Code; Team has been clear cutting in right-of-ways
- Westridge newest Firewise Group
- Assisted with June 3 Menlo Park fire; sent investigators to assist and followup; Firefighter Rehab trailer deployed
- Quarterly newsletter available on website; "e-subscribe" subscription in process
- Planning PV Evacuation Drill for May 2025; working on drill outline; includes resident participation; based on 1 of the 4 YouTube scenarios; Woodside Drill scheduled for May 2026
- Working to update WFPD signage
- Car seat installation program a huge success; dates on website
- Monthly new grandparent training also a huge success; dates on website
- Received Measure K funding for family first aid kits; kits to be distributed to newly trained CERTs as an incentive and thank you
- Fire District Family Open House (not public) well celebrated

Cuschieri Report:

- Strike Team currently deployed to a wildfire
- Stations #7 & #8 have completed construction and Final Inspections
- Planning an upcoming Community Open House

7. **Subcommittee Reports**

a. Communications (Rothrock)

- update attached
- Field Day successful; held at Station #8; 3 hours; Thank you WFPD
- Town radio antenna wires need attention; volunteer spirit by EPC
- Currently no outside access (IT issue) to make Town radio updates

b. TIS Sign Subcommittee (Heberer)

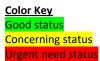- shared mock up signs and pricing; vendor provided template; Heberer printed and made signs

- 3 signs to be requested; $125.00/sign + $40.00 mounting hardware = approximately $500.00
- signs to be riders on existing signage
- Chair Raanes to add TIS Signs to his next Town Manager meeting agenda; determine process to move forward
- EPC Chair contact ASCC Chair to agendize topic

c. Evacuation (Pfau)

- No updates
- K. Giuliacci notes that Guidance to residents, posted on PV website needs revisions to match approved Evacuation Plan
- V. Schachter reports receiving positive resident feedback when Evacution Plan was approved

d. Neighborhood and Resident Outreach (Schachter)

- No report

e. Ad Hoc Safety Element (Pfau)

- Safety Element completely in limbo

f. Review of Town EOP

- No report

8. **Next regular meeting is 01AUG24**

9. **Adjourn**

- Motion to adjourn at 0900 was made and approved unanimously.

Respectfully Submitted,
Lynn Eisberg

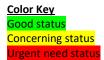**Radio Communications Status (**details: radio.rothrockfamily.com**)**

1. <u>Repeaters and AM</u>: as of this report – all radios/repeaters fully functional
    a. AM Radio (AM, WRML513). Operational. 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 and repeater co-transmission operational.

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

3. <u>Town Hall EOC Equipment Status</u>.
    a. Bluetti 2 KWHr power supply for all radios, AM operational and on timer recharging.
    b. All radios are working, antennas tested well, batteries replaced 10/1/23
    c. Starlink up and operational.

4. <u>AM Radio</u>. Operational but with a concern
    a. ***<u>LAN for programming not yet complete</u>. Request complete with Town IT.***
    b. Week of Aug 19, AM transmitter blew a fuse. Internet transmissions continued.
        i. Finding no electrical issues with the radio itself suspected an antenna issue because the Internet was still transmitting.
        ii. Discovered the antenna has an intermittent connectivity issue causing transmitter overload.
        iii. Inspected all connections, and matching network as best we could with a 12' ladder – all good.
        iv. Issue is likely a connection between the four elements of the antenna.
    c. **Recommendation: Procure a bucket truck capable of 20' and disassemble the antenna piece meal. Reassemble with better electrical connections including conductive paste and hardline connections between the elements.**

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

On going
New Item this report
ACTION REQUESTS

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 .
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4. AM Radio.
    a. Internet link for simulcasting operational.
    b. ***LAN for programming not yet complete.***
    c. Submitted to Town procedures for AM radio message audio processing from AM radio vendor.
    d. **Ground plane work partially completed. Will need to do this ourselves.**

5. Communications Day/Field Day – JUNE 22
    a. Great success!! Have 14 members of the radio community present for the set up, opeations, and tear down. Station 8 a great location for this event. Thanks to all who came out and helped, operated, or just came by to say hello. Probably about 25 walkins. CERT next door had good walk through, too.

Color Key
Good status
Concerning status
Urgent need status

On going
New Item this report
ACTION REQUESTS