

# TOWN OF PORTOLA VALLEY

**Emergency Preparedness  
Committee Meeting  
November 7, 2024  
8:00 AM**

**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

**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](mailto: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/83759224507?pwd=Mm3JDhwT9FSd4FtPaFOuZcr2px9qiN.1>

**Webinar ID: 837 5922 4507**

**Passcode: 517002**

**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 Oct 3, 2024
5. **0805 - REVIEW EVACUATION MEMO FROM COMMITTEE MEMBER PFAU**
  - a. Attached file
  - b. Discussion
  - c. Possible recommendation to Town?
6. **0815 - DISCUSSION OF PREVIOUS EPC PRIORITIES AS POSSIBLE CANDIDATES FOR NEXT EPC GOALS**
  - a. Attached file

- b. Discussion for whole EPC team; then send to subcommittee (already formed) for further details
- c. Feedback from Town (Aalfs)
  - i. Discussion between Jeff Aalfs and C Raanes re guidance, presentation to Town Council, and available resources

**7. 0830 - WPV-CERT/READY/WFPD Report (Brown/Cuschieri)**

**8. 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 subcommittee (Chair pending, see item 5)

**9. 0859 - NEXT REGULAR MEETING IS DECEMBER 5, 2024**

- Quorum check

**10. 0900 - 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 03OCT24**

1. **03OCT24 In-Person Meeting** was called to Order by Chair C. Raanes at 0802.

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

- Committee Members Pfau, Plunder, Shefren were absent
- Jeff Aalfs, Town Council Liaison, not present
- Woodside Fire Protection District representative, not present

3. **Oral Communications for Items not on the Agenda.**

- Ed Holland, Chair, Bicycle, Pedestrian, and Traffic Safety Committee, thanked the Committee Members for their participation in the well attended Zotts to Totts race on 21SEP24; offered the Speed Trailer for EPC to post messages when needed.

4. **Motion was made to approve the 05SEP24 Minutes as written and approved.** C. Raanes and L. Eisberg abstained.

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

- Committee discussed how to proceed with changing/limited Town resources and upcoming election
- Town is faced with many issues
- Committee members are appointed by Town Council and Committees are advisory status
- Our role as a committee is to recommend and advise the Town Council
- Committee to revisit list of 14 priorities previously identified and prioritized
- Remember to match Resident Evacuation information posted on Town website with WFPD evacuation plans
- Discussed process to move forward
  - Schachter/Raanes to re-issue 14 priorities
  - Subcommittee identified to review and expand on each item if needed (scope, cost, execution): Schachter, Heberer, True, Raanes, Eisberg
  - Chair Raanes to secure an invite to present to the Town Council

6. **WPV-CERT/READY/WFPD Report**

- No report available

7. **Subcommittee Reports**

a. **Communications (Rothrock)**

- Monday, 07OCT24, scheduled maintenance on Town antenna to correct mechanical issue (intermittent buzzing)
- All committee members welcome to help
- Rented bucket truck arrives between 0700-0900.
- Will take several hours and lots of muscle
- Motion to authorize \$1700.00 for bucket truck made and approved unanimously
- R. Rothrock met with previous Town Manager and IT consultant regarding remote message modification; successful meeting; follow up anticipated but not forthcoming
- C. Raanes briefed committee on the very successful CERT activation for Zotts to Totts race; CERT members were deployed; IC Center established; "it worked"!

**b. TIS Sign Subcommittee (Heberer)**

- No update
- Town Manager supported project before leaving
- No action by ASCC

**c. Evacuation (Pfau)**

- No report available

**d. Neighborhood and Resident Outreach (Schachter)**

- No report
- B. Trapp reports that The Sequoias have filed for Firewise Community

**e. Ad Hoc Safety Element (Pfau)**

- No report

**f. Review Town EOP and make recommendations (Subcommittee)**

- Tabled for now

**8. Next regular meeting is 07NOV24**

**9. Motion to adjourn was made at 0845 and approved unanimously.**

Respectfully submitted,  
Lynn Eisberg

**Portola Valley  
Emergency Preparedness Committee**

**To:** Emergency Preparedness Committee  
**From:** Dale Pfau  
**Date:** April 4, 2024  
**Re:** Evacuation Re: Alpine Road Corridor Project

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## Summary

San Mateo County recently updated its Alpine Road Corridor Project and continues to have an option with roundabouts (traffic circles) at two locations in Ladera.

These changes would have significant negative effects on Emergency Evacuation for Portola Valley and its adjacent residents. We recommend that the EPC inform the Town Council and County Departments that we oppose the options with traffic circles.

## Background

San Mateo County is back with plans to improve the Alpine/280 interchange

[Alpine Road Corridor Project - PID | County of San Mateo, CA \(smcgov.org\)](#)

However, their second option continues to contain roundabouts (traffic circles) at the two Ladera intersections. Roundabouts are horrible for evacuation. Fehr & Peers studied them in the 2022 Evacuation Traffic Capacity Study [showdocument \(portolavalley.net\)](#)

(1) On page 46, Fehr & Peers itemizes the problems.

“Community members requested information on wildfire considerations for two roundabouts that are being considered for implementation in Ladera at the intersections of Alpine Road/La Mesa Drive and Alpine Road/La Cuesta Drive. Roundabouts may present evacuation challenges along major evacuation routes for the following reasons:


- Roundabouts are designed for a maximum speed of 18 miles per hour through the intersection with vertical elements (including a raised center island) designed to prevent higher speeds.
- Right-of-way at the two intersections is relatively constrained for roundabouts. To accommodate larger vehicles such as aerial fire trucks and horse trailers, roundabouts would need a diameter of 100

feet or more. Installing a roundabout with a smaller diameter at intersections such as these with constrained right-of-way would mean that larger vehicles may have to drive over the raised center island to maneuver through the roundabout.

- The vertical elements of roundabouts (center island and splitter islands on approaches) could present challenges to motorists when visibility is obscured during an evacuation.
- Installation of roundabouts at these intersections would likely lock in a single outbound evacuation lane and preclude the construction of a second outbound lane on Alpine Road from Westridge Drive to I-280."

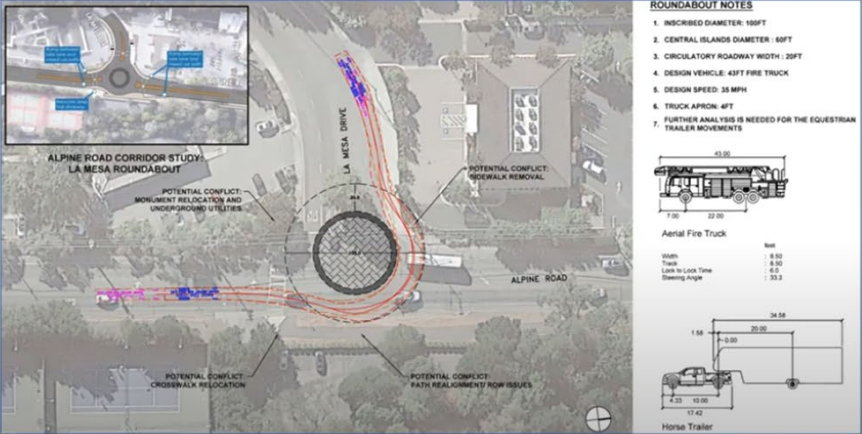
(2) Fehr & Peers discusses these items very clearly at at 32 minutes during the EPC presentation [Emergency Preparedness Committee June 2, 2022 \(youtube.com\)](https://www.youtube.com/watch?v=...)

## ALPINE ROAD



### ❖ Evacuation Challenges with Roundabouts

- 18 mph design speed for all movements
- Ability to accommodate large trailers, fire trucks
- Locks in single outbound evacuation lane



**ROUNDABOUT NOTES**

1. INSCRIBED DIAMETER: 100FT
2. CENTRAL ISLANDS DIAMETER: 65FT
3. CIRCULATORY ROADWAY WIDTH: 25FT
4. DESIGN VEHICLE: 437 FT FIRE TRUCK
5. DESIGN SPEED: 35 MPH
6. TRUCK APRON: 4FT
7. FURTHER ANALYSIS IS NEEDED FOR THE EQUESTRIAN TRAILER MOVEMENTS

Aerial Fire Truck	
	feet
Width	8.50
Track	8.50
Lock to Lock Time	8.53
Steering Angle	33.3

Horse Trailer	
	feet
Width	8.53
Track	13.00
Lock to Lock Time	17.42
Steering Angle	33.3

Fehr & Peers 32:15 / 2:03:22

Emergency Preparedness Committee June 2, 2022



# TOWN OF PORTOLA VALLEY

## Committee Memo

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**TO:** Mayor and Members of the Town Council

**FROM:** Emergency Preparedness Committee

**DATE:** October 12, 2022

**RE:** Recommendations of EPC Re: Future Activities- PV Evacuation Study

### **RECOMMENDATION**

Pls see below the Priority Ranking of Future/Ongoing Activities

### **BACKGROUND**

Section 5 of the Portola Valley Wildfire Traffic Evacuation Capacity Study made 14 recommendations for "Future/Ongoing Activities". Given the mission of the EPC, and its collective experience of several hundred hours over the years to address wildfire and related emergency issues, we would like to provide the following "rankings" for the Council's consideration as it moves forward to implement the study's recommendations. We hope these recommendations will be helpful to the Town Council as it sets priorities with its available resources and moves forward on these important initiatives.

In making these recommendations, the EPC recognizes that the Town of Portola Valley has collaborated with the San Mateo County Department of Emergency Management (SMC DEM) to create a Working Group of interagency partners in spring 2022 to develop detailed Evacuation Plans. The working group includes representatives from SMC DEM, Woodside Fire Protection District, San Mateo County Sheriff, the Town Manager, the evacuation subcommittee of the Emergency Preparedness Committee, all schools in Portola Valley, and The Sequoias. The working group is being hosted by SMC DEM staff and is responsible for preparing a written evacuation plan that will define the authority and responsibilities for actions to be taken during an active evacuation of Portola Valley. Accordingly, it is recognized that the EPC recommendations herein will need to be further evaluated and considered as each of these interested groups do further fact-finding and reports. The EPC recommendations are based on the reports and information available to date, and most specifically the recent Wildfire Traffic Evacuation Capacity Study.

We look forward to answering any questions from the Town Council and assisting its efforts to implement the recommended initiatives as soon as possible.

**FISCAL IMPACT**

“No fiscal impact anticipated”

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**EPC Ranking of Potential Future/Ongoing Activities As Reported In The PV Wildfire Traffic Evaluation Capacity Study**

Legend:

H= High importance and practical to accomplish

M= Medium importance and quite practical to accomplish

L= Low importance and/or impractical to implement

**Rankings:**

H 1. • Establish Evacuation Responsibilities

H 2 • Integrate Evacuation Plans for Schools & Sequoias

M 3. • Coordinate with SamTrans on availability and travel time for buses as needed for evacuation

M 4 • Local Traffic Management Strategies including additional intersection traffic control locations as described in Section 4

H 5• Identification of vehicle crash emergency clearance crews



M 6• Investigate potential for qualified local residents to support traffic control activities at local intersections for situations where police resources are not available

H 7\* Create a working group which would identify hazards along the major evacuation routes, including excessive vegetation, large trees and aging or leaning utility poles which could block these routes in a fire; and establish plans to mitigate these hazards

M 8. • Local Street Accessibility Improvements (Access to Constrained Parcel Groups per Safety Element analysis, Narrow Streets)

H+ 9 • Local Evacuation Shelters/Centers for conditions where shelter-in-place is appropriate.; including coordination with other entities providing emergency services in and around Portola Valley

H 10\* Daytime Employee Evacuation (how to notify, manage evacuation of household/yard/construction workers)

H 11• Improve And Coordinate Communication Systems And The Active Command Protocols to provide key updated information during an evacuation-especially for route information for active evacuees

M 12• Supplemental Traffic Assessments

M 13• Multi-agency Evacuation Assessment and Plan with Woodside and Los Altos Hills

H 14.\*Evacuation Education Programs

**Portola Valley EPC November 7, 2024 Meeting  
Communications Subcommittee Report  
Submitted Oct. 31, 2024**

**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) – fully operational, 10 watts
  - 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 and linked.
  
2. Emergency Communications Trailer.
  - a. Ready to go. Trailer is located at Station 8.
    - i. Brake repair complete.
  
3. Town Hall EOC Equipment Status.
  - a. Bluetti 2 KWHr power supply for all radios
  - b. All radios are working, antennas tested well, batteries replaced 10/1/23
  - c. Starlink up and operational.
  
4. AM Radio.
  - a. **AM Antenna repaired, retuned (near perfect) and reinstalled in Oct. 7 with essential assistance from WFPD, Dep. Sheriff Ed Holland and EPC Member Dale Pfau. THANK YOU ALL. Spare AM transmitter installed and operational.**
  - b. **AM transmitter suffered damage prior to the antenna repair. Ed Holland took the unit home, diagnosed the issue, bought the parts, and repaired the radio. It is fully repaired and ready as a backup.**
  - c. **LAN for programming not yet complete**
    - i. **In communication with Stepford IT Services now since Aug. 11. Apparently there are some configuration elements they discovered with the PV EOC network and the Town network.**
  
5. **Expenses. Need the form to file expense report. Rental for bucket truck was about \$1400.**

**Color Key**

Good status

Concerning status

Urgent need status

On going

New Item this report

**ACTION REQUESTS**



**Color Key**

Good status

Concerning status

Urgent need status

On going

New Item this report

ACTION REQUESTS