

SPECIAL JOINT TOWN COUNCIL / EMERGENCY PREPAREDNESS COMMITTEE (EPC) MEETING,
July 22, 2009

ROLL CALL

Mayor Wengert called the meeting to order at 3:00 p.m. Ms. McDougall called the roll:

Present: Councilmembers Derwin, Driscoll, Merk and Mayor Wengert, Vice Mayor Toben arrived at 3:06 p.m. and;
EPC members John Boice, Anne Kopf-Sill, Wil Patterson and Chris Raanes
Absent: EPC members David Howes, Derry Kabcenell, Marianne Plunder, Ray Rothrock and Chairperson Craig Taylor
Others: Staff persons Arana, Borck, Brown, de Garmeaux, Fitzer, Hanlon, Lambert, Macias, McDougall, Nerdahl, Rodas, Weber, Young and Public Works Committee members Peyton and Hedlund.

ORAL COMMUNICATIONS

None

REGULAR AGENDA

Training Session: Emergency Operations Center (EOC) Activation - Orientation

Assistant Town Manager McDougall provided a brief overview of the orientation exercise. The Emergency Services Director/Town Manager is the point person to activate the EOC. In the absence of Town Manager Howard the next in line to activate the EOC would be the Mayor. With that, Mayor Wengert activated the EOC which began the process of the EOC room set-up. There are five working sections that form an EOC; they are Command, Planning, Operations, Logistics and Finance.

Ms. McDougall reviewed the forms used in the EOC. For reporting an incident, EOC members and volunteers would use the first half-sheet form titled "Message Form". This form includes incident priority, location and a full description of the incident. The second full size sheet form is titled "Incident Form". This form is initially used by the Planning Section, and contains information including incident number, priority status, location and full description of the incident. The third telephone message form is a general message form that is used for internal communications. Ms. McDougall thanked members of the Emergency Preparedness Committee for the floor plan they created of town hall, which includes locations of first aid kits, fire extinguishers, electrical room, and water shut offs. This floor plan, as well as a diagram of the EOC set-up, is posted on the back wall of the EOC, above the built-in cabinets that contain basic materials needed to set-up the EOC and instruction binders for each section.

The section chiefs presented an overview and the responsibilities of their individual section.

Ms. Lambert stated the Planning Section is primarily responsible for collection, evaluation and dissemination of the incident information. Detailed record keeping and preservation of the records during and following the disaster was vital. This information would then be written on the large white board that hung on a wall of the EOC.

Mr. Young reported that the primary role of the Operations Section relates to emergency response for Public Works. The Operations Section is comprised of Police, Fire, Medical and Public Works. Today's exercise would focus on the Public Works branch which is responsible for road maintenance repair, bridge maintenance repair, rescue support if needed, traffic control and barricade detour set up. Operations ultimate goal is to aid residents by ensuring their safety and to document expenditures so we can obtain

reimbursement by the federal government. It was clarified that if there were a downed PG&E line, staff would be able to move the line to the side of the road if it was a cable or telephone line only. If it were a live line the staff would barricade and notify PG&E. This would be the same for gas lines. If it were deemed a safe situation by staff then they would go in and shut off the gas, if not they would notify PG&E.

Ms. McDougall reiterated the importance of comprehensive documentation. Thorough documentation would ultimately allow the Town to obtain reimbursement from FEMA following a disaster.

Mr. Macias stated the four branches of Logistics, which include Services, Communications, Personnel and Care & Shelter. Today's exercise would focus on the first three branches only. Logistics is the liaison to communicate with the County, coordinating and allocating all non-fire and non-law enforcement mutual aid personnel. Logistics signs in all volunteers that arrive and note their arrival and departure time. These hours are documented for reimbursement. Logistics is also charged with acquisition of needed materials.

Ms. Nerdahl confirmed that the Finance Section tracks dollars spent for possible reimbursement. Also man-hours, injuries that are suffered and property damage that occurs must be documented for reimbursement. The Finance Section is also responsible for cutting checks, use of the Town credit card and purchase order administration as needed.

Ms. McDougall described the Command Section, which would consist of any attending Councilmembers, Emergency Services Director, Town Attorney, Fire Chief and Assistant Town Manager as the Public Information Officer, "PIO". The members of the Command Section oversee the entire operation of the EOC and may require that the Council vote to adopt a resolution declaring an emergency.

It was noted that in the event of an emergency and not all staff was able to reach the EOC, the Emergency Preparedness Committee members would substitute in their absence. More cross training is planned for this.

Responding to Councilmember Toben, Ms. McDougall said that under California law, as public employees, staff is required to report to the EOC and if unable to reach Portola Valley then staff is to report to the nearest EOC in their neighborhood.

Councilmember Driscoll asked about what procedures are in place for communication with the Police and Fire Departments. Ms. McDougall said that the Emergency Services Director/Town Manager is the point person to communicate with these organizations and therefore it is imperative to maintain a good working relationship between them. Councilmember Driscoll said we should invite the Police and Fire officials to attend a future exercise.

Councilmember Merk asked if the Town had memorandum of understandings "MOU's" in place with local agencies. He also asked if there was a microwave link telephone accessible to the EOC, if there was a formal liaison between Logistics and CERPP and if not, suggested there be planned coordination between these two groups. Councilmember Merk also asked if we had a working computer in the EOC was it possible to connect with "RIMS" (Resource Information Management System), a computer system within "NIMS" (National Incident Management System).

John Boice reviewed the Radio Room that resides within the EOC. This dedicated radio is used to communicate between the various CERPP divisions and the EOC.

Councilmember Driscoll asked if the Town had the ability to monitor the Fire Department frequency. John Boice replied that there is ongoing effort by the Emergency Preparedness Committee to ensure open communication with the Fire Department.

Mr. Young reported that the generator could generate power to the EOC for 48 hours but only 24 hours if supplying power to entire town hall building. Mr. Young confirmed that the generator could be filled while

running and agreed that we need extra fuel on site to replenish the generator as needed.

Ms. Lambert reported that we now have a large scale map of the Town, supplied by Woodside Fire, that display's all locations of gates and hydrants and not only shows the entire Town but also the surrounding areas. Staff can update the map as we receive updates from Woodside Fire. This map will be mounted on a wall in the EOC.

Councilmembers and Emergency Preparedness Committee members then embarked on a tour, including the location of the generator and emergency supplies that are located in the maintenance shed. It was noted that the Emergency Preparedness and Public Works Committee members have access to a lock box that contains keys to town hall and the fire alarm code.

ADJOURNMENT

The meeting adjourned at 4:16 p.m.

Mayor

Town Clerk