

TOWN COUNCIL MEETING NO. 801, SEPTEMBER 29, 2010

ROLL CALL

Mayor Toben called the meeting to order at 7:05 p.m. and Town Manager Howard called the roll.

Present: Councilmembers Maryann Derwin, Ann Wengert, Vice Mayor Ted Driscoll and; EPC members John Boice, Anne Kopf-Sill, Marianne Plunder and Craig Taylor

Absent: Councilmember Richards and EPC members David Howes, Derry Kabcenell, Chair Chris Raanes and Ray Rothrock

Guests: San Mateo County Office of Emergency Services Supervising District Coordinator, Bill O'Callahan and District Coordinator, Jeff Norris

ORAL COMMUNICATIONS

Two videos on fire safety were shown, narrated by Charlie Krenz of the Los Trancos County Water District (LTCWD) Fire Safety Committee. The first video gave an overview of recent accomplishments and cost sharing programs in fire safety, the second video covered problems that can occur by flaming embers blown into the district from a distant fire.

REGULAR AGENDA [7:16 p.m.]

Emergency Operations Center (EOC) – Overview of Radio Communications, Quick Start Cards, “Go Bags” and discussion of Emergency Preparedness/Emergency Response.

Emergency Preparedness Committee member, John Boice, reviewed the progression of radio communications in the event of an emergency. The sequence is as follows; Neighborhood Leader radios from their Neighborhood Operations Center to the CERPP Division Operations Center who radios to the EOC at Town Hall. In the event of an emergency, the CERPP Division radios are the primary means of communication to the EOC.

Committee member, Anne Kopf-Sill, reviewed the provided Quick Task Cards. The purpose of these cards is to help define the steps to take in the event of a large scale disaster such as an earthquake. They are to be used by Town Staff, Town Council and the Emergency Preparedness and Public Works Committee members. Copies of the Quick Task Cards will be in the “Go Bags” as well as a laminated set that will reside in the EOC. The Emergency Preparedness Committee will review and make any necessary changes to the Quick Task Cards which will be brought to the Council annually.

Information on EOC division stations and their role, EOC operation overview and a guide to the EOC reference binders were also provided.

Town Manager, Angela Howard, handed out to each attending Councilmember and Committee member a “Go Bag”. Go Bags contain basic emergency supplies, optional personal items and Quick Task Cards that EOC staff will keep nearby in the event of an emergency. The Council, Emergency Preparedness Committee members and Town Staff will receive a “Go Bag”.

Mayor Toben said a lot of effort has gone into this presentation and that the Emergency Preparedness Committee has done an outstanding job.

Comments and questions that came out of this meeting are: 1) quick start card #7 should reflect that the janitorial closet in Town Hall has a key cabinet containing keys to the facility. A suggestion that a key log be made available to track keys that are distributed; 2) clarify the liability of a medical volunteer; 3) questioned if the Town Manager can deputize a person to be a structural engineer; (4 concern for CERPP divisions that need strengthening; 5) question if there is sufficient infrastructure in CERPP Central; 7) review current ordinance and succession of Director of Emergency Services if no staff or Council members are available.

ADJOURNMENT: 8:22 p.m.

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Mayor

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Town Clerk