



TOWN OF PORTOLA VALLEY

7:00 PM – Special Joint Meeting of the Town Council
and Emergency Preparedness Committee
Wednesday, October 30, 2013
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

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SPECIAL MEETING AGENDA

7:00 PM – CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL

Councilmember Aalfs, Councilmember Derwin, Councilmember Driscoll, Vice Mayor Wengert, Mayor Richards
Committee members Boice, Howes, Koin, Kopf-Sill, Raanes, Chair Rothrock, Taylor, Trapp and Young

ORAL COMMUNICATIONS

Persons wishing to address the Town Council on any subject may do so now. Please note however, that the Council is not able to undertake extended discussion or action tonight on items not on the agenda.

REGULAR AGENDA

(1) **PRESENTATION** by Ray Rothrock, member of the Emergency Preparedness Committee, with a Committee (2)
Update

- Charter Review
- Report Card of Activities
- Medical Preparedness Report
- Communications Preparedness Report
- Turning on the AM Emergency Radio

ADJOURNMENT:

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. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

AVAILABILITY OF INFORMATION

Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall and at the Portola Valley Library located adjacent to Town Hall. In accordance with SB343, Town Council agenda materials, released less than 72 hours prior to the meeting, are available to the public at Town Hall, 765 Portola Road, Portola Valley, CA 94028.

SUBMITTAL OF AGENDA ITEMS

The deadline for submittal of agenda items is 12:00 Noon WEDNESDAY of the week prior to the meeting. By law no action can be taken on matters not listed on the printed agenda unless the Town Council determines that emergency action is required. Non-emergency matters brought up by the public under Communications may be referred to the administrative staff for appropriate action.

PUBLIC HEARINGS

Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge any proposed action(s) in court, you may be limited to raising only issues you or someone else raised at the Public Hearing(s) described in this agenda, or in written correspondence delivered to the Town Council at, or prior to, the Public Hearing(s)

Town Council of Portola Valley Update from the Emergency Preparedness Committee

Ray Rothrock
October 30, 2013

EPC Charter

(as of 2010)

- Ensure that the Town possesses adequate emergency response capabilities

EPC Members

- Ray Rothrock, Chair, WB5NVN
- John Boice, CERPP Neighborhood Leader
- Diana Koin, M.D., Sequoia's Medical Leader
- Anne Kopf-Sill, Neighborhood Leader
- Chris Rannes, W6CAR, Neighborhood Leader
- Craig Taylor, CERPP Board of Directors, K6CST
- Bud Trapp, Sequoia's Emergency Leader
- Stuart Young, M.D., K6DRC, Vista Verde Leader

Tonight's Agenda

- EPC Progress Report
- Medical Preparedness Update
- Communications Preparedness Update
- Turning on the AM Emergency Radio

2013 Goals & Functions

- Outreach
- Medical
- Communications
- Training
- Household Preparedness
- Governance/Jurisdiction

Function: Outreach

- EPC Newsletters
- PV Forum Updates
- Events - Picnic, CERPP Drills, Great Shake Out, Amateur Radio Field Day
- TIS AM Radio Broadcast (new)

Function: Medical

- First aid locations
 - Town, Sequoia's, Stanford Medical (Ladera)
- Human assets
 - Skills, locations, volunteer network
- Supplies for town Center

Function: Comm

- Make operational TIS Emergency AM radio
- Design and implement a Portable EOC; abandon Priority EOC
- Annual maintenance
- Communication training - CERPP, AM, Ham, other

Function: Training

- Publish to residents all Red Cross, WFPD and other training sessions
- Conduct EOC drills and training as requested by CERPP, Town, WFPD
- Update/recruit/train volunteers for functions
- Go Bags

Function: Household

- Provide base-case emergency supplies information and lists for households
- Communicate to households effective procedures, inventory, and how-to in the event of an emergency
- Communicate, communicate, communicate

Function: Governance

- Review EPC Charter for relevancy and completeness
- Understand preparedness deficiencies and prioritize capabilities based on resources and volunteers

2013 Progress Report

- Outreach - A-
- Medical - A, but work in process
- Communications - A
- Training - C
- Household Preparedness - C
- Governance - B, but work in process

Medical Update

- Establish base-line of critical skills and assets required to provide basic first aid at Town Center
- First aid elements
 - Personnel, equipment and supplies
 - Water, food, shelter
- Work in progress; lots to do

Medical Update

- EPC leadership in place
 - Social event with resident medical professionals
- Medical inventory and locations identified
- Planning and organization
 - Establishing base-line first aid capabilities at Town Center

Medical Update

- 2014 goals
 - Complete plan
 - Equip and supply
 - Drill and test plan
 - Demonstrate first aid capability

Communications Update

- Good information is the basis for good decisions by authorities
- Communications is required to assemble information

EOC Comm Resources

- San Mateo Office of Emergency Services
 - County comm with Microwave link
- AM Emergency Broadcast.
 - One-way 24/7 broadcast to Portola Valley
- CERPP
 - Two-way EOC/neighborhood communications for WPFD
- Amateur and GMRS Radio, local and county

Local EOC Stations



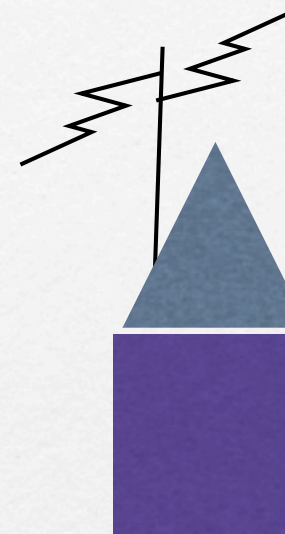
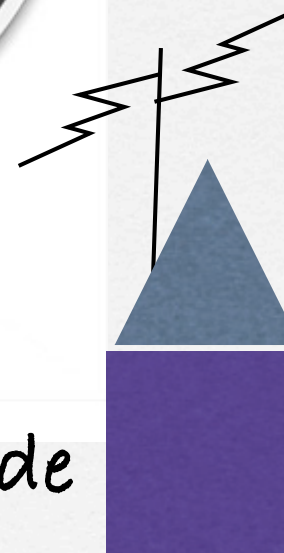
San Mateo
of
Emergency
Services

Telephone
Microwave
Ham Radio



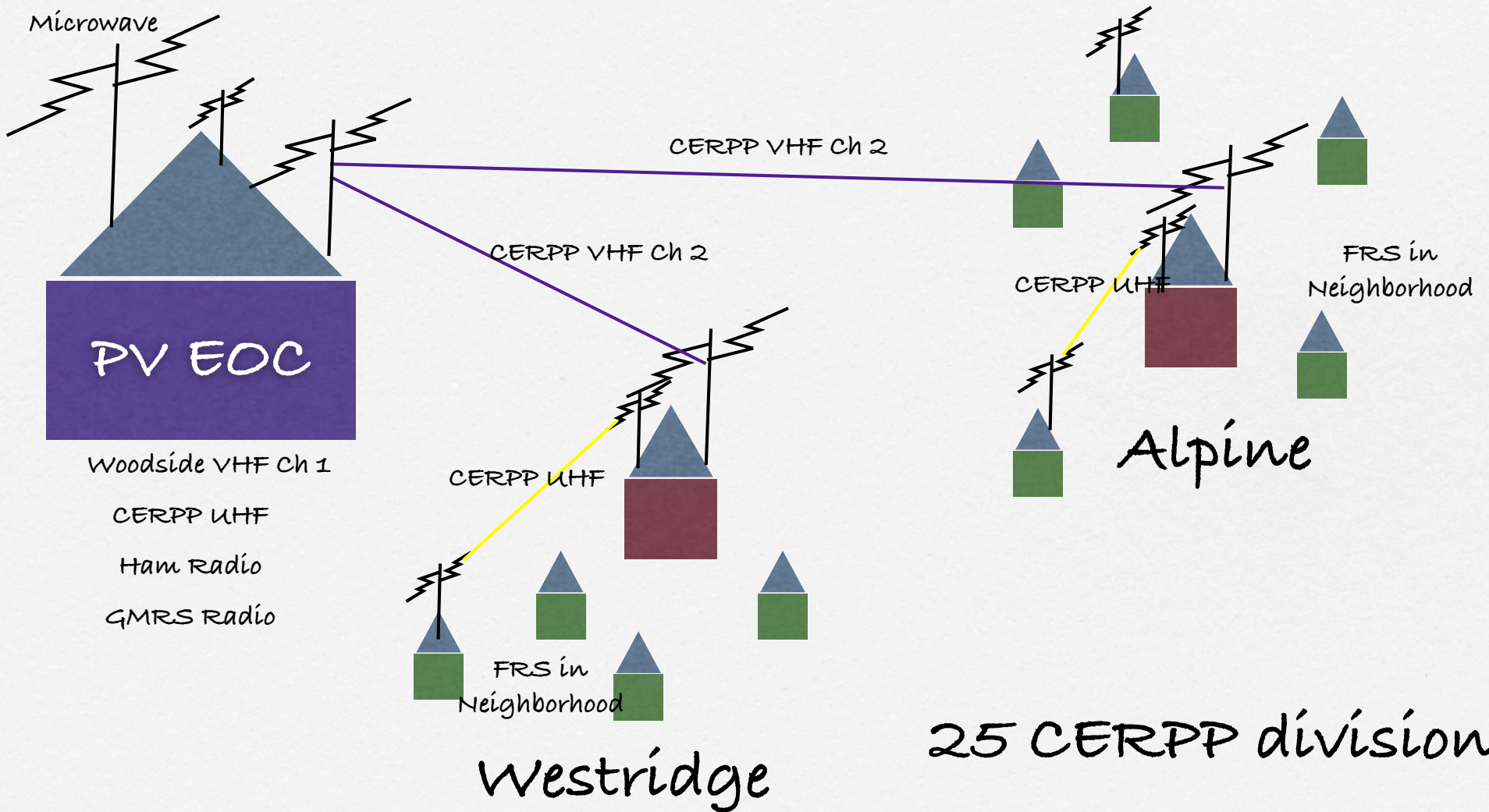
k4632220 www.fotosearch.com

Woodside



Portola
valley

CERPP Network



Amateur and GMRS Radio

- Two-way communications by FCC licensed citizens
 - SMOES Ham Repeater - All of SM county
 - Local Ham Repeater - PV and surrounding
 - GMRS - PV and surrounding
 - Five (known) repeaters around town

AM Emergency Radio

- WQQA726
 - FCC licensed TIS service on AM 1680 kHz, for Portola valley
- Substantially all town residents can receive it
- Operational 24/7
- Live or pre-recorded broadcast
- Town Manager oversight

AM Radio Coverage



About 3 km radius,
except west of Skyline

3 km

Creating Awareness for AM Radio

- PV Forum announcement(s)*
- Town newsletter and The Almanac
- Road banners*
- "Refrigerator" magnets*
- Town mailings and reminders

*Targeting announcement "blitz" Nov. 11, possibly 18

Let's Turn It On

- A portable AM radio
- A message from the Town Mayor

Questions

Closing

- Thanks to Howard Young
- Thanks to Nick Pegueros and whole staff for their support
- Thank the Council and residents for their input and support
- Especially like to thank the EPC volunteer team
- And to WFPD for their assistance

