



TOWN OF PORTOLA VALLEY

Emergency Preparedness

Committee Meeting

November 6, 2025

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/84718692200?pwd=na7lHnYrHQlvd2i0kL8SPsM1c9TTvK.1>

Webinar ID: 847 1869 2200

Passcode: 239535

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. **0805 Approval of Minutes of previous meeting**
5. **0805 Nominations and election of EPC Chair, Vice Chair, Secretary for 2026**
6. **0810 Discussion of progress and feedback on EOP/EOC plan (Cashin)**
 - a. Update
7. **0815 Evacuation Subcommittee updates (Pfau)**
 - a. Update on Alpine Rd Bridge recommendation – final version attached.
 - b. Discussion on EPC role (if any) integrating with PVSD evac and shelter plans.
8. **0825 AM Radio (Rothrock/Raanes)**
 - a. Update on progress.
 - b. Demo, final procedure approval for Dec meeting.
9. **0830 WPV-CERT/READY/WFPD Report (Giuliacchi/Brown/Cuschieri)**
10. **0845 Subcommittee Reports**

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

- ~~a. Communications (Rothrock)~~
- b. TIS Sign Subcommittee (Heberer)
- ~~c. Evacuation (Pfau)~~
- d. Neighborhood and Resident Outreach (Schachter)
- e. Ad Hoc Safety Element (Pfau)
- ~~f. EOP/EOC (Cashin)~~

11. 0859 Next regular meeting falls on December 4, 2025

- a. Propose move to Dec 9 or Dec 12.
- b. Quorum check

12. 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 02OCT25

1. **02OCT25 Meeting Called to Order** at 0801 by Chair Raanes.
2. **Roll Call** performed and **Quorum** verified.
 - Ray Rothrock attended by Zoom
 - Council Member C. Taylor (Liaison Backup) present
 - Town Engineer Robert Burt attended by Zoom
 - WFPD - Eric Zabala, Deputy Fire Chief; Kimberly Giuliacci, Fire Marshal - present. Selena Brown, Public Education Officer/Emergency Preparedness Coordinator attended by Zoom
3. **Oral Communications for Items no on the Agenda**
 - Motion to Approve 04SEP25 Minutes as written was made and approved unanimously.
4. **Discussion of progress and feedback on EOP/EOC plan (Cashin)**
 - Subcommittee met every Monday in September, 9-11, at the Town Center conference room.
 - Monday meetings will continue in October.
 - Developing activation procedures
 - Customizing forms
 - Ensuring accuracy of Town emergency contact lists
5. **Subcommittee report on Bridge connecting Creek Park Dr. to Old Alpine Road (Pfau)**
 - Subcommittee Report attached to Agenda
 - Subcommittee focus "Is this a good idea?" and "Is an alternative route (extra lane) a positive thing"
 - Questions were entertained with active discussion-refer to recorded meeting for more information
 - Motion made that the Emergency Preparedness Committee fully supports the subcommittee report and to forward the report to the Town Council. Approved with B. Trapp abstaining.
6. **AM Radio (Rothrock)**
 - New Town Manager fully onboard and fully supports the Communications Subcommittee
 - Lots happening in the last 3 days regarding the IP issues
 - Given one circuit from Stepford; Subcommittee Chair is optimistic
 - New circuit allows remote access of AM radio; full control

- Existing protocols to be reviewed, revised and updated annually
- TIS Sign Subcommittee (Heberer) reports the Town Engineer is moving forward with the purchase and installation of the previously approved AM radio signs
- Questions and discussions on how the Portola Valley School District could use the AM radio to message parents, including Zoom comments from Roberta Zarea, PVSD Superintendent. Please refer to meeting recording.
- Concerns regarding PVSD evacuation plans, raised by EPC Member True were voiced. EPC Member True encouraged to develop a concrete proposal or an actionable plan to be agendaized for our next meeting by Chair Raanes.

7. **WPV-CERT/READY/WFPD Reports (Zabala/Giuliacchi/Brown)**

- Deputy Chief Zabala
 - Reported on Aug 30 Edgewood Fire incident; large fire, good response unified command, one hour to completely suppress.
 - WFPD sent crews to help with TCU September Lightning Complex
 - Annual Chili Cookoff was successful
 - Mentioned Staff Promotions
 - October 16 will execute an internal "ShakeOut" drill; open EOC; review readiness
 - Revised County Alarm Plan expected to go live in early January 2026
- Fire Marshal Giuliacchi
 - Proposed Fire Code Ordinance changes (local amendments to the State requirements) are posted on the WFPD website; Town staff are reviewing; process to be posted; mentioned fire hydrant flow rates 1000 gal/minute
 - Additional info regarding Edgewood Fire: accidental from a car fire; deployed drones to assist location of spot fires; N5 sensor in area did not pick up initially, 1 hour after suppression, being evaluated
 - Hired 2 per diem home assessment workers
 - Chipping piles increased this year
 - Planning to offer year-round chipping, cost-recovery.
- Public Education Officer/EP Coordinator Brown
 - CERT First Saturday Med Ops Supplemental Training held
 - CERTS supplemented Sheriff Dept Communications for PV Zott's to Tot's race; present at Town Picnic
 - CERT training underway - 15 students Skills Check October 25th
 - Second READY-Communicator Training held Sept 29th
 - WFPD engines checking in on Tuesday Nets

8. **Subcommittee Reports**

- Communications (Rothrock) - refer to #6 above
- TIS Sign Subcommittee (Heberer) - refer to #6 above
- Evacuation (Pfau) - will collaborate with R. True to develop actionable plan regarding school evacuations
- Neighborhood and Resident Outreach (Schachter) - No update

- Ad Hoc Safety Element (Pfau) - waiting for input from Town
- EOP/EOC (Cashin) - refer to #4 above

9. **Next regular meeting is 06NOV25**

- Members Rothrock and Schachter not available

10. Motion to Adjourn at 0915 made and approved unanimously.

Respectfully Submitted,

Lynn Eisberg

*Portola Valley EPC November 6, 2025 Meeting
Communications Subcommittee Report
Submitted October 25, 2025*

- :
1. AM Radio Internet Access.
 - a. AM Radio online 24x7 since last meeting.
 - b. AM Radio Internet circuit in place and fully functioning. VPN system established.
 - c. *Documentation such as operating manual, protocol, and users lists in process.*

 2. CERT, GMRS and Amateur Repeater Status: (details: <https://radio.rothrockfamily.com>)
 - a. PVARC (KM6DLG) amateur repeaters – 2m/220/6m – fully operational.
 - b. NVN (FM WB5NVN) amateur analog repeater fully operational.
 - c. NVN (DMR WB5NVN) amateur digital repeater fully operational.
 - d. San Mateo Sheriff's (f.k.a. OES) (KC6ULT) UHF link - fully operational.
 - e. WPV-CERT Portola Valley GMRS (WQBS772) repeaters (PV1, PV2) - fully operational.
 - f. WPV-CERT Easter Cross WD1 repeater – fully operational.
 - g. LTW/VV GMRS (FM) repeaters are fully operational.
 - h. CERT Easter Cross (Woodside) and Granada (Portola Valley) DMR repeaters operational and linked.
 - i. WPV-CERT DMR Network operational and linked.

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

 4. Town Hall EOC Equipment Status – Checked on 2/18/25
 - a. Bluetti 2 KWHr backup power supply in good condition.

Recommendation of Emergency Preparedness Committee (As sent to Town) Old Alpine Road Bridge Project

2 October 2025

Executive Summary

Charles Zaffaroni has presented a project to rebuild a bridge that connects Creek Park Drive to Old Alpine Road. The current bridge is unable to support emergency vehicles. (Please see Charles' presentation to EPC on July 10, 2025 [638874828380030000](#))

Charles would like the Portola Valley Town Council to approve the project as a 'community benefit', which would reportedly make the project eligible for tax-deductible donations and grants to complete the rebuild. The EPC Evacuation Subcommittee was asked to review the project and offer its recommendation to the EPC.

If the project were completed, it would:

1. Potentially allow the portion of Old Alpine Road between Creek Park Drive (near Alpine Hills Club) and Arastradero to become an emergency exit route. This would provide a single lane exit to augment Alpine Road or, in the event a segment of Alpine Road is blocked, an alternative exit route.
2. Strengthen the bridge to allow fire equipment to use the bridge. This could be beneficial in the event of a wildfire moving from the Preserve toward Portola Valley.

Based on an evaluation of the project and the assumption that any improvement in alternative evacuation routes is positive for the Town of Portola Valley, the Evacuation Subcommittee supports the proposal. However, there are several issues that are beyond the scope of this subcommittee and should be addressed by the Town Council, Town Staff, or the Town attorney.

The Subcommittee met with Fire Marshal Kim Giuliacce, who advised that she would support the findings of the subcommittee.

On October 2, 2025, the findings of the subcommittee were presented to the Emergency Preparedness Committee. The Committee unanimously accepted the recommendation of the subcommittee and referred further action to Town Staff and Town Council.

Discussion

Old Alpine Road (OAR) runs approximately ½ mile from Creek Park Drive in Portola Valley to Arastradero Road (near Alpine Inn) in Santa Clara County. It is a private

road (without a road agreement or HOA) that serves 15 residences and is entirely in Santa Clara County.

The proposed bridge does support 75,000 pounds which is a State requirement for evacuation routes.

One of the State requirements for an evacuation route is that the road be at least 20 feet wide. OAR does not meet this requirement for its entire length. Mr. Zaffaroni has advised: “The Bridge and widening are both important, but please don’t condition the bridge’s community-benefit determination on completing all widening first. They can proceed in parallel under an agreed plan with Fire/County.” Importantly, the Fire Marshal has stated that due to the infrastructure in Portola Valley, WFPD can support single lane access roads less than 20 feet wide.

Another state requirement discourages speed bumps. OAR currently has speed bumps. Mr. Zaffaroni says he is “Open in principle to converting to emergency-friendly traffic calming (e.g., speed cushions), subject to Fire Marshal input and homeowner concurrence.”

Mr. Zaffaroni says he and other residents would consider appropriate signage for the route: “We support designation and use as an Emergency Evacuation Route during actual events but cannot become a public thoroughfare day-to-day. Signage should reflect that reality. Suggested language: “Emergency Evacuation Route — Private Road — No Through Traffic Except During Declared Emergencies.” Final wording/locations to be coordinated with Town/Fire and homeowners.”

Mr. Zaffaroni says they are open to a Memorandum of Understanding (MOU) if necessary; “Open to an MOU covering emergency-route designation and 24/7 unobstructed access during incidents, maintenance/vegetation responsibilities, debris clearance, incident traffic control, indemnity/insurance, and signage — with terms aligned to the final partnership/funding structure.”

Finally, regarding the issue of traffic closure of the bridge Mr. Zaffaroni offers that there are “No gates today; no imminent plans. Security has been discussed by some neighbors. In a public-private partnership for the bridge, we can guarantee no restrictive gates/chains on the emergency route. Without that partnership framework, homeowners may reserve options typical for managing a private road.”

Issues beyond the scope of the EPC, to be addressed by the Town Council, Town Staff, and/or the Town attorney.

There are several issues that are beyond the scope of the subcommittee or the EPC and should be addressed by the Town Council, Town Staff, or by the Town Attorney.

1. What specifically are the issues/responsibilities/ liabilities of declaring a “community benefit”?
2. Is a MOU necessary?
3. Mr. Zaffaroni has requested:
 - a. Authorize use of the Portola Valley Fund (or similar) for tax-deductible contributions
 - b. Direct staff to pursue grants and draft an MOU/funding framework;
 - c. Acknowledge road-widening can proceed in parallel under an agreed plan

Appendix I

Summary of State Requirements for Evacuation Routes

- AB 747: Requires cities/counties to identify and evaluate evacuation routes for capacity, safety, and viability under emergency scenarios, starting January 1, 2022, or upon LHMP revision. No specific width, bridge weight, speed bump, or slope standards are set, but routes must support emergency access.
- SB 99: Requires identifying residential developments in hazard areas with fewer than two evacuation routes and addressing minimum road widths/clearances for fire and geologic hazards, effective January 1, 2020. No explicit measurements are provided.
- Specific Parameters:
 - Width: Minimum 20 feet per CFC, or 26 feet for aerial apparatus; local plans may require more for two-way evacuation traffic.
 - Bridge Weight: Must support fire apparatus (75,000–80,000 pounds) per CFC and AASHTO HS20-44 standards.
 - Speed Bumps: Discouraged or low-profile (3–4 inches) to avoid impeding emergency vehicles.
 - Slope: Maximum 10% per CFC, preferably 8–10% per Caltrans for safe evacuation.