



TOWN OF PORTOLA VALLEY

Emergency Preparedness Committee Regular Meeting

May 7, 2026

8:00AM

Kimberly Cashin, Vice Chair
Lynn Eisberg, Secretary
Craig Heberer, Chair
Fred Myers, Member
Dale Pfau, Member
Marianne Plunder, Member
Ray Rothrock, Member
Jerry Shefren, Member
Vic Schachter, Member
Randy True, Member

AGENDA

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/86154854662?pwd=fn6Ozl9mtk9rad9XsfG1U4QEws64GI.1>

Webinar ID: 861 5485 4662

Passcode: 534100

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. **0810 Approval of Minutes of Previous Meeting**
5. **0815 Fiscal Year 2026-2027 Budget – Review, Discuss, and Vote** (Submittal Deadline - May 15, Town Council Review May 27)
6. **0825 Monthly Community Event Series – Interest? Ideas?** (Ref. email from Town Council Member Rebecca Flynn in agenda packet)
7. **0835 2026 Exploratory Projects - Follow up Discussion (Heberer/EPC)**
 - a. Update - Exploratory Project 2 – Town Council Resilience Planning Subcommittee (Taylor, Flynn) Potential Safety Initiatives
 - b. Update - Exploratory Project 1 – EPC's Role in Preparation for Significant Weather Events
8. **0845 WPV-CERT / WPV – READY / WFPD Report (Giuliacci/Brown/Cuschieri)**
9. **0850 Subcommittee Reports**
 - a. EOP/EOC – [2026 Priority #1] (**Cashin:** Eisberg, Pfau)

- b. Communications – [2026 Priority #2] (**Rothrock:** Heberer, Pfau, Shefren)
- c. Evacuation – [2026 Priority #3] (**Pfau:**)
- d. Ad Hoc Safety Element - [2026 Priority #4] (**Pfau:**)
- e. Neighborhood and Resident Outreach (**Schachter:** Plunder, Eisberg, Myers)

10. 0859 Next regular meeting falls on June 4, 2026

- a. Quorum check

11. 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 02APR26

1. **02APR26 In-Person Meeting Called to Order** at 0802 by Chair Heberer.
2. **Roll Call** performed and **Quorum** verified.
 - Members Present: Eisberg, Heberer, Myers, Pfau, Plunder, Shefren, Schachter
 - Members Not Present: Cashin, Rothrock, True
 - Town Council Liaison, C. Taylor not present
 - WFPD Representatives Present: Deputy Chief Nannini and Emergency Preparedness Coordinator Brown
3. **Oral Communications for Items not on the Agenda**
 - None heard
4. **Approval of Minutes of Previous Meeting**
 - Motion to Approve the 05MAR26 Minutes, as written, was made and approved unanimously.
5. **2026 Exploratory Projects - Follow up Discussion (Heberer/EPC)**
 - a. Exploratory Project 2 - EPC's review of Town Council Resilience Planning Subcommittee Potential Safety Initiatives for EPC to Review and Comment
 - Motion to Approve Comments and move the Comments forward to C. Taylor and R. Flynn was made and approved unanimously.
 - b. Exploratory Project 1 - EPC's role in Preparation for Significant Weather Events
 - Project has blossomed and expanded into creating a list of things the EPC has been doing then have a follow up meeting
 - Outreach Subcommittee to take the lead
 - *Committee Member F. Myers agreed to join the Outreach Subcommittee. Thank you Fred.*
 - Review content of "Portola Valley Resource Guide to Organize Your Neighborhood to Respond to Emergencies" and update as needed
 - Become familiar with the WFPD "WPV-Ready Nodes" initiative

- Review emergency information posted on the PV Town website for accuracy and update as needed (refer to S. Brown document to be shared with EPC and C. Heberer's excel spreadsheet distributed to EPC)
- Great discussion by committee members

6. **WPV-CERT - READY / WFPD Report (S. Brown)**

- Fire Chief Report given by S. Brown
 - Open Finance Technician 1 position has been filled by Grace Chow
 - New Type 3 apparatus arriving and will be based at Station 7
 - Crews responded to a 2nd alarm vegetation fire to assist. WFPD issued an SMC Alert action item regarding the fire on I 280.
 - Firefighter Amanda Dale received a special recognition from the Peninsula Council of Lions Club for her swift and professional actions resulting in a positive outcome during a cardiac event.
 - On 19MAR26 hosted a new sheriff Meet and Greet. Community had an opportunity to meet Sheriff Ken Binder. Supervisor Ray Mueller was present as well.
- WPV-READY and WPV-CERT updates (S. Brown)
 - Spring CERT Training Class finished this week. Held full Skills Day training on 28MAR26 with 30 people attending. Young Men's Service League participated as "victims" to be triaged, transported and treated in MedOps.
 - Great participation by the Firefighters on duty at Station 7 that day. Thank you for your expertise and help.
 - First Saturday trainings have been held at the PV Town Center. C. Taylor trained on CERT Search and Rescue skills in March and the Leadership Team will train on sandbagging and cordoning off a hazardous area, both trainings requested by Town Manager, on 04APR26.
 - 30 people attended the ZOOM Ready Nodes presentation on 26MAR26. The video will be edited and then available to the public.
 - Thorough explanation of WPV-CERT, WPV-Ready, WPV-Ready Nodes and Ready Communicators given by S. Brown. Good discussion. Committee had all questions answered.
 - New Instagram site launched - "Learn, Prepare, Survive"
 - Next WPV-Ready Communicator training is scheduled for 21APR26
 - For additional information, refer to meeting recording

7. **Subcommittee Reports**

- a. **EOP/EOC [2026 Priority #1]: (Cashin, Eisberg, Pfau)**
 - L. Eisberg reports that the EOC has been completed. Subcommittee continues to meet weekly on Monday mornings 9-11.
 - b. **Communications [2026 Priority #2]: (Rothrock, Heberer, Pfau, Shefren)**
 - J. Shefren agreed to join the subcommittee
 - All radios and comms are 100%
 - ARRL Annual Field Day will be 27JUN26
 - c. **Evacuation [2026 Priority #3]: (Pfau:)**
 - Nothing new to report
 - d. **Ad Hoc Safety Element [2026 Priority #4]: (Pfau:)**
 - Safety Element is with the Town
 - e. **Neighborhood and Resident Outreach (Schachter: Plunder, Eisberg, Myers)**
 - Subcommittee to meet before May EPC meeting
 - Review subcommittee document, *Portola Valley Resource Guide to Organize your Neighborhood to Respond to Emergencies*, and update as needed
8. **Next regular meeting falls on 07MAY26.**
9. **Adjournment**
- *Motion to adjourn at 0850 made and approved unanimously.*

Respectfully Submitted,
Lynn Eisberg, EPC Secretary

Apr 27, 2026,
10:27 PM

Rebecca Flynn
to Rebecca, Craig, Darcy

Dear Committee Chairs and Vice Chairs,

I'd like to gauge your interest in participating in a new **monthly community event series** starting in the next fiscal year.

The idea: Each month, an interested committee hosts (and funds) one community event — a lecture, demonstration, fair, or family activity — preferably timed to roughly the **third week of the month**. Larger events would be held at Community Hall or the Town Center grounds; smaller lectures at the Schoolhouse.

Why a recurring monthly series?

- Builds community and reduces isolation
- Helps residents plan ahead and builds a regular audience
- Simplifies scheduling, insurance, AV setup, and facility booking for Town staff
- Allows better marketing coordination under one umbrella
- Allows committees to highlight their interests, accomplishments, or expertise.

Logistics:

- Months are first come, first served — no obligation to participate
- Committees may sign up for more than one event
- Events outside the third week are still welcome; this series doesn't replace anything
- Preferred evenings: Monday, Thursday, or Sunday afternoon (Fridays/Saturdays are available but limited due to outside rentals and should be reserved well in advance.)

Budget & Committee Requests:

- Each committee funds and organizes its own event through its **Town Council-approved committee budget**
- Given the Town's structural deficit, please aim for **modest events this year in the \$200–\$500 range**
- If you think your committee will want to host an event, **include it as a goal and budget line item in your committee budget request, due by May 15 at the latest to the Town Manager and Finance Director.**
- Town Council will review committee budgets at the **May 27 TC meeting** and make funding recommendations; the final FY 2026–27 Town budget will be approved in June

- Many committees already include an annual lecture or activity as a goal — this series is a great way to fulfill that goal within a coordinated framework.

Please reply to let me know if your committee is thinking about hosting an event (or two) — no commitment required!

Thanks

Rebecca Flynn

Town Councilmember

A quick follow up to my earlier message for your budget planning sessions:

If you think your committee will want to host an event, please include it (or them) as a goal and budget line item(s) in your committee budget request.

Depending on the size of the event, please also include a special event insurance policy expense charge. For a large Community Hall event, please include at least \$300. Exact cost would be determined by the Town's insurance company and are based on the nature of the event, cost, number of expected attendees, presence of alcohol, etc. For reference, Trivia night was \$300 while the Town picnic was \$1300. Cindy Rodas can provide additional details.

If you hold the event at the Schoolhouse and organize the event as a "Special Committee Meeting Agenda", there would be no extra charge for insurance. The agenda packet for that Special meeting needs to be submitted to Town Hall in advance of your meeting to be covered by the Town's regular insurance. The advantage of using the Schoolhouse is that the AV system is set up and available as are the chairs.

****Budget requests are due by May 15 at the latest to the Town Manager and Finance Director.**

****To comply with Brown Act rules, be sure to include the budget discussion and vote as a new agenda item in your next agenda packet so that you can discuss and vote on your budget. A reminder that agenda packets are due a week before your committee meeting.**

To set expectations, I do want to emphasize that there is no obligation to offer a seminar or an event by your committee and to remind you that the Town is in a structural deficit, so we will be limited in being able to approve *all* requests but certainly hope to be able to support our Town Committees.

I appreciate very much the work of the Town Committees and welcome your involvement in helping to create a welcoming community sharing your expertise.

If you have questions, please let me know.

*Portola Valley EPC May 7, 2026 Meeting
Communications Subcommittee Report
Submitted April 28, 2026*

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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. Need to set up training for the Comms Subcommittee

2. Town Hall AM Radio Equipment Status –
 - a. Fully functional.
 - b. Need scripts and recordings.

3. 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.

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

UPCOMING EVENTS

May 23 – Comms Trailer training, refresher. At Rothrock's home.

June 27 – Safety and Emergency Preparations Day, Station 8, 8-4 pm
Volunteers needed. EPC members should come up.