



TOWN OF PORTOLA VALLEY

Emergency Preparedness Committee Regular Meeting June 4, 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
Vic Schachter, Member
Jerry Shefren, Member
Randy True, Member

AGENDA

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/86154854662?pwd=fn6Ozl9mtk9rad9XsfG1U4QEws64Gl.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 WPV-CERT / WPV – READY / WFPD Report (Fire Chief – Eric Zabala, Fire Marshal – Kim Giuliani, Public Education Officer/ Emergency Preparedness – Selena Brown)**
6. **0830 Monthly Community Event Series – Discuss / Propose Ideas / Dates/Plans (Ref. Agenda Packet email from Town Council Member Rebecca Flynn on May 7, 2026)**
7. **0845 Update Project Master List - Town Council Resilience Planning Subcommittee (Heberer)**
8. **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. Neighborhood and Resident Outreach (**Schachter:** Eisberg, Myers)
- e. Ad Hoc Safety Element - [2026 Priority #4] (**Pfau:**) – **Draft Safety Element Made Available May 29, 2026, Comments due by June 30, 2026 Ref. Agenda Packet**

9. 0859 Next regular meeting falls on July 2, 2026

- a. Quorum Check
- b. Alternate Date?

10. 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.

07MAY26 In-Person Meeting Called to Order at 0800 by Chair Heberer.

2. **Roll Call** performed, and **Quorum** verified.

- Members Present: Cashin, Eisberg, Heberer, Myers, Pfau, Plunder, Shefren, Schachter, True
- Members Not Present: Rothrock
- Others Present: C. Taylor, Town Council Liaison; Darcy Smith, Town Manager
- WFPD Representatives Present: Chief Zabala, Deputy Chief Nannini and S. Brown, Emergency Preparedness Coordinator

3. **Oral Communications for Items not on the Agenda**

- None heard

4. **Approval of Minutes of Previous Meeting**

- Motion to Approve the 02APR26 Minutes, as written, was made and approved unanimously.

5. **Monthly Community Event Series from Town Council**

- Will agendaize for June meeting for further discussion

6. **Fiscal Year 2026-2027 Budget**

- Version 2 of budget distributed to committee along with historical budget
- Committee reviewed, discussed and asked questions
- Clarification offered by C. Taylor and D. Smith
- Budget edited, recommended that line items 1-4 should be moved to the Town Operating Budget (Information Technology) and line item 8, Sand for Sandbags should be moved to Public Works Committee or the Town Operating Budget
- Item 5, Outreach - Printing, Distribution, Promotion was increased from \$200.00 to \$600.00
- Motion to approve the edited Budget was made, seconded and approved unanimously.

7. **Exploratory Projects**

- Project 2 - Town Council Resilience Planning Subcommittee
 - C. Heberer worked with C. Taylor to assemble a master document for planning; combining Fehr & Peers, Town Council and EPC Priority action items into one document

- C. Taylor anticipates adding a line item in the Safety Element regarding those action items for the Town Council to review this master document annually and so they won't "get lost"
- Project 1 - EPC's Role in Preparation for Significant Weather Events
 - C. Heberer states this project is being divided between Communication and Community Outreach Subcommittees (recasting)
 - K. Cashin states that some items will be addressed in the EOC/EOP revisions currently underway, C. Heberer agreed

8. WPV-CERT/READY/WFPD Report (Brown/ Zabala)

- S. Brown
 - WPV-READY website completely redone with preparedness levels and maps of Nodes
 - Moving away from producing own documents and reference Cal Fire and State documents
 - Now have 52 Ready Communicators
 - Ladera Wildfire Preparedness Fair scheduled for 09MAY26
 - Completed CERT sandbagging and cordoning off hazards training requested by D. Smith
 - CERT participation in Woodside May Day parade will be stepped up next year
 - WFPD has mailed an information postcard to all District Residents
- Chief Zabala
 - New Type 1 and Type 3 (for wildland fires) Engines to be delivered soon
 - Hired 3 new Firefighters
 - Fuel mitigation program underway to improve evacuation routes
 - County has scheduled some prescribed burns and the District sends SMC Alerts and posts on the website
 - State reports 1085 fires so far this year - fire season in underway
 - Deputy Chief Nannini reports District is simulating wildfire in the fire district to identify preparedness strategies, staging, fuel mitigation, training tactics and forecasting
 - Please refer to the Recorded Meeting (**available on YouTube**) for more information

9. Subcommittee Reports

- EOP/EOC (**Cashin, Eisberg, Pfau**) - Cashin reports subcommittee continues to meet weekly, Mondays, 9-11
- Communications (**Rothrock, Heberer, Pfau, Shefren**) - refer to attached report
- Evacuation (**Pfau**) - Nothing new
- Ad Hoc Safety Element (**Pfau**) - Nothing new
- Neighborhood and Resident Outreach (**Schachter, Plunder, Eisberg Myers**) - Nothing further

10. **Next Regular Meeting falls on 04JUN26**

- Shefren not available

11. Adjournment

- Motion to adjourn at 0921 made and approved unanimously.

Respectfully Submitted,
Lynn Eisberg, EPC Secretary

*Portola Valley EPC June 2, 2026 Meeting
Communications Subcommittee Report
Submitted May 26, 2026*

:

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 to load recordings into Library on AM radio

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 & DMR WB5NVN) amateur analog repeater fully operational.
 - c. San Mateo Sheriff's (f.k.a. OES) (KC6ULT) UHF link - fully operational.
 - d. WPV-CERT Portola Valley GMRS (WQBS772) repeaters (PV1, PV2) - fully operational.
 - e. WPV-CERT Easter Cross WD1 repeater – fully operational.
 - f. LTW/VV GMRS (FM) repeaters are fully operational.
 - g. CERT Easter Cross (Woodside) and Granada (Portola Valley) DMR repeaters operational and linked.

4. Emergency Communications Trailer
 - a. Ready to go. Trailer is located at Station 8.
 - b. Refresher training May 23, complete.

UPCOMING EVENTS

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

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.

Dear Geologic Safety, Wildfire Preparedness, and Emergency Preparedness Committees (via bcc),

I'm reaching out to let you know that the [2026 Draft Safety Element](#) is now available for public review by Town Committees and the community. The Town's technical team, including staff and consultants, as well as support from the Town Council subcommittees, have developed this 2026 Draft based on:

- The [2022 Draft Safety Element](#), including previous comments from Committees and community members on the 2022 Draft.
- Guidance from the Town Council subcommittees.
- The existing [Safety Element](#), last amended on July 28, 2010.
- State law, guidance from the State and regional agencies, and best practices.

All information, including the 2026 Draft Safety Element document and information on how to provide feedback, is provided on the [Safety Element Update webpage](#).

NEXT STEPS:

- May 29 – June 30, 2026 | Public Review Period
 - Town Committees and community members are invited to provide written comments by June 30th through this link [here](#) or by clicking on the 'Submit a Comment for the Safety Element' button on the [Safety Element Update webpage](#).
- June 10, 2026 | Joint Town Council and Planning Commission Study Session from 5:30pm - 7:00pm
 - Town Committees and community members are welcome to provide public comment during the public comment portion of the meeting.

Thanks,

Sarah Cawrse
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