

Town of Los Altos Hills

Emergency Preparedness and Response Committee

Special Meeting Minutes

Monday, February 13th, 2023 6:00 pm.

An audio/video recording of the meeting is available at <https://tinyurl.com/lah-eprc-2023-02-13> or https://us02web.zoom.us/rec/share/Wsq4bX5dkxtv5tjU4vEYGtvgwW8Hn-3yaLRwlcBIknQ086W73-gRf7JsZT_GIulk.puOo1LxkAIL60Cvh Numbers in brackets, e.g. [1:30] indicates approximate time in the video.

The meeting was called to order at 6:02 pm by Acting Chair Sachdeva.

Roll call of members

Member	Status	Comment
Chair Terry Kearney (TK)	present	
Vice-chair Ben Gikis (BG)	present	Arrived at 6:06
Secretary Dave Stewart (DS)	present	
Jim Basiji (JB)	present	
Amita Sachdeva (AS)	present	Acting Chair for the meeting
Sam Wood (SW)	present	
Associate Victoria Bebee (VB)	present	
Associate Neil Katin (NK)	present	
Associate Bill Lattin (BL)	present	
Associate Andy Kirk (AK)	absent	

With 6 of 6 voting members, a quorum is present.

Other attendees

Name	Comment
Peter Pirnejad (PP)	LAH City Manager
Ann Hepenstal (AH)	Emergency Management Consultant to LAH
Lisa Schmidt (LS)	LAH Town Council Member & EPRC Liason
Cody Einfalt (CE)	LAH Management Analyst
David Gilmour (DG)	LAH Emergency Group Trustee
Rajiv Bhateja (RB)	LAH Technical Committee Chair

Chair remarks

AS - No remarks

Public Comments on non-agendized items

RB – Would like to promote the deployment of earthquake and high-flow gas shut-off valves. Should reduce fires after an earthquake.

Approve the minutes of the prior meeting

MOTION MADE AND SECONDED: Approve the minutes of the January 10th, 2023 meeting.

Member	Moved	Second	Aye	No	Abstain	Recuse	Absent
Chair Terry Kearney			x				
Vice-chair Ben Gikis			x				
Secretary Dave Stewart		x	x				
Jim Basiji			x				
Amita Sachdeva	x		x				
Sam Wood			x				

Motion to appoint associate members: David Gilmour and Phil Harter

MOTION MADE AND SECONDED: Motion to appoint David Gilmour and Philip Harter as associate members of the EPRC.

Member	Moved	Second	Aye	No	Abstain	Recuse	Absent
Chair Terry Kearney			x				
Vice-chair Ben Gikis		x	x				
Secretary Dave Stewart			x				
Jim Basiji			x				
Amita Sachdeva	x		x				
Sam Wood			x				

LAHCFD/Firewise Program presentation (Associate Member: Bebee) [0:11]

https://drive.google.com/file/d/1wcH5OisI8iHZ_uvGeoFWGZKZiIbOiLps/view?usp=share_link

National Fire Protection Agency program to reduce wildfire risks. LAHCFD is promoting this program to residents. 50 communities across the bay area.

Goals: Learn about wildfire preparation, build a safer community, create a framework for action, get access to funding and assistance.

Benefits: Recognized communities may receive an insurance discount. Law in April, 2023.

How: Create a committee and identify leader. Plan an education event with SCCFSC and your neighbors. Develop an inspection survey for residents to work through. Open a work tracking portal with NFPA. Invite residents to take advantage of LAHCFD programs. SCCFD performs community risk assessment. Draft 3 year action plan. LAHCFD to help leaders through the process. Booklet available. VB is our contact.

Discussion:

8 houses to form a community. Discount amount is not specified. LAHCFD staff will assist, unsure how many committees they can support. Should help with non-renewals. Communities need to be somewhat contiguous. Neighborhood watch groups get \$400/yr, could be used to promote Firewise. Food and drink, tables help to get people to attend. Teen CERT and Youth Committee could be enrolled. Grass roots promotion helps to overcome 'yet another mailer' apathy. March 4 event 10-12 at city hall. VB, LS, AH, AS, DS get together to come up with promotion ideas.

LAH EOC Drill presentation (Staff: Hepenstal) [0:34]

<https://drive.google.com/file/d/12NGYpfmrfwnkxIU4nJa11UPecHaIDeL0/view?usp=sharing>

EOC drill engaged staff, DSW volunteers, town stakeholders, community organizations: faith/schools/responders/utilities to simulate the response. CERT activated, worked on CalCOP app, submitting reports.

Goals: staff learning, collaborate with partners, practice roles, engage community, make connections.

Scenario: earthquake, but electricity, power, phones, internet still working

Learnings: identified hazards, plans, resources, partners

Follow-up: AH to prepare report to PP, PP to report to Town Council, additional training & planning, doc updates.

Discussion:

Wi-Fi controller failed, internal equipment issue. AH report to go to EPRC. Drill was unique in the community approach. How should we handle a specific recommendation to add hardening internet to the IT infrastructure upgrade. Generally covered by Emergency Group meeting. Better to work with the staff than to raise to the council.

Standing Reports

Town Council Liaison Report (Council Member: Schmidt) [1:02]

LS: Goal settings happened, some things still open due to a council member in the hospital. Will be presented at the upcoming Town Council meeting. Reach codes are the #1 priority. PP: list is online at <http://losaltoshills.ca.gov/544/2023-Council-Priorities>. Most committee goals were approved. George Tyson and LS are the subcommittee on Code of Conduct, Form 700 requirement has been dropped. Compliant housing plan has been submitted, student housing at Foothill College could be a win-win. Waiting for review. Builder's remedy on Summitwood is complex and contentious. PP: Town is careful to follow the procedure.

County Fire District Liaison's Report (Associate Member: Bebee) [1:14]

Firewise report is the largest item. AH: Complements to VB for helping with the County-wide CERT skills day.

Emergency Management Consultant's Report (Staff: Hepenstal) [1:15]

https://drive.google.com/file/d/19PyTY-2rRsBEWpWY4rBpthf_rkWa-GBZ/view?usp=sharing

Activated the EOC part time during the atmospheric river storms in January. Designed and ran the EOC drill, leveraging partners and stakeholders. Marsha Hovey has delivered Annex C: Crisis Communications Plan which has been reviewed with the PIO team. Working session with PIO on 3/14. Hazard Mitigation Plan: county driven plan to reduce long term risks from all hazards. Will be working with LAHCFD on the plan. Description of CalCOP: a Common Operating Picture. An up-to-date view of the incident at hand combining various data feeds. Free to use, free support. Feb 1 drill has a lot of follow-on work: MOUs with Foothill College, KFJC, town plans and procedures.

Town is decreasing consulting hours until end of the fiscal years. Hazard Mitigation and 2/1 meeting follow-up and town meetings prioritized. Approx 30 hrs/mo through April 30th.

EPRC Standing Subcommittee Reports

DSW Groups/Programs (Secretary: Stewart) [1:36]

List exists. DS asks for feedback on the list. Will discuss the priorities and list of groups at the next meeting. And discuss next steps to create the groups and recruit. <https://tinyurl.com/xj9wcp7>

Town Emergency Plans (Secretary: Stewart) [1:41]

DS showed the current LAH emergency map and described the various layers that exist. Looking for the kind of map data that needs to be added or pushed to Haystax/CalCOP. Existing layers are Critical Infrastructure (overpasses, water tanks, etc.), large animal locations, Zonehaven evacuation zones, CERT and ham locations, parcels and addresses. VB: Thanks to DS for the effort involved. Need to keep the personal information private to the operations, not to be published. DS: as this data is created, we already scrub for personal information.

Mass Notification (Associate Member: Katin) [1:49]

No news

Community Outreach (Member: Sachdeva) [1:49]

Connecting with FireWise Community Outreach effort

Emergency Communications (Member: Wood/Associate Member: Katin) [1:50]

SW/DG: Meeting 2/23 @ 3pm to 5pm at LAH town hall to consider scope of the needs.

Review action items from today's EPRC meeting (Secretary: Stewart) [1:53]

Create a small group/subcommittee to work with VB to brainstorm on Firewise promotion LS, AS, VB, DS, AH, CE?

LS: New state requirement as COVID emergency procedures end. NEXT MEETING: ALL VOTING MEMBERS MUST ATTEND IN PERSON.

Requests for Future Agenda Items / Announcements: [1:55]

Mar 7, 2023 Regular Meeting

- Reducing hazardous fuel reduction: Community Outreach, Neighborhood Groups and Town Ordinances - JB
- Discussion of existing data and needs for Town Emergency Maps – DS
- Need for, and possible action on promoting emergency natural gas shut-offs – RB
- Discussion of DSW groups we’d like to promote. Priorities, and moving from lists to enrollment and action - DS

Future

- Updated LAH EOP Annex E Evacuation
- CERT/DSW recruiting
- Non-local wildfire smoke as a public health emergency
- Comprehensive (LAH, SO, FD) review of evacuation orders/routes/traffic control
- Resolution to add “redundant, earthquake robust internet access” to IT infrastructure update plan.

Adjournment [2:00]

With the consensus of the membership, the acting Chair (AS) adjourned the meeting at 8:00pm.

Abbreviations used above:

LAH	Los Altos Hills
SPECS	South Peninsula Emergency Communications System
LAHCFD	Los Altos Hills County Fire District
EOC	Emergency Operations Center
EPRC	Emergency Preparedness and Response Committee
SCCFD	Santa Clara County Fire Department
SCCFSC	Santa Clara County Fire Safe Council
NFPA	National Fire Protection Association
PIO	Public Information Officer (delivers emergency related information to the public and media)