

Town of Los Altos Hills

Emergency Preparedness and Response Committee

Regular Meeting Minutes

Tuesday, April 4th, 2023 6:00 pm. PDT

1. Call to order (start recording) [6:02pm]

The meeting was called to order by Chair Kearney.

2. Roll call of members [6:02pm]

Member	Status	Comment
Chair Terry Kearney (TK)	present	
Vice-chair Ben Gikis (BG)	present	
Secretary Dave Stewart (DS)	present	
Jim Basiji (JB)	present	
Phil Harter (PH)	present	
Amita Sachdeva (AS)	present	
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 7 of 7 voting members, a quorum is present.

2.a Other attendees

Name	Comment
Ann Hepenstal (AH)	Emergency Management Consultant to LAH
Lisa Schmidt (LS)	LAH Town Council Member (joined at 6:07pm)
Cody Einfalt (CE)	LAH Interim Assistant to the City Manager
Rajiv Bhateja (RB)	LAH Technology Committee Chair
Peter Pirnejad (PP)	LAH General Manager (joined at 6:07pm)

3. EPRC Chair remarks [6:04pm]

TK apologizes for agenda errors. TK, RB, DS attended council subcommittee meeting on Code of Conduct. They took input and are reconsidering what changes, if any, need to be made to the existing Code of Conduct.

4. Public comment on subjects not on the agenda [6:05pm]

None.

5. Review, correct and approve minutes from prior meeting [6:06pm]

MOTION to approve the minutes of the March 7th, 2023 meeting.

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		x				
Phil Harter			x				
Amita Sachdeva			x				
Sam Wood			x				

6. Report on Automatic Gas Shutoff Valves (Guest: Rajiv Bhateja) [6:11pm]

Presentation available at <https://ca-losaltoshills.civicplus.com/DocumentCenter/View/6071/Earthquake-Gas-Shutoff-Valves>

RH: Strawman proposal that the town require gas shutoff valves on new construction, major remodels, older homes (more susceptible to earthquake damage) and/or promote generally. TK: has Technology committee made this recommendation? Yes, it was given consideration by the council.

7. Standing Reports

7.a Town Council Liaison Report (Council Member: Schmidt) [6:38pm]

Renewed Victoria Dye Equestrian at Westwind barn programs. Have hired a contractor to put together multifamily residential overlay plan to support housing development plan. April 23rd Community Safety Leaders dinner.

JB: what about burglaries? Neighborhood watch organized to help, have hired a consultant to help with other actions, including education. CE: Would help organize Lupine if interested.

TK: Did last months' motion prioritize updating the EOP and Evacuation Plan get made and filed properly? Was it addressed? LS & PP: it's on this months' agenda.

7.b City Manager's Report (Pirnejad, Einfalt) [6:45pm]

CE spoke to the timing and relationships in the following slide.

County Safety Element
Adoption by the County by 2024

- County Wide CWPP
- County Wide Hazard Mitigation Plan
- County Wide Evacuation Plan
- **Managed by County Planning Staff**

Community Wildfire Protection Plan LAH Annex

- A specific section of the County wide plan on LAH wildfire topics
- Focused on response and mitigation prior to an event. Preventative efforts to help minimize impacts from a fire
- Public Outreach – March 23, 2023
- Draft – June/July 2023
- Adoption – August 2023
- **Cody is representing the Town**

FireWise Program

- Community certification process
- Can be included as a mitigation strategy within the LAH CWPP Annex
- **Managed by the Fire District**

Hazard Mitigation Plan LAH Chapter

- A specific section of the County wide plan on LAH hazards
- Public Outreach- March 30th & May 17th 2023
- Draft – End of May 2023
- Adoption – June 2023
- **Ann is representing the Town**

LAH Emergency Operation Plan

- Has checklists, rules, structure, how the Town prepare itself and respond
- The Annexes will get into more specific area.
- Last adopted in Oct 2018, should be updated every 5 years
- **Work proposed for Ann's 2023/24 contract**

Town Safety Element
A specific section of the Town's General Plan. Includes:

- LAH CWPP Annex
- LAH Hazard Mitigation Plan Chapter
- LAH Evacuation Plan
- **Managed by Town Planning Staff (Elaine)**

Annex E: LAH Evacuation Plan

- Hazard Specific Plan on Evacuation for LAH
- Last Updated in October 2022
- Can be updated after County Safety Element Complete
- **Will be managed by Town Planning Staff**

County Planning Staff recommends not starting Town's Safety Element before County finishes theirs.

TK: expressed concern that the Annex E: LAH Evacuation Plan Oct. 22 update was not publicly available.

BL: Incidents reported through CERT will include the unincorporated areas within the LAHCFD boundary. How will these incidents be handled by the LAH EOC? VB: EOC treats Town and County incidents the same, just forwards to the correct collaboration agency. DSW activations are California DSW activations, enjoy the same DSW insurance coverage regardless of residence or deployment.

TK: Does AH understand her hours and responsibilities going forward to working on the EOP. AH: I've submitted a proposal to the plan. CE to take it to the council in April. CE: AH proposal will be in the council packet available to the public on 4/14. RB: Is there a less-detailed version of the evacuation plan oriented at the residents. JB, BG, TK: agree on the need (in discussion). CE: there is a [video](#) on the town website that walks through the plan.

7.c County Fire District Liaison's Report (Associate Member: Bebee) [7:12pm]

3/23 Community Wildfire Protection Plan meeting, asked for input.

4/1 Be Ready, Be Prepared event: 68 attendees, interest in CERT and Teen CERT. Local mailer seemed to drive participation. Next one 5/11.

SCCFD hosting an in person CERT Academy in May. <https://May2023CERT.eventbrite.com>

Will have another Be Prepared session focusing on wildfire in August, to lead into CERT academy of September.

5/10 Why Go Firewise online presentation 7pm <https://bit.ly/whygofirewise>

5/20 Family bike ride to view Arastradero Rd. Hardening Project

VB: VB will be out of service for a week with medical issue.

JB: Door knocking difficult in parts of town. Other ideas would be appreciated. VB: agree DS: is a permit required? PP: yes.

7.d Emergency Management Consultant’s Report (Staff: Hepenstal) [7:19pm]

Presentation: <https://ca-losaltoshills.civicplus.com/DocumentCenter/View/6058/>

Feb 2023 EOC drill report posted <https://www.losaltoshills.ca.gov/DocumentCenter/View/6059/>

Hazard Mitigation Plan: working with staff and county. County will provide a survey and their schedule for meetings. 30 hours in April. SW: Difficulty in getting rid of hazardous waste. AH: county program, hosting a local pickup soon, or regular appointments on the website. NK: <https://hhw.sccgov.org/home> 4/15

TK: Should this committee consider the proposal (hours and subject matter)? LS: Suggests each committee member discuss with her. PP: Working within a budget of money and consultant, staff hours and competing town priorities. PH: can we meet before the council meeting? TK: It’s important that we weigh in on the priorities and hours allocated to the EMC. Quick poll on value of a special meeting was positive.

TK: Chair calls a Special Meeting of the EPRC at 5pm, April 18th, 2023 to consider the proposed work plan submitted by AH as emergency management consultant. Location: Town Hall conference room. Staff not required.

7.e EPRC Standing Subcommittee Reports [7:43pm]

Chair asks to shuffle subcommittee reports for time. No objections

Community Outreach (Member: Sachdeva/Council Member: Schmidt) [7:43pm]

AS: Appreciation Dinner for Leaders in Community Safety, April 23rd 5:30pm to 7:30pm in Council Chambers to recognize leaders, and present information on Firewise, Neighborhood Watch and CERT.

Medical & Environmental Health (Members: Harter/Kearney) [7:46pm]

PH presented slides at: <https://ca-losaltoshills.civicplus.com/DocumentCenter/View/6062/>

PH: spoke with coordinator: Cupertino Medical Reserve Corp is volunteer, funded by the city & grants. 150 volunteers “on paper” 10% are very active. 8 have medical training: RN, EMT, dentist, pharmacist. 0 MD/DO. Regular trainings, and staff first aid booths. Comparisons: LAH is lower population and lower density, older. 1 fire station.

PH: considerations: What functions do we expect to perform? How would we organize an MRC and its volunteers? Does it make sense to “go it alone” or partner with adjoining municipalities?

TK: only reason to set up an MRC would be disaster response. BL: consider to augment CERT’s more limited first aid capabilities. AH: good way to channel medical expertise who wouldn’t consider CERT. PH: could push to have medical staff sign up as DHVs to maintain records of availability. AH: easier to get volunteers for local response. VB: county would do the call-up, less record keeping for LAH. PH: if the role is disaster response, we need to consider equipment and an MRC coordinator. AH: could we focus on psychological health as a pilot program. TK: need to firm up a proposal to present to council.

MOTION: to create a subcommittee of the EPRC to investigate a local emergency medical response and make a proposal to the full committee.

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

Member	Moved	Second	Aye	No	Abstain	Recuse	Absent
Phil Harter	x		x				
Amita Sachdeva			x				
Sam Wood			x				

PH, TK, BL & VB volunteered for the subcommittee

8. Adjournment [8:24pm]

Chair adjourned the meeting without objection.

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
EMC	Emergency Management Consultant (Hepenstal)
MRC	Medical Reserve/Response Corps
DHV	Disaster Healthcare Volunteers