



Town of Los Altos Hills

Emergency Preparedness and Response Committee

Regular Meeting Minutes

Tuesday, May 2nd, 2023 6:00 pm. PDT

1. Call to order (start recording) [6:10pm]

The meeting was called to order by Acting Chair Stewart.

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

Member	Status	Comment
Chair Terry Kearney (TK)	Absent	Notified in advance
Vice-chair Ben Gikis (BG)	Absent	
Secretary Dave Stewart (DS)	Present	
Jim Basiji (JB)	Absent	Notified in advance
Phil Harter (PH)	Absent	Notified in advance
Amita Sachdeva (AS)	Present	
Sam Wood (SW)	Present	
Associate Victoria Bebee (VB)	Present	zoom
Associate Neil Katin (NK)	Present	zoom
Associate Bill Lattin (BL)	Present	In person
Associate Andy Kirk (AK)	Absent	

With 3 of 7 voting members attending, a quorum is not present.

2.a Other attendees

Name	Comment
Ann Hepenstal (AH)	Emergency Management Consultant to LAH
Lisa Schmidt (LS)	LAH Town Council Member
Kjell Karlsson	
WooJae Kim (WJK)	LAH Public Works Director
Peter Pirnejad (PP)	LAH General Manager
Melissa Elian (ME)	LAH Asst. Engineer
Larry Carr (LC)	

3. Public comment on subjects not on the agenda [6:11pm]

None.

4. Review, correct and approve minutes of the prior meeting [6:11pm]

Motion not made, vote not taken due to lack of a quorum. Tabled to next meeting.

5. Review & Comment on Heritage House Upgrade Plans (LAH Asst. Engineer: Melissa Elian) [6:28pm]

WJK: PP would like to be present, and he will be delayed. Asked to switch agenda order with #6. Granted.

ME: Presented drawings of the proposed Heritage House remodel. Proposed a site visit to discuss the ham radio wiring issues. SW: the antenna feed comes down from the fake tree (antenna tower) and into the northwest corner of the building. The radios and the antennas need to be physically close to minimize energy loss. NK: CERT is setting up remote radios, should meet with SW to fill him in. BL asks to join.

PP: Having a specific room for a radio operator was still under discussion, has that been resolved? NK: Has the town thought more about where they'd like the communication located? PP: new private space in both town hall or heritage house would be prohibitively expensive. Can we get a joint meeting with the History Committee? ME: After the site visit, it might be easier to coordinate with the History Committee. BL: How do we plan to do physical access? ME: will continue to use locks and keys. WJK: History Committee is meeting Tuesday, May 16 and invites EPRC membership to sit in.

6. Proposal for the creation of a LAH Amateur Radio Club (Associate Member: Lattin) [6:13pm]

Proposal by LC, NK, BL and David Gilmour of the LAHEG to create a LAH Ham Radio Club. Goal is to promote Amateur Radio participation by residents to help fulfill emergency communication needs left open by the dissolution of the LAH Emergency Communications Committee. Club might take on maintenance and operation of the LAHEG repeater, still under discussion. Asking for Town to support the club, as it did the ECC: provide funding for emergency communications equipment, as well as space.

LC: Social aspect might lure in additional hams to be recruited for emergency communications roles. Need to reach younger. DS: Asking for assistance with recruiting? Yes. SW: With CERTs, could demonstrate repeater use at picnic. Repeater use will help encourage ham usage. DS: Could draw on club for traditional ham assistance at 4th of July parade, Pathways Run, etc. SW: Ham Bake would also draw in staff for more get-to-know-you contact. LC: an informal club can be more attractive than a pure emergency communications organization. AS: Are there any classes planned? SW: ARRL publicizes classes.

7. Standing Reports

7.a EPRC Standing Subcommittee Reports [6:44pm]

a.1 Community Outreach (Member: Sachdeva/Council Member: Schmidt)

April 23rd was the Community Safety Leaders Appreciation Dinner went very well. Thanks to Cody, Lisa, Victoria, Amita. Very good turnout and engagement on presentations on CERT, Firewise and Neighborhood Watch. Good start on Community Involvement.

a.2 Medical & Environmental Health (Members: Harter/Kearney)

skipped

a.3 DSW Groups/Programs (Secretary Stewart)

No significant progress in subcommittee, but leveraging Community Outreach by AS. LS: and ham club by BL

a.4 Town Emergency Plans (Secretary Stewart)

Will be covered by AH, later in this meeting.

a.5 Mass Notification (Associate Member Katin)

No progress. Need to get with AH to discuss.

a.6 Emergency Communications (Member Wood/Associate Member Katin)

David Gilmour has broken down the various communication channels, e.g. town to residents or town to county. Significant progress. Scheduled for report at June EPRC meeting. One option would be a robust computer based system for emergency management, close and as simple as possible.

PP: Broadband Feasibility Study may help address communication needs, put on a future agenda? Planning on putting fiber between town hall, corp yard and westwind barn antenna.

7.b Town Council Liaison Report (Council Member: Schmidt) [6:58pm]

Last Council meeting focused on Housing Element. Proposal to build a senior community at Twin Oaks, and to build faculty/student housing at Foothill College. Can get us a display table at the picnic

7.c City Manager's Report (Pirnejad, Einfalt) [7:01pm]

Heritage House as discussed. Work focusing on budget. FIC and City Council discuss on May 25th.

7.d County Fire District Liaison's Report (Associate Member: Bebee) [7:01pm]

Be Ready, Be Prepared class in May. Good adoption, sending postcards to all homes seems to be an effective tool. Firewise now fully staffed for HIZ assessments. CERT & ham staffing for Pathways Run is complete. Next is Town Picnic. Teen CERT academy in June, final class 17th. Teens are interested in helping out with wildfire preparedness. District continuing work on shaded fuel breaks. Details at <http://lahcfd.org>.

PP: CALOES grant? VB: We are waitlisted, grant process re-opened and district re-applied. Might go ahead in a phased approach without grant money. Will be discussed May 16th commissioners meeting. PP: Being wait listed is a compliment to the quality of the application. LAH put in a lot of effort, and is not wait listed.

7.e Emergency Management Consultant's Report (Staff: Hepenstal) [7:07pm]

Attending CESA conference. Continuing work on Multi-Jurisdictional Hazard Mitigation Plan: identify hazards and actions to reduce vulnerabilities. This allows LAH to access mitigation funding. DS: does this include things individuals can do, or the town might incentivize? AH: yes. Anything that reduces the risk to the residents: policy changes, capital projects, training. List should be inclusive of everything we'd like to do with adequate resources.

Should have time to follow-up on recommended actions from the Feb 1st, 2023 drill.

Contract extended to May 31st. Other proposals closed April 30. TBD when Town Council will act on proposals.

8. Review action items from the meeting [7:15pm]

ME and SW NK and BL to meet and do a site visit, explain the technical issues with the radios. Tuesday May 9 at 1PM. History Committee meets on the 16th.

Send Ann hazard mitigation ideas.

Pre-check the attendance for next month's meeting.

DS and AH to have subcommittee meetings on DSW groups and Town Emergency Plans. Emphasis on driving large animal rescue organization.

9. Discuss future agendas

David Gilmour Communication Strategy report/discussion/proposal

Broadband Feasibility discussion.

Revisit Ham Club proposal

Cody CESA report (the seesaw report)

10. Adjournment [7:20 pm]

Chair adjourned the meeting without objection.

Abbreviations used above:

LAH	Los Altos Hills
LAHCFD	Los Altos Hills County Fire District
CESA	California Emergency Services Association
DHV	Disaster Healthcare Volunteers
DSW/DSV	Disaster Service Worker/Volunteer
EOC	Emergency Operations Center
EPRC	Emergency Preparedness and Response Committee
EMC	Emergency Management Consultant (Hepenstal)
FIC	LAH Finance & Investment Committee
HIZ	Home Ignition Zone
LAHEG	Los Altos Hills Emergency Group, trustees of W6LAH amateur repeater
MRC	Medical Reserve/Response Corps
SPECS	South Peninsula Emergency Communications System