



Town of Los Altos Hills

Emergency Preparedness and Response Committee

Regular Meeting Minutes

Tuesday, June 6th, 2023 6:00 pm. PDT

1. Call to order (start recording) [6:01pm]

The meeting was called to order by Chair Kearney.

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

Member	Status	Comment
Chair Terry Kearney	Present	
Vice-chair Ben Gikis	Present	
Secretary Dave Stewart	Present	
Jim Basiji	Present	
Phil Harter	Present	
Amita Sachdeva	Absent	Notified in advance
Sam Wood	Present	
Associate Victoria Bebee	Present	
Associate David Gilmour	Present	
Associate Neil Katin	Present	Arrived 6:04
Associate Bill Lattin	excused	
Associate Andy Kirk	absent	

With 6 of 7 voting members attending, a quorum is present.

2.a Other attendees

Name	Comment
Peter Pirnejad	LAH General Manager
Cody Einfalt	LAH Interim Assistant to the City Manager
Melissa Elian	LAH Project manager for Heritage House upgrade
Preston Young	Government Technology Group

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

Melissa Elian. Looking for feedback on the new plans for the Heritage House remodel, balancing needs of History Committee, EPRC, community and staff. Have met with Katin, Latin, Wood to go over EPRC recommendations for radio room needs. Showed HH_20230531_FP_revised.pdf. Gilmour: Will everything be hooked up and ready to go? Elian: yes, the fold-out desks will have the equipment.

4. EPRC Chair remarks [6:16pm]

Kearney: Would like to have each subcommittee think about recommendations, specific to the subcommittee, that can be made to the town council. This will help focus our work.

5. Review, correct and approve minutes of the prior meeting [6:18pm]

MOTION to approve the minutes of the April 4th, 2023 meeting.

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				
Phil Harter		x	x				
Amita Sachdeva							x
Sam Wood			x				

6. Emergency Management Consultant's Report, (Hepenstal) [6:18pm]

Ann Hepenstal was asked not to appear.

7. Report from the Strategic Communications Working Group (Gilmour) [6:19pm]

Working group asked the question, "do we have everything we need for emergency communications for the town". Starting with 20 use cases, grouped into infrastructure facilities, who it serves, and use cases. Detailed slides available at <https://www.losaltoshills.ca.gov/DocumentCenter/View/6180/EPRC-Infra-Recommendations-Draft-y5-25-23b> Brief summary below.

- Hardened Internet Access from EOC / Town Hall, serves modern communication needs of EOC personnel and support personnel to communicate with county, public safety, utilities, CERT, public.
- Up to date list of public infrastructure contacts in as many modes as possible: websites, phone numbers, email addresses, etc. for county EOC, public safety, utilities, CERT.
- Radio links supported and tested regularly between EOC and County EOC, CERT Ark. Operators identified and ongoing training.
- Explore feasibility of direct access, not through County communications, to public safety agencies.
- Ark to CERT Recon (field surveys) currently amateur, possibly moving to internet based.
- Public communications. Public problem reporting, Town outbound communications: warnings, resource information, outages.

Wood: Need people to go out and look for problems. Amateur is good for that Kearney: possible to reorganize into 3 simpler categories: amateur assets, EOC improvements, public information. Stewart: this helps to frame other recommendations & work.

Gilmour: LAHEG is open to rethinking the composition, purpose and governance to meet the town's needs and resources.

Pirnejad, Bebee, Einfalt, Kearney: positive response to the report.

8. Report on Strategic Broadband Feasibility Study (Preston Young, Government Technology Group) [6:54pm]

Report on the current broadband environment. Mix of haves and have-nots. Comcast 72%, ATT 22%, LACF 1.7% 7% other. Top need was better reliability. Proposes a high level design plan over 6 phases, serving the slowest areas first. Slides at <https://www.losaltoshills.ca.gov/DocumentCenter/View/6221/LAH---EPRC-Presentation->

Recommendations:

- Create broadband advisory board
- Create policies and workflows
- Create Technology Enterprise Fund
- Create Public-Private Partnership
- Incrementally build town-owned Broadband Infrastructure
- Evaluate Wireless Solutions

Stewart: What is being asked of the EPRC with this? Pirnejad: Informational, especially that if this goes forward, the initial phase would link LAH EOC to the town's antenna towers and could provide an emergency communications infrastructure. Wood: ATT is installing aerial fiber west of 280, near Westwind barn. Pirnejad: LAH has had NDA conversations ATT and they are more engaged than they have been. Public information coming. Wood: observes that 2 of the towers are optimized for cell traffic on 280 and may not cover the town well. Pirnejad: Our efforts have piqued the interest of the commercial providers, got them more engaged in. Wood: Fiber to the La Cresta tanks would have additional value. Pirnejad: Water tanks under different management have additional issues.

9. Receive proposal for formation of an Amateur Radio Club (Associate Lattin) [7:22pm]

Not presented due to time. Will revisit in the July meeting.

10. Standing Reports

10.a Town Council Liason Report (Council member Schmidt)

Notified committee they would be unavailable to attend

10.b City Manager Report (City Manager Pirnejad, Assistant to City Manager Einfalt) [7:22]

LAH has budget issues requiring cutbacks. Have scaled back Hepenstal contract from \$100k to \$75k. Working with Los Altos to hire a permanent full-time Emergency Manager, DSW employee, available during emergencies, but shared between jurisdictions. Cost share based on population. Einfalt: retaining Hepenstal to finish the HMP, update the EOP, and work on the Safety Element and Evacuation Plan after the County provides their plan, likely in

2024. Pirnejad: money has been put in both city's budgets for the position, but budget not yet approved. May take a few more months to complete. Having an emergency manager can handle the day to day of preparation.

Pirnejad/Einfalt reporting on Emergency Manager Consultant position. Town extended Hepenstal's consultancy contract but reduced it by 25% because of budgetary constraints. She will continue to work on Hazard Mitigation Plan and updating the EOP. It's expected at this point that she will also work on the Evacuation Plan—which will not commence until the completion County's Safety Element/evacuation plan (likely in 2024). In the meantime, Town is looking to create a permanent, full-time DSW Emergency Manager position to be shared with Los Altos on a cost share basis (to reflect relative population size). The position is the both city managers' budgets and the timeline will take a few more months to complete.

10.c County Fire District Liaison's Report (Associate member Bebee) [7:32]

Completing 3 miles of fire hardening on Page Mill Road (both sides), working with Fire Safe Council

Automating the Home Ignition Zone assessment request.

Fire Safe Council awarded coordinator role for Community Wildfire Protection Plan. FSC looking for resident input on CWPP.

5 Firewise Communities started off the safety dinner. Recommend that we consider redoing something similar.

CERT will be exercising Recon function Saturday June 10th. CalCOP/Haystax review in progress. Teen CERT academy postponed to August.

Recommends the EPRC have a table at a LAH Safety event Sept 30th. Kearney: recommends Bebee follow up with Sachdeva and Schmidt.

Sheriff's office will be conducting an active shooter and silver alert training for CERT on August 14th. The EPRC is invited.

10.d EPRC Standing Subcommittee Reports [7:40pm]

Kearney: each subcommittee should be working towards recommendations to the EPRC and Town Council.

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

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

d.3 DSW Groups/Programs (Secretary Stewart) [7:42pm]

Stewart: We've spun up Strategic Communications, Outreach, contributed to Firewise, created Medical & Environmental Health, and seem to have used up all the available volunteers to work on them. I recommend we declare victory and end the subcommittee to focus on the created groups.

d.4 Town Emergency Plans (Secretary Stewart)

d.5 Mass Notification (Associate Member Katin)

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

Kearney: prior report is a shining example of the work we should be doing.

11. Review action items from the meeting [7:43]

Einfalt to provide a link to the GTG Broadband Survey slides.

Sachdeva, Schmidt to work with Bebee on having an EPRC table at the LAH Safety event, Sept 30, 2023.

12. Discuss future agendas [7:45]

Amateur radio club.

Next EPRC meeting moved to July 6th. First Tuesday of the month is a holiday: July 4th.

Next phase of the Emergency Communications strategic plan, if available

13. Adjournment [7:47 pm]

Chair adjourned the meeting without objection.

Common abbreviations and jargon used above:

LAH	Los Altos Hills
SPECS	South Peninsula Emergency Communications System
LAHCFD	Los Altos Hills County Fire District
LAHEG	Los Altos Hills Emergency Group, trustees of the W6LAH repeater
EOC	Emergency Operations Center
EPRC	Emergency Preparedness and Response Committee
EMC	Emergency Management Consultant (Hepenstal)
FSC	Fire Safe Council
Ham	Amateur radio
HMP	Hazard Mitigation Plan
EOP	Emergency Operations Plan
IRU	Indefeasible Right of Use
MRC	Medical Reserve/Response Corps
DHV	Disaster Healthcare Volunteers
DSW/DSV	Disaster Service Worker/Volunteer
EmComm	Emergency Communications
GTG	Government Technology Group