

**SAN RAMON VALLEY EMERGENCY PREPAREDNESS  
CITIZEN CORPS COUNCIL  
POLICY ADVISORY COMMITTEE MEETING**

**Friday, August 2, 2019 – 9:00 a.m.**

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**Location: San Ramon Valley Fire Protection District  
Administration Building/Boardroom  
1500 Bollinger Canyon Road  
San Ramon, CA 94583**

**AGENDA**

Lead Agency for August: City of San Ramon

1. Public Comment
2. Approval of Minutes from previous meeting (May 3, 2019)
3. Financial Report
4. Committee Reports and Policy Updates
  - Alert, Notification and Communications
  - Training, Education and Publications
  - HeartSafe Community
  - Community Emergency Response Team (CERT)
  - Access and Functional Needs
5. New Business
6. Adjournment/Next Meeting – TBD

Prepared by:



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Susan F. Brooks, District Clerk

*Agenda posted on July 29, 2019 at the District's Administration Building, Fire Stations 30, 31, 32, 33, 34, 35, 36, 38 and 39, and the San Ramon Valley Fire Protection District's website at [www.firedepartment.org](http://www.firedepartment.org)*

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**San Ramon Valley Emergency Preparedness  
Citizen Corps Council  
Policy Advisory Committee  
May 3<sup>rd</sup> 2019  
9:00am-10:00am**

**Invitees:**

Mayor Renee Morgan (Danville), Karen Stepper (Danville), School Board member Ken Mintz, Fire Board member Jay Kerr, Chair of the Board of Supervisors Candace Andersen, Captain SRPD Denton Carlson Debbie Vanek (SRVFPD), Jeff Hebel (Danville), Cliff Buxton (SRVFPD), Danielle Bell (SRVFPD), Davina Hatfield (SRVFPD), Elizabeth Graswich (SRVUSD), Gayle Israel (CCC Sup)

**Location:** San Ramon Valley Fire Protection District  
Administration Building/Large Conference Room

**Agenda and Notes:**

Call to Order at 9:00am by Jay Kerr (SRVFPD). Next meeting will be called to order by Jay Kerr, San Ramon Valley Fire Board.

1. Public Comment
  - None\_\_\_\_\_.
2. Approval of Previous Meeting Notes, January 25<sup>th</sup> 2019.
  - **Motion** to accept minutes made by Jay Kerr; second by Karen Stepper with unanimous affirmative vote.
3. Financial Report by Davina Hatfield. accept minutes made by Jay Kerr; second by Karen Stepper with unanimous affirmative vote. Will be putting out 10,000 annual request for each agency
4. New Business – 2020 Water POD (Points of Distribution). Five sites have been identified for water distribution. Next step is to test the manifolds/PODS.
5. **Committee Reports and Policy Updates**
  - Alert, Notification and Communications Report:
    - **Denton Carlson** presented the following:
      - Ipause Alert testing and certifications: system that allows government agencies to push messages.
      - Buying a phone after 2012 Ipause is automatically in the phone.
      - Evacuations (Denton, Jeff met with Frank Drayton). There is a need to post evacuation sites online and to the public.

- **Training, Education and Publications Committee Report**

- **Jeff Hebel** presented the following.

- We have acquired \$8,000 donation from San Ramon Regional Center. We've been asked by Via Heart to match that from our Citizen Corps Council as the two major sponsors. The highlighted main sponsor will be San Ramon Regional. We are now looking to Bishop Ranch to see if they will be a sponsor and scoping out the best sponsors for food, snacks, etc. We have additional requests and also feel confident with what we have acquired.
- Be Ready Program, handouts and layout of the kit has been established.

- **Elizabeth Graswich** presented the following.

- We are in the process of putting together a community survey to gauge how aware and prepared our community is and what they need. This will allow us to tailor our messages, presentations and Ready Program to the pulse of the community requires.
- The survey will go out multiple channels using: Next store, peach tree, Facebook, Past Fair survey emails and other contacts established.
- The survey will inform our messaging and branding.
- Candace interested in the survey going to churches and the Farmers Market
- Renee Morgan interested in have Bishop Ranch take the survey

**HeartSafe Community Report:**

- **Cliff Buxton** presented the following:

- 1/8 – Film new HeartSafe hands only video for 9<sup>th</sup> grade program
- 1/14 - Cal High 9<sup>th</sup> Grade CPR/AED training – 330 people
- 1/24 – Del Amigo High – Teacher training – 10 ppl
- 1/28 - Community Presbyterian Church – 80 people
- 1/30 - Alamo Womens Club – 14 people
- Athenian – 90 people
- 2/8-12 – Dougherty Valley High School – 9<sup>th</sup> Grade CPR
- 2/15 – SRVUSD Staff Workday - CPR Training
- 3/2 – HeartSafe CPR/AED , “She’s all That” at Cal High
- 3/5– HeartSafe, 9<sup>th</sup> grade CPR/AED instruction mentor at SRVHS
- 3/5 – HeartSafe, Attend Regular Meeting
- 3/8– HeartSafe, 9<sup>th</sup> grade CPR/AED instruction mentor at SRVHS
- 3/26– HeartSafe, CPR/AED instruction for Danville Police VIP’s

- **People trained**

2019 – 330 (Cal High 9<sup>th</sup> grade students) 1700 ppl

2018 - 2,829

2017 – 4,272

**Community Emergency Response Team (CERT) Report:**

- **Danielle Bell** presented the following CERT updates.
- 1405 trained CERT volunteers are registered with the SRV EP CCC (this number will continue to decline as we go through the database and update our system from the last decade.)
- 1/10 & 3/14 - C8 Meeting (Contra Costa County Cities Citizen Corp/CERT Committee)

- 1/28 CPC (Community Presbyterian Church /School) All-Campus Safety & Security CERT and Heartsafe
  - 2/1 – CERT ICS Refresher Training
  - 2/10 – CERT at the Danville Home & Garden Show
  - 2/15 – ICS training for CERT members
  - 2/15 – SRVUSD Staff Development PEP Training Dougherty High School
  - 2/21 – Danville Woman’s Club PEP/CERT Presentation
  - 2/22-2/24 – CERT Class #84 Weekend
  - 2/26 – CERT Lift & Carry Class
  - 2/27 – CERT presentation San Ramon Rotary
  - 3/15-3/23 CERT Class #85 graduated on March 23<sup>rd</sup> 2019
  - 3/15 – PEP Training Sycamore Homes Association
  - 3/24 – CERT Presentation on Emergency Kits and Supplies
  - 4/27 – CERT Communication Drill
- Access and Functional Needs Report:
    - **Danielle Bell** presented the following.
      - 03/11 - Crisis Intervention Training (CIT) for Police Officers regarding Autism
      - RCF Mini Training – May 14, 2019
      -

5. Administrative Item:

- City of San Ramon leads the next meeting, followed by (in order), Contra Costa County, San Ramon Valley Fire Protection District, San Ramon Valley Unified School District, and Town of Danville.

6. Next PAC meeting: Friday August 2<sup>nd</sup> 9am

7. Adjourned at 10:13am

**San Ramon Valley Emergency Preparedness Citizen Corps Council**  
**Financial Statements**  
**June 30, 2019**

***Balance Sheet***

<b>Assets</b>	
Cash	\$ <u>42,821</u>
<b>Liabilities</b>	
Accounts Payable	\$ <u>960</u>
<b>Fund Balance</b>	<b>\$ <u>41,861</u></b>

***Income Statement***

<b>Income</b>	
<b>Contributions</b>	
Agency Contributions	\$ <u>40,000</u>
<b>Total Contributions</b>	<b><u>40,000</u></b>
<b>Donations</b>	
AT & T	2,000
Church of LDS	1,000
Rotary Club of Danville	1,000
Other	<u>50</u>
<b>Total Donations</b>	<b><u>4,050</u></b>
<b>Total Income</b>	<b><u>44,050</u></b>
<b>Expenses</b>	
<b>Office Supplies</b>	
E-mail system	405
Fair	2,390
Volunteer recognition	417
Training	<u>685</u>
<b>Total Office Supplies</b>	<b><u>3,897</u></b>
<b>Small Tools and Equipment</b>	
Radios/Lanterns	772
Batteries	302
Software interface	49
Radio Repairs/Speaker mount/charging post	<u>94</u>
<b>Total Small Tools and Equipment</b>	<b><u>1,217</u></b>
<b>Miscellaneous Supplies</b>	
Radios	128
Volunteer recognition	43
CERT Drill supplies	192
Fair	<u>1,319</u>
<b>Total Miscellaneous Supplies</b>	<b><u>1,682</u></b>

**San Ramon Valley Emergency Preparedness Citizen Corps Council**  
**Financial Statements**  
**June 30, 2019**

Firefighting Supplies	
Fair	71
Total Firefighting Supplies	71
Food Supplies	
Fair	2,124
CERT drill	260
CERT host	562
HeartSafe	308
Leadership	163
Volunteer celebration	935
End of Year/Graduation	506
Total Food Supplies	4,858
Professional Services	
CERT Instructors	19,927
Nixle 360 System	6,000
Volunteer recognition	225
Heart Screening Sponsorship	10,000
Fair	104
Total Professional Services	36,256
Specialized Printing	
Fair	438
Total Specialized Printing	438
Educational Courses and Supplies	
Fair	2,370
Total Educational Courses and Supplies	2,370
Public Educational Supplies	
Fair	2,130
Total Public Educational Supplies	2,130
<b>Total Expenses</b>	<b>52,919</b>
<b>Net Income/(Expenses)</b>	<b>\$ (8,869)</b>

**San Ramon Valley Emergency Preparedness Citizen Corps Council**  
**Proposed Budget**  
**July 1, 2019 - June 30, 2020**

	<b>2018/19 Actual</b>	<b>2019/20 Proposed</b>
<b>Income</b>		
<b>Contributions</b>		
Agency Contributions	\$ 40,000	\$ 50,000
<b>Total Contributions</b>	<u>40,000</u>	<u>50,000</u>
<b>Donations</b>		
Other	4,050	-
<b>Total Donations</b>	<u>4,050</u>	<u>-</u>
<b>Total Income</b>	<u>44,050</u>	<u>50,000</u>
<b>Expenses</b>		
Office Supplies	3,897	4,000
Small Tools and Equipment	1,217	2,000
Miscellaneous Supplies	1,682	1,500
Firefighting Supplies	71	250
Food Supplies	4,858	5,000
Professional Services	36,256	36,000
Specialized Printing	438	1,000
Educational Courses and Supplies	2,370	2,500
Public Educational Supplies	2,130	2,500
<b>Total Expenses</b>	<u>52,919</u>	<u>54,750</u>
<b>Net Income/(Expenses)</b>	<u>\$ (8,869)</u>	<u>\$ (4,750)</u>