

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

Friday, November 8, 2019 – 9:30 a.m.

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

AGENDA

Lead Agency for November 8, 2019: Contra Costa County

1. Public Comment
2. Approval of Minutes from previous meeting (August 2, 2019)
3. Financial Report
 - a. Discussion and approval of Proposed Budget
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:



Susan F. Brooks, District Clerk

Agenda posted on October 31, 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

The San Ramon Valley Fire Protection District ("District"), in complying with the Americans with Disabilities Act ("ADA"), requests individuals who require special accommodations to access, attend and/or participate in District meetings due to a disability, including but not limited to American Sign Language interpreters, assistive listening devices, transportation to and from the meeting site or other accommodations, may be requested by calling (925) 838-6661 no later than 72 hours in advance of the scheduled meeting time.

**San Ramon Valley Emergency Preparedness
Citizen Corps Council
Policy Advisory Committee
August 2nd 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), Larry Fong (CCCSAR)

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

Agenda and Notes:

Call to Order at __9:00am__ by Bill Clarkson. Next meeting will be called to order by Candace Andersen.

1. Public Comment
 - None_____.
2. Approval of Previous Meeting Notes, May 3rd 2019.
 - **Motion** to accept minutes made by Candace Andersen; second by Jay Kerr with unanimous affirmative vote.
3. Financial Report by Davina Hatfield. accept minutes made by Jay Kerr; second by Ken Mintz. Waiting for one additional 10,000 contributor for annual request to be fulfilled. Tac tasked with going through and presenting a balanced budget next meeting. It is deemed urgent to have access to spend funds as we were not aware the budget needed to be passed.
4. New Business- None
5. **Committee Reports and Policy Updates:**
 - Alert, Notification and Communications Report:
 - **Denton Carlson** presented the following:
 - Transitions over to ATT FirstNet have taken place for the City of San Ramon and San Ramon Valley Fire. Town of Danville is in the works to make this update/change.
 - A congressional mandate has been issued and the City of San Ramon has tested the phones with FirstNet and did experience any dropped calls. FirstNet allows all agencies to come onto the FirstNet network while others will be dropped who do not use it. This enhances the ability to communicate and take of Emergency Response.

6. Training Education and Publications Committee Report

5.

- **Training**

- ***Jeff Hebel*** presented the following.

- The CCC TAC is proposing that our next year project be centered around emergency water distribution - Water POD (Points of Distribution). Five sites have been identified for water distribution. Next step is to test the manifolds/PODS. We will be using a two pronged effort large scale points of distribution and personal water storage. At our next PAC we will have the equipment needed for POD distribution and a model for personal water storage.
 - Danville Area five placements for the PODS
 - City of San Ramon five area of placements for the PODS
- Ken Mintz would like to see how we communicate with and within these sites. What about people who cannot get to these PODS?
- There are standards through FEMA, but overall we are leading the way with this POD idea.
- CERT and Danville PD/VIPS has been informed about this project. Larry Fong may be able to carry forward to the County Search and Rescue Team. If not TAC will find someone to deliver the presentation.
- Candance wanted to make that Alamo is included as we build this idea. Having a POD of their own placed in Alamo.

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- ***Danielle Bell*** presented the following.

- We have acquired \$8,000 donation from San Ramon Regional Foundation. 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. Bishop Ranch and the Rotary of Danville have also stepped in to sponsor the Via Heart project event.
- Sign-ups will be released Monday for the Via Heart Screening event at Monte Vista High School Sunday September 15th, 9am-3pm.
- Everything on track for the event in September

- ***Elizabeth Graswich*** presented the following.

- Results from survey deferred until next meeting

HeartSafe Community Report:

- ***Cliff Buxton*** presented the following:
 - 4/2 – HeartSafe, Attend Regular Meeting
 - 4/19 - HeartSafe 9th grade CPR/AED instruction mentor at MVHS
 - 4/24– HeartSafe Interview possible volunteer for CPR/AED instruction
 - 4/29 – HeartSafe CPR/AED Presentation for Danville Rotary Club
 - 5/7 – HeartSafe Regular Meeting
 - 5/27 - HeartSafe at the Art & Wind Festival
 - 6/1-6/7 - AHA Bay Area CPR Week (Danville Farmers Market)
 - 6/3 – Provide HeartSafe CPR/AED training SRVUSD Staff at Cal High
 - 6/19 - Provide HeartSafe CPR/AED training for SRVPD Volunteers

- Will be recreating Hands Only CPR at a football game sidelines that happened four years ago with great success.

- **People trained**
 - 2019 – 330 (Cal High 9th grade students) 2700 ppl
 - 2018 - 2,829
 - 2017 – 4,272

Community Emergency Response Team (CERT) Report:

- **Danielle Bell** presented the following CERT updates.
 - 1389 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.)
 - CERT Class 87 Starting on August 16th. Class is full.
 - Looking at DSW, Liability and leveling for CERT program
 - Looking to take over the CERT Bay Area Coalition Meeting.
 - Refresher courses for CERT in Wildfire, PEP, Animal and Communication trainings.
 - We continue to lead C8 (Contra Costa County Cities Citizen Corps/CERT Council Committee)
 - 5/17-5/19 – CERT Train the Trainer in San Jose
 - 5/20-5/21 – CERT Program Manager Course San Jose

- **Access and Functional Needs Report:**

- **Cliff Buxton** presented the following.
 - RCF Mini Training – May 14, 2019
 - 45 people attended this training with three different stations. 911 dispatch, EMS Presentation and PG&E Power Shut-offs.
 - 5/30-6/2 San Diego CERT Conference 2019

7. 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.

8. Next PAC meeting: Friday November 8th at 9:30am

9. Adjourned at 10:00am

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

	2018/19 Actual	2018/19 Fair	2019/20 Proposed
Income			
Contributions			
Agency Contributions	\$ 50,000	\$ -	\$ 50,000
Total Contributions	<u>50,000</u>	<u>-</u>	<u>50,000</u>
Donations			
Other	4,050	3,000	1,050
Total Donations	<u>4,050</u>	<u>3,000</u>	<u>1,050</u>
Total Income	<u>54,050</u>	<u>3,000</u>	<u>51,050</u>
Expenses			
Office Supplies	3,897	2,390	1,510
Small Tools and Equipment	1,217	-	1,220
Miscellaneous Supplies	1,682	1,319	360
Firefighting Supplies	71	71	-
Food Supplies	4,858	2,124	2,730
Professional Services	36,256	104	36,150
Specialized Printing	438	438	-
Educational Courses and Supplies	2,370	2,370	-
Public Educational Supplies	2,130	2,130	-
Total Expenses	<u>52,919</u>	<u>10,946</u>	<u>41,970</u>
Net Income/(Expenses)	<u>\$ 1,131</u>	<u>\$ (7,946)</u>	<u>\$ 9,080</u>

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

Balance Sheet

Assets		
Cash	\$	<u>52,821</u>
Liabilities		
Accounts Payable	\$	<u>960</u>
Fund Balance	\$	<u>51,861</u>

Income Statement

Income		
Contributions		
Agency Contributions	\$	<u>50,000</u>
Total Contributions		<u>50,000</u>
 Donations		
AT & T		2,000
Church of LDS		1,000
Rotary Club of Danville		1,000
Other		<u>50</u>
Total Donations		<u>4,050</u>
Total Income		<u>54,050</u>
 Expenses		
Office Supplies		
E-mail system		405
Fair		2,390
Volunteer recognition		417
Training		<u>685</u>
Total Office Supplies		<u>3,897</u>
 Small Tools and Equipment		
Radios/Lanterns		772
Batteries		302
Software interface		49
Radio Repairs/Speaker mount/charging post		<u>94</u>
Total Small Tools and Equipment		<u>1,217</u>
 Miscellaneous Supplies		
Radios		128
Volunteer recognition		43
CERT Drill supplies		192
Fair		<u>1,319</u>
Total Miscellaneous Supplies		<u>1,682</u>

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
Total Expenses	52,919
Net Income/(Expenses)	\$ 1,131

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

Balance Sheet

Assets		
Cash	\$	<u>59,839</u>
Liabilities		
Accounts Payable	\$	<u>-</u>
Fund Balance	\$	<u>59,839</u>

Income Statement

Income		
Contributions		
Agency Contributions	\$	<u>-</u>
Total Contributions		<u>-</u>
Donations		
Other		<u>-</u>
Total Donations		<u>-</u>
Total Income		<u>-</u>
Expenses		
Office Supplies		82
Firefighting Supplies		8
Food Supplies		177
Professional Services		
CERT Instructors		<u>1,755</u>
Total Professional Services		<u>1,755</u>
Total Expenses		<u>2,022</u>
Net Income/(Expenses)	\$	<u><u>(2,022)</u></u>