

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

**Friday, February 21, 2020 – 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 February 21, 2020: \_\_\_\_\_

1. Public Comment
2. Approval of Minutes from previous meeting (November 8, 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:



\_\_\_\_\_  
Susan F. Brooks, District Clerk

*Agenda posted on Thursday, February 13, 2020 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

November 8<sup>th</sup> 2019

9:00am-10:00am

**Invitees:**

Mayor Renee Morgan (Danville), Karen Stepper (Danville), Bill Clarkson (City of San Ramon), 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 (Red Cross)

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

**Agenda and Notes:**

Call to Order at \_\_9:00am\_\_ by Ken Mintz.

1. Public Comment
  - None \_\_\_\_\_.
2. Approval of Previous Meeting Notes,
  - **Motion** to accept minutes made by Candace Jay Kerr; second by Ken Mintz with unanimous affirmative vote.
3. Financial Report by Davina Hatfield. Presented a balanced budget Finalized last fiscal year and met to create next budget – 2019-2020 – keeping contributions consistent of \$10,000 from each agency.
4. New Business- moved to end of the meeting
5. **Committee Reports and Policy Updates:**
6. **Training Education and Publications Committee Report**

- **Training**
  - **Jeff Hebel** presented the following.
    - A discussion was had regarding the partnership between the SRVCCC and the Orinda / Moraga CERT team for water storage purchase. The intention is that by the next PAC meeting website and logistical arrangements would be in place to begin trial sales and delivery.
  - **Debbie Vanek and Cliff Buxton** presented the following.
    - This was Via Heart discussion. Regarding the possibility of doing the screening again. Karen advised that advertising through the sports teams may be effective.

**HeartSafe Community Report:**

- 3167 hands only CPR trainings conducted.

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

**Cliff Buxton:** Trained almost 1,500 people since program began.

Stop the Bleed class and Dementia ID class.

Trying out new technology – software that allows transferring of documents over radio wave.

- **Access and Functional Needs Report:**

- Autism ID first responder overview training. RCF training coming up on March. Had a request from Sonoma County to do evacuation training in August, and then second request – scheduled for October 30<sup>th</sup> but got rescheduled due to fires. Video from years ago still getting response.

7. Administrative Item New Item:

Overview of approach and communication methods for addressing PSPS. Interesting take away was that fire dispatch center barely had increase in calls for service – which we believe shows that public got message and communication was effective – was a great training exercise. Being in the WEB EOC was a great addition. County OES did amazing job – CKA please pass this on from SRV Citizen Corps. Can't remember busier day than that Sunday. SRV only part of County that didn't have a significant event.

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8. Next PAC meeting: was scheduled and then canceled as TAC staff needed more time to prepare. Rescheduled to February 21<sup>st</sup>.
9. Adjourned at 10:10am

**San Ramon Valley Emergency Preparedness Citizen Corps Council**  
**Financial Statements**  
**December 31, 2019**

***Balance Sheet***

<b>Assets</b>		
Cash	\$	45,829
<b>Liabilities</b>		
Accounts Payable	\$	580
<b>Fund Balance</b>	\$	45,249

***Income Statement***

<b>Income</b>		
<b>Contributions</b>		
Agency Contributions	\$	10,000
<b>Contributions</b>		10,000
<b>Donations</b>		
Other		-
<b>Total Donations</b>		-
<b>Total Income</b>		10,000
<b>Expenses</b>		
Office Supplies		393
Miscellaneous Supplies		121
Firefighting Supplies		8
Food Supplies		2,606
Professional Services		
CERT Instructors		6,265
Nixle 360 System		6,000
Logo Design		745
Total Professional Services		13,010
Meetings and Travel Expenses		
CERT Conference		474
Total Meetings and Travel Expenses		474
<b>Total Expenses</b>		16,612
<b>Net Income/(Expenses)</b>	\$	(6,612)