

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

Friday, February 12th, 2021 –9:00 a.m. -10:00 a.m.

Consistent with California Governor’s Executive Order N-29-20 promoting social distancing, there will be no physical or in-person meeting location available to the public. Instead, the meeting will be conducted by teleconference. The meeting will be accessible for all members of the public to attend and give public comment via the District’s website, by emailing PublicComment@srvfire.ca.gov. Please make sure comments are submitted prior to 9:00 a.m. February 12, 2021.

Location: San Ramon Valley Fire Protection District via zoom
<https://srvfpd.zoomgov.com/j/1608146201?pwd=VjNqZmJSQjhyK3RxbTF1bkNEZC9Sdz09>

Meeting ID: 160 814 6201
Passcode: 787567
Dial by your location
+1 669 254 5252 US

PURSUANT TO THE RALPH M. BROWN ACT, GOVERNMENT CODE SECTION 54953, ALL VOTES SHALL BE BY ROLL CALL DUE TO PARTICIPATION BY TELECONFERENCE PURSUANT TO GOVERNOR NEWSOM’S EXECUTIVE ORDER N-29-20

This meeting will be available to District Residents via the District’s website at
<https://www.firedepartment.org>

ATTENTION: Members of the public may submit comments via email prior to the meeting to PublicComment@srvfire.ca.gov, which should designate the Agenda Item Number for which the comment is being submitted if the comment pertains to an Agenda Item. The District reserves the right to limit comments received prior to the start of the meeting into the record, depending on the length of the email. The time allotted for each public comment is determined by the Board President and may be up to a maximum of three (3) minutes.

AGENDA

Lead Agency for February 12th: Contra Costa County

1. Public Comment
2. Approval of Minutes from previous meeting (October 23, 2020)
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

5.1 Approval of budget adjustment. Increase Revenue and Expenditure for CalOES Homeland Security Grant awarded through the Contra Costa County Sheriff's Office in the amount of \$34,212.

6. Adjournment/Next Meeting – TBD

Prepared by:

DocuSigned by:

Stephanie Sakai

DA4564B9427E44
Stephanie E. Sakai, District Clerk

Agenda posted on Thursday, Tuesday, February 9, 2021 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

October 23rd, 2020

8:00am-9:00am

Invitees:

Karen Stepper (Danville), Renee Morgan (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, , Chief of Staff Office of Supervisor Gayle Israel, Captain SRPD Denton Carlson Debbie Vanek (SRVFPD), Jeff Hebel (Danville), Cliff Buxton (SRVFPD), Danielle Bell (SRVFPD), Davina Hatfield (SRVFPD), Gayle Israel (CCC Sup), Larry Fong (Red Cross), Ken Nelson (SRVUSD), Zack Adinoff (Contra Costa County OES)

Present 10/23:

Karen Stepper (Danville), Bill Clarkson (City of San Ramon), Ken Mintz (School Board member), Jay Kerr, (Fire Board member), Candace Andersen (Chair of the Board of Supervisors), Gayle Israel (Chief of Staff Office of Supervisor), Denton Carlson (Captain SRPD), Cliff Buxton (San Ramon PD/SRVFIRE), Danielle Bell (SRVFPD), Davina Hatfield (SRVFPD), Larry Fong (Red Cross), Marcelle Indelicato (Contra Costa County OES)

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

Agenda and Notes:

Call to Order at __ 8:00am __ by Jay Kerr.

1. Public Comment
 - None_____.
2. Approval of Previous Meeting Notes,
 - **Motion** to accept minutes made by Jay Kerr, accepted by Ken Mintz; second by Karen Stepper with unanimous affirmative vote.
3. Financial Report by Davina Hatfield. The budget is currently \$54,000 in the account. Budget accepted by Karen Stepper; second Bill Clarkson and Jay Kerr by with unanimous affirmative vote.
4. New Business- No
5. **Committee Reports and Policy Updates:**
6. **Training Education and Publications Committee Report**
 - **Alert & Notifications**
 - **Denton Carlson** presented the following.
 - PSPS has been working well and our information is seamless, and the same messages are getting sent out and our residents feel informed. There has been proactive calls and consistent

communication which took the strain off dispatch. Worked very well. Messaging from all agencies went out well and being able to plug in addresses helped. Overall successful.

Stepper asked about evacuation notices. Captain Carlson deferred that the Fire District and Danville PD is working on evacuation routes in Danville which is posted on the Fire District website.

Training

- **Danielle Bell** presented the following.
 - Training has been put on hold with COVID

- **HeartSafe Community Report:**
 - **Danielle Bell** presented the following.
 - Heart safe has been on hold with COVID
 - Continue to meet online to check in with team

- **Community Emergency Response Team (CERT) Report:**
 - **Danielle Bell** presented the following.

CERT Activities

- C8 Meetings (Contra Costa Counties Cities Citizens Corps Council Committee) continue to meet every other month.
- County group has been formed to revise and update CERT material released from FEMA 2020.
- We hosted a Train the Trainer in March the week before COVID shut everything down.
- CERT C8 Meeting continues to meet every other month. We have led the task on creating a County update so all material will be the corresponding and reflective across all programs in the County.
- CERT Deployment at Cal Fire Base Camp in Pleasanton. We had 45 CERT members log over 365 hours
- Hosting and presenting for FEMA and The National CERT Association weekly:
 - Program Manager Courses
 - Train The Trainer Courses
 - Hybrid CERT Training
- CERT Leader & Instructor Meetings for San Ramon Valley CERT
- CERT is working with the County (Gerald) on having CERT help with the PSPS notification system for RCF's and general public to get notifications out.
- Water Drums/Storage sale w/Lamorinda CERT *April & September* – Update: SRVCCC and the Orinda / Moraga CERT team continue water storage purchase. Logistical arrangements are in place to begin trial sales and delivery.
- April CERT did a HAM CERT communications in the Community

- **Access and Functional Needs**

- ***Danielle Bell*** presented the following.
 - Autism AFN (Access & Functional needs) first responder training given to new recruits at San Ramon Valley Fire.
 - Autism AFN first responder training given to San Ramon Police Department
 - Autism kits are being purchased to be placed on all Ambulances
 - A smaller Autism kit are being purchased to be placed in all San Ramon PD cars.
 - Co-Chair for DAFN (Disabilities Access & Functional Needs) for Contra Costa County – monthly meeting
 - Autism Presentation for Lamorinda CERT

7. Administrative Item New Item: none

8. Next PAC meeting: Friday February 12th, 2020 at 9am

9. Adjourned at 9:00 am

San Ramon Valley Emergency Preparedness Citizen Corps Council
Financial Statements
December 31, 2020

Balance Sheet

Assets

Cash	\$ 30,004
Accounts Receivable - Grant	<u>34,212</u>
	<u>64,216</u>

Liabilities

Accounts Payable	<u>\$ -</u>
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Fund Balance

\$ 64,216	-
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Income Statement

Income

Contributions

Agency Contributions	\$ -	\$ 50,000	\$ 50,000
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Contributions

<u>-</u>	<u>50,000</u>	<u>50,000</u>
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Other Income

Grant	34,212
Sales - water drum	382
Fundraising	<u>408</u>

Total Other Income

<u>35,002</u>	<u>-</u>	<u>(35,002)</u>
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Total Income

<u>35,002</u>	<u>50,000</u>	<u>14,998</u>
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Expenses

Office Supplies	1,149	1,500	351
Small Tools and Equipment			
CERT kits	34,212		
Other	220		
CERT class safety vests and helmets	<u>-</u>		

Total Small Tools and Equipment

<u>34,432</u>	2,000	(32,432)
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Miscellaneous Supplies	152	500	348
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Food Supplies	-	4,000	4,000
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Software - Nixle 360 System	6,000	6,000	-
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Professional Services

CERT Instructors	2,310
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Logo Design	<u>-</u>
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Total Professional Services	<u>2,310</u>	<u>25,000</u>	<u>22,690</u>
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Meetings and Travel Expenses

CERT Conference	<u>-</u>	<u>2,000</u>	<u>2,000</u>
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Total Meetings and Travel Expenses	<u>-</u>	<u>2,000</u>	<u>2,000</u>
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Total Expenses

<u>44,043</u>	<u>41,000</u>	<u>(3,043)</u>
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Net Income/(Expenses)

<u>\$ (9,041)</u>	<u>\$ 9,000</u>	<u>\$ 18,041</u>
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