

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

**Friday, Feb 25th, 2022 –9:00 a.m.**

Pursuant to Assembly Bill 361 and the Ralph M. Brown Act (Government Code section 54950 et seq.), this meeting may utilize teleconferencing. As a precaution to protect the health and safety of staff, officials, and the general public, participating Members will not be physically in attendance but will be available via video conference. Although there will be no physical location for members of the public to participate in the meeting, members of the public will have the opportunity to address the Members directly during the Public Comment period by participating in the meeting through Zoom, a call-in option, or written comment. All votes shall be by roll call due to Members participating by teleconference.

**HOW TO PARTICIPATE IN THE MEETING REMOTELY VIA ZOOM**

Participate via Zoom by joining the webinar online at: <https://cccouny-us.zoom.us/j/83052211532?pwd=YURZWtBBZENONGx2WjZGMXArZGFxdz09>

Passcode: **425629**

When connected, **click the “Raise Your Hand” button** to request to speak during the Public Comment period. You will then be unmuted when it is your turn to make your comment for up to 3 minutes. After the allotted time, you will then be re-muted.

**HOW TO PARTICIPATE IN THE MEETING REMOTELY BY PHONE**

**Listen or participate with an Audio Only connection by telephone, using the dial-in information below:**

**Dial:** USA 214 765 0478 US Toll or USA 888 278 0254 US Toll-free

Conference code: **525510**

When connected, enter **\*9 on your telephone to “Raise Your Hand”** and request to speak during the Public Comment period. When it is your turn, you will be allowed to speak and prompted **to enter \*6 on your phone to unmute yourself**. You will have up to 3 minutes to make your comment. After the allotted time, you will then be re-muted.

## **HOW TO SUBMIT WRITTEN PUBLIC COMMENT**

Members of the public may submit written public comment via email to [supervisorandersen@bos.cccounty.us](mailto:supervisorandersen@bos.cccounty.us) prior to the end of the Public Comment period. Please include "Public Comment 2/25/22" in the subject line and the Agenda Item Number for which the comment is being submitted if the comment pertains to an Agenda Item. In the body of the email, please include your name. Members reserve the right to read comments received prior to the start of the meeting into the record or include the emailed comment in the next month's Committee packet, depending on the length of the email.

## **AGENDA**

### **Lead Agency: San Ramon Valley Fire Protection District**

- 1. Call to Order**
- 2. Public Comment**
- 3. Approval of December 10, 2021 Minutes**
- 4. Approve Financial Report**
  - 4.1 Receive and Review Financial Report through January 31, 2022
  - 4.2 Discussion and Approval of Proposed Budget for fiscal year 2022-23
- 5. Committee Reports and Policy Updates**
  - 5.1 Alert, Notification and Communications – Emergency Communications for the San Ramon Valley
  - 5.2 Training, Education and Publications – Public outreach and marketing for residents of the San Ramon Valley
  - 5.3 HeartSafe Community – Hands only CPR for residents of San Ramon Valley
  - 5.4 Community Emergency Response Team (CERT) – Program to get community prepared for emergencies.
  - 5.5 Access and Functional Needs – Outreach and cultivating relationships with local establishments who support AFN
- 6. New Business**
- 7. Adjournment/Next Meeting – TBD**

Prepared by:

DocuSigned by:

  
Stephanie Brendlen, District Clerk

41CBA3E37BD7FB3

Agenda posted on Tuesday, February 22, 2022 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).

*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 MEETING**

**December 10, 2021 MINUTES**

**Location:** Teleconference.

**Committee Present:** San Ramon Valley Fire Protection District Board of Director Michelle Lee, Contra Costa County Board of Supervisor Candace Andersen, Town of Danville Councilmember Karen Stepper, City of San Ramon Mayor Dave Hudson, San Ramon Valley Unified School District Board Director Ken Mintz.

**Committee Absent:** None

**CALL TO ORDER**

Chair Supervisor Andersen called the meeting to order at 9:00 a.m.

**1. PUBLIC COMMENT**

There was no public comment.

**2. APPROVAL OF FEBRUARY 12TH, 2021 MINUTES**

Motion by Supervisor Andersen to approve February 12<sup>th</sup> 2021 Minutes; seconded by Councilmember Stepper. Motion carried unanimously by roll call vote.

**3. FINANCIAL REPORT**

Financial Report by Davina Hatfield. The budget is currently \$80,517 in the account. Budgeted revenue of \$50,000 and expenses of \$26,000. Motion by Director Member Lee to approve the Financial Report; seconded by Director Mintz. Motion carried unanimously by roll call vote.

**4. COMMITTEE REPORTS AND POLICY UPDATES**

**4.1 Alert & Notifications and Communications**

Captain Carlson introduced Joe Grupalo to do a presentation on ZoneHaven for the Council.

#### **4.2 Training, Education and Publications**

Captain Carlson explained how the Annual Fair Emergency Prep Fair is not the best use of our funds and time. The next meeting the TAC will present how we will be engaging the Citizens of the San Ramon Valley in 2022.

#### **4.3 HeartSafe Community**

San Ramon Valley Fire Protection District Emergency Coordinator Bell reported that HeartSafe Community has been put on hold due to COVID. TAC will continue to meet and Ilana Samuels who is the new Director of Communications and Community relations and San Ramon Valley Unified School District will join the TAC group.

#### **4.4 Community Emergency Response Team (CERT)**

San Ramon Valley Fire Protection District Emergency Coordinator Bell reported on CERT activities, including updates related to COVID Vaccination Clinics, CERT C4, CERT Communication drill, CERT Classes resuming next year

#### **4.5 Access and Functional Needs**

San Ramon Valley Fire Protection District Emergency Coordinator Bell reported on Access and Functional Needs, including updates related to Autism AFN (Access & Functional needs) and DAFN (Disabilities Access & Functional Needs)

#### **5. NEW BUSINESS**

None

#### **6. ADJOURNMENT/NEXT MEETING**

The meeting concluded at 9:59AM

Prepared by:

DocuSigned by:  
  
8030DF6637CB4F2...

Danielle Bell  
Emergency Coordinator

Approved by:

DocuSigned by:  
  
0D5DB003849E4CB...

Candace Anderson  
CCC Board of Supervisor/Committee Chair

**San Ramon Valley Emergency Preparedness Citizen Corps Council**  
**Financial Statements**  
**January 31, 2022**

***Balance Sheet***

<b>Assets</b>	
Cash	\$ 88,280
Accounts Receivable - 2021 contributions	10,000
	98,280
<b>Liabilities</b>	
Accounts Payable	\$ -
<b>Fund Balance</b>	\$ 98,281

***Income Statement***

	<b><i>Budget</i></b>	<b><i>Budget Variance</i></b>
<b>Income</b>		
<b>Contributions</b>		
Agency Contributions	\$ 50,000	\$ 50,000
	50,000	50,000
<b>Other Income</b>		
Sales - Water Drums	568	
Donation	100	
	668	(668)
<b>Total Other Income</b>	-	(668)
<b>Total Income</b>	50,000	49,332
<b>Expenses</b>		
Office Supplies	528	1,500
Small Tools and Equipment		
Battery Replacements	420	
CERT class safety vests and helmets	-	
	420	1,580
Miscellaneous Supplies	-	500
Food Supplies	-	4,000
Software - Nixle 360 System	6,000	6,000
Professional Services		
CERT Instructors	2,595	
Logo Design	-	
	2,595	7,405
Meetings and Travel Expenses		
CERT Conference	-	2,000
	-	2,000
<b>Total Expenses</b>	9,543	16,457
<b>Net Income/(Expenses)</b>	\$ (8,875)	\$ 32,875

**San Ramon Valley Emergency Preparedness Citizen Corps Council**

**Proposed Budget**

**July 1, 2022 - June 30, 2023**

***Fund 700***

		<b>2022/23 Proposed</b>
<b>Income</b>		
<b>Contributions</b>		
Agency Contributions	4250	\$ 50,000
<b>Total Contributions</b>		<u>50,000</u>
<b>Expenses</b>		
Office Supplies	5202	1,500
Small Tools and Equipment	5210	2,000
Miscellaneous Supplies	5212	500
Food Supplies	5222	4,000
Software	5248	6,000
Professional Services	5250	10,000
Meetings and Travel	5284	<u>2,000</u>
<b>Total Expenses</b>		<u>26,000</u>
<b>Net Income/(Expenses)</b>		<u><u>\$ 24,000</u></u>