

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

**Monday Nov 7<sup>th</sup>, 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 Council 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 Citizen Corps Council (Council) directly during the Public Comment period by participating in the meeting through Zoom or a call-in option. All votes shall be by roll call due to Council Members participating by teleconference.

**ATTENTION: Members of the public may submit comments to [supervisorandersen@bos.cccounty.us](mailto:supervisorandersen@bos.cccounty.us) which should designate the Agenda Item Number for which the comment is being submitted if the comment pertains to an Agenda Item. *The time allotted for each public comment is determined by the Council Chair and may be up to a maximum of three (3) minutes.***

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

**Participate via Zoom by joining the webinar online at:** Join from PC, Mac, Linux, iOS or Android: <https://cccounty-us.zoom.us/j/85824597524>

**Passcode: 525510**

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). Please include "Public Comment 11/7/22" 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 (this is voluntary). The Council reserves the right to read comments received prior to the start of the meeting into the record or include the emailed comment in the next Council packet, depending on the length of the email.

## **AGENDA**

**Lead Agency:** Contra Costa County  
**Council Chair:** Supervisor Candace Andersen

1. **Call to order**
2. **Determination of Quorum**
3. **Public Comment**

Pursuant to the Ralph M. Brown Act (Government Code §54950 et. seq.), members of the public may comment on Agenda items and non-Agenda items related to any subject pertaining to Council business during the Public Comment period. The time allotted for each speaker is determined by the Council Chair and may be limited to three (3) minutes.

4. **Approve February 25<sup>th</sup>, 2022 Minutes (Action Item)**
5. **Financial Report and Budget (Receive and Review)**
  - 5.1 Receive and Review Financial Report for fiscal year ended June 30, 2022.
  - 5.2 Receive and Review Financial Report through October 31, 2022.

6. **Committee Reports and Policy Updates**

- 6.1 Alert, Notification and Communications – Emergency Communications for the San Ramon Valley
- 6.2 Training, Education and Publications – Public outreach and marketing for residents of the San Ramon Valley
- 6.3 HeartSafe Community – Hands only CPR for residents of San Ramon Valley
- 6.4 Community Emergency Response Team (CERT) – Program to get community prepared for emergencies.
- 6.5 Access and Functional Needs – Outreach and cultivating relationships with local establishments who support AFN.

**7. Good of the Order**

**8. Adjournment/Next Meeting – TBD**

**Prepared by:**



Danielle Bell

*Agenda posted on Friday, November 3, 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).*

*All public meetings under the Brown Act must comply with Section 202 of the Americans with Disabilities Act ("ADA") and its implementing rules and regulations. If you have a disability and require a reasonable accommodation to fully participate in a public meeting, please contact Danielle Bell at (925)570-4100 as soon as possible but at least 72 hours in advance of the scheduled meeting time. In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority or all of the Board in advance of a meeting may be viewed on the District website at [www.firedepartment.org](http://www.firedepartment.org) or at the District's Administrative Office located at 1500 Bollinger Canyon Road, San Ramon, California.*

**San Ramon Valley Emergency Preparedness  
Citizen Corps Council  
Policy Advisory Committee**

**FEBRUARY 25, 2022 MINUTES**

**Location:** Teleconference

**Committee Present:**

San Ramon Valley Fire Protection District - Director Jay Kerr  
Contra Costa County Board of Supervisors - Supervisor Candace Andersen  
Town of Danville - Councilmember Karen Stepper  
San Ramon Valley Unified School District - Director Ken Mintz

**Committee Absent:** Mayor Dave Hudson

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

**1. Call to Order**

Director Kerr called the meeting to order at 9:00 a.m.

**2. Public Comment**

There was no public comment.

**3. Approval of December 10, 2021 Minutes**

Motion by Director Kerr to approve the December 10, 2021 Minutes; seconded by Councilmember Stepper. Motion carried unanimously by roll call vote.

**4. Approve Finance Report**

4.1 Receive and Review Financial Report through January 31, 2022.

Motion by Director Kerr to approve the Financial Report through January 31, 2022; seconded by Councilmember Stepper. Motion carried unanimously by roll call vote.

4.2 Discussion and Approval of Proposed Budget for fiscal year 2022-23.

Motion by Director Kerr to approve the Proposed Budget for fiscal year 2022-23 with increasing meetings and travel to \$6,000 and adding \$2,000 for special events; seconded by Councilmember Stepper. Motion carried unanimously by roll call vote.

**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

- 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

Reports and updates were given on the above.

**6. ADJOURNMENT/NEXT MEETING**  
The meeting concluded at 9:48 a.m.

Prepared by:

Approved by:

Danielle Bell  
SRVFPD Emergency Coordinator

Jay Kerr  
San Ramon Valley Fire Protection District  
Board of Director/Committee Chair

**San Ramon Valley Emergency Preparedness Citizen Corps Council**  
**Financial Statements**  
**June 30, 2022**

***Balance Sheet***

<b>Assets</b>	
Cash	\$ 138,683
	<u>138,683</u>
<b>Liabilities</b>	
Accounts Payable	\$ -
	<u>-</u>
<b>Fund Balance</b>	<u>\$ 138,684</u>

***Income Statement***

	<b><i>Budget</i></b>	<b><i>Budget Variance</i></b>
<b>Income</b>		
<b>Contributions</b>		
Agency Contributions	\$ 50,000	\$ -
<b>Contributions</b>	<u>50,000</u>	<u>-</u>
<b>Other Income</b>		
Sales - Water Drums	568	
Donation	100	
<b>Total Other Income</b>	<u>668</u>	<u>(668)</u>
<b>Total Income</b>	<u>50,668</u>	<u>(668)</u>
<b>Expenses</b>		
Office Supplies	932	1,500
Small Tools and Equipment		
Battery Replacements	939	
Sunny Glen Project	2,850	
<b>Total Small Tools and Equipment</b>	<u>3,789</u>	2,000
Miscellaneous Supplies	70	500
Food Supplies	206	4,000
Non-Safety Clothing	737	-
Software - Nixle 360 System	6,000	6,000
Memberships	130	-
Professional Services		
CERT Instructors	5,115	10,000
Meetings and Travel Expenses		
CERT Conference	2,161	2,000
<b>Total Meetings and Travel Expenses</b>	<u>2,161</u>	<u>(161)</u>
<b>Total Expenses</b>	<u>19,140</u>	<u>6,860</u>
<b>Net Income/(Expenses)</b>	<u>\$ 31,528</u>	<u>\$ (7,528)</u>

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

***Balance Sheet***

<b>Assets</b>	
Cash	\$ 132,132
	<u>132,132</u>
<b>Liabilities</b>	
Accounts Payable	\$ -
<b>Fund Balance</b>	<u>\$ 132,133</u>

***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
<b>Contributions</b>	<u>-</u>	<u>50,000</u>	<u>50,000</u>
<b>Other Income</b>			
Sales - Water Drums	-		
Donation	-		
<b>Total Other Income</b>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Income</b>	<u>-</u>	<u>50,000</u>	<u>50,000</u>
<b>Expenses</b>			
Office Supplies	195	1,500	1,305
Small Tools and Equipment			
Battery Replacements	-		
CERT class safety vests and helmets	-		
<b>Total Small Tools and Equipment</b>	<u>-</u>	<u>2,000</u>	<u>2,000</u>
Miscellaneous Supplies	-	500	500
Food Supplies	176	4,000	3,824
Software - Nixle 360 System	6,000	6,000	-
Special Events	-	2,000	2,000
Professional Services			
CERT Instructors	180	10,000	9,820
Meetings and Travel Expenses			
CERT Conference	-	6,000	6,000
<b>Total Meetings and Travel Expenses</b>	<u>-</u>	<u>6,000</u>	<u>6,000</u>
<b>Total Expenses</b>	<u>6,551</u>	<u>32,000</u>	<u>25,449</u>
<b>Net Income/(Expenses)</b>	<u>\$ (6,551)</u>	<u>\$ 18,000</u>	<u>\$ 24,551</u>