

**SAN RAMON VALLEY EMERGENCY PREPAREDNESS  
CITIZEN CORPS COUNCIL POLICY ADVISORY COMMITTEE  
(CCC/PAC)**

**Wednesday March 15, 2023 - 9:00 a.m.**

**AGENDA**

**Location:** SRVFPD Administrative Offices – Boardroom  
1500 Bollinger Canyon Road, San Ramon, CA 94583

**Lead Agency:** Town of Danville  
**CCC/PAC Chair:** Councilmember Karen Stepper

**Committee:** 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

**Website for Agenda and Packets:** <https://www.firedepartment.org/>

**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. Approval of November 7, 2022 Minutes**

**Recommended Committee Action:** Approve Minutes from the November 7, 2022 CCC/PAC Meeting.

**5. Financial Report and FY 2023-2024 Budget**

5.1 Receive and Review Financial Report dated February 28, 2023.

5.2 Discuss and provide direction on FY 2022-2023 Agency Contributions.

CCC/PAC Meeting  
March 15, 2023  
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- 5.3 Approve and Adopt Proposed Budget for FY 2023-2024.

Recommended Committee Action: Approve and adopt by majority roll call vote Proposed Budget for FY 2023-2024.


**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 – To be determined**

**Prepared by:**

DocuSigned by:  
  
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Danielle Bell

*Agenda posted on Thursday, March 9, 2023 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**

**NOVEMBER 7, 2022 MINUTES**

**Location:** Teleconference

**Committee Present:**

San Ramon Valley Fire Protection District - Director Michelle Lee  
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:** City of San Ramon – Dave Hudson

**Lead Agency:** Contra Costa County Board of Supervisors

**1. Call to Order**

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

**2. Public Comment**

Abdul Mixon from San Ramon Valley Unified School District Introduced himself as part of the TAC Committee.

**3. Determination of Quorum**

Supervisor Andersen declared a quorum of the Committee was present.

**4. Approval of February 25, 2022 Minutes**

Motion by Supervisor Andersen to approve the February 25, 2022 Minutes; seconded by Councilmember Stepper. Motion carried unanimously by roll call vote.

**5. Approve Finance Reports**

5.1 Approve Financial Report year ended June 30, 2022.

Motion by Supervisor Andersen to approve the Financial Report year ended June 30, 2022; seconded by Councilmember Stepper. Motion carried unanimously by roll call vote.

5.2 Approve Financial Report through October 31, 2022.

Motion by Supervisor Andersen to approve the Financial Report through October 31, 2022; seconded by Director Mintz. Motion carried unanimously by roll call vote.

**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
- 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

Reports and updates were given on the above.

**6. ADJOURNMENT/NEXT MEETING**

The meeting concluded at 9:47a.m.

Prepared by:

Approved by:

Danielle Bell  
SRVFPD Emergency Coordinator

Supervisor Candace Andersen  
Contra Costa County Board of Supervisors

**San Ramon Valley Emergency Preparedness Citizen Corps Council**  
**Financial Statements**  
**February 28, 2023**

***Balance Sheet***

<b>Assets</b>	
Cash	\$ 127,357
	127,357
<b>Liabilities</b>	
Accounts Payable	\$ -
<b>Fund Balance</b>	
	\$ 127,359

***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	-		
Donation	125		
	125	-	(125)
<b>Total Income</b>	125	50,000	49,875
<b>Expenses</b>			
Office Supplies	475	1,500	1,025
Small Tools and Equipment			
Comm radios, cases & portable boxes	1,642		
CERT class safety vests and helmets	-		
	1,642	2,000	358
Miscellaneous Supplies	1,050	500	(550)
Food Supplies	958	4,000	3,042
Software - Nixle 360 System	6,000	6,000	-
Special Events	-	2,000	2,000
Professional Services			
CERT Instructors	900	10,000	9,100
Insurance	275	-	(275)
Educational Courses	150	-	(150)
Meetings and Travel Expenses			
CERT Conference	-	6,000	6,000
	-	6,000	6,000
<b>Total Expenses</b>	11,450	32,000	20,550
<b>Net Income/(Expenses)</b>	\$ (11,325)	\$ 18,000	\$ 29,325

**San Ramon Valley Emergency Preparedness Citizen Corps Council**  
**Reserve Balance Calculation**

***With Current Year Agency Contribution***

	<b>2023</b>	<b>2024</b>
<b>Beginning Reserve Balance</b>	\$ 138,683	168,683
Revenue	50,000	-
Expenditures (Estimated)	(20,000)	(102,000)
<b>Ending Reserve Balance</b>	\$ 168,683	\$ 66,683

***Without Current Year Agency Contribution***

	<b>2023</b>	<b>2024</b>
<b>Beginning Reserve Balance</b>	\$ 138,683	118,683
Revenue	-	-
Expenditures (Estimated)	(20,000)	(102,000)
<b>Ending Reserve Balance</b>	\$ 118,683	\$ 16,683

***With \$5,000 Agency Contribution in 2024***

	<b>2023</b>	<b>2024</b>
<b>Beginning Reserve Balance</b>	\$ 138,683	118,683
Revenue	-	25,000
Expenditures (Estimated)	(20,000)	(102,000)
<b>Ending Reserve Balance</b>	\$ 118,683	\$ 41,683

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

Proposed Budget

July 1, 2023 - June 30, 2024

**Fund 700**

		<b>2023/24 Proposed</b>
<b>Income</b>		
<b>Contributions</b>		
Agency Contributions	4250	\$ 25,000
<b>Total Contributions</b>		<u>25,000</u>
<b>Expenses</b>		
Office Supplies	5202	1,500
Small Tools and Equipment	5210	7,000
Miscellaneous Supplies	5212	500
Food Supplies	5222	4,000
Software	5248	6,000
Professional Services	5250	15,000
Specialized Printing	5272	-
Educational Courses and Supplies	5276	-
Public Educational Supplies	5278	-
Special Events	5282	2,000
Meetings and Travel	5284	<u>6,000</u>
<b>Total Expenses</b>		<u>42,000</u>
Cache for School District		60,000
<b>Net Income/(Expenses)</b>		<u>\$ (77,000)</u>