

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

October 4, 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 Jesse vanZee

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 March 15, 2023 Minutes**

Recommended Committee Action: Approve Minutes from the March 15, 2023 CCC/PAC Meeting.

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

5.1 Receive and Review Financial Report dated August 31, 2023.

Recommended Committee Action: Approve Financial Report dated August 31, 2023.

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:

Roy Wendel

Agenda posted on Thursday, September 28, 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.

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 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
(CCC/PAC)**

March 15, 2023 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 Jesse VanZee
City of San Ramon – Vice May Mark Andersen

Committee Absent: NONE

Lead Agency: Town of Danville

CCC/PAC Chair: Councilmember Karen Stepper

1. Call to Order

Councilmember Stepper called the meeting to order at 9:00 a.m.

2. Determination of Quorum

Councilmember Stepper declared a quorum of the Committee was present.

3. Public Comment

None.

4. Approval of November 7, 2022 Minutes

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

5. Approve Finance Report and FY 2023-2024 Budget

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

Motion by Supervisor Andersen to approve the Financial Report dated February 28, 2023; seconded by Director Kerr. Motion carried unanimously by roll call vote.

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

Motion by Supervisor Andersen to approve the budgeted Agency contributions; seconded by Director Kerr. Motion carried unanimously by roll call vote.

5.3 Approve and Adopt Proposed Budget for FY 2023-2024.

Motion by Supervisor Andersen to approve and adopt Proposed Budget for FY 2023-2024; seconded by Director Kerr. 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.

7. ADJOURNMENT/NEXT MEETING

The meeting concluded at 10:09 a.m.

Prepared by:

Approved by:

Danielle Bell
SRVFPD Emergency Coordinator

Councilmember Karen Stepper
Town of Danville

San Ramon Valley Emergency Preparedness Citizen Corps Council
Financial Statements
August 31, 2023

Balance Sheet

Assets

Cash	\$ 137,115
Contributions Receivable	<u>\$ 30,000</u>
	<u>167,115</u>

Liabilities

Accounts Payable

Fund Balance

\$ 167,115

-

Income Statement

Income

Contributions

Agency Contributions

\$ 50,000

\$ 50,000

Contributions

-

50,000

50,000

Other Income

Sales - Water Drums

-

Donation

Total Other Income

-

-

-

Total Income

-

50,000

50,000

Expenses

Office Supplies

1,500

1,500

Small Tools and Equipment

Comm radios, cases & portable boxes

CERT class safety vests and helmets

-

Total Small Tools and Equipment

-

7,000

7,000

Miscellaneous Supplies

500

500

Food Supplies

4,000

4,000

Software - Nixle 360 System

6,000

6,000

Software - Constant Contact

62

(62)

Software - Zoom

16

(16)

Special Events

-

2,000

2,000

Professional Services

CERT Instructors

15,000

15,000

Insurance

223

-

(223)

Educational Courses

-

-

Meetings and Travel Expenses

CERT Conference

6,000

6,000

Total Meetings and Travel Expenses

-

6,000

6,000

Cache for School District

60,000

Total Expenses

301

102,000

41,777

Net Income/(Expenses)

\$ (301)

\$ (52,000)

\$ 8,223