

**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:



Danielle Bell
SRVFPD Emergency Coordinator

Approved by:



Councilmember Karen Stepper
Town of Danville