

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

Wednesday March 20, 2024 –9:00 a.m.

AGENDA

Location: **Town of Danville
Danville Town Office
500 La Gonda Way, Danville, CA 94526**

Lead Agency: Contra Costa County
CCC/PAC Chair: Supervisor Andersen

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
City of San Ramon -Council Member Mark Armstrong

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. Approve October 4, 2023 Minutes

5. Financial Report and Budget

- 5.1 Receive, Review and Approve Financial Report dated February 29, 2024.
- 5.2 Receive, Review and Approve Proposed Budget for Fiscal Year 2024-2025.

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

Prepared by:

Stephanie Brendlen

Stephanie Brendlen

Agenda posted on Friday, March 15, 2024 at the Town of Danville (Danville Town Office), San Ramon Valley Fire Protection District (Administrative Offices), Fire Stations 30, 31, 32, 33, 34, 35, 36, 38 and 39, and on 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 the 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 Committee members in advance of a meeting may be viewed on the San Ramon Valley Fire Protection District (SRVFPD) website at www.firedepartment.org, at the Danville Town Office at 500 La Gonda Way, Danville, California, SRVFPD Administrative Offices located at 2401 Crow Canyon Road, Suite A, San Ramon, California, or at the scheduled meeting.

**San Ramon Valley Emergency Preparedness
Citizen Corps Council Policy Advisory Committee
(CCC/PAC)**

OCTOBER 4, 2023 MINUTES

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

Committee Present:

San Ramon Valley Fire Protection District - Director Don Parker
Contra Costa County Board of Supervisors - Supervisor Candace Andersen
Town of Danville - Councilmember Karen Stepper
City of San Ramon – Vice May Mark Armstrong

Committee Absent:

San Ramon Valley Unified School District - Director Jesse VanZee

Lead Agency: Town of Danville - Councilmember

1. Call to Order

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

2. Public Comment

None.

3. Determination of Quorum

Councilmember Stepper declared a quorum was present.

4. Approval of March 15, 2023 Minutes

Motion by Councilmember Stepper to approve the March 15, 2023 Minutes; seconded by Supervisor Andersen. Motion carried unanimously by roll call vote.

5. Approve Finance Report and Budget

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

Financial Report was not approved. The Committee will look at Financial Report updates at the next meeting. The Committee will review the FY2022-2023 proposed budget at the next meeting ensuring it includes all Agency contributions.

6. Committee Reports and Policy Updates

6.1 Alert, Notification and Communications – Emergency Communications for the San Ramon Valley

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- 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 9:51 a.m. to the next meeting.

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
February 29, 2024

Balance Sheet

Assets

Cash	\$	151,693
Contributions Receivable		-
		151,693

Fund Balance

	\$	151,693
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Income Statement

Income

Contributions

Agency Contributions	\$	-	\$	50,000		\$(50,000)
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Contributions

		-		50,000		(50,000)
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Other Income

Sales - Water Drums		-		-		-
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Donation		-		-		-
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Total Other Income

		-		-		-
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Total Income

		-		50,000		(50,000)
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Expenses

Office Supplies		-		1,500		1,500
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Small Tools and Equipment

Comm radios, cases & portable boxes		3,171				
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CERT class safety vests and helmets		-				
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Total Small Tools and Equipment		3,171		7,000		3,829
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Miscellaneous Supplies		33		500		467
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Food Supplies		1,809		4,000		2,191
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Software - Nixle 360 System		6,000		6,000		-
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Software - Constant Contact		434		-		(434)
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Software - Zoom		112		-		(112)
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Special Events		-		-		-
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Professional Services		-		-		-
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CERT Instructors		2,145		15,000		12,855
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Insurance		223		-		(223)
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Public Education Supplies		334		-		(334)
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Recognition Supplies		1,355		2,000		645
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Educational Courses		108		-		(108)
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Meetings and Travel Expenses		-		-		-
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CERT Conference		-		6,000		6,000
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Total Meetings and Travel Expenses		-		6,000		6,000
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Cache for School District		-		60,000		60,000
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Total Expenses

		15,724		102,000		86,276
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Net Income/(Expenses)

	\$	(15,724)	\$	(52,000)		\$ 36,276
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San Ramon Valley Emergency Preparedness Citizen Corps Council

Proposed Budget

July 1, 2024 - June 30, 2025

Fund 700

	2024/25 Proposed
Income	
Contributions	
Agency Contributions	\$ 50,000
Total Contributions	<u>50,000</u>
Expenses	
Office Supplies	1,500
Small Tools and Equipment	7,000
Miscellaneous Supplies	500
Food Supplies	4,000
Software	7,020
Professional Services	15,000
Specialized Printing	-
Educational Courses and Supplies	-
Public Educational Supplies	1,000
Special Events	2,000
Meetings and Travel	<u>6,000</u>
Total Expenses	<u>44,020</u>
SRVUSD Emergency Cache	60,000
1610 AM Emergency Radio Upgrades	-
Net Income/(Expenses)	<u>\$ (54,020)</u>
Projected Reserves at June 30, 2025	<u>\$ 105,673</u>

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Other Income

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Total Other Income

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Expenses

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