

**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

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

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:



Danielle Bell  
SRVFPD Emergency Coordinator

Approved by:



Councilmember Karen Stepper  
Town of Danville