




TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Melissa Thurman, Town Clerk 

DATE: March 8, 2023

RE: Wildfire Preparedness Committee Charter Amendment

RECOMMENDATION

The Wildfire Preparedness Committee recommends that the Town Council approve an amendment to their charter updating their membership to remove the required liaison from the Emergency Preparedness Committee (EPC), bringing the total membership number to five members: four (4) at-large members and one (1) Conservation Committee liaison.

FISCAL IMPACT

There is no fiscal impact associated with the proposed charter amendment.

ATTACHMENT

1. Proposed Wildfire Preparedness Committee Charter, with Redline Amendment



TOWN OF PORTOLA VALLEY

Wildfire Preparedness Committee Charter

MISSION

Given the inherent risk of wildfire in the Town of Portola Valley and evolving character of wildfire related events due to climate change, the Wildfire Preparedness Committee (WPC) shall advise the Town Council on ways to mitigate risks associated with wildfires.

DUTIES AND FUNCTIONS

To provide the Town Council with recommendations regarding the following:

1. *Advise on most effective and appropriate vegetation management practices to reduce wildfire danger;*
2. *Suggest opportunities to harden structures from wildfires, and regulations for future construction;*
3. *Determine potential sources of funding to implement any risk mitigation programs adopted by the Town Council;*
4. *Coordinate with the Emergency Preparedness Committee (EPC) to ensure that residents understand what steps to take in the event of a wildfire emergency, which includes assisting the EPC with communications before, during and after such emergencies;*
5. *Advise on new or more effective ways to coordinate efforts between partner agencies, volunteer groups, and town committees; and*
6. *Analyze additional options for improving wildfire preparedness as requested by the Town Council or resulting from research.*

RESPONSIBLE TO

Town Council

COORDINATION

Staff Liaison – Town Manager and other assigned staff as needed

MEMBERSHIP

The membership of this Committee shall consist of ~~five (5) seven (7)~~ members appointed by the Mayor in concurrence with the Town Council as follows: ~~Five-Four (54)~~ members shall be from the public at large, ~~One (1) members shall be from the EPC~~, and One (1) member shall be from the Conservation Committee.

As deemed necessary by the WPC, a technical advisory committee made up of experts from Town partners, agencies, and issue-area specialists may be created to advance WPC goals and priorities.

SUBCOMMITTEE STRUCTURE

At its discretion, the WPC may establish any number of subcommittees as deemed necessary to execute its mission. Subcommittees may only be established or dissolved through a majority vote of WPC members who are in good standing.

MEETINGS

The fourth Thursday of each month at 7:00 p.m.

REPORTS

The Committee will collaborate with their Council liaison and staff liaison to determine how frequently it will make reports to the Town Council