




# TOWN OF PORTOLA VALLEY

## STAFF REPORT

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**TO:** Mayor and Members of the Town Council

**FROM:** Corie Stocker, Assistant Town Manager/Acting Town Clerk 

**DATE:** May 24, 2023

**RE:** Wildfire Preparedness Committee Meeting Time Change

### RECOMMENDATION

Staff recommends that the Town Council approve changing the meeting time for the Wildfire Preparedness Committee from 7pm on the 4<sup>th</sup> Thursday of each month, to 4pm on the 3<sup>rd</sup> Wednesday of each month.

### DISCUSSION

In the past the Wildfire Preparedness Committee met at 7:00pm on the 4<sup>th</sup> Thursday of each month. On April 27<sup>th</sup>, the committee voted to move the future meeting time to the 3<sup>rd</sup> Wednesday at 4:00pm. This adjustment was pre-approved by the previous Town Clerk.

There are two other meetings on the 3<sup>rd</sup> Wednesdays:

- Trails and Paths Committee meets at 9:00am
- Planning Commission meets at 7:00pm

The 4:00pm meeting would not likely affect the other meetings that day.

This change would be effective in June, adopting the new time at 4:00pm on June 21, 2023, and carry on from there each third Wednesday at 4pm.

### FISCAL IMPACT

There is no fiscal impact to this request.

### ATTACHMENT

1. Minutes from the April 27, 2023, Wildfire Preparedness Committee Meeting



**TOWN OF PORTOLA VALLEY**  
**Wildfire Preparedness Committee**  
**Thursday, April 27, 2023 – 7:00 PM**  
**Hybrid on Zoom**  
**765 Portola Road, Portola Valley, CA 94028**

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**ACTION MINUTES**

A recording of the meeting is [here](#)

Call to Order at 7:00 PM: Chair Jennifer Hammer

1. Roll Call

Present: Wanda Ginner, Jennifer Hammer, MJ Lee, Council Liaison Craig Taylor  
Absent: Nona Chiariello, Dee Bailey  
Guests: none

2. Oral Communications for items not on the agenda

Chair Hammer announced that the recording of the Mar-23-2023 WPC meeting was lost.

The Committee expressed birthday wishes to Chair Hammer, who postponed any celebration in order to concentrate on the Wildfire Preparedness Fair.

There was no public comment.

3. Approve Minutes of previous meeting

The minutes of Mar-23-2023 were approved unanimously by a show of hands.

**NEW BUSINESS**

4. Fire Marshal update

No report as Marshal Bullard was absent.

Craig Taylor mentioned that Mayor Jeff Aalfs spoke at the [Apr-25-2023 WFPD Board Meeting](#), where there was to be a first reading of Ordinance No. 13-2023, District Fire Prevention Code. The reading was postponed to a later date. WPC resumed discussion in the Home Hardening subcommittee update.

5. New WPC Meeting Time

Starting May-17-2023 and pending Town Council approval, the WPC will meet on the 3<sup>rd</sup> Wednesday of the month at 4:00 PM.

The goal of the day/time change to an afternoon meeting is to enable better WFPD and Town staff participation. Craig Taylor may have an occasional schedule conflict with a WPV-Ready meeting.

Motion carried unanimously - Ginner/Lee (M/S)

#### 6. Discussion on Town Council Priorities

Craig Taylor shared the Mar-8-2023 Council Priorities. Discussion was tabled until the May-meeting.

#### 7. Proposal For Simplifying and Clarifying Committee Operations

The Committee of Committees seeks input on its first draft of an initiative to provide alternative operational choices for committees. Committees could operate as a Brown Act Committee, a Non-Brown Act Committee, or a Group. Today's discussion was around what kind of processes would WPC want if we were a non-Brown Act committee, and what questions do we have.

For a non-Brown Act committee there would be:

- No legal requirement for minutes, agendas, or meeting notifications
- Meetings could be completely on zoom
- Meetings would only be recorded if needed
- Quorum might not be necessary or could be applied as needed
- WPC appointments would be approved by a Council sub-committee
- No requirement for committee transparency

Possible questions to include in Chair Hammer's response to the draft:

- Can we still advise the Council if we are non-transparent?
- Since the Member Handbook would need to be updated, can it include a Code of Conduct? E.g., should a member continue if they sue the Town?
- How would being a non-Brown Act committee protect its members from future lawsuits like the one filed by Rusty Day on Jun-2-2022?
- The draft proposes that agendas be reviewed by the Council liaison, which Chair Hammer would prefer to remain with the Town Manager only

#### 8. Review of the 2023 Wildfire Preparedness Fair

Chair Hammer will present a report next month. She has been hearing very nice feedback and will send draft sections of her report to WPC members.

#### 9. 2023-2024 WPC Budget discussion

Chair Hammer will submit a \$5,000 budget, same as last year, to be used for future handouts and mailings.

Motion carried unanimously - Ginner/Lee (M/S)

## **SUBCOMMITTEE AND STAFF/LIAISON UPDATES**

### **10. Conservation Committee Update – Nona Chiariello**

Nona Chiariello reported to Chair Hammer that the Conservation Committee reviewed the WFPD Ordinances 23-03 and 23-04 but did not have a copy of the actual drafts, as they must first go through WFPD legal review. Conservation formed a subcommittee to review the drafts when available.

### **11. Subcommittee Update – Home Hardening and Vegetation Management – MJ Lee**

Because the Town had received little notice on Ordinance No. 13-2023, District Fire Prevention Code, WFPD tabled the first reading. Chair Hammer asked the subcommittee to review and summarize all the ordinances for the next WPC meeting. MJ Lee will inquire with Nona Chiariello about joining the Conservation subcommittee.

### **12. Subcommittee Update – Finance and Insurance – Jennifer Hammer**

Homeowner insurance cancellations continue to be a problem. At the Fair, people reported to Chair Hammer that their insurance had been cancelled this month. While a few individuals have requested the WPC conduct a homeowner survey, there are privacy concerns that outweigh conducting one.

### **13. Staff Updates**

No update as no Town representative was present

### **14. Meeting adjourned at 8:29 PM.**

Next meeting Wednesday, May 17, 2023 at 4:00 PM.

/s/ MJ Lee