



TOWN OF PORTOLA VALLEY
Wildfire Preparedness
Committee Meeting
May 17, 2023
4 p.m.

Jennifer Hammer, Chair
Dee Bailey, Member
Wanda Ginner, Member
MJ Lee, Member
Nona Chiariello, Committee Liaison

SPECIAL MEETING
HISTORIC SCHOOLHOUSE – 765 PORTOLA ROAD - PORTOLA VALLEY, CA

REMOTE MEETING ADVISORY: On March 1, 2023, all committees in Portola Valley will return to conducting in-person meetings. A Zoom link will be provided for members of the public to participate remotely; however, the Town cannot guarantee there will be no technical issues with the software during the meeting. For best public participation results, attending the meeting in-person is advised.

ASSISTANCE FOR PEOPLE WITH DISABILITIES

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Town Clerk at (650) 851-1700 or by email at towncenter@portolavalley.net. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

VIRTUAL PARTICIPATION VIA ZOOM

To access the meeting by computer:

<https://us06web.zoom.us/j/88118248297?pwd=d0ZQTVBCSW0vaFR1RUxkY0pDOUtDZz09>

Meeting ID: 881 1824 8297

Passcode: 846634

To access the meeting by phone:

1-669-900-6833 or

1-888-788-0099 (toll-free)

*Mute/Unmute – Press *6 / Raise Hand – Press *9*

- 1. CALL TO ORDER & ROLL CALL**
- 2. ORAL COMMUNICATIONS FOR ITEMS NOT ON THE AGENDA**
Speakers' time is limited to three minutes.
- 3. APPROVAL OF MINUTES:**
 - a. March 23rd, 2023
- 4. NEW BUSINESS:**
 - a. Fire Marshall updates
 - b. Discussion on proposed fire ordinances 23-03, 23-04, and 3-2023
 - c. Discuss draft outline of WPC wildfire mitigation program report
 - d. Review Wildfire Preparedness Fair 2023
 - e. Discuss Town Council Priorities and short term WPC agenda
- 5. SUBCOMMITTEE AND COMMITTEE LIAISON UPDATES:**
 - a. Conservation Committee update
 - b. Home Hardening and Vegetation Management Subcommittee update
 - c. Finance and Insurance Subcommittee update
- 6. OTHER BUSINESS/STANDING ITEMS:**
 - a. Staff updates
 - b. Quorum Check for meeting

7. ADJOURNMENT - The next regularly scheduled meeting date is 4pm June 21st

Land Acknowledgement:

The Town of Portola Valley acknowledges the colonial history of this land we dwell upon—the unceded territory of the Ramaytush (rah-my-toosh) Ohlone, Tamien Nation, and Muwekma (mah-WEK-mah) Ohlone, who endured a human and cultural genocide that included removal from their lands and their sacred relationship to the land. Portola Valley recognizes that we profit from the commodification of land seized from indigenous peoples and now bear the ecological consequences. We seek to understand the impact of these legacies on all beings and to find ways to make repair.



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

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 3rd 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