




# TOWN OF PORTOLA VALLEY

## STAFF REPORT

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

**FROM:** Melissa Thurman, Town Clerk 

**DATE:** January 25, 2023

**RE:** Wildfire Preparedness Committee Charter Amendment

### **RECOMMENDATION**

The Wildfire Preparedness Committee recommends that the Town Council approve an amendment to their charter to reflect a new regular meeting time and date.

### **BACKGROUND**

On September 28, 2022, the Town Council approved an amendment to the Wildfire Preparedness Committee (WPC) charter, changing the committee's meeting date and time to the first Tuesday of each month at 4:00 p.m. However, since that approval took place, a conflict has arisen in the schedule of staff to attend this meeting regularly.

The WPC met in early January and selected a new time to regularly meet that holds no conflicts with committee members or staff. The new proposed time to meet is the fourth Thursday of each month at 7:00 p.m.

Town Staff has confirmed that this proposed meeting date and time will not conflict with other committee or Council meetings.

### **FISCAL IMPACT**

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

### **ATTACHMENT**

1. Proposed Wildfire Preparedness Committee Charter, with Redline Amendment

## **Wildfire Preparedness Committee Charter**

### **MISSION**

Given the inherent risk of wildfire in Portola Valley and the changing character of wildfires due to climate change, the Wildfire Preparedness Committee shall advise the Town Council, on a limited duration basis, on ways to reduce wildfire danger, and increase resident resiliency in a wildfire emergency.

### **DUTIES & FUNCTION**

To provide the Town Council with short-, medium and long-term recommendations to:

1. Ensure residents have the tools to understand what to do in a wildfire emergency, including expectations on how communications work before, during, and after a wildfire;
2. Prepare residents for evacuation due to a wildfire, and the information needed to maximize success in an emergency;
3. Advise on the most effective and appropriate vegetation management practices to reduce wildfire danger;
4. Suggest opportunities to harden existing homes from wildfires, and regulations for future construction;
5. Determine potential sources of funding to implement any programs adopted by the Town Council;
6. Advise on new or more effective ways to coordinate efforts between partner agencies, volunteer groups, town committees, and state work;
7. 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 nine (9) members appointed by the Mayor in concurrence with the Town Council. Five (5) members shall be from the public at large, and four (4) members shall be from the Town Council, the ASCC, the Emergency Preparedness Committee, and the Conservation Committee respectively. In addition, a technical advisory committee made up of experts from Town partners, agencies, and issue-area specialists shall be created and participate as needed.

### **MEETINGS**

Monthly meetings are to be held on the ~~first Monday of every month at 7:00 p.m.~~ fourth Thursday of every month at 7:00 p.m.

### **REPORTS**

The Committee will work with their staff liaisons to determine how frequently it will make reports to the Town Council