

**SAN RAMON VALLEY EMERGENCY PREPAREDNESS  
CITIZEN CORPS COUNCIL  
POLICY ADVISORY COMMITTEE MEETING**

**Friday, Dec 10<sup>th</sup>, 2021 –9:00 a.m.**

Pursuant to Assembly Bill 361 and the Ralph M. Brown Act (Government Code section 54950 et seq.), this meeting may utilize teleconferencing. As a precaution to protect the health and safety of staff, officials, and the general public, participating Council Members will not be physically in attendance but will be available via video conference. Although there will be no physical location for members of the public to participate in the meeting, members of the public will have the opportunity to address the Council directly during the Public Comment period by participating in the meeting through Zoom or a call-in option. All votes shall be by roll call due to Council Members participating by teleconference.

**ATTENTION: Members of the public may submit comments via email prior to the meeting to [supervisorandersen@bos.cccounty.us](mailto:supervisorandersen@bos.cccounty.us) which should designate the Agenda Item Number for which the comment is being submitted if the comment pertains to an Agenda Item. The District reserves the right to limit comments received prior to the start of the meeting into the record, depending on the length of the email. *The time allotted for each public comment is determined by the Board President and may be up to a maximum of three (3) minutes.***

**HOW TO PARTICIPATE IN THE MEETING REMOTELY VIA ZOOM**

Participate via Zoom by joining the webinar online at: <https://cccounty-us.zoom.us/j/87167663821?pwd=QXJiL3pTaXlKR0c2dExEV3kydzk1dz09>

**Passcode: 662448**

When connected, **click the “Raise Your Hand” button** to request to speak during the Public Comment period. You will then be unmuted when it is your turn to make your comment for up to 3 minutes. After the allotted time, you will then be re-muted.

**HOW TO PARTICIPATE IN THE MEETING REMOTELY BY PHONE**

**Listen or participate with an Audio Only connection by telephone, using the dial-in information below:**

Dial: USA 214 765 0478 US Toll or USA 888 278 0254 US Toll-free

Conference code: 525510

When connected, enter **\*9 on your telephone to “Raise Your Hand”** and request to speak during the Public Comment period. When it is your turn, you will be allowed to speak and

prompted to enter \*6 on your phone to unmute yourself. You will have up to 3 minutes to make your comment. After the allotted time, you will then be re-muted.

## HOW TO SUBMIT WRITTEN PUBLIC COMMENT

Members of the public may submit written public comment via email to [supervisorandersen@bos.cccounty.us](mailto:supervisorandersen@bos.cccounty.us) prior to the end of the Public Comment period. Please include "Public Comment 12/10/21" in the subject line and the Agenda Item Number for which the comment is being submitted if the comment pertains to an Agenda Item. In the body of the email, please include your name. The District reserves the right to read comments received prior to the start of the meeting into the record or include the emailed comment in the next month's Committee packet, depending on the length of the email.

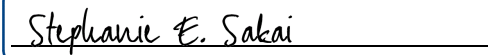
## AGENDA

Lead Agency for Dec 10<sup>th</sup>: San Ramon Valley Fire Protection District

Call to order

1. Public Comment
2. Approve February 12, 2021 Minutes.
3. Approve Financial Report.
4. Committee Reports and Policy Updates
  - 4.1 Alert, Notification and Communications – Emergency Communications for the San Ramon Valley
  - 4.2 Training, Education and Publications – Public outreach and marketing for residents of the San Ramon Valley
  - 4.3 HeartSafe Community – Hands only CPR for residents of San Ramon Valley
  - 4.4 Community Emergency Response Team (CERT) – Program to get community prepared for emergencies.
  - 4.5 Access and Functional Needs – Outreach and cultivating relationships with local establishments who support AFN.
5. Adjournment/Next Meeting – TBD

Prepared by:  
DocuSigned by:

  
Stephanie E. Sakai, District Clerk

Agenda posted on Tuesday, December 7th, 2021 at the District's Administration Building, Fire Stations 30, 31, 32, 33, 34, 35, 36, 38 and 39, and the San Ramon Valley Fire Protection District's website at [www.firedepartment.org](http://www.firedepartment.org)

The San Ramon Valley Fire Protection District ("District"), in complying with the Americans with Disabilities Act ("ADA"), requests individuals who require special accommodations to access, attend and/or participate in District meetings due to a disability, including but not limited to American Sign Language interpreters, assistive listening devices, transportation to and from the meeting site or other accommodations, may be requested by calling (925) 838-6661 no later than 72 hours in advance of the scheduled meeting time.

**San Ramon Valley Emergency Preparedness Citizen Corps Council**

**Proposed Budget**

July 1, 2021 - June 30, 2022

**Fund 700**

		<b>2021/22 Proposed</b>
<b>Income</b>		
<b>Contributions</b>		
Agency Contributions	4250	\$ 50,000
<b>Total Contributions</b>		<u>50,000</u>
<b>Expenses</b>		
Office Supplies	5202	1,500
Small Tools and Equipment	5210	2,000
Miscellaneous Supplies	5212	500
Food Supplies	5222	4,000
Software	5248	6,000
Professional Services	5250	10,000
Meetings and Travel	5284	<u>2,000</u>
<b>Total Expenses</b>		<u>26,000</u>
<b>Net Income/(Expenses)</b>		<u>\$ 24,000</u>

**San Ramon Valley Emergency Preparedness Citizen Corps Council**  
**Financial Statements**  
**June 30, 2021**

***Balance Sheet***

<b>Assets</b>	
Cash	\$ 87,225
Accounts Receivable - 2021 contributions	20,000
	<u>107,225</u>
<b>Liabilities</b>	
Accounts Payable	\$ 70
<b>Fund Balance</b>	<u>\$ 107,156</u>

***Income Statement***

	<b><i>Budget</i></b>	<b><i>Budget Variance</i></b>
<b>Income</b>		
<b>Contributions</b>		
Agency Contributions	\$ 50,000	\$ -
<b>Contributions</b>	<u>50,000</u>	<u>-</u>
<b>Other Income</b>		
Grant	34,212	
Sales - water drum	382	
Fundraising	408	
<b>Total Other Income</b>	<u>35,002</u>	<u>(35,002)</u>
<b>Total Income</b>	<u>85,002</u>	<u>(35,002)</u>
<b>Expenses</b>		
Office Supplies	1,458	1,500 42
Small Tools and Equipment		
CERT kits	36,828	
Other	3,242	
CERT class safety vests and helmets	542	
<b>Total Small Tools and Equipment</b>	<u>40,612</u>	2,000 (38,612)
Miscellaneous Supplies	723	500 (223)
Food Supplies	-	4,000 4,000
Software - Nixle 360 System	6,000	6,000 -
Professional Services		
CERT Instructors	2,310	
Logo Design	-	
<b>Total Professional Services</b>	<u>2,310</u>	<u>25,000 22,690</u>
Meetings and Travel Expenses		
CERT Conference	-	2,000 2,000
<b>Total Meetings and Travel Expenses</b>	<u>-</u>	<u>2,000 2,000</u>
<b>Total Expenses</b>	<u>51,103</u>	<u>41,000 (10,103)</u>
<b>Net Income/(Expenses)</b>	<u>\$ 33,899</u>	<u>\$ 9,000 \$(24,899)</u>

**San Ramon Valley Emergency Preparedness Citizen Corps Council**  
**Financial Statements**  
**November 30, 2021**

***Balance Sheet***

<b>Assets</b>	
Cash	\$ 80,517
Accounts Receivable - 2021 contributions	20,000
	100,517
<b>Liabilities</b>	
Accounts Payable	\$ -
<b>Fund Balance</b>	\$ 100,518

***Income Statement***

	<b><i>Budget</i></b>	<b><i>Budget</i></b>	<b><i>Variance</i></b>
<b>Income</b>			
<b>Contributions</b>			
Agency Contributions	\$ -	\$ 50,000	\$ 50,000
<b>Contributions</b>	-	50,000	50,000
<b>Other Income</b>			
Donation	100		
<b>Total Other Income</b>	100	-	(100)
<b>Total Income</b>	100	50,000	49,900
<b>Expenses</b>			
Office Supplies	318	1,500	1,182
Small Tools and Equipment			
Battery Replacements	420		
CERT class safety vests and helmets	-		
Total Small Tools and Equipment	420	2,000	1,580
Miscellaneous Supplies	-	500	500
Food Supplies	-	4,000	4,000
Software - Nixle 360 System	6,000	6,000	-
Professional Services			
CERT Instructors	-		
Logo Design	-		
Total Professional Services	-	10,000	10,000
Meetings and Travel Expenses			
CERT Conference	-	2,000	2,000
Total Meetings and Travel Expenses	-	2,000	2,000
<b>Total Expenses</b>	6,738	26,000	19,262
<b>Net Income/(Expenses)</b>	\$ (6,638)	\$ 24,000	\$ 30,638