

**SAN RAMON VALLEY EMERGENCY PREPAREDNESS  
CITIZEN CORPS COUNCIL POLICY ADVISORY COMMITTEE  
(CCC/PAC)**

**Friday, October 11, 2024 – 10:00 a.m.**

**AGENDA**

**Location:**     **Town of Danville**  
                  **Danville Town Office**  
                  **500 La Gonda Way, Danville, CA 94526**

**Lead Agency:**     Contra Costa County  
**CCC/PAC Chair:**   Supervisor Andersen

**Committee:**   San Ramon Valley Fire Protection District - Director Jay Kerr  
                  Contra Costa County Board of Supervisors - Supervisor Candace Andersen  
                  Town of Danville - Councilmember Karen Stepper  
                  San Ramon Valley Unified School District - Director Jesse vanZee  
                  City of San Ramon -Council Member Mark Armstrong

**Website for Agenda and Packet:** <https://www.firedepartment.org/>

- 1. Call to order**
- 2. Determination of Quorum**
- 3. Public Comment**

Pursuant to the Ralph M. Brown Act (Government Code §54950 et. seq.), members of the public may comment on Agenda items and non-Agenda items related to any subject pertaining to Council business during the Public Comment period. The time allotted for each speaker is determined by the Council Chair and may be limited to three (3) minutes.

- 4. Approve March 20, 2024 Minutes**
- 5. Financial Report**

5.1     Receive, Review and Approve Financial Report dated August 31, 2024.

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**6. Committee Reports and Policy Updates**

- 6.1 Alert, Notification and Communications – Emergency Communications for the San Ramon Valley
- 6.2 Training, Education and Publications – Public outreach and marketing for residents of the San Ramon Valley
- 6.3 HeartSafe Community – Hands only CPR for residents of San Ramon Valley
- 6.4 Community Emergency Response Team (CERT) – Program to get community prepared for emergencies.
- 6.5 Access and Functional Needs – Outreach and cultivating relationships with local establishments who support AFN.

**7. Good of the Order**

**8. Adjournment**

**Prepared by:**

*Stephanie Brendlen*

Stephanie Brendlen

*Agenda posted on Wednesday, October 2, 2024 at the Town of Danville (Danville Town Office), San Ramon Valley Fire Protection District (Administrative Offices), Fire Stations 30, 31, 32, 33, 34, 35, 36, 38 and 39, and on the San Ramon Valley Fire Protection District's website at [www.firedepartment.org](http://www.firedepartment.org).*

*All public meetings under the Brown Act must comply with Section 202 of the Americans with Disabilities Act ("ADA") and its implementing rules and regulations. If you have a disability and require a reasonable accommodation to fully participate in a public meeting, please contact the Danielle Bell at (925)570-4100 as soon as possible but at least 72 hours in advance of the scheduled meeting time. In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority or all of the Committee members in advance of a meeting may be viewed on the San Ramon Valley Fire Protection District (SRVFPD) website at [www.firedepartment.org](http://www.firedepartment.org), at the Danville Town Office at 500 La Gonda Way, Danville, California, SRVFPD Administrative Offices located at 2401 Crow Canyon Road, Suite A, San Ramon, California, or at the scheduled meeting.*

**SAN RAMON VALLEY EMERGENCY PREPAREDNESS  
CITIZEN CORPS COUNCIL POLICY ADVISORY COMMITTEE  
(CCC/PAC)**

**March 20, 2024 MINUTES**

**Location:**                   **Town of Danville**  
   **500 La Gonda Way, Danville, CA 94526**

**Committee Present:**

San Ramon Valley Fire Protection District - Director Jay Kerr  
Contra Costa County Board of Supervisors - Supervisor Candace Andersen  
Town of Danville - Mayor Karen Stepper  
San Ramon Valley Unified School District - Director Jesse vanZee  
City of San Ramon -Council Member Mark Armstrong

**Committee Absent:** None

**Lead Agency:** Contra Costa County Board of Supervisors - Supervisor

**1.     Call to Order**

Councilmember Andersen called the meeting to order at 9:00 a.m.

**2.     Determination of Quorum**

Councilmember Andersen declared a quorum of the Committee was present.

**3.     Public Comment**

None

**4.     Approval of October 4, 2023 Minutes**

Motion by Councilmember Stepper to approve the October 4, 2023 Minutes; seconded by Director Kerr. Motion carried unanimously by roll call vote.

**5.     Approve Financial Report and Budget**

5.1    Receive, Review and Approve Financial Report through February 29, 2024.

Motion by Supervisor Andersen to approve the Financial Report year ended February 29, 2024; seconded by Mayor Stepper. Motion carried unanimously by roll call vote.

5.2    Receive, Review and Approve proposed budget for Fiscal Year 2024-2025.

Motion by Supervisor Andersen to approve the proposed budget for 2024-2025; seconded by Councilmember Armstrong. Motion carried unanimously by roll call vote.

**6. Committee Reports and Policy Updates**

- 6.1 Alert, Notification and Communications – Emergency Communications for the San Ramon Valley
- 6.2 Training, Education and Publications – Public outreach and marketing for residents of the San Ramon Valley
- 6.3 HeartSafe Community
- 6.4 Community Emergency Response Team (CERT) – Program to get community prepared for emergencies.
- 6.5 Access and Functional Needs – Outreach and cultivating relationships with local establishments who support AFN

Reports and updates were given on the above.

**7. Good of the Order**

None

**8. Adjournment**

The meeting concluded at 9:43 a.m.

Prepared by:

Approved by:

Danielle Bell  
SRVFPD Community Risk Reduction Educator

Supervisor Andersen  
Contra Costa County Board of Supervisors

**San Ramon Valley Emergency Preparedness Citizen Corps Council**  
**Financial Statements**  
**August 31, 2024**

***Balance Sheet***

**Assets**

Cash	\$	174,050
Contributions Receivable		10,000
		184,050

<b>Fund Balance</b>	\$	184,050
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***Income Statement***

**Income**

**Contributions**

Agency Contributions	\$	-	\$	50,000	\$ (50,000)
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<b>Contributions</b>	-	50,000	50,000	(50,000)	
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**Other Income**

Sales - Water Drums	-	-	-	-	-
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Donation	-	-	-	-	-
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<b>Total Other Income</b>	-	-	-	-	-
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<b>Total Income</b>	-	50,000	50,000	(50,000)	
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**Expenses**

Office Supplies	-	1,500	1,500		
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Small Tools and Equipment					
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Comm radios, cases & portable boxes	-				
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CERT class safety vests and helmets	-				
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<b>Total Small Tools and Equipment</b>	-	7,000	7,000	7,000	
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Miscellaneous Supplies	-	500	500		
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Food Supplies	-	4,000	4,000		
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Software - Nixle 360 System	-	7,020	7,020		
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Software - Constant Contact	124	-	-	(124)	
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Software - Zoom	32	-	-	(32)	
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Special Events	-	2,000	2,000		
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Professional Services	-	-	-		
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CERT Instructors	-	15,000	15,000		
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Insurance	-	-	-		
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Public Education Supplies	-	1,000	1,000		
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Recognition Supplies	-	-	-		
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Educational Courses	-	-	-		
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Meetings and Travel Expenses	-	-	-		
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CERT Conference	-	6,000	6,000	6,000	
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<b>Total Meetings and Travel Expenses</b>	-	6,000	6,000	6,000	
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Cache for School District	-	60,000	60,000		
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<b>Total Expenses</b>	156	104,020	104,020	103,864	
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<b>Net Income/(Expenses)</b>	\$ (156)	\$ (54,020)	\$ (54,020)	\$ 53,864	
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