

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

Friday, August 15, 2025 – 9:00 a.m.

AGENDA

~ MISSION STATEMENT ~

"The Council Mission shall be to collaboratively plan and coordinate community disaster preparedness and training efforts to preserve life, health and welfare of all who reside, visit or work within the San Ramon Valley"

Location: San Ramon Valley Emergency Communications Center
(Entrance through SRVFPD Administrative Offices, 2401 Crow Canyon Road, Suite A, San Ramon, CA 94583)

Lead Agency: San Ramon Valley Fire Protection District

CCC/PAC Chair: Director Jay Kerr

Committee: San Ramon Valley Fire Protection District - Director Jay Kerr
Contra Costa County Board of Supervisors - Supervisor Candace Andersen
Town of Danville - Mayor Renee Morgan
San Ramon Valley Unified School District - Director Jesse vanZee
City of San Ramon – Mayor 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. Action Items

- 4.1 Approve May 7, 2025 Minutes.
- 4.2 Receive and Review Financial Report dated June 30, 2025.
- 4.3 School Emergency Cache Program.

5. Committee Reports and Updates

- 5.1 Technical Advisory Committee (TAC).

Committee Reports and Updates (Continued)

- 5.2 Alert, Notification and Communications – Emergency Communications for the San Ramon Valley.
 - HAM radios
 - East Bay Regional Communications System Authority (EBRCSA)
 - County Early Warning System
 - Nixle
 - Mobile communications vehicle
 - Other
- 5.3 Training, Education and Publications – Public outreach and marketing for residents of the San Ramon Valley.
 - Emergency Evacuation Signage project
 - Update community events for:
 - SR Wind Festival
 - Danville (Mayor Renee Morgan)
 - Farmers Markets
 - School events
 - Wildfire Preparedness presentations
- 5.4 HeartSafe Community – Hands only CPR for residents and business in San Ramon Valley.
 - Current Stats
- 5.5 Community Emergency Response Team (CERT) – Program to get community prepared for emergencies.
 - CERT Youth Ambassador Program
 - CERT Stats
- 5.6 Access and Functional Needs – Outreach and cultivating relationships with local establishments who support AFN.

6. Good of the Order

7. Adjournment to Next Meeting on November 21, 2025 at 9:00 a.m.

Prepared by:

Stephanie Brendlen

Stephanie Brendlen

District Counsel/District Clerk

Agenda posted on Friday, August 8, 2025 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.

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 Deputy Chief Chris Parsons at (925)838-6600 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 Board in advance of a meeting may be viewed on the San Ramon Valley Fire Protection District (District) website at www.firedepartment.org or at the District's Administrative Offices located at 2401 Crow Canyon Road, Suite A, San Ramon, California.

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

May 7, 2025 Minutes

~ MISSION STATEMENT ~

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community disaster preparedness and training efforts to preserve life, health
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welfare of all who reside, visit or work within the San Ramon Valley"**

Location: San Ramon Valley Emergency Communications Center
(Entrance through SRVFPD Administrative Offices
2401 Crow Canyon Road, Suite A, San Ramon, CA 94583)

Lead Agency: San Ramon Valley Fire Protection District
CCC/PAC Chair: Director Jay Kerr

Committee Present:

San Ramon Valley Fire Protection District - Director Jay Kerr
Contra Costa County Board of Supervisors - Supervisor Candace Andersen
San Ramon Valley Unified School District - Director Jesse vanZee
City of San Ramon – Mayor Mark Armstrong

Committee absent:

Town of Danville - Mayor Renee Morgan

1. Call to Order and Introductions

Director Kerr called the meeting to order at 2:04 p.m.

2. Determination of Quorum

Director Kerr declared a quorum was present.

3. Public Comment

None.

4. Action Items

4.1 Approve October 11, 2024 Minutes.

Motion by Supervisor Anderson to approve the October 11, 2024 Minutes; seconded by Mayor Armstrong. Motion carried unanimously.

4.2 Direction for Advisory Committee.

- Goals and expectations
 - Reviewed past work and accomplishments
 - Reaffirmed CCC mission and goals
- Frequency of meetings. Direction to TAC to increase frequency of PAC meetings to quarterly
- Chairing of PAC meetings. Direction given to rotate Chair annually rather than every meeting
 - Fire District to Chair in 2025

4.3 Update on School Emergency Cache Equipment.

Updated school storage containers, replaced food and water supplies

SRVUSD spent budgeted \$60k for emergency caches

- SRVUSD to submit invoices for reimbursement from the PAC budget
- SRVUSD to provide details re cache supplies, locations, and oversight at next PAC meeting

4.4 SRVFPD Lead Agency on Public Outreach (and other Agency participation).

- Evacuation, signage
 - CCC supports endorsement of signage to facilitate emergency evacuation
 - SRVFPD to research plan for sign placement, sign design, potential funding sources
 - Media coverage and education to accompany signage plan
- Community Events
 - Plan to use established events to educate and inform the community regarding emergency preparedness: Wind Festival, Car Show, Farmers Markets, school events, etc.
 - SRVFPD to develop plan utilizing CERT volunteers, CERT Youth Ambassadors, Fire District Aides, etc.
- Wildfire Preparedness Presentations: HOAs, Chamber, City, Town, County
 - SRVFPD currently offering numerous presentations around community

4.5 Financial Report dated March 31, 2025.

The Committee received and reviewed the Finance Report dated March 31, 2025. Direction from the Committee to issue invoices for this fiscal year.

4.6 Approve proposed FY2025-2026 Budget.

Motion by Supervisor Anderson to approve proposed preliminary FY2025-2026 Budget; seconded by Director vanZee. Motion carried unanimously.

5. Committee Reports and Policy Updates

- 5.1 Alert, Notification and Communications – Emergency Communications for the San Ramon Valley. Update following:
 - HAM radios – now operational at San Ramon EOC
 - East Bay Regional Communications System Authority (EBRCSA)
 - County Early Warning System
 - Nixle
 - Other
- 5.2 Training, Education and Publications – Public outreach and marketing for residents of the San Ramon Valley
- 5.3 HeartSafe Community – Hands only CPR for residents of San Ramon Valley
Lance Maples provided update regarding current CPR trainings
Discussed Narcan training/disbursement
- 5.4 Community Emergency Response Team (CERT) – Fire Marshal Wendel provided update on current CERT trainings and activities
- 5.5 Access and Functional Needs – Fire Marshal Wendel provided update on SRVFPD efforts to identify and monitor residential care homes in the District that might require special assistance in an emergency evacuation

7. Good of the Order

Chief Meyer provided update on the recent retirements of Danielle Bell (CERT Coordinator) and Ron Marley (Emergency Preparedness Coordinator for SRVFPD and City of San Ramon).

Deputy Chief Chris Parsons and Battalion Chief Eric Sabye will cover Emergency Preparedness Coordinator until the position until above positions are filled. In that capacity, they will serve as Chair of the Technical Advisory Committee that supports the work of the Council.

Next meetings will be August 15, 2025 at 9:00 a.m. and November 21, 2025 at 9:00 a.m.

8. Adjournment

The meeting concluded at 3:40 p.m.

Approved by:

Director H. Jay Kerr
SRVFPD Board of Directors

San Ramon Valley Emergency Preparedness Citizen Corps Council
Financial Statements
June 30, 2025

Balance Sheet

Assets

Cash	\$	175,226
Contributions Receivable		30,000
		205,226

Liabilities

Accounts Payable	\$	360
		-

Fund Balance

	\$	204,866
		-

Income Statement

Income

Contributions

		<i>Budget</i>	<i>Budget Variance</i>
Agency Contributions	\$	50,000	\$ -
Contributions		50,000	-

Other Income

Sales - Water Drums	-	-	-
Donation	-	-	-
		-	-

Total Other Income

	-	-	-
		-	-

Total Income

	50,000	50,000	-
		50,000	-

Expenses

Office Supplies	50	1,500	1,450
Small Tools and Equipment			
Comm radios, cases & portable boxes	791		
CERT class safety vests and helmets	-		
		7,000	6,209
Total Small Tools and Equipment	791	7,000	6,209
Miscellaneous Supplies	542	500	(42)
Food Supplies	1,688	4,000	2,312
Software - Nixle 360 System	-	7,020	7,020
Software - Constant Contact	714	-	(714)
Software - Zoom	176	-	(176)
Special Events	-	2,000	2,000
Professional Services			
CERT Instructors	3,592	15,000	11,408
Public Education Supplies	679	1,000	321
CERT Conference	-	6,000	6,000
		44,020	35,788
Total Operating Expenses	8,232	44,020	35,788
Cache for School District			
Food	9,211		
Water	11,896		
		60,000	38,893
Total Cache for School District	21,107	60,000	38,893
Total Expenses	29,339	104,020	74,681
Net Income/(Expenses)	\$ 20,661	\$ (54,020)	\$ 74,681



SAN RAMON VALLEY

FIRE PROTECTION DISTRICT

EMS DIVISION

Memorandum

Date: August 5, 2025
To: Citizen Corps Council Policy Advisory Committee (CCC/PAC)
From: Lance Maples, EMS Manager
Subject: CPR Training

The District offers various certifying and non-certifying public cardiopulmonary resuscitation (CPR) training courses. The EMS Division also hosts CPR certification training on the second Tuesday of every month for a fee of \$47 per student. The \$47 fee is waived for CERT members. Registration is available online through the District's website at www.firedepartment.org/community/classes/cpr.

A total of 279 individuals have received training year-to-date. Below is an overview of CPR training that has been completed.

Hands-Only CPR

	Target Audience	Total Participants
San Ramon Art and Wind Festival	Festival attendees	200+
Tassajara Valley Little League	Coaches	40

Heartsaver® CPR

	Target Audience	Total Participants
Community Emergency Response Team (CERT)	Members	10
General Public	Public Citizens	5
Blackhawk Museum	Employees	15
Robert Half, Staffing and Recruitment	Employees	9

Upcoming CPR Training:

- Collaborating with San Ramon Regional Medical Center to provide Hands-Only CPR Training at Bishop Ranch City Center on August 7 and 21, 2025



San Ramon Valley Fire Protection District
2401 Crow Canyon Road, Suite A
San Ramon, CA 94583
www.firedepartment.org

Date: August 15, 2025
 To: Citizen Corps Council Policy Advisory Committee (CCC/PAC)
 From: Roy Wendel, Fire Marshal
 Re: Annual CERT Activity Report

The following is a summary of CERT activities planned and completed for the 2025 calendar year.

Personal Emergency Preparedness Class (PEP)

Date	Location	Total Participants
January 22, 2025	Fire Administration Building	27
February 26, 2025	Fire Administration Building	19
March 19, 2025	SRV Charity League	100+
March 26, 2025	Fire Administration Building	11
April 7, 2025	Blackhawk Country Club	75
May 28, 2025	Fire Administration Building	15
August 27, 2025	Fire Administration Building	
September 24, 2025	Fire Administration Building	
October 22, 2025	Fire Administration Building	

Community Emergency Response Team (CERT) Class

Class #	Month	Location	Total Participants
96	January/February	Fire Administration Building	10
97	March	Fire Administration Building	18
98	August	Fire Administration Building	32 Registered
99	September	Fire Administration Building	

Community Emergency Response Team (CERT) Drill

Month	Drill Type	Total Participants
April	Neighborhood Drill	40
October	Emergency Incident Drill	

Community Emergency Response Team (CERT) Public Education

Month	Location	Total Participants
May	Art & Wind Festival Emergency Prep Booth	