

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

**Friday, November 21, 2025 – 8:00 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 August 15, 2025 Minutes.
- 4.2 Receive and Review Financial Report dated October 31 2025.
- 4.3 Consideration of Shelter Training and Simulation Exercise.
- 4.4 School Emergency Cache Program.

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## **5. Committee Reports and Updates**

- 5.1 Technical Advisory Committee (TAC).
- 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
    - East Bay Wildfire Safety Master Plan Working Group Meetings
- 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 February 20, 2026 at 9:00 a.m.**

**Prepared by:**

*Stephanie Brendlen*

Stephanie Brendlen  
District Counsel/District Clerk

*Agenda posted on Thursday, November 13, 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](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 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](http://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)**

**August 15, 2025 Minutes**

~ 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 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  
Town of Danville - Mayor Renee Morgan

**1. Call to Order and Introductions**

Director Kerr called the meeting to order at 9:03 a.m.

**2. Determination of Quorum**

Director Kerr declared a quorum was present.

**3. Public Comment**

None.

**4. Action Items**

4.1 Approve May 7, 2025 Minutes.

Motion by Supervisor Anderson to approve the May 7, 2025 Minutes; seconded by Mayor Armstrong. Motion carried unanimously.

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4.2 Receive and Review Financial Report June 30, 2025.

The Committee received and reviewed the Finance Report dated June 30, 2025.

4.3 School Emergency Cache Program.

Motion by Supervisor Andersen to delegate to the School District to determine best practices for emergency cache supply and evaluate alternatives for storage; seconded by Mayor Morgan. Motion carried unanimously.

**5. Committee Reports and Policy Updates**

Reports and updates were given on the following Agenda items.

5.1 Technical Advisory Committee (TAC).

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 – High/Low Project (Nate McCormack)
- 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) – Car Shows x2 (TAC to organize)
  - Farmers Markets – 1 per quarter CERT/Heartsafe/Engine
  - 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 – Roy provided update
- CERT Stats -

5.6 Access and Functional Needs – Outreach and cultivating relationships with local establishments who support AFN. – Question about EKG at schools (Chief Carlson to handle)

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6. **Good of the Order**

There was no Good of the Order.

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

The meeting concluded at 10:17 a.m.

Approved by:

Director H. Jay Kerr  
SRVFPD Board of Directors

**San Ramon Valley Emergency Preparedness Citizen Corps Council**  
**Financial Statements**  
**October 31, 2025**

***Balance Sheet***

<b>Assets</b>	
Cash	\$ 200,559
Contributions Receivable	-
	<u>200,559</u>
<b>Liabilities</b>	
Accounts Payable	\$ -
<b>Fund Balance</b>	<u>\$ 200,559</u>

***Income Statement***

		<b><i>Budget</i></b>	<b><i>Budget Variance</i></b>
<b>Income</b>			
<b>Contributions</b>			
Agency Contributions	\$ -	\$ 50,000	\$ (50,000)
<b>Contributions</b>	<u>-</u>	<u>50,000</u>	<u>(50,000)</u>
<b>Total Income</b>	<u>-</u>	<u>50,000</u>	<u>(50,000)</u>
<b>Expenses</b>			
Office Supplies	-	1,500	1,500
Small Tools and Equipment	-		
Comm radios, cases & portable boxes	140		
CERT class safety vests and helmets	-		
<b>Total Small Tools and Equipment</b>	<u>140</u>	7,000	6,860
Miscellaneous Supplies	47	500	453
Food Supplies	1,042	4,000	2,958
Software - Nixle 360 System	-	7,020	7,020
Software - Constant Contact	288	-	(288)
Software - Zoom	48	-	(48)
Special Events	-	10,000	10,000
Professional Services			
CERT Instructors	1,125	15,000	13,875
Public Education Supplies	-	1,000	1,000
Educational Courses	-	1,500	1,500
<b>Total Operating Expenses</b>	<u>2,690</u>	<u>47,520</u>	<u>44,830</u>
Cache for School District			
Food	-		
Water	-		
<b>Total Cache for School District</b>	<u>-</u>	<u>38,893</u>	<u>38,893</u>
<b>Total Expenses</b>	<u>2,690</u>	<u>86,413</u>	<u>83,723</u>
<b>Net Income/(Expenses)</b>	<u>\$ (2,690)</u>	<u>\$ (36,413)</u>	<u>\$ 33,723</u>

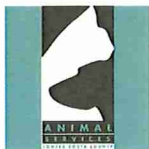


# Contra Costa County Care and Shelter Training & Simulation

## Event Plan – Trainers and Evaluators

**October 15, 2025**

This Event Plan provides exercise participants with all the necessary tools for their roles during the exercise. Some exercise materials are intended for the exclusive use of exercise planners, facilitators, and evaluators, but players may view other materials that are necessary to their performance.



## EVENT AGENDA

Date	Start Time	End Time	Activity
<b>10/15/2025</b>	0800	0900	Set-up of Stations
	0845	9000	Sign-In
	0900	0910	Welcome and Participant Briefing
	0910	0925	Training – Rotation 1
	0925	0940	Training – Rotation 2
	0940	0955	Training – Rotation 3
	0955	1010	Training – Rotation 4
	1010	1030	Break and Cot Set-Up
	<b>1030</b>		<b>Simulation Start</b>
	1030	1040	Set up stations/station debrief
	1040		Clients/Role Players Begin – First Round
		<b>1100</b>	<b>End of First Round</b>
	1110	1120	Break and Station Reset
	1120	1130	Set up stations/station debrief
	1130		Clients/Role Players Begin – Second Round
		<b>1200</b>	<b>End of Second Round/Exercise</b>
	1200	1230	Lunch/Hotwash

*\*All times are approximate*



## TRAINER INFORMATION

### Arrival Time

Please arrive by 0800 at the Oakley Recreation Center.

Trainers should wear their ARC vests and will be given a name tag identifying them as a trainer.

### Organization

This event is separated into two distinct sections:

- 1) Trainers will lead four 15-minute sessions to present Shelter Trainees with an overview of each section's responsibilities. The four sections are: feeding, registration, and shelter worker (dorm), and support services. County and City trainees will rotate through all three sections. MRC and DSC participants may be present as part of the group and are listed below.

Training - Rotation 1			
Registration	Feeding	Dorm Worker	Support Services
Francisco Gutierrez Alan Wang Alicia O'Leary Veltha McGee Joanna Thieme Casey Costa Tracey Lee	Tricia Young Sarah E. Hankins Michael Steyer Linsay Etienne Jessica Hicks Luz Raygoza-Gonzalez Shailesh Regmi	Brooke Cordero Caylie Simmons Yves Roi David John Warshaw Lisa Collado John Gavieres Julie Rafighi	Rebecca Darnell Kristina Stortz Maria Sepulveda Troy Faulk Karen Esquivel

Training - Rotation 2			
Registration	Feeding	Dorm Worker	Support Services
Rebecca Darnell Kristina Stortz Maria Sepulveda Troy Faulk Karen Esquivel	Francisco Gutierrez Alan Wang Alicia O'Leary Veltha McGee Joanna Thieme Casey Costa Tracey Lee	Tricia Young Sarah E. Hankins Michael Steyer Linsay Etienne Jessica Hicks Luz Raygoza-Gonzalez Shailesh Regmi	Brooke Cordero Caylie Simmons Yves Roi David John Warshaw Lisa Collado John Gavieres Julie Rafighi



- 2) Simulation: During the simulation, trainers will support and guide players as they receive various injects. Players should be given an opportunity to attempt to provide a solution to the inject but trainers should feel empowered to support the players. Please remember the purpose of the simulation is to facilitate knowledge development for the players. In order to learn additional positions, players will rotate through two 30-minute simulations in two different positions.

<b>Simulation – Rotation 1</b>		
<b>Shelter Supervisor: Linsay Etienne</b>		
<b>Feeding</b>	<b>Registration</b>	<b>Dorm Worker</b>
Francisco Gutierrez Joanna Thieme Casey Costa Tricia Young Luz Raygoza-Gonzalez Brooke Cordero Karen Esquivel Shailesh Regmi	Alan Wang Tracey Lee Michael Steyer Caylie Simmons Yves Roi David Lisa Collado Rebecca Darnell Kristina Stortz	Alicia O'Leary Veltha McGee Sarah E. Hankins Jessica Hicks John Warshaw John Gavieres Maria Sepulveda Troy Faulk Julie Rafighi

<b>Simulation – Rotation 2</b>		
<b>Shelter Supervisor: Tracey Lee</b>		
<b>Feeding</b>	<b>Registration</b>	<b>Dorm Worker</b>
Alicia O'Leary Sarah E. Hankins John Warshaw Maria Sepulveda Alan Wang Michael Steyer Lisa Collado Linsay Etienne Julie Rafighi	Veltha McGee Jessica Hicks John Gavieres Troy Faulk Joanna Thieme Casey Costa Luz Raygoza-Gonzalez Karen Esquivel	Francisco Gutierrez Tricia Young Brooke Cordero Caylie Simmons Yves Roi David Rebecca Darnell Kristina Stortz Shailesh Regmi

### Day-Of Point of Contact

Allison Wu will be coordinating Trainers. If you have any questions please find her, she will be floating throughout the event and wearing a pink name tag identifying her as a controller.

For trainees, Joel Walkup and Beatriz Portillo will be coordinating shelter trainees. If you have any questions please find them, they will be floating throughout the exercise and wearing a pink name tag identifying them as controllers.



## COMMUNITY ANIMAL RESPONSE TEAM INFORMATION

### Arrival Time

Please arrive by 0900 at the Oakley Recreation Center.

CART members will be given a dark blue name tag.

### Organization

CART will meet with Lieutenant Alana Weissman at 0900 to begin animal shelter setup and conduct pre-event training.

During the event, CART will be setting up a spontaneous animal shelter and conducting an independent Tabletop exercise.

Event Agenda	
0900 – 1030	Shelter Set-Up
1030 – 1100	Break
1100 – 1230	Field Tabletop Exercise

### Day-Of Point of Contact

Lieutenant Alana Weissman will be the main point of contact for CART. If you have any questions please find her, she will be in the animal area and wearing a pink name tag identifying her as a controller.



## SAFETY

### Safety Requirements

All participating organizations recognize the importance of conducting this exercise safely. Everyone should report safety concerns before they occur.

Exercise participant safety takes priority over exercise events. Although the organizations involved in this exercise come from various departments, they share the basic responsibility for ensuring a safe environment for all personnel involved in the exercise. Professional health and safety ethics should guide all participants to operate in their assigned roles in the safest manner possible. The following general requirements apply to the exercise:

- All exercise controllers, evaluators, and staff will serve as safety observers while the exercise activities are underway. Any safety concerns must be immediately reported.
- Participants will be responsible for their own and each other's safety during the exercise. It is the responsibility of all persons associated with the exercise to stop exercise play if, in their opinion, a real safety problem exists. Once the problem is corrected, exercise play can be restarted.
- All organizations will comply with their respective environmental, health, and safety plans and procedures, as well as the appropriate Federal, State, and local environmental health and safety regulations.
- **In case of a real-world emergency or evacuation our meeting point will be the sports field across the parking lot of the Oakley Recreation Center.**

### Accident Reporting

All injuries and incidents will be reported immediately to the nearest controller. Anyone observing a participant who is seriously ill or injured will first advise the nearest controller and then render first aid. For an emergency that requires assistance, the phrase will be **“Real-World Emergency”**. If the nature of the emergency requires a suspension of the exercise, all exercise activities will immediately cease. Exercise play may resume once the “Real-World Emergency” situation has been addressed.



## Participant Roles and Responsibilities

The term *participant* encompasses many groups of people, not just those playing in the exercise. Groups of participants involved in the exercise, and their respective roles and responsibilities, are as follows:

- **Players:** Players are personnel who have an active role in discussing or performing their regular roles and responsibilities during the exercise. Players discuss or initiate actions in response to the simulated emergency.
- **Observers:** Observers do not directly participate in the exercise. However, they may support the development of player responses to the situation during the discussion by asking relevant questions or providing subject matter expertise.
- **Facilitator:** The facilitator provides situation updates and moderates discussions. They also provide additional information or resolve questions as required. Key EPT members also may assist with facilitation as subject matter experts (SMEs) during the exercise.
- **Controllers:** Controllers plan and manage exercise play, set up and operate the exercise-incident site, and possibly take the roles of individuals and agencies not actually participating in the exercise. Controllers direct the pace of exercise play, provide key data to players, and may prompt or initiate certain player actions and injects to the players as described in the MSEL to ensure exercise continuity.
- **Role Players:** Role-players simulate specific pre-scripted roles during exercise play, e.g. farmer, non-participating personnel from same organization, non-participating personnel from media or other organizations.
- **Trainers:** Trainers are personnel who will be training players on key sheltering functions. During the simulation they may assist and support players through injects.
- **Evaluators:** Evaluators are assigned to observe and document the discussion during the exercise, participate in data analysis, and assist with drafting the After-Action Report & Improvement Plan (AAR-IP). They will be evaluating policies and processes and **not individual** personnel

## Exercise Structure

This exercise will be an operations-based, facilitated, field simulation and training. Players will participate in the following:

- Training:
  - Three rotations through Feeding, Registration, and Shelter Worker positions
  - *Please note that MRC and DSC volunteers are not required to participate in the rotations but are welcome to*
- Simulation



## REVIEW / HOT WASH

### Discussion Questions

1. What worked well?
  - a. Why?
2. What could be improved?
  - a. How?
1. How was the interaction between the agencies in the Shelter?
3. What resources/capabilities were utilized during the exercise?
4. What additional resources/capabilities would have been beneficial?



## APPENDIX B: RELEVANT PLANS

### Federal Documents

- FEMA [National Preparedness Goal](#)
- FEMA [National Response Framework](#)

### State Documents

- California [State Emergency Plan](#)
- California [State Mass Care and Shelter ESF 6 Plan](#)

### Regional Documents

- Bay Area UASI [Regional Catastrophic Plans](#)

### County Documents

- Contra Costa County [Emergency Operations Plan](#)
- Contra Costa County [Local Hazard Mitigation Plan](#)
- Contra Costa County [Disaster Debris Management Plan](#)
- Contra Costa County [Earthquake Concept of Operations Plan](#)
- Contra Costa County [Care and Shelter Annex](#)

# WHO IS WHO IN THE ROOM

**Shelter Trainee**

2024 Contra Costa County Shelter Training

Individuals with orange name tags are those that will be trained in sheltering roles during the exercise.

**Controller**

2024 Contra Costa County Shelter Training

Individuals with pink name tags are leading the event. Find them if you have any real-world concerns.

**Observer**

2024 Contra Costa County Shelter Training

Individuals with purple name tags are observing the event and may represent partners from other agencies.

**Public Information**

2024 Contra Costa County Shelter Training

Individuals with yellow name tags are Public Information personnel from the County or Red Cross.

**CART Volunteer**

2024 Contra Costa County Shelter Training

Individuals with dark blue name tags are CART volunteers. They are responsible for animals during the event.

**Role Player**

2024 Contra Costa County Shelter Training

Individuals with black name tags are role players. They may present you with a scenario trainees have to respond to.

**ARC Trainer**

2024 Contra Costa County Shelter Training

Individuals with red name tags are ARC Trainers. If you get stuck during a scenario ask your trainer for assistance.

**MRC Volunteer**

2024 Contra Costa County Shelter Training

Individuals with light blue name tags are MRC volunteers. They are responsible for health related injects during the event.

# PARTICIPATING AGENCIES



**CONTRA COSTA**  
COUNTY, CALIFORNIA

# 2025 SHELTER TRAINING AND SIMULATION

## Exercise Information for Trainees

In case of a real-world emergency or evacuation, our meeting point will be the parking lot of the Oakley Recreation Center at 1250 O'Hara Ave, Oakley, CA 94561.



# SAN RAMON VALLEY

## FIRE PROTECTION DISTRICT

### EMS DIVISION

## Memorandum

Date: November 13, 2025  
To: Chris Parsons, Deputy Chief – Logistics  
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](http://www.firedepartment.org/community/classes/cpr).

A total of 1,248 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
Tassajara Valley Little League	Coaches	40
San Ramon Art and Wind Festival	Public Citizens	200+
SRRMC Collaboration at Bishop Ranch City Center *	Public Citizens	150
SRRMC Collaboration at Roundhouse *	Public Citizens	86
Hot Summer Sunday Car Show, Danville	Public Citizens	30
Danville Concours d'Elegance	Public Citizens	12
Live Well Resource Fair	Senior Citizens	80
District Training Grounds Opening	Public Citizens	65
SRV Education Foundation 42 <sup>nd</sup> Annual Run	Public Citizens	180
Hidden Hills Elementary Health Fair	Students	95
Walk Strong NorCal	Public Citizens	100
Greenbrook Elementary Trunk or Treat	Students/Attendees	100
2025 Community Bike Festival	Public Citizens	30
SRRMC Collaboration at Bishop Ranch City Center *	Public Citizens	20

### Heartsaver® CPR

	Target Audience	Total Participants
Community Emergency Response Team (CERT)	Members	7
General Public	Community Members	14

Blackhawk Museum	Employees	15
Robert Half, Staffing and Recruitment	Employees	8

Upcoming CPR Training:

- Monthly CPR Certification course available to San Ramon Valley residents and community members on December 9, 2025

*\* The San Ramon Valley Fire Protection District in conjunction with San Ramon Regional Medical Center staff are educating the community on lay rescuer hands only CPR. Through this interactive learning, participants are taught scene safety, how to identify signs of life, to request medical resources, and initiate hands only CPR. The District further uses this opportunity to engage the community in life saving techniques and to advise them of our certifying courses offered by the District.*



**San Ramon Valley Fire Protection District**  
**2401 Crow Canyon Road, Suite A**  
**San Ramon, CA 94583**  
[www.firedepartment.org](http://www.firedepartment.org)

Date: November 21, 2025  
 To: Citizen Core Council Policy Advisory Committee  
 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	12
September 24, 2025	Fire Administration Building	24
October 22, 2025	Fire Administration Building	4

**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	19
99	September	Fire Administration Building	17

**Community Emergency Response Team (CERT) Drill**

Month	Drill Type	Total Participants
April	Neighborhood Drill	40
October	Emergency Incident Drill	47

**Community Emergency Response Team (CERT) Public Education**

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