

Town of Los Altos Hills Emergency Preparedness and Response Committee

Special Meeting Minutes, Tuesday, October 27th, 2025 @ 6:00 pm. PDT

[Public Documents Folder \(minutes & agenda\)](#)

1. Call to order (start recording) [6:00 pm]

The meeting was called to order by Chair Harter at 6:00 pm

2. Roll call of EPRC members [6:02 pm]

Voting Members	Status	Comment
(S) Amita Sachdeva	Present	
Ben Gikis	Absent	
(VC) Dave Stewart	Present	
(C) Phil Harter	Present	
Rob Singh	Present	
Sam Wood	Present	
Terry Kearney	Present	

With **6** of **7** voting members attending, a quorum was present.

Associate Members	Status	Comment
Andy Kirk	Absent	
Bill Lattin	Present	

Associate Members	Status	Comment
Bill Ralston	Absent	
David Gilmour	Absent	
Neil Katin	Absent	
Victoria Bebee	Present	

Other attendees

Name	Comment
Rajiv	EPRC Liaison & Vice Mayor of LAH
Victoria Bebee	LAH Town Emergency Manager Liaison

3. **Public comment on subjects not on the agenda**

- Sam Wood - concerned about getting a connection between Foothill Connection to ARK. Understanding there is dark fiber and that should be pushed ahead. EPRC is involved and we need to make sure staff/money is behind this to make appropriate purchases and make it usable.
- Bill Lattin - In addition to getting dark fiber, the equipment is also being procured. Also, connection to the internet. Responsibility lies in tech committee, but EPRC needs to issue reminder that there is a component involved. Will discuss at next EPRC meeting

4. **EPRC Chair Remarks (Harter)**

- Today's meeting is solely on getting our goals lined up for City Council. Report is due on November 7th.
- Subcommittee met and went over all goals list (which is available in public folder)

5. Discussion and Prioritization of Emergency Preparedness and Response Committee Goals for the 2026-2027 Planning Cycle

- Executive Subcommittee met to discuss the list of goals
- Sam Wood - wildfire mitigation. We are moving in the direction that everything is about wildfire, which he disagrees with. The state instead moves in cycles (dry & wet). Last season was a dry cycle, now we are in the wet cycle. We have put a lot of surveillance in the state to identify wildfires and since we are in the wet season, flooding is the issue including roads, people who can be washed out, etc.
- Phil - completely agree we have more than one type of disaster to think about including storms/flooding. We were behind on wildfire mitigation and since it can destroy an entire town in a matter of minutes like earthquakes
- Phil was involved with disaster response during Loma Prieta.
- Dave - item on agenda for EDPC - trees, emergency preparedness in general, storm preparedness and evacuation
- Victoria - our wildfire mitigation plays into the other disasters for ex. landslides, etc.
- Put a line item that we will be doing disaster preparedness for all situations
- Bill Lattin - Add a new line to identify flooding risks to wildfire mitigation
- Should EPRC review Town's maintenance in regard to hazards and mitigation risks?
- Rob - Disaster mitigation [wildfire, flood, and earthquakes]
- Staff may already have people who take care of drains
- Victoria - Town already has storm response in place, but we can always improve the response
- Rajiv - in the past we have seen storms destroy roadways and public works has worked to fix that
- Rob - staffing needs - what is our ask here and hiring a full-time Emergency Manager. Victoria is currently a ½ time contractor and we are still looking for a full-time person.
- Phil - we will bring this up at the next City Council meeting relating to our goals.

- Terry - there has never been an emergency manager that has been able to do what needs to be done even after he returned from the Camp Fire. If this is the only goal that we accomplish, then that's ok
- An emergency manager will be helping with a lot of our goals list and be able to help with a lot of them
- Terry - we are an advisory committee - we advise and don't do things. The Emergency Manager is the person who will actually do/execute these things. We are not chartered to do these things. The EM will be working with the Planning Department, etc, and this should not be put on the committees solely
- Victoria - look at the agreement she has signed and the forecast of what she needs to get done. Lot to do with EOC, running it, be County EOM, and so much more. The goals list is not indicative to the rest of her work, and we are only approx. 30% of her workload.
- Bill - these are living projects, not just one and done.
- Dave - We made 3 recommendations to add to the Town Code 3 months back but not much has happened other than Victoria and Jay Bradford's work in this.
 - **#1. Hire Full Time Emergency Manager**
 - Should we go towards a new full-time hire or increase the current contract ½ Emergency Manager? We would love to have Victoria Bebee (current part time EM) as full-time as she is doing a great job.
 - Climate change is getting worse, most cities are going towards full-time EM as this is an ongoing process
 - If we really want this to get approved, we need to really speak to why this will be needed. Write an impact statement (Rajiv)
 - **#2. Disaster Mitigation [wildfire, flood, earthquake]**
 - Work with EDPC to propose updated landscaping codes and standards to reflect our wildfire risk reality
 - Clear Goal to make code changes for EDPC
 - This may extend to Pathways Committee
 - **#3. Pursue designation as a Fire Risk Reduction Community**
 - Fire District just applied for their application, and we will submit our application in 2027. It will take approx. 200 hours
 - Should have background information for anything that we pass up to Town Council to help them connect the dots

○ **#4. Mass Notification**

- Goal: maximize emergency mass notification of residents
- Reemphasize - EPRC findings there is no 1 solution - there are 4 areas:
- Emergency Messaging System
- Backup Emergency Alerts
- Emergency Action Leaders
- Backup emergency Comms

○ **#5. Improve usage of AlertSCC as primary mass notification**

- Gone down path of cellular providers, but using Hidden Villa as an example, we are not going to get cell tower options in a timely fashion.
- We need a very strong test methodology in LAH for AlertSCC
- Currently it has a zero-dollar cost to it, but we will need help from Victoria to understand how we can improve it, but we will need staff time for this
- MNOs are not approaching us to install cell towers, but Cody said the opposite, that they do want to put up towers, but Open Space Committee has stated they do not want cell towers.
- Hidden Villa has a site for cell tower, but there is no vehicle access, will need to be installed/accessed by helicopter or burro.
- We currently have around a 28% opt in rate for AlertSCC, and we will have 40% as our goal
- Implement the audible alerts - we worked with SCC Sheriff's office, and our recommendation is now stronger to do the sound survey.
- Entire goal was derailed, but we would like to return to the acoustic system, the estimate is \$30k to do the sound survey. We will get an amount of the fixed speakers.
- Mobile system options will need to be towed by someone like the SCC Sheriff's office. 2 reasons this won't work: only 1 speaker and will need to be towed around town
- Need to put together a cost account of the poles needed included all other needs including solar power
- We need to start with the sound survey
- Complete LRAD sound survey & develop rollout plan as appropriate. \$30k cost for sound survey

- TBD rollout plan initial \$0
- Staff time - RFQ and procurement support
- Mobilization initiative to recognize and outfit LAH Emergency Action Leaders
 - Establish Community Action Teams, provide training and also outfit with emergency communication radios and response kit
 - What is the radio kit to help establish the team
 - Putting up repeaters in different sites will cost a lot more than the proposed \$20k
 - Neil had done some research on this and used Rancho Mirage as an example. Handhelds are licensed bands, but they are reserved for municipalities and slightly different than commercial.
 - The \$20k is solely for the user equipment
- Establish an alternate Emergency Communication Network
- How much EPRC hours will it take to put together a plan for the Community Actions Team goal, how many hours will it take to develop the now squashed Neighbors Helping Neighbors program and create a new structure and plan in place.
- Could take approx 500 hours for outreach and procurement to implement Community Emergency Teams and deployment
- Community Outreach will be separate but still somewhat joined in with the Community Action Teams line item
- Community Emergency Preparation Program will focus on educating residents on a broader level of emergency/disaster preparedness and create PEP
- LAH Ham Club - 9 (complete upgrades to repeater, internet connection, firewall), 10 (antenna service - repeater) & 13 (antenna service - radio room) - staff time would be minimal
- Did we get funding for radio room from last years funding?
- Bill - Big picture - why is there no medical goal?
- Phil - It's an ongoing project that we will continue to look at, but it's going to rely on how we fit into the EOP. There are too many layers currently. We still need to understand how a medical group would fit in and once that's done, then we can have a better understanding.
- Fill EPRC memberships

- Rajiv - some of the questions that might come up:
 - How many other towns of our size have emergency managers?
 - What needs staff time and money? What does not need any staff time/money will automatically get approved
 - Break down our goals into Year 1 & Year 2 to make it more digestible to Town Council.

Motion: To accept the goals for 2026-2027 for a 2-year planning cycle.

Member	Moved	Second	Yes	No	Abstain	Recuse	Absent
Amita Sachdeva			x				
Ben Gikis							
Dave Stewart			x				
Phil Harter			x				
Rabindra Singh			x				
Sam Wood	X		x				
Terry Kearney		x	x				

yes, 6 no, 0 abstain. Motion Approved

6. Review action items from the meeting

Discuss/Propose Future Agenda Items

Adjournment [20:53]

The chair adjourned the meeting without objection.

Member	Moved	Second	Yes	No	Abstain	Recuse	Absent
Amita Sachdeva							x
Ben Gikis							x
Dave Stewart							
Phil Harter							
Rabindra Singh							
Sam Wood							
Terry Kearney							

Voting Template

X yes, Y no, Motion Approved