

Town of Woodside
Emergency Preparedness Committee
January 14, 2026 5:30pm

In person and via Zoom
Conference Room, Town Hall - 2995 Woodside Road

Final Meeting Minutes

Call to Order: Meeting was called to order at 5:30 pm

Roll Call and Attendance:

Members in Attendance: Jon Castor, Vicki Coe, Mark Dahlen, Kathy Gregory, Betsy Hobson, Doug Keyston, Lisha Mainz, Jon Mittelman (Chair), Emerson (Chip) Swan, Mark Allen

Members absent: Marsha Adams (Zoom), Claudia Medina, Val Taft

Town Representatives: Melissa Cardinale

WFPD Representatives: Fire Marshall Kim Giuliacci

Liaison Members from PVEPC: Craig Herbert (Chair), Lynn Eisberg

Quorum: Four members (10 present)

Public Communications: None

Review and approval of minutes: December 10, 2025: The minutes from December, 2025 were submitted and approved as corrected.

Old Business:

1. Fire Protection District Report (Kim)

Discussion of leadership changes - New officers are as follows: Fire Chief Eric Zabala, Deputy Fire Chief Vince Nanini, EMS Chief Jonathan Francisco, previous EMC Chief Scott has been reassigned on the line. Badge pinning ceremony is scheduled for Jan 28, 2026, see website for details.

Communications and Outreach – Residents are encouraged to sign up on the website (woodsidefire.org) to view important topics and information as well as being able to schedule their own home assessments. Inspection goal: 2000 of 6000 parcels per year, 1200 completed in 2025. There are several important features upcoming, such as evacuation mapping. Kim will pursue access to live incident/dispatch data.

2. WPV-Ready / WPV-CERT Report (Selena)

WPV-Ready: Ambitious goals for 2026 including enhanced communications (thanks for help from Kim) with residents including written materials and Zoom meetings monthly. Chip, with support from Jon, will be setting up Firewise Leadership Support and Recruitment Subcommittee. Seeking volunteers from both towns, especially from Portola Valley.

WPV-CERT: Activities upcoming: “Communicator” class Jan 20, 2026. 8 enrolled so far, focus on radio operation with practice every Tuesday.

Strong start to 2026 Tuesday ReadyNet radio net check-in for CERT’s and Communicators with 21 participants as well as several Ham radio operators following.

Other CERT activities:

Portola Valley “First Saturday” Socials at PV Town Center CERT trailers led by Lynn and Vicki.

Upcoming CERT Basic Training starts Feb 10, 6:30pm, Station 19, for 7 Tuesdays. Main skills day will be Mar 28, at Station 7. Sign up thru wpv-cert.org (Eventbrite).

Misc: 1. “Outreach” is being displayed on message boards at the Mail Office and Town Center, maintained by Chip. 2. 6 CERT members were deployed to Windmill School to fill sandbags on Christmas Eve and filled approx. 100 sandbags!

3. Town Report (Melissa)

Melissa reported that Town Hall was fumigated for termites during the holidays. Public works personnel cleared debris and cleaned drains during recent storms.

New Public Works Director, Louis Sun starts on January 20, has 20+ yrs experience. Cindy Safe, Admin Services Director, has retired, interviews in progress for her replacement.

4. Town Emergency Operations and Staffing of Emergency Operations Center

Not able to schedule at this time, remove from standing agenda until actionable.

5. Planning for Future Evacuation Workshops (Jason, Melissa)

Ongoing work, preparing to ramp-up action post-holiday and engage with neighborhoods.

6. EPC Subcommittee Report

a. Evacuation Subcommittee (Jon, Val, Vicki, Melissa)

Final review cycle ongoing for target areas, also working on appendices. Maps will be available via web links for citizens, not printed. Town Hall will have hardcopy “map book” (not for public distribution).

New Business:

1. Minutes to be formatted as recommended in Town Handbook.
2. Events planned are detailed elsewhere in the Minutes.
3. EPC Member reports
 - a. Vicki – trained as CPR, AED Instructor, noted that FD no longer offers it. Course included new topic about Narcan and epi-pens. Vicki will follow up about supplies of these things for our trailers and Town Hall, and research first responder oxygen use for training course. Offered to train others for AED.

- b. Mark – reported that a recent missing person had a dead phone, recommends spare batteries and other essential preparations for hiking alone in remote areas. He noted that amateur radio operators participated. Others (Jon C, Doug, Lisha) offered other safety suggestions for hiking alone. Leave word with someone about your plans, there is a Sheriff Dept. form.
- c. Jon M – cleaned out the Skyline storage box and donated some supplies not needed to Jamaica. There are 50-5gal water containers available.

The meeting was adjourned at 6:22pm, on a motion by Doug, second by Kathy.

The next meeting will be on February, 11, 2026, 5:30PM

Respectfully submitted,

Elizabeth L. Hobson