

**MILL VALLEY
EMERGENCY PREPAREDNESS COMMISSION
MEETING MINUTES
THURSDAY, FEBRUARY 21, 2013**

Commissioners present: Ron Vidal, Chair; Steve Cuvin, Vice Chair Commissioners Eric Jaffe, Treasurer Jacobs, Commissioners Nancy McQuilkin and Trez Bennett. Absent: Commissioner Wimmer. City Staff Present: Fire Chief Jeff Davidson.

Call to Order: 7:00 PM

Public Open Time--No public comments received.

Minute Approval: It was **MOVED** by **Vice Chair Cuvin** and **SECONDED** by **Commissioner McQuilkin** to approve the January 10, 2013, EPC meeting minutes. The Motion was carried The Motion was carried unanimously by a 6-0-1 vote, with Commissioner Wimmer absent.

New Business:

Report from Outside Meetings: **Chair Vidal** reported he attended Statewide Emergency Planning Committee (SWEPC) Meeting at California Emergency Management Agency (Cal EMA) in Sacramento on January 30. Various state agencies met and discussed sharing at state level. There were 26 agencies and over 100 people in attendance with some agency reports and outside presenters. Cal EMA Secretary Mark Ghilarducci, reported on the recent reorganization of Cal-EMA. There was discussion about Golden Guardian 2013, Active Shooter and California's Response to Hurricane Sandy. Chair Vidal will be attending a Fire Department New York (FDNY) presentation in March on their response to Hurricane Sandy and may also attend Wildland Urban Interface (WUI) conference in Reno. Chair Vidal will notify EPC of outside meetings as they become available.

Review of 2013 Baseline Activities (Attachment 1): Commissioner Wimmer--Item pulled and moved to March meeting due to Commissioner Wimmer absence.

Marin Municipal Water District (MMWD)/Fire Resistant Garden: **Commission Bennett** reported that the City of Mill Valley Fire Resistant Garden has been selected to participate in the Marin Friendly Garden Tour, Saturday, May 18th from 10 to 4. Participants will be provided a map of gardens for a free, self-guided tour of beautiful, environmentally friendly gardens. Battalion Chief Barnes and Commissioner Bennett will be hosting and will need volunteers to work two-shifts as a docent in the garden. Contact Battalion Chief Barnes or Commissioner Bennett to coordinate and note the following items will be needed shade, water, table materials, etc. When event gets closer an email will be sent. Commissioner McQuilkin mentioned deer invasion and garden may need some attention.

MMWD selected City of Mill Valley as a customer success story for the next MMWD newsletter --"On the Waterfront", which comes with water bills.

Old Business:

Annual Report to Mill Valley City Council: **Chair Vidal** discussed Annual Report presented to Mill Valley City Council on Tuesday, February 19, 2013 City Council meeting. Council thanked Commission for their contributions. Chair Vidal reviewed 38 "activities" or things EPC did during 2012. He noted the five duties and responsibilities for the EPC within the City's Municipal Code, and about 80% of the 2012 activities were directly in alignment with those duties and responsibilities. Some of the activities outside these can be classified as beyond Mill Valley activities to share our best practices with others, attend outside meetings to learn new practices, and seek out and monitor grant activities. Some were new initiatives or new versions on standard activities. Indirect estimate of person contact 4,000 and direct contacts 2,000 people. This framework can help shape activities, track outreach, continue engagement, promoting good ideas and maintaining partnerships in 2013.

2013 Marin Home Show presentation request: **Commissioner Bennett** reported that EPC was able to secure a table and presentation time during the Marin Home Show. Frank Cox with Get Ready would like to partner with EPC. Commissioner Bennett will be checking with Fire Consultant Lang to create a ½ hour Get Ready program. She is also working on some of the base materials. Frank Cox is going to get the table, but would like to share staffing if we want.

TENS/MEANS update rollout: **Fire Chief Davidson** stated 2,100 letters went out to people in the "old MEANS system". Approximately 800 Mill Valley registrations received in the new TENS system as of January 26, 2013. Will be getting update on current enrollment this week to see where numbers are. We continue to have info on web site and will have approximately two activations of old system as part of ramp up to the Evacuation Exercise to remind people of the system.

Goals Update:

Speaker Series: **Vice Chair Cuvin** is developing a list of groups, which is a good start, but a work in progress. Commissioners should review and provide additional ideas to Vice Chair Cuvin and then start thinking about what the topics are for speaking at various events. A copy of the draft list will also be sent to commissioners.

Neighborhood Association: No current activity to report. Commissioner Wimmer has more information and can report at a future meeting.

Essential Businesses for Disaster Resiliency – **Chair Vidal** reported Fire Department Consultant Lang continues to outreach to businesses.

Monthly Reports:

Finance Report: **Treasurer Jacobs** reported on the following:

- About \$4,200 remaining. Commissioners should bring ideas for purchase consideration to next meeting, so we can plan out remainder of fiscal year purchases/needed.
- Commissioner Wimmer is working on proposal for two new banners.
- **M/S Jacobs/Bennett** to authorize up to \$100 for items to be used for the Sycamore Neighborhood outreach. All Ayes.

City Staff Report:

Fire Chief Davidson reported on the following:

- Reviewed current status of Evacuation Exercise activities.
- Boards, Committees and Commissions vacancy. Two opening with the City receiving four applications. Interviews planned to be completed prior to our March meeting. If other openings occur then we would have to re-post the opening.
- Boards, Committees and Commissions Annual Dinner to be held Thursday, March 14, 2013. This is the date of next regular EPC meeting. Chair Vidal to poll members about canceling or moving to another date.
- EPC supplies have been moved from across the street at Illumigarden to the storage shed at Fire Station 6. Chief Davidson can show Commissioners how to access, contact Chief Davidson individually when you have time.
- Chief Davidson will be attending PG&E Electrical Emergency Response Plan meeting next month.
- Overview of the Gas Line Drill that took place on February 20, 2013 in Mill Valley. Mutli-agency exercise with several key points reinforced. After Action Report pending and will be presented to EPC.

FD Consultant Lang reported on the following (via an email as she was unable to attend meeting):

- Essential Businesses for Disaster Resiliency – the following that all identified in the pilot program have been contacted. Approximately ½ of the surveys have been done and next steps next steps provided by Red Cross.
 - Aiming for Get Ready for Businesses class in March hosted by West America Bank.
 - Aiming for Red Cross Continuity of Operations Plan (COOP) 3 hour workshop hosted by Aqua Hotel in April.
 - Aiming for a First Aid Class for business employees with goal of 10% of staff trained in First Aid; working on instructor.
 - Referring businesses to CPR classes at Community Center and are all interested in these.

- Goal is to have all surveys done by end of first week in March with “Next Steps” delivered from Red Cross to all businesses prior to COOP workshop. That will bring us to realistic project length of 6-7 months.
- Topics for discussion with EBDR Committee: Community interface with businesses. Creating a Resilient Business page on City website & Chamber website with resources for all businesses & with recommendations/ lessons learned/goals from City etc. Global utility providers –determining what outcome we want during this pilot.

Get Ready Classes:

- This Saturday is 2nd Get Ready class for 2013; first had 12 participants. Will also have March Class at Strawberry Rec Center- still in MV.
- Get Ready 5th Grade starts next Wed. at Old Mill; all schools Principals and 5th Grade teachers have been contacted and classes will continue through end of March. Have not contacted private schools yet but plan to.

General:

- Had Neighborhood Planning meeting with Commissioners Cuvin, Wimmer and McQuilkin regarding Sycamore Park May event.
- Have several tasks for the May 4th Evacuation Drill and have met with Fire Chief Davidson and Battalion Chief St. John.
- Meeting with Fire Chief Davidson monthly the week before EPC date.

Fire Consultant Lang Hours:

- 2012: 26 hours. Some of this was with Red Cross in training for EBDR.
- 2013: 11.75 hours.

General/Good of the Order:

- Chair Vidal is drafting a Thank you letter to Illumigarden to co-sign with Chief Davidson thanking them for the use of their storage area for EPC material.
- Discussion was held to terminate allocated time restriction to each agenda item. **M/S Jacobs and McQuilkin** to not time stamp items on the agenda. All Ayes.

Chair Vidal, Commissioners and the City thanked **Vice Chair Steve Cuvin** for his service to the City and to the Emergency Preparedness Commission during his term on the Commission.

9:10 PM Adjournment to the next meeting, Thursday, March 14, 2013, 7:00 – 9:00 PM, Mill Valley City Hall (Upstairs Conference Room).

Prepared by Fire Administrative Assistant Wilson