MILL VALLEY
EMERGENCY PREPAREDNESS COMMISSION
MEETING MINUTES
THURSDAY, MAY 16, 2013

Commissioners present: Ron Vidal, Chair; Commissioners Tiana Wimmer, Michael Jacobs, Nancy McQuilkin and Trez Bennett. Absent: Commissioner John Poulson. City Staff Present: Battalion Chief Michael St. John, Administrative Assistant Kimberly Wilson and Emergency Preparedness Consultant Maggie Lang.

Call to Order: 7:05 PM

Public Open Time--No public comments received.

Minute Approval: It was **MOVED** by **Commissioner Bennett** and **SECONDED** by **Commissioner Jacobs** to approve the April 11, 2013, EPC meeting minutes. The Motion was carried unanimously by a 5-0-1 vote, with Commissioner Poulson absent.

Chair Vidal reviewed the attached upcoming Events and Assignments and he thanked City staff for their assistance with these events. **Commissioner Wimmer** commented that in the last five years of tabling events, they have raised awareness and she encouraged continuing counting and measuring the actions taken by residents as a result, such as signing up for eNews or registering for classes. **Commissioner Wimmer** asked for future consideration Water Safety Day and the West Blithedale Canyon Annual Dinner.

New Business:

Backyard Campout for Preparedness--**Commissioner Jacobs** introduced Kimberly Hobson, a Mill Valley resident with experience in Marketing and Event Planning, to assist in creating a concept to encourage practicing camping outdoors for preparedness purposes. This would take residents out of their homes, involve families, and test their preparedness. Residents in the Spring/Summer would pull out camping gear and assess their needs. Group discussion was held and with consideration of promoting in the fall when possible better weather and around the October 17 Great Shake Out earthquake drill event. Commissioners liked the idea and Commissioner Jacobs will look further into promoting options for fall and a timeline with a look at local vendors.

Old Business:

Mill Valley 2013 Evacuation Drill--**Battalion Chief St John** reported on the May 4, 2013, City's 7th annual evacuation exercise. The City partnered with several agencies including the County of Marin (Fire and Sheriff) and the Southern Marin Fire Protection District. Due to early

DRAFT

fire activity throughout the state the Fire Department had to cancel two components of their exercise due to many key players were assigned to assist in out of county mutual aid. This year the exercise focused on the west side of the community in the area identified as the "Edgewood Structure Protection Group". The area encompasses areas outside our city boundaries with approximately 800 homes. Approximately 170 residents participated in the exercise with 108 completing the survey. Approximately 100 personnel participated in the exercise including: City of Mill Valley (Fire, Police, Public Works, Emergency Preparedness Commission, Mayor, City Council members), Marin County (Fire, Sheriff, Search and Rescue (SAR) and Office of Emergency Services),Community Emergency Response Team (CERT) , Red Cross, Salvation Army, Marin Medical Reserve Corp (MMRC) and Marin Humane Society. Law enforcement personnel with the assistance of CERT and SAR personnel placed door hangers on 368 homes as part their door-to-door notifications for evacuations. **Emergency Preparedness Consultant Lang** reviewed survey results from the exercise. **Fire Chief Davidson** will present to Council an After Action Report (AAR) at a later date.

Marin Municipal Water District (MMWD)/Fire Resistant Garden--**Commissioner Bennett, Battalion Chief Scott Barnes, Former Commissioner Jaffe and Emergency Preparedness Consultant** will be providing tabling at Mill Valley's Fire Resistive Garden as part of the MMWD-Marin Friendly Garden Tour, Saturday, May 18th from 10 to 4. **Commissioner Bennett** introduced Terri Sarver, to assist in the event. **Commissioner Bennett** reported that MMWD has received over 900 registrants and that Mill Valley was one of the two registration locations. She also thanked Battalion Chief Barnes, Fire Department, former Fire Chief Greg Moore and City for the efforts and foresight to have a demonstration garden for residents to see what plants are fires resistive for Mill Valley.

2013 Marin Home Show presentation request--**Commissioner Bennett** reported that EPC presentation will be held on Sunday, June 2, with **Chair Vidal** giving a presentation with Marin County Office of Emergency Services. She noted discounted coupons are available.

Memorial Day Pancake Breakfast--**Chair Vidal** and **Commissioner Wimmer** will set-up between 6:15 a.m. - 6:30 a.m. Commissioner Wimmer created table top placard with the "Caregiver Emergency Preparedness Checklist" for tables.

Goals Update:

Neighborhood Association: **Commissioner Wimmer** reported Tam Park Neighborhood Association Event to be held Sunday, May 19th from 12:30 p.m. to 3:30 p.m. She had Caregiver Emergency Preparedness Checklist in English and Spanish with QR code postcards printed.

DRAFT

Monthly Reports:

Finance Report: **Treasurer McQuilkin** reported the current balance is: $3, 876.61. Discussion was held on whether to have a little more flexibility to spend up to $100.without prior approval.

City Staff Report:

Battalion Chief St. John reported the following items on behalf of **Fire Chief Davidson**:

- EPC vacancy interviews to be held at the May 20th City Council meeting.
- Firewise Community Pilot Project.
- California Automobile Association gave Community Emergency Response Team a donation of $2,500 during their Grand Opening in Mill Valley.
- America Red Cross trailer upgrade from 100 to 200± people.
- Vegetation Management Program new smartphone application is available.
- Caregiver Emergency Preparedness Checklist in English and Spanish with QR code is available on the City website.
- Community Emergency Response Team (CERT) brochures printed.
- Disaster Conference to be held June 18th.
- CERT members to be recognized at the City Council Meeting, June 3.

Emergency Preparedness Consultant Lang reported on the following:

- All those interested in Community Emergency Response Team (CERT) classes have been contacted.
- All those interested in Get Ready have been contacted that there is a class scheduled on May 28.

  All interested in Fire Class have been sent to Katherine to contact.

  All interested in e-notifications will be coordinated with Kimberly as to how best to register them.

  - Attended Persons with Access & Functional Needs Conference in Novato last week & will circulate notes.

  - Schools are busy replenishing emergency supplies; have MRE-type bars & water for 1/3 population for 24 hrs.

- MV School District decided to order colored vests for Search & Rescue teams, first aid and Command Post staff; all MV schools will use same colors.

  Have been focused on Intruder on Campus guidelines; replacing locks on doors that lock from inside & blinds in all rooms; have had lockdown drills.

- Will revisit churches and preschools in the fall.

DRAFT

- Resilient Business project has been on hold & now moving forward; have scheduled Red Cross workshop for development of COOP plan for 6/28 at Acqua Hotel.

- Marin County CERT had countywide Exercise on May 11th with limited number of CERTs (30) and fire staff from 5 different agencies mentoring them through. Very successful, great day!

- Law Enforcement National Night Out to be held August 8, 2013. Communication guidelines, search & rescue techniques and transporting of injured victim.

9:10 PM Adjournment to the next meeting, Thursday, June 13, 2013, 7:00 – 9:00 PM, Mill Valley City Hall (Upstairs Conference Room).

Prepared by Fire Administrative Assistant Wilson

DRAFT