

**MILL VALLEY  
EMERGENCY PREPAREDNESS COMMISSION  
MEETING MINUTES  
September 12, 2013**

Commissioners present: Michael Jacobs, Vice Chair: Commissioners Tiana Wimmer, Trez Bennett, John Poulson and Kimberly Hobson. Absent: Ron Vidal, Chair, and Nancy McQuilkin. City Staff Present: Fire Chief Jeff Davidson and Administrative Assistant Kimberly Wilson.

**Call to Order:** At 7:00 p.m. by Vice Chair Jacobs.

**Public Open Time--**No public comments received.

**Minute Approval:** It was **MOVED** by **Commissioner Bennett** and **SECONDED** by **Commissioner Poulson** to approve the June 27 and July 11, 2013, EPC meeting minutes. The Motion was carried unanimously by a 4-0-2 vote, with Chair Vidal and Commissioner McQuilkin absent.

City Staff Reports:

**Fire Chief Davidson** reported on the following:

- Energy Assurance Program. Attended meeting at Office of Emergency Services (OES) regarding development of operational area annex for energy assurance. Will be following that and participating on behalf of Mill Valley. There could be future opportunities to work with other partners such as the school district on joint energy projects.
- City Clerk/Administrative Analyst Rogers is sending to Commissioners Council action memos after each City Council meeting, please inform Chief Davidson if not receiving.
- September is National Preparedness Month, City Council declared a proclamation at their September 3<sup>rd</sup> meeting. This coincided with e-notifications and press release with information on preparedness, upcoming classes, etc.
- Recently he had the opportunity to visit the Morgan Fire on south side of Mt. Diablo with Police Chief Bernal to Incident Command Post for VIP tour of facility and they were able to attend some meetings with command staff.
- Working with Planning Department on Implementation Plan for General Plan, there will be future goal opportunities for EPC to consider in future planning sessions.
- Recent fire on Miller Avenue in abandoned structure, we are reaching out to immediate neighborhood post-fire for preparedness follow-up opportunities.
- Working on updated to Emergency Operations Plan (EOP) and will be asking EPC commissioners to review for input and observations.

**Fire Preparedness Consultant Lang** report was given by Chief Davidson in her anticipated absence on the following:

- Resilient Businesses Surveys are almost completed by twenty-four businesses. Second Workshop tentatively scheduled for October 25 at Acqua Hotel. I will revise somewhat

based on feedback from businesses and goals of having all businesses develop their own emergency plan. This was not as well achieved with first workshop as we hoped although it was great workshop. Next Steps: Plan to schedule Get Ready classes at Cantina and West America Bank in October/November, just for business staff. First Aid Class will also be provided, probably at Community Center. Sending around a request now for “what’s the best day & time”. Instructor will be provided by MVFD. Also will work with businesses to have drills over next six months. Working on template for emergency plan for businesses and “Recovery Strategy Guidelines”.

- Get Ready 5: Sending out notices to Principals in the next couple of weeks to schedule over the next two to five months in all public and private schools. Churches/preschools will revisit in January to March, 2014.
- Get Ready Program has three classes scheduled for the fall, the first to be held on September 21 at Mill Valley Community Center. Instructors all assigned and orienting one new instructor.
- CERT new website should launch within the month-looks great! Very interactive. Mill Valley class is scheduled in October. Instructors already starting to organize. Currently on four sign-ups. Please promote as much as you can! Four new modules to accommodate three extra hours (wild land fire, terrorism (at FEMA request), disaster psych updated and basic emergency preparedness expanded). San Rafael class was held on September 12<sup>th</sup> with 24 sign-ups.

### **New Business:**

Overview of DRAFT General Plan Implementation Plan: **Fire Chief Davidson** has reviewed the draft and flagged specific issues to fire and emergency preparedness action and support. He is tracking the process and will bring back to commission to review and align to commission’s goal setting.

Planning Session: **Fire Chief Davidson** reported he had spoken to Chair Vidal and they recommended that it might be best to delay the planning session to first of next year to allow the new commissioners to be briefed and for the one vacancy coming up to be filled. Commissioner Wimmer commented on the current goals and felt that the commission might be over extended. Commissioner Bennett noted that most of our activities support one of the three long-term goals and should therefore be recognized as part of those efforts.

### **Old Business:**

Backyard Campout for Preparedness: **Vice Chair Jacobs** reviewing and developing activities. **Fire Chief Davidson** suggested contacting Recreation Director Rogers to possibility partnership with the Community Center.

Fall Arts Festival – Caregiver Checklist promotional materials provided to Commissioner Bennett with approval to have two posters made for display. **Commissioner Bennett** commented that she received a comment that using the word Nanny in the promotion was offensive and that we may want to review the use of this word. Feedback also included a request to reword the checklists so the responsibility of reviewing/understanding/preparing for

emergency response is shared by both the employer and employee. **Commissioner Wimmer** noted that she had tried to contact the organizer about the content of the Caregiver Checklists.

Library Display: **Commissioner Bennett** reported that the Public Messaging display at the Library is scheduled for September 23<sup>rd</sup> to 29<sup>th</sup> and will cover defensible space.

### **Goals Update:**

Speaker's Bureau: **Commissioner Poulson.** It was agreed the current list as developed is good to go. Next step – move forward with #2 in planning session goals.

Neighborhood Association: **Commissioner Wimmer** expressed that this goal fell short of expectations i.e.; finding a single “template” approach that could be used with multiple neighborhoods. She asked how the Commission could reach out to H.O.A. and the best investment of time. **Fire Chief Davidson** suggested possibly reaching out through the Fire Department Vegetation Management noticing.

Business Resiliency: Report provided previous.

### **Monthly Reports:**

Finance Report: **Fire Chief Davidson** reported the current balance is: \$4,205.

**8:35 PM Adjournment** to the next meeting, Thursday, October 10, 2013, 7:00 – 9:00 P.M., Mill Valley City Hall (Upstairs Conference Room).