

**MILL VALLEY
EMERGENCY PREPAREDNESS COMMISSION
MEETING MINUTES
October 10, 2013**

Commissioners present: Ron Vidal, Chair, Michael Jacobs, Vice Chair: Commissioners Tiana Wimmer, Nancy McQuilkin and Kimberly Hobson. Absent: Trez Bennett and John Poulson. City Staff Present: Battalion Chief Tom Welch, Administrative Assistant Kimberly Wilson and Fire Preparedness Consultant Maggie Lang.

Call to Order: At 7:00 p.m.

Public Open Time--No public comments received.

Minute Approval: It was **MOVED** by **Vice Chair Jacobs** and **SECONDED** by **Commissioner Wimmer** to approve the September 12, 2013, EPC meeting minutes. The Motion was carried unanimously by a 4-0-2 vote, with Commissioners Bennett and Poulson absent.

City Staff Reports:

Battalion Chief Welch reported on the following:

- EPC messaging through Vegetation Management Program. Battalion Chief Barnes currently includes links to www.cityofmillvalley.org/ready at the bottom of the letter. He noted that there is not much more room to add, but will look into options.
- Goals have been updated and circulated.
- Recent residential structure fires occurred on Ethel Avenue and Panoramic View. Both homes were saved due to fire sprinklers.
- There are currently no Red Flags warning in effect.
- Fire Chief Davidson and Battalion Chief Barnes gave a Fire Safe presentation with display to California Fire Safe Council on October 10th.
- Firewise--Inspection are to begin in the Glenn Drive area to establish a Firewise Community. Once completed a plaque will be posted to the entrance of their area.
- CERT class canceled due to low enrollment and students were directed to the next class in Kentfield.
- Reviewing options for First Aid class as part of EBDR.

Emergency Preparedness Consultant Lang reported on the following:

- Mill Valley Schools District wide will be hosting Teacher Training for emergency roles on October 23rd at Strawberry Point Elementary School.
- CERT looking at incorporating guidelines from Wilderness First Aid training into CERT curriculum, which may be closer to what CERTs may encounter after a disaster.

- County-wide School District involving five schools to hold an earthquake scenario drills on October 30. Commissioners invited to attend, but need to let Maggie know if you can attend so your name will be added to visitor roster.
- October 17th, at 10:17 a.m. is The Great California ShakeOut, City Council declared a proclamation at their October 7th meeting. This coincided with e-notifications and press release with information on preparedness, upcoming classes, etc.
- Fire Chief Davidson and Fire Preparedness Consultant Lang will be attending a conference in Santa Rosa on October 15th on emergency volunteers.
- Mary Lansing is providing Homeowner Association (H.O.A.) addresses to be incorporated into a map.
- CERT class was canceled due to low registration, with only six sign up. Looking to speak about future promotion. **Commissioner Wimmer** inquired about the length of class affecting enrollment. Discussion was held on re-evaluation and to research the best agencies i.e. Sacramento and Orange County. Fire Preparedness Consultant Lang, Vice Chair Jacobs and Commissioner Wimmer to discuss and bring back to the Commission their recommendations. Vice Chair Jacobs would like to see what the best goals are for the community.
- CERT new website: www.readymarin.org should launch within the month.

New Business:

Forward Calendar of Activities: **Chair Vidal** provided 4th Quarter draft schedule and is looking into how other agencies prepare their schedules.

Preparedness Materials from Other Agencies: **Chair Vidal** shared material on best practices he has collected including a high tech business in Silicon Valley and Singapore. He is establishing a reference binder. He encouraged Commissioners to contribute any material that will help improve awareness. **Fire Preparedness Consultant Lang** suggested Commissioner's to visit San Francisco's Emergency Preparedness website at www.SF72.org.

Old Business:

Data Analytics from Recent Signups: **Commissioner Wimmer** reviewed survey's completed from events and the results of e-mail notification sign-ups.

Backyard Campout for Preparedness: **Vice Chair Jacobs and Commissioner Hobson** reported that they have been speaking with Director of Recreation Rogers to create a partnership. Commissioner Hobson presented possible promotion items. Discussion was held on additional activities with possible sponsorship packages.

Fall Arts Festival – Commissioner Bennett was absent from the meeting to give an update, but Commissioner Wimmer and Chair Vidal both attended the event so gave their impressions. Several attendees commented on the poster-sized Caregiver Checklist card displayed at the Volunteer Firefighters food both, however, none seemed to use the QR code to access the checklist, so perhaps QR codes are not effective on larger materials. Also, Commissioner Wimmer was present in the Children's Grove for several hours and did not see any attendees take

the Caregiver Checklist postcards that were left on a side table. It was noted the first day of the event was rain.

Library Display: **Commissioner McQuilkin** reported that the Public Messaging display at the Library covering defensible space was completed. She wanted to acknowledge Martin Brothers Supply in Tam Valley for their generous donation of mulch for the display.

Goals Update:

Speaker's Bureau: **Commissioner McQuilkin** invited Commissioners to attend Mill Valley City Council Candidate debate to be held in late October.

Neighborhood Association: **Administrative Assistant Wilson** received a request from a block party in November for emergency preparedness material.

Business Resiliency: **Fire Preparedness Consultant Lang** reported that the Essential Business for Disaster Resiliency (EBDR) was created over a year ago. She is working with businesses on Red Cross Rating Risk Assessment Program and employee plans. Second Workshop is scheduled for Friday, October 25 at Acqua Hotel with the focus on creating emergency plans for businesses.

Monthly Reports:

Finance Report: **Treasurer McQuilkin** reported the current balance is: \$4,253.

Meeting was **adjourned** at 9:05 PM **in Memory of Deborah Ross, Administrative Secretary to the Mill Valley Chief of Police.**

Next meeting, Thursday, November 14, 2013, 7:00 – 9:00 P.M., Mill Valley City Hall (Upstairs Conference Room).