CITY OF MILL VALLEY EMERGENCY PREPAREDNESS COMMISSION MEETING MINUTES December 12, 2013

Commissioners present: Ron Vidal, Chair, Michael Jacobs, Vice Chair: Commissioners Tiana Wimmer, Nancy McQuilkin, Trez Bennett and John Poulson. Absent: Kimberly Hobson. City Staff Present: Fire Chief Jeff Davidson, Battalion Chief Scott Barnes, 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 Commissioner McQuilkin and SECONDED by Commissioner Bennett to approve the October 10, 2013, EPC meeting minutes. The Motion was carried unanimously by a 6-0-1 vote, with Commissioners Hobson absent.

Chair Vidal reported on the following:

Reported on the three members' terms are expiring, and two incumbents are eligible to reapply, noting that two of the three vacant positions must be filed by individuals who live within the City limits of Mill Valley.

Chair Vidal thanked Commissioners and City Staff for their support and all that we provide for the Commission and community. He presented everyone a token of his appreciation, a copy of Steps, Lanes and Paths of Mill Valley by Robert Skip Sandberg.

City Staff Reports:

Fire Chief Davidson reported on the following:

- Tentative date is set for EPC Campout event, Saturday, June 7, 2014. This will also be the date for the 2014 Evacuation Exercise.
- Battalion Chief Barnes FireWise Program presentation reschedule to January meeting.
- Essential Business for Disaster Resiliency (EDRB) wrap-up meeting in January and with a report to be presented to Emergency Preparedness Commission, City Council and Disaster Council.
- New CERT Map now two divisions which are aligned with Fire Department response zones.
- Annual Report of EPC activities to City Council is scheduled for February 18, 2014 City Council meeting. Will follow same format and delivery as last year. Have meeting set with Chair Vidal to work on first draft.
- Joan Murray and City Clerk Rodgers talking about concept for "Volunteer" Day, more to follow.
- Brief overview of report for CAL-OES task force monitoring Tsunami debris flows and potential issues.

- EPC Vacancies: With three vacancies next year, Commissioner Wimmer will be termed out Commissioner McQuilkin has decided not to reapply and Commissioner Hobson has advised that she will be reapplying. Fire Chief Davidson thanked Commissioner's McQuilkin and Wimmer for their service.
- Fire Chief Davidson announced his pending retirement in 2014, date still to be determined. In appreciation for all the work that the EPC has done he has purchased a brick for the National Fire Fighters Memorial in Maryland.

Emergency Preparedness Consultant Lang reported on the following:

- Get Ready Five classes completed for 2013 with two classes in January, including one private school, Marin Horizon.
- Seven Get Ready classes offered with 54 residents attending (38 from Mill Valley; 23 from city limits); 4 classes taught in Mill Valley; 3 in county MV). Get Ready 5--For 2012-13 School year-346 5th grade students (204 students in City limits). Shen noted the flashing signage for classes helped. 2014 Get Ready classes available and are posted on City website.
- One CERT class taught in Mill Valley (October class was canceled, due to insufficient registrations); 14 graduates; 7 from within City limits. Total of 10 Mill Valley residents completed the CERT training this year throughout the county.
- Mill Valley School District hosted teacher training October 23rd at Strawberry Point Elementary School for First Aid and Search/Rescue.
- County-wide School District involving five schools held earthquake scenario drills in early November.
- Second school district training will be held in late January 2014.
- School District will be updating their Emergency Plan to make procedures and supply lists standardized across the District.
- County CERT will host Command Post training in Mill Valley on January 11th at the Mill Valley Golf Clubhouse.
- Looking at scheduling a Red Cross Shelter class for CERT in February and Disaster simulation in April/May.
- CERT New website: www.readymarin.org should launch towards the end of December and recently hired a promotion person to promote classes and new website. Will join ideas from there with EPC sub-committee on promotion of classes.

New Business:

Overview of FireWise Program--Rescheduled to January meeting.

<u>2014 Banner Schedule: Review and Discussion--Commissioner Wimmer</u> reviewed proposed 2014 Banner schedule for East Blithedale Avenue and Main Fire Station 7 locations, with banner requests to Department of Public Works for approval. **Chair Vidal** inquired about traffic counts for these locations. **Fire Chief Davidson** will obtain and also noted that he has had conversations with the Police Department on researching enhancement for the Main Station location as part of future Capital Improvement Projects.

<u>Corte Madera Community Resilience Workshop--Chair Vidal</u> and <u>Emergency Preparedness</u> Consultant Lang attended workshop with Twin Cities Disaster Preparedness Committee and Marin Medical Reserve Corps. Chair Vidal reported the focus of the workshop was on primary communication of "Who, What and Where" from community to Fire Department to EOC. The workshop provided a better understanding of response, communication and resources within the community.

<u>Grants Update and Opportunities</u>--Chair Vidal reported he currently working on two grants with Fire Department through FEMA. One grant with Mill Valley is for self-contained breathing apparatus and the one is with Southern Marin Fire for apparatus.

Old Business:

<u>Backyard Campout for Preparedness</u>--Vice Chair Jacobs and Fire Chief Davidson reported that they met with Director of Recreation Rogers. Scope of event is still in the planning stages. Thinking at this point is to combine it with the annual evacuation exercise. Instead of selecting a section of the community to participate, the entire community would be encouraged to camp out in their back yards to similate a disaster and enhance their preparedness. Looking at an additional event at the Community Center, which could be an overnight campout event with various activities around preparedness. Tentative date is scheduled for Saturday, June 7, 2014.

<u>Planning for upcoming Planning Session</u>--Chair Vidal and Fire Chief Davidson are looking at dates and location for February/Early March. The goal would be to have new Commissioners seated before conducting the planning session. Brainstorming topics and ideas will be placed on the January 2014 agenda in preparation for the planning session.

Goals Update:

<u>Speaker's Bureau</u>--Commissioner Poulson submitted a draft letter to Commission to send to organizations. Looking to send out letter in the New Year and will work with Fire Chief Davidson on edits and getting the list of groups to target.

Monthly Reports:

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

Meeting was adjourned at 9:00 PM.

Next meeting, Thursday, January 9, 2014, 7:00 – 9:00 P.M., Mill Valley City Hall (Upstairs Conference Room).