



**CITY OF MILL VALLEY
EMERGENCY PREPAREDNESS COMMISSION
MEETING MINUTES**

March 9, 2023
5:30 PM to 7:30 PM

Commissioners Present: Chair Christie Coleman, Commissioner Leah Curtis, Commissioner Commissioner Josh Galland, and Commissioner John Poulson.

Staff Attending: Deputy Fire Chief Tom Welch, Police Chief Rick Navarro, and Community Engagement Coordinator Michelle Terrell

The March EPC meeting was called to order at approximately 5:36 pm by Chair Christie Coleman

Public Comment: none

Approval of the February 2023 minutes: approved by Commissioner Leah Curtis and seconded by Commissioner John Poulson.

Old Business:

Annual report to council

On Monday, March 20 at 5:30, the EPC will address the city council with its annual report. Chair Coleman said she plans to deliver the report to the council. All commissioners are encouraged to attend.

Upcoming community outreach events

The commission will host several tabling event opportunities this year. The first large one is at the end of this month – Eggstravangza on March 25 at the Community Center. Commissioners Coleman and Poulson will join the Community Engagement Coordinator Michelle Terrell for the entirety of this event. Other commissioners are encouraged to attend.

The next scheduled tabling event is Sunday, April 23 at the community center (12:30-5:00). That is Earth Day. Commissioners Poulson and Lim have signed up for that event.

Subcommittee Structures

For two years, the EPC has had a subcommittee structure which typically had three commissioners dedicated to exploring a topic of interest. Each subcommittee was supposed to meet and bring information and findings to the commission. In October 2022, the commission reduced the number of committees to five: finance, community outreach, cyber preparedness, flooding and sea level rise, and equity. The subcommittees have not met during the past five months. The commission will discuss subcommittees at the April 2023 EPC meeting and if moving forward with this structure, it will revisit membership to each subcommittee.

New Business:

Evacuation drill in 2023

Mill Valley will hold its annual evacuation drill on Saturday, August 26 at the Mill Valley Golf Clubhouse parking lot at 10 am. MVPD Lieutenant Lindsay Haynes, Coordinator Terrell, and Commissioner Curtis in her SMFD role will help plan that. Commissioners are encouraged to participate in planning and on the day of the evacuation drill.

Budget and supplies

Terrell shared a copy of the 2022-23 budget, as well as a proposed budget increase for 2023-24. With a significant increase in tabling activities, the commission will need a greater budget for event supplies. Police Chief Rick Navarro asked that a letter accompanying the new budget request be submitted by the end of the month.

April meeting date

The April 13 EPC meeting occurs during the local school districts' Spring Break and the meeting needed to be rescheduled to assure a quorum. The commissioners chose Thursday, April 20 as the new meeting date for April.

Election of new EPC leadership

A new Chair and Vice Chair were to be elected by the commission, but there was a split vote between the four attending commissioners. Both Commissioner Curtis and Commissioner Poulson would like to be the next chair. Each was supported by one vote, making the vote 2-2. The elections have been postponed to the April 20 meeting.

Staff Reports:

Tom Welch, Mill Valley/SMFD Deputy Fire Chief

Chief Welch recommended the EPC seek to determine the baseline of preparedness in Mill Valley. Terrell will create and share a draft survey that the Commission can use. It can be distributed via MV Connect and tabling events.

Joint EOC training is coming up Monday, March 13 at the SMFD headquarters for city staff. This has been planned by Chief Welch, Lieutenant Haynes, and Mike McKinley in Sausalito.

Several days of stormy weather are anticipated with potential wind damage, including power outages and trees down. Flooding is less likely for Southern Marin with these storms. Our Swift Water Rescue teams have been activated for flood-prone areas in other parts of the state.

Rick Navarro, Mill Valley Police Chief

MVPD plans to hire several new officers this year, and promote a Sergeant to a Lieutenant position. The new Lieutenant, when selected, will support the EPC as well.

Michelle Terrell, Mill Valley Community Engagement Coordinator

The new flooding preparedness video is being pushed out this week.

Terrell continues to push out preparedness messaging on the EPC's Twitter and Facebook accounts. This past month, over 50 tweets and 15 Facebook posts pushed out information about winter storm preparedness, safety, training, earthquake safety, and signing up for alerts. She is working closely and in coordination with the public information officers at SMFD and the City of Mill Valley.

The emergency preparedness guide for employees working locally is available online and will be available in print soon; a preparedness guide for faith-based organizations will come by May. And a preparedness guide for business owners and organization leaders will be produced by the summer.

Leah Curtis, Neighborhood Response Group Coordinator

Curtis is providing Starter Go Bags to MLK Junior Academy and encourages commissioners to join her in this service opportunity to prepare these for the students.

The new Southern Marin NRG website is live at: southernmarinnrg.org

The Southern Marin NRG is using Joinable technology for communication with NRG members and the community.

In conjunction with Joinable and Ready Marin, the Southern Marin NRG will be encouraging neighbors to gather together this year. This neighbors knowing neighbors initiative will launch in Mill Valley in May. Commissioners are encouraged to participate in Mill Valley Neighborfest. The next CERT skills day is Saturday, March 25.

Commissioners Reports: none.

7:07 PM Adjournment