



Christmas Tree Hill Neighborhood Response Group Monthly Meeting - February 25, 2018

Meeting Minutes

ATTENDEES

Steering Committee Members:

Anita Bock, Nate Blomgren, Mark Levie, Mark Brooks, Mary Jane (MJ) Schramm

Block Captains:

Mark Brooks, Kevin Woodall, Lauren Berry, Mary Jane (MJ) Schramm, Nick Kenig

Volunteers and Guests:

Collin Woodall, Chris Heimbürger, Allen Williams, Jennifer Henerlan, Diane Rehn

STANDING AGENDA ITEMS

1. Sub-Committee Reports

Finance: Anita Bock reported the receipt of additional donations in the amount of \$197.50, and committed to including a financial report on donations and expenses with the monthly meeting agenda in the future. She acknowledged and thanked Lee and John Howard for obtaining and funding so many items through the Marin NRG, most recently vests for block captains.

Operations: Anita reported on recent meetings she attended on CTH NRG's behalf and shared resident focused fire prevention measures promoted by Central Marin Fire.

Communications: Simon Peel was unavailable to report.

Public Relations: David Kunhardt was unavailable to report.

Zone, Block and Situation Management: See below for drill details.

Incident Command: Mark Brooks and Nate Blomgren reported that after discussion and deliberation, in the absence of an incident command trailer, preliminary plans center on activating a virtual Incident Command Center via 2-way radio until such time as the disaster that necessitates IC activation is assessed and an appropriate IC location can be identified and set up. Ideally the ICC will have about 5 people staffing it (see the CTH NRG ER Plan for details) and because IC volunteers may not be available at the time of need the plan calls for identifying back-ups, so that people know who each IC role will devolve to if the first tier IC members are not available. Anita asked IC interested

volunteers to contact Nate and Mark at CTHNRG@gmail.com if they are interested in serving as IC members, and as BCs already have defined roles and responsibilities she encouraged people not already serving as BCs to consider volunteering for IC. New volunteer Chris Heimburger expressed interest.

Mark Brooks stressed that a functioning IC is heavily dependent on a sound 2-way radio communication system and that radio dead spots have to be identified and addressed as soon as possible. MJ Schramm inquired about the size of an IC trailer and a discussion followed about where such a trailer might be parked, should one be procured at a future date. Lacking a trailer, smaller pods could be established (like the one at the intersection of Marina Vista and Summit) and MJ offered to explore getting donated supplies.

2. Block Captain Progress Reports by Zone/Block

Z1-B1 Mark Levie: Mark has made contact with and received information forms from all but one neighbor with whom he has made written contact. He hopes to receive a response soon.

Z7-B2 Kevin Woodall: Kevin has made contact with all but one resident on his block, he left a package for this resident and hopes to receive a response soon. In addition, Kevin plans to deliver the information packets to the residents of Z7-B3, a block without a designated BC, which is greatly appreciated.

Z3-B3 Nick Kenig: Nick plans to start his outreach soon.

Z5-B4 Lauren Berry: Lauren reported that all but one of the residents in the block have responded and completed their resident information forms. Z5-B4 data has been entered into the data base. She left another package for the non-responsive resident and will attempt a face-to-face follow-up.

Z5-B8 MJ Schramm: MJ plans to start her outreach soon.

Z6-B__ (# to be determined): Al Williams, who resides at 218 Summit, attended the meeting and upon hearing that his block (either Z6 B5 or B2 – pending clarification) has no BC, volunteered to serve as the BC. Welcome to the team Al, and thank you!

Action Item: Anita will set Al up with all that he needs to get started, advise Scott Thorpe to make a change to the map, and coordinate with Scott to clarify which block Al will serve as BC for.

Z3-B3 David Kunhardt: David could not attend the meeting but sent his status report via email as follows: "I visited with four out of the six residences in Zone 3, Block 3, and have data back from three so far. I left a letter and form for the fifth, and the sixth is a vacant apt at #269 Morningside, which is for rent and being renovated. I will try to meet the woman ... at #267 Morningside, and also try to collect a form back from the household I spoke with at #259." David has entered his data into the data base.

Anita thanked the BCs for the great progress and invited them to take a BC vest, and additional signs and blood stop kits as needed.

Action Items: (1) BC's not at the meeting should please stop by Anita's house or Cinda's house as soon as possible to get a BC vest; (2) BCs not present at the meeting are invited to send their progress status reports to cthnrg@gmail.com.

Discussion and Action Items

3. Planning for March 11 Marin County-wide NRG Drill

On Cinda's behalf Anita outlined the basic drill format as follows:

The drill will start at 10:00 AM (the same time as all other Marin NRGs will start their drills) and involve 2 CTH blocks and their respective BCs. Mark Brooks and Nate will start the drill by activating IC at Corte Madera Town Hall and Mark will conduct a radio roll call. Cinda and Anita will join the IC team. All participating BCs are invited to join one of the two designated BCs to assist, learn and observe. The 2 designated BCs will receive a disaster scenario on the morning of the drill – one a fire, one an earthquake – and will then proceed, based on the scenario presented, to do a mock block assessment using the CTH NRG Assessment Tool (see the CTH NRG ER Plan – the assessment form is an attachment). One resident in each block will be asked to display a help sign and will be given a help scenario to share with the BC when the BC arrives to render assistance. BCs will coordinate with IC as needed and to render a final report, and IC will communicate with CERT (Community Emergency Response Team) as needed if/when an injury is reported.

CERT's role generally and in the drill was clarified. MJ briefed on the value of the 2-day CERT training which she completed and indicated that she would clarify with CERT how BCs who have CERT training should reconcile possibly conflicting duties.

Anita asked for 2 BCs to volunteer to serve as drill sites and Lauren Berry Z5-B4 and Nick Kenig Z2-B3 volunteered to do so. Grateful thanks to Lauren and Nick.

Z5-B4, Lauren's block, includes: 200, 209, 214, 217, 223, 231 Marina Vista Avenue and 41, 42, 57 Summit Drive.

Z2-B3, Nick's block, includes 101, 106, 109, 110 Crescent Road and 131 Edison Avenue.

Action Items: Anita will provide Lauren and Nick and the HELP sign residents with the scenarios in advance of the start of the drill and Cinda will determine which other BC are available to participate and assign participating BCs to one of the 2 drill blocks (reminding them to take their radios and a notebook), she will also coordinate with John and Lee of

Marin NRG. Mark and Nate will gather the supplies needed to set up IC. Lauren and Nick will prepare themselves for the drill and will reach out to Cinda and Anita as needed.

A general discussion followed regarding evacuations and the roles of first responders, and of the value and mechanics of drills. Nate reminded all that residents should be encouraged to be mindful of the fact that evacuation may have to be on foot so that cars do not block access for first responders or prevent other residents from evacuating. Mark Levie raised the value of the use of a drone (by a qualified pilot) to provide aerial views of the Hill in the event of a disaster. It was stressed that residents should not be advised on which route to use for evacuation—a determination that can only be made once the incident impact is known or predicted—but rather that they should be urged to become familiar with the fire roads, stairways, and all available evacuation routes nearest their residences.

Lauren requested that if possible a one-page response guide be prepared for BCs.

Action Item: Anita, Collin and Lauren will collaborate to prepare the requested guide prior to the drill.

4. Backpacks - Content and Purchase Recommendations

Recommended Back Pack Essentials

- Block captain vest (and helmet-not yet provided/available)
- Heavy duty gloves
- Latex gloves
- Dust mask(s)
- Water and energy bar(s)
- Clip board, notepad, marker and pen/pencil
- Block/hill map showing evacuation routes and resident data base print out (print and keep hard copy in back pack – update as needed)
- Impact assessment forms
- Emergency contact numbers
- 2-Way radio and spare batteries
- Cell phone and charger
- Flashlight / headlamp with spare batteries
- Hand crank radio
- Wrench for gas shut off
- Tape for cordoning off areas
- Duct tape
- Screwdriver and pocket knife or box-cutter
- Warm jacket
- Small first aid kit

Mark floated the idea of purchasing and stocking backpacks for BCs. In light of the fact that the CTH NRG lacks the necessary funds to provide fully stocked backpacks at this

time, Anita suggested that BCs purchase and stock their own back packs. The following websites offer suggestions for purchasing pre-stocked backpacks (there are many such sites – search “emergency backpack”):

<https://www.emergencykits.com>

<http://www.redcross.org/get-help/prepare-for-emergencies/be-red-cross-ready/get-a-kit>

<https://www.emergencykits.com/office-emergency-kits/team-leader-emergency-kit/>

<https://www.amazon.com/s/?ie=UTF8&keywords=emergency+backpack&tag>

<http://survivalistprep.com/best-bug-out-backpacks/>

Alternatively, using the list provided above, BCs can stock and pack their own backpacks.

5. Cell Phone Alert System

Collin Woodall explained the basics of setting up a cell phone alert group and sent out a text to the BCs. BCs are encouraged to explore how their cell phone group text alert system works and to enter the BCs cell phone numbers, and Cinda and Anita’s cell phone numbers, into their text group.

There are YouTube how to videos available, see for example:

<https://www.youtube.com/watch?v=tSWCs1TuEZI>

IMPORTANT REMINDER: PLEASE SIGN UP FOR ALERTS

Marin.org alerts:

<https://www.marinsheriff.org/services/emergency-services/alert-marin>

Nixle alerts:

<https://local.nixle.com/city/ca/>

There being no further business, the CTH NRG monthly meeting adjourned at 5:20 PM.