



**Christmas Tree Hill (CTH) Neighborhood Response Group (NRG)
Steering Committee
11/05/17 Meeting Minutes**

Attendees*: Cinda van Lierop*, Mark Brooks*, Ryan Daugherty*, Scott Thorpe*, Simon Peel, Anita Bock*, Elizabeth D'Orazio*, MJ Schramm*, Nate Blomgren*, Lynn Murray, Mark Levie, Jay Rasin-Waters, Soren Jensen, Rob Goldman (guest from Hidden Valley NRG), Kevin Woodall (by phone)

1. Next steps for emergency response implementation:

- **Incident Command:** The Incident Command Center (ICC) location will be determined by the nature and location of the emergency, e.g., if a wildfire is coming over the crest of the hill, the best location may be at bottom or off the hill. Depending on the threat level, Incident Command may be “virtual”, i.e., IC and Block Captains may only be in touch via 2-way radio.

Preliminary physical ICC locations:

- **Top of the hill** at Mark Brook’s home: **409 Summit Drive**
- **Middle of the hill** at Anita Bock’s home: **200 Marina Vista Avenue**
- **Bottom of the hill** at Cinda van Lierop’s home: **255 Corte Madera Ave.**
- **Website and Database:** A website and a database for resident information are under development. The database will be compiled and managed by a member of the Steering Committee, the data will be accessible to Incident Command members, and printed copies of each block will be distributed periodically to Block Captains. SC and Block Captains will be required to sign a non-disclosure agreement so that residents are assured of confidentiality.
- **Apartment Buildings:** The apartment buildings at the bottom of CTH will not be included in the NRG initiative at this time. Once the CTH NRG is more fully established, and better resourced, apartment building landlords will be approached to gauge their interest in participation. AirBnBs/VRBOs resident preparedness should be addressed on a case-by-case basis between Block Captains and landlords by, for example, suggesting that an emergency response information binder that includes evacuation plans and routes be placed in the rental.
- **Zones and Blocks:** NRG Map Revisions were discussed and Scott Thorpe made changes to block boundaries as necessary and requested. A revised map is included below.

* SC: Steering Committee Members

- **Upcoming events and dates to take note of:**
 - Block Captain radio handling practice:
3:30 to 4:00 pm on Sunday, 12/17 @ Corte Madera Town Hall.
 - CTH NRG Steering Committee meeting:
4:00 to 5:00 pm on Sunday, 12/17 @ CM Town Hall.
 - CTH NRG will participate in the next Daylight Savings Time drill: **9:00 to 11:00 am on Sunday, March 11th**
 - Public Forum with Central Marin Police and Fire Chiefs and the Office of Emergency Services.
Topic: to address questions about emergency planning and a live demonstration of the AlertMarin notification system that will reach all registered residents on Christmas Tree Hill.
Register your contact information at: www.alertmarin.org. **Thursday, 12/7 @ CM Community Center at 6:00pm.**

2. Steering Committee discussion of membership obligations:

All agreed that in that (1) the SC is the core group of decision makers that are accountable for the success of the NRG, (2) time is of the essence to get the NRG fully functional, and (3) the SC has an obligation to the residents of CTH, that therefore SC Members will be considered to have resigned from the SC if they miss three consecutive meetings.

3. Hill Dwellers Association collaboration:

After discussion and consideration of the best collaborative partnership options between the CTH Hill Dwellers Association and the NRG the SC decided that each group would be best served by remaining independent entities that are closely allied on the issue of emergency preparedness. Both groups share a common mission and purpose and will collaborate closely in service to the residents of CTH. The NRG has a narrow agenda, a well-defined structure, and a leadership group that wishes to remain focused on emergency preparedness and response. Both organizations are, however, desirous of partnering closely on issues relating to health and safety on CTH and to this end there will be an informal meet and greet on **Thursday, November 16, at 7 pm at the Corte Madera Community Center**, at which time both organizations will provide updates on their recent activities, and discuss collaboration in greater detail.

4. Budget, grant, and donations

- At this point we have had one donation, with a corporate matching made to CTH NRG.
- Radios were obtained, with much gratitude, through a grant from the Corte Madera Community Foundation Emergency Preparedness Fund (CMFEPF)
- Donations to the CTH NRG may be made via check or online to the Corte Madera Community Foundation, a 501(c)3 non-profit charitable foundation which makes donations tax-deductible.
Please designate **CMEPF CTH NRG** on the memo line of the check and mail to:

CMCF PO Box 7109, Corte Madera, CA 94976.

Or use PayPal online:

http://www.cortemaderacommunityfoundation.org/cortemaderacommunityfoundation/DONATE_NOW.html

5. Discussion and updates on open action items:

- Emergency supplies to stage on the Hill: pods and trailers will be explored
- Block captain equipment is needed
- Fund raising ideas are invited: ideas floated include envelopes for donations during holidays/year-end (donors may consider whether corporate matching is available), assembling survival kits and selling them, etc.