

Christmas Tree Hill (CTH) Neighborhood Response Group (NRG) Steering  
Committee  
8/27/17 Steering Committee (SC) Meeting Minutes

Attendees\*: Cinda van Lierop\*, Nate Blomgren\*, Lee Howard, John Howard, Mark Brooks\*, Mary Jane Schramm\*, Simon Peel, Anita Bock\*, Elizabeth D’Orazio\*, Nick Kenig\*, Gillian Manning, Collin Woodall, Kevin Woodall, David Kunhardt\*, Fire Battalion Chief Don Stasiowski

Agenda

1. Finalize the geographic limits of Christmas Tree Hill and discussion of neighboring areas (Jana’s neighborhood to south and Larkspur side of Christmas Tree Hill)
  - a. The group revisited and generally agreed upon the proposed geographic boundaries of CTH as being all homes on the west side of Corte Madera Ave from 381 (southern boundary) up to Magnolia Ave at Park Way in Larkspur (northern boundary), and all homes west up the hill to the top of Summit Drive. The goal is to finalize these boundaries at the next SC meeting.
  - b. John will follow up with organizers for “North CTH” (the hill which falls in Larkspur) to arrange an All Residents meeting to initiate the formation of an NRG. Request was made for John to be put in touch with anyone who knows a resident in that area (Lark Ct., Wiltshire Ave, Ardmore & Upper Ardmore Rds., Chevy Chase Ct, and Marina Vista) to assess their interest in participating.
  - c. Discussion around whether the large apartment buildings which open onto Corte Madera Avenue (such as 37, 31, 231, 239) should be included in the CTH NRG and/or whether each building should have its own “Captain” which would coordinate its residents. This issue will be deferred to a later meeting.
2. Review map of “blocks” and concept of zones on the hill
  - a. Much appreciation for Scott and Anita who studied and carefully divided the CTH map up into 38 clusters of approximately 5-10 houses for a block captain to coordinate in the event of an emergency. Geographic feasibility was taken into account, including where the most accessible entrance was located, as well as the steepness of the hillside being covered.
  - b. The concept of zones, in addition to blocks, was presented as advantageous to the CTH NRG’s ability to best manage an emergency/disaster. The concept was well received and unanimously adopted. Discussion took place regarding the optimum number of zones and after input from members who reside in proposed zones 4 and 5 (both during and after the meeting) the decision was made to increase the number of zones from 5 to 7. Current Zones 5 and 4 will be revised by further dividing each zone into two zones and a map reflecting the

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\* SC: Steering Committee Members

revised zones will be distributed at the next NRG for discussion and final adoption.

- c. The Roles & Responsibilities of Block Captains was created by Anita and finalized at this meeting. This document as well as forthcoming information will be distributed to the identified Block Captains. If you or one of your neighbors is interested in volunteering and/or learning more about these important roles, please contact [cinda\\_vanlierop@yahoo.com](mailto:cinda_vanlierop@yahoo.com) or [anitambock@gmail.com](mailto:anitambock@gmail.com).
3. Alarm/alert and function of radios on the hill update
    - a. Cinda, Anita, and David attended the July 18<sup>th</sup> Corte Madera Town Council meeting to initiate discussion of the town alarm/siren. Todd Cusimano, Corte Madera Town Manager, has agreed to meet with a small focus group in next couple weeks to discuss options and issues for reinstating the town alarm/siren. Cinda will report back to SC at the next meeting on outcome and decisions.
    - b. John, Skip Fernandez, Scott, and Nate will coordinate the testing of the radios on CTH. John stated Midland GTX 10000 Series are \$70 for a set of 2. *Post meeting note: radios were tested on 9/9 and there was clear reception at nearly every spot tested on the hill. It appears that these radios, if budget is secured, will be suitable for block captains to use.*
  4. Disseminating information for CTH and need for website
    - a. The SC identified the need for a simple website where our CTH NRG documents could be posted. He will report back to the SC at the next meeting. The goal is to have a central repository for NRG documents (e.g.: meeting minutes, position papers, etc.), maps, and checklists that are accessible to all residents. Nick kindly volunteered to research possible websites for use.
    - b. Anita is compiling and creating documents for training of the Block Captains as well as the Emergency Response plan.
    - c. Mary Jane is gathering cost estimate for producing a pocket-sized guide for important Block Captain information.
    - d. Documents to be made available to residents of CTH will include the following and will be gathered and posted on the upcoming website:
      - i. CTH position paper on wildfire
      - ii. CTH map with escape routes including fire roads, trails, easements, stairs
      - iii. CTH emergency preparedness checklists for: 1) home - shelter in place 3-5 days; 2) Grab and go; 3) Keep in car kit
      - iv. CTH advice for family planning of meeting points - assume no phone/computer connections, assume roads and bridges will be damaged, where will you meet loved ones?
  5. Emergency shut off valves

This issue was again raised during this meeting, as well as the last one. *Post meeting note: Collin and Kevin Woodall had an Earthquake Shut-off Valve (brand: Little Firefighter) installed by Charlie Miner with C.M. Plumbing several years ago, the cost was \$200-\$300.*

Next CTH Steering Committee meeting will be Sunday, September 24th 4-5pm, Corte Madera Town Hall.

Action Items:

1. Elizabeth and Cinda will reach out to neighbor on Lark Court and connect them with John Howard re: the efforts to organize an All Residents meeting for North (Larkspur) CTH.
2. Cinda will report back to SC at the next meeting on outcome and decisions from meeting with Todd Cusimano re: alarm/alert issue.
3. John, Skip, Scott, and Nate will coordinate the testing of the radios on CTH.  
*PMN: Completed.*
4. Nick will look into what it would take to set up a simple CTH NRG website.
5. Anita is compiling and creating documents for training of the Block Captains as well as the Emergency Response plan.
6. Mary Jane is gathering cost estimate for producing a pocket-sized guide for important Block Captain information.