

Christmas Tree Hill (CTH) Neighborhood Response Group (NRG) Steering Committee 9/24/17 Steering Committee (SC) Meeting Minutes

Attendees[†]: Cinda van Lierop*, Mark Brooks*, Ryan Daugherty*, Scott Thorpe*, Simon Peel, Anita Bock*, Gillian Manning, Collin Woodall, Kevin Woodall, David Kunhardt*, Jay Rasin-Waters, Jana Haehl

Agenda

1. CTH NRG boundary map and Block Captain defined areas and zones
 - a. The boundary map was reviewed and it was agreed that this will be a “living document” which will be modified as needed to reconfigure blocks to accommodate the need for Block Captain coverage.
 - b. There are now 7 zones (increased from 5 at the last meeting) and the blocks were made smaller to accommodate steepness of the hillsides and access to main entries, etc. The numbering was changed so the first number is the zone and the second references the block, e.g.: 7-1 (zone 7-block 1). In general, the higher zone numbers are higher up the Hill and present greater complexity for evacuation.
2. Upcoming events: NRG meetings, Block Captain training, NRG drills:
 - a. **Sun, Nov. 5th, 3-4p**: Block Captain training, followed by the CTH NRG SC meeting from **4-5pm** at CM Town Hall.
 - b. **Sun, Nov. 19th, 4-5:30pm**: All NRG Steering Committees Meeting at the Corte Madera Community Center. This will be a gathering of all the NRGs to brainstorm best practices and break into groups to discuss common issues and solutions; also we will have representation by the Police, Fire, and Office of Emergency Services to answer questions and discuss the most effective ways of working together with our NRGs.
 - c. **Sun, Dec 16th, 4-5pm**: CTH NRG SC, CM Town Hall.
 - d. Starting in January, CTH NRG SC meeting on the 4th Sunday of the month, 4-5pm at CM Town Hall, unless otherwise agreed and notified: **1/29, 2/25, 3/25**, etc.
3. Update on meeting 9/20 with CM Town, Police & Fire Chiefs and collaboration with our NRG
 - a. The Office of Emergency Services (OES) will collaborate with our NRG to test the Reverse 911 and AlertMarin.org notification systems. Both systems will be used during an emergency to provide detailed information to residents in specific neighborhoods and/or blocks.
 - b. Cinda will follow up with OES regarding the date of this communication drill, and the NRG will provide reminders to CTH residents to register their contact information with AlertMarin.org in advance of the drill.
 - c. Todd Cusimano would like to collaborate with the CTH NRG and others to have “Table Top” discussions where we take an emergency scenario and discuss what all the different players will do (fire, police, OES, NRG Block Captains/Incident Command, CERT). This would ideally be with several NRGs that have similar risks, such as CTH and the other hillside NRGs (Madrone Canyon, Blue Rock, etc.). Cinda will coordinate with Todd to arrange the Table Top discussion during an upcoming SC meeting and invite other NRGs to attend.
4. CTH NRG Budget/funding needs and upcoming community events
 - a. There is a small amount of funding available to NRGs through the Corte Madera Community Foundation Emergency Preparedness Fund[†], however an application must be completed and our NRG must show that we have raised funds on our own to start.
 - b. Ideas for fund raising would be to approach residents, especially as the year draws to a close, about donating to our cause. If a tax deductible receipt is needed the donation could be made to the Corte Madera Community Foundation with a note saying the funds are to be used for the CTH NRG.
http://www.cortemaderacommunityfoundation.org/cortemaderacommunityfoundation/DONATE_NOW.html
 - c. Dan Reese invited us to set up at table at the CM Fire Station Open House & Family day on Sun., Oct 14th from 10a-2pm. Cinda sent out a volunteer sign up sheet for the event. Scott will produce 2 CTH NRG signs for this and future events.
 - d. We are approaching the CM Beautification Committee to see if there is any last minute spot where we can set up an info table at the Oktoberfest on Sun., Oct 14th 12-5pm. Cinda will inform the group and ask for volunteers for this event if we can get a spot.

* SC: Steering Committee Members

† <http://www.cortemaderacommunityfoundation.org/cortemaderacommunityfoundation/CMEPFund.html>

- e. Please direct all fund raising ideas, no matter how small or large, to Cinda at cthnrg@gmail.com
5. CTH Hilldwellers Association will be holding a meeting on Monday, October 2nd to elect new board members. David Kunhardt will provide further information.
6. Block Captain training materials and packets to be provided to residents
 - a. Training materials are being developed by Anita for the training 11/5. At this training we will provide each Block Captain (BC) with Stop Bleeding Kits to distribute to each home in their Block, in addition to a CTH Zone/block map and other useful information.
7. Tasks being covered by volunteers; with much gratitude from the group!
 - a. Mark Brooks volunteered to lead the effort to determine where to place supply pods on the hill and what to stock in them.
 - b. Simon Peel and Nick Kenig will work on getting a website established for CTH NRG.
 - c. Scott Thorpe will reorient the CTH NRG map with CM Ave at the bottom and send to Cinda; also Scott will print 2 signs with the CTH NRG logo for use at info tables and events.
 - d. Anita is developing the training materials for Block Captains on 11/5.

Action Items:

1. Nick and Simon will look into what it would take to set up a simple CTH NRG website.
2. Anita is compiling and creating documents for training of the Block Captains as well as the Emergency Response plan.
3. Mary Jane is gathering cost estimate for producing a pocket-sized guide for important Block Captain information. *Post meeting note: received 9/26.*
4. Cinda will coordinate with Todd to arrange the Table Top discussion during an upcoming SC meeting and invite other NRGs to attend.
5. Cinda will follow up with OES regarding the date of the Reverse 911 and AlertMarin.org communication drill, and the NRG will provide reminders to CTH residents to register their contact information with AlertMarin.org in advance of the drill.