



**Christmas Tree Hill (CTH) Neighborhood Response Group (NRG)  
Steering Committee  
12/17/17 Meeting Minutes**

Attendees\* : Cinda van Lierop\*, Simon Peel (BC), Nate Blomgren\*, Mark Levie (BC), Jay Rasin-Waters, Ann Shores, Brad Johnson (BC), Jacques Yenni, David Kunhardt\* (BC), Collin Woodall, Kevin Woodall (BC), Gayle Burns, Werner Maassen, Beth O'Neill (newest BC!)

**Early communication steps RIGHT NOW if there is cause for alarm in our neighborhood**

- Charge radios periodically (once a month), but do not leave radios in the charger for extended periods of time
- In the event of an earthquake, fire, smoke, or sirens, block captains should immediately turn on their radios, tuned to channel 21, and reach out to the other block captains to share information.
- You may also check your 1330 AM radio (alternatively 740 or 810 AM), TV channels 5 (KPIX) or 2 (KTVU), or if you have internet access check <https://www.marinsheriff.org/services/emergency-services/current-emergency-info>

**Early communication steps IN THE FUTURE if there is cause for alarm in our neighborhood**

- The group discussed the usefulness of having access to bull horns with sirens. This is an item that could be useful in pods that we plan to place on the Hill. A block captain could then access the bullhorn and alert neighbors in the case of an emergency. Estimated cost per [bullhorn](#) is approximately \$30.

**Budget and fund raising ideas**

- Mark Levie volunteered to draft a letter to send out to all residents describing the NRG program and provide the information for making donations. *Post meeting note: Mark provided letter and Cinda emailed to NRG email list and Next Door on 12/27/17.*
- Funds will be used for purchase of supplies such as the bullhorns and pod equipment, as well as the printing costs for the Help/OK signs and other materials to distribute to neighbors via block captains.

**Radio drill practice & training**

- Ann Shores (HAM Radio Operator) provided tips for effectively communicating using a 2-way radio (see attached).

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\* SC: Steering Committee Members; BC: Block Captain

- Tips: be sure you are on channel 21; check for low or dead battery; make sure the volume is turned up; release the 'Push to Talk' button after speaking; always keep 4 extra AA batteries.

### **Plans for 2018**

- The NRG will focus on block captain recruitment.
- CTH NRG will participate in the Spring Daylight Savings NRG drill on Sunday, 3/11/18 from 9am-11am.
- Current block captains will focus on conducting meetings with their neighbors to inform and ready neighbors for emergencies as well as drill on Sunday, 3/21/18.
- Organize and conduct fire department evacuation drill, if possible with test of the AlertMarin.org notification system to CTH residents.

2018 CTH NRG meetings, unless otherwise notified, will be on 4<sup>th</sup> Sunday of the month at Corte Madera Town Hall.

### **Plans for 1/28/18 meeting will include:**

1. Update from captains on efforts to ready their blocks
2. Break out into zones for brainstorming on getting the word out about NRG
3. Discussion and updates on:
  - Website status
  - Budget update and plans to procure emergency supplies to stage on the Hill: pods, trailers; idea of approaching church or aikido studio to be supply storage location
  - Fund raising ideas
  - Efforts to get the County to test their Alert Marin system, which sends alerts to cell phone numbers that are registered with Alert Marin

## Tips for using FRS/GMRS Walkie-Talkies NRG Program

- Face towards your Incident Command so your body is not blocking the signal.
- Hold radio vertically and talk across, not into the mic.
- Keep calm, and keep your voice calm, even if you are not. Use clear, plain language and a normal tone. Shouting into the microphone, even when you are in a noisy environment, only distorts the signal.
- Walkie-talkies are not like a phone. You cannot hear others when you are sending, and vice-versa.

### SENDING

- Think First of what you wish to say in short, clear sentences. Think “WHO, WHAT, WHERE, WHY, WHEN.”
- Push transmit button, count one second and then begin talking.
- State the name or unit you are trying to reach (for example, Incident Command or ‘IC’).
- Identify yourself by your block. Say “Over.”
- Count one second and release the transmit button.
- **Example: “IC, this is Block Captain 13, over.”** Incident Command will respond **“Block Captain 13, this is IC, go ahead.”**
- Only after you are recognized should you send your message, starting with **“IC, this is Block Captain 13 ...”** and ending with **“Over.”**
- After IC acknowledges receipt of your message say **“IC, Block Captain 13 Out.”**
- Note that it is the sender who declares the message complete by saying “Out.”

### TROUBLESHOOTING

- Make sure you are on agreed-upon channel 21.
- Check for low or dead battery.
- Make sure volume is turned up.

### TIPS

There are many radios assigned to members of your NRG. Sometimes you will not receive an immediate response to your initial call. Please respect the hectic nature of what’s going on at your Incident Command where you may be only one of many trying to communicate.

If you have an emergency that is clearly more important than the call in progress, but only then, you may wait for a break in traffic and transmit “**Urgent**” or “**Emergency.**”

(“Urgent” means time-sensitive but not life-or-death; “Emergency” means minutes may count.) Wait until IC comes back with **“Urgent traffic go ahead.”** Carry out your message as above.

**Always carry extra batteries!**