



**Christmas Tree Hill (CTH) Neighborhood Response Group (NRG)
Steering Committee
1/28/17 Meeting Minutes**

ATTENDEES

Steering Committee Members:

Cinda van Lierop, Anita Bock, Nate Blomgren, David Kunhardt

Block Captains:

Mark Brooks, Brad Johnson, Collin and Kevin Woodall

Volunteers and Guests:

Ann Shores, Jean Schulz, Jordan Rinker, Mary Jones, Regina Chandler,
Victor Chandler, Maureen O'Rorke

I. ACTION ITEMS

Steering Committee (SC) Organization and Structure

- 1. Chair and Vice-Chair:** The SC affirmed the appointment of Cinda van Lierop as Chair and Anita Bock as Vice-Chair for terms of two years respectively, commencing on January 28, 2018. Chair and vice-chair terms are subject to change by the SC.
- 2. Sub-Committees:** The SC approved the formation of the following 6 Sub-Committees that will have primary responsibility for moving SC approved projects and tasks forward in consultation with and under the SC's direction as needed. The chairpersons of each sub-committee will be responsible for reporting status updates to the SC at the monthly meetings or via email on an interim basis as the need arises. All SC members, Block Captains, and volunteers are encouraged to join one or more sub-committees promptly by making a selection and sending it to:
CTHNRG@gmail.com

Finance: Budgeting, fundraising, procurement, and related matters
Anita Bock (Acting Chair), Lauren Berry, all SC members serve on this sub-committee.

Communications & Public Relations:

- a) Newsletters, flyers, website development and maintenance, 2-way radio training and protocols, and related matters.

Scott Thorpe (Co-Chair), Simon Peele

b) Community relations, attendance at community meetings, liaison with officials and first responder leadership, media relations, and related matters

David Kunhardt (Co-Chair)

Operations: Policy & procedure development, manuals, training and training materials, resource materials, maintenance of the ER Plan, meeting minutes, and related matters

Anita Bock (Acting Chair)

Zone, Block & Situation Management: Zone coordinator and block captain recruitment, coordination and support, liaison to other NRGs for best practices and lessons learned

Cinda van Lierop (Acting Chair), Anita Bock, all Block Captains serve on this sub-committee.

Medical Team: CERT coordination, Medical Team recruitment and coordination, and related matters.

No chair at this time, Jordon Schultz, MD, Regina Chandler, MD

Incident Command Management and Drill Readiness: Preparing for and coordinating IC drill participation, activating Incident Command when the need arises, and handling IC set-up and operations as outlined in the CTH NRG ER Plan.

Mark Brooks (Chair), Nate Blomgren, all SC Members serve on this sub-committee.

3. **Executive Committee:** The SC affirmed the formation of an Executive Committee—comprised of the Chair, Vice-Chair, and Sub-Committee Chairpersons—to handle such day-to-day business affairs of the CTH NRG as may arise. All actions taken by the Executive Committee will be reported to the full SC at monthly meetings or will be reflected in the monthly meeting minutes.

II. DISCUSSION ITEMS

1. **Block Captain (BC) Progress Reports:** 9 BCs provided updates as follows: 3 have not yet commenced contacting residents in their assigned block and 6 have either starting making contact with assigned residents in their blocks or have substantially completed contact and received completed resident information forms. **BCs present agreed to set as a goal contact with all residents in assigned blocks—either in-person or via form letter (as provided)—by February 24, 2018**, prior to the next NRG SC meeting and in preparation for the drill on March 11, 2018.

- 2. Resident Information Database Development:** Anita Bock created an Excel spreadsheet to capture resident information provided to BCs which she will send to all BCs as a template. How the individual BC data bases will be stored on the website in a password protected manner and so made available to BCs, SC and IC members remains to be resolved.

Action item: Anita will email a database Excel spreadsheet template to all BCs and once completed the BCs should return the spreadsheets to Anita for consolidation into one workbook with each blocks' information on a separate worksheet. Anita will work with Simon Peel and Collin Woodall to explore the best way to post the spreadsheets on a password protected portion of the website so that BCs, SC members, and IC members will have ready access to them.

- 3. Alert Marin Testing Progress and Next Steps:** The Central Marin Fire Department will be conducting a physical evacuation drill in Chapman Park, in partnership with AlertMarin who will provide live alert notification, this spring. Due to limited resources the Fire Department does not plan to include CTH in the physical drill.

Action item: Cinda will contact the Chapman Park NRG to see if some level of collaboration and participation by CTH NRG is possible. Failing which representatives from Chapman Park NRG will be invited to attend a CTH NRG meeting to share best practices and lessons learned.

- 4. PG&E Underground Utility Placement:** Maureen O'Rorke, a CTH resident, is forming a group of interested CTH residents who plan to research what it will take to get PG&E to move all or part of CTH utilities underground and to advocate for such a project. Ms. O'Rorke inquired as to the CTH NRG's interest in the issue. In that utility placement is a safety-related issue the SC invited Ms. O'Rorke to keep the CTH NRG apprised of the group's progress and to report back at a future date. It was suggested to Ms. Rorke that the issue might best be brought to the Town Council at one of their upcoming meetings.

- 5. CTH NRG BC Drill on March 11, 2018:** As there was insufficient time to discuss the details and mechanics of the planned CTH NRG BC drill, this item was deferred to the February meeting.

Action item: Cinda, as acting chair of the Zone, Block & Situation Management Sub-Committee, will flesh out the details of the planned drill and, working with the BCs on the sub-committee, will provide specific details at the February meeting with regard to the mechanics of planned drill and required participation by BCs and SCs. Roles and responsibilities will be assigned at the February meeting.