



## CHRISTMAS TREE HILL NRG

[www.cthnrg.org](http://www.cthnrg.org) / [cthnrg@gmail.com](mailto:cthnrg@gmail.com)

### MONTHLY MEETING MINUTES

Sunday, February 27, 2022

**Attending:** Beth O'Neill, Debra Sartell, Conor Granahan, Stephen Kaplan, Cynthia England, Jean Shultz, Ken Ishiguro, Connor Turnbull, Harriet Mather, Collin & Kevin Woodall, Cinda van Lierop, Nate Blomgren, Rebecca Shunk, Ann Bentley, Soren Jensen, Linda Meier, Elizabeth D-Orazio, Anita Bock

**The chair called the Zoom meeting to order at 4:05 PM and welcomed those attending.**

1. The Team welcomed new Zone 1 Block 7 Captains doctors Suhail Chaudry and Harriet Mather who live at 311 Redwood. Harriet shared with the Team that they are originally from the UK and have been in the US for about 6 years and she expressed their pleasure at joining the team.

**Action item:** An updated contact list, radio call sign list, and revised radio schedule that includes Harriet and Suhail is attached. Please print the contact list and radio call sign list and place them in your clipboards.

2. **Generator and Emergency Lights Replacement:** Cinda updated the team on the status of the replacement of the CTH NRG generator and emergency lights stolen along with the Menke Park trailer. She reported that she filed a grant request in the amount of \$1,242.14 with the Corte Madera Community Foundation and that funding to replace the stolen items was granted. She and Anita are working on ordering a light-weight and quieter generator, emergency lights, and an extension cord. Anita recommends that a canopy be purchased with any remaining funds after the generator and lights are purchased.

**Action item:** Cinda and Anita will finalize procurement of the generator, extension cord, lights and canopy.

3. **Trailer Replacement:** Anita updated the Team on plans to replace the trailer itself with a trailer that used to be located at Tamal Ridge. She is in discussion with the Community Foundation and the Central Marin NRG Advisory Committee regarding details and will keep the team posted regarding when the trailer will arrive and where the replacement trailer will be located. She conveyed CTH NRG's appreciation to the Community Foundation and the Central Marin NRG for their ongoing support and financial assistance.

**Action item:** Anita will meet with the people working on the trailer replacement and seek funding/support for the replacement of the medical/first-aid supplies that were in the Menke Park trailer when it was stolen.

4. **Updated Data Base:** An updated Data Base Spreadsheet has been posted to the CTH NRG website. All information received during the November 2021 outreach initiative has been added.

**Action item/request:** Please review your zone/block's information and let Anita know if you have additional information or edits. Be reminded that access to the confidential data base spreadsheet is password protected. If you have forgotten or have not received the password please email us at [cthnrg@gmail.com](mailto:cthnrg@gmail.com).

- 5. Training:** Another Block Captain (1 hour) and Incident Command (1 hour) training will take place back-to-back via zoom in March, at a date and time to be determined. Block Captains that have not attended training are strongly encouraged to participate. A calendar invitation will go out shortly.

**Action item:** Please RSVP promptly when you receive the training invitation.

- 6. May 15<sup>th</sup> Resident Meet & Greet event planning update:** The following agencies/entities have accepted our invitation to participate in the May event: Central Marin Police Authority, Central Marin Fire Department and Marin CERT. We are waiting to hear from FireSafe Marin. A permit to use Menke Park is pending approval and the Town of Corte Madera has waived the permitting fee and insurance requirement. Linda is working on trying to recruit some teens to conduct a preparedness activity for children. Cinda indicated that she is available to join the CERT representatives in promoting CERT training at the event. **The next event planning meeting is on March 14<sup>th</sup> @ 6:00 PM** at which time assignments will be made to handle the various displays along with other set-up tasks.

**Action Item / Request:** For planning purposes it is vitally important to have an accurate participation count. BCs and ZCs who have not yet provided their participation status should please do so promptly so that task assignments can be made at the event planning meeting on March 14<sup>th</sup>. Please accept (or decline) the calendar invitation or send an email to [cthnrg@gmail.com](mailto:cthnrg@gmail.com). If you have teens that might be willing to help organize the children's event please let Linda know.

**Collaboration with Neighboring NRG:** Anita briefed the team that she shared the planned event with Amy Glenn and John Lister of Upper Chapman NRG when she explored the possibility of moving the Bread & Roses trailer to Menke Park for the event (before she knew about the plans for a replacement trailer). During her conversation with them, they expressed interest in having Upper Chapman NRG participate in the event. As a key neighboring NRG and as the organizer of Chapman Node, which CTH NRG is a part of, she encouraged approval of having them join us at the event. After discussion, the Team approved formally inviting them. If they do participate the trailer will not move and they will have their own resident sign-up station in the Bread & Roses parking lot, thereafter their participating residents can come over to Menke Park. Without objection the Team approved covering the small added cost of extra coffee and doughnuts.

- 7. March 13<sup>th</sup> Radio Exercise:** Given that March 13<sup>th</sup> (daylight savings day) is the NRG drill date and as we are hosting a May 15<sup>th</sup> resident meet and greet in lieu of a March drill, Anita asked the team if there a desire for / agreement to conduct a one-hour radio exercise on NRG drill day. After discussion, the team unanimously approved moving forward with a radio exercise on March 13<sup>th</sup>.

After weighing various options, **the time selected for the March 13<sup>th</sup> radio exercise is from 4:00 to 5:00 PM.** To maximize practice opportunities the format agreed to will require that each Zone Coordinator handle their own zone's roll call and request for block assessments, starting

with Zone 7 and ending with Zone 1. Designated scribes will record each ZC and BC's responses so as to provide post-exercise feedback.

**Action Items:**

- PLEASE RSVP promptly for the exercise to facilitate planning;
- Anita will distribute basic exercise details within the next week;
- **Note**, to simulate real-world disaster conditions the detailed scenario on which ZCs and BCs will radio in assessment reports will only be sent to each BC and ZC participating at 3:00 PM on the day of the exercise, giving participants 1 hour to review the scenario and plan their report / radio communication.

**8. New/Other business:**

- Beth reported that Cheryl Kosmas has resigned as a Zone 4 BC. She welcomes any replacement leads.
- Jean asked for clarification on what is expected of members of the CTH NRG medical team. She issued an invitation to join the medical team to a nurse in her block who asked what is involved.

**The requested clarification is hereby provided:**

All that is required of medical professionals that agree to be listed as part of the CTH NRG Medical Team is that they:

- Provide their contact information;
- List their specific medical background/credentials/specialty; and
- Agree to respond to a designated first aid station—set up in a CTH location to be determined in the wake of a non-wildfire disaster—when called upon to do so, only once they and their family's safety is secure and only if they are not needed at the medical facility they work at/for.

Attendance at meetings is not required. Medical team members are, however, always invited to meetings and drills, should they wish to participate.

Post meeting update: Linda suggested that medical team members should receive clarification about CTH NRG communication protocols with CERT and other key disaster response partners. This will be prepared and provided to them.

**The meeting adjourned at 4:50 PM.**

**REMINDERS:**

- Sunday, March 13<sup>th</sup> - Radio Exercise 4:00–5:00 PM
- Monday, March 14<sup>th</sup> – Event Planning Group Meeting @ 6:00 PM via Zoom
- Next meeting date: Sunday, March 27 @ 4:00 PM
- Sunday, May 15<sup>th</sup> 10:00–11:00 AM - CTH Resident Meet & Greet Event - Menke Park. Set up starts at 9:00 AM.

## CTH NRG ACTIVE RADIO CALL SIGNS (in red) Updated February 27, 2022

<b>CTH 1</b>		Anita Bock, Chair
<b>CTH 2</b>		Beth O'Neill, Co-chair
<b>CTH 3</b>		Mark Brooks (Zone 7 Coordinator)
<b>CTH 4</b>		Nate Blomgren
<b>ZONE</b>	<b>BLOCK</b>	<b>NAME (do not call names – only call signs)</b>
<b>Zone 1</b>	<b>Block 1</b>	Cynthia England
<b>Zone 1</b>	<b>Block 2</b>	Scott Thorpe
<b>Zone 1</b>	<b>Block 3</b>	Cynthia England
<b>Zone 1</b>	<b>Block 4</b>	Christy Smith
<b>Zone 1</b>	<b>Block 5</b>	NO BC – Interim Debra Sartell
<b>Zone 1</b>	<b>Block 6</b>	Debra Sartell - Zone 1 Coordinator
<b>Zone 1</b>	<b>Block 7</b>	Suhail Chaudry / Harriet Mather
<b>Zone 1</b>	<b>Block 8</b>	Cynthia England
<b>Zone 2</b>	<b>Block 1</b>	Elizabeth D'Orazio
<b>Zone 2</b>	<b>Block 2</b>	Nick Kenig
<b>Zone 2</b>	<b>Block 3</b>	Steve Silver
<b>Zone 2</b>	<b>Block 4</b>	Brandon Hemley - Zone 2 Coordinator
<b>Zone 2</b>	<b>Block 5</b>	Chas Voorhis
<b>Zone 2</b>	<b>Block 6</b>	Matt Kaufman
<b>Zone 3</b>	<b>Block 1</b>	NO BC – interim Linda Meier
<b>Zone 3</b>	<b>Block 2</b>	NO BC – interim Linda Meier
<b>Zone 3</b>	<b>Block 3</b>	NO BC – interim Linda Meier
<b>Zone 3</b>	<b>Block 4</b>	Linda Meier - Zone 3 Coordinator
<b>Zone 3</b>	<b>Block 5</b>	NO BC – interim Linda Meier
<b>Zone 3</b>	<b>Block 6</b>	Soren Jensen
<b>Zone 3</b>	<b>Block 7</b>	Joe Harrington
<b>Zone 3</b>	<b>Block 8</b>	NO BC – interim Linda Meier
<b>Zone 4</b>	<b>Block 1</b>	NO BC – interim Beth O'Neill
<b>Zone 4</b>	<b>Block 2</b>	Beth O'Neill - Zone 4 Coordinator
<b>Zone 4</b>	<b>Block 3</b>	Deborah Gallegos
<b>Zone 4</b>	<b>Block 4</b>	NO BC – interim Beth O'Neill
<b>Zone 5</b>	<b>Block 1</b>	Mariellen Stern
<b>Zone 5</b>	<b>Block 2</b>	Leslie Cunningham - Zone 5 Coordinator
<b>Zone 5</b>	<b>Block 3</b>	Ken Ishiguro
<b>Zone 5</b>	<b>Block 4</b>	Stephen Kaplan
<b>Zone 5</b>	<b>Block 5</b>	Ann Bentley
<b>Zone 5</b>	<b>Block 6</b>	Anita Bock
<b>Zone 5</b>	<b>Block 7</b>	Ann Bentley
<b>Zone 5</b>	<b>Block 8</b>	Ann Bentley
<b>Zone 6</b>	<b>Block 1</b>	Al Williams
<b>Zone 6</b>	<b>Block 2</b>	Al Williams
<b>Zone 6</b>	<b>Block 3</b>	Jean Schulz
<b>Zone 6</b>	<b>Block 4</b>	Conor Granahan
<b>Zone 6</b>	<b>Block 5</b>	Connor Turnbull - Zone 6 Coordinator
<b>Zone 7</b>	<b>Block 1</b>	Rebecca Shunk
<b>Zone 7</b>	<b>Block 2</b>	Kevin Woodall   Back-up John Jackson
<b>Zone 7</b>	<b>Block 3</b>	Daniel (Dan) Merriam
<b>CTH CERT 1</b>		Cinda van Lierop
<b>CTH MED 1</b>		Jordan Rinker

- ☐ **CTH NRG: CHANNEL 29**
- ☐ **CTH COMMAND**  
When activated.
- ☐ **CERT COMMAND CHANNEL 15|15**  
When activated.
- ☐ **CHAPMAN NODE CHANNEL 19|4**  
For assistance from neighboring NRGs and CERT. When activated.
- ☐ **Use only call signs & not names**
- ☐ **Always identify yourself by your call sign.**
- ☐ **Always ask “do you read me” before transmitting a long message.**
- ☐ **After your message or report is relayed, ask “did you copy?”**
- ☐ **When signing off say “(call sign) clear or out”**
- ☐ **Speak clearly, slowly & succinctly**
- ☐ **Wait 1-2 seconds after pressing the PTT button before you talk, & do not forget to release PTT button after talking.**
- ☐ **Only one person can send a message at a time.**
- ☐ **Follow 2-way radio protocols**

**CTH NRG | EMERGENCY CONTACT LIST - Updated February 27, 2022**

Zone	Block	Zone Coordinators	Block Captains	Email	Cell Phone
1	1	Debra Sartell 415-722-6810 <a href="mailto:debrasartell@aol.com">debrasartell@aol.com</a>	Cynthia England	<a href="mailto:cenland565@gmail.com">cenland565@gmail.com</a>	415-847-5320
1	2		Scott Thorpe	<a href="mailto:scottthorpe@gmail.com">scottthorpe@gmail.com</a>	401-225-6606
1	3		Cynthia England	<a href="mailto:cenland565@gmail.com">cenland565@gmail.com</a>	415-847-5320
1	4		Christy Smith	<a href="mailto:christylinnsmith@gmail.com">christylinnsmith@gmail.com</a>	415-508-6977
1	5		VACANT *	<a href="mailto:debrasartell@aol.com">debrasartell@aol.com</a>	415-722-6810
1	6		Debra Sartell	<a href="mailto:debrasartell@aol.com">debrasartell@aol.com</a>	415-722-6810
1	7		Suhail Chaudry	<a href="mailto:Suhailc1979@gmail.com">Suhailc1979@gmail.com</a>	917-703-5294
1	8		Harriet Mather	<a href="mailto:Harrietmather12345@gmail.com">Harrietmather12345@gmail.com</a>	719-703-9630
2	1	Brandon Hemley 415-265-4918 <a href="mailto:brandon.hemley@gmail.com">brandon.hemley@gmail.com</a>	Cynthia England	<a href="mailto:cenland565@gmail.com">cenland565@gmail.com</a>	415-847-5320
2	2		Elizabeth D'Orazio	<a href="mailto:elizabeth_dorazio296@gmail.com">elizabeth_dorazio296@gmail.com</a>	415-847-4939
2	3		Nick Kenig	<a href="mailto:nick_kenig@yahoo.com">nick_kenig@yahoo.com</a>	203-247-6455
2	4		Steve Silver	<a href="mailto:747Steve@gmail.com">747Steve@gmail.com</a>	650-520-3193
2	5		Brandon Hemley	<a href="mailto:brandon.hemley@gmail.com">brandon.hemley@gmail.com</a>	415-265-4918
2	6		Chas Voorhis	<a href="mailto:chas@abacusbinc.com">chas@abacusbinc.com</a>	415-308-1436
3	1	Linda Meier 239-560-5055 <a href="mailto:lmeier906@gmail.com">lmeier906@gmail.com</a>	Matt Kaufman	<a href="mailto:matthew.s.kaufmann@gmail.com">matthew.s.kaufmann@gmail.com</a>	949-413-6398
3	2		VACANT *	<a href="mailto:lmeier906@gmail.com">lmeier906@gmail.com</a>	239-560-5055
3	3		VACANT *	<a href="mailto:lmeier906@gmail.com">lmeier906@gmail.com</a>	239-560-5055
3	4		Linda Meier	<a href="mailto:lmeier906@gmail.com">lmeier906@gmail.com</a>	239-560-5055
3	5		VACANT *	<a href="mailto:lmeier906@gmail.com">lmeier906@gmail.com</a>	239-560-5055
3	6		Soren Jensen	<a href="mailto:sorentiensen@yahoo.com">sorentiensen@yahoo.com</a>	415-200-5894
3	7		Joe Harrington	<a href="mailto:j.k.h@sbcglobal.net">j.k.h@sbcglobal.net</a>	415-420-4571
3	8		VACANT *	<a href="mailto:lmeier906@gmail.com">lmeier906@gmail.com</a>	239-560-5055
4	1	Beth O'Neill 415-948-9486 <a href="mailto:bethoneill17@gmail.com">bethoneill17@gmail.com</a>	VACANT *	<a href="mailto:bethoneill17@gmail.com">bethoneill17@gmail.com</a>	415-948-9486
4	2		Beth O'Neill	<a href="mailto:bethoneill17@gmail.com">bethoneill17@gmail.com</a>	415-948-9486
4	3		Deborah Gallegos	<a href="mailto:dgallegos@berkeley.edu">dgallegos@berkeley.edu</a>	505-231-3333
4	4		VACANT *	<a href="mailto:bethoneill17@gmail.com">bethoneill17@gmail.com</a>	415-948-9486
5	1	Leslie Cunningham 415-847-9222 <a href="mailto:lespt2@gmail.com">lespt2@gmail.com</a>	Mariellen Stern	<a href="mailto:sea-hi@pacbell.net">sea-hi@pacbell.net</a>	415-606-2675
5	2		Leslie Cunningham	<a href="mailto:lespt2@gmail.com">lespt2@gmail.com</a>	415-847-9222
5	3		Ken Ishiguro	<a href="mailto:kenishiguro@gmail.com">kenishiguro@gmail.com</a>	415-755-3206
5	4		Stephen Kaplan	<a href="mailto:stevekaplanconsulting@gmail.com">stevekaplanconsulting@gmail.com</a>	650-387-7026
5	5		Ann Bentley	<a href="mailto:annbentley845@gmail.com">annbentley845@gmail.com</a>	415 732 9874
5	6		Anita Bock	<a href="mailto:anitambock@gmail.com">anitambock@gmail.com</a>	415-238-2195
5	7		Ann Bentley	<a href="mailto:annbentley845@gmail.com">annbentley845@gmail.com</a>	415 732 9874
5	8		Ann Bentley	<a href="mailto:annbentley845@gmail.com">annbentley845@gmail.com</a>	415 732 9874
6	1	Connor Turnbull 415-497-1971 <a href="mailto:connorturnbull@hotmail.com">connorturnbull@hotmail.com</a>	Al Williams	<a href="mailto:Williams218@comcast.net">Williams218@comcast.net</a>	415-601-3151
6	2		Al Williams	<a href="mailto:Williams218@comcast.net">Williams218@comcast.net</a>	415-601-3151
6	3		Jean Schulz	<a href="mailto:jeanschulz07@gmail.com">jeanschulz07@gmail.com</a>	415-497-3531
6	4		Conor Granahan	<a href="mailto:conor.granahan@gmail.com">conor.granahan@gmail.com</a>	650-576-2719
6	5		Connor Turnbull	<a href="mailto:connorturnbull@hotmail.com">connorturnbull@hotmail.com</a>	415-497-1971
7	1	Mark Brooks 650-825-0425 <a href="mailto:smokeythedog@me.com">smokeythedog@me.com</a>	Rebecca Shunk	<a href="mailto:shunkrebecca@gmail.com">shunkrebecca@gmail.com</a>	415-377-2750
7	2		Kevin Woodall	<a href="mailto:kcnoles@sbcglobal.net">kcnoles@sbcglobal.net</a>	415-235-8542
7	3		Dan Merriam	<a href="mailto:danielbmerriam@Yahoo.com">danielbmerriam@Yahoo.com</a>	415-336-7507

CTH CERT Lead: Cinda van Lierop [cinda\\_vanlierop@yahoo.com](mailto:cinda_vanlierop@yahoo.com) | 415-298-9883

CTH Medical Team Lead: Jordan Rinker [rinkerj58@gmail.com](mailto:rinkerj58@gmail.com) | 415-497-3530

CTH Command Team/Logistics: Nate Blomgren: [nathan.blomgren@gmail.com](mailto:nathan.blomgren@gmail.com) | 925-408-4889

## CHRISTMAS TREE HILL NEIGHBORHOOD RESPONSE GROUP

### REVISED 2-Way Radio Test & Exercise Schedule – 2022

The CTH NRG 2-Way Radio Communications System will be tested in 2022 according to the schedule below:

DATE	DAY	TIME	HOST
JAN 10, 2022	Monday	8:00 PM	Cynthia England
FEB 7, 2022	Monday	8:00 PM	Dan Merriam
MAR 13, 2022	Sunday	4:00 PM	RADIO EXERCISE
APR 11, 2022	Monday	8:00 PM	Suhail Chaudry or Harriet Mather
MAY 9, 2022	Monday	2:00 PM	Elizabeth D’Orazio
JUNE 13, 2022	Monday	8:00 PM	Christy Smith
JULY 11, 2022	Monday	8:00 PM	NO TEST
AUG 8, 2022	Monday	8:00 PM	Beth O’Neill
SEPT 12, 2022	Monday	8:00 PM	Leslie Cunningham
OCT 3, 2022	Monday	8:00 PM	Brandon Hemley
NOV 6, 2022	Sunday	10:00 AM	RADIO EXERCISE
DEC 12, 2022	Monday	8:00 PM	Kevin Woodall

### IMPORTANT – PLEASE NOTE

If you are listed as the host and cannot host on the designated day, or if you need additional training/instruction on radio use or how to conduct the radio test, please contact us at [cthnrg@gmail.com](mailto:cthnrg@gmail.com) either upon receipt of the schedule or at least one week before the scheduled test date, so that an alternate host can be arranged.

If you are unable to participate in a scheduled test, please RSVP to the calendar invitation or notify [CTHNRG@gmail.com](mailto:CTHNRG@gmail.com) at least 1 day prior to the test so that the host need not call your call sign.

Thank you.