



CHRISTMAS TREE HILL NRG
www.cthnrg.org / cthnrg@gmail.com

MONTHLY MEETING MINUTES
Sunday, March 26, 2023

The regular monthly meeting was called to order at Anita and Steve's house at 4:00 PM.

Members attending: Cynthia England, Chas Voorhis, Anita Bock, Elizabeth Dorazio (via zoom), Mark Brooks, Beth O'Neill, Jean Shulz, Jordan Rinker, Stephanie Seiler, Soren Jensen, Steve Kaplan

1. **Zone/Block Reconfiguration:** A proposed reconfiguration of the CTH NRG zones, blocks and block captain boundaries was briefly reviewed and zone coordinators were requested to review the proposed changes with their block captains and to report their feedback by mid-May so that further changes can be timely made before the June 11th block captain recruitment event. The chair thanked Brandon, Anita and Scott for working on this project.

ACTION ITEM: Cynthia will send the proposed map to Block Captains and Zone Coordinators for review discussion with their block captains.

2. **Trailer Maintenance:** Jordan, Soren, and Brandon kindly carried out the first quarterly maintenance inspection using a maintenance checklist provided. Henceforth, maintenance checks will be carried out quarterly by one or more of the 4-person team members – Brandon, Jordan, Chas and Soren. Towing options were discussed and need to be finalized. The chair thanked Brandon, Soren, Chas and Jordan for taking on this task.

ACTION ITEMS:

- The maintenance team will set up and calendar a quarterly schedule;
- Anita and Cynthia will ensure that the trailer contents are maintained and inventoried, and that the content inventories are kept current and included inside each medical supply box. Once completed the inventory listings will be posted to the website under "Block Captain Resources";
- Soren will see if he has a spare ball hitch to use when needed and coordinate with Beth and Brandon to see if their trailer hitches will work if/when the trailer needs to be moved; and he will look into recommending the appropriate jacks to stabilize the trailer when the back door is open.

3. **June 11th BC recruitment event:** Leslie has kindly agreed to organize the event and will contact Kyle and Patsy at Zinz to discuss:

- How we manage the recruitment event vis-a-vis the venue, i.e., do we offer a drink voucher to anyone who signs up for an orientation? Or do people just buy their own drinks and meet our team representatives.
- What Zinz is willing to contribute, i.e., just permission to have an information table, or are they willing to offer a free glass of wine to anyone that signs up for a BC orientation?

The fact that it is being held at a wine bar might lead some to think that drinks will be on us, so we want to manage expectations.

ACTION ITEMS:

- Leslie will contact Zinz and engage other CTH NRG members as needed to assist with the event;
- Anita will arrange for maps, hand-outs and sign-in (a flyer has already been prepared);

- Cynthia will send out a calendar invitation to the CTH NRG team with a request for RSVPs so that she can determine who will be present at the event.

4. Retevis radios for use with Chapman Node, and Repeater & Antenna Cost-Sharing: The Retevis radio purchase approved at last month’s meeting were received and will be delivered to the zone coordinators and CERT Lead. In the wake of a disaster, the Retevis radios will be used by CTH NRG Command to communicate with Chapman Node, who in turn, will communicate with CERT. If for some reason Chapman Node is not activated, CTH NRG Command will communicate directly with CERT using a Retevis radio.

Lower Chapman NRG (Amy Glenn & John Lister), who currently oversee the Chapman Node, have purchased a repeater and antenna, and have permission to put same on the roof of the fire station. At last month’s meeting we approved contributing to a cost-sharing arrangement up to an amount of \$250 and we are awaiting the final cost.

5. Pre-planning for November 5th drill: The chair asked for suggestions and after discussion the team present voted to conduct a tabletop exercise¹. A tabletop top exercise traditionally involves breaking out into teams to work through a scenario from start to finish. It was suggested that a facilitator for each team would be a good idea. A planning team will be assembled in August.

6. Defensible space inspections on CTH - preliminary feedback: Consensus was that the reports were generally more negative than expected, raised issues that are cost-prohibitive to resolve, and do not acknowledge areas of compliance. The reports do highlight how to apply for a grant to offset costs for compliance. The team discussed whether or not to communicate with the Fire Chief to recommend that they focus more intently on residents whose property is out of compliance in significant ways (for example, two apartment complexes on Corte Madera venue have front yards filled with juniper bushes about which our CTH NRG has written to the Chief for the past 4 years, without removal result). Cynthia will reach out to other NRGs to get feedback from them and then make a recommendation as to whether we communicate with Chief Martin.

The meeting adjourned at 5:15 PM.

REMINDERS | UPCOMING MEETINGS/EVENTS:

- **Next radio test.** Please RSVP promptly when the invitation is received.

May 8	Monday	8:00 PM	Steve Kaplan hosting
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- **Next meeting date:** Sunday May 21st. at 4:00 PM | **Note:** There will be no meeting in June
- **Next Firewise Board meeting date:** Sunday May 21st at 5:00 PM

¹ Tabletop exercises are discussion-based sessions where team members meet in an informal, classroom setting to discuss their roles during an emergency and their responses to a particular emergency situation. During the exercise a facilitator will guide participants through a discussion of one or more scenarios. <https://www.ready.gov/exercises>