



**CHRISTMAS TREE HILL  
NEIGHBORHOOD RESPONSE GROUP**  
[www.cthnrg.org](http://www.cthnrg.org) / [cthnrg@gmail.com](mailto:cthnrg@gmail.com)

**SEPTEMBER 29, 2019 MEETING MINUTES**

**ATTENDEES**

**Steering Committee Members:** Mark Levie (ZC1 & BC Z1-B1), Anita Bock (ZC5 & interim BC Z5-B6), Cinda van Lierop, Beth O'Neill (ZC4 & BC Z4-B2), Nate Blomgren (ZC2), Mark Brooks (ZC7)

**Block Captains:** Debra Sartell (Z1-B7), Mariellen Stern (Z5-B1), Jan Turner, (Z2-B7) Jean Schulz (Z6-B3), Scott Thorpe (Z1-B2), Mark Rudy (Z3-B5), Dennis Graham (Z3-B8), Gina Ponticello (Z1-B5), Soren Jensen (Z3-B6), Linda Meier (Z3-B4)

Co-Chairs Anita, Mark L and Cinda convened the meeting at 4:05 PM and welcomed all attendees.

1. **BC RECRUITMENT:** Anita announced the departure of a number of BCs and asked members please to assist in recruiting replacements. At this time the following BC positions are vacant:

Zone 1 – Blocks 6 & 8

Zone 2 – Block 4

Zone 3 – Blocks 1 & 2

Zone 4 – Block 4

Zone 5 – Blocks 3, 6, 7, 8

Zone 6 – Block 4

Zone 7 – Blocks 1 & 3

2. **NOVEMBER 3, 2019 DRILL PLAN AND PREPARATIONS**

**Phase 1 (10:00 – 11:00 AM):** Anita updated members on pre-drill planning for phase 1 of the drill. **BCs and ZCs that have not yet responded to the invitation to participate should please do as soon as possible.** Agreement was reached to hand out reminder letters or visit personally only those residents that are not yet listed in the data base. ZCs will review their zone listings and coordinate with their BCs to do so before November 3<sup>rd</sup>. Only residents that have still not responded need to be engaged on the day of the drill. The goal of phase 1 of the drill is to significantly increase the number of residents whose data is listed in the CTH NRG data base). Zone Coordinators have been provided with resident reminder letters and Resident Information Forms. Nate reminded all to stress the confidentiality of the data base.

**Phase 2 (11:00 AM to Noon):** Cinda updated members on pre-drill planning for phase 2 of the drill. Drill goals are outlined in the attached event flyer. Set-up for this phase will include:

- o limited Command Center demo set-up table (Nate and Mark B.)
- o information table (Anita);
- o display table for emergency response kits with recommended purchase information flyers for residents (Cinda);
- o registration and information table using (Al, Beth, Linda, Debra, Gina, Soren and Mark L)
- o refreshments table for donuts, coffee and water (Mark B, Linda, Debra, Cinda);

At 11:00 AM all participating ZCs and BCs not involved in setting up at Menke Park earlier, will join residents at Menke Park. The attached task list was prepared and assignments were made

as indicated. BC training will not take place at the drill. Anyone interested in volunteering can fill out a Volunteer Application Form and will be contacted after the drill.

Cinda reminded members to use the drill as an opportunity to update their own emergency supplies and kits.

Anita and Mark asked if members are interested in having lunch together after the drill at Town Hall. Anita will send out a Doodle Poll, if enough people are interested, she and Mark will arrange for lunch.

### **3. OTHER ITEMS**

- Generator purchase approved. Cinda will order.
- Anita spoke to Corte Madera Town about storing the generator in the small medical trailer permanently parked at Menke Park, and has drafted a shared use agreement to be signed between neighboring NRGs for the use of the medical trailer and the generator. The plan is that the first NRG on the scene will commence setting up a field unit/command center and will also set up the generator if the event occurs at night.

**NEXT MEETING DATE: October 20, 2019 @ 4:00 PM**

Attachments: Task list and drill flyer.

### **SAVE THE DATES:**

- **October 20: CTH NRG Monthly Meeting, 4:00 – 5:00 PM**
- **October 22: Disaster Planning for Pets, Corte Madera Community Center, 7:00 – 8:30 PM**
- **November 3: CTH NRG Drill, 10:00 AM to Noon, Menke Park. Set up starts at 9:00 AM**

**ATTACHMENT**

<b>November 3, 2019 Drill Task List</b>			
<b>TASK</b>	<b>RESPONSIBLE</b>	<b>DEADLINE</b>	<b>STATUS</b>
1. Permit for Menke Park use	Cinda	10-15-19	Submitted
2. Banner @ Menke Park: approval & placement	Lauren	10-30-19	Reserved & approval obtained, will be mounted in advance for drill
3. Scribes for drill day registration via computer/tablet & data entry format, & forms	Al, Gina, Beth, Mark L, Soren, Anita	10-30-19	Volunteers recruited. Form prepared for hand-out if scribes busy. Data entry format needs TBD by Al.
4. Tables set-up @ Park (6 or 8 tables?) & chairs as needed	Soren	11-3-19 @ 9:00 AM	Soren has volunteered his truck, need additional volunteers to load and set up tables & chairs
5. Command Center set-up & call in to CERT	Nate & Mark B	11-3-19 @ 9:30 AM	
6. Demo emergency kits to be ordered & displayed	Cinda, Anita	11-3-19 @ 9:30 AM	Kits have been ordered, hand-outs will be prepared with purchase & price information
7. Donut ordering & pick up on 11/3	Mark B	11-3-19 @ 9:30 AM	
8. Coffee ordering & pick up from Peets on 11/3	Linda	11-3-19 @ 9:30 AM	
9. Water jugs filled & transported to Menke Park	Debra, Cinda	11-3-19 @ 9:30 AM	
10. Information hand-outs: order, pick-up & display	Anita	11-30-19 @ 9:30 AM	Contact made with suppliers & requests made
11. CM Community Center Reader Board (TBD): fill out application, pay fee & provide wording	Nate	10-30-19	
12. Additional cups & napkins as needed and not provided by Peets (no plastic)	Mark L	11-3-19 @ 10:00 AM	
13. Next Door announcement	Debra	10-5-19	Done
14. Flyer: prepare, make copies & distribute	Anita	10-18-19	Flyer prepared and copied, distribution will take place during the week of 10/12 to 10/18
15. ZCs to: <ul style="list-style-type: none"> <li>o assess BC participation in drill (RSVP list attached);</li> <li>o review zone's data base entries to determine which residents need reminders;</li> <li>o deliver reminders/visit homes prior to drill;</li> <li>o enter forms received into data base;</li> <li>o on drill day visit remaining homes that have not responded between 10:00 – 11:00 AM</li> </ul>	<ul style="list-style-type: none"> <li>Mark L (Z1)</li> <li>Nate (Z2)</li> <li>David (Z3)</li> <li>Beth (Z4)</li> <li>Anita (Z5)</li> <li>Al (Z6)</li> <li>Mark B (Z7)</li> </ul>	Ongoing	