



**CHRISTMAS TREE HILL
NEIGHBORHOOD RESPONSE GROUP**
www.cthnrg.org / cthnrg@gmail.com

February 24, 2019

BI-MONTHLY STEERING COMMITTEE & ZONE COORDINATORS MEETING MINUTES

ATTENDEES

Steering Committee Members: Cinda van Lierop (interim ZC), Anita Bock (ZC), Mark Levie (ZC and interim ZC), Nate Blomgren (interim ZC), Mark Brooks (ZC), David Kunhardt (ZC), Al Williams (BC),

Block Captains: Soren Jensen, Gina Ponticello, Jean Schulz, Ann Bentley, Debra Sartell, Christy Smith, Dennis Graham, Liz Miller, Janet Turner, Janet Moore, Steven Ramos

Volunteers and Guests: Diane Rehn

Co-Chair Anita Bock convened the meeting at 4:05 PM and welcomed all attendees.

AGENDA ITEMS

March 10th OK/HELP Sign Placement Drill Preparation

1. The attached day-of-drill instructions were reviewed. The only amendment to the instructions presented was that Nate requested that BCs/ZCs call in to Incident Command on Channel 29 to verify their attendance and the commencement of their block assessment.

The following message is recommended: “Incident Command, this is Z__ B__ verifying attendance and reporting commencement of block assessment, over.”
The instruction sheet has been updated accordingly for ready reference during the drill.

We recommend that BCs/ZCs use the following items for their assessments:

- CTH NRG T-shirt and vest
 - Clip board/pen
 - Latest Zone/Block map (attached). Homes with signs can simply be recorded on the map with an X or a check mark
 - Drill instruction sheet (attached)
2. BCs and ZCs present received flyers plus attachments (resident information forms an OK/HELP signs) for distribution to the homes in their blocks by March 5th.

Action Items: Block Captains not present at the meeting should please (1) review the instructions carefully and (2) contact their Zone Coordinator (see contact list attached) for flyers and signs for distribution by no later than March 5.

3. The status of Zone Coordinator and Block Captain participation in both flyer distribution and day-of-drill assessments was reviewed (see list attached). Those willing to cover an extra block for an absent BC should please contact their Zone Coordinator. To ease the load BCs who cannot participate in one or both activities are also encouraged to engage the assistance of partners, spouses or friends to cover their block.

Action Item: BCs who have not yet responded to the RSVP request for (1) flyer distribution and (b) day-of-drill participation are asked to do so as quickly as possible.

As a reminder, the primary March 10th drill goals are:

- Ensuring that all residents have OK/HELP signs
- Determining whether sign placements are visible from the street for each home in a block, so that we can evaluate whether we need an alternate status notification system to offer residents of homes that are obscured from street view
- Practicing Incident Command set-up and operation
- Practicing 2-way radio use.

II. Zone Coordinator and Block Captain Recruitment Planning

The latest CTH NRG map was reviewed and suggestions were invited about how best to recruit Zone Coordinators and Block Captains to fill the following vacant ZC and BC slots.

Zone 1: 2 BC vacancies

Zone 2: 2 BC vacancies

Zone 3: 2 BC vacancies

Zone 4: 1 ZC vacancy, 1 BC vacancy

Zone 5: 3 BC vacancies

Zone 6: 1 ZC vacancy, BC vacancies

Zone 7: 1 BC vacancy

Suggestions made included:

- Regular monthly ZC/BC recruitment notices posted on Next Door
- Meet and greet events – either by zone or one large annual spring/summer event at Menke Park
- One-on-one recruitment as people interact with each other on the Hill

Any and all assistance with ongoing recruiting efforts will be greatly appreciated.

NEXT MEETING DATE: All Volunteers General Meeting on March 31, 2019 @ 4:00 PM

EVERYONE IS WELCOME TO ATTEND ALL CTH NRG MEETINGS

**All meetings, unless otherwise indicated, are held at the
Corte Madera own Hall in the Council Chambers**