



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

**MONTHLY ALL VOLUNTEERS GENERAL MEETING - JANUARY 27, 2018  
MEETING MINUTES**

**ATTENDEES**

**Steering Committee Members:** Cinda van Lierop (interim BC), Anita Bock (interim BC), Mark Levie (interim BC), Nate Blomgren, David Kunhardt (BC), Beth O'Neill (BC), Al Williams (BC), Scott Thorpe (BC)

**Block Captains:** Kevin Woodall, Collin Woodall, Leslie Cunningham, Ann Bentley, Debra Sartell, David Robinson, Linda Meier, Gina Ponticello, Steven Ramos (plus BCs listed above)

**Volunteers and Guests:** Joanne Walker, Christy Smith, and Hector Colina

**Co-Chair Cinda van Lierop convened the meeting at 4:00 PM and welcomed all attendees.**

**STANDING AGENDA ITEMS**

**I. SUB-COMMITTEE REPORTS**

**1. Finance & Operations:**

**a) Meeting frequency.** Anita Bock presented the following options on meeting frequency for review and discussion (see Attachment # 1)

OPTION 1	OPTION 2	OPTION 3
<b>Steering Committee Members, Block Captains, Zone Coordinators &amp; other volunteers ('All Volunteers') meet every month (as during 2017 &amp; 2018)</b> <b>Jan, Feb, Mar, Apr, May, June, July, Aug, Sept, Oct, Nov</b> <b>11 meetings annually</b>	<b>Steering Committee Members, Block Captains, Zone Coordinators &amp; other volunteers ('All Volunteers') meet every two months as follows:</b> <b>Jan, Mar, May, July, Sept, Nov</b> <b>6 meetings annually</b>	<b>'All Volunteers' meet as outlined in Option 2 and in addition SC Members &amp; ZCs (note that most SC members are ZCs) meet every alternate month:</b> <b>Jan, Mar, May, July, Sept, Nov (6 meetings) + Feb, Apr, June, Aug, Oct (5 meetings).</b> <b>11 meetings annually</b>

After discussion and unanimous agreement that meeting monthly was the optimum frequency, the group agreed on **option 3** for the duration of 2019. While the meeting agendas will be tailored as indicated on Attachment 1 and the titles 'All Volunteers Meeting' and 'Steering Committee and Zone Coordinators' Meeting' will be used to differentiate meeting focus, **all volunteers are invited to attend all meetings of the CTH NRG.**

**b) 2019 Co-Chairs:** Cinda informed the attendees that she, Mark Levie and Anita have agreed to co-chair the CTH NRG for the 2019 term. Each co-chair will take full responsibility for 2 of the 6 *All Volunteers* meetings a year according to the following schedule:

Meeting Date	Responsible Co-Chair	Meeting Minutes Prepared By
January 2019	Cinda	Anita
March 2019	Mark	Anita
May 2019	Anita	Mark
July 2019	Cinda	Mark
September 2019	Mark	Cinda
November 2019	Anita	Cinda

Succession planning will be a high priority for the Steering Committee in 2019 with a view to having new leaders assume co-chair roles in 2020.

- c) **Financial Report:** Cinda reported that at calendar year-end the CTH NRG had \$2,600 in donated funds on hand and that the Steering Committee will prepare and adopt a 2019 Spending Plan at the February meeting to ensure that donated funds are spent wisely on items of greatest value and need. David Kunhardt indicated that the Hill Dwellers Association has \$1,000 in surplus funds that it might consider donating to CTH NRG upon presentation of a spending plan that justifies a need for their surplus funds.

Cinda reminded everyone to ask people making donations by check or PayPal to **clearly designate the funds for CTH NRG** so that the Corte Madera Community Foundation (CMCF) does not inadvertently credit the wrong NRG account. Cinda advised that the CMCF has requested that checks be sent directly to CTH NRG so that thank you letters can be generated by CTH NRG, once acknowledged the checks will be forward to CMCF for deposit. To ensure that donated funds are securely received and handled Anita will arrange for a mailbox at the Corte Madera Post Office. Once the CTH NRG P.O. Box number has been received, new address labels will be printed and affixed to the already printed donation envelopes; many thanks to Mark Levie and his daughter for offering to do this.

**Post meeting update: The mail box address is: P.O. Box 498, Corte Madera, CA 94976.**

## 2. Communications & Public Relations:

**Communications:** Scott Thorpe reported that he will be meeting with Mark Levie and Al to update the map and explore options for enhancing the data base and mapping process. **Post meeting note:** The Corte Madera Planning Department will be adding the Central Marin NRGs to Marin Maps in 2019. For more about Marin Maps see <http://www.marinmap.org/dnn/>.

**Public Relations:** David Kunhardt reported on Corte Madera Town Council climate change and adaptation activities. A Climate Change Plan was adopted in March 2016 (see <https://www.townofcortemadera.org/DocumentCenter/View/2556/Climate-Action-Plan-March-2016?bidId>) for details, and in October last year a bid went out for a Climate Change Adaptation study. In February David will do a presentation on climate change at Book Passage. Contact him at [davidkunhardt@comcast.net](mailto:davidkunhardt@comcast.net) for details.

## 3. Zone, Block and Situation Management:

Mark Levie reported that the key focus for Zone Coordinators and Block Captains during February-March is: a) the completion of resident information gathering and entry of the data gathered into the master CTH NRG data base, and b) the filling of vacant Block Captain positions. Mark urged BCs to make every effort to complete their resident contacts and resident information

spreadsheets before the March 10 drill and to forward same to Al Williams as entries are made so that he can enter data into the master data base. Reminder letters, or preferably personal contacts, should please be sent or made with residents that have not yet responded (note: the reminder letter template is available on the CTH NRG website under 'Resources').

Mark requested that whenever possible, Zone Coordinators should serve as interim Block Captains with regard to resident data gathering and information distribution until such time as all BC roles in each Zone are filled. Best practices for collecting resident information were discussed. Personal one-on-one contact combined with filling out the form with the resident is clearly the best/most effective way to gather resident information and ZCs/BCs are strongly encouraged to use this approach.

Resident information gathered at the November drill was entered into the master data base, however, some of the email addresses were illegible and emails have bounced back. **ACTION ITEM: Follow-up is needed with phone calls if numbers are indicated or personal contact if addresses are listed and legible. Volunteers for the task should please contact [cthnrg@gmail.com](mailto:cthnrg@gmail.com).**

**4. Incident Command:** Nate Blomgren reviewed the following basic night time disaster preparation steps:

- Keep shoes at your bedside to protect against broken glass in the event of an earthquake.
- Keep a flashlight at your bedside or your cell phone if it has a flashlight.
- Know where your emergency lighting is.
- If you smell gas, shut off your gas immediately (using a wrench you keep at the shut-off valve), or have an automatic gas shut-off device installed (see Attachment 3 for information).
- Keep your car gassed up and your cell phone and 2-way radio charged.

Nate advised everyone that Incident Command supplies are kept in his and Cinda's garage and he provided instructions for accessing the garage in the event that he is unavailable to set up IC.

All BCs and SCs are encouraged to attend IC training so that adequate IC back-up will be available when the need arises.

**BCs are reminded to RSVP for radio tests**, either by accepting or declining the calendar invitation sent out, or if not participating, by sending an email to [cthnrg@gmail.com](mailto:cthnrg@gmail.com) with the subject line "DO NOT CALL (list call sign). Upcoming radio tests are as follows:

<b>FEB 13, 2019</b>	<b>Wednesday</b>	<b>8:00 PM</b>	<b>Host: Kevin Woodall</b>
<b>MAR 13, 2019</b>	<b>Wednesday</b>	<b>8:00 PM</b>	<b>Host: David Robinson</b>
<b>APR 17, 2019</b>	<b>Wednesday</b>	<b>8:00 PM</b>	<b>Host: Dennis Graham</b>

**Please mark your calendars.**

## DISCUSSION ITEMS

**MARCH 2019 Drill:** Anita briefed attendees on 3 drill options for the March 10 daylight savings drill (see Attachment #1). After discussion of the 3 options provided the group voted to go with Option 1, namely an '**All residents OK/HELP sign placement drill**'. All in attendance agreed that Options 2 and 3 should also be done at another point during the year as each has value.

Resident notification will occur via Next door, signs and flyer delivery. Extra OK/HELP signs will be placed on the hill in strategic locations in appropriately mounted holders 2 weeks prior to drill. Block Captains will tour the blocks, count the number of houses that participate and logging signs into the 2 categories (OK and HELP). To provide radio practice, HELP locations will be called in to IC via 2-way radio and IC will report mock injuries to CERT.

**The primary drill goals** are to a) ensure that all residents have OK/HELP signs, b) determine whether sign placements are visible from street in each bloc—so as to determine whether CTH needs a different type of visible status notification system, c) practice Incident Command set-up, and d) provide radio use practice.

All BCs and ZCs are requested to be in attendance and to assist with notification flyer distribution, and sign placement. Nate and Mark Brooks will oversee IC set up. Unfortunately, as Ann Bentley reminded the group, CERT training will be taking place on the day of the drill and 4 BCs are scheduled to attend. Their blocks will have to be covered by other BCs and ZCs.

Anita asked for planning group volunteers and the following people volunteered to assist: **Al Williams, Mark Levie, Scott Thorpe, Nate Blomgren, Hector Colina, and David Kunhardt**. If anyone not present at the meeting would like to assist please email Anita at [cthnrg@gmail.com](mailto:cthnrg@gmail.com). Anita will prepare a drill preparation task list and share it promptly as only 5 weeks remain for drill planning and preparation. **Please RSVP promptly to the drill calendar invitation you receive so that the planning group knows as soon as possible how many BCs and ZCs will participate.**

**PLEASE SAVE THE DATE AND MAKE A FIRM COMMITMENT TO PARTICIPATE  
MARCH 10 @ 10:00 – 11:00 AM**

**CTH NRG Medical Team Update:** Beth O'Neill, co-chair of the Medical Team Sub-Committee, reported that the Medical Team met for the first time on January 27 before the general meeting to start getting organized. Beth will provide progress updates as the Medical Sub-Committee moves forward. All BCs and ZCs are encouraged to attend FADR (First Aid for Disaster Response) training and/or CERT training. As a reminder there are 5 medical bag custodians on the Hill in locations indicated on the CTH NRG map. Medical bag custodians are required to have either CERT or FADR training or to be a medical professional trained to deliver first aid.

The CTH NRG general meeting adjourned at 5:20 PM and was followed by a brief Zone Coordinators meeting to further discuss strategies to get all resident information gathered and entered into the master data base. The following ZCs attended the ZC meeting: Anita, David, Mark, Nate, Cinda, and Beth.

**NEXT MEETING DATES:**

- **Steering Committee & Zone Coordinators Meeting: February 24, 2019 @ 4:00 PM**
- **Medical Team Meeting: February 24, 2019 @ 3:00 PM**
- **All Volunteers General Meeting: 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 Town Hall  
in the Council Chambers**

**ATTACHMENT #1: MEETING FREQUENCY OPTIONS**

**ISSUE: A) How frequently the Steering Committee, Block Captains and Zone Coordinators should meet, and B) what the standing agenda items should be.**

OPTION 1		OPTION 2		OPTION 3	
Steering Committee Members, Block Captains, Zone Coordinators & other volunteers ( <i>All Volunteers</i> ) meet every month (as during 2017 & 2018) Jan, Feb, Mar, Apr, May, June, July, Aug, Sept, Oct, Nov. (11)		Steering Committee Members, Block Captains, Zone Coordinators & other volunteers ( <i>All Volunteers</i> ) meet every two months as follows:  Jan, Mar, May, July, Sept, Nov (6)		' <i>All Volunteers</i> ' meet as outlined in Option 2 <u>and in addition</u> SC Members & ZCs (note that most SC members are ZCs) meet every alternate month:  Jan, Mar, May, July, Sept, Nov (6) Feb, Apr, June, Aug, Oct (5)	
PROS	CONS	PROS	CONS	PROS	CONS
Provides continuity	11 Meetings a year	Fewer meetings	Potential for loss of momentum on achieving goals & objectives	Less <i>All Volunteers</i> meetings	SC members and ZCs have more meetings a year than BCs
Maintains momentum on achieving goals			Less opportunities to build relationships & get to know people	Provides SC & ZCs with a chance to do needed planning, assess progress & address challenges	
Builds relationships			Planning for drills more challenging	Less cluttered agendas for both groups – more time for discussion, input & planning	
More opportunity for discussion & planning			Missing one meeting means you have a long period between meetings		
			Less opportunity for planning & discussion		
STANDING AGENDA ITEMS		STANDING AGENDA ITEMS		STANDING AGENDA ITEMS	
All issues that relate to CTH NRG (as in 2017-2018) and its Sub-Committees		All issues that relate to CTH NRG (as in 2017-2018) and its Sub-Committees		<i>All Volunteers</i> : Sub-Committee reports; Block & Zone reports & issues; Medical Team report & progress; general updates; training	
				<i>SC &amp; ZC</i> : Resident data base progress issues / update; 2-way radio planning & issues, spending priorities; resource development; fundraising; Zone oversight, progress, planning & challenges; succession planning	

## **ATTACHMENT #2: MARCH 10 DRILL OPTIONS**

**Sunday, March 10, 2019 Daylight Savings Drill, 10:00 – 11:00 AM**

### **OPTION #1: All residents HELP/OK sign placement drill**

**NOTE: Option 1 was approved by those in attendance at the January 27 meeting. Options 2 and 3 will be considered for the November drill.**

Resident notification can occur via Next door, signs and flyer delivery. Extra OK/HELP signs can be placed on the hill in strategic locations (in appropriately mounted holders) 2 weeks prior to drill. Block Captains will tour the blocks, count the number of houses that participate logging into 2 categories, report HELP locations via 2-way radio to Incident Command.

**Drill goals:** a) Ensure that all residents have OK/HELP signs, b) determine whether sign placements are visible from street in each block (so as to determine whether CTH needs a different type of visible status notification system), c) Incident Command set-up, and d) radio use practice.

**Resources needed:** BC & ZC attendance, notification flyers and distribution, signs, IC set up.

### **OPTION #2: Outdoor zone ‘meet and greet your neighbors’ gatherings (one in each zone)**

Block Captains and Zone Coordinator in each zone will set up a table in a central location and CTH NRG funds can be used to purchase coffee and donuts for each zone. BCs and ZC will be present at the table to meet and greet, encourage residents to complete information sheets, provide disaster preparedness information, and recruit BCs.

**Drill goals:** a) Provide a venue for neighbors to meet and get to know each other, b) get resident information from residents who have not completed information sheets, c) recruit BCs, and d) strengthen zone teamwork.

**Resources needed:** BC & ZC attendance, invitation flyer & distribution, refreshments pick up & delivery, table for each zone.

### **OPTION # 3: Set-up a medical field unit in one zone/block**

Select one block in one zone and do a medical field unit set-up exercise with basic FADR instruction. All other BCs/ZCs will attend to participate as the injured and to observe. (We could explore doing this in Zone 5 Block 4 as we have a field unit location already selected and we have 3 physicians on the block that may participate.) The Medical / CERT team Beth is convening can participate to do some basic first aid exercises. Radio call in to CERT. Optional: set up IC and have field unit call in injuries needing CERT intervention. Coffee for attendees.

**Drill goals:** a) Teach BCs and ZCs how to set up a medical field unit, b) provide basic FADR training and practice, c) strengthen medical/CERT teamwork, and d) IC set up and CERT call in practice.

**Resources needed:** BCs, ZCs and Medical Team in attendance, coffee pick up & delivery, medical bags, other needed supplies.



## ATTACHMENT #3: GAS SHUTOFF DEVICES & INSTRUCTIONS

[https://www.pge.com/en\\_US/residential/outages/planning-and-preparedness/safety-and-preparedness/gas-shutoff-devices/gas-shutoff-devices.page](https://www.pge.com/en_US/residential/outages/planning-and-preparedness/safety-and-preparedness/gas-shutoff-devices/gas-shutoff-devices.page)

**Learn when and how to turn off the gas - Locate and shut off gas service:** To stop the flow of gas into a building during an emergency, turn your gas off at the service shut-off valve. View instructions. Visit [Turn Your Gas Off](#). PG&E installs gas service shut-off valves at all gas meter locations.

**Preparing to turn off the gas - Follow these guidelines when preparing to turn off the gas:**

- Keep a 12- to 15-inch adjustable pipe wrench or crescent wrench available to close the valve in an emergency. Earthquake wrenches with fixed openings may not fit your valve, so an adjustable type is ideal. To minimize the possibility of an unauthorized person tampering with the valve, do not keep wrenches near the gas meter. Shut-off the flow of gas only if you:
  - Smell gas
  - Hear gas escaping
  - See a broken gas line
  - Suspect a gas leak
- To turn off the gas, rotate the valve one-quarter turn in either direction. The valve is closed when the tang (the part on which the wrench is placed) is crosswise to the pipe.
- Most gas appliances have a gas shut-off valve located near the appliance that lets you turn off only the gas to that appliance. Find out which of your appliances use gas and where the appliances' gas shut-off valves are located. In some cases, you need only turn off the gas at the appliance's shut-off valve.

**Regulate your automatic shut-off device:** Some city and county regulations require the installation of automatic gas shut-off devices. This installation may include excess flow gas shut-off valves and/or earthquake-actuated gas shut-off valves. The regulations can vary, but generally apply to:

- New building construction
- Significant alterations
- Additions to existing buildings

Check with your local city or county agency to see if regulations apply in your area.

**Install the valve properly:** If a customer installs an excess flow gas shut-off valve or earthquake-actuated gas shut-off valve, the valve must be certified by the State of California. A licensed plumbing contractor must install it according to the manufacturer's instructions. We do not install or service seismic-actuated or excess flow gas shut-off valves. We do not recommend specific contractors for installation. Excess flow gas shut-off valves and earthquake-actuated gas shut-off valves must be installed on the building's gas houseline piping. This pipeline is the gas pipe that connects your appliances to the gas meter downstream of the utility point of delivery. It is located after the PG&E gas shut-off valve, pressure regulator, meter and the service tee. No attachments or connections of any kind are allowed on the utility facilities before the point where the service tee connects to the gas houseline piping. After installation, the valve must not obstruct any gas operations or PG&E services in or around:

- Piping
- Gas service shut-off valves
- Gas meters
- Gas pressure regulating equipment

**Use an approved valve:** The State of California requires approval for all excess flow gas shut-off valves and earthquake-actuated gas shut-off valves used within the state. A list of approved valves is available. Visit [DSA Gas Shut-off Valves Certification Program](#).

**Ask a pro to turn the gas back on:** A closed gas service shut-off valve or automatic gas shut-off device can delay the restoration of your service by PG&E. **Please do not turn the gas on yourself. Ask a PG&E representative or another qualified professional to perform a safety check, restore gas service and relight your appliance pilots, even if an earthquake did not cause the closure**