



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

MONTHLY MEETING AGENDA
Sunday, April 25, 2021 | In Menke Park

4:00 PM Call to order and welcome.

1. Welcome and introduce new Block Captains
2. Financial Update:
 - 2021 1st Quarter financial statement attached
 - 2021 Spending Plan (see attached) for approval
3. 'Trailer & Tools' Grant application to Corte Madera Community Foundation
4. CTH Firewise Community Assessment and Application Update – Connor
5. Should we conduct a radio exercise on May 9th in lieu of a May radio test on May 10th? Discussion
6. Should we conduct a summer wildfire evacuation drill? Discussion
7. New/other business.

5:00 PM Adjourn

Attachments:

- 1st Quarter 2021 financial statement
 - 2021 spending plan for approval
 - Firewise information
 - Updated radio call sign list and ZC/BC contact list.
- Please print out and place with your radio or in your clipboard.**

IMPORTANT REMINDERS: Deadline date for completion of community fire risk assessment for Firewise application is Saturday, May 1st. **ALL** assessments must be completed and submitted to Connor or cthnrg@gmail.com by this date.

NEXT RADIO TEST:

May 10, 2021	Monday	8:00 PM	Matt Kaufman
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NEXT MEETING DATE: **May 23, 2021** | 4:00 – 5:00 PM via Zoom, or in Menke Park if preferred.

ATTACHMENT: 2021 1st Quarter Financial Statement:

CMCF as Fiscal Agent for Christmas Tree Hill NRG Profit & Loss Detail January through March 2021

	Type	Date	Name	Memo	Class	Amount
Balance at 12/31/2020						\$ 2,167.71
Income						
Donation						
	Deposit	01/29/2021	Paypal	Trent Michaels	Fiscal Agency:Christmas Tree Hill NRG	\$ 977.70
Total Donation						\$ 977.70
Total Income						\$ 977.70
Expense						
Admin Fee						
	General Journal	01/14/2021		Admin fee for 2020 based on \$1,715.20 of donator	Fiscal Agency:Christmas Tree Hill NRG	\$ 17.15
Total Admin Fee						\$ 17.15
Outside Service						
	Check	02/05/2021	Anita Bock	Zoom subscription & website maintenance	Fiscal Agency:Christmas Tree Hill NRG	\$ 205.63
	Check	02/18/2021	Alex Winter	Web services for CTH	Fiscal Agency:Christmas Tree Hill NRG	112.50
Total Outside Service						\$ 318.13
Total Expense						\$ 335.28
Net Income						\$ 642.42
Balance at 3/31/2021						\$ 2,810.13

Additional donations received not yet reflected: \$300

CHRISTMAS TREE HILL NRG 2021 BUDGET & SPENDING PLAN – For approval

Donation Revenue (to date) **\$3,110.13**

Fixed Expenses:

- Website licensing & maintenance \$ 400
- Zoom registration \$ 150
- Refreshments for community events/meetings \$ 400

Additional Expenditures:

- Additional BC supplies & equipment \$ TBD
- 2 Additional red medical bags \$ 160
- Canopy for Incident Command \$ 150
- 7 Wildfire preparation pole banners* \$ 550
- *See mock example attached
- Medical supplies for Zones 2, 3, 4, 6 & 7 \$1,000
- Storage bins for medical supplies in 5 zones \$ 300 **\$3,110.00**

ATTACHMENT: *POLE BANNER MOCK UP

Propose 1 banner for each Zone – ZCs to select highest visibility locations. Anita will obtain PG&E approval to mount on power poles.



ATTACHMENT: Firewise Application Next Steps & Information

CTH NRG Firewise Sub-Committee, a/k/a CTH Firewise Board:

Connor Turnbull (ZC 6) Chair, Leslie Cunningham (ZC 5) Co-Chair, Debra Sartell (ZC 1), Brandon Hemley (ZC 2), Linda Meier (ZC 3), Beth O'Neill (ZC 4), Mark Brooks (ZC 7), Anita Bock, Mark Levie

FireSafe Marin Firewise Assistance Team: Kathleen Cutter kcutter@firesafemarin.org, Arann Harris aharris@firesafemarin.org, Dominic Randolph drandolph@firesafemarin.org

NEXT STEPS

- 1. Set the CTH Firewise boundary:** **DONE** - we are using the CTH NRG boundary.
- 2. Prepare a written wildfire risk assessment:** **WORK-IN-PROGRESS**. The assessment must be a community-wide view that identifies areas of successful wildfire risk reduction and areas where improvements could be made. Emphasis should be on the general conditions of homes and related home ignition zones. ZCs and BCs are doing the risk assessments - **COMPLETION DEADLINE date is May 1st**. Once the assessments are completed, Connor, Leslie and AI will tabulate the results and then Connor and Leslie will complete the application form using the required template: <https://www.nfpa.org/-/media/Files/Firewise/Getstarted/FirewiseCommAssess.ashx?la=en> (or <https://www.nfpa.org/Public-Education/Fire-causes-and-risks/Wildfire/Firewise-USA/Become-a-Firewise-USA-site> and scroll down to [Firewise USA template](#) or try to just click this last link).
- 3. Connor will outline the CTH NRG Firewise action plan—WORK-IN-PROGRESS—**by making a prioritized list of risk reduction projects and investments for the CTH Firewise site, along with suggested homeowner actions and education activities that participants will strive to complete annually, or over a period of multiple years. The CTH action plan should be updated at a minimum of at least every three years.
- 4. Community outreach events—TO BE DETERMINED.** Goal: work with neighbors to address items in the action plan. These efforts will go towards our site's annual wildfire risk reduction investment. [Find examples](#) (PDF) of activities that count towards our investment. Use the [volunteer hourly worksheet](#) (PDF) to collect information from residents in our community.
- 5. The application:** Connor and Leslie, with help from the ZCs, will complete the application—**WORK-IN-PROGRESS**. [Firewise USA® program management portal | Login to the portal to start your application](#). Note: an account has been created: ID: CTH FIREWISE | Passcode: 'CTHfirewise123!!' Connor will outline for Firewise the actions and efforts taken by CTH NRG in the community to engage residents and complete mitigation work at the home level. Once all the criteria have been completed, the electronic application can be submitted.

Becoming a Firewise USA® site

- 1. Organize it: DONE.** We formed a board (a CTH NRG sub-committee) that's comprised of the CTH NRG Steering Committee). We need to consider inviting the local fire department, state forestry agency, elected officials, emergency manager, and if applicable, any apartment property management companies to participate. This group has identified the site's boundary and size.
- 2. Plan it: WORK-IN-PROGRESS.** ZCs and BCs are completing a **written wildfire risk assessment**. The assessment is a community-wide view that identifies areas of successful wildfire risk reduction and areas where improvements could be made. Emphasis is on the general conditions of homes and related home ignition zones. The assessment is a living document and needs to be **updated every five years**. [Contact your state liaison](#) to learn more about the requirements. Use the [Firewise USA template](#). (PDF)The board/sub-committee is developing the CTH **action plan**-a prioritized list of risk reduction projects/investments for the participating site, along with suggested homeowner actions and education activities that participants will strive to complete annually, or over a period of multiple years. Action plans will be **updated at a minimum of at least every three years**.
- 3. Do it: WORK-IN-PROGRESS.** We need to plan to host one or more outreach events to work with neighbors on addressing items in the action plan. These efforts will go towards your site's annual wildfire risk reduction investment. [Find examples](#) (PDF) of activities that count towards your investment. Use the [volunteer hourly worksheet](#) (PDF) to collect information from residents in your community. At a minimum, each site is required to annually invest the equivalent of one volunteer hour per dwelling unit in wildfire risk reduction actions. If your site has identified 100 homes within its boundary, than 100 hours of work or the monetary equivalent, based on the [independent sector value of volunteer time](#), need to be completed for that year.
- 4. Tell us about it: WORK-IN-PROGRESS—**our application will be completed online at portal.firewise.org by Connor. Once all the criteria have been completed, the electronic application will be submitted. [Firewise USA® program management portal](#). **Questions?** [Contact the Firewise® team](#).