

**CITY OF MILL VALLEY
EMERGENCY PREPAREDNESS COMMISSION
MEETING MINUTES
February 11, 2021**

Commissioners present: Chair Michelle Terrell, Vice Chair Max Perrey, Commissioners Christie Coleman, Brian Jolda, Richard Marshall, Zach Papale and Ashley Raveche. Staff attending: Southern Marin Deputy Fire Chief Tom Welch and Emergency Preparedness Coordinator Maggie Lang

Meeting called to order at 6:36 pm by Chair Terrell

Public Open Time: Jodie Timms and Renee Goddard from Fairfax attended, expressing an interest in the disaster council process, as their town is considering the establishment of a disaster council with civilian participation.

Approval of minutes from January 14, 2020: Motion made by Commissioner Jolda and seconded by Commissioner Raveche. Passed unanimously.

Old Business:

- **School re-opening:** Chair Terrell reported that all Mill Valley K-8 grades have returned to in-person classes with 10% of students still utilizing EDL (Extended Distance Learning).
 - Tam District still not holding in-person classes; hope to have all high school personnel vaccinated by early April with tentative plan to re-open in early March.
 - There have been 10 school-site transmissions in the county.
- **COVID-19 Update:** There have been over 10,000 cases in the county; 300 hospitalizations and 154 deaths. Severe lack of vaccines is causing limitations in getting vaccinations to residents. Still focusing on >75 years of age with just starting on expanding to >65. Concerned about surge after the Super Bowl.
- **Feedback on Annual Report:** Chair Terrell and Chief Welch presented the EPC Annual Report on February 1st. Chair Terrell received a number of positive comments from the City Council and the report was accepted as presented.
- **Community Evacuation Planning:** Mill Valley's annual Evacuation Drill was canceled in 2020 due to COVID and it is unclear when a large gathering will be permitted.

-the possibility of smaller events was discussed, perhaps involving several neighborhoods only. Chief Welch mentioned a small-scale evacuation practice involving several neighborhoods on Summit Ave. that occurred last year. Less than 30 residents walked down to the Mt. Carmel parking lot; Chief Welch reviewed evacuation and Community Refuge Area (CRAs) guidelines and the entire event took less than one hour. Pandemic guidelines were strictly adhered to. The possibility of similar small-scale events will be discussed further at the next meeting.

- Evacuation guidelines and CRAs are part of the agenda for Mill Valley's monthly Living Room Chats, which begin again by zoom in mid-February. Originally held in a resident's living room, fire department representatives and CERT volunteers present safety and emergency preparedness information to neighbors. Since COVID, these meetings have been held by Zoom, each focusing on a different part of Mill Valley.

New Business:

- **Good Neighbor Guide:** Commissioner Raveche will circulate a draft of the new Good Neighbor Guide to share with visitors, who are possibly unfamiliar with the natural hazards in Marin. Feedback will be incorporated into the next draft and eventually will be available to owners of short-term rentals and businesses. Examples include what to do on a "Red Flag Day" and an earthquake.
- **Video Development:** The discussion of utilizing educational videos continued this month; three topics have been chosen, including a child's version of a Grab & Go Bag and "Include your Pet in your Emergency Plan". Vice Chair Perrey proposed for the EPC to spend up to \$3000 to create the three videos over the next calendar year with videographer Ken Campbell. Commissioner Jolda seconded and the motion passed unanimously.
- **Social Media Update:** The EPC Twitter account was launched on January 21; since that date 38 tweets have been recorded with 100 followers. The EPC's Facebook account was launched on December 14 with 45 posts since then and 375 followers. Vice Chair Perrey proposed spending up to \$50/month to upgrade the social media platforms and increase viewer exposure. Commissioner Papale seconded and the proposal passed unanimously.
- **EPC Sub-Committee Assignments:** With such a limited time each month to meet and work on projects, it has been suggested that a series of sub-committees be created for off-site work. Descriptions of the recommended sub-committees was presented by Vice Chair Perrey and the following initial assignments were recorded:

- **Financial:** Commissioners Jolda and Papale
- **Communication:** Vice Chair Perrey and Chair Terrell
- **Website review & update:** Commissioners Papale, Coleman and Emergency Preparedness Coordinator Lang
- **NRG/CERT:** Chair Terrell, Vice Chair Perrey and Commissioner Raveche.
- **Equity:** Vice Chair Perrey, Chair Terrell and Commissioner Raveche.
- **Southern Marin Disaster Council:** Chair Terrell and Vice Chair Perrey
- **Evacuation Drill Planning:** Commissioner Jolda and Emergency Preparedness Coordinator Lang
- **Community Partnerships:** Chair Terrell, Commissioner Raveche.

Subcommittees will meet by zoom/telephone and report progress at the next meeting.

Staff Reports:

- Deputy Fire Chief Welch:
 - reported that the Southern Marin Fire District Board has agreed to begin the process of creating a Neighborhood Response Group (NRG) Coordinator role for Southern Marin. A draft role description has been presented and an update will be shared next month.
 - Promotions have been announced in both Mill Valley and Southern Marin Fire departments.
 - The fire services are preparing for an early and potentially serious fire season again, compounded by growing drought conditions.
- Emergency Preparedness Coordinator Lang reported:
 - Neighborhood Response Group (NRGs)- the next time change drill will be March 14 and we will be participating in a limited degree in 5-6 NRGs. The nrgmillvalley.org website continues to draw positive feedback. We are now starting to reach out to residents in Blithedale Canyon and have signed on the first two block captains there. Monthly Block Captain Orientations have started again this month. Fundraising at the end of 2020 raised about \$1500 which will be used to purchase supplies for block captains and NRG Command Posts.
 - CERT- some Southern Marin CERTs are still working with weekly food distribution and making check-in phone calls. We will start to plan a pilot hybrid CERT basic training (part online with one in-person skills day); hope to open the online portion next month. Have hosted one continuing education course by zoom on “Managing Pets in a Disaster” and will alternate monthly online & zoom presentations for CERTs.
 - Southern Marin Disaster Council will next meet on March 18th with Mill Valley’s EPC hosting. The sub-committee will discuss options for topics & speakers.

- **Commissioner Reports:** Commissioner Coleman reported on the proposed signage for Community Refuge Areas (CRAs) and asked if there are county templates either in draft form or already approved. Chief Welch will check with Todd Lando, formerly with Firesafe Marin.

Meeting adjourned at 8:32 pm. Next meeting March 11th at 6:30 PM

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