



**Public Disaster Education and Preparedness (PDE+P) Committee of
the Marin Operational Area Disaster & Citizens Corps Council (DC3)
Committee Meeting – Monday February 1, 2016**

PDE+P Meeting Minutes for February 1, 2016
Approved at 3-7-2016 meeting

Attendance:

Members Present:

Bill Tyler	CoChair, DC3 Member, Batt. Chief Novato Fire, Fire Marshal
Frank Cox	CoChair, DC3 Member, OES Auxiliary, OES trainer
Garry Lion	DC3 member, Marin Economic Forum
James Wickham	PG&E Safety + Preparedness Specialist
John Bruckbauer	San Rafael Emergency Management Coordinator
Maggie Lang	CERT Coordinator, Get Ready / Southern Marin
Terry Scussel,	AFN communities: Marin Ventures, IHSS etc.

Members Excused or absent:

Catherine Way	Mayor, City of Larkspur, member, MCCMC
David Peery	MMWD Safety & Risk Manager
Philippa Lockwood	ARC Disaster Program Specialist / MIDC contact

Members of Public Present

Cindy Swift	Fairfax CERT, etc. cindyswift@sbcglobal.net
Lori Schifrin	MMRC training officer, CERT, etc. / lori.sch@att.net
Henry Warren	San Pedro Road Coalition hwarren2006@gmail.com

Handouts distributed:

- Agenda, PDEP Monday 2-01-2016 version a
- Draft Minutes of PDE+P meeting of Jan 11, 2016 version b
- Email 1-25-16 Philippa Lockwood, ARC+MIDC report, proposal PDEP less meetings
- West Marin Disaster Council Agenda 2/4/16
- FEMA Earthquake Safety Guide for Homeowners
<https://www.fema.gov/media-library/assets/documents/1017>
- Items referred to by Terry Scussel:
 - Marin Transit Contract with Whistlestop SEC. 508 EMERGENCIES Page 71.pdf
 - LIC610D.pdf (blank State form – Disaster Plan for Adult Facilities)
 - Dec2015_QRTCOTB - GGRC Marin County.pdf (GGate Regional Stats Feb 2016)
- PDE+P Members Contact Sheet 1-29-2016

I. Welcome, Introductions,

- Bill Tyler called meeting to order at Central Marin Police Community room est 1305 hr.
- A description of the handouts was summarized by Frank.

Review Minutes

- The Draft Jan 11, 2016 minutes were amended as follows:
 - Agenda Item II: Neighborhood Teen corrected to read Neighborhood Teams
 - Pg 3: the Marin Economic Forum Executive Committee is considering the M'BER grant request. A decision is expected shortly.
 - Pg 4: Toys for Tots has requested a CERT class, (not yet scheduled)
- As amended, Terry moved, Garry 2nd, the Jan 11th minutes were approved.
- The Chairs have received a note that Barbara Coler is stepping aside from PDEP membership as Catherine Way will be representing MCCMC both at DC3 and PDEP. PDEP thanks Barbara greatly for her service on PDEP, and encourages her to continue her disaster planning for Fairfax and to remain in contact with PDEP.

II Emergencies and Persons with AFN – some Transportation issues

- Terry Scussel outlined a bit of his personal background that led him to involvement in the Access & Functional Needs (AFN) Community. His daughter was born with



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Developmental Disabilities (DD), and Terry had to help respond to her issues. Terry was on scene shortly after the 1989 Loma Prieta earthquake and also visited New Orleans after the 2005 Katrina Hurricane Disaster. These experiences encouraged him to become a Red Cross instructor for some years, teaching persons dealing with AFN issues, and later becoming an employee or board member of diverse AFN groups, including serving as the General Manager, Transportation Services at Whistlestop, President of Marin Ventures¹, Vice Chair of In-Home Supportive Services Public Authority of Marin (IHSS PA)², and the Golden Gate Regional Center (GGRC) Advisory Committee.³

- Terry provided PDEP with a recent statistical printout showing of the 1,144 DD persons served by GGRC about 27% also have mobility issues requiring wheelchairs. Many of these persons have multiple other disabilities, including behavioral, multiple physical limitations, and more that require a personal caregiver for every human function: feeding, moving, toileting, and more. Many of these persons become noncompliant and difficult to manage if they experience any variance in daily routines.
- Local Paratransit services, largely provided through Marin Transit, have some 3,500 registered persons, with about half of those regularly using the service. Some who only use the service occasionally may be in isolated in skilled nursing facilities (SNF), nursing homes, private homes, or assisted living facilities.
- Many DD persons require a full spectrum of services. Terry's daughter, for example, requires 24/7 supervision and assistance, often from a single caregiver. Less disabled persons living in group homes often have about one caregiver to 6 residents.
- Terry has discussed disaster related transportation issues with many colleagues over the years, and recently with John Pope, Cedars Facility and Organizational Safety Manager, (both a residential and day program for DD persons), Jami Davis, Executive Director, Marin Ventures (a DD Day Program), Robert Betts & Amy Van Doren at Marin Transit, and Lee Pullen (Director, Aging and Adult Services H&HS), among others. Terry also met with PDEP CoChairs Bill Tyler and Frank Cox as he formulated the issues DD persons and their caregivers would face linked to transportation in the event of a disaster.
- Marin County persons with AFN issues include young children through seniors, persons with permanent disabilities (such as DD, or paraplegia, or Alzheimer's, etc.), temporal limitations, and more. Some are registered with, and receive services from State funded facilities, County H&HS, a myriad of private and nonprofit groups, and families. Thus, transportation issues for those in 24/7 residential care facilities may be easier to manage if a shelter in place response to the disaster is appropriate than those who spend their time in Day Care facilities incapable of managing overnight shelter, staffing, feeding and caring for persons.
- About 60% of the 110 persons at Marin Ventures, for example, are medically fragile – many with multiple overlapping medical and behavioral issues – and thus require direct personal care most of the time.
- The great majority of DD persons, and many AFN persons, are supported by highly individualized alliances of persons and institutions providing medical, nursing, personal care, rehabilitation, transportation, housing, feeding, toileting, companionship and more services. When storms, flooding, transportation shut downs, or other interruptions in

¹ Marin Ventures, <http://www.marinventures.org/board-of-directors/>

² In-Home Supportive Services Public Authority of Marin (IHSS PA) <http://www.pamarin.org/governing-board/>

³ Golden Gate Regional Center: <http://www.ggrc.org/about-us/management-a-governance#MAC>



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services affect any element of the AFN person's support system – literally dozens of other persons will be affected. Caregivers may not be able to get to work, or if they do show for work, were not notified of an agency's shut down, for example.

- However, Marin Transit has recently modified its contract with Marin Senior Coordinating Council (Whistlestop) that requires Whistlestop must develop, implement, and maintain an Emergency Operations Plan approved by Marin Transit to deal with a wide range of emergencies.⁴ Terry passed around one page from the new contract as a handout.
- It should be noted that in the event of a regional or large Marin disaster, existing transportation resources, especially paratransit, would likely be insufficient to meet a surge demand. Further, even if vehicles were found to help Marin's need, properly licensed and trained drivers and attendants to deal with durable medical equipment (DME) lifts, wheelchair tie downs, disabled persons with multiple critical needs, trained personal caregivers familiar with these patients, and many other aspects of the support systems for persons with AFN limitations would be quickly stressed to breaking points.
- Communication across these highly individualized networks created around each AFN person can be extremely difficult, so that a shutdown of a key element (such as a day care center, or transportation), is shared real-time with all who will be affected.
- Assessment of each person's AFN complex of limitations must be individually made.
- Several PDEP members inquired whether the Everbridge Community Notification System⁵, now at the heart of AlertMarin.org, the MCSO Emergency Notification System⁶, could be used by County H&HS to set up individualized communication templates for highly dependent persons with AFN who otherwise are receiving County services.
- However, shared information across many providers may be difficult or impossible under the Health Insurance Portability and Accountability Act (HIPAA).⁷
- Terry passed around a copy of the State of California one page "Emergency Disaster Plan" form that must be prepared by adult day care or residential facilities for the chronically ill.⁸ This one page form briefly lists persons responsible for emergency assignments, facility exit locations, planned relocation sites, locations of utility shut off valves, first aid kits, and fire equipment. As helpful as this document might be, it does not purport to be a full institutional disaster plan. Further, the training, supervision of, and drilling of staff for disasters – many of whom regularly transfer jobs in this industry – is not covered by this "Plan."
- Several PDEP members mentioned most helpful presentations to PDEP on March 2, 2015 by Kathy Koblick, (then) Program Manager for Public Health Preparedness (PHP), and Alice Kinner, the County H&HS Disaster Preparedness Coordinator.
- Frank read from Footnote 11 of the March 2, 2015 PDEP Minutes to the effect that while Residential Care Facilities for the Elderly must be on file, the law appears to prohibit the

⁴ The Marin Transit / Whistlestop contract, effective Jan 1, 2016, covers a. Passenger injuries; Deaths; Disturbances; Illnesses; Vehicle failures; Inclement weather; Accidents; Detours; Employee Injuries; Security Incidents and a Continuity of Operations Plan (COOP).

⁵ Everbridge Systems: <http://www.everbridge.com/>

⁶ Alert Marin: <http://www.alertmarin.org/>

⁷ HIPAA: <http://www.hhs.gov/hipaa/>

⁸ State Dept of Social Services form Lic 610D, entitled "Emergency disaster plan for adult day programs, adult residential care facilities for the chronically ill and social rehabilitation facilities." See this form and dozens of others at: <http://www.cdss.ca.gov/cdssweb/PG166.htm>



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State Dept. of Social Services from evaluating the contents or quality of the facility's plan. This law appears to create an immunity from liability provision that could allow facilities to provide only superficial, rather than substantive, disaster planning for its residents.⁹

- While the County continues to plan for evacuation of AFN persons, or other elements of continuation of services following a disaster, the depth and functional capacity of such plans over such a large and diverse population of persons with AFN limitations in Marin County is unknown. Lee Pullen, for example, commented it may be a few days following a disaster before seniors in Marin County might see services from Marin County Aging and Adult Services (AAS).¹⁰
- Transportation of services and materials to many AFN populations who would be sheltering in place in familiar settings may be preferable to transporting AFN populations to public shelters, where mobility / toileting / bedding / feeding etc. resources may be inadequate. As Philippa has explained, ARC will prioritize setting up disaster shelters for the general public following a disaster, and has very limited resources or staff for persons with substantial medical or AFN needs. Marin H&HS (EMS) would likely be one of the agencies involved in setting up specialized facilities, or transporting persons away from the disaster.¹¹
- Again, DD persons often become almost unmanageable when all their familiar places, persons, and events are disrupted. Terry estimates of the approximately 1,144 persons registered with GGRC, about 200 already have severe behavioral issues.
- Bill pointed out under the California Fire Code, especially Chapter 4 (Emergency Planning and Preparedness) Section Four, continuous training and scheduled fire, evacuation and lockdown drills are recommended for institutional residential facilities.¹² However, these regulations must be adopted at City or County levels to become locally mandated.
- Finally, it was suggested that these issues are so complex, and involve so many specialties and agencies, PDEP may ask a number of persons mentioned herein, and others, to further explore with us ways this population and support system can be better prepared, educated, and coordinated in the event of a disaster.

⁹§1569.695 H&S code generally requires residential care facilities for the elderly to be self-reliant for 72 hours, insure transportation, evacuation, communication, power, medication assistance, medication storage, and identification of special needs of residents. Further, the plan shall be available upon request to residents onsite and available to local emergency responders, to be confirmed by the Community Care Licensing Division. However, Paragraph (4)(G) provides:

(d) "Nothing in this section shall create a new or additional requirement for the department to evaluate the emergency plan. The department shall only verify that the plan is on file at the time of the comprehensive inspection.

(e) This subdivision shall not apply to residential care facilities for the elderly that have obtained a certificate of authority to offer continuing care contracts, as defined in paragraph (5) of subdivision (c) of Section 1771."

¹⁰ Marin County Aging and Adult Services: <http://www.marincounty.org/residents/health-wellness/aging-and-adult-services>

¹¹ Note, the US Dept of Health and Human Services program: National Hospital Available Beds for Emergencies and Disasters (HAVBED) System was discontinued on June 30, 2011 as part of a realignment of federal efforts. <http://archive.ahrq.gov/prep/havbed/>

¹² California Fire Code, Calif. Code of Regulations Title 24, Part 9 (Year 2013 version, effective Jan 1, 2014) is online at: <https://law.resource.org/pub/us/code/bsc.ca.gov/gov.ca.bsc.2013.09.pdf> (654 pages).



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- County OES has scheduled an Evacuation / Transportation Tabletop Exercise (TTX) for April 14th that is primarily designed for Operational Area level issues, but will likely address some of the AFN based issues in the planned 3.5 hour TTX.¹³
- Frank suggested we resume discussion of these issues after the 4/14/16 TTX.

III PDEP Planning for 2016: how often do we meet, and this year's goals

- PDEP continues to urge DC3 to schedule a Strategic Goals meeting, to receive updates on the existing approved goals (DSW training for government employees, Coordination across various public partner disaster preparedness efforts), and new goals, such as support for M'BER, Neighborhood level and CERT based preparedness efforts, today's discussion of AFN issues, and much more.
- PDEP will, as in recent years, review and recommend proposed Goals and Initiatives reported by the Disaster and Citizen Corps Council (DC3) as part of the Annual County Budget.¹⁴
- A number of PDEP members have, from time to time, been unable to attend every meeting, due to the press of priority responsibilities. Some constituencies, including MCOE and West Marin Disaster Council, routinely interact with PDEP by shared minutes or inviting PDEP members to attend their meetings.
- Philippa pointed out in an email sent to PDEP members that attending PDEP meetings monthly can be particularly difficult for her. In the past, she has pointed out that her responsibilities for Red Cross extend to the Oregon border, and that ARC has undergone recent financial and staffing stressors. ARC continues to need more volunteers for continued operations. She simply has very little time to spare. She recommended PDEP consider meeting every other month, or quarterly.
- Several PDEP members commented that Philippa's particular responsibilities are very great, and Philippa deserves any accommodation we can give her, including an expectation she simply will not be able to attend all of our meetings. As mentioned by several of us – she appears to be doing a great job, and we support her efforts enthusiastically.
- PDEP supports DC3, which in turn meets only quarterly. PDEP is the only committee exploring and recommending DC3 support for multiple long term and ongoing efforts. While any of us can be unable to attend a given meeting, there appears to be consensus that we generally meet monthly.
- However, members feel that a summer or December Holiday break in our scheduled meetings may be appropriate, or other adjustments from time to time. That said, for the time being, PDEP will continue to meet generally on a monthly basis, subject to adjustment as necessary. Members unable to attend meetings are encouraged to send us brief updates to be shared at our meetings.

IV. Updates from PDEP members

- MCCMC Marin County Council Mayors + City Councilmembers

- Garry Lion, formerly an elected Mill Valley official, pointed out his continuing representation at DC3 is as a member of the Marin Economic Forum, so he invited Jim

¹³ County OES Transportation TTX. See Marin OES Training & Exercise Calendar FY '15 - '16: https://calendar.google.com/calendar/embed?src=oes.mesdp@gmail.com&ctz=America/Los_Angeles

¹⁴ See Pg 255 et seq. of the County of Marin Proposed Budget FY 2014-2016 for a report of PDEP & DC3 and County OES based efforts. <http://www.marincounty.org/~media/files/departments/ad/management-and-budget/budget/budgetbook1416.pdf>



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Wickham, recently elected to the Mill Valley City Council, to comment on Southern Marin issues in the future.

- The recent MCCMC meeting did not directly cover PDEP linked issues, but a presentation by Field Poll Director Mark DiCamillo on election based issues was excellent.
- We hope to hear that M'BER has received requested seed funding by our next meeting.

- West Marin

- The current PDEP contact sheet lists Anne Sands, West Marin Disaster Council (WMDC) Coordinator, as an 'As Needed' contact. PDEP and WMDC regularly exchange agendas and minutes, and often have PDEP members attend WMDC meetings.
- Maggie mentioned a recent one sentence survey sent to WMDC members asking each what are you doing to keep CERT members engaged produced some great ideas, from almost all the WMDC members. WMDC continues to be very active in coordinating many local groups in West Marin.
- Anne Sands, the West Marin Disaster Council Coordinator, sent by email the agenda for the next WMDC meeting will be held Thursday, February 4, 10am at the Point Reyes Fire Station

- Emergency Managers Group, other Public Preparedness

- John Bruckbauer advised he will attend a disaster finance recovery course Feb. 2nd, and that he is working with Ursula Hanks, County OES, in helping plan the April 14, 2016 Transportation TTX.
- San Rafael OES continues to offer Spanish speaking preparedness modules, including a Get Ready to be held in the Canal Feb 17th. John is working with Douglas Mundo, Founder-Executive Director of the Canal Welcome Center¹⁵, including exploring long term risks such as sea level rise and flooding in the Canal Area.
- John is also working with MIDC to update an agency resource list to help answer questions such as which agency has staff or materials available to meet a projected disaster linked need.

- MIDC and Red Cross Events:

- Philippa's emailed report included the following:
- Red Cross:
 - In collaboration with our partners at the Fairfax Fire Department, we have begun to actively plan our next Home Fire Preparedness Campaign (HFPC) Event for Saturday, March 19th from 8:30am – 12:30pm. Our target community is Village West in Fairfax.
 - We have distributed sign-up sheets for residents who wish to receive no-cost smoke alarms and are working closely with the HOA to raise awareness of the event within the community.
 - We have also distributed a volunteer recruitment flyer to the Fairfax Volunteer Committee and are working with the Fairfax Fire Department to identify community-based organizations who may want to participate in this event as volunteers.
 - In the weeks to come, we will be identifying local businesses who may be willing to donate food or drinks to our volunteers. Typically, we ask for local restaurants and/or catering businesses to provide us with donations of coffee, breakfast, or lunch. I welcome suggestions from PDEP members for businesses who may be open to making these types of in-kind donations.

¹⁵ The Canal Welcome Center <http://www.cwcenter.org/>



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- To be a part of this event or for more information, contact Philippa.Lockwood@redcross.org
- We are still actively promoting the Pillowcase Project to local schools and, in our efforts, have distributed flyers to members of the Marin County Office of Education Preparedness Committee. I am attaching a flyer here for distribution to PDEP members as well.
- MIDC
 - We met last Thursday, January 21st and were hosted by Ursula Hanks at the County Emergency Operations Center (EOC).
 - The meeting covered a broad range of updates the most pertinent of which is that we are going to re-vive a previously created MIDC Resource List and distribute it among the members.
 - John Bruckbauer has kindly offered to lead this effort so he may be able to offer more detail. We also discussed the possibility of moving to a more formal leadership structure in order to better facilitate group organization and meeting planning. Unfortunately, it appears that none of the members has the time to dedicate to such a role and so, for the time being, our structure remains loose.
 - We will be meeting again on March 22nd from 2-4pm and will be hosted by the Marin Food Bank. This follows our new meeting schedule which allows for one regular MIDC meeting every other month.
- Southern Marin / Business Community
 - In addition to comments noted above (MCCMC), Garry advises that parts of the M'BER business resiliency effort will soon be posted on ReadyMarin.org.
 - It is hoped that M'BER may qualify for 501(c)(3) nonprofit status through the Marin Economic Forum.
- CERT and Get Ready 5th ~ Reports by Maggie Lang:
 - Marin County CERT
 - Two classes have been held since first of 2016: Dominican University with staff & students (resident advisors); first class there and first with Medical Reserve Corp teaching the Medical Operations module. 21 graduated.
 - Marin Valley Country Club with 23 graduated; this is their 2nd class & now have ~60 CERTs in their community.
 - First Advanced Training was last weekend, 1/30 at the Humane Society: Animal Response in a Disaster. There was a great presentation by Cindy Machado with 45 CERTs participating.
 - CERT Train the Trainer scheduled for Feb. 18th with ~20 attending.
 - Sustainability: the county program is funded through Dec. 31 with State Homeland Security funds.
 - We are looking for subsequent funding & exploring a number of options.
 - PDEP does recommend to DC3 that continued funding for the CERT Coordinator position and incidental expenses be supported.
 - Get Ready & GR 5th:
 - Classes are now being offered throughout the county;
 - Get Ready 5th Grade sessions have been held only in So. Marin and Corte Madera so far.
 - The Marin IJ printed a Preparedness handout that appeared in last week's newspaper. Several PDEP members mentioned they would like to see it. The article mentioned that following disasters, about 40% of local businesses close. This is yet another reason why M'BER and related efforts are so important.
 - Additional IJ fliers and 4x4 Get Ready banners will be prepared this Spring.



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- Access + Functional Needs communities (AFN):

- See Terry Scussel's report at Agenda item II, infra, 'Emergencies and Persons with AFN – some Transportation issues' for most of Terry's comments.
- In addition, at last month's meetings 2 or 3 transportation routes were discussed that needed trained drivers.

- Utilities + MMWD

- Dave Peery, MMWD, was unable to attend the meeting, so his comments are deferred to the next meeting.
- Jim Wickham advised that PG&E will be actively deployed in support of services linked to the Feb 7th SuperBowl.
- Jim also noted Mill Valley Fire awarded commendations to Emergency Preparedness Commissioner Ron Vidal for his grant writing, and Maggie Lang, CERT Coordinator, for their fine work.

- Fire Services + County at Large Issues:

- Bill reported that Novato will host a Community Wildfire Preparedness day May 4th as part of the Community Wildfire Protection Plan (CWPP), encouraging more neighborhoods to apply for Firewise Community Certifications.¹⁶
- Qualifying neighborhoods could be given modest grants for such efforts as community wood chippers, etc..
- Novato is also planning a substantial City EOC drill in May.

- OES, Training and other Events:

- Frank's next EDAPR class is scheduled for February 4th 2016.
- Frank and Philippa attended the Marin Schools Emergency Preparedness Council (MSEPC) meeting on Jan 27th, and were impressed about how the schools coordinate on a number of common issues, including radio communication, training for school active shooter violence, acquisition of disaster supplies, and more.
- OES will hold a meeting in early February to discuss training plans.
- On February 8th, OES will host a Virtual Tabletop Exercise (VTTX) dealing with CyberSecurity.
- On March 24th, OES will host a Tsunami Symposium.
- On March 31st MSPEC will meet again at MCOE.
- On April 7th Frank will do another EDAPR half day DSW class.
- On April 14th OES will host the Transportation TTX.

VII. Open Time / Public Comment

- Henry Warren, Pt. Point San Pedro Road Coalition - Disaster Preparedness Committee (SPRC-DPC) member, is now taking Community Media Center of Marin¹⁷ courses that will allow him to check out professional level TV recording equipment, with the possibility of doing disaster preparedness short videos.
- Henry invited PDEP and will invite ReadyMarin.org to consider how videos of this sort could help our preparedness efforts.
- Milt Davis and Henry Warren, SRPC-DPC Co-Chairs¹⁸, will meet Friday Feb. 5th.
- Maggie advised a Ready Neighborhoods planning meeting will meet in early March.
- In May, the Mill Valley CERTs will participate in a neighborhood evacuation drill.

¹⁶ Firewise Program: <http://www.firewise.org/usa-recognition-program.aspx?sso=0>

¹⁷ Community Media Center of Marin: <http://cmcm.tv/>

¹⁸ Point San Pedro Road Coalition / Disaster Committee page: <http://sprcoalition.org/disaster-prep/disaster-prep/>



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3:02 PM end of meeting

- Bill Tyler closed the meeting.

Next Meetings:

PDEP Meetings: 1-3pm Year 2016: (subject to change):

3/7/2016, 4/4, 5/2, 6/6, 7/11, 8/8, 9/12, 10/3, 11/7, 12/5/2016.

Dates to be confirmed

Site: PDEP unless otherwise posted: Central Marin Police Community Rm.

DC3 Meetings: 3-5pm: 3/10/16, 6/9/16, 9/8/16, 12/8/16 – at new EOF.

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Approved as amended by PDEP on 3-7-2016 revised 3-09-2016 1250 hr. fcox