



**Public Disaster Education and Preparedness (PDE+P) Committee of  
the Marin Operational Area Disaster & Citizens Corps Council (DC3)  
Committee Meeting – Monday March 7, 2016**

**PDE+P Meeting Minutes for March 7, 2016**  
*Approved at PDEP meeting of 5-2-2016*

**Attendance:**

Members Present:

Bill Tyler	CoChair, DC3 Member, Batt. Chief Novato Fire, Fire Marshal
Frank Cox	CoChair, DC3 Member, OES Auxiliary, OES trainer
Catherine Way	Mayor, City of Larkspur, member, MCCMC
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
Philippa Lockwood	ARC Disaster Program Specialist / MIDC contact
Terry Scussel,	AFN communities: Marin Ventures, IHSS etc.

Members Excused or absent:

David Peery	MMWD Safety & Risk Manager
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Members of Public Present

Dave Jeffries	Jeffries Public Safety Consulting / <a href="mailto:dave@jeffriespsc.com">dave@jeffriespsc.com</a>
Lori Schifrin	MMRC training officer, CERT, etc. / <a href="mailto:lori.sch@att.net">lori.sch@att.net</a>
Henry Warren	San Pedro Road Coalition <a href="mailto:hwarren2006@gmail.com">hwarren2006@gmail.com</a>

Handouts distributed:

- Agenda, PDEP Monday 3-07-2016 version a
- Draft Minutes of PDE+P meeting of Feb.1, 2016 version b
- West Marin Disaster Council Minutes 2/4/16
  - A flyer for the WMDC supported Community Preparedness forum scheduled March 10, 6:30-8:30 pm at the Pt. Reyes Dance Palace, was passed around.
- OES Tsunami Ready Flyer for 3/29/16 Stinson Beach
- OES Evacuation / Transportation TTX Flyer fr 4/14/2016
- OES training calendar printed 5 pages. See online version:  
[https://calendar.google.com/calendar/embed?src=oes.mesdp@gmail.com&ctz=America/Los\\_Angeles](https://calendar.google.com/calendar/embed?src=oes.mesdp@gmail.com&ctz=America/Los_Angeles)
- DC3 Agenda for March 10, 2016 (to be held at 250 Doherty, Larkspur)

**I. Welcome, Introductions,**

- Bill Tyler called meeting to order at Central Marin Police Community room est 1309 hr. (There was a delay configuring the TCPD laptop for PowerPoint usage).
- A description of the handouts was summarized by Frank.

**Review Minutes**

- The Draft Feb 1, 2016 minutes were amended as follows: Pg 6: Jim Wickham to comment on Southern Marin events (not MCCMC).
- As amended, Maggie moved, Garry 2<sup>nd</sup>, the Feb 1<sup>st</sup> minutes were approved.

**II. Training for EOC level staff / Certification, and Gov worker DSW training**

- John Bruckbauer outlined some of the recent Emergency Preparedness and Management efforts underway in the City of San Rafael, including:
  - Two weeks ago, San Rafael held a tabletop exercise (TTX) for about 20 city officials to orient them on City EOC assignments, based on a flood scenario. The previous 44 seat EOC will consolidate positions, and will be followed by additional position & WebEOC training.
  - Questions were raised whether a City EOC might duplicate County EOC functions. Several persons distinguished between the City's role, particularly in a



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smaller emergency event, and the County's support role with links to mutual aid, interagency coordination, information management, and so forth.

- John mentioned the critical role local EOC logistics & finance & admin staff have in documenting authorized response and recovery costs when seeking FEMA and State OES reimbursement.
- Dave Jeffries, Jeffries Public Safety Consulting, retired NPD Police Captain, has continued his work in emergency management for the City of Novato, Novato Fire District, Novato School District, MERA, F.I.R.E., SMART trains, the North Bay Incident Management Team, the former Coastal Chapter President for the California Emergency Services Association, and multiple other related positions. He outlined some recent efforts, using a PowerPoint presentation:
  - On May 7<sup>th</sup> Novato will conduct an exercise for both City and Fire District Emergency Operations Center (EOC) & Incident Command Post (ICP) staff, with morning and afternoon operational periods, based on a quake scenario. Two field teams will be sent to ICPs, including one involving a SMART train incident, involving live communications across multiple fire, law, DPW and other resources.
  - Novato has previously exercised the Novato Earthquake Joint Response Protocol that assigned mixed resources, including Novato City Police and Novato Special District Fire personnel, to conduct pre-assigned windshield surveys using a standardized damage assessment form in some 24 neighborhood areas. Critical infrastructure elements, including water, sanitary, power, educational, humane society, and others were quickly assessed. The feedback to the EOC provided standardized assessments of these sites for management's prioritization of limited response capacity.
  - The City of Novato and Novato Fire District passed complementary ordinances that allowed key officials from the major agencies to command emergency staff from other agencies. They have also created the Novato Emergency Assessment Team (NEAT). This coordinated planning allows multiple Novato based agencies to work very quickly in close collaboration during a disaster, without jurisdictional barriers.
  - Jim Wickham mentioned one of the lessons learned by Napa officials during the 2014 quake was that standardized damage assessment protocol (Red / Yellow / Green – with predetermined qualifiers) is essential for a unified command response.
  - Bill Tyler, who has served as a Novato EOC Coordinator, noted the interagency coordination across multiple Novato agencies has greatly improved since the design and training of these procedures has been adopted.
- Dave is also on a California Specialized Training Institute (CSTI) Advisory Committee working with CalOES to review and then publish an EOC credentialing task book listing approved training for City and County EOC staff prior to assignments. Notably:
  - Major incidents, typically involving EOC staff mutual aid deployments, classed as Type I or Type II credentialed staff, have higher training requirements than local level Type III assignments. While the course certifications are not currently legally mandatory, the recommended standards might be considered in competitive grant applications or possibly post-disaster reimbursement applications by FEMA, Cal OES, or others. A summary of the recommended training is appended at the end of these minutes, marked as 'Figure Three', taken from Mr. Jeffries' PowerPoint presentation. It is anticipated that the upcoming Level I and Level II credentials will eventually be required for mutual aid response.



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- The current (February 2016) draft of these recommendations is likely to be published in the near future. The recommended training is position specific, rather than section specific, in ICS / SEMS nomenclature, that may present some practical problems for smaller jurisdictions with limited staff resources.
- To fulfill the Cal OES EOC credentialing program applicants must complete either:
  - One complex, multi-agency actual incident or planned event, filling the position the applicant seeks credentialing on or:
  - Two multi-agency functional (FE) or full scale exercises (FSE), filling the position the applicant seeks credentialing on.
- Documentation of this experience should be provided with the credentialing request form as either a Fully Satisfactory evaluation from the supervisor in the EOC on the revised ICS 226 form.
- These CSTI recommendations specifically address training and certification of EOC level staff, City / County Managers, with support of emergency managers, may adopt the Level III EOC credentialing standards to professionalize their emergency response duties, insure competitive edges for grants and reimbursement.
- Several Marin emergency managers, including Dave Jeffries, John Bruchbauer, and Chris Reilly have completed courses allowing them to conduct CSTI level outreach training for EOC staff, in addition to serving on regional Incident Management Teams.

### III. PDEP report at March 10th DC3: Discussion / Priorities for 2016

- Both PDEP and DC3 members received emailed copies a summary of committee activity, entitled: ***PDEP Recent History as of 2-29-2016.pdf*** that may assist Bill in advising DC3 members of our recent efforts.
- PDEP recommends that Bill advise DC3 of the Corte Madera / Larkspur / Central Marin Police Authority hiring process for a Neighborhood Response Group (NRG) position, and the presentation on both City and CSTI recommended EOC certification training, in light of PDEP's ongoing support for training efforts.

### IV. Updates from PDEP members

#### - MCCMC Marin County Council Mayors + City Councilmembers

- Catherine Way advised that the Corte Madera / Larkspur / Central Marin Police Authority Neighborhood Response Group (NRG) Coordinator position description is online at: <http://www.centralmarinpolice.org/DocumentCenter/View/604>
- Nine persons have applied for the position, and will be interviewed by two panels: a neighborhood community based group, and then the Central Marin Police Authority.<sup>1</sup>
- There are comparisons that can be made between the NRG position and the year 2013 PDEP authored and DC3 adopted Marin County Community Preparedness Coordinator Position proposal that could be pointed out to DC3.
- Catherine anticipates that she will update MCCMC members at future meetings on the NRG position and other city level preparedness efforts, including those discussed today.

#### - West Marin

- The West Marin Disaster Council Minutes 2/4/16 were distributed to PDEP members.

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<sup>1</sup> See the Larkspur City Council October 7, 2015 minutes setting aside \$20K in support of the proposed joint NRG position with Corte Madera: <http://ca-larkspur.civicplus.com/DocumentCenter/View/5155> and an earlier Corte Madera City Minutes of May 19, 2015 similarly supporting the NRG position: <http://www.ci.corte-madera.ca.us/AgendaCenter/ViewFile/Minutes/05192015-367>



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- A flyer for the WMDC supported Community Preparedness forum scheduled March 10, 6:30-8:30 pm at the Pt. Reyes Dance Palace, was passed around.
- Emergency Managers Group, other Public Preparedness
  - San Rafael OES offered Spanish speaking preparedness and CERT level modules, including a Get Ready, in the Canal Feb 17<sup>th</sup>. John is working with Douglas Mundo, Founder-Executive Director of the Canal Welcome Center<sup>2</sup>, 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 thanked PDEP for considering her February proposal for less meetings, and PDEP in turn acknowledged she has responsibilities all over Northern California that make it difficult for her to personally attend all our meetings.
  - Red Cross:
    - ARC is planning the next Home Fire Preparedness Campaign (HFPC) Event for Saturday, March 19<sup>th</sup> from 8:30am – 12:30pm. Our target community is Village West in Fairfax. ARC will offer training for this event 3/15/16 from 5:30-7pm.
    - To date, the project to provide free home smoke detector alarms and home fire prevention advice has met with modest RSVP responses in Fairfax.
    - ARC is still actively promoting the Pillowcase Project to local schools, with a focus on 3-4<sup>th</sup> grade, to avoid overlap with the Get Ready 5<sup>th</sup> Grade training. There is only one (1) volunteer in Marin doing this training.
    - On March 22<sup>nd</sup> ARC will offer shelter training in Mill Valley, with CERT members invited as well.
  - MIDC
    - The March 22<sup>nd</sup> MIDC meeting will be chaired by John Bruckbauer, and will be held at the SF/Marin Food Bank offices in Bel Marin Keyes, as Philippa will be unable to attend that meeting.
    - MIDC has decided not to adopt a formal officer org chart structure at this point.
    - John is helping update the resource list for MIDC members, so that each organization might know what staff / and physical resources could be requested in the event of a disaster.
- Southern Marin / Business Community
  - Garry Lion continues efforts to fund the M'BER business preparedness efforts with the Marin Economic Forum, who have requested information whether Marin insurance groups might also help fund the effort.
  - An M'BER module will be published on the [www.ReadyMarin.org](http://www.ReadyMarin.org) website soon.
  - It is hoped that M'BER may qualify for 501(c)(3) nonprofit status, with assistance from Marin Links<sup>3</sup> and the Marin Economic Forum.
  - Maggie met with County Fire Prevention officers last week to review the emergency plan template for businesses with hope that some of them might be recruited to do M'BER training. Suggested additions to the plan template include business flood gates and "Knox Boxes"<sup>4</sup> allowing first responders keyed access to the business.

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<sup>2</sup> The Canal Welcome Center <http://www.cwcenter.org/>

<sup>3</sup> Marin Links finds and fills community needs by connecting resources, ideas, and expertise. See: <http://marinlink.org/>. The Marin Economic Forum site is: <http://www.marineconomicforum.org/>

<sup>4</sup> Knox Boxes: <http://www.knoxbox.com/>



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### - CERT and Get Ready 5<sup>th</sup> ~ Reports by Maggie Lang:

#### Marin County CERT

- Maggie passed around a Marin IJ Disaster Preparedness folder that was available in print format for some, but not all, editions of the IJ January 20<sup>th</sup> newspaper. She will ask for a PDF of this helpful document that does not appear to be available online.
- On Feb. 18<sup>th</sup>, 19 new CERT instructors received 'Train the Trainer' classes.
- Marin CERT has completed a successful class in Novato February 24, with upcoming classes at COM Kentfield March 19, Mill Valley April 2, San Rafael April 7, and Nicasio May 14<sup>th</sup>.<sup>5</sup>
- CERT held advanced training at the Marin Humane Society on January 30<sup>th</sup>, and anticipates an advanced training on disaster psychology will be held on April 16<sup>th</sup>. The annual disaster simulation exercise is still in the planning stage.
- The [www.ReadyMarin.org](http://www.ReadyMarin.org) website gets about 800-900 hits a month, most often on CERT related pages. The Ready Business (M'BER) pages will be up soon, and last week there was a meeting of key contributors to the Ready Neighborhoods pages.
- Grant funding for the CERT Coordinator position expires 12/31/2016. Hopefully, with support from the Marin Fire Chiefs Association, IRS 501(c)(3) nonprofit status may be acquired working through MarinLinks.org.
- Mill Valley, So. Marin, San Rafael & Corte Madera CERT have set up Everbridge notification for members, as other CERT teams may wish to consider.
- Marin CERT is developing a foldable emergency contact sheet that could fold into a wallet size list for disaster & family communication.

#### Get Ready & GR 5th:

- The Get Ready 5<sup>th</sup> Grade program continues through the county.

#### - Access + Functional Needs communities (AFN):

- Terry advised the Governor signed a managed care organization tax reform bill (SBx2 2) and the developmental services funding (ABx2 1)<sup>6</sup> which would draw down over \$1.3 billion in federal matching funds each year for the next three years beginning July 1, 2016. Developmental services funding (that also included new funding for intermediate care facilities/developmentally disabled and also distinct part nursing facilities) would be included. Restoration of 7% in services for all persons with disabilities and seniors receiving In-Home Supportive Services would be funded as well.

#### - 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 is working with MCFD and others to trace the major gas transmission pipe lines in Marin, and reduce risks along those pipe lines. There are easement and vegetation management issues, among others.
- PG&E continues a major toxic cleanup in San Rafael San Rafael Manufactured Gas Plant along 2<sup>nd</sup> street, near the proposed BioMarin office spaces.<sup>7</sup>

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<sup>5</sup> See the CERT calendar online at <http://readymarin.org/calendar/>

<sup>6</sup> Note: the "x2" stands for the second extraordinary or special session of the Legislature.

<sup>7</sup> PG&E toxic cleanup site: [http://www.pge.com/en/about/environment/taking-responsibility/mgp/san-rafael/index.page?WT.mc\\_id=Vanity\\_san-rafael-mgp](http://www.pge.com/en/about/environment/taking-responsibility/mgp/san-rafael/index.page?WT.mc_id=Vanity_san-rafael-mgp)



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### - Fire Services + County at Large Issues:

- Bill reported that Novato Fire Department has set aside approximately \$15,000 to match local neighborhood / agency contributions of up to \$500 in support of local fire prevention projects, such as 'Chipper days'. FireSafe Marin, also, has community based grants for such projects.
- Bill reported that Novato will host a Community Wildfire Preparedness day May 4<sup>th</sup> as part of the Community Wildfire Protection Plan (CWPP), encouraging more neighborhoods to apply for Firewise Community Certifications.<sup>8</sup>
- Novato Fire, like several Marin fire agencies, has achieved an Insurance Service Organization's (ISO's) Fire Suppression Rating (FSRS) of one on a scale of ten – a score of excellence – based on an evaluation of four primary categories of fire suppression, fire department, emergency communications, water supply, and community risk reduction. The FSRS rating includes standards set by the National Fire Protection Association (NFPA).<sup>9</sup> This favorable fire-resistance rating will help lower fire insurance rates in the area.

### - OES, Training and other Events:

- On February 8<sup>th</sup>, OES did host a Virtual Tabletop Exercise (VTTX) on CyberSecurity.
- Frank reported that Paula Doubleday gave an excellent PowerPoint presentation on neighborhood response groups at the Mont Marin / San Rafael HOA meeting on 2/24/2016.
- Frank's next New Employee Preparedness / DSW / ICS-SEMS EDAPR class is scheduled for April 7<sup>th</sup> 2016.
- The next Marin Schools Emergency Preparedness Council (MSEPC) meeting will be held March 10<sup>th</sup> in the morning, the same date as the DC3 meeting and the WMDC preparedness meeting in Point Reyes.
- On 3/24 OES will host a Virtual TTX on floods
- On 3/29 OES will host a Tsunami forum at Stinson Beach
- On 4/14 OES will host an evacuation / transportation TTX.
- Also in April, there is discussion of OES support for a Environmental Health training.
- On 6/07 OES will host a Virtual TTX on earthquakes

## VII. Open Time / Public Comment

- Maggie is helping prepare a Neighborhood Preparedness page on [www.ReadyMarin.org](http://www.ReadyMarin.org). To date, she has information on efforts in Mill Valley, Fairfax, Twin Cities, Tiburon / Belvedere, West Marin, Novato, and a few other sites, but invited additional information that will help her prepare this resource.
- Lori reported that the Marin Amateur Radio Society will hold a training in September.
- Jim Wickham attended an OES training last week supported by DHS that included orthographic projections (ie Google Earth) onto a surface of ground walnut shells that made live real-time information, such as traffic data, graphically real to emergency managers. The exercise showed new and valuable possibilities in display technology.

### **3:02 PM end of meeting**

- Bill Tyler closed the meeting.

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<sup>8</sup> Firewise Program: <http://www.firewise.org/usa-recognition-program.aspx?sso=0>

<sup>9</sup> ISO Ratings: <http://www.verisk.com/iso.html> and <http://www.verisk.com/press-releases-2016-iso/2016-iso-february/iso-issues-national-assessment-and-state-by-state-evaluation-of-building-codes.html>





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**Next Meetings:**

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

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

**Dates to be confirmed**

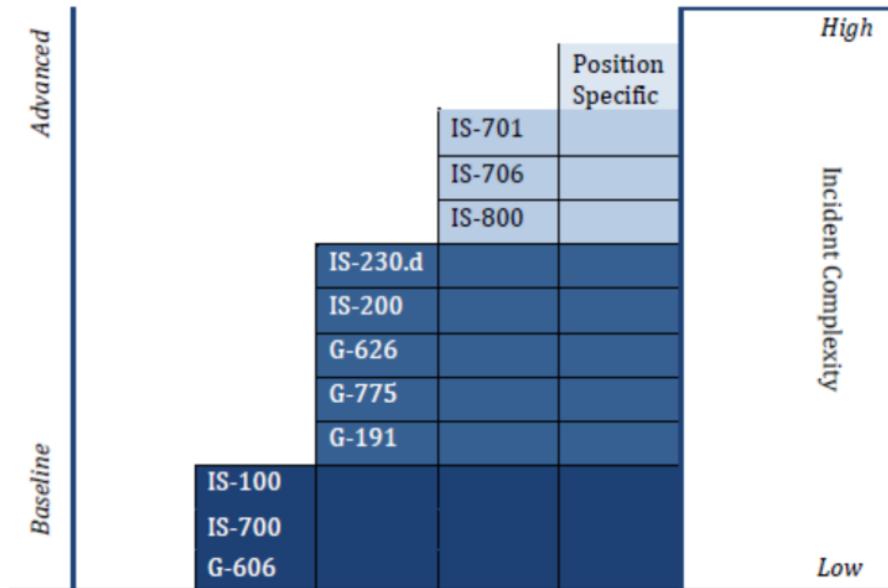
**Site: PDEP unless otherwise posted: Central Marin Police Community Rm.**

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

*Summary of CSTI recommended training for EOC Staff (Type I + II major incidents, Type III local)*



# Baseline Coursework



*Figure 3 – Training Determined by Incident Complexity*

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*Approved at PDEP meeting of 5-2-2016 revised 5-03-2016 1230 hr. fcox*