



**Public Disaster Education and Preparedness (PDE+P) Committee of
the Marin Operational Area Disaster & Citizens Corps Council (DC3)
Committee Meeting – Monday June 1, 2015**

PDE+P Meeting Minutes for June 1, 2015

Approved as amended at PDEP meeting 8-3-15

Attendance:

Members Present:

Bill Tyler	CoChair, DC3 Member, Batt. Chief Novato Fire, Fire Marshal
Frank Cox	CoChair, DC3 Member, OES Auxiliary, OES trainer
Barbara Coler	DC3, MCCMC rep, Mayor of Fairfax, CA.
Garry Lion	DC3 member City Council Mill Valley, Marin Economic Forum
John Bruckbauer	San Rafael OES Manager
Maggie Lang	CERT Coordinator, Get Ready / Southern Marin
Philippa Lockwood	ARC Disaster Program Specialist
Terry Scussel,	VP Whistlestop Gen Mngr / AFN representative

Members Excused or absent:

Carol Freedman	MIDC, also Marin Community Liaison ARC
David Peery	MMWD Safety & Risk Manager
James Wickham	PG&E Safety + Preparedness Specialist

Members of Public Present

Cindy Swift	Fairfax CERT, etc. cindyswift@sbcglobal.net
Margaret Melsh	Disaster Services Consultant mmelsh@comcast.net

Handouts distributed:

- Agenda, PDEP Monday 6-1-2015 version a
- Draft Minutes of PDE+P meeting of May 4, 2014 version B
- Minutes West Marin Disaster Council 5-21-2015
- Eventbrite register page for 7th Annual MIDC Disaster Readiness Conference 6-23-15 with a paper flyer distributed by Margaret Melsh.
- ABAG Family Emergency Planning Guide <http://resilience.abag.ca.gov/wp-content/documents/FamilyEmergencyPlanningHandout2011.pdf>
- Workshop notice: Association of Bay Area Governments (ABAG) Resilience Program and the Bay Conservation Development Commission (BCDC) Adapting to Rising Tides Program scheduled for June 25, 2015 at Marin OES 9-3pm.¹
- Marin Home Care Collective / partial copy of brochure.²
- Printout from San Ramon Valley Fire Protection District Webpage with online videos: Residential Care Facility Evacuation English / Spanish / Tagalog and downloadables. http://www.firedepartment.org/community_outreach/senior_safety.asp
- One page from 2015 National Preparedness Report / Executive Summary. <https://www.fema.gov/media-library/assets/documents/106292>
- DC3 Agenda for 6-11-2015
- PDEP Member contact sheet revised 5-21-2015

I. Welcome, Introductions,

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

¹ ABAG / BCDC Resilience workshops: <http://resilience.abag.ca.gov/projects/2016-mitigation-adaptation-plans/>

² Brochure / Marin Home Care Collective: <http://marinhomecarecollective.org/wp-content/uploads/2015/04/MHCC-Brochure.pdf>



Public Disaster Education and Preparedness (PDE+P) Committee of the Marin Operational Area Disaster & Citizens Corps Council (DC3) Committee Meeting – Monday June 1, 2015

II. Review Minutes

- Garry moved and Terry seconded: Draft Minutes of May 4, 2015 version b were approved.

III. Congregational Preparedness – what’s coming soon

- Margaret Melsh, Disaster Services consultant, was invited to recap some of the points she made at the 3/18/2015 MIDC-ARC-Marin Interfaith Council Congregation Resilience workshop held at the Unity Center, Ignacio.
- Approximately 70 persons, representing about 40 congregations, participated.
- A followup workshop is scheduled at the 7th Annual MIDC Disaster Readiness Conference 6-23-15. The theme will focus on disaster recovery lessons learned from the Napa Quake, Hurricane Sandy, finance, long term recovery issues, interagency collaboration, VOADs, and the role of faith communities and congregations in recovery.
- Margaret is an active member of the First Presbyterian Church in San Anselmo, and is in the process of developing a Disaster Plan for that congregation. The plan has elements taken from the Presbyterian Disaster Assistance (PDA) site³.
- The church planning team met, developed a written document similar to the PDA template, and scheduled a ‘hazard hunt’ conducted by a youth group in the church to identify known risks. The plan has elements of Continuity of Operations (COOP), emergency preparedness, response, evacuation plans, and lists of things that should be accomplished.
- Members of the planning team met with an adjacent pre-school, and have initiated contact with the S.F. Theological Seminary and intend to also contact other nearby denominations.
- Their facility is an alternate ARC shelter site, and they have been active members of the Rotating Emergency Shelter Team (REST) program⁴ two nights a week. Their facility can sleep 40 to 55 persons, with two available showers, a large kitchen and meeting hall.
- While the planning and consulting processes are making progress, Margaret advises it is an ongoing process. She hopes, at some point, to have an evacuation drill in the middle of a church service to get more people involved.

IV. M’Ber Marin Business Emergency Readiness is Ready Now

- Garry previewed a draft of the 14 page PowerPoint presentation he will give at the June 11th DC3 meeting, and emailed a draft of a 59 page Staff Report on the Marin Business Emergency Readiness (M’BER) Program. Please refer to those handouts for important details. A few of the key items follow:
- The pilot project was built to address issues identified in the Yr 2011-2012 PDEP Committee Survey of Disaster Preparedness that was submitted to DC3 on 3/8/2012.
- The Pilot project was a collaborative effort led by members of the Marin Economic Forum (MEF), PDEP, DC3, ARC, Maggie Lang as the CERT Coordinator, and named Mill Valley leaders. Initially called Essential Business Disaster Resilience pilot project, launched in August 2012, it later became the M’BER project.
- The pilot project engaged 22 essential businesses in Mill Valley to survey their business resiliency (including continuity of operations) using the American Red Cross Ready Rating program model, adapted for local use.⁵ Based on these positive results, the

³ The Presbyterian Disaster Assistance site is a recognized Voluntary Organization Active in Disaster (VOAD), as is the Marin Interagency Disaster Council (MIDC) in our area. See: <https://pda.pcusa.org/>

⁴ REST shelter program:

https://www.marinhhs.org/sites/default/files/files/servicepages/2013_12/brochure_rest.pdf

⁵ The Red Cross Ready Rating is a program that helps businesses, schools and organizations become prepared for disasters and other emergencies. All in one place, Ready Rating members have access to one-



Public Disaster Education and Preparedness (PDE+P) Committee of the Marin Operational Area Disaster & Citizens Corps Council (DC3) Committee Meeting – Monday June 1, 2015

successor to the pilot project, now called M'BER version 1.0, seeks to provide Marin cities, businesses, and other entities a self-guided way to engage and support organizations in their efforts to achieve disaster resiliency.

- The M'BER toolkit elements will offer customizable letters to participants, standardized reference sheets and help screens accessible on the ReadyMarin.org website, with ARC Ready Rating based scoring for progress, suggested next steps, and proposed positive incentives, such as earned business certificates, to encourage ongoing participation.
- The M'BER project proposes to field test the templates as suggested by the flow charts (Version 01) moving to (Version 2.0) based on lessons learned
- See the *EndNote page of these minutes for these flow chart diagrams.*
- The M'BER planning team seeks approximately \$10K start-up funding to include costs as follows: (Estimated: 280 hours x \$35/hour = \$9,800):
 - Conduct Kick-off Presentation (about 8 hours)
 - Train Local Coordinators (24 hours)
 - Organize and document Lessons Learned Meetings (16 hours)
 - Update Help Screens (20 hours)
 - Revise Emergency Plan Template (12 hours)
 - Support Local coordinators as needed (4 hours/week X 50 weeks)
- PDEP members made stylistic suggestions to the draft presentation, but determined the M'BER project should be supported by DC3.

V. PDEP report for June 11th DC3 meeting / discussion

- Over the past half year, the PDEP committee has received and considered a very wide range of subjects, including speakers on Neighborhood and West Marin Disaster Preparedness, Marin OES operations, Disaster Service Worker (DSW) training, Red Cross Regional Plans, Business Resiliency (including the M'BER project), preparedness and response issues affecting persons with Access and Functional Needs (AFN), City Emergency Management efforts, and Faith group congregational disaster preparedness.
- PDEP met several times to discuss and then submit a written contribution to the DC3 Annual Report prepared by County OES.
- PDEP members reported monthly on scheduled updates, including MCCMC Marin County Council Mayors + City Council activities, WMDC events, the Marin Emergency Managers group, Red Cross, MIDC, CERT and Get Ready efforts, the Business Community, AFN issues, key utility members, Fire, OES, and multiple trainings.
- Bill and Frank agreed to discuss these and other elements to be presented at the agendaed June 11th PDEP Committee report.

VI. Updates from PDEP members

- MCCMC Marin County Council Mayors + City Councilmembers

- Barbara reported that Red Cross, with Philippa's help, will begin offering smoke detectors for residents of the Village West Condominiums in Fairfax next Winter. BC Dan Mahoney, Ross Valley Fire, is working with Fairfax Fire officials to arrange this service.
- On August 8th Marin Medical Reserve Corps will offer the public a First Aid for Disaster Response (FADR) class at the Fairfax Women's Club.⁶
- The Fairfax Citizen's Disaster Council⁷ met last week, and will be meeting again in June to review the City Emergency Operations Plan (EOP), CERT participation, and more. Barbara thanked Cindy Swift for her efforts with the Council.

of-a-kind tools, resources and information for evaluating and improving their ability to withstand disaster, maintain operations, and protect lives and property. See: <http://www.readyrating.org/>

⁶ FADR class: <http://www.town-of-fairfax.org/pdfs/events/2015/FADR.pdf>



Public Disaster Education and Preparedness (PDE+P) Committee of the Marin Operational Area Disaster & Citizens Corps Council (DC3) Committee Meeting – Monday June 1, 2015

- West Marin

- Members were encouraged to review the WMDC minutes of 5-21-2015 distributed at the meeting.

- Emergency Managers Group, other Public Preparedness

- John B. reported that Laurie Nilsen, Tiburon/Belvedere, hopes to obtain funding in support of a disaster preparedness display at the Marin County Senior Fair, scheduled Wed. October 21, 2015 9-3pm.⁸ Dave Jeffries, Novato, advised the Get Ready and Get Ready 5th Grade programs in Novato continue.
- San Rafael OES participated in a conference call planning the Bay Area Urban Area Security Initiative (UASI) Yellow Command FSE (Sept '15), which will feature a bomb scenario at Levi Stadium. This will also prepare the region for the Super Bowl (Feb '16) in Santa Clara City. Local simulations may include reported events in the Cal Park Tunnel, Smart Train, and the Ferry Terminal.⁹
- San Rafael Fire officials met with residents in the Canal Area to explore whether some disaster response training modules, typically part of CERT training, could be scheduled in that area. A Get Ready class for Canal Alliance staff is scheduled June 18, 2015, and a recent Get Ready class John taught for Bradley Real Estate staff drew 72 participants.
- Applications for FEMA hazard mitigation grants are due August 18th. Details can be found online at <http://www.grants.gov/>.
- San Rafael is considering putting their disaster planning and response documents, including activation tools, online, using mobile Apps, such as “*In Case of Crisis*”.
- Frank mentioned that there are a great many enterprise level mobile applications now available, and more to come, so a specialized App may not be best in a disaster.¹⁰

- MIDC and Marin Community Liaison ARC Events:

- Carol was unable to attend – so this report will be deferred to our next meeting.

- Red Cross Events:

- Phillippa reported that the Red Cross Home Fire Preparedness Campaign (HFPC) is one of several Red Cross efforts now in progress as the Fire Season has already started. Northern California counties with large wildland areas, especially Mendocino, Sonoma and Marin, must be particularly vigilant.
- The HFPC project will focus on Novato in July, Windsor in October, and Fairfax in January.
- Maggie suggested that Garry speak with Steven Hancock, the ARC Regional Disaster Officer, Northern California Coastal Region about M'BER links to the Ready Rating site.

- Southern Marin / Business Community

⁷ Fairfax Citizens' Disaster Council: http://www.town-of-fairfax.org/html/cdc_overview.html

⁸ Marin Senior Fair: <http://www.marinseniorinformationfair.org/index.html>

⁹ Bay Area Urban Area Security Initiative (UASI) See:

<http://bayareauasi.org/sites/default/files/resources/040915%20April%202015%20Approval%20Authority%20Master.pdf>

¹⁰ Disaster linked mobile Apps, such as “In Case of Crisis” <https://incaseofcrisis.com/> are among several now available for enterprise use. Mobile Applications that offer businesses and government access to Cloud Account services are proliferating rapidly. See, for example, “**7 Super Cloud Storage And File-Sharing Platforms**” in Information Week’s Network Computing report, dated June 2, 2015, at: <http://www.networkcomputing.com/storage/7-super-cloud-storage-and-file-sharing-platforms/d/d-id/1320666>. It should be noted that Mobile Apps dependent on stable and secure WiFi signals or the Internet might be ineffective in a large disaster when communication and/or power resources can be compromised.



Public Disaster Education and Preparedness (PDE+P) Committee of the Marin Operational Area Disaster & Citizens Corps Council (DC3) Committee Meeting – Monday June 1, 2015

- Garry reported the May 9, 2015 Mill Valley Evacuation Drill with a focus on Blithedale Canyon and Middle Ridge neighborhoods went very well. Garry recalled riding a fire engine through at risk areas. Multiple fire agencies supported the Mill Valley effort, including Novato Fire and CalFire. While there were not as many citizen participants as earlier years, the drill was a success.
- Mill Valley's participation in the 5/7/15 County OES 'Burning Marin' exercise, that included the City's use of WebEOC management software, was also valuable.
- CERT and GReady 5th
 - Maggie reported on CERT and Get Ready activities throughout the County:
 - Basic Classes:
 - Nicasio class just finished with 19 graduates;
 - College of Marin class (special request) for instructors to start on 6/10 for 22 participants & will be taught by Central Marin personnel.
 - Next CERT class will be in August in Novato.
 - Advanced Classes:
 - A "CERT Communication" class will be scheduled this Fall.
 - San Rafael CERT continues to work on organization, with the next meeting scheduled 7/18/2015.
 - Fairfax & Mill Valley continue to work on updating databases
 - A CERT Conference is scheduled June 30th in Richmond, CA.¹¹
 - The ReadyMarin Website:
 - Continues to draw about 1,000 hits per month.
 - The website will publish "Ready Businesses" in July after DC3 approves template & protocol, to be presented at next meeting.
 - Maggie and others have started work on a "Ready Neighborhoods" part of the ReadyMarin.org site.
 - Get Ready classes for the County are now posted on the website.
 - Funding for the CERT Position: the new SHSGP grant proposal for 2015 will probably be in July; will cover Jan.-Dec. 2016.
 - Mill Valley CERTs participated in traffic /crowd control at Memorial Day Parade.
 - San Rafael CERTs will be invited to participate with a first non-emergency role at Miracle Mile Run Sunday, July 12, 2015.
 - Get Ready 5th Grade will soon be starting in Corte Madera and is almost finished in Mill Valley.
- Access + Functional Needs communities (AFN):
 - Terry advised Whistlestop was awarded the Golden Gate Transit paratransit contract recently, and is continuing to expand van access for AFN populations. Whistlestop is working with St. Vincent de Paul society towards providing transportation for R.E.S.T. shelter users. (See fn. 4, infra.)
 - Terry believes additional disaster linked training and public information for transit officials and citizens who use this service is needed.
 - Terry anticipates leaving his current position as Whistlestop's General Manager of Transportation Services in July, having done similar work for some 45 years, but is discussing continuing with Whistlestop in some capacity.
- Utilities + MMWD
 - David Peery, MMWD Safety & Risk Manager, was unable to attend.

¹¹ The California CERT Advisory Workgroup will be holding a one day CERT Conference on Tuesday, June 30th, 2015 in Richmond California. An additional half day is scheduled for Monday June 29th (after lunch) with additional training workshops (think of this as pre conference training).
<http://www.volunteereastbay.org/2015/04/save-the-date-upcoming-cert-training/>



**Public Disaster Education and Preparedness (PDE+P) Committee of
the Marin Operational Area Disaster & Citizens Corps Council (DC3)
Committee Meeting – Monday June 1, 2015**

- James Wickham, PG&E Safety + Preparedness Specialist, was unable to attend.
- This portion of the Agenda will be heard next month.
- Fire Services + County at Large Issues:
 - Fire Season started early this year.
 - Novato City Council is now reviewing updates to the City Emergency Operations Plan (EOP) to better coordinate fire / law and other city services.
 - Both Bill and Dave Jeffries attended a recent ABAG Local Hazard Mitigation Plan (LHMP) workshop, and will be attending the June 25th second workshop at Marin OES with a focus on risks linked to sea rise and global warming.¹²
 - NPD continues to work with residents at the Marin Valley Mobile Country Club, including the Marin Valley Emergency Services Team (MVEST) to reduce fire risk.
 - FireSafe Marin manages grant funding acquired to protect at risk areas in California's State Responsibility Areas (SRA), including about \$100K provided by PG&E. About \$15K has been allocated to reduce fire risk at the Marin Valley Mobile Country Club.¹³

- OES, Training and other Events:

- Frank summarized some training events of interest:
 - On 5/07/15 County OES did conduct its annual functional exercise, 'Burning Marin 2015'¹⁴ that engaged County, Tiburon/Belvedere, Mill Valley and Novato EOCs in a three fire scenario. Frank helped in the creation of the Master Scenario Events List (MSEL) and served as the Sim. Cell Controller.
 - On 5/14/15 Frank participated in the MCOE Marin Schools Emergency Preparedness Council (MSEPC) meeting held at the County OES EOC.
 - On Sat. 5/16/15 9am – 10:30am Frank gave another Get Ready Marin class at the San Rafael Community Center, 618 B St. San Rafael.
 - Frank is scheduled to give another new employee EDAPR class June 4th.
 - Frank has spoken with representatives of Marin Home Care Collective and Drake Terrace Adult Community about doing a Get Ready for Seniors class later this summer, hopefully in coordination with institutional preparedness efforts for seniors and other persons with AFN limitations sponsored by County H&HS.
 - County OES has scheduling a Post-Napa Quake speaker and presentation at the DC3 June 11th meeting.

**VII. Open Time / Public Comment
2:50 PM end of meeting**

- Bill Tyler closed the meeting.

Next Meetings:

**PDEP Meetings: 1-3pm @ Central Marin Police Community Room.
Year 2015: 07/06, 08/03, 09/14, 10/05, 11/02, 12/07/2015**
DC3 Meetings: 3-5pm Year 2015: 06/11, 09/10, and 12/10/2015

¹² the ABAG Resilience Program, a regional effort that includes LHMP information at <http://resilience.abag.ca.gov/> with LHMP downloadables at: <http://resilience.abag.ca.gov/projects/2016-mitigation-adaptation-plans/>

¹³ FireSafe Marin SRA vs LRA fire zones. See: <http://www.firesafemarin.org/resources/sra-vs-lra>

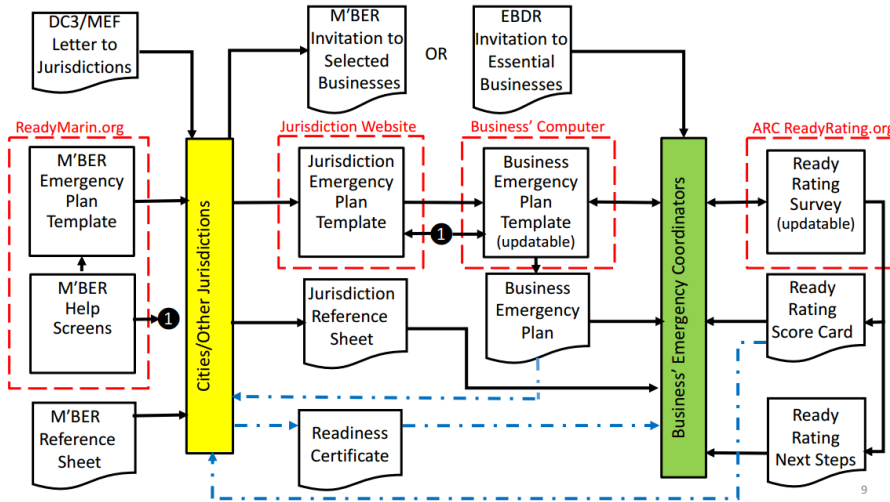
¹⁴ The MESDP (Marin Emergency Staff Development Program) calendar FY '14 - '15 is online at: https://www.google.com/calendar/embed?src=oes.mesdp%40gmail.com&ctz=America/Los_Angeles See also the Marin IJ article on the Burning Marin exercise and related Marin fire risks, "*Marin firefighters ready to roll as fire season looms*" 5-8-2015 at: <http://www.marinij.com/general-news/20150508/marin-firefighters-ready-to-roll-as-fire-season-looms>



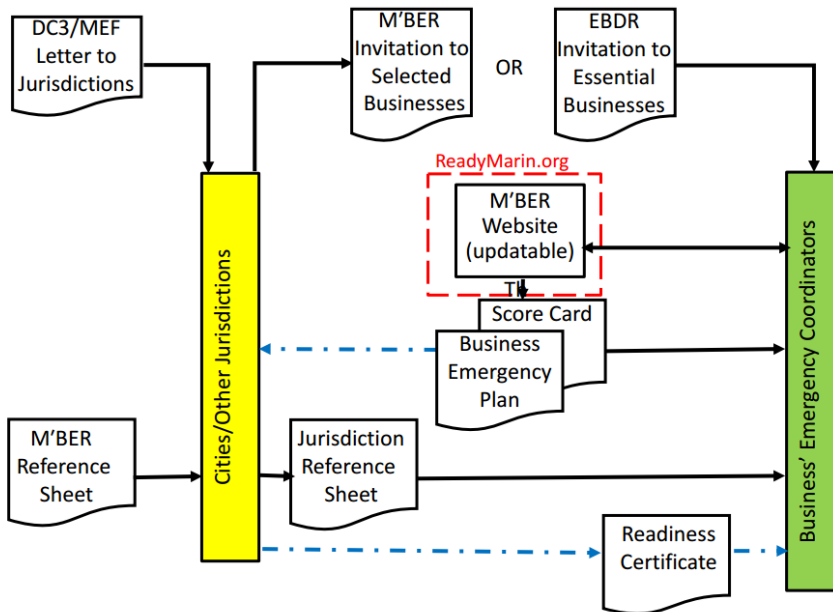
Public Disaster Education and Preparedness (PDE+P) Committee of the Marin Operational Area Disaster & Citizens Corps Council (DC3) Committee Meeting – Monday June 1, 2015

ENDNOTE: Diagrams illustrating M'BER version 1.0 + Ver. 2.0 proposals:

M'BER 1.0



M'BER 2.0



PDEP_Minutes 2015-06-01b.doc
rev. 8-09-2015 1125 hr. fcox