



**Public Disaster Education and Preparedness (PDE+P) Committee of the
Operational Area Disaster & Citizens Corps Council (DC3)
Committee Meeting – Sept. 10, 2018**

PDE+P Meeting Minutes for Sept. 10, 2018
Approved at PDEP meeting 10-1-2018

Members Present:

Catherine Way	CoChair, DC3 City of Larkspur Councilmember, MCCMC
Frank Cox	CoChair, DC3 Member, OES Auxiliary, OES trainer
Ann Eichhorn	ALTERNATE to Debbie Yee, Red Cross Disaster Manager
Garry Lion	DC3 member, Marin Economic Forum
James Wickham	PG&E Safety + Preparedness Specialist, MV City Council
Maggie Lang	CERT Coordinator, Get Ready / Southern Marin
Quinn Gardner	SRFD emergency manager Quinn.Gardner@cityofsanrafael.org
Peter Mendoza	DC3 / AFN representative

Members Excused or Absent:

David Peery	MMWD Safety & Risk Manager
Keith Kennedy	DC3 Member, Dist. 3
Megan Scott	Sr Program Coordinator H&HS Public Health Preparedness
Tom Cromwell	Marin Medical Reserve Corps, etc.

Members of Public Present

Cindy Swift	CERT, Fairfax cindyswift@sbcglobal.net
Dan Reese	Corte Madera Fire, Capt. dreese@tcmmail.org
Denis O'Leary	Marin Interagency Disaster Coalition dfoleary@comcast.net
Gil Fleitas	Town of Ross Disaster Council fleitas@mac.com
Jay Hubert	RACES j-mhubert@att.net
Lori Schifrin	MMRC, CERT, etc. / lori.sch@att.net
Sashi McEntee	MValley Councilmember, etc. smcentee@cityofmillvalley.org
Steve Ziman	Get Ready Glenwood steveziman@gmail.com
Patti D'Angelo Juachon	Marin Community Foundation pjuachon@marincf.org

Handouts distributed:

- Agenda, PDEP meeting 09/10/2018
- Draft Minutes PDEP_Minutes 2018-07-09 (c).pdf
- SRFD Quinn Gardner Class schedule '1 hour 2 Get Ready'
- Fire in Marin / Katherine Randolph Class Schedule
- DC3 Agenda for Sept 13, 2018
- Ready Marin Email 7-10-18 re Dillon Beach DBERT drills
- WMDC minutes of August 16, 2018
- Marin County CERT Evite for EVC training 9-29-2018
- ARC Shelter Fundamentals Participant Guide (front page only / PDF emailed earlier)
- Ready Marin CERT articles: Bay Area Coalition Mtg, National Conference in Florida
- Emails 8-30-18 from Dr. Tom Cromwell re MMRC & Dr. Lisa Santora PHEP/EMS update
- Emails 8-29-18 from Catherine Way & Nancy Bennett re SB901 Wildfire legislation
- Email 7-10-18 from F.Cox link to Bay Area Resilience Conference Keynote video
- Book Description: The Big Ones / Disasters have shaped us, Dr. Lucy Jones
- PDEP contact sheet as of 8-23-2018
- Referenced: Lessons Learned Sonoma Fires, BOS presentation 9/11/18
- Referenced: 9-11-18 cover letter to BOS re Lessons Learned report
- Referenced: 9-11-18 draft M'BER roll out ideas (Garry Lion & Maggie Lang)
- Referenced: FEMA Strategic Plan Yrs 2018-2022

I. Welcome, Introductions, Handouts. Review of Minutes

- Catherine welcomed attendees, and introductions were made.
- A special welcome to PDEP's newest member: Quinn Gardner, SRFD.



**Public Disaster Education and Preparedness (PDE+P) Committee of the
Operational Area Disaster & Citizens Corps Council (DC3)
Committee Meeting – Sept. 10, 2018**

- Catherine moved adoption of the draft June minutes. Garry seconded. Approved.

II. Volunteers Part III - Marin Interagency Disaster Coalition (MIDC)

- Denis O'Leary, DC3 representative for the Marin Interagency Disaster Coalition (MIDC)¹, a coalition of cooperating volunteer based agencies who prepare for, and if requested, respond to, disasters.
- In the event of an EOC activation, MIDC would act as a liaison among member independent Non-Governmental Organizations (NGOs), members of the faith community, and other volunteer organizations willing to provide services in response to disasters.
- MIDC initially was supported by grant funds that have since been expended. In recent years, MIDC leadership changed, and it is now rebuilding staffing and memberships.
- MIDC works closely with other Volunteer Organizations Active in Disaster (VOADs)² such as Marin's Center for Volunteer & Nonprofit Leadership (CVNL), American Red Cross (ARC), Marin Center for Independent Living (MCIL), St. Vincent de Paul Society, County Sheriff / H&HS divisions, and many others.
- During the October North Bay Fires, MIDC participated in the Operational Area EOC response in multiple ways, such as coordinating congregational efforts to supplement 'official' Red Cross / Government supported shelters and supply lines.
- Similarly, MIDC participated in the Bay Area wide 'Yellow Command' earthquake drill held Sept 6th at the Marin EOC, working closely with Logistics / Care and Shelter branches.
- Recent events have shown that a large event, such as the North Bay Fires or the expected Bay Area major quake, demonstrates that great numbers of citizens, often unaffiliated, are likely to open ad hoc efforts and facilities to aid in evacuation, staging, sheltering, feeding, and supplying affected persons.
- Notably, churches that announce 'open doors' support for victims may be open for uncertain time periods, staffed with untrained but well intentioned persons, and not up to tasks they have neither prepared nor equipped to handle.
- These efforts, while well meaning, can be conducted outside of government building safety surveys, communication plans, volunteer and donation management, transportation efforts, and all the complex interactions that prove important in a coordinated, well managed disaster response.³ Further, FEMA and Cal OES reimbursement for disaster shelters and similar services may be denied any volunteer based group that was not deployed by official agencies as part of the official response. The critical question often is: did the City or County request your agency to provide disaster relief services? If so: who asked whom, when, how, and with what records?
- Counties and NGOs may seek post-disaster cost reimbursement under the California Disaster Assistance Act (CDAA)⁴. Similarly, FEMA's Public Assistance (PA) grant

¹ MIDC website (soon to be updated): <http://www.midcpartners.org/>

² National VOAD site: <https://www.nvoad.org/>

³ Sonoma-County-2017-Wildfire- EOC-After-Action-Report, June 11, 2018
<https://sonomacounty.ca.gov/WorkArea/DownloadAsset.aspx?id=2147560486>

⁴ California Disaster Assistance Act (CDAA) -
<http://www.caloes.ca.gov/cal-oes-divisions/recovery/public-assistance/california-disaster-assistance-act>



**Public Disaster Education and Preparedness (PDE+P) Committee of the
Operational Area Disaster & Citizens Corps Council (DC3)
Committee Meeting – Sept. 10, 2018**

program provides federal assistance to government organizations and certain private nonprofit (PNP) organizations following a Presidential disaster declaration.⁵

- Ann Eichhorn commented even Red Cross has experienced difficulty getting reimbursed for opening shelters recently, and for damaged / lost equipment.
- Several PDEP members spoke at and attended previous year MIDC conferences held at the Unity Center in Novato, such as the June 10, 2013 6th MIDC Annual Disaster Readiness Conference, and the June 23, 2015 MIDC Disaster Recovery Conference. These conferences were well attended, supported by multiple disaster-related NGOs and government offices, and were highly rated. However, with changes in MIDC staffing, they have not been continued.
- In the event of a major disaster, regional or Statewide conference calls to the Operational Area or other key participants be limited to a handful of qualified representatives with authority to act on complex issues, and not open to a multitude of competing groups. MIDC as the County VOAD should be ready to speak for dozens of participating members, and to help coordinate a response across many needs and groups.
- For example, MIDC may help screen citizen requests for assistance at a Local Assistance Center (LAC) and connect these requests with dozens of resources offered by MIDC member groups.⁶

III San Rafael - CERTs, volunteers, neighborhoods and more

- Quinn Gardner, the San Rafael Emergency Services Manager, advised the use of volunteers in response to disasters and other emergencies raise multiple issues that are best planned before urgent needs.
- For example, the activation of Emergency Volunteer Centers (EVC):
 - May be the product of city, agency or County MOUs. However, multiple competing MOUs may be a poor solution if the County Operational Area has been activated, and EVC deployment can be managed from the County EOC.
 - Working with volunteers, affiliated or not, always raise questions of safety briefing by whom, where, and when and of 'vetting' or certifying qualifications of volunteers.
 - One solution - that the 'requesting agency' must determine if the volunteer meets their qualifications - raise secondary questions about what information the volunteer has released, to whom, for what purpose, and how.
 - If the volunteer authorized the release of information to one group (such as CVNL's EVC, for example) is that information transferrable to one or more groups or persons thereafter? How is this release accomplished, by whom?
 - Database collection of volunteer information prior to disasters may be obsolete or incomplete, and Database management of information immediately following a disaster may be almost impossible if power, communications, and transportation functions are compromised.
 - Donations management is a particularly difficult subject. Often, citizens wish to donate things not needed by shelters or other services, and can become a logistical problem of storage, transportation, and more.

⁵ FEMA Public Assistance: Local, State, Tribal and Private Non-Profit disaster cost reimbursement:
<https://www.fema.gov/public-assistance-local-state-tribal-and-non-profit>

⁶ Cal OES Local assistance page / Local Assistance Centers (LACs):
<http://www.caloes.ca.gov/cal-oes-divisions/recovery/individual-assistance>



**Public Disaster Education and Preparedness (PDE+P) Committee of the
Operational Area Disaster & Citizens Corps Council (DC3)
Committee Meeting – Sept. 10, 2018**

- Even financial donations raise difficult issues: was the money intended for one purpose or agency, but needed by another purpose or agency? Who would keep track of the funds, and how? Trained staff, communications ability, and paperwork can be critical in these situations.
- Marin has 11 cities and towns, and more than a hundred special districts, Joint Power Agreements (JPAs), school districts, key county agencies, and more.⁷
- Cities and others will want to set standards of what types of volunteers they seek. For example, will cities accept and deploy volunteer services by unemployed, homeless persons with unclear backgrounds?
- Could a volunteer approved for use by one city / agency be sent to another city / agency?
- Could the government incur liability from poor volunteer deployment decisions?
- While all government workers are Disaster Service Workers (DSWs), not all are trained as DSWs, so there may be questions of how government DSWs might supervise and manage volunteers. Who will conduct what sort of 'Just in Time' training, where and how?
- Would small jurisdictions, such as unincorporated community service districts, be capable of vetting, managing, training, and deploying volunteers as DSWs?
- Who is authorized to swear in DSWs, and thus provide for protections such as Worker Comp coverage for DSWs injured on the job?⁸
- Are volunteers subject to background checks, so that vulnerable citizens, such as children, the elderly, persons with AFN limitations, etc. are protected? Some of these background checks are mandated by laws or government policies.⁹
- One ready source of volunteers with some background checks is the Marin Civic Center Volunteer (CCV) program.¹⁰ Frank believes that all government employees must take basic and ongoing DSW training, that it should be offered as an optional resource to CCV Volunteers, who likely would be the first County Departments might wish to use if a disaster were to happen.
- Whatever answers to these questions are offered - it is essential that collection of information and volunteer referrals be centralized and then shared across multiple venues. There remains a great deal of pre-disaster planning needed for management of volunteers and donations management at all levels.
- PDEP believes these issues should be placed on an upcoming DC3 agenda.

IV. Updates from PDEP members

- MCCMC Marin County Council Mayors + City Councilmembers

⁷ Marin Local Agency Formation Commission (LAFC). See <http://lafco.marin.org/305/LAFCo-Library> and <http://lafco.marin.org/152/Cities-Towns-and-Special-Districts>

⁸ California State Disaster Service Worker Volunteer Program / Title 19 DSW Regulations. 12.17.2012: <http://www.caloes.ca.gov/cal-oes-divisions/planning-preparedness/disaster-service-worker-volunteer-program>

⁹ State of California Fingerprint Background Checks: <https://oag.ca.gov/fingerprints> and the US Dept of Justice Guidelines for the Screening of Persons Working With Children, the Elderly, and Individuals With Disabilities in Need of Support . - (April 1998) <https://www.ncjrs.gov/pdffiles/167248.pdf>

¹⁰ Marin Civic Center Volunteer (CCV) program - a ready source of volunteers already in government service: <https://www.marincounty.org/depts/hr/divisions/talent-acquisition/volunteers-and-internships>



Public Disaster Education and Preparedness (PDE+P) Committee of the Operational Area Disaster & Citizens Corps Council (DC3) Committee Meeting – Sept. 10, 2018

- Catherine Way and Sashi McEntee are CoChairs of the MCCMC disaster preparedness committee will explore how cities might use volunteers at a MCCMC meeting the end of September.
- MVFD Chief Tom Welch and others made an excellent presentation urging support of stronger vegetation management ordinances before the 9/6/2018 Mill Valley City Council.¹¹ Overall, many jurisdictions are looking to improving building and property management codes in light of the 2017 fires.
- Maggie noted Chief Welch commented the phrase 'defensible space' should be expanded to 'survivable space' to envision fire resilient homes that could survive even if the owners were not present at the wildfire event.

- West Marin

- The WMDC minutes of August 16, 2018 and the email 7-10-18 re Dillon Beach DBERT drills were distributed and reviewed.

- MIDC and ARC liaison information

- Ann Eichhorn advised that Debbie Yee, former ARC San Rafael manager, has been assigned regional responsibilities for 9 counties. Vincent Valenzuela has been appointed the Red Cross manager for San Rafael. (Email: Vincent.Valenzuela@redcross.org).
- Red Cross continues to actively support preparedness classes, the pillowcase project (encouraging younger kids to evacuate their homes with essentials stored in pillowcases), the National 'Sound the Alarm' smoke / CO2 alarm installations, special Event Days such as those held in the Canal District, and 'Red Cross Ready' presentations.

- Southern Marin / Business Community

- Garry and Maggie Lang are considering suggestions based on the 7/09/18 PDEP discussion of how a projected \$5K grant from PG&E to help startup the M'BER business resiliency program¹² might be used.
- Marin County IST is working with OES to create a business continuity plan. Whether that effort might intersect with M'BER efforts or not is unclear.

- CERT, Get Ready and Get Ready 5th:

- Maggie reported that CERT has conducted Nine classes since Jan., graduating 200 new CERTs. Graduates include about ½ women; ½ men; average age : 47 yrs. (range 13-83) with about ½ classes attended by local residents. Southern Marin Marin has 46 new CERTs.
- There is planning for Advanced CERT trainings in the Fall including:
 - Emergency Volunteer Center training with CVNL (Center for Volunteer and Nonprofit Leadership) 9/29/18 at MV Community Center
 - Red Cross Shelter training. Nov. 17, 9-2 Location TBA
- All fall classes are full & closed. Maggie hopes to schedule another class in either San Rafael or Novato.
- Urban Shield (Green Command): was Sept. 8th with 4 scenarios (mass casualty, damage assessment, obstacle course, & SAR, ~ 8 hr. day). 10 CERTs from Marin participated (~80-90 total).

¹¹ The Mill Valley 9/6/2018 City Council presentation on vegetation management by MVFD Chief Welch can be seen on recorded video at:

http://cityofmillvalley.granicus.com/MediaPlayer.php?view_id=2&clip_id=1290&meta_id=59939 .

Fire Chief Tom Welch's 18 page report "Consideration of an Ordinance to Amend Title 15 of the City of Mill Valley Municipal Code" dated 9-6-18 can be downloaded here:

http://cityofmillvalley.granicus.com/MetaViewer.php?view_id=2&clip_id=1290&meta_id=59940

¹² M'BER: <https://readymarin.org/get-ready/ready-business/>



**Public Disaster Education and Preparedness (PDE+P) Committee of the
Operational Area Disaster & Citizens Corps Council (DC3)
Committee Meeting – Sept. 10, 2018**

- National CERT Conference was held in August in Florida. Maggie attended Volunteer & Donations Management, Teen CERT, Fire Fighter Rehab and Advanced CERT Program workshops.
- Curriculum Update: working through modules & updating power point slide decks.
- Bay Area CERT Coalition: have had 2 meetings in SF with representatives of 14-15 CERT groups from around the Bay Area attending. The last meeting was in Concord. Discussed National Conference and SIGMA (credentialing program to track CERT events, classes, online courses, etc.)
- The SIGMA program explores a wide range of how classes are taught, who teaches, how much they cost, how many, etc. The issue will be discussed at the November meeting.
- September is National Preparedness Month. ReadyMarin.org, Ready.gov and others are offering weekly preparedness messages.¹³
- The Great Shake-Out Quake Drill will be held Oct. 18th at 10:18 am.¹⁴
- Tam High has requested CERT program this year!
- Get Ready: funding to update program was approved through State Homeland Security Grant Program (SHSGP) to include Get Ready 5th Grade (GR5). Maggie will reach out for Get Ready 5th Grade (GR5) in next month. The Marin County Office of Education (MCOE) Emergency Committee will have big push in the fall for GR5. Their county Schools EPC meeting was this morning.¹⁵

- Access + Functional Needs communities (AFN):

- Peter attended the Marin OES 'Shaking Marin' earthquake exercise on May 23rd, and found it a valuable experience, although he was able to identify some AFN issues handled by EOC staff that should have included discussion with the AFN EOC representative.
- PG&E will hold a public meeting on Community Wildfire Safety Program and Public Safety Power Shutoff Wednesday, September 26, from 6:00 - 8:00 p.m. at the Key Room, 1385 N. Hamilton Parkway, Novato, CA.¹⁶
- The issue of PG&E de-energizing parts of the public powergrid on the occasion of an impending fire risk raises difficult issues for persons with AFN limitations. Some persons with mobility impairments could become trapped in their homes, persons with respiratory ailments could lose critical breathing apparatus, persons dependent on digital, VOIP, or cell communications could become isolated, and more.
- These issues would be particularly acute for AFN persons living alone, or without strong family / community support.

- Public Health Preparedness and related programs

- Megan Stevenson (nee Scott), Sr. Program Coordinator for H&HS Public Health Preparedness, has resumed work following maternity leave, and anticipates attending future PDEP meetings.

- Utilities including MMWD and PG&E

- Jim Wickham, PG&E / MV City Council, confirmed PG&E will be holding public meetings to inform the public better of the wildfire planning, that includes contingencies for de-energizing power in case of extreme fire risks.

¹³ ReadyMarin.org materials on National Preparedness month: <https://readymarin.org/>

¹⁴ Great California Shakeout: <https://www.shakeout.org/california/index.html>

¹⁵ Marin County Office of Education (MCOE) School Emergency Services: <http://www.marinschools.org/SafeSchools/Pages/Emergency-Services.aspx>

¹⁶ PG&E Wildfire Safety and Alert programs: www.pge.com/wildfiresafety



Public Disaster Education and Preparedness (PDE+P) Committee of the Operational Area Disaster & Citizens Corps Council (DC3) Committee Meeting – Sept. 10, 2018

- Dave Peery was unable to attend the meeting. This agenda item will be moved to the next meeting.
- Marin Medical Reserve Corps (MMRC), etc.
 - Dr. Tom Cromwell was unable to attend, but submitted an email reflecting MMRC efforts, supplemented by an email from Dr. Lisa Santora on PHEP/EMS that was read and considered.
- OES, Training and other Events:
 - Frank referred to materials In addition to the extensive PDEP handouts:
 - The 9/11/2017 BOS agenda includes a presentation by Chief Jason Weber, MCFD, on Lessons Learned from the 2017 North Bay Fire Siege. This report includes a number of recommendations supported by PDEP, including a Disaster Coordinator Position, increased preparedness (FireSafe Marin and the Get Ready programs), use of DPWs in non-conventional roles, volunteer partnerships with CVNL, expanded EOC and DSW training, and more.
 - The 9/13/18 staff report letter from Chief Weber also references a re-launch of the H&HS Preparedness committee, IST support for a business continuity plan, a DSW video, some \$15K for seniors and AFN defensible space, and more.
 - Frank encouraged PDEP members to view the UASI EOC Just in Time video series¹⁷.
 - Frank pointed to the FEMA 2018-2022 Strategic Plan.¹⁸
 - The first of three Strategic Goals is that the Nation must build a culture of preparedness with incentives that reduce risk, close the insurance gap, help people prepare for disasters, and better learn from past disasters.
 - The second goal is to Build, Empower, and Train (BEST) a scalable incident workforce, enhance coordination and provide a whole community approach to life saving and resilient communities.
 - The third FEMA strategic goal is to reduce the complexity of FEMA and enhance its effectiveness.
 - These goals echo recommendations made by PDEP for many years.
 - Frank mentioned upcoming trainings and events
 - 2018 09 203 EAS WEA alert (later changed to: 2018 10 03 EAS WEA alert)
 - 2018 09 26 Full Day ICS etc at OES for EOC level personnel
 - 2018 10 04 DSW Class
 - 2018 10 18 Shakeout Quake drill
 - 2018 11 08 Local Councils Mtg #8
 -

V. Open Time / Public Comment

3:00 PM end of meeting

- Catherine closed the meeting.

Next Meetings:

Dates may be flexible as circumstances require.

PDEP Meetings: 1-3pm Year 2018: 10/1/2018,11/5/2018, 12/3/2018

¹⁷ UASI EOC Just in Time videos include 8 exceptionally valuable subjects: Just In Time EOC Training - Introduction, Mass Fatality, Debris Removal, Donations Management, Logistics Response and Support, Mass Care and Sheltering, Mass Transportation and Evacuation, and Volunteer Management: <https://www.youtube.com/playlist?list=PLAvHKqqD2398RGv1r7pCFEhmwl67BZ63X>

¹⁸ The FEMA 2018-2022 Strategic Plan: <https://www.fema.gov/media-library/assets/documents/160940>



**Public Disaster Education and Preparedness (PDE+P) Committee of the
Operational Area Disaster & Citizens Corps Council (DC3)
Committee Meeting – Sept. 10, 2018**

**Site: PDEP unless otherwise posted: Central Marin Police Community Rm.
DC3 Meetings: 3-5pm: Board Chambers, Civic Center, Dates may be flexible
Year 2018: 12/13/2018 Year 2019: 3/14/2019, 6/13/2019, 9/12/2019, 12/12/2019**

*PDEP_Minutes 2018-09-10 b.docx
Final / Approved at PDEP meeting of 10-1-2018
rev 10-08-2018 1435 hr fcox*