



# FAIRFAX TOWN COUNCIL MEETING STAFF REPORT

**MEETING DATE** May 1, 2024  
**PREPARED FOR** Mayor and Town Council  
**PREPARED BY** Heather Abrams, Town Manager  
Maria Baird, Recreation & Community Services Manager  
**SUBJECT** Notification of Citizens Disaster Council Meeting for 2024 and Consent of Attendee List

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## RECOMMENDATION

Accept notification from Mayor Coler that she is convening the Citizens Disaster Council for 2024, and consent to the requested attendee list. The requested attendees are public safety officials, local government personnel, and paraprofessionals throughout the County of Marin.

## BACKGROUND

The [Citizens Disaster Council](#) is an advisory committee established by Fairfax Town Code (FTC) Chapter 2.52, Emergency Services, that meets on an as-needed basis.

The duties of the Disaster Council are to develop and recommend actions for the Town Council to consider, including:

- Emergency and mutual aid plans and agreements.
- Ordinances, resolutions, rules and regulations necessary to implement such plans and agreements.

The Disaster Council is responsible for the development of the Town's emergency plan, which provides for the effective mobilization of all of the resources of the town, both public and private, to meet any conditions constituting a:

1. Local emergency
2. State of emergency
3. State of war emergency

This emergency plan provides for the organization, powers and duties, services, and staff of the emergency organization. The plan is in effect upon adoption by resolution of the Town Council.

## DISCUSSION

The Mayor has requested that the Citizens Disaster Council meet with the purpose of preparing, reviewing and updating the Town's Emergency Operations Plan and to evaluate a possible Town-wide evacuation drill.

A general description of the Disaster Council membership is provided in FTC Section 2.52.030. The Mayor recommends the Council consent to the following requested attendee list.

- Fairfax Town Manager
- Fairfax Police Chief
- Fairfax Police Lieutenant
- Ross Valley Fire Chief
- Ross Valley Deputy Fire Chief
- Fairfax Mayor
- Fairfax Vice-Mayor
- Recreation & Community Services Manager
- Marin County Emergency Management Director
- Ross Valley School District Representative
- Ross Valley Charter School Representative
- Community Emergency Preparedness Committee Chair
- Fairfax Librarian
- Fire Safe Marin Representative
- PG&E Government Affairs Manager
- PG&E Public Safety Specialist
- CERT Representative
- Marin County Search & Rescue Representative
- Marin Commissioner on Aging
- Chamber of Commerce Executive Director
- Downtown Merchant Representative

The Citizens Disaster Council meets as needed and is convened at the Mayor's request. The Citizens Disaster Council last met approximately five years ago.

**FISCAL IMPACT**

Minimal staff and volunteer time is required to schedule and prepare for the meeting; plus previously budgeted staff time needed to update the emergency operations plan and conduct an evacuation drill.