

FAIRFAX DISASTER COUNCIL MEETING MINUTES

May 21, 2024
1:00 pm-3:00 pm
Women's Club
46 Park Road

The meeting was called to order at 1:05 pm by Mayor Coler.

Roll Call: Barbara Coler, Mayor; Lisel Blash, Vice Mayor; Heather Abrams, Town Manager; Rico Tabaranza, Police Chief; Dan Mahoney, Acting Fire Chief, Ross Valley Fire Department (RVFD); Cindy Swift, Fairfax CERT Coordinator; Jeremy Niewenhuijs, Fairfax's Community Emergency Preparedness Committee Chair; Rich Shortall, Fire Safe Marin; Chris Carson, Ross Valley School District; Des McKissock, Ross Valley School District; Mark van Gorder, PG & E Government Affairs

Town Staff: Maria Baird, Recreation & Community Services Manager

Introductions and Opening Remarks –The members went around the room with introductions. Mayor Coler made opening remarks regarding the purpose of convening the Disaster Council this year is to update the Town's Emergency Operations Plan and to Evaluate conducting a Town-wide Evacuation Drill.

- 1. Approval of Agenda**- A motion to approve the agenda was made by Vice Mayor Blash and seconded by Mayor Coler.
- 2.** A quorum was achieved as there were 11 members present out of the 20 who serve on the Council. Since there are multiple representatives within the same agency, it will be determined how to best consolidate the seats to ensure there is no difficulty reaching a quorum for future meetings. **ACTION ITEM: The Mayor/Maria will update the participant list and consolidate some seats and bring the list to the Town Council for approval.** This will be completed in time to be approved at the June 5, 2024 Town Council meeting. **ACTION ITEM: Maria will send out reminders/quorum check a week prior to the next meeting.**
- 3. Review of the Town's Emergency Operations Plan Update** – Police Chief Tabaranza will lead this effort, he distributed a handout (see attached) with the following information of the Fairfax Police Department's role: A review of the Fairfax Police Department's website includes the following: Emergency Planning, Fairfax Emergency Operations Plan (EOP), and Fairfax Police Evacuation Protocol. The goal is to update the EOP to ensure the most effective and economical allocation of resources for the maximum benefit and protection of the community in the time of emergency. The objective of the plan is to incorporate and coordinate all the facilities and personnel of the Town into an efficient organization capable of responding to any emergency. The emergency operations plan is an extension of the Marin Operational Area Emergency Operations Plan. This format will allow Fairfax to operate and communicate more

effectively in multi-jurisdictional responses. This plan is reviewed, exercises are conducted periodically, and it is revised as necessary to meet changing conditions. Chief Tabaranza requested creation of a sub-committee to review the EOP. He distributed a sign-up sheet and the following committee members signed up: Jeremy Nieuwenhuijs, Cindy Swift, Lisel Blash, Dan Mahoney, Chris Carson, Mark Van Gorder. Cindy Swift noted that the Town's EOP and other emergency information are distributed on the Town's website in a number of places (including RVFD) and may be difficult to easily access. **ACTION ITEM: The Mayor/ Maria will work with Christine Foster to provide linkage in one place for Town emergency information, including linking in RVFD emergency information.**

Jeremy stated that members of the Community Emergency Preparedness Committee are seeking a detailed description of how the chain of command works during a disaster. Mayor Coler replied that Steven Torrence, Marin County Emergency Management Director will be making a formal presentation at the July 17th Town Council meeting, and perhaps the members can attend or view the meeting in order to get a better understanding of the process.

4. **Evaluate a possible Town-wide Evacuation Drill** – Dan Mahoney is the lead on this, he presented a PowerPoint handout entitled “Evacuation Drill 2024 Fairfax Evacuation Drill” (see attached). He stated in the past, Fairfax has been included in drills as part of the Ross Valley. Individual neighborhoods, such as Cascade Canyon, have also held their own drills. Dan explained there are different types of drills, such as driveway drills (where residents practice evacuating their house with their “go bags”), and drive through drills, where residents evacuate by car. The goal is for Fairfax to hold a town wide drill for its residents. The drill will take place in September or October of this year. The proposed location is St.Rita's Church parking lot. **ACTION ITEM: Dan will reach out to St. Rita's regarding the request and will also request Fairfax Market to allow spillover onto the west side of their parking lot.** An alternate site could be White Hill Middle School if St. Rita's is not available. The drill will be advertised through the following ways: Town e-newsletter, Nextdoor.com, the Fire Department, and Police Department websites, Nixle, and other social media.
5. **Next meeting-** Mayor Coler stated the next meeting will take place the third week in July. No date is set at this time. **ACTION ITEM: Maria will send out a tentative date regarding the next meeting.**

The meeting adjourned at 2:30 pm.