



# FAIRFAX TOWN COUNCIL MEETING STAFF REPORT

**MEETING DATE** June 5, 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 July 16, 2024, and Consent of Attendee List

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## RECOMMENDATION

Accept notification from Mayor Coler that she is convening a follow-up meeting of the Citizens Disaster Council on Tuesday, July 16, 2024, and consent to the requested attendee list. The requested attendees include 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, which meets on an as-needed basis. The Council's duties include developing and recommending emergency and mutual aid plans, ordinances, resolutions, rules, and regulations necessary to implement such plans.

The Disaster Council is responsible for developing the Town's emergency plan, ensuring effective mobilization of resources to address local emergencies, states of emergency, or states of war emergency. The plan becomes effective upon adoption by the Town Council.

The Citizens Disaster Council last met on May 21, 2024, to start preparing and updating the Town's Emergency Operations Plan and to discuss a possible Town-wide evacuation drill.

## DISCUSSION

The Mayor has requested that the Citizens Disaster Council meet again to continue preparing, reviewing and updating the Town's Emergency Operations Plan and evaluating 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.

1. Fairfax Town Manager
2. Fairfax Police Chief
3. Ross Valley Fire Chief or designee
4. Fairfax Mayor
5. Fairfax Vice-Mayor
6. Marin County Emergency Management Director
7. Ross Valley School District Representative
8. Ross Valley Charter School Representative

9. Community Emergency Preparedness Committee Chair
10. Fairfax Librarian
11. Fire Safe Marin Representative
12. PG&E Government Affairs Manager or PG&E Public Safety Specialist
13. CERT Representative
14. Marin County Search & Rescue Representative
15. Marin Commissioner on Aging
16. Chamber of Commerce Executive Director

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. Maria Baird, Recreation and Community Services Manager, serves as staff for the committee.

**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.