



TOWN OF FAIRFAX

STAFF REPORT

February 3, 2021

TO: Mayor and Town Council

FROM: Garrett Toy, Town Manager

SUBJECT: Discuss/consider the concept of forming a Community Emergency/Disaster Preparedness Committee and appoint an Ad-Hoc Council Subcommittee to develop a recommendation for the Committee's role and structure.

Note: This item was continued from the 12/2/20, 12/16/20, and 1/20/21 Town Council Meetings.

RECOMMENDATION

Discuss/consider the concept of forming a Community Emergency/Disaster Preparedness Committee and appoint an Ad-Hoc Council subcommittee to develop a recommendation for the Committee's role and structure.

DISCUSSION

Councilmember Goddard requested that the Council consider the formation of a Community Emergency/Disaster Preparedness Committee (Committee). The Committee would be modeled after similar committees established in Mill Valley and Sausalito. The role of the Committee would be different than the Council's Disaster Council. As established by Town Code Chapter 2.52.040, the Disaster Council's role is "...to develop and recommend for adoption by the Town Council, emergency and mutual-aid plans and agreements and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and agreements."

The role of the Community Emergency/Disaster Preparedness Committee (Committee) would not be regulatory in nature. The Committee would not hear, advise, or make recommendations on public safety/emergency procedures, personnel matters, or policies. We envision its role would be, but not limited to, providing community forums on emergency preparedness (e.g., meetings, website), making recommendations on Town programs and community outreach and education activities, and coordinating with Firewise neighborhoods and neighborhood resource groups (NRG's). The Committee would generally focus on tangible, practical, cost-effective actions that can be implemented at the local level regarding emergency and disaster preparedness for businesses and residents.

There are numerous details that the Council would need to discuss if it wanted to form such a committee, but the first step in the process is to decide if the Council wants to create this Committee. Should the Council be amenable to this request, Councilmember Goddard requested that the Council consider the appointment of an Ad-Hoc Council Subcommittee ("Subcommittee") to work on the purpose and formation of a Community Emergency/Disaster Preparedness Committee. The Subcommittee would consist of two Councilmembers who would work together to develop the role and structure of the Committee. The Subcommittee may consult with members of the public and/or other local communities to develop its recommendations. The Subcommittee would report to the Council at a future meeting with its recommendations.

The Council may want to provide some general comments for the Subcommittee to consider regarding the formation of a Community Emergency/Disaster Preparedness Committee. These comments could include, but are not limited to, the following issues/questions:

- Purpose/objective, name, and function/role of the Committee
- Number and composition of Committee members (e.g., residents, business reps, other Town Boards/Commissions representatives)
- Should Councilmember(s) also be Committee members?
- Level of staff support: Police, Fire (e.g., disaster preparedness coordinator), and/or other staff
- Budget

Please note this Subcommittee is not being appointed to the Committee. Appointment to the Committee would occur at a later meeting after the Council has discussed/considered the Subcommittee's recommendations regarding the Committee's formation, purpose, and structure.

FISCAL IMPACT

N/a