



# TOWN OF FAIRFAX

## STAFF REPORT

### April 7, 2021

**TO:** Mayor and Town Council

**FROM:** Garrett Toy, Town Manager

**SUBJECT:** Approve proposal developed by the Town Council's Ad-Hoc Subcommittee for forming a Community Emergency Preparedness Committee

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#### **RECOMMENDATION**

Approve proposal for forming a Community Emergency Preparedness Committee.

#### **DISCUSSION**

At its February 3<sup>rd</sup> meeting, the Council appointed Councilmembers Goddard and Cutrano to an Ad-Hoc Council Subcommittee ("Subcommittee") to develop the purpose and structure of a Community Emergency Preparedness Committee. Attached is the proposed purpose and scope of work for the Community Emergency Preparedness Committee as recommended by the Subcommittee.

The Committee will consist of seven (7) members appointed by the Fairfax Town Council, one (1) liaison from the Fairfax Town Council, and one (1) liaison from the Ross Valley Fire Department (RVFD). RVFD's Disaster Coordinator will be the liaison to the Committee. The Fairfax Neighborhood Response Group coordinator may assist with the required staffing of the committee. The Committee will generally focus on tangible, practical, cost-effective actions that can be implemented at the local level regarding emergency preparedness for businesses and residents.

The next step in the process is for staff to prepare a resolution for Council consideration at a future meeting to formally establish the Community Emergency Preparedness Committee as proposed.

#### **FISCAL IMPACT**

The proposal includes an initial budget request of \$5,000 which will be incorporated into FY21-22 proposed budget.

#### **ATTACHMENT**

Proposal

# **Proposed “Community Emergency Preparedness Committee”**

## **Purpose and Scope of Work**

**Prepared by  
Councilmembers Goddard and Cutrano**

**for  
The Town of Fairfax, California**

### PURPOSE:

The purpose of the Town of Fairfax Community Emergency Preparedness Committee (Committee) is to support and help coordinate collaborative town-wide efforts to ensure Fairfax residents, businesses, community organizations, and schools are well prepared for and able to respond to emergencies regardless of cause.

### ORGANIZATION:

The Committee consists of seven (7) members appointed by the Fairfax Town Council, one (1) liaison from the Fairfax Town Council, and one (1) liaison from the Ross Valley Fire Department (RVFD). RVFD’s Disaster Coordinator will be a liaison to the Committee. The Fairfax Neighborhood Response Group coordinator may assist with the required staffing of the committee.

Each appointed member will serve for a three-year term with the initial terms staggered to avoid complete turnover in year three. The committee membership should ensure representation from the following Town stakeholders:

- Community Emergency Response Team (CERT)
- Firewise
- Neighborhood Response Group (NRG)
- The Chamber of Commerce
- Age Friendly Fairfax
- Community members -at-large (2)

The respective groups would select their respective representatives to the Committee. The Council would select the at-large community members.

### SCOPE OF WORK:

The Committee shall generally focus on tangible, practical, cost-effective actions that can be implemented at the local level regarding emergency preparedness for businesses and residents:

- To increase community awareness about the full spectrum of potential disasters and the need for emergency preparedness;
- To consolidate, develop, and distribute emergency preparedness information and educational materials;

- To facilitate communication and coordination between existing emergency preparedness programs;
- To develop, recommend, and implement new community outreach and education activities;
- To promote and develop volunteer opportunities to encourage community participation in local efforts, such as Firewise and Neighborhood Response Groups;
- To collaborate with other governmental agencies focused on emergency preparedness (via coordination of community presentations and regular preparedness updates from Town Council representatives, Town staff, and other local/regional emergency preparedness personnel).
- To set annual goals and prepare an Emergency Preparedness Committee annual report.

Budget:

\$5000

(For printed information & materials and potential additional NRG coordination)