



# TOWN OF FAIRFAX

## STAFF REPORT

### May 5, 2021

**TO:** Mayor and Town Council

**FROM:** Garrett Toy, Town Manager

**SUBJECT:** Adopt a resolution establishing the Town's Community Emergency Preparedness Committee

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#### **RECOMMENDATION**

Adopt resolution 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. At its April 7<sup>th</sup> meeting, the Council approved the Subcommittee's proposal and directed staff to prepare a resolution to formally establish the committee.

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.

Each appointed member will serve for a three-year term with the initial terms staggered to avoid complete turnover in year three. The staggered terms would be determined upon the appointments to the Committee.

The Committee membership would have 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 Town would follow its standard appointment process. The application would allow applicants to select which groups they wish to represent. For those applicants selecting multiple category/groups (e.g., Firewise and at-large), the Council would determine which category an applicant represents upon their appointment to the Committee. It should be noted that the Council may consider an applicant's specific skill set is better suited to represent one category

AGENDA ITEM #7

versus another. The Council would need to ratify the appointments made by the Chamber of Commerce and PARC (for its Age Friendly Fairfax subcommittee). The asterisk (“\*”) denotes these groups are not structured in a manner that would allow them to appoint one representative for Council consideration.

**FISCAL IMPACT**

An initial budget request of \$5,000 will be incorporated into FY21-22 proposed budget.

**ATTACHMENT**

Resolution

## RESOLUTION 21-\_\_

### A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OFFAIRFAX ESTABLISHING A COMMUNITY EMERGENCY PREPAREDNESS COMMITTEE

**WHEREAS** the Town Council desires to form a Community Emergency Preparedness Committee (Committee) to support and help coordinate collaborative town-wide efforts to prepare residents to respond to emergencies of all kinds; and

**WHEREAS**, the Town Council will follow its standard practice of interviewing and appointing members to the Committee; consider the ratification of appointments from the Fairfax Chamber of Commerce and Age Friendly Fairfax via the Park and Recreation Commission; assign a Council representative; and request a liaison from the Ross Valley Fire Department; and

**WHEREAS** the general focus of the Committee would be on tangible, practical, cost-effective actions regarding emergency preparedness that can be implemented at the local level, including but not limited to the following:

- a. increase community awareness about the full spectrum of potential disasters and the need for emergency preparedness;
- b. consolidate, develop, and distribute emergency preparedness information and educational materials;
- c. facilitate communication and coordination between existing emergency preparedness programs;
- d. develop, recommend, and implement new community outreach and education activities;
- e. promote and develop volunteer opportunities to encourage community participation in local efforts, such as Firewise and Neighborhood Response Groups (NRG);
- f. 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).

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Town Council of the Town of Fairfax that the Fairfax Community Emergency Preparedness Committee shall be established as follows:

1. The Committee shall consist of one (1) liaison from the Fairfax Town Council, one (1) liaison from the Ross Valley Fire Department (RVFD), and (7) members appointed by the Town Council and representing the following Town stakeholders:
  - a. Community Emergency Response Team (CERT)
  - b. Firewise

- c. Neighborhood Response Group (NRG)
- d. The Fairfax Chamber of Commerce
- e. Age Friendly Fairfax
- f. Community members-at-large (2)

2. Each appointed member shall serve for a three-year term, with the initial terms staggered to avoid complete turnover in year three.

The foregoing Resolution was duly passed and adopted at a regular meeting of the Town Council of the Town of Fairfax held in said Town on the 5<sup>th</sup> day of May 2021, by the following vote, to wit:

AYES:

NOES:

ABSENT:

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BRUCE ACKERMAN, Mayor

Attest: \_\_\_\_\_  
Michele Gardner, Town Clerk