



# TOWN OF FAIRFAX

## SPECIAL MEETING STAFF REPORT

### March 1, 2023

**TO:** Mayor and Town Council

**FROM:** Michele Gardner, Town Clerk

**SUBJECT:** Interview and consider appointment of applicants to the Open Space Committee and the Community Emergency Preparation Committee

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### **RECOMMENDATIONS**

1. Interview applicant Christine Kelly for the Fairfax Open Space Committee for a four-year term and make appointment as appropriate.
2. Interview applicants Jody Timms and James Fair for the Fairfax Community Emergency Preparedness Committee each for a three-year term and make appointments as appropriate, with a determination as to which stakeholder category each will represent.

### **DISCUSSION**

There is currently one vacancy on the Open Space Committee (“FOSC”), and one application, from Fairfax resident Christine Kelly, who has attended a FOSC meeting.

The Community Emergency Preparedness Committee (“CEPC”) was formed in 2021 by resolution of the Town Council (attached for background). The delay in standing up the committee is due to the lengthy process of first securing a coordinator. The group will be coordinated by Miranda Miller, Ross Valley Fire Department Emergency Preparedness Coordinator.

Pursuant to the resolution, the seven members of the committee shall represent specific stakeholders. When making appointments, the Council will need to state which stakeholder group the member will represent.

As indicated on their applications, Jody Timms is eligible for the four categories listed below. Applicant James Fair is eligible for the Firewise and Community member-at-large categories.

- 1) Community Emergency Response Team (CERT)
- 2) Firewise
- 3) Neighborhood Response Group (NRG)
- 4) Community member-at-large (2)

### **ATTACHMENTS**

- A. Applications (redacted): Christine Kelly, Jody Timms, James Fair
- B. Resolution 21-11 Establishing a Community Emergency Preparedness Committee

Fairfax Boards and Commissions Application

**Date**

01/24/2023

**Please select the board/committee/commission to which you are applying:**

- Open Space Committee ("FOSC")

**Name**

Christine Kelly

**Address**

[REDACTED]  
Fairfax, California 94930

**Phone**

[REDACTED]

**Email**

[REDACTED]

**Please explain your interest in serving on this Board, Commission, or Committee.**

This committee resonates with my passion to protect the environment, as the critical habitat for wild life and native species. I think it is imperative to protect the land from development and allow a space for animals and other species to live and thrive. I think that this Committee would be supportive of that belief.

Also, I started a nonprofit named Possums Welcome ([www.possumswelcome.org](http://www.possumswelcome.org)) with the following mission statement which I believe is in alignment with the Committee: To educate people so that they may 1) become aware of, and learn to preserve, wildlife and open space, 2) help mend the environment, 3) care for and be kind to animals and vulnerable species, as well as to help people develop and improve themselves to become conscious active agents for items 1-3 above.

**Please describe your relevant work/life experience or background for the board/commission you are applying for:**

I served on Committees before (back when I lived in San Francisco) and am familiar with the government processes/protocols for running meetings and Sunshine Ordinances. As I described above, I founded Possums Welcome with a mission to preserve wildlife and open space. I am an activist for the earth. I have advised other nonprofits, incorporated them and taken care of their corporate nonprofit governance.

**What is your vision for the Town of Fairfax?**

I am very much attracted to Fairfax as it is - I love that it is personal, friendly, small enough to feel comfortable having my child walk downtown alone, clean, conscious, natural - with plenty of places to hike and bike and that I could safely say that it is mostly liberal and open minded in nature. I don't have a vision of trying to change Fairfax, although, I do have a vision of preserving Fairfax in all its quaintness. I would like to keep Fairfax green with abundant trees.

**Please describe possible areas of conflict of interest.**

I do not foresee any possible conflicts.

**Please enter the date of the meeting you attended:**

January 24, 2023

**Electronic Signature**

- By printing your name below and checking this box you agree that represents your electronic signature on the application.

**Please type your full name here.**

Christine Kelly

## Boards and Commissions Application

### Date

09/27/2021

### Please select the board/committee/commission to which you are applying:

- Community Emergency Preparedness Committee

### Name

Jody Timms

### Address

[REDACTED]  
Fairfax, California 94930

### Phone

[REDACTED]

### Email

[REDACTED]

### Please explain your interest in serving on this Board, Commission, or Committee.

I've been very active the last few years in local, regional and countywide disaster and emergency preparedness activities, having previously worked for Marin County and being involved in staffing the Emergency Operations Center in the late 90's and early 2000's.

### Please describe your relevant work/life experience or background for the board/commission you are applying for:

I have a long history working in medicine, education, administration and community organizing that has well prepared me to offer my services to the Fairfax community in the area of emergency preparedness and collaborative community building. I have also served on behalf of the Town on the Main County Commission on Aging, and on our Fairfax Climate Action Committee.

### What is your vision for the Town of Fairfax?

An engaged community with active residents and strong leaders collaborating to build community, safety and preparedness for emergencies of all types.

### Please describe possible areas of conflict of interest.

Can't think of any...

**\*For the Community Emergency Preparedness Committee, there are several categories of membership. Please check all categories of membership you would like to be considered for:**

- CERT
- Firewise
- NRG
- Community

**Please enter the date of the meeting you attended:**

None available yet

**Electronic Signature**

- By printing your name below and checking this box you agree that represents your electronic signature on the application.

**Please type your full name here.**

Jody Timms

## Fairfax Boards and Commissions Application

**Date**

09/20/2021

**Please select the board/committee/commission to which you are applying:**

- Community Emergency Preparedness Committee

**Name**

JAMES FAIR

**Address**

FAIRFAX, California 94930

**Phone**

**Email**

**Please explain your interest in serving on this Board, Commission, or Committee.**

I am interested in making sure that our community is ready for any and all disasters that can strike our community.

**Please describe your relevant work/life experience or background for the board/commission you are applying for:**

I am a Registered Nurse for 22 years and have extensive training in emergency medicine.

**What is your vision for the Town of Fairfax?**

I believe we can and should be ready for all disasters. I most interested in making sure that everyone regardless of age, address or economic means can be ready for disasters.

**Please describe possible areas of conflict of interest.**

none known.

**\*For the Community Emergency Preparedness Committee, there are several categories of membership. Please check all categories of membership you would like to be considered for:**

- Firewise
- Community

**Please enter the date of the meeting you attended:**

I dont think the community has met yet.

**Electronic Signature**

- By printing your name below and checking this box you agree that represents your electronic signature on the application.

**Please type your full name here.**

JAMES FAIR

## RESOLUTION 21-11

### A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FAIRFAX 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 Parks 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: ACKERMAN, COLER, CUTRANO, GODDARD, HELLMAN

NOES: None

ABSENT: None

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BRUCE ACKERMAN, Mayor

*/s/*

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