



FAIRFAX TOWN COUNCIL MEETING STAFF REPORT

MEETING DATE:	August 2, 2023
PREPARED FOR:	Mayor and Town Council
PREPARED BY:	Michele Gardner, Town Clerk Christine Foster, Deputy Town Clerk
SUBJECT:	Resolution Setting a Regular Meeting Date, Time, and Place for the Community Emergency Preparedness Committee

RECOMMENDATION

Adopt the resolution setting the regular meetings of the Community Emergency Preparedness Committee on the second Tuesday of each month at 7:00 p.m. in the Women's Club.

BACKGROUND

In May 2021 the Town Council established the Community Emergency Preparedness Committee (CEPC) to support and help coordinate collaborative, town-wide efforts to prepare residents to respond to natural disasters and emergencies of all kinds.

The delay in standing up the committee was due to the lengthy process of first securing a coordinator. Miranda Miller, Ross Valley Fire Department Emergency Preparedness Coordinator, was selected to be the coordinator for this committee.

Pursuant to the resolution, the seven members of the committee will represent specific stakeholders, including:

- 1) Community Emergency Response Team (CERT)
- 2) Firewise
- 3) Age Friendly Fairfax
- 4) (2) Community Member At-large
- 5) Fairfax Chamber of Commerce
- 6) Neighborhood Response Group (NRG)

On March 1, 2023 the Council appointed the first two members to CEPC, one representing Age Friendly category, and one representing the Firewise category. On April 5, 2023 the Council appointed a third member to the Community Emergency Response Team (CERT) position. On June 7, 2023 and July 12, 2023 two additional members were appointed to the Community At-Large positions, and Mayor Cutrano was appointed as the Town Council Liaison to the Committee.

DISCUSSION

Now that a quorum has been reached, the next step is to set the regular monthly meetings. The committee members participated in a poll to determine a regular monthly meeting date and time based on their availability and that of the Fairfax Women's Club.

The recommended CEPC regular meeting date is the second Tuesday of the month at 7:00 p.m. Adopting this Resolution will allow the committee to conduct their first public meeting on September 12, 2023.

ATTACHMENT

Resolution

RESOLUTION 23-__

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FAIRFAX
SETTING THE REGULAR MEETING DATE, TIME, AND PLACE FOR THE
COMMUNITY EMERGENCY PREPAREDNESS COMMITTEE**

WHEREAS, the Town Council established the Community Emergency Preparedness Committee (CEPC) pursuant to Resolution No. 21-11; and

WHEREAS, the Town Council now wishes to set the CEPC's regular meeting date, time, and place;

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Town Council of the Town of Fairfax that the Community Emergency Preparedness Committee shall meet regularly on the second Tuesday of each month at 7:00 p.m. in the Fairfax Women's Club.

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 2nd day of August 2023, by the following vote, to wit:

AYES:

NOES:

ABSENT:

Chance Cutrano, Mayor

Attest: _____

Michele Gardner, Town Clerk