

DRAFT Fairfax Community Emergency Preparedness Minutes  
Regular Meeting at 7:00 p.m.  
Women's Club, 46 Park Road, Fairfax  
Tuesday, September 12, 2023

Mayor Cutrano called the Regular Meeting to order at 7:00 p.m.

Call to Order/Roll Call:

**COMMITTEE MEMBERS PRESENT:** Cindy Swift  
James Fair  
Jodi Timms  
Jeremy Nieuwenhuijs  
Christine Aralia  
Mayor Chance Cutrano, Council Liaison  
Miranda Miller, Ross Valley Liaison

Approval of Agenda

Motion/Second (M/S), Aralia/Swift, motion to approve the agenda.

AYES: Swift, Fair, Timms, Nieuwenhuijs, Aralia

NAYES: None.

Open Time

No speakers.

Regular Agenda

1. Introductions – Mayor Cutrano  
Mayor Cutrano introduced himself and asked the rest of the group to also do so.
2. Overview of Government Rules for Committees – Town Clerk  
Town Clerk Michele Gardner provided an overview of the Brown Act and answered questions from the group.
3. Discuss Mission and Purpose of the Committee – Mayor Cutrano  
Mayor Cutrano talked about the mission and purpose of the Emergency Preparedness Committee and about how the idea for the group was formed.
4. Discuss Stakeholder Groups – Mayor Cutrano  
Mayor Cutrano discussed stakeholder groups related to the Committee.
5. Selection of Officers (Chair, Vice Chair, and Secretary), each for 12-Month Term  
Mayor Cutrano discussed the roles of officers. Jeremy Nieuwenhuijs volunteered to be Chair.

Motion/Second (M/S), Fair/Aralia, motion to approve Nieuwenhuijs as Chair.

AYES: Swift, Fair, Timms, Aralia, Nieuwenhuijs

NOES: None.

Mayor Cutrano suggested Chair Nieuwenhuijs lead the meeting as the Committee's Chair. Chair Nieuwenhuijs agreed.

Chair Nieuwenhuijs asked for a member to volunteer as Committee Vice Chair. Member Aralia volunteered.

Motion/Second (M/S), Timms/Swift, motion to approve member Aralia as Vice Chair.

AYES: Swift, Fair, Timms, Nieuwenhuijs

NOES: None.

Chair Nieuwenhuijs asked for a member to volunteer as Committee Secretary. After deliberation, no member volunteered. The selection of the secretary was postponed until the next meeting.

6. Next steps – Mayor Cutrano

The group discussed meeting agenda topics for the next regularly scheduled meeting.

The meeting was adjourned at 8:58 p.m.