



## Southern Marin Fire Protection District Emergency & Disaster Preparedness Committee Meeting Agenda

28 Liberty Ship Way, Ste 2800 Sausalito, CA 94965

**Tuesday, October 13, 2020  
7:30 am**

**Right to be Heard:** Members of the public have a right to address the Board directly on any item of interest to the public which is within the subject matter jurisdiction of the Board. The request to be heard should be made immediately before the Board's consideration of the item. No action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by subdivision (b) of 54954.2 of the Government Code and except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under section 54954.3 of the Government Code.

**Accommodations:** Any person with a disability covered under the Americans with Disabilities Act (ADA) may receive a copy of the agenda and a copy of all the documents constituting the agenda packet prepared by the local agency or other interested person for the meeting, upon request in an appropriate alternative format. Requests for mailed copies of agendas or agenda packets are valid for the calendar year in which requests are made and must be renewed annually after January 1. Any person with a disability covered under the ADA may also request a disability-related modification or accommodation, including auxiliary aids or services in order to participate in a public meeting. Please contact Southern Marin Fire Protection District at 415.388.8182 at least 5 working days prior to the meeting and provide information on the assistance required.

**PUBLIC ADVISORY: THE BOARD OF DIRECTORS BOARD ROOM WILL NOT BE OPEN TO THE PUBLIC**

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the regular meeting of the Board of Directors Meeting will be conducted telephonically through Zoom. Please be advised that pursuant to the Executive Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID19 virus, the Board of Directors Board Room will not be open for the meeting. Board Directors and the public will be participating telephonically and will not be physically present in the Board Room.

If you would like to speak on an item on the agenda, you can access the meeting remotely: Join from a PC, Mac, iPad, or Android device. Although your image will not be shown on the video conference, you will be able to listen and view the meeting on Zoom.

Please use this URL <https://zoom.us/j/3435788058>

Or Join by Phone:

\*67 +1 301 715 8592

Enter meeting ID: 343 578 8058

Note: Your phone number will appear on the screen unless you first dial \*67 before dialing the numbers shown above.

*Note: All Items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.*

If you want to comment during the Public Expression portion of the Agenda, you can use the “Raise Hand” function in Zoom or you can press \*9 if you are calling in. The Clerk of the Board will select you from the meeting cue. Please be patient while waiting in the cue.

If you do not want to speak during the Public Expression portion of the Agenda, you are also encouraged to submit email correspondence to [adminaide@smfd.org](mailto:adminaide@smfd.org).

Email comments will be accepted up until 5:00 PM the day of the meeting and forwarded to the Board of Directors and placed in the District’s permanent records. If you submit an email comment, please note in the subject line, “Public Expression.”

1. **Call to Order**

2. **Open Time for Public Expression** (limited to 3 minutes per person)

–

*The Board welcomes public comments on all agenda items.*

3. **Agenda Adjustments**

4. Approval of Minutes

4.a September 8th, 2020 Minutes

Approve Minutes

[September 2020 EDPC Committee minutes.pdf](#)

5. Reports and Information

5.a Communications Staff Report

Receive reports

[Communications Staff Report - EDP Committee - October 2020.pdf](#)

6. Action Items

6.a Measure C Update

Receive Report

[Measure C Staff Report - EDP Committee.docx](#)

6.b Evacuation/Community Education Update

Receive report and ask questions.

[Evacuation SOM. doc.edited.doc](#)

7. **CLOSED SESSION: - NONE**

8. **Adjournment**

**Posting Statement**

A copy of this agenda was posted at the Southern Marin Fire Protection District’s Administrative Office, 28 Liberty Ship Way, Suite 2800, Sausalito, Ca 94965. Pursuant to CA Government Code §54957.5, disclosable public records and writings related to an agenda item distributed to all or a majority of the Board of Directors including such records and writing distributed less than 72 hours prior to this meeting are available for public inspection at the Southern Marin Fire Protection District’s Office, 28 Liberty Ship Way, Suite 2800, Sausalito, Ca 94965.

NOTICE In compliance with the Americans with Disabilities Act, any individuals requesting special accommodation to attend and/or participate in District Board meetings may contact the District Administrative Office at (415) 388-8182. Notification 48

*Note: All Items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.*

hours prior to the meeting will enable the District to make reasonable accommodations.

*Note: All Items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.*



# STAFF REPORT

## SOUTHERN MARIN FIRE PROTECTION DISTRICT

---

**MEETING DATE:** Tuesday, October 13, 2020

**AGENDA TITLE:** September 8th, 2020 Minutes

**LEAD DIVISION:** N/A

---

---

**RECOMMENDED MOTION:** Approve Minutes

---

---

**SUMMARY** N/A

**BACKGROUND** N/A

**DISCUSSION/ANALYSIS** N/A

**FISCAL IMPACT** N/A

### ATTACHMENTS

[September 2020 EDPC Committee minutes.pdf](#)

PREPARED BY: Mariya Weinberg

REVIEWED BY: N/A

SUBMITTED BY: Christian Tubbs, Fire Chief



# SOUTHERN MARIN FIRE PROTECTION DISTRICT

28 Liberty Ship Way, Suite 2800  
Sausalito, CA 94965

Phone: (415) 388-8182  
Fax: (415) 388-8181

## Southern Marin Fire Protection District Emergency & Disaster Preparedness Meeting Tuesday, September 8, 2020 – 07:30 am – Headquarters

Director Peter Fleming – Chair  
Director Tom Perazzo  
Alternate: Director Cristine DeBerry

### MINUTES

#### 1. CALL TO ORDER: 07:34 A.M (by Director Fleming).

##### **In Attendance:**

BOARD: *Participating via telephone:* Director Fleming. *Present in person:* Director Perazzo.

STAFF: *In Person:* Fire Chief Tubbs, Chief Welch, Communications Coordinator Elisha Omoomy, and Clerk of the Board Mariya Weinberg.

**Absent:** none

#### 2. OPEN TIME FOR PUBLIC EXPRESSION:

No public present in person or online.

#### 3. AGENDA ADJUSTMENTS:

None.

#### 4. APPROVAL OF MINUTES:

Emergency & Disaster Preparedness Committee Meeting Minutes August 11, 2020.

*Motion to approve Minutes:*

M/s: Perazzo/Fleming

Aye: Perazzo, Fleming

#### 5. Reports and Information

##### **5.a Measure C**

Chief Tubbs advised the committee that SMFD staff are meeting today, via zoom, with the Interim director Jean Bonander to discuss payroll and finance issue for the MWPA. Also, the MWPA Board had recently selected a final candidate, whose name has not yet been officially released, for the Executive Director position. The Board is in negotiations with that person about employment compensation and terms. Chief Tubbs has let the candidate know that we have office space and admin support available for them. Governing Board is setting up some subcommittees, including an Executive and a Finance committee. Appointments have not yet been announced, but President Hilliard has requested to be on the Finance sub-

committee. We have a number of draft policies that the Operations Finance Subcommittee has generated, that we would like to get in front of the Board to approve. There were no questions from the meeting participants about this Agenda item.

### **5.b Southern Marin Fire Protection District Mask Up Program**

Chief Welch said that 585 masks are going to be made. The rendition is not yet complete. There will be additional lettering “Stay Healthy” on the top, and “Stay Safe” on the bottom of the mask. The addition will not affect our cost. We have a partnership with Mill Valley Chamber of Commerce, and can also partner with Sausalito Chamber to distribute. Mill Valley is already distributing some of the masks they had made. The process is going well, no problems, except that we had to put a stop on one store trying to sell them, rather than give away free, as we intended. Our efforts have been well received in the community. There were no questions from the meeting participants about this Agenda item.

### **5.c Evacuation Flyer**

Chief Welch said the flyers for the unincorporated areas of Mill Valley should be arriving to residents’ mailboxes within a day or two. There is a sample flyer for the Homestead area included in today’s meeting packet. There will be some small map clean-ups on the next flyer going out, as well as additional info about COVID-19. We still want evacuations to take place, but for residents to keep social distancing issues in mind, and that precautions are being taken in shelters, should they become necessary. Also, a number of “living room chats” have been scheduled, which are ongoing discussions with small neighborhood communities both in Mill Valley and Sausalito. TCS D Board is later this week. We are also discussing doing a video on Community Refuge Areas. The Sausalito’s evacuation flyer is in its final review.

Chief Tubbs mentioned that we have had a lot of community interest in info about evacuations and notifications. Our presentation at one of the recent Sausalito City Council meetings resulted in a neighborhood chat, since the residents had expressed some concerns and interest. We do want to highlight that plans can’t be made at very specific levels, as they will change depending on a particular emergency. We are trying to educate residents about the importance of being aware, knowing two ways out and temporary refuge areas. We are also working on supporting law enforcement, since they need to be involved in traffic control. Under National Incident Management System, during an emergency, areas of responsibility are broken up into Emergency Support Functions (ESFs), and evacuations are a law enforcement responsibility. However, in recent years, with the fires, the residents have looked to the Fire Department for guidance. We have been working to support and empower law enforcement to take more of an active role, while also making sure the community knows we are not turning away from this responsibility.

Director Perazzo asked if we are planning to be more active on Nextdoor.com website, and Chief Tubbs and the recently hired Communications Coordinator Elisha have confirmed that we actually already are very active. Chief Tubbs also reminded that one of the functions of this Committee is to be a communications committee. So, once Elisha is up to speed, we plan to have a communications activity update at these Committee’s meeting, either the next meeting or the one after that. Elisha is currently working on the newsletter, and also has the Nextdoor.com account for community announcements, doing

metrics on social media. Topics like evacuation and notification are being covered, and there will be updates to this Committee, as stated.

Director Perazzo relayed his experience with neighbors contacting him during a recent event where evacuations may have occurred, although it did not. Chief Tubbs commented that we have been sharing this same information with the community for many years, except with the recent addition of TRAs. The challenge is to get our information through to the citizens, given the sheer volume of information pertaining to emergency that comes to them through many sources. A lot of people would like to get specific pre-determined evacuation routes, so we have to educate that this is not possible, since each emergency is unique. We do provide evacuation maps and general strategies to help residents determine the appropriate evacuation plan when a specific emergency arises. Director Fleming thanked the staff for their work in this area, and that he has read through the flyer and found it very useful.

## **6. Action Items**

### **6.a Defensible Space Inspectors – Staff Report and Recommendation**

Chief Tubbs provided the background. This is part of the Measure C, where funding for the Defensible Space Inspector positions is one of the three categories covered by the Measure C. MWPA provides funding to each member Agency, based on a formula that takes into account things like population. Each Agency is authorized to have its own Defensible Space Inspection program. The staff report shows the Committee the progress we have made towards staffing these positions. We will initiate recruiting and hiring really soon. This will be part of the Final Budget that we will see at this month's Board Meeting. These will be limited-term 2-year positions (with possible renewal), with limited benefits. This aligns with MWPA policy that is designed to keep personnel costs lower, and keeps things consistent with Measure C being funded for 10 years. The program is designed so that the Inspectors are out in the field every day, conducting inspections primarily on residential properties. The idea for this is to create rapport and establish partnerships with home owners to help them create defensible space around their homes, and educate them about things like chipper days and possible grant programs.

At a recent Board meeting Tod Lando presented our Hazard and Threat Report, which Chief Tubbs has called our own version of Community Wildfire Protection Plan (CWPP). The defensible space program will allow us to go in and update this hazard and threat data as it changes. That way we will have an updated map of where our highest risks are, so we can target them for remediation.

Director Fleming asked how enforcement works. Chief Welch said the ordinance does allow us to take a case from "cradle to grave", although the language could be stronger. He also added that we are in a very high compliance area. The ultimate enforcement has not come up in the District but it has been done in the City of Mill Valley. MWPA is looking into programs for providing grants for low income residents. Another idea is doing work on resident's properties at no cost, but using those homes as exhibition properties to show how defensible space works. Chief Tubbs pointed out that another type of property that would be covered in this process are either abandoned or remotely owned properties. Our ordinances give us the authority to do the work at the cost to the owner, by placing a lien on the property.

Chief wanted to make sure everyone knew that the two defensible space inspectors are funded entirely through MWPA JPA, at no cost to the District.

Director Perazzo proposed a Motion that the EDPC Committee shall support the hiring of two Defensible Space Inspectors for the Fire District, with 2-year term contracts, funded by the MWPA.

**M/s: Perazzo/Fleming**

**Aye: Perazzo/Fleming**

**Noes: none**

**7. CLOSED SESSION**

There was no closed session at this meeting.

**8. ADJOURNMENT:**

**M/s: Perazzo/Fleming**

**Aye: Perazzo/Fleming**

**Noes: none**

**Adjourned at 7:56 AM.**



# STAFF REPORT

## SOUTHERN MARIN FIRE PROTECTION DISTRICT

---

**MEETING DATE:** Tuesday, October 13, 2020

**AGENDA TITLE:** Communications Staff Report

**LEAD DIVISION:** N/A

---

---

**RECOMMENDED MOTION:** Receive reports

---

---

**SUMMARY** N/A

**BACKGROUND** N/A

**DISCUSSION/ANALYSIS** N/A

**FISCAL IMPACT** N/A

### ATTACHMENTS

[Communications Staff Report - EDP Committee - October 2020.pdf](#)

PREPARED BY: Mariya Weinberg

REVIEWED BY: N/A

SUBMITTED BY: Christian Tubbs, Fire Chief



# Southern Marin Fire Protection District

## Emergency & Disaster Preparedness Committee

Pete Fleming, Chair  
Thomas Perazzo,  
Alternate: Cristine DeBerry

---

### STAFF REPORT – Communications Report

#### Date

October 2, 2010

#### Topic

Strategic Plan Updates

#### Background

Southern Marin Fire District uses a variety of methods, tools and processes to communicate internally and externally. These forms of communication provide effective and efficient delivery of messaging to community and staff.

#### Summary

- Since August 24th, the new Communications Coordinator has worked with the team to collect valuable content to share with the Southern Marin Community. Content includes imagery, data, and informational messaging pertaining to prevention and emergency preparedness.
- Overall, we have seen improved communication outreach across all social networks including neighborhood hub, NextDoor.com.
- In one month, we have increased our followers by 52.8%, posts by 364%, reach by 292%, profile visits by 624%, and engagement by 28%.
- Officially relaunched this month, your team at Southern Marin Fire District has started sharing district updates, resources, community news, and events via a monthly themed external newsletter. This month we highlighted Fire Prevention Week, Vegetation Maintenance Events, Preparedness Resources, and more! We highly encourage our community members to share these pieces of information with their family, friends, and community neighbors via social media, word of mouth, or by forwarding this newsletter. If you haven't already subscribed, please do so by visiting [www.smfd.org](http://www.smfd.org). We are also working on relaunching an internal newsletter which will include department updates, district news, training, and leadership tips.
- Communications Coordinator, Elysha, has been reviewing and updating our Draft Communications Plan. We expect the final draft to be completed and adopted by the end of calendar 2020.

# **Southern Marin Fire Protection District**

## **Emergency & Disaster Preparedness Committee**

Pete Fleming, Chair  
Thomas Perazzo,  
Alternate: Cristine DeBerry

### **Recommendation(s)**

Identifying new content, delivery methods, and mediums pose an opportunity for growth with respect to coordinated and strategic communications.



# STAFF REPORT

SOUTHERN MARIN FIRE PROTECTION DISTRICT

---

**MEETING DATE:** Tuesday, October 13, 2020

**AGENDA TITLE:** Measure C Update

**LEAD DIVISION:** N/A

---

---

**RECOMMENDED MOTION:** Receive Report

---

---

**SUMMARY** N/A

**BACKGROUND** N/A

**DISCUSSION/ANALYSIS** N/A

**FISCAL IMPACT** N/A

**ATTACHMENTS**

[Measure C Staff Report - EDP Committee.docx](#)

**PREPARED BY:** Chris Tubbs

**REVIEWED BY:** N/A

**SUBMITTED BY:** Christian Tubbs, Fire Chief



# Southern Marin Fire Protection District

## Emergency & Disaster Preparedness Committee

Pete Fleming, Chair

Thomas Perazzo,

Alternate: Cristine DeBerry

---

### STAFF REPORT – Measure C Update

#### Date

October 13, 2020

#### Topic

Measure C Update

#### Summary

##### Administrative and Financial Services Agreement

The Southern Marin Fire Protection District, through a contract, provides Financial and Administrative Support services to the Marin Wildfire Prevention Authority. A summary of activity this past month:

- Mariya has assumed responsibility for production of agendas and meeting packets for the MWPA.
- Through contract funding, we are in the process of acquiring Granicus PEAK for agenda and packet production – this is the same software system used by SMFD.
- Mark Brown was selected as the Executive Officer. He has moved into his office at LSW and has been provided with a security FOB and keys.
- Alyssa has:
  - Has solicited 3 audit proposals for the MWPA. Alyssa recommends Badawi & Associates. In summary their fees are:
    - RJ Ricciardi \$8,950
    - Badawi & Associates \$9,980
    - David Farnsworth, CPA \$24,850
  - Payroll: Will do biweekly payrolls aligned with SMFD's. Still working on final details with Paychex.
  - Payroll Bank Account: Need one last item from October BOD meeting (a formal resolution - Jean is working on it) to send to the Bank of Marin to open an account.

- Awaiting counsel re: whether SMFD can add MWPA to MassMutual's 401a plan. Jean Bonander is following up with legal.

### Local Mitigation Funds

The District will be receiving an estimated \$445K in 2020/2021 for the local mitigation program of Measure C. Funds will begin to arrive in December. The District will be using its local mitigation funds to purchase and deploy three LRAD sites. The current plan looks to adopt a total of seven sites, but this must be done in phases. Chief Hilliard is leading this project and working closely with the vendor in engineering a system that will be effective for the District and will work seamlessly with the existing Mill Valley system.

### Defensible Space Inspectors

Mill Valley: The City of Mill Valley recently appointed one of their parking enforcement officers into the Defensible Space Inspector position. She is in the process of acquiring her uniforms. Fire Marshal Hilliard and his staff have begun training her for the new role. There is equipment that will be purchased for her (funded by Mill Valley). She will be assigned a vehicle from the Mill Valley Fire Department.

SMFD: We are currently beginning to recruit for two defensible space inspectors. One of the new inspector positions will be able to use a vehicle from our current inventory, while the second will require purchasing another Chevy Colorado (the vehicle we use for our inspectors). We are also in the process of acquiring the needed equipment to support the new positions (iPads, phones, computers, etc). All of the defensible space inspector costs are funded through Measure C. The District will receive a total of an estimated \$445K in funding for this program. Any unused funds will be applied to local mitigation programs that are in alignment with the ordinance.

### **Recommendation(s)**

Receive Report



# STAFF REPORT

SOUTHERN MARIN FIRE PROTECTION DISTRICT

---

**MEETING DATE:** Tuesday, October 13, 2020

**AGENDA TITLE:** Evacuation/Community Education Update

**LEAD DIVISION:** N/A

---

---

**RECOMMENDED MOTION:** Receive report and ask questions.

---

---

**SUMMARY** N/A

**BACKGROUND** N/A

**DISCUSSION/ANALYSIS** N/A

**FISCAL IMPACT** N/A

**ATTACHMENTS**

[Evacuation SOM. doc.edited.doc](#)

PREPARED BY: Tom Welch

REVIEWED BY: N/A

SUBMITTED BY: Christian Tubbs, Fire Chief



# Southern Marin Fire Protection District

## Board of Directors

Kurt Chun, President, Christina Waldeck, Vice-President, Cathryn Hilliard,  
Stephen Willis, Pete Fleming, Thomas Perazzo

---

## STAFF REPORT – Evacuation Concepts Update

### Date

October 13, 2020

### Topic

Evacuation/ Community Education Update

### Summary

In partnership with law enforcement, the Southern Marin Fire Protection District has been hosting a number of community meetings focused on evacuation concepts, structural defense, and participating in community groups.

### Background

To date the southern Fire Protection district has hosted 10 or more community outreach events focused on evacuations and wildland fire safety. We have reached over 300 residents and continue to gain popularity among District residents. As you know, evacuation is a law enforcement function performed under unified command in coordination with the fire department. We have partnered with the City of Sausalito Police Department and other law enforcement agencies in hosting a number of zoom meetings to answer important community questions for nervous residents. During the meetings we have shared various concepts to include knowing two ways from your home and being able to transition with two modes (driving to walking). We have shared current information with the City of Sausalito residents regarding the proposed mailer coming soon that depicts a number of community refuge areas as well as primary and secondary evacuation routes. A list of our meetings thus far:

- Zig Zag Fire Meeting
- TCSD Board of Directors
- Summit/Cascade Talk
- Cloud View (Sausalito)
- Spring St. (Sausalito)
- Currey Lang (Sausalito)

- North St (Sausalito)
- Sausalito Womens Club (Sausalito) – Pending
- Sausalito Villages (Sausalito)
- Ferndale Structure Fire (Tam Valley)

### **Conclusions**

The southern Fire Protection district in coordination with the City of Sausalito Police Department are working to fill an information void among many residents. We are working hand in hand as we would during a wildland fire in reaching evermore citizens together. Our efforts will continue, and a transition of leadership will occur back to our law partners in the near future. Our partnership with various civic groups and allied agencies is developing through our effort and elevating the status of the District throughout the community.