



# CITY OF SAUSALITO

DISASTER PREPAREDNESS – EMERGENCY OPERATIONS PROGRAM

*“Preparing and Protecting our Community”*

## DISASTER PREPAREDNESS COMMITTEE NOTES FROM AGENDA REVIEW 06-10-2013

### OFFICIAL MEETING WAS NOT HELD DUE TO LACK OF A QUORUM

Present: Sausalito Police Sergeant/Emergency Services Manager Bill Fraass and Tom Perazzo.

Absent: SMFD Fire Chief Jim Irving, Committee Members Bonnie MacGregor, Bill Patterson, Dave King; Chris Gallagher – Bay Model Liaison; and City Council Liaison Thomas Theodores.

All members of the Disaster Preparedness Committee were advised of this meeting via e-mail at least one week before the meeting.

A Review of Agenda & Activities was held in the EOC Room where the meeting was scheduled to take place.

1. Welcome and thanks for coming.
2. July, August, and September Meetings
  - a. Meetings will return to 5PM.
  - b. Tom Perazzo will Chair the meetings if Bill Fraass is not be able to chair meeting due to being on the Night Shift.
3. Caledonia Street Fair (May 26th)
  - a. DPC Table made 45-50 contacts.
  - b. VIPS had many more contacts, mostly children looking for badge and other give-a-ways.
  - c. CERT did not attend.
4. Disaster Preparedness Day (Oct. 19<sup>th</sup>)
  - a. Tom Perazzo to plot plan the site for set-up plans.
  - b. Tom Perazzo to get quotes for the 2-3 Banners by the next meeting.
  - c. Need to make assignments for raffle prizes at next meeting.
  - d. To be continued at next meeting or two.
5. City/Disaster Map and Future Community Preparedness Drill
  - a. June 18<sup>th</sup> Public Works goes to City Council with bidding for Maps.
  - b. Evacuation Routes to be developed.
  - c. Evacuation Drill to be developed. Could cost \$28,000 (Mill Valley's Cost).
6. Misc.
  - a. Look to have another battery's for smoke detectors at Disaster Day.
  - b. Look at Handouts at Jazz by Bay.
7. Next Meeting
  - a. **07/08 at 5 PM at EOC**



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## **DISASTER PREPAREDNESS COMMITTEE MEETING MINUTES 07-08-2013**

Present: SMFD Fire Chief Jim Irving, Committee Members Bonnie MacGregor, Bill Patterson, Dave King; Chris Gallagher – Bay Model Liaison; and Tom Perazzo- Acting Chair.

Absent: Sausalito Police Sergeant/Emergency Services Manager Bill Fraass and City Council Liaison Thomas Theodores.

All members of the Disaster Preparedness Committee were advised of this meeting via e-mail at least one week before the meeting.

1. Welcome and thanks for coming. Chair Bill Fraass absent due to working night shift.
2. Caledonia Street Fair (May 26th)
  - a. Reviewed information from June 10<sup>th</sup> Notes.
3. Disaster Preparedness Day (Oct. 19<sup>th</sup>)
  - a. Reviewed information from June 10<sup>th</sup> Notes.
4. Additional Outreach Ideas/Efforts for 2013.
  - a. Women’s Club has a committee that is planning to have CPR training for members. SMF will be providing the “Sidewalk CPR” training on Oct. 26<sup>th</sup> from 11AM to 1PM Sessions take 10 minutes.
    - i. We should have Disaster Preparedness Handouts in the lobby for the event.
    - ii. We should pass the word onto other groups in town.
    - iii. We should have the word passed on by Radio Sausalito.
5. Future Community Preparedness Drill
  - a. Reviewed Notes for June 10<sup>th</sup>.
6. Open Forum/General Discussion
  - a. We need to start gathering raffle prizes for DP Day. Need to review last year’s list.
  - b. Need to start posting DP Day on city website and in Sausalito Currents.
  - c. Look at Nixel to broadcast DP?
  - d. Bay Model would be happy to have a DP Table at the Sausalito Art Festival. Flyers and Sausalito Welcome Maps.
  - e. We should have constant DP Tips in Sausalito Currents.
7. Next Meeting
  - a. **08/12 at 5 PM at EOC**



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## DISASTER PREPAREDNESS COMMITTEE MEETING MINUTES 08-12-13

Present: Committee Members Bonnie MacGregor, Chris Gallagher – Bay Model Liaison, and Tom Perazzo-Acting Chair.

Absent: Sausalito Police Sergeant/Emergency Services Manager Bill Fraass, SMFD Fire Chief Jim Irving, Bill Patterson, Dave King and City Council Liaison Thomas Theodores.

All members of the Disaster Preparedness Committee were advised of this meeting via e-mail at least one week before the meeting.

1. Welcome and thanks for coming. Chair Bill Fraass absent due to working night shift.
2. Disaster Preparedness Day (Oct. 19<sup>th</sup>)
  - a. Banners and Materials Needed:
    - i. Have estimate for 3 Disaster Preparedness Day Banners (30x96 inches), for \$469.67, from Fast Signs.
    - ii. Have estimate for 1 Disaster Preparedness Table Cover, 3 sided with City and Disaster Preparedness Logos, for \$256.00, from Fast Signs.
    - iii. Estimate for storage box for the above and paper & poster paper, and printed materials for Disaster Day, \$275.00,
    - iv. A total of \$1,000 is needed. **ACTION: Ask Sgt Fraass and Chief Irvin to find funds for signs, etc.**
  - b. Booths
    - i. To have 4-5 booths due to space at City Wide Yard Sale.
      1. DPC Committee
      2. SMFD CERT
      3. Disaster Animals
      4. ServPro? Red Cross?
      5. VIPS?
  - c. Street Staging:
    - i. To have several agencies, etc.
      1. SMFD Fire, Ambulance, and Rescue Equipment
      2. SPD & VIPS Vehicles
      3. Salvation Army Canteen?
      4. CERT Trailer?
  - d. Handout Materials:
    - i. To get materials:
      1. **Sgt Fraass**: Red Cross and other
      2. **Bonnie**: Websites and other subject information
  - e. Raffle/Drawing Prizes:
    - i. To get donations:
      1. Ask **Bill Paterson** to get prizes from Goodman’s and Waterstreet.
      2. Ask **Dave King** to get prizes from local bike shops.
      3. **Chris Gallagher** to ask several restaurants for gift certificates.



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3. Additional Outreach Ideas/Efforts for 2013.
  - a. Women’s Club has just dumped all their Emergency Cash Supplies due to age.
  - b. Sidewalk CPR training for the public by SMFD will be on Oct. 26<sup>th</sup> from 11AM to 1PM. Sessions take 10 minutes.
    - i. We should have Disaster Preparedness Handouts in the lobby for the event.
4. Future Community Preparedness Drill
  - a. No new information.
5. Open Forum/General Discussion
  - a. None.
6. Next Meeting
  - a. **09/16 at 5 PM at EOC**



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## **DISASTER PREPAREDNESS COMMITTEE MEETING MINUTES 09-16-13**

Present: Committee Member Dave King, Tom Perazzo - Acting Chair, and City Council Liaison Thomas Theodores.

Absent: Sausalito Police Sergeant/Emergency Services Manager Bill Fraass, SMFD Fire Chief Jim Irving, Bill Patterson, Bonnie MacGregor, and Chris Gallagher – Bay Model Liaison.

All members of the Disaster Preparedness Committee were advised of this meeting via e-mail at least one week before the meeting.

1. Welcome and thanks for coming. Chair Bill Fraass absent due to working night shift.
2. Disaster Preparedness Day (Oct. 19<sup>th</sup>)
  - a. Banners and Materials Needed:
    - i. Councilman Theodores said he heard Park and Rec could make banners.
    - ii. Budget of \$1,000 has not been funded as of this meeting. Asked Sgt Fraass and Chief Irvin to find funds for signs, etc. Councilmen Theodores said City Manager might have some available funds.
  - b. Booths
    - i. Room expanded may be able to have 7-8 booths rather than 4-5 booths due to space at City Wide Yard Sale.
      1. DPC Committee
      2. SMFD CERT
      3. Disaster Animals
      4. ServPro? Red Cross?
      5. VIPS?
      6. tbd
      7. tbd
  - c. Street Staging:
    - i. To have several agencies, etc.
      1. SMFD Fire, Ambulance, and Rescue Equipment
      2. SPD & VIPS Vehicles
      3. Salvation Army Canteen?
      4. CERT Trailer?
  - d. Publicity:
    - i. Needed:
      1. City Calendar, Ask Debbie to post.
  - e. Raffle/Drawing Prizes:
    - i. To get donations:
      1. Dave King will attempt to get prizes from local bike shops.
3. Outreach Ideas/Efforts
  - a. MERA to be upgraded. We may need to look at involvement?
4. Open Forum/General Discussion
  - a. None.
5. Next Meeting
  - a. **10/14at 5 PM at EOC**



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## **DISASTER PREPAREDNESS COMMITTEE MEETING MINUTES 10-14-13**

Present: Committee Members Bonnie MacGregor, Dave King, Tom Perazzo - Acting Chair, and Chris Gallagher – Bay Model Liaison.

Absent: Sausalito Police Sergeant/Emergency Services Manager Bill Fraass, SMFD Fire Chief Jim Irving, Bill Patterson, and City Council Liaison Thomas Theodores.

All members of the Disaster Preparedness Committee were advised of this meeting via e-mail at least one week before the meeting.

1. Welcome and thanks for coming. Chair Bill Fraass absent due to working night shift.
2. Disaster Preparedness Day (Oct. 19<sup>th</sup>)
  - a. Banners and Materials Needed:
    - i. Budget of \$1,000 has been approved and will be funded by SPD (\$750) and SMFD (\$250).
    - ii. Banners have been ordered. Parks and Rec found two old banners and will update them (date and location). Will be hung along with the two new ones ordered.
  - b. Booths
    - i. Expected:
      1. DPC Committee
      2. SMFD CERT
      3. Humanity Road
      4. ServPro
      5. Red Cross
      6. Marin Medical Reserve
      7. VIPS?
      8. tbd
  - c. Equipment Staging:
    - i. Expected
      1. SMFD Fire, Ambulance, and Rescue Equipment
      2. SPD & VIPS Vehicles
      3. Salvation Army Canteen
      4. CERT Trailer
      5. Marin Human Society
  - d. Raffle/Drawing Prizes:
    - i. Donations obtained:
      1. Dave King got a bike helmet
      2. Chris Gallagher got several restaurant gift certificates
      3. Bill Patterson is working on hardware stores
  - e. Committee to present:
    - i. Sgt. Fraass, Chief Irving, Tom Perazzo, Bonnie MacGregor, Bill Patterson, and Chris Gallagher
3. Outreach Ideas/Efforts
  - a. None
4. Open Forum/General Discussion
  - a. None.
5. Next Meeting
  - a. **11/18 at 5 PM at EOC**