

**BEL MARIN KEYS COMMUNITY SERVICES DISTRICT
EMERGENCY RESPONSE TEAM COMMITTEE**

AGENDA
Monday, June 21, 2018

Sub-Committee Members:

Steve Pointer
Dave Lindsay
Cheryl Furst
Jim Hale
Steve Nash
Chris Strom -Alternate
Mercy Angelopulos-Alternate

1. Meeting called to order: 7:03pm
2. Roll Call: Pointer, Lindsay, Hale, Nash, Angelopulos Absent: Strom, Furst
3. Open Forum: no comments
4. Approval of Minutes
 - a. Minutes from May 14, 2018

****MOTION to approve the minutes from May 14, 2018.**

M/S:Nash, Lindsay

Vote: All Ayes
5. New Business
 - a. Discussion of the new hand held antenna and basic radio functions.
 1. Schedule basic radio use class for current members

Mr. Pointer reviewed some basic radio commands and noted he is getting a low turnout for the radio check-ins. He is asking members to let him know if they are having difficulty with the radio unit. He also suggested having a review prior to the next meeting.
 - b. Discussion of the preparedness of the Emergency Operations Center (EOC)
 1. Telephone lines access

Mr. Pointer noted that there are still a few things that need to be addressed as far as contact information and access to the building in the event of an emergency, as well as, communication and out of the building. He noted that there should be an additional phone line to the community center that is just designated for the incident command. Once there is an emergency someone will need to activate the incident command center and begin communication with fire, police, EOC (Emergency Operations Center)
 2. Emergency contact list (members, block captains, contractors ect.)

Mr. Pointer noted that a binder should be kept in the office, and in the other locations where supplies are kept. This item is being worked on by District staff as this was also a request made by the Board of Directors.
 3. Access to the building- A key has already been designated and will be located in the ERT shed.

c. Fire Department Report/Drill

Mr. Nash noted that this is an exercise that need to be done, and will need to wait until there is a clear understanding of the response plan that will be implemented, and don't have the necessary volunteers in place yet. This will most likely be pushed to next year.

d. Draft Block Captains Description and Recruitment

Mr. Hale noted that it would be beneficial to get a sub-committee to help fill the slots. He suggested getting someone who is in recruitment to help with this. The committee also needs to walk the streets and solicit with neighbors and invite them to a meeting. Ms. Angelopulos noted that when she talked to her neighbors they were all asking what were the duties of the block captain. Mr. Nash noted that in the disaster response plan there is a description of the responsibilities of the block captain. What needs to happen is being able to get the information out.

e. Review the Draft BMK Emergency Response Plan

Mr. Nash asked for comments from the committee members and to be sent to Noemi with draft markings to review a final draft at the next meeting.

f. Documentation of life expectancy for all supplies and equipment

Ms. Camargo noted that the Board of Directors is asking the committee to put together a list of what is already on hand and what the estimate life to budget replacements.

g. Documentation of assets at each location (Calypso and CSD)

this is another request from the Board of Directors to document everything on hand.

h. Stop the Bleed Community Event

the District office received a call about possibly hosting a Stop the Bleed event for the community. This event is free and was launched in 2015 as part of Homeland Security program as a way to create awareness and encourage bystanders to become trained and equipped to help in a bleeding emergency before professional help arrives. The event is being advertised for July 29th at the Community Center.

i. National Night Out August 7th. This year's event is again being sponsored by the Marin County Sheriff. The event is set up from 5-7pm at the Community Center. This is a great opportunity for the ERT to get involved and help with recruitment efforts.

6. Old Business

a. Review current fiscal year budget 2017/2018

Ms. Camargo reviewed budget and expenses thus far. She noted that the actual spends were \$3,007.80, and the committee has a budget of \$5,000 each year, if they wished to use up the funds the spend will need to be done by June 30th. She noted the current purchased: radio equipment, trauma kits, and fire run map.

The committee reviewed items that were purchased and items that should be purchased.

****MOTION to approve purchase of a tent for additional command center, and use remaining budget if any for foil blankets and water.**

M/S: Nash, Pointer

Vote: All ayes

7. Schedule next subcommittee meeting
 - a. Action items for next meeting (Monday, August 13, 2018)
 - b. Meeting schedule for remaining of year (2018)

The committee noted the second Monday of the month.
8. Meeting Adjournment
 - **Motion to adjourn the Emergency Response Team committee meeting.**
 - M/S: Nash, Angelopulos**
 - Vote: All ayes**