

**SONOMA DISASTER COUNCIL
REGULAR MEETING
Emergency Operations Center
Sonoma Police Department
175 First Street West, Sonoma, CA
May 8, 2008
Minutes**

1. Call to Order

Vice Chair of Disaster Council Kelly called the meeting to order at 3:35p.m., she then welcomed all who were in attendance and asked that everyone introduce themselves and the organization that they represent.

Those in attendance were:

Joanne Sanders, City of Sonoma Mayor/Chair of Disaster Council.
Linda Kelly, City of Sonoma City Manager/Director of Emergency Services/Vice Chair of Disaster Council.
Brett Sackett, City of Sonoma Police Chief/County Sheriff
Ken McTaggart, ACS Unit member, Auxiliary Communications Service County Department of Emergency Services.
Eileen Adams, ACS Unit member, Auxiliary Communications Service County Department of Emergency Services.
Bob Smylie, County Deputy Emergency Services Coordinator, County Department of Emergency Services.
Spencer Andreis, Training Officer, City of Sonoma/Sonoma Valley Fire and Rescue Authority.
Mark Freeman, Division Chief for the SVFR, representing the Fire Chief of Sonoma/Sonoma Valley Fire and Rescue Authority.
Stanley Cohen, City of Sonoma Councilmember and interested citizen.
Herb Golenpaul, interested citizen.
Neil Ross, Reporter for the Sonoma Valley Sun
Richard Dale, Executive Director of the Sonoma Ecology Center.
Wendy Petersen, Executive Director of the Sonoma Valley Visitors Bureau.
Cindy Scarborough, Executive Director of Vintage House Senior Center.
Jackie Lyons, Emergency Management Coordinator, Sonoma Valley Hospital.
Diana Lawrence, Student Welfare Specialist, Sonoma Valley Unified School District.
Nanci Mathison, Student Services Specialist, Sonoma Valley Unified School District.
John Saguto, Volunteer, American Red Cross and back-up Director for the County of Sonoma.
Yaquelin Alvarez, representing the Executive Director of the Sonoma Valley Chamber of Commerce.
Cathy Lanning, Administrative Services Manager, City of Sonoma
Milenka Bates, Public Works Director, City of Sonoma
Kathy Swett, Executive Director, Sonoma Community Center
Sam DiGiacomo, interested citizen.

2. Comments from the Public

There were no comments from the public.

3. Review of Municipal Code Regarding Disaster Council

- a. Discussion of role and scope of Disaster Council
- b. Proposed Membership of Disaster Council

Vice Chair Kelly pointed out the handouts that had been placed at each seat and that the purpose for this meeting was to exchange information and start a conversation as to what everyone thought the focus of the group should be. She stated that the City Council's goal was to be more proactive in disaster preparedness in such areas as:

- Public information and outreach
- Neighborhood awareness
- Mutual aid plans and agreements

4. Roundtable Discussion Regarding an Agreed-Upon Scope and Focus of the Disaster Council

Herb Golenpaul said that his interest was with the mobile home parks and getting plans and information to those residents. He offered to be the representative for this group.

Jackie Lyons stated that she feels getting the public to be prepared to be on their own for at least 72 to 96 hours minimum should be one of the top priorities. She suggested having the newspapers remind people that they may be without certain services for a period of time and of the importance of being prepared.

Wendy Peterson suggested informational inserts in utility bills.

Vice Chair Kelly asked the group where they thought the focus of the group should be.

Ken McTaggart stated that all the different groups should provide their plans to the EOC so that they could be reviewed and co-coordinated. He suggested that each group have a representative give a brief overview of their plan at the next Disaster Council meeting.

Vice Chair Kelly asked Bob Smiley to give an overview of the county's role and how it interacts with the City in a disaster situation. Bob responded that the county is available as a resource for the cities, that when a city reaches their limit of resources, they go to the county, if it is a larger disaster and the county reaches their limit of resources, we go to the state and so on. He said that we need to know our boundaries and that at some point we might have to say "no". He emphasized the importance of letting people know that they have to be prepared to be self-sufficient.

Chief Sackett mentioned that if the disaster affects only our city, the county would open their EOC upon our request, but if the disaster involves more than one city, the county EOC opens automatically.

Herb Golenpaul asked how the city alerts the public of a disaster if the power is out.

Chief Sackett responded that there were several ways to alert the public. He said that they use CANS, reverse 911 and if need be, they have patrol cars drive through neighborhoods broadcasting an alert.

John Saguto mentioned that if someone were to organize a large enough group, that the Red Cross has the resources and are available to educate different communities, such as the elderly and the Hispanic/non-English speaking communities, on how to prepare for a disaster. He also said that the Red Cross was organizing a disaster exercise called the Silver Centennial which is scheduled for October 23rd of this year.

Herb Golenpaul asked how many people would be at the EOC during an emergency.

Chief Sackett said that there are several different sections to the EOC, each with different responsibilities and each staffed with city employees.

Disaster Chair Sanders asked about who would be available to her at the EOC if for example both Chief Sackett and Vice Chair Kelly were out of town when a disaster struck.

Vice Chair Kelly said that the city would adopt a “Chain of Command” list that they would provide to the City Council.

Chair Sanders asked that the list be provided as a small wallet sized, laminated card that would be easy to have with you at all times.

Division Chief Freeman, stated that at any given time, there are thirteen fire and EMS personnel on duty, including one division chief.

Chief Sackett said that there would always be at least two deputies on duty, if the EOC was activated, one would be there and the other would be in the field.

Ken McTaggart suggested that the city EOC should have all the same information, including contact information, as the County EOC.

Vice Chair Kelly mentioned that since moving the EOC back to the newly renovated room, there had been a trial run with the staff so that everyone was aware where everything was located and how it worked.

Chief Sackett pointed out to some of the state of the art features that this EOC now has. He said that it has a very large generator and would be able to function if there was no power. He also said that the EOC has several sources of communication, so if one source was down, there were others available.

Vice Chair Kelly asked Public Works Director Bates what of steps the water department has in place to protect our water system.

Public Works Director Bates said that the department is currently cross training all public works employees on reporting to work immediately in the event of an emergency as well as where all the emergency water shut-offs are. She also said that we have the capability to shut off the water mains both manually and electronically.

Vice Chair Kelly asked if all the organizations present, who have their emergency plans in an electronic format, could forward those plans to Chief Sackett so that they could be put in the EOC.

5. Goals and Projects of the Disaster Council

Kathy Swett commented that people don't really want to talk about disasters until something actually happens. She said that what she feels is needed is an informational campaign which includes; how to take care of yourself and family, where to get water, how to shut off the gas, etc. She agreed the people need to know they may be on their own for awhile and should be ready. She offered to be part of a subcommittee that would handle the informational campaign.

Public Works Director Bates suggested a Valley wide campaign, possibly a mailing with information on how to prepare and take care of yourself in and emergency.

Ken McTaggart said that the group should set monthly meetings, at least until there is a final plan, and then go to bi-monthly meetings. He requested that all the organizations bring their plans to the next meeting with a representative to give a brief overview of the plan. He said that he would like to start the process to get the news media involved in getting information out to all the citizens on how to handle emergency situations.

Cindy Scarborough said that what she thought would work best would be a simple, coordinated campaign that was not rushed.

Herb Golenpaul asked the Chair Sanders what she would like for the next meeting.

Chair Sanders asked if all the organizations could bring their plans and prepare a 5 to 10 minute presentation for the group.

6. Set Future Meetings

Vice Chair Kelly suggested that the council meet once a month for the first six months and then quarterly after that. She asked the group if this date and time was good. The group agreed that it worked fine.

7. Adjourn

Chair Sanders adjourned the meeting at 5:35 PM to the next scheduled meeting, on Thursday, June 12, 2008 at 3:30p.m.

Respectfully submitted,

Cathy Lanning