

# Minutes

## Resort Improvement District No. 1 Emergency/Disaster Preparedness Standing Committee Committee Meeting

**Location:** Shelter Cove Fire Station Meeting Hall  
9126 Shelter Cove Road, Shelter Cove, California  
**Date:** January 24, 2019  
**Time:** 1:00 p.m.  
**Posted:** January 18, 2019

We welcome you to this meeting. Members of the Public may be heard on any business item on this Agenda before or during the Committee's Discussion of the item.

A person addressing the Committee will be limited to five (5) minutes (Board Policy 5030) unless the Chairperson of the Committee grants a longer period of time. While not required, we would appreciate it if you would identify yourself with your name and address when addressing the Committee.

I. Call to Order: Susan Fox called meeting to order at 1:05 p.m.

II. Roll Call:

Justin Robins, RID GM/ Chairperson, Present  
Susan Fox, Director/Member, Present  
Nick Pape, Fire Chief/Member, Present  
Evan Piercy, C.E.R.T./Member, Present  
Jim Cryar, Citizen at Large/Member, Present

III. Public Comment: **None Taken**

IV. Approval of Minutes

**Not applicable, First Meeting.**

V. Discussion Items

1. Establish meeting schedule.

**Meetings will be held on the first and fourth Tuesdays of each month at 1:00 p.m. in the Shelter Cove Fire Station meeting room.**

**The next meeting will be held on Tuesday, February 5, 2019 at 1:00 p.m.**

2. Review corrected copy of the updated Shelter Cove Emergency Operations Plan.

**ICS Forms will be added to Appendices and will then be forwarded to Humboldt County Office of Emergency Services (O.E.S.) and other agencies, as applicable, for comments prior to final publication. Appendices with “Confidential Information” will be withheld from copies of the plan that are placed in public areas such as the Community Clubhouse.**

3. Emergency siren timeline update.

**Up to three sirens will be placed on order as soon as locations can be designated. ASC will then reprogram our system to accommodate the additional sirens. One existing siren will be installed near Hole 1 of the Golf Links by Friday the 25<sup>th</sup> and will then need to be tested. Public will need to be notified of the test. Justin and Nick will be working the siren location issue with RID Staff and ASC. We hope to have at least one siren installed in either The Zoo area of “Toth” area by July. We will be keeping the Community updated on siren status.**

**Siren Success: Giving the public the awareness and opportunity to evacuate. If you hear the Fire Siren, get to evacuation sites or temporary refuge sites. More information will follow the sirens if we have the time/capability.**

4. Evacuation Plan/Study schedule.

**We need to do two studies: One for Fire Department, RID Staff and CERT personnel and then later, one for the community at large. Will need Law Enforcement personnel for community wide studies/drills for safety purposes, even though we are aware they may not be on site for actual emergencies/disasters. A community-**

**wide fire evacuation study will be performed before fire season begins. We plan to participate in the Tsunami Drill at the end of March.**

**Items/Information we need for a Fire Evacuation Study/Plan:**

**Evacuation Plan (Nick is working on one. Justin will get the County's Plan to review as well.)**

**Evacuation directional signs along the evacuation routes**

**Parking Plan at evacuation site**

**Temporary refuge site locations**

**Bulletin Board location and procurement at evacuation site**

**Restroom facility locations**

**Care package/personal care kit location and distribution at evacuation site**

5. Establish other committee priorities.

**EDUCATION! Keep the information flowing to and from the community.** (Note: RID Newsletter "Drop Dead" date is the first day of each month.)

**Fuel Reduction Plans and Workday schedules.**

**Update RID Ordinance #63 regarding minimum standards for property "Fire Safeing" and lot clearing. Publish letters to property owners.**

**District Green Belt fire fuel management**

**Publish and distribute educational material to the community regarding new and existing laws, rules and regulations on private property fuel management and "Fire Safeing". Nick noted that there is a lot of work that private property owners can do even if their property is located in the Coastal Zone.**

6. Outside Agency participation.

**Potential agencies include, but are not limited to, Humboldt County Supervisor (Estelle Fennell), Cal Fire, Humboldt County**

**Sheriff, Humboldt County O.E.S., Coastal Commission, C.H.P., California O.E.S., and State & Federal representatives. These agencies can be used for assistance in planning, briefing community members, plan execution, funding and legislative assistance.**

VI. Overlooked Issues

**Justin announced his selection as an alternate member of the Measure “Z” Committee.**

VII. Adjournment of Meeting

**Meeting was adjourned at 3:15 p.m.**

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