

BLOCK CAPTAIN MEETING 20-01

FEBRUARY 20, 2020

MEETING MINUTES

1. Introductions – Name and Zone

Block Captain Lead (BCL) Arlene Honbo welcomed the attendees. She reported that Elaine Jeng, City Manager, was unavailable to join the meeting and First Responders would not be in attendance due to miscommunication. She encouraged everyone to read the agenda and announced that certain items required feedback from everyone present.

Since there were new Block Captains and residents present, BCL Arlene asked the Block Captains to state their name and zone and/or address they represent. The following were present:

Clint Patterson, 22 Georgeff
Leah Mirsch, Rolling Hills Mayor
Rick Henke, 7 Crest Road West
Phil Norman, 0 Open Brand Road
Eddy Delgado, 34 Saddleback
Anne Smith, RHCA member
Lisa Koperhofer, 14 Chuckwagon
Arun Bhumitra, 13 Buggy Whip
Sandy Sherman, 33 Crest Road
Diane Gilman, 38 Chuckwagon
Marion Ruth, 5 Outrider
Kathleen Hughes, 13 Caballeros
Nicole Tangen, 10 Johns Canyon
Judith Haenel, 31 Eastfield Drive
Ralph Schmoller, 4 Middleridge Ln. South
Jan Farris, 50 Eastfield
Kay Lupo, 4 Georgeff
Dorothy Vinter, 9 Reata Lane
V'Etta Virtue, 4 Maverick Lane
Ron & Miriam Sommer, 2 Poppy Trail
Debra Shrader, 54 Saddleback Road
Gene & Arlene Honbo, 33 Portuguese Bend Road
Rae Walker, 8 Wagon Lane
Susan Collida, 5 Ringbit
Diane Montalto, 9 Quail Ridge Road South
Jack Smith, 12 Johns Canyon
Lisa Anakwenze, 77 Saddleback Road

Kristen Raig, RHCA Manager
Yohana Coronel, City Clerk

2. Draft Community Wildfire Protection Plan (CWPP)

- a. Need Feedback by - March 3
- b. Redistribute - March 9
- c. Final edits - March 13
- d. Goal - Review by City Council and RHCA by end of April 2020

BCL Arlene gave an overview of the CWPP. She stated that the CWPP was a culmination of a year's work, which started last year with the First Responders. The goal of the project was primarily to define evacuation strategies during a wildfire and was initially called an Evacuation Strategies Project. Zone meetings were held throughout the community and residents completed a community wildfire mitigation survey. There was collaboration with other committees, (i.e. the Caballeros, Women's Club, and Tennis Club) to get their input as well. At the end of a year's effort, the objective to publish a Community Wildfire Protection Plan for the safety of the community was not met. The written input from First Responders was still needed but is expected by March 3, 2020. However, other feedback was received was from the Wildfire Subcommittee, which includes the City and RHCA. They advised making the report friendlier to read with more graphics and additional explanation in certain sections. She encouraged the Block Captains to read the CWPP and provide their input to her or the City Clerk. The new target date to publish the final report is by the end of April 2020.

Arun asked what is being done about the dead vegetation within the trees and residents with special needs.

BCL Arlene replied that the Rice Report included recommendations for dead vegetation. RHCA is taking action to formulate some standards on fuel management and is working with residents on individual properties. She commented that if standards are developed, she and Gene were willing to be a case study for those standards and provide feedback to the Association. She concluded by stating that residents with special needs would be addressed later in the meeting.

3. Block Captain Training

- a. 2020 Goals
- b. "Pilot" Block Captain Training – Need Your Feedback
- c. Special Thank You – Debra Shrader

4. Block Captains and RH Seniors Committee Collaboration

- a. Residents Needing Extra Assistance

BCL Arlene introduced Block Captain Debra Shrader who put together a PowerPoint presentation on Block Captain Training as a "pilot" and feedback is needed.

Block Captain Shrader welcomed and thanked everyone for volunteering their time and effort to the program. She reviewed the training materials, which included the map of 24 Zones, the role of the Emergency Operations Center (EOC), the duties of a Block Captain during an emergency, techniques on how to get to know the neighbors in each zone, how the City can help, and how to plan a zone meeting for the first time.

A status update for walkie-talkies was requested.

BCL Arlene replied that the City was working on the infrastructure before purchasing walkie-talkies. This could possibly include repeaters (antennas), which are pretty expensive.

Another question was raised if there was a colored sign for handicap residents that are homebound.

BCL Arlene reported that she met with the Seniors Committee hosted by the RHCA. The Senior Committee tried to identify which neighbors require help during an emergency and distributed emergency kits. It was proposed to have the Block Captains and the Senior Committee help residents self-identify by marking their mailboxes. Protecting the resident's privacy is also a major concern and something that everyone wants to respect.

BCL Arlene reported the December social was very successful and evening meetings are being considered because of the turnout. Arlene reviewed the 2020 goals that the City Manager has for the Block Captain Program: conduct more education, communication and training; publish the CWPP; host two neighborhood zone meetings (possibly co-host with multiple zones (pre-fire season and fire season)). Another major goal is to conduct a simulation to test the escape routes and plans for each zone.

5. Important Announcements

- a. Update on Crest Road East Gate
- b. RHCA Board Meeting – Thursday, February 20, 2020 at 7:30 pm
- c. Neighborhood Zone Meetings – Bi-Annual meetings with neighbors
- d. New Block Captain binders – periodic updated materials

BCL Arlene advised a field trip to Crest Road East gate was conducted on February 19, 2020 with the First Responders, Board members of the RHCA, and residents. The First Responders suggested four actions for the gate; 1) automating the gate 2) moving the utility pole by the gate to the other side 3) posting signage for one-way traffic and 4) managing excessive vegetation. This topic is on the RHCA Board meeting agenda for the February 20, 2020 meeting.

Leah Mirsch commented that the City is in full support of the Block Captain program but pointed out that most of the dead vegetation is on private property. She stressed that it is the resident's responsibility to remove the dead vegetation from their property.

BCL Arlene also pointed out that Code Enforcement Officer Delia Aranda is available to investigate any dead vegetation.

BCL Gene added that education programs are being scheduled for day and evening time slots and possibly online. He asked for the BCs to encourage their neighbors to attend. He concluded that training for new BCs will be placed online possibly by the beginning of the second quarter.

Kathleen Hughes suggested the Block Captains should be ready to communicate easy actions for residents to take now. Arlene brainstormed with the BCs key messages and actions that could be communicated to our neighbors. Actions include:

1. Eliminate dead vegetation and tumbleweeds. Contact Delia - Enforcement Officer at 310 377-1521 for questions.
2. Prepare evacuation kits.
3. Ask the Fire Dept to visit your property for specific recommendations.
4. Attend education and training workshops.
5. Join another zone and host a meeting at City Hall with first responders. Schedule it now.
6. Learn how emergency information is disseminated in an emergency.
7. Conduct a "practice" evacuation to simulate what to do in an emergency.
8. Ask residents to proactively clear excess or dead vegetation to prepare for the fire season.

BCL Arlene announced she had updated information for the BC binders. If any BCs needed a binder or updated materials, please contact the City Clerk.

6. Next Meeting: Thursday, April 16, 2020 at 10 am Rolling Hills City Hall

Due to COVID-19 pandemic all meetings have been suspended until further notice.