

CITY OF SEBASTOPOL CITY COUNCIL

AGENDA ITEM REPORT FOR MEETING OF: November 19, 2024

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To: Honorable Mayor and City Councilmembers
From: Division Chief Dave Bray
Subject: Receipt of Meet Your Neighbors (MYN) and Sebastopol Neighborhood Communication Unit (SNCU) Presentation and approval of Agreement to provide funding assistance to Gravenstein Health Action Coalition (GHAC).

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RECOMMENDATIONS:

1. Receive presentation and orientation on the Meet Your Neighbors (MYN) and Sebastopol Neighborhood Communication Unit (SNCU) programs.
2. City Council approve the grant agreement supporting the Meet Your Neighbors (MYN) and Sebastopol Neighborhood Communication Unit (SNCU) programs through the Gravenstein Health Action Coalition.

EXECUTIVE SUMMARY:

1. In 2011, the Map Your Neighborhood (MYN) program was inspired by the Federal Emergency Management Agency’s (FEMA) Whole Community guiding principle. The program has since evolved into "Meet Your Neighbors," emphasizing self-reliance and collaboration among neighbors to enhance community resilience, focusing on sheltering in place. MYN identifies community members with specific skills, tools, and equipment, enabling neighbors to support one another during emergencies.

MYN supports neighborhood emergency preparedness units, including assistance in organizing the groups, providing materials and resources, and meeting facilitation to ensure productive connections and mutually beneficial relationships within and between neighborhood units. MYN works through a Leader Council and the Sebastopol Neighborhood Communication Unit (SNCU). The Leader Council comprises seasoned MYN leaders who share their program insights, discuss challenges, successes, and lessons learned, and then use that information to improve the network of neighborhood units so they are prepared to take action when an emergency occurs. The SNCU serves as MYN’s communication hub, connecting neighborhoods when power is out and cell phones are down, primarily using HAM (amateur) and General Mobile Radio Service (GMRS) radios.

MYN is a highly successful program in western Sonoma County rooted in FEMA's guiding principles. Sonoma County also has two other MYN programs: one in Oakmont, West Santa Rosa, and the Springs MYN, which links the communities of El Verano, Boyes Hot Springs, Fetters Hot Springs, and Agua Caliente.

2. The Fiscal Year 2024-2025 budget included \$11,000 in funding for MYN. The amount remaining in that allocation is \$7,700. Staff recommends allocating this balance as a grant amount to Gravenstein Health Action Coalition to support the continuation of the MYN program for the remainder of this Fiscal Year. GHAC has a strong local presence, established community partnerships, and experience in managing public health and safety initiatives. GHAC has a proven track record in Sebastopol for effectively administering programs that enhance community resilience and preparedness, making it a trusted partner for supporting MYN’s goals.

Allocating these already budgeted funds as a grant to GHAC underscores the City of Sebastopol’s commitment to community safety and aligns with the Federal Emergency Management Agency’s (FEMA) National Preparedness Goal. This goal promotes “a secure and resilient Nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from the threats

and hazards that pose the greatest risk.” By supporting MYN, Sebastopol strengthens its dedication to building local resilience, fostering neighborhood connections, and enhancing its ability to respond to emergencies.

BACKGROUND AND DISCUSSION:

1. The Meet Your Neighbors (MYN) program offers several significant benefits that enhance community resilience and safety, especially in times of disaster:
 - Promotes Self-Reliance and Preparedness: MYN empowers residents to be self-sufficient by educating them on basic preparedness steps and skills, reducing reliance on emergency responders who may be overwhelmed during a major incident.
 - Builds Stronger Community Connections: By bringing neighbors together to plan and share resources, MYN fosters trust, collaboration, and a sense of shared responsibility, which is invaluable during emergencies.
 - Enhances Emergency Communication: MYN establishes communication networks, often through tools like HAM and GMRS radios, which allow neighborhoods to stay connected even when regular communication channels fail, such as during power outages.
 - Identifies Local Resources and Skills: MYN helps communities identify individuals with skills (e.g., medical, mechanical) and resources (e.g., tools, emergency supplies) that can be used in emergencies, ensuring more effective response and resource distribution.
 - Supports Shelter-in-Place Strategies: MYN encourages sheltering in place when feasible, which can reduce the strain on emergency services, improve safety, and support longer-term resilience for residents.

Overall, MYN builds a safer, more prepared, and connected community better equipped to handle emergencies and recover quickly from disasters.

2. Funding MYN through a Gravenstein Health Action Coalition (GHAC) grant will ensure the program's continued success and expansion. The grant supports the work of MYN, which plays a crucial role in training volunteers, organizing neighborhood teams, and facilitating essential communication networks, especially for use during power outages or other emergencies. In previous years, MYN has proven its value in strengthening community readiness and response capabilities, a priority that aligns with FEMA's National Preparedness Goal of building a “secure and resilient Nation.”

By awarding grant funds to the GHAC for the MYN program, the City of Sebastopol supports this vital community service and reinforces its commitment to emergency preparedness. This funding demonstrates Sebastopol's proactive approach to risk reduction, disaster resilience, and community engagement, ensuring that the city's residents are better prepared to prevent, protect against, and respond to potential hazards. Investing in MYN reflects the city's dedication to safeguarding public safety and building a resilient Sebastopol.

STAFF ANALYSIS:

1. Staff fully support the impactful work and continued success of the Meet Your Neighbors (MYN) program. Through the dedicated efforts of the MYN, nearly 500 Sebastopol residents have become engaged as volunteers, significantly enhancing the city's disaster preparedness and community resilience.

- 2. Staff fully support allocating dedicated funding to the GHAC through a grant agreement to support the operation of the MYN program. This grant will provide MYN with the necessary resources to continue the successful program.

COMMUNITY OUTREACH:

This item has been noticed per the Ralph M. Brown Act and was available for public viewing and review at least 72 hours before the scheduled meeting date.

FISCAL IMPACT:

The fiscal impact of the two recommendations above are:

- 1. Informational Presentation – None
- 2. The Fiscal Year 2024-2025 budget included \$11,000 in funding for MYN. The remaining allocation is \$7,700, which will be paid to GHAC through the grant agreement.

RESTATED RECOMMENDATION:

OPTIONS:

None

ATTACHMENTS:

- 1. MYN/SNCU Informational Presentation
- 2. Agreement to Provide Funding Assistance to Public Service Organizations – Gravenstein Health Action Coalition

APPROVALS:

Department Head Approval: Approval Date: NA

CEQA Determination (Planning): Approval Date: NA

The proposed action is not a project under the California Environmental Quality Act (CEQA)

If it is a project – Planning will need to include language

Administrative Services (Financial) Approval Date: 11-14-2024

Costs authorized in City Approved Budget: Yes No N/A

Account Code (f applicable) 100-31-02-4210

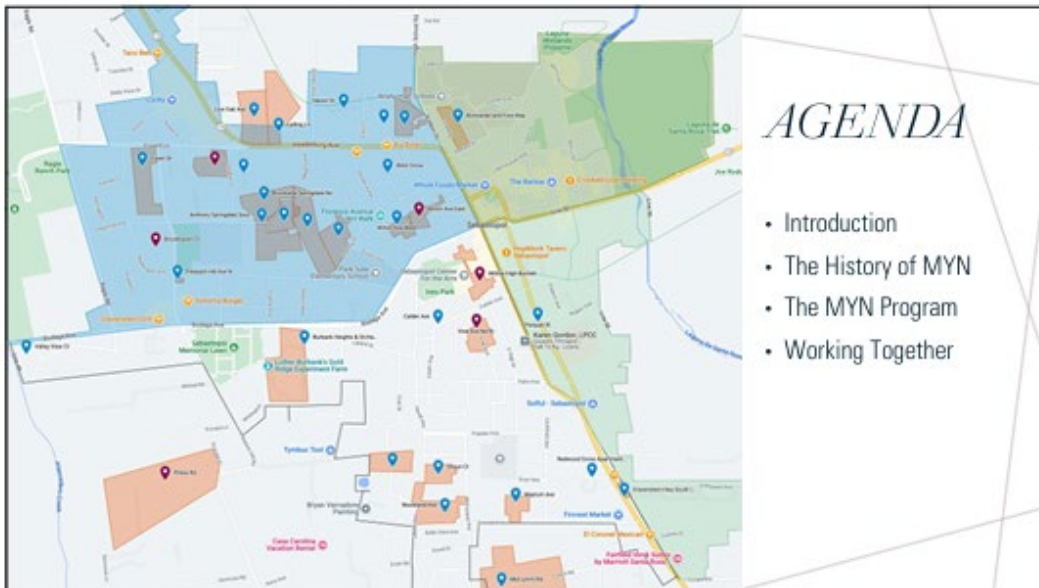
City Attorney Approval: Approval Date: 11-14-2024

City Manager Approval: Approval Date: 11-14-2024

Attachment 1: MYN/SNCU Informational Presentation



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THE HISTORY OF MYN

- SEBASTOPOL CERT TRAINING STARTED IN 2006, BUT INTEREST WANED AFTER 3 YEARS.
- IN 2009 SEBASTOPOL CERT SOUGHT A BROADER APPROACH— IN 2010, THE MAP YOUR NEIGHBORHOOD (MYN) PROGRAM STARTED
- MYN HAS BEEN REIMAGINED AS THE MEET YOUR NEIGHBORS PROGRAM
- TODAY, MYN MAINTAINS A ROSTER OF 500 INFORMED AND ENGAGED COMMUNITY MEMBERS



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MEET YOUR NEIGHBORS (MYN) NEIGHBORS HELPING NEIGHBORS

MYN is a disaster preparedness program originating from 2011 FEMA's Whole Community [whole_community_dec2011_2.pdf](#) (fema.gov)

Promotes self-reliance and neighbors working together, improving community resilience

The program is based on "Sheltering In Place" and how NOT to be part of the problem

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MYN ASKS 3 BASIC QUESTIONS

- MYN Highlights -

- 🏠 Meeting your neighbor is the first step to preparing together
- 🏠 MYN is a guide to prepare for all emergencies
- 🏠 Your neighborhood decides what works for YOU
- 🏠 Information & resources to make your neighborhood more self-reliant
- 🏠 Monthly Leader Council meetings for ongoing support

This MYN booklet provides information on:

- 🏠 Preparedness planning, steps, and resources
- 🏠 Preparing together in your neighborhood - sharing skills and resources
- 🏠 Steps to follow immediately after an emergency
- 🏠 FAQs on getting MYN started in your neighborhood
- 🏠 Preparedness tips & resources to keep you and loved ones safe

- Who Knows What? (Skills)
- Who Has What? (Tools & Equipment)
- Who Needs What? (How Can We Help Each Other?)

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WHO CAN DO WHAT, AND WHO HAS THE EQUIPMENT TO HELP?

Neighborhood Equipment Inventory - Share resources and help each other safe in an emergency. Write down the names of people in your neighborhood with critical equipment, and add some of your own (e.g. a hand saw, chains for large animals, etc.).

Dog and Supplies	Gardens	Fire Extinguisher
Leads	Chain Saw	Stove Parts
Carpet Remover	Water Pressure Washer	Water Filter
Power Saw	Flashlight	Auto Cleaner

Neighborhood Skills Inventory - One way for neighbors to help each other during an emergency is by sharing their skills, knowing who knows first aid or has other surviving skills could change the outcome of a disaster. Talk to your neighbors to see how you can help one another. List the names of people who know these skills, and add some of your own.

First Aid Skills	Cooking/Preparation Skills	Lawnmower Skills
Auto Maintenance Skills	Electrician Skills	Child Care Skills
Welder Skills	Fire Extinguisher Skills	Generator Skills
Health & Rescue Skills	Small Radio Operation	Flashing Skills

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INTEGRAL COMPONENTS OF MYN

Leader Council: Monthly Meetings of active and experienced MYN leaders to collaborate and support the MYN program in neighborhoods by sharing challenges, successes, and lessons learned.
- What is working, and what improvements are needed?

Sebastopol Neighborhood Communication Unit (SNCU):
This unit provides communication between neighbors and MYN neighborhoods when power is out, and cell phones do not work.



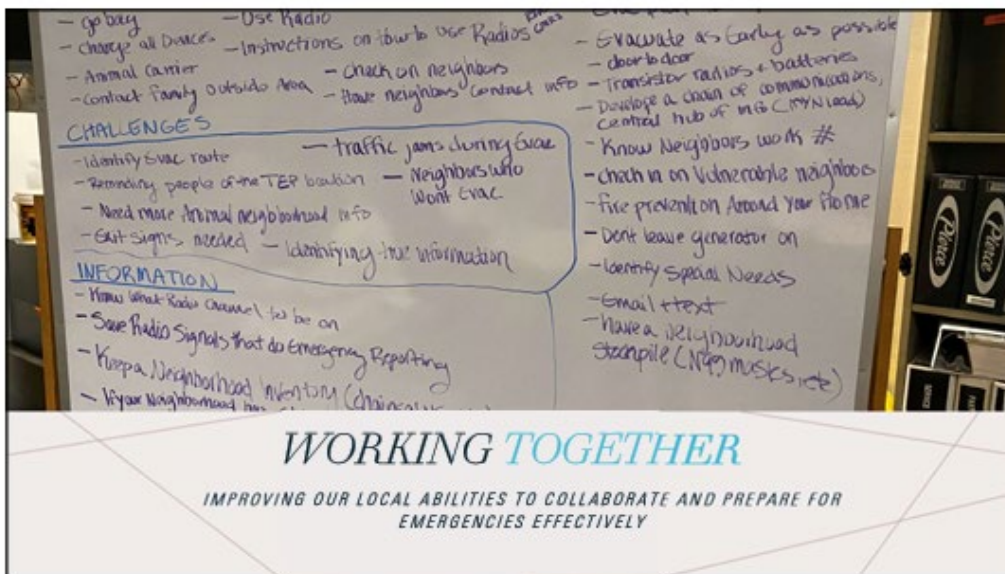
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THANK YOU

Public Safety Outreach Coordinator
Skip Jirrels
sjirrels@cityofsebastopol.com



Attachment 2: Agreement to Provide Funding Assistance to Public Service Organizations
– Gravenstein Health Action Coalition



City of Sebastopol

AGREEMENT TO PROVIDE FUNDING ASSISTANCE TO PUBLIC SERVICE ORGANIZATION (Gravenstein Health Action Coalition)

This Agreement is made this 19th day of November 2024 (“Effective Date”), by and between the City of Sebastopol, a Municipal Corporation (“CITY”) and the Gravenstein Health Action Coalition, a non-profit organization (“ORGANIZATION”).

RECITALS

- A. The City Council of the City of Sebastopol has determined that CITY shall provide funding assistance to certain non-profit organizations who provide public services within the City, and has budgeted for such assistance in its 2024-2025 budget.
- B. The CITY desires to provide ORGANIZATION with grant funding to support the operation of the Meet Your Neighbor (formerly known as Map Your Neighborhood) program within the City of Sebastopol.
- C. Therefore, CITY will provide funding to ORGANIZATION during the 2024-2025 fiscal year, to the extent set forth below.

AGREEMENT

In consideration of the foregoing recitals and the mutual covenants and agreements contained herein, CITY and ORGANIZATION agree as follows:

1. CITY shall provide grant funding to ORGANIZATION in the amount of \$7,700 plus any additional funds later approved by the City Council (“Grant Proceeds”). ORGANIZATION shall use the Grant Proceeds to offer the Meet Your Neighbor (formerly known as Map Your Neighborhood) program, including oversight of the Sebastopol Ready website, as further described in Exhibit A, attached hereto and incorporated herein, from the Effective Date through June 30, 2025. The execution of this Agreement shall not constitute a commitment by CITY to provide funding after June 30, 2025. ORGANIZATION may provide the services described herein directly, or through a subcontractor. ORGANIZATION shall not use Grant Proceeds for any other purpose.
2. CITY shall also sponsor the Meet Your Neighbor (formerly known as Map Your Neighborhood) program by allowing the program to use the CITY’s fire station or other mutually agreed upon CITY facility free of charge. Use of the fire station shall be coordinated with the

City's Fire Chief.

3. CITY's payment of such assistance to ORGANIZATION shall be made on a lump sum basis within two weeks of the Effective Date.
4. ORGANIZATION agrees to indemnify, defend, and hold CITY, its officers, officials, employees and agents harmless from and against any and all damages, liabilities, suits, proceedings, claims or demands that arise out of or in connection with ORGANIZATION's negligent or intentionally wrongful acts or omissions in the performance of this Agreement.
5. ORGANIZATION and its employees shall not discriminate because of race, religion, color, ancestry, sex, national origin, or any other basis prohibited by state or federal law against any person by refusing to furnish such person any service or privilege offered to or enjoyed by the general public, nor shall ORGANIZATION or its employees publicize the facilities provided hereunder in any manner that would directly or inferentially reflect on the acceptability of the patronage of any person because of race, religion, color, ancestry, sex, national origin, or any other basis prohibited by state or federal law.
6. ORGANIZATION agrees to recognize and acknowledge the City's financial support and contributions when promoting, advertising (using City's logo on advertisement and announcement) and providing community outreach efforts of the funded programs.
7. ORGANIZATION shall provide quarterly written reports to CITY of its use of the funds provided hereunder not later than 30 days after the end of each calendar quarter. If requested, ORGANIZATION shall attend designated meetings of the City Council to provide oral summaries of the quarterly report.
8. ORGANIZATION shall provide the services required hereunder in conformity with all applicable federal, state and local laws, rules, ordinances and regulations, including without limitation, all applicable federal and state labor laws and standards, and all provisions of the CITY's Municipal Code.
9. If ORGANIZATION violates any provision of this Agreement, CITY may terminate this Agreement after providing notice to ORGANIZATION and a reasonable opportunity to cure.
10. ORGANIZATION and CITY are independent parties. No joint venture or other partnership exists or is created between the Parties by virtue of this Agreement. ORGANIZATION shall have no authority to act as an agent of the CITY or bind the CITY in an manner. Except as expressly stated herein, this Agreement does not benefit any third party.
11. The terms, covenants and agreements contained herein shall be binding upon and inure to the benefit of the parties hereto, and their successors and assignees.

In witness whereof the undersigned parties have executed this Agreement on the date first above written.

CITY OF SEBASTOPOL

Gravenstein Health Action Coalition

By: _____
Don Schwartz, City Manager

By: Mary Lou Schmidt
(Signature)

By: MARY Lou Schmidt
(Printed Name)

By: President of Board GHAAC
(Title)

ATTEST: _____
Mary Gouley, Assistant City Manager / City Clerk, MMC

EXHIBIT A Sebastopol MYN SCOPE OF SERVICES

MYN Services

As part of the *Sebastopol Ready* initiative, the Meet Your Neighbors (MYN) Program empowers neighbors to be resilient in a large-scale emergency. GHACC will oversee and manage the MYN program. This includes facilitating the MYN Leader Council, the Sebastopol Neighborhood Communications Unit (SNCU), any MYN-associated groups or programs, and maintaining the Sebastopol Ready website (<https://sebastopolready.org/>).

MYN agrees to collaborate with the City and any other groups or programs involved in regional emergency preparedness and response as determined by the City and GHAC. This includes establishing and fostering relationships with regional public safety agencies. This would include facilitating the following outreach activities:

MYN (Meet Your Neighbors) Classes

Coordination and facilitation of meetings once a month, including preparation, delivery, and follow-up with participants.

Leader Council (LC) Monthly Meetings

Coordination and facilitation of meetings once a month, including preparation, delivery, and follow-up with participants.

Sebastopol Neighborhood Communication Unit (SNCU)

MYN oversees the SNCU program, managing volunteers, contact spreadsheets, and outreach lists. It also facilitates multiple monthly meetings, which vary depending on the need. Examples include the monthly general meeting, Ham Net monthly meeting, GMRS Net, and neighborhood radio classes and events.

Sebastopolready.org Website

MYN provides website maintenance and managing content to ensure accurate and current information.

Collaboration with other jurisdictions and organizations

MYN will collaborate with internal and external agencies, such as, but not limited to

- Sebastopol Fire Department
- Sebastopol Police Department
- Gold Ridge Fire Protection District

City Reporting Requirements

GHAC agrees to provide *quarterly written reports* to the City Manager or designee not later than 30 days after the end of each calendar quarter. The content of these reports will include, at minimum:

- Number of meetings, type (in-person/virtual), and program
- Attendance of each meeting
- Meeting topics discussed
- Drills or training outside of scheduled meetings

- Outreach – how and why it was conducted
- Issues or concerns
- Suggested solutions to issues or concerns
- Other reportable elements may be requested at the City Manager’s discretion

Procurement

Any equipment purchased (future or past) with city-supplied funds will remain City property. It is understood that an initial inventory of all City-owned equipment is required within sixty (60) days of signing this agreement. After the initial inventory, the Fire Chief and GHAC will meet to discuss the possible distribution of existing equipment, with a final decision subject to City Council approval. An annual inventory will be required on or before June 30 each year. This inventory is to include both in-service and out-of-service equipment and where each item is located.