

EMERGENCY PREPAREDNESS COMMISSION
UNAPPROVED MINUTES

January 20, 2011

I. CALL TO ORDER

Meeting was called to order at 7:03 p.m.

Attendance:

Present: Russ Cherry, Arlyn Swiger, Brian Shreve, Tim Howard, Don Clendenin,
Stephen Strauss, Mercedes Albana, Pamela Wells

Excused: Althea Polanski, Mike Berryhill, Michael Caulkins,

Staff: Sean Simonson, Fire Chief Brian Sturdivant, Mayor Jose Esteves

II. PLEDGE of ALLEGIANCE

III. APPROVAL of MINUTES – The minutes from the November meeting were approved, with the following correction: Under the EPC and FBO/CBO minutes, Item C-3, 2nd item – change “two trainers” to “at least three trainers.”

IV. PUBLIC FORUM – None

V. ANNOUNCEMENTS/CORRESPONDENCE

A. Mayor Esteves appreciated the Commissioners for their work, and asked them to keep him posted of upcoming projects and programs.

B. Fire Chief Sturdivant expressed his desire to establish a strong partnership with EPC, and encouraged the Commission to actively connect with the Fire Department through Sean. He informed the group that the Office of Emergency Services has been reassigned to directly report to him, and that it should be supported as a City resource. He also informed the group that the City is working with PG&E in the imaintenance of its terminal/gas line system in the City.

C. Sean distributed copies of the Parliamentary Procedure handout.

D. Sean announced that the meeting minutes will have a slightly different format as it will now show mainly the action items and significant information. Commission members need to indicate, during the meeting, if they want particular information placed on the minutes.

E. Russ announced that there are several CADRE workshops throughout the year. The School District Crab Feed will be held on February 11.

F. Tim announced that the Communication Van is now being operated by ARES/RACES.

VI. APPROVAL of AGENDA - The agenda was approved.

VII. ACTION ITEMS

- A. Sean to determine cost to stock Care & Shelter cache and move forward with the purchase.
- B. Commission members to develop strategic goals (short-term and long-term) and project ideas, for discussion at next meeting. Submit to Russ or Sean two weeks before the next meeting.
- C. Commission members to submit inputs to Russ for Events Calendar. Russ will put together Calendar and distribute.
- D. Sean to schedule orientation of new EPC members and have them go through the Brown Act training.
- E. Sean to follow up with Betty Reutter regarding training for FBOs/CBOs.
- F. Tim will present RACES database at the next meeting (for the Commission to see if it could be used as a model for SAFE database).
- G. Commission members to submit to Stephen ideas for the scenario of the Disaster Drill, which is scheduled on April 6 at 12:00 p.m. at Randall Elementary School. Meetings for the drill will be held on Jan. 27, Feb. 9 and March 2 at 6:30 p.m.
- H. Sean to prepare letters to vendors. Commission members to submit inputs to Sean as to what they want included in the letter.
- I. Sean to schedule a future EPC Meeting at the Senior Center.

VIII. ELECTION of OFFICERS

The following officers were elected: Chair – Russ Cherry; Vice Chair – Arlyn Swiger

NEXT MEETING DATE: March 17, 2011, 7:00 pm., City Hall Committee Room