

## EMERGENCY PREPAREDNESS COMMISSION

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January 17, 2013

### I. CALL TO ORDER

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

Present: Arlyn Swiger, Mercedes Albana, Brian Shreve, Mike Berryhill, Tim Howard,  
Don Clendenin, Pam Wells, Betty Reutter, Stephen Strauss

Excused:

Absent: Phong Nguyen, Charlotte Ronquillo

Liaison: Althea Polanski

Staff: Sean Simonson

### II. PLEDGE of ALLEGIANCE

III. **APPROVAL of MINUTES** – The minutes from the November 15, 2011 meeting were approved.

### IV. PUBLIC FORUM

None

### V. ANNOUNCEMENTS/CORRESPONDENCE

1. Saturday, 1/19/13, 1:00 p.m., there will be a 1:00 AREA RACES communications drill at the EOC. Contact Tim Howard for participation.

VI. **APPROVAL OF AGENDA** – Howard made a motion to approve the agenda pending recommended corrections; Shreve seconded the motion. Updated agenda posted to City webpage.

### VII. IMPORTANT INFORMATION and ACTION ITEMS:

Staff Report

A. Two SAFE team members received SCC Disaster Volunteer of the Year Awards. They were recognized at City Council, January 8, 2013.

Action Item: Staff to look into putting the award recipients in the Milpitas Post.

B. ICS Quarterly Training taught by Reutter and Clendenin

C. SAFE Graduation: Vice Mayor Polanski graduated, no further SAFE training dates set.

D. The Santa Clara County CERT is looking to create a Masters CERT Program for CERTS to continue their education.

On-Going Business

A. Reutter to move forward with a plan to launch, maintain and fund the SAFE website. Vice Mayor Polanski suggested using SAFE funds to start up the website. Wells motioned to prepare a request for SAFE website funding, seconded by Howard.

Action Item: Reutter to prepare a plan to develop the SAFE website, working together with Staff.

Action Item: Add SAFE website as a reoccurring agenda item to Community Outreach as "SAFE Website".

B. Personal Emergency Preparedness (PEP) Manual: City of San Jose adopted an emergency preparedness manual, distributed by the Dept. of Homeland Security, includes a two hour presentation/training, regarding taking care of yourself and family.

Action Item: Reutter will scan PEP Manual and send to the EPC group.

C. Online Advertising: Twitter and Facebook accounts have been created. Create activity on the page to get it noticed, such as posting reminders for events, photos, training, etc.

Action Item: Wells to get together with Ronquillo to brainstorm ways to maximize site exposure.

D. EPC Skills Assessment: Vice Mayor Polanski prepared a new spreadsheet highlighting the skill set and training of the EPC.

E. EPC Activities Calendar: Fire Chief requested a unilateral calendar, for 2013, that has all group event information included. Events can be added later and dates can be confirmed later, just a general idea of plans for the upcoming year.

Action Item: Reutter to create list, email it to EPC for further ideas and dates. Reutter to email draft list to Sean by January 29, 2013.

#### **VIII. NEW BUSINESS:**

Action Item: Elections to be held at next meeting, March 21, 2013, for new Commission Chair and Vice Chair.

#### **IX. TEAM REPORTS**

##### Public Education

A. Lost Person Drill: October 5, 2013. Recommended to bring in more services- MPD, girl/boy scouts for merit badges or some incentive.

Lost Person Drill Team: Howard, Berryhill and Strauss

Action Item: Berryhill to follow up with the County and send a draft proposal to Staff. Staff to get plan approved by the Fire Chief and attempt to get fees waived.

##### Community Outreach

A. Emergency Awareness Website

Action Item: Berryhill to send the defunct links to Staff for IS to fix.

Action Item: Vice Mayor Polanski to check traffic to site with the telecommunications committee this month.

B. Map Your Neighborhood: Learn about your neighbors, share resources, skill sets, etc., to work together in an emergency.

Action Item: Clendenin to send Staff training CD to request and Staff to look into getting more CDs for SAFE team captains.

C. EPC Presentations to other Committees: Albana to present to the Bicycle – Pedestrian Commission Feb. 11. Berryhill to present at Recycling and Source Reduction Advisory Commission (RSRAC). Howard to present to Parks Commission. Commission presentations slated to be finished by April.

#### **X. ADJOURNMENT**

The meeting was adjourned at 8:42 p.m.

The next regularly scheduled EPC meeting is Thursday, March 21, 2013, 7:00 p.m., Milpitas City Hall Committee Room.