



# CEPAC

## APPROVED MINUTES

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**May 17, 2007**

**I. Call to Order:** Called the meeting to order at 7:00 P.M.

**Attendance:** Present: Russ Cherry, Brian Shreve, Michelle Celones, Bill Nolan, Lori Bersabe, Tim Howard,  
Absent: Mike Berryhill, Jaime Odena  
Excused: Teresa Chaves, Nancy Martinez, Cliff Baughn  
Liaison: Althea Polanski  
Staff: Patti Joki, Sean Simonson, Keyvan Irannejad

**II. Pledge of Allegiance**

**III. Approval of Minutes:** Approval of the minutes was moved and seconded.

**IV. Public Forum - none**

**V. Announcements /Correspondence:**

1. Council member Polanski presented the certificates and mugs to the commissioners who were not present at the Commissioners Recognition Event.
2. Patti introduced Sean Simonson to the group.
3. The TV Studio will be running beginning May 18, 2007.
4. A videotape of the Mass Feeding exercise is available.
5. Council member Polanski informed the group of the CIC-sponsored Neighborhood Night Out on August 2, 2007, and asked the commissioners to participate. Tim pointed out that these events are good opportunities to promote the SAFE program.
6. Russ briefly talked about the Building Safety Week (to be agendized for the January '08 meeting).

**VI. Approval of Agenda:** Approval of the agenda was moved and seconded.

**VII. Staff Reports:**

1. Earthquake Shut-Off Valves
  - The commission members read through the proposed ordinance.
  - Keyvan Irannejad, the City's Chief Building Official, discussed important points of the ordinance (criteria, warranty, maintenance, permits, etc.). A thorough discussion was made. Commission members gave suggestions on the verbiage of the ordinance. Keyvan clarified that the ordinance is designed only for new constructions at this time. A review will be made at a later time on the inclusion of remodeled and older homes.
  - It was moved and seconded for the ordinance to be revised as discussed.

- A second draft will be e-mailed to members, who are to e-mail back for comments.
  - Keyvan will submit the ordinance to the Council at its June 5 meeting.
2. Equipment Cache Location:
- The school location has been determined; no permits are required, and the budget has been approved.
  - Sean confirmed that there is a cache in each of the fire stations and a quarterly inventory check is being done. The containers are in the process of getting repainted.
  - Russ discussed the need for a written policy/procedure to be developed regarding access and utilization of the caches.
  - SAFE Team members need to be trained on how to access the caches and use the equipment.
  - Sean reported that the SAFE Team Roster is still in the process of being updated. Russ pointed the need to get this done as soon as possible so it is known who can be counted on.

**VIII. New Business - none**

**IX. Unfinished Business:**

1. Commission Goals and Objectives
- Lori suggested placing permanent brochure stands that will contain materials on disaster preparedness in public buildings (Sports Center, Senior Center, library, etc.)
  - Russ passed out information on FEMA's Independent Study Program, and encouraged the members to participate in at least one course.

**X. Committee Reports:**

1. Information Subcommittee
- A discussion was made on what the content of the CEPAC brochure should be. It was suggested it should have a description of what CEPAC is, its Mission Statement, etc. The Subcommittee will submit a proposal at the next meeting.
2. School Drill
- A video of the drill was shown. It was pointed out that there was a communication problem involving the EOC dispatching Fire personnel for response. Patti will check on this issue. Bill pointed that it is good to look at the lessons learned from the drill.

**Adjournment:** Meeting adjourned at 9:08 P.M.

**Next Meeting:** July 19, 2007, 7:00 pm - Committee Meeting Room  
Include the subject of "Special Populations" in agenda.