



CEPAC

UNAPPROVED MINUTES

May 15, 2008

I. Call to Order: Meeting was called to order at 7:03 P.M.

Attendance: Present: Russ Cherry, Bill Nolan, Tim Howard, Mike Berryhill,
Cliff Baughn, Arlyn Swiger, Brian Shreve, Michelle Celones,
Nancy Martinez
Excused: Lori Bersabe
Absent: Stephen Strauss
Liaison: Althea Polanski
Staff: Sean Simonson

II. Pledge of Allegiance

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

IV. Public Forum: None

V. Announcements /Correspondence:

1. Councilmember Polanski presented the Certificates of Appreciation to CEPAC members who were not present at the recognition event.
2. Bill announced that tonight is Cliff's last meeting, and expressed his appreciation to Cliff for his involvement with CEPAC.

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

VII. Staff Reports:

1. SAFE:
 - 200 FRS radios and FOG manuals have been purchased. Sean will check with Larry Carr about the frequencies to be used.
 - The ongoing SAFE class (8 students) is now in its third session.
 - CPR and HAMM classes have been conducted.
 - Sean will clarify with Brian about the access and use of caches in School District sites.
 - The draft SOP on the access and use of caches at the fire stations has been submitted to the Fire Chief for review. Sean will distribute copies of the draft SOP to CEPAC members.
 - Sean will provide an updated SAFE roster to CEPAC members.
 - Currently waiting for the Office of State Architect's approval on the placement of the Care & Shelter container.

2. Special Needs Populations
 - SAFE teams will conduct survey, and at the same time promote use of the Vial of Life.
 - Sean will check with I.S. about the possibility of setting up an electronic registration system through the CEPAC website.
 - The Community Outreach Committee, headed by Russ, will design the survey form.

VIII. Unfinished Business:

1. School Disaster Drill
 - The group viewed the video of the drill.
 - Karl Black presented a video clip of the drill during his MUSD presentation.
 - It was suggested that a link to this video be made on the CEPAC website.
 - Sean will provide a copy of the video to Brian for viewing by the school.
 - Vendors will be acknowledged at the May 20 Council meeting.
 - CEPAC will send a “Thank You” letter to all participants. Bill will develop the letter.
2. “Safely Out” Kits
 - Tim will research cost and present at next meeting.
 - Sean will check with the Fire Chief regarding CEPAC’s budget.

IX. New Business:

1. Goals and Objectives - one of the goals this year will be to get CEPAC more visible to the city.
2. There is a need to communicate the function of CEPAC in the school drill.
3. Michelle was appointed as the In-House Secretary to enhance information-sharing and fill in gaps. She will also publish list of action items from the meetings.
4. It was moved and seconded that the name CEPAC will be changed to Emergency Preparedness Commission (EPC) as it is more encompassing and better reflects the function of the Commission. Councilmember Polanski will bring it to the Council Meeting on June 5 for approval.

X. Committee Reports:

1. The Public Education Subcommittee is still working on the Emergency Preparedness website design and layout. The proposed design will be viewed at next meeting.

X. Good of the Order:

1. The Information Subcommittee will be officially called Public Information Subcommittee. This subcommittee is tasked to disseminate information about CEPAC, among other pub ed tasks. The Chair is Mike, and members are Tim and

Lori.

2. The Community Outreach Subcommittee was formed, which is tasked to coordinate registrations and surveys involving Special Populations, Vial of Life, "Safely Out," Disaster Workers roster, etc. The chair is Russ, and members are Michelle and Nancy.
3. CEPAC will participate in the Health & Safety Fair at the Great Mall on May 31. Tim will send e-mail for members to sign up for specific time slots to man the booth.
4. Items to be agendized at the next meeting:
 - Alert Notification Warning System
 - Location of shelters
 - Automatic Gas Shut-Off Device Ordinance
 - CEPAC participation in "Celebrate Milpitas"

Adjournment: Meeting adjourned at 8:48 P.M.

Next Meeting: July 17, 2008, 7:00 pm - Committee Meeting Room