



EPC

APPROVED MINUTES

November 20, 2008

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

Attendance:

Present: Russ Cherry, Tim Howard, Lori Bersabe, Mike Berryhill,
Arlyn Swiger, Brian Shreve, Nancy Martinez, Stephen Strauss,
Michael Caulkins
Excused: Michelle Celones
Liaison: Althea Polanski
Staff: Sean Simonson

II. Pledge of Allegiance

III. Approval of Minutes: Meeting minutes of September 18, 2008 were approved by the Commission.

IV. Public Forum: None

V. Announcements /Correspondence: None

VI. Approval of Agenda: The agenda was approved by the Commission.

VII. Safe Reports

- SAFE update – Ham Radio Class.
- Sean is trying to get a grant for Ham radios at no cost to the City.
- Nine passed the Ham Radio Class and got certified. Two or three did not pass, which in a way is good because it drew attention and there are SAFE members who would now like to take the class.
- The SAFE class graduated five students.
- SOP for Disaster Caches – will review and will bring back for discussion at the next meeting.
- Milpitas Neighborhood Association Breakfast-Hosting – it was moved and seconded that EPC will not be participating in the breakfast-hosting.
- City Warning and Information Systems – Committee would like a better warning system to notify the citizens (i.e. through text messaging).
- Directory of Commissioners – Directory is being reviewed through City Attorney.
- Business Cards – requests need to be submitted to Sean.
- Budget and Purchase Approval Process – Fire Chief approves purchases. Please submit requests for purchases (including details) through e-mail.

- EPC budget for this year is \$2,500.00; \$250.00 will go towards published materials.

VIII. New Business

- Formulate an MOU with food vendors. Russ would like to have businesses locked in so that in case of any emergency, they will be able to provide food.
- Formulate an MOU with MUSD regarding use of their facilities for sheltering. Need to find out who will be responsible in case someone gets hurt while staying at a shelter; will it be the City or MUSD?
- Duties and responsibilities of Council Liaison, Staff Liaison and EPC members – staff and Council will review.

IX. Unfinished Business

A. CAC update - Jenifer Lind

- Make sure there is enough manpower to cover the booths, and that there are Disaster Preparedness materials.
- Disaster Preparedness tubes have been ordered and should be received shortly.
- Will talk to Eliren Pasion (I.S.) regarding advertising on the City website.
- She asked for EPC's participation in the event.
- She wants to make sure everyone is there before 6:30 pm for set up.
- Some items in the Emergency Preparedness kits have expired and need to be replaced before they could be sold. Mike motioned and Russ seconded that 25 more kits need to be purchased.