



EPC

UNAPPROVED MINUTES

July 16, 2009

- I. Before the meeting was called to order, Keyan Irannejad (Chief Building Official) made a presentation on the “Do-It-Yourself Residential Seismic Strengthening Program.”
- He discussed the process of seismic retrofit and the permit processes.
 - He also presented the information sheet describing the program, and informed the Commission that it is available from the Building Department, along with CDs and DVDs.

- II. **Call to Order:** Meeting was called to order at 7:20 P.M.

Attendance:

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

- III. **Pledge of Allegiance**

- IV. **Approval of Minutes:** The meeting minutes of May 21, 2009 were approved with the following correction: Page 3, Section XII, A – School Disaster Drill: Stephen suggested starting the planning for the drill (not the actual drill) earlier in the year.

- V. **Public Forum:** None

- VI. **Announcements /Correspondence:**

1. Councilmember Polanski announced the National Night Out on August 6.
 - Russ expressed interest in EPC’s participation in the event.

- VII. **Approval of Agenda:** The agenda was approved by the Commission.

- VIII. **Staff Reports**

A. SAFE

- Sean reported that the ARES/RACES program will be integrated into the SAFE program.
- The County has adopted an updated CERT curriculum, which will be implemented in forthcoming SAFE classes.
- The Fire Department will be hosting a SAFE/CPR class.

B. SOP for Disaster Caches

- The policy was approved by the Fire Chief.

C. Community Survey Form for Special Populations

- It was motioned and seconded that the Commission adopt the Community Survey Form for Special Pops as presented.

D. Milpitas Volunteer Program

- Rosana Cacao (City Volunteer Coordinator) will be integrating the SAFE database into the Volunteer Program database,
- Sean will follow up with Rosana regarding the volunteer form for EPC members to fill out.

IX. **New Business**

A. Great Mall Health and Safety Fair – July 25, 2009

- Russ briefed the group on the logistics for set-up and distributed copy of e-mail from the organizer. He also passed the sign-up sheet for participation.
- It was motioned and seconded that EPC participate in this event.
- Sean will follow up with SAFE teams about their participation.

X. **Unfinished Business**

A. Special Populations

- Copies of the PLAN Annex dealing with evacuation and sheltering for special populations were distributed.
- Site survey teams are in the process of conducting surveys.

B. MOU between City and MUSD regarding use of school facilities for sheltering.

- The joint meeting between City and MUSD is scheduled for August 5, 2009.
- The preliminary work on the MOU has been done, and will be forwarded to EPC members for review and inputs before the August 5 meeting.
- May take the MOU to the Council possibly on the second meeting in September.

C. Guidelines in the Commissioner's Little Book

- Sean mentioned that there is no need to vote for the Commission to adopt the guidelines.
- Russ reported that the City Clerk advised that EPC may use the standards set forth in the book if it wants to. Russ expressed that there are no problems with the way EPC functions, and that his concern is the need to standardize the way things are done within all City Commissions.
- The Fire Chief mentioned that the City Clerk can do training if any of the commissions need it.

D. Milpitas Disaster Council

- Russ mentioned that if any of the EPC members want to register, they can go online to the Disaster Council website.

F. National Preparedness Month 2009

- Russ has registered EPC but individual members need to register also.
- Tom inquired about the Council doing a proclamation for this event.
 - It was motioned and seconded for EPC to request the Council to issue a proclamation.

G. Gas Meter for Upgrade

- Russ announced there are two valves (demo models) that are forthcoming. He also passed around a model.

XI. Team/Working Groups' Reports

A. School Disaster Drill

- Russ asked Stephen if he would like to chair the drill again this year and he concurred.
- Russ suggested holding a meeting within the next month or two to start with planning. Steve will schedule the meeting and inform the Commission.
- Tom recommended that the City take over the drill so there's only one point of contact. This item will be discussed at the first planning meeting.
- Sean asked the group to start thinking of ways to find resources for food.

B. Pub Ed

- The Health and Safety Fair will be a good opportunity for pub ed.
- The "Celebrate Milpitas" event this year is canceled.
- Brochures were distributed at major public facilities. A route is done regularly to check if holders need to be refilled.
- Sean will forward list of events that EPC can participate in.
- Tom indicated that the July 4th event is a very good opportunity to do pub ed.
- EPC website – revisit and check dead links. Tom asked the group to send to him and Councilmember Polanski the order of items that is desired. Sean Suggested it may be better to sit with David Bialczak in I.S. (Sean will set up meeting).

C. Community Outreach

- A discussion was made regarding the difference between Pub Ed and Community Outreach Teams. Russ indicated there is the need to define what each sub-committee specifically does. This will be agendaized for the next meeting.
- Tim indicated that there isn't much that needs to be done as far as developing pub ed materials since FEMA already has all the materials.

Adjournment

Meeting adjourned at 8:20 p.m.

Next Meeting: September 17, 2009; 7:00 pm,