



EPC UNAPPROVED MINUTES

September 17, 2009

- I. **Call to Order:** Meeting was called to order at 7:04 PM
- Attendance:**
- Present: Mike Berryhill, Russ Cherry, Nancy Martinez, AryIn Swiger, Michelle Ceones, Tim Howard, Brian Shreve, Stephen Strauss Michael Caulkins
- Absent: Lori Bersabe
- Liaison: Althea Polanski
- Staff: Sean Simonson
- II. **Pledge of Allegiance**
- III. **Approval of Minutes:** **Motion:** It was moved to approve the meeting minutes of July 16, 2009. M/Tim Howard, S/Michael Caulkins, Vote: Unanimous
- IV. **Public Forum:** None
- V. **Announcements /Correspondence:**
- A. Cherry announced that Darl Travis, Milpitas SAFE Program team leader and Russ received a proclamation from Mayor Livengood on September 1, 2009 for National Preparedness Month.
- B. Cherry shared that the 28th National Firefighter Fallen Hero Weekend is October 2-4.
- C. Cherry shared that Fire Prevention Week is October 4-10. Simonson said Milpitas does a month of activities in October for Fire Prevention and have targeted students at the Milpitas schools this year as well as an event at the Great Mall.
- D. Cherry announced that Tim Howard is the Emergency Coordinator for ARES/RACES and an event is planned for Thursday, September 24th at the Milpitas Police Community Room for those interested in finding out how to get an amateur radio license. Howard said a class is planned in Fremont next month and RACES is recruiting to get SAFE members to get their licenses. Cherry said it takes approximately 8 weeks (one day a week) with testing at the end. If anyone is interested, contact Simonson.
- E. Simonson shared he had the Disaster Worker Cards and form that needs to be filled out so EPC members can sign up and it will be done after the meeting adjourns. Cherry asked that all EPC members sign up and they will also be part of the Milpitas Volunteer Program.
- VI. **Approval of Agenda:** Motion: It was moved to approve the agenda. M/Howard, S/Caulkins, Vote: Unanimous
- VII. **Staff Reports**
- A. Safe Update
- There is a big push for the ARES/RACES to get members and staff is trying to get additional tools for emergency preparations. Another SAFE class is being planned in the near future.
- B. Community Survey Form for Special Populations
- The form is now on the city web site. Cherry shared that a database needs to be started and the form publicized.
- C. Milpitas Volunteer Program (MVP), RACES Database addition to MVP

- Tim Howard and Simonson are working on the database. Howard said that all active members in the database have their cards.

VIII. **New Business**

A. ARES/RACES Communication Van - Howard

- The city has a communication van and ARES/RACES are not allowed to drive it. The Fire Department would like it used more and a recommendation to council to allow them as users should come from EPC. SOP number 4-32, effective 12/02, has not been changed and a copy was distributed to the members.

Motion: It was moved to recommend to the city council that SOP 4-32 be adopted to allow ARES/RACES to drive the OES van. M/Howard, S/Caulkins, Vote: Unanimous

B. Local Business interface with the City in a disaster – Cherry

- The original intent was not to work with local businesses but with community based organizations (CBO) and faith based organizations (FBO). FBO would be non-profits such as the Food Pantry, Salvation Army, etc. Karen Kolander from the Food Pantry was planning to be at the meeting on how the Food Pantry would function in a disaster. Cherry requested this item be tabled to the next meeting.

IX. **Unfinished Business**

A. Special Populations PLAN Annex for care and shelter - Cherry

- Cherry shared the county is currently working on a plan; however, FEMA has done an Emergency Management Planning Guide for Special Needs Populations that could work very well.
- Simonson said there is a big push coming from Oakland and volunteer groups to ensure care and shelters are accessible. There have been no dates set for the completion of the project with the county. The shelters in Milpitas are accessible. Commissioner Celones asked who checks to ensure they are accessible. Simonson said inspections are done through the state as well as the city building department.

B. MOU between the City and MUSD on use of MUSD facilities for sheltering – Shreve/Cherry

- Shreve shared there was a meeting on August 3rd and this MOU was discussed with several other joint agreements. MUSD is on board and waiting for the agreements. Palo Alto has an MOU for sheltering.
- Councilmember Polanski shared the MOU will be discussed again at the next Joint City School Communication Meeting. UPDATE: Scheduled for October 21 at 4:30 PM at MUSD.

C. Duties and Responsibilities of PubED and Community Outreach – Cherry/Berryhill

- Cherry clarified that PubED is the group that develops and finds materials and information for Community Outreach to hand out at various events.

D. Gas Meter Upgrade - Cherry

- Cherry shared a picture of the gas meter for EPC to use at events. It has been upgraded and is functional. There will be signs on the meter as well as a laminated document explaining how the meter works for those who assist at events EPC participates in.

E. National Preparedness Month 2009 – Cherry

- September is preparedness month nationally. No events were planned by the EPC this year.
- Cherry distributed the 2009 All Hazards Forum & Expo information regarding an article on “Including Scouts in Emergency Management Training Pays Dividends.”
- Cherry would like the EPC to approach the scouts about providing a certification program for them to get their badge in emergency preparedness.
- Berryhill suggested providing information at the city tree lighting and other city events.

- Simonson shared there is an opportunity at the Great Mall around Halloween. The weekend before and on Halloween there will be events on safety, etc. (Noon-4:00 PM). Simonson will send information on the event to the EPC.

X. **Team/Working Groups' Reports**

A. School Disaster Drill

- Strauss said the planning meeting was held on September 3rd and there were discussions regarding having the drill near the end of the school day to practice a release system of students to parents and/or guardians. Shreve spoke with Dr. Black and they are not interested in pursuing this option.
- Strauss said the target date is April 8, 2010 at Burnett Elementary School as the 2009 drill was rained out.
- Strauss said the next meeting will be early to mid-October.

B. Pub Ed Team

- Berryhill said the web site has been updated and is working and they team updated the EPC brochure. He suggested using the comic book for the April 2010 drill as was done two years ago.
- Cherry said it would be good to get the comic book to the students a week or two before the drill so they can review with their parents.
- Berryhill would like to have it for all students as he understood they would be conducting a duck and cover at their individual schools.
- Shreve shared that all the schools do participate in the drill via radio communication through the MUSD OES and coordinate with the city OES.
- Howard said there is time to plan for this for the next year and Shreve shared there were 589 students at Burnett.
- Celones asked about the acrylic holders for information. Howard said they had been distributed and are being maintained.
- Cherry suggested a press release to the Post regarding Preparedness Month.
- Shreve shared a hand out on the "Great California Shake Out" planned for Thursday October 15th at 10:15 AM and has encouraged all MUSD schools to participate.

C. Community Outreach

- Cherry shared that the event on October 15th is part of this team and he shared information with MUSD Board Member Bobay and he has been helpful in sharing the information.
- The event at the Great Mall was a success and SAFE members assisted with the booth. It was a Health and Safety Fair in August.
- There are other opportunities like the Farmer's Market at ICC. Councilmember Polanski shared they go year round.
- Celones asked if there is a 12-month calendar of events. Simonson said there is one that includes all the events the city participates in and it is on the web site.
- Swiger asked if there could be a list of events such as National Preparedness Month available.
- Howard requested 'Upcoming Events' be included on all future agendas.

XI. **Adjournment** – Meeting adjourned at 8:14 PM

- Next Meeting Agenda Items:
 1. Local Business Interface with the City in a Disaster – Cherry
 2. EPC meeting dates from bi-monthly to monthly – Cherry
 3. Upcoming Events
- The next meeting will be held at the EOC on November 19, 2009, 7:00 PM