



EPC APPROVED MINUTES

January 21, 2010

I. **Call to Order:** Meeting was called to order at 7:06 PM

Attendance:

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

II. **Pledge of Allegiance**

III. **Approval of Minutes:** **Motion:** It was moved to approve the meeting minutes of November 19, 2010. M/Tim Howard, S/Brian Shreve, Vote: Unanimous

IV. **Public Forum:** None

V. **Announcements /Correspondence:**

A. Polanski announced that the Emergency Preparedness page on the City website has received 414 unique hits since September 1, 2009.

VI. **Approval of Agenda:** Cherry made a motion to amend the New Business Item B.- Elections be moved to the last item and Unfinished Business Item C-Role of Faith Based & Community Based Organizations during a disaster be moved to the first item.

Motion: It was moved to approve the agenda as amended.

M/Howard, S/Swiger, Vote: Unanimous

A. Role of Faith Based & Community Based Organizations during a disaster

- Karen Kolander of the Milpitas Food Pantry discussed their Disaster Memorandum of Understanding with Second Harvest Food Bank. Kolander distributed a copy of the MOU between Second Harvest and the Food Pantry. The Milpitas Food Pantry will be the hub for food donations delivered to the City of Milpitas. Kolander requested to work with the City of Milpitas on future disaster planning.
- Donald Clendenin with Christ Community Church discussed what Christ Community Church was doing toward emergency preparedness. Clendenin offered to host an informational meeting for Faith and Community Based Organizations at Christ Community Church. Simonson will initiate, coordinate, and facilitate this meeting. Chief Grijalva will draft an invitation letter on behalf of the City.

VII. **Staff Reports**

A. SAFE Team update

- The SAFE training began on 1/21/10. Currently, Milpitas SAFE is using the FEMA approved CERT training curriculum but a county-wide CERT manual update is in process. Significant changes in the curriculum will require updated training for current SAFE team members.

B. Community Survey Form for Special Populations final review

- The form with City logo is now on the city web site. A new Santa Clara County Care and Shelter Annex project is in process. Cherry requested a copy of the document in place today while we are waiting for the finalized new document. Staff will provide the Commission with current City policies regarding Special Populations Sheltering at the March meeting.

C. RACES Communications Van update

- Chief Grijalva clarified SOP number 4-32, effective 12/02, has not been changed, and allows for disaster service workers to drive the Communications Van.
- Simonson will arrange for the training of perspective drivers.

D. Santa Clara County Care and Shelter Annex Update

E. City, County, and State Disaster Drill update

- Report Not Available, but will be presented at the March meeting.

F. Review of disaster declaration and powers

- Chief Grijalva provided a review of the process of local, state, and federal disaster declaration, and will provide a future presentation on ICS, disaster declarations and powers. This presentation will include a meeting with the City Department Heads responsible for activating the EOC in a disaster. The March meeting will take place in the EOC and it will be set up as if it was activated.

VIII. **New Business**

B. Definition of Industry vs. Chamber- Cherry

- Cherry requested that members come to the next meeting with ideas of how the terms Industry and Chamber be defined for the purpose of representation on the Emergency Preparedness Commission.

C. Feasibility study on expansion of Milpitas Seismic Ordinance regulations- Cherry

- Cherry requested a Feasibility Study from staff on when to require a seismic shutoff valve to be installed on gas meters for residential buildings. Change of Title, Gas Line Modifications and \$ or % of remodel

D. RACES update- Howard

- RACES currently has 27 registered members with 16 active members. Their goal for this year is to increase participation in quarterly training as well as qualify more operators to work in the EOC. Howard and Simonson are recruiting HAM operators so each SAFE Team has several HAM operators.

IX. Unfinished Business

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

- City Manager Tom Williams reported that the wording on the MOU was agreed to by the City and the School District and the MOU should be signed at the next City Council meeting.

B. Gas Meter Upgrade - Cherry

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

C. Schedule of 2010 EPC meetings – Cherry

- Cherry requested that members bring forward their proposals on a schedule change for Commission meetings.

D. Calendar of 2010 EPC events- Cherry

- Cherry requested a format for collecting and distributing data on upcoming community events that the EPC could participate in.

X. Team/Working Groups' Reports

A. School Disaster Drill

- The letters to the vendors is complete and ready for signatures. The next meeting will be February 10, 2010 at 1900 at Milpitas Fire Station #1.

B. Pub Ed Team

- No report

C. Community Outreach

No events are currently scheduled.

E. Elections- Cherry

Motion: Russ Cherry was nominated as Commission Chair.

M/Michelle Celones, S/Tim Howard, Vote: Unanimous

Motion: Mike Berryhill was nominated as Commission Vice-Chair.

M/ Tim Howard, S/Arlyn Swiger, Vote: Unanimous

XI. Adjournment – Meeting adjourned at 8:41 PM

The next meeting will be held in the City EOC on March 18 2010, 7:00 PM