

EMERGENCY PREPAREDNESS COMMISSION

APPROVED MINUTES

March 18, 2010

Before the regular meeting, Fire Chief Ruben Grijalva did a presentation to the Commission and City Department Heads on the operation of the Emergency Operations Center (EOC). He discussed the functions of the EOC; operations at the local, county, statewide and national levels; funding mechanisms; and mutual aid.

I. CALL to ORDER

Meeting was called to order at 7:30 pm.

Attendance:

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

II. PLEDGE of ALLEGIANCE

III. APPROVAL of MINUTES – The minutes from the January meeting were approved.

IV. PUBLIC FORUM – None

V. ANNOUNCEMENTS/CORRESPONDENCE

Russ announced about the Crisis Communication Class to be held on March 24, and CADRE to be held on April 21. Russ is attending; if anyone is interested to let him know. Tim, Russ and Brian attended the Terrorism class hosted by the City.

VI. APPROVAL of AGENDA – The agenda was approved as presented.

VII. STAFF REPORTS

A. SAFE

- Twenty five team members graduated in March.
- Albert reported that more calls are being received from citizens expressing interest to attend a SAFE class.
- Russ requested for an updated list of team captains to be provided at the next meeting.

B. Directory of Local Officials

- Albert will provide an updated copy to the Commissioners thru e-mail.

C. Milpitas Full Scale Disaster Drill

- It was asked when the next drill will take place. Albert will find out about schedule.

D. Review of Disaster Declaration and Powers

- Information about this was included in the Fire Chief's presentation.

E. Disaster Cache at Milpitas High School

- It was pointed out that there is nothing in the cache at the moment. Albert will follow up on this as well as the cache at Spangler School. Brian pointed out that the lock for this cache is still missing although he has made numerous requests for the lock to be

replaced. Albert will follow up on this and the inventory of items in the cache. Brian needs to be contacted when the lock is ready to be installed.

- F. Special Populations, Milpitas Care, Shelter Annex
 - o Albert will follow up on adding an annex in the Disaster Plan that will include special populations.

VIII. NEW BUSINESS

- A. Definition of Industry vs. Chamber
 - o Russ distributed copies of a handout defining what the Industry representative should be and what it covers. After some discussion, it was agreed upon that the Commission will, through Russ, submit a recommendation to Council to amend the by-laws to include specific definitions of Industry and Chamber representatives.

- B. Feasibility Study on Expansion of Milpitas Seismic Ordinance
 - o A thorough discussion was made on the proposed changes to the Gas Shut-Off Ordinance. It was agreed upon that the amendment will include a requirement to install an excess flow valve and seismic valve under the following conditions:
 1. Change of title to property
 2. Any modification to gas line (seismic valve only)
 3. Remodel/modification to property over \$50,000
 - o Russ will write the draft and bring it to the next meeting.
 - o Albert will bring to the next meeting similar documents from the Building Division as a reference.
 - o Albert will discuss proposed amendments with Keyvan Irranejad (Chief Building Official) who will later submit the amended Ordinance to Council.
 - o Russ asked the Commissioners to find out from their insurance companies if they give rebates/discounts when a house has some kind of a mitigation system such as flow and seismic valves.

IX. UNFINISHED BUSINESS

- A. MOU, City and MUSD MHS – tabled for next meeting.

- B. Role of Faith-Based and Community-Based Organizations
 - o Albert will follow-up letter from the Fire Chief or City inviting these organizations to a meeting.

- C. Schedule of 2010 EPC Meetings
 - o Russ suggested leaving the current meeting schedule as it is and assign sub-committees to work on tasks and special projects, and schedule separate meetings as needed. Brian pointed out that the attendance at these separate meetings is very low, and that it would be better to include in the agenda items concerning these tasks and special projects and make them part of the regular meetings. This will be further discussed at the next meeting.

- D. Calendar of 2010 EPC Events
 - o Russ will send copies to Commissioners.

X. TEAM REPORTS

A. School Disaster Drill

- o There were only 4-5 responses from vendors regarding food donations. The amount needed to fill in what is not covered will be taken from the OES budget.

- Someone from Recreation Services to direct and coordinate volunteers and assign tasks. A representative from Recreation Services will be invited to the meeting.
- The next meeting is scheduled on March 25 at 5:30 pm at the school site.
- Brian informed the group that the Fremont Unified School District is interested to observe the drill. Brian will inform them of the details.

B. Pub Ed

- Brochures are ready.

C. Community Outreach

- The City of Cupertino will be doing a Shelter Drill on May 19 and is looking for volunteers. Russ will observe and will give a report at the next meeting. He will also send information about the drill to the Commissioners.
- The Great Mall will hold a Health & Safety Fair on July 17. EPC will participate.

XI. ADJOURNMENT - 8:50 pm

The next meeting will be held on May 20, 2010 at 7:00 pm at the City Hall Committee Room.