

# EMERGENCY PREPAREDNESS COMMISSION

## UNAPPROVED MINUTES

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May 20, 2010

### I. CALL to ORDER

Meeting was called to order 7:03 pm.

#### Attendance:

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

### II. PLEDGE of ALLEGIANCE

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

### IV. PUBLIC FORUM:

Jennifer Lind (CAC) – invited EPC to participate in the National Neighborhood Night Out on August 5, 2010.

### V. ANNOUNCEMENTS/CORRESPONDENCE

- A. Councilmember Polanski:
1. Presented the certificates to those who were not present at the Commissioners Recognition event.
  2. Announced that the City will hold a Memorial Day Service on May 31, 2010.
- B. Russ:
- o Attended the Crisis Communication seminar on March 24
  - o Attended the “Be an Artist” Day where he shared information about EPC.
  - o Attended CADRE Vulnerable Populations Conference at NASA.

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

### VII. STAFF REPORTS

- A. SAFE
- o Forty three team members have recently graduated,
  - o A countrywide drill will be held on June 26, 2010 in Morgan Hill/Gilroy. Participants need to register. Sean will e-mail complete information about the drill.
  - o Russ wants to meet with the SAFE Team Captains. Sean will invite him to attend one of the quarterly meetings.
  - o Sean met with the pastors in the community and discussed what level of training they want. The pastors will get back to Sean about this. Christ Community Church has expressed interest in a SAFE training. The Seventh Day Adventist Church has had its training.
- B. Full Scale Disaster Drill
- o The City is not part of Golden Guardian this year.
- C. Special Populations

- The SCC Functional Needs Disaster Plan is currently on hold and none of the cities have adopted it.
  - There is a need for the City to have something in place in regards to special populations. The only thing that is in place right now is the Multi-Function Hazard Plan (2004), which needs to be revised but cannot be done due to budget constraints. EPC will make a recommendation that it be revised (wait until the new Fire Chief is hired).
- D. AED Program
- The software on the existing AEDs is outdated. It is cheaper to buy new ones than to upgrade the software but this can't be done due to budget constraints. The AEDs are still functional and batteries are being maintained. Sean will consult the City Attorney regarding liability issues.
- E. DSW Cards/ID Cards
- All EPC Commissioners have their DSW cards. Their City ID cards need to be updated. The request form has been submitted to H/R; Councilmember Polanski will follow up on this as it has been six months since the pictures were taken. Sean will follow up on the RACES ID cards; IS has some difficulty with the set-up.
- F. Communication Van Training
- Capt. Ken Ricci will develop a comprehensive training program; Sean will follow up.
- G. Alert SCC System
- This is a County rolled-out system which the City can use independently or in conjunction with the County. The system has been set up to include notification to citizens, City employees, EPC, SAFE Teams, Fire Aides, etc.
- H. Emergency Volunteer Database
- Rosana Cacao maintains the registry of SAFE team members. Sean keeps the master roster. He is to be notified of all changes/updates.

## **VIII. NEW BUSINESS**

- A. Definition of Industry vs. Chamber
- Guidelines need to be set on how these two positions are to be filled. After some discussion, It was motioned and approved that the EPC By-Laws be modified to reflect that there will be one representative from the small business community and one representative from the industrial business community. Councilmember Polanski will submit this recommendation to Council.
  - Russ indicated that the Head of Security at CISCO is interested in becoming a member of EPC. CISCO will send names of candidates to Russ.
- B. Feasibility Study on Expansion of Milpitas Seismic Ordinance
- Sean met with Keyvan Irannejad and Albert Zamora to discuss EPC's recommendation that the Ordinance be amended to include a requirement to install an excess flow valve and seismic valve under the following conditions: change of title to property, any modification to gas line (seismic valve only), and remodel/modification to property over \$50,000.
  - Keyvan recommendation's is to keep the Ordinance as it is as it already encompasses EPC's recommendation. A copy of his e-mail was distributed to the Commissioners.
  - Sean will clarify with Keyvan if the requirement includes both valves (it only says "automatic shut-off devices."). Sean will report at the next meeting.

## **IX. UNFINISHED BUSINESS**

- A. The City/MUSD MOU has been signed by both parties and is now in place.

- B. Care and Shelter Cache
  - o Sean met with Red Cross and they can provide free supplies for the City caches in school properties, but which Red Cross will manage in the event of a disaster,
  - o The lock of the cache at Spangler School still needs to be replaced. Sean will handle.
- C. Role of Faith-Based and Community-Based Organizations
  - o The City Manager was to write a letter to FBOs inviting them to come to a meeting to discuss training and disaster plans. Sean will follow up.
  - o It is planned that a "Train the Trainer" program will be implemented.
  - o Karen Kolander (Milpitas Food Pantry/Second Harvest) is the contact person for food donations.
  - o Information needs to be obtained on how Second Harvest works with Red Cross, and what the City's shared responsibility is.
- D. Schedule of 2010 EPC Meetings
  - o It was agreed upon that the schedule remain as is.
- E. Calendar of 2010 EPC Events
  - o Russ maintains the calendar and will send out updates as they occur.
  - o The Health & Safety Fair (Great Mall) will be held on July 17, 2010. EPC will have a booth.

**X. TEAM REPORTS**

- A. **School Disaster Drill**
  - o Brian reported that at the beginning of the drill, responsibilities and assignments were not clear but after some discussion, everything went well. The people involved (City, School District, EPC, AMR, food vendors) really stepped up and did an outstanding job.
  - o It was suggested that adult victims be included in future drills and have CERT people do the search and rescue.
  - o CISCO has a communication system that enables cell phones, land lines, etc. to work even during a disaster. This could be utilized in a future drill.
- B. **Pub Ed**
  - o Brochures need to be restocked.
- C. **Community Outreach**
  - o An event will be held at the library on May 22, 2010 and another event in July at the Great Mall.
  - o The County EMA is opening up its membership. Russ will send in his application. Include in the next EPC meeting a discussion on whether or not the Commissions would like to be a member; fee is \$125.00 a year for the group.

**XI. ADJOURNMENT - 9:28 pm**

The next meeting will be held on July 15, 2010  
at 7:00 pm in the City Hall Committee Room.