

EMERGENCY PREPAREDNESS COMMISSION

UNAPPROVED MINUTES

July 15, 2010

I. CALL to ORDER

Meeting was called to order at 7:03 pm.

Attendance:

Present: Russ Cherry, Tim Howard, Arlyn Swiger, Brian Shreve, Stephen Strauss, Michael Caulkins, Mike Berryhill

Absent: Nancy Martinez

Excused: Michelle Celones

Liaison: Althea Polanski

Staff: Sean Simonson

Note: Russ announced that Lori Bersabe did not accept her reassignment, and Stephen Strauss is now being moved up as a public representative and Michael Caulkins as Alternate 1.

II. PLEDGE of ALLEGIANCE

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

IV. PUBLIC FORUM:

Betty Reutter made a brief presentation on Critical Incident Stress Management and distributed copies of course curriculum. She encouraged the City and EPC to have members participate. Training fee is \$175.00/day.

V. ANNOUNCEMENTS/CORRESPONDENCE

A. Sean reported that this year drew the biggest recovery of illegal fireworks during the July 4th weekend.

B. Russ:

- August 5, 2010 is National Night Out.
- Thanked Councilmember Polanski for getting the information out on the Alert System.
- Red Cross has instituted the National Open Shelter Locator Map.

VI. APPROVAL of AGENDA – The agenda was approved with the correction of a typo error on the word “public” in Section X.

VII. STAFF REPORTS

A. SAFE

- The County “Train the Trainer” course has been approved and will be offered to SAFE team members for free.
- Russ wants to meet with the team captains; will work out a date or have them come to one of the EPC meetings.
- The SAFE membership list has just been updated (an update is done every six months). Sean will report on the number of active members at the next meeting.

B. Milpitas Multi-Function Hazard Plan

- Copies of the Emergency Plan for Volunteer Populations were distributed. Questions about this can be sent to Sean thru e-mail.

- C. AED Program
 - o The software for the existing AED's is outdated but there is no available funding for its replacement and no grant is available. Sean indicated that according to the City Attorney, there is a liability issue. It is the Fire Chief's recommendation that the AED's stay in place and a plan be developed to review the program. There has been no report of their use since they were installed.
- D. EPC ID Cards
 - o The new ID cards are in process; Sean will follow up. Mike Berryhill needs to set up an appointment with Human Resources for his picture to be taken. Russ will check on Michelle Celones' status.
- E. Communication Van Training
 - o Capt. Ken Ricci needs to get back to Tim Howard about training; Sean will follow up.
- F. Spontaneous Unaffiliated Volunteer Database
 - o There is a need to develop a database that will include professional members of the community. It was suggested that an awareness campaign be held to recruit volunteers, and come up with an EPC-sponsored event and request the media to cover. Flyers can also be distributed during the National Night Out. The Pub Ed Committee will look into these.
 - o Russ suggested involving SAFE members in worthwhile projects.
- G. Milpitas Seismic Ordinance Review
 - o Sean has discussed proposed changes with Keyvan Irannejad (Chief Building Official). His recommendation is to leave the requirements as they are since the amendment that EPC wants is already in the ordinance (EPC was not aware it's already incorporated). The ordinance can be reviewed online. Sean will forward Keyvan's e-mail to EPC. Agendize this item again at the next meeting.
- H. Faith-Based and Community-Based Organizations Meeting with the City and EPC.
 - o The letter of invitation has been approved. EPC agreed to hold the meeting on August 25, 2010. Sean will mail out the letters and Russ will follow up. Sean will obtain name of specific contact person and phone number.

XIII. NEW BUSINESS

- A. Critical Incident Stress Management Training
 - o The City and EPC have been invited to participate. Betty Reutter will talk to Julia Childs (Director, Center of Living with Dying) and get back to EPC.

IX. UNFINISHED BUSINESS

- A. Disaster Cache Supplies at Milpitas High School
 - o Red Cross will be responsible to stock and maintain inventory. The School District has to accept the stock but will not be responsible to maintain the cache. Brian Shreve will get in touch with Red Cross.
- B. Definition of Large Business (Industry) vs. Small Business (Commercial/Retail)
 - o The new By-Laws reflecting the language proposed by EPC is now on the website. CISCO will submit the name of the applicant for the Industry representative. At the August 3, 2010 Council Meeting, Tim Howard will be officially moved as Small Business representative.

IX. TEAM REPORTS

A. Pub Ed

- The Committee needs to do an inventory of pub ed materials to know what are available. Pub ed materials are made available at all City public buildings.

B. Community Outreach

- Copies of the EPC Events Calendar for 2010 were distributed.
 - July 10 - Health & Safety Fair at the Great Mall. Commission members need to sign up to staff booth.
 - July 27 – CADRE Workshop. Russ will attend; if anyone is interested, let him know.
 - August 14 – Senior Center Opening
 - August 25 – meeting with Faith-Based and Community-Based Organizations

VIII. ADJOURNMENT - 8:45 pm

The next meeting will be held on September 16, 2010 at 7:00 pm in the City Hall Committee Room.