

EMERGENCY PREPAREDNESS COMMISSION

UNAPPROVED MINUTES

September 16, 2010

I. CALL TO ORDER

Meeting was called to order at 7:05 p.m.

Attendance:

Present: Mike Berryhill, Russ Cherry, Arlyn Swiger, Brian Shreve, Tim Howard,
Don Clendenin
Absent: Michael Caulkins
Excused: Stephen Strauss
Liaison: Althea Polanski
Staff: Sean Simonson, Brian Sturdivant

Note: Russ announced that Michelle Celones has resigned, and Nancy Martinez' term has ended and she did not reapply.

II. PLEDGE of ALLEGIANCE

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

IV. PUBLIC FORUM

Betty Reutter reported on her attendance in the Critical Incident Stress Mgmt. training, and explained how the program works. This item will be agendaized for the next meeting.

V. ANNOUNCEMENTS/CORRESPONDENCE

- o New Fire Chief Brian Sturdivant was introduced and spoke to the Commission.
- o Russ announced the CADRE Operations Protocols Class to be held on September 28 in Cupertino.

VI. APPROVAL of AGENDA - The agenda was approved.

VIII. STAFF REPORTS

A. SAFE

- o A SAFE class starts next Thursday with 15 students.
- o A SAFE CPR Course will be held on October 23.
- o Russ will arrange with Sean about the meeting with Team Captains, and will look into possibly incorporating RACES to the meeting.
- o A CERT Train-the-Trainer Course will be hosted by Milpitas on October 15.

B. Milpitas Multi-Functional Hazard Plan

- o Capt. Ken Ricci will conduct training.

IX. NEW BUSINESS

- a. September is Emergency Preparedness Month

- September 19 – Fire extinguisher drill at Christ Community Church. EPC will put up a booth; Russ will set up equipment.
 - October 24 – “Make a Difference Day” to be held at the Great Mall
- a. October is Fire Prevention Month
- A proclamation will be made. There will be various pub ed events in schools and businesses.

X. UNFINISHED BUSINESS

- A. Disaster cache supplies at Milpitas High School
- After some discussion, it was agreed upon that the supplies for this cache will duplicate what is in the cache at the Sports Center. Sean will put the list together and give to Brian, who will submit it to Red Cross.
- B. Milpitas Seismic Ordinance
- EPC recommended an amendment (upgrades) to the Ordinance. Councilmember Polanski pointed out that now is not a good time to move forward with the recommendations. This issue will be tabled until next year.
- C. Faith-Based Organizations and Community- Based Organizations Meeting
- 150 letters were mailed out but the meeting did not push through because: (a) no agenda items were received from EPC and because there were no items, no agenda could be posted to meet Brown Act requirements; and (b) only seven responses were received.
 - Sean recommended inviting these groups to an EPC meeting instead. Sean will resend the same letter and invite them to the January EPC meeting.
 - The purpose of the meeting should be clearly identified by listing topics for discussion such as: What is their plan to care for their parishioners?
What are their resources?
How can they help?
How can the City assist them in preparing for an emergency?
 - Commissioners were asked to send agenda items to Sean.
 - Betty Reutter suggested giving them enough resource materials.
 - Fire Chief Sturdivant inquired if the City is addressing education on the levels of preparedness for individuals, families and their immediate community.
 - Karen Kolander asked what the role of Milpitas Food Pantry is in an emergency, and how it can work together with the City. Sean and Karen will meet about this; Betty asked to be included in the meeting also.

XII. TEAM REPORTS

- A. Pub Ed
1. Spontaneous Unaffiliated Volunteer Database Update
 - It is EPC’s desire to establish a database for professionals.
 - Pub ed events will be utilized to hand out forms for professionals to register.
 - This item to be agendized at the November meeting.
 2. Inventory update on educational supplies
 - Tim will order more materials from FEMA.
- B. Community Outreach
1. September 19 – Fire extinguisher demo at Christ Community Church. Russ will staff EPC booth.
 2. Sept. 26 – Emergency Preparedness presentation to Christ Community Church. Mike and Tim will staff EPC booth.

C. School Disaster Drill

- Start planning earlier this year.
- Russ will talk to Stephen if he agrees to be the Team Leader again. If he agrees, ask him to agendize this item in the November meeting.
- There is a need to identify funding sources as early as now; bring ideas back at next meeting. There was a suggestion to send letter to possible vendors asking them to sponsor one classroom vs. stating the need to feed 700 kids. Councilmember Polanski will follow up on resources.

XIII. ADJOURNMENT – 8:30 pm

The next meeting will be held on November 18, 2010 at 7:00 p.m. in the City Hall Committee Room.