

EMERGENCY PREPAREDNESS COMMISSION

UNAPPROVED MINUTES

November 18, 2010

I. CALL TO ORDER

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

Attendance:

Present: Mike Berryhill, Arlyn Swiger, Brian Shreve, Tim Howard, Don Clendenin,
Michael Caulkins, Stephen Strauss

Excused: Russ Cherry, Althea Polanski

Staff: Sean Simonson

II. PLEDGE of ALLEGIANCE

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

IV. PUBLIC FORUM – None

V. ANNOUNCEMENTS/CORRESPONDENCE – None

VI. APPROVAL of AGENDA - The agenda was approved.

VIII. STAFF REPORTS

- The CERT Train-the-Trainer Course was held in Milpitas with over 50 people attending.

IX. NEW BUSINESS

1. Critical Incident Stress Management Training
 - Betty Reutter informed the group about the conference in San Francisco in June 2011; she would like to see more people participate.
2. EPC Meeting with SAFE Team Captains
 - There are currently eight team captains.
 - Russ and Sean will schedule meeting date.
3. Election of Officers
 - The elections will be made at the January EPC meeting.
 - The following nominations were made: Mike Berryhill nominated Russ Cherry for Chair; Michael Caulkins nominated Arlyn Swiger for Vice Chair.
 - Other nominations, if any, need to be sent to Sean before the January meeting.

X. UNFINISHED BUSINESS

1. Disaster Cache Supplies at Milpitas High School
 - Red Cross will be redistributing supplies in lieu of purchasing more.
 - Sean has provided Tom Busk (Red Cross) with the list of supplies that are in the container at the Sports Center. Sean is waiting to hear back from Tom; will send a follow-up e-mail.
 - Tim suggested a face-to-face meeting among concerned parties instead of going back and forth with phone calls and e-mails.
2. FBO and CBO Meeting
 - Meeting with representatives was held just before this EPC meeting.
Please refer to the attached minutes for the details of the meeting.
 - Mike suggested scheduling a follow-up meeting in 6 months. Sean will do a personal follow-up with the representatives who were in the meeting tonight.
 - Commission members need to promote involvement to other FBO and CBO members they come in contact with.
 - Mike will encourage Boy Scout groups to get involved.
 - FEMA has a Teen CERT curriculum, and a Teen CERT Trainer is in Santa Clara County. Mike and Sean to discuss more about this.

XI. Team Reports

- A. Public Education
 - An initial inventory of pub ed materials has been made.
 - Sean confirmed that materials are stored in the Station 1 attic.
 - Materials needed for specific events can be requested from Sean. The Fire Department has just made a large purchase of materials, which are also being made available to EPC.
 - Professional volunteer form and database – tabled for next meeting.
- B. MUSD Disaster Drill for 2011
 - The first meeting is scheduled on January 13, 2011 at 7:00 pm, Fire Administration Conference Room.
 - Date of drill is April 6, 2011 at Randall Elementary School. Brian reported it will be a smaller group of students (about 388) as the 6th Graders will be at camp.
 - A determination needs to be made ahead of time about “no photo” students.
 - At the last drill, handouts were given to each student and the art books were used as prizes in the different classes.
- C. Community Outreach
 - Michael Caulkins will review the 2011 City Calendar and look at events where EPC can promote emergency preparedness. He suggested setting up a booth at the Relay for Life event.

XII. **ADJOURNMENT** – The meeting was adjourned at 7:47 pm.

NEXT MEETING DATE: January 20, 2011, 7:00 pm., City Hall Committee Room

EMERGENCY PREPAREDNESS COMMISSION and FAITH-BASED / COMMUNITY-BASED ORGANIZATIONS

Meeting Minutes

November 18, 2010 – 6:00 p.m.

Present:

- Bill Ferguson, Sunnyhills Neighborhood Association
- Alex Boyd, Christ Community Church (Crisis Intervention & Disaster Response Ministry)
- Betty Reutter, Christ Community Church (Crisis Intervention & Disaster Response Ministry)
- Naseer Siddique, Ahmadiyya Muslim Community
- EPC members

A. Don Clendenin explained the tasks and functions of the Emergency Preparedness Commission.

B. Sean Simonson provided an overview of the Office of Emergency Services, and explained the functions of the Emergency Operations Center, the City Disaster Plan, Mutual Aid, SAFE Program, and Care and Shelter.

C. The FBO and CBO representatives provided the following information:

1. Bill Ferguson, Sunnyhills Neighborhood Association
 - The Association has plans for during and after the disaster.
 - Would like to have Sean come to one of its meetings.
 - Expressed interest in attending a SAFE class.
2. Naseer Siddique
 - a. No Disaster Plan at this time.
 - b. The group meets only every two weeks.
 - c. Can offer their facility as an emergency shelter.
 - d. Would like to be educated on how to set up a care and shelter container.
3. Betty Reutter/Alex Boyd, Christ Community Church
 - Has established Crisis Intervention & Disaster Response Ministry.
 - Provides First Aid and CPR classes (open to the public with a \$50 fee), and has two trainers for community emergency response training, and critical incident management training.

D. Conclusions

- Sean emphasized that the OES is here to assist them in establishing their Disaster Plans. The representatives expressed interest and will be in touch with the OES.
- The representatives were encouraged to create a network with other FBOs and CBOs, and for them to pass the word about it.

Meeting was adjourned at 7:00 p.m.

