

# EMERGENCY PREPAREDNESS COMMISSION

## UNAPPROVED MINUTES

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March 17, 2011

### I. CALL to ORDER

Meeting was called to order at 7:04 p.m.

Attendance: Russ Cherry, Brian Shreve, Arlyn Swiger, Pam Wells, Mercedes Albana,  
Don Clendenin, Tim Howard, Stephen Strauss, Mike Berryhill

Excused: Michael Caulkins

Liaison: Althea Polanski

Staff: Sean Simonson

### II. PLEDGE of ALLEGIANCE

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

IV. PUBLIC FORUM - None

### V. ANNOUNCEMENTS/CORRESPONDENCE

1. Councilmember Polanski was appointed to the Emergency Preparedness Committee. She apologized for not having been able to attend the last two meetings.
2. Commissioners' Brunch – invitations have been distributed.

VI. APPROVAL of AGENDA – The agenda was approved.

### VII. ACTION ITEMS

1. Russ to research info on what has been done re: soft story buildings.
2. Sean to give names of SAFE team captains to Betty Reutter.
3. Sean to find out the name of the gentleman who discussed emergency preparedness for his trailer (at a class conducted by Betty).
4. Councilmember Polanski to develop the letter for all-SAFE meeting and forward to Sean by end of the week.
5. Sean to check with the Fire Marshal about updates on smoke detector decibels.
6. EPC members to submit goals and projects to Sean and Russ two weeks before the next meeting.
7. EPC members to send to Sean list of events they want included in the calendar.
8. School Disaster Drill
  - a. Sean to send classroom list to EPC members.
  - b. Russ to contact Walmart about its desire to sponsor the event.
  - c. EPC members to follow up vendor list.

## VIII. IMPORTANT INFORMATION

1. Care and Shelter container supplies at Milpitas High School are on order.
2. SAFE Teams
  - a. Currently have four team captains. The problem is keeping them motivated. A refresher course either monthly and quarterly may help.
  - b. Teams' roster was updated in January.
3. All SAFE meeting – start with whoever is there now. Invite all team members. It would be good to have as many EPC members attend this meeting. People who are interested may also be invited.
  - o Date: April 21, 7:00 p.m., Senior Center
  - o Topics of discussion will include info about EOC, EPC, SAFE, responsibilities of team captains, how the teams can be improved, recruit for HAM radio, etc.
4. Develop handout showing geographical location of where team members are, including mobile home parks.
5. Sean to make use of EPC members to tap involvement of mobile home park residents with the SAFE program.
6. Sean received 35 voicemails in relation to the Japan crisis. Now is a good time to recruit for SAFE involvement.
7. Arlyn presented his recommendations for EPC structure and operation.
  - o Intent is to agendize one or two from the list at each meeting.
  - o Where do you want to see this Commission going? Establish short term and long term goals.
9. FBO/CBO – 72-hour Preparedness Training was held.
10. CADRE – EPC members are encouraged to attend one or two workshops during the year.
11. School Disaster Drill
  - o Letters to vendors have gone out; two vendor donations confirmed. Follow up needs to be made.
  - o Next drill meeting - March 30, Randall Elem. School

## IX. ADJOURNMENT – the meeting was adjourned at 9:00 p.m.

The next regularly scheduled meeting is May 19, 2011, 7:00 p.m. at the **Milpitas Senior Center**.