

EMERGENCY PREPAREDNESS COMMISSION

UNAPPROVED MINUTES

May 19, 2011

I. CALL to ORDER

Meeting was called to order at 7:02 p.m.

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

II. PLEDGE of ALLEGIANCE

III. **APPROVAL of MINUTES** – The minutes from the March meeting were approved. Arlyn requested that his letter outlining recommendations to the Commission be attached with the next minutes.

IV. **PUBLIC FORUM** - None

V. ANNOUNCEMENTS/CORRESPONDENCE

1. The following were asked to contact the City Clerk's Office or Mayor Esteves if interested in being reappointed to the Commission: Russ, Brian, Tim, Mercedes and Pamela.
2. Councilmember Polanski is a member of the SCC Emergency Preparedness Council as a representative of Milpitas. Sean will be doing a presentation at their August 4th meeting.
3. Sean announced that the Alert SCC flyer that has the translation in other languages has been developed. He has also sent the information on "2-1-1" to the Commissioners.

VI. **APPROVAL of AGENDA** – The agenda was approved.

VII. ACTION ITEMS

1. Sean to check with P.D. about device that will signal P.D. if Care & Shelter container lock is tripped.
2. Every Commissioner to submit to Sean at least two ideas for goals, objectives and milestones. Councilmember Polanski will send reminder.
3. Tim to e-mail to Sean instructions on operating the radios.
4. Councilmember Polanski to check on EPC 2011 Events Calendar.

VIII. IMPORTANT INFORMATION

1. The Request for Proposal for Care & Shelter supplies has been finalized. Delivery of supplies is expected within 30 days.
2. The manufacturer of the recordable smoke detector has not been able to get a UL listing for this product.
3. Per the City Fire Marshal, there are no current soft story buildings being built in Milpitas.
4. A discussion was made regarding the positions within the Commission as they relate to the Large Industry Rep and the proposed CBO/FBO Rep.
5. SAFE Team Leaders meeting on May 31, 2011 at 6:30 p.m. at Fire Station 1.
 - Team Captain positions have been filled; some teams have Co-Captains.
6. There is the need to develop ways to motivate CBO/FBO's to be involved in emergency preparedness.
7. SAFE/EPC meeting had about nineteen attendees.
8. Countywide drill on May 21, 2011; RACES/SAFE to participate.

IX. AGENDA ITEMS for NEXT MEETING:

1. Develop means to encourage the Milpitas community to sign up for Alert SCC.
2. SAFE Teams' assistance with special populations registrations.
3. Discuss and identify one of the Commission members as CBO/FBO representative.
4. Commission goals, objectives and milestones
5. National Night Out – free items for public
6. SAFE Team Leaders development

X. ADJOURNMENT – the meeting was adjourned at 8:30 p.m.

The next regularly scheduled EPC meeting is Thursday, **July 21, 2011**, 7:00 p.m., Milpitas City Hall Committee Room.

Date: 5 March 2011

From: Arlyn W. Swiger
City of Milpitas
Emergency Preparedness Commission
Vice Chair

To: Emergency Preparedness Commission
Office of Emergency Services
Councilwoman Polanski

Subject: Emergency Preparedness Commission Review and Recommendations

At the Emergency Preparedness Commission (EPC) meeting of 20 January 2011, Milpitas Fire Chief Brian Sturdivant discussed his vision for a seamless emergency response organization and invited input from EPC members.

Considering that request, I think we should first review the structure and operation of our commission with the goal of modifying it so we can best support his efforts. To that end the following suggestions are provided for consideration:

1. Fill the vacant large industry position on the EPC. Conduct an active recruiting campaign utilizing personal contacts, advertising in the Milpitas Post and soliciting large companies with facilities in Milpitas. If the position cannot be filled, it may be advisable to delete the requirement and instead maintain a list of company emergency managers who would be willing to act as consultants on an as-needed basis.
2. Designate one commission position as a representative of the faith-based and community-based organizations (FBO/CBO). We may want to incorporate this change into the EPC Bylaws to give this position the same stature as the large and small company representatives.
3. The commissioners representing small industry, large industry, and FBO/CBO should maintain an active relationship with their constituents. This could take the form of the Milpitas Office of Emergency Services (OES) and the EPC hosting an annual meeting of each group to define rolls, present and exchange information and establish goals. Continuing liaison with the participants would be conducted to assist them towards their goals. The FBO/CBO Meeting of 18 November 2010, instituted by Commissioners Cherry and Clendenin and OES Director Sean Simonson, appears to be a good model to build upon. It is felt that the ARES/RACES representative would not need to host an annual meeting because he maintains liaison as an active member of that community.
4. Combine the current EPC Public Education and Community Outreach Subcommittees. The functions of these two appear to complement each other and should function well as one unit. It is suggested that the subcommittee develop a series of displays featuring various aspects of emergency planning and OES programs. These displays would augment the current one in use to promote OES programs and educate the general public or could be especially selected to meet the particular interests of the population being addressed.
5. Establish a system to document and track EPC programs and action items. Previously the EPC designated one member as a Recorder to maintain a log of action items and their status. Each commissioner provided information to the Recorder to keep the log current. Commissioners were provided a copy of the log at each EPC meeting. This system seemed satisfactory, but was discontinued upon the departure of the sponsoring commissioners. There are other ways this could be accomplished and any would be suitable as long as they meet the goal.

6. Cease sponsoring the mass student-feeding portion of the annual Milpitas Unified School District (MUSD) Disaster Drill. It would appear that providing for the students is the responsibility of the MUSD as long as the students are in their custody. In addition, the EPC does not seem to meet the criteria associated with disaster drill participants. The intent is for participants to practice what they would do in an actual disaster, but we are neither tasked nor have the resources to feed disaster victims and would not do so in the case of an actual disaster. This would also eliminate a potential burden on our budget.
7. Develop an EPC Handbook that could be used for the orientation of new commissioners and to provide a common base of knowledge from which all commissioners would function. This handbook could contain, inter alia, such topics as the bylaws, organizational charts, position descriptions and duties of specially designated commissioners, subcommittee functions, commission funding, procurement procedures, custody and the location of commission assets, expense reimbursement procedures and a listing of references where commissioners could obtain additional information and training on emergency preparedness.

An additional item of consideration is to remain aware of the limits imposed by the EPC Bylaws and to be careful not to stray outside of our sphere or become too involved in the minutiae of the process.