

# EMERGENCY PREPAREDNESS COMMISSION

## APPROVED MINUTES

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July 21, 2011

### I. CALL to ORDER

Meeting was called to order at 7:04 pm.

Present: Mike Berryhill, Stephen Strauss, Arlyn Swiger, Don Clendenin, Pamela Wells,  
Brian Shreve, Tim Howard

Excused: Russ Cherry

Absent: Mercedes Albana, Michael Caulkins

Liaison: Althea Polanski

Staff: Sean Simonson

### II. PLEDGE of ALLEGIANCE

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

IV. PUBLIC FORUM – None

### V. ANNOUNCEMENTS

1. August 4, 2011 – National Night Out
2. SCC Emergency Preparedness Council meeting – August 4, 2011 at 12:00 p.m.  
Sean is doing a presentation; EPC members are invited to attend.
3. Alert SCC Program – a flyer will be attached with water bills. There is a need to increase community involvement.
4. Russ, Tim and Pam to be reappointed at the August 2, 2011 Council meeting (consent).
5. July 4<sup>th</sup> event was successful; Sean appreciated the groups who assisted.

### VI. APPROVAL of AGENDA

### VII. ACTION ITEMS

1. Sean to distribute Commissioners' Skill Assessment form to other EPC members not present at tonight's meeting. Forms to be submitted at the next meeting.
2. Sean to discuss with SAFE teams re: special populations survey.
3. Sean to talk to Diana Barnhart re: retaining businesses in Milpitas. Report back at next meeting.
4. Sean will look for stock of brochures/pamphlets.

5. Tim will check on supply of brochures at Station 1.
6. Sean to print 300 Alert SCC flyers for National Night Out.
7. Councilmember Polanski will check on the inclusion of Brian's name for reappointment.
8. Sean to forward goals that have been submitted to Councilmember Polanski, who will compile them. These will be discussed at the next meeting.

## **VII. IMPORTANT INFORMATION**

1. Care & Shelter container has been outfitted; training on how to use equipment will follow.
2. Another SAFE class may be hosted by end of Summer.
3. There is a lot of motivation among the SAFE teams.
4. Commissioners' skill assessment among EPC members will be conducted.
6. EPC members may want to include brochures from Ready.gov with the materials to be given out during National Night Out. Once list of Night Out locations is received, Sean will send info out to EPC members and SAFE teams.
7. Only two members submitted lists for goals, milestones and objectives; full participation is needed.
8. Appointment of FBO/CBO representative (point of contact) – Don is willing to continue in this capacity.
9. A discussion was made re: titles (specific designations) within the Commission. There is still no rep from large industry. There is a need to look at rewriting the by-laws. It was moved and seconded that a Task Force be formed to review current by-laws and make recommendations for changes. The Task Force was formed with the following members: Tim, Stephen, Councilmember Polanski to assist.

## **IX. TEAM REPORTS**

1. Pub Ed – Mike reported on the following Boy Scouts' programs: Emergency Prepared Merit Badge, Teen CERT Program, and Lost Person Drill. Mike to lead discussion on the Lost Person Drill at the next meeting.
2. MUSD School Drill – a debrief meeting with the Fire Chief was held. It was proposed to integrate this drill with Citywide Drill. If this is done, will the school drill be relinquished to the City, or will EPC continue to conduct drill as part of the bigger drill? Sean to clarify with Chief Sturdivant.

- X. ADJOURNMENT** – the meeting was adjourned at 9:00 p.m. It was agreed that the "Volunteer Database" be removed from the agenda as it is already in place.

The next regularly scheduled EPC meeting is **Thursday, September 15, 2011**, at 7:00 p.m., Milpitas City Hall Committee Room.