

EMERGENCY PREPAREDNESS COMMISSION

UNAPPROVED MINUTES

September 15, 2011

I. CALL to ORDER

Meeting was called to order at 7:07 p.m.

Present: Mercedes Albana, Mike Berryhill, Stephen Strauss, Arlyn Swiger, Don Clendenin, Pamela Wells, Tim Howard

Excused: Russ Cherry, Brian Shreve, Michael Caulkins

Liaison: Althea Polanski

Staff: Sean Simonson, Brian Sturdivant

II. PLEDGE of ALLEGIANCE

III. APPROVAL of MINUTES – The minutes were approved.

IV. PUBLIC FORUM – None

V. ANNOUNCEMENTS

1. Reappointment letters for Brian and Mercedes have been received.
2. Sean did an excellent presentation at the SCC Emergency Preparedness Council meeting in August.
3. The following materials were made available at the meeting:
 - CERT flyers outlining available classes
 - Catalog of FEMA Earthquake Resources

VI. APPROVAL of AGENDA – The agenda was approved.

VII. IMPORTANT INFORMATION

- A. The SAFE class scheduled for September was canceled due to low registration.
 - Action Item: Sean to look at putting the schedule of SAFE classes on the SAFE page; include a link to where citizens can register).
- B. The National Night Out event was a success. EPC members visited 20 of the 24 locations.
- C. Commissioner Skills Assessment forms were submitted.
 - Action Item: Councilmember Polanski will compile.
- D. Multi-lingual Alert SCC information flyers (18,000) have gone out to Milpitas residents with September's water bill.
- E. Tim discussed the proposed changes to the EPC Bylaws. A motion was made and approved that the changes as proposed be accepted and submitted to Council.

F. The EPC proposed goals were reviewed and prioritized. The following “top five” were chosen (in order of priority):

- 1) #2 – Establish and organized and viable CERT/SAFE Program.
 - Lead – Stephen
 - 2) #8, #13 – Community Outreach/Exposure / SCC Alert
 - Lead – Tim
 - 3) #1 – Reorganize EPC
 - Lead – Arlyn
 - 4) #4 – FBO/CBO Organizations
 - Lead – Mike (CBO), Don (FBO)
 - 5) #9 – On-line Advertising
 - Lead – Pam
- Action Item: Identify goals/ideas under each objective and submit to lead person; to be discussed at next meeting.

F. Tabled for next meeting

1. SAFE teams’ assistance with special populations
2. EPC Events Calendar updates
 - Action Item: Sean to look at establishing an electronic calendar; also re-send Commissioners’ Directory to all members.

VIII. TEAM REPORTS

A. Public Education

1. Community outreach event – October 22, 2011, 10 am to 2 pm.
 - Pam and Mercedes will staff booth.
 - Action Items: Betty to recruit from SAFE teams to do demos.
Sean to prepare flyers.
2. “Make a Difference Day” – October 29, 2011, 10 am to 4 pm, Seasons Marketplace
 - Tim and Mike will staff booth.
 - Action Item: Mike to e-mail information.
3. “Lost Person” Drill – November 12, 2011, Ed Levin Park
 - SAFE teams will be invited to participate.
 - Action Item: Sean to notify park.

B. MUSD Disaster Drill

- It will most likely be canceled as it no longer fits into the City’s current economic climate. The School District is on board with this decision.
- Find an opportunity to re-create and re-craft it.

IX. **ADJOURNMENT** – The meeting was adjourned at 8:50 pm.

The next regularly scheduled EPC meeting is Thursday, November 17, 2011, 7:00 p.m., Milpitas City Hall Committee Room.