

EMERGENCY PREPAREDNESS COMMISSION

November 17, 2011

I. CALL TO ORDER

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

Present: Arlyn Swiger, Mercedes Albana, Brian Shreve, Mike Berryhill, Tim Howard,
Don Clendenin, Pam Wells

Excused: Stephen Strauss

Absent: Michael Caulkins

Liaison: Althea Polanski

Staff: Sean Simonson

II. PLEDGE of ALLEGIANCE

III. APPROVAL of MINUTES – The minutes from the Sept. 15, 2011 meeting were approved.

IV. PUBLIC FORUM

Betty Reuter requested the Commission to look into implementing the same software being used by RACES. The person who developed this can do it for Milpitas for free. Also working with Mtn. View OES re: software that enables transmission of damages occurring during a disaster to an electronic board.

V. ANNOUNCEMENTS/CORRESPONDENCE

1. Russ Cherry has resigned from the Commission. Election will take place at the next meeting. Members were asked to consider the Chair position.
2. It is important that a response be made when inputs for the agenda is requested.
3. Council has approved amendments to EPC by-laws.

VI. APPROVAL OF AGENDA – the agenda was approved.

VII. IMPORTANT INFORMATION and ACTION ITEMS:

1. SAFE Team Leaders' meetings are held regularly and the teams are moving forward with planned activities.
2. Councilmember Polanski distributed copies of the info compiled from the Commissioner Skills and Experience Assessment forms. Other members still need to submit their info.
3. EPC Strategic Planning
 - o The list of goals was reviewed and the items were prioritized.
 - o Continue review of goals at the next meeting.
 - o Action Items - Members to review submitted goals and communicate with Goal Leads.
 - Sean to provide CBO and FBO lists to Mike.

4. Sean gave an overview of how Alert SCC operates.
 - Include info on Alert SCC in SAFE training manual.
Action Item: Tim to develop material and submit to Sean.
 - Alert SCC flyers were also provided to the schools through the District Office. Brian asked that he be the point of contact for something like this as the liaison for the School District.
 - Action Item - Sean to send out an Alert SCC test message to Commission before the next meeting.
5. Care & Shelter - Brian and Sean to talk about this issue.
6. Brown Act Training – request the City Attorney to do a Brown Act training at the next meeting or the meeting after that.

X. TEAM REPORTS

- A. Public Education
 - “Lost Person” Drill – copies of the Milpitas ARES/RACES After-Action Report Lost Person Exercise were distributed. The next exercise will be held in Spring or early Fall. Agendize for next meeting.
- B. Community Outreach – two pub ed events were attended by EPC members since the last meeting.

XI. ADJOURNMENT

The meeting was adjourned at 8:55 p.m.

The next regularly scheduled EPC meeting is Thursday, January 19, 2012, 7:00 p.m., Milpitas City Hall Committee Room.