

EMERGENCY PREPAREDNESS COMMISSION

May 16, 2013

I. CALL TO ORDER

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

Present: Mike Berryhill, Tim Howard, Don Clendenin, Betty Reutter, Stephen Strauss

Excused: Arlyn Swiger, Pam Wells, Charlotte Ronquillo, Brian Shreve, Mercedes Albana, Phong Nguyen

Absent:

Liaison: Althea Polanski

Staff: Sean Simonson

II. PLEDGE of ALLEGIANCE

III. APPROVAL of MINUTES

– The minutes from the March 16, 2013 meeting were approved, Motion: Howard, Second: Reutter

Corrections to minutes noted:

- Correct spelling of “Reutter” in Minutes from March 16, 2013, Item VII, A.
- Correct “City of Milpitas program coordinator” to reflect “City of Milpitas employee” and correct to state, “ENI, a FEMA Organization, will pay for ‘train the trainer’”, Item IX. Unfinished Business, B.1.
- Correct minutes to reflect that “Pastor is willing to talk with other Pastors regarding the idea of training their congregations in emergency preparedness”, Item IX. Unfinished Business, B.3.
- X. Team Reports, B.6. Library Advisory Commission, to reflect Reutter, not Wells.

IV. PUBLIC FORUM

None

V. ANNOUNCEMENTS/CORRESPONDENCE

Memorial Day Ceremony held, May 27, 2013, 9:00 a.m.

VI. APPROVAL OF AGENDA

– Motion: Howard, Second: Reutter Ayes: All

VII. STAFF REPORT:

- A. SAFE Update: New SAFE member class, that was to be held in April, was cancelled due to low turn out. There will be a disaster drill to test SAFE team member’s skills (August). Staff is updating the equipment cache.

VIII. NEW BUSINESS:

- A. Santa Clara County Emergency Preparedness Council – (Polanski)
In lieu of the Emergency Preparedness Council, the County is looking to combine the separate Emergency Preparedness groups and combine them into one Council with subcommittees, thereby cutting down on the quantity of meetings, quantity of groups, and the potential for miscommunication. There will be two representatives from San Jose, and three representatives from other SCC cities rotating every two years.

Office of Emergency Services Training will be held July 10, Sept. 10 and Nov. 5.

- B. Milpitas EOP – (Simonson)

ACTION ITEM: OES Simonson to email the EOP draft to EPC members for review and comment. Commissioners to provide comments to Staff by July 18 in preparation for the document to go to Council in August/September.

IX. UNFINISHED BUSINESS

A. Lost Person Drill – (Simonson)

The Lost Person Drill is counter-productive to the Santa Clara County Search and Rescue. They are highly trained volunteers. SCC Search and Rescue expressed concerns over individuals joining search and rescue efforts without the extensive training because they are likely to unintentionally destroy evidence and “rescuers” can easily become “victim” in unfamiliar terrain.

B. MCTV – (Berryhill) No update

C. EPC Strategic Planning –

1. Establish and Organize Viable SAFE Program (Reutter) – Currently working the SOPs for the SAFE Program. Working with the SAFE Team Leaders at the meeting 5/20 to vet, finalize and send to EPC. Website to come in the fall.
2. Community Based Outreach (Reutter) – pulled up an online list, not much detail. Commissioner Reutter to follow up and get contact information for mailers.
3. Faith Based Outreach (Clendenin) – Passed the message to Pastors to get their congregation involved, no matter how small they are.
4. Online Outreach (Ronquillo) – **ACTION ITEM:** Ronquillo to send the EPC Facebook link to the Commissioners, 2 “likes” since March meeting.
ACTION ITEM: Vice Mayor Polanski to check with City Manager to see if the EPC Facebook page can be sent to City Personnel.

D. EPC Skills Assessment Worksheet (Polanski) – no update

E. EPC Website –

ACTION ITEM: EPC members to send to Staff the defunct website links. Staff to forward the links to City of Milpitas IS Dept. for removal.
Vice Mayor Polanski to request the traffic statistics annually or semi-annually.

F. EPC Calendar –

EPC Commissioners to get events to Staff for Fire Chief’s Calendar. Add events: National Night Out (August), SAFE Drill (August), Make a Difference Day (October), Fourth of July, ALERT SCC events, SAFE Program.
ACTION ITEM: Agendize National Night Out for July Meeting.

X. TEAM REPORTS

Public Education

A. EPC Presentation to City Commissions:

1. Planning Commission – unassigned
2. Parks and Rec Commission – (Ronquillo) presented at Parks and Recreation Commission. Suggested displaying flyers at City Facilities.
ACTION ITEM: Ronquillo to verify there are flyers at all City Facilities. Add to July agenda.
3. Recycling and Source Reduction Advisory Commission – Berryhill to try to attend, May 28.

Community Outreach

A. Personal Emergency Plan (PEP) (Reutter) – Continued. Once a draft is completed, will be sent to EPC Commissioners for review/comment.

B. Map Your Neighborhood (Clendenin) – Possibly include as part of the drill (August) **ACTION ITEM:** Staff to check with how to get the Map Your Neighborhood DVD. State resource no longer available.

- C. Emergency Volunteer Committee (EVC) – Request Spontaneous Unaffiliated Volunteer (SUV) coordinator, Rosanna Cacao, to present at EPC and RACES Group.
ACTION ITEM: Staff to request to Rosanna Cacao for presentation to EPC.
ACTION ITEM: Howard to notify RACES team who would like to see EVC presentation to attend the EPC meeting once agendaed.

XI. ADJOURNMENT

The meeting was adjourned at 8:31 p.m.

The next regularly scheduled EPC meeting is Thursday, July 18, 2013, 7:00 p.m., Milpitas City Hall Committee Room.