

## EMERGENCY PREPAREDNESS COMMISSION

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July 18, 2013

### I. CALL TO ORDER

Meeting was called to order at 7:03 p.m.

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

Excused: Mercedes Albana,

Absent:

Liaison: Althea Polanski

Staff: Sean Simonson

### II. PLEDGE of ALLEGIANCE

III. **APPROVAL of MINUTES** – The minutes from the May 16, 2013 meeting was approved, Motion: Howard, Second: Reutter, Ayes: All

### IV. PUBLIC FORUM

Jenifer Lind, Yosemite Dr. – Community Advisory Commission, National Night Out is Thurs., 8/8. Contact Officer Quareshi, MPD, for information.

Rob Means, Yosemite Dr. – Sunnyhills Neighborhood Association, city-wide feeder system to the BART station. Requesting to be added to agenda, denied.

Linda Arbaugh, 2192 Glenview Drive: Asking voters to renew parcel tax which gives \$5 million, accounting for 18% of the library budget. The Library needs 2/3 approval.

### V. ANNOUNCEMENTS/CORRESPONDENCE

- Phong Nguyen and Charlotte Ronquillo have resigned the Commission.
- Stephen Strauss and Don Clendenin's terms are up and need to contact the Mayor's Office.
- Councilmember Polanski received authorization from City Manager Williams to store emergency preparedness materials as necessary in Councilmember Polanski's old office, 3<sup>rd</sup> floor, City Hall.
- Councilmember Polanski also received permission from City Manager Williams to send a city-wide email about the EPC Facebook page and emergency preparedness sites.

VI. **APPROVAL OF AGENDA** – Motion: Howard, Second: Clendenin, Ayes: All

### VII. PRESENTATION

**Emergency Volunteer Committee (EVC) & Spontaneous Unaffiliated Volunteers (SUVs) – Rosana Cacao**

Workshop: *Key to Coordinating Spontaneous Volunteers: Emergency Volunteer Center Basic Training*, Sept 13, 2013, 9:00 a.m. to 2:00 p.m., Santa Clara County Training Center. Register through EventBrite.com

### VIII. STAFF REPORT:

A. SAFE Update: Disaster Volunteer Drill, August 3, 8-2pm, Fire Station 1 (see Item IX.A)

### IX. NEW BUSINESS:

None

## IX. UNFINISHED BUSINESS

- A. Disaster Volunteer Drill (Berryhill): August 3, 2013, 8-2pm, Fire Station 1. EPC Volunteers to attend if possible. SAFE team will have training in the morning and run drill scenarios in the afternoon.  
ACTION ITEM: Develop online sign up (Howard).  
ACTION ITEM: Staff needs insurance paperwork for Boy Scouts, roughly 6-12 participants, 11-16 years old; "victim-participants" (Berryhill).
- B. National Night Out (NNO) (Berryhill): NNO is 8/8, ACTION ITEM: Staff to send participant list to Commissioner Howard once received and Commissioner Howard to post on website schedule. Commissioners encouraged to present at NNO events, take flyers.
- C. Santa Clara County Emergency Preparedness Council (Polanski): meeting Thursday, Aug 1, officially voting to disband organization in lieu of the new re-grouping.
- D. Milpitas EOP (Simonson): Staff emailed the EOP to Commissioners 5/20, no comments or injects have been received to date. Comments must be received to Staff tonight to be considered. EOP to go to Council for adoption in August. ACTION ITEM: Per Commissioner Reutter, Staff to get an electronic copy of the original version of the EOP to Commissioner Reutter.
- E. MCTV (Berryhill) no update, to be continued.
- F. EPC Strategic Planning
  - 1. Establish and Organize Viable SAFE Program (Reutter): continued work in progress, ongoing.
  - 2. Community Based Outreach (Reutter): no updates
  - 3. Faith Based Outreach (Clendenin): no updates
  - 4. Online Outreach (previously Ronquillo): Commissioner Wells to reach out to Ronquillo to help transition.
- G. EPC Skills Assessment Worksheet (Polanski): Completed, remove from future agenda.
- H. EPC Website: Staff has not received any reports of defunct links from Commissioners. Traffic statistics to be obtained every 6 months, March and Sept. (Polanski).
- I. EPC Calendar: SAFE Drill 8/3, NNO 8/8, Make a Difference Day 9/26, 10:00 to 2:00 – need volunteers for the booth, Tim to send email to Mayors group to see if those not participating in ARES RACES drill can participate that day. Event Bright – might be a way to advertise our events, "things that might be of interest to you".

## X. TEAM REPORTS

### Public Education

- A. EPC Presentation to City Commissions:
  - 1. Planning Commission – unassigned
  - 2. Parks and Rec Commission – previously Ronquillo, unassigned
  - 3. Recycling and Source Reduction Advisory Commission – Berryhill to attend July 23

### Community Outreach

- A. Flyers at City Facilities (previously Ronquillo) – ACTION ITEM: Commissioner Wells check with Staff as to the locations EPC flyers are held.
- B. Personal Emergency Plan (PEP) (Reutter) – Currently reviewing other Cities guides and merging them with ours.
- C. Map Your Neighborhood (Clendenin) – Staff received the MYN DVD's and passed to Commissioner Clendenin.

Chair Berryhill moves to adjourn the Sept. 19<sup>th</sup> meeting to Sept 26, 2013, location pending.

**XI. ADJOURNMENT**

The meeting was adjourned at 8:32p.m.

The next EPC meeting is Thursday, September 26, 2013, 7:00 p.m., Milpitas Fire Station 1, 777 S. Main St., Training Room