

EMERGENCY PREPAREDNESS COMMISSION

September 26, 2013

I. CALL TO ORDER

Meeting was called to order at 7:00 p.m.

Present: Mike Berryhill, Tim Howard, Don Clendenin, Betty Reutter, Stephen Strauss,
Brian Shreve, Mercedes Albana, Nasir Lalani

Excused: Pam Wells

Absent: Evelyn Chua

Liaison: Althea Polanski

Staff: Sean Simonson

II. PLEDGE of ALLEGIANCE

III. APPROVAL of MINUTES – The minutes from the July 18, 2013 meeting was approved,

Motion: Howard

Second: Strauss

Ayes: All

IV. PUBLIC FORUM

None

V. ANNOUNCEMENTS/CORRESPONDENCE

- Make a Difference Day – October 26, Seasons Market, Landess 10:00 – 2:00 pm.
- City-Staffed EOC Drill Feedback
- MyMilpitas App available now

VI. APPROVAL OF AGENDA – Motion: Howard

Second: Strauss

Ayes: All

VII. PRESENTATION

VIII. STAFF REPORT:

- A. SAFE Team Update: looking to host a class soon. Cache Break In – police reports have been filed. Idea of device to trigger alarm to PD if the cache's are open. Increase patrols around the school, where they are stored. Possibility of changing lock combo for month and changing it back.
- B. Emergency Operation Plan: Completed, going to City Council for approval October 1.

IX. NEW BUSINESS:

- A. Emergency Volunteer Center Training (EVC): (Albana & Lalani) – Santa Clara County training. Focus: how to facilitate untrained spontaneous volunteers, manual provided. EVC is located at City Hall. Need to look at ways to notify the public of EVC facility location prior to emergency. **ACTION ITEM:** Albana & Lalani to email EVC manual received at training.
- B. "MyMilpitas" App: App avail to report public works problems. Berryhill interested in adding an "emergency preparedness" element to the app.

IX. UNFINISHED BUSINESS

- A. Disaster Volunteer Drill (Strauss & Howard): August 3, 2013 – Great turn out. Evaluations requested more training, encouraged the diversity within the training exercises. Looking for drill pictures (someone from school district was taking them). OES Simonson to look to future drills, late spring time ideal.
- B. National Night Out (NNO) (Berryhill): Several commissioners handed out flyers and spoke with residences about EPC.
- C. Santa Clara County Emergency Preparedness Council (Polanski): Remove from future agendas, organization now de-funct.
- D. MCTV (Berryhill) no update, to be continued.
- E. EPC Strategic Planning
 - 1. SAFE Program Advancements: SOP, new member classes, continuing education. Reutter to email first draft of SOP to EPC. Reutter to continue working on the computer software program.
 - 2. Community Based Outreach (Reutter): no updates, but some outreach made during National Night Out.
 - 3. Faith Based Outreach (Clendenin): no updates
 - 4. Online Outreach (Wells): Vice Mayor Polanski is an administrator to the Facebook page and makes updates regularly.
- F. EPC Website: One bad link – police senior volunteers (Clendenin). Traffic statistics to be obtained by November. (Polanski).
- G. EPC Calendar: Make a Difference Day (October), 60th Anniversary – Jan 25, 2014, invite only, January 26 - Family Day

X. TEAM REPORTS

A. Public Education

- 1. New FEMA PSAs (Howard): OES Simonson to work with Howard to make outreach to Eliren Pasion.

B. Community Outreach

- 1. Flyers at City Facilities (Albana): to verify flyers City Facilities.
- 2. Personal Emergency Plan (PEP) (Reutter) – no updates
- 3. Map Your Neighborhood (Clendenin) – no updates

XI. ADJOURNMENT

The meeting was adjourned at 9:00 p.m.