I. **Call to Order:** Meeting was called to order at 7:00 P.M.

**Attendance:**
- Present: Tim Howard, Lori Bersabe, Mike Berryhill, Arlyn Swiger, Brian Shreve, Nancy Martinez, Stephen Strauss,
- Excused: Russ Cherry, Michelle Celones, Michael Caulkins
- Liaison: Althea Polanski
- Staff: Sean Simonson, Clare Frank, Mary Lavelle, Bronwen Lacey

II. **Pledge of Allegiance**

III. **Approval of Minutes:** Meeting minutes of November 20, 2008 were approved by the Commission with the following corrections:
- A. EPC will not provide breakfast for the Milpitas Neighborhood Association Breakfast-Hosting.
- B. Correct attendance list to show that Stephen Strauss was present.

IV. **Public Forum:** Elpidio Estioko of the Library Commission presented the Milpitas Library Donation Program and discussed donation policies and the marketing program to fund and supplement the library budget.

V. **Announcements /Correspondence:** None

VI. **Approval of Agenda:** The agenda was approved by the Commission.

VII. **CAC Update** (Town Hall Meeting) – Jenifer Lind of CAC discussed the logistics, agenda and program for the meeting.

VIII. **Election of Officers**
- A. Russ Cherry was nominated and seconded to continue being the Commission Chair.
- B. Mike Berryhill was nominated and seconded to be the Vice-Chair.

IX. **Staff Reports**
- A. Commissioner Training:
  1. Mary Lavelle (City Clerk) discussed the standard for commissions, the roles and responsibilities of commissioners, and conducted an exercise on defining responsibilities.
  2. A Brown Act training will be scheduled in the near future.
  3. Councilmember Polanski inquired if the required notification and posting of agenda and minutes also apply to sub-committees. The City Clerk answered that sub-committees need to be treated as a policy-making body. This issue will be further addressed at the Brown Act training.
B. SAFE Update:
   1. The current SAFE Class has 34 students.
   2. "Home Safety Emergency Plan" brochures are available.

C. Councilmember Polanski distributed the schedule for the submission and distribution of EPC minutes and agenda.

D. Sean will forward the Directory of Commissioners thru e-mail.

E. Commission members need to submit their photos for the EPC webpage.

F. The Industry position needs to be filled. Members were asked to find prospective applicants.

X. New Business - None

XI. Unfinished Business

A. SOP for Disaster Caches
   1. Arlyn recommended including caches in school sites.
   2. Information on the code to the lockbox needs to be removed for safety reasons.

XII. Team/Working Groups Reports

A. 2009 School Disaster Drill
   1. Steve reported on updates.
   2. The money for food will be secured through corporate sponsorship instead of securing food donations from vendors.
   3. The Commission agreed that the drill should not be referred to as a "Mass Feeding Drill" as this gives the connotation that the emphasis is the mass feeding. For now, it will be referred to as the “Joint City/School Disaster Drill.” Sean will check the terminology used in certificates given out in past drills (last two years).

B. Pub Ed Team
   1. Mike reported that the team’s focus has been on the Town Hall Meeting. Mike will send thru e-mail the sign-up sheet for set-up, etc.
   2. It was motioned and seconded that the Commission (thru Mike) will buy 20 gas valve wrenches to sell (at cost) at the meeting. Sean will check on the procedure for reimbursement for the purchase.
   3. The EPC information board will also be put up; brochures have been printed.

Meeting adjourned at 9:18 p.m.

Next Meeting: March 19, 2009, 7:00 p.m. City Hall Committee Meeting Room.