I. **Call to Order:** Meeting was called to order at 7:07 P.M.

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

II. **Pledge of Allegiance**

III. **Approval of Minutes:** The meeting minutes of January 15, 2009 were approved by the Commission.

IV. **Public Forum:** None

V. **Announcements /Correspondence:**
1. Russ announced that the City of Milpitas has given a Certificate of Commendation to the Commission for its involvement in the CAC/EPC Town Hall Meeting.
2. Councilmember Polanski made the following announcements:
   b. Groundbreaking Ceremony of the new Senior Center on March 30, 2009.

VI. **Approval of Agenda:** The agenda was approved by the Commission. Two items were moved up to the first part of the meeting (Stove Guard presentation and Brown Act training).

VII. **New Business**

A. Mike Chase of StoveGuard USA made a presentation on CookStop, an equipment that turns the power off to a stove when left unattended.
B. Bronwen Lacey, Deputy City Attorney, provided training on the Brown Act and Open Government Ordinance.

VIII. **Staff Reports**

A. **SAFE**
   - The most recent class graduated 34 participants.
   - A CPR/First Aid/AED Training is scheduled on April 25, 2009.

B. **SOP for Disaster Caches**
   - The SOP has already been approved by the Commission with the removal of the information on the code to the lockbox. The SOP will be discussed with the Fire Chief.
   - Further discussion was made on accessing the disaster caches by SAFE members and citizens.
C. Milpitas Disaster Council/Citizen Corps Council
   - Sean is working with Battalion Chief Silvi in obtaining information as to who these
groups are and what they do. Sean will bring back information at next meeting.
   - Russ suggested that these groups should be facilitated by the OES Coordinator.

D. County Warning System
   - Sean provided an overview of how the system works.
   - The system will be implemented after the County punch list is completed. The target
date to implement is possibly the end of April although this is not a firm date.

E. Community Survey Form for Special Populations
   - The City Attorney has made corrections on the draft form that was submitted to his
office.
   - Councilmember Polanski explained the procedure for responding to requests for
records.
   - A motion was made and seconded that the survey form be submitted to the City
Council for approval. Councilmember Polanski will try to get it in the April 21 Council
meeting.
   - Tim recommended that it be put on the City website after approval.

IX. New Business (continued)

C. Gas Meter Upgrade
   - Russ will contact someone to see if he could obtain one for free for the Commission
to use for demo purposes.
   - A motion was made and seconded that the Commission can spend up to $100 for
the purchase of gas valves.

X. Unfinished Business

A. Special Populations
   - A discussion was made regarding sheltering operations.
   - Sean explained that he is waiting for the County ordinance, and that there is nothing
formal yet as to training mandates from the County.
   - The Care and Shelter facility is being updated.

B. MOU between City and MUSD regarding use of MUSD’s facilities for sheltering.
   - Russ gave the background information.
   - Brian mentioned that MUSD is open to ideas from the City and in working with the
City.
   - Councilmember Polanski informed the Commission that she is now a member of the
City/School Communications Group. At their March 4 meeting, the issue on the use
of facilities and MOUs was discussed. She will have more information about this at
the next meeting.

XII. Team/Working Groups’ Reports

A. 2009 School Disaster Drill
   - Steve reported on updates and requested Commission members to assist in the drill.
Several members volunteered to assist.
   - A motion was made and seconded authorizing Sean to secure food, and submit a
letter to Safeway requesting them to package the food appropriately.
B. Pub Ed Team
   • Mike reported on the Town Hall Meeting, and that four wrenches were sold but no kits were sold.
   • A discussion was made on whether to keep a few wrenches on hand or not. This items to be agendized at next meeting.
   • Mike mentioned that Recreation Services will hold its summer registration classes on April 25, and asked if EPC would want to have a table there. Russ will contact Bonnie Greiner and will plan on it.
   • Russ recommended the dissemination of disaster preparedness materials in stores, hotels, and in other establishments.
   • At the next meeting, the Commission will talk about planning for its own pub ed event.
   • Nancy will bring the stamped pamphlets to Fire Station 1.

C. Community Outreach Sub-Committee
   • A brief discussion was made on the functions of this sub-committee. This will be agendized at the next meeting.

Meeting adjourned at 9:30 p.m.

Next Meeting: May 21, 2009, 7:00 p.m. City Hall Committee Meeting Room.