I. **Call to Order:** Meeting was called to order at 7:02 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, Rosana Cacao

II. **Pledge of Allegiance**

III. **Approval of Minutes:** The meeting minutes of March 19, 2009 were approved with the following correction: Page 3, 3rd item under Pub Ed Team – Tim (not Mike) mentioned that Recreation Services will hold its summer registration classes on April 25.

IV. **Public Forum:** None

V. **Announcements /Correspondence:**

A. Councilmember Polanski presented the certificates and tokens of appreciation to the Commissioners who were not present during the Recognition Event.

B. Russ encouraged the Commissioners to attend the Memorial Day Ceremony.

C. Russ announced the upcoming CESA event. He also gave an overview of what CESA is and how it can be a helpful resource.

VI. **Approval of Agenda:** The agenda was approved by the Commission. Rosana Cacao’s presentation was moved up.

VII. **New Business**

A. Milpitas Volunteer Program (MVP)

   - Rosana introduced the MVP thru a video presentation. She explained how the Emergency Volunteer Center (EVC) operates and the process of volunteer affiliation.
   - Russ recommended for the SAFE database to be incorporated into the MVP database, and for SAFE teams need to be trained on the procedure for reporting to the EVC.
   - Two staff members are trained to operate the EVC. Sean is Rosana’s back-up to access the MVP database.
   - Generators are available to access the database should there be a power outage.
   - The ARES and RACES will be involved in the operation of the EVC.
   - EPC Commissioners need to sign up to be included in the database (Rosana will forward form).
   - Commissioners will get their Disaster Service Worker cards (and renewal stickers if they already have cards) at the next meeting.
VIII. **Staff Reports**

A. **SAFE**
   - The new SAFE Class is scheduled for 5/28/09 although this may get canceled due to low registration.
   - A CERT Drill will be held at Moffett Field on 5/30/09.

B. **SOP for Disaster Caches**
   - The SOP has been submitted to the Fire Chief for his review.

C. **Milpitas Disaster Council/Citizen Corps Council**
   - Sean explained the functions of this agency and that it is one and the same. It is functioning only as a resource agency at this time.
   - Sean is the affiliated person and that Milpitas OES is signed up but not EPC.
   - Russ asked the Commissioners to personally sign up if they want to.

D. **County Warning System**
   - Sean explained how the system operates.
   - The MOU has been signed on this date (5/21/09).

E. **Community Survey Form for Special Populations**
   - The City Attorney has reviewed and approved the form. It now needs to be submitted to the Rules Committee (a Council subcommittee that reviews preliminary and tentative agenda items and makes recommendations).

IX. **New Business (continued)**

B. **EPC By-Laws Review / EPC Member/Position Definitions**
   - Councilmember Polanski informed the Commission of the Mayor’s proposed appointments which are to move Tim as Industry representative and appoint Frank De Schmidt as Chamber of Commerce representative. She also explained the Mayor’s process in making appointments.
   - Russ expressed concern as the original intent was to have an Industry representative who belonged to a large industry.
   - Tim clarified that it’s for that position to represent the needs of a large industry.
   - Arlyn recommended going with the Mayor’s appointments and then redefine the positions for the next appointment. He also suggested doing a recruitment to reach the big industries.
   - Councilmember Polanski recommended amending the by-laws to specifically list Chamber of Commerce/small commercial/retail representative.
   - After a thorough discussion on the definition of the Industry and Chamber of Commerce positions, a motion was made and seconded to redefine the Industry position to Industry/Commercial/Retail and change Small Business to Chamber of Commerce. (Russ and Tim abstained.)

C. **Voluntary Seismic Upgrade**
   - Arlyn reported that he has inquired from the Building Department about requirements for residents to do seismic upgrades for their homes. Sean will arrange for the Building Department to do a presentation to the Commission on this.
   - Russ distributed copies of “Claim for Seismic Safety Const. Exclusion from Assessment.”
   - Russ encouraged Commissioners to inquire from their insurance agents if they will give discounts to homeowners who have installed shaker valves.

D. **National Preparedness Month**
• Russ will register EPC, with him as the contact person.
• It was suggested for EPC to set up a booth at the Farmer’s Market once a month.

X. **Unfinished Business**

A. **Special Populations**
• Sean gave an update on the Committee on evacuation and sheltering for special populations.
• Russ expressed concern about the capability to transport them to shelters.

B. **Agenda and Minutes Schedule.**
• A motion was made and seconded to accept the schedule as printed.

C. **MOU between City and MUSD re: use of their facilities for sheltering.**
• Brian indicated that the School District is open to partnering with the City.
• Councilmember Polanski informed the group that the City/School Communications Group is working on MOUs. She expects to have a feedback in August.

D. **Commissioner’s Little Book**
• Russ presented an overview of the book and recommended buying a copy for all Commissioners.
• A motion was made and seconded to request the City Clerk to review this book and establish guidelines that will be common to all Commissions.

E. **Gas Meter Upgrade**
• Russ is still in the process of obtaining one for demo purposes.

XII. **Team/Working Groups’ Reports**

A. **2009 School Disaster Drill**
• Steve suggested having the drill earlier in the year.
• Brian emphasized the need for the Commissioners to be there as the Commission is an integral part of the drill.
• Sean indicated the need to find ways to obtain a food resource.
• This item to be agendized at the next meeting.

B. **Pub Ed Team**
• Mike will report at the next meeting.

C. **Community Outreach Sub-Committee**
• Russ reported that he networked with the Building Department during Building Safety Week and their members were very helpful. He also reported that the summer registration outreach went well.
• Sean informed the group that the City studio is open if the Commission wants to use it.
• The functions of this subcommittee will be agendized at the next meeting.
• Councilmember Polanski announced that the National Night Out is scheduled for 8/6/09 and encouraged the Commission to be involved.

Meeting adjourned at 9:22 p.m.

Next Meeting: July 16, 2009, 7:00 p.m. City Hall Committee Meeting Room.