I. CALL to ORDER

Meeting was called to order at 7:05 pm.

Attendance:
Present: Mike Berryhill, Tim Howard, Michael Caulkins, Steve Strauss, Arlyn Swiger, Brian Shreve
Absent: Russ Cherry, Nancy Martinez, Lori Bersabe, Michelle Celones
Liaison: Althea Polanski
Staff: Sean Simonson

II. PLEDGE of ALLEGIANCE

III. APPROVAL of MINUTES – The minutes from the September meeting were approved. The attendance roster for September needs to be filled.

IV. PUBLIC FORUM – None

V. ANNOUNCEMENTS/CORRESPONDENCE

1. Sean announced that the meeting tonight will be held at the PD Community Room, and a tour of the EOC will be made after the meeting.
2. Councilmember Polanski announced that the Tree Lighting Ceremony will be held on Nov. 30, and the Festival of Trees on Dec. 3.

VI. APPROVAL of AGENDA – The agenda was approved as presented.

VII. STAFF REPORTS

A. SAFE
   o The next class will be held on January 20, 2010.
   o A SAFE CPR class will be scheduled.
B. Community Survey Form
   o The form has been completed and is on the website.
C. Milpitas Volunteer Program
   o EPC members have been added to the database, and SAFE members will be also be added (if not added already).
D. ARES/RACES Comm Van
   o Tim will be awarded the EMA Volunteer of the Year Award.
   o Councilmember Polanski will ask the City Attorney why the policy wasn’t brought to the Rules Committee.
E. Full Scale Disaster Exercise
   o Russ previously inquired when the EOC activation exercise will take place
   o A mandatory NIMS training for City employees is scheduled on Dec 1-2. Sean encouraged EPC members to attend. The EOC familiarization class will be held in January, and the drill in January/February.
F. Elections
   o The elections will be held at the next meeting.
VIII. NEW BUSINESS

A. Definition of Industry vs. Chamber
   - Councilmember Polanski stated that previous meeting minutes need to be looked at as a discussion on this issue has already been made. This item was tabled for the next meeting.

IX. UNFINISHED BUSINESS

A. City/School District MOU (use of school facilities)
   - There is a Joint Use Agreement but did not include multi-purpose rooms. The City Attorney will be asked to incorporate this and work on draft.

B. Gas Meter Upgrade
   - Tabled for next meeting.

C. Local Community (CBO) and Faith Based Organizations (FBO)
   - Tabled for next meeting.

D. Schedule of Meetings for 2010
   - A discussion was made about meeting closer together at some parts of the year when there are special events going on that the Commission should be talking about, and meeting less when not much is going on. Mike B. proposed that the Commission meet on the following months - January, February, March, May, August, September and October. This proposed schedule will be further discussed at the next meeting.

E. Calendar of Upcoming Events
   - It was suggested that the agenda include list of upcoming events, and to review the City Calendar as well.
   - Mike B. suggested having an EPC booth at special events. Arlyn suggested that the display should be designed to the specific event (not just have the same display at all events).

X. TEAM REPORTS

A. School Disaster Drill
   - Drill is scheduled on April 7, 2010, 12:00 to 12:20 pm start time at Burnett Elem. School. Scenario will be the same as last year.
   - It was suggested that booklets on safety be provided to the students. The booklet can include safety tips, activities, etc. Steve will look into this.
   - Sean has drafted the letter to vendors and is being reviewed by City Manager, then to be reviewed by Dr. Black. There is the urgency to get the letters out.
   - Follow-up of vendors – it was suggested that one of the Commission members volunteer to do the follow-up call.
   - The vendor list includes 50 to 100.

B. Pub Ed
   - Pub ed information is on website.

NOTE: It was clarified that the Unapproved Minutes and Draft Agenda should be sent out to Commission members.

XI. ADJOURNMENT - 7:55 pm; a tour of the EOC followed the meeting.