I. CALL TO ORDER

Meeting was called to order at 7:03 p.m.

Present: Arlyn Swiger, Mercedes Albana, Brian Shreve, Mike Berryhill, Tim Howard, Don Clendenin, Pam Wells, Betty Reutter, Stephen Strauss

Excused: Phong Nguyen, Charlotte Ronquillo

Liaison: Althea Polanski

Staff: Sean Simonson

II. PLEDGE of ALLEGIANCE

III. APPROVAL of MINUTES – The minutes from the November 15, 2011 meeting were approved.

IV. PUBLIC FORUM

None

V. ANNOUNCEMENTS/CORRESPONDENCE

1. Saturday, 1/19/13, 1:00 p.m., there will be a 1:00 AREA RACES communications drill at the EOC. Contact Tim Howard for participation.

VI. APPROVAL OF AGENDA – Howard made a motion to approve the agenda pending recommended corrections; Shreve seconded the motion. Updated agenda posted to City webpage.

VII. IMPORTANT INFORMATION and ACTION ITEMS:

Staff Report
A. Two SAFE team members received SCC Disaster Volunteer of the Year Awards. They were recognized at City Council, January 8, 2013.

Action Item: Staff to look into putting the award recipients in the Milpitas Post.

B. ICS Quarterly Training taught by Reutter and Clendenin

C. SAFE Graduation: Vice Mayor Polanski graduated, no further SAFE training dates set.

D. The Santa Clara County CERT is looking to create a Masters CERT Program for CERTS to continue their education.

On-Going Business
A. Reutter to move forward with a plan to launch, maintain and fund the SAFE website. Vice Mayor Polanski suggested using SAFE funds to start up the website. Wells motioned to prepare a request for SAFE website funding, seconded by Howard.

Action Item: Reutter to prepare a plan to develop the SAFE website, working together with Staff.

Action Item: Add SAFE website as a reoccurring agenda item to Community Outreach as “SAFE Website”.

B. Personal Emergency Preparedness (PEP) Manual: City of San Jose adopted an emergency preparedness manual, distributed by the Dept. of Homeland Security, includes a two hour presentation/training, regarding taking care of yourself and family.
Action Item: Reutter will scan PEP Manual and send to the EPC group.

C. Online Advertising: Twitter and Facebook accounts have been created. Create activity on the page to get it noticed, such as posting reminders for events, photos, training, etc.

Action Item: Wells to get together with Ronquillo to brainstorm ways to maximize site exposure.

D. EPC Skills Assessment: Vice Mayor Polanski prepared a new spreadsheet highlighting the skill set and training of the EPC.

E. EPC Activities Calendar: Fire Chief requested a unilateral calendar, for 2013, that has all group event information included. Events can be added later and dates can be confirmed later, just a general idea of plans for the upcoming year.

Action Item: Reutter to create list, email it to EPC for further ideas and dates. Reutter to email draft list to Sean by January 29, 2013.

VIII. NEW BUSINESS:

Action Item: Elections to be held at next meeting, March 21, 2013, for new Commission Chair and Vice Chair.

IX. TEAM REPORTS

Public Education

A. Lost Person Drill: October 5, 2013. Recommended to bring in more services- MPD, girl/boy scouts for merit badges or some incentive.

Lost Person Drill Team: Howard, Berryhill and Strauss

Action Item: Berryhill to follow up with the County and send a draft proposal to Staff. Staff to get plan approved by the Fire Chief and attempt to get fees waived.

Community Outreach

A. Emergency Awareness Website

Action Item: Berryhill to send the defunct links to Staff for IS to fix.

Action Item: Vice Mayor Polanski to check traffic to site with the telecommunications committee this month.

B. Map Your Neighborhood: Learn about your neighbors, share resources, skill sets, etc., to work together in an emergency.

Action Item: Clendenin to send Staff training CD to request and Staff to look into getting more CDs for SAFE team captains.

C. EPC Presentations to other Committees: Albana to present to the Bicycle – Pedestrian Commission Feb. 11. Berryhill to present at Recycling and Source Reduction Advisory Commission (RSRAC). Howard to present to Parks Commission. Commission presentations slated to be finished by April.

X. ADJOURNMENT

The meeting was adjourned at 8:42 p.m.

The next regularly scheduled EPC meeting is Thursday, March 21, 2013, 7:00 p.m., Milpitas City Hall Committee Room.