EMERGENCY PREPAREDNESS COMMISSION

March 21, 2013

I. CALL TO ORDER

Meeting was called to order at 7:00 p.m.

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

Excused: Stephen Strauss, Phong Nguyen,
Liaison: Althea Polanski
Staff: Sean Simonson

II. PLEDGE of ALLEGIANCE

III. APPROVAL of MINUTES – The minutes from the January 17, 2013 meeting were approved.

Corrections to minutes noted:
• Phong Nguyen and Charlotte Ronquillo were excused, not absent.
• ARES RACES, not AREA RACES at 1:00 p.m.
• Revise minutes to reflect “DVD”, not “CD”

IV. PUBLIC FORUM

None

V. ANNOUNCEMENTS/CORRESPONDENCE

Alviso Adobe Park opening – March 16
Commissioners Brunch – April 13, please RSVP

VI. APPROVAL OF AGENDA – Motion/Second Ayes: All

Correction to Agenda:
• Lost Person Drill is Oct. 5, 2013, 2:00 – 4:00 p.m.

VII. IMPORTANT INFORMATION and ACTION ITEMS:

Staff Report
A. SAFE Update: New SAFE member class, April 20, 27 with graduation May 4.
   Instructors Joseph Weinstein and Betty Ruetter. Tim Howard to assist at April 27 class.
B. Received $5,000 for a Countywide Drill.
C. Staff received 5,000 new disaster service worker cards.
   ACTION ITEM: Staff to send Manual to Vice Mayor Polanski

VIII. NEW BUSINESS:

Elections: Berryhill to remain Chair, Howard to remain Vice-Chair.

IX. UNFINISHED BUSINESS

A. MCTV – No new updates, ACTION ITEM: Berryhill to get with Debra Lax at MCTV to conduct interview. Borrow gas meter from Building Dept.
B. EPC Strategic Planning:
   1. Establish and Organize Viable SAFE Program (Reutter) – no new updates, developing SOP for team leads. Program coordinator requires a City of Milpitas program coordinator. ENI, a FEMA organization, will pay to “train the trainer”.
2. Community Based Outreach (Reutter) – no new updates
3. Faith Based Outreach (Clendenin) – Spoke with Pastor, interested in training
congregation. Catholic Church interested in CPR training.
4. Online Outreach (Wells & Ronquillo) – Facebook provides the most exposure. Link
to other commissions, media organizations, emergency preparedness
organizations. Include event details, photographs (photo liability waiver).
C. Update on EPC Skills Assessment Worksheet (Polanski) –
**ACTION ITEM:** Reutter to send updates to Polanski.
D. EPC Website: **ACTION ITEM:** Berryhill to work with the Milpitas IS Dept. to fix the
defunct links.
E. EPC Calendar: **ACTION ITEM:** Staff to send a reminder email mid-April to EPC
members for EPC event list for the upcoming fiscal year.

X. **TEAM REPORTS**

Public Education
A. Lost Person Drill: **ACTION ITEM:** Berryhill to draft letter acknowledging the Drill as a
City-sponsored event and send to Staff. Staff to present to Fire Chief for signature.
**ACTION ITEM:** Berryhill to present the letter, signed by the Fire Chief, and follow up
with the County to get fees waived.
B. EPC Presentation to City Commissions:
   1. Senior Advisory Commission (Wells) – Very interested, but very concerned with
disconnect with media. Map Your Neighborhood may provide a good resource
for elderly to know what resources are available in their neighborhood.
   2. Economic Development Commission (Albana) – Very interested, a lot of
questions, Albana to follow up with their Chair.
   4. Sister Cities Commission (Reutter) – Receptive, recommended cross-
participate at Commission events.
   5. Youth Commission (Reutter) – Recommend Teen Certification program
   6. Library Advisory Commission (Wells) – Linda Arbaugh, Librarian, asked to
participate in a drill in the A.M. at the Library for staff.
   8. Parks and Rec Commission – unassigned

Community Outreach
A. Emergency Awareness Website: In need of someone to learn the website
maintenance. Telecommunications Commission may provide a resource.
B. PEP Manual (Reutter) – to send to commissioners email. **ACTION ITEM:** Review at
next meeting.
C. Map Your Neighborhood (Clendenin) – Clendenin to provide DVD to Staff. Staff to
request training DVDs from Cal EMA.

XI. **ADJOURNMENT**
The meeting was adjourned at 8:54 p.m.

The next regularly scheduled EPC meeting is Thursday, May 16, 2013, 7:00 p.m., Milpitas
City Hall Committee Room.