EMERGENCY PREPAREDNESS COMMISSION

July 18, 2013

I. CALL TO ORDER

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

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

Excused: Mercedes Albana,

Absent:

Liaison: Althea Polanski

Staff: Sean Simonson

II. PLEDGE of ALLEGIANCE

III. APPROVAL of MINUTES – The minutes from the May 16, 2013 meeting was approved, Motion: Howard, Second: Reutter, Ayes: All

IV. PUBLIC FORUM

Jenifer Lind, Yosemite Dr. – Community Advisory Commission, National Night Out is Thurs., 8/8. Contact Officer Quareshi, MPD, for information.

Rob Means, Yosemite Dr. – Sunnyhills Neighborhood Association, city-wide feeder system to the BART station. Requesting to be added to agenda, denied.

Linda Arbaugh, 2192 Glenview Drive: Asking voters to renew parcel tax which gives $5 million, accounting for 18% of the library budget. The Library needs 2/3 approval.

V. ANNOUNCEMENTS/CORRESPONDENCE

• Phong Nguyen and Charlotte Ronquillo have resigned the Commission.
• Stephen Strauss and Don Clendenin’s terms are up and need to contact the Mayor’s Office.
• Councilmember Polanski received authorization from City Manager Williams to store emergency preparedness materials as necessary in Councilmember Polanski’s old office, 3rd floor, City Hall.
• Councilmember Polanski also received permission from City Manager Williams to send a city-wide email about the EPC Facebook page and emergency preparedness sites.

VI. APPROVAL OF AGENDA – Motion: Howard, Second: Clendenin, Ayes: All

VII. PRESENTATION

Emergency Volunteer Committee (EVC) & Spontaneous Unaffiliated Volunteers (SUVs) – Rosana Cacao

Workshop: Key to Coordinating Spontaneous Volunteers: Emergency Volunteer Center Basic Training, Sept 13, 2013, 9:00 a.m. to 2:00 p.m., Santa Clara County Training Center. Register through EventBrite.com

VIII. STAFF REPORT:

A. SAFE Update: Disaster Volunteer Drill, August 3, 8-2pm, Fire Station 1 (see Item IX.A)

IX. NEW BUSINESS:

None
IX. UNFINISHED BUSINESS
A. Disaster Volunteer Drill (Berryhill): August 3, 2013, 8-2pm, Fire Station 1. EPC Volunteers to attend if possible. SAFE team will have training in the morning and run drill scenarios in the afternoon.

**ACTION ITEM:** Develop online sign up (Howard).

**ACTION ITEM:** Staff needs insurance paperwork for Boy Scouts, roughly 6-12 participants, 11-16 years old; “victim-participants” (Berryhill).

B. National Night Out (NNO) (Berryhill): NNO is 8/8. **ACTION ITEM:** Staff to send participant list to Commissioner Howard once received and Commissioner Howard to post on website schedule. Commissioners encouraged to present at NNO events, take flyers.

C. Santa Clara County Emergency Preparedness Council (Polanski): meeting Thursday, Aug 1, officially voting to disband organization in lieu of the new re-grouping.

D. Milpitas EOP (Simonson): Staff emailed the EOP to Commissioners 5/20, no comments or injects have been received to date. Comments must be received to Staff tonight to be considered. EOP to go to Council for adoption in August. **ACTION ITEM:** Per Commissioner Reutter, Staff to get an electronic copy of the original version of the EOP to Commissioner Reutter.

E. MCTV (Berryhill) no update, to be continued.

F. EPC Strategic Planning
   1. Establish and Organize Viable SAFE Program (Reutter): continued work in progress, ongoing.
   2. Community Based Outreach (Reutter): no updates
   3. Faith Based Outreach (Clendenin): no updates
   4. Online Outreach (previously Ronquillo): Commissioner Wells to reach out to Ronquillo to help transition.

G. EPC Skills Assessment Worksheet (Polanski): Completed, remove from future agenda.

H. EPC Website: Staff has not received any reports of defunct links from Commissioners. Traffic statistics to be obtained every 6 months, March and Sept. (Polanski).

I. EPC Calendar: SAFE Drill 8/3, NNO 8/8, Make a Difference Day 9/26, 10:00 to 2:00 – need volunteers for the booth, Tim to send email to Mayors group to see if those not participating in ARES RACES drill can participate that day. Event Bright – might be a way to advertise our events, “things that might be of interest to you”.

X. TEAM REPORTS
Public Education

A. EPC Presentation to City Commissions:
   1. Planning Commission – unassigned
   2. Parks and Rec Commission – previously Ronquillo, unassigned
   3. Recycling and Source Reduction Advisory Commission – Berryhill to attend July 23

Community Outreach

A. Flyers at City Facilities (previously Ronquillo) – **ACTION ITEM:** Commissioner Wells check with Staff as to the locations EPC flyers are held.

B. Personal Emergency Plan (PEP) (Reutter) – Currently reviewing other Cities guides and merging them with ours.

C. Map Your Neighborhood (Clendenin) – Staff received the MYN DVD’s and passed to Commissioner Clendenen.
Chair Berryhill moves to adjorn the Sept. 19\textsuperscript{th} meeting to Sept 26, 2013, location pending.

\textbf{XI. ADJOURNMENT}
\textit{The meeting was adjourned at 8:32p.m.}
\textit{The next EPC meeting is Thursday, September 26, 2013, 7:00 p.m., Milpitas Fire Station 1, 777 S. Main St., Training Room}