

Emergency Preparedness Advisory Committee
October 9, 2013
Meeting Minutes

In Attendance:

Jason Meservy
Mark Larson
Chief Todd Hixson

Ron Crandall
Councilman Mark Preece
Mischelle Robinson

1. Creation of a mission statement – Chief Hixson would like a mission statement for the Committee. Meservy will email the one they used previously.
2. Vacant Position on Committee – The Mayor was going to talk to Holly. 1 High Council representative from each of the 2 Stakes in West Bountiful. Would like to have 5 but left open for more. Any rep from Holly would be good but would prefer a WB resident. Holly should be involved; Hixson will talk to Mike Wright.
3. Training – Files will be created for Board Members training to be stored at the Police Department with their training records. Any training that is attended should be reported. Request for a training day to work on NIMS training. Hixson will email all members when NIMS training classes are available. Hixson will also email when other classes and trainings are available, members will need to let him know if they are interested in attending. Some members attended the County Emergency Manager Meeting in Clearfield; the National Guard will bring their Communications Truck to make sure it is compatible with our communications trailer.
4. CERT – There are six people currently taking the CERT class. Would like to get them in front of City Council when the finish. Let Hixson and Preece know when they graduated and they will get them on the following City Council.
5. Emergency Trailer build out – Lowes will donate 10%; Costco will donate \$25. Next step is to add the vinyl logo which should happen next Saturday; wait for Holly's permission to add their logo. Following logo, construction of interior wall and electrical. Questioned whether Public Works would be able to help with construction when slow, possibly use a bay to get out of the weather. Preece will talk to Steve Maughan. The city would like to store the trailer at a city owned location TBD, but suggest City Hall. Golf Course has good visibility but is not secure. The trailer can be stored at residence during build out.
6. Financial Report – Waiting on invoice for decal. All radios have been found and inventoried. Funds will carry over year to year. Ideas for fund usage: 2 base stations for trailer (command channel/CERT channel) FRS radio as well. Would like to allocate some

money from Holly for training as there are no conditions on money usage. Meservy will put together budget for trailer build out. Public relations use of budget; Hixson would like to make hats and/or shirts, great for PR.

7. Article for the WB newsletter – Meservy will create one for the next newsletter. Due by the 15th. Focus on CERT.
8. ID cards – Hixson has new machine at the PD to make ID cards for committee. Preece will build a logo for the committee.
9. Advertising – Take the trailer to more community events. Should be at all WB events. Driving in the Christmas on Onion Street, enter in Bountiful Car Show.

ROUND TABLE:

Nothing additional was added.

There being no further business, meeting closed at 6:40pm. The next meeting will be November 13, 2013 at 5:30pm.

Above minutes were reviewed and APPROVED on

November 13, 2013



Chief Todd Hixson, Chairman



Mischelle Robinson, Secretary