

**Emergency Preparedness Advisory Committee  
November 13, 2013  
Meeting Minutes**

**In Attendance:**

Jason Meservy  
Mayor Ken Romney  
Jim Hadlow  
Mischelle Robinson

Ron Crandall  
Renate Allen  
Todd Hixson

1. **Approval of October 9, 2013 minutes:** Chief Hixson asked for a motion to approve the October minutes. **Motion to approve the minutes was made by Ron Crandall, seconded by Jason Meservy.**
2. **Mission Statement** – Jason Meservy said Mark Larson suggested the wording include volunteer status. It was agreed to keep the suggested mission statement but change the wording to add voluntarily help, and change to families, neighbors and city. Chief Hixson asked for a motion to adopt the wording. **Motion to adopt the wording was made by Ron Crandall, seconded by Jason Meservy.**
3. **Additional Members** – Chief Hixson stated this is a city focused committee, representing the city. City Council approval says 5 members, but a few extra may be beneficial. Holly would like to have Scott Palmer (a WB resident), on the committee, but they are hiring a new fire chief and may change to have the chief instead. Mayor Romney suggested we may need more members to the committee, just not voting members, keep that group smaller. Jim Hadlow feels he needs to be involved and can represent the Stake. Renate Allen put in an application on 11/12/2013 and is interested joining. A proposal was made by Chief Hixson there may be a need for six voting members, plus Councilman Mark Preece, Chief Hixson, and Mayor Ken Romney and to accept Renate Allen and Jim Hadlow as voting members. Chief Hixson asked for a motion to approve the proposal. **Motion to approve the proposal was made by Ron Crandall, seconded by Jason Meservy.** Renate Allen will focus as a liaison to WB Elementary. Ron Crandall will be the liaison for CERT.
4. **ID Badge Design** – Would like to add mission statement or emergency contact info on back. On CERT badge, make the name of person bigger. Chief Hixson and Jason Meservy will make suggested changes to the ID Badges.
5. **EmPac Logo** – Ron Crandall would like a different shape, possibly a “bow tie” like Chevy, rather than a circle. Get rid of the tree, maybe use a rural landscape. Make the colors more “CERT green.” More colors are more expensive for embroidery, so don’t use too many. Committee would like to adopt just one logo for everything.

6. **Budget** – Mayor would like to be copied on invoice emails. Jason Meservy has the budget ideas for next year; Chief Hixson will give him the form to use for proposal. Ron Crandall and Jason Meservy will buy non-slip paint for the trailer floor. Then start buying other items like cabinets. Renate said she can talk to Mike Stock, who may have extra cabinets (odds and ends) from a business he closed, that he may be willing to donate. Jason asked that even if he would just advise them of the best layout that would be helpful. Ron Crandall asked if they were going to earmark some trailer funds for training. It was decided that no funds would be earmarked as it was thought the trailer may go over the current funds. Renate Allen will talk to Costco about donating water for events. Renate may also be able to find someone willing to volunteer to embroider vests. Money will rollover and will be allotted to EmPac and CERT based on needs.
7. **Flags**– Chief Hixson will talk to the city about flags for hydrants. CERT is willing to put them out and clean out the hydrants after a storm.
8. **Keys** – Ron gave a key to the padlock to Steve Maughan; Chief Hixson will get it back. Chief Hixson would like one set of keys for the lockbox at the PD and one set for him. Jason Meservy and Ron Crandall should each have a set and one set should be in the lockbox on the trailer. The code to the lockbox will be given to the committee.
9. **Purchasing** – Chief Hixson has a city credit card that can be used for purchases. If items are purchased by individuals, the invoice needs to be turned into Chief Hixson, so he can code and sent to AP. The invoice will need to include a description of what was purchased. May be able to set up an account at Lowes. Chief Hixson will check to see if the city will issue a separate card for CERT. Ron Crandall would just prefer to use his own card. Chief Hixson requested an original hard copy for accounting.
10. **Upcoming Events** – Christmas on Onion Street on December 9<sup>th</sup>. Trailer will be in the parade, can light or decorate. Be at City Hall at 5:00pm. Renate Allen suggested the WB Elementary Carnival next fall and will check with the school about any upcoming events EmPac and CERT can help with.
11. **Building Keys/Desk location** – Chief Hixson would like to put on hold for now. Would like to see what other cities are doing.
12. **Website** – Ron Crandall purchased CERTWB.com when city was using old website. Chief Hixson would like to have EmPac on city website now that it functions better and have CERT use their own. It was suggested to label the tab Emergency Preparedness to include EmPac and CERT. It was suggested to use city email account, but members decided to use their personal emails as most did not want an additional account to check.

13. **2014 Great Shakeout** – Would like to plan as a bigger event than last year. Can use as a training event. Chief Hixson would like to improve upon what has been done in the past, but keep it small enough that we can have a successful event without confusion. We only have a short time to plan. The official Shakeout is planned for April 17, 2014 at 10:15am.

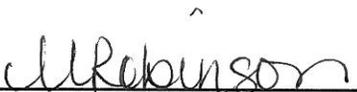
**ROUND TABLE:**

Ron Crandall – Tested the little radio and it worked all the way to his office so it should cover the city.

**There being no further business, a motion was made to adjourn by Renate Allen and seconded by Jim Hadlow. Meeting was adjourned at 7:40pm; the next meeting will be December 11, 2013 at 5:30pm.**

Above minutes were reviewed and APPROVED on 12.11.13

  
\_\_\_\_\_  
Todd Hixson, Chair

  
\_\_\_\_\_  
Michelle Robinson, Secretary