

**Emergency Preparedness Advisory Committee
December 11, 2013
Meeting Minutes**

In Attendance:

Todd Hixson
Mark Larson
Jim Hadlow
Steve Maughan
Andreea Schwed
Renate Allen

Scott Palmer
Jason Meservy
Mark Preece
Alan Malan
Ron Crandall
Mischelle Robinson

1. Approval of November 13, 2013 minutes: Chief Hixson asked for a motion to approve the November minutes. Motion to approve the minutes was made by Ron Crandall, seconded by Renate Allen.
2. Finance Report – Move to next meeting
3. Great Shakeout – First event, test some ideas, controlled.
 - a. Todd Hixson will register the city.
 - b. Renate Allen will make sure the school gets evacuated safely.
 - c. Mark Preece thinks WB Elementary and Holly participation is important.
 - d. Ron Crandall would like to focus on communication and making sure radios are working. Trailer communications should be completed by then, he will contact Stakes regarding radios.
 - e. Alan Malan said in the past the goal has been to contact the state any way you can.
 - f. Scott Palmer would like to see a written communication plan.
 - g. Todd Hixson would like Alan Malan and Scott Palmer to work together to come up with a written communication plan.
 - h. Steven Maughan would like to see incident command run out of the city if available
 - i. Mark Preece asked if we should make CERT callout a surprise. Most said not for first event.
 - j. Todd Hixson will prepare an article for the next newsletter.
 - k. Mark Preece sees this as an opportunity to test this group.
 - l. Ron Crandall will organize CERT.
 - m. Todd Hixson said we must at least set up an EOC.
 - n. Steve Maughan will try to budget for radios in the public works trucks.
 - o. Alan Malan said the WEBEOC program will come out and train. A speaker feed from the radio room could be beneficial as it can be turned off as necessary.
 - p. Todd Hixson will take all the ideas and create an outline and send out, he will also talk to the school at Community Council.

4. Trailer Update – Flashing lights are on, floor painted with rubberize paint, walls painted white, lights installed, flood lights have been ordered, switches/fuse box for lights have arrived and will need to be installed before the cabinets. Up next, wire 12V, then 110, get cabinet estimate. Hope to have at least some radios installed before the Great Shakeout. Trailer is currently being stored at Lee Whitaker’s home on 1100 West.
5. Last Month’s Assignments:
 - a. Todd Hixson and Mark Preece working on logo
 - b. No ID badges yet
 - c. Flags for hydrants – would be \$9000 for 300 hydrants which is too much at this time, ask citizens to clean out hydrant when cleaning sidewalks. What CERT did last year was great.
 - d. Todd Hixson got the key from Steven Maughan and invited Scott Palmer.
 - e. Renate Allen talked to Mike Stock about cabinets.
 - f. Jason Meservy still needs to get to get Todd Hixson one square key.
 - g. Renate said no carnivals planned for the school, no fun run in April. She talked to Jessie in Marketing for Costco and was told we could ask for donation at the beginning of every month for \$25. It was decided to use to purchase pens/paper in January. She also spoke with Janet Smith who is willing to embroider all shirts for a \$25 set up fee and \$5 per shirt.
 - h. Jim and Renate – Jim will work on job description for next time, Renate’s done.
6. Recent Applications – Clarification on committee – there are three (4-year) terms appointed by the Mayor, these are the voting members and decide how monies are spent. There are two open board member positions still available. They are (2-year) terms.
7. To comply with Open Meeting rules, we need to create a meeting agenda for the year. Best night for everyone will be the third Wednesday at 5:30pm.
8. Public money – Because this committee uses public funds we must be completely transparent in all our transactions. All purchases need to have an invoice from a legitimate company. City Manager’s memo was passed out to all current voting members and read to committee. We will start the budgeting process in January; Todd Hixson will bring the forms needed. If you want something, put it on the form.

ROUND TABLE:

Todd Hixson – Appoint a Vice-Chair, nominate Jason Meservy. Motion to approve Jason Meservy as vice-chair was made by Ron Crandall, seconded by Mark Larson.

Mark Larson – Trailer might not be completely wired by Christmas Parade. Is there a place available inside to work on trailer?

Jason Meservy – Has created an approved expense form, he will turn in with each invoice.

Ron Crandall – Met with Stake President Nolan Ramson. He would like to hold a CERT class in February for Young Adult Ward and High Council for both Stakes. Woods Cross will be holding a CERT class sometime in the spring. Would like to set a goal of 2500 new CERT members in 2014.

Jason Meservy – All the old radios have been exercised (run dead, charged), new radios will be done this month.

Mark Larson – Wondering if we should be in communication with the Steel Galvanizing Company in Centerville as they are very close to our city and may affect us in a disaster.

Ron Crandall – Youth Conference has asked to borrow the radios. Group decided no as it would take the radios out of the city in case there was an emergency.

Todd Hixson – We are a new committee. He would like to take things slow as we have limited funds and resources at this time. Thank you for your willingness to be involved.

There being no further business, a motion was made to adjourn by Jason Meservy and seconded by Mark Larson. Meeting was adjourned at 7:40pm; the next meeting will be January 15, 2013 at 5:30pm.

Above minutes were reviewed and APPROVED on 1-15-14



Chief Todd Hixson, Chairman



Michelle Robinson, Secretary

