

Emergency Preparedness Advisory Committee
January 15, 2014
Meeting Minutes

In Attendance:

Todd Hixson
Mark Larson
Jim Hadlow
Renate Allen

Jason Meservy
Mark Preece
Alan Malan
Mischelle Robinson

1. Approval of December 11, 2013 minutes: Chief Hixson asked for a motion to approve the December minutes. Motion to approve the minutes was made by Renate Allen, seconded by Jim Hadlow.
2. Finance Report – Discussed current budget numbers.
3. Great Shakeout – Jason Meservy put together a checklist of things to be done.
 - a. Positions
 - b. Map of set up for City Hall
 - c. Scenarios
 - d. Set up Communication Plan
 - e. Create checklist for City
 - f. Plan things that need to be at City Hall for EOC
 - g. List of available assets at City Hall for EOC
 - h. Job Descriptions
 - i. Maps of CityTodd Hixson will set up meetings with a couple different Cities to tour their EOCs.
4. Trailer Update – Installed and wired 5 new double head LEDs on switches, flood lights were installed. The trailer is at Stock Cabinets, install should take about a week. Next up, finish the rest of the wiring, install batteries, add wall with pocket door.
5. Updates:
 - a. Renate Allen will get the office supplies as discussed from Costco, the two weeks is almost up.
 - b. Mark Preece will have the logo emailed by the end of the week.
 - c. Todd Hixson has 3 police vehicles with radios installed, 1 will be installed in the Chief's vehicle.

6. Assignments:

- a. Jason Meservy – Register EmPac for Great Shakeout
- b. Alan Malan and Scott Palmer – Written Communication Plan
- c. Todd Hixson – Article for next newsletter

ROUND TABLE:

Renate Allen – Costco will donate every month, any other businesses we would like to ask for donations? Suggestions: Emergency Essentials and Croft

Alan Malan – Primary function of communications falls under logistics. He will look for a job description.

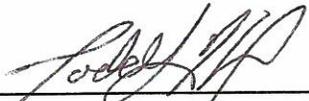
Jim Hadlow – Asked when something really happens, who is really in charge? EmPac vs CERT. Chief of Police is ultimately in charge.

Mark Larson – He is posting the pictures of the trailer construction on Facebook, WB CERT. He would like the EOC tours in the evenings or on weekends if possible.

There being no further business, a motion was made to adjourn by Renate Allen and seconded by Alan Malan. Meeting was adjourned at 6:55pm; the next meeting will be February 19, 2014 at 5:30pm.

Above minutes were reviewed and APPROVED on

2-19-14



Chief Todd Hixson, Chairman



Michelle Robinson, Secretary