Emergency Preparedness Advisory Committee  
January 15, 2014  
Meeting Minutes

In Attendance:  
Todd Hixson | Jason Meservy  
Mark Larson | Mark Preece  
Jim Hadlow | Alan Malan  
Renate Allen | 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.


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 City  

   Todd 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

Mischelle Robinson, Secretary