

**WORK SESSION OF THE BRIGHAM CITY COUNCIL**  
**September 21, 2017**  
**6:00 PM**

PRESENT:	Tyler Vincent	Mayor
	Alden Farr	Councilmember
	Ruth Jensen	Councilmember
	Tom Peterson	Councilmember
ALSO PRESENT:	Mary Kate Christensen	City Recorder
	Paul Larsen	Community Development Director
	Mike Nelsen	Police Chief
	Derek Oyler	Finance Manager
	Jason Roberts	City Administrator
	Dennis Vincent	Asst Police Chief
	Royce Wilkerson	IT Director
EXCUSED:	DJ Bott	Councilmember
	Mark Thompson	Councilmember

**Training on Spice Works**

Mr. Wilkerson explained that Spice Works is a software designed as a help desk for the councilmembers to submit a request to staff. When a request is submitted, it is automatically submitted to Mr. Roberts with a copy to the Mayor's Administrative Assistant.

Mr. Wilkerson demonstrated the steps to submit a request. It is hoped this will improve communications between staff and Council.

It was suggested other councilmembers have access to see what has been posted by others and the response. Mr. Wilkerson will see if that is possible.

A general guideline is if the councilmember feels it will take over a five-minute response, go through Spice Works. If it is a quick question, they should just call.

**Update on Citizen Corps Council (CCC)**

Assistant Chief Vincent introduced Reese Jensen, Chair of the Citizen Corps Council.

Mr. Jensen explained the duties and purpose of the Citizen Corps Council. It was established years ago, but has been inactive.

The CCC uses the organization of the churches to facilitate City emergency preparedness objective. The boundaries are congruent with the LDS Church stake boundaries.

The CCC will:

- ◆ Define City district boundaries congruent with LDS Stake Boundaries.
- ◆ Encourage district leaders to appointment district coordinators and CERT members.
- ◆ Include district coordinators as part of the executive board.
- ◆ Create a forum for sharing ideas and initiatives between districts and other cities.
- ◆ Define and simplifies the lines of communication.
- ◆ Puts emphasis on the City being viewed as a resource to the churches, schools and commerce.

Each district is named after the schools in that district. Some of these include areas outside of the City, such as Corinne and Harper Ward. The reason for this is that these small communities do not have the resources; they will depend upon Brigham City.

The organization includes Dennis Vincent as the Manager; Reese Jensen as Chair; Christina Boss as Secretary and Tom Peterson as Council Representative. There are still five District Coordinator positions open, an Interfaith Coordinator, School Coordinator and Commerce Coordinator are still needed.

Acting as a resource to the CCC are the emergency volunteer teams: CERT, VIPS/COP, Amateur Radio Emergency Services, and Medical Reserve Corps. Mr. Jensen recommended that these teams have a City sponsor. He recommended the following sponsors:

CERT	Fire Chief Joseph Bach
VIPS/COP	Police Chief Mike Nelsen
ARES	Bob Hayne, County Coordinator
MRC	Mike Wiebel, County Coordinator

Mr. Jensen stated it is very important these volunteers be involved and have assignments. He recommended the following duties for the CCC:

- ◆ Assist in identifying citizen's needs/expectations as it pertains to Emergency Preparedness and Response.
- ◆ Working through church organizations, coordinates citizen emergency preparedness training.
- ◆ Assist in educating the community on the need for emergency preparedness.
- ◆ Sponsor community preparedness events.
- ◆ Sponsor citizen emergency preparedness supplies.
- ◆ Coordinate and oversee the initiatives of the Emergency Volunteer Groups. (VIPS, CERTS, MRC, ARES)
- ◆ Assist in obtaining sheltering authority at churches and schools.
- ◆ Perform district windshield assessment in partnership with the City.
- ◆ Manage volunteer staging locations.
- ◆ In coordination with the Incident Commander, helps to mobilize the CERTS & VIPS teams.
- ◆ Organize volunteers into teams and assign a team leader for each team.
- ◆ Sponsor citizen emergency preparedness supplies.
- ◆ Coordinate and oversee the initiatives of the Emergency Volunteer Groups. (VIPS, CERTS, MRC, ARES)
- ◆ Assist in obtaining sheltering authority at churches and schools.

Mr. Jensen reviewed the following things that will make the CCC succeed:

- ◆ Think of an emergency or disaster as more than a catastrophic community event. It is any event that disrupts quality of life or wellbeing.
- ◆ Must think of and treat volunteers as an indispensable asset.
- ◆ CERT & VIPS/COP must be an outreach service of the Fire Dept. & Police Dept.
- ◆ Must implement plans to develop volunteer emergency response teams and keep them engaged.
- ◆ Must include the use of volunteers in department emergency preparedness plans.
- ◆ Must have clear lines of communication and accountability.
- ◆ Citizens must take responsibility through self-reliance.
- ◆ Districts must view the CCC as a resource to facilitate the implementation of district emergency preparedness initiatives.
- ◆ Emergency Preparedness must be a collaborative effort.

- ◆ Must keep the process simple yet effective.
- ◆ Must have the Mayor, Council and city staff support.

The district leaders would be chosen by the LDS Stake Presidents and the Interfaith Council.

The work session adjourned at 6:50 p.m.

*The undersigned duly appointed Recorder for Brigham City Corporation hereby certifies that the foregoing is a true, accurate and complete record of the September 21, 2017 City Council Meeting.*

*Dated this 19th day of October 2017.*

*Mary Kate Christensen*  
*Mary Kate Christensen, Recorder*