

**MEETING MINUTES
FARMINGTON HILLS/FARMINGTON
EMERGENCY PREPAREDNESS COMMISSION
JUNE 05 2017 – 5:15PM
FARMINGTON HILLS CITY HALL-VIEWPOINT ROOM
31655 W. ELEVEN MILE ROAD
FARMINGTON HILLS MI 48336**

CALLED TO ORDER BY Chair Ciaramitaro 5:15pm

MEMBERS PRESENT: Avie, DeFranco, Faine, Falkowski, Ciaramitaro, Massey, Fashbaugh, Sloan, Szymusiak, Tutak, Wecker and York.

LIAISONS PRESENT: Neufeld, Warthman and Summers, Nancy.

OTHERS PRESENT: Mary Ellen Hopfe

#	AGENDA ITEM	DISCUSSION SUMMARY/PERTINENT INFO	FORMAL MOTIONS:
2	EVACUATION-SHELTER RTES	Evacuation by exiting room, down stairs to lobby, exit SOUTH entrance of building. If further sheltering required, go to Fire Station #5 or Police Dept. lobby on City Hall campus. There is a designated Tornado shelter on first floor of city hall behind council room.	
3	APPROVAL OF AGENDA	06-05-17	MOTION BY: Avie SUPPORT BY: Massey <i>APPROVED AS SUBMITTED</i> MOTION CARRIED: ALL
4	APPROVAL OF MINUTES	05-01-17	MOTION BY: Wecker SUPPORT BY: Faine <i>APPROVED AS SUBMITTED</i> MOTION CARRIED: ALL
5	AGENDA ITEM: EVENTS, ACT., MARKETING & PROGRAMS	<p><i>New Policy</i> on approval of all financial transactions due to process change throughout city for Boards and Commissions. Submit all financial expenditures to the City Manager's Office. Purpose is to use specific credit card for all expenditures.</p> <p>The FH City Council also passed an Ordinance amending Boards & Commissions members which affects the EPC by reducing the # of Commissioners from 17 to 11 over the next 2-3 years. The purpose, as explained by Mayor Massey, is to standardize the appointment process. Farmington Hills will have 9 Commissioners with 1 alternate and Farmington will have 2 Commissioners with 1 Alternate. Attrition will play a major role in reducing members. This number does not include liaisons. We will have flexibility in how we comply with Ordinance by the bylaws we draft. We can get bylaws from the city clerk. Massey also indicated the Chairperson will be asked to give a 2-5 minutes update to the Council twice a year. The YMCA appointee is from the business community and is not considered a liaison.</p>	
	AGENDA ITEM: EVENTS, ACT.,	1650 AM Emergency Advisory Radio marketing plans includes handing out customized promotional	

#	AGENDA ITEM	DISCUSSION SUMMARY/PERTINENT INFO	FORMAL MOTIONS:
	<p data-bbox="118 39 342 100">MARKETING & PROGRAMS</p> <p data-bbox="118 441 342 535">Founders Festival July 21, 22, & 23 Parade July 22nd <i>Booth hours:</i> Fri/Sat 10am-10pm Sunday Noon to 5pm</p>	<p data-bbox="394 39 1021 403">magnet at Founders Festival. Tutak negotiated with printer to produce 500 business card size magnets at no cost. Magnets will be handed out at the FF booth. Tutak will also prepare article for local Farmington Press newspaper to include magnet artwork plus emergency checklist so readers can cut out and post. Plan to run in September to coincide with Emergency Preparedness month. Also, reminded we can use budget monies for an Advertorial placement of Emergency Checklist if the Farm. Press won't print with article.</p> <p data-bbox="394 441 850 472">FF Parade/Founders Festival in July.</p> <ul data-bbox="443 478 1029 1188" style="list-style-type: none"> <li data-bbox="443 478 951 510">● DeFranco submitted parade application. <li data-bbox="443 516 786 548">● York to handle getting car. <li data-bbox="443 554 979 615">● Ciaramitaro unable to schedule boy scout troop. (summer camp conflict) <li data-bbox="443 621 1029 785">● Beaumont's STOP THE BLEED/Stroke Coordinator will participate. Ciaramitaro will contact Beaumont about general participation at FF and advise Joy before she submits non-profit application. <li data-bbox="443 791 1029 917">● Committee decided to participate in the FF by staffing a booth and handing out brochures/magnets, performing Hands Only CPR and STOP THE BLEED demonstrations. <li data-bbox="443 924 1021 1087">● DeFranco to contact Mary Martin at the Chamber to get application immediately as Avie said they are full. (248-919-6917) May be able to apply on line if application hasn't been taken off. <li data-bbox="443 1094 1029 1188">● Fashbaugh suggested handouts from National Council for Jewish Women pertaining to suicide. Referred to it as "Yellow Book" <p data-bbox="394 1194 1029 1358">Ciaramitaro asked for willing volunteers to man the booth and confirmed he would be available to volunteer for the weekend. York, Tutak, Faine and Fashbaugh also volunteered. DeFranco, York, Tutak, & Sloan will work the parade.</p> <p data-bbox="394 1396 1029 1522">Other volunteers are needed as it is imperative to have 2 representatives during the busy times. FHFD will not be sharing the booth with EPC. Massey asked that Farmington SAFE share booth.</p> <p data-bbox="394 1560 1029 1927"><i>Tip of the Month:</i> Falkowski was the representative for reading of Tip in May and suggested that the Tips be prepared for one year in advance so it is readily available to read at the Council meetings. Mayor Massey explained that there is a process involving the city clerk pulling tip, forwarding to the Mayor who approves and confirms with city clerk and Chair of EPC who then sends it to a volunteer commissioner to read. Tutak offered the Do-One-Thing tip from the newsletter as it may offer a new selection. Mayor Massey to follow-up.</p> <p data-bbox="394 1934 1021 1990">Farmington Hills City Council is the second Monday of each month for reading of the Tip.</p>	

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		Farmington Council meeting follows on the 3 rd Monday of the month.	
6	AGENDA ITEM: MI&REG	Tutak attended FEMA meeting on Resilient Communities in Chicago in May. The formation of the CERT Team is before both Councils later this month. They will give official sanctioning of program. This program will fall under the EPC according to Massey. CERT training will be adding 3 modules to current program.	
7	AGENDA ITEM: LIAISONS REPORTS	<p>Summers- FH Crime Prevention-</p> <ul style="list-style-type: none"> • Crime Mapping is Sharing of crime data with the community. • P.A.W. Watch meeting- 27 attended last meeting. • Neighborhood Watch mtg June 29th. <p>FHFD – Neufeld</p> <ul style="list-style-type: none"> • High run volume in May. • Great Lakes training well-attended <p>FPS-Warthman</p> <ul style="list-style-type: none"> • Active Shooter’s Training combining FH/F Fire departments and police in process, (assailant and victim training) • Fireworks volunteers Fashbaugh, York, Sloan and Tutak. 	
8	AGENDA ITEM: PUBLIC	No comments	
9	AGENDA ITEM: Comm Comments CPR/AED Classes AGENDA ITEM: Comm Comments	<p>Wecker:</p> <ul style="list-style-type: none"> • CPR & AED classes from 5:30-9:00 PM on June 20th is now full. (32) July 13th taking registrants. No classes in August and will resume in September. To be held at FS #4 on Drake. \$10 fee for residents/\$20 non-residents. Register at eKarlson@fhgov.com <p>Looking for volunteers to help w/CPR instruction.</p> <p>Yuskowatz: YMCA:</p> <ul style="list-style-type: none"> • Cipriano Run 6/9/17 @ YMCA location. • Y Camp 6/16/17 • Sponsoring Kids Day @ FF. • 30th annual golf outing fundraiser hosted by Holzer Ford @ TPC Dearborn on July 24th. <p>Szymusiak: Suggested an honorarium be paid for the Self Defense company in the future to offset the loss</p>	

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		<p>of income in providing a free self-defense class. All participants were asked to make a donation and this was donated to Haven but it was suggested we might use this money to pay for an organization to provide class. Summers indicated she gets 2 or so calls a month looking for a class. Szymusiak to follow up with 2nd Nature and see if willing to do for free.</p> <p>Massey- Farmington SAFE On June 14th Fundraiser for SAFE @ Grand Tavern. All you can eat dinner for \$20/person. 5-9 PM. August 12th Softball tournament fundraiser.</p>	
10	OTHER:		
11	ADJOURNMENT		Meeting adjourned at 6:45 PM
	MINUTES PREPARED BY	Minutes Prepared by Joy DeFranco Member EPC 248-661-8737	