

**MEETING MINUTES EMERGENCY PREPAREDNESS COMMISSION
CITY OF FARMINGTON HILLS
SEPTEMBER 14, 2015 – 5:15PM
FARMINGTON HILLS CITY HALL-VIEWPOINT ROOM
31555 W. ELEVEN MILE ROAD
FARMINGTON HILLS MI 48336**

CALLED TO ORDER BY KERRY JACKSON

MEMBERS PRESENT: Jackson, Tutak, DeFranco, Sweeney, Szymusiak, Fleming, Wecker, Avie, Faine, Marashai, and Buszka.

LIAISONS PRESENT: None

OTHERS PRESENT: Falkowski, and Moyna

#	AGENDA ITEM	DISCUSSION SUMMARY/PERTINENT INFO	FORMAL MOTIONS:
2	EVACUATION AND SHELTER ROUTES	In event of evacuation go outside, cross over to Police department and congregate in lobby located to the West of City Hall.	
3	APPROVAL OF AGENDA	09/14/2015	MOTION BY: Avie SUPPORT BY: Tutak MOTION CARRIED: ALL
4	APPROVAL OF MINUTES	08/03/2015	MOTION BY: Wecker SUPPORT BY : Fleming TO APPROVE THE MINUTES AS SUBMITTED MOTION CARRIED: ALL
5	FILLING COMMISSIONER VACANCY	Luke Redman submitted his resignation in August as his job required relocation out of state. Sweeney referenced the Bylaws governing replacement and it requires the Chair to make selection with no regard to city of residence. Jackson will review the 4 alternates and invite one to replace Redman before next meeting.	
6	<u>EVENTS, ACT & PROGRAMS</u>	<ul style="list-style-type: none"> • <u>October 3</u>-Womens Self Defense Class from 9:00- 11:30 AM at the Costick Center. Tim and Sally Tutak, Joel Sloan and Paul & Sue Szymusiak volunteered to help. • <u>Resources developed</u> and put on DVDs several years ago. Copies of these DVDs given to Jackson @ meeting to review & hold. Also on file with Dave Teitmaier. DVD topics include: Supporting Law Enforcement, Women’s Self Defense Seminar, First Aid Training for the Community, Getting Ready for Disasters, Emergency Training, Tornado Safety, School Safety, Homeland Security, FHPD Police Journal, and 72 Hour Kit. City officials enforce control of all social media & YouTube videos unless released by their office. Resource DVDs played only on local cable channels. 	

#	AGENDA ITEM	DISCUSSION SUMMARY/PERTINENT INFO	FORMAL MOTIONS:
	<p>PrepareAthon Sept. 10, 2015 from 7-9 PM Partners FEMA & YMCA</p> <p><u>Costick Ctr Contact:</u> Bryan Farmer DD City of FH Dept of Special Serv. 248-473-1805</p> <p><u>YMCA Contact</u> Kimberly Front Desk Supervisor</p> <p>Ideas to reach the right people with EPC message.</p>	<p>While trying to register for PrepareAthon early in the week Tutak discovered both Costick and YMCA had no registration mechanism in place. Apparently this breach in communication has forced the decision to cancel the event. It was the decision of Jackson to withdraw the program to rework it for the upcoming FEMA Preparedness month in September.</p> <p>A suggestion to coordinate a promotion with Costco to encourage the community to secure a Go-Pak was met with collective agreement. Avie/Szymusiak will investigate and report back with ideas for the rollout. Wecker reasoned that if we are prohibited from posting videos on EPC web page we could direct visitors to useful information elsewhere on the Internet by providing links to other sites. Szymusiak said more importantly we need to drive traffic to web page as it is unlikely anyone would visit as it is out of date and has minimal content. Tutak and Sweeney agreed that the use of personal social media to promote EPC content would be a start and Commissioners were requested to post press release of Women’s Self Defense class on FB page.</p> <ul style="list-style-type: none"> • Jackson requested Faine to head up a marketing subcommittee and to provide a monthly report. • Jackson will arrange a group photo of Commissioner for the December meeting and encourages all to attend this meeting. 	
7	<p>AGENDA ITEM: MI & REG CCCEP</p>	<ul style="list-style-type: none"> • CERT train the trainer Sept. 24-26, 2015 Tutak presenting and York attending. • Citizen Corp Disaster Exercise Saturday @ Livonia Rotary Park to train volunteers in a variety of emergency situations. 90 volunteers have registered to participate. Tutak to attend. • Sept 22 a presentation to Safety Officers in FH. Tutak to speak on Focus on the Family. 	

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8	LIAISON REPORTS: FHFD-No Liaison FHPD- Wecker (Commissioner)	<p>Open House at Station #5 on Oct. 2nd from 3-7PM EPC will be represented and hand out brochures.</p> <p>CPR & AED Class Oct 13 at Station #4 from 5:30-10:00 PM. Must register. ekarlson@fhgov.com or call 248 871-2802. Encouraged to share on FB</p>	
	FARMINGTON PUBLIC SAFETY- No Liaison		
9	PUBLIC COMMENT(S)	NONE	
10	COMMISSIONERS' COMMENTS	<p><u>MISC</u></p> <p>Moyna attended Fall Festival at his church and handed out whistles and brochures. 200-250 attended. Moyna indicated there was reasonable interest and picked up three names for newsletter. Tutak thought church functions would be a good vehicle to reach our audience and encouraged others to do so.</p> <p>Tutak and Sloan volunteering at Wellness Fair September 15 where they will hand out whistles, materials and have a display table. Contact Tim if you want to volunteer.</p>	
11.	OTHER		
12	ADJOURNMENT	Meeting minutes prepared by Joy DeFranco Secretary EPC	Meeting adjourned at 6:50 PM.