

**DRAFT**

MEETING MINUTES  
FARMINGTON HILLS/FARMINGTON EMERGENCY PREPAREDNESS COMMISSION  
DECEMBER 03, 2018 – 5:15PM  
FARMINGTON HILLS CITY HALL-VIEWPOINT ROOM  
31555 W. ELEVEN MILE ROAD  
FARMINGTON HILLS MI 48336

**CALLED TO ORDER BY:** Chair Ciaramitaro at 5:15 PM.

**MEMBERS PRESENT:** Ciaramitaro, DeFranco, Faine, Biggs, Reynolds, Sloan, Szymusiak, Tutak, Wecker and York.

**MEMBERS ABSENT:** Avie

**OTHERS PRESENT:** Yuskowatz, (Associate), Moyna (Alternate), Mary Ellen Hopfe (Associate) Neufeld, (FHFD) and FH Asst. Police Chief Jeff King.

**APPROVAL OF AGENDA** – December 03, 2018:

Motion by Faine, support by Biggs, to approve the agenda as submitted. Motion carried unanimously.

**APPROVAL OF MINUTES** – November 05, 2018:

Motion by Tutak, support by Wecker, to approve the minutes as submitted. Motion carried unanimously.

**BUDGET:**

EPC FH budget: \$2,327.00 beginning balance. Expenditures of \$578.20 for 14 polo shirts for commissioners. Ending balance of \$ 1,748.80.

CERT budget: Current balance of \$1,217.13.

**EVENTS, ACTIVITIES, MARKETING AND PROGRAMS:**

*General activities and updates:*

*Tip of the month discussion and schedule:*

- Volunteer to give Tip of the Month to the FH City Council on January 14th, 2019 will be Wecker. Volunteer for Farmington will be Reynolds and will continue doing on a monthly basis for 2019.
- Retooling of Tip of the Month content: Reynolds has completed the Tip revision for the month of December and submitted to Ciaramitaro. DeFranco suggested adding 1650 AM as a preset to Sept tip/Ciaramitaro agreed. DeFranco has proofed the tips and will be sending to each City Hall clerk.
- Tutak asked about the 1650 AM Emergency Advisory radio station's content during non-emergency times as he has only heard weather reports. Neufeld is aware that more content needs to be added. (City news, preparedness and safety tips, etc.)

*Website development progress-* Farmington clerk has not been able to load website content due to busy schedule. Possibly by end of this month.

*Projects to consider in 2019:*

1. *Getting CERT Team involved in community activities* such as partnering with SAFE and First Aid.
2. *Founders Festival participation. (Take place in July)*
3. *Total Wellness Fair @ Costick Center. (Takes place in September)*
4. *CERT Team training class and Safety Fair including recruitment campaign* -setting up a one-day community event with short lectures/safety stations and hands-on demonstrations at one location. Beaumont Hospital FH campus is willing to host. September would work best as a new CERT training class is tentatively set for Oct thru Nov. Reynolds or Ciaramitaro

volunteered to lead. Stations suggested to be included: Splinting, how to use 911, choking, K-9 Units, STB, CPR Hands-Only, Neighborhood Watch, and Burns.

5. *Women's Self-Defense classes*- Szymusiak will plan for 2 classes in 2019. The first one on Saturday, March 02<sup>nd</sup> from 9:00 to noon and the other in September, 2019. Beaumont Farmington Hills location will not be available on that date as they are having an Open House so class to be scheduled @ Costick Center. Szymusiak asked for recommendations for the charity we would support for the March class but with the following stipulations: Must provide a liaison from the charity and/or a committee member to coordinate with charity. This includes writing one paragraph about the mission of charity for submission to local paper in January, the representative coming briefly to the event and the committee member taking the donations to city hall to receive the final check. Yuskowatz volunteered the YMCA to be the recipient and she will be the contact from the committee. All agreed.
6. *Postcard*- Ciaramitaro reports he has not heard from Mayor Massey contact about free printing. The card would have the website address, reference to 1650 AM radio station, CPR class schedule for the year, DOSE and human trafficking info.

## **MICHIGAN & REGIONAL CITIZENS CORPS COUNCIL ACTIVITIES/COMMUNITY EMERGENCY RESPONSE TEAM:**

*Next CERT Team meeting* will be December 17<sup>th</sup> @ 6:30 PM in the Shannon Room of Costick Center. Topics discussing: Oakland County Health Dept. PODS, call out procedure, team organization, and t-shirt distribution. Tutak has found joint training with Novi and Livonia to be successful and reduced his time and efforts. Will also be organizing quarterly supplemental classes. Oakland County will hold a Train-the-trainer exercise in the Spring in Rochester for CERT members. Lady of Sorrows will be hosting "Learning about preparedness" along with a dinner on 1/24/19 at Station 5.

Will introduce TexCom Communication Management System. It is a free online communication program. FHFD will provide storage for some of the CERT equipment but it will require storage bins with zip tie capabilities. **Motion by Wecker, support by Faine, to approve \$150 toward purchase of storage bins. Motion carried unanimously.**

*Standard Operating Orders* in the management of the CERT team. Would like to see an organizational chart at least. (ICS Form 207) Tutak has plans to work on chart at December 17<sup>th</sup> meeting. He reported it was difficult to complete because the Team only meets bimonthly and hasn't gotten into it deep enough. They have 8 members that could assume leadership responsibilities. Ciaramitaro asked for draft by our next meeting.

## **LIAISON REPORTS:**

*FPS – No Representative*

*FHFD – Wecker*

- **CPR/AED, First Aid and Stop the Bleed** training from 5:30 to 10 PM on Dec 6<sup>th</sup>, 2018. Open to public and being held at FS #4 on Drake Road. Register at [swest@fhgov.com](mailto:swest@fhgov.com) or 248-871-2802.

The CPR schedule for 2019 is tentative based on location reservation constraints- Jan. 22, Feb 21, Mar 12, Apr 16, May 16, Jun 11, Jul 11, Aug 15, Sept 19, Oct 17, Nov 14, and Dec 12, 2019. *Do not print on planned postcard until Wecker approves.*

*FHPD – King*

- ALICE training for Houses of Worship on December 12<sup>th</sup> for 3 hours. No cost. Adat Shalom to host with space to hold up to 300 people. Please register with Crime Prevention by email or phone. Reservations recommended to ensure seating.

**PUBLIC COMMENT(S): NONE**

**COMMISSIONERS COMMENTS:**

**Tutak-** Reported that the Region 8 HOSA Leadership Conference had 3 volunteers from EPC. (Sloan, Tutak and DeFranco). Prior to the competition Tutak tutored some of the students and two of his students took second and third place in CERT Skills division.

**OTHER AGENDA ITEMS AS NEEDED:**

Wecker requested consideration of the commission in appointing MaryEllen Hopfe as an associate member given her ongoing support of our mission, & her level of interest and knowledge. Confirmed by Ciaramitaro. Wecker requested a copy of the Bylaws and Rules of Procedure governing this committee. (Neufeld) Neufeld passed out polo shirts to those in attendance and to be worn at all EPC sanctioned events.

**ADJOURNMENT:**

Ciaramitaro adjourned the meeting at 6:18 PM.

Minutes drafted by: Secretary DEFRANCO