

APPROVED

MEETING MINUTES
FARMINGTON HILLS/FARMINGTON EMERGENCY PREPAREDNESS COMMISSION
JANUARY 6, 2020-5:15 PM
FARMINGTON HILLS CITY HALL/COMMUNITY ROOM
31555 W. ELEVEN MILE ROAD
FARMINGTON HILLS MICHIGAN 48336

CALL TO ORDER BY: Chair Ciaramitaro at 5:15pm

MEMBERS PRESENT: Avie, Biggs, Ciaramitaro, Echols, Faine (Associate), Hopfe, Szymusiak, Sloan, Tutak, and Wecker.

MEMBERS ABSENT: DeFranco, York

OTHERS PRESENT: Moyna (Alternate), Neufeld (FHFD), Piggott (FHPD), Shabir Sabri (FH resident), Brian Tyler (CERT), Warthman (FPS), and Yuskowatz (Associate)

APPROVAL OF AGENDA- Motion by Avie, support by Biggs, to approve the agenda as submitted. Motion carried.

MOTION TO APPROVE MINUTES- November 04, 2019 – Correction submitted that Ciaramitaro is Chair. Motion by Avie, support by Biggs, to approve meeting minutes as amended. Motion carried.

BUDGET REPORT:

- a. Announce CERT budget for current fiscal year - FH City Manager previously confirmed the EPC budget as \$2325.00, inclusive of the City of Farmington contribution. The CERT budget figure was not available from the City Manager, but Neufeld and Warthman confirm the respective city contributions are \$500 per city, or a total CERT budget of \$1000.
- b. CERT Standard Operating Guidelines (SOG) follow-up – Motion by Avie, support by Tutak, to approve the agenda as submitted. Tutak had circulated the SOG but Wecker did not receive due to an email list discrepancy - a hardcopy was shared. Wecker questions EPC oversight role of CERT as lacking information and authority over CERT leadership selection. Ciaramitaro commented the CERT is an EPC sub-committee. Further discussion included that Neufeld and Warthman are project managers for CERT through their respective cities, the EPC approves CERT purchases. Avie observed the requirement for operating guidelines appears met, the SOG is a living document, and can be amended as necessary. Motion carried.

EVENTS, ACTIVITIES, MARKETING, AND PROGRAMS: General activities and updates:

- Tip of the month VOLUNTEER for JANUARY 13 (FH) and JANUARY 20 (F) – Wecker, provisionally with Ciaramitaro as back-up, will provide the FH City Council tip and Echols will provide the Farmington City Council tip.
- Winter Safety Fair – The fair will move to a week night, Monday -Thursday, the week of May 17-23, 2020, annual National EMS Week. The event will include 15-minute sessions, approximately 2-hr, with additional set-up and takedown, at Costick Center or Beaumont Hospital.

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

- CERT equipment purchases

- CERT t-shirts needed, planned shirts will be safety yellow with green logos – the old quote was \$385.31. Unsure if price still holds. Motion by Avie, support by Biggs, to approve the purchase to a maximum \$425. Motion carried.
- 3 Lithium ion batteries and chargers. Motion by Avie, support by Tutak, to approve the purchase to a maximum \$200. Motion carried.
- The totes, generator, and extension cords were deferred.
- Neufeld inquired if CERT leadership were supposed to attend the meeting. Also inquiring if there is a strategy for purchasing. Piggott outlined the FHPD process for requesting equipment, similar to most agencies and businesses. Avie will work with Tutak to develop a form and process for EPC and CERT purchasing.
- Tutak updated a planned March-April 2020 class and will be ordering instructor manuals.
- Ciaramitaro requested the CERT equipment inventory to be shared at the next meeting. Also, any communication to the EPC to be sent through DeFranco, or Moyna, to make sure the distribution is complete.

LIAISON REPORTS:

FHFD – Wecker

- **CPR** classes will be held every 3rd Thursday.

FHPD- Piggott

- No report

YMCA-Yuskowatz

- YMCA is on winter schedule. There will be pool cleaning, and locker room renovations in 3/2020. The county sent out a survey regarding county services. There are archived EPC public safety announcements available at www.youtube.com/farmingtonhills

FPS – Warthman

- Introduced Jimmy Wren, Fire Marshal, as alternate liaison representative. Farmington will provide Stop The bleed training 2/13 at 6:30 in the city council chamber, and CPR on 4/12 at 6:30 in the city council chamber.

FHFD – Neufeld

- FHFD had several retirements resulting in personnel changes and promotions. New AEDs are deployed.

PUBLIC COMMENTS: NONE

COMMISSIONER'S COMMENTS: NONE

ADJOURNMENT:

CIARAMITARO adjourned the meeting at 6:20 PM.
Minutes by acting-Secretary MOYNA