

APPROVED

MEETING MINUTES
FARMINGTON HILLS/FARMINGTON EMERGENCY PREPAREDNESS COMMISSION
NOVEMBER 05, 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: Avie, Ciaramitaro, DeFranco, Biggs, Sloan, Szymusiak, Tutak, Wecker and York.

MEMBERS ABSENT: Reynolds and Faine

OTHERS PRESENT: Yuskowatz, (Associate), Moyna (Alternate), Massey, (Associate) Warthman, (FPS), Neufeld, (FHFD) and FH Police Chief Nebus.

APPROVAL OF AGENDA – November 05, 2018:

Motion by Tutak, support by York, to approve the agenda as submitted. Motion carried unanimously.

APPROVAL OF MINUTES – October 01, 2018:

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

BUDGET:

EPC FH budget: \$2,327.00 beginning balance.

CERT budget: Current balance of \$1,497.13. Expenditures of \$280.00 for t-shirts leaving a balance of \$1,217.13.

EVENTS, ACTIVITIES, MARKETING AND PROGRAMS:

General activities and updates:

- *Projects to consider in 2019:*

Getting CERT Team involved in community activities such as partnering with SAFE and First Aid. *CERT Team training class recruitment campaign* -setting up a one-day community event with short lectures and hands-on demonstrations at one location. Invite HOSA students. This “round robin” event could possibly be set up for October, 2019. Yuskowatz will review her files to see if she can locate previous documentation and draft outlines. Ciaramitaro will contact Beaumont Farmington Hills location about hosting the event.

Women’s Self-Defense classes- Szymusiak will plan for 2 classes in 2019. One in March and the other in September. Ciaramitaro will contact Beaumont Farmington Hills location about sponsoring this class by offering to employees and patients and holding in the facility. Ongoing construction limiting parking options could be problematic.

- *Ordering of engraved name plates for Doug Reynolds and Andrew Biggs (Neufeld)*

Tip of the month discussion and schedule:

Volunteer to give Tip of the Month to the FH City Council on December 10th, 2018 will be Ciaramitaro.

Retooling of Tip of the Month content: Awaiting Reynolds to complete the last month or two. The way the content for the new Tips has been conceived allows for the same subject matter to continue year to year but different details within the subject are explored each year.

Website development progress- Reynolds not able to attend meeting.

Discussion of t-shirt purchase- A sample of the finished t-shirt was displayed and it was agreed that the material of the polo would be a polyester blend instead of cotton.

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

Tutak plans to meet with Warthman and Neufeld and hopefully, the fire and police chiefs on November 15th in the afternoon to discuss integration of CERT within the two communities.

Tentatively planning for the next CERT Training class to begin in late February. Had the fall class graduation on November 3rd with 5 graduates. Critical incident stress management (CISM) is an international standard of care that is the appropriate intervention response for those affected by a traumatic incident. No other CERT Team in the state has 3 trained in this supportive process that minimizes the negative effects of a traumatic event. Would like to utilize in community through lectures and such.

Neufeld appealed to Tutak, York and Sloan to put together *Standard Operating Orders* in the management of the CERT team. Would like to see an organizational chart (ICS Form 207) first. Need guidelines that define hierarchy, process, contacts and all the things that make the team operational. Tutak has had preliminary meeting to begin process.

LIAISON REPORTS:

FPS – Warthman

- **CPR** class November 8th in Farmington city council chambers. Contact JWren@farmgov.com to register. No charge for Farmington residents.
- **Farmington** approved an annual budget of \$500 beginning July, 2019.

FHFD – Neufeld

- **CPR/AED, First Aid and Stop the Bleed** training from 5:30 to 10 PM on Nov. 13th and Dec 6th, 2018. Open to public and being held at FS #4 on Drake Road. Register at swest@fhgov.com or 248-871-2802.
- **4** new hires.
- STB kits – continue to be available at the most competitive rate in SE Michigan. 4,000 trained as of August, 2018.

FHPD – Nebus

- Squad car will be in Holly Days parade to begin at 6pm on December 2nd.
- STB Initiative grant denied for FPS, Lady of Sorrows and Mercy HS.
- Stress in religious community after mass shooting in Tree of Life Synagogue. Extra patrols have been assigned and extra details at Adat Shalom Synagogue at their request.
- Day care ALICE training completed in all FH facilities.

PUBLIC COMMENT(S):

Yuskowatz YMCA report- Fundraiser kick-off for 2019

COMMISSIONERS COMMENTS:

Wecker came across a postcard describing an upcoming CPR/STB training and would like to see EPC design one that would have our programs listed for the entire year of 2019.

- CPR/STB/First Aid dates on one side and Women's Self Defense classes on the other.
- Postcards printed inexpensively - Massey would be willing to speak with a vendor who could print 10-20,000 from extra runoff from other print jobs.
- Use local community outlets as sources to dispense. (drug stores, Costick Ctr., libraries, etc.)
- Add a QR code to store many types of information.

OTHER AGENDA ITEMS AS NEEDED:

Tutak will be giving a 15-minute presentation to Franklin Knoll subdivision on General Preparedness on 11/14/18.
HOSA – The national HS student organization that promotes career opportunities in the healthcare industry will hold annual conference Friday, November 30th. Those interested in volunteering can contact DeFranco.

ADJOURNMENT:

Ciaramitaro adjourned the meeting at 6:20 PM.

Minutes drafted by: Secretary DEFRANCO