

**APPROVED**

MEETING MINUTES  
FARMINGTON HILLS/FARMINGTON EMERGENCY PREPAREDNESS COMMISSION  
JULY 01, 2019-5:15 PM  
FARMINGTON HILLS CITY HALL/COMMUNITY ROOM  
31555 W. ELEVEN MILE ROAD  
FARMINGTON HILLS MICHIGAN 48336

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

MEMBERS PRESENT: Avie, Biggs, Ciaramitaro, DeFranco, Hopfe, Szymusiak, Sloan, Tutak, Wecker and York.

MEMBERS ABSENT: Reynolds

OTHERS PRESENT: Yuskowatz, Massey and Faine, (Associates), Moyna (Alternate), Neufeld (FHFD) and Warthman (FPS).

APPROVAL OF AGENDA- JULY 01, 2019

Wecker noted that he would like to add *CERT Activities* to the agenda under *Events, Activities, Marketing, and Programs*. Motion by Wecker, support by Avie, to approve the agenda as amended. Motion carried unanimously.

MOTION TO APPROVE MINUTES- JUNE 03, 2019 Motion to approve as submitted by Avie with support by Wecker. Motion carried unanimously.

BUDGET:

EPC- a balance of \$393.80 was left at the end of the fiscal year after the purchase of a polo for new commissioner but before the purchase of thermal blankets. It is not clear if thermal blankets were purchased. Neufeld and Ciaramitaro have been reviewing the expenditures EPC made for the fiscal year and were notified to not purchase additional thermal blankets for the Founders Festival as their records indicate we do not have the funds to do so. An audit is currently being conducted with revised policies to be instituted for the upcoming year.

CERT Budget: Tutak requesting that copy of final receipt be forwarded to him so he can track expenditures accurately.

Mayor Massey was surprised to learn that EPC has separate budgets from each city and he will speak to both cities to coordinate one fiduciary. The Mayor also encouraged Ciaramitaro to meet with Treasury Department to understand their process in tracking expenditures.

**Motion to Amend previous motion of the purchase of thermal blankets as giveaways at Founders Festival to approving \$370 toward the purchase of giveaways. Motion by Wecker, with support by Tutak.** Motion carried unanimously.

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

- Volunteer to give Tip of the Month to the FH City Council on July 8, 2019 will be Ciaramitaro.
- Founders Festival (FF) scheduled for July 19-21, 2019. Parade will be held on July 20<sup>th</sup>. Brochures will be given out at the parade.

Ciaramitaro will forward, via email, the Sign-Up Genius link later this evening. He plans to be in attendance most of the weekend @ FF. It was decided to only do the STB demo at the booth.

Hopfe will design a postcard to hand out with the general number of the fire station and a description of upcoming August class. Wecker to print. Avie will print out stickers for giveaways and use the fhready.com website.

- Wecker is not able to give the dates for future CPR/AED classes as Fire Department policy precludes him from advertising advanced classes.
- Wecker asked about progress of website however, Reynolds is the project manager and he was absent. In the April meeting Reynolds voiced a concern on various delays he was experiencing with working with IT from the City of Farmington due to more pressing city matters. Massey offered the IT services of FH through a third party. Consensus was for Reynolds to contact Kelly Monico who is the Director of Central Services in FH to arrange to bring website content project back to FH quickly. (248) 871-2435.
- Safety Fair-no date or progress made in planning this event originally planned for September. Tutak advised his schedule is full with managing CERT and he will not be available to help with planning. Tabled discussion until next meeting as Reynolds is the lead.

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

- The *point of distribution* exercise on June 10<sup>th</sup> went well.
- Sloan demonstrated *hands only CPR* at the Farmers Market.
- 7 CERT members have volunteered to act as marshals at Northville parade on July 4<sup>th</sup>.
- There are 36 CERT members but historically active members are usually no more than 45% of total. Wecker requested the contact list of CERT members be made available as he has 2 exercises coming up requiring a large number of volunteers. Tutak is not supportive of releasing the list if the intent is to activate/mobilize them directly. This is not the intent so Tutak agreed to supply list to all EPC commissioners with the understanding that if a member of the EPC needs to communicate with a CERT member to contact same through Tutak or his designee and not directly.

#### LIAISON REPORTS:

##### *FPS – Warthman*

- **STB class** on June 20<sup>th</sup> had a dozen participants
- **CPR/AED** class scheduled for September 26 @ 7:00 PM in Farmington city council chambers. Contact [JWren@farmgov.com](mailto:JWren@farmgov.com) to register. No charge for Farmington residents. City manager staff trained in STB/Hands Only CPR.
- **Camera project** complete.

##### *FHFD – Neufeld*

- The *point of distribution* exercise tested the ability to deliver medications to public. Oakland County health dept in conjunction with FH. to dispense flu vaccines this fall.
- **Complex Coordinated Attacks exercise** happening Oct. 2 and 4, 2019.

##### *YMCA – Yuskowatz*

- *Lori Mabee appointed* new director for the local YMCA.

COMMISSIONER'S COMMENTS: None

#### ADJOURNMENT:

Ciaramitaro adjourned the meeting at 6:23 PM.  
Minutes by Secretary DEFRANCO