

MEETING MINUTES
FARMINGTON HILLS/FARMINGTON EMERGENCY PREPAREDNESS COMMISSION
JUNE 04, 2018 – 5:15PM
FARMINGTON HILLS CITY HALL-VIEWPOINT ROOM
31555 W. ELEVEN MILE ROAD
FARMINGTON HILLS MI 48336

CALLED TO ORDER BY: Vice Chair Reynolds at 5:15 PM.

MEMBERS PRESENT: Avie, DeFranco, Faine, Sloan, Szymusiak, Tutak, Reynolds, Wecker and York.

MEMBERS ABSENT: Jackson and Ciaramitaro.

OTHERS PRESENT: Moyna, (Alternate), Yuskowatz (Associate), Buszka (Youth Rep) Andrew Biggs (Maplenut) and Warthman (FPS).

APPROVAL OF AGENDA – June 04, 2018:

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

APPROVAL OF MINUTES – May 07, 2018:

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

EVENTS, ACTIVITIES, MARKETING AND PROGRAMS:

Founders Festival - July 19-22, 2018

Reynolds lead the discussion on plans for staffing of booth by asking for volunteers to help with coverage during the FF.

Volunteers For Booth Schedule:

THUR 7/19: Set-up of booth

York, Tutak, Moyna and Reynolds

FRI 7/20: **Reynolds:** 12 noon-8PM

Biggs: 5:00-8 PM

Yuskowatz: 12 noon- 5 PM

SAT 7/22: **Ciaramitaro:** 11:30-8PM

Sloan: 12 noon-5 PM

Tutak: 05:00 PM to 8 PM

SUN 7/23: **Reynolds:** Noon-5PM

Sloan: 12 noon-5 PM

Tutak/York and Moyna: Tear down

Yuskowatz suggested the raffle prizes (3) might be weather radios. Reynolds offered to donate the radios. Promotional items discussion tabled until Ciaramitaro can provide input. Budget funds will be running out at the end of June so if we want to use for this purpose decisions have to be made immediately. Reynolds asked to sell tee shirts from the EPC booth to benefit his non-profit. Ciaramitaro needs to approve but no one voiced descent at the meeting. Reynolds offered a business size card with the steps to follow for Stop The Bleed to hand out to the public. This could be used instead of having one professionally printed with our logo and name. Reynolds has changed his plans and will be available the entire FF weekend.

Plans to advertise CERT Basic training class and Women's Self Defense class at the booth. The belief of some commissioners pertained to advertising other components of our programs such as the radio station 1650 AM and the website. It wasn't felt to be appropriate to spend time on adding to promotional items as the content is out-of-date and won't change in the next couple of months. It was a concern that the public would use the website this summer and find it lacking because of the limited information. It was suggested by Buszka that we could put a tag line on the Web page such as *Website Under Construction* so it could be advertised in the interim thereby making the most of the large potential audience at FF. No decision was reached. Tutak noted Radio 1650 AM has not been updated in several

months. He would like to see new content including the monthly Tip of the Month to coincide with the Tip given to both city councils.

ACTION ITEM: Szymusiak will prepare and forward flyer on Self Defense class and Tutak will prepare and forward for CERT training to Reynolds who will have printing done but he needs 10-day advance notice. Reynolds will contact Ciaramitaro to confirm promotional item purchase and other pertinent issues.

Tip of the month discussion and schedule: DeFranco

Reynolds volunteered to give the Tip of the Month to the FH City Council in July, 2018.

Website development progress- Reynolds

Rancour was not able to make the meeting so new information was discussed. Commissioners encouraged Reynolds to push forward with meeting the revision deadlines previously set at the last meeting.

Discussion of t-shirt purchase- Wecker

Report from Neufeld via Wecker that a polo shirt is available at ~ \$30 with embroidery. Faine would like to see one polo shirt serve two purposes. (one or both logos of EPC/CERT Team depending upon participation) Tutak indicated CERT Team will be dark green. A high visibility color would be preferred and it was generally the consensus that the color should not be the navy blue that the First Responders wear. Tabled until next meeting.

CERT program update: Tutak

One member has dropped due to moving out of state. FH/F CERT will be partnering with Novi again for a basic CERT training from September-November, 2018. In planning stage at this time. Handouts will be at FF booth. Four members from CERT will be attending Novi Emergency Community class on Saturday.

General Activities and Updates – Next Meeting June 11 at Fire Station #5 at 6:30 pm. Down Wires training will be the subject. June 19-20 Full scale exercise in Warren. Members of CERT Team will be volunteering for light traffic duty for the 4th of July Northville parade. (Tutak, Biggs, York and 2 other CERT members)

MICHIGAN & REGIONAL CITIZENS CORPS COUNCIL ACTIVITIES:

No updates.

LIAISON REPORTS:

FPS – Warthman

- Michigan Association of Chiefs of Police Accreditation received.
- FH will have their on-site accreditation survey tomorrow (6/6/18)

FHFD – Wecker

- **CPR/AED, First Aid and Stop the Bleed** training from 5:30 to 10 PM on Thursday, June 28. Open to public and being held at FS #4 on Drake Road. Register at swest@fhgov.com or 248-871-2802. Future class dates: July 24, Aug. 16 and Sept. 13, 2018.
- Recertification of FPS CPR instructors done.
- Hilltop Church has been given a CPR orientation. (Part of Interfaith group)

FHPD – No representative

PUBLIC COMMENT(S): None

COMMISSIONERS COMMENTS:

Yuskowatz YMCA report-

1. Made goal for YMCA Annual Campaign fundraiser.
2. Golf outing to benefit Y to be held July 23rd at Forest Lake CC.
3. Cipriano Fun Run this Friday to benefit the Cipriano family.

Szymusiak Self Defense Class for Women report-

1. Confirmed with DHS Consulting to have training at Costick Center, Monday, September 17th from 6:30-9:30 PM. **Tutak made a motion, supported by York, to pay DHS Consulting an honorarium of \$200 to provide services at the Self Defense training in September. Motion passed unanimously.**
2. **Lunch and Learn FH** has invited DHS Consulting to offer 2 one hour sessions for the employees of the city on June 19th from noon to 2 pm to train in self defense. Szymusiak and his wife volunteered to coordinate and attend.

OTHER AGENDA ITEMS AS NEEDED:

The operating budget for the current fiscal year must be drawn down by the end of the month. If there are no plans for the remaining funds, (amount to be determined) Wecker has proposed using it for CPR/AED class equipment currently sponsored by EPC. All CERT Team expenditures will be pushed to the next fiscal year. Tutak needs 300-800 whistles for Self Defense classes and as a promotional giveaway. Warthman advised that Farmington's budget still has \$300 so an order for whistles will be place and paid for by Farmington with the quantity to be determined by Tutak. DeFranco felt the FH funds should be used for promotional items for the July Founders Festival if time allowed before the end of June.

Wecker made a motion, supported by Avie, to approve the spending of the remaining budget funds on CPR/AED equipment. Motion carried 9-1 (DeFranco opposed)

ADJOURNMENT:

Vice Chair Reynolds adjourned the meeting at 6:26 PM.
Minutes drafted by: Secretary DEFRANCO