

MEETING MINUTES
FARMINGTON HILLS/FARMINGTON EMERGENCY PREPAREDNESS COMMISSION
MAY 07, 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, Faine, Sloan, Szymusiak, Tutak, and York.

MEMBERS ABSENT: Jackson, Reynolds and Wecker.

OTHERS PRESENT: Moyna, (Alternate), Neufeld (FHFD), Tom Rancour (Glenwild Drive), Bonnie Unruh, (FHPD), Yuskowatz (Associate), Brian Tyler (Lamar) and Warthman (FPS).

APPROVAL OF AGENDA – May 07, 2018:

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

APPROVAL OF MINUTES – March 05, 2018:

Motion by Avie, support by York, to reapprove the minutes as amended. Misspelled *Demers* 2 times. Motion carried unanimously.

APPROVAL OF MINUTES – April 02, 2018

Motion by Avie, support by York, to approve the minutes as submitted. Motion carried unanimously.

EVENTS, ACTIVITIES, MARKETING AND PROGRAMS:

Founders Festival - July 19-22, 2018

Ciaramitaro reported the Beaumont Hospital Farmington Hills has gotten approval for tent space. EPC will file an application with the Chamber to share a location with hospital. Due to location of non-profits at the Masonic, power will not be available for a generator. BHFH plans to pass out water and doesn't want balloons given out. (corporate mandate) Tutak requested space behind tent which Avie is working on. Ciaramitaro suggested a raffle as a way to collect names for Do One Thing monthly email Newsletter. Promotional items suggested to hand out included laminated card with Stop the Bleed on one side and CPR information on the other. Miniature hot and cold packs also suggested. Szymusiak will confirm details of self-defense class so a flyer can be prepared to hand out during the festival. Will discuss volunteers to staff the booth on all four days next month. Tutak volunteered to be second in charge along with Ciaramitaro the week of festival.

ACTION ITEM: Application for parade participation and space will be submitted by DeFranco. York will handle getting a car to drive in the parade.

Avie reported that the theme is *Dog Days of Summer*. There has been a footprint change as the pavilion will no longer be used except for Farmers Market. Also, will have all handmade crafts this year. Hot air balloons will replace fireworks so no need for EPC volunteers to manage crowds. Unruh confirmed there will be an Honor Guard and 1 police car. Neufeld added there will be one fire truck from each station. Fire truck from Farmington as well.

Tip of the month discussion and schedule: Ciaramitaro

Moyna volunteered to give the Tip of the Month to the FH City Council in June, 2018. **Ciaramitaro** has spoken with Mayor Massey who authorized EPC to retool the Tip of the Month which is currently under his domain. Tutak suggested Do-One-Thing as the template to use as it is a web-based twelve-month preparedness program that focuses on a different area of emergency preparedness each month and provides a

range of preparedness options for each topic. **Motion by Tutak, support by York, to use Do-One-Thing program to revamp Tip of the Month within the next 2 months. Motion carried unanimously.**

ACTION ITEM: Ciaramitaro will work on this and report directly to Mayor Massey.

Website development progress- Ciaramitaro /Rancour

Review of potential content on the draft document of the EPC web page was to be read by each commissioner prior to the meeting. DeFranco corrected the statement under Organization/Content to read that the *Citizen Corps Council for Emergency Preparedness* is the name of the Commission but it is also referred to as the *Emergency Preparedness Commission* or *EPC*. DeFranco also questioned the phone number posted for more information. It was decided not to have a phone number. Neufeld will check with the city to see if an email can be set up that would be checked by liaison or city employee once per week. It was also suggested that we include a note from each mayor with content similar to the letter that appears in the Emergency Preparedness Handbook. It was suggested we add a permanent agenda item dealing with calendar updates to keep web page current.

Motion by Avie, support by Faine, to move forward with web page revisions and submit to city councils for approval by the end of July. The anticipated completion date to be set for mid-September. Motion carried unanimously.

Discussion of t-shirt purchase- Ciaramitaro

Only two commissioners have forwarded a request for polos. Neufeld reported that CERT polos being purchased will be the style that the FHFDD currently wears. Short discussion on current style and material worn by EPC commissioners versus the polo shirt worn by Neufeld resulted in decision that further information is needed. Will table until next month.

ACTION ITEM: Neufeld will check with city vendors and advise of lowest quantity break and styles available. Tutak currently has 8 patches should we choose to use instead of embroidery.

Total Wellness Fair participation: Tutak

The Fair is scheduled for Tuesday, September 18, 2018 from 10 am – 1 pm. Located at the Costick Center.

Motion by Tutak, support by York, to attend as we have done for several years. Motion carried unanimously.

CERT program update: Tutak

In the process of making a purchase of CERT polo shirts. Neufeld continuing to research. Tutak also looking for lanyards to be donated.

General Activities and Updates – Next Meeting June 11 at Fire Station #5.

MICHIGAN & REGIONAL CITIZENS CORPS COUNCIL ACTIVITIES:

- The Region VII Conference had 31 attending the Stop the Bleed training which ran for 12 consecutive hours. 30 participants were trained in the Train-The-Trainer of which 3 were our CERT trainers.

LIAISON REPORTS:

FPS – Warthman

- The first ALICE training for all elementary teachers will take place May 11th.
- **Michigan Association of Chiefs of Police Accreditation** coming to an end next week or so. Extensive interviewing of administration and staff to verify compliance with 104 standards currently ongoing. Accreditation status represents a significant professional achievement.

FHFD – Neufeld

- **Michigan Association of Chiefs of Police Accreditation** will begin for Farmington Hills June 5 & 6th.
- CERT meeting on April 21 in Rochester had 11 attending from our group.
- Neufeld has confirmed that North America Rescue will provide FHFD regional pricing for STB kits. (\$390.98) The goal is to have one next to every AED in the community. Able to also offer this price to BHFH and local businesses.

FHPD – Unruh

- City wide Open House from 12-4 PM on September 30th.

PUBLIC COMMENT(S): Tutak introduced Andy Biggs as a member of the CERT committee. He is also being interviewed to fill the Farmington Commissioner opening.

COMMISSIONERS COMMENTS:

Yuskowatz YMCA report-

1. Cipriano Classic Run fundraiser is Friday, June 8th.
2. Healthy Kids Day was very successful.
3. 31st annual golf outing fundraiser to be held in July.

Szymusiak Self Defense Class for Women report-

1. Confirming with DHS Consulting at this time on setting up a session would push it forward to the second or third week of September. If EPC wants it in October or later Szymusiak would be unable to confirm a date until late August due to schedule issues with DHS. This would mean being unable to publicize the program at the Founders Festival. It was decided to go forward with the September date dependent on availability at the Costick Center.

ADJOURNMENT:

Chair Ciaramitaro adjourned the meeting at 6:18 pm.

Minutes drafted by: Secretary DEFRANCO