

APPROVED

MEETING MINUTES
FARMINGTON HILLS/FARMINGTON EMERGENCY PREPAREDNESS COMMISSION
APRIL 01, 2019-5:15 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, DeFranco, Hopfe, Reynolds, Szymusiak, Sloan, Tutak, Wecker and York.

MEMBERS ABSENT: None

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

APPROVAL OF AGENDA- APRIL 01, 2019

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

MOTION TO APPROVE MINUTES- JANUARY 7, 2019; and TO AMEND the draft minutes of MARCH 04, 2019 to reflect the change to the motion from Faine to Tutak. **Motion to approve as corrected by Tutak with support by Reynolds. Motion carried unanimously.**

BUDGET:

EPC- a balance of \$1,548.80.

CERT- a balance of \$1,121.07. (coax cable for radio equipment was donated by Biggs)

EPC expenditures planned for the remainder of the fiscal year will include 1 STB kit for each commissioner, alternate, associate and liaison. (Approximately \$55 per kit). Wecker also indicated a need for 10 tourniquets for his training classes. Anticipating participation in Founders Festival, up to \$350 to be targeted for promotional giveaways. Discussion to continue at the next meeting on suggestions of promotional items to purchase.

Motion by Avie, support by Wecker, to approve the purchase of one STB kit for each member of the EPC committee at a cost of \$55 per kit, not to exceed \$825.00. In addition, ten tourniquets to be purchased for STB trainings, not to exceed \$300. Motion carried unanimously. Reynolds requested a motion to rescind and will request another vote at next meeting.

TO AMEND August 06, 2018 meeting motion on the amount approved for EPC polo shirts. The corrected amount is \$600.00. Motion by Ciaramitaro, support by Avie. 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 April 8th, 2019 will be Moyna.
- Group photo taken.

Election of 2019 slate of officers:

Ciaramitaro opened floor for nominations: Reynolds was nominated and accepted for Chair (year 1) with caveat that he has conflicting responsibilities outside of EPC which may require the Vice Chair to step in at some point. Tutak was nominated and accepted as CERT Coordinator (year 2). Ciaramitaro was nominated and accepted Vice Chair position. DeFranco nominated and accepted Secretary position. **Motion by Avie, support by Biggs, to confirm the slate of officers for 2019. Motion carried unanimously.**

- Reynolds introduced the progress with the website revisions and cautioned that completion is a long-term goal that may be realized by the end of the year. Reynolds will send a link to all commissioners for their comments and input.
- Ciaramitaro would like to target youth training in the community this year. On April 17th he has scheduled and will speak at a Farmington troop meeting. Tutak and Reynolds volunteered to assist. He will speak on home disaster preparedness training and basic response skills. Ciaramitaro wants EPC to be more innovative with content vs programs that are already being taught such as CPR and STB. Would also like to reach out to religious youth groups.
- From this date forward all Monday evening EPC meetings will be held in the Community Room except for the Month of May (the room is not available) so we will meet in the VIEWPOINT.
- Ciaramitaro is anticipating a response from Mayor Massey regarding recommending a youth candidate in the Farmington/Farmington Hills Mayor's Youth Council to join the EPC.

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

1. Tutak requesting authorization to purchase small equipment and additional supplies for team. **Motion by Avie, support by Reynolds, to approve the purchase of needed supplies and small equipment determined by Tutak, not to exceed \$750.00. Motion carried unanimously.**
2. *Topic for CERT Program meeting@ Station 5 on 4/15/19 will be **Radio Use with what we have** –Andy Biggs speaking.*
3. Discussion on *HOSA students*, ages 14-17, to participate in CERT training with parent's permission. Tim will write up and Ciaramitaro will walk it to city attorney. Tutak to check with other cities guidelines regarding high school students participating in CERT programs. The next CERT training is scheduled for Sept. 11-Nov. 02 and 8 people are currently interested. (4 of which are HOSA students) Novi will be a partner.
4. *Regional Citizen Corps focus group* had 2 meetings in March-Met to complete a survey of both Citizen Corps and CERT programs on what kind of support is needed from the state. Of the 8 regions our CERT program is the only one that has a direct connection to the EPC.
5. The Spring volunteer schedule will allow CERT to support the communities during non-emergency events at 6 activities: *Earth Day* celebration on 4/22/19; *Farmington HS track meet* of 40 high schools on May 4th; *Oakland County Tornado exercise* on May 5th @ Indian Springs Metroparks; *Installing smoke alarms* in FH on 5/9/19; *Memorial parade* in Farmington on 5/27/19; and *Founders Festival "Eyes & Ears"* on 7/20/19.

LIAISON REPORTS:

FHFD – Neufeld

- Called away during meeting to respond to an outside emergency.

FPS – Warthman

- **CPR/AED** class rescheduled to May 23rd @ 6:30 PM in Farmington city council chambers. Contact JWren@farmgov.com to register. No charge for Farmington residents.
- **Memorial Day parade** Farmington will need one half dozen volunteers plus a supervisor from CERT.
- **STB training** on June 20th at Farmington Council chambers. Free to Farmington residents. Up to 20 registrants accepted.

YMCA – Yuskowatz

- Great kickoff to fundraising breakfast.

COMMISSIONER'S COMMENTS:

National STB Day is May 23rd; *EMS week* is May 19-25th; and *Hospital Week and Police week* will fall on May 12-18, 2019.

ADJOURNMENT:

Ciaramitaro adjourned the meeting at 6:23 PM.

Minutes by Secretary DEFRANCO