

MEETING MINUTES  
FARMINGTON HILLS/FARMINGTON EMERGENCY PREPAREDNESS COMMISSION  
DECEMBER 04, 2017 – 5:15PM  
FARMINGTON HILLS CITY HALL-VIEWPOINT ROOM  
31555 W. ELEVEN MILE ROAD  
FARMINGTON HILLS MI 48336

**CALLED TO ORDER BY:** Chairman Ciaramitaro at 5:15 PM.

**MEMBERS PRESENT:** Avie, DeFranco, Faine, Falkowski, Ciaramitaro Sloan, Szymusiak, Tutak, York and Yuskowatz.

**MEMBERS ABSENT:** Jackson, Murray, Massey, Paschke, Wecker and Fashbaugh.

**LIAISONS PRESENT:** Bastianelli (FHPD), Warthman (FPS) and Neufeld (FHFD)

**OTHERS PRESENT:** Moyna, (Alternate) Doug Reynolds (Longacre), Mary Ellen Haupt, Brian Tyler (Lamar) and Patrick Thomas (Brookdale)

**EVACUATION ROUTE:** Exit room and down stairs to lobby, Exit SOUTH entrance of building. If sheltering required, go to Fire Station #5 or Police Dept./City Hall campus.

**APPROVAL OF AGENDA – December 04, 2017:**

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

**APPROVAL OF MINUTES – November 06, 2017:**

Tutak noted that on page 2 the \$1,000. 00 should be clarified as credit for Volunteer labor that is valued and calculated by FEMA using the rate of \$23.14/hour.

Motion by Avie, support by Faine, to approve the minutes as amended. Motion carried unanimously.

**EVENTS, ACTIVITIES, MARKETING AND PROGRAMS:**

- Reminder that January meeting is scheduled for 1/8/18 @ the FH Police Department Training Room.
- Tip of the Month volunteer is needed to give tip @ FCC on January 15<sup>th</sup> and throughout 2018. No volunteers so will be re-visited at the January meeting. Moyna will cover the 01/08/18 date for the FHCC.

*UASI Grant from FEMA*-The purpose of advising the Interfaith community about this grant is to give them an opportunity to acquire funds for security initiatives and to take advantage of applying before the February, 2018 deadline. Neufeld to compose a brief outline for an email blast that will explain what the grant is about and how eligible organizations can apply. Massey forwarded email address list of the Farmington Area Interfaith Assn. to DeFranco. Ciaramitaro and/or Neufeld plan to attend Thursday lunch meeting.

*Spring 2018 Summit – Avie*

Ciaramitaro requested Avie to prepare a timeline for the February 5<sup>th</sup> meeting. Summit was tentatively scheduled for March 22, 2018 (Wednesday) at 6 or 7 PM for 1-1.5 hours.

Motion by Avie, support by Faine, to approve this date and to also have an alternate date of Saturday, March 17, 2018. Possible venues discussed included First Presbyterian church, Costick Center, FH Council chambers or Faith Covenant Church. The liaisons for FHFD, FHPD and FPS are to meet with Avie before Feb. mtg to plan Summit.

*Proceeding with Bylaw updates* to comply with Ordinance passed earlier this year. Ciaramitaro requested that Tutak, Neufeld and Bastianelli meet with him this week to complete before end of year. DeFranco was requested to personalize the Bylaws template and forward to Ciaramitaro before the meeting. Discussion points @ meeting:

- Only the appointed members and alternates when called to serve (section 2-131) are authorized to vote on matters coming before commission.
- Begin immediately to reduce the number of members from 14 to 9 for FH. This could include enforcing the clause related to dismissal for more than 3 absences per calendar year; moving less active members to Associate status; and consideration of a member transferring to liaison spot. Ciaramitaro will contact some members by the end of year and discuss options. He will also incorporate suggestions/ideas into Bylaws.

- Proposed reducing the number of meetings from monthly to bimonthly. Will be discussed at Bylaws meeting.
- Social media policy going forward to be considered in Bylaws. Ciaramitaro will contact Mike Sweeney.
- Review of “Associates” currently on list and contact about ongoing interest.
- Consider having all members submit event details to secretary prior to each meeting.

*EPC Sponsored CPR, AED and Stop the Bleed Classes (Neufeld)*

1. The next class is scheduled for December 14<sup>th</sup>. CPR class to start at 5:30 pm.

*Stop the Bleed* program -BFH is running a number of sessions on 12/9/17 in the Colon Auditorium. Looking for EPC members to be trained and to volunteer to assist in training on that date. Flyer was sent to all commissioners on 12/01/17 with details. Sign-up sheet circulated to designate availability and forwarded to Neufeld.

*General Activities and Updates –*

1. Szymusiak reported Women’s Self Defense, March 3<sup>rd</sup> session now has a Hold Harmless clause drafted by the city attorney and will cover training at FH locations. The honorarium has been requested through Warthman and a press release will be forthcoming.
2. Tutak-Basic CERT training class graduated 18 graduates from the fall class. There are 29 CERT active volunteers. No maximum number determined. Not established if monthly or quarterly team meetings. The next CERT training probably the winter of 2018. Note to record that when composing Bylaws – need to set up guidelines to determine when a CERT graduate is considered “active”.

**MICHIGAN & REGIONAL CITIZENS CORPS COUNCIL ACTIVITIES:**

Tutak missed 11/15/17 meeting. Region VII planning conference last week of April, 2018 @ Camp Grayling.

**LIAISON REPORTS:**

*FPS-Warthman*

- Next CPR class January/February 2018.
- Neighborhood Watch 2<sup>nd</sup> Thursday of month in council chambers.
- CPR class with AHA card scheduled for Feb, 2018. Free to residents. \$20 all others.
- Chief of Police Accreditation- Currently working on meeting 104 Standards.

*FHFD – Neufeld*

- Beaumont exercise successful with police and fire fighters working together and learned a lot.

*FHPD - Bastianelli*

- Neighborhood Watch - 40+ attended and growing each time. Adding more neighborhoods.
- *Heroes & Helpers* took place Sunday and provided for 21 youngsters. Each had \$250 to spend at Target. This is underwritten by a Target Grant/Police Benevolent Fund.
- Crime statistics are now accessible on website.

**PUBLIC COMMENT(S): NONE**

P. Thomas-HAM radio operator, Doug Reynolds-supplier to local responders; Mary Ellen Hopfe RN, MS, FCN-Faith Covenant Church

**COMMISSIONERS COMMENTS:**

Yuskowatz-

- YMCA Breakfast with Santa Dec. 16<sup>th</sup>- Open to public.
- Currently revamping all member spaces.
- Encourage end-of-year giving.

**ADJOURNMENT:**

Chairman Ciaramitaro adjourned the meeting at 6:40 pm

Minutes drafted by: Secretary DEFRANCO