



**MINUTES FOR THE REGULAR MEETING
OF THE EMERGENCY PREPAREDNESS COMMITTEE
OF THE CITY OF SPRINGVILLE, UTAH
March 17, 2016
5:30 p.m.**

ATTENDANCE: (ROLL)

WELCOME:

Chief Clinton conducting.

APPROVAL OF THE MINUTES

Martin Palmer made the motion to accept the meeting minutes from February 18, 2016, David Waters seconded the motion, motion passed.

COMMITTEE BUSINESS

RADIO TEST: Michael Preuss reported that a NET test was held March 6, 2016, there were five check-ins representing four sectors (sector 3, 4, 5, 7). The recent power outage was discussed during the NET test.

NET tests are held the first Sunday of the month at 6:30 p.m. on frequency 145.75.

CERT REPORT: Shauna Johnson reported that a mock disaster was held for the Merit Academy CERT course. Cindy McNeese was in charge, it went well with approximately twenty students participating.

CHIEF'S REPORT: Preparations at the Stake level for the Mock Disaster Drill – August 2016:

- 1) Stake Command Post
- 2) Stake Communication Specialist (should have two)
- 3) Ward Emergency Representatives
- 4) Block Captains
- 5) Emergency Markers and Packets to each household (check that these have been provided)

Chief is concerned about full participation.

The question was asked as to who opens a Command Center? The Stake President is THE incident commander; if he is unavailable the responsibility goes down the chain of command to First Counselor, Second Counselor, etc.

REMINDER – the emergency markers and packet should be funded in each Ward's budget. The Emergency Preparedness Manuals are available to purchase at Copies Plus.

PRESENTATION: Martin Palmer, Cindy McNeese, Shauna Johnson, and Paula McDonald, all attended a course on Spontaneous Volunteer Management and how to set up a Volunteer Reception Center (VRC). Chief

APPROVED 04/21/2016

Clinton showed a power point presentation on managing volunteers. The VRC is a new concept, key points include:

- Initially volunteers are to report to their Stake Center for assignments, by the second day or later they may be sent to the City Command Center for assignments.
- The first wave of volunteers will be used to manage the volunteers, such as giving assignments, documentation, and time keeping.
- There should be a volunteer intake process followed that includes documenting the volunteer's information such as: Name, Address, Contact information (phone, radio, etc.) any skillset or equipment they may have. A handout was provided for collecting necessary volunteer information
- It would be helpful to have a map of the Sector available to show assignment areas
- Complete and proper record keeping is vital for obtaining help from FEMA.

GOOD OF THE ORDER: Chief Finlayson will be doing a presentation at the April meeting, Stake Presidents and Stake representatives are invited to attend.

ADJOURNED:

APPROVED 04/21/2016