



**MINUTES FOR THE REGULAR MEETING
OF THE EMERGENCY PREPAREDNESS COMMITTEE
OF THE CITY OF SPRINGVILLE, UTAH**

April 21, 2016

5:30 p.m.

ATTENDANCE: (ROLL)

WELCOME:

Chief Clinton conducting.

APPROVAL OF THE MINUTES

Michael Preuss made the motion to accept the meeting minutes from March 17, 2016, Julie Bird seconded the motion, motion passed.

COMMITTEE BUSINESS

RADIO TEST: Michael Preuss reported that a NET test was held April 3, 2016, there were six check-ins representing four sectors (sector 3, 4, 7, 8).

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

DRILL PREPAREDNESS DISCUSSION AND TIME LINE: Chief Clinton provided handouts for Drill preparation, including: timeline, evaluation check sheets, announcements to be placed in City Source newsletter, ward flyers, and press releases. (The spelling error in the flyer has been noted and will be corrected) The site for the mock disaster has been secured. Items that need to be addressed are the timeline, assignments, announcements, etc.

FLYERS/NOTIFICATIONS: Each ward will be responsible to print and deliver the flyers to each household in their ward. It was discussed that the Ward Specialist in each Ward provide the flyers to the Ward Clerk and the Ward Clerk provide flyers to the Deacons to be passed out on the First Sunday of the Month (July and August) It is also recommend that someone at each level confirm that they have received the email or other notification and will take the necessary action. Email reminders should be sent in June, July, and August. Spring Foulger will also send RSVP's to all on contact list. A City Source announcement directing citizens where to find information on CERT/Emergency Preparedness/Mock Drill would be useful. The victim sign-up and a notice in the City Source newsletter will be prepared in July. Chief Clinton will also send a reminder to all Stake Presidents in July. Emergency Preparedness Specialists should be proactive and post flyers on Church and Community Bulletin Boards and have announcements made from the pulpit in the meetings prior to the Drill. Chief Clinton will find out if we could have a banner placed over Main Street as a reminder for the Drill and about having the CERT trailer placed around the City prior to the Drill (moving billboard)

APPROVED 05/19/2016

REMEMBER there are eight Stake Leaders that are ultimately responsible to see that the information gets to all households in their sector. If they (the Stake/Sector Leaders) are aware of this, they will see the importance of their participation.

SITE/MOULAGE: The site has been secured. A set-up team will be organized and will be announced at a later date. It was suggested that we have five moulage artists. Cindy McNeese will make arrangements for the moulage team; Cindy will get a list of supplies needed to Chief Clinton. The victim roster will be ready July 1, 2016.

DRILL: The purpose of the Drill is to test 911, Everbridge and other communications, CERT response times including pickup and delivery of the CERT trailer. All households will be asked to place a “Green Card” unless specifically asked by the Ward Representative to place a “Red Card”. The Ward and Stake Representatives are not running the Command Center, they are there to evaluate and help with any questions. There will be a CERT refresher course offered in early August probably on a Saturday morning to go over triage and victim carry. We need to put emphasis on the Block Captain Training to be held May 14 and 21st. Ward Emergency Preparedness Specialists should attend so they can provide Block Captain training to their Block Captains. Attending training will help alleviate the anxiety of being an Incident Commander.

GOOD OF THE ORDER: Chief Clinton will invite all Stake Presidents and the Area Representative to attend the May meeting where Chief Finlayson will be doing a presentation.

Chief Clinton said if the system is not working it is in need of direction, to move forward we need leadership. All Ward Emergency Preparedness Specialists should have copies of the manual available at Copies Plus; this should be a budgeted item in each Wards budget. Every household should have been provided information and an emergency card packet with instructions on how and when to use these. Remember that this program is for all citizens. Every household should be included and provided the same information.

ADJOURNED: