

**MEETING MINUTES EMERGENCY PREPAREDNESS COMMISSION  
CITY OF FARMINGTON HILL  
NOVEMBER 02, 2015 – 5:15PM  
FARMINGTON HILLS CITY HALL-COMMUNITY ROOM  
31555 W. ELEVEN MILE ROAD  
FARMINGTON HILLS MI 48336**

**CALLED TO ORDER BY KERRY JACKSON**

**MEMBERS PRESENT:** Jackson, Tutak, DeFranco, Sloan, York, Sweeney, Szymusiak, Wecker, Avie, Marashai, Buszka and Massey.

**LIAISONS PRESENT:** Bastianelli, and Hippler

**OTHERS PRESENT:** Falkowski and Patrick Thomas

#	AGENDA ITEM	DISCUSSION SUMMARY/PERTINENT INFO	FORMAL MOTIONS:
2	<b>EVACUATION AND SHELTER ROUTES</b>	In event of evacuation go outside, cross over to Police department and congregate in lobby located to the West of City Hall.	
3	<b>APPROVAL OF AGENDA</b>	11/02/2015	<b>MOTION BY: Tutak SUPPORT BY: York  MOTION CARRIED: ALL</b>
4	<b>APPROVAL OF MINUTES</b>	11/07/2015	<b>MOTION BY: Avie SUPPORT BY : Massey TO APPROVE THE MINUTES AS SUBMITTED MOTION CARRIED: ALL</b>
5	<b>FILLING COMMISSIONER VACANCY</b>	Luke Redman submitted his resignation in August as his job required relocation out of state. Jackson asked for recommendations from the Commissioners for a potential candidate from the Alternate list. DeFranco proposed Denis Falkowski be considered. Brief discussion ensued and a motion was made to nominate him to fill the opening. The motion will be submitted to City Council at the next meeting.	<b>MOTION BY: Tutak SUPPORT BY: DeFranco  MOTION CARRIED: ALL</b>
6	<b><u>EVENTS, ACT. MRKT &amp; PROGRAMS</u></b>	<ul style="list-style-type: none"> <li>• “Marketing” has been added to this heading to facilitate the monthly report. No report given as Faine was absent.</li> <li>• Group photo planned for December meeting to update the <i>Emergency Preparedness Handbook</i> photo. Everyone is requested to wear their EPC logo shirt. See Tutak if you do not have one.</li> </ul>	
		<ul style="list-style-type: none"> <li>• Massey is currently running for Mayor of Farmington Hills. Should he win he will no longer be on the EPC and will need to designate a member of City Council to replace him. As liaison, he is currently offering an <i>EPC Tip of the Month</i> at each Council mtg. He suggested it might be more effective to have a different Commissioner present the Tip of the month to Council on a rotating basis. Jackson will attend the</li> </ul>	

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		<p>November 9 Council mtg and Tutak the December meeting. Buszka and Marashai were encouraged to volunteer in early 2016.</p> <ul style="list-style-type: none"> <li>• Last CPR &amp; AED Class of 2015, December 10th at Station #4 from 5:30-10:00 PM. Must register. <a href="mailto:ekarlson@fhgov.com">ekarlson@fhgov.com</a> or call 248 871-2802. Encouraged to share on FB</li> <li>• Tutak to give 20 minute presentation to deaf community in metro Detroit on Winter Weather Emergency Prep. Dates being discussed.</li> <li>• 2015 Oakland County Citizen Corps Training on Nov. 7<sup>th</sup> from 8-3 PM . Training free and lunch included.</li> </ul>	
7	<b>AGENDA ITEM: MI &amp; REG CCCEP</b>	Advance CERT training in Lansing on 12/5/15 will be attended by Tutak who is the only Commissioner who meets the criteria. It requires 120 classroom hours and Intermediate CERT Training along with Storm Spotter training, First Aid and participation in at least 3 CERT drills.	
8	<b>LIAISON REPORTS: FPS-Hippler</b>  <b>FHFD-Wecker</b>  <b>FHPD- Bastianelli</b>	<ul style="list-style-type: none"> <li>• Fall Assembly school programs continue.</li> <li>• Open House last Wednesday went well.</li> <li>• Recent reorder of “<i>Files of Life</i>” which is a medical information packet disseminated to seniors to provide emergency personnel with medical data.</li> <li>• Fire department personnel equipped with Narcan. Police haven’t received as of yet.</li> <li>• New officer and dispatcher hired.</li> <li>• Renovations continue. Staff delighted with gutters that were added to carports.</li> </ul>	
9	<b>PUBLIC COMMENT(S)</b>	Thomas introduced himself as a local ham radio operator interested in our mission and ongoing community involvement. Massey invited him to attend future meetings as a gap has existed since Carter left the EPC.	

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10	<b>COMMISSIONERS' COMMENTS</b>	<ul style="list-style-type: none"> <li>Wecker suggested the EPC buy their own CPR mannequins as the additional training equipment could be useful in the event EPC would sponsor CPR training. A kit of 4 mannequins would cost ~ \$800. DeFranco questioned the status of the grant Alschult was investigating from the Target Grant Program. Tutak reported that it was no longer going forward. A motion to purchase was made.</li> </ul>	<p><b>MOTION BY: Avie</b>  <b>SUPPORT BY: Sweeney</b></p> <p><b>MOTION CARRIED: ALL</b></p>
11.	<b>OTHER</b>	<ul style="list-style-type: none"> <li>Tutak working with Neufeld (FHFD) to mount antennae at DPW. (Costick Center &amp; FS #3 also sites) Will be able to cover most of city with hand operated units.</li> </ul>	
12	<b>ADJOURNMENT</b>	Meeting minutes prepared by Joy DeFranco Secretary EPC	Meeting adjourned at 6:00 PM.