

# Final

## Emergency Preparedness Committee

Minutes for 9-8-2018

Condor Room

9:04AM

### 1. Call Meeting to Order.

Meeting was called to order at 9:04AM by Chair Dayne Yancey in Condor Room.

Present Board Liaison: Dianne Pennington; Members: Dayne Yancey, Deanie Johnston, Susan Maples, Maurice McChesney, Lesley McCleery, Rodney Spears, Grace Wollemann, Michelle Wright, Tom Yancey.

**2. Approval of minutes for August 11, 2018** – Motion made by Lesley, seconded by Grace to approve minutes for August 11, 2018 with correction to Dianne Pennington’s name. Approved unanimously.

**3. Treasurer Report** – Petty Cash balance is \$312.15. Purchased AED Trainer and lung bags for \$326.47 and batteries for \$479.80 from PMCPOA funds, leaving balance of \$2893.73.

**4. Charter** – Motion by Lesley, seconded by Grace to approve updated E.P. Charter. Approved unanimously.

**5. Emergency Plan Work Group** – Rough draft circulated among those present. Purpose changed to ‘Aid PMCPOA community members in an emergency. Scope ‘The Emergency Preparedness committee Emergency Plan guides protection of EP members and volunteers in preparedness and response actions. Other changes at next meeting for final.

**6. Vests** – Motion made by Deanie, seconded by Maurice, to have vests printed on back with ‘PMC EMERGENCY’, not to exceed printing costs of \$65.00. Approved unanimously.

**7. Trailers and Supplies** – Trailer captains check date of fuel changed in trailers. Supplies received by Dayne to be distributed Tuesday, September 11 at Trailer #1 (CERT compound Building C) by members available.

**8. Safety Tips** – Motion by Deanie to approve safety tip, ‘Look, Listen, Learn, Be Aware Fire Can Happen Anywhere’, seconded by Michelle. Approved unanimously.

**9. Trifold** – Ronnie Wilde will make trifold by taking information from EP Emergency Handbook.

**10. CERT Classes** – Training classes begin September 22. Only 5 signed up, so may need to cancel and have next year.

**11. Meet and Greet** – Need to order booklets for Nov. 11 Meet and Greet. Motion made by Lesley, seconded by Rodney to buy cardstock and combs and color printing, not to exceed \$40.00. Approved unanimously.

**12. Sheltering** – Information learned at sheltering class displayed need for various forms, shelter log, inventory, signage, sign in and out sheet for sheltered people, etc. Committee will work on forms specific to PMC.

### 13. Adjournment:

**MOTION** by Rodney, **SECONDED** by Lesley, to adjourn at 9:55AM. **MOTION** carried unanimously.

The next Emergency Preparedness committee meeting will be held at **9:00AM on October 13, 2018 in Pool Pavilion.**

**Secretary, Susan Maples, Emergency Preparedness Committee**