

Subject: CEPC Minutes for Meeting January 10, 2023, 1430

Date: January 12, 2023

Attendees: 20 including one local observing guest

Highlights:

- **EOC clubhouse site is the highest priority to complete. Lack of a permanent site delays and impacts all responses in an emergency.**
- **2023 CEP Activity Plan complete**
- **CEP “Mascot” (Wise Wiley) and 2023 communications/IT plan complete**
- **Clinics will be supported as needed in 2023 using improved administration processes**

1. November Meeting Minutes Approved

2. New Residents

- 2023 process will include distribution of new residence emergency kit as well as zone leader introduction letter and emergency contact’s form

3. December Volunteer Meeting Wrap-Up

- Brief discussion ~ event successful

4. Vaccination Clinic (Dec 2nd) After Action Review

- 86 vaccines administered in 3 hours
- -7% no show (Majority were backfilled. Reasons include COVID infection, illness, surgery). The self-registration process is more accurate than general zone counts.
- Lessons learned will be used for future clinics

5. Three funding requests for late 2022 *approved by email* vote in December

- Christmas & Volunteer Recognition Party emergency prizes purchase over \$300
- Purchase of two portable PV panels for \$700 approved
- Purchase of \$400 of antenna noise retarding equipment

6. FY 2023 Calendar Review

- Teams – each team should prepare to capture Team Objectives and Events
 - Committee
 - Regional Coordinators
 - EOC
 - Medical
 - SRT
 - Communications/IT

7. Team Updates

Regional Coordinator’s Update

Recent local power outage raised the question- how to support Life Devices reliant on electricity. Best solution currently is for zone leaders to be aware of those residents who have serious health device needs and contact during emergency.

- Recent power outage also raised question about when network radio comms should be activated? What is the timeline, and/or trigger for EOC activation? For instance – duration of power outage, severe heat/cold, earthquake.

- Suggestion to provide residents with ~ Home Audit list (what to review in their home for preparedness, safety, damage mitigation.) Good topic for future “Wise Wiley Tips” article.

EOC Updates

- Script for Regional Communications Exercises in process. Will guide regions and zones in their focused drill with EOC involvement as requested.
- Reactivate the URGENT EOC clubhouse site project. Non-permanent site delays response in an emergency, impacts preparedness and disrupts communications.

Medical Team Updates

- Medical Emergency Training for Claremont Network Leaders - In-house Immediate First Aid linked to First Aid Guide for Zone Leaders – what to report, how to assist.
- Community First Aid/CPR training classes
- In an emergency, the medical team will immediately monitor EOC channel 21 for medical emergencies (before EOC is activated) and dispatch medical assistance.

SRT Updates

- Plans in process to train with Golf Maintenance crew to operate appropriate heavy equipment. Limited personnel will be trained for use only in emergency search and rescue

Communications/IT Update

- New Team form – Norb Balon, Jan Monaco
- Each CEPC team will be responsible for one article per year
- Newsletter articles will be once per quarter with alternating months “Wise Wiley Tips” – reinvigorate readership, pass on easy to digest information
- Get Ready Website being updated

New CEPC Team – Community Outreach

- Team Lead – Bob Monaghan
- Focus on local neighborhoods who have asked for information regarding their own EP programs. Also, continue engagement with local emergency resources, law enforcement, etc.

8. CEP Co-Chairs approve up to \$400 without a committee vote – APPROVED

9. Meeting Adjourned 4:10pm

Wise Wiley CEPC Mascot
2023

