

MINUTES
SURFSIDE HOMEOWNERS ASSOCIATION
Emergency Committee Meeting
MAY 14, 2013

Committee Members Present: John Williams, Georgia Mourikis, Ann Thoreson, Don Sheldon, Martin Halvorsen, Amy Becke, and Clyde Zaidins,

Chairman John Williams opened the meeting at 13:00. The Committee then voted to accept the April 19, 2013 minutes.

New Business:

Antenna Tower: John Williams sought volunteers to help in spray painting the antenna tower on and upcoming dry day.

Upcoming Budget Items: John Williams led a discussion about potential budget requirements for the upcoming fiscal year. Potential expenditures considered include a new dedicated computer for the Emergency Center work station; software to support enhanced communication capabilities for the ham radio; reimbursements for Committee member travel to training and/or meetings (e.g. the PCEMA quarterly meetings in South Bend). John Williams volunteered to research software packages available and will strive to have all the budget submissions ready by August.

Old Business:

Generator Cover and Enclosure: Martin Halvorsen reported to the Committee about his efforts to follow up with the Generator project, specifically to get a cover and enclosure design and cost estimate. Martin learned that this work had been taken on without prior coordination by the Land and Buildings Committee. A Land and Building Committee member advised the Emergency Committee that he had been directed by Bill Neal to get a price quote for construction of an enclosure around the generator's propane tank, but that no cover would be installed. Don Sheldon noted that the Emergency Committee had been authorized by the Board to undertake the generator project and that he interpreted this to mean that the Emergency Committee would see the project through to completion. Don committed to following up with Dale Jameson of a propane company to ascertain what needs to be done to protect the propane tank and the generator.

Key box Installation: The Committee learned that the key box installation was questioned by SHOA office manager. Don Sheldon noted that this installation was approved by the Board but apparently not coordinated with the office manager.

Emergency Manual: John requested that all approved Committee motions be summarized and added to the Manual. Amy Becke agreed to take on that action. Georgia requested that the Committee Charter also be added to the manual. There was much discussion about progress in finalizing the draft Manual. Amy Becke suggested that it would be helpful to post the draft to the SHOA website so that all Committee members could easily access and comment on the draft Manual. Amy committed to follow up on this issue with Holly Klemmer.

Scope of Charter: There was discussion about the Charter requirement to improve liaison with government and other emergency groups. John Williams will follow up with Stephanie Fritts to

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improve liaison with the County Emergency Response entity and determine if a representative from our Committee could attend the quarterly County Emergency meetings. John Williams also noted that it will be beneficial to establish a CERT trained cadre to ensure that there will be sufficiently qualified individuals to lead the Incident Center. All agreed. Ann Thoreson advised the Committee that the next training opportunity is in September and early October (09/27-28 and 10/5.)

Martin Halvorsen made a motion to close the meeting, Don Sheldon seconded it and the meeting adjourned at 2:37 pm.

Next Meeting: June 11, 2013 at 1:00 pm PST at Surfside HOA Business Center conference room