

MINUTES
SURFSIDE HOMEOWNERS ASSOCIATION
Emergency Committee Meeting
April 9, 2013

Committee Members Present: Don Sheldon, Martin Halvorsen, Amy Becke, Clyde Zaidins, Thomas Palmer, Glenn Thomas and Luther Young

Acting Chairman Martin Halvorsen opened the meeting at 13:00.

Old Business

Generator Enclosure: Martin Halvorsen notes that an enclosure for the Business Center generator had not been budgeted for and that generator funding had been used up. But an enclosure is needed nonetheless. Martin will come up with drawings for an enclosure that will support putting this project out for bid and share with the committee.

Keybox: A keybox to be used for storing Business Center entrance keys was delivered to the Committee and can be installed by the conference room entrance door.

Beach Net Ham Radio Exercise: Martin Halvorsen briefed the Committee on a simulated emergency radio drill conducted on March 30, 2013. Bob Cline was on hand to assist the group. During the exercise the group succeeded in getting the data stream packets working and were able to communicate back and forth with South Bend. The data stream packet processing involves the digitization of radio messages. Thomas Palmer advised the Committee of additional packet process capabilities that could be added to our existing capability. These include weather service (WIFAX) and emails through radio station. The addition of more packet capabilities should be added as an agenda item for the next meeting per request of Thomas Palmer. This would significantly increase communications options for Surfside residents during an emergency situation.

Emergency Center Operations Manual: There was discussion on whether or not the current version of the draft manual should or should not be voted on for finalization. There was discussion about whether or not Ann Thoreson had finalized the draft as discussed during the March meeting. Martin Halvorsen agreed that the readiness of the manual for finalization should be added to the agenda for the next meeting. The latest version of the manual will be shared with Committee members at the next meeting.

Thomas Palmer brought up his previous motion to adopt the FEMA Incident Command System s approach for the Emergency Information Center Operations Manual and related processes and procedures. He then questioned whether or not this issue had been addressed in the previous minutes and was advised that it had been. Thomas then asked if the Committee wanted to be walked through this approach and he again noted that online training is available on the FEMA website.

There was much table discussion about how the Emergency Information Center would work – what kinds of messages will be sent, who will initiate them? Will the center allow for the sharing of information about issues like road conditions or availability of fuel? Thomas Palmer raised questions about technical aspects of communication – and which radio networks will be used in the event of an

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emergency. Thomas Palmer also spoke to defining the parameters of information that can be provided by the existing radio network during an emergency. Further detailed discussions ensued about radio topics.

Review of flow charts: There was much discussion about progress on finalizing flow charts for the Operations Manual. Martin then read input he had received from Ann Thoreson and committed to sharing the latest updates with the Committee by email.

Amber Alert/Sherriff's Network: Luther Young had previously suggested that the Committee might be able to support local law enforcement during Amber Alert. The group discussed this idea, noting that it would require a "call up" system (or phone tree) which the Committee doesn't have at present. Martin suggested that we might invite Travis Ostgaard to the next meeting to see if our committee could be of help. Luther Young made a motion to follow up on this initiative, Don Sheldon seconded the motion. Five Committee members voted yea, one nay, and one abstention. Martin Halvorsen will follow up and invite Travis Ostgaard to a Committee meeting. Table discussion on whether or not Travis is the correct person to invite then followed. Thomas Palmer suggested that this kind of initiative seemed more appropriate under the auspices of a Neighborhood Watch. There was further generalized discussion and comments about the efficacy of the Neighborhood Watch.

Committee Charter: Thomas Palmer requested that the Committee discuss the scope of its Charter at the next meeting and asked that it be added to the agenda for the next meeting. He brought up whether or not the Committee will be involved in addressing recovery issues in the event of an actual emergency. There was much generalized discussion about this question.

Next Meeting: May 14, 2013 at 1:00 pm PST at Surfside HOA Business Center conference room