

## Emergency Management Meeting Minutes 2/12/2013

Members present: Lou Young, Thomas Palmer, Amy Beck, George Miller, Ann Thoreson, Clyde Zaidins, John Williams, Martin Halvorsen, Don Sheldon. Guests: Chuck Smith, Merri Johnson, Georgia Mourikis.

A progress report was made on the generator and the radio system. The generator will be functional after Ford Electric fires it up, probably yet this week. The radio tower is ready to go. The radio will be installed and programmed Thursday, February 12 at 10 AM. SHOA hams will get their first instructions on its use then. Hands on experience will take some time. On Tuesday February 26 at 4PM an open house will be held at SHOA to demonstrate the operations of both systems.

We continue to work on the Operations Manual for Emergency Management. At our next meeting each member is to bring their own conceptualization of a flow chart for SHOA emergencies.

An item that was agreed to by a consensus present is that we need to have a programmable lock box for the SHOA Board Room. When an Emergency is declared and if either it is a weekend day or an official holiday or if it is a normal work day and no office employees are able to get to work, then the assigned persons for the emergency management roster and the assigned persons from the community relations roster would be able to access the key from the lock box and open up the Board Room for Command Center for Emergency Management operations.