

MINUTES
SURFSIDE HOMEOWNERS ASSOCIATION
Emergency Management Committee Meeting
August 13, 2013

Committee Members Present: John Williams, Thomas Palmer, Martin Halvorsen, Clyde Zaidins, Amy Becke, Ann Thoreson, Georgia Mourikis, Luther Young. And Stephanie Fritts

Chairman John Williams opened the meeting at 1:03 PM PST. Minutes for the July 9, 2013 meeting were accepted by the Committee.

Old Business:

Surfside Amateur Radio Station Computer: Stephanie Fritts delivered the Pacific County donated desk top computer to the Committee. John Williams and Martin Halvorsen were planning to download/transfer appropriate files from the old lap top to the new desk top after the August 13 meeting of the Committee.

Proposed Budget: After much discussion, the Committee moved that the \$1500 request for next year's budget be broken down as follows:

Document copying: \$300 to cover costs of copying Emergency Committee Operations Manuals and related documentation.

Educational Materials and support: \$800 to cover costs associated with anticipated 2013-2014 training initiatives and outreach. Committee Member Stephanie Fritts noted that it might be beneficial to consider acquisition of CERTS backpacks for CERTS-trained committee members.

Surfside Ham Radio Tower Maintenance: Repairs/Painting and other maintenance for the tower to be \$400.

This cost breakdown was voted on, Ann Thoreson moved to accept it and it was seconded. A total of 6 committee members voted in favor while there were 2 abstentions.

CERT Training: Next CERT training is scheduled for September 27-28 and October 5, 2013. CERT training representatives will make a presentation to the Emergency Committee at the next meeting in September. Ann Thoreson noted that it might be beneficial to combine meetings with the Community Relations Committee at this time to optimize outreach.

Amber Alert Support: The Committee voted to table the proposal to expand the group's support to Amber Alert efforts.

Surfside Dedicated Amateur Radio Call Sign: The Committee had previously discussed the benefits of establishing a dedicated call sign for the Emergency Center Amateur Radio station. John Williams received information on FCC rules to this end and described what steps must be taken to establish the Surfside Emergency Management Amateur Radio Club. The FCC requires two signatory officers, one of which is the Club trustee. The two signatory club members must be licensed HAM operators. John suggested that the club can include all Emergency Committee members. At least 6 members of the Committee are licensed HAM operators. The call sign assignment is free. John Williams is volunteering

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to be the Trustee and will take care of submitting the applications and forms to the FCC. Stephanie Fritts moved that John's recommendations for the call sign be adopted, Clyde seconded the motion. Thomas Palmer noted that not all members of the committee might want to be in the Surfside Emergency Management Amateur Radio Club. Stephanie amends her motion to clarify that this club won't have separate governance, bylaws or charge dues. The Committee voted unanimously in favor of Stephanie's motion.

Operations Manual for Emergency Management Committee: Much table talk about what should be included in the document. It was moved to hold a follow-on meeting to focus on an updated version of manual after Stephanie Fritts has had a chance to complete it. Martin Halvorsen seconded this motion. There was one abstention. There was much table talk about differences between the Committee charter and draft manual. Thomas Palmer explained his concerns, noting that it was originally intended that the Committee would write the manual to support the operation of the center by the Community Relations Center. Thomas Palmer asked to be recognized by chair and asked for clarification on what kind of catastrophes will trigger the activation of the Emergency Center. Thomas Palmer questioned what will happen in the event of a significant catastrophic event like a tsunami. Stephanie Fritts spoke about the Pacific County plan for mitigation. Thomas Palmer expressed concern that the Surfside Emergency Committee was ignoring the danger of liquefaction. Stephanie Fritts asked that we start with developing an Operations manual and look at focusing on separate specific documents on subjects like liquefaction at a later date. She noted that we shouldn't stop what we're doing now but should move forward with drafting a viable manual that addresses the overarching issues the Committee is tasked with addressing. This recommendation was voted on as a motion and was seconded and approved by all members. The Committee will review the revised document and recommend any changes or additions in a future meeting.

Operations Manual for Ham Station: This is anticipated to be a easily available standard that can be adopted without too much effort.

Generator Enclosure: Georgia Mourikis followed up on this issue and ascertained that there were no outstanding obstacles to the completion of the generator enclosure. She also noted that she was told by HOA staff that they need hard copies of Committee documentation to support continuity.

New Business:

New Member: Jim Clancy, a licensed HAM operator, is a new member of the Committee.

New Chair: Martin Halvorsen will be the next Committee Chair as of next Saturday.

Next Meeting: September 10, 2013 at 1:00 PM PST at Surfside HOA Business Center conference room. It was moved to end meeting at 2:40.