



# Disaster Council Meeting Minutes

January 13, 2012

1400hrs – 1500 hrs

3<sup>rd</sup> Floor Conference Room

**Meeting called by:** John Bramble, City Manager  
Director of Emergency Services

**Type of meeting:** Merced Disaster Council

**Facilitator:**

**Note taker:** Lori Mileur

**Attendees:** John Bramble, Mike McLaughlin, RoseMary Parga Duran, John Sundgren, Dan Aguilar, Sherry Pitchford, Richard Dye, Stan Murdock, Mike Wegley, Shawn Henry, Brad Grant, David Gonzalves, Laurie Dickinson, Kelly Bentz

## Minutes

**Agenda item:** Powers and Duties of the Disaster Council

**Presenter:** John Bramble

**Discussion:** Director of Emergency Services - John Bramble

Deputy Director of Emergency Services - Mike McLaughlin

Duties of Disaster Council – To Plan and Prepare Local Hazard Mitigation and Risk Assessment

**Agenda item:** Standardized Emergency Management System and National Incident Management System.

**Presenter:** McLaughlin

**Discussion:** In December the City adopted the Emergency Operations Plan.

Advised there are Mutual Aid Plans in place with the County of Merced.

President Bush adopted NIMS as the standardized plan, which was developed using the same tactics, techniques and strategies used by the fire service Incident Command System.

The NIMS courses stress the structure of communication, area of responsibility and chain of command.

NIMS – National Incident Management System (NIMS), Members to complete ICS 100 and ICS 700

Courses are webhosted and can be accessed through the following link:

[www.fema.gov/emergency/nims/NIMSTrainingCourses.shtm](http://www.fema.gov/emergency/nims/NIMSTrainingCourses.shtm)

Several participants advised that they have already completed a version (developed for their specific workplace) of the NIMS courses.

**Conclusions:** For all council members who are not city employees Chief McLaughlin asked that a certificate of completion be forwarded to him. Need to maintain a file of certifications.

### Action items

**Person responsible:** Participants

- ✓ Complete ICS 100 – Introduction to ICS
- ✓ Complete ICS 700 – National Incident Management System (NIMS)
- ✓ Submit certificate of completion to Mike McLaughlin as soon as possible.
- ✓

**Agenda item:** Merced Local Hazard Mitigation Plan

**Presenter:** Bill King (not in attendance)

**Discussion:** Due to a personal matter, Bill King was unable to attend the meeting.

Distribution of the following documents; Local Hazard Mitigation Plan and Part 3: Risk Assessment

**Conclusions:** Based on plan deadlines, McLaughlin suggested meeting in February. The council concurred.

**Action items****Person responsible: Participants**

- ✓ Read Local Hazard Mitigation Plan
  - ✓ Read Part 3: Risk Assessment
  - ✓
  - ✓
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**Agenda item:** Open Discussion**Presenter: McLaughlin****Discussion:** Date and time of future meetingsSuggestion to keep the 2<sup>nd</sup> Friday of every month but change the time to 3:00 p.m.**Conclusions:** All agreed to keep the 2<sup>nd</sup> Friday of each month and change the time to 3:00 p.m.  
Next Meeting scheduled for February 10, 2012 at 3:00 p.m.**Action items****Person responsible**

- ✓ None
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- ✓
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***Other Information***

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**Observers:****Resources:****Special notes:**

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