



# Peninsula Emergency Preparedness Coalition

**PENINSULA EMERGENCY PREPAREDNESS COALITION**

[www.pep-c.org](http://www.pep-c.org)

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**Minutes for Wednesday May 10, 2017  
10:00 General Meeting  
Location: District 5 Fire & Medic One, at  
10222 Bujacich Road NW, Gig Harbor, WA 98332**

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## PEP-C MEETING / ATTENDEES

Abby Schofield – PEP-C Treasurer, FICRA

Beth Allen – PEP-C Member

Dave Allen – PEP-C Board Member

Dave Watson – PEP-C Vice Chair

Don Lee – PEP-C Member

Eric Watson – PEP-C Member, GH Fire & Medic One

Jane Olive – PEP-C Member

Joan Hymas – PEP-C Board Member

John Thomson – PEP-C Member

Mike Hancock – PEP-C Member

Mike Maroney – PEP-C Board Member

Peggy Gablehouse – PEP-C Member

Ray Kittleberger – PEP-C Member, FICRA Trust

Teri Hubbell – PEP-C Member

Thomas Smith - Burley Radio Club/ PARET

Virginia Guilford – PEP-C Secretary

Wayne Lopez – PEP-C Member

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## GENERAL MEETING CONVENED:

The meeting was convened by PEP-C Vice Chair Dave Watson at 10:00 AM, and the Pledge of allegiance was said.

## REGULAR BUSINESS

Minutes from previous meeting approved, seconded and accepted by all in attendance.

Treasurer's Report for April, 2017 was approved.

<b>Balance as of: 4/1/17</b>	<b>\$ 1,535.51</b>
Check to DPI/printing business cards	92.77
Check to USPS/one year's PO Box re	200.00
<b>Balance on hand: 4/30/17</b>	<b>\$ 1,242.74</b>

## OLD BUSINESS

- No names have yet been received for nomination for the one open PEP-C Board position and the 4 officer positions (Chair, Vice-Chair, Treasurer, and Secretary). Names of potential candidates should be sent to Virginia at [virginia.guilford@gmail.com](mailto:virginia.guilford@gmail.com).
- We need at least two volunteers to research grants for funding the PEP-C EP Fair, and for PEP-C activities in general. Jane Olive reported that the Grants committee has applied for one grant, but has not yet heard back about whether the grant will be awarded to PEP-C. There was a suggestion that the instructor for the UW/Tacoma grant writing class could be contacted for information on grant research strategies. Mike Maroney mentioned that in the past, grants had been awarded for preparedness efforts by the Cheney Foundation, Waste Management, and Puget Sound Energy.
- We need a volunteer to replace our webmaster, Cordell Vail, who is moving out of the area. Virginia Guilford will handle web maintenance and updating until a new webmaster is appointed.
- Tom Smith reported that the PEP-C display at the Gig Harbor Library was well received.
- A special Ham Radio class will be given on Fox Island on 27-28 May. Contact Abby Schofield for more information about this class.
- Web Site Links Guidelines – it was proposed that the links posted on the PEP-C website be limited to known, public organizations, and that links provided in unsolicited emails should not be posted on [www.pep-c.org](http://www.pep-c.org). This guideline was moved, seconded, and approved by the membership.

## MEETING ADJOURNED AT 11:40 AM

A motion was made to adjourn the meeting prior to the individual team meetings. The adjournment was moved, seconded and agreed by all in attendance.

## INDIVIDUAL TEAM MEETINGS

- Information Team – The entire team went down to the storage area to review the current supply of pamphlets and brochures. It was determined that an adequate supply was available to support the two events happening in the summer (National Night Out and the Fox Island Fair). Supplies will be reviewed again in August to decide what needs to be ordered for the PEP-C EP Fair. Also, it was noted that there are errors and absent pages on the PEP-C website section on water barrels. Dave Allen will update the current information and make it available to Virginia to publish on [www.PEP-C.org](http://www.PEP-C.org)
- Training Team – Don Lee agreed in principle with the idea that the Training Team should vet available classes/conferences so that the listings on Facebook and the PEP-C.org website are useful for PEP-C members. Don also announced that PC Net train-the-trainer classes are still delayed, but will be scheduled soon. Upcoming classes include FAST (Functional Assessment Service Team) Training on May 22-23, 8:00-4:30. (See the PEP-C website & Facebook page for details about these classes.)
- Materials Team – Peggy Gablehouse and other members of the Materials team continue to work on identifying possible brochures and other items to be used as give-aways at fairs and other events. ID badges & lanyards for members working at fairs are being considered. The existing stock of pamphlets and brochures was considered adequate to cover the summer events. A reassessment will be done in August.

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**Next Meeting:**

**June 14, 2017**

***Board Meeting: 9:00 a.m. (open to the public, voting by board members only)***

**General Meeting: 10:00 a.m.**

***EP Fair Planning Meeting: immediately after the General Meeting***

**Location: District 5 Fire & Medic One, at  
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**Conference Room – follow the signs**

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