

**Minutes for Wednesday April 10, 2019, 10 AM
PEP-C Regular Monthly Meeting**

**Location: District 5 Fire & Medic One, at
10222 Bujacich Road NW, Gig Harbor, WA 98332**

PEP-C MEETING ATTENDEES

Curt Scott – General Chair
Carolyn Sawyer – Vice Chair
Abby Schofield – PEP-C Treasurer
Linda Erwin-Gallagher- MAL
Lyman Foulkes – MAL
Hugh McMillan – MAL
Steve Rees – Information Team Lead
Don Lee – Training Team Lead
Peggy Gablehouse – Materials Team Lead
David Haycock – Emergency Comms Lead
Kathy Weymiller – – Pen SD
Candy Lawson – Pen SD
Ray Kittelberger- Fox Island ERT Planning
Joe Gallagher – GH American Legion
Bill Celebuese – GH American Legion
Steve O'Donnell – American Prep
Barry Bookman – CA CERT
Tuuli Mersin-Bookman– CA CERT

GENERAL MEETING CONVENED:

PEP-C GENERAL CHAIR CURT SCOTT CONVENED THE MEETING AT 10:06 AM AND LED THE PLEDGE OF ALLEGIANCE.

Members approved the March 2019 Meeting minutes

GENERAL CHAIR COMMENTS

Elections are in June, Curt asked to please get nominations to him for General Chair and Secretary in by May Meeting. We need to fill the Secretary Position sooner if possible. Please consider stepping up for that job. Curt will help you. With the distribution of workload across teams, and the Website improvements, the Secretary job is much less work.

Also, at the March 16 Pierce County Volunteer Awards Brunch, attending PEP-C members met the newly appointed head of **Pierce County Emergency Management (PC EM) – Jody Ferguson**. Jody Ferguson has an extensive background in Emergency Management, had worked in Pierce County for many years before moving to King County doing the EM work there. Her re-hiring back into Pierce County is good because she already knows much about Pierce County, about PEP-C and about what we do to work with Pierce County EM. We arranged to meet with Jody later this summer when she has had a bit more time to get settled into her new position. We have many topics to discuss including PC NET training coordination, Emergency Communications, Disaster Aviation Response Teams (DART) and Emergency Caches.

TREASURER'S REPORT

- Abby Schofield gave the Treasurer's Report for March 2019.
- **Balance as of 3/1/19** **\$1,298.64**
- Expenses
- § Reimburse Curt for Food for Fair \$ 9.38

§ Hostmonster	\$179.88
○ Total	-\$189.26
○ Deposits	
§ Barrel Sales	\$315.00
§ Fair (Table payments)	\$175.00
§ ServePro	\$ 25.00
○ Total	+\$515.00
○ Balance on hand 3/31/19	<u>\$1,624.38</u>
<ul style="list-style-type: none"> · Per prior agreement, on March 1 Curt used the \$100 Gift Card Costco provided in lieu of Emergency Preparedness Fair table payment to purchase food for the Emergency Preparedness Fair Hospitality Suite. · Abby requested approval to pay the balance of \$151.32 for flashlights in the March meeting. At that time, we did not know the total cost and due to the Pierce County requirement to immediately commit the funds for a purchase of something, we approved the flashlight purchase with the anticipation of using \$100.00 we received for the Group Volunteer Award and making up the difference of \$51.32. That fund use was approved. · Abby also reported that the rent on the Gig Harbor Post office box 1217 – an annual fee of \$206.00 – was due. After discussion, the Group approved renting for the Gig Harbor post box for six months to give Abby time to research a cheaper location to use for PEP-C mail. The action to relocate the official PEP-C mail box site will be held for Old Business for future meetings. 	

TEAM REPORTS

Information Team:

Steve Rees (with the help of Joe Gallagher) showed members the new PEP-C Website. Members suggested several changes such as combining special events and training events into a single

drop-down list titled 'Events'. Any suggestions, forward to Steve for his consideration. Overall, the web page looks really good including the new PEP-C color scheme logo that Steve. NICE!! As team leads get better with webpage access and management, teams should be able to achieve those goals.

- Learning the Page - Steve will work with Team Leaders to show Team Lead how to access and update the PEP-C website, so each Team Lead can post information, photos, links to other sites and so forth. This change provides for updating information and coordinating team activities more effectively as we go forward. We hope to achieve these goals:
 1. To make each team more capable of working interactively and to create more flexibility regarding coordinating and broadcasting Team activity
 2. To make the webpage more user friendly as well as disseminating information without incurring delays in posting information via the PEP-C website
- Photos to Post - Curt asked that Officers, PEP-C Board Members at Large and Team Leads please get photos of you posted on the website. Please contact Hugh to get your photo done, or if you have a good photo you that you want to use, then use that photo. Also, if you have pictures of any events where PEP-C participated, please forward those photos to Steve Rees to include on the PEP-C website. The more we provide those kinds of images, the better. If in doubt about what to share, check with Steve Rees.

Training Team:

Don Lee reported Canterwood training is moving forward, having finally gotten past the legal issues that had stalled preparation efforts heretofore. Canterwood is such a large housing area, Canterwood residents will need to organize several Map Your Neighborhood (MYN) groups to fully prepare. Wind and Tides HOA has three MYN organizing meetings scheduled and is

making steady progress to create Pierce County Neighborhood Emergency Teams (PC-NETs).

- PC-NET Trainers - Peggy LovellFord met with the PEP-C PC NET Trainers on Friday April 5th and provided additional training materials that Carolyn showed to the group. Carolyn encouraged everyone to become familiar with the handout materials Peggy L provided.
- FRS Radio Training - Curt indicated that HOAs response teams will need FRS Radio training. Communications will be a critical area for disaster and there is a significant difference between HAM radio operators – ‘knowledgeable radio operators/users’ - and Family Radio Systems (FRS) operators using Walkie-Talkie radios Neighborhood Emergency Response teams. Because most Neighborhood Emergency Response Teams will be using FRS, and because most FRS users are not trained operators, some basic training is essential to avoid the Port Orchard Tornado scenario. Effective, efficient neighborhood radio operations will become very significant during the kinds of large-scale disasters for which PEP-C prepares neighborhoods. Therefore, FRS training must be part and parcel to the rest of PC NET/MYN training. There is more on this topic in the Emergency Comms Report below.
- Ham Radio Training –10-week HAM radio training starts April 16 at Foursquare Church

Materials Team:

Peggy Gablehouse reported that currently our handout stocks to support Map Your Neighborhood (MYN) are OK. There are two other issues that still needed attention. Water barrels and PEP-C Business Cards.

- Water Barrels - The group discussed reordering Water Barrels. At the March meeting, Don Lee reported that an 80-barrel

order (standard order) was about \$1700 which was more money than PEP-C has. This meeting, Don reported that he could order 40 barrels for a cost of about \$880. The group approved the 40-barrel order. Several people have barrel orders to process.

- PEP-C Business Cards - Peggy reported an information error on the most recent Card order (BAM cards) which must be fixed before we make the next order. Curt talked about creating a 3x5 Support Card with Emergency Prep instructions on one side – the Map Your Neighborhood (MYN) Nine Steps or something similar – and FRS radio instructions and the FRS Reporting Format on the other side (SEE Emergency Communications for more on this).

Membership Team:

Curt indicated that he was actively searching for a new Membership Team Lead as Jane has asked to be relieved of that responsibility. Curt asked for a volunteer to step soonest possible.

- Membership Team Title – Curt said that the current title of Membership Team did not fully describe the role of needed an adjustment that was broader and more apt, possibly incorporating more emphasis on marketing or some similar term that reflects that the Membership Team mission to build more members. He asked the Group to suggest terms that would help to describe what Membership Team does and send those ideas to him.
- PEP-C Bylaws Review – Curt indicated discussing Membership Team mission highlighted the need, semi-annually, to review the PEP-C Bylaws. Per the PEP-C Bylaws, PEP-C members are supposed to review Bylaws semi-annually and to propose changes to the PEP-C board if members think the rules need modification. The idea of that provision was to keep the Bylaws as current and relevant as possible

Emergency Communications Team:

David Haycock and Curt met this past week to discuss several issues regarding Emergency Communications

- Family Radio System (FRS) Training - Curt cited a recent presentation the Port Orchard Fire Department Tornado emergency response Fire Department On-Scene Commander gave at the March 2019 Key Peninsula Civic Center Emergency Preparedness meeting. That presentation highlighted a glaring need regarding PC NET communications training as part of Map Your Neighborhood (MYN) training and discussed the need for FRS training as part of PC NET/MYN training. Peggy Gablehouse had invited the Port Orchard Deputy Chief, who had been the On-Scene Incident Commander after the Tornado struck Port Orchard on December 18, 2018, to talk about how the Port Orchard Fire Department handled the disaster response to the Tornado damage. In that emergency, a critical problem cropped up very early in the Response Event Sequence. Incoherent 911 reporting initially stymied the Port Orchard Fire Department responders. Initial Reports came in that did not make sense to the Responders. Locations, descriptions of the emergency, and the timing of the reports combined with the overall poor quality of the 911 report information initially produced confusion. Some time passed before the On-Scene Commander felt that he actually understood both the nature and level of the emergency and what the necessary Fire Department response needed to be. Fortunately, no one was killed. But, his story of what happened highlighted an area of training that PEP-C Trainers must address during MYN and PC NET training. Emergency Communications must have some rigor and organization, or chaos will ensue much longer than necessary.

- During a large-scale disaster like a major earthquake that overwhelms normal First Responder capacity, neighborhoods must become their own first responders. When that happens, organized communication processes will be critical. The group then discussed Radio Training applicability and the consensus was that the basic radio training would be valuable. Abby, who had worked in 911, suggested having, as an initial part of each message, the priority level of the information so the people listening to the message traffic would know immediately which traffic to address first. Having a message priority and discussion focused message priorities -Emergency/Need Help Now (or something similar) Urgent/Bring Help (or something similar), and Routine; and messages (“I’m alive, we’re OK”, “Our problem is XYZ”), and other coordinating emergency radio traffic would be essential. These and other aspects of radio training will be part of the FRS training David and Curt are working on. David will use the May and possibly the June PEP-C meeting to do initial FRS training for the PEP-C Members.
- IPTAR - One aspect of the training is establishing a standard information reporting format. Curt suggested using something similar to the Aviation Industry standard IPTAR communication report format should work for Emergency Disaster Response communications. IPTAR is:
 - I = Identification – who the calling party is, in this case, the Team out in the Neighborhood
 - P= Position – where the Team is
 - T=Time – The Time the Team is making the Report (important in reconstructing information)
 - A= Actual Title Description - what that Team is reporting about, Injury, Fire, Damage, etc.

R=Remarks – Amplified Remarks that provide more information, so the receiver understands more completely what the Team is seeing and reporting

- FRS Emergency Operations Curriculum – David had worked out an initial plan for FRS radio training to include table top scenarios for reporting and receiving reports using face to face simulations - practicing IPTAR phraseology – and migrating from face to face table top training to using FRS radios. The idea is incremental increase in skill with practice - Crawl before we walk, walk before we run – methodology, with the objective of coherent organized emergency communications radio traffic flow within and between neighborhoods and within and between FRS networks and from HAM networks.
- May meeting FRS training should develop into a similar training within the PC NET training program. So, from the May/ June startup, Training Team members can work with David to develop a simple curriculum for PEP-C PC NET trainers to incorporate into MYN training procedures. Doing so will make using FRS radios more natural to how NETs will function during crises. FRS networks must be able to integrate into the existing HAM American Radio Emergency Services (ARES) Network for any emergency communications to do anyone any good. ARES is the emergency communications link to and through the County and State up to the Federal level.

Funding Team:

Curt noted that, at the Pierce County Volunteer Awards March 16 at the McGavick Center, Peggy Lovellford mentioned a church in Tacoma that had a cache organized already. Curt and David will connect with that church to learn how that church organized and are managing the cache.

- Peggy Lovellford donated a Golf Certificate for Two to Chambers Bay to PEP-C. (Thank you, Peggy L) She suggested using the certificate as a raffle or an auction raise money for PEP-C. Chambers Bay was the site of the 2015 US Open Golf Championship and is a very good, tough course. The Group decided to auction the tickets on the spot, and Steve O'Donnell won the auction with a bid of \$300 (thank you, Steve).
- Curt had purchased 2 raffle tickets for Relay for Life from the Floatation Device for \$20. He donated those to PEP-C for fund raising. The tickets are for a large fund raiser party on May 3, the Friday night before the Relay for Life Run on May 4th. Please contact Carolyn if you want those tickets and whoever claims the tickets first does not need to pay Carolyn any money, but you must talk to everyone you meet about PEP-C and urge those people to attend a meeting with us.
- Steve O'Donnell proposed having some kind of arrangement for auction or raffle of Emergency Preparedness Items that he could source, and that could be used to raise funds. He also talked about marketing items to businesses through PEP-C. He discussed options such "GO BAGs" and "STAY BAGs". Because this is a complex issue that needs a lot more discussion and research, (and because we were running long and needed to wrap up), this item will carry over to Old Business at the May Meeting.

Old Business

Filling Leadership Vacancies

Elections in June for 2019-2020 year. From the last meeting we only need to elect two positions (or maybe three). At present, we need a new Chair, and a new Secretary. We also need a volunteer to take over Secretary until we elect someone in June.

We need nominations for Chair and Secretary for the next full year – July 2019 to June 2020. Curt is currently doing triple duty chairing PEP-C, acting as Secretary producing the Meeting Minutes with the help of note-takers (thank you, note-takers) and being the Funding Team Lead. We need someone to step up and take over PEP-C Secretary duties. Curt indicated he will help whoever fills that role with the preparing the meeting minutes, but we really need to fill the Secretary position. Please volunteer. Nominations are open and you can nominate yourself.

Carolyn Sawyer made a motion to have the Gig Harbor Fire District Headquarters be the place to display the PEP-C Volunteer Award as this is where we meet. Carolyn checked with the GHFD folks who agreed to display our plaque. The motion was approved by unanimous vote.

New Business

Spring-Summer Event Schedule

Please get any event upcoming to Steve Rees so he can post – or if you are a Team Lead, YOU POST - on the Event Schedule and please get people willing to take the lead on an event. We need to spread that workload around more. In the past, a handful of PEP-C people have done a huge amount of work and we need to not wear out or work horses this way. Ideally, one person will take the lead on only one event each year. For example, Peggy Gablehouse is taking the lead on the Livable Fair at the Key Peninsula Civic Center, May 4th. Abby Schofield has taken the lead on the Fox Island Fair in early August many times. We have a couple of other events upcoming, National Night Out (date not certain) in downtown Gig Harbor, Blackberry Festival and so forth. We actually have only about 6 events and if someone different steps up to lead each event, the workload is not large. Please

help keep spreading that workload around. Please step up, volunteer to lead and event, and we will help you.

MARCH MEETING SPEAKER – Joe Gallagher, American Legion (AL) Post 236 (Gig Harbor)

Joe Gallagher presented on the American Legion.

- This year, 2019, American Legion is celebrating the 100th year anniversary. The American Legion was formed to provide support for veterans following the end of World War One in 1918. Since then, the American Legion has been instrumental in helping veterans including getting the GI Bill passed following World War 2 and supporting a number of other programs to protect and assist veterans. The impact of the GI Bill brought about a fundamental change in American society that still has impact today, and the American Legion continues to be a powerful force for good in American society by providing to law makers perspectives on veterans and ways to aid veterans. Additionally the American Legion has created, instituted and maintains several programs such as American Legion Baseball to help broaden and enrich the lives of people in local communities.
- Regarding emergency preparedness, the American Legion has been a longstanding partner with FEMA to support community Emergency Preparedness. The American Legion helps organize local blood drives, supports HAM Radio with over 3,000 HAM radio operators spread across the entire nation, and provides a program for helping veterans prepare for disasters and then recover from disasters. The AL National Emergency Fund provides direct immediate financial assistance to veterans trying to recover from disasters.
- Regarding HAM Radio operations, the American Legion has a HAM radio base station and in recent years has encouraged each local Post to set up HAM base radio Station and do as

much as possible to support local communities prepare for disasters. For American Legion HAM operations check Legion.org/hamradio or Legion.org/hamradio/resources.

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CLOSING COMMENTS

THANKS FOR EXTRA EFFORTS TO.....

- To Peggy Gablehouse, Steve O'Donnell and Tuuli Messer-Bookman for taking notes for the April meeting minutes
- To all the PEP- Members who contributed in 2018 to earn the Pierce County Volunteer Award
- To Steve Rees for continuing to make the PEP-C website ever more usable and attractive
- To everyone who offered suggestions about things for the PEP-C Web Pages
- To Steve O'Donnell for bringing new folks Barry and Tuuli Bookman
- To all the folks who attended the Volunteer Awards on March 16

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Meeting adjourned at 11:34 AM