

# PENINSULA EMERGENCY PREPAREDNESS COALITION

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

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## Minutes for Wednesday November 13, 2019, 10 AM

### PEP-C Regular Monthly Meeting

Location: District 5 Fire & Medic One, at

10222 Bujacich Road NW, Gig Harbor, WA 98332

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#### PEP-C MEETING ATTENDEES

Barry Bookman – PEP-C Vice Chair  
Abby Schofield – PEP-C Treasurer  
Steve O’Donnell – PEP-C Secretary  
Mike Maroney – MAL  
Lyman Foulkes – MAL  
Steve Rees – Information Team Lead  
Don Lee – Training Team Lead  
Peggy Gablehouse – Materials Team Lead  
Peggy Lovellford – Pierce Co Emer. Mgmt  
Sara Hoover – Peninsula School District  
Candy Lawson – Peninsula School District  
Brian Aguilar – Pierce County Health Dept.  
Ray Kittelberger – Fox Island Emer Prep  
Kristie Adams – Information Team (UW Intern)  
Wayne Lopez – Funding Team

Mike Hancock – Emergency Comms/ARES  
Don Reynaldo – Emergency Comms  
Ilona Foulkes – Emergency Comms  
Jim Goodwin – Emergency Comms  
Paul Petach – Emergency Comms  
Allen-Paul Templet  
John Dentler (new)  
Dennis English (new)  
Don Fisk (new)  
Brad Heacock (new)  
Bill Kohr (new)  
Karen Kohr (new)  
Robert Loehr (new)

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#### GENERAL MEETING CONVENED:

- PEP-C Vice Chair Barry Bookman convened the meeting at 10:05 AM and led the Pledge of allegiance.

#### **SPEAKER – Peggy Lovellford, Pierce County Emergency Management Community Coordinator**

Peggy Lovellford brought up the Pierce County website and showed the audience what kinds of information was on the website. Peggy led the group on a tour of the [www.piercycountywa.gov/PREPARE](http://www.piercycountywa.gov/PREPARE), ALERT ,MAKEAPLAN, HAZARDS and PCNET website elements. The website is very well done and has an extensive amount of information. She talked about how people are motivated by emotion and, if they feel a reason to plan for something that will affect them, they quite often will act. Fear motivates for a short time but is not usually as effective as logical discussions about being prepared and having people respond with thought rather than with fear. People can rationalize away the things that create the fear. By presenting an “readiness attitude” the efforts will be better organized and long-lasting. Peggy also mentioned using Pierce County “Base maps” as a planning tool. Base maps are tools a user can choose that include detailed information of our area. Details include surface features, roads, terrain and other additional interactive datasets customized to aid specific County departments. The drawback is that accessing the data must be from a Pierce County Networked Computer. Nonetheless, this information is available and Piece County EM staff are happy to help. Finally,

Peggy announced that she will be retiring as of January 6<sup>th</sup>, 2020 and hopefully Pierce County will get someone to replace her within a couple of months. Peggy's comments were well received, and PEP-C very much appreciated the time, efforts and energy Peggy has given working for Pierce County on our behalf. She will be missed.

**TREASURER'S REPORT:**

- Abby Schofield gave the Treasurer's Report
  - **Balance as of 10/1/18** \$990.57
    - Deposits from Barrel Sales \$610.00
  - **Balance on hand 10/31/18** \$1600.57

**TEAM REPORTS**

**Information Team:**

Steve Rees introduced Kristie Adams who will assist Steve with website management and possibly with social media. Steve recently received approval by email vote to implement the updated PEP-C logo design. He also said he was working with Curt on a means to enable PEP-C to receive donations directly via an Online Service. Steve found several services that can set up online donation processes. He will have more details later as this project moves forward. His team is looking at how to make the online links so someone coming to the PEP-C website can link seamlessly and easily into the donation process via that other Online Donation service. The objective is to make the donation process total transparent and completely secure, so the donation can be electronically transferred with no fuss or muss or concern.

**Training Team:**

Don Lee reported progress on completing a 2020 Strategic Plan (long term plan). Please contact Don if you wish to learn more and he will email a copy out when he returns from Portugal in about 2 weeks. Any suggestion for changes to the plan should be sent to Don at [peninsulapreparedness@gmail.com](mailto:peninsulapreparedness@gmail.com). Don presented at a meeting of the Rosedale HOA, Steve O'Donnell is working with Trillium HOA (near Canterwood), and will present later this month. Curt worked with a Group getting started in north Gig Harbor (Finholm Group), and Curt and David Haycock worked with another group getting started in the Herron's Key Housing area (Franklin Street Group). Also, four PEP-C members are currently enrolled in the Train the Trainer Course - Steve O'Donnell, Kristie Adams, and Barry and Tuuli Bookman.

**Materials Team:**

Peggy Gablehouse reported:

- She has ordered the new PEP-C Banner, tablecloths and table runner with the new PEP-C Logo that Steve Rees designed. DPI has the order and Peggy reported she should have those items from DPI soon.
- The Materials Totes in the basement of the Fire District Headquarters Building are in good order. Peggy reported that she got a few giveaways from Pierce County (Thank you, Pierce County!)
- Peggy has agreed to head an event planning committee and coordinate PEP-C participation and details regarding events in which PEP-C will participate. Peggy encouraged everyone to help. Many hands make a large task for a few but small work for many. For future events, Peggy reported that the plan is to keep track of several items of data regarding PEP-C participation.
  - Events Scheduling - The planning group Peggy leads has settled on an initial number of nine (9) events for 2020 of the possible 16 known events in the PEP-C area. This number is flexible and could expand or contract depending on how many PEP-C members can participate and for which events. Peggy will send out information on which events, which dates, where and when (which operating hours) the plan calls for. Actual participation depends on how many people step up to help out. The planners are considering the Garage Sale, May 23<sup>rd</sup>, at the Key Peninsula Civic Center as one of the nine events. Steve O suggested that

PEP-C look into attending Winterfest and Tidefest as both are well attended. Peggy agreed that those are large scale community events and might be worth getting into. Due to the timing of both Winterfest and Tidefest (at or around Thanksgiving) Peggy and the event planners will look those two events for 2020 (not 2019). The event planners also discussed having another PEP-C Emergency Preparedness Fair in September or October of 2020. Whether PEP-C will be able to use the Gig Harbor or Peninsula High School facilities depends on the Peninsula School District fall activity schedules for September and October. In the meantime, Wayne Lopez will check availability and possible use of the old Main and Vine building or the old Fred Meyer building to see if using either of those buildings would work. Using either to those sites would require a donation of the use of those building for that day, as PEP-C currently lacks sufficient funding to rent either space. Peninsula School District (PSD) representatives Candy Lawson and Sara Hoover indicated that they should have an idea about the 2020 Peninsula Scholl District schedule by our next regular meeting on January 8, 2020 to determine feasibility of a 2020 PEP-C EP Fair. Below is the current proposed Events Schedule.

May

- Livable Community Fair – Vaughn - 1st Saturday in May 5-2-20

June

- Garage Sale - Late May or early June

July

- Women’s Wellness Fair – Gig Harbor – Was 7-13-19 at Sehmel Park

August

- National Night Out – Gig Harbor - First Tuesday evening of August 8-4-20
- Fox Island Community Fair – Fox Island- 2nd Saturday 8-8-20
- Logging Show – Wauna -3<sup>rd</sup> Saturday 8-15-20

September

- Costco Week – Gig Harbor - (9-16/9-20 2019) 3rd week 9-14/9-18
- YMCA Healthy Living Expo Gig Harbor - 9-23-20?
- PEP-C Fair 2020 – Gig Harbor 9-20 TBD

October

- Farm Tour – Key Peninsula – 1<sup>st</sup> Saturday of October 10-3 & 4-20

Other Suggestions:

- Once a month through summer (6 months) Farmers Market at Wollochet
- JUNE - Safety fair near Walmart in Pt Orchard – June
- OCTOBER- Scarecrow Festival at Sehmel Park – October
- Fall Dates Vary - Harbor Holidays
- Fall - Harbor Hounds
- Starting Fall 2020 - 5 Weeks at TCC

- Brochures Distribution - One area of focus for event planning is how many brochures PEP-C hands out. For example, Peggy will start each event with a specific number of brochures and will provide that number to the event PEP-C participants. At the end of the event, she will ask for a brochure count – how many did PEP-C give out. This procedure will provide better tracking of materials for future ordering. This data can also be a measure of how effective PEP-C is in reaching out to the communities PEP-C serves.
- Volunteer Participation Tracking - another important step is to include information about how many PEP-C members participate in any event or activity and for how many hours – including monthly meetings. Each PEP-C volunteer needs to log onto (sign) the Volunteer Sign Up Sheet. This requirement includes the many side meetings that PEP-C people participate to accomplish planning or participation on behalf of PEP-C of any kind. The important thing is to get a sign in sheet and report that information to Peggy G. Getting an accurate count of hours and people involved will become part of a consolidated periodic report to Pierce County as well as become part of the information for the PEP-C yearly historical record. Providing that

information to Pierce County Emergency Management (PCEM) will enable to PCEM manage their resources and will also bolster PCEM requests for funding from WA State Emergency Management Office and FEMA. Peggy L emphasized that this specific participation data is extremely important to the securing grants and supplemental funding for PEP-C, Pierce County and for Washington State. This is extremely important to support PEP-C grants and funding requests as well. We can show anyone how many volunteer hours our members are putting in. The planning group is working on a Log In format that satisfies the volunteer data needs described above.

- Planning Overview All of this data will roll into future planning for which events to participate in, and how many materials and what types of materials PEP-C should plan to use. The consensus of the planners is that tracking this data can provide a broad measure of how effective PEP-C participation is, which events get most 'bang for buck' and will be part of the strategic planning that Don Lee and the strategic planning group have been doing since last summer.
- Liability Insurance – Lastly, the consensus of the planners is that PEP-C must explore getting liability insurance. Don and planners will explore that area as part of strategic planning.

### **Membership Team:**

No report. Membership may be dropped as a team and replaced with something else (maybe Events or maybe Planning or something else, or just dropped). The Bylaws Review Committee (see below) will explore options as Membership team et. al. is covered in the Bylaws

### **Emergency Communications Team:**

David Haycock reported by email the following:

- **GET ON THE AIR CLASS**

Further development has been done in preparation for the "On the Air" Radio Operations class. David has recruited help from other Radio Operators in PEP-C to assist with the hands-on operational part of the class. Thanks for Steve Rees for on putting both Training sessions into the PEP-Calendar. **Part 1 is scheduled for Jan 7<sup>th</sup> (1830 hrs) and Part 2 for Jan 14<sup>th</sup> (1830 hrs).** David will work with Peggy G to add a third class if the group consensus is that a 3<sup>rd</sup> class is needed. Currently, about 10 people holding HAM Tech license have signed up for this first class, and the expectation is that as the word spreads about how critical Alternate Communications will be during the post-quake recovery phase is, then folks with those critical emergency communications skills will be even more valuable. The thing to keep in mind is, when all normal communications fail (i.e., cell phone service and land line phone services fail, and the only communications left are HAM radio and FRS radio operations) the need for more emergency communications people will be even more paramount and more potential students will sign on for this training. Training team members working with HOAs should be sure to mention this new Training opportunity. To that end, David and Peggy are seeking a list of prior grads from Tom Smith who has, on behalf of PARET and the Burley Radio Club, conducted many HAM Classes locally. David Haycock attended the Tech Class at the Key Peninsula Community Center on that starts on Nov 5<sup>th</sup> to recruit more students for On the Air training.

- **PARET and Fox Island Radio Networks (PARET – Peninsula Amateur Radio Emergency Team)**

Fox island is continuing to make great strides with improving their radio communications capability. There is much closer relationship now between the Fox Island HAM Emergency Radio group and PARET. which is being actively worked on. District 5 Fire Department has indicated a strong desire to develop rugged emergency communications for and with Fox Island (Fire Station 53) and Lakebay (Fire Station 47). These are both active projects for PARET and now with the Fox Island Emergency Radio Group.

- **St. Anthony's Hospital Emergency HAM Radio Station**

The Emergency Manager for CHI Franciscan/St. Anthony's Hospital, Jacob Hausdorf, asked to delay meeting with PEP-C Emergency Communications because of time constraints. David is working to coordinate a meeting with Jacob Hausdorf and Mark Yordy November with a view to relocating the radio. Earlier this month, David and Mark Yordy met and discussed St Anthony's Hospital current emergency radio station location in the women's lactation room on the 4<sup>th</sup> floor of St Anthony's Hospital. Clearly, this location is far from ideal because the rest of the Emergency Response coordination occurs on the first floor near the Emergency Services entrance. Getting that radio relocated from the women's lactation room on the 4<sup>th</sup> floor to nowhere nearer the security management desk on the ground floor is a priority. That the current location is far from ideal is an understatement. Mark and David will work with Jacob to get a better location that better supports emergency response at St Anthony's. David hopes to have that meeting with he, Jacob Hausman and Mark Yordy sometime before Christmas and hopefully generate the effort to get that critical radio moved to a more appropriate location. Getting that done is not simple nor easy as the movers and shakers at CHI Franciscan must heed and act. Getting County input will hopefully create some impetus to make that change. Ensuring continuity of the key emergency radio communications on the west side of the Narrows at our most significant medical facility is an important shift. Getting the deciders to understand the problem, the solution and then act is much like running in deep sand. Slow, arduous and exhausting after a time. Still this is an important step for decision makers at both St Anthony/CHI Franciscan and Pierce County Emergency Management which will affect those of us west of the Narrows as we prepare for disruptive catastrophes.

### **Funding Team:**

Curt Scott reported the following by email:

- Curt wrote and forwarded Carolyn a draft solicitation letter for review and suggestions as part of a PEP-C direct solicitation program. (FYI- a member of one of the local Rotary Clubs strongly suggested PEP-C conduct this type of solicitation letter campaign). The intent is to leverage the PEP-C Gig Harbor Chamber of Commerce (GHCOC) membership. The plan is to submit the letter to directly to appropriate companies and organizations that are also GHCOC members – a direct funding solicitation to PEP-C for use in helping us help our communities prepare. Our letter will focus on the two areas that we need to push hardest – Training and Information. We hope to kick off that funding campaign starting in January of 2020. The text of the letter is critical and requires a lot of thought. For many local businesses, this solicitation letter could easily be the first exposure to PEP-C that many of these businesses will have. To that end, we should also consider having a section of PEP-C that focuses on helping our local businesses prepare for disasters. This letter must, very briefly, explain who and what PEP-C is and does. Anyone wishing to see the current draft or wanting to provide input, contact Curt. The more input at this stage, the better. The belief is, as more companies, organizations, clubs and groups become aware of what PEP-C does to support their employees and members, the more those folks from those companies, organizations, clubs and groups will be willing to back PEP-C with financial support because our focus is both personal, universal and very logical.
- Curt explored the FEMA Public Grant program that Peggy Lovellford pointed out in September. The result was, the FEMA program is actually for Anti-Terrorist Programs, not specifically for Emergency Preparedness in general. So, the issue is how to bridge PEP-C into being, somehow, an anti-terror program – that could be done, but not easily. Put another way, that would be a tortured explanation for some grant authorizer at FEMA to read. Also, PEP-C must find an existing Public Service Organization with which to partner such as Pierce County Emergency Management, or Pierce County Fire Department or Pierce County Sheriff Department, and then engineer the Grant Application to fit the grant parameters using logical constructs and language that a FEMA Anti-Terror Grant Review Board would accept as legitimate. As with the Corporation for National and Community Service (CNCS) federal program we looked at early this year, the path to actually getting money via this path is very complicated, requires a lot of time and effort to 'get in the door', and after all of that, has a limited chance for that federal money as many organizations have a clearer mission that more directly relates to anti-terror activity in the US. Nonetheless, this fact highlights that somehow, somewhere, there is money that, if we can find the right partner and jump through all the hoops adroitly, we can access. Those are a lot of conditions to meet but do offer significant funding.

- Curt also explored the CNCS grant program that Ray Kittelberger pointed out in July of 2019. The Corporation for National and Community Service (CNCS) is the federal agency that leads service, volunteering, and grant-making efforts in the United States. CNCS focuses on programs that help improve the lives of Americans improve through service. CNCS works with local partners to tap into the ingenuity and can-do spirit of the local people who work on most pressing local challenges. Larger groups closely affiliated with CNCS include AmeriCorps, Senior Corps and the Volunteer Generation Fund and other groups. CNCS exists to support high-impact services to meet pressing needs. Such programs include addressing immediate needs such as illiteracy, homelessness, hunger and disasters. We may be able to get a foot in the door via the disaster angle, but from reading the website details, the kinds of disasters CNCS appear to support are ‘right now’ disaster responses and not disasters at some indeterminate time in the future. In any case, we could not respond quickly enough to meet the 2019 deadline of end of August. Nonetheless, we will look at trying to be in a position to become eligible for funding through CNCS for the 2020 fiscal year grant allocation (provided this program still exists in 2020). Again, as with the Anti-terror Grants, the application process is complex, multi-step, will likely require a public service partner and will require a lot of work and time to put together an application.
- Curt submitted a request to Angel Guild for \$550 grant to produce the EPrep Checklist Cards that PEP-C has been discussing since last winter. The consensus has been that the EPrep Checklist Card would be a great training aid, and great PEP-C advertising tool, and very timely during the actual earthquake responses when the full impact of the calamity of the Cascadia Subduction Zone (CSZ) earthquakes impacts people who are trying to comprehend the overwhelming catastrophe they face and need something to help them get moving and working to save themselves. The grant request went to Angel Guild because Angel Guild application is simple, the response time for reply is very quick, and grant funds would meet the Angel Guild goal of serving Key Peninsula residents. Key Peninsula is a very large part of the PEP-C area of operation. We may know as soon as the end of November of 2019 if PEP-C is successful in getting the Angel Guild grant.
- Tuesday, December 3<sup>rd</sup>, is Giving Day. Giving Tuesday is a powerful national day of giving, raising funds and generating awareness about the needs of non-profit organizations after Black Friday and Cyber Monday. This funding opportunity just popped up on the radar, and we may not be in a position to take full advantage of Giving Day this year. We will do what we can to see we can tap into the generosity of those folks in our area who have excess funds. So, if you are talking to folks about donations to non-profit volunteer groups – groups like PEP-C – that do good things for the communities, mention PEP-C and tell folks PEP-C needs funds to do the good work we do.

At the meeting, Wayne Lopez indicated he would like to join the Funding Team. (Welcome Wayne!) Wayne suggested exploring use of the Amazon Smile donation program to have Amazon shoppers designate PEP-C as the non-profit for funds donation. Perhaps that action can be done by Tuesday December 3<sup>rd</sup>, so PEP-C can benefit as part of the Giving Tuesday funding opportunity. (Wayne, please explore and let Curt know soonest possible what PEP-C must do to become an Amazon Smile Non-Profit Recipient. Thanks!).

## **OLD BUSINESS**

### **PEP-C Bylaws Annual Review**

A motion was made, seconded and unanimously approved by the PEP-C Members to create a Bylaws Review Committee.

### **PEP-C SECRETARY REPLACEMENT**

Linda Erwin Gallagher requested to withdraw from PEP-C Secretary. Accordingly, a search was made, and Steve O’Donnell was asked if he would fill in until someone else could be found. Steve considered the appointment carefully, and proposed accepting on the proviso that people please keep their tomatoes and other squishy stuff that they might throw at him in their shopping carts. Having been given assurances from

General Chair Carolyn Sawyer that she would rain hell down on anyone who complained about “Our PEP-C Secretary” and made any disparaging remarks or threw any kind of slams or were mean to Steve in any way, Steve agreed to step in and do the job. To further support this change, the PEP-C Members gave Steve a unanimous vote of approval and a rousing cheer of thanks for doing the thankless job of Secretary.

### **PEP-C Strategic Planning**

Don Lee and Barry Bookman made brief remarks about the Strategic Planning process. Don has taken the lead to draft the PEP-C Strategic Plan with emphasis on training and providing relevant information to residents in the PEP-C Area of Operations. The consensus of the planning meetings is that a focus on training and information dissemination is the most important things at this point in time and is the best use of PEP-C resources.

### **New Business**

#### **Annual Thanksgiving Basket project**

Steve O'Donnell brought up the Annual Thanksgiving Basket project on November 26 & 27. The Basket Project creates Thanksgiving baskets for low income people using volunteers. The Basket Packing will be at Tacoma Narrows in one of the large hangars and will be an All-Day Event.

#### **Gig Harbor Welcome Basket**

A recommendation was made to add the Bucket List and PEP-C Cards to the Gig Harbor Welcome Basket. Contact Carolyn if you want to learn more or participate in that project

#### **2019 December Meeting – Christmas Party**

The December 11 PEP-C Meeting will be a Christmas party our normal meeting place – Gig Harbor Fire District Headquarters, BUT NOT AT 11 AM – **the Meeting will be at 3 PM – and is POTLUCK.** Everyone is welcome, bring friends.

### **Meeting adjourned at 11:14 AM**

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**Next Meeting:**  
**December 11, 2019**  
**PEP-C Christmas Potluck – 3 PM**  
**District 5 Fire & Medic One Headquarters Building**  
**10222 Bujacich Road NW, Gig Harbor, WA 98332**

# **Attend and Bring a Friend!**

*Peninsula Emergency Preparedness Coalition*

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