

**Minutes for PEP-C 2019 Emergency Prep Fair (EPF) Planning Meeting
Wednesday January 10, 2018
District 5 Fire & Medic One, 10222 Bujacich Road NW,
Gig Harbor, WA 98332**

ATTENDEES

Curt Scott – PEP-C EPF Plan Team Member/PEP-C General Chair/Note-taker
Don Lee – PEP-C EPF Plan Team Member / Training Team Lead/ PEP-C 2017 EP Fair Chair
Lyman Foulkes – PEP-C EPF Plan Team Member
Peggy Gablehouse – PEP-C EPF Team Member/Materials Team Lead
Annemarie Huppert – PEP-C EPF Team Member/Information Team Lead
Chris Vanderbilt – PEP-C EPF Plan Team Member
Kathy Wehmiller – PEP-C EPF Plan Team Member/PSD Community Outreach
David Haycock – PEP-C EPF Plan Team Member/Emer. Comm. Plan Team Lead
Elizabeth Haycock - PEP-C EPF Plan Team Member

Meeting began at 1120

The PEP-C 2019 EP Fair Planning Meeting had several objectives

1. Set an approximate date for 2019 EP Fair
2. Determine a probable location for the 2019 EP Fair
3. For general planning purposes, discuss changes that would benefit the conduct of the 2019 EP Fair, in comparison with the 2017 EP Fair.
4. Seek someone from PEP-C ranks to be the 2019 EP Fair Chair

The Planning Team agreed to hold the 2019 PEP-C EP Fair again at Gig Harbor High School (GHHS), using same format and space schedule with fewer classes (5 classes each hour, with gaps of an hour between speakers) to allow attendees more time to visit booths and vendors. Also, the team agreed for Vendors expanded opportunities to give presentations and sell items at the Booths would benefit attendees and boost attendance. Marketing would play an important role. For classes, the consensus was that the topics should focus more on personal actions, what each person or family should to do prepare for a major emergency and then to recover from the event, rather than on broader aspects of the post event national and state recovery responses and activities. A proposal was put forward to also focus on Housing Associations as a particular target for EP Fair Marketing and provide some direct and immediate training to those groups

[ACTION – ALL EPF MEMBERS, Derive a list of Topics for Classes – DUE – Next meeting Feb 2/15](#)

[ACTION – ALL EPF MEMBERS, Derive a list of HOAs as marketing targets – DUE March 3/14 Meeting](#)

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The Planning Team agreed to hold the PEP-C EP Fair in Winter 2019 rather than Fall 2019, and with a Target Date of late February or early March 2019 to avoid competition from outdoor events such as youth sports, Wine fest, and other outdoor events that occurred on September 30, 2017. Winter Fair would preclude those kinds of interference. Kathy Wehmiller agreed to research the dates that would provide a suitable date at GHHS to hold the EP Fair date definitely after the completion of Winter high school Sports (Wrestling and Boys and Girls Basketball) and before spring sports.

ACTION – Kathy Wehmiller, provide several possible dates – DUE – Next meeting Feb 2/15

Final topic was how to improve the Admin activity for planning the Fair. 2017, Don Lee did the bulk of that coordination with Vendors and most speakers, which was a large amount of work. There needs to be a better distribution of labor for this aspect of the 2019 EP Fair work. Several ideas were discussed, with follow-up for next meeting. Curt will broadcast to the members and seek a 2019 EP Fair Chair volunteer

ACTION – Curt Scott and Don Lee – Discuss and propose possible solutions – DUE March 3/14 Meeting

ACTION – Curt Scott – Solicit a 2019 PEP-C EP Fair Chair person from PEP-C ranks - DUE March 3/14 Meeting

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Meeting concluded at 1140