

Greater Wilshire Neighborhood Council Resilience Committee Meeting

Meeting Minutes:

Committee members:

Gary Gilbert (Chair)

April Hannon

Max Kirkham

Hayden Conner Ashworth

Conrad Starr

Date: 09/01/2021

Time Meeting Began: 7:06pm

Time Meeting Ended: 9:05pm

1). Welcoming Remarks

Meeting called to order at 7:06 pm by Chair. Secretary called the roll. All members were present except H. C. Ashworth. *Quorum (3) was present.*

2). Public comment on Non-agenda items

(none)

3). Presentations

(none)

4). Administrative Items

A. Review & Adoption of minutes: motion to postpone adoption of minutes for corrections made by M. Kirkham and seconded by C. Starr. Motion unanimously passed.

B. Training Requirements

(satisfied)

C. Adding non-board member stakeholders to Resilience Committee

(no discussion)

5). Old Business

A. Draft Outline for GWNC Resilience Plan (no discussion)

i. Continuity of Operations (presented by C. Starr & M. Kirkham)

- Brown act does address notice of meeting requirement during emergencies/natural disasters.
 - Notice of meeting posting could be waived
 - Board can set emergency notice of meeting requirements
- Locations to consider for emergency posting requirements
 - Must consider ADA compliance
 - Safety of location
 - Availability of selected location in a disaster
 - Accessible to public (discussion followed)

- List of places discussed (*Memorial Branch Park, Golf Course, United Methodist Church Parking Lot, Robert Burns Park*)
- Posting locations
 - How can we let the community know w/o phone or email
 - Posting a pre-printed agenda (write in date/time/location)
 - Suggestion of little libraries for place to post agendas
 - Should certain areas have more posting requirements because they have more people that live in these areas
 - May be able to rely on established HOAs/NAAs to help disseminate information through pre-organized emergency channel in certain areas
 - Little libraries are already located in GWNC area, can use the search tool to locate them
- Emergency Board Roster
 - Ask board members/alternates to volunteer physical address so they can be reached in the event of an emergency
 - GWNC Secretary would maintain the records for emergency use only (copies with officers & admin)
- EOP Binder
 - Held by officers potentially
 - Contains copies of bylaws, important phone numbers and addresses
 - Communication tree for public notices
 - Emergency Board Roster, posting locations, contain general resources/services, blank agendas, blank template for minutes
- Possible Rules/Bylaws Change
 - Determined by members if a crippling disaster has occurred
 - Quorum invoke EOP, 1st meeting agenda item would be to vote if crippling disaster occurred and then proceed
 - Emergency Quorum would have to be put in bylaws, and be reviewed by DONE and city attorney, so number should be as close to majority/quorum as possible

**Comments on Continuity of Operations Plan:*

1. Suggestion to get other NC committees involved
2. ask them what is their purpose in the event of an emergency
3. if emergency status is invoked, all committee operations cease, board will decide functions in this case
4. What other plans need to be developed to complete the GWNC Resilience Plan

5. Important to remember what was presented by C. Starr and M. Kirkham will need to be pared down, EOP, Outreach Plan, will all be synthesized into one emergency plan
6. Can we get the EOP approved by the board, so if an earthquake happens in the next few months, we will have this at least
7. Outreach plan is continuing work for the resilience committee, emergency plans will probably changed and improved every time we go through them
8. EOP can be updated and presented at October GWNC board meeting

ii. Outreach plan

- RYLAN and CERT trainings
- Most practical way to reach the most people in Greater Wilshire
- Need to find way to connect to the whole neighborhood
- Should we consider Windsor Square, as a way to test outreach procedures and get blocks to sign up and complete the RYLAN & Cert training
- Gauge the interest in Windsor Square so possible motion could be made at the next Resilience Committee meeting
- Figure out how NC in general works with a NA or HOA
- Remember that NC is supposed to represent interest of stakeholders, so NC will want the committee to have support of NA/HOAs

6). New Business

(none)

7). Committee Member Reports

Report from C. Starr: Mock drill training from CERT for West Adams NC. In addition to having a mock drill of damage assessment, this training was part of the introduction of their emergency supply caches, these were purchased by West Adams NC. Grant was given to the community preparedness foundation, which purchased these preparedness items (first aid supplies, maps, commercial radios, batteries). Idea is when a disaster strikes a number of people have access to the code so that people can get the process started for the emergency plan. This was the first time the West Adams NC took part in this drill with the emergency cache.

8). Committee Member Comments/Announcements

(none)

9). Requests for Possible Future Agenda items

A. Committee Projects and Next Steps

- C. Starr & M.Kirkham present draft of Continuity Operations Plan for motion to go before GWNC board meeting at the next committee meeting
- discussion of step 1 for outreach plan for getting RYLAN & CERT trainings at the next committee meeting

10). Adjournment: 9:05pm

Motion to adjourn meeting made by Chair, seconded by C. Starr. Motion unanimously passed.

