



Area E Executive Committee Meeting

Area E Disaster Management Office

Meeting Minutes for November 5, 2015

Meeting was called to order at 3:10 pm by Executive Committee Chairman Andrew Vialpando.

1) Roll Call: Roll call was taken and self-introductions were made.

Members Present: Member Joel Hockman; Member Sheri Koomen; Member Andrew Stevens; Vice Chairman Stacy Barnes, Chairman Andrew Vialpando

Members Absent:

Guests Present:

Staff Present: Area E DMAC Cullen Armet; Administrative Manager Jennifer Cerda; Area E Staff Zaira Villa

2) Public Comment: No public comment was made.

3) Approval of Executive Committee meeting minutes- October 1, 2015

Vice Chairman Stacy Barnes moved and Member Andrew Stevens seconded to approve the minutes of the October Executive Committee meeting.

MOTION CARRIED BY THE FOLLOWING ROLL CALL VOTE:

AYES: Member Joel Hockman, Member Andrew Stevens, Vice Chairman Stacy Barnes

NOES: None

ABSENT: None

ABSTAIN: Member Sheri Koomen, Chairman Andrew Vialpando

NEW BUSINESS

4) Discussion of development of work groups and workshops for emergency management best practices and information sharing.

DMAC Cullen Armet discussed the upcoming Standardized Emergency Management System (SEMS) course. Registration has filled quickly with Area E cities. DMAC Cullen Armet would like to conduct credentialing courses in the future.

For consideration:

Conducting a five year training plan.

DMAC Cullen Armet distributed a draft copy of The Emergency Management Reference Guide.

DMAC Cullen Armet presented the 2015 Emergency Management Performance Grant (EMPG) online Activity Log for Area E cities.

5) Discussion of General Board meeting agenda format and meeting structure

Chairman Andrew Vialpando discussed the need for time limits for General Board meetings.

Vice Chairman Stacy Barnes proposed conducting bi-monthly business meetings, and submission of a comprehensive report for Executive Committee reports.

Member Andrew Stevens proposed future business meetings be limited to bi-monthly meetings. The Committee will revisit the idea of modifying the schedule of General Board meetings and report its findings at an upcoming General Board meeting.

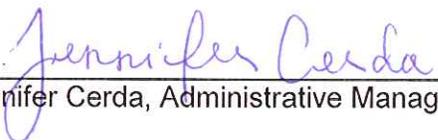
6) Discussion of Area E direction and objectives

Chairman Andrew Vialpando discussed that Area E Treasurer Rod Hill recommended a financial services accountant to assist Area E with its internal controls. Professional Services should not exceed \$11,000. A report will be included for approval at the November General Board meeting.

7) Adjournment

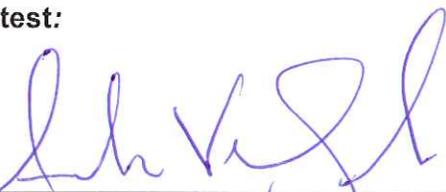
There being no further business to be brought before the Area E Executive Committee, the November meeting adjourned at 4:10 pm.

Submitted:



Jennifer Cerda, Administrative Manager

Attest:



Andrew Vialpando, Chairman

APPROVED:

January 7, 2016