

Apache County
Special Needs Population Subcommittee
Summary Meeting Minutes
September 24, 2009 1:00 PM

Present:

Jean Wilson, Gaylene Kirkhorn, Taura Livingston, Kellie Monterrosa, Tom Beddow, Toni Preder, Dennis Gilliam, Ramon Morales, Harry Cordova, Jake Finley, Mike Humphrey.

Call to Order:

Meeting was called to order by Kellie Monterrosa, sub-committee member (sitting in for Shonde Burges, LEPC Special Needs Subcommittee Chairperson) at 1:00 pm at the Eagar Town Hall Council Chambers.

Approval of Meeting Minutes for August 27, 2009:

One correction was requested by Tom Beddow regarding presentation of the Emergency Management All Hazard plan and the Public Health plan. Section regarding APCON should be stated as a 5 phase ramp-up.

Gaylene Kirkhorn motioned for approval of minutes, Dennis Gilliam 2nd the motion. Vote was unanimous.

New Business:

Presentation by Taura Livingston, American Red Cross regarding community needs and resources.

Last month discussed matching community resources with community needs. Need to identify impacts on special needs during a disaster. Think outside the box on what resources are available locally. Have these resources contacted and ready to respond prior to an actual incident. Taura provided a special needs community resources worksheet to identify assistance that will be needed, short term and long term sheltering and recovery. A section was provided to list community organizations that would be able to assist during an emergency.

Nomination and Election of Vice Chairperson and Secretary:

Taura Livingston nominated Toni Preder for Vice Chairperson, Jake Finley 2nd the motion. Vote was unanimous.

Tom Beddow nominated Gaylene Kirkhorn as Secretary, Taura Livingston 2nd the motion. Vote was unanimous.

Call to LEPC members:

Kellie Monterrosa stated the committee needs to start breaking out focus groups for the different special needs areas. Next meeting will create 2 focus groups one for medical and one for animals. Toni Preder will take the lead on the Medical and Dennis Gilliam will take the lead on the Animals.

Tom Beddow stated in thinking special needs, need to deal with planning. What comes first? Need to have an administrative outlook. How are you going to record or create a registry with all the information and details?

Harry Cordova suggested looking at this from an IC structure under Finance and Administration. Use ICS forms for organization.

Toni Preder stated in regards to the Medical focus group, need to know who to call on what is in place

prior to incident. Need life sustaining supplies available.

Tom Beddow has who will handle this? Logistics, Planning, Operations? It is good to build an inventory but who will activate, find and go get?

Committee agreed to have the Special Needs sub-committee cover the finance and administrative aspect for the focus groups.

Tom Beddow stressed that all efforts on planning will fall apart if administration is not part of the process.

Kellie Monterrosa stated committee will build a framework and then designate people.

Taura Livingston stated need to get more organizations on board in order to assign roles.

Ramone Morales suggested keeping a backup plan if an organization is not available. Need more than one contact.

Members of the sub-committee need to start reaching out and bring these organizations to the meetings.

Public Comments:

Roundtable:

Toni Preder provided an evacuation planning checklist that is given to each of her clients to help be prepared. Would like the members of this sub-committee to review and bring comments to the next meeting. Mentioned this checklist helps those evacuating communities because it reminds the person to tie a white cloth outside their door. This is a universal sign to show no one is in the house. Also gives a file of life to her clients to put all pertinent medical information on. This is placed in a red sleeve and placed on the refrigerator.

Mike Humphrey will distribute checklist to Vernon community, Kellie Monterrosa will use in a training and Harry Cordova will share with the Apache County Sheriff's office since they are spearheading an evacuation plan.

Kellie Monterrosa stated the more laymen that review this checklist and make suggestions the more it will become a working document that everyone can use.

Tom Beddow discussed the Special Needs plan he is working on and the rough draft that has been sent to us by the State. The State plan is good to look at as a template but we need to define and refine to Apache county's needs and issues.

Next meeting date and time:

Next meeting was set for Tuesday October 20, 2009 at 1:00PM at same place.

Gaylene Kirkhorn Motioned for adjournment, Dennis Gilliam 2nd the motion. Vote was unanimous.