

Disaster Mitigation Plan Committee  
Special Meeting Minutes  
January 18, 2010  
12:00 PM

The meeting was called to order at 12:10 PM.

Present – Lyons, Stites, Harshfield and Recording Secretary Meyers.

Lyons presented an Off-Site Response Standard Operating Procedure for discussion purposes.

The importance of each business having an SOP which is filed with the Fire Department was discussed. While we have a Rural Fire Inspector for Rural Fire and SOP's may be on file at the main office, it is not readily available for immediate use at Battalion 3. This was considered a weak process – information should be shared and readily available.

It was also discussed that Rural Fire utilizes Traverse City for Haz Mat services as does Metro Fire. While this is great as the need to duplicate services is removed, the departments utilize different radio frequencies. Again, a weak process.

Stites will locate a generic version of an SOP for review.

SOP's for our farmers was also stressed.

The importance of sharing information, not to step on toes, but to promote safety and welfare was reiterated by the committee.

The committee determined that the threat of spreading animal and human diseases would be added to the list of possible threats to the Township.

The placement of a computer in the Township Command Vehicle (the chief's truck) was discussed. All SOP's and pertinent information would be readily available on site of any situations.

The committee then went through Section 1 of NIMS (National Incident Management System) IS-100a took place.

After the review, it was determined that auditing a situation after the fact was important not to be critical but to improve the process for further situations.

Section 2-5 will be completed by the members on their own prior to the next meeting.

Next Steps – review an outline for the Disaster Mitigation Plan and review feedback from the Historical Society.

Next Meeting – February 8, 2010 at 12 Noon.

Meeting Adjourned at 1:45 PM.