



Help Guide the Future of West Hills  
**West Hills Neighborhood Council**



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**EMERGENCY PREPAREDNESS COMMITTEE  
MEETING MINUTES**

**January 20th, 2009 - 6:30-8:00 PM**

**At West Hills Hospital – 4<sup>th</sup> Floor Training Room, 7300 Medical Center Drive, West Hills, CA 91307**

Doors open at 6:15 p.m. for general discussion amongst Stakeholders.

**Members in attendance: Adria Delibeto, Cheryl Evans-Cobb R.N., Shawn Lenske, Gary Plummer, Jeffrey Stordahl, Ed Young, Jacquie Young, Ron Sobel**

**Absent: Ed Crowe, Carolyn Poppert (excused), Chris Rowe (excused), Bobbi Trantafello (excused), Ed Youngblood (excused)**

**Welcome new members**

**6:30 PM**

**Chair: Mr. Jeffrey Stordahl**

**Opening Business**

**6:40 PM**

Call to Order  
Roll call – Establish Quorum  
Pledge of Allegiance

**Cheryl made the motion, Adria 2<sup>nd</sup> with no objections. Minutes approved.**

Review & Approve Meeting Minutes

**Old Business**

**6:45 PM**

**All Board Members**

Discuss overall plan for committee and define goals.  
Development of “Mission Statement”

**The need for a mission statement was discussed. The committee will look to other NC’s or Done for a pre-defined template. Until such time, Adria quickly composed a “draft” mission statement that will be distributed at our next meeting.**

Define CERT training schedule & location

Discuss budget approval of \$2000 by the WHNC Board (for Administrative costs and community projects)

**The idea of the WHNC to plan a Emergency Preparedness Fair was discussed. A consensus within the committee was begin planning for this event to be held sometime in April. Jeffrey to follow up with Tom Soong (DONE) to discuss the plan and then to follow up with Michelle Ritchie on securing a location. Chaminade was the suggested location.**

**7:00 PM**

**Mr. Adam Runkle**

## Presentations

### Emergency Preparedness partnership with the “American Red Cross”

Planning and Partner Relations Manager  
Emergency & Disaster Response

Mr Runkle explained to the Committee what the Red Cross can provide to the NC’s regarding training and support. He also described their process for securing pre-defined agreements with NC’s that can be initiated during an emergency. Mr Runkle added he would be support our efforts to host a Emergency Preparedness Fair and would request the Red Cross to attend.

## New Business

7:30 PM

It was agreed the next two committee meetings would be scheduled for Feb 17<sup>th</sup> and March 17<sup>th</sup> at the same location.

EP09-0001 Discuss initial plans for community outreach materials (budget item)

After some discussion it was decided to postpone any vote on distribution of funds until a plan is in place for the proposed Emergency Preparedness Fair is confirmed.

Discuss partnership and training offerings (schedule presentation for our next meeting)

Shawn Lenske  
American Heart Association

Mr Lenske explained to the Committee what the American Heart Association can provide to the NC’s regarding training and support. Mr Lenske added he would request support and marketing materials for a proposed Emergency Preparedness Fair.

## Adjournment

8:00 PM

The meeting adjourned as scheduled.