

Long Range Planning Committee Meeting Minute

May 15, 2018

Present: Chris Charbonneau, Creed Kidd, Darlene Killpatrick, and Lynn Wartgow

Called to order at 9:40

Unfinished business:

- Review the list of needs for HUB project. They include: database, manuals, code of conduct for the volunteers working with the HUB project, MOU's, forms from VOAD to be reviewed (Hannah is working on this), extension cords and power strips (Creed will look at the viability of the cords they have and order what we need), volunteer intake forms.
- Question of how ready are we if a disaster happens next week?
- Database? What exactly will it be used for? People or resources or both?
- Chris reported on what the Lion's Club has done in the past trying to gather information about community members. They are open to putting the HUB flyer in their welcome packs. They like to donate to local organizations so it may be appropriate to approach them to request funds for the HUB.
- Lynn reported on Larimer County 2-1-1
- Priority: 1) We need access to emergency information, ie. What to do in an emergency? Where would we get the information that we need? *We would call Larimer County (Shayle) at the Larimer Connects, a part of the Emergency Management Team. Public Information Officers (PIO) are in place at Glacier View and RFL.* 2) People. Who needs the information and who will get the information out?
- Evacuation maps are being revised by county.
- Need to schedule a meeting with Shayle re. MOU. *This was later tabled in the meeting.*
- Darlene will send Lynn a copy of the Operations Manual and flyer.

New Business:

- Darlene will ask to be a speaker at the Lion's Club. She will also speak with Eunice M. about meeting with the North 40 Alliance to share what had been done in the past re. information gathering for disaster prep.
- Chris asked if someone could speak at the Hewlett Gulch Road Assoc. meeting on June 16th Darlene is already speaking at the GVM annual meeting that day.
- MOU's – Looks like we only need one to be written between the North 40 Alliance and the Library. It may be helpful to define the need in a purpose statement as well as the roles and responsibilities of both agencies. A sample purpose statement: *In order to enhance the appropriate, efficient, response to a disaster in the RFL Library service area, the following MOU has been developed.* The MOU will cover equipment, information sources, and personnel. Creed will draft one for review.
- During an incident the Mountain Meeting Place would be the headquarters for GVM.
- Community Emergency Response Training (CERT) is scheduled for June 30th and July 1st at the POA, 8:30 – 5:30
- Train library staff in how to respond during an incident.

- Carol Stanzer has resigned from the Long Range Planning Committee

The next meeting of the Long Range Planning Committee will be on Tuesday, June 19th at 9:30.

Adjourn at 11:55

Respectfully submitted by: Lynn Wartgow