

Disaster Preparedness Committee
Minutes of meeting of October 9, 2023
Village Office - 11am

The meeting was called to order at 11am.

Attendance: Committee Chairman Trustee Meg Walton, Trustee March Dye, Trustee Tom Rademacher, DPW Superintendent John Friend, and Deputy Clerk Alacia Acton

- Deputy Clerk Acton supplied the committee with information on backing up the computers and filled us in on where hardcopy information is kept.
- Walton supplied information from the State of Michigan's Records Management Services which outlines the proper storage of documents and describes what are Vital Records. Discussion revolved around the documents stored in the office and DPW building and what measures could be taken to preserve these in case of a disaster.
- Walton, Dye and Rademacher were each assigned one method of preservation to pursue - with costs involved. (Cloud, fire proof file cabinets, storage facilities)
- DPW Superintendent Friend said he will have more time this winter to work on a SOP (Standard Operating Procedure) for the water system and for chlorinating the system. At the moment he is working on the paperwork for the Lead Pipe program.
- Find out where the report is about the village that is done by an independent contractor for the insurance company. This could be useful to the committee.

The meeting was adjourned at 12:10.

Respectfully submitted by Meg Walton