

**City of Winchester**  
**Electoral Board Meeting Minutes**  
**Tuesday, Feb. 20, 2018**

**1) Meeting called to order at 4:10 pm.**

At : City of Winchester Office of Election  
107-A North East Lane  
Winchester, VA 22601

Attendees: Joanna Elson, Secretary  
Phil Milstead, Vice Chair  
Liz Martin, Registrar  
Geoff Lukens, Chair

2) Minutes have been approved for Feb. 5th and Feb 12th.

**3) Emergency Procedures Manual: ( Timeline to have this completed by April 2018)**

Reviewing Fairfax City Coop Emergency Plan. We will be able to use this to reference and create at plan.

Liz and Jody met with Lynn Miller from the City of Winchester on Tuesday, Feb 20th at 11:00 am. about the Emergency Plan. Lynn will check on what is available to our access for Election Day. If the Mobile Command Unit is unavailable what do we need?

**He will check on :**

**Radio's-** The radio Manager will have an orientation with our Head and Assistant Head Officers on March 7th and will then train the week before the June Election.

**Generator** - Lynn will check with Fire and Rescue and City Hall about using their generator and using Fire and Rescue as an Emergency Polling Place.

**Flood Lights**

**Tents**

**Supply List for Precincts:**

**Fan**

**Heater**

**Tent**

**Sandbags**

**What will determine when we go outside and when we need to go to the Emergency Location. The Head Officers will have a good idea of the emergency and whether we need to leave the area.**

**Worked on revising the Emergency Plan.**

**Liz and Jody will look at the plan and combine the information in the GRE Handbook.**

**Electoral Board and Registrar will need to review and combine:**

1) Emergency Procedures of Polling Places

2) GRE -Chp. 15 Emergency Procedures

3) Phil's Disaster Plan

4) Voting System Security Plan - 2017-2018 - City of Winchester

4) We changed the Feb. 26th has been changed to March 7th at 7:00pm for the Head, Assistant Officer and Pollbook Officers for Pollbook training and radio orientation.

Meeting Adjourned at 6:30 pm.

Next Meeting: March 7th, Wednesday at 4:30pm.

Minutes submitted by Secretary, Joanna Elson