

**Alamo Area Council of Governments
Regional Emergency Preparedness Advisory Committee Meeting
Wednesday, March 16, 2016 – 1:30 p.m.
Al J. Notzon III Boardroom
Al J. 8700 Tesoro Drive, Suite 100, San Antonio, Texas 78217**

MEETING MINUTES

MEMBERS PRESENT:

<ol style="list-style-type: none"> 1. Dr. Charles Bauer 2. John Culpepper 3. Chief Duane DuBose 4. Shelby Dupnik 5. Mark Montgomery for Eric Epley 6. Dan Pue for Live Oak 7. Jeffery Fincke 8. Robert Adelman for Chief Joe Hamilton 9. Sammy Sikes for Steve Hannemann 10. Jeff Kelley 11. Keith Lutz 12. Mark Mattick 	<ol style="list-style-type: none"> 13. Valerie Frausto for William “Vance” Meade 14. David Prasifka 15. Dannie Smith 16. Carey Reed 17. Lt Braxton Roemer 18. Danny Taylor 19. Chief Lawrence Trevino 20. Kyle Coleman for Judge Nelson Wolff 21. Derek Wrenn
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MEMBERS ABSENT:

<ol style="list-style-type: none"> 1. Erwin Brown 2. Chief Walton Daugherty 3. Frank Galvan 4. LeAnn Hosek 	<ol style="list-style-type: none"> 5. David Padula 6. Lorenzo Sanchez 7. Mayor Johnny Stahl
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STAFF PRESENT:

<p>Marcela Medina-Public Safety Director Shane Jenkins- Homeland Security/9-1-1 Manager Laura Richardson- Public Safety Administrative Assistant James Minze- Homeland Security GIS Planner</p>

1. Opening

Chairman Kyle Coleman called the meeting to order at 1:30 p.m.

2. Roll Call

A quorum was established with Twenty One (21) members present.

3. Citizens to be Heard

There were no citizens to be heard.

4. Consider and act upon approval of minutes for February 17, 2016.

A motion was made by **Mr. Jeffery Fincke** and seconded by **Mr. Robert Adelman** to approve the minutes.

All Approved, Motion Carried.

5. Discussion and appropriate action on Membership items:

(Discussion of REPAC By-Laws took place here before membership items):

AACOG staff is going back for a period of one year to see how many absences there were by each member at the meetings. Right now this is stated in the By-Laws to use a one year time frame. REPAC By-laws also state that the committee can have up to 30 members right now.

It was decided that a membership committee will be established to reach out to counties that are not on the committee at this time and to keep track of membership. This topic will be discussed further at the next meeting.

A. New Member: Fire Chief Dannie Smith-Kerrville Fire/EMS Department, replacing Mayor Jack Pratt as primary member for City of Kerrville, representing Fire/EMS.

B. New Alternate: Division Chief/EMC Tony Lenard-Kerrville Fire/EMS Department, as alternate to primary member Dannie Smith for City of Kerrville, representing Fire/EMS.

C. New Member: Bexar County Emergency Services District #7, Fire Chief Kevin Clarkson-Bexar County E.S.D. #7, representing Fire.

D. New Alternate: Bexar County Emergency Services District #7, Assistant Chief Chris Willis-Bexar E.S.D. #7, as alternate to primary member Kevin Clarkson, representing Fire.

E. New Member: Assistant Fire Chief Kade Long-Schertz Fire Department, as primary member for the City of Schertz, representing Fire/EMS/LE.

F. New Alternate: Police Lieutenant John Correu-Schertz Police Department, as first alternate member to Kade Long for City of Schertz, representing Fire/EMS/LE.

G. New Alternate: EMS Supervisor Toni Bradford-Schertz EMS, as second alternate member to Kade Long for City of Schertz, representing Fire/EMS/LE.

There was a motion made by **Mr. Jeffery Fincke** and seconded by **Mr. Mark Montgomery** to approve items #A & #B.

All Approved, Motion Carried.

There was a motion made by **Mr. Jeffery Fincke** and seconded by **Mr. Mark Montgomery** to table items #C-#G for next meeting.

All Approved, Motion Carried.

6. REPAC Accepts Project Funding and Ranking:

The 2016 Project ranking tool was passed out for the final rankings.

A. REPAC Accepts Project Funding

A motion was made by **Mr. Jeffery Fincke** and seconded by **Mr. John Culpepper** to accept the project funding and ranking from last meeting.

All Approved, Motion Carried.

- B. REPAC acknowledges they will follow the OOG conflict of interest policy.
The conflict of interest policy per State guidelines was explained

A motion was made by **Mr. Robert Adelman** and seconded by **Mr. Danny Taylor** that the committee will follow the OOG conflict of interest policy.

All Approved, Motion Carried.

- C. REPAC Acknowledges they will follow the OOG required ranking policy taking into account vendor holds and other factors to assess regional impact and risk.
An explanation was given that you rank the projects from 1-14. If you have a conflict on some of the projects then you will not have the full 14. The final ranking will then be tabulated.

A motion was made by **Mr. Jeffery Fincke** and seconded by **Mr. Keith Lutz** that the committee will follow the OOG required ranking policy taking into account vendor holds and other factors to assess regional impact and risk.

All Approved, Motion Carried

7. REPAC Project Ranking:

A: Instruction and discussion on procedures relating to Ranking tool.

B: Projects are presented to REPAC for Ranking.

C: AACOG staff will tally ranking tool results and present final ranking to REPAC.

Ranking tool was filled out by the members and given to AACOG staff which tabulated the scores for final ranking.

8. Discussion and appropriate action on approving GY2016 Project Final Rank Order:

AACOG staff handed out the 2016 Projects Final Rankings to members. These final rankings will go to the AACOG Board of Directors to vote on at their next meeting.

A motion was made by **Mr. Robert Adelman** and seconded by **Chief Duane DuBose** to approve the final ranking order.

All Approved, Motion Carried.

9. Discussion of REPAC By-Laws:

This was done right before Item #5. The decision was made to continue discussion at the next meeting.

10. Discussion and appropriate action to be taken on Bexar County's 2015 Communications Project regarding re-appropriation of funds:

Robert Adelman-Had requested to re-appropriate \$31,000 in funds to hire the communications coordinator to start working on some stalled projects.

A motion was made by **Chief Duane DuBose** and seconded by **Mr. Mark Mattick** to approve the re-appropriation of funds.

All Approved, Motion Carried.

11. Discussion and appropriate action to be taken on REPAC Vice Chair replacement.

The By-Laws state that it is up to the Chair to appoint someone in the Vice Chair vacancy or to call for a vote.

Kyle Coleman- He wants to appoint **Mr. Jeffery Fincke** as Vice Chair. He is one of the long standing members of the committee and feels like he will do a great job.

**A motion was made and seconded to approve Mr. Jeffery Fincke for Vice Chair.
All Approved, Motion Carried.**

12. Announcements:

Tony Gross-Talked about Forest Service Grants. They found out this was an issue during a fire in Helotes.

The Fire Department Municipalities need to have a current NIMS form on file with TDEM in order to receive Forest Service Grant funding. The fire departments themselves have to show they are compliant even though the cities or counties may have a form on file. The form shows that they are in compliance.

Kyle Coleman- There are still the Position Specific Classes at EOC- only 21 have signed up as of now.

Chief Lawrence Trevino- They have their regional planner now. Her name is Leah Middleton. She will be making rounds and visiting with people. They will schedule working group meetings.

Shane Jenkins- NIMS & eligibility requirements will change for next year per the State. It is still being looked at.

13. Next Meeting Date: April 20, 2016

14. Adjournment: A MOTION was made and SECONDED to adjourn.

All Approved, The meeting adjourned at 3:00 pm.