

**Alamo Area Council of Governments
Regional Emergency Preparedness Advisory Committee Meeting
Wednesday, April 20, 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. John Culpepper 2. Chief Walton Daugherty 3. Chief Duane DuBose 4. Shelby Dupnik 5. Eric Epley 6. Dan Pue for Live Oak 7. Jeffery Finck 8. Tommy Cavazos for Frank Galvan 9. Chief Joe Hamilton 10. Steve Hannemann 11. Cindy Stafford for Leann Hosek 	<ol style="list-style-type: none"> 12. Jeff Kelley 13. Mark Mattick 14. David Prasifka 15. Carey Reed 16. Sgt Brian Vorauer for Lt Braxton Roemer 17. Jacqueline Silva for Lorenzo Sanchez 18. Chief Edwin Baker for Mayor Johnny Stahl 19. Danny Taylor 20. Jeffrey Dean for Chief Lawrence Trevino 21. Kyle Coleman for Judge Nelson Wolff 22. Derek Wrenn
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MEMBERS ABSENT:

<ol style="list-style-type: none"> 1. Dr. Charles Bauer 2. Erwin Brown 3. Keith Lutz 	<ol style="list-style-type: none"> 4. William « Vance » Meade 5. Dannie Smith 6. David Padula
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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 Jennifer Forbes- Criminal Justice Program 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 Two (22) members present.

3. Citizens to be Heard

There were no citizens to be heard.

4. Consider and act upon approval of minutes for March 16, 2016.

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

All Approved, Motion Carried.

5. Discussion and appropriate action on sub-committee reports:

A: Strategic Planning sub-committee report:

Jeffrey Dean & Leigh Middleton- We set up a timeline of completing a fresh revised Regional Homeland Security Strategic Plan by Oct 31st. We will have the THIRA completed by Dec 15th. We will have first draft of the strategic plan at the next meeting. On May 23rd we are targeting a meeting with all the SWAT teams to work on their action plan. We will replicate that in June with the HAZMAT teams.

B: IT/Fusion Center sub-committee report-N/A

C: Inter-Op Communications sub-committee report-N/A

D: Emergency Management and Community Preparedness sub-committee report- N/A

E: Regional Response sub-committee report-

1. Fire-

Walton Daugherty- We are working on identifying gaps at the HAZMAT strategic action plan meeting in June.

2. Police-N/A

3. EMS-N/A

F: Public Health and Agriculture sub-committee report-

Steve Hannemann- We have had a conference call and working on putting some stuff out and will have a meeting.

G: CI/KR sub-committee report-N/A

Jeffrey Dean- The CI/KR team is working with HLS on a data call. They are working on adding more site calls. They want to add 3 more additional sites.

6. Discussion of REPAC By-Laws

A. Membership methodology discussion

A copy of the AACOG Board of Director By-Laws pertaining to membership was passed out to start the discussion. A copy of the current REPAC By-Laws was also given as reference.

Marcela Medina- This is a base to go off of to see what REPAC wants to use, change, etc. If you use this format then REPAC is looking at having 37 members. There needs to be more coordination so some jurisdictions don't feel like they were left out.

There was a question as to why the membership needed to change. REPAC is getting a lot more interest in people wanting to be on the committee. REPAC wants jurisdictions that are not represented to be able to get on the committee.

B. REPAC Members attendance review (by request)

James Minze- He passed out a sheet that showed the REPAC attendance records for 2015. This showed all members total of meetings they attended and how many absences there were. Per the By-Laws, a member can be removed by the Chair if they are absent from 3 or more meetings in a calendar year. All the people in red had missed more than three meetings.

There was much discussion about whether to remove people to make room for additional members.

Marcela will send out an updated version of everything discussed to be presented at the next meeting since it was decided to discuss this item further.

There was a decision made to have another meeting just to discuss membership rules.

7. Discussion and appropriate action on Membership items:

- A. New Member:** Emergency Management Coordinator, William B. Thomas, Kerr County, representing Emergency Management.
- B. New Member:** Guadalupe County Judge, Kyle Kutscher-Guadalupe County, representing Emergency Management.
- C. New Alternate:** Emergency Management Coordinator, Patrick Pinder-Guadalupe County, as alternate member to Kyle Kutscher for Guadalupe County.
- D. New Member:** Ray Kallio-Frio County, representing Emergency Management.
- E. New Member:** Bexar County Emergency Services District #7, Fire Chief Kevin Clarkson-Bexar County E.S.D. #7, representing Fire.
- F. 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.
- G. New Member:** Assistant Fire Chief Kade Long-Schertz Fire Department, as primary member for the City of Schertz, representing Fire/EMS/LE.
- H. New Alternate:** Police Lieutenant John Correu-Schertz Police Department, as first alternate member to Kade Long for City of Schertz, representing Fire/EMS/LE.
- I. 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 and seconded to approve items #A-#D. This includes one replacement to a primary and two new members with an alternate.

All Approved, Motion Carried.

There was a motion made by **Chief Walton Daugherty** and seconded by **Chief Duane DuBose** to suspend the above motion and to vote for each person individually.

All Approved, Motion Carried.

All Members voted and Approved Item #A.

All Members voted and Approved Item #B & #C together.

All Members voted and Approved Item #D.

After voting in the above members, the committee was now at full capacity.

The By-Laws currently state that the Chair Kyle Coleman has the ability to remove a member who has missed three or more regularly scheduled meetings. There was discussion on this topic.

Chair Kyle Coleman spoke with Frank Galvan who represents DPS and he volunteered to step down from the committee until membership is resolved.

Chair Kyle Coleman came to the decision to remove REPAC member Frank Galvan with the understanding that once the membership numbers were resolved that he could be voted back in at that time.

There was a motion made by **Chief Walton Daugherty** and seconded by **Derek Wrenn** to approve Items #G-#I.

All Approved, Motion Carried.

There was a motion made by **Mr. Jeff Kelley** and seconded by **David Prasifka** to table Items #E & Item #F. There will also be no new members voted in until changes are made but this will not affect replacement of current members.

All Approved, Motion Carried.

8. AACOG Homeland Security Planning Report:

A. OIG Audit Information Update

The OIG is auditing AACOG for Homeland Security grants for 2012-2014.

B. NIMS Quarterly Report Issues

There is a quarterly report that will be due. Shane may have to reach out to people who may have received equipment in 2014. It is just a NIMS issue.

C. Common School Districts FYI

If you have one in your area, they are supposed to have an emergency plan. It is up to the counties to do that. There are only a few of them. Shane will get a list out.

D. 2016 Funding update

There was a table sent out of the Final 2016 Project Rankings. The state gave us around \$400,000 less than what we were told. AACOG reduced its amount to reflect the 15% in planning. The bottom five projects will not be funded.

REPAC will support a letter to be sent to the Office of the Governor for HLS Grants, requesting to get better numbers next grant season. They want a low and high number on what to expect.

Marcela will put together the letter.

9. Next Meeting Date: May 18, 2016

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

All Approved, The meeting adjourned at 3:30 pm.