

**Alamo Area Council of Governments  
Regional Emergency Preparedness Advisory Committee Meeting  
Wednesday, July 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"> <li>1. Jason Cooper</li> <li>2. John Culpepper</li> <li>3. Chief Walton Daugherty</li> <li>4. Chief Duane DuBose</li> <li>5. Shelby Dupnik</li> <li>6. Jeffery Fincke</li> <li>7. Robert Adelman for Chief Joe Hamilton</li> <li>8. Sammy Sikes for Steve Hannemann</li> <li>9. Cindy Stafford for Leann Hosek</li> <li>10. Ray Kallio</li> <li>11. Jeff Kelley</li> <li>12. Patrick Pinder for Kyle Kutscher</li> <li>13. Kade Long</li> </ol>	<ol style="list-style-type: none"> <li>14. Mark Mattick</li> <li>15. Valerie Frausto for William “Vance” Meade</li> <li>16. David Prasifka</li> <li>17. Dan Pue</li> <li>18. Carey Reed</li> <li>19. Dannie Smith</li> <li>20. Chief Edwin Baker for Mayor Johnny Stahl</li> <li>21. Danny Taylor</li> <li>22. Jeffrey Dean for Chief Lawrence Trevino</li> <li>23. Kyle Coleman &amp; Scott Lampright for Judge Nelson Wolff</li> <li>24. Derek Wrenn</li> </ol>
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**MEMBERS ABSENT:**

<ol style="list-style-type: none"> <li>1. Dr. Charles Bauer</li> <li>2. Erwin Brown</li> <li>3. Eric Epley</li> <li>4. Keith Lutz</li> </ol>	<ol style="list-style-type: none"> <li>5. Lt. Braxton Roemer</li> <li>6. William Thomas</li> </ol>
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**STAFF PRESENT:**

Shane Jenkins- Homeland Security/9-1-1 Manager  
 Laura Richardson- Public Safety Administrative Assistant  
 James Minze- Homeland Security GIS Planner

**1. Opening**

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

**2. Roll Call**

A quorum was established with Twenty Three (23) members present.

**3. Citizens to be Heard**

There were no citizens to be heard.

**4. Consider and act upon approval of minutes for June 15, 2016.**

It was noted that Mark Montgomery came in late at the June meeting so he will be added as present in the minutes.

**A motion** was made by **Mr. David Prasifka** and seconded by **Mr. Dannie Smith** to approve the minutes with the above change.

**All Approved, Motion Carried.**

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

**A: Strategic Planning sub-committee report:**

**i. Strategic Planner monthly update**

**Jeffrey Dean-** There is a new Complex Terrorism grant coming out in 4-6 weeks which is a planning grant. They are looking at giving non-funded UASIs 2-2.5 million dollars. It can only be spent on planning, training or exercising activities.

**Leigh Middleton-** We met up with all sub-committees except for Emergency Management & Community Preparedness, IT/Fusion Center & Public Health and Agriculture. I am working with those Chairs to set up meetings with these committees.

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

Web EOC User training is available.

**C: Inter-Op Communications sub-committee report-**

**Robert Adelman-** We had a good meeting last week. We have hired Jeff Wendling as the BCSO's Regional Interoperable Communications Coordinator. He works for you on the communications committee. He will be reaching out to all counties trying to identify an operational point of contact as well as other key individuals. He will be scheduling site visits.

On the ACall90 project, we will deploy four 700-800 MHz mobile radios to Bandera, Wilson and Karnes counties. Jeff will work on these first and then will get to the larger projects like covered mapping and other things in the strategic plan.

**Guest Jared Vandenheuvel** with TDPS- He did a presentation earlier in the day at the Texas Public Safety Broadband Program meeting. He gave an overview of the State's activities as it relates to FirstNet. It is coming very soon and expects to award in Nov. There was a big push on mobile data surveys to determine broadband needs. This year the big push is on coverage mapping. This will close out by the end of August. **Please go to their website for more in depth information on this subject at: [www.TXLTE.com/coverage](http://www.TXLTE.com/coverage).**

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

**E: Regional Response sub-committee report-**

**1. Fire-** We have met twice. We are gathering information for Hazmat & WMD Response. We have identified 4 public response teams: SA Fire Hazmat, GUADACOMA-New Braunfels/Schertz-Seguin area, CSO-Universal City area and BC Hazmat/WMD. We are getting a list of resources they have available as well as collecting data on responses. We are identifying gaps in those areas. We will go on to technical rescue in the region. We will start on water and then move on to land and fire.

**2. Police-N/A**

**3. EMS-N/A**

**F: Public Health and Agriculture sub-committee report-N/A**

There is a ZIKA taskforce being set up and there is a lot of public education on that.

**G: CI/KR sub-committee report-**

*Chris Stokes*- We have met all of our goals and objectives so far. We have completed 10 data sets so far. We are also working on the Watchboard application. It is a map interface application display of CI/KR information in the region. It takes active calls and brings them into the system. He sent out a link to everyone a few weeks ago.

**6. Discussion and appropriate action on REPAC By-Laws**

**A. Approval of REPAC By-Law membership changes**

*James Minze & Diane Rath*- A draft of the membership section of the By-Laws which was discussed at previous meetings was passed out. This draft had some wording changes that the AACOG Executive Director Diane Rath wanted added to make the wording more precise. There was further clarification added to each section. She discussed the wording changes with the committee and after much discussion, these were the changes decided on for the final version:

The final version of **4.0 Membership** will be:

**4.1** The Regional Emergency Preparedness Advisory Committee (REPAC) shall be composed of members nominated to represent the areas specified in these Bylaws in the following manner:

**4.1.1** Three Bexar County representatives nominated by the county judge and approved by the REPAC, at least one of whom shall be a member of the County's Office of Emergency Management.

**4.1.2** Three City of San Antonio representatives nominated by the mayor or the mayor's designee and approved by the REPAC. One of whom shall be a member of the COSA Office of Emergency Management, one of whom shall be a member of the COSA Fire Department, and one of whom shall be a member of the COSA Police Department.

**4.1.3** One representative from each County, other than Bexar County, nominated by the respective county judge and approved by the REPAC.

**4.1.4** Representatives of member cities other than San Antonio as follows:

**4.1.4 a.** Three representatives for Cities situated in Bexar County.

**4.1.4 a.1.** AACOG will disseminate a letter to all eligible cities that are members of AACOG, in coordination with the Greater Bexar County Council of Cities (the GBCCC). The letter will contain a list of all eligible jurisdictions and member qualifications based on the disciplines needed. The letter will

request that cities nominate their individual for consideration. The nominations will be presented to the REPAC for a vote. The representative with the highest number of tallied votes will be the designee.

**4.1.4 b.** Nine representatives for Cities situated outside of Bexar County within the following counties; Atascosa, Bandera, Comal, Frio, Gillespie, Guadalupe, Karnes, Kendall, Kerr, Medina, Wilson, and McMullen.

**4.1.4 b.1** AACOG will disseminate a letter to all eligible cities that are members of AACOG. The letter will contain a list of all eligible jurisdictions and member qualifications based on the disciplines needed. The letter will request that cities nominate their individual for consideration. The nominations will be presented to the REPAC for a vote. The representative with the highest number of tallied votes will be the designee.

**4.1.5** One representative from Southwest Texas Regional Advisory Council (STRAC) to represent regional medical response. AACOG will coordinate and disseminate a letter to the Executive Director of STRAC, requesting a nomination to the committee. The nomination will be presented to the REPAC for approval.

**4.1.6** One representative from Department of State Health Services (DSHS) Region 8 to represent public health. AACOG will coordinate and disseminate a letter to the Director of DSHS requesting a nomination to the committee. The nomination will be presented to the REPAC for approval.

**4.1.7** One representative from education, either k-12 or Higher Education, selected by the committee. AACOG will coordinate and disseminate a letter to the School Districts/University and Colleges that are members of AACOG, requesting a nomination to the committee. The nominations will be presented to the REPAC for a vote. The representative with the highest number of tallied votes will be the designee.

**4.1.8** One representative from the Texas Department of Public Safety. AACOG will coordinate and disseminate a letter to Director of the Texas Department of Public Safety, requesting a nomination to the

committee. The nomination will be presented to the REPAC for approval.

**4.1.9** One representative from a Local Emergency Planning Committee (LEPC). AACOG will coordinate and disseminate a letter to the Chairs of the Local Emergency Planning Committees, requesting a nomination to the committee. The nominations will be presented to the REPAC for a vote. The representative with the highest number of tallied votes will be the designee.

**4.1.10** One representative from the Bexar County Hospital District. AACOG will coordinate and disseminate a letter to the President of the Bexar County Hospital District, requesting a nomination to the committee. The nomination will be presented to the REPAC for a vote.

**4.2** The REPAC shall consist of no more than 36 members and all membership positions shall have voting privileges.

**4.3** In the event of a vacancy, AACOG will coordinate and contact all appropriate entities and request nominations for the REPAC vote.

The final version of **7.7.1** will be:

Membership will be reviewed by AACOG staff during the month of June each year. Nominations for new members will be accepted and voted on quarterly. This is done in order to allow for vacant seats to be appropriately filled in the manner previously discussed in section 4.0 Membership.

A **motion** was made to approve and adopt the above changes to the By-Laws by **Chief Walton Daugherty** and seconded by **Mr. Ray Kallio**.

**3 members abstained from voting, all others Approved, Motion Carried.**

## **7. Discussion and appropriate action on Membership items:**

- A. New Member:** City of Live Oak, Chief Dan Pue – Law Enforcement representative, currently the alternate, replacing the previous Primary Ken Evans.
- B. New Alternate:** City of Live Oak, Lt. Matt Malone – Law Enforcement representative, as alternate to primary member Chief Dan Pue
- C. New Alternate:** City of Kerrville, Division Chief, Roger Lampman – Fire representative, as alternate to primary member Chief Dannie Smith
- D. New Member:** Texas Department of Public Safety, Frank Galvan – DPS representative
- E. New Alternate:** Texas Department of Public Safety, Tommy Cavazos – DPS representative, as alternate to primary member Frank Galvan
- F. New Member:** Lower Colorado River Authority, John Havenstrite – LCRA representative
- G. New Alternate:** Lower Colorado River Authority, Julia Kroll – LCRA representative, as alternate to primary member John Havenstrite

- H. New Alternate:** Lower Colorado River Authority, Pat Brandy – LCRA representative, as alternate to primary member John Havenstrite
- I. New Member:** Bexar County Emergency Services District #7, Fire Chief Kevin Clarkson-Bexar County E.S.D. #7.
- J. New Alternate:** Bexar County Emergency Services District #7, Assistant Chief Chris Willis- Bexar E.S.D. #7, as alternate to primary member Kevin Clarkson.

There was a **motion** made by **Mr. Jeffery Fincke** and **seconded** by **Mr. Mark Mattick** to approve **Item A**.

**All Approved, Motion Carried.**

There was a **motion** made by **Mr. Robert Adelman** and seconded by **Chief Walton Daugherty** to approve **Item B**.

**All Approved, Motion Carried.**

There was a **motion** made by **Mr. Mark Mattick** and seconded by **Ms. Carey Reed** to approve **Item C**.

**All Approved, Motion Carried.**

There was a motion made by **Chief Walton Daugherty** and seconded by **Ms. Carey Reed** to table items **D-J** until the By-Laws have been approved by the AACOG Board.

**All Approved, Motion Carried.**

**8. Discussion and appropriate action on REPAC letter to OOG:**

This item is still under review and was tabled to next meeting date.

**9. AACOG Homeland Security Planning Report:**

**A. HLS Planning Update**

1. Intern-

2. Site Visits-

Brian Martinez is our intern with UNT right now. We will start our site visits while he is here. We will send out emails to schedule time with each jurisdiction. We will coordinate with Jeff Wendling if possible.

James Minze-The ERGs (Emergency Response Guidebooks) have been picked up and are available to pick up or we can deliver. Just let us know.

**10. Next Meeting Date: August 17, 2016**

**11. Adjournment:** A MOTION was made by **Mr. Jeffery Fincke** and **SECONDED** by **Mr. David Prasifka** to adjourn.

**All Approved,** The meeting adjourned at 2:40 pm.