

**Alamo Area Council of Governments
Regional Emergency Preparedness Advisory Committee Meeting
Wednesday, January 18, 2017 – 1:30 p.m.
Al J. Notzon III Board Room
8700 Tesoro Drive, Suite 100, San Antonio, Texas 78217-6228**

MEETING MINUTES

MEMBERS PRESENT:

<ol style="list-style-type: none"> 1. Dr. John Herbold for Dr. Charles Bauer 2. Patrick Lewis for Manuel Casarez 3. Kyle Coleman 4. Jason Cooper 5. John Culpepper 6. Chief Walton Daugherty 7. Chief Duane DuBose 8. Eric Epley 9. Jeffery Fincke 10. Tommy Cavazos for Frank Galvan 11. Robert Adelman for Chief Joe Hamilton 12. Cindy Stafford for Leann Hosek 13. Ray Kallio 14. Jeff Kelley 15. Kade Long 	<ol style="list-style-type: none"> 16. Keith Lutz 17. Mark Mattick 18. Douglas Berry for William “Vance” Meade 19. David Prasifka 20. Chief Dan Pue 21. Carey Reed 22. Lt. Braxton Roemer 23. Sammy Sikes 24. Dannie Smith 25. Edwin Baker for Mayor Johnny Stahl 26. Danny Taylor 27. Chief Lawrence Trevino & Jeffrey Dean 28. Alex O’Rourke for Luis Valdez 29. Scott Lampright for Judge Nelson Wolff 30. Derek Wrenn
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MEMBERS ABSENT:

<ol style="list-style-type: none"> 1. Shelby Dupnik 2. Christopher Filline 3. Kyle Kutscher 4. Patrick Murnin 	<ol style="list-style-type: none"> 5. William Thomas 6. Brian Valenzula
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STAFF PRESENT:

Marcela Medina- Public Safety Director
James Minze- Homeland Security GIS Planner
Laura Richardson- Public Safety Administrative Assistant

1. Opening

Chairman Kyle Coleman called the meeting to order at 1:42 p.m.

2. Roll Call

A quorum was established with Thirty (30) members present.

3. Public Comments

There were no public comments.

4. Overview of electronic materials and devices.

Tiffany Harris- gave overview of how to use the IPADS to look at the agenda and for scoring.

5. Consider and act upon approval of minutes for November 16, 2017.

A **motion** was made by **Mr. Scott Lampright** and seconded by **Mr. Derek Wrenn** to approve the minutes.

All Approved, Motion Carried.

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

A: Strategic Planning sub-committee report:

i. Strategic Planner monthly update

Jeffrey Dean- We are excited about Google Docs and being able to use that as a regional tool. The complex terrorism attack grant application is ready and also is in Google Docs. It is a rough draft application right now but well written. We are working with other jurisdictions on the application and will fine tune it. It is due Feb 20th.

Leigh Middleton- The strategic plan is ready in draft form. We are working on getting this ready to be sent out to everyone. If you are interested in joining the strategic planning committee then please let her know.

B: IT/Fusion Center sub-committee report-

We met Nov 30th and went over the people on the list serve. We added multiple people including James and Leigh when we found they were not on it. We also went over statistics of items on the WebEOC. We set our goals for the upcoming year which include: frequency of submission of the data usage and reporting of improved attendance at the meetings. We also talked about the importance of when people are out on scene to report to STRAC and get the information in WebEOC right away so we can get real time accurate information.

C: Inter-Op Communications sub-committee report-

Robert Adelman- Jeff Wendling is making progress going out to people throughout the region and gathering information in getting the WAVE platform online. It only works if you are logged in and using it. STRAC secured us some space on top of one of the tallest buildings in the downtown core which will allow us to install some WAVE infrastructure on top. We may be able to substantially increase functionality.

D: Emergency Management and Community Preparedness sub-committee report-

Keith Lutz-We have not had a meeting since the last one.

E: Regional Response sub-committee report-

1. Fire- Walton Daugherty- We have not met since the last meeting. Wanted to remind everyone that their concentration right now is HAZMAT. If you have equipment that you are not using or that someone else could use then we need to figure out how to transfer it or changeover.

2. Police-

Al Ballew- we last met in Nov. I finally have a Co-Chair Louis Lopez who is helping me.

F: CI/KR sub-committee report-

Chris Stokes- We have made some updates on the Watchboard project. We got our strategic plan over to Leigh. We also sent out a regional project summary. We have almost 13,000 assets in the data catalog. That is about 4500 more than last year. About 90% of the ones we have added have been outside the city of San Antonio since we have been expanding out.

7. Acknowledgements of conflicts of interest and instructions.

James Minze- We passed out the Ranking meeting notes sheet which is almost identical to the scoring tool. The regional breakdown numbers are on the back along with the conflict of interest definition. The ranking tool will also have this information. You must sign the bottom of the ranking tool as the voting member. You cannot vote on your own jurisdiction projects. These will be grayed out on the individual ranking tools.

The meeting notes sheet is available to make notes on when they are presenting the projects for scoring.

8. Discussion and appropriate action on FY2018 Project Rank Order:

REPAC will need to rank projects and have motions on what to do with any more/less money that may be given over the expected RBEs.

We should plan to get around the \$1.5 million as we did last year. The applications are due in eGrants on Feb 20th. They will go to the board in March for approval. We expect to have the amounts back from HSGD on March 15th.

These are some of the changes that were discussed and decided on:

A. The four projects that were discussed last year and were agreed to fund again this year will be given the top rankings. These are:

1. COSA Regional Strategic Planning
2. STRAC I-Info
3. STRAC WebEOC
4. BCSO Regional Inter-Ops Communications Coordinator Yr 2.

B. These projects were withdrawn and removed from the rankings.

1. COSA-SA/BC EOC Security improvements
2. COSA-SA Firefighter Regional Response Training
3. BCSO-WAVE Communicator Phase III
4. Bandera County-Inter-Ops Comm Project 2

C. The COSA-SAFD Regional Response Capabilities was reduced from \$260,050.00 to \$150,000.00.

James Minze- the ranking procedure was given on how to mark the ranking tool. The top project is #1 down to the bottom #. You will give a number to every project on the ranking tool that is not grayed out for you.

All of the projects were presented by someone with a quick 2-3 minute summary to the REPAC. They were also able to answer any questions the REPAC members had about their projects. After all projects were presented, the ranking tool was filled out by members and staff picked up copies to be tallied.

There was an issue with the formula on the excel program to tally the rankings. AACOG staff needs to adjust it to compensate for the people who had conflicts of interest. The final rankings were tabled to the next meeting. There will be further discussion and action taken at that time on rankings and what instructions will be given by the REPAC to HSGD.

The rankings will be sent by email tomorrow to the REPAC to review.

9. Next Meeting Date: February 15, 2017

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

All Approved, The meeting adjourned at 4:30pm.