

**Alamo Area Council of Governments  
Regional Emergency Preparedness Advisory Committee Meeting  
Wednesday, March 15, 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"><li>1. Manuel Casarez</li><li>2. Kyle Coleman</li><li>3. Steve Olfers for John Culpepper</li><li>4. Chief Walton Daugherty</li><li>5. Chief Duane DuBose</li><li>6. Jeffery Fincke</li><li>7. Tommy Cavazos for Frank Galvan</li><li>8. Robert Adelman for BCSO</li><li>9. Ray Kallio</li><li>10. Jeff Kelley</li><li>11. Kade Long</li><li>12. Mark Mattick</li></ol>	<ol style="list-style-type: none"><li>13. Captain Patrick Murnin</li><li>14. David Prasifka</li><li>15. Chief Dan Pue</li><li>16. Carey Reed</li><li>17. Lt. Braxton Roemer</li><li>18. Sammy Sikes</li><li>19. Roger Lampman for Dannie Smith</li><li>20. Danny Taylor</li><li>21. William Thomas</li><li>22. Chief Lawrence Trevino</li><li>23. 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. Jason Cooper</li><li>3. Shelby Dupnik</li><li>4. Eric Epley</li><li>5. Christopher Filline</li><li>6. LeAnn Hosek</li></ol>	<ol style="list-style-type: none"><li>7. Kyle Kutscher</li><li>8. Keith Lutz</li><li>9. William « Vance » Meade</li><li>10. Mayor Johnny Stahl</li><li>11. Luis Valdez</li><li>12. Brian Valenzula</li></ol>
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**STAFF PRESENT:**

James Minze- Homeland Security Coordinator  
Laura Richardson- Public Safety Specialist

## 1. Opening

Chairman Kyle Coleman called the meeting to order at 1:40 p.m.

## 2. Roll Call

A quorum was established with Twenty Four (24) members present.

## 3. Public Comments

There were no public comments.

## 4. Consider and act upon approval of minutes for February 15<sup>th</sup>, 2017.

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

**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 has been talk that there will be a hold on all EMHS grants until they can define what a sanctuary city is. Just an FYI for planning purposes

**Leigh Middleton-** We are having a complex coordinated attack tabletop exercise on May 2<sup>nd</sup>. Lunch will be provided. Once we have the Google drive up then we will have folders for everyone available on this. James Minze will talk about this later. If you are interested in helping with this tabletop exercise then let her know.

### B: IT/Fusion Center sub-committee report-

**Victor Wells-** We met Feb 22<sup>nd</sup>. We had 15 people and 11 agencies that turned out. WebEOC created 10 new incidents. Several related to weather events and exercises people were doing. We have a monthly interactive WebEOC training on the third Tuesday of every month. The Parent INFO Company-ACS had their Chapter meeting that morning so we carried that over into the subcommittee meeting.

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

**Robert Adelman-** There was a little delay in purchasing but we have ended the 2015 project. We have now transitioned into the 2016 fund which covers Jeff Wendling. He is refining his list of agency communication systems across the COG. We will use this to create maps and show where gaps are. This will also help with the strategic plan.

**Jeff Wendling-** the two targets will be your handheld device and your laptop. You will be able to reach anyone in the COG once we have the project completed.

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

**Carey Reed-** Nothing at this time.

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

#### Fire-

**Walton Daugherty-** We met on March 7. Our priority right now is Hazmat WMD and response capabilities. We had reps from the 4 the public response areas. We identified trainings and monitoring equipment that may still have life and can be shared. We want to identify available equipment and see where it is. We will work with James Minze on this.

#### 2. Police- N/A

### F: Public Health and Agriculture sub-committee report:

**Sammy Sikes-** Nothing at this time.

### F: CI/KR sub-committee report-N/A

Chris Stokes sent out a report to everyone.

**6. Discussion and appropriate action on the recommendation to approve membership replacement:**

- A. Member Replacement:
  - i. **Chief Doug Meckel**, Fire Chief-City of Boerne Fire Department *Replacing Mark Mattick*.
- B. Alternate Replacement:
  - i. **Ray Hacker**, Assistant Fire Chief-second alternate for Chief Doug Meckel with City of Boerne Fire Department *Replacing Nathan Taylor*
  - ii. **Thad Siwecki**, Police Lieutenant-first alternate for Assistant Fire Chief Kade Long with the City of Schertz *Replacing John Correu*.
- C. New Alternate:
  - i. **Scott Hitchman**, Division Director-first alternate for Eric Epley with STRAC
  - ii. **Bryce Houlton**, Assistant Fire Marshall/Assistant Emergency Management Coordinator-second alternate for Judge Kyle Kutscher with the County of Guadalupe

A **motion** was made by **Mr. Mark Mattick** and **seconded** by **Mr. Kade Long** to approve all the above membership items in 6 A, B & C.

**All Approved, Motion Carried.**

**7. Google account setup orientation:**

If you already have a Google account then you can use it. You do not need to get a separate account unless you want to.

James Minze and Leigh Middleton will coordinate to do the Google sharing doc. This will aid the region in planning processes and give access to the most recent documents instantly once uploaded.

Instructions will be sent out to everyone on how to set up account and log in.

**8. Programmatic Updates:**

**1. OOG Desk Review verses OOG Site Review-**The Powerpoint presentation on the differences between the desk review and site review processes will be emailed out to everyone. The main thing to note is that they will call ahead and let you know what they want to look at for the site review. They will not come to your site for the desk review. You will actually email them all the document requested for those. This will start happening over the next couple months in some locations.

**2. FY 2018 Project Updates-** The projects are in the OOG process of being batched back to the COG.

**3. Regional Equipment-** The Civil Rights review process which covers unmanned aircraft systems (drones) is called FEMA IB 414.

All HSGD grant-funded equipment must be tagged or marked.

Tags should contain the following information:

- Grantee name
- Inventory number
- When practical, equipment should be marked “Purchased with funds provided by the U.S. Department of Homeland Security”

The powerpoint presentation covering the equipment tagging, disposition, transfer/loans and record keeping will be emailed out to everyone.

**9. Next Meeting Date: April 19, 2017**

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

**All Approved,** The meeting adjourned at 2:30pm.