

**Alamo Area Council of Governments  
Regional Emergency Preparedness Advisory Committee Meeting  
Wednesday, October 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"><li>1. Kyle Coleman</li><li>2. Jason Cooper</li><li>3. John Culpepper</li><li>4. Chief Duane DuBose</li><li>5. Shelby Dupnik</li><li>6. Victor Wells for Eric Epley</li><li>7. Tommy Cavazos for Frank Galvan</li><li>8. Robert Adelman for Bexar County</li><li>9. Cindy Stafford for LeAnn Hosek</li><li>10. Jeff Kelley</li><li>11. Bryce Houlton for Kyle Kutscher</li><li>12. Chief Kade Long</li><li>13. Keith Lutz</li></ol>	<ol style="list-style-type: none"><li>14. Valerie Frausto for William “Vance” Meade</li><li>15. Ray Hacker for Chief Doug Meckel</li><li>16. Rachelle Littlefield for Patrick Murnin</li><li>17. Patrick O’Connell</li><li>18. David Prasifka</li><li>19. Carey Reed</li><li>20. Carolyn Rutherford for Sammy Sikes</li><li>21. Roger Lampman for Dannie Smith</li><li>22. Danny Taylor</li><li>23. William Thomas</li><li>24. Alex O’Rourke for Luis Valdez</li><li>25. Scott Lampright for Judge Nelson Wolff</li></ol>
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**MEMBERS ABSENT:**

<ol style="list-style-type: none"><li>1. Manuel Casarez</li><li>2. Chief Walton Daugherty</li><li>3. Christopher Filline</li><li>4. Jeffery Fincke</li><li>5. Ray Kallio</li></ol>	<ol style="list-style-type: none"><li>6. Chief Dan Pue</li><li>7. Braxton Roemer</li><li>8. Mayor Johnny Stahl</li><li>9. Brian Valenzula</li><li>10. Chief Patrick Zepeda</li></ol>
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**STAFF PRESENT:**

<p>James Minze- Homeland Security Coordinator Marcela Medina-Public Safety Director Laura Richardson- Public Safety Specialist</p>
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## 1. Opening

Chairman Kyle Coleman called the meeting to order at 1:36 p.m.

## 2. Roll Call

A quorum was established with Twenty Five (25) members present.

## 3. Public Comments

There were no public comments.

## 4. Consider and act upon approval of minutes for September 19, 2017.

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

**All Approved, Motion Carried.**

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

### **A: Critical Infrastructure and Key Recourses:**

**Jeffery Moore** – Please see Chris Stokes' email he sent out with the September summary report.

Crisis Track training will take place on October 24<sup>th</sup> 2017 at the San Antonio/Bexar County EOC from 8:30am to 4:30pm. The training will cover system administration and damage assessment field collection.

Crisis Track provides a subscription based web service for conducting damage assessments which can be accessed by field personnel via smartphones or tablets.

The application tracks Individual Assistance (IA) information, capturing damages from single, multi-family and mobile homes with convenient preprogrammed dropdowns, making data collection quick and easy. Information such as occupancy type, residence type, insurance coverage, accessibility/safety and degree of damage.

### **B: Emergency Management and Community Preparedness: N/A**

**Carey Reed** – We met Oct 11<sup>th</sup>. Nothing major decided. We are meeting Nov 8<sup>th</sup> at 11:30 at STRAC.

### **C: Emergency Response-Fire-:N/A, meeting dates are being scheduled.**

### **D: Emergency Response-Law Enforcement:**

**Luis Lopez**- We met last week. Nov 3 at 9:30am is our next meeting which will be here at Tesoro. We will be looking at projects.

### **E: Inter-Operable Communications:**

**Robert Adelman** – We will meet in Nov. WAVE project continues, we are waiting on 4-5 counties. STRAC secured their own funding and added 300 new licenses to the WAVE platform. Medcom is officially on the air. It will be used as a resource for law enforcement.

### **F: IT/Fusion Center:**

**Victor Wells** – Medcom went live this morning. We met Oct 11<sup>th</sup>. We talked about the I-Info web project grant process. Joe Abrams was present for that meeting to hear the discussion. Eric talked about transitioning to have the multi-regional grant be spread out among the counties. STRAC will recommend that REPAC give the same priority to the multi-regional request the same as when STRAC took it on for the region. Each region will take on responsibility. I-Info will take on the responsibility to prepare the funding request.

### **G: Hospital/EMS/Medical:**

**Victor Wells** – They had their regular meeting. Talked about operational preparedness. No unmet needs at this time.

### **H: Public Health and Agriculture: N/A**

**Carolyn Rutherford** – We have not met.

### **G: Strategic Planning: N/A**

**6. Discussion and appropriate action on the recommendation to approve Fall 2017 Bylaws Update:**

**James Minze-** The Bylaw verbiage discussed at last meeting is to change the wording for “scoring” to “ranking”. They will also be reviewed in July instead of January. Staff recommends approval of the changes. This will go before the COG Board consent agenda for next week.

A **MOTION** was made by **Mr. David Prasifka** and **SECONDED** by **Chief Kade Long** to approve the above Bylaw changes.

**All Approved, the Motion Carried.**

**7. Program Updates:**

**Kyle Coleman-** We need to relook at the Goals and Focus areas that came out on the REPAC Strategic Plan Survey. Some of the lower ranking ones need to have a higher focus. Please take a look at it and maybe we need to take a second look at it. DHS is looking at some different things now. We have just been lucky that nothing has happened here. We have lots of festivals and other things that go on in our region. We cannot handle a major disaster in our area without help.

**A. FY2019 Project Period**

There was a handout given for the SHSP Project Submission Schedule for FY2019 Projects. The call for projects will be in Nov along with the project workshop. December will be the Mandatory RFA/eGrants Workshop about mid-month. This will be the longest meeting. December will be the longest meeting. Please check the schedule that was emailed out if you were not at the meeting.

**B. OOG/AACOG Updates**

There was an eGrants updates. They will begin purging documents. This won't be happening for us until 2021. They will keep your grant documents on file just for the mandatory length of time.

**8. Upcoming Subcommittee Meetings:**

**A. IT/Fusion Center-** November 8<sup>th</sup> at STRAC

**B. Law Enforcement-** November 3<sup>rd</sup> at Tesoro

**C. Hospital/EMS/Medical-** Pass through of the STRAC EDGE Committee, October 20<sup>th</sup> at STRAC.

**More to be scheduled soon, please look for the notifications via email.**

**9. Upcoming Training**

**Kyle Coleman-** We are having a tornado class coming up Nov 28<sup>th</sup>. Mark Chadwick coordinates those classes. TDEM also has an ICS Plans class next week in Austin and it is a 5 day class (one of the harder ICS classes).

**Duane DuBose-** We had 2 officers that went to the Regional PIO training. It was outside their daily scope of work but they really enjoyed it. It was a more internet training type of class. It was funded by our region.

**10. Next Meeting Date: November 15, 2017. Call for SHSP Projects and Project Workshop.**

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

**All Approved,** The meeting adjourned at 2:20pm.