

**Alamo Area Council of Governments
Regional Emergency Preparedness Advisory Committee Meeting
Wednesday, June 20, 2018 – 1:30 p.m.
Al J. Notzon III Board Room
8700 Tesoro Drive, Suite 100, San Antonio, Texas 78217-6228**

MEETING MINUTES

MEMBERS PRESENT:

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| <ol style="list-style-type: none">1. Manuel Casarez2. Kyle Coleman3. Jason Cooper4. John Culpepper5. Walton Daugherty6. Victor Wells for Eric Epley7. Jeffery Fincke8. Tony Gross9. Cindy Stafford for Leann Hosek10. Jeff Kelley11. Bryce Houlton for Kyle Kutscher12. Kyle McAfee for Chief Kade Long13. Keith Lutz | <ol style="list-style-type: none">14. Ray Hacker for Chief Doug Meckel15. Patrick Murnin & Rachelle Littlefield16. David Prasifka17. Chief Dan Pue18. Carey Reed19. Sammy Sikes20. Roger Lampman for Dannie Smith21. Chief Edwin Baker for Mayor Johnny Stahl22. Danny Taylor23. William Thomas24. Scott Lampright for Judge Nelson Wolff25. Chief Patrick Zepeda & Jeffrey Dean |
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MEMBERS ABSENT:

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| <ol style="list-style-type: none">1. Shelby Dupnik2. Chief Duane DuBose3. Christopher Filline4. Ray Kallio5. William “Vance” Meade | <ol style="list-style-type: none">6. Patrick O’Connell7. Braxton Roemer8. Luis Valdez9. Brian Valenzula |
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STAFF PRESENT:

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| James Minze- Homeland Security Coordinator Cumorah Eldredge- Homeland Security Planner Marcela Medina-Public Safety Director Laura Richardson-Public Safety Specialist |
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1. Opening

Chairman Jeffery Fincke called the meeting to order at 1:37 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 May 14, 2018.

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 subcommittee reports.

A. Critical Infrastructure and Key Recourses

Please read email sent out from Chris Stokes.

B. Emergency Management and Community Preparedness-

Keith Lutz: Nothing to report, have not met

C. Emergency Response - Fire

Walton Daugherty: Nothing to report.

D. Emergency Response - Law Enforcement- NA

E. Inter-Operable Communications

Robert Adelman: RICP discussion later in meeting. Nothing else to report.

F. IT/Fusion Center

Victor Wells: On June 13th, they did a WAVE demo as well as show their family reunification tracking system. Explanation with visuals was given using the Asset Track within WebEOC. This system allows a real-time visual of all the ambulances in the San Antonio region. Carey Reed is also working on getting the i-INFO numbers to Victor.

G. Hospital/EMS/Medical

Victor Wells: reminded everyone of STRAC training coming up

Kyle Coleman- talked about the STEER program coming up.

H. Public Health and Agriculture

Sammy Sikes: Nothing to report.

I. Strategic Planning

Jeffrey Dean: FEMA is in town to do a THIRA/SPR/IP workshop for our region. It will be Thursday, June 21st from 9-11:30 (go over response) and 1-3:30 (go over recovery) at the EOC. The purpose of this meeting is to start having each jurisdiction utilizing the THIRA regularly when updating their plans. There will be 3-4 follow up meetings over the next 6 months. The State wants to see the link with the THIRA and how we are spending the grant funds.

6. Overview of the Threat and Hazard Identification Risk Analysis (THIRA) and Stakeholder's Preparedness Report (SPR) planning documents-Bryan Ellis, FEMA Region VI.

The THIRA is now on a 3 year cycle, and as such, will only have to be updated every three years; however, that will not start until 2 years from now, because we will be focusing on updating the Response and Recovery sections of the THIRA this year and the remaining sections next year. The purpose of the SPR is to determine gap analysis. This will be used to determine/prove that our HLS grant money is being used towards our identified gaps.

7. Review and discussion of the Alamo Area Regional Interoperable Communications Plan (RICP)- Jeff Wendling.

This is a planning document for all jurisdictions to help list priorities and deficiencies for each jurisdiction. It also lists timelines. It is a way to review key personnel in jurisdiction.

You need to check the document and make changes if needed for your counties. Please look at deficiencies and goals. **Please also go down to Section 5 Priorities and fill in your Point of Contact.** This priority section needs to be as complete as possible. You can save any changes on a word document and send to Jeff Wendling at jlwendling@lycos.com. You can also call him at 830-377-7834 if you have any questions at all.

There may be a ½ day workshop to go over one more time before it is due in September. If it is not submitted on time, it *could* impact any possible funding coming to our region. Before it is turned into the state, it will have to go before the AACOG Board of Directors. James will send out an email with specific due dates by Friday of this week.

John Havenstrite with LCRA also spoke briefly of the importance of interoperability, and their willingness to assist anyone in that manner at no charge. There has to be an MOU already in place. There is no limit on the number of talk groups designed. There will just be an initial fee of \$25. His office number is 512-578-1862 and cell is 713-446-0904. His email is john.havenstrite@lcra.org. Please feel free to reach out to him with any questions as well.

8. Discussion and appropriate action on the following membership items.

A. Member Attendance Discussion. Letters will be sent out by James to re-nominate someone to fill the unused seats, and protocol will be followed during this process. Each seat that fell below the attendance requirement over the past 12 months will have 3 months to re-nominate someone before the seat is given to someone else.

B. Member Replacement:

- i. Andy Cardiel, Emergency Management Coordinator-City of New Braunfels -replacing Patrick O’Connell**
- ii. Samuel McDaniel, Director of Environmental Health, Safety & Risk Management-University of the Incarnate Word- Education Seat Nominee**

A **motion** was made by **Kyle Coleman** and **Seconded** by **David Prasifka** to approve the above changes in membership.

All Approved, Motion Carried

C. Alternate Replacement:

- i. Patrick O’Connell, Assistant Fire Chief-City of New Braunfels Fire Department- Replacing Joe Vargas as alternate for Andy Cardiel with City of New Braunfels.**
- ii. Denis Kelly, EMS Director-Karnes County-Replacing Robert Ebrom as alternate for Shelby Dupnik with Karnes County.**

A **motion** was made by **Kyle Coleman** and **Seconded** by **Scott Lampright** to approve above changes in membership.

All Approved, Motion Carried

9. Discussion and appropriate action on the reallocation of \$6,815.75 in de-obligated funding from FY16 HSGP SHSP Funding.

Kyle Coleman suggested that we use the de-obligated funds to purchase more Stop the Bleed kits. It was determined the kits cost roughly \$40/each, so we would be able to purchase around 170 more kits. Bexar County will go ahead and do the ordering and distributing.

A **motion** was made by **Kyle Coleman** and **Seconded** by **David Prasifka** to use the de-obligated funds to purchase more Stop The Bleed kits to be distributed by Bexar County.

All Approved, Motion Carried

10. Program Update:

We need to get more signatures for the Regional Mutual Aid Agreement. Please encourage your neighbors to sign on the agreement if they haven't already.

James and Cumorah will be having their phone call with the OOG after the National Homeland Security Conference to learn of our funding disbursement. This should happen before the July REPAC.

Cliff Herberg, the new AACOG Senior Director of Public Safety as of June 1st, was introduced. He is also the AACOG General Counsel.

IPAWS training coming next month. We will have this date sent out before the next REPAC meeting.

11. Upcoming Training/Exercises:

Water Rescue Team was activated with Asset Tracks for the Kendall County flooding.

STRAC Conference June 25-27.

SAMC exercise in October with family reunification.

STEER Program will now function alone. People can login when needing rescue.

12. Items to be placed on next meeting's agenda:

RICP/LCRA update as well as ByLaws discussion. Get with James if you have anything else.

13. Next Meeting Date: July 18, 2018, 1:30pm.

14. Adjournment: A **MOTION** was made by **Kyle Coleman** and **SECONDED** by **David Prasifka** to adjourn.

All Approved, Motion Carried.

Meeting adjourned at 2:56pm.