

Minutes of Meeting
City of Weston Lakes, Emergency Management Committee Meeting
Simonton City Hall
35011 FM 1093, Simonton, Texas
Tuesday, March 8, 2011
6:00 p.m.

1. **Call to Order** by Chairman Cliff Aldrich at 6:00 p.m. The following volunteers were in attendance: Bernie Bauman, Liz and Trent Thomas, Bob Machen, Victor Zdunkewicz, Bill Dubois, Jean and Jack Stewart, Cathy and Robert Blue, David Heslep, Ron Horowitz, Bill Ragle, Fran Aldrich, Jeff Donofri, Russell Beustring, Linda Johnson and Linda Harnist

2. **Introduction of Attending Volunteers:** Chairman Aldrich introduced Bernie Bauman as a new volunteer. Linda Newsom Johnson was welcomed and presented as the new PIO. Appointed Volunteers were identified as: Linda Harnist, Patrick Harris, David Heslep, Jeff Donofri, Jack Stewart, and Bill Ragle. Appointments approved by the City Council on Feb. 22, 2011. Satutory members of the Committee are: The Emergency Management Coordinator, (Clifton Aldrich); Assistant Emergency Management Coordinator, (Marshal Ron Horowitz); the President of the POA (Russell Beustring); the President of the MUD (Bill Dubois), the Manager of the Country Club (Jason Hallk); the appointed Resident member (newly appointed Mrs. Linda Johnson). City Council approval Feb. 22, 2011.

Section Leaders in the EOC are: Incident Command (Clifton Aldrich); Operations Chief and Deputy IC (Alderman Trent Thomas); Logistics Chief (Denis DeLuca); Admin and Finance Chief (Linda Harnist); and IT and Command Section Officer (Bill Ragle).

Chairman Aldrich thanked all the volunteers for their service; without which there would be no EMT in Weston Lakes.

3. **Approval of Minutes:** Minutes of the January 19, 2011 were presented for approval. Mr. Thomas moved for approval and the motion was seconded by Marshal Horowitz. Minutes were approved as submitted.

4. **Reports from Section Chiefs regarding section meetings to review Job Books; Finalize Job Books - Section Chiefs to set goals and schedules.**

Linda Harnist, Adm/Finance suggested Job Book as presented by Ft. Bend County is also relative to the Weston Lakes EOC and appropriate in its original format. Suggested necessary meeting with Adm/Finance team to delegate and prioritize, as well as prepare forms and files for the EOC. Chairman Aldrich also suggested all Sections set time for informal meetings to set priorities, delegated responsibilities within the teams and as their disciplines relate to other Sections as well.

5. Identify volunteer Teams for EOC Open House on March 19, 2011.

Chairman Aldrich reported invitations were mailed to dignitaries in our area as well as John Cornyn for our open house.

Teams will be necessary in the EOC on March 18 to setup for the Open House Event the following day. All volunteers are encouraged to attend and participate. Teams identified were as follows:

CERT: Vern Flowers, in the absence of Ron Horowitz, will direct the CERT set up, including a CERT golf cart on the patio just outside of the EOC.

RADIO: Jeff Donofri

COT SETUP: Carolyn Flowers, Bob and Cathy Blue. 16 Cots will be set up in a divided area of 8 each. This will simulate a Shelter of Last Resort during an emergency event.

EOC SETUP: Jason Hall - Telephones

Linda Johnson - Media

Cliff Adrich - Projection, TV

Bill Ragle, Cliff Aldrich, Vern Flowers - Computers & Printers

Bill Ragle, Cliff Aldrich and Jason Hall - DSL Connectivity

Linda Harnist - Administration Supplies

Mayor Zdunkewicz, Shannon Purcell Mayor Protem

Aldrich - Invitations

Bill Ragle, Mayor Zdunkewicz and Jim Minton - ESD Command

Invited are the MUD Board Members and all residents of Weston Lakes. The open house will provide the opportunity to showcase the progress made by the EMT as well as the items purchased with the Grant funds.

EOC setup will begin on March 18 at 6:00 p.m. Open House on the 19th is from 11 a.m. to 4 p.m.

6. Training: 100 and 700 Certificates must be submitted to Shannon

Purcell as soon as possible. This is a FEMA requirement and will be an item addressed during any FEMA audit.

Linda Harnist reported briefly on the Course T-624 attended on March 2, 2011, at the Fort Bend County Emergency Mgmt. Center in Richmond. Six Weston Lakes Volunteers attended this course presented by Mr. Bill Clark of the Texas Division of Emergency Mgmt. Mr. Clark presented a power-point on FEMA required documentation for reimbursable expenses during an event. The course highlighted required forms for documentation and where on the web they may be obtained. Mr. Clark also mentioned the possibility of the City presenting to FEMA a claim to reimburse hours donated by our volunteers.

Certificates are available as of today on the web for printing. Please provide a copy to the City Secretary.

Chairman Aldrich reported on upcoming training:

April 5, in Angleton: PIO Course to be attended by 5 designated volunteers. Mayor Zdunkewicz, Linda Johnson, Don Conrad and 2 others to be determined. The City of Weston Lakes will absorb the \$150/fee per attendee.

April Table Top Exercise: Exact date tba; will include WebEOC and Job Books.

June 10-11 Exercise: This will be a functional/scenario driven exercise including CERT deployment and WebEOC emphasis. Mayor Zdunkewicz has requested CERT deployment to the streets to test communications from the field to the EOC.

Radio Tests: Dates tba. Participants will be Jeff Donofri, Trent Thomas and Ron Horowitz. Tests will include EMROG, Short Range, OEM 800mhz, and Public Safety 800mhz.

7. **New Volunteer Request**: Chairman Aldrich requested 2 volunteers to serve as Senior Service Volunteers. These 2 volunteers would identify and serve Senior Citizens in Weston Lakes, including Bowser Road experiencing stress during an event. No volunteers were identified.

8. **Comments and input from Volunteers**. David Heslep requested a clarification of dates for set up and open house. Discussion about the installation of our new generator near the cart barn. Mr. Thomas offered encouragement to the volunteers for the open house exercise. Mr. Aldrich thanked Mr. Dubois for a great job on a recent situation.

9. **Adjournment:** All business being complete, the meeting was adjourned by Chairman Aldrich at 6:38 p.m.

Minutes of March 8, 2011 Meeting submitted by Linda K. Harnist, Committee Secretary on March 9, 2011.

Linda K Harnist March 9, 2011